

# ANDAMAN AND NICOBAR ADMINISTRATION DIRECTORATE OF ANIMAL HUSBANDRY AND VETERINARY SERVICES

## PROACTIVE DISCLOSURES UNDER SECTION 4 OF RTI ACT,2005

### **Seventeen Points Manual of Section 4.1 of Right to Information Act, 2005**

1.	<p><a href="#">Particulars of organization, Functions and duties (organization chart)</a></p> <pre> graph TD     Sec[Secretary (AH)] --&gt; Dir[Director (AH&amp;VS)]     Dir --- Reg[Registrar (VC)-Cum-Joint Director]     Dir --- Branch1[SVO-cum-Joint Director (HQ)/Nodal Officer (IT)]     Dir --- Branch2[Assistant Director (Admn)]     Dir --- Branch3[Accounts Officer]     Dir --- Branch4[Statistical Officer (Plg)]     Dir --- Branch5[SVO-Cum-Joint Director (LP)]     Dir --- Branch6[Statistical Officer (LS)]          Branch1 --- SVOHQ[SVO (HQ)/(Zonal level Officer, SA, N&amp;M &amp; Nicobar)]     Branch1 --- GCP1[Group-C Non Ministerial (Para Veterinary Staff)]     Branch1 --- SVOV[SVO (Veterinary Institution)]     Branch1 --- CA[Computer Asst (Grade 'A')]     Branch1 --- GCM1[Group-C (Ministerial)]          Branch2 --- GCM2[Group-C (Ministerial)]          Branch3 --- AAO[Assistant Accounts Officer]     Branch3 --- GCM3[Group-C (Ministerial)]          Branch4 --- SI1[Senior Investigator]     Branch4 --- CA2[Computer Asst. (Grade 'A')]          Branch5 --- SVO2[SVO (Livestock Farms &amp; Others)]          Branch6 --- SI2[Senior Investigator]     Branch6 --- JI[Junior Investigator]     Branch6 --- Comp[Computer]     </pre>
2.	<p><b>Power of officers &amp; Duties of officers and employees</b></p> <p><a href="#">Director, Registrar cum Joint Director(VC), Senior Veterinary Officer cum Joint Director, Senior Veterinary Officers &amp; others</a></p> <p><b><u>DUTIES AND RESPONSIBILITIES OF DIRECTOR (AH&amp;VS)</u></b></p> <ol style="list-style-type: none"> <li>1. The Director is the Head of Department for the purpose of FR&amp;SR and Head of organization for the Directorate.</li> <li>2. He will be responsible to provide guideline and leadership to officers and staff employed in the department of AH&amp;VS.</li> <li>3. He will be responsible for formulation, implementation and monitoring of all the Plan and Non-Plan activities of the department.</li> <li>4. He will co-ordinate the work of various sections and allocation of work within the department and act as Liaison Officer with the Administration and other departments.</li> <li>5. He will be responsible for enforcement of various Acts/Rules/Orders and Quarantine measures required with respect to animal movement, transportation and animal disease surveillance and</li> </ol>

control, in this territory.

6. He will be responsible to implement all the development schemes through the UT for the upliftment of socio-economic status of the farmers and for overall development of Animal Husbandry sector. He shall review the performance of the department at field level by active interaction with PRI and Tribal Council representatives from time to time.
7. The Director will be responsible for maintaining the disease free status of this UT and monitor the animal health cover programmes.

**DUTIES AND RESPONSIBILITIES OF REGISTRAR (VC) - CUM-JOINT DIRECTOR (AH&VS), ANDAMAN AND NICOBAR UNION TERRITORY VETERINARY COUNCIL**

1. He will be the in-charge of the Andaman and Nicobar Union Territory Veterinary Council (Professional Efficiency Development Scheme).
2. He will be responsible for the registration of Veterinarians and maintaining Veterinary Practitioners Register containing the names of all persons who possess recognized veterinary qualification included in the 1<sup>st</sup> and 2<sup>nd</sup> Schedule of the Indian Veterinary Council Act, 1984.
3. He will be responsible for preparation, updating and publication of Andaman and Nicobar Union Territory Veterinary Register for inclusion the names in supplement of Indian Veterinary Practitioners Register every year.
4. He will be responsible for conducting election of members for Andaman and Nicobar Veterinary Council.
5. He will be responsible for holding meeting of the ANUT Veterinary Council at regular intervals. Preparation & minutes of the meeting, sending the same to the Administration, VCI, New Delhi and members of the Council etc.
6. He is responsible for maintenance of accounts with regard to grant-in-aid as well as registration/renewal fees etc.
7. He is responsible for timely sending 1/4<sup>th</sup> of the total fees alongwith the list of registered veterinary practitioners to VCI, New Delhi every year.
8. He is responsible for renewal and transfer of Registration of Veterinary Practitioners.
9. He is responsible for conduction All India Common Entrance Examination for the candidates of A&N Islands at port Blair for admission to BVSc & AH Course for filling up 15% of total seats in each Veterinary Collage as per direction of VCI, New Delhi.
10. He is responsible for implementation of all regulations to maintain the standard of professional conduct, etiquette and code of Ethics for Veterinary Practitioners in Andaman and Nicobar Islands.
11. He is responsible for Organizing Orientation training programme for Veterinary Practitioners in consultation with VCI, New Delhi.
12. He will assist Director in implementation of Different Programmes/Schemes.
13. Any other works assigned by the Director.

