

**ANIMAL HUSBANDRY AND
VETERINARY OPERATIONAL EFFICIENCY
FINANCIAL STANDARD OPERATING
PROCEDURE (O.E.F.S.O.P.), 2019**

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Animal Husbandry & Veterinary Operational Efficiency Financial Standard Operating Procedure (O.E.F.S.O.P.), 2019

With the objective of meeting the expenses of recurring nature for maintenance and for the optimal functioning of -

- i) Departmental Livestock Farms
(Annexure II - List of Departmental Farms)
- ii) Departmental Fodder Farms
(Annexure-III- List of Fodder Farms)
- iv) Town Milk Supply Schemes & Milk Processing Establishments under the Dairy Development Directorate
(Annexure-IV- List of Town Milk Supply Schemes and Milk Processing Establishments)

An Operational Efficiency Financial Standard Operating Procedure (O.E.F.S.O.P.) is hereby prescribed regulating receipt into and expenditure thereof from the specified institutional accounts under Public Financial Management System (PFMS) and for means of audit and financial inspection thereof.

1. Short title, extent and commencement -

- i) These Rules may be called Animal Husbandry and Veterinary Operational Efficiency Financial Standard Operation Procedure (O.E.F.S.O.P.), 2019.
- ii) They shall extend to the whole of the State of Assam.
- iii) They shall come into force on the date of their publication in the Official Gazette.

2. Definition:

In these rules unless there is anything repugnant to the subject or context:-

- i) O.E.F.S.O.P. means the Animal Husbandry & Veterinary Operational Efficiency Financial Standard Operation Procedure.
- ii) State means the "State of Assam".
- iii) Government means the "Government of Assam".

3. Operational aspects of the O.E.F.S.O.P.

- i) The O.E.F.S.O.P. shall apply to the following accounts as operational in the National Livestock Mission (NLM), Assam, Assam Livestock Development Agency (ALDA) and Assam Milk, Meat & Egg Mission (AMMEMS). There shall be bank accounts which are designated as Mother A/c for the three (3) institutions - viz. National Livestock Mission (NLM), Assam Livestock Development Agency (ALDA) and Assam Milk, Meat and Egg Mission (AMMEMS), wherein the Mother A/c to be opened for purpose of accounting propriety and norms which shall function as Mother Accounts for the following purpose -
 - (a). Mother Accounts for optimal performance of the Demonstration Farm and Milk Supply Schemes shall be as follows -

- (i). National Livestock Mission (NLM) -
 - Under Sub-Mission on Livestock Development & Fodder Development - A Mother Account to be operated for Operations & Maintenance (O & M) and optimal working of all departmental livestock farms (excluding cattle sector farms).
 - (ii) Assam Livestock Development Agency (ALDA) - A Mother Account for Operations & Maintenance (O & M) and operational efficiency of Departmental Livestock farms for Cattle (excluding all other livestock).
 - (iii). Assam Milk, Meat & Egg Mission (AMMEMS) - A Mother Account for provision of Milk Supply Scheme and Milk Processing Plants/Infrastructures
- (b). The Mother A/c shall have Child A/c mapped for all transaction for each individual Departmental Livestock Farm (DLF) /Departmental Fodder farms (DFF) / Milk Supply Scheme (MSS) which shall be operated as per the O.E. F.S.O.P. The scheme of mapping and organogram is at **Annexure-I**.
- (c). The A/C shall be Savings A/c in a Nationalized Bank under the name and style of O.E.F.S.O.P. A/C - Specific name of the Farm / Milk supply Scheme.
- i). No fund other than the fund meant for operating and running the establishments as specified under O.E.F.S.O.P. Accounts shall be kept in this Saving Account.
 - ii). A budgeted amount will be ear-marked for each of the establishments from the Department to meet the Administrative Cost and Operational Costs as per the O.E.F.S.O.P. for Departmental Livestock Farms (DLF)/ Departmental Fodder farms (DFF) & Milk Supply Schemes (MSS). This shall be drawn and credited as a onetime exercise in one (1) financial year.
 - iii). The fund realized through the sale proceeds of the farm produce will be deposited into the O.E.F.S.O.P. A/C being 50% of the sale proceeds within 7 (seven) days of the receipt of money from such sale proceeds and the remaining 50% of the proceeds from sale of farm produce shall be deposited into the State Exchequer by way of Treasury Challan and shall be reflected in the statement of accounts as receipts.
 - iv). Any fund accrued as interest of the deposited amount shall be treated as an additional amount under the account and will be utilized for any operational requirement as per procedure mandated under the O.E.F.S.O.P.

4. Organisational Management Committee (OMC) under O.E.F.S.O.P. :

- i) There shall be an Organisational Management Committee (OMC) for each of the Departmental Livestock Farms (DLF)/ Departmental Fodder Farms (DFF)/ Milk Supply Schemes (MSS)/ under each institution as specified in Annexure II (DLF), Annexure III (DFF) and Annexure IV (MSS) for management, supervision and monitoring the affairs of the Departmental Livestock Farms / Departmental Fodder Farms / Milk Supply Schemes .

Each Organisational Management Committee (OMC) shall be formally notified by the Govt. in the A. H. & Veterinary Department with the Manager, Departmental Livestock Farms / Departmental Fodder Farms/ Milk Supply Schemes as the Member Secretary and other officials of the Departmental Livestock Farms / Departmental Fodder Farms /Milk Supply Schemes including accounts manager. The District Animal Husbandry & Veterinary Officer (DVO) shall be the ex-officio Vice-Chairman of each Organisational Management Committee (OMC) for Departmental Livestock Farms / Departmental Fodder Farms and the District

Dairy Development Officer (DDO) shall be the ex-officio Vice-Chairman of the Milk Supply Scheme (MSS).

- ii). The OMC shall formally review all proposals for expenditure and sanction the same by way of minutes/ sanction order as specified in the O.E.F.S.O.P.

