

**Manual 1**  
**Particulars of organization, functions and duties**  
 [Section 4(1)(b)(i)]

1. Aims and objectives of the organization

The Department aims at increasing milk, egg and meat production through various means in addition to providing veterinary services to a large number of animal populations. The objectives of the Department are as follows:–

- i) Improving potential of local breeds.
- ii) Dissemination of new technology.
- iii) Better management of animal nutrition and health.
- iv) Increase productivity through genetic up gradation.
- v) Strengthening preventive disease control mechanism.
- vi) Increasing self-employment under ARD Sector.

2. Mission/Vision

- i) To provide better curative care at Veterinary Hospital/ Veterinary Dispensaries/ Livestock Aid Centers as per set standards to animals.
- ii) To take measures for prevention of epidemics/ animal diseases.
- iii) To upgrade & conserve local germ plasm.
- iv) Providing self employment under Animal Husbandry Sector by giving basic training to Gomitra, Pasupalan Sahayak in regard to Dairy, Goatery, Poultry & piggery farming etc.

3. Brief history and background for its establishment

The Fisheries & ARD Department came into being in 1991 after being bifurcated from the erstwhile Forest Fisheries & Animal Husbandry Department vide General Administration Department Resolution No.28038/Gen., dt.10.10.1990. Directorate of Animal Husbandry & Veterinary Services has been functioning since 1936. The District Veterinary Services started separately after formation of the new District in the year 1993.

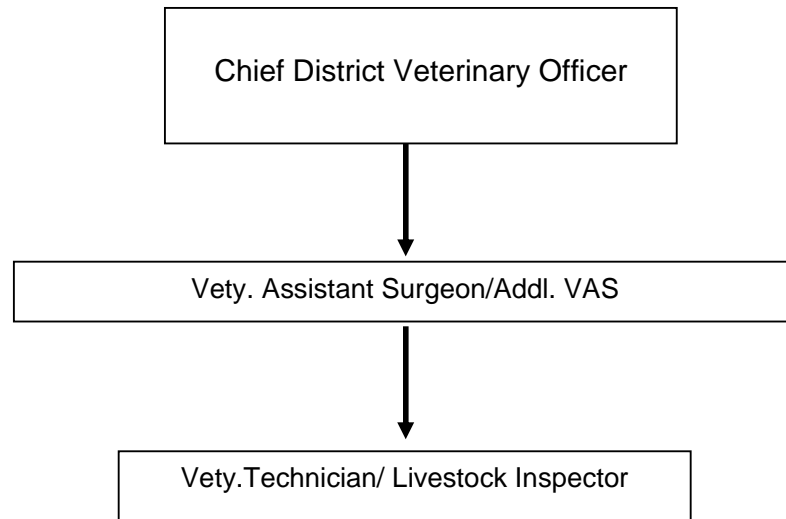
There are seven blocks in the District, each having a Veterinary Dispensary, four Second V.Ds and two D.N.K. V.Ds. 50 Livestock Aid Centres and 1 District Diagnostic Laboratory are functioning in the District.

Area	6153 sq km
Human Population	5,03,291 (2001)
Block	07
GPs	108
NACs	02
Revenue villages	933
Total Veterinary Institutions	64

Livestock Population as per 2003 Livestock .Census

Cattle		Buffalo	Sheep	Goat	Pig	Poultry	Duck	Total
Indigenous	Crossbred							
4,28,963	5,692	46,890	28,545	1,44,961	60,173	4,87,244	24,357	12,26,825

#### 4. Organization Charts



#### 5. Allocation of business

The Chief District Veterinary Officer is the Head of Veterinary Administration in the District. The Veterinary Assistant Surgeons are responsible for all Veterinary activities in their Blocks. The Addl. Veterinary Assistant Surgeons are responsible for extension activities in the Blocks. The Livestock Inspectors are responsible for preventive i.e. Vaccination and Livestock First Aid at their respective GPs assigned to them.

#### 6. Duties to be performed to achieve the mission

- Proper planning of activities according to the guideline of the Govt.
- Implementation at different levels
- Proper financial management
- Supervision
- Monitoring
- Co-ordination among different Veterinary programmes
- Co-ordination with other Allied Departments
- Disciplinary action and administrative action

#### 7. Details of services rendered

- ❖ Under NPCBB (National Programme on Cattle and Buffalo Breeding) programme, a massive artificial insemination programme has been undertaken since 2002.
- ❖ Under ASCAD (Assistance to States For Control of Animal Diseases) programme, massive immunization activities has been taken up.
- ❖ District Diagnostic Laboratory has been established at Malkangiri under RKVY and aids in identification and surveillance and control of contagious and communicable disease.
- ❖ Gomitras have been engaged on self-employment basis to maximize the coverage of artificial insemination through a sustained programme.
- ❖ The Poultry Development Programme started during 2005-06. Under this programme day old Vanaraja chicks are procured and reared upto 21 day old in the poultry complex situated in the Office premises. After attaining 21 day, the birds are supplied to the blocks as per the indent and which are supplied to the different SHG beneficiaries of the block.

#### 8. Citizens interaction

Livestock Owners/ public are free to meet the C.D.V.O. and other Veterinary Officers regarding their grievances, which are redressed immediately.

