



Government of Kerala

Administration Manual for Transferred Functions: Veterinary Dispensaries/Hospitals

(Prepared by KILA under KLGSDP)

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GOVERNMENT OF KERALA

Abstract

Local Self Government Department - Kerala Local Government Service Delivery Project (KLGSDP) - Administration Manual for Transferred Functions. Veterinary Dispensaries/Hospitals- Approved - Orders issued.

LOCAL SELF GOVERNMENT (DA) DEPARTMENT

G.O.(Rt)No.1832/2017/LSGD

Dated, Thiruvananthapuram, 02.06.2017

Read :- (1) G.O(Rt) No.1652/15/LSGD dated 01.06.2015
(2) G.O(Rt) No.2420/16/LSGD dated 11.08.2016.
(3) Letter No. 49/2015/KLGSDP dated 22/05/2017 received from the Project Director, KLGSDP

ORDER

As per Government Order read as 1st and 2nd paper above, a Manual Vetting Committee and a Sub Committee were constituted for vetting and quality assurance of various manuals prepared under Kerala Local Government Service Delivery Project (KLGSDP). After detailed deliberations, the Manual Vetting Committee held on 02.05.17 decided to approve the Administration Manual for Transferred functions: Veterinary Dispensaries/Hospitals in principle subject to the incorporation of certain comments/suggestions of the Committee. In compliance with the directions of the Manual Vetting Committee the manual has been modified and forwarded to Government for apex approval.

2) Government have examined the matter in detail and are pleased to approve the Administration Manual for Transferred functions: Veterinary Dispensaries/Hospitals prepared by Kerala Institute for Local Administration (KILA) under Kerala Local Government Service Delivery Project (KLGSDP).

By Order of the Governor
A.K.MOHANA KUMAR
Joint Secretary to Government

To
The Project Director, KLGSDP.
The Director of Panchayats, Thiruvananthapuram,
The Director, Urban Affairs Department, Thiruvananthapuram.
The Director, KILA, Thrissur.
The Director, Local Fund Audit, Thiruvananthapuram.
The State Performance Audit Officer (SPA0)
The Secretaries, All Districts Panchayats.(Through Director of Panchayats)
The Executive Director, IKM, Thiruvananthapuram,
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Copy to :-

Private Secretary to M(LSG&WM)
Personal Secretary to Principal Secretary, LSGD.
Personal Secretary to Special Secretary, LSGD.

Forwarded/By order.

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1	G.O (P) 189/95/LAD dated 18/09/1995	1.5.i
2	G.O (P) 126/96/AD dated 04/03/1996	1.5.ii
3	G.O. No. 1765/2015/AD dated 14/10/2015	2.7.4.vii
4	Control Over Officers Rule, 1997	3.3.10

ACRONYMS

ABC	-	Animal Birth Control (Dogs) Rules, 2001
AI	-	Artificial Insemination
BMC	-	Bulk Milk Cooler
DPC	-	District Planning Committee
KPR	-	Kerala Panchayat Raj
LSGI	-	Local Self Government Institution
NLC/LC	-	Non Liability Certificate/ Liability Certificate
OP	-	Out Patient
PHC	-	Primary Health Centre

Introduction

1.1. Animal Husbandry and Local Government

Animal Husbandry is a crucial economic activity for the rural households in Kerala. This is also important as a component in decentralized planning of the Grama Panchayat. The Veterinary Dispensaries/Hospitals have been made Institutions of the Grama Panchayats keeping in mind the need for close association of the Grama Panchayat with the Veterinary Professionals present at the local level.

1.2. Objective and Scope of this Manual

- i. The objective of this manual is to let the Grama Panchayat and the officials transferred from the line department clearly understand their respective roles and responsibilities in carrying out functions which have been assigned to the Grama Panchayat. However, since the functions retained by the State Government are also implemented within the jurisdiction of the Grama Panchayat, it is rational that those will be of interest to the Grama Panchayat. Information on the retained functions will help the Grama Panchayat to align and converge its activities with that of the State Government. Grama Panchayat will also be able to mobilise the people and provide other support in implementation. Keeping that in mind, this manual not only deals with functions transferred to the Grama Panchayats but also mentions the activities retained by the State Government for taking holistic view of the functioning of the transferred institution.
- ii. Exclusion Clause: The Manual is an evolving document and the Director of KILA and Director of Panchayats will accept and incorporate valid suggestion and feedback.

1.3. Functions of Animal Husbandry Sector

Mandatory and Sectoral functions of the Grama Panchayats in the Animal Husbandry sector as per Schedule 3 of the Kerala Panchayat Raj Act, 1994 (Act 13 of 1994) are as follows:

1.3.1. Mandatory Functions

- i. Regulation of slaughtering of animals and sale of meat, fish and other easily perishable food -stuffs etc.
- ii. Issue license to domestic dogs and to destroy stray dogs. Though Act says to destroy dogs, the Grama Panchayat has to follow Animal Birth Control (Dogs) Rules, 2001 (ABC Rules) for controlling stray dogs.

1.3.2. Sectoral Functions

- i. Cattle Development Programmes
- ii. Dairy farming
- iii. Poultry farming, beekeeping, piggery development, goat rearing, rabbit rearing etc.
- iv. Preventive health programs for the animals.
- v. Run Veterinary Hospitals.
- vi. Run Veterinary Sub Centers
- vii. Implementation of fertility improvement programs.
- viii. Prevention of cruelty to animals.
- ix. Control of diseases of animal origin.

1.3.3. General Functions

Besides this the following General Functions of the Grama Panchayats also have a bearing on the Animal Husbandry Sector.

- i. Collection and updating of essential statistics.
- ii. Inculcating environmental awareness and motivating local action for environmental up gradation.
- iii. Promotion of co-operative sector.
- iv. Organizing Neighborhood Groups and Self-Help Groups focusing on the poor

1.3.4. Other Important Functions

Discharge the functions as given in the Kerala Panchayat Raj (Giving License to Livestock Farmers) Rules, 2012.

1.4. Co-ordination Tasks

The co-ordination of Veterinary, Agriculture, Dairy Development and Fisheries sectors is highly essential for local economic development. There is also need for organising and maintaining employment guarantee and income increasing projects in the animal husbandry sector, which require coordination among different agencies.

1.5. Grama Panchayats and Veterinary Dispensaries/Hospitals

- i. The functions, institutions and schemes of government related to the matters included in the 3rd, Schedule of the Kerala Panchayat Raj Act, 1994 has been transferred to the Grama Panchayat as per G.O (P) 189/95/LAD dated 18/09/1995 (**Annexure 1**). The Veterinary Dispensary/Hospital and the Veterinary Sub Centers thus stands transferred to the Grama Panchayats with effect from 2nd October 1995.
- ii. Government had also directed the heads of the various departments to issue orders showing the details of transfer of institutions to the appropriate LSGIs and the posts transferred from the concerned offices. Based on this, the Director of Animal Husbandry as per Order No. B5/37667/94 dated 28.09.2015 have issued orders relating to transfer of offices, posts wealth, assets and liabilities to the LSGIs. Transfer of powers, offices and schemes to the LSGIs were ordered as per G.O(MS) 351/95/AD dated 13/10/1995. Guidelines to be followed for the effective functioning of the offices transferred to LSGIs have also been issued as per G.O (P) 126/96/AD dated 04/03/1996 (**Annexure 2**).

1.6. Services to the Farmers from Veterinary Dispensaries/Hospitals

- i. Veterinary checkup, treatment and issue of medicines for the health care of animals and birds.
- ii. Vaccination.
- iii. Artificial insemination for reproduction and upgradation of the quality of the species of cows, she buffalos and goats.
- iv. Pregnancy test on animals 90 days after they have undergone artificial insemination.
- v. Treatment for curing infertility in cows, buffalos and goats.
- vi. Organising animal health camps.
- vii. Immunization activities.
- viii. Proper measures to curb animal and bird borne diseases.
- ix. Treatment of pet animals and birds.
- x. Facilitation of insurance for animals and birds.
- xi. Knowledge dissemination activities related to animal husbandry sector.
- xii. Technical assistance to farmers for their self-employment.
- xiii. Treatment for animals at door step in case of emergencies.

1.7. Veterinary Sub Centres

Veterinary sub centers are other animal husbandry institutions transferred to the Grama Panchayat. They are under the technical control of Veterinary Dispensaries/Hospitals and discharges duties like vaccination, first-aid treatments, artificial insemination, extension activities and fodder development.

Services and Responsibilities

The services and responsibilities that have to be put into practice by the Grama Panchayat and the Veterinary Hospital in the Animal Husbandry sector are detailed below.

2.1 Livestock Development

Livestock development is the pivotal task of the farmers in the animal husbandry sector. Activities in the livestock sector should be so planned that it should be able to meet the requirement of milk, milk-products and meat in the Grama Panchayat and at the same time generate employment locally. Through its annual programs, the Grama Panchayat will formulate strategies to increase milk and meat production to the maximum.

2.1.1. Basic Data Collection

- a. As a first step towards increasing milk and meat production in the Grama Panchayat, basic data collection should be carried out by the Veterinary Dispensary/Hospitals utilizing the service of the livestock inspector.
- b. The data collection will be done once in a year in each Grama Panchayat. This data will be correlated with the data derived from cattle census conducted once in 5 years. There will be also sample survey in wards selected at random thrice in a year (summer, winter and rainy season).
- c. This should be utilized as a basic criterion for long term and short term policies.

2.1.1.i. Information Regarding Status of Livestock

- a. Number of animals (cattle, goat and pig)
- b. Density
- c. Information with regard to age structure (heifer, calf, lactating, dry cow, bullock, buffalo)
- d. Figures and related details of other animals.
- e. Data collection of rearing birds like hen, ducks, turkey and quail.
- f. Information regarding availability, marketing, and necessity of egg and meat.

2.1.1.ii. Information Necessary to Assess Fertility Status of Animals

- a. Number of lactating animals which are fertile.
- b. Those belonging to mixed breeds (percentage/number)
- c. Those belonging to local breed (percentage/number)
- d. Average age of first calving among heifers
- e. Inter calving period
- f. Conception rate
- g. Facilities for artificial insemination (existent)
- h. Acceptability of artificial insemination
- i. Number, Success ratio of artificial insemination, Number of calves born
- j. If it is natural mating methods, its acceptance
- k. Knowledge level of farmers

2.1.1.iii. Status of Veterinary Services

- a. Status of facilities for disease identification and treatment
- b. Status of service provider institutions and infrastructure facilities
- c. Data regarding diseases and epidemics
- d. Facilities for making services available at the farmers door step.
- e. Data regarding immunisation activities

2.1.1.iv. Status of Availability of Feed

- a. Availability of lands for grazing
- b. Conventional feeding schedule
- c. Availability of green grass and hay

- d. Areas which could be utilised for fodder cultivation(Coconut farms, paddy fields, barren and fallow lands, public land, etc.)
- e. System to determine the quantity and quality of locally used mixed cattle feed or locally made cattle feed.

2.1.1.v. Details Regarding Production and Marketing

- a. Milk procurement and distribution
- b. Quantity of milk stored in societies, availability of Bulk Milk Cooler (B.M.C) tanks.
- c. Milk used/sold in hotels and households
- d. Domestic consumption
- e. Inflow of milk from outside
- f. Sale of milk through booths
- g. Inequality and variation in the production and consumption of milk

2.1.2. Activities to raise productivity

The Grama Panchayat with the help of Veterinary Dispensary/Hospital will plan for appropriate interventions to increase the production and productivity of milk, egg and meat based on the comprehensive data collection in the Panchayat level.

2.1.2.i. Improving livestock production

- a. Artificial Insemination Centers (A.I Centers), Veterinary Sub Centres and Veterinary Dispensaries/Hospitalsshould aim to develop cattle with high productivity/quality in the Grama Panchayat area.
- b. The availability and external marketing possibility of milk and meat in the Grama Panchayat area should be taken into consideration in planning.
- c. Provide the farmers with information about the advantages of artificial insemination through the knowledge dissemination activities as part of the functioning of the Veterinary Dispensary/Hopitals.
- d. The employees of the Veterinary Dispensary/Hospital and Sub centres should perform the task of preparing and updating the herd book, dairy register based on the collection of basic data collection and available official details. Livestock Assistant is entrusted with this task in the Veterinary Sub Centre and the Veterinary Dispensary/Hospital
- e. The power to report about the functioning of unauthorized breeding centres in the Panchayat area to the Grama Panchayat is vested with the Veterinary Surgeon. She/he may also initiate necessary legal steps in this regard.

- f. Veterinary Dispensaries/Hospitals and Sub centres should unitedly carry out the work of convincing the farmers about the limitations of unauthorized insemination centres and natural service.

2.1.2.ii. Improving Fertility Status

- a. The Veterinary Dispensaries/Hospitals should take the initiative in conducting infertility camps in various parts of the Grama Panchayat and give necessary treatment and suggestions after checking the animals.
- b. Veterinary Surgeon will provide required technical assistance for these activities.
- c. Grama Panchayat will meet the financial requirements of these activities through plan projects.

2.1.2.iii. Calf Management

- a. Carry out health activities for the care of calves born through artificial insemination and ensure higher productivity.
- b. Grama Panchayat will adopt various promotion packages for farmers who keep calves.
- c. for this,
 - c.i. Health check up of calves during fixed intervals-growth examination; giving suggestions by livestock inspectors
 - c.ii. Activity for making available feed at concessional rate
 - c.iii. Activity for making available treatment assistance
 - c.iv. Training for farmers in raising healthy calves will be provided by the Grama Panchayat through Veterinary Dispensary/Hospital.
- d. Veterinary Surgeon should collect the details of calves in the Panchayat area on the basis of latest information and formulate projects for its care periodically and submit to the Grama Panchayat. She/he should also take the lead in executing them.
- e. Veterinary Surgeon/Senior Veterinary Surgeon staff should conduct periodically the health and growth check up of calves and give necessary suggestions.
- f. Knowledge dissemination activities like classes and exhibitions for providing information regarding ways of upkeep of the calves to their owners should be organised under the leadership of the Veterinary Dispensary/Hospital.
- g. Grama Panchayat will make available required funds for these activities through plan projects.

2.1.2.iv. Pregnancy - Dry period care

- a. Veterinary Dispensary/Hospital or Dairy Department should take role in formulating specific activities to protect cattle during pregnancy and Dry period.
- b. Check the pregnant cattle in the Grama Panchayat area periodically and give the farmers suggestion for their management.
- c. Updated information should be effectively used for this.
- d. The following activities will be carried out by the Grama Panchayat depending on possibility: making available feed at subsidized rates for the care of pregnant cattle in the Panchayat area, make medicines available.
- e. Training on upkeep of pregnant cattle shall be organized by the veterinary hospital for their owners in the Panchayat area.
- f. Activities for the Health check up and upkeep of dry cow will be implemented through the Veterinary Dispensary/Hospital.
- g. The Veterinary Dispensary/Hospital should execute the responsibility of collecting the updated information on the cattle which are pregnant and in dry period.
- h. Classes and exhibitions for providing scientific training to the farmers on methods of treatment should be conducted in fixed intervals under the initiative of the Veterinary Dispensary/Hospital.
- i. Veterinary Surgeon should prepare the content of the training.
- j. Grama Panchayat should provide necessary assistance for organizing activities. Livestock Assistant should shoulder the implementation responsibility.