The District level Committee shall comprise -

- | | |
|---|---|
| (I). Deputy Commissioner
or his Representative | - Chairman |
| (II). District A. H. & Veterinary Officer (DVO)/
District Dairy Development Officer (DDO) | - Vice- Chairman |
| (III). F.A.O. nominated by Deputy Commissioner | - Member |
| (IV). SDVO or any Senior Veterinary Officer
of the District | - Member |
| (V). Manager, Departmental Livestock Farm (DLF)/
Manager Departmental Fodder Farm (DFF)/ Manager
Milk Supply Scheme (MSS) | - Member Secretary
for each locational
institution. |

The District Level Committee will meet compulsorily at the end of each quarter or as required basis to review the works undertaken from the O.E.F.S.O.P. funds, receipt of sale proceeds and other revenue, its deposit into fund account and consider and grant sanction to proposal to be made by observing due procedures and the Departmental Livestock Farms / Departmental Fodder Farms/ Milk Supply Schemes is catering to the needs of the farmers and entrepreneurs towards capacity building, skill development etc. at field level. In case of any emergency the District Level Committee will meet at any suitable time or a financial sanction order may be granted by the Deputy Commissioner for sake of exigency which shall be placed for record and observation in the subsequent District Level Committee for the O.E. F.S.O.P.

- iii). The nature of expenditures on stock purchase, feed, other unforeseen expenditures, contingencies etc. will be made from O.E.F.S.O.P. A/c which is to be recouped to the extent feasible from the sale proceeds generated in the farm. Any sale proceeds generated in the farm by any means will also be deposited in the same account and as specified in c(iii) 50% of the sale proceeds within 7 (seven) days of the receipt of the money from such sale proceeds shall be deposited into the O.E. F.S.O.P. A/C and the remaining 50% of the proceeds from the sale of farm produce shall be deposited within 7 (seven) days of receipt into the State exchequer by way of Treasury Challan.
- iv). The Organisational Management Committee (OMC) shall recommend for fixing the price of items both as inputs sold to farmers, entrepreneurs etc. and also for consumption - produced in the form of culled animals. The Organisational Management Committee (OMC) will review the price rate every six months keeping parity with the market rate and ensure that the quality of the products are superior and prices relatively cheaper. The price shall be applicable after due approval by the State Government by way of notification. The rates for recurring items of expenditure for operational purposes of Departmental Livestock Farms / Departmental Fodder Farms / Milk Supply Schemes shall be finalized and notified every six (6) months by the District Level Committee.
- v). The limit of financial power as approved for the different office bearer under this O.E.F.S.O.P. structure are hereby approved for any single purchase to be made accordingly subjected to certain terms and conditions applicable -

- a) Up to Rs. 5,000 (Rupees Five thousand) - In the nature of imprest money of Rs.5000/- shall be allowed to the Farm Manager to defray petty contingent expenditure of emergent nature. All transaction shall be by way of A/C payee cheque only.
- b) Rs. 5,000.00 to Rs 2.00 Lakh - To be approved by District Level Committee
- c) Above Rs.2.00 lakh - To be approved by the Seniormost Secretary of Animal Husbandry & Veterinary Department.
- vi). The bank A/c shall be opened with conditions as advisory to the bank wherein amounts greater than the amount as specified in Annexure-I for withdrawal for payment shall not be allowed at the Organisational Management Committee (OMC) level and cumulatively for a month an amount not more than the amount specified in Annexure-I of the O.E.F.S.O.P. shall not be allowed.
- vii). The minutes of each meeting of the Organisational Management Committee (OMC) will be communicated to the District level Committee and Government.
- viii). The Organisational Management Committee (OMC) shall ensure that utmost economy shall be exercised in running Departmental Livestock Farms (DLF) / Departmental Fodder Farms (DFF) / Milk Supply Schemes (MSS) and efforts shall be taken to make the Departmental Livestock Farms / Departmental Fodder Farms / Milk Supply Schemes self sustainable for operational purpose.
- ix). The O.E.F.S.O.P. A/C for each institution viz. Departmental Livestock Farms (DLF) / Departmental Fodder Farms (DFF) / Milk Supply Schemes (MSS) shall have a monetary ceiling as specified by notification by State Government. Any funds deposited into the A/c of the O.E.F.S.O.P. A/C shall be moved by reverse sweep standing instruction to the Mother A/C.

5. Standard Operating Procedure (SOP) for withdrawal of fund from bank account by the Organisational Management Committee (OMC) :

- i) The account will be operated jointly by the Vice Chairman and Member Secretary only after specific sanction order by the Deputy Commissioner of the District and of the District Level Committee.
 - ii) For transactional purpose, both cheques/RTGS facility will be available.
 - iii) Fund shall be withdrawn only for meeting expenditure for operational administration of the particular Departmental Livestock Farms / Departmental Fodder Farms/Milk Supply Schemes.
6. The Mother A/C shall credit an amount at the local OMC Child A/C Revolving Fund which shall conform to a pres-prescribed and duly certified financial limit i.e. for each Child A/C there shall be a prior prescribed financial limit as specified in Annexure-I and funds in excess to the limit will automatically reverse sweep back to the Mother A/C.
7. All works which have a commitment of fund which is higher than the prescribed limit for a Child A/C (for instance major civil works etc.) shall be addressed by the Mother A/C centrally. This will include all major scheme expenditure like RIDF, SOPD and other schematic sources which shall be exclusively from the Mother A/C. The Child A/C shall be exclusively for day to day operational maintenance only.
8. Budgeted allocation earmarked for each Departmental Livestock Farms / Departmental Fodder Farms/Milk Supply Schemes. for maintenance and running and Operation Expenditure (OE) of the particular Departmental Livestock Farms / Departmental Fodder Farms/Milk Supply

Schemes. shall be drawn by the Director, A H & Veterinary Department/ Dairy Development and shall be deposited into the bank account under intimation to District Level Committee (DLC) and Organisational Management Committee (OMC).