**DUTIES AND RESPONSIBILITIES OF SVO CUM JOINT DIRECTOR (LP)**

1. He will be responsible for the implementation of Livestock Development scheme Piggery/Poultry/Goatry and Fodder Development scheme being implemented by the Department.
2. He will be responsible for implementation of Livestock development scheme under the Centrally Sponsored schemes.
3. He will also be technical supervision of departmental farms in the Territory.
4. He will be responsible for the preparation of Livestock Development schemes under the RKVY and its implementation.
5. He will be responsible for the conduct of Livestock census in this Union Territory.
6. He will be responsible for the implementation of Integrated Sample Survey being implemented by the department.
7. He will incharge of Livestock Development section of this department.
8. He will assist the Director in all matters related to Livestock Development Programmes and for dealing all other technical matters of the department.
9. Any other work assigned by the Director.

### **DUTIES AND RESPONSIBILITIES OF SVO CUM JOINT DIRECTOR (HO/AH)**

- 1.He will be responsible for the implementation of Livestock Health Programmes implemented by the Department under the Plan scheme.
- 2.He will be responsible for implementation of all the Centrally Sponsored schemes relating to Animal Health.
- 3.He will also be technically supervising the activities of all the Veterinary Institutions (Health care) of the department.
- 4.He will be responsible for the implementation of National Animal Disease Reporting System(NADRS)
- 5..He will be responsible for providing all the departmental services through CSC.
6. He will ensured Disease Surveillance and monitoring.
- 7.He will be responsible for formulating the Animal Health Scheme under the RKVY and its implementation.
- 8.He will incharge of Planning section of the department and supervision the preparation of Five Year Plan, Annual Plan, District Plan, Tribal Sub Plan and Projects under RKVY.
- 9.He will assist the Director in all matters related to Animal Health scheme and for dealing all other technical matters of the department.
- 10.Any other work assigned by the Director.

### **DUTIES AND RESPONSIBILITIES OF SENIOR VETERINARY OFFICER**

1. To be in-charge of all development programme of the department under the jurisdiction.
2. To formulate scheme and monitoring of and proper implementation of the scheme.
3. To guide and advise the farmers in all aspects for various departmental programmes popular among them.
4. Shall be responsible for proper implementation of the plans in association with the Elected Bodies / Panchayat Pradhan.
5. To function as in-charge of Veterinary Hospital, Cattle Farm, Hatchery, poultry Farm, Goat Farm etc.
6. Coverage to Livestock and poultry and various Mobile Veterinary Dispensaries including treatment of Livestock Poultry & Vaccination under his/her jurisdiction.
7. Carryout Artificial Insemination Programme under his/her jurisdiction.
8. To conduct Veterinary Camps and other Animal Husbandry Extension activities in the village under his/her jurisdiction.
9. To conduct Livestock and poultry shows, calf rallies, farmer's demonstration/training programme under his/her jurisdiction.
10. To implement the various approved plan programmes under his/her jurisdiction.
11. To submit regular reports pertaining to his/her jurisdiction for regular/monitoring supervision of the implementation of the various plan programme.
12. To supervise the functioning of Veterinary Sub Dispensary in his/her jurisdiction and to be in-charge of the staff posted under his/her jurisdiction.
13. To carry out any other works as assigned by the Director AH&VS/Controlling Officer.

#### **Additional Duties.**

1. He will be responsible for the timely implementation of the development schemes/programmes.
2. He will be the in-charge of all the institutions working under him and also be responsible to extend the benefit of the programme to farmers.

### **DUTIES AND RESPONSIBILITIES OF LIVESTOCK SUPERVISOR**

1. To supervise the functioning of other para veterinary/staff and assist the Veterinary Assistant Surgeon/Officer in-charge in field extension programme.
2. To maintain all the relevant registers and assist the VAS in the preparation of monthly returns.
3. To attend to the development programme of the department and extension services.
4. To assist the veterinary Assistant Surgeon in the treatment of animals.
5. Rendering assistance to veterinary Surgeon and in-charge of Veterinary institutions while performing major operations.
6. To perform A.I.in cattle and buffaloes.
7. Handling of superficial surgical wounds abscess/fistula etc.
8. Any other work as assigned in public interest by the officer in-charge.

### **DUTIES AND RESPONSIBILITIES OF SENIOR VETERINARY COMPOUNDER**

1. To supervise the work of Para Veterinary Staff working under him.
2. To render first aid in case of prolapse of uterus.
3. To provide first aid in non infectious disease like Tympany, Constipation, Impaction, Diarrhea, Dysentery, Milk fever etc.
4. Rendering assistance to Veterinary Surgeon and in- charge of Veterinary Institutions while performing major operations.
5. To perform A.I.in cattle and Buffaloes.
6. To help the Veterinary Assistant Surgeon/Officer-in –charge in the maintenance of records of the institutions and assist in the preparation of monthly returns.
7. Handling of superficial surgical ailments like wounds including sutures/surgical wounds abscess/fistula etc.
8. Any other work as assigned in public interest by the officer in-charge.

