

14. Any decision on the matter of transfer of staff working under the scheme can only be taken after due consultation and approval from the Additional Director (AHA)

**D.39. DEPUTY DIRECTOR, A.H.C., KHANAPARA**

1. Is the responsible officer for overall administrative and financial matters of AHC and any animal health programs of the state.
2. To visit District Diagnostic Laboratory and Check, guide the technical Staff in the method of diagnosis & control of disease and supervise their works. (at least one district in one month).
3. To check and supervise the sectional officers of the A.H. C. and guide them in their technical works.
4. To attend any emergency disease events as and when necessary.
5. Preparation and execution of Animal Health programs for the state including preparation of plan and estimate for central or state scheme in animal health sector.
6. Act as a coordinating officer for "One Health" concept.
7. To arrange for supply of all logistics to AHC and DDL for animal disease diagnosis etc.
8. Arrangement for refresher training of laboratory personnel

**D.40 Deputy Director ICDP & FSPC Khanapara:**

1. Is the schematic head and administrator of the office of the ICDP&FSPC Khanapara.
2. Is responsible for supervision of production of frozen semen and maintenance of the breeding bulls as per breeding policy of the state.
3. Will fix targets for AI for each district, Hospital/ Dispensary/ AI Centres etc. and review the progress.
4. Will supervise the day to day work of the bull station as well as laboratory related to the production of the FS.
5. Will work for preservation of indigenous germplasm
6. Has to visit the ICDP & AI centers to monitor the progress of the AI works.
7. Will record the ACR of the officers and staff under his control.

**D.41. Deputy Director, Buffalo Breeding Farm, Silonijan :**

1. Is the overall responsible officer for the Buffalo Breeding Farm.
2. Will follow and implement the buffalo breeding program within the farm as per breeding policy of the state.
3. Will prepare action plan for the development and popularization of the buffalo farming with incorporation of the breeding component among farmers.
4. Will be responsible officer for scientific management including keeping every records, need of replacement stock, health aspects, biosecurity etc. of the farm.
5. Will organize ring vaccination program in adjacent villages (3 km radius) for the common communicable livestock diseases in regular basis.
6. Will utilize the farm land for fodder cultivation to make the farm self-sufficient in green fodder in collaboration with the Agriculture

Department for soil testing and other relevant activities necessary for cultivation.

7. Will ensure availability of concentrate feed, medicines, vaccines etc. round the year.
8. Will be the membersecretary of the culling committee of the farm and will obtain approval for culling of livestock form the Director prior to culling.
9. Will keep record of daily milk production and its sale proceeds, stock of the farm, consumable and non-consumable items etc.
10. Will be responsible officer for every audit related matters, prepare and submit quarterly balance sheets to the Director.
11. Responsible for depositing of all sale proceeds of the farm to the Govt. in time.

**D.42. Deputy Director  
Anti Rabies Vaccine, IVB,  
Khanapara :**

1. Look after the production of the ARV in IVB.
2. Maintain the seed for production of the ARV.
3. Estimate yearly indent of laboratory animals/chemicals reagents etc for production of ARV.
4. Plan and execute animal rabies control program in the state.
5. Will be liaison officer for National Rabies Control Program (Animal Component)
6. Develop strategies for future improvements in ARV production
7. Will assist Joint Director (IVB) in every aspect of vaccine production, procurement and distribution
8. Will keep records of all the vaccine related data for all vaccines for the state in district wise or as otherwise determined manner

**D.43. DEPUTY  
D I R E C T O R ,  
EPIDEMIOLOGY.DISEASE  
SURVEILLANCE, AHC  
,KHANAPARA**

1. Designing and planning of suitable type of reporting cards as per specific format of GOI in regional languages and introduce from time to time through the V.O. / B.V.O. and its distribution to the village panchayats, Development Blocks, Tea gardens, Govt. Livestock Farm, Gosalas etc. Animal Disease Surveillance reports submission to GOI through NICNET.
2. Supervision and Coordination of activities of district units.
3. Holding seminars to popularize the induction of new systems of reporting the incidents of diseases from the villagers, farmers, breeders and the field area.
4. Will coordinate with Jt. Directors of zones and district officers for timely reporting of animal health events and adoption of control measures.
5. Will keep a database of animal disease incidence in the state in meaningful way (both digital and hard copy)
6. To ensure timely reporting of disease events to the concerned authorities.
7. Will explore the possibility of use of mobile app or RS/GIS technology in disease reporting and compilation/ interpretation.
8. Will be responsible officer for operational activities of National Animal Disease Reporting and Surveillance (NADRS).

9. Responsible officer for organizing animal health camps and public awareness programs including advertisements in paper, electronic media and will work in collaboration with the Information wing of the department.
10. To investigate for occurrence of any emergent or exotic diseases and institute passive surveillance for the same for early detection.

**D.44. Deputy Director,  
Broiler Chick production  
cum Demonstration  
Farm, Birubari**

1. Will be responsible for overall functioning of the farm.
2. Will prepare plan and estimate regarding maintenance of the farm and will submit the same to the Director routinely .
3. Will engage subordinate staff in different activities of the farm also will also supervise cleanliness, sanitation and bio security measures in the farm.
4. Will maintain record on stock of the broiler and its sale proceeds and will supervise assigned activities of the staff.
7. Will arrange training to popularize broiler farming and marketing for employment generation.
8. Will work for promotion of value added poultry meat production and marketing.

**D.45. Deputy Director,  
(Breeding) , SAHP,  
Chenikuthi**

1. Extension services through periodical visit to at least 10% of the selected villages to assist the selected farmers regarding adoption of scientific management practices for increasing productivity.
2. To keep lassoing with financial institutions and to arrange supply of inputs for implementation of improved management practices through different departmental schemes and financed by the banks.
3. Will work specially for development and popularization of goat, quail and rabbit farming.
4. Will work for development of plans and programs for judicial use of animal bi-products.
5. To supervise at least 25% of the units per quarter which are sanctioned by banks as per approved schemes to ensure proper utilization of the fund.
6. Arrangement for providing inputs to the beneficiaries according to the modern methods of Breeding / feeding / management practices.
7. To keep record of all farms including SHG farms developed through state/ central sector schemes and through bank finance of the state (except piggery, poultry and fodder) with details and yearly updates
8. Study the progress of the programme in regards to breeding, production etc. for sorting out problems, prospects and suggest mitigation measures according to need.
9. To guide the beneficiaries in creating the marketing facility for their products through the existing primary society or any other means covering not less than three blocks in a month.
10. To monitor the financial management of farms developed through bank finance or Govt. aided projects.

10. Preparation of a monthly report on the achievement of the program.
11. To perform any other duties attached to him by Addl. Director (SAHP) from time to time.

**D.46. Deputy Director,  
SAHP, Health,  
Chenikuthi,  
Guwahati**

1. Will look after the animal health and production aspects of the animals in various organized farms through periodical visits.
2. Will look after the animal health and production aspects of the animals distributed through SAHP program.
3. Will be liasoning officer for all the integrated disease control programs and will keep liasoning with Universities, Deptt. of Forest, Deptt. of Agriculture and Deptt. of Health & Family Welfare and Civil Administration.
4. Ensure regular immunization, deworming etc to the livestock in consultation with Addl. Director, SAHP after identifying the need through concern VO/BVO etc. in the field.
5. Collection of post vaccination sera (after one month of vaccination) with the help of Veterinarians/ para-veterinarians of concerned districts for testing the vaccine efficacy and post vaccine protective titre from at least 1% of the vaccinated animals from each district and submission to the Animal Health Centre for testing.

**D.47. Deputy Director  
Sire Evaluation  
Khanapara (CCBP)**

1. Is to assist the Director in implementation of the Sire evaluation program of the breeding bulls under the Coordinated Cattle Breeding Project (CCBP) through progeny testing in the areas of the operation of the project.
2. Will maintain the record of the milk yield of the dams born out of the AI.
3. Will prepare the action plan for selection of the bulls for breeding purpose from the field on the basis of the pedigree record for indigenous cattle.
4. Will prepare the action plan for selection of the bulls for breeding purpose from the field on the basis of the pedigree record for cross bred animals.
5. Will keep the record of the breeding bulls of the project on the production of the frozen semen and its distribution to the field.
6. Will work for preservation of indigenous germplasm
7. Will supervise the field works of the project viz., milk record, lactation no., calf born, sex of animals etc.
8. Will record the ACR of the officers and the staff working under him and submit the same to the Director in time.
9. Will act as the overall administrator of CCBP.

**D.48. Deputy Director,  
Administration,  
Hills, Haflong**

1. Will assist Addl. Director, Hills relating to administrative matters of the hills district.
2. Will be the convener for holding quarterly meeting of the DVOs of constituent districts and livestock/ poultry farm managers to review the progress of different schemes and projects etc.

3. Ensure submission of all reports /returns that are required to be submitted to D.V.D Assam at regular intervals.

**D.49. Deputy Director, Hill Zone, Haflong**

1. Will assist Addl. Director, Hills in respect of monitoring and planning of A.H.&Veterinary activities in the Hills districts.
2. Will also supervise the activities of the Veterinary institutions including the livestock and poultry farms.
3. Assist in Livestock & Poultry development formulation relating to A.H &Veterinary activities in the hill areas.
4. Render technical guidance to the officers in charge of different schemes for implementation of different central/ state sector schemes.
5. Monitor and evaluate the progress of implementation of the different schemes in the hills.

**D.50. Deputy Director P.T.S. (Progeny Testing), Barapetta**

The function of the Deputy progeny testing is to assist the Director in implementation of the scheme for progeny testing and the Indo Australian Project at Barapeta and will maintain:

- i) Lactation record.
- ii) Breeding.
- iii) Weight of Calves.
- iv) Feed consumption record.
- v) Records of mortality and diseases.
- vi) Reaction time, semen quality and sex behavior of breeding bulls.
- vii) Will review the records periodically for assessment, identify the areas of intervention and adopt remedial measures if needed

**D.51. Deputy Director Rinderpest(R.P.), Chenikuthi**

Will be overall In-charge of the schemes of R.P. in Assam and act as a drawing officer of the scheme. Is also responsible for formulating plans in respect of control, surveillance and eradication of RP.

1. Will prepare risk assessment of stock routes. Keep vigilance and surveillance in each high risk stock routes and collect samples for laboratory examination as and when necessary.
2. Will work for surveillance, monitoring and eradication activities of economically important livestock and poultry diseases in collaboration with Animal Health Centre and Institute of Veterinary Biologicals in addition to the activities related to rinderpest.
3. Will assist in all the state or centrally assisted/ sponsored disease control programs especially in the field of vaccination, surveillance, monitoring and eradication activities.
4. Will draw up time table for village/ institutional surveillance activities throughout the state for in relation to Rinderpest before the end of March in each year and carry out the activities.
5. Draw plan, estimate and implement public awareness campaigns for Rinderpest and any other diseases of economic importance as per need.
6. Is responsible for monthly reporting to concerned authorities about the progress.

7. Keep liaison with NERDDL, N.E.H. Regional Lab and other institutions dealing with animal disease diagnostic activities and send samples for diagnosis.
8. Review the existing legislation on prevention and control of infectious/contagious diseases in Assam and suggest any additional need in terms of legislation in this regard.
9. Any decision on the matter of transfer of staff working under the scheme can only be taken after due consultation and approval from the Additional Director (AHA).

**D. 52-D 55. Project Officer, SAHP (4 nos):**  
**( 1 ) K a m r u p , ( 2 ) Dhubri,(3) Nagaon,(4) KarbiAnglong**

1. District Project cell of SAHP will coordinate, supervise, monitor the SAHP program and will perform task related to risk assessment, risk communication and will also be responsible for providing assistance during implementation of all the departmental programs in consultation with the Dist. AH & Veterinary Officer of their respective district.
2. The project cell in the district is to work in close liaison for all inter departmental activities. The coordination of the activities at the district level will be ensured on the following lines –
  - i) Act as the Nodal agency for identification of beneficiaries for developmental schemes, promoting producers cooperatives, SHGs, keep liaison with financial agencies to make credits available wherever considered necessary and assist for recoveries.
  - ii) The Project Officer of the A. H. program of the district will be taken on governing body of the Govt. approved Nodal agency as co-opted member.
  - iii) The Project Officer of the A.H. program will provide necessary technical supervision for feeds & fodders, health cover, input breeding facilities etc.
  - iv) Subsidy for feed will be in kind, fund for other subsidized items will be routed through Govt. approved Nodal agencies.
  - v) Goat, Duck and Pig production program to be taken up as integrated comprehensive program and will be additional to the activities already taken up by the agencies.
3. Act as the drawing and disbursing authority of SAHP establishment of the district, responsible for audit related matters and for recording and timely submission of ACRs of the officers & staff.
4. Will submit annual activity report to the Joint Director (SAHP) in the month of February.

**D.56. CHIEF CHEMIST : RFTL, KHANAPARA**

1. Routine analysis of feed ingredients and mixed feed of the NE states and Union Territories
2. To render services to the farmers and livestock based industries in the analysis of feed samples as and when sent through Directorate of A.H,&VeterinaryServices of States/ Union Territories of the region.

3. To carry out microbiological tests for livestock feed, damaged grains and livestock products.
4. Analysis of feed and fodder samples for minerals, trace elements, vitamins and toxins.
5. Investigative analysis of non-conventional feeds and fodder and advice on their suitability in the livestock feed.
6. Periodical survey on the nutritional status of the livestock of the states and union territories and analysis of local feed ingredients and fodder.
7. Providing opportunities for training man power in the technique of analysis, both chemical and microbiological study of feed, fodder and livestock products.
8. To assist the states and Union territories in the quality control of feed ingredients and mixed feed and quality assessment of fodder.

**D.57- D 58.Principal,  
School of Veterinary  
Science and A.H. (2 nos),  
(1) Ghungoor, (2)  
Nalbari**

1. Is the Administrative head of the Institution
2. Supervise and guide the activities of the instructors/lecturers
3. Will act as a member for preparations of course materials in accordance to norms, and fixation of class routines etc.
4. Maintenance of administrative and financial matters of the institute.
5. Will also have to guide the students by taking at least forty classes in a month.
6. Will make arrangement of education related extension work with student participation with a monthly target of four extension works per month encompassing the subjects of popularization of Fodder cultivation, vaccination, breed improvement through AI and castration, and demonstration of improved & scientific method of livestock keeping.
7. To organize educational excursions twice yearly, visit to organized Farms on monthly basis & adoption of at least one village as model village for AH activities per batch.
8. Arrangement of practical training to the students in the field of first aid, artificial insemination, castration, animal restrain and rescue, laboratory procedures, vaccination, sample collection (blood, serum, swab, urine, aseptic collection tissue materials, poisoning cases etc.) for disease diagnosis, record keeping procedures in dispensaries/ first aid centres and farms, disease reporting procedures and its compilation, quality control of animal products, value addition to animal products.
9. Render assistance to the departmental officials during emergencies and disasters if required.
10. Report monthly activity report to the Joint Director of the Zone.

**D.59. Principal, VTC,  
Chota Wasling, Haflong**

1. To prepare training material, modules etc. of the institute covering the aspects of climate resilient, sustainability of farming, food safety, traceability and marketing with due consultation with the instructors/lecturers of the institute in accordance to the Standard Operating

procedure published by Govt. of India and submission to the Joint Director of the zone for approval and execution.

2. Act as a liaison officer for accreditation of the institute by Govt. of India.
3. Make need base assessment by participatory method for formulating need based and area specific training requirements.
4. Will ensure regular conduction of training programs with consultation with the Joint Director of the zone and exploring avenues of financial support for the same.
5. Will have to participate in all the training programs by way of taking classes and demonstrating practical implications of the training.
6. Will arrange extension and public awareness activities related to animal husbandry activities like fodder cultivation, Vaccination, Castration, AI and scientific method of livestock keeping
7. Assess the impact assessment of the trainings in respect of :
  - a. Employment generation
  - b. Women empowerment
  - c. Increase in productivity
  - d. Development of market channels Maintenance of Records/ accounts.
8. To assist in all disaster management activities of the district/ zone.
9. To prepare annual progress report of the centre and submit to the Joint Director (Zone).
10. Act as the Administrative head of the Institution and keep all relevant records of the institute.

## **E. Assistant Director and equivalent posts**

### **E.1. Assistant Director, Monitoring, Chenikuthi:-**

1. Will keep record of all the reports submitted to the Director by various districts/ schemes/ projects/ farms etc. and will issue reminder letters for the same for timely receipt.
2. Keep a data base of the reports and activities of the department based on the reports.
3. Will submit annual report to the Additional Director (SAHP) for the above activities.
4. Will compile annual progress report of the department
5. Will to monitor and to perform follow up activities related to the files and communication made from the Directorate Veterinary to the government
6. Monitor the reports coming from all the districts on animal husbandry and animal health aspects.
7. Monitor the reports to be submitted to the government (both state and central) to ensure their timely submission

### **E.2. LIVESTOCK PRODUCTION OFFICER, Chenikuthi**

1. Will assist the Addl. Director, (S.A.H.P.) in livestock production related matters.
2. Assessment of the all the government farms of Assam including all Livestock, Poultry, goat, pig Farms etc. in respect of
  - i. Biosecurity and its implementation with fixing of responsibilities
  - ii. To inspect the productivity record and suggest remedial measures for enhancing the productivity from the existing level to optimum.
  - iii. To inspect the financial records including sale proceeds and also the financial management.
  - iv. To review the health and vaccination status of the farm animals/ poultry
  - v. To explore and channelize possible sources of external funding for improvement of the farms and its management.
  - vi. To assess the annual need of concentrate feed/ feed additives and arrange supply of the same at regular intervals (bi-monthly basis).
  - vii. To inspect and suggest measures for improvement of the fodder plots developed at the farm premises including irrigation facilities for the fodder plots.
3. Assessment on the working of the ICDP/fodder Developments and poultry Development Schemes in respect of public awareness and for promotion of livestock development activities.
4. Coordination with Universities/ KVKs for technology transfer and extension activities.

5. Coordination with NGOs, SHGs and other cooperatives for implementation of sustainable livestock development programs.
6. Creation of new cooperative societies and SHGs as and when needed.
7. Look after the working of Gosadans.
8. All files related to the above will be routed through him.
9. Nos. of institution to be visited at least 2 nos / month.
10. Will submit a report to Additional Director (SAHP) for all the above matters in monthly basis and keep a database of the same.

**E.3. CATTLE STERILITY  
OFFICER, *Chenikuthi***

1. Will collect and maintain data on sterile animals in the state in collaboration with the departmental field staff and statistical wing of the department.
2. Field verification of the data obtained from field level workers on sterility status of male animals.
3. Suggest measures for maintenance of health of the sterile animals and organize health camps.
4. Organize joint program with Collage of Veterinary Science/ Veterinary Schools/ KVKs for sterility camps.
5. Will ensure that all Govt. Farms, Private Farms, area under Animal Development Program are covered completely with annual inspections and actions.
6. Conduct investigation on cases of infertility, low rate of conception, repeat breeding especially of cross bred cows, heifers and bulls and suggest measures of mitigation.
7. Conduct field trial of medicines and drugs whenever needed in coordination with Collage of Veterinary Science, Khanapara.
8. Evaluation of quality of semen of breeding bulls of the State from laboratory test reports and results of uses.
9. Act as a liaison officer with the Department of Gynecology, Collage of Veterinary Science, Khanapara and KVKs for organization of sterility programs and other field trials.
10. Will report the activities in written form to the Director, A.H. & Veterinary in every month.

**E. 4. Livestock Census  
Officer, *Chenikuthi***

1. Responsible authority for carrying out livestock census work from time to time as per direction of the central govt./state govt.
2. Will keep a digital as well as hard copy of all relevant data regarding livestock and poultry population of the state and of the nation
3. Will keep village wise and block wise population data of livestock and poultry of Assam
4. Will keep Hospital/ Dispensary wise list of villages with livestock and poultry population.
5. Will keep an upto date human census data
6. Will keep district wise density map of livestock and poultry
7. Will keep a list of livestock and poultry markets with volume of trade per anum

8. Will provide all documents / information related to livestock and poultry population of the state to the authority concerned as per need.

**E.5. GENETICIST, SIRE  
EVALUATION,  
CHENIKUTHI**

The main function of the Geneticist is to study the Genetic set up Bulls (Sire) for breeding proposes and for preservation of indigenous germplasm and also for increasing productivity of animals.

1. Collection and maintenance with regular updating of particulars of all breeding bulls maintained by the Department in respect of
  - i) Health status and screening records against Sexually Transmitted Diseases (Twice in a year).
  - ii) Production record, test records for quality of semen, distribution record of the semen (bull wise).
- iii) Follow up work on the performance of the bulls in respect of calf born vis a vis AI done, conception rate etc.
2. Selection of superior Bulls for breeding purpose from cross bred animals according to the laid down criteria.
3. Selection of indigenous bulls based on production record of the dam for breeding purposes for preservation of indigenous germplasm in coordination and data collection from the grass root level VOs and BVOs.
4. Arrangement for keeping the pedigree record of the selected bulls in the Cattle Development projects and random check of their uses and results in the field.
5. Analysis of pedigree record of the selected bulls for assessments and quality of genetic potentiality and transmitting superior bulls for breeding purpose
6. To identify project area and to organize awareness camps for launching of milk yield recording programme in the cattle Development project area.
7. To keep a database of the bulls, their progeny and milk yield for the project areas.
8. To keep close liaison and submission of monthly report to the Joint Director F.S/Project Director A.D.P/Joint Director I.C.D.P. (H.Q).
9. Will publish an annual performance report with submission of copies to the Director through the monitoring cells of the department.

**E. 6. DEVELOPMENT  
OFFICER ( Pig, Sheep  
and Goat),  
Chenikuthi**

1. Responsible for preparation of schemes and projects for overall growth and development of small animals.
2. The matters related to slaughter houses and ante and post mortem examination in slaughter houses for small animals falls under his jurisdiction for food safety.
3. Promotion of breed development through infusion of exotic high yielding varieties of germ plasm for small animals is another domain.
4. Has to select areas for preservation of indigenous germ plasm and ensure compliance thereof.
5. Has to perform inspection (at least 4 institutions per month covering at least 1 district per month) to veterinary hospitals/ dispensary in respect of

- a. Record verification of treatment, Vaccination, Castration, A.I. done.
  - b. Physical verification in villages for at least 5% of vaccination/ Castration and A.I. done.
  - c. Has to guide the field staff in Vaccination work and process of A.I.
  - d. Has to verify work diaries of Field staff with random check in the field.
6. Has to perform inspection (at least 4 farms per month covering at least 1 district per month) to small animal farms both govt. & Private in respect of
- a. Farm production potential and actual production
  - b. Farm economics
  - c. Bio security and HACCP (Hazard Analysis and Critical Control Points )
  - d. Record maintenance and verification
  - e. Health aspects
  - f. Problems of farms and their probable solution
7. Field visits to villages/ suburban places / urban areas in respect of the following aspects of sheep/ goat/ pig farming practices:
- a. Compliance of Breeding Policy
  - b. Breed wise area specific Adaptability study and recommendations
  - c. Studies on feeding habits and grazing behaviors and traditional practices.
8. Preparation of annual report covering the following (in addition to other areas of interest/ importance) and distribution to all the Govt. livestock farm managers & District Officers after approval from the Director:
- a. Farm wise objectives of establishment and their performance
  - b. Annual balance sheets of the livestock farms
  - c. Extension activities of the farm personnel (farm wise)
  - d. Success stories of private farms
  - e. District wise demand and availability of meat
  - f. Marketing problems and prospects
  - g. Prospects of marketing through value addition
  - h. Farm animal health and economics
9. Assist livestock farm managers as and when needed basis for ensuring feed supply and fodder development.
10. Will publish an annual performance report with submission of copies to the Director through the monitoring cells of the department.

**E. 7. Key Village Officer,  
Chenikuthi**

1. Is the key officer for up-gradation of the local stock through natural breeding through selective breeding.
2. Will work in liaison with the geneticist, sterility officer, livestock production officer, coordinated cattle breeding project for selection of superior indigenous animals for breeding.

3. Keep record of performance of off springs born out of selective breeding.
4. Will induct superior indigenous bulls selected by consultation with officers indicated in Sl. 2 above
5. To prepare a plan and estimate for keeping the inducted bulls in farms/ bull stations to be used for selective breeding.
6. To identify areas of operation for conservation of indigenous germplasm and to prepare plan and estimate thereof
7. The KVO is responsible for submitting progress report to Joint Director, (AHA) for evaluation of field works.
8. Will act as the drawing and disbursing officer of the establishment concerned and also responsible for Audit related matters and will record ACRs of the subordinate officers/ staffs of the establishment.