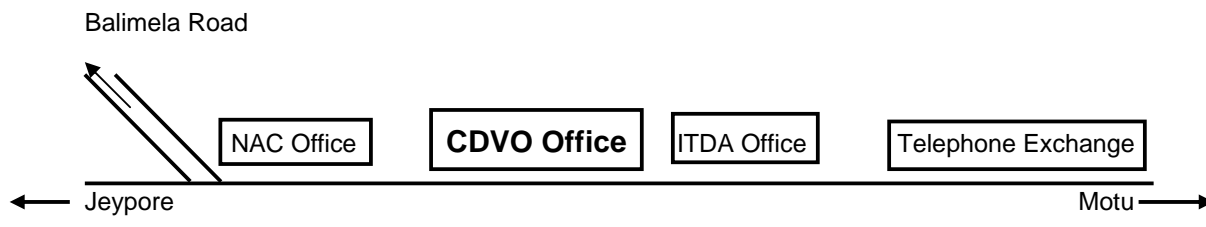
Meeting with N.G.O. and Press is done regularly in connection with different programme activities.

Every month there is review meeting of field veterinarians, where discussions are done and decision taken on specific issues.

9. Postal address of the main office, attached/ subordinate office/field units etc.

i)	CDVO Malkangiri	At/Po-Malkangiri, Veterinary Campus
ii)	DDL, Malkangiri	At/Po-Malkangiri, Veterinary Campus
iii)	V.D. Malkangiri	At/Po-Malkangiri Veterinary Campus
iv)	V.D.Padmagiri	At/Po-Padmagiri
v)	V.D.M.V. 7 (DNK)	At-MV 7, Po-Tamasa
vi)	V.D. Korukonda	At/Po-Korukonda
vii)	V.D. Balimela	At/Po-Balimela
viii)	V.D.K.gumma	At/Po-K.gumma
ix)	V.D.Khairput	At/Po-Khairput
x)	V.D.Mathili	At/Po-Mathili
xi)	V.D.Salimi	At/Po-Salimi
xii)	V.D. Kalimela	At/Po-Kalimela
xiii)	V.D.Podia	At/Po-Podia
xiv)	V.D.Motu	At/Po-Motu
xv)	V.D. M.V. 79 (DNK)	At-MV 79, Po-Lachipeta

10. Map of office location



11. Working hours both for office and public

**Office** 10.00 AM to 5.00 PM Closed on Sundays & Govt. Holidays.

**VDs/LACs** April – September – 8.00 AM to 12.00 PM & 4.00 PM to 6.00 PM  
 October-March – 7.00 AM to 11.00 PM & 3.00 PM to 5.00 PM

Public are always welcome during working hours for any grievances. Even beyond duty hours, matters are looked into; if public bring in any problems.

12. Public interaction, if any

Interaction is done whenever is necessary.

13. Grievance redress mechanism

People can bring any complaint at any time, which is looked after promptly by the concerned officers. The Chief District Veterinary Officer directs the concerned staff/ section to take immediate action and report compliance.

Written or verbal complaints are taken care of.

**Manual 2**  
**Powers and duties of officers and employees**  
[Section 4(1)(b)(ii)]  
**Powers and duties of officers and staff**

Sl. No.	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Chief District Veterinary Officer (CDVO)	Appointment, Transfer, Posting, Disciplinary action, of Grade-IV & certain categories of Grade-III staff	Drawing & Disbursing Sanction as per Govt. guideline	---	As given by Govt. for time to time	Head of district Veterinary Administration. Responsible & accountable to higher authority
2	Nodal Officer, NPCBB	---	---	---	---	Responsible for developmental works under NPCBB
3	Veterinary Assistant Surgeon (VAS)	Responsible for the Veterinary administration of the Block.	---	---	---	Responsible for Animal Health of the Block, Reporting and monitoring progress in ARD Sector.
4	Additional Veterinary Assistant Surgeon (AVAS)	---	---	---	---	Responsible for extension activities as a touring officer, verify tour diary of LI and inform need in field to VAS.
5	Veterinary Sub Asst Surgeon (VSAS)	---	---	---	---	Responsible for treatment of the Livestock & other AH activities as assigned from time to time
6	Vety. Technician. ( VT )	---	---	---	---	Responsible for laboratory testing, maintenance of stock & store etc.
7	Statistical Enumerator	---	---	---	---	Livestock Census, sample survey & other AH activities from time to time
8	Livestock Inspector ( LI )	---	---	---	---	Responsible for Immunisation, Artificial Insemination & first aid treatment to animals & other AH activities assigned from time to time
9	Senior Clerk/ Junior Clerk	---	---	---	---	To deal with the activities related to the sections they are entrusted. Responsible for timely reporting & putting up for instruction and action. Maintenance of records, computerisation etc.
	Class-IV	---	---	---	---	Cleanliness, Waste disposal and duties assigned by the Veterinary Officers & LIs

Note: Substantive powers and duties for each position may be defined.

**Manual 3**  
**Procedure followed in decision-making process**  
[Section 4(1)(b)(iii)]

**FLOW PROCESS CHART**

Applications/ letters received by Senior Clerk and marked to concerned section → C.D.V.O. → concerned Dealing Assistant.

Dealing Assistant → Put up for action through Senior Clerk and other Programme/ Nodal Officers, if any → then to C.D.V.O. → Instructions/ approvals given.

Letter processed and action taken.

The time of action varies according to urgency of the letter from a few hours to 3 days. Letter faxed in some cases and subsequently sent by Ordinary/ Regd. Post/ Courier as the case may be.

In emergency like epidemics, etc, the action is taken instantaneously pending official works, which is regularized later. The VAS & L.I's are sent to the site with essential drugs/ instruments etc immediately.

Veterinary Care being a very urgent and essential component, practical action is more desired to save livestock or averting any outbreaks. The time period is kept to minimum. Official procedures are many a time deviated or bypassed to deliver service immediately.

In other matters like asking for a certificate or recommendation, disposal is done same day or in the next day or two. Nobody is allowed to be harassed knowingly. Of course in cases of correspondence & postal delay, the time period may be longer, which is beyond the control of the C.D.V.O. or concerned officers.

