



# **TRAINING POLICY AHVD**

**(As per State Training Policy 2012)**



**ANIMAL HUSBANDRY  
& VETERINARY DEPARTMENT**  
Government of Assam

**DEVELOPED BY TRAINING CELL**

**ANIMAL HUSBANDRY & VETERINARY  
DEPARTMENT, ASSAM**

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## CHAPTER – I

### 1 : INTRODUCTION AND OBJECTIVES

#### 1.1 : Introduction

Animal Husbandry and Veterinary Department of Assam is fully devoted to the welfare of Livestock and Poultry farmers of the State. The department is running the programmes such as Breeding and Breed up gradation, Animal Health Care, Disease diagnosis and investigation, Fodder Development, Scientific Livestock and Poultry Management and conservation of local germplasms which are at the verge of extinction due to extensive cross breeding . Our endeavor is to assist the Livestock and Poultry farmers to make them self reliant with sustainable income generation and also to get nutritious foods of animal origin. The contribution of livestock sector to Gross State Domestic Product (GSDP) 2019-20 (P.E) is 1.04 (in P.C)at current price and 0.76 (in P.C) in constant price.

#### Veterinary Service Includes

- Development of livestock and poultry sector
- Treatment , disease control and containment of livestock and poultry
- Wild life disease and management
- Scientific management of domestic animals
- Animal traceability
- Food safety relating to food of animal origin
- Veterinary extension services
- Legislations related to animals and animal welfare
- Improvement of rural economy through development of livestock and poultry entrepreneurship
- Regulation of feed and veterinary drugs
- Disaster management in respect of animals and birds.

#### Departmental mandate:

- To deliver veterinary services (Preventive, Curative, surgical and certification related) to farm, wild, companion, work and sports animals and birds.
- To facilitate epidemiological studies and undertake measures for control and spread of animal diseases (including transboundary animal diseases) ensuring trade related reporting commitments to central government.
- To assist in control of zoonotic and other emerging disease of human working essentially under a 'One Health' framework.
- To assist in food safety (e.g. meat inspection etc.) and prevention of adulteration of livestock-based food at all level of value chain.
- To assist in prevention of drug resistance and antimicrobial resistance.
- To promote animal welfare, ethical practices and ensure implementation of regulations thereof.
- To deliver livestock extension, training and skill development services to livestock / poultry farmers and other value chain players.

- To deliver breeding related services to farm animals.
- To facilitate development, management of physical livestock markets, inter-state animal /livestock product movement, livestock / livestock product related trade and competitive market development.
- To undertake development activities for food security, ensuring adequate production and supply of quality and safe livestock products.
- To promote sustainable use of natural resources and scientific disposal of dead animals and waste materials generated within facilities and livestock production systems.
- To undertake livestock / poultry related activities for livelihood promotion, higher income of farmers and employment generation.
- To assist in management of human animal conflict, translocation and rehabilitation of injured wild animals.
- To assist in municipal activities related to registration, animal birth control, rescue / rehabilitation of injured animals and management of urban livestock and pet animals.
- To assist in risk and disaster management e.g. Animal insurance, creation of infrastructures for protection of animals, supply of fodder / feed, care to animals in distress, fast disposal of carcasses etc.
- To promote and set up slaughter houses to ensure safe and hygienic meat to consumers.
- To promote economic and environment friendly utilization of livestock by-products.
- To promote conservation of indigenous livestock / poultry breeds and assist in conservation of biodiversity, promotion of traditional knowledges and measures related mitigation of climate change impact.
- To assist on bio-terrorism prevention and control.
- To maintain standards of veterinary profession and facilitate in veterinary, para-veterinary education and research.

To achieve this, it is not only essential to attract persons of better caliber in the department but also to continuously train them to upgrade their professional skill and knowledge in the areas mentioned above and about new Act and Schemes implemented by government from time to time.

The training will help in better administration as well as service delivery and to increase production and productivity. Assam Government has framed **State Training Policy 2012** to achieve this and an amount equivalent to 0.5% of the total salary of the department is earmarked as an expenditure for these trainings.

In agreement to this policy, we have identified the training needs of the department and areas of training in respect of all categories of the employees. To keep abreast with the rapid changing technologies, economical and governing restructuring Assam, Govt. has framed a State Training Policy 2012. The policy advises training to all employees i.e. class-I to grade-IV to improve efficiency in administration and service delivery to public.

## **1.2 : Training objectives**

- To achieve better performance of individual and department by updating and enhancing professional knowledge and skills.
- To promote better understanding of professional requirements in the present and emerging socio-economic and changing environment.
- Creating an enabling environment for continuous learning and capacity building.
- Strive to match the individuals competencies with the duties they are to perform and bridge competency gaps for current and future roles through training.
- Fulfill the short and medium term training and capacity building requirements of the department through comprehensive strategic-planning comprising a set of effective measures designed to achieve the desired objectives within a stipulated time frame.

## **1.3 : Principle of training programmes**

The basic principle of training policy is to train every Government employee for up gradation of skill and knowledge at the time of induction /promotion and at least once in 5 years period. The Animal Husbandry and Veterinary department Assam periodically organizes orientation courses and other training programmes where ever needed for the efficient delivery of veterinary aid and service to the livestock and poultry farmers in diversified activities of the department. It is very much essential to train the veterinarians in recent advances in the field of diagnosis, treatment, prevention and control of newly emerging diseases. It will be necessary to update the training manual time to time according to the necessity as some trainings will always be need based.

## CHAPTER -II

### 2 : TRAINING POLICY

#### Main features of Training policy

##### 2.1 : Training for All

As per Training policy of Assam, 2012 every personnel from senior to junior level is required to undergo training for his/her skill development and knowledge enhancement at the time of induction and at least once in five years or before promotion.

The training policy has following important features.

The objective of the policy is to provide training to all employee of the department at regular intervals during their career. Department of Animal Husbandry and Veterinary has the mandate to educate and provide advisory services to the farming community for the development of Animal Husbandry activities in the State. Technical works of the department are carried out by the technical officers and supported by the non technical ministerial staff .Hence training shall be provided to all technical and non- technical staff of Animal Husbandry department irrespective of their grade or level in the department. For the purpose of appropriate training design, the target groups have been divided into different levels according to their training needs.. The strength of technical posts is **3508**, which include senior to junior level posts. The detail is given below.