9. Accounts and Audit:

- i) As the operations of these Departmental Livestock Farms / Departmental Fodder Farms/ Milk Supply Schemes. are semi-commercial in character, it is necessary that the financial results of the Farms/ Milk Plants should be expressed in the ordinary commercial form, so that the cost of article or service may be correctly known. The Animal Husbandry & Veterinary Department shall prescribe the nature and form of subsidiary accounts and statements, if any, applicable to the Departmental Livestock Farms / Departmental Fodder Farms/ Milk Supply Schemes. Such accounts and statements shall be submitted to the Accountant General on such date as may be specified by AG for conducting periodic audit. While preparing the Accounts and statements of the Departmental Livestock Farms / Departmental Fodder Farms/ Milk Supply Schemes apart from transactions of the O.E.F.S.O.P., all Receipts and Expenditure under PFMS or such other funds, shall be exhibited in the said Accounts.
- ii). Copies of the Audit reports shall be sent to the Director A.H. & Veterinary / Director, Dairy Development and the Government for information.

10. Financial Rules & Procedures:

For this fund, the rules contained under the Assam Financial Rules and all other Government Orders in force for the time being, if any, shall apply in case they are not explicitly covered by these Rules. The operation of the said Bank Account shall be subject to all existing Financial Rules, Regulations and Procedure. Any amount to be withdrawn from all Bank Account shall be with proper sanction of the competent authority under specific D.F.P. Rules specified herein. Similarly any purchase to be made will be subject to compliance with laid down procedure.

11. Engagement of Chartered Account:

A Chartered Accountant (C.A.) shall be engaged by the National Livestock Mission (NLM) , Assam Livestock Development Agency (ALDA) and Assam Milk , Meat & Egg Mission (AMMEMS) specially for the scrutiny of each of the accounts and expenditures and receipt thereof and the due process thereof for the Mother A/c and Child A/c and shall submit audited statement that shall be subject to scrutiny by the Accountant General (AG) as necessitated or mandated .The audit by the Chartered Accountant (CA) shall mandatorily be done for every financial year without fail.

12. Operational fund under O.E.F.S.O.P. Corpus:

- (A). Animal Husbandry and Veterinary Department shall make a provision of corpus that shall be apportioned as per approval by Govt. to the Mother A/c for operational efficiency under O.E.F.S.O.P. The total corpus fund thereof shall be an amount of Rs 5.00 Crores and this fund shall not be utilized for any committed expenditure .The nature of this operational fund under O.E.F.S.O.P. corpus shall be to allow for an interim expenditure and recouping the same to the corpus amount after permission of such funds either by way of receipt into the Mother/ Child A/C or by way of budgetary support. A separate statement during audit for the operational fund under O.E.F.S.O.P. corpus shall be done by the Chartered Accountant (CA) and recouping of fund to the Corpus shall not be delayed for any specific expenditure for more than a period of 6 months. Interest accrued on the O.E.F.S.O.P. fund shall be deemed to be amount available for utilization as receipt at the Mother A/c level for provision of the O.E.F.S.O.P. for operational expenditure of Departmental Livestock Farms / Departmental Fodder Farms/ Milk Supply Schemes.
- (B). The operational revolving fund shall be apportioned between the Mother A/Cs at National Livestock Mission (NLM), Assam Livestock Development Agency (ALDA) and Assam Milk, Meat and Egg Mission (AMMEMS) in the amounts as specified herein

- (i). Mother A/C of National Livestock Mission (NLM) - Rs 2.50 crore
- (ii). Mother A/C of Assam Livestock Development Agency (ALDA)- Rs 1.50 crore
- (iii). Mother A/C of Assam Milk, Meat and Egg Mission (AMMEMS)-Rs 1.00 crore

13. Provision of web based Management Information System (MIS) for Accounting and Real Time Reporting:

Department of Animal Husbandry & Veterinary shall provision for a detailed O.E.F.S.O.P. (Operational Efficiency Financial Standard Operating Procedure) MIS which shall allow for all items to be managed on an online platform with report generation at all hierarchies and view right to Finance Department / AG Assam as mandated. This shall be made functional within six months of the launch of the O.E.F.S.O.P.

14. State Level Committee for the OE F.S.O.P.

A State Level Committee shall be constitute as follows

- (I). Seniormost Secretary, A.H. & Veterinary Deptt. - Chairmen
- (II). Secretary , A.H. & Veterinary Deptt. and Mission Director, AMMEMS - Member
- (III). Managing Director, ALPCo - Member
- (IV). Senior Financial Adviser, A.H. & Veterinary Deptt. - Member
- (V). Nodal Officer NLM/ AMMEMS and Manager for DLF/DFF/MSS respectively - Member Secretary
- (VI). Director A.H. & Veterinary Department - Member
- (VII). CEO, ALDA - Member
- (VIII). Director, Dairy Development - Member
- (IX). Secretary to Govt. of Assam, T & D Department - Member
- (X). Secretary to Govt. of Assam, Finance Department - Member

The state level committee shall meet mandatorily once a quarter and scrutinize the quarter wise progress and also prescribe any changes or amendments with recommendation of the OE F.S.O.P. for approval by competent authority.