**E.8. ASSISTANT  
DIRECTOR,  
CENTRAL  
VETERINARY STORE,  
CHENIKUTHI**

1. Assistant Director central Veterinary Store will have to work under the direct administration of the Directorate of A.H. & Veterinary Department
2. Collection of indent from all the districts / subdivisions, in charge of different schemes, farms and its compilation.
3. Submission of consolidated indent to the Director A.H. & Veterinary Department through the Joint Director (HQ) for approval.
4. Procurement of goods conforming laid down government procedures.
5. Checking of goods by constituting a checking committee for the integrity of the purchased goods with the approved sample (by the purchase board), quantity, batch No. etc. before acceptance.
6. Dispatch of goods to the indenting officer as per need and availability of stock.
7. Processing of bills for disbursement and settling as per the laid down government procedures
8. Management of store for judicious use of goods and to avoid loss.
9. Prepare a contingency plan for flood and other disasters and to identify the sources of funding for such emergencies well ahead.
10. Keep a record of livestock and poultry population along with a disease prevalence data for economically important diseases and will prepare an annual indent on that basis for approval.
11. Will have to assist the concerned officer during audit and record the A.C.R of his subordinate officers.

**E. 9. MANAGER BASE  
PIG FARM,  
Khanapara**

1. Will be responsible for overall improvement of the farm and is the administrative head of the office and the farm.
2. Will be responsible for execution of all the laid down policy of the AH & Veterinary department Govt. of Assam in all aspects of financial and other procurement and disbursement process.
3. Will ensure keeping of all the records of the farm.
4. Will keep strict biosecurity measures in place for the farm
5. Overall supervision of the farm, feed procurement, security of the farm property and the maintenance of hygiene in the farm.

6. Will formulate and perform public awareness campaigns at least six nos per annum for popularization of pig framing or composite farming
7. Will conduct farmers training at bi-monthly interval and keep liaison with other agencies (like DRDA/ Panchyat/ University/ SHGs/ NGOs etc) for conduction of such programs and publish a training calendar in the month of January every year.
8. Will conduct a cost benefit ratio of the farm incorporating all the aspects of the farm activities incorporating benefits provided to the farmers and their performance as a passive benefit.
9. Will publish an annual performance report of the farm and allied activities with financial report with submission of copies to the Director through the monitoring cells of the department, Joint Director of the zone and to the Deputy Director (Piggery).
10. Will keep liaison with the DVO regarding availability of the piglets for distribution/procurement as per govt. rate.
11. Will act as one of the members of the culling committee and will deposit the sale proceed of the farm regularly to the Govt. exchequer.
12. Will submit indent annually/ monthly regarding feeds/ vaccines/ medicines etc to the Director. Will also send the feed sample for testing to the Physiological Chemist.
13. Has to supervise the health status of the pigs and attendance of the staff of the farm on daily basis.

**E. 10. MANAGER, CCR FARM, Khanapara :**

1. Will act as the administrative head cum DDO of the office of the manager CCR farm.
2. Overall responsibility including management of the farm lies with the manager.
3. Will look after the farm, hatchery and feed procurement, bio-security, health status, of the poultry of the farm and marketing of the farm produce.
4. Will plan and execute strategies to develop the farm as seed production farm
5. Will organize awareness generation camps and will ensure supply of quality chicks to the willing poultry farmers.
6. Will assist interested stakeholders for subsidiary income generation programs, employment generation, and empowerment of women through poultry entrepreneurship.
7. Will make plans for adoption of at least one village per year as model poultry village with consultation with concerned departmental officers.
8. will keep a record of cost benefit ratio of the farm considering overall cost involved for production vis-a-vis income generated directly through sale proceeds and indirectly through public welfare and public good.
9. Will publish an annual performance report of the farm and allied activities with financial report with submission of copies to the Director through the monitoring cells of the department, Joint Director of the zone and to the Deputy Director (Poultry).

**E. 11. MANAGER, State  
Central Duck Breeding  
Cum Research Station  
Kaliabor**

1. Will be responsible for overall improvement of the farm and is the administrative head of the office and the institute.
2. Will be responsible for execution of all the laid down policy of the govt. of Assam AH & Veterinary department in all aspects of financial and other procurement and disbursement process.
3. Will ensure keeping of all the records of the farm.
4. Will keep strict biosecurity measures in place for the farm
5. Will formulate strategies and conduct cross breeding of local pati ducks with ducks of high performance for improved production.
6. Will keep a stock of pure breed local pati ducks, improved varieties of ducks for research purpose and record their performance on daily basis with auditing at quarterly intervals and maintain records.
7. Overall supervision of the farm, hatchery and feed procurement, security of the farm property and the maintenance of hygiene in the farm.
8. Will formulate and perform public awareness campaigns at least six nos per annum for popularization of duck farming or mixed farming
9. Will conduct farmers training at monthly interval and keep liaison with other agencies (like DRDA/ Panchyat/ University/ SHGs/ NGOs etc) for conduction of such programs and publish a training calendar in the month of January every year.
10. Will conduct a cost benefit ratio of the farm incorporating all the aspects of the farm activities including benefits provided to the farmers and their performance as a passive benefit.
11. Will publish an annual performance report of the farm and allied activities with financial report with submission of copies to the Director through the monitoring cells of the department, Joint Director of the zone and to the Deputy Director (Poultry).

**E.12. Manager Technical  
-1 (Broiler Chick  
production cum  
demonstration farm,  
Birubari)**

1. Will be responsible for overall improvement of the broiler farm.
2. Will be responsible for execution of all the laid down policy of the govt. of Assam AH & Veterinary department in all aspects of financial and other procurement and disbursement process.
3. Will ensure keeping of all the records of the farm.
4. Will keep strict biosecurity measures for the farm
5. Will formulate strategies for production of cost effective broiler chicks for distribution among potential broiler farm entrepreneurs.
6. Overall supervision of the farm, hatchery and feed procurement, security of the farm property and the maintenance of hygiene in the farm.
7. Will formulate and perform public awareness campaigns at least six nos per annum for popularization of broiler farming.
8. Will work for popularization of value added meat marketing
9. Will conduct farmers training and keep liaison with other agencies (like DRDA/ Panchyat/ University/ SHGs/ NGOs etc) for conduction of such

programs and publish a training calendar in the month of January every year.

10. Will conduct a cost benefit ratio study of the farm incorporating all the aspects of the farm activities including benefits provided to the farmers and their performance as a passive benefit in every year.
11. Will publish an annual performance report of the farm and allied activities with financial report with submission of copies to the Director through the monitoring cells of the department, Joint Director of the zone and to the Deputy Director (Poultry).

**E. 13. MARKETING OFFICER, LIVESTOCK, Birubari, Guwahati**

1. Will develop and maintain with regular upgrading a marketing policy of livestock and its products produced in the government Livestock/ poultry farms.
2. Will assist farmers for marketing their products
3. Will advise farmers for value addition of livestock products for better profitability.
4. Will keep liaison with research institutes engaged in works related value addition of meat, milk or other livestock and poultry products.
5. Will develop plan & strategies for organic production of animal products and marketing.
6. Keep liaison with farmers/SHG/NGOs to create marketing facilities in the feasible areas of the state.
7. Keep liaison with municipal/ panchayat authorities and keeps a database of livestock and poultry markets operating in each district with updating at 6 monthly interval in respect of number of market, type of animal traded, origin and destination of marketed livestock and volume of trade of livestock/ poultry.
8. Keep track of interstate import of livestock and livestock products with consultation with different stakeholders.
9. Will act as the licensing authority for vehicles meant for transport of live animal.
10. Will act as the administrative head of the marketing office and will record the ACRs of the officers/ staff engaged under him.
11. Responsible for all audit related matters of the marketing office.
12. Will submit half yearly report of his activities to the Director.
13. Will publish an annual performance report with submission of copies to the Director through the monitoring cells of the department, Joint Director of the zone.

**E. 14. ASSISTANT DIRECTOR, VIRAL VACCINES (IVB)**

1. Will supervise and advise improvement for production of viral vaccine at IVB, Khanapara.
2. Will assist the Deputy Director, Quality Control for conducting quality tests for the vaccines produced.
3. Will supervise and guide for maintenance of cell line/ seed virus of vaccine needed for production of viral vaccines.

4. Will suggest improvement of vaccine production, vaccine quality and quantity
5. Responsible for maintenance of equipments and machineries used for vaccine production and storage.
6. Will formulate strategies for targeted vaccination by preparing a risk assessment and mitigation map of the state in consultation with the Deputy Director, Animal Health Centre.
7. Will ensure distribution of viral vaccines to the districts as per need.
8. Will assess the immune response of the vaccines by making sample survey in at least 10 locations in 10 districts per year.
9. Will maintain record of activities (vaccine production/ distribution/ sale/ requirement/ immune response/ stores/ performance of equipments etc).
10. Will assist and will submit monthly activity report to the Joint Director, IVB.

**E . 1 5 . A S S I S T A N T  
D I R E C T O R , B A C T E R I A L  
V A C C I N E S ( I V B )**

Same as Assistant Director (Viral) but in respect of bacterial vaccines.

**E. 16. ASSISTANT  
D I R E C T O R , ( P o u l t r y  
d i s e a s e ) , A H C ,  
K h a n a p a r a**

1. Will prepare an annual plan with calendar for conducting epidemiological survey for poultry diseases.
2. Will conduct general epidemiological survey of poultry population for prevalence study of common poultry diseases in organized farms and Govt. poultry farms at 6 monthly intervals and as and when necessary with preparation of poultry disease mapping.
3. Will prepare a poultry density map of the state with periodical updation.
4. Will keep a year wise database of the private poultry farms (both broiler and layer) of the state with all relevant data like population of the districts, number of existing farms, number of new farms, type of poultry reared.
5. Will place annual indent of reagents/ chemicals, media, glass/plastic wares etc. required for diagnosis of poultry diseases in accordance with OIE guidelines.
6. Will prepare a standard operating procedure for the works and tests as per international standards with regular updating.
7. Will guide laboratory officers to perform tests for common poultry diseases.
8. Will ensure regular vaccination of poultry of the state.

**E. 17. RESEARCH  
O F F I C E R ( T u b e r c u l o s i s /  
B r u c e l l o s i s ) A H C**

1. Will prepare an annual plan with calendar for conducting epidemiological survey for tuberculosis and brucellosis.
2. Will conduct general epidemiological survey of cattle population for prevalence study of tuberculosis and brucellosis in organized farms including FSBs and Govt. Livestock farms at 6 monthly intervals.
3. Will conduct screening program for cattle & buffalo in villages of at least 3 districts per year for tuberculosis and brucellosis.

4. Will keep a year wise database of the prevalence study findings with all relevant data like cattle population of the districts, number of farm households covered, number of animal covered, date and season of survey, feeding pattern, breeding pattern etc.
5. Will place annual indent of reagents/ chemicals, media, glass/plastic wares etc.
6. Will prepare a standard operating procedure for the works and tests as per international standards with regular updating.
7. Will perform laboratory tests for tuberculosis and brucellosis with the help of staff of Animal Health Centre.
8. Will submit half yearly reports to DIO in June and December for compilation.

**E. 18. DISEASE INVESTIGATION OFFICER( DIO). A.H.C KHANAPARA**

1. To supervise and guide the activities of the district laboratories and to ensure proper reporting of laboratory activities with periodical visits.
2. Prepare epidemiological reports on various contagious and infectious diseases of livestock with mapping to demarcate the epidemiological areas and to guide the district/ regional Veterinary institute in planning of vaccination program of the state.
3. Will hold at least 6 meetings at different district HQs for imparting knowledge and aptitudes for disease reporting and to disseminate the knowledge about the notifiable diseases of national importance among villagers, farmers, breeders and Veterinary field worker.
4. Will keep liasion with the district AH & Veterinary officers for ensuring periodical ring vaccination arround wild life sanctuaries and bird sanctuaries.
5. Will ensure availability of reagents, media, lab wares and other logistics needed for sample collection, dispatch and laboratory testing in the district as well as state laboratories.
6. Will ensure preparation of Standard Operating Procedures by different sectional SDVO ranked officers in accordance to OIE standards for diagnostic tests that can be carried out in district or field level laboratories with yearly updating.
7. Will prepare quarterly reports of laboratory activities of the state along with district wise disease events of livestock and poultry.
8. Will collect data on physical and financial progress for all livestock health schemes of the department including central sector schemes for review at quarterly interval.
9. Will assist Deputy Director, Animal Health Centre in every aspect of livestock health programs.
10. Will formulate strategies for risk identification, risk analysis, risk communication and risk mitigation for livestock and poultry health.
11. Will attend all cases of disease outbreaks for early prevention and control.
12. Will keep a database of disease reports in computerized format along with area wise vaccination status against various diseases.
13. Will ensure updating of risk mapping with consultation with different stakeholders.
14. Will prepare a yearly bulletin for Animal Health Centre.

**E. 19- E-20. RESEARCH OFFICER (CPBP) (2 nos) 91) Khanapara, (2) Tezpur**

1. Is the D.D.O and administrative head of the office of the CPBP, Khanapara/ Tezpur and will execute the laid down policy of the A.H. &VeterinaryDepartment in all the aspects of financial and other procurement and disbursement process and submission of routine reports regarding the establishment and other activities including recording the ACRs.
2. Will formulate plan regarding breeding program of poultry adaptable according to the agro-climatic condition of the state with regular updating for improvement of productivity and submit the same in the month of December (every year) to the Director, A.H. &Veterinary for approval and implementation thereafter.
3. Will look after regular sample collection of feed ingredients / feed of the farms for each batch of feed/ feed ingredients and send the samples for evaluation to the laboratory of the Physiological Chemist.
4. Will maintain record of stock of poultry / eggs / chicks and its sale & distribution regularly for each govt. poultry farm within his jurisdiction.
5. Will conduct training program on poultry rearing in the farm with publication of training calendar for the year in the month of January every year. Make training modules and will contact interested poultry farmer / Self Help group / NGO to avail the training program.
6. Will look after the farm bio security and also visit private farms for checking and advising on the biosecurity aspects among others.
7. Will conduct quarterly meeting of the farm advisory committee discussing the issues of the poultry farms, improvement/ up gradation of the project and for culling of unproductive birds.
8. To ensure Technical Program issued by the Govt. of India or Govt. of Assam to be followed strictly.
9. Will ensure supply of hybrid/ pure breed/ improved breed of chicks to the farmers.
10. Maintaining the pure strains of broiler for broiler improvement program with a focus on microfarming.

**E. 21- ASSISTANT DIRECTOR, BCPP Khanapara**

1. Will be responsible for the conducting vigilance and surveillance program of CBPP with preparation of annual plan and calendar.
2. Will prepare annual dossier for submission to OIE through Govt. of India in the month of October every year.
3. Will be supervising officer for all the schematic AROs, VOs and VFAs.
4. Will assist the DVO of all the districts where BCPP staff are deployed in any surveillance and control program like FMD, Brucellosis, PPR etc. as undertaken by the department from time to time by way of providing logistic and manpower support.
5. Will ensure proper functioning of check posts for prevention of entry of unvaccinated animals (for notified diseases or diseases falling under control program) from one district to other.
6. Will ensure working of veterinary officers, para-veterinarians and other staff under the control of respective District Veterinary Officer in the districts of their deployment.

7. Will organize vaccination camps and the awareness program for animal and poultry diseases
8. Will supervise the working of vigilance units and check posts at least once in a quarter and verify the works of the field staff.
9. Will maintain close liaison and hold meetings with DVOs / SDVOs
10. Will be drawing and disbursing officer of the establishment.

**E. 22. ASSISTANT  
DIRECTOR, B.C.P.P.,  
(Field Control). North  
Lakhimpur, Azad**

1. Responsible officer for the surveillance and control of the CBCP, collection of field samples from entire endemic areas of Lakhimpur, Dhemaji, Sonitpur, Tinsukia, Dibrugarh, Majuli, Sivasagar, Jorhat, Charaideu and Golaghat district.
2. Maintenance of vaccine storage centers at Azad, North Lakhimpur and supervise supply to the vaccination camp / areas.
3. Organize vaccination Camp with the help of V.O., B.V.O. and VFA of concerned region keeping liaison with respective DVO/SDVOs of the districts mentioned in sl-1.
4. Will be responsible for the conducting vigilance and surveillance program of CBPP with preparation of annual plan and calendar along with the Asstt. Director (BCPP), Khanapara.
5. Will submit required information for preparation of annual CBPP dossier to the Deputy Director (BCPP) at monthly interval.
6. Will be supervising officer for all the schematic AROs, VOs and VFAs.
7. Will assist the DVO of all the districts where BCPP staff are deployed in any surveillance and control program like FMD, Brucellosis, PPR etc. as undertaken by the department from time to time by way of providing logistic and manpower support.
8. Will ensure proper functioning of check posts for prevention of entry of unvaccinated animals (for notified diseases or diseases falling under control program) from one district to other.
9. Will ensure working of veterinary officers, para-veterinarians and other staff under the control of respective District Veterinary Officer in the districts of their deployment.
10. Will organize vaccination camps and the awareness program for animal and poultry diseases
11. Will supervise the working of vigilance units and check posts at least once in a quarter and verify the works of the field staff.
12. Will be drawing and disbursing officer of his establishment.
13. Verification of Diaries of field staff and random check in field and will be drawing and disbursing officer of the concerned establishment.

**E. 23. PHYSIOLOGICAL  
CHEMIST CATTLE  
NUTRITION SCHEME,  
KHANAPARA**

1. Supervision of routine laboratory works with preparation and updating of Standard Operating procedures of all the laboratory activities according to international standards with a focus on detection of toxins and mycotoxins.
2. Conduction of metabolism experiments for determination of nutritive value of grasses and legumes at least 2 (two) times per annum encompassing at least 6 varieties of grasses.

3. Formulation of ration schedule for Livestock and poultry with consultation with concerned experts from other agencies including Universities (For Govt. as well as for private sector)
4. Assistance in forms in the preparation of creeping pattern.
5. Perform extension activities (at least 4 times in a year) in collaboration with other departmental institutes in the field of entrepreneurship development in areas of animal nutrition and fodder development.
6. Will be the responsible officer for over all supervision of the grassnursery and experimental animal shed of the institute.
7. Will act as an as ex-officio member of the feed checking committee for checking offeed ingredient procured by the department.
8. Will act as the Administrative head of the institute and record performance of sub-ordinate officers and staff and submit annual budgetary requirement with action plan to the Director.
9. Will comply to any other duty assigned by the D.V.D.

**E.24- E-27. ASSISTANT DIRECTOR (Livestock Farm) – 4 Nos**  
**(1) Guwahati, (2) Silchar, (3) Jorhat, (4) Haflong.**

Will act as the area specific responsible officer for all the developmental works of the livestock in respect of the following:

1. Assist Zonal Joint Director on every Livestock development Programs.
2. Will assess the functioning of all Livestock Farms, Poultry Farms and Pig Farms under his jurisdiction and suggest measures of improved productivity, biosecurity and health.
3. To assess the working condition of the staff and suggest improvement.
4. Assessment of the working of ICDP/Fodder development and poultry development Schemes.
5. Will organize public awareness programs in regard to livestock development in consultation with the Zonal Joint Director and District AH & Veterinary Officer.
6. Will keep liaison with private organizations/NGOs / SHGs etc. working in the field of animal husbandry and wild animals and keep a register of their activities.
7. Will develop schemes for training, research and matters related to Gosadan.
8. Will make field assessment of progress made and inspect at least 5 farms (Govt./ Private) per month and record the details of the farms.
9. Will prepare a cost-benefit ratio chart for each of the government farms (Livestock/ poultry) of the zone concerned.
10. Will submit monthly report to the Joint Director of the zone

**E. 28- E36. OFFICER IN – CHARGE, I.C.D.P (9 nos)**  
**(1) Tezpur, (2) Hawly, (3) Nagaon, (4) Kokrajhar, (5) Demow, (6) Manja,(7) Silchar, (9) Tinsukia, (9) North Lakhimpur):**

1. Will act as the Zonal Head of the Cattle Development Project for controlling semen Banks / the activities of the Regional A.I. centers.
2. Make routine visits to the R.A.I.C / Semen Banks / Fodder farms/Inspection of A.I. Sub centers / Veterinary First Aid centers / Blocks.
3. Will keep liaison with CEO, ALDA for supply of quality semen, keep record of bull number of frozen semen straws supplied to the zone.
4. Will test semen quality of the straws received and record the findings.

5. Keep record of use of FS straws with bull number along with type, breed, location, animal identification procedures of recipient breedable animals.
6. Obtain monthly reports from AI centres of the zone and verify records of number of AI done, number of pregnancy diagnosed, number of calf born with sex and centre wise revenue generated along with records of Sterility treatment / Castration / Vaccination / Fodder development / formation of rural Dairy Cooperatives.
7. Will ensure achieving the centre wise target fixed by the department for AI
8. Will assist GopalMitras for expansion activities of AI and will ensure their active participation.
9. Physical verification of A.I. / Improved calves / Castration / Vaccination at random and to hold monthly meeting of the staff engaged in AI activities to review the progress and minutes of the meeting should be communicated to Deputy Director (ICDP).
10. Will keep a graphical display of year wise progress in the office for ready reference enacted in a suitable place in the office.
11. To render guidance to the field staff for increasing milk production by use of A.I. / Pregnancy diagnosis / Fertility treatment and other Animal husbandry practices.
12. Verification of diaries of field staff with random checking in the field.
13. Activities related to motivation of farmers towards A.H. programs, formation of societies, arrangement of finance (from financial institutions) for interested farmers and visit to progressive farmers.
14. Will be drawing & disbursing authority of the establishment with all relevant duties including recording performance of the staff.

**E. 37- E-38. O/C  
VOCATIONAL TRAINING  
CENTER (2 nos)  
(1) Dalgaon (Darrang) /  
Salchapra(Cachar):**

1. To prepare training material, modules etc. of the institute covering the aspects of climate resilient, sustainability of farming, food safety, traceability and marketing with due consultation with the instructors/ lecturers of the institute in accordance to the Standard Operating procedure published by Govt. of India and submission to the Joint Director of the zone for approval and execution.
2. Act as a liaison officer for accreditation of the institute by Govt. of India.
3. Make need base assessment by participatory method for formulating need based and area specific training requirements.
4. Will ensure regular conduction of training programs with consultation with the Joint Director of the zone and exploring avenues of financial support for the same.
5. Will have to participate in all the training programs by way of taking classes and demonstrating practical implications of the training.
6. Will arrange extension and public awareness activities related to animal husbandry activities like fodder cultivation, Vaccination, Castration, AI and scientific method of livestock keeping
7. Assess the impact assessment of the trainings in respect of :

- a. Employment generation
- b. Women empowerment
- c. Increase in productivity
- d. Development of market channels Maintenance of Records/ accounts.

8. To assist in all disaster management activities of the district/ zone.

9. To prepare annual progress report of the centre and submit to the Joint Director (Zone).

10. Act as the Administrative head of the Institution and keep all relevant records of the institute.

**E. 39. ASSISTANT DIRECTOR (Small animal), IFM, Rani**

1. Will assist Director, IMF, Rani relating to Veterinary extension service, training of the in service staffs and farmers. Will also make selection of farmers amongst the trainees for taking part in trainings outside the state.
2. Will prepare training module and training calendar for diary, piggery, poultry, sheep and goat farming, fodder farming etc and submit the same to the director IFM, Rani in the month of December every year.
3. Responsible for selection of the trainees from self-help group/ farmers/ in service staff and the officers and other stakeholders for training in AH & Veterinary discipline through liaison with DVO/ NGO/SHG etc from time to time.
4. Impart training to the trainees on small animal viz. Pig/goat and duckery, poultry and composite farming as per schedule.

**E.40. Assistant Director (Dairy), IFM RANI**

Duties and responsibilities are similar with E. 39 i.e Assistant Director (Small animal) with special emphasis on dairy farming, training on dairy farming, training on production and processing of value added dairy products and marketing.

**E.41. Assistant Director (Poultry & Duck), IFM RANI**

Duties and responsibilities are similar with E. 39 i.e Assistant Director (Small animal) with special emphasis on poultry and duck farming, training on poultry and duck farming, training on production and processing of value added poultry and duck meat products and marketing.