**Table 2.2 : Category wise strength of various Posts in Department of Animal Husbandry and Veterinary**

Sl. no.	Type of Post	Level of post	Total sanctioned strength	Number of employees in position out of total as on 01- 12 - 2021
1	Director, Additional Director, Joint director, Deputy Director/ DVO	Class-I	72	Director-01 Additional Director-00 Joint Director-02 Deputy Director- 08
2	Assistant Director/ OC(ICDP)/OC,(VTC); SDVO/ FDO/ Fodder Bank Manager,		228	Assistant director-31 SMS -153
3	Veterinary Officer (V.O), Block Veterinary Officer (B.V.O), Farm Manager		703	VAS - 585
4	Executive Engineer (Civil), Asstt. Engineer (civil), Asstt. Engineer (Mech), Sr. Research Officer (Stat), Research Officer (Stat), Executive Engineer (Refrigeration)		9	4

Sl. no.	Type of Post	Level of post	Total sanctioned strength	Number of employees in position out of total as on 01- 12 - 2021
5	Statistical Officer, Registrar, Superintendent (HQ), Exhibition Officer	Class II	12	9
6	SVFA, LI, VFA, Fodder, Technical Assistant (Non Vet) , Senior Assistant, Junior Assistant, Demonstrator, Driver	Class III	3447	2404
7	Handyman, Grade IV etc.,	Class IV	1924	1335
			<b>8395</b>	<b>4532</b>

### 2.3 : Training coverage

Training of employees of Animal Husbandry and Veterinary department shall cover training of both technical and non technical staff posted at Directorate, District head quarters, Sub Divisional Veterinary Dispensaries, Veterinary Hospital, Disease diagnostic Labs, Semen Stations, Cattle, Goat, Sheep, Poultry and Rabbit Farm, and all related establishments under the department.

All the departmental employees shall be trained over a period of five year as per the Assam State training policy, 2012.

**Table 2.4 : Year wise number of employees to be trained during five year period under the Assam State Training Policy, 2012**

Sl. No.	Category	Total strength	Year wise number of employees to be trained				
			1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year
1	Additional Director	5	5				
2	Joint Director	10	10				
3	Deputy Director/DVO	56	28	28			
4	Assistant Director	52	26	26			
5	SMS	175	35	35	35	35	35
6	V.O / B.V.O	703	140	140	141	141	141

Sl. No.	Category	Total strength	Year wise number of employees to be trained				
			1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year
	Statistical Officer, Registrar, Superintendent (HQ), Exhibition Officer	12	6	6			
7	SVFA, Livestock Inspector (LI), Veterinary Field Assistant (VFA), Fodder Demonstrator, Technical Assistant (Non vet), Junior Assistant, Sr. Assistant, Driver	3447	690	690	689	689	689
8	Handyman, Grade IV etc.,	1924	385	385	385	385	384

**NOTE:-** The actual strength of staff shall vary keeping in view retirement of old staff and recruitment of new. training shall be as per requirement.

### 2.5 : Training plan

Department shall prepare training plan for providing training to its employees during the year. The detailed features of the training plan are given in chapter-VIII.

### 2.6 : Training Manager

Department of Animal Husbandry and Veterinary Assam has already entrusted a senior officer as Nodal Officer and Training Manager in addition to his/her main charge. He/She will be responsible for implementation /review and monitoring of Training Plan of the department as per the State Training Policy, 2012.

### 2.7 : Training Methodology

All available modern methods of training like lectures, group discussions, project work, audio visual materials, printed materials case studies/action learning, brain storming, hands on training etc shall be used for training of departmental employees in training institutes.



## **2.8 : Training budget**

The state government shall provide adequate funds under the state plan scheme for providing training to the employees of the state Department of Animal Husbandry and Veterinary, Assam. The Assam state training policy 2012 aims at earmarking approximately 0.5% of the salaries head of annual budget for incurring expenditure on training of employees in the department of Animal Husbandry and Veterinary.

The specially subjected amount for skill upgradation and others in each centrally sponsored schemes such as National livestock Mission (NLM) , Rashtriya Krishi Vikash Yojana (RKVY) etc. may be utilized in convergence with the state training cell of AHVD for prevention of repeataion of the same training to the incumbent.

## **2.9 : Training review committees**

The state level empowered committee headed by the Chief Secretary will review Annual Action Plan for training of employees. The training review committee of the department under the chairmanship of the Secretary shall meet at least once in every quarter and shall monitor and review the work of training of employees of Animal Husbandry & Veterinary Department.

## **2.10. Trainee Selection committee**

A trainee selection committee may be formed for selection of the trainees for different trainings outside the state and outside the country. The committee may be formed with the following officers of the department

- |                                       |                  |
|---------------------------------------|------------------|
| 1. The Director of AHVD               | Chairman         |
| 2. Training Manager, AHVD             | Member Secretary |
| 3. The Addl. DVD (HQ)                 | Member           |
| 4. The Special Officer Planning, AHVD | Member           |
| 5. All the sector officers of AHVD    | Member           |

## **2.11: Departmental training policy review:**

The departmental training policy will be reviewed time to time according to the need for the ease of inclusion of any relevant subjects of importance.