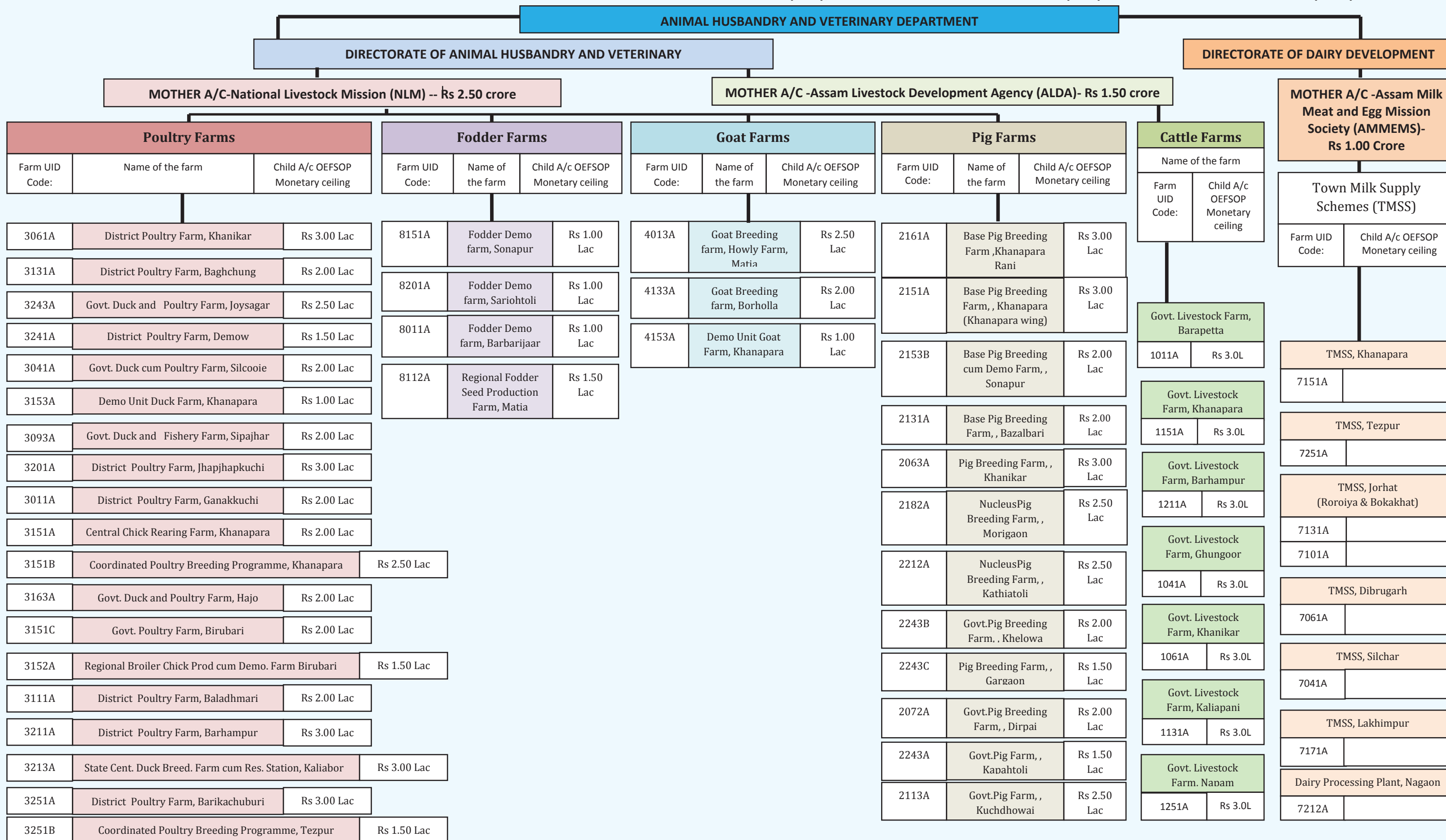
The State Level Committee shall -

- a) Monitor all the individual Organisational Management Committee (OMC) requirements for Departmental Livestock Farms / Departmental Fodder Farms / Milk Supply Schemes .
- b) Proposed for expenditure of amounts in excess of the monetary ceiling specified for the O.E.F.S.O.P. Child A/C in Annexure-I from the Organisational Management Committee (OMC) A/c or the Mother A/C shall be recommended for financial sanction by the Govt. in A.H. & Veterinary Department.
- c) Engage any resource necessitated for better management, recommend changes /amendments for the OE F.S.O.P. for approval by the competent authority .

15. Financial Stipulations:

- a). The Revolving fund ceiling for each child A/C is specified in Annexure-I and the excess amount will be reverse sweep to the Mother A/.C.
- b). Cash book at the farm level should not exceed Rs 50,000/- cash holding at any given time and shall only be cash receipts from sale proceeds.
- c). No self-cheque facility or cash withdrawal facility should exist at the Child A/C.
- d). Due checks and balances should be exercised by the A.H. & Veterinary Department to ensure that there shall be no financial misappropriation and proper utilization of the funds for the O.E.F.S.O.P.

**ORGANOGRAM SHOWING OPERATIONAL EFFICIENCY FINANCIAL STANDARD OPERATION PROCEDURE (O.E.F.S.O.P.)
WITH PROVISION OF MOTHER AND CHILD ACCOUNT FOR DEPARTMENTAL LIVESTOCK FARM (DLF), DEPARTMENTAL FODDER FARM (DFF) AND MILK SUPPLY SCHEMES (MSS)**



ANNEXURE-II

List of Departmental Livestock Farms (DLF)