2.1.2.v. Mastitis Control

- a. Mastitis is a disease which adversely affects the productivity of the cattle.
- b. Hence specific programs for curbing this disease should be executed by the veterinary hospital.
- c. Veterinary Dispensary/Hospital should keep the details of cattle with high productivity, which are nearing delivery and in the lactating period.
- d. Convene a meeting of their owners and provide them with training on how to prevent the disease.
- e. Doctor shall examine the cattle and give necessary suggestions to the farmers.

- f. Veterinary Dispensary/Hospital should take lead in adopting emergency measures for finding the cattle and to arrange treatment for preventing spread of the disease when the disease is reported.
- g. The task of examining the cattle and giving necessary treatment when the disease is reported rests with the Veterinary Surgeon. She/he should take steps required to prevent the spread of the disease.
- h. The farmers may be instructed to get milk testing done at Veterinary Dispensary/Hospital to identify sub-clinical Mastitis.

2.1.2.vi. Encouraging Buffalo Rearing

- a. Grama Panchayat will take steps to promote she buffalo rearing in the Panchayat area as she buffalo is an animal with high immunity and productivity.
- b. Activities like giving feed for calves and special activities for health care will be implemented through Veterinary Dispensary/Hospital.

2.1.2.vii. Facilitating marketing of Animal Products

- a. Grama Panchayat may facilitate marketing of milk, meat, egg produced in the Grama Panchayat area.
- b. Grama Panchayat may support the activities of milk marketing co-operatives functioning in the Panchayat area.
- c. Grama Panchayat may take the initiative to form milk co-operatives in those areas where the functioning of milk marketing co-operatives has not reached.
- d. Grama Panchayat may give necessary encouragement for the dairy units which function on a collective basis in the Grama Panchayat area for converting the surplus quantity of milk into value added products. Assistance for making available necessary infrastructure and machinery will be made available by the Grama Panchayat through various modes.

2.1.2.viii. Establishing Dairy Units - Encouragement

- a. Grama Panchayat may provide necessary assistance in forming collectives (Kudumbasree units, Kudumbasree self-help groups) of those who are willing to rear cattle collectively.
- b. Grama Panchayat may carry out possible activities to make available facilities for the functioning of these collectives and aid for buying cattle through various organizational set ups like Kudumbasree.

- c. The service of Dairy Extension Officer shall be made use of for providing technical advice to the dairy units working in the Grama Panchayat area and in assessing the activities of milk co-operatives.

2.1.2.ix. Nutrition – Making Available Basic Facility

Basic factor of livestock development is that nutritious feed should be made available to them.

a. Feed and Fodder

- a. Grama Panchayat may encourage and assist farmers who are willing to cultivate fodder grass and Azolla in the Grama Panchayat area on commercial basis and otherwise.
- b. Veterinary Dispensary/Hospital shall take initiative in holding classes by convening livestock farmers, conducting exhibitions and trainings on fodder grass production and availability and use of nutritious feed.
- c. Training on hay and silage processing and production of naturally mixed cattle feed should be provided to the farmers.
- d. Veterinary Dispensary/Hospital will give training to the farmers regarding nutritious food methods.
- e. Krishi Bhavan will provide technical advice about carrying out grass cultivation as part of soil protection activities, through proper integration of quality services from both the Krishi Bhavan and Veterinary Dispensary/Hospital.

b. Cattle Feed Quality Test

- a. The activity of testing the quality of cattle feed sold in the Grama Panchayat shall be conducted in fixed intervals under the initiative of Veterinary Dispensary/Hospital staff. For this; the veterinary officials shall carry out regular inspections in the shops selling cattle feed.
- b. Information regarding farmers who are willing to carry out fodder grass cultivation on a large scale through the Veterinary Dispensary/Hospital.
- c. The technical assistance required for providing training to them rests with the Krishi Bhavan.

2.1.2.x. Model cattle shed construction

Grama Panchayat may give support to the units which are carrying out cattle rearing collectively for constructing model cattle sheds.

2.2 Enhance Egg Production

The eggs of hen, duck and quail is a complete food with high nutritional value. This is a source of protein. Moreover, it is a source of income for the common people. Its possibilities in the industrial basis are very high.

2.2.1. Prospects of Rise in Egg Production

Grama Panchayat may adopt various measures for boosting egg production.

- i. Parent Stock: Arrangements can be made for producing egg, which are required for hatching layer chicks, and protecting hens with high genetic value as parent stock.
- ii. Hatchery: Grama Panchayat may facilitate establishment of hatcheries within its area.
- iii. Egger Nursery: Grama Panchayat may facilitate establishment of an Egger Nursery where layer chicks received from hatcheries which are one-day old can be protected for a month.
- iv. Rearing hens in households: Programs may be implemented for rearing hen, quail, and duck in the houses of members of Kudumbasree units and self-help groups.
- v. Grama Panchayat may provide assistance to individuals and groups who are willing to rear chicken, duck, and quail on commercial basis.
- vi. Grama Panchayat may facilitate network arrangements for collecting and marketing egg produced in households and farms through network systems like Kudumbasree units and self-help groups.

2.2.2. Droppings as Manure

Veterinary Hospital will arrange training to those who are engaged in rearing hen, quail, and duck on an industrial basis for using droppings as manure. Campaign activity required for its sale may be conducted through the Krishi Bhavan.

2.2.3. Support to be given to Rearing of Layer Chicken, Duck & Quail

Veterinary Dispensary/Hospital shall extend:-

- i. Necessary technical advice for those who are willing to carry out individually.
- ii. Technical assistance for project preparation to conduct on an industrial basis. Technical support for making financial assistance available
- iii. Ensuring availability of good quality of young chicks, duckling and quail.
- iv. Training and knowledge about rearing methods.
- v. Information regarding feeding practices (natural feed and mixed feed)
- vi. Advice for taking periodic immunization vaccines and making necessary arrangements for that.

- vii. Anti-worm medicines for health care and enhancing productivity.
- viii. Support for sale of eggs which are left after consumption.
- ix. Trainings on rearing methods for the farmers who rear hen, duck, and quail on an industrial basis in fixed intervals at sectoral levels.
- x. Motivation to farmers to take preventive vaccines during seasons when possibility of diseases for chicken, duck, and quail spread. For this, vaccination camps should be organized in various parts of the Grama Panchayat with sufficient notice period.

2.3 Enhance Production of Meat

Activities to be undertaken to enhance production of meet are given below:

- i. Broiler Chicken, Duck, Turkey, Quail rearing
- ii. Rearing male calf and male buffalo calf
- iii. Rearing of goats
- iv. Rearing of pigs
- v. Besides these, layer chicken, duck, cow, and she buffalo which have become less productive and hence unprofitable to keep may be reared for meat production

For understanding the above activities suitable persons may be identified and the following support may be provided to them:-

- i. Technical assistance for making quality chicks.
- ii. Technical support for planning projects for availing financial assistance.
- iii. Encouragement and support for collective activities.
- iv. Financial support for arranging infrastructure facilities and making available chicks.
- v. Special training to those who carry out profitable activities like rearing of goats, rabbit, pig, and duck.
- vi. Promote units engaged in processing of skins of rabbit and goat through Kudumbasree units and self-help groups.
- vii. Support to establish units engaged in meat processing and arranging necessary technical assistance.
- viii. Prepare programs linking pig rearing programs for meat purposes with that of waste processing. Veterinary Dispensary/Hospital and Primary Health Centre should take united effort in shouldering responsibility.

2.3.1. Panchayat Level Farmers' Society

Co-operative societies may be formed in the Panchayat area for the production, processing, procurement, and sales of egg and meat. Grama Panchayat may take lead role in this regard.

2.3.2. Possible Activities

- i Promote scientific cattle rearing and rearing of chicken, duck, quail, rabbit, and goat with the aim of enhancing production.
- ii Arranging supply of quality young ones to the farmers who are engaged in egg and meat production.
- iii Arranging supply of feed, vaccines and medicines at lower cost.
- iv Start feed mixing units.
- v Establishing a system for procuring egg, chicken and animals fit for slaughter
- vi Set up network sales systems and infrastructure facilities for marketing the products.
- vii Establishing of scientific and modern slaughter houses.
- viii Establish egg and meat stalls.
- ix Arranging credit facilities to farmers.
- x Organise necessary training sessions for the farmers.
- xi Veterinary Dispensary/Hospital shall provide technical support in arranging quality young ones to the farmers who are willing to rear goat, rabbit, quail, and broiler chicken for meat production.
- xii Veterinary Dispensary/Hospital should undertake the responsibility of providing necessary training to farmers about upkeep methods of animals and birds. She/he should also visit units as and when required.
- xiii Veterinary Dispensary/Hospital shall take lead role in forming farmers group/collectives of farmers who are engaged in various meat production activities in the Grama Panchayat level and implementing effectively knowledge dissemination activities.
- xiv Veterinary Dispensary/Hospital should take the lead role in arranging necessary technical assistance to those who are running meat processing activities.
- xv Grama Panchayat may provide financial incentive to units which are carrying out collective meat production and processing activities.
- xvi Veterinary Dispensary/Hospital and Panchayat level Farmers Society shall take initiative in activities to make available financial aid and to formulate projects for the farmers who are engaged in commercial farming activities.

2.3.3. Meat Processing - Sales

Grama Panchayat shall ensure upkeep of meat stalls.

2.3.4. Rural Slaughter House, Modern Meat Processing Centre

Rural slaughter houses are to be established by all Grama Panchayats in a phased manner for scientific slaughtering of healthy animals and ensuring quality

standards and thus making available hygienic meat for the general public. To achieve this goal the Veterinary Surgeon shall render the following services.

- 1) Rendering technical advice to the Grama Panchayat in the management of slaughter house.
- 2) Conducting ante mortem and post mortem examination of the animals slaughtered in the public slaughter house.
- 3) Issuing fitness certificate as prescribed by Government of India in prescribed format. She/he shall inspect and stamp the meat of slaughtered animal if found fit for human consumption.

Note: The maximum number of animals that can be examined should not exceed 12 per hour and 96 per day.

2.3.5. Meat Stalls

As per Kerala Panchayat Raj (Slaughter House and Meat Stall) Rules,1996 the meat offered for sale in a Meat Stall shall be of animals slaughtered in a public slaughter house or a licensed slaughter house and shall be clean and devoid of materials unfit for consumption. In order to enact these provisions of law the following steps shall be taken:

- i. Grama Panchayat shall issue license to the meat sales centers only after inspection and certification of the Veterinary Surgeon that the arrangements for hanging the meat, cleaning the place after sales, and for removing polluted water and waste are satisfactory.
- ii. Grama Panchayat shall hand over the applications received for opening meat stalls to the Veterinary Surgeon for inspection and report. Such inspection shall be conducted within 7 days of receipt of the duly filled application.
- iii. Veterinary Surgeon shall conduct monthly inspection of meat stalls in the Panchayat area and in other occasions when complaints are received from the general public. Monthly report/Special inquiry report should be submitted to the Grama Panchayat.
- iv. If any illegal is found in the functioning of the meat sales counters or it is found that unscientifically slaughtered meat is sold - either from the Grama Panchayat or from outside the Grama Panchayat - the Veterinary Surgeon should submit the recommendation for cancelling their license to the Grama Panchayat.
- v. Grama Panchayat shall take necessary steps to cancel the license based on the report of the Veterinary Surgeon after giving the licensee an opportunity of being heard.

2.4. Issuing License to Pet Dogs

2.4.1. Preventing Rabies Infection

Curbing rabies infection is essential as it causes even death to the infected.

2.4.2. Preventive Measures

- i. Cat, Dog, Rat, bat and fox are the animals which spread rabies infection.
- ii. Hence Grama Panchayat shall take steps to issue license for rearing dogs and pigs in households.

2.4.3. Licensing

- i. Every Grama Panchayat shall enforce licensing of dogs as per Kerala Panchayat Raj Rules. Each year, specific period shall be fixed for taking/renewing license and it will be announced in Grama Sabhas
- ii. License for rearing pet animals to the owners shall be issued, based on Vaccination Certificate issued by the Veterinary Surgeon. Licensed dogs shall be tied with a metal token in the neck and as far as possible, an electronic chip shall also be implanted.
- iii. Preventive vaccines shall be administered on the animals charging the fee fixed by the Grama Panchayat in consultation with the Veterinary Surgeon.
- iv. The list of animals administered preventive vaccine shall be compared with the list of licensed dogs and notices shall be issued to those who have not taken the license.

2.4.4. Mass Education

- i. Awareness campaigns shall be conducted to curb the practice of releasing the dogs in the street when they become old or ill.
- ii. Classes and exhibitions shall be held under the leadership of Veterinary Surgeon as part of providing information regarding the dangers of rabies and care of pet animals through Grama Sabhas, Neighborhood Groups, Kudumbasree Units and Residents Associations.

2.4.5. Curbing Stray Dogs

- i. Grama Panchayat shall take steps to sterilize stray dogs following the procedures prescribed in the Animal Birth Control (dogs) Rules, 2001 (ABC Rules) utilizing the services of the Veterinary Surgeon.
- ii. The Veterinary Surgeon shall act as the convener of the monitoring committee constituted under rule 4 of the said rules.
- iii. Incurably ill and mortally injured dogs as diagnosed by the Veterinary Surgeon shall be euthanized strictly observing ABC (Dogs) Rules.

2.5. Prevention of Cruelty towards Animals

- i. Grama Panchayat is responsible for preventing cruelty to animals within the Panchayat limits.
- ii. Awareness should be created for shunning cruelty towards animals among Kudumbasree units, Grama Sabhas and farmers.
- iii. Take appropriate steps for preventing unscientific slaughter of animals.

- iv. Grama Panchayat may take appropriate action against carrying animals in excess of sanctioned number in a vehicle through the Panchayat area.
- v. The task of giving technical leadership for organizing awareness programs on cruelty towards animals rests with the Veterinary Dispensary/Hospital employees.
- vi. Grama Panchayat may take measures to block those vehicles which carry animals in excess of sanctioned strength, when it comes to notice.
- vii. Veterinary Surgeon will provide the technical support necessary for this.

2.6. Prevent Animal-borne Diseases

Many diseases spread from animals to human beings. Rabies, Anthrax, Plague, Leptospirosis, Brucellosis, Streptococcus and Salmonellosis belong to these diseases. Steps to prevent such diseases which are a threat to human life shall be tackled through the combined effort of Grama Panchayat, Veterinary Dispensary/Hospital and Primary Health Centre.

2.6.1. Preventive Measures

- i. Preventive action against animal-borne diseases should be carried out in various ways.
- ii. Sustained campaign activities against animal-borne diseases should be held when such diseases are spreading in the Grama Panchayat area.
- iii. During monsoon, when there is a possibility for spreading of leptospirosis, special programs against it should be planned.
- iv. When diseases are spreading, house visits and discussion with family members, distribution of notices regarding prevention may be done.
- v. Classes and exhibitions shall be held at Kudumbasree units, schools, Grama Sabhas, farmers' meetings, traders' and industrialists meetings, neighborhood group meetings, voluntary organisations.
- vi. Preventive vaccination shall be held widely when disease is spreading. In case of necessity, camps shall be organised to administer preventive vaccines.
- vii. This should be done under the combined leadership of Grama Panchayat, Veterinary Dispensary/Hospital and Primary Health Centre.

2.6.2. Disease Prevention Programme

- i. Under the combined initiative of the Veterinary Dispensary/Hospital and Primary Health Centre, a preventive action programme for averting animal-borne diseases in the Grama Panchayat area should be prepared at the beginning of the year itself.
- ii. This programme should be formulated after collecting necessary data, at a joint meeting of staff of Veterinary Dispensary/Hospital and PHC, and members of Health and Education and Development Standing Committees.