## CHAPTER-III

### TRAINING NEEDS (Manual)

Sl. No.	Category of Officer	Required topics of Training
1	Director	<ul style="list-style-type: none"> <li>• Administrative</li> <li>• Modern technical guideline</li> <li>• Policy formulation and implementation</li> </ul>
2	Additional Director	<ul style="list-style-type: none"> <li>• General administration and Planning</li> <li>• Govt. Policies and Acts.</li> <li>• Disaster Management</li> <li>• R.F.D.</li> </ul>
3	Joint Director	<ul style="list-style-type: none"> <li>• Administrative Training</li> <li>• Budget and Planning</li> <li>• Rural Free Delivery (RFD)</li> <li>• Govt Policies and Act</li> <li>• Refresher courses on best practices being implemented in other departments, organizations, institutions, States and Countries</li> </ul>
1	Deputy Director, Piggery	<ul style="list-style-type: none"> <li>• Recent advances in Pig Husbandry</li> <li>• Schemes, plan and estimate</li> <li>• Training in Project Formulation and Management</li> </ul>
2	Deputy Director, Fodder	<ul style="list-style-type: none"> <li>• Innovative Forage Production System-plan and estimate</li> <li>• Training in Project Formulation and Management</li> </ul>
3	Special Officer, Planning	<ul style="list-style-type: none"> <li>• Training in Project Formulation and Management</li> <li>• Administrative Training</li> </ul>
4	Deputy Director, Poultry	<ul style="list-style-type: none"> <li>• Training in Project Formulation and Management</li> <li>• Schemes, plan and estimate etc.</li> </ul>
5	DVOs in 33 Districts	<ul style="list-style-type: none"> <li>• Administrative Training/leave rules</li> <li>• Financial Management</li> <li>• Different Schemes, Livestock and Poultry developmental programme</li> <li>• Office Management</li> </ul>

<b>Sl. No.</b>	<b>Category of Officer</b>	<b>Required topics of Training</b>
7	Deputy Director AHC	<ul style="list-style-type: none"> <li>• Administrative Training</li> <li>• Disease diagnosis &amp; Treatment</li> <li>• Special Training on Emerging Diseases</li> <li>• Data Analysis</li> </ul>
8	Deputy Director, ICDP	<ul style="list-style-type: none"> <li>• Frozen Semen Technology</li> <li>• LN2 Plant &amp; Production</li> <li>• Progeny Record Keeping</li> <li>• Administration &amp; Monitoring</li> </ul>
9	Deputy Director,CCBP	<ul style="list-style-type: none"> <li>• Breeding Policy</li> <li>• Sire Evaluation &amp; Progeny Testing</li> <li>• Administration &amp; Monitoring</li> </ul>
10	Deputy Director BCPP	<ul style="list-style-type: none"> <li>• Surveillance</li> <li>• Administration &amp; Monitoring</li> </ul>
11	Deputy Director, RP	<ul style="list-style-type: none"> <li>• Surveillance</li> <li>• Administration &amp; Monitoring</li> </ul>
12	Chief Chemist	<ul style="list-style-type: none"> <li>• Feed Analysis &amp; Quality Control</li> <li>• Administration &amp; Monitoring</li> </ul>
13	Specialist IFM, Rani	<ul style="list-style-type: none"> <li>• Farm Administration and Management</li> <li>• T.O.T.</li> <li>• Administration &amp; Monitoring</li> <li>• Latest technologies used in training</li> </ul>
14	Deputy Director, Broiler	<ul style="list-style-type: none"> <li>• Poultry Management</li> <li>• Government Schemes</li> </ul>
15	Deputy Director, Epidemiology AHC	<ul style="list-style-type: none"> <li>• Modern Techniques in Disease Diagnosis</li> <li>• Disease Surveillance and Control</li> <li>• Administration &amp; Monitoring</li> </ul>
16	Deputy Director SAHP	<ul style="list-style-type: none"> <li>• Extension service</li> <li>• Improved method of breeding, feeding and management</li> </ul>
1	Assistant Director, Central Veterinary Store	<ul style="list-style-type: none"> <li>• Procurement training</li> <li>• Disaster Management</li> <li>• Office management</li> </ul>
2	Livestock Census Officer	<ul style="list-style-type: none"> <li>• Training on advance technology used for Census</li> <li>• Livestock Census Networking</li> </ul>

<b>Sl. No.</b>	<b>Category of Officer</b>	<b>Required topics of Training</b>
3	Assistant Director, Monitoring	<ul style="list-style-type: none"> <li>• Record Keeping</li> <li>• Monitoring on Focus Areas</li> </ul>
4	Livestock Production Officer	<ul style="list-style-type: none"> <li>• Advance technology for Livestock Production, Management and development</li> <li>• Office management</li> </ul>
5	Key Village Officer	<ul style="list-style-type: none"> <li>• Training on Cattle Development Project</li> <li>• Frozen Semen Technology</li> <li>• Up gradation of local cattle through natural breeding and Office Management</li> </ul>
6	Cattle Sterility Officer	<ul style="list-style-type: none"> <li>• Infertility and sterility problems in livestock</li> <li>• Breeding &amp; Genetics</li> </ul>
7	Geneticist (Sire Evaluation)	<ul style="list-style-type: none"> <li>• Advance technology developed for Sire Evaluation</li> <li>• Breeding and Genetics</li> </ul>
8	Veterinary Information Officer	<ul style="list-style-type: none"> <li>• Extension Education</li> <li>• Information, Education &amp; Communication materials (IEC)</li> <li>• Management &amp; Information System</li> <li>• Use of Multimedia &amp; Video Conferencing</li> </ul>
9	Development Officer (Sheep, Pig & Goat)	<ul style="list-style-type: none"> <li>• Goat Husbandry &amp; Scheme Preparation</li> <li>• Sheep Husbandry &amp; Scheme Preparation</li> <li>• Pig Husbandry &amp; Scheme Preparation</li> <li>• Extension service</li> </ul>
10	Assistant Director, IFM, Rani	<ul style="list-style-type: none"> <li>• Training on Farm Management</li> <li>• Training of Trainers (TOT)</li> </ul>
11	Assistant Director, Zone	<ul style="list-style-type: none"> <li>• Advance technology for Monitoring of development activities of the department</li> </ul>
12	Physiological Chemist	<ul style="list-style-type: none"> <li>• Feed Testing &amp; Analysis</li> <li>• Ration Computation</li> </ul>
13	Assistant Director, CCR Farm, Khanapara	<ul style="list-style-type: none"> <li>• Advance technology for Poultry Management and development</li> <li>• Office Management</li> <li>• Farm automation technology</li> </ul>
14	Research Officer, CPBP	<ul style="list-style-type: none"> <li>• Advance technology for Poultry Management and development</li> <li>• Office Management</li> <li>• Farm Automation Technology</li> </ul>

