

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC AUTHORITIES
Veterinary Office, Daman.

(Section 4 of the Right to Information Act, 2005)

4. (1) Every public authority shall---

(a) Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through network all over the country on different systems so that access to such records is facilitated.

(b) Publish within one hundred and twenty days from the enactment of this Act,-

1. Record Management and Improvement of record management.

- This office had kept record as per the office requirement and so it will be made available as early as possible for office staff to give required output.

2. Suo-motu publication of 17 manuals in Official Gazette:

***** **(i) The Particulars of its organization, functions and duties:**

DUTIES AND FUNCTION OF OFFICES:-

“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.”

At present Veterinary Office/Dispensary is functioning near Mashal Chawk, Nani Daman, Daman (U.T.). A Veterinary Office has to deal with the treatment of pets, small animal, large animal as well as birds.

From Veterinary Dispensary, Daman treatment to sick animals is provided at dispensary. As well as field treatment is provided also at the owner's premises in Daman area. Veterinary Dispensary has to perform major operation, and carry out

vaccination programme in Daman District. Animal Husbandry is a supplementary occupation in the rural area of this district. It is serving as a additional source of income and nutrition to the rural/urban population.

Staff strength:	Veterinary Officer	-	1
	Extension Officer	-	1
	Veterinary Assistant	-	5*
	Milkman	-	2
	Bull Attendant	-	3
	Attendant	-	1*
	Attendant Dresser	-	1*

(2* Vet Assistant, 1 Att. Dresser & 1* Attendant transferred to District Panchayat)

Main Functions

1. To provide treatment to the sick animals. Pet etc
2. To carry out immunization by providing Vaccine
3. To provide Artificial Insemination facility to large animals
4. To initiate poultry farming activity in rural area.
5. To introduce scientific technology /method for rearing of poultry birds.
6. To encourage the unemployed youth of the area for starting their own earning.
7. To provide poultry bird at moderate price to improve backyard poultry farming.
8. Perform major operation, and carry out vaccination programme.
9. Extension by giving training to Farmer.
10. Control of Epizootics.
11. Livestock Census Survey.

***** (ii) The powers and duties of its Officers and employees;

(TECHNICAL STAFF)

Veterinary Officer-

H.O. & D.D.O., Look after treatment work of all kind of Animals. Over all look after of Veterinary Dispensary, Vet-Aid Centers, Dairy Demonstration Farm, Poultry Demo. Farm and Emu Demonstration Farm, and other administrative activity.

Extension Officer (Dairy)

He is the Farm-in-charge for Dairy Demonstration Farm and other farms operational in same premises. He have to look after Farmer's training programme, and disseminates the information regarding various scheme of Department to the Farmers.

Veterinary Assistant-(1)

He works at Veterinary Dispensary and helps to the Vet. Officer in treatment work of Animals at Dispensary as well as at field cases. He also go for treatment in field to provide the treatment as per VO's direction and at the time of VO is in meeting; on tour or on leave.

He also, look after the maintenance of Medicine consumption records, and other technical matter files of the department..

Veterinary Assistant-(2) & (3): These Veterinary Assistants works at Vet Aid-Centers situated in Magarwada & Bhimpore respectively as Vet Sub-Center In-Charge. They are providing treatment and vaccination to the animals and birds in their respective defined area and also helps to the Vet. Officer in treatment work of Animals in some special cases. They have to look after the maintenance of case paper/Vaccination records, Preparation of Monthly & Quarterly progress report regarding animal treatment, maintains of medicine and other records, file additionally.

Veterinary Assistant-(4) He works at Dairy Demonstration Farm and works under Farm-in-Charge and delivers his duty as per his and VO's instructions. He also helps to him in maintenance of the all kind of the records at the Demonstration Farm and also keep informing regarding requirement at the farms.

Veterinary Assistant-(5) Tendered his resignation.

