

GOVERNMENT OF ASSAM
ANIMAL HUSBANDRY & VETERINARY DEPARTMENT
DISPUR ::: GUWAHATI-6

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated Dispur the 7th February, 2018

No. VFV.551/2017/10: The Governor of Assam is pleased to constitute “Veterinary Hospital/ Dispensary Management Committees” (VMC) in each of the Veterinary Hospitals and Dispensaries located in the various places of Assam with the following members which will function as per the enclosed terms of reference-

Constituent Members

1	Circle Officer of the nearest Revenue Circle	Chairperson
2	Veterinary Officer of the Hospital/ Dispensary	Member Secretary
3	Block Veterinary Officer of the constituent block	Member
4	One Representative from Local NGO/Dairy/Poultry Society to be nominated	Member
5-8	Four Social workers to be nominated	Members
9	One Progressive animal/ poultry farmer to be nominated	Member

Term of Reference at Annexure- ‘A’

Sd/- M. Gogoi, IAS
Commissioner & Secretary to the Govt. of Assam,
A.H. & Vety. Deptt., Dispur

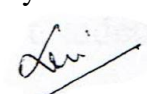
Memo No. VFV.551/2017/10-A

Dated Dispur the 7th February, 2018

Copy to :

1. P.S. to Hon’ble Minister, A.H. & Vety. Deptt. Dispur for kind appraisal of Hon’ble Minister
2. P.S. to Addl. Chief Secretary to the Govt. of Assam, A.H. & Vety. Deptt., Dispur for kind appraisal of Addl. Chief Secretary.
3. P.S. to Commissioner & Secretary to the Govt. of Assam, A.H. & Vety. Deptt., Dispur for kind appraisal of Commissioner & Secretary.
4. P.S. to Secretary to the Govt. of Assam, A.H. & Vety. Deptt., Dispur for kind appraisal of Secretary.
5. Director, A.H. & Veterinary, Assam, Chenikuthi, Guwahati-03 for information and necessary action. He is requested to issue the Notification to the concerned officer of the Vety. Hospital/ Dispensaries as designated in the Notification
6. The Director, Dairy Development, Assam, Khanapara, Guwahati-22 for information and necessary action. He is requested to issue the Notification to the concerned officer of the Vety. Hospital/ Dispensaries as designated in the Notification
7. The Registrar, Assam Govt. Press, Bamunimaidan, Guwahati-21 for publication in the next issue of the Assam Gazette
8. Office copy

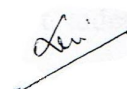
By order etc.


Joint Secretary to the Govt. of Assam,
AH & Vety. Deptt., Dispur


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Terms of Reference

1. Veterinary Dispensary/Hospital Management Committee will function in provision of basic preventive and curative services for livestock and birds and also for development of productivity of available animal resources as well as to make the people aware about zoonotic diseases and its public health importance, conservation of threatened /extinct wild animals/birds.
2. Will look into the matters related to food safety and food security of animal origin by way of exploring provisions for imparting training and organizing awareness among farmers and traders.
3. Will ensure prevention of common diseases among livestock and poultry by way of regular and periodic vaccination and adoption of other preventive measures through increased awareness among the public.
4. Will make assessment of the need of the veterinary institution for its development of infrastructure/ facilities and submission of proposal for its improvement to District Level Vigilance and Monitoring Committee.
5. Will critically examine the work environment and work culture of the employees of the institution and the welfare of the employees of the institution.
6. Will evaluate the contribution made to the public by the institution
7. Will ensure compliance to minimal standard for facility and hospital care.
8. Ensure accountability of the services rendered to the community
9. Formulate strategies for vaccination of poultry in every Saturday & Sunday in the dispensary
10. Ensure implementation of state and central schemes within the dispensary jurisdiction as per laid down protocols for such schemes.
11. Will ensure achievement in AI as per target fixed and breed improvement of other breeds especially pigs and poultry and its compliance for the staff.
12. Organize awareness/ training services / health camps under the jurisdiction of the dispensary for fulfillment of the targets
13. Will verify the record of all meat, milk and egg markets and assess the quantum of the meat, milk and eggs marketed.
14. Will verify the record of live livestock markets of the locality in terms of volume of trade and type of animal traded and their origin (before sale) and destination (after sale).
15. Ensure food safety by regular inspection of food products of animal origin in collaboration with local bodies responsible for control of markets.
16. Will assist the concerned Veterinary Officer to formulate disaster management plan for the animals of the locality which is operable with locally available resources.
17. Will verify and keep record of all the livestock and poultry farms under the jurisdiction of the dispensary with periodic updating
18. Will keep record of village wise breed wise (species wise) population data for livestock and poultry
19. Will assist concerned veterinary Officer for inspection of farms (Private and Government) for performance assessment, biosecurity needs etc.
20. Assess the farms which were established under govt. aided schemes from time to time.
21. Inspect the animal transit vehicles for their compliance of transit norms.