**Manual 4**  
**Norms set for the discharge of functions**  
[Section 4(1)(b)(iv)]

Details of norms and standards set out can be given in respect of various activities. Some of the norms are indicated below as an illustration.

**Illustration**

<b>Sl. No.</b>	<b>Activity</b>	<b>Time frame/ Norm</b>	<b>Remarks</b>
(i)	Receipt of Application & putting Diary No.	Senior Clerk receives → C.D.V.O. → Diarist → Dealing Clerk	Day 1/ Day 2
(ii)	Marked to Dealing Clerk → Certificate prepared/ issued/ rejected	Senior Clerk receives → C.D.V.O. → Diarist → Dealing Clerk	Day 2 or 3
3	Records Treatments, vaccinations etc. maintained at VD/LAC level	Recorded in the concerned register immediately as reported by the Livestock owner.	Reported monthly to higher quarter

**Manual 5**  
**Rules, regulations, instructions, manuals and records for discharging functions**  
[Section 4(1)(b)(v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions.

**List of regulations, instructions, manuals and records**

<b>Sl. No.</b>	<b>Name of the act, rules, regulations etc.</b>	<b>Brief gist of the contents</b>	<b>Reference No., if any</b>	<b>Price in case of priced publications</b>
1	Acts, Rules & regulations etc. are prepared by the Director of AH & VS Orissa, Mangalabag, Cuttack & Govt. of Orissa, FARD Deptt. Orissa, Bhubaneswar.			

**Manual 6**  
**A statement of categories of documents that are held by it for under its control**  
 [Section 4(1)(b)(vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and cataloged. (An illustrative list is given below)

**A statement of the categories of documents held**

<b>Sl. No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit/ section where available</b>	<b>Retention period, where available</b>
1	Inspection & tour note of CDVO Malkangiri, misc. & supervision of all files of Sr.Clerk, Jr.Clerk & other staff who are putting before the CDVO	All information's as per available records	Senior Clerk	According to nature of work
2	Accounts, Establishment.	All information's as per available records	Senior Clerk	According to nature of work
	Development & Report>Returns	All information's as per available records	Dev. & Report/Return section	According to nature of work
3	LN2, AI equipments, Medicine & other equipment distribution	All information's as per available records	Stock & store section	According to nature of work
4	Sample Survey & LiveStock Census	All information's as per available records	Statistical Enumerator	According to nature of work

**Manual 7**

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy of implementation**

[Section 4(1)(b)(vii)]

Details of consultative committees and other bodies with which consultations are held.

**List of regulations, instructions, manuals and records**

<b>Sl. No.</b>	<b>Name of address of the Consultative Committees/ bodies</b>	<b>Constitution of the committee/ body</b>	<b>Role and responsibility</b>	<b>Frequency of meetings</b>
	No consultative Committees/ Bodies have been framed.			

Other procedures adopted for formal and informal consultations with the public may also be indicated such as Bhagidari, Jan Sunvai, interaction with resident welfare associations, etc.

Other details whether the meetings are open to public, minutes are accessible to public etc. may also be indicated.

**Manual 8**  
**A statement of boards, council, committees and other bodies constituted**  
[Section 4(1)(b)(viii)]

**List of boards, councils, committees etc.**

<b>Sl. No.</b>	<b>Name and address of the body</b>	<b>Main functions of the body</b>	<b>Constitution of the body</b>	<b>Date of constitution</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
---Nil---				

<b>Date upto which valid</b>	<b>Whether meetings open to public</b>	<b>Whether minutes accessible to public</b>	<b>Frequency of meetings</b>	<b>Remarks</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
---Nil---				

Please attach copies of detailed notification/ orders for their constitutions.