Attendant Dresser/Attendant:

Helps to the V.O. & V.A. in Dressing, in treatment, cleaning of Instruments and also peon work additionally.

Milkman :

They work at Dairy Demonstration farm, and do the regular duty of the milking of the Buffaloes Cows, cleaning and washing of the sheds. They also gives feeding/watering to the farm animal. They cut grass from the Dairy and supply to animals. They take animals for grazing in farm premises.

Bull Attendant :

They work at Dairy Demonstration farm, and do the regular duty of the taking care of the Buffaloes bull and Bulls. They also helps to milkman in cleaning and washing of the sheds. They also gives feeding/watering to the farm animal.

(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.
- # Maintenance of Log Book.
- # Maintenance of Sikka register.
- # Other miscellaneous works assigned by veterinary Officer.

Peon:

- # Distribution of letters after marked by Veterinary Officer to concerned staff
- # 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 stadd.
- # 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:

- # To keep vigil in farm premisis.
- # 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.
- # Maintenance of Log Book.
- # Maintenance of Sikka register.
- # Other miscellaneous works assigned by veterinary Officer.

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***** (iii) **The procedure followed in the decision making process, including channels of Supervision and accountability;**

The decision making authority is Veterinary Officer, Daman, who takes final approval from Collector/Secretary (AHVS), Daman. The subordinate staff at Veterinary Office, Daman are supervised by V.O., Daman. The whole thing done as per Conduct Rules and Regulation.

- The treatment of the animal done after the supervision and advice of the Veterinary Officer and than treatment has been administered by the Veterinary Assistant and Attendant Dresser.
- In leave or Training period of the Veterinary Officer the Extension Officer(Dairy)/ Veterinary Assistant at Dispensary supervised the office routine and looks after the treatment work.

***** (iv) **The norms set by it for the discharges of its functions;**

The Veterinary Officer has to work as H.O. & D.D.O., under immediate supervision of Collector/Secretary(AHVS), Daman. For that all noting made by V.O. 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 than treatment has been administered by the Veterinary Assistant and Attendant Dresser.
- In leave or Training period of the Veterinary Officer the Extension Officer supervised the office routine and Veterinary Assistant looks after the treatment work.

***** (v) **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;**

The office is working under the Department of Animal Husbandry , Dairying and fisheries, rules and regulations and instruction from time to time.

At present veterinary Dispensary provides treatment in working hours 10.00am-1.15pm & 2.00pm-5.00pm as normal office hours. The Veterinary Dispensary closed on every Sunday of the month.

Although in emergency cases as and when reported at the Residence of the employee of Office the immediate treatment is provided.

***** (vi) A statement of the categories of documents that are held by it or under its control;

The records held under Veterinary Officer through concern persons are:-

Sr. No.	Type of records
1.	Maintenance of register pertain to Account matter, Administration work
2.	Maintenance of records of Stationery
3.	Maintenance of records of Immunization record
4.	Maintenance of records of Case paper/Treatment record
5.	Maintenance of records of Monthly/Quarterly animal treatment progress reports
6.	Maintenance of records of blood/serum collection of poultry birds
7.	Maintenance of records of Medicine stock
8.	Maintenance of records of Daily Medicine issue
9.	Maintenance of records of Dead stock.
10.	Maintenance of records of Broiler Production Register.
11.	Maintenance of records of Poultry Feed/ Medicine consumption Register
12.	Maintenance of records of Poultry & Sub-centre Medicine stock Register
13.	Maintenance of records of Broiler selling Register
14.	Consumable Register
15.	Outward/Inward Register
16.	Artificial Insemination record register
17.	Stamp register

***** (vii) 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.

Dr. M.B. Sapara, the Veterinary Officer, Daman for consultation with the representation by the members of the public. They can direct contact with Veterinary Officer, Daman or they can make representation to the Collector/Secretary (AHVS), Daman and through which implementation.

