

Karakulam Grama Panchayat

Guideline for Managing  
**Veterinary Hospital**

Responsive Administration –  
A Management Development Mechanism

Guideline for Managing  
Veterinary Hospital

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## Karakulam Grama Panchayat

Dear,

Novel enquiries and activities has been going on in the Karakulam-Nellanad Grama Panchayats for systemising the local self governance process, co-ordinate the functioning of the Grama Panchayats and transferred institutions, Improve the quality level of institution-service, make fruitful the institutional management and governance execution taking into consideration the will of the people and people's intervention.

As part of the Responsive Self Governance - A Management Development Mechanism, many arrangements have already been evolved for making the local self governance meaningful and empowered. This includes the following: Comprehensive citizen charter, people-oriented institutional arrangement, Local self governance order-implementation, office panchayat-level review system, and dispute redressal system. Another achievement in this chain is the Guideline, inevitable for the local self government institution-service delivery and management. These guidelines are the result of relentless effort of governance experts, law experts, voluntary activists, people's representatives, and officials. Such Guidelines are formulated in 13 different sectors. This Guideline, approved and came into existence based on the decision of the Grama Panchayat dated 6 June 2005 (seventh decision), aimed at raising the service quality level of institutions and officials and strengthening the infrastructural facilities, is submitted before the people.

09.06.2005  
Karakulam

R. Sivarajan  
President



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## Guideline – What, Why

Panchayat Raj - Nagarapalika Act figures prominently among the crucial amendments to the Indian Constitution. It was the 73rd and 74th Amendments (1993) to the Constitution which made Local Self-Governments also part of the system of Federal national structure apart from Central and State levels. This made possible the transfer of responsibilities, resources, and employees, and also entrusted with the local self-governments the power of development and implementation. In Kerala, vast interventions were possible in the domain of local self-governance in the past one decade. Efforts were made to ensure rules, policies, orders, training, and support systems. It is indeed an achievement for Kerala that the availability of funds, transparency, evaluation, etc., was made part of the system in the State. The process of decentralisation of power was enriched, in varying degrees, by the co-operation of political parties, socio-voluntary movements, service-trade union organisations, and research centres.

The local self government institutions – panchayats / municipalities have gained so many benefits in the past one decade. The local self-governance has almost become established. It has become administratively possible to run own offices and transferred institutions separately and jointly. It made help the local bodies to implement the responsibilities and services of bureaucrats and employees. This also helped to raise the standard of quality. The gains of decentralisation of power reflected in the administration in varying levels. The current phase is one of assessing many issues including the above mentioned ones.

The concept of institution-service management is an extension of ideas evolved from various activities that were implemented under the initiative of the Karakulam Grama Panchayat with the involvement of people's participation and with the support of the Grameena Padhana Kendram (GPK) in various sectors like health, education, and social welfare with people's participation. Inter-linking of decentralisation and responsive self-governance with institution-service management enables the direct participation and intervention of people in the local self-governance which already necessitates increased responsibility and commitment to the people. Based on the Kerala Panchayati Raj Act (1994) and the Kerala Panchayati Raj (Amendment Act- 1999) many important sectors have been handed over to the local bodies. The responsibilities transferred to the Grama Panchayats are summarised here.

### Responsibilities of the Grama Panchayat

1. Regulate building construction.
2. Protect public places from encroachment
3. Protect the traditional drinking water sources.
4. Protect ponds and other water storage systems.
5. Conserve the waterways and canals under the Grama Panchayat.



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6. Collect and dispose of solid waste. Make arrangements for the removal of liquid waste.
7. Drain the water caused by heavy showers.
8. Make environment healthy and protect it.
9. Maintenance of public markets
10. Contain / control contagious diseases.
11. Regulate the slaughter of animals, sale of meat, fish, and other food items which may easily be decayed.
12. Regulate hotels and restaurants.
13. Stop adulteration of food.
14. Protect roads and other public properties.
15. Switching on the street lights and maintain them.
16. Take immunisation measures. Implement programmes for the same suggested at the state and national levels.
17. Establish and maintain cemeteries.
18. Give licence to hazardous and unbearable trade.
19. Register both birth and death.
20. Establish and maintain bathing, washing, and transportation ghats.
21. Arrange parking areas for vehicles; build parking sheds for general public.
22. Build urinals, toilets, and bathrooms in public places.
23. Regulate the managing of festivals and fairs.
24. Issue licences to pet birds / animals ensure controlling of stray animals.

#### Common Responsibilities

- Collection of statistical data
- Organizing self-help and voluntary work
- Campaign on thrift
- Awareness creation about social evils
- Development – People’s participation
- Relief activities during natural calamities
- Conservation and awareness creation of Ecology
- Development of co-operative sector
- Social unity
- Make available land for development purpose
- Awareness creation on various laws
- Campaign against economic offences
- Poverty eradication – self-help entrepreneurship
- Sensitisation on civic responsibilities

#### Sectoral Responsibilities

It is the task of the Panchayats to make sure that the services in accordance with the above responsibilities are being provided to the inhabitants of the respective areas [Kerala

Panchayat Act 1999 166 (1) B]. S B Sen Committee (1996) on Devolution of Powers has submitted detailed and clear recommendations to the Government about the inevitable transfer of employees, institutions and infrastructure facilities necessary for executing the responsibilities transferred to them. The Sen Committee also details the transfer of funds required for the maintenance and expansion of the above mentioned responsibilities.



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Based on the recommendations, the Government issued orders transferring various institutions and designations to the local bodies.

Those transferred institutions would be treated as owned by the local self governments for the concerned period. During this period they would be known under the respective local body [Kerala Panchayat Act, 1999 sec. 166 (6), 172 (5), 173 (5)]. These organisations should be run according to the policies of the State and Central governments and by following their guidelines, with their technical assistance.

It would be the responsibility of the panchayats to prepare and implement socio-economic projects related to these institutions [Kerala Panchayat Act 1999 sec 166 (2), 172 (2), 173 (2)].

The names of the transferred institutions are given below. Through various Government Orders, the responsibilities of each institution and the activities to be carried out have been transferred to the local self-governments. The government has taken a policy decision to allot 30-40 percent of the State Plan Fund to the local bodies for the development activities in connection with the transfer of the institutions.

Please see the Government Order (P) No. 189/95, Local Self-Government Department, Thiruvananthapuram, 1995 September 16. The list of institutions transferred according to the Annexure 5 of the GO are listed here.

Institutions Transferred to the Panchayat, Posts, and Department  
(Institutions Transferred to Karakulam Grama Panchayat)\*

- \* Krishi Bhavan – all posts – Agriculture Department
- \* Veterinary Hospital – Veterinary dispensary and sub centre – all posts- Animal Husbandry Department
- Dairy Development Office – Post of Dairy Development Officer and related posts (Service should be provided to all Grama Panchayats in a Block) – Dairy Development Department
- Fisheries Sub Inspector Office – Sub Inspector Post – only in relevant Panchayats – Fisheries Department
- \* Rural Development Extension Office – Two Village Extension Officers (VEOs) – jointly for more than panchayats in critical situations – Rural Development Department
- Day Care Centres, Anganwadis – ICDS Supervisor, Anganvadi Worker, Helper – Social Welfare Department
- Balavadis, Feeding Centres, Seasonal Day Care Centre Dormitory – Scheduled Caste Development Co-ordinator – Scheduled Caste Development Department



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Balavadi, Medical Unit, Nursery School, Midwifery centres, Ayurveda dispensary – Scheduled Caste Development Co-ordinator – Scheduled Caste Development Department

- \* Primary Health Department – Government Dispensary – Sub centres – All the posts – Health Department
- \* Ayurveda Dispensary – All posts – Ayurveda Department
- Homeo Dispensary – All posts - Homoeopathy Department
- \* Government-owned Primary Schools – All posts – General Education Department
- \* Rural Public Works Wing – Public Works Overseer (according to the revised order, One Assistant Engineer and Three overseers for two panchayats) – Public Works Department

Each Department should make available detailed guidelines to each local body through the transferred institutions regarding execution of entrusted schemes. The concerned local self-government would be completely accountable for the beneficiary implementation of such transferred institutions. The panchayats are empowered to decide on the places where such projects would be implemented. With the prior permission of the State Government, the panchayats are responsible for physical locationing of the transferred institutions (GO (P) No. 112 / 98 / Local Self Government Department, Thiruvananthapuram, 30-5-1998). Panchayats are empowered to carry out division of labour of the transferred employees considering them as the staff of the Panchayat Raj system. The local bodies can entrust the staff with new responsibilities or different responsibilities or combined responsibilities. While doing so the following conditions are applicable.

- While implementing the division of labour, apart from the qualification, experience, and expertise of each employee, the service required of the employee and the inevitable service to the local body should be taken into consideration.
- The responsibilities held by the staff at the departmental level or the duties carried out before being transferred will not be blocking the division of labour of the transferred employees by the local self-governments.
- The local bodies can decide on the division of labour logically and do justice to it.
- New responsibilities may be assigned taking into consideration the local inevitability.
- The above provisions are applicable to the technical staff too. The local bodies are authorised to allot any task which comes under the control of the local body and which requires the expertise of the technical staff.
- The panchayats are authorised to issue attendance certificates to those officials who are working for more than one panchayat for enabling them to draw salary.
- Panchayats are entitled to recommend to the appointing authority for the transfer of an employee. If the concerned authority comes under the purview of the panchayat, then the panchayat may carry out transfer according to the relevant criteria.
- The local self-governments will have the following powers regarding the service of the employees of the transferred institutions.
- \* Grant leave to the staff ensuring alternative arrangements.
- \* Give recommendation for leave if the leave records are not kept in the local body.

- \* Demand attendance in meetings.
- \* Ask for reports.
- \* Fix field duties.
- \* Approve tour programmes.
- The local bodies can give report to the higher authority regarding the quality of service of the employees and ensure proper consideration for the same.
- Each file concerning each institution should be kept in concerned offices and should be submitted to the local self government through either the secretary / selected authority of the institution. The file should be returned to the concerned official along with the decision for proper action.
- Concerned officials are liable to prepare Draft resolutions, minutes, procedure, etc and get approval of the head of the local self governments. [GO (P) No. 113 / 98 / Local Self Government Department, Thiruvananthapuram, 02-6-1998].



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The institutions transferred to the local self governments should function as the local body unit in relation to the formulation of projects coming under the purview of them, observation, and maintenance. Together with activity implementation, related procedures, accounts, activity implementation reports should also be prepared and properly maintained. The files prepared thus should be submitted to the local bodies from the transferred institutions. They should be returned after marking orders / resolutions. Likewise, the minutes and draft resolution of such projects should be prepared at the concerned offices. Those files related to public works should be prepared at the level of engineer's office and be kept together with the orders.

As part of discharging of duties, the following functions are assigned to the officials mentioned in the brackets. Pension for Agricultural labourers (agricultural demonstrator), Unemployment wages (Panchayat secretary), Pension for Widows (ICDS Supervisor), NSAP (VEO), Insurance (VEO), Pension for Physically Disabled (Health Inspector), Maternity benefits (Health Inspector). [GO (P) No. 189 / 2000 / Local Self Government Department, Thiruvananthapuram, 04-7-2000].

The transferred employees would be under the complete control and supervision of the concerned local self government during that period. The local bodies can exercise the supervisory power on the transferred employees with regard to the execution of responsibilities. The transferred employees are liable to discharge the responsibilities assigned by the local bodies apart from the duties allocated by the concerned government department. The local bodies are empowered to transfer or assign service of the transferred officials to any institution or post seems inevitable. This would be according to the common rules and government orders applicable to the government staff. [For details, see Kerala Panchayat Raj (Control of Officials) rule].

However, what is the role of such transferred institutions in the local self governance system? What all duties they have to undertake in the process of local self rule? Which department-level activities could be implemented linking with the local bodies? Which institution / employee have the responsibility to execute each task? What are the duties to



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be carried out as part of carrying out such assignments? What are the services available to the people as part of them? How these services are available to the people – within what time frame / criteria / priorities? The above questions should be addressed. This depends on the policy of decentralisation, legal measures and above all, the perspective of the Central-State governments. Yet, it has not been possible to work with precision, issue orders and rules and bring clarity. Moreover, there needs to be much more clarity on the control of Panchayats over the transferred employees, power to issue guidelines to them, power to evaluate their functioning, power to grant leave, etc. There has been no Guideline or directive which explains in details each of the above-said factors. It is not uncommon to surface confusion and problems in the local self governance system due to this.

What should the Panchayat committee do? What is to be done by – from the Panchayat president to the people's representatives? What are the power-obligations of the implementation officials? What are the tasks of the employees? What are the inevitable tasks and other responsibilities? What are the specific tasks and tasks jointly under other institutions? Which are the critical orders and suggestive / instructive orders? What is the mutuality of responsibilities at the department level and local body level? Who wields the controlling power and evaluation power? Explanations for many such questions and clear cut provisions have to be formed based on the practical experience at the local level.

What are the impacts?

- The concept that the transferred institutions and related systems are owned by the local self governments is yet to be emerged. People's representatives, officials, and the people do not own this viewpoint.
- Clarity is lacking up to what extent the local body system could intervene on the institution and the employees.
- No idea on how the stakeholders including the beneficiaries could intervene in the institution-service system.
- No clarity on how the officials would function in the dual system of department-local self governance.
- The indication of local people's participation is not specific in the maintenance of quality of institution / service.
- The inevitable responsibility, and the procedure and established system to make it available and is not pronounced.
- The process of institution-service remains closed, unknown, and dissatisfied without transparency.
- The rule with the local social participation is still unachieved.
- The mutual co-ordination and integration between institution and service and the consequent increase in quality, savings in time and money remains unfulfilled.

This Guideline aims to solve this issue. It attempts to reassure the value of decentralisation of local self governments, to make good governance a reality, to guarantee an integrated,

popular, and socially committed milieu of the administrative process and the maintenance of enhanced institution-service system based thereon. This Guideline targets the comprehensive attitudinal change of people's representatives, officials, employees, beneficiaries, policymakers together with ensuring of decentralised democracy at the higher level.



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#### Into the Guideline

The Guideline was shaped from the inevitable requirement of the civil society. Opinion formation of people's representatives, officials, voluntary activists, participatory observatory tool – transect walk, Focus Group Discussions with the concerned sections, non-structured field survey conducted in the target group, interaction with the experts, consensus of the core support group, all these had led to the formulation of the Guideline.

- Draft was prepared after collecting and compiling comments from Grama Sabha, Self-Help Groups of Kudumbashree, and the meetings at various levels including those of employees. This was presented at an experts' workshop and revised transparently and was published later.
- The Guideline is being prepared at the initiative of the Grama Panchayat and formed at the local level compensating for the deficiency of comprehensive Guideline. The Guideline is published and made executable according to the prevailing policy-law-rules. The Guideline is a document which is locally practical to the maximum, forthright, subject to reforms, executable, and integrated.

#### Applicable to Whom

- People's representative - Duties, responsibilities, and procedures as part of being the administrator of local self government / transferred institution.
- Officials – Clear and detailed practical tool of how to function within the dual control of department-local self-government.
- Beneficiary – The opportunity to intervene as service beneficiary, observer, member of the maintenance system. Also able to effect an increase in the quality of service / institution.

#### Effects of the Guideline

- Ensures the position, role, responsibilities, mission execution system, monitoring system, correction mechanism of Panchayat body, Panchayat office, transferred institution, and related institutions in the local self governance.
- By mentioning the personal responsibility, duty, mode of implementation, and observatory mechanism of the people's representative, the head of institution, and the employees, governance is made easy and established.
- Effective and corrective time schedule and implementation style comes into existence for each service and institution. It ensures continuity and sustainability.
- The opportunity is attained for implementation of good governance with the local intervention, transparency, corrective measures, and evaluation.
- The employees become the technical helper and social guideline and administrative



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participants instead of mere service providers.

