

CITIZEN'S / CLIENTS' CHARTER

U.T. ADMINISTRATION OF DAMAN & DIU
(Ministry of Agriculture)
DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY
SERVICES,
OFFICE OF THE VETERINARY OFFICER,
MASHAL CHAWK,
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VETERINARY OFFICE, DAMAN
“Principles of Veterinary Medical Ethics”

“The principle objectives of the Veterinary profession are to render service to society, to conserve our livestock resourced and to relieve suffering of animals. A veterinarian should conduct himself in relation to the public, his colleagues and their patients and the allied professions, so as to merit their full confidence and respect.”

VISION:

The ultimate goal of Veterinary Service to the public is animal production, i.e., production of food of animal origin (Milk, Meat and eggs) for human consumption. Animal production in a country like India is a challenge. It is specifically applicable in all animal production systems. Veterinary and animal husbandry in combination is an environment-friendly facility in general to develop animal production

Treatment, prevention, and control of disease, especially the infectious and some other preventable disease, play a pivotal role in any animal production system. Along with this aspect, it is to be seen that the animals are bred well, fed well, and managed well.

MISSION:

The Department of Animal Husbandry and Veterinary Services addresses the immediate needs of livestock owners. The basic mission of the Animal Husbandry programme is to create gainful self-employment of sustainable nature. Livestock is a primary resource for livelihood and food security for most rural people. Livestock rearing is an excellent activity for employment generation and poverty alleviation.

Keeping in mind above concept this office proposes various schemes to enhance its activity in district, as to deliver appropriate facility to the people of Daman District.

Department also runs **Dairy Demonstration Farm, Poultry Demonstration Farm & Emu Demonstration Farm** at Government Demonstration Farm, Somnath – Kachigam Road, Nani Daman, which all started with an objective/mission of:

- To initiate Dairy, Poultry & Emu farming activity in rural area.

- To introduce scientific technology /method for rearing of birds/animals.
- To encourage the unemployed youth of the area for starting their own earning by establishing small Dairy/ Poultry/ Emu Farms.
- To provide Milk, & chicken at moderate price at nearby place.
- Activity started 2-3 years before.
- Government had implemented Integrated Dairy Development Project (IDDP) to improve the income of 500 families of small and marginal farmers, SC/ST/OBC and interested person of the urban area for their additional income for livelihood. It will be great steps towards Women Empowerment and these beneficiaries will acquire knowledge and skill of AH practices.
- Under IDDP schemes, milch animals comprising of crossbreed cows shall be given to beneficiary families. These families shall also rear one heifer to enable them to have 3 crossbreed animals at the end of the project. The Valsad District Co-operative Milk Producers' Union Limited, popularly known as Vasudhara Dairy and UT Administration Animal Husbandry Department.
- The identified beneficiaries will be encouraged to form 10 dairy co-operatives. Co-operatives will be the nodal point for delivery of milk by the beneficiaries and collection point by the apex body. A "Dudh Ghar" will be constructed for each society which apart from being the collection point will also facilitate day to day business like testing, weighing of milk, distribution of fodder, etc.

SERVICE STANDARDS:

SERVICE STANDARDS		
Sr. No.	MAIN SERVICES	STANDARD
1.	Treatment of sick animals – Large & Small animals and birds	Veterinary Dispensary standard
2.	Post Mortem investigation	-as above-
3.	Immunisation against contagious and infectious diseases like H.S., B.Q., FMD, Fowl Pox, Ranikhet disease, Infectious Bursal Disease (IBD) pre and post-bite Anti rabies vaccines, etc...	As above
4.	Artificial Insemination of cattle/buffaloes.	As above
5.	Information and guidance on various Animal Husbandry Programmes/schemes..	Provided by Veterinary Officer, Extension Officer (Dairy) and Veterinary Assistant
6.	Extension by giving training to Farmer.	Extension Officer (Dairy) and Veterinary Assistant
7.	Technical guidance on Dairy/livestock and poultry & Emu farms.	As above
8.	To encourage the unemployed youth of the area for starting their own earning.	As above
9.	To provide Health Certificate for Insurance cover of livestock and Post Mortem certificate for insurance claim.	Veterinary Officer
10.	Organizing trainings for Farmers and Guidance to the farmers... Periodic meeting with the	Extension Officer (Dairy) and Veterinary Assistant

GRIEVANCE REDRESS MECHANISM:

a.	Name and contact details of Public Grievance Officer	Shri Vinod P. Kavle, IAS, Secretary (AHVS), Secretariat, Daman
b.	Helpline number/ Website url to lodge grievance	0260-2262624 e-mail: ahvs-dmn-dd@nic.in
c.	Response to be expected by person lodging the grievance	10 days.
d.	Timelines for redress	30 days

STAKEHOLDERS:

The farmers and owners of the small and large animals as well as birds are the primary stakeholders, who are in need of various veterinary and animal husbandry related facility. There are the people and NGOs in the district who calls to this department, when they found animals in distress in streets specially the stray animals. We are called upon for the treatment of the stray cattle, accident cases by officials of the Daman Municipal Council, and Caretaker of the Cattle Pond managed by DMC, Daman. The persons who are engages with the meat selling activity are also approached by this department to get NOC to run this activity along with the required permission from Municipality/Gram Panchayat and requisite license from Health and Food Safety Department.

RESPONSIBILITY CENTERS AND SUBORDINATE ORGANIZATIONS:

The Veterinary Officer has to work as H.O. & D.D.O., under immediate supervision of Finance Secretary/ Secretary (AHVS)/ Director of Animal Husbandry Department at Daman. For that all noting made by VO and file should be approved by the appropriate higher authority. As per treatment and Vaccination of animals are concern that done on same time as and when reported.

- The Veterinary Officer is a Head of Office, responsible for daily office routine as well as treatment aspect of the animal of the district.
- The treatment of the animal done after the supervision and advice of the Veterinary Officer and then treatment has been administered by the Veterinary Assistant and Attendant Dresser.

- In leave or Training period of the Veterinary Officer the Extension Officer/ Veterinary Assistant at Dispensary supervised the office routine and also look after the treatment work.

Sr. No.	Responsibility centers and subordinate organizations	Landline Number	e-mail	Address	Mob. Number
1.	Veterinary Dispensary	0260-2262624	Ahvs-dmn-dd@mic.in	Veterinary Office, Mashal Chawk, Nani Daman	094264 73758
2.	Govt. Dairy Demo. Farm	-	- do -	Somanth-Kachigam Road, Nani Daman	098242 15681 09712 88 77 22
3.	Vet-Aid-Centre, Magaravada	-	- do -	Opp; Lake, Near PWD Filter Plant, Magarvada	0 9824 35 73 13
4.	Vet-Aid-Centre, Bhimpore	-	- do -	Panchayat Campus, Bhimpore.	09925 345 902

◇ **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION:**

When the office receives any correspondence the same is inward by the dispatch clerk. This application is then submitted to the Veterinary Officer and the Veterinary Officer then marks to the concern official. The concern official puts it up on process and is resubmitted to the Veterinary Officer for approval.