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***** (viii) 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 it advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

----*SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS, DAMAN* is exist under the chairmanship of Collector/Secretary (AHVS), Daman and Veterinary Officer works as a Member Secretary.

PREAMBLE : In pursuance of the goal for the prevention of cruelty and promoting kindness to animals, it is essential to establish SPCA in the district to meet the goal of having one SPCA in each district. Accordingly, this society is formed and its Rules and Regulations are available at Veterinary Office, Daman.

Adopt following techniques to prevent cruelty to animals:

- By warning or prosecuting if necessary all persons found guilty of acts of cruelty as laid down under the P.C.A. Act of 1960.
- By providing and assisting Veterinary Services such as ambulance, stretchers, free spaying/ sterilization of dogs and cats etc.
- By building and maintaining animal shelters and water troughs.
- Never procure milk from cow by giving oxytocin injection
- Never introduce air or any substance into the genital passage of milch animals in order to increase the flow of milk.
- Never overstock the animals while bringing them to the market for sale.
- Never beat the animals cruelly.
- Provide sufficient milk to the calves.
- Never put very young animals to work.
- Never keep the animals yoked for long distances.
- Never brand the animal on the face or body for no valid reason.
- Never carry the animals or birds upside down while carrying for slaughter.
- Provide sufficient water and feed while transferring animals to long distances.
- Never sacrifice animals in the name of religion.
- Never subject animals or birds to vivisection. (Vivisection can be defined as subjection of living animals to experiments in the pursuit of scientific knowledge or in the course of commercial manufacturer)

***** (ix) A directory of its officers and employees;

Ex-officio members : (SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS, DAMAN)

- The Collector and District Magistrate, Daman- President of Society
- The President, Daman Municipal Council, Daman - Member
- The Chief of Police, Daman - Member
- The Chief Officer, Daman Municipal Council, Daman.- Memeber
- The Veterinary Officer, Daman- Member Secretary of Society.
- The Dy. Director, PHC, Daman.- Member
- The Accountant, Collectorate, Daman- Treasurer of Society

The ex-officio members shall be members as long as they hold their office by virtue of which they are members.

***** (x) The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations;

No monthly remuneration received by each of its Officers and employees, as they are Honorary members, and as long as they hold their office by virtue of which they are members.

- ***** (xv) 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;

The citizen/ Farmer can get information regarding Animal Husbandry & Veterinary Service from Extension Officer (Dairy), the library book & Citizen Charter can be given for reading at Veterinary Dispensary during working hour i.e. 10.00am -1.15pm & 2.00pm-5.00pm.

- ***** (xvi) The names, designations and other particulars of the Public Information Officers;

Dr. M.B. Sapara, the Veterinary Officer, Veterinary Office, Mashal Chawk, Nani Daman-396220; ph: (0260)2262624; e-mail: ahvs-dmn-dd@nic.in is Public Information Officers;

- ***** (xvii) Such other information as may be prescribed;

The ultimate goal of Veterinary service 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 to be remembered that man can achieve only that much which the Mother Nature permits him to achieve. It is specifically applicable in all animal production systems. Veterinary and animal husbandry in combination is an environment-friendly profession and its professionals have to take help of the Mother Nature to develop animal production. However, with the help of the Mother Nature, it is possible to modify certain of her own factors to achieve a profitable animal production.

Treatment, prevention, and control of disease, especially the infectious and some other preventable disease is the basic duty of Veterinary Dispensary that 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.

The veterinary profession is considered to be the noblest of the noble professions of mankind.

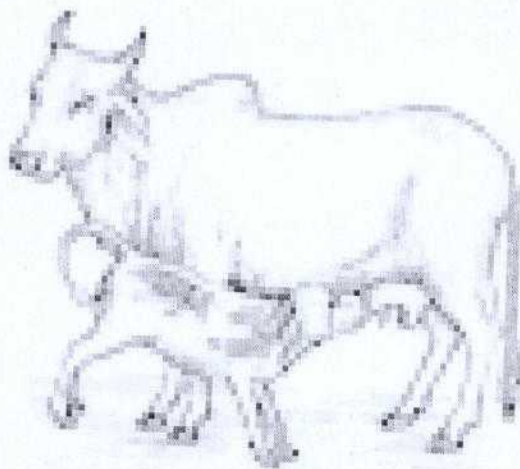
"Principles of Veterinary Medical Ethics"

"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."

