

**RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC
AUTHORITIES**

Veterinary Office, Diu.

3. Subject to the Provision of this Act, all citizens shall have the right to Information.

4. (1) Every public authority shall---

(a) Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through network all over the country on different systems so that access to such records is facilitated.

(b) Publish within one hundred and twenty days from the enactment of this Act,-

The Particulars of its organization, functions and duties:

DUTIES AND FUNCTION OF OFFICES:-

“The principle objectives of the Veterinary profession are to render service to society, to conserve our livestock resourced and to relieve suffering of animals. A veterinarian should conduct himself in relation to the public, his colleagues and their patients and the allied professions, so as to merit their full confidence and respect.”

At present Veterinary Office/Dispensary is functioning from Near Fire Station, Be Otly, Diu. A Veterinary Office has to deal with the treatment of pets, small animal, large animal as well as birds.

From Veterinary Dispensary, Diu treatment to sick animals is provided at dispensary. As well as field treatment is provided also at the owner's premises in Diu, Ghoghla, Malala, Fudam area. Veterinary Dispensary have to performed major operation, and carry out vaccination programme in Diu District. Animal Husbandry is a supplementary occupation in the rural area of this district. It is serving as a additional source of income and nutrition to the rural/urban population.

Staff strength:	Veterinary Officer	-	1
	Extension Officer	-	2
	Veterinary Assistant	-	2
	L. D. C.	-	1
	Attendant Dresser	-	1

Main Functions

1. To provide treatment to the sick animals. Pet etc
2. To carry out immunization by providing Vaccine
3. To provide Artificial Insemination facility to large animals
4. To initiate poultry farming activity in rural area.
5. To introduce scientific technology /method for rearing of poultry birds.
6. To encourage the unemployed youth of the area for starting their own earning.
7. Perform major operation, and carry out vaccination programme.
8. Extension by giving training to Farmer.
9. Control of Epizootics.
10. Livestock Census Survey.

CONTROL OF EPIZOOTICS

OBJECTIVES:-

Special drives for preventive and curative against dreaded Animal disease like H.S., and F.M.D. under which various vaccination programme will be carried out. And screening programme for detected of Brucella affected Animal will be done as it has zoonotic and Public health importance.

DIRECTION AND ADMINISTRATIVE STRENGTHENING UP OF ANIMAL HUSBANDRY AND VETERINARY OFFICE, DIU.

OBJECTIVES:-

It is felt necessary to strengthen the Veterinary Services and set up Animal Husbandry Office at Diu for better Planning, Direction and Execution of all Animal Husbandry and Vet. Services in the U.T.

DETAILS OF STAFF: - The present staff of Veterinary Dispensary is Sufficient to undertake the scheme.

(ii) The powers and duties of its Officers and employees;

Veterinary Officer-

H.O. & D.D.O., Look after treatment work of all kind of Animals, Meeting with Farmer's as part of Extension work

Extension Officer (AH)

Farmer's training programme, Information regarding various scheme of Department to the Farmers, Also look after the Account work/Establishment of the office additionally.

Extension Officer (D)

Look after the Veterinary Sub-center at Bucharwada.

Veterinary Assistant-(1)

Helps to the Vet. Officer in treatment work of Animals, Look after the Medicine consumption records.

Veterinary Assistant-(2) Helps to the Vet. Officer in treatment work of Animals, Look after the maintenance of case paper/Vaccination records, Preparation of Monthly & Quarterly progress regard of animal treatment, Maintains of Library records, SPCA file additionally

L. D. C.- Preparation of bills, Establishment, Account work, Computer, Inward, Outward, Monthly & Quarterly etc.

Attendant Dresser:

Helps to the V.O. & V.A. in Dressing, in treatment, cleaning of Instruments and also peon work additionally.

(iii) The procedure followed in the decision making process, including channels of Supervision and accountability;

The decision making authority is Veterinary Officer, Diu, who takes final approval from Collector, Diu or if requires of higher rank, than HoD at Daman. The subordinate staff at Veterinary Office, Diu are supervised by V.O., Diu. The whole thing done as per Conduct Rules and Regulation.

- The treatment of the animal done after the supervision and advice of the Veterinary Officer and then treatment has been administered by the Veterinary Assistant and Attendant Dresser.
- In leave or Training period of the Veterinary Officer the Extension Officer supervised the office routine and Veterinary Assistant looks after the treatment work.

(iv) The norms set by it for the discharges of its functions;

The Veterinary Officer has to work as H.O. & D.D.O., under immediate supervision of Collector, Diu. For that all noting made by VO and file should be approved by the appropriate higher authority. As per treatment and Vaccination of animals are concern that done on same time as and when reported.