### **DUTIES AND RESPONSIBILITIES OF VETERINARY COMPOUNDER**

1. To perform Artificial Insemination in cattle and Buffaloes.
2. To vaccinate Livestock to control diseases and to take timely Veterinary aid measures.
3. Handling of superficial surgical ailments like wounds including suture/surgical wounds abscesses/fistula etc.
4. Management of superficial Hemorrhage burns using local antiseptic lotions ointments etc.
5. Intro uteri douching with antiseptic lotion.
6. First aid in case of prolapse of Uterus.
7. To maintain official records of polyclinic, Disease Investigation laboratories, Hospitals, Dispensaries Livestock and Poultry Unit/Vaccination Units, Propaganda Unit etc.
8. Compounding and Dispensing of medicines.
9. Rendering assistance to Veterinary Surgeons and in- charge of Veterinary Dispensaries and sub-dispensaries while performing major operations.
10. Any other work as assigned in public interest by the officer in-charge.

### **DUTIES AND RESPONSIBILITIES OF VETERINARY STOCKMAN**

1. To perform Artificial Insemination in cattle and Buffalo.
2. To follow up Artificial Insemination cases and maintenance of records.
3. To vaccinate animals to control diseases and to take timely veterinary aid measures.
4. Management of superficial burns using antiseptic lotion, ointment etc.
5. To provide first aid in non-infectious diseases like Tympany, Constipation, Impaction, Diarrhea, Dysentery, Milk fever etc.
6. Spraying of animals to control ecto parasites.
7. To maintain official records of Polyclinic Centre, Propaganda Unit / Vaccination Units ,Government Livestock Farm etc.
8. To help Veterinary Surgeons /Animal Husbandry Officer in the maintenance of office records.
9. To supervise the work of all the Mazdoors working under him/her.

10. To be responsible for the maintenance of the Muster Roll and records of Mazdoors working in the farm.

11. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF VETRINARY DRESSER**

1. He/She will be responsible for handling of animals/birds dressing of animals etc. in the Hospital/Dispensaries of Government Farms.
2. He/She will be responsible for cleaning of all the Hospital/Dispensaries/Farms and its premises.
3. They will assist the Veterinary Livestock Supervisors/SVC/VC/VS in all the Hospital and Farm duties.
4. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF MAZDOOR-CUM ATTENDANT**

1. He/She will be responsible for handling of animals.
2. He/She will be responsible for cleaning of the Institutional Building/Hospital/Dispensaries/Farms Toilets, Rooms and premises.
3. To maintain the gardens situated in the institutes.
4. He/She will be responsible for watch and ward duties.
5. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF JUNIOR INVERTIGATOR**

1. Preliminary work relating to conduct of sample survey on seasonal basis like selection villages etc.
2. Field inspection of Enumerator's work.
3. Collection, Compilation, Tabulation of Data.
4. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF ENUMERATOR**

1. Conducting sample surveys on seasonal basis comprising of complete enumeration and cluster survey of households and submission of reports to this Directorate for estimation of milk, meat & egg production in this territory.
2. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF LABORATORY TECHNICIAN**

1. To maintain Laboratory equipments, chemicals in the Lab.
2. To be responsible for effective functioning of all the equipments present in the Laboratory.
3. Responsible for coordinating all the work of Lab Assistant and Lab Attendant working in laboratory.
4. Responsible for the upkeep of all the relevant records pertaining to the lab equipments, instruments, chemicals etc.
5. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF LABORATORY ASSISTANT**

1. To assist the Lab Tech. and to carryout testing of urines, milk blood etc. through microscope and to submit result thereof to the Vety. Assistant Surgeon in – charge.
2. To be responsible for cleaning of all the Laboratory Utensils, Glassware, Slides etc.
3. To be responsible to keep the Laboratory neat and clean, and will carryout all the duties assigned to him by the Laboratory staff.
4. Any other work as assigned in public interest by the officer in-charge.

### **DUTIES AND RESPONSIBILITIES OF LABORATORY ATTENDANT**

1. Will be responsible for cleaning of all the Laboratory Utensils, Glassware, Slides etc.
2. Will be responsible to keep the Laboratory neat and clean, and will carryout all the duties assigned to him by the Laboratory in-charge.
3. Any other work as assigned in public interest by the officer in-charge.

### **DUTIES AND RESPONSIBILITIES OF STORE KEEPER**

1. In-charge of the Central Store/Staff working under him.
2. Maintenance of all such ledgers/register required for receipt/issue of stores as per the procedures of Govt. from time to time and furnishing of reports to this effect to the higher authorities from time to time as the case may be.
3. Responsible for producing all records/queries to the audit/inspection units from time to time.
4. Any other work as assigned in public interest by the officer in-charge.

### **DUTIES AND RESPONSIBILITIES OF HATCHERY/PLANT OPERATOR**

1. He/she will be responsible for sexing of chicks hatched out in the Govt. hatcheries.
2. He/she will be responsible for effective functioning of all the hatchery operations including the functioning of incubators.
3. He/she will be responsible for entire maintenance of the Govt. Hatchery.
4. He/she will be responsible for effective functioning of LN2 Plant, DG Sets and other machineries available in various institutions.
5. He/she will be responsible for entire maintenance of LN2 Plant, DG Sets, Incubators and other machineries available in various institutions.
6. Any other work as assigned in public interest by the officer in-charge.