<b>Sl. No.</b>	<b>Category of Officer</b>	<b>Required topics of Training</b>
15	Poultry Development Officer	<ul style="list-style-type: none"> <li>• Recent Advanced technology developed in Poultry industry</li> <li>• Office Management</li> <li>• Poultry Management, research and feed analysis</li> </ul>
16	Disease Investigation Officer (DIO), AHC	<ul style="list-style-type: none"> <li>• Modern Techniques in Disease Diagnosis</li> <li>• Post mortem &amp; Sample collection etc.</li> <li>• In field level, planning of vaccination programme</li> </ul>
17	Research Officer (TB/Brucellosis), AHC	<ul style="list-style-type: none"> <li>• Control of TB/Brucellosis</li> <li>• Modern Diagnostic Tools for TB/Brucellosis</li> </ul>
18	Assistant Director, Poultry, AHC	<ul style="list-style-type: none"> <li>• Training on Poultry Diseases/Diagnosis/Control</li> <li>• Administrative &amp; Financial Management</li> </ul>
19	Manager, Base Pig Farm	<ul style="list-style-type: none"> <li>• Pig Husbandry related different trainings.</li> <li>• Financial Management and T.O.T</li> </ul>
20	Rinderpest Eradication Officer	<ul style="list-style-type: none"> <li>• R.P. surveillance</li> <li>• Serum Collection &amp; analysis</li> </ul>
21	Assistant Director, BCPP	<ul style="list-style-type: none"> <li>• Systematic surveillance</li> <li>• Office management</li> </ul>
22	Assistant Director, Viral	<ul style="list-style-type: none"> <li>• Training on new and emerging viral diseases their control measures.</li> <li>• Recent development on Viral Vaccine Production Technology</li> </ul>
23	Assistant Director, Bacterial	<ul style="list-style-type: none"> <li>• Training on new and emerging Bacterial diseases their treatment, diagnosis and control measures.</li> <li>• Advance technology developed in Bacterial Vaccine Production.</li> </ul>
24	Marketing Officer	<ul style="list-style-type: none"> <li>• Marketing linkages of produces</li> <li>• Development of Marketing policies</li> </ul>
25	Assistant. Director, Broiler Farm	<ul style="list-style-type: none"> <li>• Recent and advanced methods for Poultry Farming</li> </ul>
26	O/C, Intensive Cattle Development Programme (ICDP)	<ul style="list-style-type: none"> <li>• Training on Cattle Breeding</li> <li>• Frozen Semen Technology</li> <li>• Inspection and data verification</li> <li>• T.O.T</li> </ul>

<b>Sl. No.</b>	<b>Category of Officer</b>	<b>Required topics of Training</b>
27	Officer in charge, VTC	<ul style="list-style-type: none"> <li>• Training on different farming Management</li> <li>• Administrative training</li> </ul>
28	Assistant Director, CHOD	<ul style="list-style-type: none"> <li>• Administrative training</li> <li>• Planning &amp; Project Management.</li> </ul>
29	Planning Officer, Hills	<ul style="list-style-type: none"> <li>• Planning &amp; Project Management.</li> <li>• Administrative Training</li> </ul>
30	Assistant Director, BCPP	<ul style="list-style-type: none"> <li>• Surveillance</li> </ul>
31	Assistant Director, L/S	<ul style="list-style-type: none"> <li>• Livestock Farming, Livestock development</li> </ul>
32	Sub Divisional Veterinary Officer (SDVO)	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Finance &amp; Accounts,</li> <li>• Farmers training on Livestock and poultry development</li> </ul>
33	Lecturer	<ul style="list-style-type: none"> <li>• T.O.T.</li> </ul>
34	Assistant Poultry Development Officer (APDO)	<ul style="list-style-type: none"> <li>• Recent advance technology developed for Poultry Husbandry.</li> <li>• Technology on survey of poultry diseases</li> </ul>
35	Assistant Disease Investigation Officer (ADIO), Pig	<ul style="list-style-type: none"> <li>• New and emerging diseases of Pig, control measures developed.</li> </ul>
36	Assistant Disease Investigation Officer (ADIO), Duck	<ul style="list-style-type: none"> <li>• New and emerging diseases of Duck, control measures developed</li> </ul>
37	Assistant Disease Investigation Officer (ADIO), Virus	<ul style="list-style-type: none"> <li>• Training on different viral diseases and vaccines for control.</li> </ul>
38	Assistant Disease Investigation Officer (ADIO), Poultry	<ul style="list-style-type: none"> <li>• Different Poultry Diseases, Modern technology for diagnosis, treatment and control.</li> </ul>
39	Assistant Research Officer (ARO), Mastitis	<ul style="list-style-type: none"> <li>• Modern Laboratory Techniques for diagnosis of mastitis</li> <li>• Sample collection technology for Laboratory Diagnosis</li> </ul>
40	Assistant Research Officer (ARO), Parasitology	<ul style="list-style-type: none"> <li>• Advance technology for Laboratory diagnosis.</li> <li>• Advanced Diagnostic tools and machines</li> </ul>
41	Assistant Research Officer (ARO), Patho Bacteriology	<ul style="list-style-type: none"> <li>• Modern Laboratory Techniques</li> <li>• Different tools and instruments for Laboratory</li> </ul>
42	Assistant Research Officer (ARO), TB & Brucellosis	<ul style="list-style-type: none"> <li>• Modern Laboratory Techniques</li> <li>• Different tools and instruments for Laboratory</li> </ul>
43	ARO, Sheep/Goat	<ul style="list-style-type: none"> <li>• Modern Laboratory Techniques</li> <li>• Laboratory Diagnosis</li> </ul>