- Each institution becomes the secretarial wing of the local self government in the concerned sector instead of specific duty implementation wing. The environment is created for the institutions to function as the division for project formulation-implementation and dispute-complaint redressal mechanism.
- The Guideline functions as a tool of empowerment which ensures increased role and power for those sections in the society which requires additional attention, like the aged, women, children, physically and mentally challenged sections, poor and the Dalits.
- Based on responsible self governance, a local and practical process is being formed to increase and maintain the quality of institution-service.

How to make use of the Guideline?

Only hints can be provided here. Only by practising, observing, and correcting by empirical studies the usage of this Guideline could be made self-sufficient. The procedure and the prerequisites for that should be integrated with the comprehensive citizen charter, local self government orders, etc. A few factors may be mentioned as examples.

- This Guideline is structured in the order of local self government, constituent institution, transferred institution, executive body of people's representatives – related bodies, officials, staff, and management committee.
- The main contents of the Guideline is the responsibilities of the local self Panchayat, constituent institution, the duties to execute them, the liability of the people's representative, executive committee, head of the institution, employees, beneficiary, and civil society to implement them, services made available by each institution as part of this, and the means to make them available, preconditions, and criteria.
- The responsibility and task of the local self governments are given in the form of recommendations. The responsibilities to be carried out by the elected rulers and head of institutions, liable to the law, rules, and orders are listed as mandatory tasks. The personal and joint tasks of officials, employees are given separately. For each of these, the appropriate practical possibility is the most important factor.
- Important factors to be mentioned specifically about each institution and each service are given such.
- Another part details the implementation of such conditions, observation, assessment, course correction, and complaint redressal, provisions for expansion, development, and reform.

How the Guideline is Applicable

- The Guideline will be applicable separately for each one who is related to the local self government.
- The provisions of this Guideline are directive in nature for the people's representatives and elected rulers. They should be able to reflect these factors in each of their decisions.

- The Guideline can be used by the officials as formalising order like maintenance of the institutions, co-ordination of colleagues, and personal aid in discharging duties.
- For the employees, the Guideline will be the provisions of supervisory-observatory-maintenance applicable as long they are under the purview of the local body.
- For the beneficiary / people factors, the Guideline will be an integrated tool for the increase in the level of quality of institution-service, and maintenance of public service.



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To sum up, the Guideline is a document which simultaneously functions as policy declaration, order of the local self government, and aid for co-ordination, and executable declaration.

### Guideline and Veterinary Hospital

The local self governance system has to take up various activities as the local government. It has to concurrently discharge varied responsibilities – general administration, development, duty discharge, service delivery, and dispute redressal. For this, the local self government has to depend on more than one institution and bureaucratic set-up.

Animal Husbandry ensures brighter job prospects and higher income guarantee in the primary production sector, either on par with agriculture or more than that, for the Karakulam Panchayat. Animal husbandry and diary development are two employment sectors that are being run individually and collectively.

Apart from recognising the increased development potential of this sector, the animal husbandry centre should be able to broadbase its services into various areas by formulating policies centring on lactating animals – Chicken – meat purpose animals, ensuring treatment, disease prevention, and treatment, integrating with sectors like agriculture and self employment.

Animal Husbandry centre should be able to turn itself into a supporting system for the people of the panchayat in loan possibilities, financial assistance options, processing and marketing potential, and product renovation.

Guideline is formulated and approved by the local self government and published and issued as specified by the Kerala Panchayat Raj Act as an inspiration and help for the same.

This Guideline, applicable, acceptable, and executable to the Veterinary Hospital, its head of institution, staff, Management Committee, Executive Committees, Local Self Government Committee, and the general public, should be imbibed appropriately. Each constituent shall focus on its own praxis. It should be renewed based on experiences. This should be made gradually the established institution-service implementation document.

## 2

### Animal Care

If we examine the history of animal husbandry, it may turn out to be the history of the humankind from the inception of social life. Various animals and birds have become assistants and friends of human beings once s/he started cultivation and started settlements for the sake of agriculture. Dogs were used for guarding houses and farm lands and also for hunting. Man has started domesticating various animals like horse, donkey, bullock, buffalo, and elephant, and used them for diverse purposes like ploughing land, carrying weight and for draught purposes.

Cow, She buffalo, and goats were bred for milk, and goat, rabbit, and pigs were reared for meat. Various kinds of birds like chicken and ducks were reared for egg and meat. Humans started raising various types of birds and animals for the purpose of fun too. Gradually, animal husbandry has become a hugely crucial economic area so inevitable for the individual, the family, the society, and the nation. Its importance in each country could be comprehended if the current situation of the animal husbandry could be assessed. Its importance is not only limited to the quantum of contribution made to sectors like national income and employment.

1. The making available of milk, egg, and meat which are inevitable for the structural growth of the humans emphasises the significance of animal husbandry sector.
2. This sector ensures the animal power necessary for the farm work, and for draught purposes. The same sector makes bio manure required for the agriculture.
3. Skin, Hair, Bones, and Fat for industrial purposes are made available by the animal husbandry sector.
4. Animal Husbandry sector makes available blood, hormone glands necessary for producing medicines.
5. From the carcass of animals, biogas is produced helping energy availability.
6. Intestine and inner body parts may be used to produce cattle feed and pig feed.

The animal husbandry sector which can exert huge influence in the economy has been undergoing constant changes and experiments. This, consequently, resulted in creating cows/cattle, She buffalos, goats, Layer chicken and Broiler chicken with high productivity. Basically it is the local self governments that are responsible to work for the development of an area and monitor the welfare activities. Necessary financial resources have to be mobilised if the welfare needs of the people are to be met. If the financial resources are to be realised, necessary context has to emerge. Only by making both the productive and service sector efficient productive, milieu can be formulated. Local self governments should take the initiative in programmes focussing on local economic development. Agriculture and animal husbandry are the most appropriate sectors for the above purpose. Even now many farmers are engaged in the activities in the primary sector for life sustenance. Many things have to be done if animal husbandry sector has to function effectively. Sufficient

graze lands should be available. Fodder grass cultivation should be expanded; low cost feed should be produced. The procurement of milk, egg, and meat should be made more efficient. Processes of waste collection and disposal should be improved. Reproduction of quality breed of birds and animals, disease prevention, disease treatment, prevention of animal-borne diseases, prevention of cruelty towards animals – all these should be carried out in a modern society.



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The above discussed issues must find place constantly in the thoughts and actions of the local self governments. Local self governance does not mean the responsibility of the people's representatives alone. It is also the task of the institutions and staff who possess technical know how and necessary environment to implement such activities. Consequent to the decentralisation process, local self institutions have become local self governments and as a result their responsibilities and powers have multiplied. Veterinary hospital is a technical institution, with specific responsibility, transferred to assist the local self governments. The liability of the veterinary hospitals is, however, not limited to treating animals. As per the Panchayati Raj Act, it is an institution which has to give technical leadership to all the animal husbandry activities which comes under the administrative tasks of the panchayat. Thus it becomes an inevitable institution. Some institutions were transferred to the local governance system as part of the decentralisation process. Apart from the institutions the staff and their services too were transferred. All these institutions have been providing services in the panchayat area and been under the leadership and instructions of the department.

The complete control of the transferred institutions rests with the local self governments. Department level hierarchy relation is for technical advice, referral requirements, policy-wise, technical, and administrative coordination of various activities and increase in productivity. Any powers existent prior to decentralisation and transfer of institutions still exist, or if anyone uses such powers by force it should be changed and made change. Animal husbandry and dairy development are the responsibility of the local self government as per the Panchayat Raj Act – i.e., the task of the panchayat. Responsibility of the panchayat means that the administrative leadership consisting of people's representatives implementing legal responsibility utilising available facilities, i.e., utilising the transferred institution and technical facilities.

With regard to animal husbandry, panchayats have to perform the following tasks: dairy development, steps to increase milk production, treatment of layer chicken – broiler chicken – cow – she buffalo –goats – pig - rabbit, and encouraging rearing honeybees. Besides, animal disease prevention, development of reproductive capability, prevention of cruelty to animals, prevention of animal-borne diseases, services to domestic animals, and running veterinary hospitals and sub centres are the responsibility of the panchayat.

1. Panchayat is responsible for issuing licence to domestic dogs and controlling stray dogs.
2. Panchayat is also entrusted with the task of preventing slaughter of animals, managing the sale of easily perishable food substances like meat and fish.



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Only with the assistance of the veterinary doctor and the veterinary hospital, panchayat committee could implement the above mentioned tasks. It may be summed up that veterinary hospital is an institution which is supposed to meet the responsibilities in connection with animal husbandry for the Panchayat.

While analysing the institutional objectives, it may be approached in two ways. One is based on functioning and second is based on result. If examined based on functioning, sustaining the efficiency of the veterinary hospital enabling it to carry out the following tasks in an area is the institutional objective: disease identification of birds and animals, treatment, disease prevention, reproductive activities, and knowledge dissemination regarding animal management. Result based analysis of the institutional objective of the veterinary hospital illustrates it as taking a leading and technical role in developing the animal husbandry sector enabling it to meet economic development and employment opportunities and food requirements of the administrative area of the panchayat.

Prior to decentralisation, veterinary hospital was an institution at the lowest rung in the hierarchy of veterinary service in the animal husbandry sector which is only a department in the state wide administrative set up. As a result, it was not required to take any policy-wise, administrative, and technical tasks. It only had the responsibility of executing mechanically the pre-determined tasks assigned as per the division of labour system. The purpose of the veterinary hospital, post-decentralisation, is to work unitedly with the panchayat in thinking and planning how to utilise animal husbandry sector for accelerating economic development. Veterinary hospital is a service provider centre in the productive sector. The employees will have the proportionate service liability.

#### Responsibilities of Grama Panchayat

Expected tasks and sectoral tasks in the animal husbandry sector as per the Panchayat Raj Act.

##### a. Expected Tasks

1. *Slaughtering of animals, control of perishable food substances like meat and fish.*

1. Since the use of broiler chicken has increased manifold in recent times, slaughtering them also has to follow the measures prescribed for animals.
2. No compromise should be shown in testing the quality level of milk and egg as they are easily prone to decay.
2. Issue license to pet dogs and eradicate stray dogs.

##### b. Sectoral Tasks

3. Run veterinary hospitals.
4. Run ICDP sub centres
1. Implement dairy development programmes
2. Encourage milk production

3. Make projects for breeding chicken, honeybee, pig, goat, and rabbit.
4. Implement preventive health care for animals.



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5. Tasks of veterinary hospitals
5. Implement reproductive capacity programmes.
6. Prevent cruelty towards animals.
7. Control animal-borne diseases

#### 6. Co-ordination tasks

Make available integrated services related to agriculture and supplementary agriculture productive sectors.

Take initiative in organising and maintaining employment guarantee and income increasing projects in the animal husbandry sector.

#### Services for Farmers from Veterinary Hospital

1. Medical check up, treatment, and distribution of medicines are provided free of cost for the health care of animals and birds.
2. Preventive vaccination facilities.
3. Artificial insemination is made available for reproduction and increased species quality of cows and she buffalos. Rs 35 is charged as fee for the same.
4. Free pregnancy test is conducted on animals 60 days after they have undergone artificial fertilisation.
5. Carry out treatment for curing infertility in cows and conduct cow protection camps for the same.
6. Implementing immunisation activities efficiently when communicable diseases are spreading
7. Takes proper measures to curb animal-borne diseases
8. Treatment of pet animals and birds Rs Five has been charged for this service.
9. The farmers get the facilities for insuring animals and birds.
10. Carrying out knowledge dissemination activities related to animal husbandry sector.
11. Provides technical assistance to farmers in connection with the self employment front.
12. In case of exigencies, make available treatment for animals at home.
13. Co-operates in preparing and implementing the projects of the Panchayats.
14. Attests copies of certificates.

#### ICDP Sub Centres

ICDP sub centres are another animal husbandry institution transferred to the Grama Panchayat. The doctor of the Veterinary Hospital, which is the principal animal husbandry institution in the Panchayat, does not have any direct control over the staff of the ICDP sub centre. The control of the sub centres rests with the Assistant Project Officer at the sectoral level and the Animal Husbandry Director through the Project Officer. The staffs of the ICDP sub centres consist of a live stock inspector and a part-time sweeper. Main activity in the



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office is artificial insemination. As an institution transferred to the panchayat, ICDP sub centre too comes under the control of the same administrative set-up together with the Veterinary Hospital. Panchayat Development Standing Committee will have controlling powers on these institutions.

## Physical Infrastructure

Veterinary Hospital is an institution transferred to the Grama Panchayat as per the provision of the Panchayat Raj Act. The Grama Panchayat is liable to make available basic facilities in the veterinary hospital for functioning efficiently in the panchayat area.

### 1. Location of Veterinary Hospitals

As bringing animals, which are infected with illness or which require serious treatment including delivery, to the veterinary hospital is very difficult, most of the veterinary practice is being conducted at the households of the farmers. The practice of buying combination drugs from the veterinary hospital – mixture, pulvis – and treating the animals at home is no more existent. It has become imperative that the patient and the doctor have to establish direct contact as injections and surgeries have attained centre stage in the field of treatment. In normal practice, veterinary hospitals are established without taking into consideration the costless treatment possibility for animals. The chief factor which determines the location of veterinary hospital is the chances of getting land free of cost. Veterinary hospital should be established either in the central area of the panchayat or in a place where animal husbandry activity is centred. The deciding factor in establishing a veterinary hospital should be that it should be accessible to the farmers at the cheapest mode or bring animals to the hospital at the earliest or take the doctor to the home conveniently. This would help in reducing the time maximum for the doctor to return to the hospital when s/he leaves the hospital for treatment at households.

The veterinary hospital shall be located in an area which is easily accessible to people along with their animals or pet birds for treatment or other services. It shall be near to a transportable road so that the animals or birds can be brought to the hospital either by vehicles or by barefoot.

2. The details of facilities an ideal veterinary hospital should have are explained below.

#### *2.1 Building*

The following facilities should be arranged while constructing a building for the veterinary hospital.

##### *1.1 Room of Veterinary Surgeon*

A room of 12x10" area has been suggested for the veterinary surgeon. The following facilities are a must for the room: an executive table, chair, almirah, filing cabinet, computer



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table, computer chair, side table, five chairs for the visitors, table for animals for treatment. This room shall have an attached toilet and bucket, mug, and water should be kept in it. A wash basin and drinking water source is crucial here.

#### *1.2 Medicine Distribution Room*

The room with an area of 10x10" area shall have a dispensing table, rack or almirah for keeping medicines. Attached to this shall be a wash basin and drinking water source.

#### *1.3 Operation Theatre*

Separate operation theatres are necessary for pet animals and other animals. The suggested area is 10x15". This room should have the following facilities: operation table, shadow less lamp, autoclave, sterilised arrangements, and almirah for keeping tools.

#### *1.4 Laboratory*

The room readying for laboratory shall have an area of 12x10" and shall be able to ensure hygiene. It must have drinking water facility apart from wash basin and zinc. The following shall be arranged as laboratory equipment: microscope, centrifuge, test tube rack, hot air oven, Petri dishes, incubator, reagents, sampling bottles, and fridge.

#### *1.5 Store*

A store room with an area of 12x10" for storing medicines and hospital equipment shall be built adjacent to the room of the veterinary surgeon.

#### *1.6 Casting Area*

A room with an area of 20x10", sand being spread inside is required for providing in-patient treatment for big animals.