### **DUTIES AND RESPONSIBILITIES OF DIGITAL MACHINE OPERATOR**

1. To operate the Gestetner Machine, Copier Machine, Fax Machine and other digital equipments and proper maintenance of the machine.
2. Any other work as assigned in public interest by the officer in-charge.

### **DUTIES AND RESPONSIBILITIES OF RECORD KEEPER**

1. Proper maintenance of records.
2. Indexing of records available in record room.
3. Maintenance of issue and receipt register of stitched files and other records.
4. Locate and issue of records on requisition.
5. Proper maintenance of record room.
6. Any other work as assigned in public interest by the officer in-charge.

### **DUTIES AND RESPONSIBILITIES OF DAFTARY**

1. He/she will be responsible for filling papers.
2. He/she will be responsible for File Numbering system, Receipt of Dak, Distribution of Dak to all section.
3. Stitching of old files.
4. Indexing proper arrangement and maintenance of closed file.
5. To be the custodian of such closed files.
6. Any other work as assigned in public interest by the officer in-charge.

### **DUTIES AND RESPONSIBILITIES OF PEON**

1. He/she will be responsible for filling of papers.
2. He/she will be responsible for File Numbering system, Receipt of Dak, Distribution of Dak to all sections.
3. Stitching of old files.
4. Indexing proper arrangement and maintenance of closed file.

5. To attend the duties entrusted to peon such as distribution of official daks and to attend the office for official work.
6. Proper arrangement and retrieval of files and other documents.
7. Any other work as assigned by controlling officer.
8. Responsible for storing all the scientific items as per the procedures.
9. Responsible for carrying out all such works, which are given to him by his superiors from time to time.
10. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF VETRINARY MESSENGER**

1. To transport/carry Liquid Nitrogen, Frozen Seamen, Medicines, Vaccine, Instruments etc. to various units of this department.
2. Will also assist the VAS in Vaccination and Castration programmes etc.
3. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF CHOWKIDAR**

1. Watch and ward duties of office, institutions and Farms.
2. To be responsible for any kind of accident in the premises of the institution like fire, theft etc.
3. To be responsible for any kind of electrical mishaps.
4. To be responsible for water filter maintenance and its functioning.
5. To be responsible for Tap Repairing and Tap Fitting, Water Purifier servicing, Pump Installation and Pipe Line Work.
6. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF COOK**

1. Will perform all the duties of work in the kitchen and provide food to the departmental trainees in time.
2. Will be responsible for proper maintenance of records of all the utensils and raw materials.
3. Will be responsible for maintenance of Hygienic condition in kitchen area handling of raw materials and ingredients.
4. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF DRIVER**

1. To Drive the Departmental vehicle as per the instructions of the Controlling Authority.
2. He shall all maintain the vehicle and keep the same roadworthy.
3. He shall also maintain the Log Book, POL A/c etc. of the concerned vehicle properly.
4. Any other work as assigned in public interest by the officer in-charge.

#### **DUTIES AND RESPONSIBILITIES OF CINEMA OPERATOR**

1. Will conduct film shows as per the scheduled programmes in the villages.
2. Will be responsible for the proper maintenance of the equipments provided to him.
3. Will carry out all the duties assigned to him in relation to various extension activities by his Programme Officer.
4. Will carry out all petty electrical work of the Directorate Building.
5. Maintenance of PA system and other equipments of the conference hall.
6. Any other work as assigned in public interest by the officer in-charge.

### **3. Procedure followed in the decision making process including channels of supervision & Accountability**

Head of the department/office within the authority exercises decisions with reference to the functioning of the department/ Office. Wherever policy matters and matters requiring coordination with other offices such of those issues are placed for approval of the Director (AH&VS) and A&N Administration through files and orders are obtained. Wherever matters requiring approval of the Government of India, specific approvals are sought for each issue from the Ministry of Agriculture, Department of AH,D&F, GOI, New Delhi . The guidelines given by the Ministry of Agriculture, Department of Animal Husbandry, Dairying and Fisheries, GOI, New Delhi