The Veterinary Officer is the supervising officer of the office of the Veterinary Officer of Department of Animal Husbandry & Veterinary Services, Daman and is declared as Head of Office.

9. List and Description of the Services / Schemes to the Public:

U.T.'s Plan Scheme:-

A. NEW SCHEME :

1. Small scale Poultry Unit (layer) in Daman.

B. CONTINUING SCHEMES :

- I. Direction and Administrative strengthening up of Animal Husbandry and Veterinary Office, Daman.
- II. Integrated Dairy Development Project (IDDP), Daman.
- III. Establishment of Small Scale Dairy Unit.
- IV. Dairy Demonstration Farm, Daman.
- V. Poultry Demonstration Farm.

VI. Establishment of small Bio-gas unit for livestock owner of Daman & Diu

C. CENTRALLY SPONSERED SCHEMES : -Nil-

ANNUAL PLAN 2015-16

A. NEW SCHEME :

1. Small scale Poultry Unit (layer) in Daman and Diu.
1. Name of Scheme :- Establishment of **Small Scale Poultry Unit (Layer)** for livestock owner of Daman & Diu.
2. Objective :-
- 1) Economic up-liftmen of the SC/ST, SMF and BPL Families.
 - 2) To provide protein rich food to the SC/ST, SMF and BPL through eggs.
 - 3) To provide regular supply of healthy eggs under the Scheme of Mid-Day Meals to nearby schools.
3. Salient features :- Financial assistance in the form of subsidy shall be provided to the individual beneficiary on the following items. The beneficiary will be provided with Purchase cost of feed for the period of (4) four months (till the beneficiary start earning from sale price of egg produce. Beneficiary has to sell the eggs the educational Institution, where Mid-Day meal scheme is running, hence beneficiary as well as Educational Institute both benefitted from the scheme.
4. Pattern of Assistant :-
- A)
1. Financial assistance in the form of subsidy shall be provided to the individual beneficiary on the following items.
 1. Construction of poultry shed
 2. Purchase cost of reared pullets up to the age of 18-21 weeks old
 3. Poultry equipments
 4. Purchase cost of feed for the period of (4) four months (till the beneficiary start earning from sale price of egg produce.
 5. Beneficiary will be entitled to get the benefit of the scheme for the period of two years or till he become self-sufficient
 6. The financial assistance given as under
 - 1) Each beneficiary will be provided 50% subsidy to the total cost of the unit (i.e. total cost of purchase of Pullets, poultry feed, poultry equipments and construction of poultry shed etc.) limited to ₹ 30,000/- per unit.
 7. Subsidy will be paid directly to the individual or to the suppliers or body supplying goods or to an approved agency or institution.
 8. The subsidy shall be given as per the conditions laid down below

i) The participant must have the back ground of poultry farming or in other cases the participants must undergo practical training. Training will be provided by the Department of Animal Husbandry & Veterinary Services, if require.

ii) The units under this scheme should be operated on the scientific lines as per technical guidance and services provided by the Department of Animal Husbandry & Veterinary Services, Daman & Diu.

iii) The units under this scheme should be operated at least for the minimum period of two years.

iv) The participants shall have to maintain the prescribed records and furnish the prescribed information to the Veterinary Officer DAMAN & DIU from time to time.

v) The participants shall have to follow the Instructions issued by Department of Animal Husbandry & Veterinary Services, DAMAN & DIU.

vi) The financial assistance should be used only for the purpose for which it may be granted.

vii) In case of breach of any of the aforesaid terms and conditions, the entire amount of assistance shall be recoverable from the beneficiaries as per law (subject to Dadra & Nagar Haveli Jurisdiction) if necessary.

viii) The participants shall have to execute a bond to the effect that the aforesaid terms and conditions are acceptable to him/it and he/ it will abide by all of them failing which he will liable to be prosecuted as per the existing rules of the Administration.

ix) (a) The Veterinary Officer, DAMAN & DIU would disburse the assistance in the form of subsidy after completion of poultry unit in respect of construction of poultry shed which should be of low input technology,

(b) Purchase of Pullets, feed or equipment directly to the individual supplier or body or an approved agency or institution.

x) Completion certificate for small scale poultry unit should be obtained from,

(a) Field Level Worker i.e. Veterinary Stockman or Ext. Officer (Dairy),

(b) The certificate should be countersigned by concerned Veterinary Officer (D.P) or

xi) Beneficiary has to compulsorily sale/supply the surplus eggs to the nearby school under the scheme of Mid-Day Meals.

xii) Extension Officer (Dairy) or Veterinary Officer (DP) will do fortnightly payment to the beneficiary for supply of eggs regularly.

5. Staff Strength :- The present staff of Veterinary Dispensary/ Office which shown as under is not sufficient to undertake the scheme.

Sr. No.	Name of Post	Pay Scale	No. of Posts		
A)	Post Created		Daman	Diu	Total
	TOTAL The same is shown in scheme of Direction and Administrative strengthening up of Animal Husbandry and Veterinary Office, Daman.		20	9	29
B)	Posts propose		Number of Post		
1)	The Dairy & Poultry Development cell will look after the activity of this scheme		-	-	-

6. Items of Expenditure :- (Annual Plan 2015-16) (₹ in lakh)

Sr. No.	Item	Daman	Diu	Total
(a)	Revenue:			
	i) Establishment.	01	01	02
	ii)Subsidy	06	1.5	7.5
	iii) Other Expenditure.	01	0.5	1.5
(b)	Capital:			
	i) Works	--	--	--
	ii) Loans.	--	--	--
	iii) Other Expenditure.	--	--	--
	Total	08	03	11.0

7. Financial Outlay & Physical Target: (₹ in lakh)

Year	Financial Outlay			Physical Target			
	Daman	Diu	Total	Unit	Daman	Diu	Total
12 th F. Y. Plan 2012-17 Outlay / Target	00	00	00	No.	00	00	00
Annual Plan :				Poultry Unit of 50 layer birds			
2012-13 Appr.Outlay/Target	-	-	-		-	-	-
2012-13 Actual Exp./ Achiv.	-	-	-		-	-	-
2013-14 Appr.Outlay/Target	-	-	-		-	-	-
2013-14 Actual Exp./Achiv.	-	-	-		-	-	-
2014-15 Appr.Outlay/Target	-	-	-		-	-	-
2014-15 Actual Exp./Achiv.	-	-	-		-	-	-
2015-16 Prop. Outlay/Target	08	03	11.0		20	5	25

B. CONTINUING SCHEMES :

1. Name of Scheme :- Direction and Administrative are strengthening up of Animal Husbandry and Veterinary Office, Daman.

2. Objective :- It is felt necessary to strengthen the Veterinary Services and set up Animal Husbandry Office at Daman for better Planning, Direction and Execution of all Animal Husbandry and Veterinary Services in the U.T.
 - (1)The proposal is that -one Veterinary Hospital along with small animal's as well as large animal operation theater is required to be constructed, which also includes construction of Office building and staff quarters together. This is proposed to construct said Hospital building at same place where existing Veterinary Dispensary, at Kathiria, Mashal Chawk, Nani Daman or at any suitable land identified by the Department.