UID No.	Name of Departmental Farm	Name of Farm Manager Cell No E-mail ID	Livestock Handled	Location/ District	Govt. Notification notifying the farm	Notification of DDO
1011A	Govt. Livestock Farm	Dr. Sunil Kr. Sarma 94353-20502 sunilsarma1961@gmail.com	Cattle	Barapetta/ Barpeta	A/G/213/90/34 Dt. 18/5/53	VFV29/67/196 dtd 27-2-69
1041A	Govt. Livestock Farm	Dr. Akhil Ch. Choudhury 94352-39795 akhilchoudhury52@gmail.com	Cattle	Ghungoor/Cachar	No. VJV/217/101/ dtd.25-3-65	No. VJV/377/5911/ dtd.20-1-69
1061A	Govt. Livestock Farm	Dr. Himendu Bikash Baruah 94350-30311 himendubikasbarua@gmail.com	Cattle	Khanikar/Dibrugarh	VFV316/48/ pt/1/7dtd14-9-47	VFV316/78/45 dtd18-12-79
1131A	Govt. Livestock Farm	Dr. Ranjan Patar 70026-15269 rpatar1970@gmail.com	Cattle	Kaliapani/Jorhat	AGV161/58/7dtd17-3-60	VFV/203/71/144 dt. 25.7.1973
1151A	Govt. Livestock Farm	Dr. Motiur Rahman 88761-60429 Motiurrahman83@yahoo.in	Cattle	Khanapara/Kamrup	No.vet-158/62/47 dtd. 1/8/1963	No. VJV/203/71/14 dtd.25-7-73
1251A	Govt. Livestock Farm	Dr. Kamala Kalita 94353-81420 kamalakalita15@gmail.com	Cattle	Napam/Sonitpur	VFV.246/63/dtd. 17/5/1971	VFV.246/63/ dtd. 17/5/1971
1211A	Govt. Livestock Farm	Dr. Bidya Baruah 98541-19126 bidyabaruah@gmail.com	Cattle and Buffalo	Barhampur/Nagaon	AGV6/56/125dtd1-10-58	VFV29/67/196 dtd11-9-69
2161A	Base Pig Breeding Farm	Dr. Prabin Kr. Baruah 99544-78435 prabinbaruah16@gmail.com	Exotic Pigs	Khanapara (Rani)/ Kamrup (R)	VFV.234/78/71 dtd. 31/7/1979	VFV.234//78/148 dtd. 4/5/1989
2151A	Base Pig Breeding Farm	Dr. Utpal Nath (I/c) 94353-41944 dr.unvet@gmail.com	Exotic Pigs	Khanapara/ Kamrup (M)	Not Notified	Not Notified
2153B	Base Pig Breeding cum Demonstration Farm	Dr. Syed Ajjijul Islam (I/c) 78961-76150 dr.ajijulislam@gmail.com	Exotic Pigs	Sonapur/ Kamrup (M)	Not Notified	Not Notified
2131A	Base Pig Breeding Farm	Dr. Ranjan Patar (I/c) 70026-15269 rpatar1970@gmail.com	Exotic Pigs	Bazalbari (Titabor)/ Jorhat	Not Notified	Not Notified
2063A	Pig Breeding Farm	Dr. Ruprekha Gogoi 91014-21150 drruprekha007@gmail.com	Exotic Pigs	Khanikar/ Dibrugarh	Not Notified	Not Notified
2182A	Nucleus Pig Breeding Farm	Dr. Nilutpol Kakoti (I/c) 94350-64120 kakatinilutpal@gmail.com	Exotic Pigs	Morigaon Town/ Morigaon	Not Notified	Not Notified
2212A	Nucleus Pig Breeding Farm	Dr. Hafizur Rahman (I/c) 94350-61785 drhafizurvet@gmail.com	Exotic Pigs	Kathiatoli/ Nagaon Originally notified as Bull Rearing Farm under GVE/39/400- 72dtd10-6-67	Not Notified as Pig Farm (Earlier Notification exist against Bull Rearing Farm)	Not Notified (Originally under Bull Rearing Farm vide no. VET/58/4- 10dtd2-7-87))
2243A	Govt. Pig Farm	Dr. Marzina Begum (I/c) 97062-26676 Marzinabegum47@gmail.com	Exotic Pigs	Kapahtoli/ Sivasagar	Not Notified	Not Notified
2243B	Govt. Pig Breeding Farm	Dr. Pinku Borah (I/c) 81330-39059 Borahp52@gmail.com	Exotic Pigs	Khelua/ Sivasagar	Not Notified	Not Notified

UID No.	Name of Departmental Farm	Name of Farm Manager Cell No E-mail ID	Livestock Handled	Location/ District	Govt. Notification notifying the farm	Notification of DDO
2243C	Govt. Pig Farm	Dr. Pinku Borah (I/c) 81330-39059 Borahp52@gmail.com	Exotic Pigs	Gargaon/ Sivasagar	Not Notified	Not Notified
2113A	Govt. Pig Breeding Farm	Dr. Utpal Das 93655-57826 Utpal492@gmail.com	Exotic Pigs	Kuchdhowa/ Goalpara	Not Notified	Not Notified
2072A	Govt. Pig Breeding Farm	Dr. Kuladhar Saikia (DVO) 94014-66887 Kdsaikia64@gmail.com	Exotic Pigs	Dirpai/ Dhemaji	Not Notified	Not Notified
3061A	District Poultry Farm	Dr. Himendu Bikash Baruah 94350-30311 himendubikasbarua@gmail.com	LIT birds	Khanikar/ Dibrugarh	VFV155/61/165dtd7-8-64	VFV203/71/14dtd25-7-73
3131A	District Poultry Farm	Dr. Hemanta Kr. Baruah 9954471504 Hbaruah447@gmail.com	LIT Birds	Baghchung/ Jorhat	Vet-155/61/4dtd12-7-61	Vet155/61/4dtd12-7-61
3243A	Govt. Duck and Poultry Farm	Dr. Dishanta Dutta 94350-56544 dishantaad@gmail.com	LIT Birds and Duck	Joysagar/ Sivasagar	Vet/ NE/110/63/59dtd11-11-63	VFV315/59/54dtd9-2-73
3241A	District Poultry Farm	Dr. Debashis Dulakalaria 98643-82003 dulakariad@gmail.com	LIT Birds	Demow/ Sivasagar	VFV(P)23/85/9dtd4-11-84	VFV(P)3-7-86/126dtd9-9-98
3251A	District Poultry Farm	Dr. Trishna Bhandar Kayastha 81461-81334 drtrishnavet@yahoo.com	LIT birds	Barikachuburi (Tezpur)/ Sonitpur	No.vet-246/63/77 dtd. 30/7/1965	VFV164/7/44dtd25-3-75
3251B	Coordinated Poultry Breeding Programme (CPBP)	Dr. Dushmanta Saikia 94351-59672 dushmantaSaikia464@gmail.com	Exotic/ LIT Birds	Tezpur/ Sonitpur	VFV.P88/79/50 dtd 11-8-69	VFV.152/88/28 dtd. 4/12/1990
3093A	Govt. Duck and Fishery Farm	Dr. Kailash Ch. Chamuah 81339-93779 drkailashchandrachamua@gmail.com	Duck	Sipajhar/ Darrang	VFV(P)52/86/8dtd30-12-86	VFV(P)52/86/96dtd19-4-00
3201A	District Poultry Farm	Dr. Ambika Deka 94350-27881 ambikadeka@hotmail.com	LIT Birds	Jhaphkuchi/ Nalbari	VFV(P)33/86/8dtd 20-12-86	VFV(P)37/86/126dtd 9-9-98
3011A	District Poultry Farm	Dr. Niranjan Das 94359-11713 dniranjan190@gmail.com	LIT Birds	Ganakkuchi/Barpeta	VFV(P)23/85/9dtd4-11-85	VFV(P)/77/86/149dtd25-2-90
3151A	Central Chick Rearing Farm	Dr. Prasanta Kr. Rabha 94351-05857 rabhaprasanta1967@gmail.com	LIT Birds	Khanapara/ Kamrup (M)	Vet/155/61/110 dtd. 30-1-64	No.vet-155/61/110 dtd. 30/1/1964
3151B	Coordinated Poultry Breeding Programme (CPBP)	Dr. Devanand Adhikari 70864-01378 dradhikaridevanand550@gmail.com	Exotic/LIT	Khanapara/ Kamrup (M)	VFV.234/78/71 dtd. 31/7/1979	VFV. 218/66/35 dtd. 23-3-68
3163A	Govt. Duck cum Poultry Farm	Dr. Arif Ahmed 98590-85665 arifahmed04@gmail.com	Duck	Hajo/ Kamrup (R)	Vet131/65/6dtd8-7-65	No. VFV48/65/165dtd 28-2-74
3151C	Govt. Poultry Farm	Dr. Nayanjit Deka 95081-68858 d_nayanjitdeka@rediffmail.com	LIT Birds	Birubari/ Kamrup (M)	VET155/65/110dtd30-1-64	VFV.203/71/14 dtd. 25-07-73
3152A	Regional Broiler Chick production cum Demonstration Farm	Dr. Zalnur Rahman 99547-55587 Zrahman326@gmail.com	Broiler birds (Transition to Kamrup variety)	Birubari/ Kamrup (M)	VFV(P)20/81/52dtd5-1-83	VFV(P)20/81/313-Adtd25-9-96