- iii. This programme should be presented at the first Grama Panchayat level Review meeting of the year.

2.6.3. Responsibility

- i. Staff of Veterinary Dispensary/Hospital and Primary Health Centre shall meet jointly to chalk out campaign activities against animal-borne diseases in the Grama Panchayat area.
- ii. Primary Health Centre should link this programme with the health and disease prevention programme of the Grama Panchayat.
- iii. The technical task of giving leadership to disease prevention and awareness creation is entrusted with the staff of Veterinary Dispensary/Hospital and Primary Health Centre.
- iv. Documents for awareness generation shall be developed together by these two institutions.
- v. To ensure precautionary measures to prevent spreading of the disease combined effort of Veterinary Dispensary/Hospital and Primary Health Centre should occur.

2.7. Veterinary Services

2.7.1. Disease Identification - Treatment

Conducting disease identification of birds and animals is the responsibility of the Veterinary Dispensary/Hospital.

Steps

- i. Owners of birds/animals who approach the hospital for disease identification and treatment shall take OP ticket from the hospital.
- ii. Register the name of the owner and type of animal in the hospital while issuing OP ticket.
- iii. Veterinary Surgeon shall examine the registered animals.
- iv. Necessary help shall be provided by the owner while the Veterinary Surgeon conducts checkup of animals.
- v. Veterinary Surgeon shall prescribe necessary medicine after checkup. If follow up checkup is required that information shall be entered in the prescription. Details of checkup shall be entered in the prescription by the Veterinary Surgeon.
- vi. Livestock Inspector shall give medicines available in the hospital to the farmers based on the prescription of the Veterinary Surgeon.
- vii. Medicines which are not available in the hospital shall be bought from outside.
- viii. If follow up checkups (lab test) are required for disease identification, tests which could be conducted at the hospital shall be done by the Livestock Assistant as per the instruction of the Veterinary Surgeon. The farmers shall be intimated about of the time of delivery of test reports at the time of test itself.

- ix. In the case of those tests which are not available in the dispensary/hospital, the Veterinary Surgeon shall refer to higher institutions like Poly Clinic and District Veterinary Centres. This examination shall be conducted under the responsibility of the owner.
- x. Owners shall take care to follow up treatments as per the instructions of the Veterinary Surgeon after the initial treatment at the Veterinary Dispensary/Hospital.
- xi. On occasions when minor surgeries are required for birds and animals, Veterinary Surgeon shall conduct it at the Veterinary Dispensary/Hospital.
- xii. In cases of surgeries, which are not available at the dispensary/hospital, but become necessary the Veterinary Surgeon shall refer the case to higher hospitals.

2.7.2. Availability of Medicines

When the medicines supplied by the department become insufficient, Grama Panchayat will take necessary steps, within its limits, to make available these medicines. It shall be the primary responsibility of the Veterinary Surgeon to take timely action to ensure uninterrupted supply of medicine. The following procedure shall be followed for the procurement of medicine:

a) Estimation:

- i) Based on the actual demand and supply for the year the anticipated requirement of medicine for the next year shall be estimated by the Veterinary Surgeon by giving 10% weightage and the proposal for procurement of medicines over and above the probable supply from the department shall be submitted by 15th December of every year to the Grama Panchayat through the Development Standing Committee.
- ii) The Development Standing Committee shall scrutinize the proposal and submit it to the Grama Panchayat with its specific recommendation by 31st December.
- iii) The Grama Panchayat shall approve the proposal with such modification it feels necessary and shall include it in the annual plan of the Panchayat for the succeeding year following the guidelines for the preparation of annual plan.

b) Procurement :

On finalization of the annual plan and its approval by the DPC, the Veterinary Surgeon shall obtain non-availability certificate from the Animal Husbandry Department and prepare indent for the purchase of medicines during the month of May and shall take steps for its procurement following the procedures laid down in the Procurement Manual.

c) Stock taking:

As custodian of the medicines it shall be the primary responsibility of the Veterinary Surgeon to maintain proper stock account of the medicines procured and its supply with the assistance of the Livestock Assistant.

Note: 1) Anti worm medicines and nutritional supplements supplied to farmers at subsidized rates through annual plan shall be procured as per the approved project and shall not come under the purview of this clause.

2.7.3. Maintenance of Records

- i. All records with regard to the treatment of birds and animals shall be kept in the hospital.
- ii. Checkup, treatment, registration information
- iii. Initial examination. Disease identification report
- iv. Information regarding follow up check ups
- v. Information regarding reference
- vi. Information regarding deaths, in case of occurrence, shall be kept as part of these records.
- vii. Arrangement shall be made in the veterinary hospital to make available these documents as and when requested by anyone.
- viii. Veterinary Surgeon, through weekly inspection, shall ensure that all records in connection with treatment and disease identification.

2.7.4. Checkup at Households & Giving Treatment

- i. During veterinary service there will be many occasions when the doctor will have to visit the households to provide treatment.
- ii. When the farmer demands his/her animal to be given treatment at home, the Veterinary Surgeon, considering the nature of the disease, has to decide whether the animal shall be brought to the hospital or the treatment shall be given at the household.
- iii. In cases of emergency only, Veterinary Surgeon shall go out to treat animals at households; otherwise preference shall be given to the animals brought to hospital for treatment.
- iv. When going out for treatment during duty hours, the information shall be entered in the movement register.
- v. During this stage, medicines stocked in the hospital could be used for treatment.
- vi. The owner of the animal shall buy medicine as per the prescription of the surgeon when the same is not available in the hospital.
- vii. In emergency cases the conveyance facility shall be arranged by the owner of the animal. If the conveyance facility is not provided by the owner, he should provide conveyance allowance to the Veterinay Surgeon. This amount shall

not exceed the actual expenses incurred as per G.O.No.1765/2015/AD dated 14.10.2015. (**Annexure 3**)

- viii. While going out in the hospital vehicle for treatment, the doctor shall give receipt of the hospital for the amount charged as conveyance allowance.
- ix. On occasions when the doctor goes out from the hospital for treatment and is unable to return to the hospital the same day, she/he shall contact the hospital over telephone. In any case of emergency case is reported, she/he shall shoulder the responsibility to carry out that.

2.7.5. Preparation of Monthly Report

Veterinary Surgeon shall prepare a monthly report, by 5th of the following month and submit to the Panchayat for review meeting. Report shall include monthly information regarding the number of animals brought to the hospital for treatment and the animals treated by the doctor at the households. Number of animal's brought/treated, disease/treatment requirement, disease status, severe diseases, epidemics, usual illnesses, routine tests etc. shall also be recorded. The functions discharged through the Veterinary Dispensary/Hospitals shall be included in the Administration Report of the Grama Panchayat published as per Sec.192 of the Kerala Panchayat Raj Act.

2.7.6. Immunization Activities

In the cases of diseases, which may be prevented through vaccination the hospital shall have the facility for the same. The diseases which generally require vaccination:

- i. Foot and Mouth Disease
- ii. Enterotoxaemia
- iii. Brucellosis
- iv. Anthrax
- v. Hemorrhagic Septicemia
- vi. PPR (Goat)
- vii. Ranikhet (chicken)
- viii. Fowl Pox (chicken plague)
- ix. Rabies

2.7.7. Vaccination against Foot and Mouth Disease

Foot and Mouth disease is a severe illness, which affects the productivity of cattle, cause death, and spreads fast. The effective way to curb this disease is through prevention activity.

- i. Vaccination against Foot and Mouth disease, as part of the “Goraksha” Project, shall be administered half-yearly at the Veterinary Dispensary/Hospital after charging Rupees Five from the farmer.

- ii. This may be done by organizing camps or visiting houses by Livestock Inspectors.
- iii. To ensure all the animals in the Grama Panchayat area are being subjected to preventive vaccination annually, comparative checking with reference to the cattle register and field inspection shall be carried out under the initiative of the Veterinary Surgeon.
- iv. Veterinary Dispensary/Hospital shall formulate special exigency programme for making all the animals in the Grama Panchayat area undergo vaccination within two weeks during the wide outbreak of the disease.
- v. Development Standing Committee shall be responsible while the disease is spreading for formulating special exigency programme. Veterinary Surgeon shall seek the service of the Grama Panchayat to ensure that the immunization activities reach 100 percent animals.

2.7.8. Vaccination against Other Diseases

- i. Vaccination against the above mentioned disease during their widespread outbreak.
- ii. Prepare special programme for administering vaccines within a specific time frame.
- iii. House visits, immunization vaccinations, camps in various areas/ring vaccination (all cattle in the disease infected shall be administered vaccination) these shall be held under the leadership of veterinary hospital.
- iv. In normal times, doctor shall give vaccination upon the request of the farmer.
- v. The farmer shall meet the expenses of preventive vaccinations.
- vi. In the case of medicines available in the hospital receipt shall be issued to the farmer after accepting the amount.
- vii. The farmers are liable to make the animals undergo the disease prevention vaccines which are made compulsory by the government.
- viii. Veterinary Dispensary/Hospital shall take measures to ensure that all cattle in each category have undergone preventive vaccination during the disease counter checking with the cattle register.
- ix. Veterinary Surgeon may accept the assistance of the Veterinary Hospital Development Committee to make sure that make certain that this inspection is done and 100 percent preventive vaccination has been carried out during such occasions.

2.7.9. Killing the Infected Animals

- i. Grama Panchayat with the help of Veterinay Surgeon may take steps to kill those animals which are infected with severe disease and are unable to recover through treatment with the permission of the owners.
- ii. Certificate of the Veterinay Surgeon after inspection is required in this regard.

2.7.10. Cremation of Animals died due to Disease Infection

- i. Veterinary Surgeon shall give necessary suggestions for the cremation of animals which died owing to communicable diseases.
- ii. Veterinary Dispensary/Hospital staff shall ensure that they are cremated safely without creating any health hazards.
- iii. Arrangement shall be made to access information regarding such deaths through management committee, farmers, and people's representatives.
- iv. Veterinary Dispensary/Hospital staff shall visit those houses which report such deaths and give necessary suggestions for cremation.

2.7.11. Awareness Creation Activities

- i. Farmers of the Grama Panchayat belonging to various sectors shall be convened once in a year either at the local level or at the Grama Panchayat level when there is possibility of spreading the disease. They shall be given classes regarding disease symptoms, preventive methods, treatment methods, precautionary measures to be taken to prevent spreading of diseases.
- ii. Under the initiative of the Veterinary Dispensary/Hospital, classes and exhibitions may be conducted in various parts of the Grama Panchayat for the same.

2.7.12. Epidemic - Non-Epidemic Disease Prevention Programme

- i. At the beginning of every year, the Veterinary Dispensary/Hospital shall chalk out a special programme about the immunization activities implemented in the Grama Panchayat under its leadership with regard to communicable and non-communicable diseases.
- ii. Combined efforts of Development Standing Committee, Farmers, Experts, and hospital staff shall be provided in this regard.
- iii. This programme prepared on the basis of detailed discussions, shall be presented at the Grama Panchayat level review meeting and implemented after getting approval.

2.8. Activity to Prevent Animal-Borne Diseases

2.8.1. Options

- i. Artificial Insemination facility for reproduction and improving genetics quality (developing quality cattle).
- ii. Artificial insemination facility is available in Veterinary Dispensary/Hospital and Veterinary Sub Centres.
- iii. Its purpose is to upgrade the breed of goats, cows and buffalos.
- iv. The semen brought from Kerala Livestock Development Board shall be used for artificial insemination in accordance with State Breeding Policy.
- v. Herd Book shall be maintained for knowing the productivity level of cattle in the Grama Panchayat. This is the task of the employees of the Veterinary Dispensary/Hospital.

- vi. Veterinary Surgeon shall collect information regarding cattle which undergoes artificial insemination each month at Veterinary Sub Centre and Veterinary Dispensary/Hospital.
- vii. Cattle which have not undergone artificial insemination shall be identified after comparing the information in the Herd Book with that of the Livestock Census. Service of the Hospital Development Committee shall be utilised for this.
- viii. Contact the owners of such cattle from Veterinary Dispensary/Hospital and give instructions to carryout reproduction through artificial insemination.
- ix. Farmers shall make sure that the animals, which show heat symptoms, undergo artificial insemination within 18 to 24 hours.
- x. For each artificial insemination, the farmers shall pay fees if prescribed.
- xi. Those animals which have undergone artificial insemination more than three times shall be tested for infertility.

2.8.2. Pregnancy Test

- i. Farmers shall take the animal three months after artificial insemination to the Veterinary Dispensary/Hospital or Sub Centre for pregnancy test.
- ii. Veterinary Dispensary/Hospital shall provide pregnancy test during working hours as free service.
- iii. Activities to disseminate information regarding care of the pregnant animal to the farmers shall be held under the leadership of the Veterinary Dispensary/Hospital.
- iv. On the occasion of non-occurrence of natural delivery, veterinary surgeon shall make available his/her services to the farmers.

2.8.3. Management of Infertility

- i. Veterinary Dispensary/Hospital shall compile data each month regarding animals which are not pregnant even after undergoing more than three artificial inseminations.
- ii. Livestock Assistant shall refer animals which are not pregnant even after three times at the Sub Centres to the Veterinary Dispensary/Hospital for an examination by the Veterinary Surgeon.
- iii. Infertility camps shall be conducted twice a year under the leadership of the Veterinary Surgeon in various parts of the Grama Panchayat.

2.8.4. Awareness Creation

Gatherings of farmers shall be convened at fixed intervals and awareness creation activities like classes and exhibitions shall be held under the initiative of the Veterinary Dispensary/Hospital.

2.9. Treatment of Pet Animals

Veterinary Dispensary/Hospital is responsible to treat the pet animals in the Panchayat area.

Steps

- i. Owners shall bring animals and birds (dog, cat, birds, etc.) which require treatment to the Veterinary Dispensary/Hospital during the working hours.
- ii. Charge fee fixed by the Government for treatment.
- iii. Veterinary Surgeon shall examine the birds and animals and fix treatment and give prescription if necessary.
- iv. Livestock Assistant shall give the medicines available in the hospital and unavailable medicines are to be purchased from outside.
- v. Owners shall bring the birds and animals to the Veterinary Dispensary/Hospital if follow up treatment is required and Veterinary Surgeon shall attend to them.

2.10. Insuring Animals

- i. Insurance coverage is a support system by which the loss to the farmer through infection of animals or natural calamities, or unexpected death, is compensated.
- ii. The responsibility of the Veterinary Surgeon for claiming the insurance by the farmer is limited to issuing
 1. Evaluation Certificate
 2. Death Certificate
 3. Detailed Post Mortem Report.

2.11. Knowledge Dissemination Activities

The task of carrying various knowledge dissemination activities among the farmers rests with the Veterinary Dispensary/Hospital. Various types of knowledge dissemination activities have to be implemented through the Veterinary Dispensary/Hospital.

2.11.1. Subjects on which awareness creation has to be generated

- i. Preventive and awareness creation activities against communicable and non-communicable diseases.
- ii. First Aid
- iii. Care and management of Calves.
- iv. Care of pregnant and dry cow.
- v. Immunization against rabies
- vi. Prevention of cruelty against animals

- vii. Methods to enhance productivity
- viii. Milk processing methods and value addition of livestock products
- ix. Reproduction of quality livestock.
- x. Ways to increase production of meat
- xi. Prospects of income from self-employment
- xii. Means to raise production of meat of goat, rabbit, duck, broiler chicken, quail, etc.
- xiii. Methods of meat processing
- xiv. Methods and means of care of birds and animal.
- xv. Rearing methods of layer chicken, duck, and quail.
- xvi. Prospects and ways of insuring animals.