 - (2)Department is implementing schemes of IDDP,SDDU & small scale poultry unit(layer) in U.T. of Daman for smooth functioning of the Scheme, and proper management of supplied crossed cows, and layer poultry birds continuous monitoring is required for the same a project manager and Veterinary Doctor along with attendant is required. For the above purpose it is proposed to "Establish Dairy & Poultry Management Cell" at Daman.

 - (3) Establishment of Mobile Dispensary Unit: The territory is scattered in twenty three villages and two Towns, the veterinary services is provided through one Veterinary Dispensary, Daman. To provide free veterinary services at door step of farmers as well as to carry out various camps like Mass vaccination and surgical and gynecological camp at remote area, the department proposes one Mobile Dispensary Unit.

3. Salient features :- The Health and Veterinary care of livestock is the primary concern of the Animal Husbandry Department whose endeavor is to ensure supply of livestock product like milk, milk products, meat and eggs etc. Being the essential ingredients of good nourishing food; should come from healthy and disease free animals. It should also ensure optimum production of animal Bi-products like wool, fur, hide etc.
4. Pattern of Assistant :- Department will provide the treatment, vaccination and other animal husbandry facility at the owners door step by deploying the vehicle with the required medicine/ drugs and supplement. The facility will be free of cost and sufficient number of technical staff will travel in the ambulatory vehicle to provide the veterinary aids.
5. Staff Strength :- The present staff of Veterinary Dispensary/ Office shown as under which is not sufficient to undertake the scheme.

Sr. No.	Name of Post	Pay Scale	No. of Posts		
			Daman	Diu	Total
A)	Post Created				
1.	Veterinary Officer	PB – 3, Pay Band of ₹ 15600-39100 with G.P. of ₹ 5400/- plus NPA.	1	1	2
2.	Extension Officer	PB – 1, Pay Band ₹ 5200-20200 with G.P. of ₹ 2800/-	1	2	3
3.	Veterinary Assistant	PB – 1, Pay Band ₹5200-20200 with G.P. of ₹ 2400/-	5	3	8
4.	Attendant Dresser	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 1800/-	1	2	3
5.	Bull Attendant/Attendant	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 1800/-	4	-	4
6.	Milkman	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 1800/-	2	-	2
7.	U. D. C./Storekeeper	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 2400/-	2	-	2
8.	L.D.C.	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 1900/-	1	1	2
9.	Peon	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 1800/-	1	-	1

10.	Watchman	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 2400/-	1	-	1
11.	Driver	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 2400/-	1	-	1
	TOTAL		20	9	29
B)	Posts proposed		Number of Post		
1.	District Animal Husbandry Officer (DAHO)	PB – 3, Pay Band of ₹ 15600-39100 with G.P. of ₹ 6600/- plus NPA.	1	-	1
2.	Veterinary Officer (Dairy & Poultry Cell)	PB – 3, Pay Band of ₹ 15600-39100 with G.P. of ₹ 5400/- plus NPA.	1	-	1
3.	Veterinary Officer (Ambulatory)	PB – 3, Pay Band of ₹ 15600-39100 with G.P. of ₹ 5400/- plus NPA.	1	-	1
4.	Project Director (Dairy & Poultry Cell)	PB – 3, Pay Band of ₹ 15600-39100 with G.P. of ₹ 5400/- plus NPA.	1	-	1
5.	Veterinary Assistant (Ambulatory)	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 2400/-	1	-	1
6.	Stockmen/storekeeper (Dairy & Poultry Cell)	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 2000/-	1	-	2
7.	MTS- Attendant	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 1800/-	1	1	2
8.	MTS- Sweeper	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 1800/-	1	-	1
9.	MTS- Watchmen	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 1800/-	1	1	2
10.	Driver	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 1800/-	1	1	2
	TOTAL		10	3	13

6. Items of :- (Annual Plan 2015-16) Expenditure (₹ in lakh)

Sr. No.	Item	Daman	Diu	Total
(a)	Revenue:			
	i) Establishment.	9.00	0.75	9.75
	ii) Subsidy	0	0	0
	iii) Other Expenditure.			
(b)	Capital:			
	i) Works			--
	ii) Loans.	--	--	--
	iii) Other Expenditure.	--	--	--
	Total	9.00	0.75	9.75

7. Financial Outlay & Physical Target: (₹ in lakh)

Year	Financial Outlay			Physical Target			
	Daman	Diu	Total	Unit	Daman	Diu	Total
12 th F. Y. Plan 2012-17 Outlay / Target	261.5	111.5	373	No.	1	1	2
Annual Plan :					1	1	2
2012-13 Appr. Outlay/Target	52	22	74	of Vet eri nar	1	1	2

2012-13 Actual Exp./ Achiv.	10.15	.50	10.65		1	1	2
2013-14 Appr.Outlay/Target	52	22	74		1	1	2
2013-14 Actual Exp./Achiv.	798	100	898		1	1	2
2014-15 Appr.Outlay/Target	25	10	35		1	1	2
2014-15 Actual Exp./Achiv.	9	.75	9.75		1	1	2
2015-16 Prop. Outlay/Target	900	075	975		1	1	2

2.

1.	Name of Scheme	:-	Integrated Dairy Development Project (IDDP), Daman.
2.	Objective	:-	<p>i) Improve the income of 500 families of small and marginal farmers, SC/ST/OBC and interested person of the urban area for their additional income for livelihood.</p> <p>ii) Women Empowerment.</p> <p>iii) Beneficiaries will acquire knowledge and skill of AH practices.</p>
3.	Salient features	:-	<p>Milch animals comprising of crossbreed cows shall be given to beneficiary families. These families shall also rear one heifer to enable them to have 3 crossbreed animals at the end of the project. The Valsad District Co-operative Milk Producers' Union Limited, popularly known as Vasudhara Dairy will be assisted with the UT Administration of Daman & Diu through the Co-operative Department and Animal Husbandry Department in implementation of the project. The identified beneficiaries will be encouraged to form Dairy Co-Operatives. Co-operatives will be the nodal point for delivery of milk by the beneficiaries and collection point by the apex body. A "Dudh Ghar" will be constructed for each society which apart from being the collection point will also facilitate day to day business like testing, weighing of milk, distribution of fodder, etc.</p>
4.	Pattern of Assistant	:-	<ul style="list-style-type: none"> ➤ The assistance will be provided by the following key Activities: ➤ Organization of Milk Co-operative societies. (The establishment of the number of societies will be varies as per the guidelines and direction of the Vashudhara Dairy, Alipore). ➤ Providing training and doorstep AI facility. ➤ Creation of infrastructure at cooperative society for completion of day to day business (Milk Tester, Electronic Weigh scale, Processor based Milk Collection system etc..) and to improve the efficiency and transparency at village milk society. Construction of "Dudh Ghar" for storing cattle feed. ➤ Implementing Heifer Rearing add pregnant cow care Programme. ➤ Supply of imputes like cattle feed, mineral Mixture, Pashu Poshak, to sustain the milk productivity. ➤ Providing cans for milk transport to the beneficiary free on first time.