#### *1.7 Trevis*

A large trevis with iron rods shall be built for providing treatment and insemination to the large animals by controlling them.

#### *1.8 Room of Livestock Inspector*

The room, with an area of 10x10", shall be arranged adjacent to the dispensing room. Here apart from table and chair liquid Nitrogen container should be arranged.

#### *1.9 Veranda*

A veranda shall be arranged with an area of 10x10 for the use of the visitors. It shall have seating arrangements for 10 persons. Adjacent to that a common toilet and wash basin shall be arranged. Bucket, mug, and water shall be arranged in the toilet.

#### *1.10 Drinking Water*

Drinking water necessary for visitors, office staff, and animals shall be arranged in the veterinary hospital. Here animals shall be provided drinking water. Necessary arrangements should be made for that. For the visitors pure drinking water shall be made available in the veranda.



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#### *1.11 Electrification*

The electrification of the veterinary hospital shall be carried out as per the provisions of the PWD.

#### *1.12 Stationary*

Stationary required for the veterinary 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.

#### *1.13 O P 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 hospital, and submits to the Veterinary Surgeon.

#### *1.14 Computer, Phone*

If arranged properly, it could be utilised also as a communication centre that could contribute significantly to the development of the rural sector. The nation has gained such technological advancement so that immunisation and disease eradication activities could be carried out efficiently from the hospital itself to some extent. Telephone connection in a veterinary hospital is a must. If possible, a computer with internet facility should also be arranged.

The veterinary hospital should make available books and periodicals and also have a library attached with it.

#### *1.15 Vehicle*

The expenses incurred in connection with bringing the animals to the veterinary hospital or arranging vehicle for the veterinary doctor is the issue worrying the farmers in the animal husbandry sector – as most of the important treatments are conducted outside the veterinary hospital. If vehicle facility is not available near the veterinary hospital then the expenses shoots up again.

Vehicle facility for the veterinary surgeon can be arranged at the expenses of the Panchayat. Provisions may be made to charge the fuel expenses from the beneficiaries. The vehicle should have all the facilities for a mobile veterinary clinic. An attendant with driving licence can be appointed as driver.



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### 1.16 Medicine

At present, Animal Husbandry Department has been directly collecting the required medicines for the veterinary 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 ensure that purchases are made at the rate fixed by the State government.

## 3. Karakulam Veterinary Hospital – Current Facilities

### 3.1 Plot where hospital is located

It is located in the 14th ward of the Karakulam Panchayat in the Thiruvananthapuram-Nedumangad road near Enikkara Jn. Owns 10 cents of land own building.

### 3.2 Room of Veterinary Doctor

The doctor's room is quite large – 12x12 sq feet

#### Equipment in the Room

Fan	- 1
Tube light	- 2
Bulb	- 1
Executive table	- 1
Table with side box	- 1
Wooden chair with arm rest	- 1
Steel chair with arm rest	- 1
Stool	- 1
Plastic chair	- 2
Steel wash sink	- 1
Ceramic Wash basin	- 1

### 3.3 Store Room

Area will be 12x6 sq ft.

#### Equipment in the Room

Steel almirah	- 5
Defunct steel chairs	- 5
Plastic chairs	- 1
Simon Flask	- 1
Wooden stool	- 1
Electric bulb	- 1

### 3.4 Room of Livestock Assistant

The same room is multiples as Dispensing room. Area is 10x10"



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#### Equipment

Steel table with side box	- 1
Steel chair with arm rest	- 1
Plastic chair	- 2
Wash basin	- 1
Mug	- 1
Tube light	- 2
Fan	- 1
Bulb	- 1

### 3.5 Toilet

Area is 10x5 sq feet.

Electric bulb	- 1
Plastic bucket	- 2
Mug	- 1

### 3.6 Laboratory

Area is 10x8 sq feet.

#### 1. Equipment

Incubator	- 1
Stabiliser	- 1
Microscope	- 1
Book shelf	- 1
Auto clave	- 1
Fridge	- 1
Balance	- 1
Plastic chair	- 1
Steel round stool	- 1
Wash basin	- 1

### 3.7 Hall Room

The middle portion of the building is arranged as hall. Area is 20x8 sq ft. It has been separated two portions suing screens. In the front side, facility is arranged for visitors to sit.

#### Equipment

Plastic chair	- 3
Plastic teapoy	- 1
Stand (three fold)	- 1



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Tube light - 1

Bulb - 1

The second portion is separated by wood and cloth. Small animals are given check up here.

Equipment

Check up Table - 1

Wash basin - 1

### *3.8 Check up Place for Big Animals*

Trevis - 1

### *3.9 Veranda*

It is being used as porch. It has open well fitted with pump set. Tanks are also fitted for filling water.

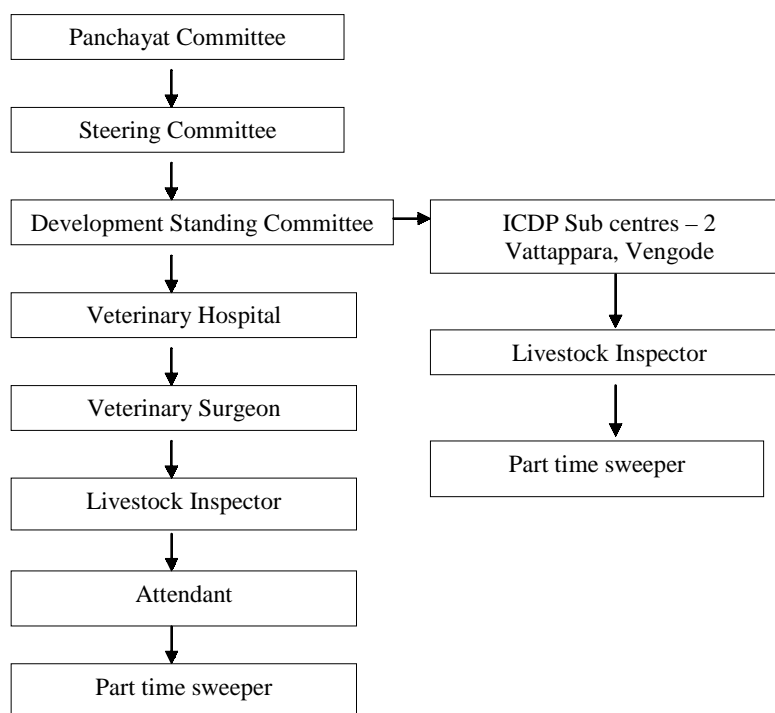
Services Board and Attendance Board are exhibited. These are the physical infrastructure of Karakulam Veterinary Hospital.

## 4

### Panchayat Level Official Structure

Veterinary Hospital is a technical institution functioning for the care and development of birds and animals in the Grama Panchayat. The activities of the veterinary hospital are being planned under the leadership of the Development Standing Committee.

A Management Committee has been formed as per the Panchayat order (LSGO Number 11/2005 Karakulam) for making efficient the services of the Animal Husbandry sector. The functioning of Veterinary Hospital, Krishi Bhavan, Dairy Development Department, and ICDP sub centres are co-ordinated through the management committees. Its structure is illustrated below.



## Services and Responsibilities

Animal Husbandry is a sector in which the Panchayat has important responsibilities and service tasks as per the Panchayati Raj Act. This is an important employment income production sector. The primary sector comprising agriculture and animal husbandry plays a crucial role in the life of the people of the Panchayat. As a local government, the Grama panchayat has to perform numerous services for the development of animal husbandry sector. As a technical institution in the animal husbandry sector, the service of the veterinary hospital is vital in carrying out the tasks in that sector. The services and responsibilities that have to put into practice by the Grama Panchayat and the Veterinary Hospital in the animal husbandry sector are detailed below.

### 1. Livestock Development

Livestock development is the pivotal task of the Grama Panchayat in the animal husbandry sector. Development planning should be executed in such a way that it should be able to meet the requirement of milk - milk products and meat in the grama panchayat and utilise the external marketing options as an employment sector.

Through its annual programmes, the Grama Panchayat will formulate strategies to increase meat production to the maximum and implement the same through veterinary hospitals.

#### *1.1 Basic Data Collection*

1. As a first step towards increasing milk and meat production in the panchayat, basic data collection should be carried out.
2. This should be utilised as a basic criterion for long term and short term policies.
3. The information thus collected should be updated from time to time.

The following information has to be collected through this data collection activity.

##### *1.1.1 Information regarding status of livestock*

1. Number of animals (cow, she buffalo, goat)
2. Density
3. Information with regard to age structure (heifer, calf, lactating, dry cow, bullock, buffalo)
4. Figures and related details of other animals
5. Data collection of rearing birds like hen, ducks, and quail.
6. Information regarding availability, marketing, and necessity of egg and meat.



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*1.1.2 Information necessary to assess reproductive situation*

1. Number of lactating animals which are reproductive-able
2. Those belonging to mixed species (percentage / number)
3. Those belonging to local breed (percentage / number)
4. Average age of first delivery among heifers
5. Interval between deliveries
6. Infertility rate
7. Facilities for artificial insemination (existent)
8. Acceptability of artificial insemination
9. Number – success ratio – of artificial insemination. Number of born calves
10. If it is natural mating methods, its acceptance – breadth
11. Knowledge level of farmers

*1.1.3 Stats of treatment services*

1. Status of facilities for disease identification and treatment
2. Status of service provider institutions and infrastructure facilities
3. Data regarding diseases and epidemics
4. Facilities for making services available at house step

*1.1.4 Status of availability of feed*

1. Availability of graze lands spaces
2. Conventional and local feeding schedule
3. Availability of green grass and hay
4. Areas which could be utilised for fodder farming (Coconut farms, rice fields, barren lands, public land, etc)
5. System to determine the quantity and quality of locally used mixed cattle feed

*1.1.5 Details regarding production and marketing*

1. Milk procurement and distribution societies
2. Quantity of milk stored in societies
3. Milk used / sold in hotels and households
4. Domestic consumption
5. Inflow of milk from outside
6. Sale of milk through booths
7. Inequality and variation in the production and consumption of milk

*1.1.6 Implementation of study activity – responsibility*

1. A voluntary group may be deputed at the panchayat level for implementing learning activity.
2. Technical tasks for the above purpose like preparation of questionnaire, raining, and collation of data should be carried out under the leadership of veterinary surgeon



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3. Financial requirements with regard to the study will be met by the Grama Panchayat.

#### 1.2 Activities to raise Productivity

1. The Grama Panchayat will organise activities to increase the production and productivity of milk and meat based on the comprehensive data collection in the Panchayat level.

##### *1.2.1 Developing quality cattle*

1. AI Centres (Veterinary sub centres) and veterinary hospitals are the mechanism to develop cattle with high productivity / quality in the panchayat area.
2. Grama Panchayat will plan efficient activities that will ensure production of quality calves through these institutions.
3. The availability and external marketing possibility of milk and meat in the grama panchayat area should be taken into consideration in planning.
4. Ban the unauthorised insemination centres in the panchayat area. Ensure production of quality breed of cattle only through official mechanism.
5. Provide the farmers with information about the advantages of artificial insemination through the knowledge dissemination activities as part of the functioning of the veterinary hospital. Convince them about the limitations of the unauthorised insemination centres.
6. The employees of the veterinary hospital and sub centres should perform the task of preparing and updating the heard book, dairy register based on the collection of basic data collection and available official details. Livestock Assistant is entrusted with this task in the ICDP sub centre and the veterinary hospital.
7. The power to report about the functioning of unauthorised sperm donor centres in the panchayat area to the Grama Panchayat is vested with the Veterinary Surgeon. S/he may also initiate necessary legal steps in this regard.
8. Veterinary Hospitals and Sub centres should unitedly carry out the work of convincing the farmers about the limitations of unauthorised sperm donation and advantages of artificial sperm donation.

##### *1.2.2 Infertility Eradication Activities*

1. The Veterinary Hospital should take the initiative in conducting infertility eradication camps in various parts of the Panchayat and give necessary treatment and suggestions after checking the animals.
2. Veterinary Surgeon will provide required technical assistance for these activities.
3. Panchayat will meet the financial requirements of these activities.

##### *1.2.3 Calf Maintenance*

1. Carry out health activities for the care of calves born through artificial insemination

- and ensure higher productivity.
2. Grama Panchayat will adopt various promotion packages for farmers who keep calves.
  3. For this,
    - 3.1 Health check up of calves during fixed intervals – growth examination; giving suggestions
    - 3.2 Activity for making available feed at concessional rate
    - 3.3 Activity for making available treatment assistance
    - 3.4 Training for farmers in upkeep methods of calves will be provided by the Grama Panchayat through veterinary hospitals.
  4. 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 panchayat. S/he should also take the lead in executing them.
  5. Veterinary staff should conduct periodically the health and growth check-up of calves and give necessary suggestions.
  6. 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 hospital.
  7. Grama Panchayat will make available required funds for these activities.



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#### *1.2.4 Pregnancy – Dry period care*

1. Veterinary hospital should take lead in formulating specific activities to protect cattle during pregnancy and Dry period.
2. Check the pregnant cattle in the panchayat area periodically and give the farmers suggestion for their treatment.
3. Updated information should be effectively used for this.
4. The following activities will be carried out by the Grama Panchayat depending on possibility: making available feed at subsidised rates for the care of pregnant cattle in the panchayat area, make medicines available.
5. Training on upkeep of pregnant cattle shall be organised by the veterinary hospital for their owners in the panchayat area.
6. Activities for the health check up and upkeep of dry cow will be implemented through the veterinary hospital.
7. The veterinary hospital should execute the responsibility of collecting the updated information on the cattle which are pregnant and in dry period.
8. Veterinary hospital should carry out the following tasks: conduct health check up in fixed intervals, provide required suggestions to the farmers.
9. 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 hospital.
10. Veterinary Surgeon should prepare the content of the training.



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11. Management committee should provide necessary assistance for organising activities. Livestock assistant should shoulder the implementation responsibility.

#### *1.2.5 Curbing Mastitis*

1. Mastitis is a disease which adversely affects the productivity of the cattle.
2. Hence specific programmes for curbing this disease should be executed by the veterinary hospital on a war footing.
3. Veterinary hospital should keep the details of cattle with high productivity, which are nearing delivery and in the lactating period.
4. Convene a meeting of their owners and provide them with training on how to prevent the disease.
5. Doctor shall examine the cattle and give necessary suggestions to the farmers.
6. Veterinary hospital should take lead in adopting emergency measures for finding the cattle to arrange treatment and for preventing spread of the disease when the disease is reported.
7. Veterinary hospital should accomplish the activity of collecting the data of cow which are nearing delivery and have lactation and high productivity every year in fixed intervals. It should arrange check up of the cow.
8. Convene a meeting of farmers who are owners of the cattle and conduct necessary training under the initiative of the veterinary hospital.
9. The task of examining the cattle and giving necessary treatment when the disease is reported rests with the veterinary surgeon. S/he should take steps required to prevent the spread of the disease.

#### *1.2.6 Encouraging She Buffalo Rearing*

1. 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.
2. Activities like giving food for calves and special activities for health care will be implemented through veterinary hospital.

#### *1.2.7 Arranging marketing system*

1. Facilities for marketing milk and meat produced in the panchayat area shall be developed.
2. Functioning of milk marketing co-operatives – Grama Panchayat will co-ordinate the activities of milk marketing co-operatives functioning in the panchayat area.
3. Grama panchayat will give take the initiative to form milk co-operatives in those areas where the functioning of milk marketing co-operatives has not reached.
4. Grama Panchayat will give necessary encouragement for the dairy units which function on a collective basis in the panchayat area for converting the remaining

quantity of milk after sale into milk products. Assistance for making available necessary infrastructure and machinery will be made available by the Panchayat through various modes.