2.11.2. Procedure

- i. Veterinary Dispensary/Hospital shall collect details of farmers in various sections through data collection (data bank) and farmer registration
- ii. Based on these data, groups of farmers shall be formed locally at Panchayat level.
- iii. Training and Exhibitions towards knowledge dissemination shall be convened at fixed intervals.
- iv. Veterinary Dispensary/Hospital shall prepare an annual calendar for organising knowledge dissemination activities.
- v. Programs, subject, and participants shall be mentioned in the annual calendar.
- vi. This calendar shall be included in the annual programme of the Veterinary Dispensary/Hospital and shall be presented at the Panchayat level review meeting for approval.

2.11.3. Responsibility

- i. The responsibility of deciding on the content of the knowledge dissemination activity rests on Veterinary Surgeon and Livestock Inspector.
- ii. The assistance of management committee shall be made available for necessary organising activities. The task of organizational responsibility falls on Veterinary Dispensary/Hospital employees.
- iii. Fund for organising knowledge dissemination activities will be made available from either the Department or the Grama Panchayat.

2.11.4. Monthly Programme

- i. Once the meetings of Veterinary Dispensary/Hospital and Management committee held at the beginning of the month are over, the knowledge dissemination activities of the previous month should be evaluated.
- ii. Consequently, based on the annual calendar, details of next month's knowledge dissemination activities shall be prepared in these meetings.

- iii. The organizational responsibility of the programs shall be entrusted with the Grama Panchayat.
- iv. Knowledge dissemination activities of each month shall be included in the report presented at the Panchayat level review meetings.
- v. Technical responsibility of knowledge dissemination activity shall be completely shouldered by the veterinary surgeon.
- vi. The details of location, date, participants shall be communicated to the Grama Panchayat.
- vii. Financial aid shall be made available for the projects under the department from the department itself and for other projects it shall come from the Grama Panchayat.

2.12. Library

- i. A library may be established in the Veterinary Dispensary/Hospital for keeping in particular;
 - a. Books, leaflets and pamphlets related to Animal Husbandry
 - b. General weeklies
- ii. Facility shall be arranged in the library for the farmers to read books and journals during hospital working hours.
- iii. The responsibility of running the library shall be entrusted with the Livestock Assistant.

2.13. Running of Veterinary Sub Centre

Veterinary Sub Centre is an institution transferred to the Grama Panchayat together with the Veterinary Dispensary/Hospital as per the Kerala Panchayati Raj Act and Government Order.

- i. These are the centres of artificial insemination for carrying out reproduction of healthy livestock.
- ii. These institutions where a Livestock Inspector and a part time sweeper are working shall submit their monthly reports to the Veterinary Surgeon and to Development Standing Committee of the Grama Panchayat.
- iii. Veterinary Surgeon shall collect these reports by including the working report of the Veterinary Dispensary/Hospital.
- iv. The task of submitting periodic reports to the Grama Panchayat and implementing Grama Panchayat programs falls on the Livestock Inspector of the Veterinary Sub Centre.
- v. The Livestock Inspector shall carry out the responsibility of artificial insemination for the cattle brought to the Veterinary Sub Centre.
- vi. Part Time Sweeper/Casual Laborer is liable to cleaning the sub centre and the surroundings every day in the morning, and assisting the Livestock Assistant in duties.

2.14. Responsibilities of Employees

2.14.1. Part time Sweeper

- i. Working hours is from 8.30 am to 1 pm. The building and surrounding shall be kept clean. Make water available.
- ii. Assist the Veterinary Surgeon in duties while the attendant is not present on duty.
- iii. Implement other duties related to the hospital as instructed by the Veterinary Surgeon.

2.14.2. Attendant

- i. Open and close the Veterinary Dispensary/Hospital on right time.
- ii. Assist the Veterinary Surgeon and Livestock Inspector in duties (mainly field work, vaccination, camp, etc.)
- iii. Carry tapal to various offices and bring stationery and vaccine necessary for the Veterinary Dispensary/Hospital.
- iv. Stock the medicines and liquid nitrogen brought to the Veterinary Dispensary/Hospital.
- v. Carry out the duty of the sweeper when she/he is absent.
- vi. Attendant has the responsible task of smooth functioning of the Veterinary Dispensary/Hospital.
- vii. Go to Treasury in connection with money-related matters and mark attendance in the attendance board.

2.14.3. Livestock Inspector

- i. Carry out artificial insemination and report infertility
- ii. Assist Veterinary Surgeon in office administration
- iii. Go to the field for inspecting the quantity of milk of selected cows.
- iv. Visit the dairy co-operatives during occasions of emergency.
- v. Immunization activities under the supervision of Veterinary Surgeon.
- vi. Carry out livestock census as per the instruction of the Animal Husbandry Department Director
- vii. Conduct house visits in connection with calf birth verification and assist in cattle health camps.
- viii. Control the functioning of the Veterinary Dispensary/Hospital in the absence of Veterinary Surgeon/Sr. Veterinary Surgeon.
- ix. Besides, the tasks in the sector assigned by the department and the related Grama Panchayat.
- x. Assist the Veterinary Dispensary/Hospital in vaccination camps.

- xi. Assist the Veterinary Surgeon in holding classes and exhibitions as part of the knowledge dissemination activities.
- xii. Participate in meetings convened by the Grama Panchayat representing the Veterinary Dispensary/Hospital in the absence of the Veterinary Surgeon.
- xiii. Collect details regarding cattle in the Grama Panchayat by compiling Herd book and other basic data and update this periodically on the basis of revised information.
- xiv. Help the Veterinary Surgeon in forming groups of farmers belonging to various groups.
- xv. Assist Veterinary Surgeon in preparing and executing Panchayat projects.
- xvi. Perform the role in the activities for the maintenance of Veterinary Dispensary/Hospital, increase in quality of service, and spread of service.
- xvii. Assist Veterinary Surgeon in organising, execution, and preparation of content of the training programs.
- xviii. Also assist Veterinary Surgeon in scheme implementation and other departmental programmes.
- xix. Assist in clerical work in the office and maintenance of registers including cash book.

2.14.4. Veterinary Surgeon

2.14.4.i. Service related:

- i. Carry out treatment of cattle after diagnosing the disease. Carry out minor operations. Contact other institutions for major operations and expert treatment if required.
- ii. Conduct artificial insemination; make cattle rearing profitable by improving herd fertility.
- iii. Prepare projects of the Grama Panchayats in the Animal Husbandry sector. Inspect documents related in animal husbandry during house visits of farmers.
- iv. Field activities are related mostly to the following
 - a. Insurance coverage for Cattle and issues regarding settlement of claims
 - b. Conduct calf birth verification
 - c. Supervision of immunization and census activities conducted by livestock inspector
 - d. Visit dairy co-operatives and carry out inspection
 - e. Visit Veterinary Sub-Centres and conduct inspection
 - f. Guidance to mini dairy units of poultry farms for promoting self-employment in Grama Panchayats

- v. Arrange training in Animal Husbandry sector with the co-operation of other departments for farmers as per the demand by the farmers groups.
- vi. Provide expert advice for buying good quality animals and birds.
- vii. Give vaccination to dogs and issue certificates.
- viii. Certification to the farmers for getting benefits of insurance.
- ix. Apart from projects implemented from the department, arranging layer chicken distribution.
- x. Carry out other duties as well as per the instruction of the department.
- xi. Implement awareness programmes with the assistance of livestock inspector.
- xii. Give leadership to technical activities like preparing questionnaire for basic information survey of Animal Husbandry sector of the Grama Panchayat, giving training, and compilation of data.
- xiii. Report about the unauthorized artificial insemination centers in the Panchayat area to the Grama Panchayat and take legal steps to stop their functioning.
- xiv. Implement activities to provide information to the farmers regarding the limitations and advantages of artificial insemination.
- xv. Prepare programs for treatment of calves. Monitor the health status of calves in the Grama Panchayat area and give necessary advice to the farmers.
- xvi. Awareness programs regarding the care of cattle during pregnancy, dry period and cattle management.
- xvii. Form various groups of farmers based on data bank. Conduct various knowledge dissemination activities through them.
- xviii. Implement follow up activities to provide information to the farmers regarding various types of treatment methods of animals and birds, sales options, product processing prospects, and new technologies.
- xix. Give technical leadership to conducting classes and exhibitions.
- xx. Provide technical suggestions for the functioning of dairy co-operatives and dairy units in the Grama Panchayat area.
- xxi. Take steps to ensure quality of cattle feed being sold in the Grama Panchayat.
- xxii. Provide technical assistance for making available to the farmers quality cattle, poultry and goat.

- xxiii. Inspect the functioning of the slaughter house in the Grama Panchayat. Conduct ante mortem and post mortem tests.
- xxiv. Report illegal slaughtering to the Grama Panchayat and adopt necessary steps.
- xxv. Take action against if either of the following facts is brought to the notice: selling meat in unhealthy surrounding; meat being sold in stalls without license; selling decayed or meat of infected cattle.
- xxvi. Give leadership to awareness creation activities against rabies.
- xxvii. Report cruelty against animals to concerned legal authorities.
- xxviii. Give leadership to preparing and implementing annual plan for curbing animal borne diseases together with Primary Health Centres.
- xxix. Prepare annual programme for curbing communicable and non-communicable disease among animals and birds and conduct activities for curbing them.
- xxx. Give leadership to preventive vaccination camps, ring vaccination, and house visits during times of disease outbreak.
- xxxi. Give suggestion for cremation of animals died of disease.
- xxxii. Plan notice distribution and house visits.
- xxxiii. Visit Veterinary Sub Centres in the Grama Panchayat area during fixed intervals. Give necessary directives.
- xxxiv. Visit dairy co-operatives of the Grama Panchayat area and provide instruction.
- xxxv. Function as Convenor of the Animal Husbandry sector working group of the Grama Panchayat.
- xxxvi. Assistance to agriculture sector and health sector in various developmental activities.
- xxxvii. Assist in formulation and implementation of projects which makes it possible for the co-ordination of Animal Husbandry and Dairy Development, and blending with agricultural production centre.
- xxxviii. Organising training, responsibility of developing training content and formulation of handbook.
- xxxix. Delivery of service shall be strictly in accordance with the Citizens Charter of the Grama Panchayat and Right to Service Act

2.14.4.ii. Administrative Related

- i. Control and supervision over the employees.
- ii. Give copy of his tentative tour programme and work diary to the

President of the Grama Panchayat on the 1st and 5th working day of every month respectively for approval.

- iii. Obtain his casual leave approved by the President of the Grama Panchayat and shall route his application for any other kind of leave through the President.
- iv. Ensure preparation and submission of his confidential report by the President from time to time.
- v. Attend the meeting of the Grama Sabha, Grama Panchayat and Standing Committee meeting as and when required by the President or Chairperson as the case may be.
- vi. Make available the services of the staff authorized as co-ordinators of Grama Sabha.
- vii. Give direction to the Livestock Assistant to attend the Seva Gram Grama Kendras on the days fixed by the Grama Panchayat.
- viii. Perform the duties related to Right to Information Act.

2.14.4.iii. Audit related

- i. Production of accounts and records for audit.
- ii. Giving reply to audit enquires during the course of audit.
- iii. Giving timely reply to Audit reports. (within 15 days)
- iv. Taking action to clear the audit objections.
- v. Remit the amount if any surcharged on him within one month on receipt of the surcharge certificate.
- vi. Obtain NLC/LC from the Grama Panchayat covering the period of service in the Grama Panchayat and produce it before Pension Sanctioning Authority.

2.15. Ethics of the Staff

The manual enunciates the important responsibilities of the employees and elected functionaries. Still, there are several functional attributes that cannot be fully monitored through official mechanism. At the same time, excellence in public service is required. For this each of them has to discharge their assigned responsibilities by maintaining the highest standard of responsibility, honesty, integrity, transparency and accountability. Since each of them are actually serving the local community to which they themselves belong, their selfless service will go a long way in enhancement of the well-being of the local people, to which the Grama Panchayat is committed. So, maintaining high ethical standards in rendering the best possible service with sincerity and dedication is a necessary condition for effective local governance.

Note:- Formulation and Implementation of schemes envisaged under Plan Guidelines of Grama Panchayat related to the Veterinary Dispensaries/Hospitals are implemented by Veterinary Dispensaries/Hospitals and fund devolution for the schemes are done by Grama Panchayats.

Structure and Office Administration

3.1. Physical Infrastructure

The Grama Panchayat has the obligation to make available basic facilities in the Veterinary Dispensary/Hospital and the Sub-Centers attached to it for functioning efficiently in the Grama Panchayat area. The assets transferred to the Grama Panchayat shall therefore be maintained properly

3.1.1. Location of Veterinary Dispensary/Hospital

As bringing animals, which are infected with illness or which require emergency treatment to the Veterinary Dispensary/Hospital is very difficult, most of the Veterinary Surgeons conduct visits at the households of the farmers. The deciding factor in establishing a new Veterinary Dispensary/Hospital should be that it should be accessible to the farmers at the cheapest mode for bringing animals to the hospital at the earliest or take the doctor to the home conveniently.

3.1.2. The Facilities required for a Veterinary Dispensary/ Hospital

Total plinth area of the building shall be 192 sq. m. as per the norms of Veterinary Council of India. The following facilities should be arranged while constructing a building for the Veterinary Dispensary/Hospital. The construction of the building should conform to the Kerala Panchayat Building Rules.

- i. Room of Veterinary Surgeon (Area 3.30m X 4.50m)
A room with sufficient furniture shall include animal treatment table and computer facility.
- ii. Medicine Dispensing Room (Area 3.60m x 3.30m)

The room with an area of 3.3m x 3.3m shall have a dispensing table, rack or almirah for keeping medicines. Attached to this shall be a wash basin and drinking water source.

iii. Small Animal operation Room (Area 5.40m X 3.30m)

Separate operation theatres are necessary for pet animals and other animals. This room should have the following facilities: operation table, shadow less lamp, auto clave, sterilized arrangements, almirah for keeping tools, surgical set and a post mortem set where there is a post mortem room, etc.

iv. Store (Area 3.60m X 1.80m)

A store room for storing medicines and hospital equipment shall be built adjacent to the room of the Veterinary Surgeon.

v. Office (Area: 3.30m X 5.30m)

This office shall be provided with sufficient chairs, tables, almirahs etc.

vi. Hall (Area: 3.30m X 7.38m)

vii. Veranda 9 (Area 7.14m x 1.80m)

A veranda shall be arranged for the use of the visitors. It shall have seating arrangements for 10 persons.

viii. Toilets

3 toilets shall be constructed. One toilet shall be attached to the room of Surgeon, with area 1.80m X 1.50m. Two other toilets shall be of 1.50m x 1.53m and one of them shall be adjacent to small animal operation room and another for public use respectively.

ix. Shed: One shed shall be provided with an area of 6.96m X 3.54m.

x. Drinking Water

Drinking water necessary for visitors, office staff, and animals shall be arranged in the Veterinary Dispensary/Hospital.

xi. Electrification

The electrification of the Veterinary Dispensary/Hospital shall be carried out as per the provisions of the PWD.

xii. Stationery

Stationery required for the Veterinary Dispensary/Hospital shall be stored as per the instructions of the hospital and distributed as per need. Livestock Inspector / clerk should carry out this task. Veterinary Surgeon shall conduct periodic check whether the related register is maintained properly.

xiii. OP Ticket

The Livestock Inspector is responsible for entering the name of the owner of the animal and description of animals in the OP ticket of the cases registered in the Veterinary Dispensary/Hospital, and submits to the Veterinary Surgeon.

xiv. Computer with internet and Telephone

A Veterinary Dispensary/Hospital should be provided with a computer having internet connectivity and a telephone.

xv. Library, Books and Periodicals

The Veterinary Dispensary/Hospital should have a library where important books and periodicals will be available.