			<ul style="list-style-type: none"> ➤ Subabul and other Plantation for fodder production. ➤ Providing SS can (5 Ltrs), Chaff cutter, Cattle shed. ➤ 50% subsidy maximum up to ₹ 24,000/- by UT Administration. ➤ ₹48,000/- loan to beneficiary through Vasudhara Dairy Milk Marketing Federation Ltd. (Vashudhara Dairy)/ Co-operative Society/Bank (for 2 animals) ➤ Share of Running Cost to be borne by beneficiary and share borne by Vasudhara Dairy. 					
5.	Staff Strength	:-	The present staff of Veterinary Dispensary/ Office which shown as under is not sufficient to undertake the scheme.					
	Sr. No.	Name of Post	Pay Scale	No. of Posts				
	A)	Post Created		Daman	Diu	Total		
		TOTAL		20	9	29		
		The same is shown in scheme of Direction and Administrative strengthening up of Animal Husbandry and Veterinary Office, Daman.						
	B)	Posts propose		Number of Post				
	2)	Veterinary Officer	Pay Band of ₹ 15600-39100 with G.P. of ₹ 5400/- plus NPA.	1	-	1		
	3)	Veterinary Assistant	Pay Band 5200-20200 with G.P. of ₹ 2400/-	1	-	1		
	4)	Sub Auditor	Pay Band 5200-20200 with G.P. of ₹ 2400/-	1	-	1		
	5)	Driver	PB – 1, Pay Band 5200-20200 with G.P. of ₹ 1800/-	1	1	2		
		TOTAL		4	1	5		
6.	Items of Expenditure	:-	(Annual Plan 2015-16) (₹ in lakh)					
	Sr. No.	Item	Daman	Diu	Total			
	(a)	Revenue:						
		i) Establishment.	9	01	10			
		ii)Subsidy	25	01	26			
		iii) Other Expenditure.						
	(b)	Capital:						
		i) Works	--	--	--			
		ii) Loans.	--	--	--			
		iii) Other Expenditure.						
		Total	34	2	36			
7.	Financial Outlay & Physical Target:				(₹ in lakh)			
	Year	Financial Outlay			Physical Target			
		Daman	Diu	Total	Unit	Daman	Diu	Total
	12 th F. Y. Plan 2012-17 Outlay / Target	75	10	85	No.	1	1	2
	Annual Plan :				Provision of subsidy to beneficiary			
	2012-13 Appr.Outlay/Target	15	2	17		100	10	110
	2012-13 Actual Exp./ Achiv.	10.5	050	11.0		135	0	135
	2013-14 Appr.Outlay/Target	15	2	17		100	10	110
	2013-14 Actual Exp./Achiv.	8.0	1.0	9.0		29	0	29

2014-15 Appr.Outlay/Target	45	9	54	100	10	110
2014-15 Actual Exp./Achiv.	35.5	00	35.5	61	0	61
2015-16 Prop. Outlay/Target	34	3	36	100	10	110

3.

1.	Name of Scheme	:-	Establishment of Small Scale Dairy Unit (SDDU), Daman.
2.	Objective	:-	There is a tremendous scope/potential for increasing the milk production through profitable dairy farming. In the U.T. of Daman and Diu due to rapid industrialization, due to migrated population as well as tourist, the demand for milk and milk products have increased tremendously. To fulfill the increased demand, development of Dairy Farming at small and large scale is essential. The main objective of the scheme is to extend assistance for setting up small dairy farm and other component to bring structural changes in the dairy sector.
3.	Salient features	:-	<ul style="list-style-type: none"> • To promote setting up of modern dairy farms for production of clean milk. • To bring structural changes in the unorganized sector so that initial processing of milk can be taken up at the village level itself. • To generate self employment and provide infrastructure mainly for unorganized sector. • Women Empowerment • To boost the cooperative movement. • The identified women beneficiaries will be the member of the Village Dairy Cooperative and Dairy Cooperative will be the nodal point for delivery of milk by the beneficiaries.
4.	Pattern of Assistant	:-	<p>a) The pattern of Assistance will be @35% (40 % in case of SC/ST farmers) of the project outlay, subject to a ceiling of ₹1.75 lakhs (₹ 2.00 lakhs for SC/ST farmers) for unit of 10 animals by U.T. Administration of Daman and Diu.</p> <p>b) Looking to the importance of feeding balanced cattle feed, mineral mixture to milch animals to maintain milk production and fertility, hundred (100) bags of cattle feed (concentrate of 50 Kgs. bag each) and 100 Kgs. of mineral mixture (1 Kg. bag each) per beneficiary will be provided @ 50% of the purchase cost of cattle feed and mineral mix as one time initial benefit will</p>

			be provided by U.T. Administration of Daman and Diu, Department of Animal Husbandry and Veterinary Services from their Annual Budget.							
5.	Staff Strength	:-	The present staff of Veterinary Dispensary/ Office had shown as under which is not sufficient to undertake the scheme.							
	Sr. No.	Name of Post	Pay Scale			No. of Posts				
	A)	Post Created				Daman	Diu	Total		
			TOTAL			20	9	29		
		The same is shown in scheme of Direction and Administrative strengthening up of Animal Husbandry and Veterinary Office, Daman.								
	B)	Posts propose				Number of Post				
		The Staff proposed in IDDP Scheme will look after SSDU.								
			4	1	5					
6.	Items of Expenditure	:-	(Annual Plan 2015-16)						(₹ in lakh)	
		Sr. No.	Item	Daman	Diu	Total				
	(a)		Revenue:							
			i) Establishment.	5	0.5	5.5				
			ii) Subsidy	22.5	2.5	25.0				
			iii) Other Expenditure.							
	(b)		Capital:							
			i) Works	--	--	--				
			ii) Loans.	--	--	--				
			iii) Other Expenditure.							
			Total	27.5	3.0	30.5				
7.	Financial Outlay & Physical Target:						(₹ in lakh)			
	Year		Financial Outlay			Physical Target				
			Daman	Diu	Total	Unit	Daman	Diu	Total	
	12 th F. Y. Plan 2012-17		5200	2200	7400	No.	1	1	2	
	Outlay / Target									
	Annual Plan :		900	075	975					
	2012-13 Appr.Outlay/Target		5200	2200	7400	Provision of subsidy to beneficiaries	-	-	-	
	2012-13 Actual Exp./ Achiv.		1015	050	1065		-	-	-	
	2013-14 Appr.Outlay/Target		5200	2200	7400		5	-	5	
	2013-14 Actual Exp./Achiv.		798	100	898		3	-	3	
	2014-15 Appr.Outlay/Target		5200	2200	7400		10	1	11	
	2014-15 Actual Exp./Achiv.		900	075	975		10	-	10	
	2015-16 Prop. Outlay/Target		27.5	3.0	30.5		10	1	11	

4.