**E. 42. POULTRY DEVELOPMENT OFFICER, Chenikuthi**

1. Inspection of the poultry units in the field under different scheme both Government and private at least 6 units per year for recording productivity, bio security and management.
2. Organization of Farmers training in the selected Block / G.P. with formulation of annual training calendar, training modules in the month of January every year and selection procedure of beneficiaries with consultation with farm managers and other stakeholders.
3. Make arrangement of supply of Birds/ chicks from Govt. poultry farms for the interested beneficiaries and guide the beneficiaries for selection of Equipment, Feed requirements etc. with a list of possible sources.
4. To supervise proper implementation of the program, utilization of the fund, arrangement of hatching eggs, expansion of hatchery units by making some satellite hatchery arrangements in each district.

5. Keep liaison with Asst. Poultry Dev. officers and project officers for proper implementation of the poultry development program in the districts.
6. Issue of technical guidance to V.O./ BVO concerned / associated with the poultry development areas/scheme.
7. Arrange at least three In-service training in poultry management for VO/ BVO and paravets
8. Arrange awareness generation meeting with poultry breeders/ other stakeholders involving local V.O / B.V.O and other connected personals.
7. Will act as a contact point for interested farmers for ensuring supply of quality seeds of poultry and keep liaison with all poultry farm managers of the state for the same.
8. Collection of reports /returns compilation monthly / yearly comprehensive report on the poultry development program and submission to Deputy Director poultry.
9. To assist Deputy Director of poultry in preparation of Balance sheets of all poultry Farms and monitor achievements of the govt. poultry farms.

**E. 43- E.44. RINDERPEST  
ERADICATION OFFICER  
(2 nos)  
(1) Dhemaji & (2)  
Silchar:**

1. Will be responsible for the conducting vigilance and surveillance program of RP with preparation of annual plan and calendar.
2. Will prepare annual dossier for submission to OIE through Govt. of India in the month of October every year.
3. Will be supervising officer for all the schematic AROs, VOs and VFAs.
4. Will assist the DVO of all the districts where RP staff are deployed in any surveillance and control program like FMD, Brucellosis, PPR etc. as undertaken by the department from time to time by way of providing logistic and manpower support.
5. Will ensure proper functioning of check posts for prevention of entry of unvaccinated animals (for notified diseases or diseases falling under control program) from one district to other.
6. Will ensure working of veterinary officers, para-veterinarians and other staff under the control of respective District Veterinary Officer in the districts of their deployment.
7. Will organize vaccination camps and the awareness program for animal and poultry diseases
8. Will supervise the working of vigilance units and check posts at least once in a quarter and verify the works of the field staff.
9. Will maintain close liaison and hold meetings with DVOs / SDVOs
10. Will follow any other duties allotted by higher officer.

**E.45. Special Planning  
Officer (Hills), Haflong**

1. Is to assist the Additional Director (Hills) in preparation of plan matters for the autonomous hill districts.
2. Will plan and execute special animal husbandry schemes & program for the zone
3. Will be working with Additional Director (Hills) for preparation of annual budget and schemes / projects relating to development of Animal Husbandry sector in the zone.

4. Responsible officer for Preparation of sanction proposal, ceiling proposal etc. for the schemes / projects.
5. Preparation of various progress reports for onward submission to the Govt.
6. Will ensure utilization of the funds received under various schemes and projects
7. Will assist Deputy Director (Hills) in monitoring the activities of the animal health.

**E.46. MANAGER SHEEP BREEDING FARM, SILONIJAN :**

1. Administrative head and DDO of the Farm.
2. Prepare annual action plan for scientific management of the farm
3. Look after the biosecurity, disease prevention and control and feeding
4. Ensure and implement breeding strategy for the sheep for optimal production
5. Formulate strategy for distribution of sheep to farmers
6. Prepare job chart of the staff, animal attendants etc. and ensure their compliance.
7. Keep records of feed, ensure storage of feed for at least one month.
8. Keep animal registers in respect of stock by sex and age, lamb born, animal culled, animal died, post mortem register, animal distributed to farmers as per approved rates, treatment register, activity register on biosecurity measures etc.
9. Keep cashbook up-to-date and ensure fund deposit/ utilization on timely basis and prepare balance sheet and submit it to the Director and Joint Director at 6 monthly interval.
10. Act as the Member Secretary of culling committee and convene meeting of culling committee before culling of animals.
11. Will develop fodder plot within the farm campus.
12. Will publish an annual performance report of the farm and allied activities with financial report with submission of copies to the Director through the monitoring cells of the department, Joint Director of the zone.

**E. 47. Assistant Director, Monitoring (Hills), Haflong**

1. Will keep record of all the reports submitted to the Additional Director (Hills) by various hill districts/ schemes/ projects/ farms etc. and will issue reminder letters for the same for timely receipt.
2. Keep a data base of the reports and activities of the hill districts based on the reports.
3. Will compile annual progress report of the departmental activities of the hill districts and submit to the Additional Director along with annual action plan for the next year.
4. Will to monitor and to perform follow up activities related to the files and communication made from the Additional Directorate Veterinary to the hill autonomous councils
5. Monitor the reports coming from all the hill districts on animal husbandry and animal health aspects.

6. Monitor the preparation process of reports to be submitted to the council and government (both state and central) and ensure their timely submission

**E. 48. VETERINARY INFORMATION OFFICER , Chenikuthi.**

1. The Veterinary information Officer is the Public relation Officer of the Department and is entrusted with the responsibility of publicizing the activities of the Department for the benefit of the farmers and general public through audio visual media, publication and circulation of important information.
2. Will keep liaison with All India Radio and Doordarshan for broadcasting programs related to farmers (eg. KrishiDarshanetc) by selecting departmental officers or technical persons of other organizations.
3. Responsible for Publicity and other kinds of activities needed for creation of public awareness for departmental activities including animal husbandry, animal health, vaccination, Artificial insemination, disease surveillance and reporting, zoonosis, food safety, fodder development, acts and legislations concerning animals, scientific rearing techniques, public welfare programs and projects of the department.
4. Creation and publication of leaflets, brochures, hoardings as per need of the department.
5. Make provision for supply of publicity material to departmental publicity campaigns including health camps, seminars, shows etc.
6. Will be responsible for responding to all types of public queries including the RTI matters.
7. Will act as the liaison officer for organization of interdepartmental publicity, meetings, seminars, shows etc. with the local officers, Different line departments, MahkumaParisad and GaonPanchayat, Municipal Corporation, NGOs etc.
8. Will chalk out annual publicity campaign calendar covering all districts of Assam
9. Publication of quarterly bulletins and annual report of the department covering departmental activities in collaboration with the monitoring cell of the department.
10. Responsible for Publication of half yearly departmental magazine titled "Pasudhan".
11. Will monitor the feedback section of the departmental web site with regular updating and keeping liaison content managers of the web site.

**E. 49. ASSISTANT DIRECTOR TO CHD, BTAD. KOKRAJHAR CENTRAL VETERINARY STORE.**

1. Assistant Director central Veterinary Store will have to work under the Direct administration of the CHD, Kokrajhar, BTAD. A.H. & Veterinary Department
2. Collection of indent from the Dist. A.H.& Veterinary officers/Sub Division A.H.& Veterinary officers In charge of different scheme and its compilation (BTAD area).

3. Submission of consolidated indent to CHD, Kokrajhar, BTAD, A.H & Veterinary Department for approval .All supply orders will have to be issued after due approval from the CHD, Kokrajhar, BTAD A.H.& Veterinary Department
4. Checking of Veterinary Store as per sample approved by the purchase board.
5. Dispatch of goods to the indenting officer as per availability of stock.
6. Checking of bills for payment, drawing and disbursing the same.
7. Guidance to the Veterinary Officers under him and recording their annual performance.
8. Responsible for judicious use of stocks of store for its proper utilization.

**E. 50. ASSISTANT DIRECTOR TO CHD, BTAD.KOKRAJHAR , PLANNING CUM VETERINARY INFORMATION AND DISASTER MANAGEMENT.**

1. The Veterinary information Officer (CHD) will act as the Public relation Officer of the Department and is entrusted with the responsibility of publicizing the activities of the Department for the benefit of the farmers and general public through audio visual media, publication and circulation of important information. He is also to associate himself with the farm broadcasting program of AIR Service and to organize and engage Departmental Officer for popular talks through Doordarsan.
2. Will perform activities related to Publicity and projection of Documentaries (including Press briefing and Photographic publicity).
3. Organization of publicity seminars in collaboration with the local field level officers covering at least two subdivisions per monthly so that all the subdivisions of the BTAD area are covered during a calendar year. The main objective should be to educate the public with Animal Husbandry & Veterinary Technology.
4. Publication / Leaflets:-on Livestock development—A.I. Technology / Poultry development / Fodder Development / Preservation of feed and fodder / Disease control / Vaccination.
5. Publication of quarterly bulletins on infectious diseases / Developmental activities of the Department and publication of annual report of the Department for BTAD area and submission to the Director, Assam and Additional Director, BTAD
6. Doordarsan programmes of short features on A.H. & Veterinary Departmental activities.
7. Educating farmers through screening of field scripts depicting A.H. & Veterinary activities of the B.T.A.D. area
8. To look after the management activities during disaster and will act as coordinator with the BTAD administration.
9. Will communicate information for holding Departmental meeting and will transmit data needed for publication in web site of the department to Veterinary Information Officer, Chenikuthi.
10. To keep direct contact with Director, A.H. & Veterinary Department informing all news and views timely.

**E. 51. ASSISTANT  
DIRECTOR TO CHD,  
BTAD.KOKRAJHAR,  
POULTRY AND  
L I V E S T O C K  
DEVELOPMENT**

1. Will prepare an annual plan with calendar for conducting epidemiological survey for livestock and poultry diseases.
2. Will conduct general epidemiological survey of livestock and poultry population for prevalence study of common poultry diseases in organized farms and Govt. poultry farms at 6 monthly intervals and as and when necessary with preparation of poultry disease mapping.
3. Will prepare a livestock /poultry density map of the state with periodical updation.
4. Will keep a year wise database of the private farms of the BTAD with all relevant data like population in the districts, number of existing farms, number of new farms, type of animal/poultry reared.
5. Will place annual indent of reagents/ chemicals, media, glass/plastic wares etc. required for diagnosis of diseases in accordance with OIE guidelines.
6. Will prepare a standard operating procedure for the works and tests as per international standards with regular updating.
7. Will guide laboratory officers to perform tests for diseases.
8. Will ensure regular vaccination.
9. Will assist CHOD of BTAD on Livestock dev. Program.
10. Will assess of the working of all Livestock Farms , Poultry Farms and Pig Farms and to suggest improvement of them.
11. Assessment of the working of ICDP/Fodder development and poultry Dev. Schemes.

**E. 52. ASSISTANT  
DIRECTOR TO CHD,  
BTAD.KOKRAJHAR ,  
POULTRY FARMS AND  
LIVESTOCK FARMS.**

1. Inspection of the Poultry / Livestock Farms in the field under different scheme.
2. Organization of block wise Farmers training with publication of annual training calendar, training modules and selection procedure of beneficiaries.
3. Identify sources of supply of Birds, Equipment, Feeds etc. to the beneficiaries / as per requirements.
4. To supervise proper implementation of the programme, utilization of the fund, arrangement of Hatching eggs, expansion of units/ satellite farming.
5. Issue of technical guidance to BVO concerned associated with the poultry development areas/scheme. Arrange their In-service training on poultry management/ arrange meeting with breeders and other connected personals.
6. Collection of reports / returns compilation monthly / yearly comprehensive report on the program.
7. Will have to work for the development of the livestock/poultry in his area of operation in collaboration with CHD of BTAD on Livestock dev. Program.
8. Will assess of the working of all Livestock Farms, Poultry Farms and Pig Farms and to suggest improvement of them and prepare an annual report of the livestock/ poultry development activities undertaken and achievement.

## F. SDVO AND EQUIVALENT RANK (176 NOS)

### F.1-F34. SUB-DIVISIONAL A.H. & VETERINARY OFFICER (34 NOS)

(1)Guwahati, (2)Nalbari, (3)Barpeta, (4)Goalpara, (5)Dhubri, (6) Mangaldoi, (7) Kokrajhar, (8) Sibasagar, (9)Tezpur, (10) Jorhat, (11) Dibrugarh, (12) North Lakhimpur, (13) Nagaon, (14) Silchar, (15) Karimganj, (16) Hamren, (17) Chapakhowa, (18) Majuli, (19) Diphu, (20) Jonai, (21) North Salmara (Abhayapuri) (22) South Salmara, (23) Gossaigaon, (24) Rangia, (25) Biswanath Chariali, (26) Sonari, (27) R. K. Nagar (28) Hojai, (29) Dhansiri, (30) Bhergaon (Udalguri), (31) Parbatjhora, (32) Bijni, (33) Tamulpur, (34) Salbari

The sub divisional A.H.&Veterinary officer is the head in the subdivision for implementation of various schemes of the Department. The Sub-Division officer who are posted in the district headquarters are to work under the control of District A.H.&Veterinary Officer. The SDVO's who are posted in independent sub-divisions will be controlling officer of the subdivision with drawing and disbursing authority. SDVOs have to perform the Following duties:

1. Inspection of Veterinary Institutions –Atleast 4 Vety. Institutions per month, where he/she will inspect and verify the following:
  - a. Record (register) of treatment, Vaccination, Castration, A.I. done, calf born, outbreak investigation, post mortem register, sample submission to labs, awareness camps held, fodder development etc.
  - b. Stock registers of the institutions with physical verification of stocks
  - c. Physical field verification of at least 5% of vaccination/ Castration and A.I
  - d. Verification of Diaries of Field staff and random check in the field.
2. Will guide the field staff in Vaccination work, disease control aciities including surveillance, organization of public awareness camps for promotion of departmental activities including popularization of A.I.
3. Supervision of farm to review managemental aspects including production records, distribution records, biosecurity aspects (once in a month).
4. Will ensure formation of Hospital/ Dispensary Management committees in every institutions under his jurisdiction and ensure regular sitting of the committee.
5. Will take proactive roles in all developmental as well as disease control activities within his jurisdiction and will lead the officers and staff working under him.
6. Visit to the Development Blocks for supervision of progress of A.H. programs.
7. Will act as the liaison officer of the department for the district to keep liaison with all line departments within the district and will participate in meetings of Mahkumaparishad, Rural Dev. programme held at sub divisional level where A.H. programme be proposed to be discussed.
8. Intimate information to the DVO or take quick action in case of emergency, outbreak of diseases, disaster like situations, urgent need of vaccines & medicines.
9. Progress report on the basis of the allotted norms is to be submitted within 7<sup>th</sup> of the following month to the District H & veterinary Officer.

**F. 35-41 LECTURER,  
School of Veterinary  
Science and A.H.,  
Ghungoor, Nalbari; (7  
Nos)**

1. Will prepare course materials and contents (as specified in duty chart of Principal) in accordance to norms, and help fixation of class routines etc.
2. Will impart training to the students by attending/organizing theory & practical classes.
3. Will evaluate progress made by the students by conducting examination/ setting up of question papers/ examination of the answer scripts etc. and viva voce
4. Will look after the welfare of the students and will assist the principal in maintaining discipline in the institution.
5. Perform Disaster Management tasks as and when necessary if the zonal authority desires.
6. Will take part in matters of education and farmer welfare related extension work with student participation with a monthly target of four extension works per month encompassing the subjects of popularization of Fodder cultivation, vaccination, breed improvement through AI and castration, demonstration of improved & scientific method of livestock rearing.
7. Will participate in educational excursions twice yearly emphasizing visits to organized Farms on monthly basis to demonstrate the record keeping in farms and farm bio security.
8. Will formulate strategies and plan for adoption of a village as model village for Animal Husbandry related activities
9. Will adopt of at least one village as model village for A.H. activities per batch with active participation of the batch for all round development of the village.
10. Impart practical training to the students in respect of first aid, artificial insemination, castration, animal restraint and rescue, laboratory procedures, vaccination, sample collection (blood, serum, swab, urine, aseptic collection of tissue materials & dispatch procedure, poisoning cases etc.) for disease diagnosis, record keeping procedures in dispensaries/ first aid centres and farms, disease reporting procedures and its compilation, quality control of animal products, value addition to animal products.

**F.42-43. Lecturer  
VTC (2 nos):  
(1) Dalgaon,  
Darrang and (2)  
Salchakra, cachar**

1. Will prepare course materials in accordance to norms fixed by the department and help preparation of class routines etc.
2. Will assist the principal for imparting training to the students by attending/organizing theory & practical classes/conducting examination/setting up of question papers/examining the answer scripts etc.
3. Will assist the principal in maintaining discipline in the institution.
4. Perform Disaster Management tasks as and when necessary if the district/ zonal authority desires.
5. Will guide the students and take classes as directed by the Principal.
6. Will organize education related extension work with student participation encompassing the subjects of popularization of Fodder cultivation, vaccination, breed improvement through AI and castration, and demonstration of improved & scientific method of livestock keeping.

7. Will organize educational excursions for undertaking visits to organized Farms, successful livestock entrepreneurs etc.

**F.44 to F. 45.ASSISTANT  
R I N D E R P E S T  
ERADICATION OFFICER  
(AREO), (2 nos)  
(1) Kokrajhar and (2)  
Haflong**

1. Will be responsible for the conducting vigilance and surveillance program of RP.
2. Will be supervising officer for all the schematic VO's and VFAs.
3. Will assist the DVO in any surveillance and control program like FMD, Brucellosis, PPR etc. as undertaken by the department from time to time.
4. Will ensure proper functioning of check posts for prevention of entry of unvaccinated animals (for all notified diseases or diseases falling under control program) from one district to other.
5. Will ensure working of veterinary officers, para-veterinarians and other staff under the control of respective District Veterinary Officer in the districts of their deployment.
6. Will organize vaccination camps and the awareness program against all types of endemic animal and poultry diseases
7. Will maintain close liaison and hold periodic meetings with DVOs / SDVOs
8. Will follow any other duties allotted by higher officer.
9. Will ensure compliance to the target of physical and clinico-sero-surveillance against RP as projected by the authority concerned under NPRE.
10. Will check diaries, progress report, etc. of subordinate staff and will submit monthly progress report within 10<sup>th</sup> day of the following month to the higher authority.
11. Will be bound to follow any other duties allotted to him by higher officer of the district or zone.

**F.46-53. A.R.O.(Clinical  
Investigation Unit) (8  
nos):  
(1) Guwahati, (2)  
Lakhimpur,(3) Silchar,  
(4) Dhubri, (5) Diphu, (6)  
Nagaon, (7) Jorhat& (8)  
DDL, Tezpur**

1. Will keep liaison with the DIO, AHC and will assist DIO, AHC for any works related to animal disease.
2. Will conduct sero-epidemiological and clinical survey of the incidence and epidemiology of common diseases in animals and birds. For this study, at least 5 villages within the jurisdiction are to be selected per year and tests are to be performed for prevalence study of at least 2 diseases per year.
3. Will perform investigation to any reports of disease outbreaks of contagious/ infectious nature and will collect samples and perform tests for diagnosis.
4. Will send referral samples to state laboratory at regular intervals.
5. Will ensure collection of samples for the identified diseases or as notified by the state or central governments like AI, BSE, PRRS, PPR etc. by keeping liaison with the VO's of various dispensaries and with periodical visits.
6. Will ensure sending of clinical as well as sera samples to AICRP on FMD for typing studies in case of outbreak or in case of other studies of FMD including vaccination.
7. Will act as food safety officer for the district of deployment

7. Will prepare a disease distribution map for infectious / contagious and parasitological diseases on the basis of sero-epidemiological study and formulate control strategy for implementation on the field.
8. Will conduct laboratory tests in DDL and will also supervise the works of VO and other subordinate staff
9. Will keep a copy of Standard Operating Procedures of laboratory tests related to serological and clinical diagnosis of diseases.
10. Will perform anti microbial resistance study of common pathogens.
11. Will submit indents regarding any type of requirement of the DDL to the Deputy Director, AHC on monthly basis
12. Will submit monthly progress report to the Deputy Director, AHC
13. Will assist the District Veterinary authorities in any matter as desired by the DVO.

**F. 54. ASSISTANT RESEARCH OFFICER, BOVINE MASTITIS, AHC, KHANAPARA**

1. Will act as an assisting officer for the Disease Investigation Officer (DIO) of Animal Health Centre (AHC).
2. Will investigate into any cases of mastitis and will determine the causative agent(s) with antibiogram studies.
3. Will collect at pooled milk samples from different districts (at least from 5 farms per district) at monthly interval for screening against subclinical mastitis. If subclinical mastitis is detected than screening of the herd to be undertaken to identify the animal which will be subject to further study to determine the causative agent(s) with antibiogram sensitivity tests.
4. Will prepare the standard operating procedures for different tests related to mastitis with periodical updating.
5. Will participate in awareness meetings of the districts for educating people for maintenance of milk hygiene and bio security aspects of milking and cleanliness of milk utensils.
6. Will submit indents for requirements of the laboratories (for both district level and central level) at quarterly intervals.
7. Will explore and identify potential areas for composite farming.
8. Will make periodic visits to government and private livestock farms (at least 12 farms per year) to check for records of mastitis and type of treatment rendered for it, their biosecurity aspects and milk hygiene.
9. Will prepare an annual action plan for mastitis study and control for the state and to improve bio security of the farms (both government and private) and submit to Deputy Director, AHC through the DIO in the month of January.
10. Will submit annual progress report to DIO in the month of January

**F. 55. ASSISTANT RESEARCH OFFICER, (TB & Brucellosis), AHC, KHANAPARA**

1. Will assist Asstt Director (TB & Brucellosis) for preparation of an annual plan with calendar for conducting epidemiological survey for tuberculosis and brucellosis.
2. Will conduct general epidemiological survey of cattle population for prevalence study of tuberculosis and brucellosis in organized farms

including FSBs and Govt. Livestock farms at 6 monthly intervals with Asstt Director (TB & Brucellosis).

3. Will conduct screening program for cattle & buffalo in villages of at least 3 districts per year for tuberculosis and brucellosis in consultation with Asstt Director (TB & Brucellosis).
4. Will assist Asstt Director (TB & Brucellosis) for keeping a year wise database of the prevalence study findings with all relevant data like cattle population of the districts, number of farm households covered, number of animal covered, date and season of survey, feeding pattern, breeding pattern etc.
5. Will prepare a standard operating procedure for the works and tests as per international standards with regular updating.
6. Will perform laboratory tests for tuberculosis and brucellosis with the help of staff of Animal Health Centre.

**F. 56. A.R.O.  
PARASITOLOGY, A.H.C.,  
KHANAPARA.**

1. Will act as an assisting officer for the Disease Investigation Officer (DIO) of Animal Health Centre (AHC).
2. Will conduct study on distribution of ecto and endo parasites as well as protozoan parasites in different animal species with seasonal variance
3. Will keep liaison with the department of parasitology of universities for identification and other relevant works related to parasites.
4. Will keep liaison with districtlevel laboratories for obtaining the diagnostic data on parasites with location of occurrence
5. Will prepare parasite distribution and concentration map with periodical updatation for the state of Assam
6. Will conduct systematic trials with different drugs active against parasitic worms to identify the most efficient method of control.
7. Will prepare standard operating procedure for laboratory activities with annual updating.
8. Will collect samples (at least 10 Nos from each block species wise) per year for conduction of distribution pattern studies of parasitic worms
9. Will visit at least 6 govt farms for testing foecal samples for detection of parasitic infestations if any.
10. Will prepare an annual action plan with special emphasis on control of zoonosis of parasitic origin and for control of intermediate host and submit to Deputy Director, AHC through the DIO for approval in the month of January.
11. Will submit annual progress report in the month of January to the Deputy Director, AHC.

**F.57. ARO, (Patho-Bacto)  
A.H.C., KHANAPARA.**

1. Will assist DIO, AHC for any works related to animal disease
2. Will conduct sero-epidemiological and clinical survey of the incidence and epidemiology of common bacterial diseases and other bacterial and fungal infections in domestic animals and birds. For this study, at least 10 villages from two districts are to be selected per year and tests are to be performed for prevalence study of atleast 2 diseases per year.

3. Will prepare a disease distribution map for bacterial diseases on the basis of sero-epidemiological study and formulate control strategy for implementation on the field.
4. Will attend any disease outbreak of epidemiological nature in the state, collect samples and perform tests in laboratory for prompt diagnosis and control.
5. Will keep a list of requirement for laboratory (both in field laboratory and in central laboratory) and submit indent to higher authority at 3 monthly intervals.
6. Will prepare Standard Operating Procedures of laboratory tests related to serological and clinical diagnosis of disease of bacteriological origin.
7. Will perform tests for disease diagnosis and their control strategies will be conveyed to the concerned authority.
8. Will perform anti microbial resistance study of common pathogens.
9. Will work for preservation of bacterial cultures
10. Will formulate plan for control and eradication of endemic bacterial diseases
11. Will submit progress report bi monthly to the Deputy Director, AHC through the DIO.