**Manual 9**  
**Directory of officers and employees**  
[Section 4(1)(b)(ix)]

**Directory**

Sl.No.	Name & Designation	Office Phone No.	E-mail address
1	Dr. Trinath Nayak CDVO Malkangiri	06861-230213	cdvomalkangiri@gmail.com
2	Dr.Rajesh Kumar Kuanr, Nodal Officer, NPCBB Malkangiri	9437185706	rajeshkuanr2000@yahoo.co.in
3	Dr.Priya Ranjan Das, VAS Malkangiri	---	---
4	Dr.Jaya Prakash Bhanja, VAS Khairput	9438013450	---
5	Dr.Prakash Kumar Beura, VAS Padmagiri	9438012515	---
6	Dr.Shubhashish Mohapatra, VAS Mathili	9438420388	---
7	Dr.Bibhu Prasad Panda, VAS Motu	9438304981	---
8	Dr.Rashmi Ranjan Nayak, AVAS Malkangiri	9437441588	---
9	Dr.Swapneswar Nayak, VAS Podia	9438070882	---
10	Dr.Birendra Panda, VAS K.gumma	9439419565	---
11	Sri Tira Nayak, VSAS Padmagiri	---	---
12	Sri Jhadeswar Singh, SE Malkangiri	9439173098	---
13	Sri Sudam Pradhan, VT Goudaguda	9777999107	---
14	Sri P.K.Taudia, VT Girkanpalli	---	---
15	Sri Thakurdas Mandal, VT Bodili	9437912429	---
16	Sri J.Sibasankar Rao, Senior Clerk	8895518863	---
17	Manoj Kumar Muduli, Jr. Clerk	9437384052	---
18	Sri S.Laxman Rao, Driver, O/o CDVO Mkg	9438062855	---
19	Sri Khagendra Sahu, LI VD Malkangiri	9437525898	---
20	Sri Swapan Kumar Joddar, LI Gangala	9437870375	---
21	Sri Simanchala Raula, LI Pandripani	9439461819	---
22	Sri Mohan Khara, LI Biralaxmanpur	---	---
23	Sri Sarat Chandra Nayak, LI Pedakonda	9437952014	---
24	Smt. Nayana Prava Dash, ALI VD Padmagiri deputed to VD Malkangiri	---	---
25	Sri Appan Chandra Das, LI VD MV 7	9437953990	---
26	Sri Bidyadhar Biswas, LI MV 19	---	---
27	Smt.Lalita Kirtania, LI Sikhapalli	9438659782	---
28	Sri Khokan Kumar Mandal, LI Matapaka	9437951967	---
29	Sri Debaraj Barada, LI Challanguda	9777176594	---
30	Sri Swapan Ku. Chakrabarty, LI MV 34	9937093402	---
31	Sri Srustidhar Mohapatra, LI MV 23	9777520897	---
32	Sri Biswanath Majumdar, LI Kamwada	---	---
33	Sri Bijan Kumar Biswas, LI Tumsapalli	9437339503	---
34	Sri Manoj Kumar Swain, LI MV 120	9439459880	---
35	Sri Lokinath Sisa, LI Gunthawada	---	---
36	Sri Dhiraj Ku. Biswas, LI Chitrakonda	9437693775	---
37	Smt.Bhanumati Pujari, LI Kutnipalli deputed to O/o CDVO Malkangiri	---	---
38	Sri Bidyadhar Pujari, LI Sindhabeda	9438088281	---
39	Sri Ch.Trinath, LI Mecca	9438028409	---
40	Sri Kamal Lochan Baka, LI Bhejaguda	---	---
41	Sri Narayan Panda, LI Pangam	9692808967	---
42	Sri Brindaban Majhi, LI Mohupadar	---	---
43	Sri Jagu Pangi, LI Kiango	---	---
44	Sri Prahallad Pradhani, LI Kartanpalli	---	---
45	Sri Rupnarayan Soren, LI Katapalli	9668460147	---
46	Sri Narayan Pradhan, LI Temurpalli	---	---
47	Sri Panchanan Mridha, LI Rasobeda	9438766614	---
48	Sri Mukul Chandra Haldar, LI Somanathpur	9437951997	---
49	Sri Govinda Ch. Bhuyan, LI Jodambo	9438636567	---
50	Sri Manoj Ku. Pradhan, LI Papermetla	9438033337	---
51	Sri Dulal Chandra Goldar, LI MV 55	9437351036	---
52	Sri Sukumar Sana, LI MPV 65	9437643146	---
53	Sri Dibash Ch. Paul, LI MV 73	---	---
54	Smt.Ketaki Naik, LI MV 66	9438070116	---

55	Sri Sukhranjan Baidya, ALI VD MV 79	9438316684	---
56	Sri Kamala Kanta Malla, LI Similibancha	---	---
57	Sri T.Durga Prasad Rao, LI MV 62 deputed to O/o CDVO Malkangiri	9437590732	---
58	Sri Kamalakanta Sethi, LI Bapanpalli	9437954875	---
59	Smt.Sabita Mohapatra, LI Mudulipada	---	---
60	Sri Plabana Sahaya, LI Govindapalli	---	---
61	Sri Jitendra Ojha, LI Podagetta	9438022342	---
62	Sri Ramesh Chandra Kandi, LI Malavaram	---	---
63	Sri Surendranath Muduli, LI Niliguda	---	---
64	Sri Abhi Takri, Peon	---	---
65	Sri Sarat Chandra Bissoi, Chow.VD Malkangiri	---	---
66	Sri Karunakar Swain, Chow. VD Padmagiri	---	---
67	Sri N.Bhaskar Rao, Peon, VD Korukonda		
68	Sri Prafulla Gouda, Chowkidar, VD Korukonda		
69	Sri Debaraj Gouda, Chow. VD Balimela		
70	Sri Indrajit Pujari, Peon, VD Mathili		
71	Sri Satya Narayan Bhola, Chow. VD Mathili		
72	Sri Laxman Pradhan, Chowkidar, VD Salimi		
73	Sri Domburu Dora, Peon, VD Khairput		
74	Sri Ganga Challan, Chow. VD Khairput		
75	Sri Uma Charan Gouda, Peon, VD K.gumma		
76	Sri Duryadhan Behera, Chow. VD K.gumma		
77	Sri Debaraj Behera, Peon, VD Kalimela		
78	Sri Rama Ch. Jena, Chow. VD Kalimela		
79	Sri Rama Ch. Hantal, Peon, VD Podia		
80	Sri Surendra Das, Chow. VD Podia		
81	Sri Lokanath Swain, Chow. VD Motu		
82	Sri Kausalya Naik, Attd.(AI) VD Malkangiri deputed to DDL Malkangiri		
83	Sri Kalu Nahak, Attd., LAC Pandripani		
84	Sri Durjoti Mahapatra, Attd. LAC Biralaxmanpur deputed to LAC Tandabai		
85	Sri Podu Hantal, Attd., LAC Pedakonda		
86	Sri Lochan Gouda, Attd. LAC MV 23 deputed to VD MV 7		
87	Sri Babanath Dolai, Attd., LAC Bodili		
88	Smt.P.R.Mandangi, Attd., Challanguda deputed to O/o CDVO Malkangiri		
89	Sri Ananda Mahankuda, Attd. LAC MV 34 deputed as Chow. O/o CDVO Malkangiri		
90	Sri Harish Chandra Kansari, Attd. LAC Gunthawada deputed to O/o CDVO Malkangiri		
91	Sri Karunakar Nayak, Attd., LAC Chitrakonda		
92	Sri Muna Patra, Attd., LAC Sindhabeda		
93	Sri Santosh Kumar Gouda, Attd. LAC Mecca deputed to O/o CDVO Malkangiri		
94	Sri Malatamma Pujari, Attd. LAC Kiango		
95	Sri Harish Chandra Nahak, Attd. LAC Dyke III deputed to VD Balimela		
96	Sri Kunal Polai, Attd., LAC Jodambo		
97	Sri Shyama Sundar Gollery, Attd., LAC Bapanpalli deputed to LAC Papermetla		