1.	Name of Scheme	:-	Dairy Demonstration Farm.
2.	Objective	:-	Dairy Demonstration Farm, where Indigenous as well as exotic breed of cattle and buffaloes are kept for demonstration of methods of scientific

			<p>rearing, milk production of the animals. By visiting this farm, a farmer and small entrepreneur can establish their own farm on scientific manner.</p> <p>Breeding Policy of India and the local support by department:</p> <p>A. More emphasis should be paid to the development and conservation of indigenous breeds.</p> <p>B. Contamination of local breeds with exotic inheritance will lead to elimination of draught animal power.</p> <p>C. Up gradation of local nondescript animal with notified indigenous breeds may also be attempted.</p>
3.	Salient features	:-	<p>Under this scheme a breeding programme has been started in Daman District, for that genetically proven quality exotic and indigenous breeds male and female will be procured and reared at Dairy farm. The offspring's of the parent stock will be sold to the people of Daman District on cheaper rate as decided by the department. This will help to establish small Cattle Unit to poor and needy people and gives him an additional support to sustain their livelihood.</p> <p>Dairying is an important source of subsidiary income to small/marginal farmers and agricultural laborers. The manure from animals provides a good source of organic matter for improving soil fertility and crop yields. The gober gas from the dung is used as fuel for domestic purposes as also for running engines for drawing water from well. The surplus fodder and agricultural by-products are gainfully utilized for feeding the animals. Since agriculture is mostly seasonal, there is a possibility of finding employment throughout the year for many persons through dairy farming. Thus, dairy also provides employment throughout the year. The main beneficiaries of dairy programme are small/marginal farmers and landless laborers.</p> <p>By cross-breeding we introduce good germ-plasma in to Local breeds, thus</p>

			increase milk production as well as disease resistant capacity of Animal.
4.	Pattern of Assistant	:-	By Farmer's training programme for the people of rural area are trained on advantage and benefit of the small scale Cattle/ Buffalo farming. Farmers are introduced to the schemes of IDDP & SSDU of UT Administration to start Cattle farming in better way. We will help to Village Panchayat to maintain a A.I. facility equipments which will be useful and farmers of that area doesn't required to go far away for the breeding purpose of their female animals.
5.	Staff Strength	:-	The present staff of Veterinary Dispensary/ Office shown as under which is not sufficient to undertake the scheme.

Sr. No.	Name of Post	Pay Scale	No. of Posts		
A)	Post Created		Daman	Diu	Total
	TOTAL		20	9	29
	The same is shown in scheme of Direction and Administrative strengthening up of Animal Husbandry and Veterinary Office, Daman.				
B)	Posts propose		Number of Post		
	Farm Manager (Dairy)* *post of Ext. Officer (Dairy) is required to upgrade as Farm Manager (Dairy)	Pay Band of ₹ 15600-39100 with G.P. of ₹ 5400/- plus NPA.	1	-	1
	TOTAL		1	-	1

6.	Items of Expenditure	:-	(Annual Plan 2015-16)		
	Sr. No.	Item	Daman	Diu	Total
	(a)	Revenue:			
		i) Establishment.	20	5	25
		ii) Subsidy	0	0	0
		iii) Other Expenditure.			
	(b)	Capital:			
		i) Works	--	--	--
		ii) Loans.	--	--	--
		iii) Other Expenditure.			
		Total	20	5	25

7.	Financial Outlay & Physical Target:	(₹ in lakh)	
	Year	Financial Outlay	Physical Target

	Daman	Diu	Total	Unit	Daman	Diu	Total
12 th F. Y. Plan 2012-17 Outlay / Target	400	85	485	No.	1	-	1
Annual Plan :				Introduction of new Offspring in Dairy Farm			
2012-13 Appr.Outlay/Target	40	6	46		10	-	10
2012-13 Actual Exp./ Achiv.	59	0	59		10	-	10
2013-14 Appr.Outlay/Target	40	6	46		11	-	11
2013-14 Actual Exp./Achiv.	35	0	35		11	-	11
2014-15 Appr.Outlay/Target	40	6	46		12	-	12
2014-15 Actual Exp./Achiv.	25	0	25		12	-	12
2015-16 Prop. Outlay/Target	20	5	75		15	5	20

5.

1.	Name of Scheme	:-	Poultry Demonstration Farm.
2.	Objective	:-	To provide alternative source of Income for farmers and improve growth rate of Poultry Birds and to educate farmers of rearing of Poultry as back yard poultry farming and small scale poultry Unit, which is an emerging trend.
3.	Salient features	:-	<p>The scheme is to replace low productive indigenous Poultry birds with improved germ plasma of Genetically improved Deshi breed derived by using Genetics Science.</p> <p>Department is procuring day old chicks of Indian (Deshi) breed from CPDO, Mumbai or IDDP, Gujarat. The same are reared at Poultry Demonstration Farm, vaccinated and then sale live birds to farmers for their Backyard Poultry Farming.</p> <p>This will improve growth rate, and prevents early mortality, gives good growth in short period. This scheme besides improving Poultry breed for meat and Egg production will also help the farmers.</p> <p><i>From financial year 2015-16, we wants to introduce small scale Layer Birds at PDF with initial strength of 100 layer birds of RIR breed to check the potential of egg production in the layer poultry farming in Daman district.</i></p> <p>Further, the scheme of 'Emu Demonstration Farm' which was started in 2008-09 is required to be closed as the same thing is not taking up in present Indian scenario.</p>

4.	Pattern of Assistant	:-	This scheme has been introduced for up-gradation of local Deshi breeds as well as to produce
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			<p>entrepreneur in village area, so the unemployed youth can generate livelihood by establishing small scale Poultry farming.</p> <p>Department is selling live poultry birds which is vaccinated against three diseases to the farmers, so the same can be reared at their back yard poultry farm. These improved and vaccinated birds will improve the future generation of the local poultry birds which are maintain by the farmers. This will give him higher number of egg production in a year.</p> <p>The scheme of Small Scale Poultry Unit (SSPU) will produce entrepreneur in village area, so the unemployed youth can generate livelihood by establishing small scale Poultry farms.</p>
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5.	Staff Strength	:-	The present staff of Veterinary Dispensary/ Office had shown as under which is not sufficient to undertake the scheme.
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Sr. No.	Name of Post	Pay Scale	No. of Posts		
A)	Post Created		Daman	Diu	Total
	TOTAL		20	9	29
	The same is shown in scheme of Direction and Administrative strengthening up of Animal Husbandry and Veterinary Office, Daman.				
B)	Posts propose		Number of Post		
6)	Farm Manager (Dairy)* *post of Ext. Officer (Dairy) is required to upgrade as Farm Manager (Dairy) will also look after this scheme	Pay Band of ₹ 15600-39100 with G.P. of ₹ 5400/- plus NPA.	1	-	1
	TOTAL		4	1	5