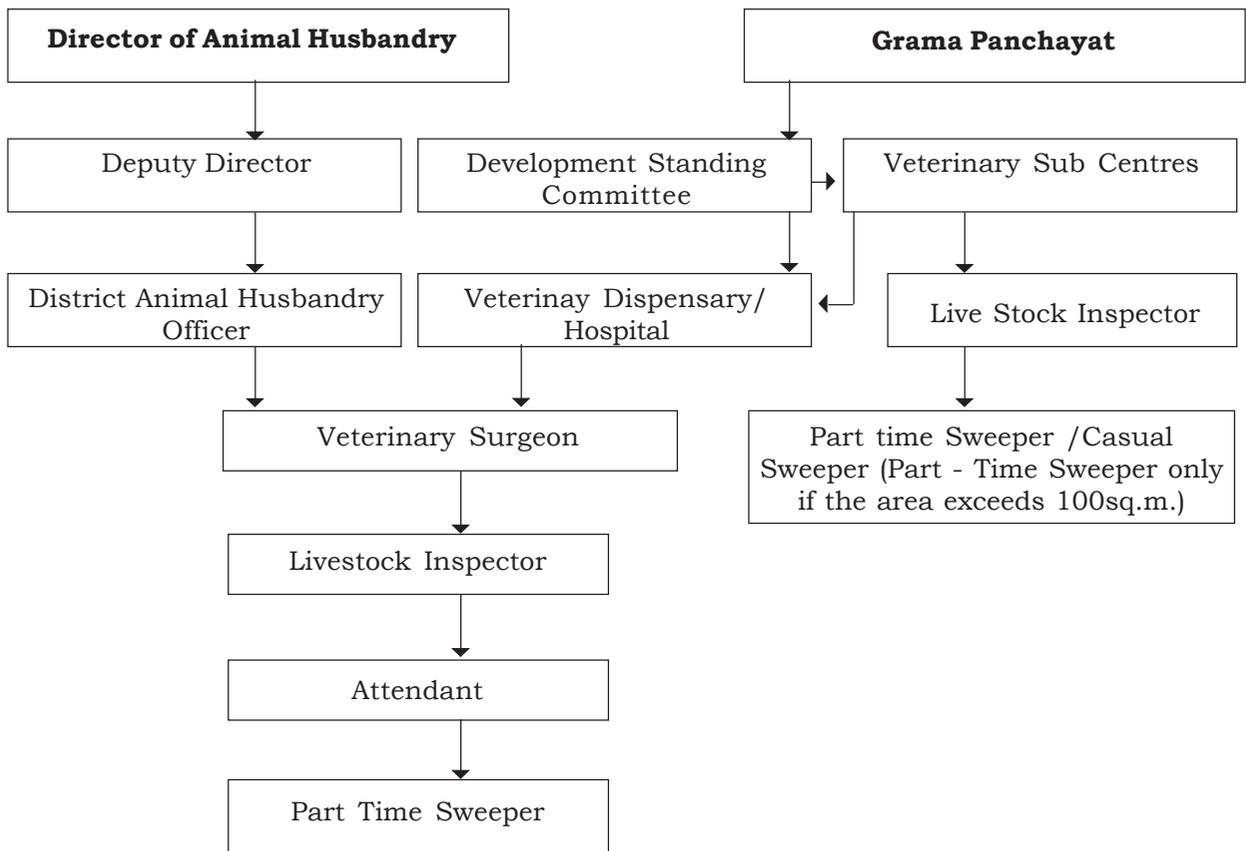
xvi. Medicine

At present, Animal Husbandry Department has been directly collecting the required medicines for the Veterinary Dispensary/Hospital and distributing them. This may not always be in tune with the local requirements. The Grama Panchayat will make available the medicines which are required outside the department supply as per the indent of the surgeon. Veterinary surgeon should be responsible for the purchases and ensure to follow the rate fixed by the State Government or through following tender procedure.

xvii. Laboratory

The Veterinary Dispensary/Hospital may have general facilities for laboratory tests.

3.2. Panchayat Level Official Structure



3.3. Office Administration

Rules regarding office administration, applicable common and specific to the Grama Panchayat and institutions under it are prescribed in the Manual of Office Management. The Veterinary Dispensary/Hospital shall function from 9 am to 3 pm on working days. On holidays the working time shall be 9 am to 1 pm. On Sundays it is from 9 am to 12 noon.

3.3.1. Exhibit Institutional Information (Institution Board)

A wall board detailing the brief and transparent information regarding the office and the institution shall be exhibited in the concerned offices.

- i. Name of the institution
- ii. Name of the Panchayat (Sub centres shall be given its own names)
- iii. Name of Post office
- iv. Pin code

Note: The Name of the institution shall be entered asGrama Panchayat Veterinary Dispensary/Hospitals.

3.3.2. Display Details of Service (Service Board)

Details of important services, the procedures to make the services available, and the objectives of the institution shall be displayed in the service board as laid down in the Right to service Act,2011 and a list of the Citizens Charter prepared under Sec.272A of the KPR Act shall also be exhibited at the main entrance of the Dispensaries/Hospitals.

Note: All the services delivered to the citizens from the Dispensaries/Hospitals shall be included in the Citizens Charter of the concerned Grama Panchayat.

3.3.3. Individual Information (Maintain attendance board)

The following details shall be displayed:

The posts of officials, employees, casual-part-time employees, apprentices, and staff on daily wages, names of persons working in each of these posts, their duties and responsibilities, details of vacant posts, and attendance details of each person. The board shall have the facility to record the time of arrival in the office/institution.

If either the employees or the officials leave the office during office/working hours, the same information shall be entered against the names of such persons. If the person is expected back at the office, the time for that shall also be mentioned in the board. This step is not only aimed at the general public who approaches the office/institution for service, but would help evaluate and monitor the promptness of service of the official/employee as well. The employee who is assigned by the head of institution shall carry out the marking in the attendane board.

3.3.4. Details of Fees/Rates (Fees/Rate board)

In each of the office/institution system, together with the details of services available, the fees regarding the services (wherever applicable), details of various items and exemptions may also be displayed in the Fees/Rate Board.

3.3.5. Public/News Announcements (Notice Board)

Establish Notice boards in each office/institution for advertising time-bound public announcements regarding office/institution service. The notice boards shall be installed in such a place which could be seen by the Public, Service beneficiaries, and Stakeholders. The announcement that **“pasting other advertisement and notices in this board is illegal shall be mentioned in the Board”**. Tearing off or defacing of the announcements made in the Board is illegal. This shall be mentioned in the Board. The copy of the details of an institution in a Grama Panchayat shall be given to the concerned heads of institutions. This shall be handed over by the concerned institution head to other heads of institution at the monthly Grama Panchayat level evaluation meeting. Each institutional head shall hand over the copy of announcements regarding emergency services in between the evaluation meetings for other institutions to the Panchayat office. Arrangements shall be made to make available this information to other offices.

Exhibition of warning boards related to vigilance and anticorruption, Right to Information, Right to Service and other directions given by the statutory authorities should be compulsory. Boards on restrictions and prohibitions should also be exhibited.

3.3.6. Individual Name Boards

In each office, in the seats of the officials and employees, the names, their designation, the services being provided through them, brief description of their responsibilities shall be displayed. This would help the service holders locate the specific service provider without any confusion or delay.

3.3.7. Suggestion/Complaint Box

A box shall be installed for the general public and service-owners for depositing suggestions in writing, recommendations to improve the working, complaints, and grievances, in a place which could be visible to all. In each week, the head of the institution shall open the suggestion/complaint box with the key in possession of him on the day before the last working day of the week. The complaints/suggestions shall be recorded in the register after sorting them item-wise. The service of the office employee who is in charge of communication shall be utilised. Steps shall be taken to implement those suggestions which could be fulfilled at the institutional-level shall be explained at the weekly office/institutional level meeting. Those suggestions which require the approval of the Grama Panchayat/Department shall be sent for the same. Suggestions related to other offices/institutions shall be sent to the head of institution through the Grama Panchayat Secretary. If any grievances or complaints regarding the employees or officials are submitted through the box, the same shall be forwarded to the Grama Panchayat President, after entering in the register. In cases where decision is possible at the bureaucratic level, the action taken and its practical status shall be made available to the President together with the grievance/complaint. Information regarding other institutions shall be made available to their heads through the Secretary of Grama Panchayat. The officials shall take action in cases where solution has to be found based on the

decision of the Grama Panchayat and in cases where department level solutions which require departmental decisions. An index consisting of the announcements regarding the action taken, the time schedule of the action shall be made available to the applicant/complainant/aggrieved. The people will utilise this arrangement when they are convinced that a system is in place which is accountable to them. As a result they will start monitoring and intervening in the affairs of the institution. This, in turn, would help to increase the quality of service of the institution.

3.3.8. Office Documents

The following documents shall be kept at the office:

- i. Institutional-level documents
 1. Attendance register
 2. Movement register
 3. Salary register
- ii. Service - related Documents
 1. Registers
 2. Records
 3. Lists
 4. Receipts
 5. Collected information
 6. Reports
 7. Minutes

The employees who are entrusted with the specific service-duty shall record documents related to each service-duty precisely, clearly, and time-bound; they shall index them, keep it safely, and make available the records on demand. The task of ensuring the above said activities and marking them after codifying and annexing signature rests with the higher officials. The collective responsibility for monitoring of the above task, evaluation, corrective steps, and reforms rests with the head of the institution. The concerned Standing Committee chair persons and presidents are entrusted with the power to ensure that such assignments are executed promptly.

3.3.9. Procedures for Resolutions

The Veterinary Surgeon as the ex officio Secretary of the Grama Panchayat, whose services are lent to the Grama Panchayat under Sec. 181 of the Act, would be liable to execute various resolutions of the Grama Panchayat related to Animal Husbandry. It is the responsibility of the officials to follow the related procedure. In case any lapse or faux pas occurs, which causes loss to the Grama Panchayat, the concerned official will be liable to take up damage responsibility.

- i. As Implementing Officer of the Grama Panchayat, the Veterinary Surgeon shall mark his/her opinion on matters related to Animal Husbandry coming for the consideration of the Grama Panchayat on related files and the files shall be sent to the Grama Panchayat for including it in the agenda for meeting. The Veterinary Surgeon can enter agenda and agenda note, to the Sakarma meeting management and Software using the login ID and Password allotted to him.
- ii. The Secretary of Grama Panchayat in consultation with the President shall include such terms in the agenda and submit it before the Grama Panchayat in the opinions on agenda.
- iii. Veterinary Surgeon may demand the re-consideration of the resolution approved by the Grama Panchayat if she/he feels that the resolution is either illegal or it breaches legally valid limits of power or there is threat to human life, health or public safety, if the resolution is implemented.
- iv. On the occasion of reconsideration, the Veterinary Surgeon shall be present in person and explain his opinion.
- v. If the Grama Panchayat stick on to the earlier decision, the Secretary of the Grama Panchayat can refer that to the Government for clarification.
- vi. Wait for 15 days for the clarification and the received clarification shall be implemented after intimating to the Grama Panchayat. In case the clarification is not received within the stipulated period, Grama Panchayat decision shall be implemented.
- vii. The information shall be reported to the Government. If loss occurs to the Grama Panchayat due to implementation of resolutions without following the above mentioned procedure, the concerned official will be responsible.

3.3.10 Control Over Staff

The Staff of the Animal Husbandry Department whose services are lent to the Grama Panchayat shall in addition to their normal function, perform other related functions delegated to them by the Grama Panchayat as if they are officers and employees of that Grama Panchayat. They shall be responsible to execute the works including the implementation of any scheme, project or plan of the Government which are not assigned to the Grama Panchayat under the Act or any other law. The administrative control over the Officers and employees in respect of transfers and posting, payment of salary etc. shall be with the Animal Husbandry department whereas the functional control shall vest with the concerned Grama Panchayat. This dual control shall be harmoniously exercised by the Grama Panchayat as well as the department by upholding the principles of decentralization.

Whenever any disciplinary proceedings has to be initiated against an officer or an employee who fails to perform his official duty or violates the discipline or refuse to carry out the lawful decisions of the Grama Panchayat or the President of the Panchayat or will fully abstract the implementation there of the Grama Panchayat may take disciplinary proceedings against such an officer and may impose on his/her minor penalties observing the provisions contained in the KPR (Control Over Officers) Rule 1997. **(Annexure 4)**

Plan Formulation and Implementation

4.1. Plan Formulation

- i. The Veterinary Surgeon may submit the list of person to be included in the Working Group to constitute Working groups in the Animal Husbandry Sector. In due consideration of this proposal the Grama Panchayat may constitute the Working Group and assign Veterinary Surgeon as the Convener of the Working Group in the Animal Husbandry sector through a resolution. Officials of the Dairy department in charge of the Grama Panchayat will also be the members of Working Group.
- ii. The Veterinary Surgeon shall prepare and present each year a status report in the prescribed format which includes a review report of the last year's projects in the animal husbandry sector and the present scenario at the first meeting of the Working Group for Plan formulation. Project proposal relating to dairy department shall be formulated and implemented by the concerned DEO in the Block Panchayat.
- iii. Together with the review report, a draft of Plan suggestions for the amount set apart by the Grama Panchayat for the Animal Husbandry sector shall also be submitted.
- iv. Thereafter, as per the directions of Grama Panchayat convening the Working Group at necessary stages shall be taken up by the Veterinary Surgeon in consultation with the Chairman of the Working Group.
- v. After discussing at the Working Group meeting, a list shall be prepared and submitted to the Grama Panchayat together with the review report for the previous year. This list shall contain the suggestions to be included in the

plan document to be printed and distributed at the Grama Sabha, and the amount required for the same.

- vi. A copy of the status report shall also be submitted to the Block Panchayat and District Panchayat.
- vii. As Head of the institution, the Veterinary Surgeon shall be responsible for the proper upkeep and maintenance of the dispensary/hospital. He shall submit written proposal for the maintenance of the dispensary/hospitals and sub center every year for including it in the Maintenance Plan of the Grama Panchayat.

4.1.1. Participation in Grama Sabhas

- i. The livestock inspector/other staff of the Veterinary Dispensary/Hospital shall participate as the coordinators of the Grama Sabhas as decided by the Grama Panchayat.
- ii. Apart from this, the employees shall attend the Grama Sabhas and Development Seminars and participate in those groups where discussions regarding their institutions are held. They shall give necessary explanations as and when required.
- iii. The Veterinary Surgeon shall effect necessary changes in the draft plan taking into consideration the suggestions from the Grama Sabhas and present the same at the Development Seminar.
- iv. The Veterinary Surgeon is responsible to prepare projects in the animal husbandry sector with the approval of the Grama Panchayat as per the suggestions finalized at the Development Seminar. The subordinate staff shall provide necessary assistance for executing this task. The Veterinary Surgeon shall utilise the expertise of the Working Group members in the preparation of projects.
- v. The Veterinary Surgeon is liable to effect suggested alterations in the projects prepared according to the decision of the Grama Panchayat and obtain sanction of the vetting officer.