**Manual 10**

**The Monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations**

[Section 4(1)(b)(x)]

Sl. No.	Name and Designation	Pay Band	monthly remuneration
1	Dr. Trinath Nayak CDVO Malkangiri	PB3: 15600-39100 GP: 6600	45458.00
2	Dr.Rajesh Kumar Kuanr, Nodal Officer, NPCBB Malkangiri	PB2: 9300-34800 GP: 4600	30218.00
3	Dr.Priya Ranjan Das, VAS Malkangiri	PB2: 9300-34800 GP: 4600	27558.00
4	Dr.Jaya Prakash Bhanja, VAS Khairput	PB2: 9300-34800 GP: 4600	23011.00
5	Dr.Prakash Kumar Beura, VAS Padmagiri	PB2: 9300-34800 GP: 4600	22339.00
6	Dr.Shubhashish Mohapatra, VAS Mathili	PB2: 9300-34800 GP: 4600	23011.00
7	Dr.Bibhu Prasad Panda, VAS Motu	PB2: 9300-34800 GP: 4600	21623.00
8	Dr.Rashmi Ranjan Nayak, AVAS Malkangiri	PB2: 9300-34800 GP: 4600	25288.00
9	Dr.Swapneswar Nayak, VAS Podia	PB2: 9300-34800 GP: 4600	25288.00
10	Dr.Birendra Panda, VAS K.gumma	Consolidated pay	9300.00
11	Sri Tira Nayak, VSAS Padmagiri	PB2: 9300-34800 GP: 4200	29294.00
12	Sri Jhadeswar Singh, SE Malkangiri	PB1: 5200-20200 GP: 2800	23662.00
13	Sri Sudam Pradhan, VT Goudaguda	PB1: 5200-20200 GP: 2800	21497.00
14	Sri P.K.Taudia, VT Girkanpalli	PB1: 5200-20200 GP: 2800	20748.00
15	Sri Thakurdas Mandal, VT Bodili	PB1: 5200-20200 GP: 2800	21497.00
16	Sri J.Sibasankar Rao, Senior Clerk	PB1: 5200-20200 GP: 2400	18502.00
17	Manoj Kumar Muduli, Jr. Clerk	PB1: 5200-20200 GP: 1900	11419.00
18	Sri S.Laxman Rao, Driver, O/o CDVO Mkg	PB1: 5200-20200 GP: 1900	16292.00
19	Sri Khagendra Sahu, LI VD Malkangiri	PB1: 5200-20200 GP: 2200	18286.00
20	Sri Swapan Kumar Joddar, LI Gangala	PB1: 5200-20200 GP: 2000	17331.00
21	Sri Simanchala Raula, LI Pandripani	PB1: 5200-20200 GP: 2200	17924.00
22	Sri Mohan Khara, LI Biralaxmanpur	PB1: 5200-20200 GP: 2000	17331.00
23	Sri Sarat Chandra Nayak, LI Pedakonda	PB1: 5200-20200 GP: 2000	17331.00
24	Smt. Nayana Prava Dash, ALI VD Padmagiri deputed to VD Malkangiri	PB1: 5200-20200 GP: 2000	16838.00
25	Sri Appan Chandra Das, LI VD MV 7	PB1: 5200-20200 GP: 2200	19207.00
26	Sri Bidyadhar Biswas, LI MV 19	PB1: 5200-20200 GP: 2200	20528.00
27	Smt.Lalita Kirtania, LI Sikhapalli	PB1: 5200-20200 GP: 2000	16753.00
28	Sri Khokan Kumar Mandal, LI Matapaka	PB1: 5200-20200 GP: 2000	16838.00
29	Sri Debaraj Barada, LI Challanguda	PB1: 5200-20200 GP: 2000	16302.00
30	Sri Swapan Ku. Chakrabarty, LI MV 34	PB1: 5200-20200 GP: 2000	17331.00
31	Sri Srustidhar Mohapatra, LI MV 23	PB1: 5200-20200	17810.00