<b>Sl. No.</b>	<b>Category of Officer</b>	<b>Required topics of Training</b>
44	Manager Technical II	<ul style="list-style-type: none"> <li>• Poultry Management &amp; Production</li> <li>• Poultry Diseases</li> </ul>
45	Assistant Rinderpest Eradication Officer	<ul style="list-style-type: none"> <li>• Monitoring &amp; Surveillance</li> <li>• Surveillance</li> </ul>
46	O/C, Bovine Contagious Pleuro Pneumonia, (BCPP)	<ul style="list-style-type: none"> <li>• Monitoring &amp; Surveillance</li> <li>• Surveillance</li> </ul>
47	Assistant Research Officer (ARO), BCPP	<ul style="list-style-type: none"> <li>• Monitoring &amp; Surveillance</li> <li>• Surveillance</li> </ul>
48	Manager, Fodder Bank	<ul style="list-style-type: none"> <li>• Training related to Fodder Development</li> </ul>
49	Fodder Development Officer	<ul style="list-style-type: none"> <li>• Training related to Fodder Development</li> </ul>
50	Assistant Project Officer	<ul style="list-style-type: none"> <li>• Project Preparation &amp; Management</li> </ul>
51	RDEO	<ul style="list-style-type: none"> <li>• Dairy Extension</li> </ul>
52	O/C, IFM	<ul style="list-style-type: none"> <li>• Farm Management</li> <li>• TOT</li> </ul>
53	RAIO	<ul style="list-style-type: none"> <li>• Finance &amp; Accounts</li> <li>• Administration</li> <li>• Cattle management</li> </ul>
54	ARO, Bacteria	<ul style="list-style-type: none"> <li>• Modern Laboratory Techniques</li> <li>• Laboratory Diagnosis</li> </ul>
55	ARO, Virus	<ul style="list-style-type: none"> <li>• Modern Laboratory Techniques</li> <li>• Laboratory Diagnosis</li> </ul>
56	Cattle Development Officer (CDO)	<ul style="list-style-type: none"> <li>• Quality Control of Semen</li> <li>• Sire Evaluation &amp; Progeny Testing</li> </ul>
57	SMS under O/C, ICDP	<ul style="list-style-type: none"> <li>• Different gynaecological disorders and their treatment</li> <li>• Frozen Semen Technology</li> <li>• Repeat Breeding &amp; its Remedy</li> </ul>
58	ARO, Training	<ul style="list-style-type: none"> <li>• TOT</li> </ul>
59	Production Officer	<ul style="list-style-type: none"> <li>• Vaccine Production</li> </ul>
60	Manager, Rabbit Farm	<ul style="list-style-type: none"> <li>• Management of Rabbit Farming</li> </ul>
61	APTO	<ul style="list-style-type: none"> <li>• Progeny Testing &amp; Sire Evaluation</li> </ul>
62	ARO, SAHP	<ul style="list-style-type: none"> <li>• Monitoring &amp; Evaluation</li> </ul>

Sl. No.	Category of Officer	Required topics of Training
1	<b>VO/BVO/Farm Managers :703 nos</b>	
A	VO/BVO working in field	<p>Induction Training includes</p> <ul style="list-style-type: none"> <li>• Orientation, Office Procedure, Extension, Public Motivation, Social Mobilisation, Computer Database management etc.</li> <li>• Refresher's training on Latest Development, Line of Treatment and technology inputs etc.</li> <li>• Post Mortem &amp; Material Collection, Preservation &amp; Despatch to Lab. for Diagnosis</li> <li>• Recent advances of Fodder Development,</li> <li>• Recent advances of Poultry Development</li> <li>• Laparoscopic Surgery in Small Animal Practices etc.</li> </ul>
B	VO working in DDL/AHC/IVB & Technical Assistants	<ul style="list-style-type: none"> <li>• Induction Training (includes Orientation, Office Procedure, Extension , Public Motivation, Social Mobilisation, Computer Database management etc.)</li> <li>• Bacterial and Viral Vaccine Production Production &amp; Standardization of Livestock and Poultry Vaccine.</li> <li>• Laboratory Diagnosis etc.</li> <li>• Database reporting (Lab to Field)</li> </ul>
C	Farm Managers	<ul style="list-style-type: none"> <li>• Induction Training (includes Orientation, Office Procedure, Extension , Public Motivation, Social Mobilisation, Computer Database management etc.)</li> <li>• Finance and Accounts</li> <li>• Poultry/Cattle/Goat/Cattle Development</li> <li>• Market Led Extension</li> <li>• Farm management, development and production.</li> </ul>
	Paravets	<ul style="list-style-type: none"> <li>• Orientation training</li> <li>• Refresher's training on professional field works, A.I. related, vaccination, follow up treatment etc.</li> <li>• Public Motivation</li> <li>• Record Keeping, Computer literacy etc.</li> </ul>



Sl. No.	Category of Officer	Required topics of Training
	Office Staff	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Office Procedure</li> <li>• Different FR &amp; SR rules</li> <li>• Reporting</li> <li>• Accounts, Cash Book Maintenance etc.</li> <li>• Computer Literacy</li> <li>• Record Keeping</li> </ul>
	Technical Assistants (Non Vet)	<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Laboratory Techniques etc.</li> <li>• Reporting</li> <li>• Computer Literacy</li> <li>• Record Keeping</li> </ul>

**Important notes:**

1. The detailed write up on the topics shall be developed by the concerned expert (Resource persons) quite ahead of imparting training so that necessary scrutiny can be done before it providing to the trainees either in the form of soft or hard copies.
2. It is mandatory, along with the changes of the technologies, rules and regulations the topics will be changed and included accordingly.

## CHAPTER IV

### TRAINING PLAN

#### **4.1 : Introduction**

The training plan shall consist of providing training to each and every employee once in five years and training to newly recruited staff as well. The training plan shall be formulated every year to achieve the above objectives. There is a total sanctioned strength of **6395** numbers of various categories of the employees in the Department of Animal Husbandry and out of these **4532** posts are filled up at present. It shows that plan is to be prepared to provide training to **907** numbers of employees each year. The number of employees to be trained may be more depending upon number of trainings to be given in more than one discipline to a group of employee in order to cover all training needs.

#### **4.2 : Approval of Training Plan**

The training plan shall has to be approved from the government in the first quarter of financial year to facilitate holding of training programme well in time according to the plan. The technical staff has to serve in more than one technical section or wings during service period depending upon transfer from one section to other. Hence training in more than one discipline is required to be given to keep the officers up-to-date in all disciplines of the department in order to disseminate best technical knowhow to the livestock and poultry owners according to their needs.