	<p>and the Regulations and Acts of the Animal Husbandry and Veterinary Services Department approved by the govt. and instructions issued from time to time are the basis on which decisions are taken.</p> <p>For more details please visit : <a href="https://ahvs.andaman.gov.in">https://ahvs.andaman.gov.in</a></p>
4.	<p><b>Norms set by it for the discharge of its functions</b></p> <p>For providing various facilities, each office fixes bench marks for performance taking into consideration their work load, manpower, working ability, allocation of budget etc.</p>
5.	<p><b>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:</b></p> <p>As there is no legislature in the UT of A&amp;N Administration the list of the Rules, Regulations etc that are framed and issued by Govt. of India from time to time are mentioned below:-</p> <ol style="list-style-type: none"> <li>1. A&amp;N Administration Manual of Office Procedure</li> <li>2. Delegation of Financial Power Rules.</li> <li>3. General Financial Rules.</li> <li>4. Central Civil Services (Conduct) Rules.</li> <li>5. Central Civil Service (Leave) Rules.</li> <li>6. Fundamental Rules and supplementary Rules.</li> <li>7. All the instructions issued by the Ministry of Agriculture, Department of Animal Husbandry, Dairying &amp; Fisheries, New Delhi, Ministry of Finance, Ministry of Personnel, Public Grievances and pensions on establishment, administrative and financial matters.</li> </ol> <p><i>Regulations : for details visit : <a href="https://ahvs.andaman.gov.in">https://ahvs.andaman.gov.in</a> / <a href="http://www.dahd.nic.in">www.dahd.nic.in</a></i></p>
6.	<p><b>A statement of the categories of documents that are held by it or under its control:</b></p> <p>(A) Following subject files are being maintained in sections</p> <p><b><u>Statistical Officer(Planning)/Livestock</u></b></p> <ol style="list-style-type: none"> <li>1. She is responsible for formulation and Preparation of Five Year Plans, Annual Plans, District Plans, Tribal Sub Plan and Projects under RKVY and its related correspondence, preparation of reports monitoring of expenditure, civil works etc.</li> <li>2. She is the Branch Officer of the Planning section of this department.</li> <li>3. She is responsible for Implementation of Livestock Development and centrally sponsored schemes and its related correspondences and also had the responsibility of Livestock Central and Integrated Sample Survey.</li> <li>4. She is the Branch Officer of the Livestock section of this department.</li> </ol>



7.	<p><b>The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof :</b></p> <p>No arrangements exist for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation in respect of the Directorate of Animal Husbandry &amp; Veterinary Services. The Director (AH&amp;VS) is devoting time for meeting the general public in any matter as and when they come in the chamber.</p>																												
8	<p><b>A statement of the boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of the such meetings are accessible for public:</b></p> <p>The below mentioned committee, Boards, Councils, are open to the public in the chamber of the Director at public meeting hours.</p> <ol style="list-style-type: none"> <li>1. Sexual Harassment Committee constituted.</li> <li>2. Public Grievance.</li> <li>3. State Advisory Board for Animal Health</li> <li>4. State Animal Disease Emergency Committee (SADEC)</li> <li>5. Illegal Sale of Pet Animal.</li> </ol>																												
9.	<p><u><a href="#">A directory of its officers</a></u></p> <table border="1" data-bbox="156 1256 1401 1921"> <thead> <tr> <th>S.No.</th> <th>Name</th> <th>Designation</th> <th>Contact No.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Dr.Ajay Varma</td> <td>Director(AH&amp;VS), Joint Director(HQ/ Public Grievance)</td> <td>233286(O)9434270256</td> </tr> <tr> <td>2.</td> <td>Dr.Sujata Hegde</td> <td>Senior Veterinary Officer (Livestock Production)</td> <td>233286(O)9434273122</td> </tr> <tr> <td>3.</td> <td>Dr.Ashish Kumar</td> <td>Senior Veterinary Officer (Ext.Pub) &amp; Nodal Officer(IT)</td> <td>232612(O) 8900943373</td> </tr> <tr> <td>4.</td> <td>Shri.Peter Francis</td> <td>Senior Accounts Officer</td> <td>231809(O)9434282882</td> </tr> <tr> <td>5.</td> <td>Smti.Vana Rani</td> <td>Assistant Director(Admn)</td> <td>232796(O)</td> </tr> <tr> <td>6.</td> <td>Statistical Officer</td> <td>Statistical Officer (Planning/Livestock)</td> <td>230302(O)</td> </tr> </tbody> </table> <p>For more contact numbers please visit : <a href="https://ahvs.andaman.gov.in">https://ahvs.andaman.gov.in</a></p>	S.No.	Name	Designation	Contact No.	1.	Dr.Ajay Varma	Director(AH&VS), Joint Director(HQ/ Public Grievance)	233286(O)9434270256	2.	Dr.Sujata Hegde	Senior Veterinary Officer (Livestock Production)	233286(O)9434273122	3.	Dr.Ashish Kumar	Senior Veterinary Officer (Ext.Pub) & Nodal Officer(IT)	232612(O) 8900943373	4.	Shri.Peter Francis	Senior Accounts Officer	231809(O)9434282882	5.	Smti.Vana Rani	Assistant Director(Admn)	232796(O)	6.	Statistical Officer	Statistical Officer (Planning/Livestock)	230302(O)
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10.	<p><b>The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation:</b></p> <p>The Directorate of Animal Husbandry does not have any compensation to its officers and employees. Monthly remuneration received by each officers and employees of the Directorate of Animal Husbandry &amp; Veterinary Services, Port Blair</p>
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11.	<p><b>The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:</b></p> <p style="text-align: right;"><i>(Rs. In Lakhs)</i></p>
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Sch No	Name of Scheme	Proposed Outlay (Rs. in lakh)			
		S/Andaman	N&M Andaman	Nicobar	Total
1	Animal Health Programme	367.90	170.20	124.90	<b>663.00</b>
2	Cattle Development Programme	175.70	65.00	30.80	<b>271.50</b>
3.	Poultry , Piggery and Goat Development Programme	321.81	118.53	83.16	<b>523.50</b>
4.	Strengthening of Department of AH & VS	106.20	33.80	19.00	<b>159.00</b>
5.	Fodder Development Programme	37.85	31.25	13.90	<b>83.00</b>
Total		<b>1009.46</b>	<b>418.78</b>	<b>271.76</b>	<b>1700.00</b>