		GP: 2200	
32	Sri Biswanath Majumdar, LI Kamwada	PB1: 5200-20200 GP: 2200	20528.00
33	Sri Bijan Kumar Biswas, LI Tumsapalli	PB1: 5200-20200 GP: 2000	16753.00
34	Sri Manoj Kumar Swain, LI MV 120	PB1: 5200-20200 GP: 2000	16753.00
35	Sri Lokinath Sisa, LI Gunthawada	PB1: 5200-20200 GP: 2000	17331.00
36	Sri Dhiraj Ku. Biswas, LI Chitrakonda	PB1: 5200-20200 GP: 2200	19748.00
37	Smt.Bhanumati Pujari, LI Kutnipalli deputed to O/o CDVO Malkangiri	PB1: 5200-20200 GP: 2000	16723.00
38	Sri Bidyadhar Pujari, LI Sindhabeda	PB1: 5200-20200 GP: 2000	17331.00
39	Sri Ch.Trinath, LI Mecca	PB1: 5200-20200 GP: 2000	17331.00
40	Sri Kamal Lochan Baka, LI Bhejaguda	PB1: 5200-20200 GP: 2000	17331.00
41	Sri Narayan Panda, LI Pangam	PB1: 5200-20200 GP: 2200	18286.00
42	Sri Brindaban Majhi, LI Mohupadar	PB1: 5200-20200 GP: 2000	16753.00
43	Sri Jagu Pangi, LI Kiango	PB1: 5200-20200 GP: 2000	16753.00
44	Sri Prahallad Pradhani, LI Kartanpalli	PB1: 5200-20200 GP: 2000	16753.00
45	Sri Rupnarayan Soren, LI Katapalli	PB1: 5200-20200 GP: 2000	17331.00
46	Sri Narayan Pradhan, LI Temurpalli	PB1: 5200-20200 GP: 2000	17331.00
47	Sri Panchanan Mridha, LI Rasobeda	PB1: 5200-20200 GP: 2000	17331.00
48	Sri Mukul Chandra Haldar, LI Somanathpur	PB1: 5200-20200 GP: 2200	19748.00
49	Sri Govinda Ch. Bhuyan, LI Jodambo	PB1: 5200-20200 GP: 2000	17331.00
50	Sri Manoj Ku. Pradhan, LI Papermetla	PB1: 5200-20200 GP: 2000	16753.00
51	Sri Dulal Chandra Goldar, LI MV 55	PB1: 5200-20200 GP: 2000	16753.00
52	Sri Sukumar Sana, LI MPV 65	PB1: 5200-20200 GP: 2000	16753.00
53	Sri Dibash Ch. Paul, LI MV 73	PB1: 5200-20200 GP: 2000	17331.00
54	Smt.Ketaki Naik, LI MV 66	PB1: 5200-20200 GP: 2000	16838.00
55	Sri Sukhranjan Baidya, ALI VD MV 79	PB1: 5200-20200 GP: 2000	17331.00
56	Sri Kamala Kanta Malla, LI Similibanchara	PB1: 5200-20200 GP: 2000	13476.00
57	Sri T.Durga Prasad Rao, LI MV 62 deputed to O/o CDVO Malkangiri	PB1: 5200-20200 GP: 2000	16187.00
58	Sri Kamalakanta Sethi, LI Bapanpalli	PB1: 5200-20200 GP: 2000	17416.00
59	Smt.Sabita Mohapatra, LI Mudulipada	Consolidated pay	5200.00
60	Sri Plabana Sahaya, LI Govindapalli	Consolidated pay	5200.00
61	Sri Jitendra Ojha, LI Podagetta	Consolidated pay	5200.00
62	Sri Ramesh Chandra Kandi, LI Malavaram	Consolidated pay	5200.00
63	Sri Surendranath Muduli, LI Niliguda	Consolidated pay	5200.00
64	Sri Abhi Takri, Peon	-1S: 4440-7440 GP: 1400	13576.00
65	Sri Sarat Chandra Bissoi, Chow.VD Malkangiri	-1S: 4440-7440 GP: 1300	12157.00
66	Sri Karunakar Swain, Chow. VD Padmagiri	-1S: 4440-7440 GP: 1300	12157.00
67	Sri N.Bhaskar Rao, Peon, VD Korukonda	-1S: 4440-7440 GP: 1300	12968.00

68	Sri Prafulla Gouda, Chowkidar, VD Korukonda	-1S: 4440-7440 GP: 1300	12157.00
69	Sri Debaraj Gouda, Chow. VD Balimela	-1S: 4440-7440 GP: 1300	12157.00
70	Sri Indrajit Pujari, Peon, VD Mathili	-1S: 4440-7440 GP: 1400	13389.00
71	Sri Satya Narayan Bhola, Chow. VD Mathili	-1S: 4440-7440 GP: 1300	10936.00
72	Sri Laxman Pradhan, Chowkidar, VD Salimi	-1S: 4440-7440 GP: 1400	13170.00
73	Sri Domburu Dora, Peon, VD Khairput	-1S: 4440-7440 GP: 1400	13389.00
74	Sri Ganga Challan, Chow. VD Khairput	-1S: 4440-7440 GP: 1400	13170.00
75	Sri Uma Charan Gouda, Peon, VD K.gumma	-1S: 4440-7440 GP: 1300	12157.00
76	Sri Duryadhan Behera, Chow. VD K.gumma	-1S: 4440-7440 GP: 1300	12277.00
77	Sri Debaraj Behera, Peon, VD Kalimela	-1S: 4440-7440 GP: 1400	12748.00
78	Sri Rama Ch. Jena, Chow. VD Kalimela	-1S: 4440-7440 GP: 1300	12157.00
79	Sri Rama Ch. Hantal, Peon, VD Podia	-1S: 4440-7440 GP: 1300	12157.00
80	Sri Surendra Das, Chow. VD Podia	-1S: 4440-7440 GP: 1300	11767.00
81	Sri Lokanath Swain, Chow. VD Motu	-1S: 4440-7440 GP: 1300	12157.00
82	Sri Kausalya Naik, Attd.(AI) VD Malkangiri deputed to DDL Malkangiri	-1S: 4440-7440 GP: 1300	13374.00
83	Sri Kalu Nahak, Attd., LAC Pandripani	-1S: 4440-7440 GP: 1300	12157.00
84	Sri Durjoti Mahapatra, Attd. LAC Biralaxmanpur deputed to LAC Tandabai	-1S: 4440-7440 GP: 1300	10911.00
85	Sri Podu Hantal, Attd., LAC Pedakonda	-1S: 4440-7440 GP: 1400	13170.00
86	Sri Lochan Gouda, Attd. LAC MV 23 deputed to VD MV 7	-1S: 4440-7440 GP: 1300	12157.00
87	Sri Babanath Dolai, Attd., LAC Bodili	-1S: 4440-7440 GP: 1300	12157.00
88	Smt.P.R.Mandangi, Attd., Challanguda deputed to O/o CDVO Malkangiri	-1S: 4440-7440 GP: 1400	13170.00
89	Sri Ananda Mahankuda, Attd. LAC MV 34 deputed as Chow. O/o CDVO Malkangiri	-1S: 4440-7440 GP: 1300	12157.00
90	Sri Harish Chandra Kansari, Attd. LAC Gunthawada deputed to O/o CDVO Malkangiri	-1S: 4440-7440 GP: 1400	13166.00
91	Sri Karunakar Nayak, Attd., LAC Chittrakonda	-1S: 4440-7440 GP: 1300	12157.00
92	Sri Muna Patra, Attd., LAC Sindhabela	-1S: 4440-7440 GP: 1300	12157.00
93	Sri Santosh Kumar Gouda, Attd. LAC Mecca deputed to O/o CDVO Malkangiri	-1S: 4440-7440 GP: 1300	12153.00
94	Sri Malatiamma Pujari, Attd. LAC Kiango	-1S: 4440-7440 GP: 1300	12531.00
95	Sri Harish Chandra Nahak, Attd. LAC Dyke III deputed to VD Balimela	-1S: 4440-7440 GP: 1300	12267.00
96	Sri Kunal Polai, Attd., LAC Jodambo	-1S: 4440-7440 GP: 1300	11767.00
97	Sri Shyama Sundar Gollery, Attd., LAC Bapanpalli deputed to LAC Papermetla	-1S: 4440-7440 GP: 1400	13389.00