**F. 58. ASSISTANT RESEARCH OFFICER (SHEEP & GOAT) AHC, KHANAPARA**

1. Will assist DIO, AHC for any works related to sheep & goat
2. Will conduct sero-epidemiological and clinical survey of the incidence and epidemiology of contagious or infectious diseases affecting sheep & goat. For this survey, at least 10 villages from two districts are to be selected every year and tests are to be performed.
3. Will prepare a disease distribution map for sheep & goat diseases on the basis of sero-epidemiological study and formulate control strategy for implementation .
4. Will attend any disease outbreak affecting sheep & goat of epidemiological nature in the state, collect samples and perform tests in laboratory for prompt diagnosis and control.
5. Will keep a list of requirement for laboratory (both in field laboratory and in central laboratory) and submit indent to higher authority at 3 monthly intervals
6. Will prepare Standard Operating Procedures of laboratory tests related to serological and clinical diagnosis of diseases of sheep & goat.
7. Will perform tests for sheep & goat disease diagnosis and their control strategies will be conveyed to the concerned authority.
8. Will keep a population density map for sheep & goat and disease (disease wise) prevalence data
9. Will conduct survey on incidence of parasitic infestation among sheep & goats with collaboration with district level laboratories on monthly basis.
10. Will make periodical visit to sheep & goat farms (at least 15 farms both government and private per year) of the state to check their biosecurity aspects, vaccination record, sale records, health status, treatment records,

total animal strength, productivity, feeding and breeding behaviors and breed type reared.

11. Will prepare an annual action plan for sheep and goat disease control and to improve bio security of the farms (both government and private) and submit to Deputy Director, AHC through the DIO in the month of January.
12. Will submit annual progress report to DIO in the month of January.

**F.59. ASSTT.DISEASE  
I N V E S T I G A T I O N  
O F F I C E R , ( P I G D I S E A S E  
). A.H.C. KHANAPARA.**

1. Will act as an assisting officer for the Disease Investigation Officer (DIO) of Animal Health Centre (AHC).
2. Will conduct systematic survey of incidence of diseases among pigs with special emphasis on swine fever, swine erysepelas, piglet diarrhea, PRRS and swine pox with seasonal variation if any.
3. Epizootic studies on the incidence of prevailing and emerging diseases of pigs.
4. Will attend and conduct investigation for any health problems relating to pigs.
5. Will ensure quick diagnosis of diseases of pig in laboratories, formulate and implement control measures.
6. Will prepare standard operating procedure for diagnosis of pig diseases with periodical updating.
7. Will monitor vaccination status and mortality pattern in the government pig farms located within the state
8. Will keep a pig population density map and pig disease (disease wise) prevalence data Survey of incidence of epidemiology of parasitic infestation among pigs and their control measures.
9. Will make periodical visit to pig farms (at least 15 farms both government and private) of the state to check their bio security aspects, vaccination record, pig distribution records, health status, treatment records, total animal strength, productivity, feeding and breeding behavior and breed type reared.
10. Will explore and identify potential areas for composite farming.
11. Will prepare an annual action plan for control of pig diseases in the state and to improve bio security of the farms (both government and private) and submit to Deputy Director, AHC through the DIO in the month of January
12. Will submit annual progress report to DIO in the month of January.

**F.60. ASSTT.DISEASE  
I N V E S T I G A T I O N  
O F F I C E R ( V I R O L O G Y )  
A.H.C., KHANAPARA**

1. Will assist DIO, AHC for any works related to animal or poultry disease
2. Will conduct sero-epidemiological and clinical survey of the incidence and epidemiology of all viral infections in domestic animals and birds. For these studies, at least 10 villages from two districts are to be selected per year and tests are to be performed accordingly. Reports are to be submitted to the Deputy Director, AHC through DIO.
3. Will prepare a disease information map on the basis of sero-epidemiological study and formulate control strategy for implementation.

4. Will attend any disease outbreak of epidemiological nature in the state, collect samples and perform necessary tests in laboratory for prompt diagnosis and control.
5. Will keep a list of requirement for laboratory (both in field laboratory and in central laboratory) and submit indent to higher authority at 3 monthly intervals.
6. Will prepare Standard Operating Procedures of laboratory tests related to serological and clinical diagnosis of disease of virological origin.
7. Will perform tests for disease diagnosis and their control strategies will be conveyed to the concerned authority.
8. Will keep cell lines for viral disease diagnosis.

**F.61. ASSTT.DISEASE INVESTIGATION OFFICER, (Disease Intelligence Service) A.H.C. KHANAPARA.**

1. Will act as an assisting officer to the Disease Investigation Officer (DIO) of Animal Health Centre (AHC).
2. Will conduct systematic survey of incidence of diseases among different Livestock and birds with seasonal variation if any.
3. Epizootic studies on the incidence of prevailing and emerging diseases of animal & birds.
4. Will attend and conduct investigation for any health problems relating to animal & birds.
5. Will gather information regarding any outbreak of diseases from the districts and will intimate the information to the DIO of AHC immediately for further necessary action.
6. Will ensure quick diagnosis of diseases of animal & birds through laboratory examination and formulate & implement control measures.
7. Will prepare standard operating procedure for diagnosis of diseases with periodical updating.
8. Will submit annual progress report to DIO in the month of January

**F.62. ASSISTANT DISEASE INVESTIGATION OFFICER, (Duck Disease) A.H.C. Khanapara.**

1. Will act as an assisting officer for the Disease Investigation Officer (DIO) of Animal Health Centre (AHC).
2. Conduct sero surveillance studies for determination of prevalence of diseases of Duck with seasonal variance with special emphasis on duck plague and duck cholera.
3. Will ensure routine screening of duck and poultry cloacal/ nasal swab collected from all the districts of Assam for detection of any type of disease. At least 600 samples are to be tested per year.
4. Will ensure quick diagnosis of diseases of duck in laboratories, formulate and implement control measures.
5. Will conduct study on parasitic infestations of ducks with determination of type of parasitic worms involved and influence of these parasite on the health and productivity of Ducks.
6. Will conduct systematic trials with different drugs active against parasitic infestations as to identify the most efficient method of control.
7. Will prepare standard operating procedures for all the laboratory activities with periodical updating.

8. Will submit indents for requirements of the laboratories (for both district level and central level) at quarterly intervals.
9. Will explore and identify potential areas for composite farming.
10. Will make periodic visits to government and private duck farms (at least 12 farms per year) to check their bio security aspects, vaccination record, distribution/sale records, health status, treatment records, total strength, productivity, feeding and breeding behaviors and breed type that are reared.
11. Will prepare an annual action plan for control of duck diseases in the state and to improve bio security of the farms (both government and private) and submit to Deputy Director, AHC through the DIO in the month of January.
12. Will submit annual progress report to DIO in the month of January.

**F.63. EPIDEMIOLOGIST,  
A.H.C., Khanapara**

1. Will prepare disease density maps and disease wise prevalence data both in hard and soft formats
2. Will determine the 5 most economically devastating disease in Assam from the data collected and formulate plan for conducting surveillance works for the identified diseases.
3. Will prepare disease reports that is to be submitted to respective authorities in monthly basis
4. Will act as the coordinating officer with different districts / DDLs and will monitor about timely reporting of diseases from all districts and from district laboratories.
5. Will prepare plan and estimate for conducting clinic-sero surveillance against economically important diseases as well as transboundary/ exotic diseases
6. Will prepare plan and estimate for holding regional seminars to popularize reporting system to the Villagers/Farmers/Breeders and the field Veterinary Workers.
7. Will ensure supply of logistics to the districts for collection/ preservation and dispatch of samples to laboratories
8. Will inform districts about forecasting of disease events if any
9. Will prepare epidemiological reports on various contagious and infectious diseases of livestock to demarcate endemic areas and to guide the district and regional Veterinary institutes in planning of vaccination programme in the State.
10. Will assist local Veterinary Staff in investigation of outbreak of disease among live-stock.

**F.64. OFFICER IN  
CHARGE, HUMPSORE,  
A.H.C. KHANAPARA.**

1. Will act as an assisting officer for the Disease Investigation Officer (DIO) of Animal Health Centre (AHC).
2. Will conduct prevalence and systematic chemotherapeutic study of S. filarial infestation in the state.
3. Will conduct study on distribution of arthropod vectors (specially ticks and louses) in different animal species with seasonal variance

4. Will keep liaison with the department of parasitology of universities for identification and other relevant works related to arthropod vectors.
5. Will prepare arthropod distribution and concentration map with periodical updatation for the state of Assam
6. Will conduct systematic trials with different drugs active against arthropods so as to identify the most efficient method of arthropod control.
7. Will prepare an annual action plan for arthropod control and submit to Deputy Director, AHC through the DIO for approval and implementation in the month of January.
8. Will ensure receipt of reports from district laboratories and will compile the reports received from the district laboratories.
9. Will submit annual progress report in the month of January to the Deputy Director, AHC.

**F.65. ARO (BCPP), North Lakhimpur**

1. Will assist Assistant Director CBPP North Lakhimpur/Khanapara in all aspects relating to disease control and surveillance of animal diseases and of BCPP.
2. Will assist in surveillance, monitoring and eradication activities of economically important livestock and poultry diseases in collaboration with Animal Health Centre and Institute of Veterinary Biologicals in addition to the activities related to BCPP.
3. Will assist in all the state or centrally assisted/ sponsored disease control programs especially in the field of vaccination, surveillance, monitoring and eradication activities.
4. Will undertake risk assessment for animal/ poultry diseases.
5. Will prepare risk assessment of stock routes. Keep vigilance and surveillance in each high risk stock routes and collect samples for laboratory examination as an when necessary.
6. Will supervise the work of the schematic veterinary Officers in relation to village/ institutional surveillance activities throughout the state for in relation to CBPP and for any other diseases as per need or directive of the Asstt. Director/ District Veterinary Officer of the district concerned.
7. Will conduct public awareness campaigns for CBPP and any other diseases of economic importance as per need.
8. Will perform periodic checks on animals (cattle and buffalo) in slaughter houses for detection of any disease condition in the slaughtered / to be slaughtered animals and collect samples for laboratory examination wherever necessary.
9. Will be responsible for monthly reporting to concerned authorities about the progress through the Asstt. Director
10. Will educate veterinarians about the legislations related to animals and animal diseases and their implementations.
11. Will ensure proper functioning of check posts for prevention of entry of unvaccinated animals (for notified diseases or diseases falling under control program) from one district to other.

- F. 66. ARO, (Viral) IVB, KHANAPARA** Has to assist Assistant Director, (viral) in all aspects related to production of viral vaccines and any other works entrusted to him by the controlling officer. Will assist for preparation of progress reports and annual action plan for the institute and ongoing schemes entrusted to the institute
- F.67.- F.68 ARO, (Bacterial-I), IVB, KHANAPARA and ARO, (Bacterial-II), BP, KHANAPARA (2 posts)** Has to assist Assistant Director, (Bacterial) in all aspects related to production of bacterial vaccines and any other works entrusted to him by the controlling officer. Will assist for preparation of progress reports and annual action plan for the institute and ongoing schemes entrusted to the institute
- F.69. PRODUCTION OFFICER, IVB, KHANAPARA**
1. Will assist the Assistant Director (bacterial and viral section) for production of vaccines.
  2. Will prepare tender documents and other related matters of procurement and production.
  3. Will keep track of vaccine production and requirement and to initiate production of vaccines well ahead of distribution time.
  4. Will keep liaison with all the district officers of Assam for preparation of target of vaccination and vaccine requirement, vaccine production and supply.
  5. Will prepare a plan of distribution of vaccines along with list of logistics needed and plan of transportation with budgetary requirement.
  6. Will prepare annual requirement of chemicals, reagents/media/ lab animals etc and will submit to the Joint Director IVB, Khanapara on annual basis in the month of December every year.
- F. 70. MANAGER RABBIT FARM, IVB, KHANAPARA**
1. Functional head of the farm.
  2. Will prepare plan & program regarding breeding and production of rabbit, mice etc. to ensure regular and uninterrupted supply of these lab animals for laboratory use to IVB Khanapara/other govt. agencies/institutions.
  3. Will look after bio security of the farm, prepare indent for feeds, medicines and other accessories of the farm and procure the same through the Joint Director, IVB.
  4. Will supervise feeding, breeding and other managerial activities of the farm and staff engaged in the farm.
  5. Will assist the laboratory staff in maintenance of laboratory animals in bio containment during biological use at IVB.
  6. Will submit monthly progress report of the farm to the Joint Director IVB.
- F.71. ARO, Cattle Nutrition Scheme, Khanapara :**
1. Responsible officer for proper functioning of the laboratory.
  2. Will ensure batch wise testing of commercial animal and poultry feed samples obtained from feed distributors/ retailers
  3. Will keep record of the feed samples received from departmental livestock and the poultry farms/ private farms, will initiate testing as per approved protocol with the assistance from the concerned Veterinary Officer and staff and will record and sent the results of test to the farm managers accordingly.

4. Will maintain a Standard Operating Procedure (as per international standards) for testing the feed samples with yearly updating and approved by Physiological Chemist.
5. Responsible field officer for maintenance of grass nursery of the institute.
6. Will supervise the works of the Assistant Chemist/ laboratory Assistant and the other laboratory staff.
7. In consultation with Physiological Chemist the ARO (Cattle Nutrition) will plan and execute different metabolic trails for exploring use of non-conventional feed and fodder plants.
8. Will prepare annual action plan with requirements both in terms of physical and financial needs of all the items like equipments, laboratory reagents/ chemicals/ instruments and appliances and submit the same to the Director through the Physiological Chemist.
9. Will submit monthly progress report to the Physiological Chemist and prepare the annual report and submit to the Director through the Physiological Chemist .
10. Will carry out other works which ever assigned by Physiological Chemist.

**F. 72. Assistant Research Officer (Training), Frozen Semen, Khanapara**

1. Will organize refresher training by way of organizing theory & practical classes etc. both for Veterinarian and Para-veterinarian
2. Will prepare course materials in accordance to norms fixed by the department and help preparation of class routines etc.
3. Perform Disaster Management tasks as and when necessary if the district/ zonal authority desires.
4. Will organize extension work with participation of the trainees encompassing the subjects of popularization of Fodder cultivation, vaccination, breed improvement through AI and castration, and demonstration of improved & scientific method of livestock keeping.
5. Will prepare and publish the annual training calender in the month of January every year and will circulate for wide publicity

**F.73-75. ARO, Central Semen Collction Centre(CSCC) (3 nos) (1) Silchar, (2) Demow and (3) Tezpur**

1. Will look after semen collection and processing of the CSCC evaluate the quality of the semen and record in a separate register accordingly.
2. Will send appropriate samples to laboratories for sexually transmitted diseases against each bull twice in a year. Will keep records and submit report to the O/C ICDP.
3. Prepare indent of lab reagent, other instruments and appliances required for collection and processing of semen and also monitor the functioning of the installed instruments and appliances to determine the maintenance needs if any and submitreport to the O/C ICDP at quarterly interval.
4. Will look after the health aspects of the bulls of the station emphasizing on regular vaccination, deworming etc. and the biosecurity aspects of the station.
5. Will formulate strategies for ring vaccination around the semen station for economically important diseases.
6. Supervise the day to day work of his staff engaged under him and will assist O/C ICDP in all aspects.

7. Will ensure proper record maintaining of every aspect CSCC activities.
8. Will assist the district AH & veterinary officer in all aspects of district matters as and when required basis.

**F.76-78. Officer in Charge, Central Semen Bank (3 nos)  
(1) Tinsukia, (2) Silchar,  
(3) Demow**

1. Will be responsible for looking after the frozen semen storage along with liquid nitrogen in the central semen bank of his jurisdiction.
2. Will submit indent on requirement of Frozen Semen, Liquid nitrogen & other logistics to carry out AI works in the field at regular intervals to his controlling officer.
3. Will initiate action to dispatch the frozen semen, Liquid nitrogen and other logistics to the AI centers routinely from the CSB with consent from the O/C ICDP.
4. Quality testing of each consignment of semen will have to be performed before despatch with keeping of record properly.
5. Will keep a record of despatched Frozen Semen straws with bull no and batch no in a separate register indicating the name of the centre to which these are dispatched.
6. Will monitor the AI activities in the field and will conduct study on any case of repeat breeding for determination of cost effectiveness of AI and submit report at monthly interval to the controlling officer.
7. Will supervise the day to day work of the staff engaged under him.

**F.79. Officer in Charge, Frozen Semen Bank, Baghchung, Jorhat**

1. Will assist O/C ICDP in A.I. related activities.
2. Will look after the storage of frozen semen, liquid nitrogen and A. I. tools of the FS Bank.
3. Take action on indent of lab reagent, other instruments and appliances required for storage of semen and on the functioning of the installed instruments and appliances for addressing the maintenance needs (if any) at regular interval.
4. Will supervise the works performed on biosecurity aspects of the station.
5. Will take measures to formulate strategies for ring vaccination around the semen station for economically important diseases and will conduct study on any case of repeat breeding for determination of cost effectiveness of AI and submit report at monthly interval to the controlling officer..
6. Supervise the day to day work of his staff engaged under him and will assist O/C ICDP in all aspects.
7. Will assist the district AH & veterinary officer in all aspects of district matters as and when required basis.
8. Will make arrangement for supply of frozen semen, liquid nitrogen etc. to the field in consultation of O/C ICDP. Will keep a record of despatched F/S straw with bull no and batch no in a separate register indicating the name of the centre to which it is dispatched.
9. Will supervise the day to day works of the staff.

**F.80. to F. 87 Rural Dairy Extension Officer, ICDP (8 Nos)**

**(1) Tezpur, (2) Khanapara, (3) Silchar, (4) Jorhat, (5) Kokrajhar, (6) Tinsukia, (7) Lakhimpur, (8) Manja**

1. Will be the assisting officer for the Deputy Director, ICDP / Officer in charge ICDP in planning and execution of the project in respect of field activities.
2. Will organize activities related to enhancement of milk production through various instruments including Artificial Insemination and safe milk production by way of increasing awareness about safe milking practices.
3. Will perform sample survey encompassing each veterinary institutions of the concerned district for determination of milk production of the concerned district on monthly basis.
4. Will conduct field verification of the works done by veterinary officers and veterinary field assistants in respect of artificial insemination, calf born, fodder development and castrations.
5. Will organize and participate in public meeting, calf rally, exhibition etc for propagation of improved Animal Husbandry practice.
6. Will assist the district veterinary officer for any departmental activities that the district officer may entrust.
7. Will assist in all the state of centrally sponsored livestock development and disease control activities including surveillance, monitoring and allied activities
8. Report of monthly progress/ activities have to be submitted to the Deputy Director (ICDP) as well as O/C (ICDP) and concerned district AH & Veterinary Officer the officer will also of statedesire to be performed Preparation of reports, returns etc.
9. Will work as the liaison officer with the Dairy Development Department for any activities that require joint action with AH & Veterinary Department.
10. Additinally they will act as food safety officers of the district of their deployment

**F. 88 – F. 113 Regional A. I. Officer (26 Nos)**

[(1) Dhalchera (Cachar),(2) Jonai (Dhemaji), (3) Lichubari (Jorhat), (4) Jagiraod (Morigaon), (5) Mangaldoi (Darrnag), (6) Biswanath Chariali, (7) Dhekiajuli (Sonitpur), (8) Bihpuria (Lakhimpur), (9) Howly (Barpeta), (10) Nalbari, (11) Lahowal (Dibrugarh), (12) Abhayapuri (Bongaigaon), (13) Kathalguri (Dibrugarh), (14) Bokakhat (Golaghat),

1. Will be Administrative head of the institution. He/she will be responsible for routine inspection and supervision of the respective Regional A.I. centres / I.C.D.P. / R.D.E.O. / Bull Shed / Management of Bulls / Feeding etc.
2. Inspection of Veterinary institution / I.C.D.P. centre / Sub centres / Blocks / Farmers' house. Record verification of A.I./, AI follow up / pregnancy diagnosis / Sterility treatment / Castration / Vaccination / Fodder development / Dairy Cooperatives etc.
3. Physical verification of Quality of Semen /storage of semen, liquid nitrogen and record verification of Calf born/AI activities and Verification of diaries of subordinate staff. Will keep a record of despatched F/S straw with bull no and batch no in a separate register indicating the name of the centre to which it is dispatched
4. Will arrange at least 4 nos of farmers meet per quarter in his jurisdiction for Motivation of A.I.
5. Will arrange and conduct refresher training for A.I. workers/ field veterinarian.

- (15) Mancachar (South Salmara-Mancachar), (16) Gossaigaon (Kokrajhar), (17) Bogribari (Dhubri), (18) Kuchilla (Hailakandi), (19) Hojai, (20) R. K. Nagar (Karimganj), (21) Umrangso (Dima Hasao), (22) Mathurapur (Sibasagar), (23) Margherita (Tinsukia), (24) Golaghat, (25) Korsontola (Sonitpur), (26) Sariahjan (Karbi Anglong)
6. Will take steps for field implementation of the breeding policy of the department
  7. Will submit periodical reports to the O/C ICDP with a copy to Dist AH & Veterinary Officer.
  8. Will conduct survey in his/her jurisdiction for assessment of the scope, requirement and development of AI activities and take necessary steps for preservation of indigenous superior germ plasm and report the findings to O/C ICDP once in a year.
  9. Ensure timely requisition for all the essential items to continue the activities of the centres under him/her.
  10. Will assist in all the state of centrally sponsored livestock development and disease control activities including surveillance, monitoring and allied activities
  11. Will submit a status report of the infrastructure of the veterinary institutions of his jurisdiction to the O/C ICDP with a copy to Director Veterinary in the month of December every year.

**F. 114- F. 122 CATTLE DEVELOPMENT OFFICER (9 Nos) :**

**[(1) Guwahati, (2) Tezpur, (3) Demow, (4) Silchar, (5) Kokrajhar, (6) Tinsukia, (7) Nagaon, (8) Manja, (9) North Lakhimpur]**

1. Visit of regional A.I. centers for record verification of A.I., follow up, pregnancy diagnosis, Sterility treatment, supervision of castration etc, at least one centre in a month.
2. Physical verification of at least 15% of A.I. calf born, check up of quality of semen and other works.
3. Will be the assisting officer for the Deputy Director, ICDP / Officer in charge ICDP in planning and execution of the project in respect of field activities.
4. Will organize activities related to enhancement of milk production through various instruments including Artificial Insemination and safe milk production by way of increasing awareness about safe milking practices.
5. Will perform sample survey encompassing each veterinary institutions of the concerned district for determination of milk production of the concerned district on monthly basis.
6. Will conduct field verification of the works done by veterinary officers and veterinary field assistants in respect of artificial insemination, calf born, fodder development and castrations.
7. Will organize and participate in public meeting, calf rally, exhibition etc for propagation of improved Animal Husbandry practice.
8. Will assist the district veterinary officer for any departmental activities that the district officer may entrust.
9. Will assist in all the state of centrally sponsored livestock development and disease control activities including surveillance, monitoring and allied activities
10. Report of monthly progress/ activities have to be submitted to the Deputy Director (ICDP) as well as O/C (ICDP) and concerned district AH & Veterinary Officer.
11. Will work as the liaison officer with the Dairy Development Department for any activities that require joint action with AH & Veterinary Department.

**F. 123- F. 133 FODDER DEVELOPMENT OFFICER (11 Nos) under ICDP**

(1) Tezpur, (2) Tinsukia, (3) Silchar, (4) Demow, (5) Khanapara, (6) Kokrajhar, (7) North Lakhimpur, (8) Manja, (9) Nagaon, (10) Chenikuthi, (11) Jorhat

1. To act as expert on fodder related matters of the District concerned.
2. To act as expert on fodder cultivation/ fodder development related matters in his/her jurisdiction.
3. Will estimate the area with soil testing of fodder cultivable vacant lands of the department (in the dispensaries/ sub centres etc) keeping liaison with Agronomist, Chenikuthi.
4. Will keep track of the production of fodder and fodder seeds in fodder plots of the institutions with periodical updation and development of strategies for distribution among interested farmers.
5. Will conduct extension activities by holding seminars/ training programs/ meetings for popularization of fodder cultivation (at least 6 nos per year).
6. Will be the assisting officer for the Deputy Director, ICDP / Officer in charge ICDP in planning and execution of the project in respect of field activities.
7. Will conduct field verification of the works done by veterinary officers and veterinary field assistants in respect of fodder development and awareness generation.
8. Will participate in public meeting, calf rally, exhibition etc for propagation of improved Animal Husbandry practice including fodder cultivation.
9. Will assist the district veterinary officer for any departmental activities that the district officer may entrust.
10. Will assist in all the state of centrally sponsored livestock development and disease control activities including surveillance, monitoring and allied activities
11. Report of monthly progress/ activities have to be submitted to the O/C (ICDP) and concerned district AH & Veterinary Officer.