5. Arrangements shall be made to procure and process the remaining milk after sales in the milk co-operatives (where processing facility is not present) through dairy units functioning on collective basis.
6. A processing system at the panchayat level shall be arranged through the collective of co-operatives for processing milk which remains after sales in the milk co-operatives.



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#### *1.2.8 Establishing Dairy Units – Encouragement*

1. Grama panchayat will provide necessary assistance in forming collectives (Kudumbashree units, Kudumbashree self help groups) of those who are willing to collective cattle rearing and milk production.
2. Grama Panchayat will carry out possible activities to make available facilities for the functioning of these collectives and aid for buying cattle through various organisational set ups like Kudumbashree.
3. Through this type of activity, huge increase can be achieved in the milk production in the area.
4. The service of Dairy Director shall be made use of for providing technical advice to the dairy units working in the Panchayat area and in assessing the activities of milk co-operatives.

#### *1.2.9 Nutrition – Making Available Basic Facility*

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

##### *1.2.9.1 Fodder Grass Cultivation*

1. Panchayat is responsible to provide encouragement to farmers who are willing to cultivate fodder grass and Azolla in the panchayat area on industrial basis and otherwise.
2. Veterinary 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 food.
3. Training on hay processing and production of naturally mixed cattle feed should be provided to the farmers.
4. Veterinary hospital will give training to the farmers regarding nutritious food methods.
5. Panchayat 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 institutions Krishi bhavan and veterinary hospital.



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### 1.2.9.2 Cattle Feed Quality Test

1. The activity of testing the quality and age of cattle feed sold in the Panchayat shall be conducted in fixed intervals under the initiative of veterinary hospital staff.
2. For this, the veterinary hospital staff shall carry out inspection of shops selling cattle feed in fixed intervals.
3. Information regarding farmers who are willing to carry out fodder grass cultivation on a large scale through the veterinary hospital.
4. The technical assistance required for providing training to them rests with the Krishi Bhavan.

### 1.2.10 Model cattle shed construction

Grama Panchayat will make available support to the units which are carrying out cattle rearing collectively for constructing model cattle sheds.

## 2. Enhance Egg Production

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

### 2.1 Prospects of Rise in Egg Production

- 2.1.1 This is also significant as an employment generating front. Grama Panchayat can adopt various measures for boosting egg production.
  - 2.1.1.1 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.
  - 2.1.1.2 Hatchery – Panchayat can make arrangements for hatchery system which will hatch eggs received from parent stock.
  - 2.1.1.3 Egger Nursery – Grama Panchayat can establish an Egger Nursery where layer chicks received from hatcheries which are one-day old can be protected for a month.
  - 2.1.1.4 Rearing hens in households – programmes may be implemented for rearing hen, quail, and duck in the houses of members of *Kudumbasree* units and self help groups.
  - 2.1.1.5 Grama Panchayat shall execute activities for making available assistance to individuals and groups who are willing to rear chicken, duck, and quail on an industrial basis.
  - 2.1.1.6 Egg collection, and processing
  - 2.1.1.7 Grama Panchayat will make network arrangements for collecting and trading egg produced in households and industrial based centres through network systems like Kudumbashree units and self help groups.

## 2.2 *Droppings manure*

1. Training will be given to those who are engaged in rearing on hen, egg, quail, and duck on an industrial basis for using droppings as manure through the veterinary hospital. Campaign activity required for its sale may be conducted through the Krishi Bhavan.



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### Ducks for Egg – characteristics

1. Its eggs are bigger reach adulthood
2. One duck gives 300 eggs a year
3. Enhanced productivity till three years
4. Infection is comparatively lesser
5. Requires low upkeep
6. Easily acclimatised
7. Can be transported from one place to another easily
8. Ducks which do not produce eggs can be used for meat

### Quail Rearing – characteristics

1. Takes only 5-6 weeks to reach adulthood
2. One egg weighs 12 gm
3. Egg has medicinal value
4. Produces 200-300 eggs annually
5. Quail which finished egg production can be used for meat

## 2.2 *Support to be given to Rearing of layer chicken – Duck - Quail*

1. Necessary technical advice for those who are willing to carry out individually.
2. Technical assistance for project preparation to conduct on an industrial basis. Technical support for making financial assistance available
3. Make arrangements for making available young ones of chicken, duck, and quail with species quality which in turn will ensure enhanced production. Promote buying from either government farms or from authorised nurseries.
4. Provide training and knowledge about rearing methods.
5. Provide information regarding feeding methods (natural feed and mixed feed)
6. Give advice for taking periodic immunisation vaccines. Make necessary arrangements for that.
7. Give anti-worm medicines for health care and enhancing productivity.
8. Give necessary support for sale of eggs which are left after consumption.
9. Hen ducklings available in the veterinary hospital through government system shall be made available to the farmers with sufficient notice by the veterinary hospital.
10. Besides, making available quality kids to the farmers who are willing to rear hen, duck, and quail should be carried out by the veterinary hospital.
11. Classes and trainings on rearing methods shall be held for the farmers who rear hen, duck, and quail on an industrial base by the veterinary hospital at the panchayat level.
12. These classes shall be held in fixed intervals at sectoral level where there are more farmers present.
13. Veterinary hospital shall implement activities that motivate farmers to take preventive vaccines during seasons when possibility of diseases for chicken, duck, and quail



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spread. For this, vaccination camps should be organised in various parts of the panchayat with sufficient notice period.

14. Grama Panchayat will make arrangements for ensuring sale of egg when their production records significant increase in the panchayat area.

### 3. Enhance production of meat – implement scientific meat processing

- Various types of meat play a crucial role in the diet of the people in the panchayat area.
- The meat of the following animals is used here: cow, bullock, buffalo, she buffalo, goat, pig, chicken, duck, and rabbit.
- Things that could be done for the increase in production of various types of meat are given below.
- Broiler chicken – Duck – quail rearing
- Rearing calf and buffalo calf
- Rearing of goats
- Rearing of pigs
- Rearing of rabbit
- Besides these, layer chicken, duck, cow, and she buffalo which have become less productive and hence unprofitable to keep may be utilised for meat requirements.

#### *3.1 Promotion of Meat Production*

Identify persons who are interested in rearing broiler chicken, quail, duck, goat, pig, and rabbit on an industrial basis in the panchayat area.

1. Grant access to technical assistance for making quality chicks available.
2. Provide technical support for planning projects for availing financial assistance.
3. Provide encouragement and support within limits for collective activities.
4. Provide financial support for arranging infrastructure facilities and making available chicks.
5. Provide special training to those who carry out profitable activities like rearing of goats, rabbit, pig, and duck.
6. Promote units engaged in processing of skins of rabbit and goat through Kudumbasree units and self help groups.
7. Provide support to establish units engaged in meat processing and make available necessary technical assistance.
8. Prepare programmes linking pig rearing programmes for meat purposes with that of waste processing. Veterinary hospital and primary health centre should take united effort in shouldering responsibility.

#### *3.2 Panchayat level farmers' society*

1. A co-operative may be formed in the panchayat area for the production, processing, procurement, and sales of egg and meat. Panchayat will take leadership role in this regard.

### 3.3 Possible Activities

1. Promote scientific cattle rearing and rearing of chicken, duck, quail, rabbit, and goat with the aim of enhanced production.
2. Make available quality young ones to the farmers who are engaged in egg and meat production.
3. Grant access to feed and preventive medicines at a low cost but at the same time with quality.
4. Start feed mixing units.
5. Make a system for procuring egg, chicken, animals fit for slaughter produced by the farmers.
6. Set up network sales systems and infrastructure facilities for product sales.
7. Start functioning of scientific and modern slaughter houses.
8. Establish egg and meat stalls.
9. Arrange credit facilities for farmers.
10. Organise necessary training sessions for the farmers.
11. Veterinary hospital should 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.
12. Veterinary surgeon should undertake the responsibility of providing necessary training to farmers about upkeep methods of animals and birds. S/he should also visit units as and when required.
13. Veterinary hospital should give leadership in forming collectives of farmers who are engaged in various meat production activities in the panchayat level and implementing effectively knowledge dissemination activities.
14. Veterinary hospital should take the lead in arranging necessary technical assistance to those who are running meat processing units.
15. Grama Panchayat will implement efforts to provide financial incentive to units which are carrying out collective meat production and processing activities.
16. Veterinary Hospital and Panchayat level Farmers' Society should take initiative in activities to make available financial aid and to formulate projects for the farmers who are engaged in these activities on industrial basis.



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### 3.4 Meat Processing - Sales

Various systems to make available the meat produced in the panchayat area to the people in a healthy environment and with quality will be made under the leadership of the Grama Panchayat.

Following are the main arrangements to be formulated for the same:

1. Modern meat processing plant
2. Meat sales centre
3. By product processing centre



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### *3.5 Rural Slaughter house – modern meat processing centre*

Rural slaughter house and modern meat processing centre are being established for scientifically slaughtering healthy animals and ensuring quality level by veterinary doctor's examination and maintaining neatness and hygiene and thus making available sufficiently for the general public who are in need of it.

#### *3.5.1 Infrastructure Facilities*

##### 1. Location

1. One acre land in the middle of the panchayat with transportation facility should be identified for the slaughter house and meat processing plan.
2. The area should be with least human in habitation and lowest water logged area.
3. It should be neither near a drinking water source nor in an ecologically significant area.

##### 2. Building

The building for modern slaughter house and meat processing unit should adhere to prescribed criteria by the government.

#### *2.1 The building should have the following facilities*

1. Space for keeping healthy animals for slaughter (Leirage). Ante mortem examination has to be carried out here.
2. To make animals unconscious for slaughter – Stunning Box
3. Space where blood is squeezed – where bleeding is done
4. Slaughter hall for peeling skin and removing inner organs
5. Space with proper light for post-mortem examination
6. Space for hanging the meat
7. Facility for giving the meat packed
8. System for freezing the meat
9. Facility for collecting bone, blood, and skin
10. Arrangement for waste processing (Biogas Plant)
11. Three-phase electricity connection

#### *3.5.2 Activities in the Meat Processing Plant*

1. Animals should be kept a day in advance to the slaughter in the Leirage. They should be given necessary drinking water.
2. Veterinary doctor should examine whether the animal is fit for slaughter (ante mortem examination)
3. Animal should be slaughtered after making it unconscious.
4. After the blood is completely bled, the animals should be hanged in the hook fitted in the rails and peel their skin.
5. Waste parts and remains should be separated.

6. Veterinary doctor should conduct post mortem and certify that the meat is infection free and eatable.
7. Meat should be packed and sold.
8. Meat should be kept refrigerated.
9. Sale of meat should be carried out through sales outlets.
10. Slaughter house – Grama Panchayat will take steps to ensure basic facilities for the slaughter house like space, building, electricity, and safe water.
11. Finance required for continued activities may be realised by charging a fixed fee from those who bring cattle for slaughter.
12. Arrangements should be made to sell the by products of slaughter like blood, bone, and skin. The income from these should be utilised for the functioning of the processing centre. Panchayat will enter into agreement with various agencies for this purpose.
13. While giving contract for meat processing and by product processing, units functioning in the panchayat area will be given preference.
14. The supervision of these activities may be entrusted with the Panchayat level Farmers Committee comprising people's representatives.
15. Grama Panchayat will appoint employees to the meat processing plant taking into consideration expertise and practical experience on a contract basis following necessary criteria.
16. The responsibility for conducting ante mortem and post mortem on the animals brought for slaughter and certifying that they are fit for slaughter and food lies with the Veterinary Surgeon of the Panchayat.



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#### *3.5.4 Advantages of Meat Processing Plant*

1. Good meat will be made available to the people at fair price
2. Veterinary doctor could examine the animals before and after the slaughter thus ensuring that they are free from infection.
3. Scientific training may be given to the slaughterers.
4. Animals can be killed more humanely after making them unconscious.
5. Facility may be made to keep the meat frozen so that it is not decayed.
6. Meat can be sold packed through meat stalls.
7. Environmental pollution can be avoided as remains will be properly processed.
8. Maximum usage of by products is ensured.

#### *3.5.5 Functioning of meat sales counters*

The meat from the slaughter conducted at the slaughter house of panchayat will be allowed to be sold only in the panchayat area.

##### *3.5.5.1 Approval*

1. Those willing to sell meat in the grama panchayat area shall submit application to the panchayat for approval.



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2. Arrangements shall be made in these centres for displaying the meat without getting rotten and neatly.
3. Panchayat will give sanction to the meat sales centres only after the veterinary surgeon conducting and examination and certifying that the arrangements for hanging the meat, arrangements for cleaning the place after sales, and arrangements for removing polluted water and waste are efficient.
4. Panchayat will hand over the applications received for opening meat stalls to the veterinary surgeon for inspection and making things sure.

#### *3.5.5.2 Follow up Inspections - Steps*

1. Veterinary surgeon shall conduct monthly inspection of meat sales 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.
2. If any discrepancy is found in the functioning of the meat sales counters, or it is found that unscientifically slaughtered meat is sold – either from the Panchayat or from outside the panchayat – the veterinary surgeon should submit the recommendation for cancelling their licence to the Grama Panchayat after giving the due warning.
3. Grama Panchayat will take necessary steps to cancel the licence on the basis of the report of the veterinary surgeon.

#### *3.5.5.3 Inspection by Primary Health Centre Staff - Steps*

1. Employees of the primary health centre in the panchayat should conduct inspection once in two weeks and based on complaints received as and when at the meat sales counters in the concerned area.
2. A monthly report should be submitted to the Panchayat after the visit.
3. If decayed meat or meat which creates health problems are found to be sold through these outlets, that meat should be seized and destroyed.
4. If above mentioned occurrence is repeated, health staff should recommend action against such centres to the Grama Panchayat.
5. Veterinary surgeon shall ensure that when the meat processing plant comes into existence, the meat sales counters too have made arrangements as per fixed criteria.
6. Veterinary surgeon shall recommend cancellation of licence of those sales outlets which do not install necessary arrangements even after granting specified time.
7. Grama Panchayat will take action against meat stalls which are functioning unauthorised and illegally once it receives reports from veterinary surgeon and primary health centre staff at the next meeting of the committee.
8. The task of conducting inspection at the dairy farms, chicken farms, and pig farms and ensuring safety after verifying the status of waste processing and hygiene and reporting to the Panchayat rests with the staff of the Primary Health Centre staff.

#### 3.5.5.4 Responsibility

1. Veterinary Surgeon  
Institutions which submit application for approval of sale of meat in the panchayat area
1. Space  
Building  
Space for displaying meat neatly  
System for processing polluted water and wastes  
The above facilities shall be inspected within a week after the Panchayat refers the application for the above.
2. After inspecting the establishments currently functioning, monthly report shall be submitted to the panchayat.
3. Special inspection shall be held on the basis of complaints.
4. Veterinary surgeon is responsible for reporting to the panchayat during occasions when action is necessary.
2. Primary Health Centre
  1. The staff shall inspect the meat sale counters under their area once in two weeks.
  2. The inspection report shall be submitted monthly to the Panchayat.
  3. Special inspection shall be conducted in the establishments when complaints arise.
3. During Inspection
  - a. If the inspection confirms sale of decayed or infected meat, steps shall be taken to destroy it.
  - b. If other issues are revealed during the inspection, the health staff shall recommend necessary action in the report submitted to the Grama Panchayat.
4. Issuing Licence to Pet Dogs
  - 4.1 Preventing rabies infection
    1. Curbing rabies infection is essential as it causes even death to the infected.
  - 4.2 *Preventive measures*
    1. Cat, Dog, Rat, and bat are the animals which spread rabies infection.
    2. Hence Grama Panchayat will take steps to rear cat and dog in households.
  - 4.3 *Registration*
    1. Notice shall be given to those who rear cat and dog at home intimating them about registering them at the veterinary hospital.
    2. Intimation shall be given through Grama Sabhas and Kudumbashree units.
    3. Each year, specific period shall be fixed for registration and announced.
    4. Once in a year announcement shall be given for renewing registration.