UID No.	Name of Departmental Farm	Name of Farm Manager Cell No E-mail ID	Livestock Handled	Location/ District	Govt. Notification notifying the farm	Notification of DDO
3111A	District Poultry Farm	Dr. Naba Kamal Das 94351-14521 nabaglp@gmail.com	LIT Birds	Baladhmar/ Goalpara	VFV.88/79/50 dtd 11-8-69	VFV203/71/14dtd25-7-73
3211A	District Poultry Farm	Dr. A.F.M.R.. Siddiqi 94353-60043 tanishasiddiqi@gmail.com	LIT Birds	Barhampur/ Nagaon	VFV6/59/105dtd2-4-63	VFV65/75/82dtd25-5-72
3213A	State Central Duck Breeding Farm cum Research Station	Dr. Ananta Kr. Barua 94355-19213 anantabaruah982@gmail.com	Ducks	Kaliabor/Nagaon	VFV(P)23/85/9dtd4-11-84	VFV. 339/78/42 dtd. 3-11-79
3041A	Govt. Duck and Poultry Farm	Dr. Afzalur Rahman 91012-86727 farm.silcoorie. drabzalurrahman@gmail.com	LIT Birds	Silcoorie/ cachar	Vet/ NE/191/62/55dtd12-1-63	Vet/NE/191/62/55dtd12-1-63
4013A	Goat Breeding Farm	Dr. Dipankar Das 94352-49261 dipankardeep71@gmail.com	Improved variety (Sirohi)	Howly/ Barpeta	Not Notified	Not Notified
4133A	Goat Breeding Farm	Dr. Dipak Darabdhora 94350-90417 d.darabdhara@gmail.com	Improved Variety and Assam Hill Goat	Borholla/Jorhat	Not Notified	Not Notified
5151A	Rabbit Breeding Farm	Dr. Sailendra Pd. Mazundar 93652-23220 drsmp5555@gmail.com	Rabbit of exotic breed	Khanapara/ Kamrup (M)	VFV/307/78/43 dtd. 2-9-87	VFV.53/88 dtd. 1-12-90

ANNEXURE-III

List of Departmental Fodder Farms (DFF)

UID No.	Name of Departmental Farm	Name of Farm Manager Cell No E-mail ID	Local District	Govt. Notification notifying the farm	Notification of DDO
8151A	Fodder Demonstration Farm	Dr Deekshita Raikhowa 98642-61362 dixraj24@gmail.com	Sonapur/ Kamrup (M)	Not Notified (Running as Demonstration Farm since 1960)	Not Notified
8201A	Fodder Demonstration Farm	Dr Kishor Kr. Baishya 95081-03776 baishya1972@gmail.com	Sariohtoli/ Nalbari	Not Notified (Running as Demonstration Farm since 1960)	Not Notified
8011A	Fodder Demonstration Farm	Dr Anubha Kakati 98591-23783 anubhakakati01@gmail.com	Brbarijhar/ Barpeta	Not Notified (Running as Demonstration Farm since 1959)	Not Notified
8112A	Regional Fodder Seed Production Farm	Dr Nasim Banu 97062-32033 nasimb92@gmail.com	Matia/ Goalpara	VFV(P)5/87/16 Dtd. 28.2.87	VFV.23/86/Pt. 1/59 dt.8.12.1989

ANNEXURE-IV

List of Milk Supply Schemes (MSS)

UID No.	Name of Milk Supply Schemes	Name of Plant Manager Cell No E-mail ID	Processing Capacity (LPD)	Whether Functional	Location/ District	Govt. Notification No.
7151A	Town Milk Supply Scheme, Khanapara	Sri Karuna Sarma, i/c Superintendent 8472817641 sarmakaruna@yahoo.in	1000	Functional	Khanapara (Guwahati)	VEt.16/59/13 dtd. Shillong 16/8/60
7251A	Town Milk Supply Scheme, Tezpur	Sri Nikhil Hazarika i/c Asstt. Dairy Development Officer 9864807802 Nh_hazarika@rediffmail.com	5000	Non-functional	Gutlang (Tezpur)	VFV.349/74/5 dtd.29/1/75
7131A	Town Milk Supply Scheme, Jorhat	Sri Kishore Barman, i/c Asstt. Dairy Development Officer 94350-32052 kishorebarman@rediffmail.com	10000	Functional	Roroiya/ Jorhat	VFV.360/74/6 dtd.26/12/74
7101A			5000	Non-functional	Bokakhat/Golaghat	
7061A	Town Milk Supply Scheme, Dibrugarh	Sri Hemanta Chakrabarty, Asstt. Dairy Development Officer 9435474766 h_chak@rediffmail.com	2000	Functional	Bokul (Lahowal)	VFV.297/73/8 dtd.05/2/74
7041A	Town Milk Supply Scheme, Silchar	Sri Niranjana Bhuyan Asstt. Dairy Development Officer 8876527814 Bhuyan_ark@yahoo.com	5000	Non-functional	Ghungoor (Silchar)	VFV (P)45/80/510 dtd.24/3/82
7171A	Town Milk Supply Scheme, Lakhimpur	Sri Manjit Duara, i/c Asstt. Dairy Development Officer 9864807802 manjitduara@rediffmail.com	2000	Functional	Charaimoria , IAKHIMPUR	VFV (P)6/82/7 dtd.08/8/80
7212A	Dairy Processing Plant under Dairy Development Office, Nagaon	Sri Nilim Kr. Borah, Dairy Development Officer 94351-52190 Borah.nilim@rediffmail.com	5000	Functional	Bebejia, nagaon	VFV (P)42/86/310 dtd.24/10/60