**Manual 11**  
**The budget allocated to each agency**  
[Section 4(1)(b)(xi)]  
**Non-plan budget**

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
0820 LAC	Salary etc.	7247378	10907550	--	10235042
0646 H&D	Salary etc.	3418911	5127728	--	5136325
0308 DE	Salary etc.	597873	895970	--	950546
0747 ICD	Salary etc.	816316	1123764	--	1357768
0210 RPE	Salary etc.	128613	196608	--	213404
1249 SS	Salary etc.	186960	279056	--	317079
0290 Electricity	Electricity	50000	1210000	--	78000

**Plan budget**

Name of the plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed/ spent
0569-Animal Welfare Board	---	---	---	6666	6666
2010-Enrichment of crop residue	---	---	---	15000	15000
1640-upgradation skill in self employment programme	Training and exposure visit	---	---	160000	8000
2323-Strengthening of livestock services	Purchase of furniture	---	---	285000	---
2323-Opening of new LAC	Purchase of furniture	---	---	160000	---
2324- Gosambardhana	Celebration of Gosambardhana	---	---	30000	---

**Manual 12**  
**The manner of execution of subsidy program**  
[Section 4(1)(b)(xii)]  
**List of institutions given subsidy**

<b>Sl. No.</b>	<b>Name and address of the institution</b>	<b>Purpose for which subsidy provided</b>	<b>No. of beneficiaries</b>	<b>Amount of subsidy</b>	<b>Previous years utilization progress</b>	<b>Previous years achievements</b>
--- Nil ---						

**List of individuals given subsidy**

<b>Sl. No.</b>	<b>Name and address of the beneficiary</b>	<b>Purpose for which subsidy provided</b>	<b>Amount of subsidy</b>	<b>Scheme and Criterion for selection</b>	<b>No. of time subsidy given in past with purpose</b>
--- Nil ---					

Details of schemes under which subsidies are granted should be given.

**Manual 13**  
**Particulars of recipients of concessions, permits or authorizations granted**  
[Section 4(1)(b)(xiii)]  
**List of beneficiaries**

<b>Sl. No.</b>	<b>Name and address of the beneficiary</b>	<b>Nature of concession/ permit/ authorization provided</b>	<b>Purpose for which granted</b>	<b>Scheme and Criterion for selection</b>	<b>No. of times similar concession given in past with purpose</b>
--- Nil ---					

Note: Creation of database and its hosting on website should be done on priority basis for activities like issue of permits, issue of authorizations, grant of concessions, licenses etc.

**Manual 14**  
**Information available in an electronic form**  
[Section 4(1)(b)(xiv)]  
**Details of information**

<b>Sl. No.</b>	<b>Activities for which electronic data available</b>	<b>Nature of information available</b>	<b>Can it be shared with public</b>	<b>Is it available on website or is being used as back end data base</b>
--- Nil ---				

Note: Creation of database and its hosting on website should be done on priority basis for activities like issue of permits, issue of authorizations, grant of concessions, licenses etc.

**Manual 15**  
**Particulars of facilities available to citizens for obtaining information**  
[Section 4(1)(b)(xv)]  
**Facilities available for obtaining information**

<b>Sl. No.</b>	<b>Facility available</b>	<b>Nature of information available</b>	<b>Working hours</b>
1	Information Counter	Information regarding Veterinary Activities	On Working Days during Working Hours
2	Notice Board	Quotations, Tenders, Recruitment Merit Lists & other Informations as regard for the Public	On Working Days during Working Hours

**Manual 16**  
**Name, Designation and other particulars of Public Information Officers**  
 [Section 4(1)(b)(xvi)]  
**List of Public Information Officers**