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5. Licence for rearing pet animals to the owners shall be issued, based on registration.
6. Instruction shall be given to owners for giving vaccination to all the pet animals registered in the panchayat area.
7. Preventive vaccines shall be administered on the animals charging fixed fee.
8. The list of animals administered preventive vaccine shall be compared with the list of animals registered and notices shall be issued to those who have not taken the vaccines.
9. Houses of those who have not bothered to administer injection for animals in spite of intimation shall be visited and they shall be prompted to take injection.
10. Steps shall be taken to cancel licence of those who are unwilling to administer vaccines even after the above mentioned actions.

#### 4.4 *Mass education*

1. Awareness campaigns shall be conducted to curb the practice of rearing first for treatment and then leaving them in the street owing the reluctance to treat.
2. Classes and exhibitions shall be held under the leadership of veterinary hospital as part of providing information regarding the dangers of rabies and care of pet animals through Grama Sabhas, neighbourhood groups, Kudumbashree units, and residents associations.

#### 4.5 *Curbing stray dogs*

Grama Panchayat will take steps to sterilise stay dogs after adopting all the above mentioned steps.

5. Prevent Cruelty towards Animals
  - 5.1 Grama Panchayat is responsible for preventing cruelty to animals within the Panchayat limits.
  - 5.2 Campaign – Awareness creation shall be conducted for shunning cruelty towards animals among Kudumbasree units, Grama Sabhas, and farmers.
  - 5.3 Steps appropriate for preventing unscientific slaughter of animals.
  - 5.4 Panchayat may take appropriate action against carrying animals in excess of sanctioned number in a vehicle through the panchayat area.
  - 5.5 The task of giving technical leadership to organising awareness programmes on cruelty towards animals rests with the veterinary hospital employees.
  - 5.6 Grama Panchayat will take measures to block those vehicles which carry animals in excess of sanctioned strength, when it comes to notice.
  - 5.7 Veterinary Surgeon will provide the technical support necessary for this.
6. Prevent Animal-borne Diseases  
Many diseases spread from animals to human beings. These are a threat even to the human life. Rabies, Anthrax, Plague, Rat Fever, 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 Hospital, and Primary Health Centre.



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#### 6.1 *Preventive action*

1. Preventive action against animal-borne diseases should be carried out in various ways.
2. Sustained campaign activities against animal-borne diseases should be held when such diseases are spreading in the panchayat area.
3. During monsoon, when there is a possibility for spreading of rat fever, special programmes against it should be planned.
4. During the possible periods when animal-borne diseases are spreading / or when diseases are spreading
5. House visit – discussion with family members – notice distribution
6. Classes and exhibitions shall be held at Kudumbasree units, schools, Grama Sabhas, farmers' meetings, traders' and industrialists' meetings, common neighbourhood group meetings, voluntary organisations.
7. Preventive vaccination shall be held widely when disease is spreading. In case of necessity, camps shall be organised to administer preventive vaccines.
8. For this, under the leadership of Panchayat committee, veterinary hospital and primary health centre should implement combined activity.

#### 6.2 *Disease Prevention Programme*

1. Under the combined initiative of the veterinary hospital and primary health centre, a preventive action programme for averting animal-borne diseases in the panchayat area should be prepared at the beginning of the year itself.
2. This programme should be formulated after collecting necessary data, at a joint meeting of staff of veterinary hospital and PHC, and members of welfare and development standing committees.
3. This programme should be presented at the first Panchayat level Review meeting of the year.

#### 6.3 *Responsibility*

1. Staff of veterinary hospital and primary health centre shall meet jointly to chalk out campaign activities against animal-borne diseases in the panchayat area.
2. Primary Health Centre should link this programme with the health and disease prevention programme of the Panchayat.
3. The technical task of giving leadership to disease prevention and awareness creation is entrusted with the staff of veterinary hospital and primary health centre.
4. Documents for awareness generation shall be developed together by these two institutions.



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5. Primary Health Centre is liable to ensure necessary treatment facilities for those who are infected with the disease.

6. To ensure precautionary measures to prevent spreading of the disease, combined effort of veterinary hospital and primary health centre should occur.

### 7. Veterinary Services

Animal Husbandry is vital in the productive sector of the Grama Panchayat. Veterinary Hospital is the technical institution which has to perform the duties of the Grama Panchayat in the Animal Husbandry sector. Apart from this, as a service provider institution in the animal husbandry sector, veterinary hospital is supposed to provide many services to the people of the Panchayat. They are listed here.

1. Provide access to disease check up, treatment, and medicine distribution for the health care of birds and animals.
2. Administer disease prevention vaccines.
3. Make available artificial insemination facility for the reproduction of cow and she buffalo, and for improving species quality. Charge fixed fee for the same.
4. Conduct free pregnancy test in cattle which had undergone artificial insemination.
5. Carry out infertility treatment in cattle and hold cow care camps.
6. Implement efficiently disease prevention programmes when the communicable disease spread.
7. Takes steps to curb animal-borne diseases
8. Carrying out treatment of pet animals.
9. Makes available facilities for insuring birds and animals to the farmers.
10. Carrying out knowledge dissemination activities related to animal husbandry sector.
11. Ensure access to farmers to necessary technical assistance in the self employment front.
12. In cases of exigency, treatment facility is ensured at households.
13. Co-operates in formulating and implementing panchayat projects.
14. Attests copies of certificates.

#### *7.1 Disease Identification - Treatment*

Conducting disease identification of birds and animals is the responsibility of the veterinary hospital.

##### *7.1.1 Steps*

1. Owners of birds /animals who approach the hospital for disease identification and treatment shall take OP ticket from the hospital.
2. Register the name of the owner and type of animal in the hospital while issuing OP ticket.
3. Veterinary surgeon shall examine the registered animals in the order.
4. Necessary help shall be provided by the owner while the veterinary surgeon conducts

- check up of animals.
5. Veterinary Surgeon shall prescribe necessary medicine after check up. If follow up check up is required that information shall be entered in the prescription. Details of check shall be entered in the prescription by the veterinary surgeon.
  6. Livestock Inspector shall give medicines available in the hospital to the farmers based on the prescription of the veterinary surgeon.
  7. Medicines which are not available in the hospital shall be instructed to buy from outside.
  8. If follow up checkups (lab test) are required for disease identification, tests which could be conducted at the hospital shall be done under the leadership of the livestock assistant as per the instruction of the veterinary surgeon. The farmers shall be intimated about the time of delivery of test reports at the time of test itself.
  9. In the case of those tests which are not available in the hospital, the Veterinary surgeon shall refer to higher institutions like poly clinic and district hospital. This examination shall be conducted under the responsibility of the owner.
  10. Owners shall take care to follow up treatments as per the instructions of the veterinary surgeon after the initial treatment at the veterinary hospital.
  11. On occasions when minor surgeries are required for birds and animals, veterinary surgeon shall conduct it at the veterinary hospital.
  12. In cases of surgeries, which are not available at the hospital, but become necessary the veterinary surgeon shall refer the animals to higher hospitals.



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#### *7.1.2 Availability of Medicines*

1. When the medicines supplied by the department become insufficient, Grama Panchayat will take necessary steps, within its limits, to make available these medicines.

#### *7.1.3 Maintenance of Records*

1. All records with regard to the treatment of birds and animals shall be kept in the hospital.
2. Check up, treatment, registration information
3. Initial examination – disease identification report
4. Information regarding follow up check ups
5. Information regarding reference
6. Information regarding deaths, in case of occurrence, shall be kept as part of these records.
7. Arrangement shall be made in the veterinary hospital to make available these documents as and when requested by anyone.
8. Veterinary surgeon, through weekly inspection, shall ensure that all records in connection with treatment and disease identification.



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#### *7.1.4 Check up at households – giving treatment*

1. During veterinary service there will be many occasions when the doctor will have to visit the households to provide treatment.
2. 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 give at the household.
3. 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.
4. When going out for treatment during duty hours, the information shall be entered in the movement register.
5. During this stage, medicines stocked in the hospital could be used for treatment.
6. The owner of the animal shall buy medicine as per the prescription of the surgeon when the same is not available in the hospital.
7. While going out for treatment in the hospital vehicle or surgeon's vehicle, the expenses incurring for the same shall be met by the owner. This amount shall not exceed the actual expenses incurred.
8. While going out in the hospital vehicle for treatment, the doctor shall give receipt of the hospital for the amount charged as travel expenses.
9. On occasions when the doctor goes out from the hospital for treatment and is unable to return to the hospital the same day, s/he shall contact the hospital over telephone. If any case requiring emergency care is reported s/he shall shoulder the responsibility to carry out that.

#### *7.1.5 Preparation of Monthly Report*

1. Veterinary surgeon shall prepare a monthly report and submit to the Panchayat review meeting containing the monthly information regarding the number of animals brought to the hospital for treatment and the animals which was treated by the doctor at the households – number of animals brought/treated, disease / treatment requirement, disease status, severe diseases, epidemics, usual illnesses, routine tests.

#### *7.2 Immunisation Activity – activity against communicable diseases – giving immunisation vaccines*

In the cases of diseases, which require immunisation vaccines, the hospital shall have the facility for the same. The diseases which generally require injection:

Foot and Mouth Disease  
Enterotoxaemia  
Brucellosis  
Haemorrhagic Septicaemia

PPR Vaccine (Goat)  
Ranikhet (chicken)  
Fowl Pox (chicken plague)  
Rabies



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### *7.2.1 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 disease prevention activity.

1. Vaccination against Foot and Mouth disease, as part of the Goraksha Project, shall be administered annually at the veterinary hospital after charging Rupees Five from the farmer.
2. Activities to be Conducted for this
  1. Modes like House visits
  2. And organising camps may be adopted
  3. To ensure all the animals in the 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.
  4. Veterinary hospital shall formulate special exigency programme for making all the animals in the panchayat area undergo vaccination within two weeks during the wide outbreak of the disease.
  5. Management committee shall be convened while the disease is spreading for formulating special exigency programme. Veterinary surgeon may seek the service of the management committee to ensure that the immunisation activities reach 100 percent animals.

### *2.2 Immunisation Vaccines against other Diseases*

1. Immunisation vaccines against the above mentioned disease during their widespread outbreak.
2. Prepare special programme for administering immunisation vaccines within a specific time frame.
3. House visit – immunisation 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.
4. In otherwise normal times, doctor shall give vaccination upon the request of the farmer.
5. The farmer shall meet the expenses of preventive vaccinations (except Ranikhet).
6. In the case of medicines available in the hospital receipt shall be issued to the farmer after accepting the amount.
7. The farmers are liable to make the animals undergo the disease prevention vaccines which are made compulsory by the government.
8. Veterinary hospital shall take measures to ensure that all cattle in each category have



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undergone preventive vaccination during the disease counterchecking with the cattle register.

9. Veterinary surgeon may accept the assistance of the veterinary hospital management committee to make sure that make certain that this inspection is done and 100 percent preventive vaccination has been carried out during such occasions.

### *2.3 Killing the infected animals*

1. Grama Panchayat 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.
2. Certificate of the doctor after inspection is required in this regard.
3. Grama Panchayat will undertake efforts to make available moderate compensation to the owners of these animals who occurs loss during such occasions. Prior to this veterinary hospital should put in efforts to make all cattle in the panchayat area covered by insurance.

### *2.4 Cremation of animals died due to disease infection*

1. Veterinary surgeon shall give necessary suggestions for the cremation of animals which died owing to communicable diseases.
2. Veterinary hospital staff shall ensure that they are cremated safely without creating any health hazards.
3. Arrangement shall be made to access information regarding such deaths through management committee, farmers, and people's representatives.
4. Veterinary hospital staff shall visit those houses which report such deaths and give necessary suggestions for cremation.

### *2.5 Awareness Creation Activities*

1. Farmers of the panchayat belonging to various sectors shall be convened once in a year either at the local level or at the 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.
2. Under the initiative of the veterinary hospital, classes and exhibitions may be conducted in various parts of the panchayat for the same.

### *2.6 Epidemic – non-Epidemic Disease Prevention Programme*

1. At the beginning of every year, the veterinary hospital shall chalk out a special programme about the immunisation activities implemented in the panchayat under its leadership with regard to communicable and non-communicable diseases.
2. Combined effort of Development Standing Committee, Farmers, Experts, and hospital staff shall happen in this regard.
3. This programme prepared on the basis of detailed discussions, shall be presented at

the panchayat level review meeting and implemented after getting approval.



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### *2.7 Responsibility*

Veterinary surgeon shall take the technical lead in preparing the annual programme for communicable and non-communicable disease prevention.

## 3. Activity to Prevent Animal-borne Diseases

### *3.1 Options*

1. Artificial Insemination facility for reproduction and improving species quality (developing quality cattle).
2. Artificial insemination facility is available in veterinary hospitals and ICDP sub centres.
3. Its purpose is to produce cattle of high quality species.
4. The sperm brought from Kerala Livestock Board (KLC Board) shall be used for artificial insemination.
5. Herd Book shall be maintained for knowing the productivity level of cattle in the panchayat. This is the task of the employees of the veterinary hospital.
6. Veterinary surgeon shall collect information regarding cattle which undergoes artificial insemination each month at ICDP sub centre and veterinary hospital.
7. 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 management committee shall be utilised for this.
8. Contact the owners of such cattle from veterinary hospital and give instructions to carry out reproduction through artificial insemination.
9. Farmers shall make the animals, which show symptoms of heat symptoms, undergo artificial insemination within 18 to 24 hours.
10. Farmers who approach ICDP sub centre or veterinary hospital for artificial insemination shall pay the prescribed fees and get TRD receipt.
11. For each artificial insemination, the farmers shall pay fees.
12. Those animals which have undergone artificial insemination twice shall be tested for infertility.

### *3.2 Pregnancy Test*

1. Farmers shall take the animal three months after artificial insemination to the veterinary hospital or sub centre for pregnancy test.
2. Veterinary hospital shall provide pregnancy test during working hours as free service.
3. Activities to disseminate information regarding care of the pregnant animal to the farmers shall be held under the leadership of the veterinary hospital.
4. On the occasion of non-occurrence of natural delivery, veterinary surgeon shall make available his / her services to the farmers and give necessary suggestions.



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### *3.3 Eradication of Infertility*

1. Veterinary hospital shall compile data each month regarding animals which are not impregnated even after undergoing more than two artificial inseminations.
2. Livestock Assistant shall refer animals which are not impregnated even after two times at the sub centres to the veterinary hospital for an examination by the veterinary doctor.
3. Infertility eradication camps shall be conducted twice a year under the leadership of the veterinary hospital in various parts of the hospital.

### *3.4 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 hospital.

## 4. Treatment of Pet Animals

Veterinary hospital is liable to make available treatment to the pet animals in the panchayat area.

### *4.1 Steps*

1. Owners shall bring animals and birds (dog, cat, parrot, etc) which require treatment to the veterinary hospital during the working hours.
2. Charge the nominal fee fixed by the government for treatment.
3. Veterinary surgeon shall examine the birds and animals and fix treatment and give prescription if necessary.
4. Livestock Assistant shall give the medicines available in the hospital and unavailable ones shall be referred outside for purchase.
5. Owners shall bring the birds and animals to the veterinary hospital if follow up treatment is required and veterinary surgeon shall give treatment.

## 5. Insuring birds and animals

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.