#### **4.3 : Orientation cum Induction training plan**

Department of Animal Husbandry and veterinary shall provide Orientation cum Induction training to all the newly recruited technical officers/officials i.e. V.O/ B.V.O/ T.A, VFA and ministerial staff as and when the recruitment of such staff takes place. Department shall include this training programme in its annual training plan and shall keep provision of adequate funds for the purpose.

#### **4.4 : Training plan for the technical officers**

A.H. and Veterinary department has to provide technical know how to livestock and poultry owners on various aspects of Animal Husbandry to develop profitable Dairy, Poultry, Piggery, Goattary farming in the State. So the technical staff needs training on implementation of Breeding Policy, Artificial Insemination, Semen Processing and Preservation , Scientific management of Livestock and Poultry and Extension Work of various ongoing activities of the department.

#### **4.5 : Training of Non –Technical & Ministerial staff**

The non technical or Ministerial Staff shall be provided training in Conduct Rules, Office Procedure, Maintenance of record, Leave Rules, Pension, Financial Administration, Basic Computer, Disciplinary Proceedings, E-Governance on various aspects of Information Technology at regular intervals in order to update their skills in the work. The Non-Technical Grade-iv staff like Peon, Chowkidars shall also be provided training on their day to day activities regarding maintenance of departmental records and property.

#### **4.6 : Training plan for grade –IV staff**

The class -IV technical staff consisting of Bull attendant etc. and non technical staff consisting of peon and chowkidars shall be provided one refresher training each by covering at least 500 numbers of employees respectively under the plan in a year.

#### **4.7 : Training outside the state**

The technical officers are being imparted training in various development activities in Animal Husbandry sector in different parts of the country. The states having achieved good progress in Animal Husbandry and allied sector and reputed Training Institutions outside the state will be choosed for training.

#### **4.8 : Number of trainings to be attended at different levels**

The number of trainings to be given to a homogeneous group of employees at various levels of postings, promotion and placements shall depend upon their collective training needs.

#### **4.9 : Cost estimate of annual training plan**

The cost estimate of annual training plan for the departmental employees is generally prepared based on the the cost estimate from the concerned training institutes. Customised training cost estimates are prepared with consultation of the organizing training institutes.

## **CHAPTER V TRAINING MODULES**

### **5.1 VETERINARY OFFICERS**

#### **Training module for newly recruited VO/BVO**

##### **At the time of induction in service**

(a) Orientation training for for 15 days to be imparted at Directorate/ District head Quarters / Sub Divisional Offices/ Veterinary hospitals etc.

- Historical background & chronology of AHVD
- Office Procedure
- Departmental organizational structure
- Roles and responsibilities of Vety Officers
- Central and State Plan Schemes for development of A.H. department
- Various Acts of Government like RTI ACT- 2005, Co-operative act etc.
- Training in upkeep of hospital instrument/equipments.
- Training in Scientific disposal of hospital waste
- Departmental policies and programs, schemes etc
- Latest advancement in Medicine, Gynaecology obstetrics
- Livestock and poultry product, hygiene and veterinarian
- Information technology
- Livestock and poultry product processing technology.
- Financial linkage through financial institutions. Financial & Audit Rules.

(b) Specific training to be imparted to those posted in Laboratories, Polyclinics, Farms and semen Banks etc.

(c) Subsequent training / Refreshers training for Vety officers/Senior Vety officers.

(d) Need based training as per emergency requirement etc.

- Training related to Animal Husbandry Extension.
- Refresher Courses for up gradation of A.I. Skills.
- Training regarding advances in feed and fodder production.
- Latest trends in surgery
- Training in office procedure and financial management.
- Refresher courses to update the professional knowledge/skills as per the assigned job.
- Training in Smart Governance.
- Training in Disaster Management
- Training in climate change management
- Training in adaptation on climate resilient technologies.
- Training in recent advances in all relevant technologies in different animal husbandry practices, treatment, breeding, feeding and management.

## 5.2 : TRAINING MODULE FOR VETERINARY FIELD ASSISTANT

### 5.2.1: Duration of training -5 days

- Overview and discussion on the Cattle breeding activities in the state
- Standard operating procedures of preservation of semen straw in liquid nitrogen.
- Standard operating procedures of handling of semen straw and Artificial insemination.
- Sterilization and Handling of surgical instrument.
- Poultry farm related different activities like: Handling of day-old chick, management of  
of
- brooder, feeder, waterer etc.
- Vaccination of poultry, medication of poultry.
- Candling of egg, Hatchery management ETC.
- Importance of Milk recording and Progeny Testing Programme
- Field data management programme - Present system
  
- Information Network on Animal Productivity and Health-INAPH- the module and its implementation.
- State Goat Breeding policy and State Cattle and buffalo breeding policy of Assam.
- State Pig Breeding policy
- National Animal Disease Control programme(NADCP) and its implementation.
- Common diseases of livestock and poultry and preventive measures to be taken: part-1
- Common diseases of livestock and poultry and preventive measures to be taken: part-2
- Common Causes of Calf/kid mortality and the preventive measures to be taken
- Artificial insemination in pig and goat.
- Common reproductive disorders of livestock. Causes of Repeat breeding, abortion, conception failure etc. Handling of dystochia
- Importance of feeding of green fodder to dairy animal.
- Fodder cultivation and preservation of fodder, Rotation of Fodder crop.
- Ration Balancing for better production
- Hygienic Milk production and prevention of Mastitis.