4.1.2. Plan Implementation

- i. The Veterinary Surgeon shall function as the Implementing Officer of the projects relating to the animal husbandry sector as decided by the Grama Panchayat. She/he shall prepare an implementation calendar of the projects and submit a copy of the same to the Grama Panchayat.
- ii. In the case of beneficiary oriented projects, the implementing officer shall prepare a suitable application format for beneficiary selection clearly briefing the eligibility criteria of the project as well as the priority fixed by the Grama Panchayat. Action for beneficiary selection shall be initiated within 15 days on approval of the projects by Vetting officers.

- iii. The Veterinary surgeon shall make available the services of the staff of the dispensary/hospital for verification of the applications so received and to eliminate ineligible applicants. They will also help the Grama Panchayat to prepare a draft rank list of beneficiaries of each and every project for placing it before the Grama Sabha.
- iv. After getting the approved beneficiary list from the Grama Panchayat she/he shall convene a meeting of the selected beneficiaries and explain the scheme to them.

Note: No changes shall be made in the beneficiary list by the Implementing Officer during the course of implementation. During the course of implementation if the Veterinary Surgeon notices that any ineligible person has been included in the list, he shall bring that to the notice of the Grama Panchayat.

- v. If procurement of any items is envisaged in the Project the same shall be initiated within 30 days of approval of the project in accordance with the Procurement Manual.
- vi. The Veterinary Surgeon shall give requisition to the Grama Panchayat President requesting allotment of necessary amount for the implementation of the sanctioned projects. Allotment letter shall be issued after obtaining authorisation from the President. The veterinary surgeon shall prepare and present the bill to the treasury along with allotment letter with a request to credit the amount to their account of the payee.
- vii. The implementing official shall submit report to the secretary regarding the expenditure before the 5th of the succeeding month.

4.1.3. Attending to the Audit Queries

The Veterinary Surgeon is liable to produce documents for audit and to provide explanations to audit enquiries during the course of audit in respect of the projects implemented by him. He shall also give replies to the Audit Objections, if any, raised in the Audit report within 15 days on receipt of the Audit report by him. If the audit finds him responsible for any illegal payment and surcharge it on him, such amount shall be paid within 30 days on receipt of the Surcharge Certificate. The Veterinary Surgeon shall be personally responsible for obtaining the NLC/LC from the Grama Panchayat where he worked and produce it before the Pension Sanctioning Authority.

The implementing official is accountable for giving prompt explanation at the Grama Sabha meetings and other social audit forums to the doubts and questions regarding the projects in which she/he was in charge. While she/he is unable to present in person, a subordinate staff should be assigned to be present with required information.

4.2. Monthly Evaluation

The functioning of the Veterinary Dispensary/Hospital is subject to two types of evaluation i.e, internal evaluation and external evaluation.

4.2.1 Internal Evaluation System.

Evaluation System consists of four components.

- i. Monthly staff meeting held at Veterinary Dispensary/Hospital consisting of employees of Veterinary Dispensary/Hospital and Veterinary Sub Centre.
- ii. Joint meeting of heads of transferred institutions at the Grama Panchayat level.
- iii. Staff meeting including standing committee members held after the Grama Panchayat level meeting at the Veterinary Dispensary/Hospital.
- iv. Meetings of Development Standing Committee.

4.2.1.i. Monthly Preview Meeting of the Staff and Report Preparation

Prior to the Grama Panchayat level review meeting held at the end of each month, Veterinary Dispensary/Hospital staff and Sub Centre staff should meet under the leadership of Veterinary Surgeon at the Veterinary Dispensary/Hospital and prepare an evaluation report of one month's activities. It should include the following activities.

- a. Specific activities of Veterinary Dispensary/Hospital
- b. Specific activities of Veterinary Sub Centres
- c. Implementation of Grama Panchayat projects
- d. Implementation of Central and State projects
- e. Compilation of information from registers (patients, diseases, medicines, stock, etc.)
- f. Field visits
- g. Observations
- h. Knowledge dissemination activities
- i. Special programs conducted by the institution
- j. Complaints/suggestions received about the institutions
- k. Things which require the intervention of the Grama Panchayat

The minutes containing the details of the above shall be kept at the office and the minutes shall be signed by the Veterinary Surgeon and submitted to the Grama Panchayat level meeting. Together with this, copies of letters and announcements received each month with regard to Veterinary Dispensary/Hospital shall also be submitted. Besides, agenda and notes of decisions to be taken by the Grama Panchayat relating to the hospital should also accompany this report as a special note. Details of activities which come under the purview of the Veterinary Surgeon as the technical institution in the Grama Panchayat but at the same time to be carried out with the co-operation of other institutions (Krishi Bhavan, Primary Health Centre, Grama Panchayat office, etc.) shall be given together with this

report (e.g., Slaughter, meat processing sales, waste processing, communicable diseases, animal-borne diseases, etc.).

4.2.1.ii. Preparation of Activity Calendar for next month

A draft indicating what shall be the activities of next month and how they shall be implemented must be prepared together with the evaluation of previous month's activities including the knowledge acquired from the evaluation at the staff meeting. This draft shall be discussed with the Development Standing Committee chairperson prior to the Grama Panchayat level meeting and her/his suggestions should be incorporated and submitted for consideration at the Grama Panchayat Level meeting. It shall consist what are the responsibilities of each employee.

Responsibilities

Veterinary Surgeon is responsible for convening the meeting of employees, conducting review of functioning and preparing report in the prescribed format and present at the Grama Panchayat level review meeting.

Veterinary Surgeon is responsible for presenting the evaluation report and future activity plan in the prescribed format at the Grama Panchayat level review meeting. She/he shall present all the details of letters and intimations related to the institution received each month at this meeting. Following this activity evaluation at the standing committee level action programme for next month will be presented by the Standing Committee Chairpersons. Development Standing Committee shall make available the services of the Veterinary Surgeon for preparing this programme. Grama Panchayat secretary shall make available the minutes of the meeting to all the institution heads.

4.2.1.iii. Staff Meetings in the Office at the Beginning of the Month

After the Panchayat level meeting, a meeting of the staff should be convened along with the members of the Development Standing committee.

1. Convening the meeting

Veterinary Surgeon shall convene the institutional meeting consisting of Standing Committee members at the Veterinary Dispensary/Hospital. This meeting shall be held on a working day in the first week of a month after the Grama Panchayat level review meeting. The date and agenda of the meeting shall be decided by the Veterinary Surgeon in consultation with the Chairman of Development Standing Committee. The intimation about the meeting shall be given to the staff and Standing Committee members before three working days.

2. Managing the Meeting

Standing Committee Chairperson shall preside over the meeting. This meeting should have the following agenda.

- a. Panchayat level evaluation review - Discussion following reading of minutes of the meeting
- b. Presentation of last month's work report - Assessment
- c. Institutional performance - field activity - evaluating knowledge dissemination activities
- d. Examination of suggestions/complaints and deciding necessary action
- e. Planning of next month's functioning, enriching draft programme

3. Preparing the Minutes of the Meeting

Veterinary Surgeon may entrust Livestock Assistant for preparing the complete minutes procedures of the meeting. Veterinary Surgeon shall submit a detailed minutes consisting of the procedure and decisions of the meeting to the Grama Panchayat Secretary within three working days.

4.2.2 External Planning Evaluation System

Evaluation System consists of four components

- i. Hospital Development Committees
- ii. Grama Sabha
- iii. Voluntary Organisations, Kudumbasree, general public
- iv. Complaint/suggestion box

4.2.2.i. Hospital Development Committee meeting

Veterinary Dispensary/Hospital Development Committee is the system by which the functioning of the dispensary/hospital is evaluated by people outside the institution there by giving them an opportunity for participation in local governance. This is, in a sense, an external evaluation system. Hospital Development Committee shall be convened after the staff meeting is held at the office level. Veterinary Surgeon shall fix the date of the meeting, time, and agenda in consultation with the President. Committee shall be convened by the Veterinary Surgeon. The members shall be intimated at least three days before the meeting. The decision of the Committee shall be placed before the Grama Panchayat in its next meeting by the Convenor.

The structure of the Hospital Development Committee shall be as follows:

- 1) President- Chairperson
- 2) Veterinary Surgeon- Convener
- 3) Chairperson, Development Standing Committee and not more than three members thereof.
- 4) The member of the Grama Panchayat who represents the area where the dispensary/hospital is situated.

- 5) Woman farmer representative.
- 6) President of the Milk society nominated by the Grama Panchayat.
- 7) Not more than three residents of the Grama Panchayat nominated by the Grama Panchayat having knowledge and interest in Animal Husbandry

1 Agenda

The Agenda shall consist of the following.

- a. Minutes of the Development Committee of the previous month
 - b. Working report of the previous month (Presented at the Internal planning evaluation meeting)
 - c. Complaints/suggestions received in relation to the institution; the steps taken on the basis of them
 - d. Activity programs for the next month (Presented at internal evaluation planning meetings)
 - e. Social assessment of the functioning of the Veterinary Dispensary/ Hospital for a month; division of labour of committee members
 - f. Preparation for planning, implementation, monitoring, social auditing, Grama Sabhas, and training
- ## **2 Development Committee, Guidelines for functioning**
- a. Veterinary Hospital Development Committee shall be the forum to assess the activities of the hospital comprehensively.
 - b. Development committee is accountable for arranging the support system to raise the efficiency in such a way to satisfy the needs of the farmers who utilise the services of the Veterinary Dispensary/ Hospital.
 - c. Development committees shall be willing to take leadership role in finding ways to reduce treatment expenses and forming farmers - collectives.
 - d. Exhibit news regarding the Veterinary Dispensary/Hospital on the news board of the hospital and news boards of other institutions.
 - e. Ensuring that the method of handling complaints and suggestions is satisfactory.
 - f. The details of plan schemes implemented should be published in Grama Panchayat website.

4.3. Social Audit

Social Audit shall be conducted in every institution of the Grama Panchayat as per Social Audit Manual. (G.O. (Rt) No. 1992/2016/LSGD, dt: 25.06.2016)

Annexures

Annexure:1
 (See Para: 1.1)
G.O. (P) 189/95/LAD dated 18/09/1995



കേരള സർക്കാർ
സംഗ്രഹം

അധികാര വികേന്ദ്രീകരണം- കേരള പഞ്ചായത്ത് രാജ് ആക്ട്, കേരള മുനിസിപ്പാലിറ്റി ആക്ട് എന്നിവയിലെ വ്യവസ്ഥകൾ പ്രകാരം സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

തദ്ദേശഭരണ (സി) വകുപ്പ്

ജി.ഒ.(പി) നമ്പർ 189/95/ത.ഭ.വ

തിരുവനന്തപുരം, 1995 സെപ്തംബർ 18

ഉത്തരവ്

1. 1994 ലെ കേരള പഞ്ചായത്ത് രാജ് ആക്ടിലെ 166(6), 167(1), 172(5), 173(5) എന്നീ വകുപ്പുകളിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ളതുപ്രകാരം, പ്രസ്തുത ആക്ടിലെ മൂന്നാം പട്ടികയിൽ (അനുബന്ധം-1)) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും, സ്ഥാപനങ്ങളും, പദ്ധതികളും, സംസ്ഥാനത്തെ ഗ്രാമപഞ്ചായത്തുകൾക്കും, നാലാം പട്ടികയിൽ (അനുബന്ധം-2) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും പദ്ധതികളും ബ്ലോക്കു പഞ്ചായത്തുകൾക്കും അഞ്ചാം പട്ടികയിൽ (അനുബന്ധം-3) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും പദ്ധതികളും ജില്ലാ പഞ്ചായത്തുകൾക്കും 1995 ഒക്ടോബർ-2-ാം തീയതി രാവിലെ മുതൽ പ്രാബല്യത്തിൽ വരത്തക്കവിധം കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവു പുറപ്പെടുവിക്കുന്നു.

2. അതുപോലെ, 1994 ലെ കേരള മുനിസിപ്പാലിറ്റി ആക്ടിലെ 30(3) വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം, പ്രസ്തുത ആക്ടിലെ ഒന്നാം പട്ടികയിൽ(അനുബന്ധം-4) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും സംസ്ഥാനത്തെ മുനിസിപ്പൽ കൗൺസിലുകൾക്കും മുനിസിപ്പൽ കോർപ്പറേഷനുകൾക്കും 1995 ഒക്ടോബർ 2-ാം തീയതി രാവിലെ മുതൽ പ്രാബല്യത്തിൽ വരത്തക്കവിധം കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

3. മേൽപ്പറഞ്ഞ പ്രകാരം കൈമാറ്റം ചെയ്യപ്പെടുന്ന സ്ഥാപനങ്ങളുടെ വിവരം അനുബന്ധം-5ൽ ചേർത്തിട്ടുണ്ട്. സ്ഥാപനങ്ങളോടൊപ്പം അവയുടെ ആസ്തി ബാധ്യതകളും വസ്തുവകകളും അവയിൽ അനുവദിക്കപ്പെട്ടിട്ടുള്ള ഉദ്യോഗസ്ഥന്മാരുടെ തസ്തികകളും ഉദ്യോഗസ്ഥന്മാരും അതതു തദ്ദേശസ്വയംഭരണ സ്ഥാപനത്തിലേക്ക് കൈമാറ്റം ചെയ്യപ്പെടുന്നതാണ്.

4. കൈമാറ്റം ചെയ്യപ്പെടുന്ന സ്ഥാപനങ്ങളുമായി ബന്ധപ്പെട്ട തസ്തികകൾക്കു പുറമെ അനു

ബന്ധം-5 ൽ പറഞ്ഞിരിക്കുന്ന പ്രകാരമുള്ള മറ്റു ചില തസ്തികകളും തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് 1995 ഒക്ടോബർ 2-ാം തീയതി മുതൽ സർക്കാർ വകുപ്പുകളിൽ നിന്ന് കൈമാറ്റം ചെയ്യപ്പെടുന്നതാണ്.

5. ഓരോ സ്ഥാപനവും ഏത് തദ്ദേശസ്വയംഭരണ സ്ഥാപനത്തിലേക്ക് കൈമാറ്റുന്നു എന്ന് വ്യക്തമാക്കിക്കൊണ്ടും കൈമാറ്റം ചെയ്യപ്പെടുന്ന തസ്തികകൾ ഏത് സർക്കാർ ഓഫീസിൽ നിന്ന് കൈമാറ്റുന്നു എന്ന് കാണിച്ചുകൊണ്ടും അതത് വകുപ്പിന്റെ അധ്യക്ഷൻ 1995 സെപ്തംബർ 30-ാം തീയതിക്കു മുമ്പ് ഉത്തരവു പുറപ്പെടുവിക്കേണ്ടതാണ്. അപ്രകാരം പുറപ്പെടുവിക്കുന്ന ഉത്തരവുകളുടെ പകർപ്പുകൾ സെക്രട്ടേറിയറ്റിലെ ബന്ധപ്പെട്ട ഭരണ നിർവ്വഹണ വകുപ്പിലേക്കും തദ്ദേശവകുപ്പിലേക്കും കൂടി അയയ്ക്കേണ്ടതാണ്.

6. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്യപ്പെടുന്ന തസ്തികകളിൽ അതതു സർക്കാർ വകുപ്പുകളിലെ ഉദ്യോഗസ്ഥർ തന്നെ, മറിച്ചൊരുത്തർ ഉണ്ടാകുന്നതുവരെ തുടരേണ്ടതാണ്.

7. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് ഏൽപ്പിച്ചുകൊടുത്തിട്ടുള്ള സർക്കാരിന്റെ അധികാരങ്ങളും ചുമതലകളും പദ്ധതികളും ഫലപ്രദമായി നിർവ്വഹിക്കുന്നതിന് സർക്കാർ വകുപ്പുകൾ അവയ്ക്ക് ഓഫീസ് സൗകര്യം ഉൾപ്പെടെയുള്ള ഭരണപരമായ എല്ലാ സൗകര്യങ്ങളും സാങ്കേതിക ഉപദേശങ്ങളും നൽകേണ്ടതാണ്.

8. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് സർക്കാർ ഉദ്യോഗസ്ഥന്മാരുടെ സേവനം വിട്ടു കൊടുക്കുന്നതിന്റെ നിബന്ധനകളും വ്യവസ്ഥകളും സംബന്ധിച്ചും പ്രസ്തുത സ്ഥാപനങ്ങൾക്ക് ആവശ്യമായ ധനസഹായം അനുവദിക്കുന്നത് സംബന്ധിച്ചും ഉള്ള ഉത്തരവുകൾ പിന്നാലെ പുറപ്പെടുവിക്കുന്നതാണ്.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം
ആർ.രാമചന്ദ്രൻ നായർ
ചീഫ് സെക്രട്ടറി

Annexure: 2
(See Para: 1.5.ii)
G.O (P) 126/96/AD dated 04/03/1996

കേരളസർക്കാർ

മൃഗസംരക്ഷണ വകുപ്പ്- അധികാരവികേന്ദ്രീകരണം - മൃഗസംരക്ഷണവകുപ്പിൽ നിന്നും തദ്ദേശ ഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറുന്ന അധികാര അവകാശങ്ങൾ സംബന്ധിച്ച് മാർഗ്ഗ നിർദ്ദേശങ്ങൾ നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

കൃഷി (മൃഗസംരക്ഷണം-ജി) വകുപ്പ്

ജി.ഒ. (പി) നമ്പർ. 126/96/എ.ഡി

തിരുവനന്തപുരം, തീയതി: 4-3-1996

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- പരാമർശം: 1. ജി.ഒ.(പി) നമ്പർ, 189/95/ത.ഭ.വ. തീയതി 18-9-95
 2. ജി.ഒ.(എം.എസ്) നമ്പർ 351/95/ക്യ.വതീയതി 13-10-95

ഉത്തരവ്

മുകളിൽ പരാമർശിച്ച ഉത്തരവുകൾ പ്രകാരം സർക്കാരിൽ നിക്ഷിപ്തമായിരുന്ന ചുമതലകളും സ്ഥാപനങ്ങളും പദ്ധതി തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവായിരുന്നു.

മൃഗസംരക്ഷണ വകുപ്പിൽ നിന്നും തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറുന്ന അധികാര-അവകാശങ്ങൾ സംബന്ധിച്ച പൊതുവായ മാർഗ്ഗ നിർദ്ദേശങ്ങൾ അനുബന്ധമായി (അനുബന്ധം 1,2,3) ചേർത്തിരിക്കുന്നു. പ്രസ്തുത മാർഗ്ഗ നിർദ്ദേശങ്ങൾക്കനുസരണമായി അവകാശങ്ങളും അധികാരങ്ങളും കൈമാറ്റം നടത്തേണ്ടതാണെന്ന് ഇതിനാൽ ഉത്തരവാകുന്നു.

ഗവർണ്ണറുടെ ഉത്തരവിൻപ്രകാരം

സെക്രട്ടറി
മൃഗസംരക്ഷണ വകുപ്പ് ഡയറക്ടർ
തിരുവനന്തപുരം

Annexure: 3
(See Para: 2.7.4.vii)
G.O. No. 1765/2015/AD dated 14/10/2015

കേരളസർക്കാർ

കൃഷി-മൃഗസംരക്ഷണ ജീവനക്കാര്യം - വകുപ്പ് (മൃഗസംരക്ഷണ) വെറ്ററിനറി വകുപ്പിലെ സർജനാരുടെ സ്വകാര്യ പ്രാക്ടീസ് മാർഗ്ഗ നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു.

കൃഷി (മൃഗസംരക്ഷണം-ഇ)വകുപ്പ്
ജി.ഒ. (പി) നമ്പർ. 1765/2015/എ.ഡി തിരുവനന്തപുരം, തീയതി: 14.10.2015

- പരാമർശം: 1. ജി.ഒ.(പി) നമ്പർ, 189/95/ത.ഭ.വ. തീയതി 18-9-95
2. ജി.ഒ(എം.എസ്) നമ്പർ 351/95/കൃ.വതീയതി 13-10-95

ഉത്തരവ്

മൃഗസംരക്ഷണവകുപ്പിലെ വെറ്ററിനറി ഡോക്ടർമാരുടെ സ്വകാര്യ പ്രാക്ടീസിന് സ്വീകരിക്കേണ്ട മാനദണ്ഡങ്ങളും നിർദ്ദേശങ്ങളും സംബന്ധിച്ച് വ്യക്തമായ മാർഗ്ഗരേഖയുണ്ടാകണമെന്ന് അഭ്യർത്ഥിച്ചുകൊണ്ട് കേരള വെറ്ററിനറി സർജൻ സർവ്വീസ് അസോസിയേഷൻ നിവേദനം സമർപ്പിക്കുകയുണ്ടായെന്നും ഇത് സംബന്ധിച്ച് മാർഗ്ഗ നിർദ്ദേശം നൽകണമെന്നും പരാമർശത്തിലെ കത്തുകൾ പ്രകാരം മൃഗസംരക്ഷണ വകുപ്പ് ഡയറക്ടർ അഭ്യർത്ഥിക്കുകയുണ്ടായി. ഇത് സംബന്ധിച്ച് മൃഗസംരക്ഷണവകുപ്പ് നടത്തിയ ചർച്ചകളുടെ അടിസ്ഥാനത്തിൽ, വെറ്ററിനറി ഡോക്ടർമാരുടെ സ്വകാര്യ പ്രാക്ടീസ് സംബന്ധിച്ച് ഡയറക്ടർ പ്രൊപ്പോസൽ സമർപ്പിക്കുകയുണ്ടായി.

സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു മൃഗസംരക്ഷണ സ്വകാര്യ ഡോക്ടർമാരുടെ പ്രാക്ടീസ് വെറ്ററിനറി ഡോക്ടർമാരുടെ ചുവടെ ചേർക്കും പ്രകാരം ഉത്തരവാകുന്നു.

1. വെറ്ററിനറി ഡോക്ടർമാർ അവരുടെ കൃത്യ നിർവ്വഹണത്തെ ബാധിക്കാത്ത രീതിയിലും ഡ്യൂട്ടി സമയത്തിന് പുറത്തുമായിരിക്കണം സ്വകാര്യ പ്രാക്ടീസ് നടത്തേണ്ടത്. അടിയന്തിര ചികിത്സ ആവശ്യമുള്ളപ്പോൾ ഡോക്ടർമാർക്ക് തങ്ങളുടെ അധികാര പരധിക്കുള്ളിൽ ഡ്യൂട്ടി സമയത്ത് (രാവിലെ 9 മണി മുതൽ ഉച്ചക്ക് ശേഷം 3 മണി വരെ) ചികിത്സക്കായി വരികയാണെങ്കിൽ കർഷക ഭവനങ്ങളിൽ/ഫാമുകളിൽ പോയി സേവനം ചെയ്യാവുന്നതാണ്. ഇത്തരം കേസുകളിൽ പോകുന്ന സമയവും തിരിച്ചുവരുന്ന സമയവും മൃഗാശുപത്രിയിലെ മുഖ്യാനന്ദ് രജിസ്റ്ററിൽ കൃത്യമായി രേഖപ്പെടുത്തേണ്ടതാണ്.

2. അടിയന്തിര സാഹചര്യങ്ങളിൽ ഗതാഗത സൗകര്യവും ആശുപത്രിയിൽ ലഭ്യമല്ലാത്ത മരുന്നുകളും കർഷകർ ഏർപ്പെടുത്തേണ്ടതാണ്. കർഷകൻ ഗതാഗത സൗകര്യം ലഭ്യമാക്കിയിട്ടില്ലെങ്കിൽ ഗുണഭോക്താവിൽ നിന്നും വെറ്ററിനറി സർജന് കൺവെയൻസ് അലവെയൻസ് മാത്രം ഈടാക്കേണ്ടതാണ്.

3. ആശുപത്രിയിൽ വെച്ച് പരിശോധിച്ചു നൽകുന്ന മറ്റ് സേവനങ്ങളായ ഹെൽത്ത് സർട്ടിഫിക്കറ്റ്, ഇൻഷുറൻസ്, വാല്യുവേഷൻ സർട്ടിഫിക്കറ്റ് തുടങ്ങിയവയ്ക്ക് 50 രൂപ നിരക്കിൽ ഫീസ് വാങ്ങാവുന്നതാണ്. ഇത്തരം ഫീസിന് രശീത് നൽകേണ്ടതാണ്. പുതുക്കിയ ഫീസ് രണ്ട് വർഷത്തിലൊരിക്കൽ നിശ്ചയിക്കാവുന്നതാണ്.

4. സർക്കാർ സ്കീമുകളിൽ സർക്കാർ നിശ്ചയിച്ച ഫീസുകൾ നൽകുന്നുണ്ടെങ്കിൽ കർഷകരിൽ നിന്നും അധികമായി പ്രസ്തുത ആവശ്യത്തിന് വീണ്ടും ഫീസ് വാങ്ങാൻ പാടില്ലാത്തതാകുന്നു.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം
ഹരികുമാർ കെ
അണ്ടർ സെക്രട്ടറി

ഡയറക്ടർ മൃഗസംരക്ഷണ വകുപ്പ് തിരുവനന്തപുരം
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്) കേരള, തിരുവനന്തപുരം
അക്കൗണ്ടന്റ് ജനറൽ, എ & ഇ (കേരള ബ്രാഞ്ച് ഓഫീസ് കൊച്ചി)
വെബ് സൈറ്റിൽ ഔദ്യോഗിക വകുപ്പ് പൊതുജനസമ്പർക്ക് വിവരം പ്രസിദ്ധീകരിക്കുന്നതിനായി
സ്റ്റോക്ക് ഫയൽ ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം
സെക്ഷൻ ഓഫീസർ

Annexure: 4

(See Para: 3.3.10)

Control Over Officers Rule, 1997

THE KERALA PANCHAYAT RAJ (CONTROL OVER OFFICERS) RULES, 1997

S.R.O.No.534/97.—In exercise of the powers conferred by sub-section (5) of Section 179 sub-sections (8) and (9) of Section 180 and sub-sections (1) and (3) of Section 181 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with sub-section (1) of Section 254 there of, the Government of Kerala hereby make the following rules, namely:-

RULES

- 1. Short title and commencement.** —(1) These rules may be called the Kerala Panchayat Raj (Control Over Officers) Rules,1997.
 - (2) They shall come into force at once.
- (2) Definitions.**— (1) In these rules unless the context otherwise requires,-
 - (a) 'Act' means the Kerala Panchayat Raj Act, 1994 (13 of 1994);
 - (b) 'Appointing authority' means an Officer or authority authorised by the Government to appoint an employee to the Government Service or Panchayat Service.
 - (c) 'Municipality' means a Municipality constituted under Section 4 of the Kerala Municipality Act, 1994 (20 of 1994);
 - (d) 'Officer' includes the Secretary appointed under Sub-Section (1) of section 179, officers and employees appointed to Panchayat Service as per rules made under sub-section (4) of section 180 or rules made under the Kerala Panchayat Raj Act, 1960 (32 of 1960), and any Government officer or employee whose service has been lent to the Panchayat under sub-section (2) of Section176 or sub-section (1) of Section181;
 - (e) 'Section' means a section of the Act;
 - (2) The words and expressions used and not defined in these rules but defined in the Act shall have the meanings respectively assigned to them in the Act.
- (3) Lending of service of Government Officers and employees to the Panchayat.**—
 - (1) The Government may, by a special or general order, lend the service of any Government officer or employee including temporary, full time, part time or contingent officer or employee to the Panchayat under sub-section (2) of Section 176 or sub-section(1) of Section 181.
 - (2) The Government officers and employees lent to Panchayat under sub-rule (1) shall be considered as employees of Government for all matters regarding service and their service and wages conditions shall be continued as if they were continued in the Government service and their salary, allowances and other financial benefits shall be given from the Panchayat fund or contribution for the same shall be given to the Government by the Panchayat.

Provided that the Government may continue to give such salary, allowances and other financial benefits to them from the consolidated fund of the Government till the period as the Government may deem fit.

- (3) The Government officers and employees whose service has been lent to Panchayat shall be under the full control and supervision of the Panchayat and they shall exercise those powers and perform duties as may be determined by the Panchayat for matters coming within the jurisdiction of the Panchayat subject to the general restrictions as may be fixed by the Government.
- (4) Every Government officer or employee whose service has been lent to Panchayat while serving for the Panchayat shall also have the authority to exercise the powers entrusted by the Government and shall be liable to perform the duties.
- (5) The Government officers and employees whose service has been lent to Panchayat shall not be entitled to get deputation allowance.
- (6) The Panchayat shall have authority to appoint by transfer any Government officer and employee whose service has been lent to Panchayat from any office or institution of the Panchayat to office of the Panchayat or to any other office or institution under that Panchayat:

Provided that a Government officer or employee shall not be appointed by transfer from a department to another department:

Provided further that Panchayat shall be liable to comply with the general guidelines regarding the transfer of Government officers issued by the Government from time to time.

- (7) Government may for sufficient reasons take back any Government officer or employee whose service has been lent to a Panchayat for the service of Government or may be appointed by transfer from that Panchayat to another Panchayat or to a Municipality.
- (8) If a vacancy arises due to transfer, leave or any other reason in the post of Government Officer or employee whose service was lent to Panchayat and in the circumstances where the service of another Government Officer or employee is not immediately lent to fill such vacancy, subject to such general guidelines issued by the Government, the Panchayat may appoint another person temporarily in that vacancy, by informing the appointing authority in advance, for a period not exceeding six months or till a Government officer or employee is appointed to such vacancy whichever is earlier,—
 - (a) through employment exchange; or
 - (b) if candidate is not available through employment exchange on contract basis as per the conditions specially provided by the Government:

Provided that in the case of such temporary appointment as school teachers, if necessary, the period of six months may be reckoned, as till the end of respective academic year.

4. Imposing of minor penalties on officers.—(1) Where an officer fails to perform his official duty or violates the discipline or refuses to carry out the lawful decision of the Panchayat or will fully obstructs the implementation there of or fails to obey the lawful orders of the President, or for the misbehavior or misconduct of an officer, the Panchayat may take disciplinary proceedings against such officer and may impose on him any one of the following minor penalties, namely:—

- (1) censure,
- (2) fine,
- (3) temporary withholding of increment,
- (4) withholding of promotion,
- (5) recovery of amount from salary.