"Veterinarian's Oath"

"Being admitted to the profession of Veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of the society through the protection of animal health, the relief of animal suffering, the conservation of livestock resources, the promotion of public health and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence."



STATEMENT OF THE BI-FURCATION FOR THE YEAR – 2013-14

Sr. No		Budget Head	Budget allocation for the year 2013-14 (Rs. in Thousand)	Daman (Rs. in Thousand)	Diu (Rs. in Thousand)
01	2403	Plan			
		Animal Husbandary			
	001	Direction and Administration			
	04	Daman and Diu			
	04.00.01	Salaries	100 *	0	0
	04.00.13	Office Expenses	100	50	50
02	2403	Plan			
		Animal Husbandary			
	102	Cattle and Buffalo Development			
	02	District Dairy Farms			
	02.00.01	Salaries	100 *	0	0
	02.00.13	Office Expenses	200	200	0
	02.00.50	Other Charges	2600	2600	0
03	2403	Plan	0	0	0
		Animal Husbandary	0	0	0
	103	Poultry Development	0	0	0
	02	Poultry Development Schemes	0	0	0
	02.00.42	Lump Sum Provision	700	400	300
04	2403	Plan			
		Animal Husbandary			
	800	Other Expenditure			
	12	Other Schemes			
	12.00.01	Salaries	100 *	0	0
	12.00.13	Office Expenses	200	100	100
05	2404	Plan			
		Dairy Development			
	102	Dairy Development Projects			
	12	Dairy Demonstration Farms			
	12.00.01	Salaries	100 *	0	0
	12.00.13	Office Expenses	400	300	100
	12.00.50	Other Charges	11000	11000	0
06.	4403	Major Head			
		Capital Outlay on Animal Husbandry			
	800	Other Expenditure			
	13	Building			
	13.00.53	Major Works	8700	8000	700

*In Department of AH & VS, no post is exist which works salary from PLAN –SALARY Head,

STATEMENT OF THE BI-FURCATION FOR THE YEAR – 2013-14

Sr.No		Budget Head	Budget allocation for the year 2012-13 (Rs. in Thousand)	Daman (Rs. in Thousand)	Diu (Rs. in Thousand)
01	2403	Non-Plan			
		Animal Husbandary			
	001	Direction and Administration			
	04	Daman and Diu			
	04.00.01	Salaries	400	400	0
	04.00.06	Medical Treatment	10	10	0
	04.00.11	Domestic Travel Expenses	10	10	0
	04.00.13	Office Expenses	180	150	30
02	2403	Non-Plan			
		Animal Husbandary			
	102	Cattle & Buffalo Development			
	02	District Dairy Farms			
	02.00.01	Salaries	1100	1100	0
	02.00.06	Medical Treatment	10	10	0
	02.00.11	Domestic Travel Expenses	10	10	0
	02.00.13	Office Expenses	160	160	0
	02.00.50	Other Charges	500	500	0
03	2403	Non-Plan			
		Animal Husbandary			
	106	Other Live Stock Development			
	03	Other Live Stock Development Schemes			
	03.00.01	Salaries	2500	1500	1000
	03.00.06	Medical Treatment	30	20	10
	03.00.11	Domestic Travel Expenses	30	20	10
	03.00.13	Office Expenses	250	200	50
04	2403	Non-Plan			
		Animal Husbandary			
	800	Other Expenditure			
	12	Other Schemes			
	12.00.01	Salaries	3600	2400	1200
	12.00.06	Medical Treatment	40	30	10
	12.00.11	Domestic Travel Expenses	40	30	10
	12.00.13	Office Expenses	230	130	100
05	2404	Non-Plan			
		Dairy Development			
	102	Dairy Development Projects			
	12	Dairy Demonstration Farms			
	12.00.01	Salaries	1000	500	500
	12.00.02	Wages	100	100	0
	12.00.06	Medical Treatment	10	10	0
	12.00.11	Domestic Travel Expenses	10	5	5
	12.00.13	Office Expenses	180	130	50
	12.00.50	Other Charges	100	100	0