- The Veterinary Officer is a Head of Office, responsible for daily office routine as well as treatment aspect of the animal of the district.
- The treatment of the animal done after the supervision and advice of the Veterinary Officer and then treatment has been administered by the Veterinary Assistant and Attendant Dresser.
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- In leave or Training period of the Veterinary Officer the Extension Officer supervised the office routine and Veterinary Assistant looks after the treatment work.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

The office is working under the Department of Animal Husbandry, Dairying and fisheries, rules and regulations and instruction from time to time.

At present veterinary Dispensary provides treatment in working hours 10.00am-1.15pm & 2.00pm-5.00pm as normal office hours. and on Saturday working hours 10.00am-1.15pm. The clinic closed on every Sunday and Public Holidays.

Although in emergency cases as and when reported at the Residence of the employee of Office the immediate treatment is provided.

Citizen charter available with the office.

The records held under Veterinary Officer through concern persons are:-

Sr. No.	Type of records
01	Maintenance of register pertain to Account matter, Administration work
02	Maintenance of records of Stationery
03	Maintenance of records of Immunization record
04	Maintenance of records of Case paper/Treatment record
05	Maintenance of records of Monthly/Quarterly animal treatment progress reports
06	Maintenance of records of Medicine stock
07	Maintenance of records of Daily Medicine issue
08	Maintenance of records of Dead stock.
09	Maintenance of records of Medicine consumption Register
10	Maintenance of records of Sub-center Medicine stock Register
11	Consumable Register
12	Outward/Inward Register
13	Artificial Insemination record register
14	Stamp register

(vi) A statement of the categories of documents that are held by it or under its control;

Department: Dept. of Animal Husbandry & Veterinary Services, Diu. (A.H. &V.S.)

Sr. No.	NAME AND DESIGATION	ITEM OF WORK
1.	Shri H. M. Shah, Extension Officer (A.H.)	I/c Veterinary Officer, with effect from 25.02.2007 and also Maintenance of register pertain to Account matter, Administration work etc.
2	Shri K. J. Chauhan, Extension Officer (D.)	Treatment of sick animals which are reported at Veterinary Sub-Center and Maintain register.
3.	Shri M. M. Bamania, Veterinary Assistant	Treatment of Pet & small animals. Sample Survey for the Major Livestock products For Summer, Monsoon and Winter Seasons.
4.	Shri N. R. Solanki, Veterinary Assistant	Treatment of Pet & small animals. Sample Survey for the Major Livestock products For Summer, Monsoon and Winter Seasons.
5.	Smt. V. N. Rebello, L. D. C.	Maintenance of register pertain to Account matter, Administration work etc

(vii) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

The Veterinary Officer, Diu for consultation with the representation by the members of the public. They can direct contact with Veterinary Officer, Diu or they can make representation to the Collector, Diu and through which implementation.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of it advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

----*SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS, DIU* is exist under the chairmanship of Collector, Diu and Veterinary Officer works as a Member Secretary.

PREAMBLE: In pursuance of the goal for the prevention of cruelty and promoting kindness to animals, it is essential to establish SPCA in the district to meet the goal of having one SPCA in each district. Accordingly, this society is formed and its Rules and Regulations are available at Veterinary Office, Diu..

Adopt following techniques to prevent cruelty to animals:

- By warning or prosecuting if necessary all persons found guilty of acts of cruelty as laid down under the P.C.A. Act of 1960.
- By building and maintaining animal shelters and water troughs.
- Never procure milk from cow by giving oxytocin injection
- Never introduce air or any substance into the genital passage of milk animals in order to increase the flow of milk.
- Never overstock the animals while bringing them to the market for sale.
- Never beat the animals cruelly.
- Never put very young animals to work.
- Never keep the animals yoked for long distances.
- Never brand the animal on the face or body for no valid reason.
- Never carry the animals or birds upside down while carrying for slaughter.
- Provide sufficient water and feed while transferring animals to long distances.
- Never sacrifice animals in the name of religion.
- Never subject animals or birds to vivisection. (Vivisection can be defined as subjection of living animals to experiments in the pursuit of scientific knowledge or in the course of commercial manufacturer)

(ix) A directory of its officers and employees;

Ex-officio members :(SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS, DIU)

- The Collector and District Magistrate, Diu- President of Society
- The Deputy Collector, Diu- Vice President of Society
- The Chief of Police, Diu
- The President, Diu Municipal Council
- The Vice-President, Daman and Diu, District Panchayat
- The Chief Officer, Diu Municipal Council.
- The Veterinary Officer, Diu- Secretary of Society.
- The Health Officer, PHC, Ghoghla- Diu.
- The Asst. Accounts Officer, Diu- Treasurer of Society

The ex-officio members shall be members as long as they hold their office by virtue of which they are members.