12. **The manner of execution of subsidy programmes, including the amounts allocated and the de Guidelines for implementation of the subsidy programme sanctioned by the Hon'ble Lt. Governor, A & N Islands vide order No. 1522 dated 13<sup>th</sup> August,2012**

**1. Payment of Stipend @ Rs. 1500/- to PTV for one month AI & Castration training**

- After completion of One Month training on Artificial Insemination and Castration to Part Time Volunteers, the concerned Senior Veterinary Officer shall send the attendance and completion report to the directorate.
- DDO of directorate will draw the stipend and the same will be paid to the trainees through the concerned Senior Veterinary Officers.

**2. Payment of incentive @ Rs.250/- to PTVs for successful AI resulting in Pregnancy**

- For payment of incentive to the PTVs, the concerned SVO shall send the report of PTVs on successful Artificial Insemination resulting in pregnancy every month to the directorate. The DDO of the directorate shall draw the amount and pay to the trainees through the concerned SVOs.

**3. Payment of incentive @ Rs 75 per Castration to PTVs**

- For payment of incentive to the PTVs the concerned SVO shall send the report of PTVs for castration every month to the directorate. The DDO of the directorate shall draw the amount and pay to the trainees through the concerned SVOs.

**4. Payment of Stipend @Rs.1000/- for one month training in Dairy Farming**

- After completion One Month training on Dairy Farming, the concerned Senior Veterinary Officer shall send the attendance and completion report to the directorate.
- DDO of directorate will draw the stipend and the same will be paid to the trainees through the concerned Senior Veterinary Officers.

**5. Payment of Stipend @ 1000/- for one month training in Dairy Farming:**

- After completion One Month training on Dairy Farming, the concerned Senior Veterinary Officer shall send the attendance and completion report to the directorate.
- DDO of directorate will draw the stipend and the same will be paid to the trainees through the concerned Senior Veterinary Officers.

**6. Distribution of pregnant heifers/graded buffaloes to the selected farmers on cost basis including on 50% subsidy to the BPL Farmers/tribals with 100% transportation subsidy of union territory of Andaman and Nicobar islands.**

- The Heifers/Graded Buffaloes transported from mainland will be provided to the selected farmers and the actual cost of the animals purchased at mainland shall be collected from the farmers by the concerned Senior Veterinary Officer and deposited in the Government account. In the case of BPL/Tribal farmers, before supplying the Heifers/Graded Buffaloes 50% cost of the animals purchased at mainland shall be collected and deposited in the Government Account and for the remaining 50% cost of the animals, (subsidy) the concerned Senior Veterinary Officer shall raise a separate bill. Senior Veterinary Officer In-charge of the farm/SVO in-charge of the distribution shall raise a separate bill towards the transportation cost of the animals from mainland to Port Blair and the DDO, Directorate shall made the book adjustment every year (Full transportation cost).

**7. Providing 100% transportation subsidy for purchasing pregnant heifers directly from mainland to the selected farmers of union territory of Andaman and Nicobar islands.**

- The cost of transportation to Port Blair will bear by the department of AH & VS or the beneficiary himself shall transport the animals to Island by ship and on arrival at Port Blair shall submit the bill for transportation by ship for reimbursement. The department shall reimburse the fare as per the rate fixed by the Directorate of Shipping Services. The expenditure shall be booked in the subsidy.

**7. Distribution of concentrate feed on 50% subsidy to BPL farmers/Tribal farmers under Calf rearing Programme**

- The department will procure the feed and supply to the eligible BPL/Tribal farmers under calf rearing programme as per the prescribed rate. Before supplying the feed to the BPL/Tribals, 50% cost of the feed will be collected from the farmers and shall be deposited in the Government Account, and the concerned Senior Veterinary Officer, In-charge shall raise a bill for the 50% subsidy for feed distributed every month to the Director of AH & VS for book adjustment of the DDO of this directorate.

**8. Provision for Insurance Coverage for female calves on 100% subsidy to the BPL/Tribal farmers and 50% subsidy to the APL farmers upto 2 years under calf rearing programme of the Plan scheme.**

- The department will bear the entire cost of insurance for calf of the BPL/Tribal farmers. In case of APL farmers, before insuring the calf 50 % cost of insurance shall be collected from the farmers and the remaining 50% (Subsidy) shall be paid by the department

**9. Provision for Insurance coverage for Crossbred Cows Producing Milk 8 litters and above on 100% subsidy to the BPL farmers and 50% subsidy for APL Farmers.**

- Under this programme the entire cost of providing insurance to the animals of the selected BPL farmers shall be paid by the department and in case of APL farmers before insuring the animals 50% cost of insurance shall be collected from the farmers and the remaining 50% shall be paid by the department.

**10. Sale of day old chicks to farmers on 50% subsidy basis to tribal and 100% subsidy to aboriginal tribes**

- Under this programme, before supplying day old chicks to the tribals, 50% cost shall be collected from the tribal and deposited in the government account for the remaining 50% cost (subsidy) of the birds to the tribals and 100% to the aboriginal tribes, the Senior Veterinary Officer in-charge of the hatchery shall raise a bill to the Director of AH & VS every month for book adjustment by the DDO of the directorate.