6.	Items of Expenditure	:-	(Annual Plan 2015-16)
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Sr. No.	Item	Daman	Diu	Total
(a)	Revenue:			
	i) Establishment.	25.00	5.0	30.0
	ii)Subsidy	0	0	0
	iii) Other Expenditure.			
(b)	Capital:			
	i) Works	--	--	--
	ii) Loans.	--	--	--
	iii) Other Expenditure.			
	Total	25.0	5.0	30.0

7.	Financial Outlay & Physical Target:	(₹ in lakh)						
	Year	Financial Outlay			Physical Target			
		Daman	Diu	Total	Unit	Daman	Diu	Total

12 th F. Y. Plan 2012-17 Outlay / Target	25	7	32	No.	1500 0	10000	2500 0
Annual Plan :				Growing of day old broiler chicks			
2012-13 Appr.Outlay/Target	3.5	1.5	5		2500	2000	4500
2012-13 Actual Exp./ Achiv.	3.5	1.5	5		2500	1000	3500
2013-14 Appr.Outlay/Target	4	2	6		3000	2500	5500
2013-14 Actual Exp./Achiv.	4.5	1.5	6		3000	1000	4000
2014-15 Appr.Outlay/Target	5	2	7		3000	2500	5500
2014-15 Actual Exp./Achiv.	6.5	1	7.5		3000	1000	4000
2015-16 Prop. Outlay/Target	5	1	6		3600	1000	4600

6.

1.	Name of Scheme	:-	Establishment of small Bio-gas unit for livestock owner of Daman & Diu
2.	Objective	:-	(i) To provide clean bio- gaseous fuel mainly for cooking purposes and also for other applications for reducing use of LPG and other conventional fuels; (ii) To meet 'lifeline energy' needs for cooking as envisaged in 'Integrated Energy Policy'; (iii) To provide bio-fertilizer/ organic manure to reduce use of chemical fertilizers.
3.	Salient features	:-	The cattle dung has been recognized as the chief raw material for bio-gas plants, other materials like night-soil, poultry litter and agricultural wastes are also used where they are socially acceptable. The scope for bio-gas plants is good in Daman and Diu, therefore, is substantial if the benefits accruable from such plants are exploited by people living in rural areas.
4.	Pattern of Assistant	:-	<ol style="list-style-type: none"> The pattern of Assistance will be @ 50% (75 % in case of SC/ST/OBC farmers) of the project outlay, subject to a ceiling of ₹ 25,000 thousands or as described by the NABARD or GoI. Department will help the beneficiary to get loan from appropriate Organization or Bank if they are in need of it. The payment of subsidy will be deposited in A/c of the beneficiary's bank account or in A/c of approved Biogas installing agency. U.T. Administration of Daman and Diu, may enter in MoU (if requires) with <i>identified and Govt. approved Biogas installer agency</i> for Implementation of the scheme. <p>Eligibility:-</p> <ul style="list-style-type: none"> All Women beneficiaries of U.T. of Daman and Diu having animal husbandry.

			<ul style="list-style-type: none"> The identified women beneficiaries of the Village Dairy Cooperative will be given preference to provide Biogas subsidy. 						
5.	Staff Strength	:-	At present, the staff of Veterinary Office, Daman will look after as additional work. Also, the posts of daily wages, which are working, will help for implementation of the scheme.						
	Sr. No.	Name of Post	Pay Scale		No. of Posts				
	A)	Post Created			Daman	Diu	Total		
			TOTAL		20	9	29		
		The same is shown in scheme of Direction and Administrative strengthening up of Animal Husbandry and Veterinary Office, Daman.							
	B)	The Staff proposed in IDDP Scheme will look after Bio Gas scheme.			Number of Post				
			TOTAL		4	1	5		
6.	Items of Expenditure		:-	(Annual Plan 2015-16) (₹ in lakh)					
	Sr. No.	Item	Daman	Diu	Total				
	(a)	Revenue:							
		i) Establishment.	00	00	00				
		ii)Subsidy	06	01	07				
		iii) Other Expenditure.	02	01	03				
	(b)	Capital:							
		i) Works	--	--	--				
		ii) Loans.	--	--	--				
		iii) Other Expenditure.	--	--	--				
		Total	08	02	010				
7.	Financial Outlay & Physical Target:				(₹ in lakh)				
	Year		Financial Outlay			Physical Target			
			Daman	Diu	Total	Unit	Daman	Diu	Total
	12 th F. Y. Plan 2012-17 Outlay / Target		00	00	00	No.	-	-	-
	Annual Plan :					Inst. of Bio Gas Unit			
	2014-15 Appr. Outlay/Target		08	00	08		25	0	25
	2014-15 Actual Exp./Achiv.		06	00	06		20	0	20
	2015-16 Prop. Outlay/Target		08	00	08		25	5	30

The list of task/activities:

Health Certificate / Post Mortem / Death Certificate:

The owner of the dog animals may request for Health Certificate when they require to travelling of the animal by train/ air route. At that time this office will give Health Certificate in prescribed format. Farmers who reports for the death of large animal mostly which is covered under Insurance under IDDP scheme is provided by this office. Which in turns send to the Insurance company through Vasudhara Dairy, Alipore and Owner will get full assure sum from the Insurance company through Vasudhara Dairy which is deposited in the Bank account of the beneficiary.

10. Major Achievements so far

During the year 2014-15 (up to 31st March, 2015):

1. Under the plan scheme "Poultry Demonstration farm, Daman this will improve growth rate, and prevents early mortality, gives good growth in short period. This scheme besides improving Poultry breed for meat and Egg production will also help the farmers,
2. Under the plan scheme IDDP & SSDU, the beneficiaries of Milk Producer's Society had procured the Crossbred animals. It has improved the livelihood of the local farmers, as they have fresh milk for their consumption and from surplus milk they are earning, hence it is an additional source of income.

11. Functionality of the Department directly touches to the Public:

Animal husbandry is an important economic activity associated with agriculture playing vital role in generating employment supplementary income of small and marginal farmers and agricultural labourers in the U.T. of Daman & Diu. Poultry and goat rearing is a common phenomenon in the U.T. sine there is good demand for goat meat and poultry in hotels

Functions:- The main focus of the activities of the Department are:

- i) The development of the requisite infrastructure for improving the animal productivity.
- ii) This scheme was introduce for up gradation of local Deshi breeds as well as to produce entrepreneur in village area, so the unemployed youth can generate livelihood by establishing small scale poultry farming.

The Department of Animal Husbandry and Veterinary Services has been entrusted the responsibilities of implementing EMU farming Demonstration Farm and reestablishment of Dairy Demonstration Schemes as well as Veterinary services.