(ix) The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations;

No monthly remuneration received by each of its Officers and employees, as they are honorary members, and as long as they hold their office by virtue of which they are members.

Sr. No	Group	Name & Designation	Pay scale
1.	"A"	Veterinary Officer.	LEVEL 09
2.	"C"	Shri H. M. Shah, Extension Officer (AH)	LEVEL 05
3.	"C"	Shri K. J. Chauhan, Extension Officer (AH)	LEVEL 05
4.	"C"	Shri M. M. Bamania, Veterinary Assistant	LEVEL 04
5.	"C"	Shri N R. Solanki, Veterinary Assistant	LEVEL 04
6.	"C"	Smt V. N. Rebello, L. D. C.	LEVEL 02
7.	"C" M.T.S.	Smt. J. S. Solanki Attendant Dresser, MTS	LEVEL 01

(x) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;

No special budget allocated for running SPCA, as the governing body is all treatment from Government employee and till date no involvement of any NGO, thus the is done as part of SPCA, is taken as part of Veterinary Service and the expenditure incurred is from the Fund of Veterinary Office, Diu.

The Budget allotted to Veterinary Dispensary, Diu under various Budget head for Financial year 2017-18 are as under:-

SR.NO.	BUDGET HEAD	ALLOTMENT
1.	2.	3.
1.	2403-Animal Husbandry, 101-Veterinary Services and Animal Health. 03-Hospital and Dispensaries, 03.00.01-Salaries, 03.00.06-Medical Treatment 03.00.11-Domestic Travel Expenses 03.00.13-Office Expenses.	20,00,000=00 10,000=00 10,000=00 2,50,000=00
2.	2403-Animal Husbandry, 106-Other Livestock Development. 03-Other Livestock Development Scheme 03.00.01-Salaries, 03.00.06-Medical Treatment 03.00.11-Domestic Travel Expenses 03.00.13-Office Expenses.	18,00,000=00 10,000=00 10,000=00 50,000=00
7.	2404-Dairy Development, 102- Dairy Development Project. 12- Dairy Development farms, 12.00.01-Salaries, 12.00.06-Medical Treatment 12.00.11-Domestic Travel Expenses 12.00.13-Office Expenses.	9,00,000=00 00,000=00 00,000=00 3,00,000=00

(xi) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programs;

No special budget allocated for running SPCA, as the governing body is all from Government employee, thus for above clause information treated as **nil**.

(xii) Particulars of recipients of concessions, permits or authorizations granted by It.

Not applicable.

(xiii) Details in respect of the information, available to or held by it, reduced in an electronic form;

All the information pertains to Veterinary Dispensary as well as SPCA are available in as an electronic form in the Computer of Veterinary Office, Diu.

(xiv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

The citizen/ Farmer can get information regarding Animal Husbandry & Veterinary Service from Extension Officer (AH), the library book & Citizen Charter can be given for reading at Veterinary Dispensary during working hour i.e. 10.00am -1.15pm & 2.00pm-5.00pm.

(xv) The names, designations and other particulars of the Public Information Officers;

The Veterinary Officer, Diu for consultation the Public Information Officers;

(xvi) Such other information as may be prescribed;

The ultimate goal of Veterinary service is animal production, i.e., production of food of animal origin (Milk, Meat and eggs) for human consumption. Animal production in a country like India is a challenge. It is to be remembered that man can achieve only that much which the Mother Nature permits him to achieve. It is specifically applicable in all animal production systems. Veterinary and animal husbandry in combination is an environment-friendly profession and its professionals have to take help of the Mother Nature to develop animal production. However, with the help of the Mother Nature, it is possible to modify certain of her own factors to achieve a profitable animal production.

Treatment, prevention, and control of disease, especially the infectious and some other preventable disease is the basic duty of Veterinary Dispensary that play a pivotal role in any animal production system. Along with this aspect, it is to be seen that the animals are bred well, fed well, and managed well.

The veterinary profession is considered to be the noblest of the noble professions of mankind.

“Principles of Veterinary Medical Ethics”

“The principle objectives of the Veterinary profession are to render service to society, to conserve our livestock resourced and to relieve suffering of animals. A veterinarian should conduct himself in relation to the public, his colleagues and their patients and the allied professions, so as to merit their full confidence and respect.”

“Veterinarian’s Oath”

“Being admitted to the profession of Veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of the society through the protection of animal health, the relief of animal suffering, the conservation of livestock resources, the promotion of public health and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.”