**F. 134 FODDER DEVELOPMENT OFFICER, PTS-BARAPETTA**

1. To act as expert on fodder related matters of the PTS farm at Barapetta.
2. To act as expert on fodder cultivation/ fodder development related matters in the farm premises and will look after the fodder and feeding needs of the farm animals of PTS farm.
3. Will perform activities for soil testing of the fodder plots.
4. Will render assistance for estimation of areas with soil testing of fodder cultivable vacant lands in the the dispensaries/ sub centres etc of the district.
5. Will keep track of the production of fodder and fodder seeds in fodder plots of the institutions with periodical updation and development of strategies for distribution/ sale of surplus produce among interested farmers .
6. Will conduct extension activities by holding seminars/ training programs/ meetings for popularization of fodder cultivation in the district.
7. Will educate and encourage the veterinary officers and veterinary field assistants in respect of fodder development and awareness generation.
8. Will participate in public meeting, calf rally, exhibition etc for propagation of improved Animal Husbandry practice including fodder cultivation in the district.

9. Will assist the district veterinary officer for any departmental activities that the district officer may entrust.
10. Will assist in all the state of centrally sponsored livestock development and disease control activities including surveillance, monitoring and allied activities.

**F.135. MANAGER,  
FODDER BANK,  
CHENIKUTHI**

1. Will keep the overall record of the fodder seeds available with the department in district wise manner.
2. Will initiate actions to collect the seeds from different local sources including private/ commercial sectors for distribution among beneficiaries.
3. Will keep the record of the fodder production in the state in district wise manner.
4. Will take measures for fodder distribution during disasters/flood
5. Will undertake activities related to public awareness using mass media to enlighten the farmers regarding ongoing central/ State schemes.
6. Will address and mitigate fodder related queries of farmers
7. Will be assisting officer in disaster related matters and disaster planning of the state

**F. 136 MANAGER,  
FODDER FARM, MATIA**

1. Will be responsible for fodder cultivation/ fodder development related matters in the farm premises.
2. Will perform activities for soil testing of the fodder plots.
3. Will render assistance for estimation of areas with soil testing of fodder cultivable vacant lands in the the dispensaries/ sub centres etc of the district keeping liaison with Agronomist, Chenikuthi.
4. Will keep track of the production of fodder and fodder seeds in fodder plots of the institutions with periodical updation and development of strategies for distribution/ sale of surplus produce among interested farmers .
5. Will conduct extension activities by holding seminars/ training programs/ meetings for popularization of fodder cultivation in the district.
6. Will educate and encourage the veterinary officers and veterinary field assistants in respect of fodder development and awareness generation.
7. Will participate in public meeting, calf rally, exhibition etc for propagation of improved Animal Husbandry practice including fodder cultivation in the district.
8. Will assist the district veterinary officer for any departmental activities that the district officer may entrust.
9. Will assist in all the state of centrally sponsored livestock development and disease control activities including surveillance, monitoring and allied activities.
10. Will report about progress made in monthly basis to the Deputy Director (Fodder), Chenikuthi

**F.137. ASSISTANT KEY VILLAGE OFFICER, DIBRUGARH**

1. Will work for preservation of indigenous germplasm and will work for up-gradation of the local stock through natural selective breeding by selecting offsprings from better milk yielding local cows.
2. Will collect data on local cows showing better than average performance in collaboration with Veterinary Officers and Veterinary Field Assistants.
3. Will organize awareness camps on Key village activities relating to cattle up gradation programme once in a year in the areas of Key village institution for public awareness.
4. Will supervise the function of Key village centres.
5. Will guide his/her subordinate officials in the veterinary institution to organize farmers meet at regular intervals to make them aware about different govt. schemes.
6. Will work in liaison with the geneticist, sterility officer, livestock production officer, coordinated cattle breeding project for selection of superior indigenous animals for breeding.
7. Keep record of performance of off springs born out of selective breeding.
8. Will induct superior indigenous bulls selected by consultation with officers indicated in Sl. 6 above
9. To prepare a plan and estimate for keeping the inducted bulls in farms/ bull stations to be used for selective breeding.
10. To identify areas of operation for conservation of indigenous germplasm and to prepare plan and estimate thereof
11. The Assistant Key Village Officer is responsible for submitting progress report to Joint Director, (Zone) for evaluation of field works.

**F. 138.- F. 139. Regional Assistant Poultry Development Officer (2 Nos), (Guwahati, Silchar)**

1. To assist the Deputy Director (Poultry) in poultry Development programme of the state.
2. Physical supervision of the progress of poultry developmental projects/ farms established under aegis of the department or financial institutions (like bank, NABARD etc) at least in six nos. in a month.
3. Inspection of Govt. poultry, Duck Farms once in a month and will record the number of poultry, production of eggs/ meat, number culled in the preceding month, whether sale proceeds are deposited and record sent to DVO and DVD, record maintenance of the farm, vaccination status, measures adopted for health and biosecurity.
4. Preparation of schemes / projects, budget under poultry development Program wherever needed with a focus on development of satellite scheme from existing poultry farms or hatchery units.
5. Keep a record of all the broiler and layer farms of the valley (Barak/ Brahmaputra) having more than 200 poultry birds with name and contact numbers of the owners.
6. Keep Co-ordination with officers under D.R.D.A./ALPCO/ other financial institutions for providing financial help in the form of loans to interested farmers.

7. Will arrange training for the interested farmers (at least 6 nos per year) with publication of training calendar, training modules and selection criteria for training in the beginning of the calendar year.
8. Will undertake follow up programme of poultry units distributed through any govt. aided schemes.
9. Will initiate action to form poultry Farmers co-operative / SHGs and establishing a marketing channel for poultry breeders.
10. Maintain a density map of the Valley (Barak/ Brahmaputra) for Poultry population, and keep village wise poultry population data with yearly updating
11. Will assist veterinary administration any other works (developmental, preventive measures, disaster etc) as and when necessary.
12. Will compile and submit the progress reports for the assigned works, returns including sale (proceeds) etc. of the govt. farms at monthly interval to the Deputy Director (Poultry)

**F. 140.-F. 146. ASSISTANT  
P O U L T R Y  
DEVELOPMENT OFFICER**

(A.P.D.O.) -7 Nos

(1) Tezpur, (2) North  
Lakhimpur, (3) Dhubri,  
(4) Nagaon,  
(5) Dibrugarh, (6)  
Haflong, (7) Jorhat

1. To assist the District A.H.&Veterinary officer in poultry Development programme in the district.
2. Physical supervision of the progress of poultry developmental projects/ farms established under aegis of the department or financial institutions (like bank, NABARD etc) at least in six nos. in a month.
3. Inspection of Govt. poultry, Duck Farms once in a month and will record the number of poultry, production of eggs/ meat, number culled in the preceding month, whether sale proceeds are deposited and record sent to DVO and DVD, record maintenance of the farm, vaccination status, measures adopted for health and biosecurity.
4. Preparation of schemes / projects, budget under poultry development Program wherever needed with a focus on development of satellite scheme from existing poultry farms or hatchery units.
5. Keep a record of all the broiler and layer farms of the district having more than 200 poultry birds with name and contact numbers of the owners.
6. Keep Co-ordination with officers under D.R.D.A./ALPCO/ other financial institutions for providing financial help in the form of loans to interested farmers.
7. Organization of vaccination camps in all the veterinary institutions of the district against Ranikhet (RD) and other diseases with a target to cover 100% poultry population with boosting at required intervals.
8. Will be responsible for providing inputs (medicine/equipment) from Central Veterinary Store in the implementation of state & central sponsored schemes for the benefit of weaker section of society.
9. Will arrange training for the interested farmers (at least 6 nos per year) with publication of training calendar, training modules and selection criteria for training in the beginning of the calendar year.
10. Will undertake follow up programme of poultry units distributed through any govt. aided schemes.

11. Will initiate action to form poultry Farmers co-operative / SHGs and establishing a marketing channel for poultry breeders in consultation with the district administration.
12. Maintain a density map of the district for Poultry population, and keep village wise poultry population data with yearly updating
13. Will undertake survey for assessment of need and availability of poultry and poultry products including eggs along with volume of import or export from the district.
14. Will assist D. V. O in any other works (developmental, preventive measures, disaster etc) as and when necessary.
15. Will compile and submit the progress reports for the assignend works, returns including sale (proceeds) etc. of the govt. farms at monthly interval to the Deputy Director (Poultry) and the DVO.

**F. 147 - F. 153. P O Crash,**  
 (7 Nos)  
 (1) Khanapara, (2)  
 Silchar, (3) Jorhat, (4)  
 Dibrugarh, (5) North  
 Lakhimpur (6)  
 Kokrajhar, (7) Tezpur

1. Will be the assisting officer for Marketing officer , Birubari
2. Develop and maintain with regular upgrading a marketing policy of livestock and its products produced in the government Livestock/poultry farms.
3. Will assist farmers for marketing their products
4. Will advise farmers for value addition of livestock products for better profitability.
5. Will keep liaison with research institutes engaged in works related value addition of meat, milk or other livestock and poultry products.
6. Will develop plan & strategies for organic production of animal products and marketing
7. Keep liaison with farmers/SHG/NGOs to create marketing facilities in the feasible areas of the concerned region.
8. Keep liaison with municipal/ panchayat authorities and keeps a database of livestock and poultry markets operating in his jurisdiction with updating at 6 monthly interval in respect of number of market, type of animal traded, origin and destination of marketed livestock and volume of trade of livestock/ poultry.
9. Keep track of volume of import of livestock and livestock products to the districts falling within his jurisdiction.
10. Will inspect the animal transport vehicles for bio security and animal welfare norms.
11. Will act as the administrative head of the office.
12. Responsible for all audit related matters of the office.
13. Will submit half yearly report of his activities to the Director through the district AH & Veterinary Officer.
14. Will act as the liaison officer between loan providing agencies and the farmers for animal husbandry related activities. All matters related to sanction of loan (including loans from financial agencies) will be routed through the PO (Crash) in respective districts before sanction.

15. Will follow up of every state and central govt. sponsored scheme as well as farms developed through financial assistance from bank or related institutions.
16. Will develop and implement strategies for development SHGs/ farmer's co-operative etc for the benefit of the small and marginal farmers and to develop marketing aspects of their produce.
17. Will organize at least 6 nos of farmers meeting per quarter to educate and motivate the farmers for taking up scientific methods of animal/ poultry Farming and for educating farmers about the importance of formation of societies.

**F.154. HATCHERY OFFICER (CCR Farm, Khanapara)**

1. Will assist Manager CCR farm in all aspects.
2. Will have to maintain the records of the hatchery and will supervise the routine examination of the quality, grading, candling etc of the eggs to determine the fertility of the poultry eggs.
3. Responsible for every activities of the hatchery units, and will supervise the duties of the electrician, hatchery assistant and the hatchery attendants for proper functioning of the hatchery.
4. Will inform the Manager for any problems and requirement of the hatchery.
5. Will work for enhancement of production of the chicks and develop markets for them in consultation with the marketing officer, Birubari
6. Impart training to the farmers on poultry rearing and promote public relation for wide publicity.
7. Will ensure bio security and maintain strict hygienic and sanitary measures with application of disinfectants, fumigation etc.
8. Will prepare farm houses to keep the hatched chicks.
9. Will work for expansion of hatching facilities by development of satellite hatcheries in private sector and providing hatching eggs to these satellite hatcheries at departmental prices.

**F.155. QUALITY CONTROL OFFICER, (Central feed mill Khanapara)**

1. Will determine the quality of various feed ingredients at the time of receiving.
2. Will make standard protocol for fixing the ingredient wise composition and quantity for different types of livestock and poultry as per standards of balanced feed.
3. Will keep a standard operating procedure for the standards fixed as per sl no.2 with periodical updating.
4. Monitor the mixing process of various feed ingredients so that the standard protocol is followed.
5. Will submit prepared feed samples to the RFTL/Physiological chemist for quality testing and take remedial measures if needed.
6. Will keep records in respect of quantity of feed prepared, their quality testing reports, their distribution and other related relevant matters for the feed.

7. Will be one of the member of the feed checking committee of the department.
8. Will act as liason officer with Assam Agril University for up-to-date development of formulation of feed.

**F.156. PIGGERY DEVELOPMENT OFFICER cum MANAGER, BASE PIG FARM, KHANAPARA**

1. Will follow all the plan and scheme for piggery development of the State formulated by the Deputy Director (Piggery).
2. Will manage the base Pig farm of the Department as per instruction of the Deputy Director, Piggery.
3. Will regularly interact with pig farm managers to assess their needs, progress, achievements, problems and prospects and report to the Deputy Director (Piggery) to formulate remedial measures.
4. To assist Deputy Director (Piggery) for formulating plan to supply pig seeds to Farms for benefit of the farmers.
5. Will monitor the progress of the pig farms developed through various state / central sector schemes and the farms developed through bank financing as well as self-developed farms.
6. Will keep contact with all the District AH & Veterinary Officers for regular update of list of pig farms of the state with details of production and management
7. Will look after the bio security of the base farm and ensure health coverage including regular vaccination of the pigs of the farm.
8. Will submit the monthly progress report to the Deputy Director (Piggery)
9. Will organize training programs and hold meeting/ seminar etc to popularize pig farming among farmers/ SHG/NGO etc.
10. Will act as the liaison officer for financial institutions for providing financial assistance to eligible pig farmers
11. Will assist in any other program of the department as and when necessary.

**F.157- F 159.MANAGER, LIVESTOCK FARM (3 Nos)  
(1) Khanapara (2) Barapeta (3) Napam**

1. Will be responsible for overall improvement of the farm and is the administrative head.
2. Will ensure keeping of all the records of the farm including stock, treatment, sale proceeds, culling, post mortem, deworming, vaccination, breeding, milk record etc.by maintaining registrar for each aspect of afore mentioned criteria.
3. Will keep strict biosecurity measures in place for the farm and also maintain strict higein during and after every milking.
4. Overall supervision of the farm, feed procurement, security of the farm property and the maintenance of hygiene in the farm.
5. Will conduct farmers training at bi-monthly interval and keep liaison with other agencies (like DRDA/ Panchayat/ University/ SHGs/ NGOs etc) for conduction of such programs and publish a training calendar in the month of January every year.
6. Will keep liaison with the DVO of the concerned district.
7. Will act as one of the members of the culling committee and will ensure culling of unproductive animals as quickly as possible

8. Will deposit the sale proceed of the farm regularly to the Govt. exchequer with submission of monthly report of the same to the Director.
9. Will submit indent annually/ monthly regarding feeds/ vaccines/ medicines etc. Will also send the feed sample for testing to the Physiological Chemist.
10. Has to supervise the health status of the livestock and attendance of the staff of the farm twice daily.
11. Will ensure breeding by Artificial Insemination following the breeding policy of the state.
12. Will ensure fodder cultivation in the farm land with soil testing and obtaining soil health card also and make regular contact with the Fodder Development Officer and Agronomist for development of fodder plot. The livestock farms must be self sufficient in fodder and should be able to supply fodder during disasters to indenting DVOs.
13. Will conduct a cost benefit ratio of the farm incorporating all the aspects of the farm activities including benefits provided to the farmers and their performance as a passive benefit.
14. Will publish an annual performance report of the farm and allied activities with financial report and submit it to the Joint Director (Zone) with a copy to DVO of concerned district and the Director.

**F. 160. MANAGER,  
GOVT. POULTRY FARM  
(Birubari)**

1. Will be responsible for overall improvement of the farm and is the administrative head.
2. Will ensure keeping of all the records of the farm.
3. Will keep strict biosecurity measures in place for the farm
4. Overall supervision of the farm, feed procurement, security of the farm property and the maintenance of hygiene in the farm.
5. Will formulate and perform public awareness campaigns at least six nos per annum for popularization of poultry farming or composite farming
6. Will conduct farmers training at bi-monthly interval and keep liaison with other agencies (like DRDA/ Panchayat/ University/ SHGs/ NGOs etc) for conduction of such programs and publish a training calendar in the month of January every year.
7. Will conduct a cost benefit ratio of the farm incorporating all the aspects of the farm activities along with the benefits provided to the farmers and their performance as a passive benefit.
8. Will publish an annual performance report of the farm and allied activities with financial report with submission of copies to the Deputy Director (poultry).
9. Will keep liaison with the DVO regarding availability of the poultry for distribution/procurement as per govt. rate.
10. Will act as one of the members of the culling committee and will ensure deposit of the sale proceed of the farm regularly to the Govt. exchequer.
11. Will submit indent annually/ monthly regarding feeds/ vaccines/ medicines etc. Will also send the feed sample for testing to the Physiological Chemist.

12. Has to supervise the health status of the poultry and attendance of the staff of the farm twice daily.

**F.161- F. 163.  
MANAGER, TECHNICAL-  
II REGIONAL BROILER  
CHICK PRODUCTION  
CUM DEMONSTRATION  
FARM, BIRUBARI : (3  
posts)**

1. Assist the Deputy Director, Broiler in routine works relating to rearing, management, disease control, hatchery etc of the farm.
2. Supervise feeding, vaccination, treatment, first aid etc of the broiler birds.
3. Organize training programme on broiler management in consultation with Deputy Director, Broiler and impart training to the interested broiler farmers.
4. Will work for employment generation and women empowerment through broiler rearing in collaboration with DVO/NGO/SHG etc. and also promote SHG formation.
5. Keep all relevant records of the farm including stock of chicks, their distributions and will brief daily to the Deputy Director, Broiler.
6. Will keep strict biosecurity measures in place for the farm
7. Will formulate and conduct public awareness campaigns at least six nos per annum with consultation with the Deputy Director (Broiler)
8. Will conduct farmers training at bi-monthly interval and keep liaison with other agencies (like DRDA/ Panchayat/ University/ SHGs/ NGOs etc) for conduction of such programs and publish a training calendar in the month of January every year.
9. Will conduct a cost benefit ratio of the farm incorporating all the aspects of the farm activities incorporating benefits provided to the farmers and their performance as a passive benefit.
10. Will prepare annual performance report of the farm and allied activities with financial report and submit it to the Deputy Director (Broiler).
11. Will submit indent annually/ monthly regarding feeds/ vaccines/ medicines etc and will also send the feed sample for testing to the Physiological Chemist.
12. Has to supervise the health status of the poultry and attendance of the staff of the farm twice daily.
13. Manager technical-II will assist Manager technical-I in all the above issues and any other works assigned by the Manager technical-I as and when necessary.

**F. 164. ARO, STATE  
CENTRAL DUCK  
BREEDING CUM  
RESEARCH STATION,  
KOLIABAR**

1. Has to look after the managemental and research aspects of the duck farm in consultation with manager.
2. Will monitor day to day health status of the ducks, its production and records of ducklings.
3. Will ensure keeping of all the records of the farm and will look after the biosecurity measures of the farm
4. Will conduct cross breeding of local pati ducks with ducks of high performance for performance studies.
5. Will maintain pure breed local pati ducks and improved varieties of ducks for research purpose and record their performance on daily basis with performance audit at quarterly intervals and maintain records.

6. Will look after the hatchery and need of feeds, security of the farm property and the maintenance of hygiene in the farm.
7. Will conduct public awareness campaigns at least six nos per annum for popularization of duck farming or mixed farming
8. Will assist manager to conduct farmers training at monthly interval and keep liaison with other agencies (like DRDA/ Panchyat/ University/ SHGs/ NGOs etc) for conduction of such programs and prepare a training calendar in the month of January every year.
9. Will conduct a cost benefit ratio of the farm incorporating all the aspects of the farm activities including benefits provided to the farmers and their performance as a passive benefit.
10. Will develop an annual performance report of the farm and allied activities with financial report.

**F.165. – F. 169.**  
**ASSISTANT PROJECT**  
**OFFICER, SAHP (5 Nos)**  
**(1 & 2) Chenikuthi, (3)**  
**Nagaon, (4) Diphu, (5)**  
**Dhubri**

1. Will look after the animal health and production aspects of the animals in various organized farms by inspection of at least 6 (six) farms per year.
2. Will look after the animal health and production aspects of the animals distributed through all the central and state government sponsored/ subsidized schemes.
3. Will look after all the integrated disease control programs and will keep liasoning with Universities, Deptt. of Forest, Deptt. of Agriculture and Deptt. of Health & Family Welfare and Civil Administration.
4. Ensure regular immunization, deworming etc to the livestock after identifying the need through concern VO/BVO etc. in the field.
5. Collection of post vaccination sera (after one month of vaccination) with the help of Veterinarians/ paraveterinarians of concerned districts for testing the vaccine efficacy and post vaccine protective titre from at least 1% of the vaccinated animals from each district and submission to the Animal Health Centre for testing.
6. Will assist the Project Officer as and when required.
7. Will assist project officer in rendering technical supervision for feeds & fodder, health cover, input breeding facilities to the farmers covered under any development program of the department
8. To keep lassoing with financial institutions and to arrange supply of inputs for implementation of improved management practices through different departmental schemes and financed by the banks as directed by the Project officer/deputy Director SAHP.
9. To keep record of all farms including SHG farms developed through state/ central sector schemes and through bank finance of the state (except piggery, poultry and fodder) with details and yearly updates

**F.170. Instructor, IN**  
**SERVICE TRAINING**  
**(KVC), Guwahati**

1. Will identify the thrush areas of the training programs to be imparted to the trainees of the department / farmers relating to cattle upgradation programme and allied Animal Husbandry sector.

2. Will prepare training schedule along with training modules, training calender on different disciplines and will submit the same to the Director, in the month of January every year for approval and wide circulatiuon.
3. Will prepare course materials in accordance to norms fixed by the department and help preparation of class routines etc.
6. Will organize and impart training by way of organizing theory & practical classes and conduct evaluation etc.
7. Perform Disaster Management tasks as and when necessary if the state/ district/ zonal authority desires.
8. Will organize education related extension work with participation of the trainees encompassing the subjects of popularization of Fodder cultivation, vaccination, breed improvement through AI and castration, and demonstration of improved & scientific method of livestock keeping.
9. Will supervise the work of RA and other subordinate staff.

**F. 171. OFFICER IN CHARGE , IFM, Rani**

1. Will act as the in charge of animal husbandry aspects of IFM Rani, including the dairy unit/ poultry unit/piggery unit etc of the IFM, Rani.
2. Will look after the production, management, disease control and biosecurity of the livestock units of IFM, Rani.
3. Will monitor the requirement and availability of the medicines/feeds/ vaccines etc and report at fortnightly interval to the Director , IFM, Rani.
4. Will maintain all the records of the farms including distribution of piglets/ chicks etc from the IFM,Rani as per the govt. approved rate to the farmers/ NGO/SHG etc and deposit the sale proceed of the units to the Govt. in time. And will maintain the up to date stock position of livestock and its product along with stock of other consumable and non consumable items.
5. Will inspect production records at regular interval and will recommend culling of animals to the Director, IFM, Rani whenever need arises and will be a member of the culling committee for the farm.
6. Will allot works to the animal attendant/VFA etc of the farm/ working under him and act as the supervising authority for them.

**F.172. VETERINARY OFFICER, (PTS Barapeta)**

1. Will assist the Deputy Director, PTS, Barapeta to carry out progeny testing programme of the farm.
2. Will take necessary action to record all the relevant information of the parent stock of the farm.
3. Any other duties allotted to him by higher officer.
4. Will supervise the works of the livestock farm at Barapeta and look after the managemental as well as animal welfare part of the farm.
5. Will ensure fodder cultivation in the farm lands and will work for fodder cultivation promotional activities among farmers of the locality.

**F.173. – F. 174. ASSTT.  
D I S E A S E  
I N V E S T I G A T I O N  
OFFICER, Assam Police  
Battalion (2 Posts)  
(1) Kahilipara, (2)  
Dergaon**

1. The ADIO, APBN, is responsible for looking after the management of veterinary section of the battalion.
2. The ADIO, APBN will look after the health care & feeding schedule and feed and fodder needs of different livestock especially equines and canines.
3. Will conduct periodic screening of health status by collection of appropriate samples and submission to laboratories and collection of results.
4. Will specifically test equines for equine influenza, glanders (malein test), African Horse Sickness.
5. Will keep health and treatment records of the animals
6. Will look after the bio security aspects of the stables and kennels.
7. Will keep liasion with different related agencies including laboratories, Universisties etc.
8. Will submit monthly activity report to the Director, A.H. &Veterinary Assam.