**11. Supply of reared Poultry birds unit along with feed to tribals with 50% subsidy and 100% subsidy to the aboriginal tribes (20 Birds per unit)**

- Under this programme, before supplying the poultry birds to the tribals, 50% cost shall be collected and deposited in the government account. For aboriginal tribes 100% subsidy shall be provided for supplying reared poultry birds. The Senior Veterinary Officer in-charge of the hatchery shall raise a bill for the subsidy provided to the Director of AH&VS every month for book adjustment by the DDO of the directorate.

**12. Supply of Ducklings/duck units on 100% subsidy basis to aboriginal tribes and 50% subsidy basis to tribal (10 Ducks/Unit)**

- Under this programme, before supplying the Ducklings/Duck to the tribals, 50% cost shall be collected from the tribals and deposited in the government account. For aboriginal tribes 100% subsidy shall be provided for supplying Duckling/ Duck. The Senior Veterinary Officer in- charge of the hatchery shall raise a bill for the subsidy provided for the Duckling/Duck to the Director of AH&VS every month for book adjustment by the DDO of the directorate.

**13. Distribution of Backyard Poultry on 100% subsidy to aborigine tribe and 50% subsidy basis to tribal. (20 birds per unit)**

- The backyard poultry shall be supplied to the aboriginal tribes on 100% subsidy and in case of Tribal beneficiary before distributing the backyard poultry birds 50% cost of the poultry birds shall be collected from the beneficiary and deposited in government account and the concerned Senior Veterinary Officer, In-charge shall raise a bill for the subsidy provided for the bird distributed every month to the Director of AH & VS for book adjustment by the DDO of this directorate

**14. Distribution of poultry feed on 50% subsidy to tribals and 100% subsidy to aborigine tribe**

- The department will procure the poultry feed and supply to the eligible Tribal/Aboriginal Tribal as per the prescribed rate. Before supplying the feed, 50% cost of the feed will be collected from the Tribals and shall be deposited in the Government Account. In case of Aboriginal tribes poultry feed will supply on 100% subsidy. The concerned Senior Veterinary Officer, In-charge shall raise a bill for the feed distributed under subsidy provided every month to the Director of AH & VS for book adjustment by the DDO of this directorate.

**15. Provision for Payment of Stipend @ Rs. 1000/- per head for one month Poultry keeping training.**

- After completion One Month training on Poultry Keeping, the concerned Senior Veterinary Officer shall send the attendance and completion report to the directorate.
- DDO of directorate will draw the stipend and the same will be paid to the trainees through the concerned Senior Veterinary Officers.

**16. Distribution of large white Yorkshire Piglets (on 100% Transportation subsidy basis) to the selected farmers on cost basis and 50% subsidy basis to tribal and BPL farmers.**

- The Large White Yorkshire Piglets transported from mainland will be provided to the selected farmers and the actual cost of the animals purchased at mainland shall be collected from the farmers by the concerned Senior Veterinary Officer and deposited in the Government account. In the case of BPL/Tribal farmers, before supplying the pigs 50% cost of the animals purchased at mainland shall be collected and deposited in the Government Account. For the remaining 50% cost (subsidy) of the animals, and 100% transportation subsidy, the concerned Senior Veterinary Officer shall raise a separate bill to the Director, AH & VS for book adjustment by the DDO of directorate.

**17. Supply of Trio-Pig units on 50% Subsidy to tribals and 100% subsidy to aboriginal tribes.**

- Supply of Trio-Pigs produced in the farm to the tribals, 50% cost of Pig/Unit shall be collected from the beneficiary and deposited in the Government Account. In the case of aboriginal tribes the entire cost of pig unit supplied shall be provided on 100% subsidy. For the remaining 50% cost of trio-pigs supplied to the tribals and 100% to the aborigine tribes, the Senior Veterinary Officer, In-charge of the farm shall raise a bill to the Director of AH & VS every month for book adjustment by the DDO of the directorate.

**18. Distribution of Boar (Male Pig) (on free of cost) and water trough and feeder on 50% subsidy basis to the tribal farmers.**

- The male pig shall be distributed to the tribal farmers for breeding on free of cost. Water trough and feeder will be purchased by the department and supply to the tribals on 50% cost subsidy. The remaining 50% cost of water trough and feeder shall be collected from the tribals and deposited in the government account. The Senior Veterinary Officer In-charge of the farm shall raise a bill to the Director of AH & VS for 100% cost of Boar (Male Pig) and the 50% cost of the water trough and feeder supplied to the tribal. The DDO of the directorate shall make book adjustment.

**19. Imparting Piggery Training to tribal and others for one month with stipend @ 1000/ per head.**

- After completion of One Month training on Piggery, the concerned Senior Veterinary Officer shall send the attendance and completion report to the directorate.
- DDO of the directorate will draw the stipend and the same will be paid to the trainees through the concerned Senior Veterinary Officers.