Notes: —(i) No fine shall be levied on an officer except in the post of last grade, part-time or full-time contingent. Huge amount shall not be levied as fine and trifle fine shall not be levied frequently;

- (ii) the period of with holding of increment shall not be less than three months and not more than three years. There will not be any cumulative effect on with holding of increment and shall not have the effect of postponing future increments;
 - (iii) with holding of promotion shall be temporarily for a specific period and this period shall not be less than six months and not more than three years;
 - (iv) if the period is not specified in the order of with holding of increment or promotion it will be deemed to be three months and six months respectively;
 - (v) in the case where the order of with holding of increment cannot be given effect to the monetary value equivalent to the amount of increments ordered to be with held will be recovered from the salary of the concerned officer;
 - (vi) recovery of amount from salary as a penalty shall be made only when pecuniary loss is caused to the Panchayat by the Act of the officer;
 - (vii) with holding of promotion of the officer concerned shall not entail loss of seniority in the grade for the time being he is working;
 - (viii) an officer whose promotion is with held, shall if and when promoted to a higher grade or to higher time-scale subsequently, on promotion take his place at the bottom of the higher grade or higher time-scale.
- (2) In true case where Panchayat initiates disciplinary action against an officer of the Panchayat referred to in Section 180 for an offence, the Secretary shall not, and in case where the Secretary initiates disciplinary action under clause (ix) of Section 182, the Panchayat shall not imitate disciplinary action against such person for the same offence.
 - (3) Notwithstanding anything contained in sub-rule (1) the concerned appointing authority and disciplinary authority shall have the power to initiate disciplinary action against the Secretary or Government officer or employee whose

service has been lent to Panchayat under sub-section of Section 176 or under sub-section(1) of Section 181.

- (4) In the case where Panchayat initiates disciplinary action for an offence, against Secretary or Government officer or employee whose service has been lent to Panchayat, the concerned appointing authority or disciplinary authority and in the case where the appointing authority or disciplinary authority initiates disciplinary action under sub-rule(3) the Panchayat, shall not initiate disciplinary action, against such person for the same offence.
- (5) In the case where the Secretary under clause (xi) of Section 182 or by the appointing authority or disciplinary authority, as the case may be, under sub-rule(3), initiates disciplinary action against an employee whose service has been lent to Panchayat, it shall be in accordance with the Kerala Civil Service (Classification, Control and Appeal) Rules, 1960.
- (6) If the Panchayat so decides, the Panchayats may require the Secretary to initiate disciplinary action for any offence against an employee of the Panchayat and the concerned disciplinary authority to intimate disciplinary action against a Government officer or employee whose service has been lent to Panchayat.

5. Procedure to issue memo of charges.(1) Where on the basis of available information, the President or the Grama Panchayat *prima facie* is satisfied that an officer has committed an offence referred to in sub-rule (1) of Rule 4 and disciplinary action has to be initiated against him, the Panchayat has to decide, whether disciplinary action has to be initiated against that person and if the Panchayat so decides a notice requiring to show-cause for not initiating such disciplinary action shall be issued to the concerned officer. In the case of Secretary, the notice shall be issued by the President and in the case of an officer other than the Secretary, by the Secretary, as per the orders of the President:

Provided that on urgent occasions, notice may be issued subject to ratification of the Panchayat.

- (2) The grounds proposed for initiating disciplinary action against the concerned officer shall be clearly shown in the notice issued under sub-rule (1) and after the receipt of notice not less than seven days' time shall be allowed to furnish reply.

Note:—vague statements shall be avoided in the notice, for example, a general statement in the nature of “not complied with the direction of President or Panchayat ”shall not be a ground intended to initiate disciplinary action, instead of it shall be specifically stated that what direction in which circumstances has not been complied with.

- (3) The President shall submit, the explanation, if any, received from the officer, within the specified time to the notice under sub-rule (1) and if no explanation is received, his report regarding the same for the consideration of the Panchayat. In case of an officer other than Secretary, along with the explanation the opinion of the Secretary or head of office, there of, shall also be submitted by the President for the consideration of the Panchayat.

- (4) After considering the explanation or the report mentioned under sub-rule (3) the Panchayat may decide whether the disciplinary action against the concerned officer is to be dropped or
 - (5) In case whether the Panchayat decides to initiate disciplinary action against an officer under sub-rule (4) a memo of specific charges along with a statement of allegations based on charge or charges shall be issued to him and he shall be required there in to furnish written statement with in fifteen days. The memo of charges shall be issued by the President in the case of Secretary and by the Secretary in the case of an officer other than the Secretary/ Under the orders of the President.
 - (6) Memo of charges shall be in the model form appended to these rules and shall be signed by the President or the Secretary, as the case may be.
 - (7) Memo of charges shall be precise and in clear language and the date and time of occurrence of the incident wherever applicable shall be included therein.
 - (8) While issuing of orders regarding disciplinary action, in the statement of allegations on which each charge is based, shall also refer to any other circumstance which is proposed to be considered.
 - (9) A list of documents relied upon in framing the charges shall be listed out at the end of the statement of allegations.
 - (10) Two copies of the memo of charges and statement of allegation shall be issued to the concerned officer and one copy shall be got back with his dated signature and kept in the file.
 - (11) If no written statement is received with in the period specified in the memo of charges, no reminder shall be issued to the concerned officer, and shall continue with further proceedings on the presumption that there is no written statement to be filed. Provided that in the case of application received for, extension of period, if the President is satisfied that reasons stated in the application are acceptable; such period may be extended to a period not exceeding fifteen days.
 - (12) If at any stage of the further proceeding the Officer applies for the perusal and obtaining the copy of any document referred to in the list appended to the statement of allegations he may be Allowed to perusal and obtain, copy of the documents if the President considers that such permission is not against public interest in due supervision.
- 6. Examination of written statement.**— (1) The President shall submit the written statement if any, received with in the stipulated time from the officer to the memo of charges issued to him under sub-rule (5) of Rule 5 and if no written statement is received, his report regarding the same for the consideration of the Panchayat. In the case of an officer other than Secretary, the President shall also submit written statement, the opinion of the Secretary or head of office there in for the consideration of the Panchayat.

(2) If, in the written statement received from an officer, it is requested to hear him in person, President shall hear him in person on behalf of the Panchayat and shall submit the matters informed by him along with written statement for the consideration of the Panchayat.

7. Imposition of minor penalty.—(1) Where the Panchayat after considering the written statement furnished by the concerned officer to the memo of charges issued under sub-rule (5) of Rule 5, or if no written statement is received, the report of the President in that regard, is satisfied that the concerned officer has committed the offence alleged against him and after considering the nature and gravity of the offence committed, may impose on him any one of the penalties mentioned in sub-rule (1) of Rule 4 and orders with signature shall be issued accordingly on behalf of the Panchayat by the President, in the case of Secretary and by the Secretary in the case of an officer not being the Secretary.

(2) An order issued order sub-rule(1)-

(a) In the case of the Secretary, the President shall forward a copy with covering letter to the concerned appointing authority for implementation and for recording the details of penalty in his service register, to Government and if necessary to the Accountant General;

(b) in the case of a Government employee of the State service, the Secretary shall forward a copy with covering letter to the concerned head of department for implementation and for recording the details of penalty in his service register, to the Government and to the Accountant General;

(c) in the case of a Government officer of subordinate service the Secretary shall forward a copy with covering letter to the concerned head of office for implementation and for recording the details of penalty in his service register and if necessary to the concerned head of department;

(d) in the case of Panchayat employee referred to in Section 180, if awarded a penalty except withholding of promotion, the Secretary shall execute by entering the details in his service register and in the case of withholding of promotion a copy of that order shall be sent to the appointing authority.

8. Suspension.— (1) If the President is prima facie satisfied that an employee of the Panchayat referred to in Section 180, a Government Officer or employee of subordinate service whose service has been lent to the Panchayat has committed an offence of serious nature, includes misconduct or deserves major penalty, and allowing him to continue in service is against public interest and will obstruct the enquiry being conducted or intending to conduct against him, he may suspend such employee from service subject to detailed enquiry and disciplinary proceeding.

(2) The concerned employee shall be entitled to subsistence allowance under Rule 55, Part I of the Kerala Service Rules, 1959, during the period of suspension.

- (3) The President shall report the order of suspension and matters leading there to in the next meeting of the Panchayat and shall seek the approval of the Panchayat for the order. If the Panchayat does not approve the suspension, the order of suspension stands cancelled suo moto and the employee suspended shall immediately be reinstated in the employment and period of suspension shall be treated as duty.
- (4) The President shall immediately forward the copy of suspension order and the decision of the Panchayat there on to the appointing authority.
- 5) In the manner without being an obstruction to disciplinary action against the suspended employee, the Panchayat may at any time reconsider his suspension and he may be reinstated to the employment.
- (6) The President shall complete the enquiry against the concerned employee within three months of issue of suspension order and shall submit the enquiry report for the consideration of the Panchayat.
- (7) The Panchayat may decide after considering the enquiry report to drop the disciplinary action in the name of the employee or as the case may be, to initiate disciplinary action under Rule 4 or to forward the enquiry report under Rule 10 to appointing authority or Government, as the case may be.
- (8) In the case where the Panchayat is imposing a minor penalty or dropping disciplinary action in the name of an employee and if the suspension of employee has not been withdrawn till then, together with imposing of minor penalty or dropping the disciplinary action, the suspension shall be withdrawn and how the period of suspension has to be treated shall be determined according to Rule 56 Part I of the Kerala Service Rules, 1959.
- (9) In the case where the enquiry report under Rule 10 is sent to appointing authority or Government, as the case may be and if the suspension has not been withdrawn till then the suspension shall be continued or withdrawn as per the direction of the appointing authority or Government

NOTES

Panchayat Raj (Control Over Officers) Rules, 1997-R.8(6)-The statutory rule is to complete the proceedings at the earliest as evident from sub-rule 6 of Rule 8 which provides the time limit of three months. Therefore the delay is not justified. Since consequence is not provided for not completing enquiry within the time limit, it can be assumed that the said provision is only directory. In other words, the violation of sub-rule 6 may not result in nullification of the entire proceedings as the said rule is only directory. — Pushpavally v. Seethathodu Grama Panchayat - 2002 (2) KLT SN111.

- 9. Appeal and re-examination.**—(1) The officer concerned may file an appeal in the form annexed as Appendix 2 to these rules against the order issued by the President or Secretary as the case may be, on behalf of the Panchayat imposing minor penalty on an officer under sub-rule (1) of Rule 7, before an officer authorised by the Government for this purpose within thirty days on receipt of such order:

Provided that if the authority is satisfied that there is sufficient reason for not filing the appeal within the specified time, the appeal received after the time may be considered.

- (2) On receipt of the appeal under sub-rule (1), the authority authorised shall call for and examine the connected records and shall after hearing in person the officer who preferred the appeal and the President on behalf of the Panchayat or any other person authorised by the Panchayat who imposed the penalty which being the ground for appeal, confirm, modify or cancel the order imposing such penalty or issue such orders as may deem fit.
- (3) The Government may require the records relating to every order issued under sub rule(2) either suo-moto or on application and may reconsider such order and pass appropriate order regarding it as they may deemit:

Provided that no application for reconsideration of an order shall be considered if it is received by the Government after thirty days from the date of receipt of such order by the applicant:

Provided further that, an order adversely affecting an officer shall not be passed by the Government without giving an opportunity of being heard:

Provided also that the Government shall not suo-moto reconsider an order after One year from the date of the order.

- 10. Procedure on commission of offences which may result in imposing major penalties.**—(1) If the President or the Panchayat believes that an officer has committed an offence which deserves any major penalty, the President, after conducting the enquiry against such officer or employee shall send the enquiry report together with the opinion of the Panchayat there on to the appointing authority in the case of an employee of Panchayat referred to in Section 180 and shall send to the Government in the case of an officer or employee whose service has been lent to the Panchayat under sub-rule(1)of Rule 3.
- (2) The appointing authority or the Government shall examine in detail the report of the President and opinion of the Panchayat, as the case may be, and if necessary after hearing the President or the officer alleged in person shall take suitable decision regarding initiation of disciplinary action and that decision shall be intimated to the President.
 - (3) In the case where the appointing authority or the Government decides to initiate disciplinary action against the officer the procedure contained in the Kerala Civil Service (Classification, Control and Appeal) Rules,1960 shall be observed.
 - (4) In the case where the alleged officer has been suspended from service under Rule 8, matters as to whether suspension is to be continued or how the period of suspension is to be reckoned shall be examined by the appointing authority or Government, as the case may be, and shall issue suitable order.

- 11. Observation of provisions of other rules.**—In the case of suspension, imposition of minor penalty and appeal, the procedure laid down in the Kerala Civil Service (Classification, Control and Appeal) Rules, 1960 and the Manual of Disciplinary Proceedings of Government of Kerala shall be applicable to matters not mentioned in Rules 4 to 10 and if there is any doubt of dispute arise regarding any of these, the decision of the Government shall be final.
- 12. Confidential report.** —(1) The President shall prepare the confidential report of the Secretary from time to time and send to the appointing authority.
- (2) The Secretary shall, prepare from time to time the confidential report of the employees of the Panchayat for whom it is directed as keep confidential reports and submit to the President for review and shall send to the appointing authority together with review report of the President.
- (3) The President may send report regarding the service of the Government officers or employees whose service has been lent to the Panchayat from time to time to the concerned appointing authority and the said report shall also be taken in to account, while considering such officer or employee for promotion.
- 13. Granting of leave.** —(1) The Secretary may grant leave including casual leave to the employees of Panchayat referred to in Section 80 subject to eligibility and the provisions of the Kerala Service Rules.
- (2) The President may grant casual leave to the Secretary and to the head of office and institutions which have been lent by the Government subject to eligibility.
- (3) The granting of leave except casual leave to officers referred to in sub-rule(2) subject to eligibility and the provisions of the Kerala Service Rules shall be by the Government officer authorised for this purpose.
- (4) Granting of leave including casual leave subject to eligibility and the provisions of Kerala Service Rules to Government officer or employee not referred under sub-rule (2) whose service has been lent to Panchayat shall be by an officer authorised by the Government for this purpose.
- (5) In the case where granting of leave except casual leave to any officer under sub-rules (3) and (4) is by a Government officer whose service has not been lent to Panchayat the leave application shall be sent to the said officer together with the recommendation of the President.

APPENDIX I

MODEL OF MEMO OF CHARGE

[See sub-rule (6) of Rule 5]

MEMO OF CHARGE

Charge against Sri/Smt..... (name) working in the post of.....in the..... (place of work, officer, institution etc.) under.....Panchayat.

1. It is seen that you, Sri/Smt..... have committed the offence of.....(here enter the alleged offence or the substance of the offences, relevant date or dates and place).
2. You are required to show cause, if any, in writing within fifteen days, from the date of receipt of this notice, as to why disciplinary action should not be taken against you under Rule 4 of the Kerala Panchayat Raj(Control over Officers) Rules, 1997, and if no such statement is received from you within the said period the matter will be proceeded with the presumption that you have nothing to offer in this matter.

A statement of allegations on which the above charge or charges is/are based is attached here with.

Place..... President/Secretary.

Date..... For.....Panchayat.

APPENDIX II

[See sub-rule(1) of Rule 9]

Appeal against disciplinary actions of.....Panchayat.

1. Name and official address of the appellant :
2. Number and date of the order :
Appealed against (copy shall be enclosed) :
3. Offence alleged for imposing penalty :
4. Details of penalty awarded :

Reasons based for appeal
(Enter the reasons in detail)

Place: Signature of the appellant

Date:

Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purport.) As per sub-section (5) of Section 179, sub-section (9) of Section 180 and sub-section (3) of Section 181 of the Kerala Panchayat Raj Act,1994(13 of 1994), the Panchayat is competent to impose minor penalties on Secretary, any officer or employee of the Panchayat and Government Officers or employees whose service has been lent to the Panchayat, respectively. The government intends to make rules, presenting the procedure in the matter and specifying the controlling power of the Panchayat over the officers and in the matter of granting of leave. This Notification is intended to achieve the above object.

Place..... President/Secretary.

Date..... For.....Panchayat.