### 5.2.2 : Duration of training -3 days

- Overview and discussion on State Goat Breeding policy , State Cattle and Buffalo Breeding policy and state Pig Breeding Policy of Assam.
- Artificial insemination in pig and goat
- Standard operating procedures of preservation of semen straw in liquid nitrogen.
- Standard operating procedures of handling of semen straw and Artificial insemination

- Common diseases of livestock and poultry and preventive measures to be taken.
- Poultry farm related different activities like:
- Handling of day-old chick, management of brooder, feeder, waterer etc.
- Vaccination and medication of poultry.
- Candling of egg, Hatchery management Etc.
- Importance of feeding of green fodder to livestock and poultry.
- Fodder cultivation and preservation of fodder
- Common reproductive disorders of livestock.. Causes of Repeat breeding, abortion, conception failure etc. Handling of dystochia
- Discussion and Valedictory programme

### **5.2.3 : Duration of training -1 day .**

- Introduction to various state/ central sector schemes
- Overview and discussion on the Cattle breeding activities in the state
- Important Bacterial diseases, viral and parasitological and emerging Diseases of livestock and
- its control Hygienic Milk production and prevention of Mastitis.
- Artificial insemination in pig and goat.
- Common reproductive disorders/ diseases, repeat breeding, causes of abortion.
- Standard operating procedures on Liquid Nitrogen handling and artificial insemination

### **5.3: Training module for training of technical staff**

Keeping in view the training needs, the technical officers/officials of various levels shall be given training on various A. H. sector subjects/ any other subjects at training institutes within and outside state.

## **5.4 : TRAINING MODULE FOR MINISTERIAL STAFF**

### **5.4.1 : Superintendent**

- About Office Manual /Office Management.
- Training regarding periodic weeding of office records (Record Management).

### **5.4.2 : Senior Assistant & Junior Assistant**

- Training in Office Procedure and Management including disciplinary proceedings.
- Training in Good Governance covering all the governance issues.
- Training in Time Management and Stress Management.
- Training in improving the Communication Skills

### **5.4.3 : Clerks**

- Basic Computer Training.
- Orientation training regarding Organizational set up, Departmental, Programs, Policies etc.
- Training in Office Procedure and Financial Management.

### **5.4.4 : Drivers/Electricians/Liquid Nitrogen Plant Operators/ Mechanics**

#### **At the time of induction in Service:**

- Orientation training of departmental set up.
- Training in improving Communication Skills.

#### **Refreshers :**

- Refresher training in Job Specific work for Skill Up gradation especially for drivers and electricians.
- Refresher Courses in Maintenance of Vehicles.
- First Aid Training to handle emergency situation like fire and spillage of Liquid Nitrogen and any other such situation related to the nature of Job.
- Training in handling of Liquid Nitrogen equipments.

## **5.5 : STATISTICAL WING :**

### **5.5.1 : Statistical Assistant / Technical Assistant / Statistical Investigator :**

- Training regarding departmental set up, Schemes, Policies & programs of the department.
- Training on Data Entry, Analysis and Interpretation of data.
- Basic Computer Training /Refresher Courses.
- Training on Integrated Sample Survey for Estimation of milk, Eggs, Wool and Meat.
- Refresher training in Livestock Census/Livestock Statistics.

### **5.5.2 : Enumerator :**

- Orientation training regarding departmental set up and programs, Schemes and Policies of the Department.
- Training in Basic Computer Application.
- Training in Basic Data Collection, entry & its compilation.

## 5.6 : TRAINING MODULE OF GRADE - IV EMPLOYEES

### AT CATTLE BREEDING FARMS:

- Training regarding protection against environment pollution :
- Waste Management /Waste disposal as per the norms of pollution control board Assam
- To help in keeping the Farm/Institution clean & hygienic to staff as well as livestock.
- To learn the upkeep of machines, instruments and equipments used in the farm.
- Practical training in production of fodder, harvesting /cutting, preservation and storage.
- Proper storage of concentrates.
- Cleaning of animal sheds, bathing and grooming of livestock.
- Proper feeding, watering and exercise of milch animals.
- To differentiate the sick animals from healthy ones and report to superiors about it.
- Safe handling of electric gadgets used at the farm to avoid accidents due to stray current.
- To follow the instructions of superiors in letter and spirit regarding proper management of the farm.
- Proper methods of milking, milk handling, Storage and transportation Proper cleaning of milking machines and milk containers.
- Training in moral values, behavioural skill, motivation to adopt punctuality ,sincerity and accountability and role of every citizen in Nation building.

### AT POULTRY FARMS :

- Training regarding protection against environment pollution :-
- Waste Management /Waste disposal as per the norms of pollution control board
- To help in keeping the Farm/Institution clean & hygienic to staff as well as livestock.
- Cleaning of poultry sheds and individual nests and perches.
- To ensure controlled access of visitors to the farm.
- Tips regarding proper feeding, watering, medication according to age and production status.
- Securing of birds for examination /medication and transportation.
- Care during transportation of birds of different age group.



- Special care of young birds regarding handling, feeding, watering and protection from scavengers.
- Proper handling storage and grading of eggs for table purpose, for hatching purposes and
- transportation of eggs.
- To notice the sickness vices and abnormal behaviour of birds and report to the superior in charge of
- farm.
- Handling /disposal of poultry manure and replacement of according to system adopted.
- To assist in sexing of chicks.
- Training in moral values, behavioural skill, motivation to adopt punctuality ,sincerity and
- accountability and role of every citizen in National building.

#### **AT GOAT BREEDING FARMS :**

- Training regarding protection against environment pollution
- Waste Management /Waste disposal as per the norms of pollution control board
- To help in keeping the Farm/Institution clean & hygienic to staff as well as livestock.
- Training in Goat grazing, fodder production /procurement and preservation and storage.
- Assist in dipping of goat and cleaning of goat dip. Cleaning of Goat pens, feeding and watering
- according to age, sex and stale of production.
- Securing of animals for medication and other pruposes ..
- To differentiate sick animals from healthy ones.
- Training in moral values, behavioural skill motivation to adopt punctuality, sincerity and Accountability and role of every citizen in Nation building.

#### **AT SEMEN STATIONS :**

- Training regarding protection against environment pollution :
- Waste Management /Waste disposal as per the norms of pollution control board
- To help in keeping the Farm/Institution clean & hygienic to staff as well as livestock.
- To learn the upkeep of machines, instruments and equipments used in the Sperm Stations.
- Practical training in production of fodder, harvesting /cutting, preservation and storage.