### *5.1 Procedure*

1. Details regarding animals which can be insured shall be prepared by the veterinary hospital each year after compiling data of livestock census and herd book.
2. Veterinary hospital shall provide information about the possibilities of insurance to the farmers through classes and exhibitions.
3. For this, the activity of convening farmers of various sections shall be carried out under the initiative of the veterinary hospital.
4. Veterinary hospital may adopt the method of sending intimations to the farmers

- about options regarding insurance to disseminate information directly.
5. Expenses in this regard will be met by the Grama Panchayat.
  6. Veterinary hospital shall take the lead in the activity for insuring animals.
  7. Veterinary surgeon issues health status certificate, valuation certificate after examining the animals of farmers who have submitted application for insurance.
  8. Veterinary surgeon shall issue these certificates within a week after the farmers submit application.
  9. The owners of animals shall pay the insurance premium to the company while joining insurance after giving certificates. Technical assistance for the same shall be provided by the veterinary surgeon.
  10. Veterinary surgeon shall conduct post mortem of an animal which died during insurance cover as per the request of the farmer and issue certificate.
  11. In the case of animals which lost productivity, veterinary surgeon shall issue certificate consequent to application by the farmers attesting the same after sufficient examination.
  12. The responsibility of granting deserving compensation as and when the farmer submits the above mentioned certificates and documents rests with the insurance company.



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#### 6. Knowledge Dissemination Activities

The task of carrying out various knowledge dissemination activities among the farmers rests with the veterinary hospital.

Various types of knowledge dissemination activities have to be implemented through the veterinary hospital.

##### *6.1 Subjects on which awareness creation has to be generated*

1. Preventive and awareness creation activities against communicable and non-communicable diseases.
2. Treatment methods – measures
3. Reasons behind animal-borne diseases – preventive – treatment methods
4. Calf treatment– modes – ways
5. Care of pregnant – dry cow, ways and methods
6. Immunisation activity against rabies
7. Activities to prevent cruelty against animals
8. Methods to enhance productivity
9. Milk processing methods
10. Reproduction of quality livestock – advantages
11. Ways to increase production of meat
12. Prospects of income from self employment



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13. Means to raise production of meat of goat, rabbit, duck, broiler chicken, quail, etc.
  14. Methods of meat processing
  15. Their care methods
  16. Methods and means of care of birds and animal care
  17. Rearing methods of layer chicken, duck, and quail – ways of care
  18. Prospects of insuring birds and animals – ways
19. Prospects and significance of knowledge dissemination activities focussing on the veterinary hospital.

#### 6.2 Procedure

1. Veterinary hospital shall collect details of farmers in various sections through data collection (data bank)
2. Based on these data, groups of farmers shall be formed locally at panchayat level.
3. They shall be convened at fixed intervals:
  - a. Classes, exhibitions
  - b. Training, etc shall be conducted
4. Veterinary hospital shall prepare an annual calendar for organising knowledge dissemination activities.
5. Programmes, subject, and participants shall be mentioned in the annual calendar.
6. This calendar shall be included in the annual programme of the veterinary hospital and shall be presented at the panchayat level review meeting for approval.

#### 6.3 Responsibility

1. The responsibility of deciding on the content of the knowledge dissemination activity rests on veterinary surgeon and livestock inspector.
2. The assistance of management committee shall be made available for necessary organising activities. The task of organisational responsibility falls on veterinary hospital employees and management committee.
3. Financial aid for organising knowledge dissemination activities will be made available from either the department or on other occasions from the Grama Panchayat.

#### 6.4 Monthly Programme

1. Once the meetings of Veterinary Hospital and Management committee held at the beginning of the month are over, the knowledge dissemination activities of the previous month should be evaluated.
2. Consequently, based on the annual calendar, details of next month's knowledge dissemination activities shall be prepared in these meetings.
3. The organisational responsibility of the programmes shall be entrusted with the management committee.
4. Knowledge dissemination activities of each month shall be included in the report presented at the Panchayat level review meetings.

5. Technical responsibility of knowledge dissemination activity shall be completely shouldered by the veterinary surgeon.
6. The support of Management committee too shall be ensured in organising. The details of location, date, participants shall be handed over to the members of management committee.
7. 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 Panchayat.



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#### 7. Library

1. A library facility in place in the veterinary hospital for making required information available to the farmers.
2. In the library,
  - a. Books related to animal husbandry sector
  - b. General weeklies
  - c. Plans shall thought of for making available information through computer system and internet connection.
3. Facility shall be arranged in the library for the farmers to read books and journals during hospital working hours.
4. The responsibility of running the library shall be entrusted with the livestock assistant.

#### 8. Planning and Implementation of Panchayat projects

1. Veterinary hospital is the institution which has to take a leading role in planning and implementing the projects of the Panchayat in the animal husbandry sector.
2. The responsibility of functioning as convenor of the panels to formulate plan proposals in the animal husbandry sector and formulating projects and preparing projects rests with the Veterinary Surgeon.
3. Veterinary surgeon and other staff shall participate in the Plan formulating Grama Sabhas and other Grama Sabhas as per the instructions of the Grama Panchayat.
4. Veterinary Surgeon shall function as the executive office officer of the projects being implemented in the animal husbandry sector.
5. Accounts and documents in connection with this activity shall be submitted to the Grama Panchayat on time.

#### 9. Running of ICDP Sub Centre

ICDP sub centre is an institution transferred to the Grama Panchayat together with the Veterinary Hospital as per the Panchayati Raj Act and Government Order.

1. These are the centres of artificial insemination for carrying out reproduction of healthy livestock.
2. These institutions where a Livestock Inspector and a part time sweeper are working shall submit their monthly reports to the Panchayat Development Standing Committee.
3. Veterinary Surgeon shall collate these reports by including the working report of the



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veterinary report.

4. Panchayat functioning will be planned while formulating the activities in the animal husbandry sector in such a way that the services of the staff of the ICDP sub centre could be utilised.
5. The task of submitting periodic reports to the Panchayat and implementing Panchayat programmes falls on the Livestock Inspector of the ICDP sub centre.
6. The Livestock Inspector shall carry out the responsibility of artificial insemination for the cattle brought to the ICDP sub centre for the same purpose.
7. Part time sweeper is liable to cleaning the sub centre and the surroundings everyday in the morning, and assisting the Livestock Assistant in duties.

## 6

### Responsibilities of Employees

1. Part time Sweeper
  - 1.1 Working hours is from 9 am to 12 pm. The building and surrounding shall be kept clean. Make water available.
  - 1.2 Assist the Veterinary surgeon in duties while the attendant is not present on duty.
  - 1.3 Implement other duties related to the hospital as instructed by the veterinary surgeon.
  
2. Attendant
  - 2.1 Open and close the veterinary hospital on right time.
  - 2.2 Assist the Veterinary surgeon and Livestock Inspector in duties (mainly field work, vaccination, camp, etc)
  - 2.3 Carry post to various offices and bring stationary and vaccine necessary for the veterinary hospital.
  - 2.4 Stock the medicines and liquid nitrogen brought to the veterinary hospital.
  - 2.5 Carry out the duty of the sweeper when s/he is absent.
  - 2.6 Attendant has the responsible task of smooth functioning of the veterinary hospital.
  - 2.7 Go to treasury in connection with money-related matters and mark attendance in the attendance board.
  
3. Livestock Inspector
  - 3.1 Carry out artificial insemination. Report infertility
  - 3.2 Assist veterinary surgeon in office administration
  - 3.3 Provide treatment connected with labour to the cattle while the veterinary surgeon is on leave.
  - 3.4 Go to the field for inspecting the quantity of milk of selected cows.
  - 3.5 Visit the dairy co-operatives during occasions of emergency.
  - 3.6 Give vaccination
  - 3.7 Carry out cattle census as per the instruction of the Animal Husbandry Department Director
  - 3.8 Conduct house visits in connection with calf birth verification and cattle camp.
  - 3.9 Control the functioning of the veterinary hospital in the absence of veterinary hospital.
  - 3.10 Besides, the tasks in the sector assigned by the department and the related Panchayat.
  - 3.11 Assist the veterinary hospital in immunity vaccination camps.
  - 3.12 Assist the veterinary hospital in holding classes and exhibitions as part of the knowledge dissemination activities.
  - 3.13 Participate in meetings convened by the Panchayat representing the veterinary hospital in the absence of the veterinary surgeon.
  - 3.14 Collect details regarding cattle in the Panchayat by compiling Herd book and other



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- basic data and update this periodically on the basis of revised information.
- 3.15 Help the Veterinary Surgeon in forming groups of farmers belonging to various groups.
  - 3.16 Conduct quality test of cattle feed sold in the panchayat when complaints arise.
  - 3.17 Assist Veterinary Surgeon in preparing and executing Panchayat projects.
- 3.18 Perform the role in the activities for the maintenance of veterinary hospital, increase in quality of service, and spread of service.
  - 3.19 Assist veterinary Surgeon in organising, execution, and preparation of content of the training programmes.
4. Veterinary Surgeon
    - 4.1 Carry out treatment of cattle after identifying the disease. Carry out minor operations. Contact other institutions for major operations and expert treatment.
    - 4.2 Conduct artificial insemination. Make cattle most profitable to the farmers by treating the cattle which find to get impregnated by holding infertility control camps.
    - 4.3 Prepare projects of the Panchayats in the Animal Husbandry sector. Function as their executive officer. Inspect documents during house visits of farmers.
    - 4.4 Field activities are related mostly to the following
      - 4.4.1 Arrange Insurance coverage for Cattle
      - 4.4.2 Settle insurance claims
      - 4.4.3 Conduct calf birth verification
      - 4.4.4 Carry out census verification
      - 4.4.5 Visit dairy co-operatives and carry out inspection
      - 4.4.6 Visit ICDP sub centres and conduct inspection
      - 4.4.7 Call on Poultry farm and mini dairy unit functioning as part of the panchayat projects, and conduct inspection
    - 4.5 Arrange training in animal husbandry sector with the co-operation of other departments for farmers as per the demand by the farmers' groups. Make arrangements for farmers to get trained at the LMTC functioning at Kudappanakkunnu.
    - 4.6 Arrange cattle farmers for farmers to buy. Provide expert advice for buying good quality cattle.
    - 4.7 Give vaccination to dogs and issue certificates.
    - 4.8 Make available to the farmers the maximum benefits of insurance.
    - 4.9 Apart from projects implemented from the department, arranging layer chicken distribution.
    - 4.10 Moreover, carries out other duties as well as per the instruction of the department.
    - 4.11 Implement awareness creation activities.
    - 4.12 Give leadership to technical activities like preparing questionnaire for basic information survey of animal husbandry sector of the Panchayat, giving training, and compilation of data.

4.13 Report about the unauthorised artificial insemination centres in the panchayat area to the Panchayat and take legal steps to stop their functioning.



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1. Implement activities to provide information to the farmers regarding the limitations and advantages of artificial insemination.
2. Prepare programmes for treatment of calves. Monitor the health status of calves in the panchayat area and give necessary advice to the farmers.
3. Prepare programmes for the care of cattle during pregnancy and dry period. Organise activities to provide information to the farmers about treatment methods.
4. Form various groups of farmers based on data bank. Conduct various knowledge dissemination activities through them.
5. Implement follow up activities to provide information to the farmers regarding various types of treatment methods of goat, chicken rabbit, cow, and she buffalo, sales options, product processing prospects, and new technologies.
6. Give technical leadership to conducting classes and exhibitions.
7. Provide technical suggestions for the functioning of dairy co-operatives and dairy units in the Panchayat area.
8. Take steps to ensure quality of cattle feed being sold in the panchayat.
9. Provide technical assistance for making available to the farmers quality young ones of goat, chicken, duck, rabbit, and cow.
10. Inspect the functioning of the slaughter house in the panchayat. Conduct ante mortem and post mortem tests.
11. Report illegal slaughtering to the Panchayat and adopt necessary steps.
12. 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 licence; selling decayed or meat of infected cattle.
13. Give leadership to awareness creation activities against rabies.
14. If cruelty against animals is reported in the Panchayat area, take action against that,
15. Give leadership to preparing and implementing annual plan for curbing animal-borne diseases together with primary health centres.
16. Prepare annual programme for curbing communicable and non-communicable disease and conduct activities for cubing them.
17. Give leadership to preventive vaccination camps, ring vaccination, and house visits when communicable diseases are fast spreading.
18. Give suggestion for cremation of animals died of disease.
19. Plan notice distribution and house visits.
20. Visit veterinary sub centres in the panchayat area during fixed intervals. Give necessary directives.
21. Visit dairy co-operatives of the panchayat area and provide instruction.
22. Function as a technician in the animal husbandry sector of the Panchayat.



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23. Give shape to necessary combined activities for the development of other development sectors like animal husbandry sector related to agriculture, primary health centres, Panchayat office, and VEOs.
24. 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.
25. Organising of proposed training, responsibility of management committee convenor, training content, and formulation of handbook.
26. Control and supervision over the employees.

## Office Administration

Rules regarding office administration, applicable common and specific to the local self government and institutions under it, do exist.

### 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.

- Name of the institution
- Name of the panchayat  
(Sub centres shall be given its own names)
- Name of Post office
- Pin code

### 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.

### 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, 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 opposite to the names of such persons. The purpose of leave shall also be mentioned; for what responsibility or what implementation of duty. 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 approach 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 register.

Attendance Board (model)

Serial Number	Name of the employee	Official designation	Status of attendance	Information regarding leaving office for official purpose



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#### 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.

#### 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 ads 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 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 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.

#### 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.

#### 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 at 2 pm. 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 panchayat/department shall be sent for the same. Suggestions related to other offices/institutions shall be sent to the head of institution through the panchayat secretary.

If any grievances or complaints regarding the employees or officials are submitted through the box, the same shall be forwarded to the 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 Panchayat president. The officials shall take action in cases where solution has to be found based on the decision of the panchayat and in cases where department-level solutions which require departmental decisions.



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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 increase the quality of service of the institution.

#### Office documents

The following documents shall be kept at the office:

#### Institutional-level documents

1. Attendance register
2. Movement register
3. Salary register

#### Service-related Documents

1. Registers
2. Records
3. Lists
4. Receipts
5. Collected information
6. Reports
7. Minutes, etc

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 chairpersons and presidents are entrusted with the power to ensure that such assignments are executed promptly.

#### Front Office Management

The head of the institution shall authorise in each office specified employees entrusted with receiving the personal/public grievances and demands, give receipts for them,



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classification in related fields, entry, and giving serial number. Enquiry/information communication system shall be in such a way that the following activities could be carried out: Give hints regarding the time limit for making accessible the action taken/ information on action to service owners, remind the employee if necessary, ensure availability of proper information to the service owners.

Front Office Management shall be assigned to the employee just below the head of institution.

1. Receive application, complaint, and grievance.
2. Give acknowledgement receipt.
3. Classify and enter in the primary register.
4. Give number according to item-wise.
5. Hand over item-wise to the concerned official.
6. Give intimation of response according to time schedule.
7. Collect information on time-bound status from the employees.
8. Provide available information on submission of written request to the public by ensuring priority. If there is prescribed fees/rate for the same, charge it and give acknowledgement receipt to the service recipient
9. All information regarding activities of institution/service should be made available to the employee in charge of enquiry/information communication. Other staff would be liable to hand over such information. All incoming and outgoing communication regarding the institution/service should be through this system.
10. Register of applications/complaints
11. Marking with numbers.
12. Entry for acknowledgement for the receipt of the numbered document by the employee.
13. Preparation of Incoming/outgoing register.
14. Counter foil for acknowledgement receipt.
15. Documents regarding right to information.
16. Hand over copy of decision/settlement to all concerned.