**F.175. FOREST  
VETERINARY OFFICER,  
Kaziranga National Park**

1. The services of the FVO, KNP is seconded to the forest department to look after the management of veterinary section of the KNP with H.Q. at Kahara.
2. FVO, KNP is responsible for treatment, prevention and control of various diseases of wild life species including birds.
3. Will look after all the departmental elephants for their health care & feeding schedule. He/she is to examine and certify the feed supplied to the departmental elephants both in terms of quality & quantity.
4. He/she has to maintain register of each elephant of the forest department in every range falling under the jurisdiction of KNP.
5. He/she has to perform post mortem examination of dead wild lives , departmental elephants etc. to ascertain the cause of death and is responsible for sending specimen for confirmation of diagnosis of the disease.
6. He has to maintain a immune belt register surrounding the KNP and is responsible for immunization of domesticated livestock / birds in such areas against various contagious diseases with the active help from the Directorate of A.H. &Veterinary Assam.
7. In time of emergency and in some critical cases he/she will has to be in regular contact with AHC Khanapara and CVSc Khanapara Guwahati
8. His/ her professional work related to veterinary section will be inspected by the Director, A.H. &Veterinary periodically.
9. He is to submit his professional part of monthly diary to the Director, A.H. &VeterinaryDepartment Assam.

**F.176. FOREST  
VETERIANRY OFFICER,  
Assam State Zoo,  
Guwahati.**

The service of the F.V.O. at Zoo Guwahati is seconded on deputation from A.H. &VeterinaryDepartment

1. The FVO at zoo Guwahati is responsible for looking after the veterinary section with its management and his HQ at Zoo, Guwahati.
2. Will look after the zoo captives for treatment, prevention of various diseases.

3. will be responsible for prescribing feeding schedule for zoo captives.
4. Will look after the quality control of feed provided to different zoo captives both in terms of quality & quantity.
5. He/She has to certify the zoo captives to be exchanged from or to any zoo in regards of health status of such case after careful examination.
6. In time of emergency and in some critical cases he/she will has to be in regular contact with AHC Khanapara and CVSc Khanapara Guwahati.
7. The professional work of the FVO at zoo is to be inspected periodically by the director of A.H. &VeterinaryDepartment
8. Register of the zoo captives (species wise) will be maintained by FVO for treatment & prevention.
9. FVO requires to submit once a month the professional parts of diaries to the Director, A.H. &VeterinaryDepartment Assam. He will work under the direct control of CCF, Guwahati.

## **G. VETERINARY OFFICER AND EQUIVALENT CADRE**

### **G.1. Procurement and Distribution Officer (CCR Farm, Khanapara)**

1. Will look after the procurement of eggs and birds and to observe its distribution and also to supervise the medication, vaccination, deworming and de-beaking etc of the poultry of the farm.
2. Will periodically make assessment and prepare indent for poultry medicines, vaccines and other accessories, paddy husk for the farm and submit to the manager for needful action.
3. Will strictly follow the vaccination schedule and deworming and is the responsible officer for maintaining bio security of the farm.
4. Will keep record of mortality of poultry and will keep all the post mortem reports obtained from Animal Health Centre, Khanapara in a register and will act on any preventive suggestion rendered from the Animal health centre.
5. Will maintain record of distribution of day old chick and hatching eggs to the economically backward/ ST, SC peoples and will collect follow up reports about the progress made by the beneficiaries.
6. Will act as one of the members of the culling committee for disposing the unproductive birds.
7. Will be one of the supervising officers for the poultry assistant and poultry attendants and will maintain their attendance records.
8. Will plan and impart training to the farmers.

### **G. 2 – G. 3: VETERINARY OFFICER (CENTRAL STORE, CHENIKUTHI (2 Nos)**

1. Will assist the Assistant Director, Central veterinary Store in all aspects of procurement, distribution, keeping records etc.
2. Will make annual assessment of the need of medicines, minor instruments/ appliances etc. (Veterinary institution and district wise) and keep a database of their use in the field in accordance to outpatient register records.
3. Will prepare annual indent of medicines, instruments and appliances obtaining inputs from the D.V.O / Farm Manager / Schematic heads etc.
4. Will assess the quantity and type of medicines, instruments needed for the field in accordance to the demand and utilization.
5. Will keep record of utilization of the procured goods
6. Will act as the constituent members of checking committee for quality testing of the goods.
7. Will send samples of medicines received from various vendors to drug testing laboratory for quality testing and will keep record of it.

### **G. 4 – G. 5: VETERINARY OFFICER (CPBP, Khanapara)-2 Nos**

1. Will act as assisting officer for the Research officer in all aspects.
2. Will carry out routine works like grading, candling of eggs so as to determine quality of eggs meant for hatching.
3. Will periodically make assessment and prepare indent for poultry medicines, vaccines and other accessories, paddy husk for the farm and submit to the manager for needful action.
4. Will strictly follow the vaccination schedule and deworming and is the responsible officer for maintaining bio security of the farm.
5. Will keep record of mortality of poultry and will keep all the post mortem reports obtained from Animal Health Centre, Khanapara in a register and will act on any preventive suggestion rendered from the Animal health centre.

6. Will maintain record of distribution of day old chick and hatching eggs to the economically backward/ ST, SC peoples and will collect follow up reports about the progress made by the beneficiaries.
7. Will act as one of the members of the culling committee for disposing the unproductive birds.
8. Will be one of the supervising officer for the poultry assistant and poultry attendants and will maintain their attendance records.
9. Will plan and impart training to the farmers. .

**G.6–G.20. MANAGER: DUCK/ POULTRY FARM**

**(15 Nos)** (1. Sipajhar (Darrang), 2. Hajo (Kamrup), 3. Silicoorie (Cachar), 4. Baladmari (Goalpara), 5. Baghchung (Jorhat), 6. Demow (Sivasagar), 7. Joysagar (Sivasagar), 8. Tezpur (Sonitpur), 9. Japjapkuchi (Nalbari), 10. Khanikor (Dibrugarh), 11. Ganak Kuchi (Barpeta), 12. Barhampur (Nagaon), 13. Sontila (Dima Hasao), 14. Diphu (Karbi Anglong), 15. Phuloni (Karbi Anglong))

1. Will be responsible for overall improvement of the farm and is the administrative head of the office and the institute.
2. Will be responsible for execution of all the laid down policy of the govt. of Assam AH & Veterinary department in all aspects of financial and other procurement and disbursement process.
3. Will ensure keeping of all the records of the farm.
4. Will keep strict biosecurity measures in place for the farm
5. Overall supervision of the farm, hatchery and feed procurement, security of the farm property and the maintenance of hygiene in the farm.
6. Will formulate and perform public awareness campaigns for popularization of duck framing or mixed farming
7. Will conduct farmers training at regular intervals and keep liaison with other agencies (like DRDA/ Panchyat/ University/ SHGs/ NGOs etc) for conduction of such programs and publish a training calendar in the month of January every year.
8. Will conduct a cost benefit ratio of the farm incorporating all the aspects of the farm activities including benefits provided to the farmers and their performance as a passive benefit.
9. Will publish an annual performance report of the farm and allied activities with financial report with submission of copies to the Director through the monitoring cells of the department, Joint Director of the zone and to the Deputy Director (Poultry).

**G. 21 – G. 26. MANAGER: LIVESTOCK FARM (6 Nos)** [1. Jorhat, 2. Barhampur, 3. Barhampur bull farm, 4. Silchar, 5. Diphu, 6. Khonikor)

1. Assist superior officers on every Livestock development Programs.
2. Will look after the productivity, biosecurity and health of the farm animals.
3. To assess the working condition of the staff and suggest improvement thereof.
4. Will follow the principles of ICDP/Fodder development and dairy development programs.
5. Will keep a silage pit for lean period and will plant and keep sufficient fodder for situations simulating disasters like flood.
6. Will organize public awareness programs in regard to livestock development in consultation with the Zonal Joint Director and District AH & Veterinary Officer.
7. Will keep liaison with private organizations/NGOs / SHGs etc. working in the field of animal husbandry and keep a register of their activities.
8. Will develop schemes for training, research and matters related to Gosadan.
9. Will prepare a cost-benefit ratio chart for each of the farms.
10. Will deposit the sale proceeds of the farm at regular intervals and submit a report of such deposit to the Director, through the zonal Joint Director.
11. Will submit monthly report to the Joint Director of the zone

**G. 27 – G. 29. MANAGER: Pig Farm (3 Nos) (Sonaigaon (Udalguri), Donkamokam (Karbi Anglong), Halflong (Dima Hasao))**

1. Will be responsible for overall improvement of the farm and will act as the administrative head of the office and the institute.
2. Will be responsible for execution of all the laid down policy of the govt. of Assam AH & Veterinary department in all aspects of financial and other procurement and disbursement process.
3. Will ensure keeping of all the records of the farm.
4. Will keep strict biosecurity measures in place for the farm
5. Overall supervision of the farm, feed procurement, security of the farm property and the maintenance of hygiene in the farm.
6. Will formulate and perform public awareness campaigns for popularization of pig farming or mixed farming
7. Will conduct farmers training at regular intervals and keep liaison with other agencies (like DRDA/ Panchayat/ University/ SHGs/ NGOs etc) for conduction of such programs and publish a training calendar in the month of January every year.
8. Will conduct a cost benefit ratio of the farm incorporating all the aspects of the farm activities including benefits provided to the farmers and their performance as a passive benefit.
9. Will publish an annual performance report of the farm and allied activities with financial report with submission of copies to the Director through the monitoring cells of the department, Joint Director of the zone and to the Deputy Director (Piggery).

**G. 30 – G. 31. MANAGER: FODDER FARM (2 Nos) (1. RSFP, Matia (Goalpara), 2. Manja (Karbi Anglong))**

1. Will be responsible for fodder cultivation/ fodder development related matters in the farm.
2. Will perform activities for soil testing for optimal productivity of the fodder plants.
3. Will keep liaison with the Agronomist, Chenikuthi for every aspect of the development of the farm.
4. Will keep track of the production of fodder and fodder seeds in fodder plots of the institutions with periodical updation and submit report to the fodder bank manager.
5. Will conduct extension activities by holding seminars/ training programs/ meetings for popularization of fodder cultivation in the area.
6. Will educate and encourage the veterinary officers and veterinary field assistants in respect of fodder development and mass awareness generation.
7. Will participate in public meeting, calf rally, exhibition etc for propagation of improved Animal Husbandry practice including fodder cultivation in the district.
8. Will keep a buffer stock of the fodder for emergency situations like flood etc. and will also preserve fodder by making silage etc.
9. Will assist the district veterinary officer for any departmental activities that the district officer may entrust.
10. Will assist in all the state of centrally sponsored livestock development and disease control activities including surveillance, monitoring and allied activities.

**G. 32. MANAGER: FEED MILL, MANJA**

1. Will procure different ingredients for feed preparation.
2. Will prepare different feed formulation for different categories of animals
3. Will package and supply the prepared feed.
4. Will send samples of prepared feed for testing to RFTL, Khanapara
5. Will keep standard operating procedures for feed preparation and running of machineries, storage of feed etc.
6. Will encourage and train private players interested in feed preparation and marketing.

**G. 33. MANAGER, FEED STORE (UNDER DEPUTY DIRECTOR, POULTRY)**

1. Will perform annual assessment of feed ingredients required for different farms / projects / ANP / SHAP/ Private breeders etc. and submit the same to his higher authority.
2. Will prepare annual indent of feed ingredients required for feed.
3. Will check the quality and quantity of each lot of ingredients procured and will procure a report from the feed checking committee (batch wise) and keep records with regular updating.
4. Will take action for preparation of mixed feed for all groups of livestock depending on the requirement.
5. Will submit sample of mixed feed from each lot for quality testing in the departmental laboratory and keep record of test results.
6. Will look into affairs of weighing, packing, labelling and dispatching to the destination.
7. Will ensure keeping of a buffer stock of mixed feed of all categories of feeds for emergency.
8. Will look into affairs of maintenance of vehicles for smooth supply of mixed feed to different places.
9. Will prepare balance sheet and submit the same to the directorate at regular intervals.

**G. 34. MANAGER GOSADHAN (UNDER FODDER DEVELOPMENT OFFICER), CHENIKUTHI**

1. Will be responsible for fodder cultivation/ fodder development related matters in Assam.
2. Will perform activities for soil testing of the departmental fodder plots.
3. Will render assistance for estimation of areas with soil testing of fodder cultivable vacant lands in the the dispensaries/ sub centers etc keeping liaison with Agronomist, Chenikuthi.
4. Will keep track of the production of fodder and fodder seeds in fodder plots of the departmental institutions with periodical updation and submission of report to FDO at half yarly basis.
5. Will conduct extension activities by holding seminars/ training programs/ meetings for popularization of fodder cultivation in the state.
6. Will educate and encourage the veterinary officers and veterinary field assistants in respect of fodder development and awareness generation.
7. Will assist the district veterinary officer for any departmental activities that the district officer may entrust.
8. Will assist in all the state of centrally sponsored livestock development and disease control activities including surveillance, monitoring and allied activities.
9. Will pay visit to various Gosalas of the state and assess the nutritional status of the animals.
10. Will visit cattle ponds and other animal ponds maintained by various municipal or local bodies and assess their nutrition and hygienic status.

**G. 35. MANAGER (Seed Production Farm), (UNDER FODDER DEVELOPMENT OFFICER), Sariahtoli**

Activities are similar to Manager Gosadhan

**G. 36. VETERINARY OFFICER (POULTRY, Mobile)**

1. Will keep record of the progress report received from the poultry farms of the department addressed to the Deputy Director poultry.
2. Will assist the Assistant poultry development officer in the aspect of popularizing the poultry farming in the rural sectors/ SHG/NGO ETC.
3. Will conduct awareness programs in collaboration with the APDO working in different districts in the field of regular vaccination and other disease control measures.
4. Will pay visit the different govt. poultry/duck farms whenever directed.

5. Will visit the different distribution units of the poultry/duck of this department & follow up programme as per instruction of the controlling officer.
6. Will act as the contact person for the poultry farmers /NGO/SHG etc for any matter related to poultry farming for overall progress of poultry/ duck units and will also impart training to the farmers.

**G. 37. – G. 38. TECHNICAL ASSISTANT (VETERINARY OFFICER) (2 Nos), (UNDER FODDER DEVELOPMENT OFFICER), CHENIKUTHI**

1. Will assist fodder bank manager in every aspect of fodder development of the state.
2. Will be responsible for fodder cultivation/ fodder development related matters in various farms of the state.
3. Will perform activities for soil testing of the departmental fodder plots.
4. Will render assistance for estimation of areas with soil testing of fodder cultivable vacant lands in the the dispensaries/ sub centers etc in district wise manner keeping liaison with Agronomist, Chenikuthi.
5. Will keep track of the production of fodder and fodder seeds in fodder plots of the institutions with periodical updatation and submit report to the fodder bank manager.
6. Will conduct extension activities by holding seminars/ training programs/ meetings for popularization of fodder cultivation in the district.
7. Will educate and encourage the veterinary officers and veterinary field assistants in respect of fodder development and awareness generation.
8. Will participate in public meeting, calf rally, exhibition etc for propagation of improved Animal Husbandry practice including fodder cultivation in the district.
9. Will assist the district veterinary officer for any departmental activities that the district officer may entrust.
10. Will assist in all the state of centrally sponsored livestock development and disease control activities including surveillance, monitoring and allied activities.

**G. 39. FODEDER SUPERVISOR (UNDER FODDER DEVELOPMENT OFFICER), CHENIKUTHI**

1. Will act as the assisting officer for the fodder development officer.
2. Will keep a databank for overall record of the fodder and fodder seeds production in district wise manner.
3. Will make estimate for the demand of fodder seed for distribution among interested farmers.
4. Identify the sources of fodder seeds including private/ commercial sectors for procurement and distribution at the time of need.
5. Will undertake activities related to public awareness using mass media to enlighten the farmers regarding ongoing central/ State schemes.
6. Will address and mitigate fodder related queries of farmers
7. Will be assisting officer in disaster relied matters and disaster planning of the state

**G. 40-G.41. VETERINARY OFFICER (BASE PIG FARM, KHANAPARA/RANI)- 2 Nos**

1. Will assist Manager , Base Pig Breeding Farm in all aspects.
2. Will attend pigs personally during feeding , furrowing , vaccination etc.
3. Will prepare vaccination and treatment schedule and will instruct to carry out the same by the Para veterinarians working in the farm.Ensure attendance of pig attendants & other grade IV staff working in the farm.
4. Prepare indent of feed, medicines, vaccines etc and will submit to the farm manager in advance.
5. Will keep records of distribution of piglets to the farmers.
6. Will impart training on pig management organized in the farm.
7. Will look into bio security aspects of the farm

**G.42. - G.44. V.O. (BCPP)  
IMMUNE BELT ZONE- 3  
NOS (Koliapani,  
Kalabari, Gelapukhuri)**

1. Will assist Assistant Director CBPP North Lakhimpur/Khanapara in all aspects relating to disease control and surveillance of animal diseases and of BCPP.
2. Will assist in surveillance, monitoring and eradication activities of economically important livestock and poultry diseases executed in the district of deployment in collaboration with the District or subdivisional AH & Veterinary Officer in addition to the activities related to BCPP.
3. Will assist in all the state or centrally assisted/ sponsored disease control programs especially in the field of vaccination, surveillance, and monitoring and eradication activities in the district of deployment.
4. Will undertake risk assessment for animal/ poultry diseases.
5. Will prepare risk assessment of stock routes. Keep vigilance and surveillance in each high risk stock routes and collect samples for laboratory examination as and when necessary.
6. Will conduct public awareness campaigns for CBPP and any other diseases of economic importance as per need.
7. Will perform periodic checks on animals (cattle and buffalo) in slaughter houses for detection of any disease condition in the slaughtered / to be slaughtered animals and collect samples for laboratory examination wherever necessary.
8. Will ensure proper functioning of immune belt zonal activities for prevention of transmission of diseases from infected areas to other areas for any type of infectious diseases (for notified diseases or diseases falling under control program).

**G.43. - G.44. V.O.  
(BCPP) VIGILANCE UNIT  
- 2 NOS (Dhemaji,  
Garmurh)**

Activities are similar to VO of immune belt zone (BCPP). In addition will have to keep strict vigilance for early detection of ingress of any type of notifiable diseases and prompt reporting to higher authority for such events if any.

**G. 45 – G. 51. V.O.  
(BCPP) CHECK POST- 7  
NOS (Hawajan,  
Lohitmukh, Dafflagarh,  
Maijan, Disangmukh,  
Dehingmukh,  
Sikarighat)**

Activities are similar to VO of immune belt zone (BCPP). In addition will have to ensure movement of only the vaccinated animals which are free from any type of diseases of infectious or contagious nature. Also have to collect samples for laboratory tests for the animals passing through the check posts. Will also keep record of source and destination of animals so as to enable tracing back of the animals in case of need.

**G. 52 – G. 57. V.O.  
(BCPP) CENTRAL  
LABORATORY,  
KHANAPARA- 6 NOS**

Activities are similar to VO of immune belt zone (BCPP). In addition will have to perform laboratory works in district laboratory or in the schematic laboratory. They will also have to keep track of activities and duties performed by para veterinarians working within the scheme.

**G. 58 – G. 61. V.O.  
(BCPP) FIELD CONTROL  
LABORATORY, AZAD,  
LAKHIMPUR- 4 NOS**

Same as VO (BCPP) Central Laboratory

**G. 62.- G.69 V.O. (RP)  
CHECK POSTS- 8 NOS  
(Jorabat, Baxirhat,  
Bokajan, Jirighat,  
Dhola, Srirampur,  
Bhagabazar, Saraibil)**

1. Will be responsible for the conducting vigilance and surveillance program of RP.
2. Will be supervising officer for all the schematic VFAs working under their jurisdiction.
3. Will assist the DVO of the districts where they are deployed in any surveillance and control program like FMD, Brucellosis, PPR etc. as undertaken by the department from time.

4. Will ensure proper functioning of check posts for prevention of entry of unvaccinated animals (for notified diseases or diseases falling under control program) from one district to other with proper records of source and destination of the animals in transit.
5. Will check the disease status of animals passing through the checkposts and collect representative samples and will send them to nearest laboratory for testing.
6. Will cease animals which are in transit passing through the check posts whenever doubt arises of having contagious or infectious diseases
7. Will organize vaccination camps and the awareness program for all types of animal and poultry diseases
8. Will maintain close liaison with DVOs / SDVOs where they are deployed and send their attendance report through the DVOs to Deputy Director (RP)
9. Will follow any other duties allotted by higher officer and will assist the district Veterinary Officers during disasters (like floods).

**G. 70.- G.78 V.O. (RP)  
VIGILANCE UNIT – 9  
NOS (Guwahati,  
Kokrajhar, Golaghat,  
Silchar, Harmutty,  
Demow, Chariduar,  
Dibrugarh, South  
Salmara)**

Duties and responsibilities are similar with the VO (RP) working in check posts. Additionally they will have to undertake risk assessment and plan mitigation strategies for any type of animal/ poultry diseases.

**G.79- G.80 V.O. (RP) IMMUNE BELT ZONE – 2 NOS(Hawly, Lowerpowa)**

Duties and responsibilities are similar with the VO (Vigilance unit, RP) working in check posts. Additionally they will have to undertake risk assessment and plan mitigation strategies for any type of animal/ poultry diseases.

**G. 81. V.O. (RP)  
VACCINATION CENTRE  
(Harisinga)**

Duties and responsibilities are similar with the VO (RP) working in check posts. Additionally they will have to undertake risk assessment and plan mitigation strategies for any type of animal/ poultry diseases.

**G.82. – G. 83. V.O. (RP)  
QUARANTINE STATION-  
2 NOS  
(Kumarikata,Ramphalbil)**

Duties and responsibilities are similar with the VO (RP) working in check posts. Additionally they will have to critically check movement of inter state and international borders and will record every movement of animals through their stations for source and destination and inform the higher authority about the number of animals allowed to pass.

**G. 84. V.O. (RP) Head  
Quarters**

Will keep record of activities of the field VO's and will prepare an annual progress report of activities undertaken by the schematic VO's and other officers and submit the same to the Deputy Director (RP) for publication.

**G. 85 – G. 97.  
VETERINARY OFFICER  
(Reserve ) 13 Nos at  
Guwahati**

1. To assist the DVO / SDVO at H.Q. in all activities relating to administration, attending any complaints / demands of public etc. within the zone.
2. Will have to attend Dispensary / Hospital during non availability of concerned V.O. etc. and will act as in charge of veterinary institutions in any part of the zone during leave period of any VO's of the zone.
3. They are to assist DVO / SDVO in the field of investigation / visit, prepare technical reports of the district / sub division in respect of disease control, breeding, A.I., fodder etc. and in the efficient management of private / cooperative livestock & poultry farms in the zone.
4. Will be in charge of the stores for medicines, instruments and appliances received from central store and issuing authority for the district / sub division in respect of disease control / breeding / A.I. They are to prepare schemes on TSP / SCP / DCP in their place of posting.

5. During disasters or other natural calamities the Reserved VOs will act as assisting officer for District or Sub divisional Veterinary Officers of any district within the state wherever their service is needed.
6. Will act as persons performing the control room activities of the state during emergencies, disasters and flood.

**G. 98 – G 119**

**VETERINARY OFFICER**

**(Mobile) 22 Nos**

(Guwahati, Kokrajhar, Sivasagar, Sonari, Dibrugarh, Tinsukia, Sadiya, Jorhat, Nagaon, Hojai, Silchar, Morigaon, Goalpara, Jonai, Dhemaji, Golaghat, Tezpur, Mangaldoi, Lakhimpur, Diphu, Hamren, Haflong)

Activities are similar to VO (Reserve). Additionally, within the district of their deployment, they will also have to temporarily assume charges of any office of VO who may go on leave for duration lasting more than 5 days.

**G.120 - 171.VETERINARY OFFICER / TECHNICAL ASSISTANTS (ICDP/ FSCP) : (52 Nos)**

1. Will look after the day to day activity related to testing of frozen semen, artificial insemination and frozen semen laboratory.
2. Will also look after the preventive & curative measures against various diseases of the bulls reared by villagers.
3. VOs working under semen collection centres will physically remain present at the time of collection of semen as per schedule and carry out evaluation and processing of frozen semen in the laboratory with the help of staff engaged and under the supervision of controlling officer and will maintain up to date records related to collection, evaluation and processing of frozen semen straws.
4. Will conduct public awareness program for popularizing cross breeding and will ensure that the breeding policy of the state is followed in its letter and spirit.
5. Will make periodical assessment of breedable cows/ heifers under the working jurisdiction.
6. Will keep records of AI done vis a vis calf borne records.
7. Will ensure health coverage of calf born out of AI including their periodical deworming and supply of minerals etc.
8. Will assist the District AH & Veterinary Officer in any type of activities which is related to state or central program including disease control programs and disaster management.