ANNEXURE-V

UNIQUE IDENTITY (UID) NUMBER FOR FARM UNITS

1	2	3	4	5
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Sector Specific code (Sl.No.1 under Block Format)		Nature of Farm code (Sl.No.4 under Block Format)								
1	Livestock (Cattle and Buffalo)	Cattle farm	1	Buffalo farm	2	Cattle & Buffalo combined farm	3			
2	Pig	Base farm	1	Nucleus farm	2	Multiplier farm	3			
3	Poultry	LIT type farm	1	Broiler farm	2	Duck farm	3			
4	Goat	Indigenous Goat farm	1	Indigenous with Improved variety farm	2	Improved variety	3	Sheep & Goat farm	4	
5	Rabbit	Laboratory type	1							
6	Training and capacity Building Establishment	Officers level	1	Farmers / Entrepreneurs level	2	School of Veterinary Science	3	Vocational Training Centre	4	Veterinary Training Centre
7	Milk Supply Schemes	Town Milk Supply Scheme (TMSS)	1	Dairy Processing Plant	2	Creamery Scheme	3			
8	Fodder Farm	Fodder Demonstration farm	1	Regional Fodder Seed Production farm	2					

1	2	3	4	5
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District of Location (Sl.No.2 and 3 under Block Format)			
SL. NO.	NAME OF DISTRICT	CODE NUMBER (IN ALPHABETICAL ORDER)	
1.	BARPETA	0	1
2.	BISWANATH	0	2
3.	BONGAIGAON	0	3
4.	CACHAR	0	4
5.	CHARAIDEO	0	5
6.	DIBRUGARH	0	6
7.	DHEMAJI	0	7
8.	DHUBRI	0	8
9.	DARRANG	0	9
10.	GOLAGHAT	1	0
11.	GOALPARA	1	1
12.	HAILAKANDI	1	2
13.	JORHAT	1	3
14.	KARIMGANJ	1	4
15.	KAMRUP (METRO)	1	5
16.	KAMRUP (RURAL)	1	6
17.	LAKHIMPUR	1	7
18.	MORIGAON	1	8
19.	MAJULI	1	9
20.	NALBARI	2	0
21.	NAGAON	2	1
22.	HOJAI	2	2
23.	SOUTH SALMARA	2	3
24.	SIVASAGAR	2	4
25.	SONITPUR	2	5
26.	TINSUKIA	2	6
SIXTH SCHEDULE DISTRICTS			
27.	BAKSA	2	7
28.	CHIRRANG	2	8
29.	DIMA HASAO	2	9
30.	KOKRAJHAR	3	0
31.	KARBI ANGLONG	3	1
32.	UDALGURI	3	2
33.	WEST KARBI ANGLONG	3	3

1 2 3 4 5 5 In alphabet A,B,C etc. indicates Nos. of Farm in serials for each sector under the District

Name of the Farm	Sector specific code	District Code	Nature of Farm	Indicating Alphabet
Base Pig Breeding Farm, Khanapara (Rani)	Pig	Kamrup (M)	Base Pig Farm	Pig Breeding Farm No. in the District
	2	1 5	1	A
Govt. Pig Breeding cum Demonstration Farm, Sonapur (Dimoria)	Pig	Kamrup (M)	Multiplier Pig Farm	Pig Breeding Farm No. in District
	2	1 5	3	B

ANNEXURE-VI

**VETERINARY REVOLVING FUND RULES,2004
A.H. & Veterinary Department, Govt. of Assam
vide notification dated Dispur the 4th Oct'2004**

GOVERNMENT OF ASSAM
VETERINARY OFFICE DEPARTMENT
DISBURS

ORDER BY THE GOVERNOR OF ASSAM
NOTIFICATION

Dated Dispur, the 4th October/2004.

VETERINARY REVOLVING FUND RULES, 2004

MS.VFV.358/2004/03 :- The Governor of Assam is pleased to constitute a mechanism for fund for the purpose of meeting the expenses of recurring expenditure for maintenance and successful running of the different Poultry/Duck/Cattle Farms in the State by using the initial funds made available under various Centrally Sponsored/Ext. assisted Airdid Projects in order to make right kind of positive interventions for increased production and income generation in Veterinary based activities in the State and therefore, to make the following rules for regulating the operation of the said fund in the manner hereinafter prescribed, namely :-

- | | | |
|---|---|---|
| 1. Short title, Extent and Commencement | - | 1) These rules may be called "Veterinary Revolving Fund Rules, 2004."
ii) They shall extend to the whole of the State of Assam.
iii) They shall come into force on the date of their publication in the Official Gazette. |
| 2. Definition | - | In these rules unless there is anything repugnant to the subject or context :-
a) "Fund" means "Veterinary Revolving Fund"
b) "State" means the State of Assam.
c) "Government" means the Government of Assam.
d) "Chief Officer" means the implementing officer in the scheme. |
| 3. Constitution of Fund. | - | 1) There shall be constituted a fund to be called the Veterinary Revolving Fund in a current account specifically opened in any Nationalized Bank under the name & style Assistance to Broiler Chick production Firm, Tezpur/Birubari (Gowhati).
ii) The account will be operated jointly by the Manager of the firm and A.O/Accountant of the Office.
iii) No fund other than the fund meant for running the firms be kept in these accounts.
iv) Fund may be withdrawn only for meeting expenditure for maintenance and successful running of the firms at Tezpur & Birubari (Gowhati).
v) The Bank account should be closed on 31-3-05 for extension if felt necessary, Veterinary Department may move Finance Department in time. |

CONTROL P/P

- 5)
- vi) The accounts are subject to audit by the Accountant General (Audit), Assam.
 - vii) The money so deposited will be utilized for the purchase or meeting the recurring costs of the maintenance of the farms like purchasing of chicks, feed, vaccines, etc. in the Poultry/Duckery Farm.
 - viii) The fund realized through the sale proceeds will be deposited into the Fund.