All the above mentioned activities shall be carried out through the Front office system. Each employee will be accountable to provide satisfactory information to the enquiries from the front office. The employee in charge of the enquiry/information communication will be duty bound to collect information and provide it to the service-holder.

In case of applications, which require the approval of the President, the head of institution shall submit it for consideration in the legal format. The institution heads will be accountable for submitting those applications which require the approval of the executive committee and obtain approval.

#### Settlement Process

1. The assigned employee shall study the subject after numbering and filing, then mark primary assumptions and submit it to the immediate superior. It shall be submitted to higher ups with signature and ensuring supervision.

2. If the subject is simple and could be settled following normal procedures, the staff could take decision. This shall be entered, signed and the file shall be settled and the settlement may take directly to the enquiry wing. The file may be returned to the concerned employee.
3. In case elaborate examination, or enquiry or trial is needed the officials may be entrusted with and the file could be returned for following proper procedure.
4. The enquiry/information communication wing shall provide the details in the settled file to the service-holders either in the form of order or in other forms.
5. The subjects which could be settled through the panchayat or department shall be sent to them and wait for 15 days. If the reply is received within that period, it shall be handed over to the service owners. If no reply is received within the stipulated period, may be treated as declared settlement and be intimated as such.
6. IT shall be ensured that primary action on any file would be completed only through maximum three officials. The practice of information exchange only after the settled file returning through the same channel shall be avoided and there shall be a mechanism for direct intimation of the settlement. The settled files shall be kept through the concerned official as a public document.
7. The information-enquiry wing shall make certain that those wish to take copies or summary, shall get the facility.
8. Applications/grievances which are received in panchayat office/other office shall be completed according to the time schedule provided earlier and hand over the settlement.
9. In the case of Annexure files too, the above mentioned procedure shall be followed.



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#### Procedures for Resolutions

The Panchayat Secretary, the institution heads who were handed over in the post of ex-officio secretary would be liable to execute various resolutions of the Panchayat Executive Committee. 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 panchayat, the concerned official will be liable to take up damage responsibility.

1. As implementing officials of the panchayat, the officials shall mark their opinion on anything coming for the consideration of the panchayat on related files.
2. The secretary shall submit each item before the Panchayat with such clear opinions.
3. The secretary/ex-officio secretary has the duty to refer, if necessary, any resolution approved by the panchayat for the clarification of the government.
4. The panchayat secretary/ex-officio secretary may demand the reconsideration of the resolution approved by the panchayat if s/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.
5. On the occasion of reconsideration, the panchayat secretary/ex-officio secretary shall be present in person and air/inscribe the opinion.



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6. If the Panchayat revises the earlier decision, that shall be informed the president and it shall be referred to the government for clarification.
7. Wait for 15 days for the clarification and the received clarification shall be implemented after intimating the panchayat. In case the clarification is not received within the stipulated period, treating it as declared clarification, panchayat decision shall be implemented.
8. The information shall be reported to the government.

#### Damage Responsibility Action

If loss occurs to the panchayat due to implementation of duty without following the above mentioned procedure, the concerned official will be responsible. Its compensation may be collected to the panchayat through the revenue recovery with 12 % interest. If loss is occurred while the duty is discharged following the procedures, then the liability will be on the president. [Section 182 (4) (iii)]

If loss occurs to the panchayat due to the lapse in taking timely action, apt enquiry shall be conducted and if the accountability of the respective official is convinced, the loss could be accrued to the panchayat with 12 % in the revenue recovery system. [Section 243 (3)].

#### Provision for Disciplinary Action

The president can conduct enquiry and take simple action against the erring official, in case the panchayat has to take disciplinary action against employee. If severe action has to be taken against the official the same could be reported to the appointing authority of the said employee with the approval of the panchayat. Concerned in-charge should take necessary steps upon the receipt of the report. The action taken shall be reported to the panchayat too. [Section 179 (10)].

The law does not seem to have formulated necessary procedures for investigation/ enquiry. Neither does it clarify that the Kerala Service Rule is made applicable. When the legal provisions and the rule system are in conflict, the legal system gets more validity, and thus the powers of the President become potential. Accordingly, the president is accountable to follow the enquiry procedure.

In this context, legal procedure based natural justice is applicable. While exercising discretion, this principle and procedure must be followed.

#### Natural Justice Principles

1. Opportunity to be heard
  - a. The notice to the concerned parties shall be clear on the subject, time to be present, place, date, day, nature of explanation.
  - b. Presenting the evidence – documentary, direct.

- c. Contradicting the evidence
  - d. Chance to represent
  - e. Answer and settlement with information and cause.
  - f. Right to appeal and opportunity for appeal.
2. Maintain personal self-control, and avoid bias, vested interest, and bad intention
    - a. Personal friendship and animosity shall be avoided.
    - b. Monetary interest and enmity shall be avoided.
    - c. Property-related interest or hostility shall be avoided.
    - d. Department-level interest should be avoided.
  3. Ensure settlement, which is rational, logical, and just.



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#### Stages of legal procedures

- a. memo (intimation)
- b. Explanation (if treated satisfactory, the settlement may be effected and the action may be concluded)
- c. Show cause notice
- d. Explanatory note (if found satisfactory, the settlement may be effected and the action may be concluded)
- e. Enquiry procedure
  - i. Enquiry while retaining
  - ii. Enquiry while suspension
  - iii. Settle the issue with warning.
  - iv. Give monetary fine and settle the issue.
- f. Subsequent action on the enquiry report
  - i. Collection of evidence through, parties, witnesses.
  - ii. Evidence collection through on the spot inspection.
  - iii. Evidence collection through examining documents.
  - iv. Direct trial and chance to be heard.
  - v. Primary settlement – with detailed information and causes.
- g. Appeal application
- h. Settlement of appeal

If there is dispute over the final settlement the affected parties may approach the judicial system for seeking solution. Constitutional redressal method may be utilised.

#### Formulation of Grama Panchayat Plan – Procedures for Implementation

The Veterinary Surgeon has the responsibility to function as the convener of the working group of Panchayat Plan formulation or the implementation official in the formulation and execution of Plan formulation of Grama Panchayat.



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#### Plan Formulation

1. Panchayat Executive committee assigns Veterinary Surgeon as the convenor of the working group in the animal husbandry sector through an executive decision.
2. The Veterinary Surgeon shall prepare and present each year a review report of the last year's projects in the animal husbandry sector at the meeting of the working group for Plan formulation.
3. 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.
4. Thereafter, the responsibility of convening the working group in necessary stages shall be taken up by the Veterinary Surgeon.
5. 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 following – suggestions to be included in the plan document to be printed and distributed at the Grama Sabha, and the amount required for the same.

#### Participate in Grama Sabhas

1. The staff of the Veterinary Hospital shall participate as the co-ordinators of the Grama Sabhas as decided by the Grama Panchayat.
2. Apart from this, the employees shall attend the Grama Sabhas and Development Seminars and participate in those groups where discussions regarding their institution are held. They shall give necessary explanations as and when required.
3. The Veterinary Surgeon shall effect necessary changes in the Plan suggestions taking into considerations the suggestion from the Grama Sabhas and present the same at the Development Seminar.
4. The Veterinary Surgeon is bound to prepare projects in the animal husbandry sector with the approval of the Panchayat Executive Committee as per the suggestions finalised 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.
5. The Veterinary Surgeon is liable to effect suggested alterations in the projects prepared according to the decision of the Panchayat Committee and submitted for approval of the Technical Advisory Panel.

#### Plan Implementation

1. The Veterinary Surgeon shall function as the implementing official of the projects in the animal husbandry sector as decided by the Panchayat Executive committee.
2. The Veterinary Surgeon shall give letter to the Panchayat President requesting sanction of necessary amount for the implementation once the Panchayat Executive Committee intimates decision on the implementation after plan approval.
3. The President shall give instruction on paper to the secretary for releasing the amount.
4. The Secretary would release the legally deserving amount for plan implementation

- through the Treasury.
5. Implementing official shall receive the amount from the treasury in person.
  6. The implementing official shall submit report to the secretary regarding the expenditure on the allotment by the secretary before the 5<sup>th</sup> of each month.



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#### Give Explanation to the Audits

The Veterinary Surgeon is liable to provide documents and explanations during audit for projects when s/he was the implementing official.

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 s/he was in charge. While s/he is unable to present in person subordinate staff should be assigned to be present with required information.

## Monthly Planning and Evaluation

Numerous limitations stand between assessing monthly activities of veterinary hospital and planning the activities for next month. Existing facilities are insufficient for continuous evaluation of the functioning of the hospital. No system is in place to gather objectively prompt feedback from the beneficiaries on the functioning of the hospital. Hence information necessary for effective planning is not forthcoming. Moreover, no serious intervention by people's representatives and local community occurs for improving the functioning of the institution.

The above mentioned factors are a stumbling block in tuning the functioning of the hospital as per the requirements of the society and for constant enhancement of service quality. The new planning assessment system aims at overcoming these limitations.

### 1. Evaluation – for planning system

Two important factors do exist.

- 1.1 Internal Evaluation System
- 1.2 External Evaluation System

#### *1.1 Internal Evaluation System – Planning System*

Internal evaluation system consists of four components.

1. Monthly staff meeting held at veterinary hospital consisting of employees of veterinary hospital and ICDP sub centre.
2. Joint meeting of heads of transferred institutions and Panchayat committee held at the panchayat level towards the month end.
3. Staff meeting including standing committee members held after the Panchayat level meeting at the veterinary hospital.
4. Meetings of Panchayat Development Standing Committee and Steering Committee.

#### *1.2 External Evaluation – Planning System*

External evaluation planning system has four components.

1. Institutional Management Committees
2. Grama Sabha
3. Voluntary Organisations – Kudumbashree – general public
4. Complaint / suggestion box

##### *1.1.1 Monthly Planning evaluation and report preparation*

Prior to the panchayat level review meeting held at the end of each month, veterinary hospital staff and sub centre staff should meet under the leadership of veterinary surgeon at the veterinary hospital and prepare an evaluation report of one month's activities till

then. It should include the following activities.

1. Specific activities of veterinary hospital
2. Specific activities of ICDP sub centres
3. Implementation of Panchayat projects
4. Implementation of central and State projects
5. Compilation of information from registers (patients, diseases, medicines, stock, etc)
6. Field visits
7. Observations
8. Knowledge dissemination activities
9. Special programmes conducted by the institution
10. Complaints / suggestions received about the institutions
11. Things which require the intervention of the Panchayat



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The minutes containing the details of the above shall be kept at the office and the hand written copy of the minutes shall be signed by the veterinary surgeon and submitted to the Panchayat level meeting. Together with this, copies of letters and announcements received each month with regard to veterinary hospital shall also be submitted. Besides, agenda and notes of decisions to be taken by the 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, Panchayat office, etc) shall be given together with this report (e.g., Slaughter, meat processing, sales, waste processing, communicable diseases, animal-borne diseases, etc).

#### *1.1.2 Preparation of Activity Calendar for next month*

A draft indicating what shall be the activities of next month and how they shall be must be prepared together with the evaluation of previous month plus 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 Panchayat level meeting and her /his suggestions should be incorporated and submitted for consideration at the Panchayat Level meeting. It shall consist what are the responsibilities of each employee.

##### *1.1.2.1 Responsibilities*

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

##### *1.1.3 Panchayat Level Evaluation Meeting*

Every month on the working day of the third week, a complete meeting of the heads of institutions transferred at the Panchayat level and the Panchayat committee meetings. The following activities will be held at the meeting.



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1. Introductory presentation of the President
2. Presentation of evaluation reports of last month's institutional activities by the institutional heads
3. Presentation of department projects, Central – State projects, Department letters / intimations related to the institutions
4. Evaluation of development programmes and service efficiency
5. Presentation of complaints / suggestions by general public
6. Response of the people's representatives
7. Presentation of coming month's activities approved by the Standing committee and Panchayat Committee
8. Other issues

#### *1.1.3.1 Responsibility*

Veterinary Surgeon is accountable for presenting the evaluation report and future activity plan in the prescribed format at the Panchayat level review meeting. S/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 within three days of the sitting.

#### *1.1.4 Staff meetings in the office during beginning of the month*

After the evaluation planning meeting at the Panchayat staff meeting including the Development Standing committee members shall be met at the Veterinary hospital. The responsibility of the standing committee in managing the veterinary hospital is equally important as the staff. Hence the participation of standing committee members shall be ensured in staff meetings.

#### *1.1.4.1 Convening the meeting*

Veterinary surgeon shall convene the institutional meeting consisting of standing committee members at the veterinary hospital. This meeting shall be held on a working day in the first week of a month after the Panchayat level review meeting. The date and agenda of the meeting shall be decided by the veterinary surgeon in consultation with the president and chairman of development standing committee. The intimation about the meeting shall be given to the staff and standing committee members before two working days.

#### *1.1.4.2 Managing the Meeting*

Standing committee chairperson shall preside over the institution level staff meeting. This meeting must have the following agenda.

1. Panchayat level evaluation review – discussion following reading of minutes of the

- meeting
2. Presentation of last month's work report – Assessment
  3. Institutional performance – field activity – evaluating knowledge dissemination activities
  4. Examination of suggestions / complaints and deciding necessary action
  5. Planning of next month's functioning – enriching draft programme
  6. Common views



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#### *1.1.4.3 Entering meeting procedure and preparing minutes*

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.

#### *1.1.5 Panchayat Steering Committee*

Panchayat Steering Committee consisting of President, Vice-President, chairpersons of Standing committees, and secretary will meet every Saturday in the morning (If Saturday is a holiday, then Friday). This meeting will examine the minutes of staff meetings and management committees of institutions like veterinary hospital and take necessary decisions and the same would be handed over to standing committee for follow up actions.

#### *1.1.6 Standing Committee Meetings*

Development standing committee will meet twice a month. Reports handed over by steering committee and of those institutions coming under the development standing committee shall be looked into. Standing Committee action plan co-ordinating activities of various institutions shall be prepared at the meeting. Veterinary surgeon shall attend the meeting as the department secretary and help the committee in entering the session proceedings and the preparing the minutes.

Veterinary surgeon shall compulsorily attend the standing committee meeting which prepares the action plan for next month.

### *1.2 External Planning Evaluation System*

#### *1.2.1 Management Committee meeting*

Veterinary Hospital Management Committee is the system by which the functioning of the hospital is evaluated by people outside the institution and an opportunity is enabled where local community is given participation.

This is, in a sense, an external evaluation system. Hospital management 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 and development standing committee. Committee shall be convened by the Veterinary surgeon. The members shall be intimated at least three days before the meeting.



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#### *1.2.1.1 Agenda*

The Agenda shall consist of the following.

1. Minutes of the management committee of the previous month
2. Working report of the previous month (Presented at the Internal planning evaluation meeting)
3. Complaints / suggestions received in relation to the institution; the steps taken on the basis of them
4. Activity programmes for the next month (Presented at internal evaluation planning meetings)
5. Social assessment of the functioning of the veterinary hospital for a month; division of labour of committee members
6. Preparation for organising planning, implementation, monitoring, social auditing, Grama Sabhas, and training

#### *1.2.1.2 Management Committee – Guidelines for functioning*

1. Veterinary Hospital Management Committee shall be the forum to assess the activities of the hospital comprehensively.
2. Management 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 hospital.
3. Management committees shall be willing to take leadership role in finding ways to reduce treatment expenses and treatment expenses and forming farmers' collectives.
4. Help paste news regarding the veterinary hospital in the news board of the hospital and news boards of other institutions.
5. Ensuring that the method of handling complaints and suggestions is satisfactorily.