**G.172. VETERINARY OFFICER, (Slaughter House/ on deputation to GMC)**

1. Will look after the ante mortem and post mortem inspection work of slaughter house in the prescribed jurisdiction.
2. Will keep record of number and source of animals brought for slaughter (cattle, goat, sheep, pig, poultry, duck etc.).
3. Will collect representative samples for laboratory tests including meat samples for drug residue testing if any and submit to nearest laboratory.
4. Will ensure proper hygiene and cleanliness of the abattoirs.
5. Will confiscate any animal which are not fit for human consumption.
6. Will inspect the of meat shops for optimal adoption of sanitary and hygiene measures for public health and ensure enforcement of legal frameworks of the state enacted for the purpose of public health and food safety.

**G.173. VETERINARY OFFICER, Marketing (Birubari)**

1. Will assist farmers for marketing their products
2. Will advise farmers for value addition of livestock products for better profitability.
3. Will keep liaison with research institutes engaged in works related value addition of meat, milk or other livestock and poultry products.
4. Will develop plan & strategies for organic production of animal products and marketing.
5. Keep liaison with farmers/SHG/NGOs to create marketing facilities in the feasible areas of the state.
6. Keep liaison with municipal/ panchayat authorities and keeps a database of livestock and poultry markets operating in each district with updating at 6 monthly intervals in respect of number of market, type of animal traded, origin and destination of marketed livestock and volume of trade of livestock/ poultry.
7. Will assist marketing officer for licensing the vehicles meant for transport of live animal.
8. Will collect market information area wise to find out the constraints if any and will submit the same to the Assistant Director marketing for remedies.
9. Will prepare an annual performance report for the activities related to marketing of livestock and livestock products.

**G.174- G. 183.VETERINARY OFFICER. IVB Khanapara (10 Nos)**

1. Will look after day to day works of the laboratory for production of the bacterial /viral vaccines.
2. Will prepare indent of the laboratory reagent/ media/ other equipment/ laboratory animals and submit it well in advance to the Joint Director IVB.
3. Will conduct quality control and efficacy tests for the vaccines in consultation with quality control officer.
4. Will keep record of the production and distribution of the vaccines to the field.
5. Will act as a liaison officers for the districts in respect of animal disease control through vaccination.

**G.184- G. 186.VETERINARY OFFICER. Animal Health Centre, Khanapara (3 Nos)**

1. Will look after day to day works of the laboratory for animal disease diagnosis.
2. Will prepare indent of the laboratory reagent/ media/ other equipment/ laboratory animals and submit it well in advance to the DIO.
3. Will keep SOP for various disease diagnostic tests as well for operating the machineries.
4. Will keep record of the numbers of tests performed and results obtained.
5. Will have to ensure that the results of the tests are dispatched to their destination.
6. Will prepare suggestions for prevention of infectious and contagious diseases if are diagnosed in any sample with due consultation with the DIO and its communication to the concerned person.
5. Will act as liaison officers for the districts in respect of animal disease control through vaccination or other control measures as deemed fit.

**G.187.VETERINARY OFFICER (Surveillance). Animal Health Centre, Khanapara**

1. Will act as the assisting surveillance officer for DIO or concerned Subject matter specialist for any type of disease surveillance within the state.
2. Will prepare surveillance and control plan for economically important diseases of the state.
- 3.. Will prepare suggestions for prevention of infectious and contagious diseases if are diagnosed in the AHC laboratory or any other laboratory with due consultation with the DIO and will act for implementation of the same.

4. Will act as liaison officers for the districts in respect of animal disease control through vaccination or other control measures as deemed fit.

**G.188. VETERINARY OFFICER (Autopsy) A.H.C. Khanapara**

1. Will perform post mortem examination of the carcass of livestock & birds sent for post mortem to Animal Health Centre, Khanapara.
2. Will also perform post mortem examination in any place of the state as and when instructed by the DIO or the Deputy Director, AHC, Khanapara.
3. Will aseptically collect samples/ specimen during P.M. and submit the same along with the post mortem report to the laboratory for histopathological / forensic / microbiological / parasitological examination for interpretation.
4. Will keep record of nos. of post mortem examination performed and disease conditions diagnosed in collaboration with the staff engaged in laboratory diagnosis.
5. Will keep liaison with the district disease diagnostic laboratories for any matter related to post mortem examination and laboratory diagnostic procedures.

**G.189- G. 195. VETERINARY OFFICER. Clinical Investigation Unit (Silchar, Gauripur, Tezpur, Nagaon, Lakhimpur, Dibrugarh, Jorhat under Animal Health Centre, Khanapara) (7 Nos)**

1. Will look after day to day works of the laboratory for animal disease diagnosis.
2. Will prepare indent of the laboratory reagent/ media/ other equipment/ laboratory animals and submit it well in advance to the DIO.
3. Will keep SOP for various disease diagnostic tests as well for operating the machineries.
4. Will keep record of the numbers of tests performed and results obtained.
5. Will have to ensure that the results of the tests are dispatched to their destination.
6. Will prepare suggestions for prevention of infectious and contagious diseases if are diagnosed in any sample with due consultation with the ARO and its communication to the concerned person.
7. Will act as the assisting officer for disaster management in the districts covered by the respective DDL and will also assist the District AH & Veterinary Officer as and when necessary.
8. Will investigate into any disease report occurring in the area falling under the DDL and submit report to the DVO as well as the Deputy Director, Animal Health Centre.
9. Will act as the liaison officer with the health department for control of zoonotic diseases in the districts in respect of animal disease control through vaccination or other control measures as deemed fit.
10. Will prepare surveillance and control plan for economically important diseases of the area.
11. Will prepare suggestions for prevention of infectious and contagious diseases if are diagnosed in the laboratory or any other laboratory with due consultation with the senior officials and will act for implementation of the same.
12. Will prepare monthly progress report of the laboratory for onward submission.

**G.196- G. 198. VETERINARY OFFICER. District Diansotic Laboratory (Chenikuthi, Silchar, Tezpur) 3 Nos**

Duties and responsibilities are similar as VETERINARY OFFICERS of Clinical Investigation Units

**G.199- G. 200.  
VETERINARY OFFICER  
Kokrajhar (HQ) 2 Nos**

Duties and responsibilities are similar as VETERINARY OFFICERS of Clinical Investigation Units

**G. 201. PATHOLOGIST,  
Assam State Zoo,  
Guwahati**

1. He is to assist FVO, Zoo, Guwahati, in all aspect of veterinary section management of the zoo.
  2. He is responsible for conducting post mortem examination for diagnosis of the cause of death and shall be responsible for sending specimen for histo-pathological / microbiological examination etc. to veterinary institution where such facility exists.
  3. He has to inspect meat both in terms of quality & quantity supplied to the zoo captives.
  4. He has to submit his professional part of monthly diary to the Director, A.H. &Veterinary through the FVO. Zoo.
  5. He is to maintain post mortem register of zoo. (Captives died).
- Duties and responsibilities are similar as VETERINARY OFFICERS of Clinical Investigation Units

**G. 202- G. 335.  
VETERINARY  
OFFICER (Block  
Veterinary  
Dispensaries)- 134 Nos**

1. Will be responsible for preparation and execution of rural development schemes with particular reference to A.H. &Veterinary activities in his jurisdiction.
2. Will collect disease data from VOs working within the block and report them through online portal like NADRS.
3. Will collect samples (with the help of local VO/ VFA) for any infectious or contagious diseases occurring within the block and send them for laboratory confirmation
4. Will conduct awareness programs for educating the rural people on scientific rearing of livestock and poultry.
5. Will educate people for hygienic production of food of animal origin (like milk, meat, egg etc) and scientific disposal of animal waste including ead animals.
6. Will work for promotion of cultivation of improved varieties of fodder.
7. Will perform routine activites like treatment and prevention of livestock and birds in his jurisdiction as well as will perform A.I., breeding in villages of his jurisdiction and to assist farmers in creating better marketing facilities for livestock and livestock products.
8. Will supervise, inspect and guide the SVFA / VFA under his jurisdiction and to examine the diaries of SVFA / VFA and other field staff of the category.
9. Will perform meat inspection (ante and post mortem) in abbatoirs in collaboration with the local bodies.
10. Will keep list of villages with map for the block indicating the livestock population, endemic area for specific diseases and the places of Veterinary institutions.
11. Will keep record of animal/ poultry farms with details of type of breed reared, number of livestock/ poultry, monthly production with regular updating.
12. Will maintain a list of NGOs (related to animal activities) working within the block.
13. Will maintain a list of SHGs adopting animal/ poultry farming within the block.
14. Will assist interested farmers for obtaining loan etc from financial institutions.
15. Will be the responsible officer for implementation of state or centrally sponsored programs within the block.

16. Will keep a data base of markets involved in livestock/ poultry marketing activities with volume of trade operating within the block
17. Will submit the report of all the above activities to the DVO/ SDVO in monthly basis
18. Will act as food safety officer as and when required for the districts of their deployment

**G. 336- G. 703.  
V E T E R I N A R Y  
O F F I C E R / T E C H N I C A L  
A S S I S T A N T  
(Polyclinic/ Hospital  
/ Dispensary / Block  
V e t e r i n a r y  
Dispensaries/ Local  
Board/ Key Village  
dispensaries)-367  
Nos**

1. He/She will be over all in charge of the State Veterinary Hospital / Dispensary/ A.I. centre / Local Board Dispensary and Veterinary Sub centres, Veterinary first Aid centres etc. under his jurisdiction. Will have the full responsibility of the management of the Hospital / Dispensary etc and to attend in duties as per time table fixed by the govt.
2. He/She will discharge his duties in the examination, diagnosis and treatment of ailing animals and birds. He will also exert his duties in prevention and control of diseases of animals and birds.
3. He/She will also extend service on A.I. , treatment, calf born inspection and follow up and also advise to farmers in implementation of various govt. schemes relating to A.H. & Veterinary Department under his jurisdiction.
4. As per direction of the DVO / SDVO / Schematic head , he will attend epidemic / natural calamities of his area and report accordingly.
5. He/She is entitled to endorse his views on transfer and posting of his subordinate staff within his jurisdiction for approval through proper channel in the interest of public service.
6. He/She will be responsible for supervising various works of SVFA, VFA etc. like castration, vaccination, A.I. etc. and monthly tour diary of VFA etc under his jurisdiction.
7. He/She will be responsible for submitting monthly indent of medicines, vaccines, LN2, FS, AI tools and other instruments and appliances to DVO / Deputy Director, ICDP/ SDVO. He will also be responsible for submitting monthly progress report and maintenance of the campus, regularity of staff and up to date records.
8. Veterinary officers may be empowered to inspect the Milk and Meat in the local market. This will prevent the adulteration of animal products and help keeping relation with public.

## H. Para-Veterinary Staff

### H.1. LIVESTOCK INSPECTOR

1. Will work under the supervision of their controlling officers to carry out the follow up programme on distribution of the livestock/ poultry units by the department from time to time.
2. Will supervise the milk recording and will keep record of calves born out of AI.
3. Will provide anthelmintic and other supportive supplements (like mineral Mixture) for AI born heifers under the supervision of controlling officer and keep record of progress.
3. Will attend any type of disease outbreak for collection of samples and also assist in control program.
4. Will actively work for disaster management and rescue of animals during disasters.
4. Will assist in sample survey and Livestock Census and will also keep record of production of milk, meat and egg of the district with periodical updating.
5. Will be involved in the public awareness programme based on departmental propaganda.

### H.2. TA FSPC (Non-technical):

1. Will assist Veterinary Officer , FSPC in keeping the record of the frozen semen produced and its distribution.
2. Will keep the record of the requisition received from the field as per the instruction of the Joint Director FS/VO etc.
3. Have to perform any other works related to FS distribution as per the instruction of the controlling officer.

### H.3.SVFA

1. Will act as the head of the veterinary first aid centre /sub centre.
2. Will work under the supervision of the VO of the nearest Dispensary/ Hospital and will perform activities as directed by controlling VO/ SDVO/DVO.
3. Will maintain records and register relating to first aid / castration / frozen semen / AI done/calf born/ distribution of fodder seeds and construction of the silage pit in the sub centre.
4. Will maintain a fodder plot within the campus of the subcentre if there is availability of vacant land
5. Will submit the monthly progress report to the VO/BVO of the respective areas in respect to:
  - a) Vaccination
  - b) Castration :
  - c) AI
  - d) Maintenance of fodder plot:
  - e) Emergency works involved in the incidence of epidemic/flood etc.
  - f) First aid to the livestock/poultry.
  - g) Follow up works in livestock distribution programme/ follow up AI./Calf born etc.
6. Will submit Monthly tour diary on above works to the controlling officer through V.O. / B.V.O. under whom his service has been placed.

### H. 4. ASSISTANT FARM MANAGER LS

1. Will assist the manager in day to day work of the farm.
2. Will be responsible for feeding / management and health of the farm animals. Will also:
  - i) Attend every day milking in both the time.
  - ii) Attend feeding of the animals in both times.

- iii) Maintain individual records of milk yield /farrowing of piglets.
- iv) Supervise the cultivation of the fodder in the field.

**H. 5. VETERINARY FIELD ASSISTANT (Hospital / Dispensary / A.I.Centre/A.I. sub centre/FAC)**

1. Will maintain records and registers relating to utilization of semen .A.I., calf born, castration, first aid, distribution of fodder seeds and other distribution programmes under various schemes, construction of silo pits in the sub-centres etc.
2. Will also maintain records indicating the progress of the work in his area as per instruction of the VO / BVO.
3. Will assist the VO / BVO in treatment , vaccination in the dispensary / organized in areas under Dispensary jurisdiction and in natural calamities like flood, draught etc. Moreover he will also assist the BVO / VO in selecting beneficiaries under different schemes and to follow up the ongoing schemes in different areas within Dispensary jurisdiction.
4. Will also assist in rescue of livestock, distribution of Cattle feed / fodder in natural calamities like flood, draught etc.
5. Have to submit monthly progress report to the controlling officer through concerned VO / BVO.

**Routine Works:**

- a) Vaccination
- b) Castration
- c) AI
- d) Maintenance of fodder plot:
- e) Emergency works involved in the incidence of epidemic/flood etc.
- f) First aid to the livestock/poultry.
- g) Follow up works in livestock distribution programme/ follow up AI./Calf born etc.
- h) Monthly tour diary on above works will have to be submitted to the controlling officer through VO / BVO under whom his service has been placed.

**H. 6. FODDER DEMONSTRATOR (HQ, Guwahati) –**

Will be responsible for demonstrating the different fodder plants and their productive potential to the farmers which are available in the campus of the fodder section at Chenikuthi as well as in plots at Khanapara and Sonapur. Will also act as the demonstrator for different type of fodder grasses enabling easy identification of the fodders by the farmers. Will act as demonstrator before the people in different exhibition conducted by the Department. Will collect information from the districts offices for preparation of the beneficiary list for seed distribution and also collect the production records from the districts (both private and others). Will keep records of different seed distribution programs including quantity of seed distributed to the farmers. Will assist the technical assistant in different aspects from time to time. Will assist in different ongoing schemes and projects whenever directed by the DVO/SDVO of the district of deployment.

**H. 7. VETERINARY FIELD ASSISTANT (Fodder)**

The Veterinary Field Assistant. (VFA) under FDO establishment have been engaged in different Veterinary institutions of the state i.e. Veterinary Dispensaries, Sub-centre, I.C.D.P. centre, Farms etc. for various fodder development activities. To visit different villages and to meet the farmers to have discussions with them regarding fodder cultivation, to motivate the farmers, to verify the fodder plots, to instruct them about scientific management of fodder. To extend and develop the new fodder plots in different areas. To distribute roots, slips, seeds to the farmers, breeders etc. For vaccination, castration of animals in field. To submit the progress report from the field to H.Q. at Chenikuthi. Will also assist in different ongoing schemes and projects whenever directed by the DVO/SDVO of the district of deployment.

**H. 7. VETERINARY FIELD ASSISTANT (Schematic eg, BCPP/ RP/ICDP etc)**

The Veterinary Field Assistant. (VFA) under various schemes engaged in different Veterinary institutions of the state i.e. Veterinary Dispensaries, Sub-centre, I.C.D.P. centre, Farms etc. for various schematic activities will perform all the schematic works as entrusted to them by their senior officials. They will also visit different villages in relation to departmental activities as well as schematic works. Will also assist in different ongoing schemes and projects whenever directed by the DVO/SDVO of the district of deployment.

**H. 8. Laboratory Assistant**

1. Will assist the Officer concerned in various testing and discharge works undertaken in the laboratory.
2. Will also be responsible for proper maintenance of laboratory and equipment including cleaning and sterilization.
3. Keeping record of the laboratory as per instruction of the concerned officer.

**AGRONOMIST (Non Veterinarian)**

1. To act as expert on fodder related matters of the Department. He / she will submit reports on fodder development activities to the Director through the Deputy Director, Fodder.
2. To act as expert on fodder cultivation/ development related matters in the departmental fodder farms
3. Will perform activities related to soil testing and obtain soil health cards for identification of fodder farms for specific fodder cultivation.
4. Will estimate the area with soil testing of fodder cultivable vacant lands of the department (other than fodder farms) and explore possibility of cultivation of crops which can be used as feed ingredient for livestock/ poultry etc. in these areas.
5. Will monitor the production of fodder seeds in fodder farms with periodical updation and development of strategies for distribution among interested farmers.
6. Will conduct extension activities by holding seminars/ training programs/ meetings for popularization of fodder cultivation (at least 12 nos per year).
7. Will assist Deputy Director (Fodder) for preparation of annual action plan and budget for fodder development in the state.
8. Will submit annual progress report to the Deputy Director (Fodder) by the end of a calendar year.

- I. ENGINEERING SECTION**
- I. 1. Executive Engineer (Engineering Cell)**
1. To have overall control over the officers / staff both technical and general under engineering cell.
  2. To approve plan & estimate, bills and MBs after supervision and proper checking.
  3. Comparative statements etc to be channelled through Executive Engineer to Director for acceptance.
  4. Any other matter relating to engineering section.
- I. 2. ASSISTANT ENGINEER (Engineering Cell).**
1. To prepare plan & estimates.
  2. To allot sites to the contractors as per plan and to supervise works.
  3. To prepare bills & MBs.
  4. To maintain accounts as per necessity.
  5. Any other works related to construction and maintenance.
- I. 3. ASSISTANT ENGINEER 7(MECHANICAL).Office of the Joint Director F.S.**
1. The Assistant Engineer (Mechanical) will sit at Khanapara in the office of the Joint Director F.S. as its H.Q.
  2. He is responsible for maintenance of the LN2 plant. Moreover, he will supervise and make maintenance of the machines related to FSBS, Barapetta and Bull Mother Farm.
  3. He will also supervise the duties of the subordinate Engineer, electrician and L.N operator at different places under the project.
  4. He will have to maintain the stock register of the machineries of FSBS and Bull Mother Farm and LN2 plant at Khanapara H.Q.
  5. All indents for any requirement will have to be submitted by him.
  6. A quarterly performance and status report of all the machineries of the plants, FSBS, Barapetta, Bull Mother Farm will have to be submitted to the Joint Director F.S. timely.
  7. Tours will be approved by Joint Director F.S.
- I. 4. JUNIOR ENGINEER (Engineering Cell):** Will assist the Assistant Engineer in above mentioned works and other related works as instructed from time to time
- I. 5. DRAFTS MAN** All drawing works including maintenance of records thereof.
- I. 6. MOHARAR**
1. To supervise works as directed by superiors, to attend survey works as per necessity.
  2. Any other works entrusted to him.
- I. 7. BLUE PRINTER** To blue print drawing and keeping records.
- I. 8. TRACER:-** For tracing and other related works.
- I. 9. ELECTRICIAN:** To look after the electrical works of the department.
- J. SENIOR FINANCE AND ACCOUNT OFFICER:** Will assist the Director in preparation of budget both plan and non plan and also look after other financial matters of the department.

## **K. MINISTERIAL STAFF**

### **K.1. Registrar**

1. Main function will be the general supervision and control of the office staff including Grade- IV staff and all matters concerning discipline.
2. Will remain in-charge of the Establishment Section dealing with appointment, leave, promotion, etc.
3. Will exercise control over such general matters as stationery, stores, furniture, stamp, typing, dispatching and recording.
4. Will also distribute dak to different branches and do such other important and confidential work as may be entrusted to him.
5. Will also be responsible for maintenance of service records, supervision and control of contingent expenditure.
6. In addition he should also be given the work of Organizing & Methods where there is no one in to it.
7. May also dispose off some routine matters entrusted to him by the Head of the Department.

### **K.2. SUPERINTENDENT**

1. Will remain in charge of a branch or group or sections with a list of allotted subjects, and a number of Assistants under him.
2. Will submit cases, notes and drafts of himself and his assistants as supervised or corrected by him, to the head of department through officer concerned.
3. Will also distribute works among the assistants, guide and train them and remain solely responsible for the work dealt within his branch/ group/ section.

### **K.3. UPPER DIVISIONAL ASSISTANT / ACCOUNTANT**

Submission of cases, notes etc to the sectional superintendent / controlling officer at District / Subdivision / Schematic head etc as entrusted by the officers concerned in the relevant subject. Preparation of pay bills, budget and estimate, B-form, L-form etc and submission to controlling officer / superintendent for onward communication. He will also maintain cash book of the respective section / establishment.

### **K.4. LOWER DIVISIONAL ASSISTANT CUM TYPIST:**

Typing works of the section / establishment as allotted by the concerned superintendent / Officers. He will assist upper division assistance / accountant as and when necessary.

### **K.5. EXHIBITION OFFICER, Veterinary Information Wing**

1. The post of Exhibition Officer in the Directorate of A.H. & Veterinary is an ex-cadre post.
2. The post is filled up by a person having practical experience and proficiency in public relation works in organizing meeting, seminars, exhibitions and in writing of scripts, news, preparation of discussions etc. He is to perform his duties under the technical guidance of the Veterinary Information Officer
3. In media contact, keeping records of up to date information of the Department and others, publication of literature, their compilation and distribution. He is also to assist the VIO in disposal of matters relating to information and publicity in the HQ and in disposal of day to day official works.

## **L. STATISTICAL SECTION**

### **L.1. Senior Research Officer, Statistics**

1. Responsible for conducting of sample survey for estimation of Livestock and Livestock products in Assam.
2. Has to supervise 1% of the detail study in the field and to visit one district statistical unit per month.
3. Will arrange and conduct training program once in a year.
4. Will publish annual statistical report of the department encompassing sample survey report, productivity report and any other theme as instructed by the director from time to time.

### **L.2. Senior Research Officer, Statistics (Hills)**

1. Will act as the technical head of the statistical cell in the hill districts and will assist Addl. Director, A.H. & Veterinary (Hills) in matter relating to planning and evaluation of statistical training program to the field staff and supervisory staff.
2. Has to visit district and sub-divisional H.Q. of the Hills district to monitor progress of works related to sample survey in the field and shall prepare and finalize the report of sample survey.
3. Is also to be engaged in any other works entrusted by Addl. Director, A. H. & Veterinary (Hills) relating to statistics and planning.
4. We will supervise 2% of total villages surveyed in the hill districts.

### **L.3. Statistical Officer**

1. The statistical Officer will guide the supervising and analytical staff in connection with data processing and analyzing and preparation of reports and assist the senior research officer, statistics in day to day works.
2. He will supervise 3% of the total detailed study villages in every year.

### **L.4. Inspector of Statistics / Research Assistant, Statistics:-**

1. They will analyze data, supervise field works and guide compilation works of sample survey.
2. They will assist senior research officer, statistics in day to day works.
3. The inspector of statistics being in charge of six districts will supervise 5% of the total village for detail study in a year.

### **L.5. SUB INSPECTOR, STATISTICS (S.I.S)**

1. The SIS will be responsible for supervising the sample survey field works.
2. The SIS, who becomes the in charge of the district unit, is solely responsible for timely conducting survey works, collection and compilation of data and submit the tabulation sheet to the H.Q. (Guwahati) for preparation of estimate.
3. He being the in charge of three districts will supervise 10% of the selected village (both enumeration & detail study) per year.