(ii) Power and Duties of Officer and Employees:

Financial:

The Veterinary Officer is the HO/DDO in respect of this Department who has been delegated Financial power under the provision of Delegation of Financial Power Rules.

Administrative:

To control staff, sanctioning of leave, Advance, increment, and to initiate disciplinary action against the staff as per provision of CCS(C&A) Rules.

12. Any other details of Public interest not covered in above.

The procedure followed in decision making process, including channel of supervision and accountability:-

This Department is under the control of the Director (AHVS) & Secretary (AHVS)/ HoD(AHVS). The Department if independently making decision relating to the public issues. Now for better supervision and accountability the Director is in channel above the Veterinary Officer. Moreover, so far a the treatment of the animal concerned, the Veterinary Assistant provides first aid treatment, under direct supervision of Veterinary Officer i/c Dispensary.

Animal husbandry is an important economic activity associated with agriculture playing vital role in generating employment supplementary income of small and marginal farmers and agricultural labourers in the U.T. of Daman & Diu. Poultry and goat rearing is a common phenomenon in the U.T. sine there is good demand for goat meat and poultry in hotels

13. Citizen Charter as per duty of staff of the Department:

Duties of Officer/Employees:

(a) Veterinary Officer:

Financial:

The Veterinary Officer is the HO/DDO in respect of this Department who has been delegated Financial power under the provision of Delegation of Financial Power Rules.

Administrative:

To control staff, sanctioning of leave, Advance, increment, and to initiate disciplinary action against the staff as per provision of CCS(C&A) Rules.

- # Treatment of Animals.
- # Attend the emergency cases.
- # Attend the surgical cases.
- # Supervision of Stockman's activities.
- # Inspection and checking registers maintained by Veterinary Assistant.
- # Supervision of vaccination and Veterinary services.
- # Preparation of demand of medicines, vaccinations and other requirement of equipment of animal, poultry health and veterinary services.
- # Watch on medicines, vaccines etc.
- # Distribution of medicines, vaccination at Centres.
- # Implementation of schemes for poultry development.
- # Correspondence of official references pertaining to poultry Farm/Dispensary etc.
- # Maintenance of Veterinary Hospital and Poultry farms.
- # Treatment and care of poultry birds.
- # Supervision on proper and regular sell of poultry birds.
- # Checking and signing of registers
- # Preparation of demand of feeds and supplements for govt. poultry farm.
- # Formulation of Five year plan, Annual plan, Budget Estimate, Revised Estimates.
- # As a Technically Head of the Animal Husbandry Department, he is discharging the duties of compliance of Government of India references, Parliament Questions etc.

(b) Extension Officer (Dairy) i/c Dairy Farm & Vet. Assistant at Dairy Farm

- # Maintenance of all required dairy/poultry register and record as per guidance of Veterinary Officer.
- # Maintenance of poultry sell, milk production register and record of each Animals/birds.
- # Maintenance of register of pregnancy of animals.
- # Register of empty gunny bags and farm yard Manure.
- # Maintenance of register of feed and fodder accounts purchase for Poultry/Emu/Farm animals and birds.
- # Maintenance of daily feeding register.
- # Maintenance of register of bills received and issued.
- # To look after the Poultry birds/dairy animals and to give the necessary guidance to staff.
- # To keep proper watch ward on Poultry birds/animals to that timely intimation can be given to the Veterinary Officer regarding illness of animals/Poultry/Emu birds.
- # Supervision of Poultry/Dairy farm staff works so that maximum work can be extracted from them.
- # Other works assigned by Veterinary Officer to i/c Poultry/Dairy Farm.

(c) Veterinary Assistant i/c Veterinary Dispensary: (2 Vet Asst.)

- # Maintenance of all records as per guidance of Veterinary Officer.
- # Maintenance of register of purchase and distribution of medicines stores etc.
- # Maintenance of outdoor treatment register.
- # Maintenance of supply medicine register.
- # Maintenance of library register.
- # Maintenance of sera and vaccine register.
- # Submission of periodical returns in respect of Veterinary Dispensary.
- # Preparation of contagious out breaks report.
- # Preparation of correspondence of official reference for Veterinary officer.
- Correspondence of Government and Administration reference.
- # Maintenance of Implementation of centrally Sponsored schemes references.
- # Assisting Veterinary Officer in all matters of Department.
- # Other works assigned by Veterinary Officer.

(d) Veterinary Assistant i/c Centre: (Bhimpore & Magarwada)

(One Vet. Asst at each Vet-sub-Center)

- # First Aid Treatment of animals and birds and supply of medicines.
- # Castration of Scrub bulls.
- # Vaccination of cattle and poultry in clean and affected area.
- # Programme for animal health and Veterinary Services, Dairying Poultry farming and (Artificial Insemination) A.I. activities.
- # To look after Panjarapoles and Gaushalas cooperatives dairy/Poultry farm for first aid veterinary services.
- # To maintain all relevant registers prescribed for keeping proper account of medicine, vaccine, sera etc at the level of Veterinary Aid centre.
- # Submission of periodical return.
- # Correspondence of official references.
- # Other works assigned by Veterinary Officer.

(ESTABLISHMENT STAFF):

UDC.

He work at Veterinary Office/ Dispensary situated at Mashal Chawk, Nani Daman and do the regular duty of the taking care of:

- # Compilation of accounts.
- # Reconciliation of appropriation of funds.
- # Maintenance of progress Register of Budget expenditure and Plan exp.
- # Submission of periodical return of accounts.
- # Preparation of Budget and Plan.
- # Scrutiny of service matters concerned with accounts(Pay and Allowances, Fixation, pension cases etc.)

Other account work entrusted by Veterinary Officer.

- # Correspondence of Government and Administration reference.
- # Cash transaction.
- # Maintenance of Cash Book and relevant registers.
- # Preparation of pay bills and contingent bills.
- # Maintenance of S.O. file.
- # Typing work of accounts.
- # Other account works assigned by Veterinary Officer.

Store Keeper:

He work at Veterinary Office/ Dispensary situated at Mashal Chawk, Nani Daman and do the regular duty of the taking care of:

- # Maintenance of register of purchase of feed and fodder.
- # Submission of proposal for purchase of feed, fodder and poultry chicks.
- # Maintenance of register for purchase of medicines, equipment, stationer, Furniture etc.
- # Submission of proposal for purchase of consumable articles required for

Poultry/hospital and office use.

To maintain dead-stock register to keep proper account of material purchase including computer/Xerox etc.

Correspondence of official reference pertaining to his compilation.

Any other work assigned by Veterinary Officer.

LDC:

Maintenance of Register for inwards and outward of dak of the office.

Maintenance of Register of Stamp, D.O.. letter, Parliament Questions.

Distribution of letters after marked by Veterinary Officer to concerned staff

Typing work of office.

Maintenance of file register.

Other miscellaneous works assigned by veterinary Officer.

Peon:

Filing of papers as per instruction of office staff.