- Proper storage of concentrates
- Cleaning of animal sheds, bathing and grooming of livestock. Proper feeding, watering and
- exercise of breeding bulls .
- To differentiate the sick animals from healthy ones and report to superiors about it.
- Safe handling of electric gadgets used at the farm to avoid accidents due to stray current.
- To follow the instructions of superiors in letter and spirit regarding proper management of the
- Semen Station.
- Skilled assistance to Vety Pharmacists and Veterinary officer engaged in Semen collection,
- Semen processing, Semen preservation and Semen transportation.
- Safe handling of liquid nitrogen and its containers to avoid accidents and wastage of LN2.
- Cleaning and upkeep of equipments used in Semen Collection, Semen Processing, reservation
- And transportation.
- Training in moral values, behavioural skill motivation to adopt punctuality, sincerity and Accountability and role of every citizen in Nation building.

#### **Chowkidars and Sweepers :**

##### **At the time of induction in Service :**

- Orientation Training regarding Organizational Set Up.
- Training in restraining and casting of Animals.
- Cleaning of Hospital Equipments/ Instruments etc.
- Training in Scientific disposal of Hospital waste.

##### **Subsequently :**

- Training in Job Specific Work i.e. washing /handling of
- Eggs in the Poultry Farms, Fumigation of Poultry Sheds and
- Proper Cryocan handling in preservation & transportation of
- frozen Semen straws etc.

##### **Peon /Daftri :**

- Orientation training regarding Organizational Set Up and
- Hierarchy
- Training regarding Maintenance of Office Record and its Safe Upkeep.
- Training regarding cleaning of Office equipments/fixtures etc..
- Training in Verbal Communication Skills.

Technical and ministerial staff is also sponsored by the department for training in various subjects like Office Procedure and financial administration, service rules, conduct rules, Basic

Computer course etc organized by Assam Administrative Staff College and other state institute from time to time for the employees of various department of state Govt. Animal Husbandry and Veterinary department will sponsor officers and staffs for each training programme as per requirement of the department.

#### **5.7 : Module for Training of the technical officers Outside the state:**

It is important that all employees are updated in their knowledge periodically and are acquainted with the latest developments not only in their area of working but also with the ever changing scenario in different parts of the country. There are various institute of national and international importance engaged in A.H. sector in the country. The training of employee to these institutes will definitely enhance their knowledge & skills, which they can apply to their areas of working in the state.

#### **5.7 : Module for Training of the technical officers Outside the country:**

### **5.8 : TRAINING INSTITUTE**

#### **5.8.1 : Within the state:**

- i. Assam Administrative Staff College, Khanapara
- ii. National Institute Of Rural Development, Khanapara
- iii. State Institute Of Rural Development, Khanapara
- iv. Extension Education Institute,AAU, Jorhat
- v. Assam Agricultural University, Jorhat
- vi. Assam Electronics Development Corporation (AMTRON)
- vii. NRC-Pig Rani, Kamrup

#### **5.8.2 : Outside the state:**

- i. National Institute Of Agricultural Extension Management, Hyderabad
- ii. IndianVeterinary Research Institute, Izzatnagar
- iii. Dr. B V Rao Institute of poultry management and Technology, Pune,
- iv. Bharatiya Agro Industrial Foundation( BAIF), Pune
- v. Kerala Livestock Development Board (KLDB), Mattupatty
- vi. National Dairy Development Board,ANAND, GUJARAT
- vii. Central Poultry Development Organization and Training Institute,  
Hessarghatta, KARNATAKA
- viii. National Productivity Council, New Delhi
- ix. Central Goat Research Institute,Makhdum,Mathura,UP
- x. Indian Grassland and Fodder research Institute, ICAR, Division Of Crop Production Jhansi, UP
- xi. National Institute of Rural Development, Hyderabad
- xii. Administrative Staff College of India , Hyderabad
- xiii. Forage Research Station, Kalyani, West Bengal
- xv. MANAGE, Rajendra Nagar, Hyderabad
- xvi. Arun Jaitley National Institute of Financial Management, Faridabad, U.P

**Table: 5.8.3 : Training Institutions under AHVD**

Sl.No.	Name of Institution	Particulars of training
1	Officers' Training Institute, Khanapara, Kamrup (M)	For training to Officers' cadre
2	Regional Institute of Livestock Entrepreneurship and Management (RILEM).	The pioneer institution was the Institute of Farm Management (IFM), Rani being the composite farm management institute, established on December' 1980 , subsequently upgraded and re-named as the " Regional Institute of Livestock Entrepreneurship and Management" (RILEM). For training to Para-vets, Private A.I. technicians and Farmers.
3	School of Veterinary Science, Ghungoor, Cachar.	For training to Veterinary Field Assistants (VFA)/ Para-Vets
	School of Veterinary Science, Sariahtoli, Nalbari	
5	Vocational Training Centre (VTC), Salchapra, Cachar	For training to farmers, entrepreneurs
	Vocational Training Centre (VTC), Dalgaon, Darrang,	
	Vocational Training Centre (VTC), Chota Lakhimdong, Dima Hasao	
	Veterinary Training Centre, Kaliapani, Jorhat.	
	Veterinary Training Centre, Demow, Sivsagar,	
	Veterinary Training Centre, Hojai	

**5.9 : Assessment of trainees**

The departmental officers deputed for training to various training institute for attending refresher training courses within state and model training courses outside the state shall be periodically assessed. The feedback on various training courses attended by them, and the relevance of the courses or modules for the up gradation of their knowledge shall be obtained from each trainee at the end of their training programme. A performa has been designed for the trainees in this regard. Each trainee officer shall submit the feedback on relevance of the training on the prescribed performa and the training programme and module shall be redesigned accordingly. A copy of such performa is given below:

**Format for submission of feed back report by the officer/official attending training at the training Institute :**

- 1. Name of the Training Institute:**
  
- 2. Name of the Officer:**
  
- 3. Designation:**
  
- 4. Title of the training programme:**
  
- 5. Duration of the training:**
  
- 6. Training Methodology adopted during training session:**
  
- 7. Relevance of the training for enhancing extension & communication skills:**
  
- 8. Relevance of the training for enhancing technical skills/knowledge:**
  
- 9. Brief note on training attended and suggestions for further improvement, if any:**

**Signature  
Name  
Address of trainee**