The monthly Salary income of Staff of Veterinary Office, Damman (May'2013) are as under:

Sr. No	Group	Name & Designation	Pay scale	Basic pay	G.P.	N.P.A.	D.A. (80%)	H.R.A.	P.P.	W.A.	T.A.	Gross Total
1.	"A"	Dr. M. B. Sapara, Veterinary Officer.	15600-39100	26510/-	5400/-	7978/-	31910/-	-	-	--	2880/-	74678/-
2.	"C"	Shri G.B. Patel Extension Officer (Dairy)	9300-34800	15800/-	4200/-	-	16000/-	2000/-	210/-	--	1440/-	39650/-
3.	"C"	Shri F.R. Dias , Veterinary Assistant	9300-34800	15000/-	4200/-	-	15440/-	1930/-	-	--	1440/-	38110/-
4.	"C"	Shri H.N. Joshi, Veterinary Assistant	9300-34800	15800/-	4200/-	--	16000/-	2000/-	--	--	1440/-	39440/-
5.	"C"	Shri T.B. Patel, Veterinary Assistant	9300-34800	15800/-	4200/-	-	16000/-	2000/-	210/-	--	1440/-	39650/-
6.	"C"	Shri T.M. Patel, Veterinary Assistant	9300-34800	15800/-	4200/-	-	16000/-	2000/-	210/-	--	1440/-	39650/-
7.	"C"	Shri Pravin B. Halpati, UDC/SK.	5200-20200	10200/-	2400/-	-	10080/-	1260/-	-	--	1440	25380/-
8.	"C"	R.V. Halpati, UDC	5200-20200	10450/-	2400/-	--	10280/-	1285/-	--	--	1440/-	25855/-
9.	"C"	Ramesh V. Damania, LDC (Salary for Nov.2012) 72% D.A.	5200-20200	9340/-	1900/-	--	8093/-	1124/-	--	--	1376/-	21833/-
10.	"C"	Shri Ramesh B. Patel, Driver	5200-20200	7960/-	1900/-	-	7888/-	986/-	-	75/-	1440/-	20249/-
11.	"C"	Shri Navin G. Kamli, Milkman	5200-20200	9320/-	1800/-	-	8896/-	1112/-	--	75/-	1440/-	22643/-
12.	"C"	Shri Dilip B. Mitna, Milkman	5200-20200	7900/-	1800/-	--	7760/-	970/-	--	75/-	1440/-	19945/-
13.	"C"	Shri B.M. Gowadkar, Attendant Dresser	5200-20200	8670/-	1800/-	-	8376/-	1097/-	210/-	75/-	1440/-	21618/-
15.	"C"	Shri P.C. Halpati, Bull Attendant	5200-20200	8990/-	1800/-	--	7014/-	1079/-	--	75/-	1320/-	20278/-
16.	"C"	Shri R..B. Halpati, Bull Attendant	5200-20200	9320/-	1800/-	--	8896/-	1112/-	--	75/-	1440/-	12643/-
17.	"C"	Shri Gunvant B. Halpati, Peon	5200-20200	8960/-	1800/-	-	8608/-	1076/-	-	75/-	1440/-	21959/-
18.	"C"	Pravin Z. Bhandari, Watchman	5200-20200	5410/-	1800/-	--	5768/-	721/-	--	--	720/-	14419/-