Cleaning and maintenance of Veterinary Dispensary premises.

Gives drinking water and other things as per request to office staff.

Putting Stamps/Sikka in registers/documents as per instruction.

Distribution of letters/ files to the various offices in Daman district.

Other miscellaneous works assigned by veterinary Officer.

Watchman-MTS:

To keep vigil in farm premises.

other miscellaneous works assigned by veterinary Officer.

(iii) The procedure followed in decision making process, including channel of supervision and accountability:-

This Department is under the control of the Finance Secretary who is also Secretary(Animal Husbandry). The Department if independently making decision relating to the public issues. Now for better supervision and accountability the Director is in channel above the Veterinary Officer. However, order are being taken from the Head of Department.

Moreover, so far a the treatment of the animal concerned, the Veterinary Assistant provides first aid treatment, under direct supervision of Veterinary Officer i/c Veterinary Dispensary, Daman.

14. Pictures/Photographs of the Department Office/Building





15. All the Information sought under RTI Act, categorically

(i) Information provided are as under:

Sr.No.	Name of Post	Name & Address	Working Place.
01.	Veterinary Officer	Dr. M. B. Sapara, D/2/B – Govt. Quarters, Fort Area, Moti Daman.	Veterinary Officer.
02	Veterinary Assistant.	Shri Gulab B. patel, Ambawadi, Moti Daman	Veterinary Officer
03	-- do --	Shri Thakor B. Patel, Marwad, Nani Daman.	District Panchayat
04	-- do --	Shri Harish N. Joshi, Brahmin Falia, Bhimpore, Nani Daman.	Sub Centre Masgarwada
05	-- do --	Shri F. F. Rocha, Assucena Road, Moti Daman.	Veterinary Officer
06	Store Keeper/UDC	Shri Pravin B.. Halpati, Kumbharwad, Nani Daman.	Veterinary Officer
07	UDC	Shri Ganesh G. Dhodia, Chhapli Sheri, Nani Daman	Veterinary Officer
08.	LDC	Shri Ramesh . Damania, Panch Rasta, Nani Daman.	Veterinary Officer
09	LDC	Shri Jantilal R. Makwana, Patelwadi, Bucharwada, Diu.	Veterinary Officer
10.	Attendant Dresser	Shri Chhagan B. Patel, Ringanwada, Nani Daman.	District Panchayat
11	-- do --	Shri B. M. Gowadkar, Mangelwad, Moti Daman.	District Panchayat
12.	Bull Attendant	Shri Babubhai N. Patel, Kachigam, Nani Daman.	Sub Centre Bhimpore
13.	-- do --	Shri Pravin C. Halpati, Naila Pardi, Moti Daman.	Sub centre Magarwada
14	-- do --	Shri Raichand B. Halpati Naila Pardi, Moti Daman.	Veterinary Officer
15	Milkman	Shri Navin G. Kamli, Ringanwad, Nani Daman	Veterinary Officer
16	-- do --	Shri Dilip B. Mitna, Khariwad, Mitnawad, Nani Daman.	Veterinary Officer
17	Attendant	Shri Pravin P. Rathod, Govt. Quarters, Govt. Dairy Farm Somnath, Kachigam, Nani Daman.	District Panchayat
18	Peon	Shri Raman G. Tandel, Dholar, Moti Daman.	Veterinary Officer

MACHINERY FOR REDRESSAL OF PUBLIC GRIEVANCE

This Department has placed a Complaint Box at Enquiry Counter. Public may put their complaints, if any in this Complaint Box.

Also a Public Grievances Cell is set in this Department, and also at Collectorate, Daman, and appointed Public Grievance Officer who can be approached by the public in the event of any difficulties or complaints. Public may Director (AHVS) or Secretary (AHVS) on Telephone No. 0260-2230975, 2230524.

In case anybody in this Department asks for bribed or has information on Corruption in this Department, public may contact the Vigilance Officer of this Department.

Sr. No	Group	Name & Designation	Pay scale	Basic pay	G.P.	N.P.A.	D.A. (113%)	H.R.A.	P.P.	W.A.	T.A.	Gross Total
1.	"A"	Dr. M. B. Sapara, Veterinary Officer.	15600-39100	29480	5400	8720	49268	-	550	-	3408	96826
2.	"C"	Shri G.B. Patel Extension Officer (Dairy)	9300-34800	18350	4600	--	25434	2295	210	-	1704	53093
3.	"C"	Shri F.R. Dias , Veterinary Assistant	5200-20200	17560	4600	--	25091	2210	-	-	1704	51211
4.	"C"	Shri H.N. Joshi, Veterinary Assistant	5200-20200	18350	4600	--	25934	2295	-	-	1704	52883
5.	"C"	Shri T.B. Patel, Veterinary Assistant	5200-20200	18350	4600	--	25934	2295	210	-	1704	53093
6.	"C"	Shri T.M. Patel, Veterinary Assistant	5200-20200	18350	4600	--	25934	2295	210	-	1704	53093
7.	"C"	Shri Dipak D. Patel, Veterinary Assistant	9300-34800	7810	2400	--	11537	1021	--	-	1704	24472
8.	"C"	Shri Pravin B. Halpati, UDC/SK.	5200-20200	11380	2400	--	15571	1378	--	--	1704	32433
9.	"C"	R.V. Halpati, UDC	5200-20200	11650	2400	--	15878	1405	--	--	1704	33036
10.	"C"	Shantilal B Mehta, LDC	5200-20200	9280	1900	--	12633	1118	210	--	1704	26855
11.	"C"	Shri R. B. Halpati MTS-Bull Attendant	5200-20200	8810	1800	--	11989	1061	--	75	1704	25934
12.	"C"	Shri B M Gowadkar MTS-Atn. Dresser	5200-20200	10370	2000	--	13978	1237	210	75	1704	29574
13.	"C"	Shri Uttam A. Patel, Driver	5200-20200	9630	1900	--	13029	1152	210	60	1704	27686
14.	"C"	Shri Gunwant B. Halpati, Peon	5200-20200	1110	2400	--	15266	1351	--	75	1704	31906
15.	"C"	Shri DilipB.Mitna MTS-Milkman	5200-20200	8810	1800	--	11989	1061	--	75	1704	25934
16.	"C"	Shri Pravinkumar Z.Bhandari Watchman	5200-20200	6090	1800	--	8916	789	--	75	852	18522
17.	"C"	Shri Nitesh N. Halpati MTS-Attendant	5200-20200	5200	1800	--	7910	791	---	75	852	16628
18.	"C"	Shri Pritesh N.Patel MTS-Bull	5200-20200	5200	1800	--	7910	791	---	75	852	16628

		Attendant										
19.	"C"	Shri Priyak R.Patel MTS- Bull Attendant	5200-20200	5200	1800	--	7910	791	---	75	852	16628
20.	"C"	Shri Nitin G. Mitna, MTS- Milkman	5200-20200	5200	1800	--	7910	791	---	75	852	16628