Sl. No.	Designation of the officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of Area/ Activities, if more than one PIO is there
1	Senior Clerk	O/O CDVO Malkangiri Po/Dist- Malkangiri (Orissa)	8895518863	---	Malkangiri District
2	VAS Malkangiri	VD Malkangiri Po/Dist- Malkangiri	9437441588	---	Malkangiri Block
3	VAS Korukonda	VD Korukonda At/Po- Korukonda Dist-Malkangiri	9437441588	---	Korukonda Block
4	VAS Mathili	VD Mathili At/Po-Mathili Dist-Malkangiri	9438420388	---	Mathili Block
5	VAS Khairput	VD Khairput At/Po-Khairput Dist-Malkangiri	9438013450	---	Khairput Block
6	VAS K.gumma	VD K.gumma At/Po-K.gumma Dist-Malkangiri	9439419565	---	K.gumma Block
7	VAS Kalimela	VD Kalimela At/Po-Kalimela Dist-Malkangiri	9438070882	---	Kalimela Block
8	VAS Podia	VD Podia At/Po-Podia Dist-Malkangiri	9438070882	---	Podia Block

**List of Assistant Public Information Officers**

Sl. No.	Designation of the officer designated as Assistant PIO	Postal Address	Telephone No.	e-mail address	Demarcation of Area/ Activities, if more than one appellate authority is there
1	Junior Clerk	O/O CDVO Malkangiri Po/Dist-Malkangiri (Orissa)	9437384052	---	Malkangiri District

**First appellate authority within the department**

Sl. No.	Designation of the officer designated as first appellate authority	Postal Address	Telephone No.	e-mail address	Demarcation of Area/ Activities, if more than one appellate authority is there
1	CDVO Malkangiri	O/O CDVO Malkangiri Po/Dist- Malkangiri (Orissa)	06861230213(O), 06861230571(R) 9437212334(M)	cdvomalkangiri@gmail.com	Malkangiri District

**Manual 17**  
**Other information as may be prescribed**  
[Section 4(1)(b)(xvii)]

User charges is being collected from the livestock owners for different purposes under OLRDS as fixed by the Govt. of Orissa. Details as follows

<b>1</b>	<b>Treatment of</b>		
1.1	Large animal at Vety. Hospital at Dist. Sub-Divnl. HQR.		3.00
1.2	Large animal in other VDs & LACs		2.00
1.3	Small animals in Vety. Hospital/ Dispensaries/ LACs		1.00
1.4	Birds		Free of Charge
1.5	Dogs at Dist. HQR. And Sub-Divnl. HQR.		10.00
1.6	Police dogs of detection squad in VDs		
1.7	Examination of pathology samples		5.00
1.8	Fees for bacterial culture		50.00
1.9	Ordinary surgical operation of Animal		10.00
1.10	Critical surgical operation		100.00
1.11	Castration of bull & buffalo calves by burdizzo castrator		5.00
1.12	Castration of kid & lambs by burdizzo castrator		2.00
1.13	Castration by surgical method of bull calves & buffalo bull calves		10.00
1.14	Surgical castration of kid & lambs		2.00
1.15	X-ray, ELISA testing		50.00
1.16	Livestock in Animal Health Care Centre-Health camps		2.00
1.17	Treatment of Large animals in muffosil		2.00
1.18	Treatment of Small animals in muffosil		1.00
1.19	Castration of bull & buffalo calves by burdizzo castrator in muffosil		5.00
1.20	Castration of kid & lambs by burdizzo castrator in muffosil		2.00
	<b>Sub total (Treatment)</b>		
<b>2</b>	<b>Artificial Insemination at institution</b>		
2.1	Fresh	(i) Municipal/ N.A.C. areas	20.00
		(ii) In Rural dispensaries/ LACs	10.00
2.2	Repetition	(i) Municipal/ N.A.C. areas	20.00
		(ii) In Rural dispensaries/ LACs	10.00
<b>3</b>	<b>Door-step Artificial Insemination</b>		
3.1	Fresh	(i) Municipal/ N.A.C. areas	30.00
		(ii) In Rural dispensaries/ LACs	20.00
3.2	Repetition	(i) Municipal/ N.A.C. areas	30.00
		(ii) In Rural dispensaries/ LACs	20.00

<b>4</b>	<b>Artificial Insemination using HF Semen</b>		
4.1	Fresh	a) At Door-step	30.00
		b) At Vety. Institutions	20.00
4.2	Repetition	a) At Door-step	30.00
		b) At Vety. Institutions	20.00
<b>5</b>	<b>Vaccination for each dose of vaccine .</b>		
5.1	HSV (Alum)		1.00
5.2	HSV (Oil)		2.00
5.3	BQV		1.00
5.4	Enterotoxaemia Vaccine (ETV)		1.00
5.5	Anthrax Spore Vaccine (ASV)		1.00
5.6	Service charge for FMD Vaccine		1.00
5.7	Service charge for PPR Vaccine		1.00
5.8	Raksha Vac- T		30.00
<b>6</b>	<b>Poultry Vaccine</b>		
6.2	FDRDV.-R2B		0.15
6.3	FDFPV-Freeze Dried Fowl Pox Vaccine		0.15
6.1	FDDC(F)-Freeze Dried RD-F1		0.15
6.4	FDARV-Freeze Dried Anti Rabies Vaccine (Flury)		15.00
<b>7</b>	<b>Fees for examination of feed samples</b>		
7.1	Moisture		150.00
7.2	Crude fat		160.00
7.3	Crude fibre		50.00
7.4	Crude protein (as per 1st method)		30.00
7.5	Total Ash (as per OAC method)		50.00
7.6	Acid insoluble Ash		70.00
7.7	Calcium		70.00
7.8	Total Phosphate		80.00
7.9	Available phosphate		150.00
7.10	Salt		450.00
7.11	Poultry feed (as per 1st method)		300.00