**20. Distribution of Malabari/Black Bengal/Other improved Variety of Goats (on 100% transportation subsidy basis) to the selected farmers on cost basis and 50% subsidy basis to the tribal and BPL farmers.**

- The Malabari/Black Bengal/Other Improved variety of Goats transported from mainland shall be provided to the selected farmers and the actual cost of the animals purchased at mainland shall be collected from the farmers by the concerned Senior Veterinary Officer and deposit in the Government account. In the case of BPL/Tribal farmers, before supplying the improved variety of goats, 50% cost of the animals purchased at mainland shall be collected and deposit in the Government Account. For the remaining 50% cost (subsidy) of the animals, and 100% transportation subsidy, the concerned Senior Veterinary Officer shall raise a separate bill to the Director, AH & VS for book adjustment by the DDO of directorate.



**21. Imparting Goatery training and Payment of stipend @ Rs. 1000/- per head to 50 selected farmers/entrepreneurs.**

- After completion of One Month training on Goatery, the concerned Senior Veterinary Officer shall send the attendance and completion report to the directorate.
- DDO of the directorate will draw the stipend and the same will be paid to the trainees through the concerned Senior Veterinary Officers.

**DISTRIBUTION OF POULTRY BIRDS, POULTRY FEED, GOAT, PIG ON 50% SUBSIDY TO THE TRIBALS AND 100 % SUBSIDY TO THE ABORIGINAL TRIBES DURING THE YEAR 2012-13**

Area		Trio Pig (in Unit)	No. of Beneficiary	Pigs/ Piglets (In Nos)	No. of Beneficiary	Goat (In Nos)	No. of Beneficiary	Poultry / Duck (In Nos)	No. of Beneficiary	Feed (In Kg)	No. of Beneficiary
<b>Campbell Bay</b>	Tribals	0	0	20	9	0	0	712	20	0	0
	Aboriginal	0	0	2	1	0	0	120	16	0	0
<b>Havelock</b>	Tribals	0	0	0	0	0	0	0	0	0	0
	Aboriginal	6	6	0		0	0	195	13	400	32
<b>Little Andaman</b>	Tribals	0	0	0	0	7	7	20	2	0	0
	Aboriginal	0	0	0	0	0	0	0	-	0	0
<b>Kamorta</b>	Tribals	10	10	0	0	0	0	1023	76	990	58
	Aboriginal	0	-	11	11	0	0	-	-	-	0
<b>Car Nicobar</b>	Tribals	0	0	0	0	0	0	194	2	-	0
	Aboriginal	0	0	0	0	0	0	-	-	-	0
<b>Teresa</b>	Tribals	0	0	0	0	0	0	400	43	100	21

	Aboriginal	0	0	2	2	0	0	0	0	0	0
	<b>Total</b>	<b>16</b>	<b>16</b>	<b>35</b>	<b>23</b>	<b>7</b>	<b>7</b>	<b>2664</b>	<b>172</b>	<b>1490</b>	<b>111</b>
	<b>Total Tribals</b>	<b>10</b>	<b>10</b>	<b>20</b>	<b>9</b>	<b>7</b>	<b>7</b>	<b>2155</b>	<b>141</b>	<b>1090</b>	<b>79</b>
	<b>Total Aboriginal Tribes</b>	<b>6</b>	<b>6</b>	<b>15</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>315</b>	<b>29</b>	<b>400</b>	<b>32</b>
	<b>Grand Total</b>	<b>16</b>	<b>16</b>	<b>35</b>	<b>23</b>	<b>7</b>	<b>7</b>	<b>2470</b>	<b>170</b>	<b>1490</b>	<b>111</b>

13. **The particulars of recipients of concessions, permits or authorizations granted by it:**

The Department of AH&VS grants no concession, permits or authorisation.

14. **Details in respect of the information, available to or held by it, reduced in an electronic form: The documents available in electronic form are available in <https://ahvs.andaman.gov.in>**

15. **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

- No Library or reading room maintained for general public/citizens.
- Officers of the Director, Senior Veterinary Officer cum Joint Director and Senior Veterinary Officers office working days from Monday to Friday excluding holidays; where the Director(AH&VS) redress the grievances of the public in person.
- Public Visiting Hours office- From 12.00 noon to 1.00 p.m (Monday to Friday)

16. **Name and designation and other particulars of Public Information Officers:**

[Particulars of PIO's](#)

Name, Designation & other particulars of the public Information Officer

Name	Designation	Phone No.	Jurisdiction	E-mail	Address
Dr.Ajay Varma	Director (AH&VS)/ PIO	233286	Entire A&N Islands	dir-ah@and.nic.in	Chamber 1 <sup>st</sup> Floor, DAH&VS,Haddo, Port Blair.

Any citizen of this country can obtain information that could be provided under the provisions of the RTI Act by submitting an application along with the application fee as prescribed(Rs.10/- for each application) payable in the form of cash, Demand draft, Indian postal orders drawn in favour of the concerned Senior Veterinary Officers (A.P.IO) of Animal Husbandry Department or Accounts officer, Department of AHVS giving the correct address and specific requirement of information to the concerned Public Information officer, AHVS Department in the form of letter/e-mail

17. **[Any other information:](#) Other details are available at Citizen Charter/Common Service Centre(CSC) e-Dweep Kendra and official website of : <https://ahvs.andaman.gov.in>**