### **L.6. COMPUTER**

The computer will tabulate and compile the field data and assist SIS in estimation at district level.

### **L.7. FIELD ASSISTANT, Statistics**

1. Field assistant, statistics will canvas the prescribed proforma and cover village enumeration and detail information works in selected villages, milk pockets, town wards.
2. They will cover at least 15% of village of their jurisdiction for sample survey

**L.8. Bull Attendant**

Will look after the cleaning, feeding, grooming, exercising of the bulls as per supervision and direction of the in-charge of the bull station.

**L.9. DRIVER /  
HANDYMAN:**

1. Driving of departmental vehicles as per routine / tour programme, maintenance of the vehicle and log book.
2. The handyman of the vehicle will accompany the driver and shall maintain cleanliness of the vehicle.

**L.10. Peon, Chowkider  
& Gr. IV staff.:**

1. The peon will receive and deliver Dak of the respective establishment.
2. The Chowkider is responsible for timely opening and closing of the office buildings.
3. He will also be responsible for cleanliness of the office building and the campus.

## CHAPTER III

### Meat Inspection:

#### **Government Instruction for meat inspection**

All animals meant for slaughter for human consumption should be slaughtered in slaughter houses only after ante mortem and post-mortem examination of the animals. The ante mortem and post mortem examination must be carried out by a reregistered veterinary officer working in A.H. & Veterinary Department in their respective area of jurisdiction.

Overall meat inspection will be looked after by District level committee consisting of following members vide Govt. letter NO. VFV 148 /81 /23 date Dispur the 30 July/85.

District level Committee:

Deputy Commissioner of the Dist. Concerned - Chairman.  
Dist. Animal Husbandry & Veterinary officer Concerned - Member.  
Veterinary Officer of the area - Member.

Sub - Divisional level committee

S.D.O (civil) of Sub Division Concerned - Chairman.  
Sub Division A.H. & Veterinary Officer - Member.  
Veterinary Officer of the area - Member.

Municipal or Local Boards where Veterinary Officer is working on deputation renders his full time service for meat inspection and allied activities.

District Veterinary Officers / Sub-Divisional Officer's responsibility:-

They will monitor/look after the correspondence regarding meat inspection work with local body where a local body has not employed a Veterinary Officer. Besides, they will supervise the monthly diary regarding meat inspection from respective Veterinary Officers etc.

Remuneration to Veterinary Officers Etc.:-

Veterinary Officers in charge of Veterinary institutions situated within municipal areas under the control of local bodies including panchayats may accept a remuneration as decided by the concerned local bodies in due consultation with the District /Sub-Divisional level committee which by an large will depend on the financial position of the local body. Amount of inspection work done & distance from the Veterinary institution to the slaughter house is to be considered while deciding remuneration of the Veterinary Officer.

Seizure and destroy of unwholesome meat:-

- (1) In cases where Veterinary Officer of this department are employed for meat inspection work by municipalities and local bodies, the Veterinary Officer will have the power to seize and destroy meat declared by them as unsuitable for human consumption with the owners consent subject to consultation with District/sub divisional local committee formed or if the Municipal commissioners have delegated power under Municipal Act of concerned area to the Veterinary Officer.
- (2) The power of the executive authority so far as they relate to seizure of animals, shall be performed and discharged by the municipal Veterinary Officer where ever such an officer has been appointed by the Government and where ever such an officer has been specially permitted by the Government to attend to the seizure of animals.
- (3) With regard to the disposal of unwholesome meat detected in the slaughter house of district boards and Panchayat-boards, the Veterinary Officer will act as inspecting officers and have the power

to reject it or destroy it as the regulation of slaughter house by the concerned local body or in due consultation with district /sub division level committee.

**Statistics of livestock slaughtered :-**

A statement month wise showing livestock slaughtered in recognized slaughter house under each district local bodies and municipality areas should be submitted to D.V.O. by concerned V.O. looking after meat inspection in their respective areas of jurisdiction under local bodies .Administrative report showing nos .of Livestock slaughtered in a year will be submitted by concerned District Veterinary officers to Director, A.H.& Veterinary Department Assam , Guwahati. on the basis of monthly report received from V.O. from the field.

**Animals Prohibited for Slaughter:**

No animal which:-

Is pregnant, or

Has offspring less than two months old, or

Is under the age of three months – or

Has not been certified by a veterinary doctor that it is fit for slaughter.

{*Prevention of cruelty to animals (slaughter house) rules 2001, 3(2)*}.

**RULES FOR MEAT INSPECTION :**

**Ante Mortem Inspection :**

1. An Ante Mortem inspection should be carried out for all animals about to be slaughtered. Such inspection should be made on the day of slaughter. Such Ante Mortem examination should be made in pens on the premise of the slaughter house.
2. Any animal on the ante mortem inspection which is suspected of being affected with any disease or condition that would cause condemnation of only part of the carcass on post mortem inspection, should be marked 'suspect' or with other distinctive marks to indicate that it is 'suspect'.
3. Any animal having high temperature (above 106 degree F) should be 'condemned'. In case of doubt as to the cause of the high temperature, the animal should be kept under observation.
4. Any animal plainly showing on ante mortem inspection any disease or condition that would cause condemnation of carcass on post mortem inspection should be marked 'condemned',
5. Any animal found to be dead or in a dying condition, on ante mortem inspection should be condemned and disposed off.
6. Any animal seriously crippled should be treated as 'suspect'.
7. All immature animals should be treated as 'suspect'.
8. All animals showing, on ante mortem inspection, symptoms of pseudo rabies, rabies, scrapie or tetanus should be marked as 'condemned' and disposed off. Animals showing symptoms of anaplasmosis, ketosis, leptospirosis, listeriosis, parturient paresis, grass tetany or transport tetany should be isolated and treated. If, after treatment, the animals upon examination are found to be free from disease, they may be marked 'suspect'.
9. All hogs plainly showing on ante mortem inspection that they are affected with hog cholera or acute swine erysipelas should be condemned and disposed off.
10. Any animal found on ante mortem inspection to be affected with anthrax should be condemned and disposed off.
  - a) Animals which have been injected with anthrax vaccine (live organism) within six weeks, and those bearing evidence of reaction to such treatment, such as inflammation, Odema at the site of injection, should be held under observation until

the expiration of six week period and the disappearance of any reaction to the treatment.

b) When animals are found on ante mortem inspection to be affected with anthrax, the cleaning and disinfection of exposed livestock pens and driveways of the slaughter house should be done promptly and thoroughly removing and burning all straw, litter, and manure. This should be followed immediately by a thorough disinfection of the exposed premises by soaking the ground, fences, gates and all exposed materials with 5% solution of Sodium hydroxide or commercial lime.

11. Animal which have reacted to the tuberculin test should be marked 'suspect'.
12. Animal 'suspected' of having been treated with or exposed to any substance in a manner that may impart a biological residue that may make the edible tissues of the animals unwholesome or otherwise unfit for human consumption should be marked 'suspect'.
13. No animal used in any research investigation involving the feeding or other administration of, subjection to, an experimental biological product, drug or chemical should be eligible for slaughter unless the operator of such establishment, the sponsor of the investigation, or the investigator has given an undertaking that the use of such biological products, drug or chemical will not result in the presence of any unwholesome condition in the edible parts of such animal.

**Post mortem Inspection:-**

1. A careful post mortem inspection should be made of the carcass and parts thereof of all animals slaughtered. Such inspections should be made at the time of slaughter.
2. The head, tail, tongue, thymus and all other viscera of each slaughtered animal, and all other parts and blood of such animal to be used in the preparation of meat food products or medical products, should be handled in such a manner as to identify them with the rest of the carcass and as being derived from the particular animal involved, until the post mortem inspection of the carcass and part thereof has been completed.
3. Carcasses and parts found to be sound, healthy, wholesome and fit for human food should be marked "inspected and passed".
4. Each carcass or part which is found on final inspection to be unsound, unhealthy, unwholesome, or otherwise unfit for human consumption should be conspicuously marked "inspected and condemned".
5. Carcasses found before evisceration to be affected with anthrax should not be eviscerated but should be condemned and immediately disposed of.
6. All carcasses and all parts, including hides, hooves, horns, hair, viscera and contents, blood and fat, found to be affected with anthrax should be condemned and immediately disposed of.
7. Carcasses of animals affected with tuberculosis should be disposed as follows:

The entire carcass should be condemned if any of the following conditions occur:

- a) When the lesions of tuberculosis are generalized; Tuberculosis is considered to be generalized when the

lesions are distributed in a manner made possible only by entry of the bacilli into the systematic circulation.

- b) When the animal was observed to have a fever on ante mortem inspection and is found to be associated with an active tuberculosis lesion on post mortem inspection.
- c) When there is an associated cachexia.
- d) When tuberculosis lesions are found in the muscle or intramuscular tissues, bones, joints or in body lymph nodes as a result of draining the muscle, bones or joints.
- e) When the lesions are extensive in organs and tissues of either the thoracic or the abdominal cavity.
- f) When the lesions are multiple, acute and actively progressive.

An edible organ or other part of a carcass affected by localized tuberculosis should be condemned when it contains a lesion of tuberculosis or when the corresponding lymph node contains lesions of tuberculosis.

Tuberculosis in swine usually affects the digestive tract primarily. The carcass may be passed for food after disposal of the affected parts when the lesions are localized and confined to the primary seat of infection, such as the cervical lymph nodes, mesenteric lymph nodes and hepatic lymph nodes.

8. Carcasses of an animal in a well-nourished condition showing uncomplicated localized lesions of actinomycosis or actinobacillosis may be passed after the infected organs or parts have been removed and condemned.

- b) Heads affected with actinomycosis or actinobacillosis, including the tongue, should be condemned except that when the disease of the jaw is slight, strictly localized and without suppuration, fistulous tracts or lymph node involvement, the tongue, if free from disease, may be passed or when the disease is mild and confined to the lymph nodes, the head, including the tongue may be passed after the affected nodes have been removed and condemned.
- c) Carcasses of animals affected with or showing lesions of any of the following named diseases or conditions should be condemned.
  - a. Anthrax
  - b. Blackleg
  - c. Unhealed vaccine lesions (vaccinia)
- d) Carcasses of an animal affected with or showing lesions of any of the following named diseases or conditions should be condemned, except when recovery has occurred to the extent that only localized lesions persist, in which case the carcass may be passed for food after removal and condemnation of the affected organs or parts.
  - a. Bacillary haemoglobinuria
  - b. Babesiosis
  - c. Anaplasmosis
  - d. Blue tongue
  - e. Haemorrhagic septicemia
  - f. Ictero haematuria
  - g. Infectious bovine rhinotracheitis
  - h. Leptospirosis
  - i. Malignant epizootic catarrh
- e) An individual organ or other part of a carcass affected with a neoplasm should be condemned. If there is evidence of metastasis

or the general condition of the animal has been adversely affected by the size, position or nature of the neoplasm the entire carcass should be condemned.

- f) Carcasses of animal showing generalized pigmentary deposits should be condemned.
- g) Any organ or other part of a carcass which is affected by an abscess, or suppurating sore should be condemned; and when the lesions of such character or extent as to affect the whole carcass should be condemned.
- h) Carcasses affected with localized lesions of brucellosis may be passed for food after the affected parts are removed and condemned.
- i) All carcasses of animal so infected that consumption of the product thereof may give rise to food poisoning should be condemned. These include all carcasses showing signs of:
  - i. Acute inflammation of the lungs, pleura, pericardium, peritoneum or meninges.
  - ii. Septicemia or pyemia, whether puerperal, traumatic, or without any evident cause.
  - iii. Gangrenous or severe haemorrhagic enteritis or gastritis.
  - iv. Acute diffuse metritis or mammitis.
  - v. Phlebitis of umbilical veins.
  - vi. Septic or purulent traumatic pericarditis.
  - vii. Any acute inflammation, abscess, or suppurating sore, if associated with acute nephritis, fatty and degenerated liver, swollen soft spleen, marked pulmonary hyperaemia, general swelling of lymph nodes, diffuse redness of skin, cachexia, icteric discolouration of the carcass or the like, either singly or in combination.
  - viii. Salmonellosis.
- j) A thin carcass showing well marked lesions in the viscera and the skeletal lymph nodes or such a carcass showing extensive lesions in any part should be condemned.
- k) Carcasses showing any degree of icterus with a parenchymatous degeneration organs, the result of infection or intoxication, and those which show a pronounced yellow or greenish yellow discoloration without evidence of infection or intoxication, should be condemned.
- l) Carcasses of a swine which give off a pronounced sexual odour should be condemned.
- m) Carcasses of animals affected with mange or scab in advance stages, showing cachexia or extensive inflammation of the flesh, should be condemned. When the disease is slight, the carcass may be passed after removal of the affected portion.
- n) Carcasses of young animals are unwholesome and should be condemned if:
  - i. The meat has the appearance of being water soaked, is loose, flabby, tears easily, and can be perforated with the fingers; or
  - ii. Its colour is greyish red; or good muscular development as a whole is lacking.
- o) All unborn and still born animals should be condemned and no hide or skin thereof should be removed from the carcass.
- p) Any carcass affected with vascular disease should be condemned if the condition is acute and if the extent of the condition is such that it affects the entire carcass or there is evidence of absorption or secondary change.

- q) Carcass of animal marked 'suspect' because of a history of listeriosis should be passed for food after condemnation of the head if the carcass is otherwise normal.
  - r) If the muscular lesions are found to be distributed in such a manner or to be of such character that removal is unpractical, the carcass should be condemned.
  - s) Carcasses which are affected with generalized coccidioid granuloma or which show systemic changes because of such disease should be condemned.
  - t) Carcasses which give off pronounced odour of medicinal, chemical or other foreign substance should be condemned.
  - u) Carcasses which give off a pronounced urine odour should be condemned.
  - v) Meat from animals to which radio-active materials has been administered for research, experimental or veterinary purposes should be condemned if any radioactive material retained in the meat has not decayed to the normal radiation background level.
  - w) Carcasses, organs or other part of the animal should be condemned if they are determined to be unwholesome or otherwise unfit for human food because of presence of any biological residue.
  - x) Carcasses of animal too anaemic to produce 'wholesome meat should be condemned.
  - y) In the disposal of carcasses, edible organs and other part of the carcasses showing evidence of infestation with parasite not transmittable to man and if the lesions are localized in such manner and are of such character that the parasite and the lesion caused by them can be completely removed, the non affected portion of the carcass, organ or other part of the carcass may be passed for food after the removal and condemnation of the affected portion.
  - z) In case of infestation with parasites transmissible to man and if the lesions are generalized, the carcass should be condemned.
  - a) Liver infested with fluke or fringed tapeworm and affected with carotenosis should be condemned.
- (Extract from Veterinary Jurisprudence)

## CHAPTER IV

### Livestock and Poultry Section

#### 1. Purchase and Sale of Livestock and Poultry:

Director, A. H. and Veterinary, Assam has the power to sanction for purchase and sale of livestock and poultry in respect of departmental livestock and poultry farm.

Joint Director, I.V.B, has the power to purchase of small animals, birds in connection with production of Veterinary curative and preventive vaccines at I.V.B, Khanapara, subject to approval by Director Veterinary Assam.

#### 2. Rate Fixation Committee for Livestock and poultry (including products):

The committee constituted for fixation of rates of different livestock and poultry including their products. The committee will comprise of the following members:

1. Director AH & Veterinary Department: Chairperson
2. Joint Director (SAHP): Vice Chairman
3. One member from the Administrative department in or above the rank of Under Secretary
4. Credit Planning Officer: Member
5. Marketing Officer, Birubari: Member
6. One member from Assam Veterinary Council selected by the President of the council

#### 3. Maintenance Charges:

Joint Director, I.V.B, Khanapara and Deputy Director, Animal Health Centre are empowered to incur expenditure related to feeding of small animals and birds meant for production of veterinary vaccines or laboratory diagnostic works etc. With prior approval from Director, A.H. & Veterinary, Department Assam.

#### 4. Supply of Bulls /Goat /Sheep /Poultry:

When bulls/boar/Sheep/Goat/Poultry are issued or sold from Government Farms for distribution under several Livestock/poultry schemes or at the request of other social organization (like NGOs), the following particulars in respect of poultry/ livestock should be furnished by the concerned Manager of Farm to the Director/Concerned District Veterinary office/Deputy Director, Poultry:

##### Particulars to be furnished

1. Name of the Farm:
2. Particulars of the Bulls/Bear/Goat/Sheep/Poultry issued or sold:
3. Breed:
4. Age:
5. Number:
6. Treatment history (for last 1 month)
7. Vaccination history
8. Price:
9. Date of dispatch:
10. Soundness certificate- (to be signed by concerned manager of farm)

#### 5. Culling of Farm Animals/ Poultry

##### General Conditions of culling:

Culling of livestock or poultry can be considered once or twice in a year. Before culling, the list of animals/poultry needed to be culled will have to be prepared stating the reason for culling by the concerned Manager and submitted to the culling committee for verification and recommendation. After obtaining recommendation from the culling committee the list along

with the recommendation will have to be submitted to the Director, AH & Veterinary Department, Assam for approval with a copy to concerned schematic Deputy Director or Joint Director as the case may be. Culling can be initiated only after obtaining approval from the Director, AH & Veterinary Department, Assam.

**Disposal of culled animals/ poultry**

The culled animals will be sold off by public auction after giving publicity as per government rules fixing the base rate at government/ departmental approved rate. The sale proceeds must be deposited to government exchequer not later than 3 days of auction.

In cases of culling due to diseases of infectious or contagious in nature, the livestock/ poultry birds must be euthanized and buried in deep pits adopting proper sanitary and hygienic methods and proper disinfection afterwards.

**Fixation of base price for disposal of useless animals by auction etc after culling:**

Fixation of base price of livestock/ poultry for public auction will be made by a departmental committee and no animal should be sold below this price. The meeting of the committee will be held at half yearly intervals for fixing and revising the rates of livestock and poultry meant for culling. The committee will also fix the base rates of animals for other purposes as the situation may arise.

Committee for fixation of base prices of livestock and poultry:

- |    |   |                 |
|----|---|-----------------|
| 1. | Additional Director (SAHP):               | Chairman        |
| 2. | Joint Director (TSP):                     | Member          |
| 3. | Marketing Officer (Birubari):             | Member convenor |
| 4. | Deputy Director (Piggery):                | Member          |
| 5. | Deputy Director (Poultry):                | Member          |
| 6. | Deputy Director (Fodder):                 | Member          |
| 7. | Farm Manager (Livestock farm, Khanapara): | Member          |

**Culling Register records**

- Date of culling—
- Breed, Sex and Age —
- Number of animals/ birds culled—
- Reason for culling —
- Approval letter No. of Controlling Officer —
- Method of disposal, auction/ sales / others(Specify) —
- Amount realized —
- Amount deposited to Govt.
- Date of deposit
- Remarks

**A. Culling of sheep and Goat:-**

Culling of Sheep, Goat farm can be considered twice a year; once in April and another in October in the two lambing/ kidding seasons.

**Culling Committee for sheep and goat:**

**For farms located at H.Q. Level**

- |                                     |                   |
|-------------------------------------|-------------------|
| Sheep and Goat Development officer: | Chairmen,         |
| Farm Manager:                       | Member Secretary. |
| V.O. / B.V.O of the area:           | Member            |
| ARO or higher officer of AHC:       | Member            |

**For Farms located at Dist. Level**

- |                                      |                  |
|--------------------------------------|------------------|
| District A, H.& Veterinary, Officer: | Chairman         |
| Manager Farm :                       | Member Secretary |
| V.O. / B.V.O of the area:            | Member           |
| ARO/VO of DDL:                       | Member           |

**Conditions for culling of sheep and goat:**

- i) Sheep and Goats that do not conform to breed characteristics. Female stock, if otherwise good, can however be retained for the purpose of stock breeding at the desecration of farm Manager or the sheep and Goat Development Officer as the case may be.
- ii) Sheep and Goats that are uneconomical, weak and do not thrive under farm condition in spite of good management excepting those that are maintained for experimental purposes
- iii) Sheep and Goats with congenital and other body defects and deformities
- iv) Irregular breeders that do not respond to proper treatment and management
- v) Sheep and goats which producing progenies having undesirable characters
- vi) Sheep and goats having bad mothering ability
- vii) Male stock unfit for breeding purpose
- viii) Sheep and Goats suspected and confirmed for contagious and infectious disease or suffering from incurable diseases/ irreparable fractures.
- ix) Aged and non economical sheep and goats. Generally sheep above 5 years should be considered as old. Good breeding stock if any beyond the age prescribed can however be retained for the purpose of stock breeding.
- x) Sheep and goats with stunted growth and in poor condition.
- xi) Sheep and Goats with bad wool characters.

**B. Conditions for culling of Pig:**

The culling of pigs in government pig farms can be considered in the following cases:-

- \* Pigs that do not conform to breed characterization.
- \* Pigs that are uneconomical, weak and do not thrive under farm condition in spite of good management except in cases of experimental purposes.
- \* Pigs with congenital and other body defects and deformity.
- \* Bad and irregular breeding Boars, sows that do not respond to proper treatment and management.
- \* Pigs with progeny of undesirable characters.
- \* Bad mothers & Boars not fit for breeding.
- \* Pigs suspected and confirmed for contagious and infectious diseases and those suffering from incurable diseases.
- \* Aged Pigs. Generally Pigs above 5 years of age should be considered as old.
- \* Pigs with stunted growth and poor condition.
- \* Pigs with fractures and injuries incurable due to any cause.

**Culling Committee for pigs :****At H.Q. Level**

Chairman:	Pig Development Officer
Member Secretary:	Concerned Manager of the Pig Farm.
Member:	V.O /B.V.O of the area
Member:	ARO or higher official of AHC

**At Dist. Level**

Chairman:	Dist. A. H.& Veterinary, Officer.
Member Secretary:	Farm Manager of the concerned Farm
Member:	V.O /B.V.O of the area
Member:	ARO/VO of DDL

## **C. CULLING OF POULTRY**

### **I. Culling Committee (at H.Q.)**

- i) Chairman - Deputy Director of Poultry.
- ii) Member Secy. - Concerned Manager.
- iii) Member - P.D.O. / A.P.D.O.
- iv) Member - V.O./B.V.O. or any other allied VO
- v) Member - ARO or above from AHC

### **II. Culling Committee for different District or Sub-Division.**

- i) Chairman - D.V.O./ S.D.V.O.
- ii) Member Secy. - Concern Manager.
- iii) Member - A.P.D.O. (if available)
- iv) Member - V.O./B.V.O. or any other allied VO
- v) Member - ARO/VO of DDL

## **D. Conditions for culling of Cattle/ buffalo in Govt. Livestock Farm.**

The Culling of Cattle in Govt. Farms can be considered for the following conditions:

- a. Animals that do not conform to breed characteristics.
- b. Animals that are uneconomical, weak and do not thrive in spite of good management.
- c. Animals that are old in age, generally 12 yr. Has to be taken as old age.
- d. Animals that are in poor milk (if the animal to be culled is a milch breed, the minimum milk yield should be fixed 1.5 Kg for Cross breed cows, 1 Kg for Murrah Buffalo. This should be strictly followed.
- e. Poor breeds that do not respond to proper treatment and management.
- f. Bulls and cows that are throwing out progeny which are not confirming to breed characteristics.
- g. Male stock those are not fit for breeding purposes.
- h. Young stock that are stunted in growth and unfit for rearing further profitably and comes from poor pedigree.
- i. Animals that are suffering from incurable diseases.
- j. Animals with deformities.
- k. Animals those are too old and unfit for work purposes.
- l. Young female stock and cows those are not productive.
- m. The numbers of animals above the maximum capacity of the farm have to be sold off to progressive farmers for breeding purposes.

On any matters not covered by the above instructions and on questions of policy and financial matters, the orders of the Govt. should be obtained.

### **Death:**

For every young/adult animals and calves, the managers or o/c ICDP/ RAIO/ Deputy Director ICDP or I/C of the Farm or controlling officer of the Farm/Unit should send to the Director A.H. &Veterinary all relevant particulars as to the cause, of death, action taken by them during illness and post mortem report etc. for review of the Director A. H. &Veterinary

Post mortem examination should be done by the local Veterinary Officers / Doctors from Disease Investigation Unit, but not by the managers or in-charge of the unit. During post mortem representative samples should be collected and send to nearest laboratory for final diagnosis. The samples must be accompanied with details of samples, method of dispatch, type of preservative and a copy of post mortem report.

### **Destruction:**

The Director is authorized to approve destruction of livestock belonging to government which are suffering from:-