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22. Ensure optimal use of dispensary land including cultivation and maintenance of fodder plots.
23. Ensure cleanliness and scientific disposal of waste in the dispensary/ Hospital
24. Review reports generated and submitted to the authority including mandatory reports of AI, Calf born, disease outbreak reports, vaccination reports etc.
25. The committee will come up with an Annual Report after completion of one financial year.
26. **The meetings** of the committee shall be held at 3 months interval preferably at the dispensary or at a place as the Chairperson shall decide.
 - a. The meeting will be focused on the progress made on laid down objectives of the dispensary and to assess the gaps and to formulate the remedial measures.
 - b. Notice calling meeting of the committee shall state the date, time and place at which such meeting will be held and shall be served upon every member not less than 15 days before the date appointed for the meeting. Such notice shall be issued by the Member Secretary of the committee with consultation with the chairperson and shall be accompanied by an agenda
 - c. One third of the members of the society shall form a quorum of meeting.
 - d. The committee shall maintain a register where proceeding of the meeting and signature of the members will be recorded.
 - e. No member of the committee shall be entitled to any remuneration for becoming a member.
27. **Use of Resources:** The Veterinary Dispensary/Hospital Management Committee will not function as a Government agency. However, it may utilize all Government assets and services for public good.
 - a. Provision can also be made for collecting registration fee @ Rs. 5/- (Rupees five) only per owner who bring their animal for treatment/ castration/ health check etc to the dispensary/ Hospital.
 - b. Funds received by the Veterinary Dispensary/Hospital Management Committee have to be spent for procurement of hospital utensils, minor repairs of the fencing/ hospital, organisation of animal Health Camps, Vaccination camps and Awareness Camps and for covering the expenses of the management committee meetings.
 - c. Member Secretary and President can open a **bank account** on behalf of the management committee. All funds shall be paid into the committee's account with the appointed bank and shall not be withdrawn except by a cheque, bill note or other negotiable instruments.
28. The committee shall cause **regular accounts** to be kept of all its moneys and properties in respect of the affairs of the committee.
 - a. The accounts of the committee shall be audited annually by a local auditor nominated by the members of the committee.
 - b. The audit report shall be communicated by the auditor to the committee, which shall submit a copy of the Audit Report along with its observation to the Deputy Commissioner/Sub Divisional Officer (Civil).



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29. The Dispensary Management Committee (DMC) will submit proceedings of meeting to the District Level Vigilance and Monitoring Committee (DLVMC) through the District Veterinary Officer at the end of each quarter along with the score sheet.

- a. The district AH & Veterinary officer will make a comparative compilation of the progress of dispensaries based of physical inspection and reports of DMC for submission to the DLVMC.
- b. DLVMC will finally review, monitor and evaluate the performance of the Dispensaries.
- c. The District Veterinary Officer shall submit a compiled Report of Dispensary Management Committees of the district to the Senior Research Officer, Statistical Wing of the Directorate of A.H. & Veterinary, Chenikuthi, Guwahati for printing in the Annual State Profile report of A.H. & Veterinary Department.

30. Score card to be filled by the local veterinarian and assessment to be made by the committee in every meeting of 3 Months interval

Sl No	Performance indicator	Target if any	Status at last assessment	Present status
1	No of patient treated			
2	No of castration done (Bull + Buck + Boar +Others)			
3	No of operative care rendered			
4	No of Postmortem examination done			
5	Stock register maintained			
6	Availability of Stock of essential medicines from Stock Register			
7	No of outbreaks reported			
8	No. of outbreaks attended for infectious/ contagious diseases			
9	No of vaccination done			
10	No of AI done			
11	No of calf born			
12	No of private LS / poultry farms in existence with name, location, species reared, present stock position			
13	No of new LS/ Poultry farms established			
14	No of farm visited			
15	No of public awareness camps held			

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