4. Mechanism to collect and point in the Funds.

There shall be a two-tier mechanism to collect and monitor the funds.

4.1 Farm Local Level Committee shall be constituted as follows:

- Chairman: Deputy Commissioner of the District where the farm located.
- Secretary: Manager of the Farm.
- Members: Representative of the Director, A.H. & Veterinary, Representative of AIDA Veterinary Expert as nominated by the AIDU District A.H. & Veterinary Officer, Finance & Accounts Officer (As nominated by the D.C.), President of the concerned Anchalik Prachayit P.D., BIDA of the District. At least 2 Nos. of Farmers (purchasing the products).

4.1.1 There will be a current Bank Account in the name and style of "Veterinary Revolving Fund, Farm Instance "Veterinary Revolving Fund", Central Chick Rearing Farm, Khowlang."

4.1.2 This account is jointly operated by the Manager of the Farm and A.O./Accountant of the Office.

4.1.3 The annual accounts will be audited by the Chartered Account and placed before the Committee for approval and then subjected to the audit of the Accountant General. A copy will be sent to the Manager of the Farm and Government.

4.1.4 The Committee will sit every two months and review the progress of works initiated under Revolving Fund, including the revenues collected, deposited in the Bank account, purchased made any after due procedure and find out the local demands of the farmers concerned.

4.1.5 The Committee shall fix the prices of the items both as inputs for the farmers and for consumption-produced by the Farm and review once in every six months and compare with the market costs and ensure that the quality of the products are superior and prices relatively cheaper.

CONTD... P/3

- 4.1.6. Any single purchase to be made more than Rs.2.00 lakh needs to be sent to the Director for approval and any single purchase worth more than Rs.2.00 lakh needs to be approved by the Government.
- 4.1.7. The Committee shall decide the imprest money to be kept with the Secretary based on a specific activity. The Secretary shall not keep a large amount of cash-in-hand.
- 4.1.8. All efforts will be made to ensure that the minimum necessary fund for revolving will be developed and maintained.
- 4.1.9. The minutes of each meeting shall be communicated to the Government and Directorate.
- 5.0. State Level Monitoring Committee on Veterinary Revolving Fund.
- 5.1. The Committee is constituted as below :
- | | | |
|------|---|---------------------|
| i) | Commissioner & Secretary to the Govt. of Assam, A.H. & Veterinary Department. | : Chairman. |
| ii) | Secretary to the Govt. of Assam, Finance Department. | : Member. |
| iii) | Director, Planning & Development, Assam. | : Member. |
| iv) | Director, A.H. & Veterinary, Assam | : Member. |
| v) | Joint Director (Admins), A.H. & Veterinary Department, Assam. | : Member. |
| vi) | Manager of the Farm | : Member-Secretary. |
- 5.2. The functioning of the Local Level Committees will be monitored quarterly by devising appropriate reporting formats with regards to fund collected, utilized and other accounts.
- 5.3. The State Level Committee will sit quarterly and scrutinize the progress of the Farm with regard to Revolving Fund utilization and maintenance.
- 5.4. The action taken on audited reports will be monitored.
- 5.5. The proposals for purchases of Rs.2.00 lakhs and above form the Revolving Fund shall be examined and approved.
- 5.6. All technical and advisory support will be extended as and when needed by the Local Committees.
- 5.7. The success stories of some Farms will be circulated to others and monitored.
6. For this fund, the rules contained in the Assam Financial Rules and all other Government Orders in force for the time being, if any, shall apply in case they are not explicitly covered by these Rules. The operation of the said Bank Accounts shall be subject to all existing financial rules, regulations and Procedure. Any amount to be withdrawn from the Bank Accounts shall be with proper sanction of the competent authority under D.F.P. Rules. Similarly, any purchase to be made will be subject to compliance with paid down procedure.

CONTD...P/4

(20)

The Fund shall be subject to audit by the Accountant General (Audit), Assam during the course of their routine audit for the Office of the Firm concerned.

Sd/- V. B. PYARELAL,
Commissioner & Secretary to the Govt. of Assam,
A.H. & Veterinary Department.

Memo NO. WFV. 358/2002/03-A, Dated Dispur, the 4th October/2004.
Copy to :-

1. The project Director, ARIFSP Society, Khanepara, Guwahati- 22.
2. The Director, A.H. & Veterinary, Assam, Channikuthi, Guwahati- 3.
3. The Director, Dairy Development, Assam, Khanepara, Guwahati- 22.
4. The Joint Director (Admn.), A.H. & Veterinary Department.
5. The Director, Planning & Development Department, Assam.
6. The Concerned Manager of the Firm.
7. The P.S. to Commissioner & Secretary, A.H. & Veterinary Department, Dispur, Assam for kind receipt of the Commissioner.
8. The P.S. to Secretary, Finance Department, Assam, Dispur for kind appraisal of the Secretary.
9. The Superintendent, Assam Govt. Press, Bemunihsidem, Guwahati- 21. He is requested to publish the Bye-law of the Veterinary Revolving Fund No. 15, 2004 in the next publication of the Assam Gazette. The Bye-Law is enclosed herewith.

By Order etc.,

Deputy Secretary to the Govt. of Assam,
A.H. & Veterinary Department.

①
04/10/04