## Complaint Redressal System

### 1. Suggestion / Complaint Box

Panchayat Committee has developed a system by which general public of the grama panchayat can submit complaints and suggestions regarding the Panchayat and transferred institutions and finding a solution to these problems. Panchayat has envisioned this as a system which will double as a common complaint system which will settle the complaints and quarrels existing among the general public.

#### *1.1 Implementing system*

In the Panchayat office and in the transferred institutions including veterinary hospital complaint box has been installed in front of the office which can be easily visible to the general public.

The key of the complaint box shall be kept with the head of the institution. The complaint box shall be opened at 2 pm every Friday. The complaint box shall be opened and the complaints inside shall be sorted. Complaints / suggestions shall be sorted in the following lines: complaints regarding the veterinary hospital. Complaints about other transferred institutions, complaints about the Panchayat, individual complaints, and public interest suggestions.

The complaints/ suggestions so sorted shall be entered in a register. The register shall have six columns.

Serial Number of complaint	Name and Address of the petitioner	Date of Submission	Nature of suggestion / complaint	Action taken	Remarks
----------------------------	------------------------------------	--------------------	----------------------------------	--------------	---------

The first three columns shall be entered in the register the day when the complaint box is opened. The fourth column shall contain information on the complaint –which institution is mentioned in the complaint; the content of the complaint. After the receiving the complaint, the fifth column shall mention what action was taken on the complaint. The last column shall indicate the date on which the complaint was settled wholly.

#### *1.2 Complaints and Suggestions related to Veterinary Hospital*

1. Suggestions and complaints related to veterinary hospital which could be easily settled and that too by the veterinary surgeon shall be settled immediately. The details regarding this shall be reported in the next staff meetings and management committee.
2. Serious complaints regarding the functioning of the office staff, and their behaviour, and field activity shall be presented at the very next staff meeting and management committee.



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3. Complaints and suggestions regarding infrastructure and which require people's support shall be presented at the staff meeting and management committee in the presence of the standing committee.
4. Veterinary surgeon shall reply to the complainant about the accepted complaint and the action taken on that within seven days.
5. Other complaints which are not directly related to the veterinary hospital shall be entered in the register and put it in a sealed cover and brought to the panchayat office. The complaints brought from the veterinary hospital to the panchayat office shall be entered in a register kept at the register by an official assigned by the panchayat secretary. These complaints shall be examined at the steering committee and take steps to settle it and the same shall be communicated to the complainant by the panchayat. The reply sent to the petitioner shall indicate within how many days the decision would be taken.
6. These decisions shall be published on the notice board of the panchayat office on the specified date itself.
7. The secretary shall report the suggestions / complaints received from each office and the actions taken on the same to the monthly meeting of institutional heads held at the end of the month.
8. Complainants related to complaints and quarrels which shall be considered by the claim settlement forum at the Panchayat level shall be either summoned directly or contacted directly. The issue shall be settled and the settlement conditions shall be displayed on the panchayat notice board.

## People's Organisational Arrangements

Veterinary hospital is an institution which provides direct services to the people of the Grama Panchayat. Hence, this institution has the responsibility to function identifying the needs of the society. The institution's functional objective turns complete only when the people too are able to intervene in its functioning.

Many farmers' collectives are functioning in connection with the animal husbandry sector. There are farmers who rear cow, goat, chicken, rabbit, and pig as small units or as large units. There are many persons who sell milk, egg, and meat and their by products. Veterinary hospital is liable to function according to their needs. However, owing to resource limitation, the veterinary hospital may not be able to function satisfying needs of all.

By forming farmers' collectives which have similarities in nature and linked through employment requirement, and working with them, advancement could be achieved in this sector and requirements of the people can be met.

Many people's systems like dairy co-operatives and mini dairy units which are supposed to go in tandem with the animal husbandry department are functioning in the panchayat. Veterinary Hospital management committee is the principal on which is functioning as per the order of the Panchayat committee.

Veterinary Hospital management committee has been formed to make available active intervention and presence of people's representatives, and to ensure people's participation in the management the institution, taking decisions regarding the institution, and evaluating and improving the functioning of the institution.

### Structure of Veterinary Hospital Management Committee

It will have 15 members.

- |                  |   |   |
|------------------|---|---|
| Chairperson      | - | President   |
| Convenor         | - | Doctor  |
| Vice-Chairperson | - | Development Standing Committee chairperson              |
| Members          | - | Grama Panchayat Vice-President                          |
|                  | - | Members of the Panchayat Development Standing Committee |
|                  | - | Ward member of the locality of the institution          |
|                  | - | Two voluntary activists                                 |
|                  | - | Two Dairy cooperative workers (representatives)         |
|                  | - | Two representatives of Women Self Help Groups           |
|                  | - | One Bank / financial institution representative         |

- Suggestion
1. One of the voluntary activists shall be assigned as the unofficial co-ordinator of this committee.



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2. Agriculture Officer, and VEO / LVEO should be participated as official invitees.
3. One-third of the total members of the committee should be women.
4. Representatives of Dairy Development Co-operatives, Co-operatives, and Self Help Groups should be nominated based on criteria. The Panchayat Committee should approve and publish the criteria.
5. The members shall be decided and suggested by the panchayat.

### Tasks of the Managing Committee

#### *2.1 Management of Veterinary Hospital*

1. Convert the activities of the veterinary hospital according to the requirements of the farmers.
2. Function as a support system which provides necessary assistance to the officials in the functioning of the hospital.
3. Ensure people's participation in the management of the hospital.
4. Settle complaints regarding the quality level and availability of the service of the hospital and ensure smooth functioning.

#### *2.2 Evaluation*

1. Constantly evaluate the activities of the hospital.
2. Assess the hospital services, central and state government projects, Panchayat projects, and knowledge dissemination activities at the monthly meetings.
3. Ensure that the services are made available to the general public within the time frame mentioned in the citizen's charter.
4. Examine the suggestions and complaints related to the veterinary hospital and find prospects for the settlement of the same.

#### *2.3 Ensure Transparency*

1. Provide information regarding the functioning of the veterinary hospital.
2. Ensure that the attendance board of the employees are maintained properly.
3. If complaints arise regarding the service of the veterinary hospital and the staff, find solution to them.

#### *2.4 Planning*

1. Weekly meetings at the hospital shall be held on the last working day and evaluate the activities of the previous week. The meeting shall complete the registers, documents, statistics, observations, field activities, and farmers' responses and shall review the action plan for the next week shall be enriched by reviewing it.
2. Accept the details of the complaints and suggestions received from the complaint box.

3. Office management committee meeting held at each month shall work out the activities for the next month.
4. Plan necessary activities needed for programmes which require people's participation and support.



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*2.5 The following things should come for the consideration of the Veterinary Hospital Management Committee*

1. Carry out necessary organising activities for the data collection related to the animal husbandry sector of the Panchayat.
2. Provide support to carry out planning necessary activities based on the collected data.
3. Provide assistance to the veterinary surgeon for identifying the unauthorised functioning of artificial insemination centres in the panchayat area and preventing them.
4. Evaluate the implementation of special programmes for calf treatment, Pregnancy period – dry cow care and provide necessary suggestions and assistance.
5. Provide organisational assistance for holding infertility eradication camps.
6. Carry out organisational work for forming various farmers' group. Give support to their activities. Evaluate their functioning.
7. Evaluate the functioning of dairy units and diary co-operatives in the panchayat area. Give assistance for improvement.
8. Plan various knowledge dissemination activities like classes, exhibitions, and trainings for various farmers' groups under the leadership of the veterinary hospital. Evaluate their implementation.
9. Plan various projects for production of meat and egg. Evaluate performance.
10. Ensure that the benefits distributed through the veterinary hospital are reaching the genuine beneficiaries.
11. Assess the performance of slaughter house – meat processing plant in the panchayat area and provide necessary suggestions.
12. Organise required training for the farmers.
13. Provide assistance in planning preventive action against animal-borne diseases, epidemics, non-epidemics.
14. Carry out organising activities necessary for their implementation. Appraise the activities.
15. Take stock of the functioning of the meat sales counters in the panchayat area and conduct an appraisal of their functioning.
16. Help in organising rabies eradication activities; evaluate operations.
17. Report cruelty against animals which comes to notice in the panchayat area. Appraise the actions taken.
18. Assess the infrastructure facilities of the veterinary hospital give suggestions for improvement.
19. Discuss the response to the treatment at the veterinary hospital. Give necessary suggestions.
20. Evaluate field activities on a monthly basis. Provide required suggestions.



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21. When additional medicines are required, ask the panchayat to make the purchase.
22. Evaluate the performance of sub centres and artificial insemination centres.
23. Conduct an appraisal of the performance of the employees.
24. Prepare institutional audit report for presenting at the Grama Sabha.
25. Evaluate the maintenance of Attendance Board, New Board, and Complaint Box at the Veterinary Hospital.
26. Conduct organising activities necessary for camps and house visits and evaluate their execution.
27. Provide assistance to prepare an action plan under the leadership of the veterinary hospital for curbing animal-borne disease, communicable diseases, and non-communicable diseases in the beginning of the year.

## Innovative Programmes

1. A comprehensive data collection of the birds and animals of the panchayat should be conducted.
2. A map should be prepared detailing the various activities for animal husbandry and its prospects.
3. A scientifically designed slaughter house should be established.
4. Milk procurement, processing, and packing unit, making available necessary milk to the panchayat, in the brand name of the panchayat – *Karakulam Milk* should be established.
5. Establish a trade and industrial unit producing various products from milk, egg, and meat.
6. An institute with standard quality shall be established for teaching technologies creating various products from milk, egg, and meat, and for giving training on how to process them to suit local use.
7. A reproductive and sales centre of pet animals belonging to various species and have demand may be opened.

## Resources

1. Resources for the functioning of the veterinary hospital are made available from various sources.
2. Medicines and equipment for the day to day functioning of the hospital is made available from animal husbandry department. Besides this, on required occasions, this may be bought from the Grama Panchayat.
3. At present, the salary of the employees is paid by the government.
4. Allotment for the maintenance work of the hospital is received as maintenance grant from the grama panchayat.
5. Veterinary hospital also receives financial assistance for various animal husbandry activities as part of state and central government projects.
6. For insemination activity and pet animal treatment, veterinary hospital gets specific amount by way of fees.
7. Moreover, the amount for organising camps and awareness creation activities is received from the grama panchayat and the department.
8. The amount allotted by Grama, Block, and District Panchayats for the activities in the animal husbandry sector is spent through veterinary hospital. Additional resources for the functioning of the veterinary hospital are made available from the Grama Panchayat projects.

### Prospects of Fresh Sources of Income

1. As part of the management of slaughter houses, the income for activities in the animal husbandry sector will be received by the grama panchayat.
2. If registration of birds and animals are held as suggested in the Guideline, the veterinary hospital will have additional source of income.
3. As part of the programmes to convert bio-waste into manure and its sale, grama panchayat can find additional income.
4. If authorised meat sale counters could be opened, that will turn out to be an additional source of income.

## Co-ordination

Veterinary Hospital is an institution functioning under the Grama Panchayat. To improve its functioning, co-ordinated work with institutions both under the panchayat and institutions not under the panchayat is needed. Activities shall be planned in co-ordination with Krishi Bhavan, Primary Health Centre, financial institutions, dairy societies, Panchayat office, sales centres, electricity department, engineering wing, social welfare centres, and educational institutions.

1. Relation that may be established between Panchayat and Veterinary Hospital
  1. Veterinary hospital is an institution functioning under the purview of Panchayat.
  2. Some of the inevitable responsibilities in the animal husbandry sector to be implemented by the Grama Panchayat will be executed through the veterinary hospital.
  3. Responsibilities like functioning of slaughter houses and sale of pure meat are executed by the panchayat through the Veterinary Hospital. Panchayat is implementing tasks related to public health and preventing animal-borne diseases and communicable disease through the veterinary hospital.
  4. Grama Panchayat co-ordinates various institutions to assist the functioning of the veterinary hospital.
2. Veterinary Hospital and Krishi Bhavan
  1. Veterinary hospital and Krishi Bhavan have to work in unison on various issues.
  2. Krishi Bhavan is accountable for helping to cultivate fodder grass to enrich animal husbandry
  3. Making required hay available for animal husbandry sector through the promotion of paddy cultivation also forms part of the activities of the Krishi Bhavan.
  4. (for solid food for the animals in the animal husbandry sector) Products necessary for cattle feed is produced by the agriculture sector.
  5. The residue of the animals in the animal husbandry sector (cow dung, feed waste, etc) is the vital bio-manure for the agricultural progress.
  6. As part of mutual co-ordination, organising of biogas plant, combined waste processing plant, agricultural related food sales system, etc are possible.
  7. Projects of the Panchayat in the agriculture sector are formed by the joint effort of the Krishi Bhavan and veterinary hospital.
  8. For preparing farm plans, combined effort of Krishi Bhavan and veterinary hospital is required taking into consideration of the specialities of each plot.



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9. Combined effort of Krishi Bhavan, veterinary hospital and health systems should be put in the following matters: Chicken rearing, Pig rearing, and installation of biogas plant.

### 3. Veterinary Hospital and Primary Health Centre

1. Public health care is the task of the Primary Health Centre. However, sometimes, these two institutions will have to work together.
2. Veterinary Hospital, Primary Health Centre and Panchayat will have to work unitedly for curbing rabies.
3. Primary Health Centre, Krishi Bhavan, and Panchayat will have to work together for eradication of rat fever.
4. Grama Panchayat, Primary Health Centre, Veterinary Hospital, and Krishi Bhavan shall put in combined effort in preparing projects for controlling slaughter houses and waste processing.
5. Co-ordinated activities of Krishi Bhavan, Veterinary Hospital, and health systems shall be in place under the Panchayat system for preventive activities against communicable diseases, containing animal-borne diseases, and cleaning and health activities. The representatives of above mentioned institutions shall be members of panchayat level committees for epidemics preventive actions.

### 4. Veterinary Hospital and Schools

Schools, veterinary hospitals, voluntary social organisations, and Panchayat have to effect co-ordinated functioning to disseminate knowledge among school children about treatment of birds and animals, the need to protect them, reacting against the cruelty towards the birds and animals.

### 5. Veterinary Hospital and Police

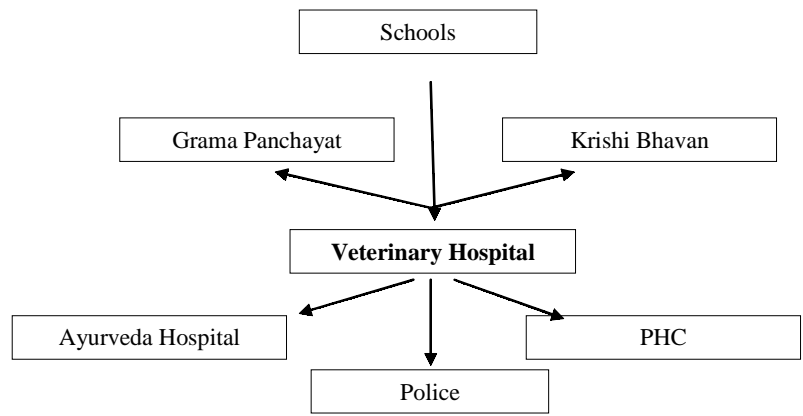
Grama Panchayat, Veterinary Hospital, and Police station will have to put in co-ordinated effort in preventing cruelty against animals.

### 6. Veterinary Hospital and Excise

To orchestrate travel restriction and import of animals, veterinary hospital, grama panchayat, and excise department will have to work unitedly.

### 7. Financial Institutions and Veterinary Hospital

There are many activities related to animal husbandry sector. People will require loans to work and find employment in this sector. Veterinary hospital, financial institutions, and grama panchayat will have to put down co-ordinated effort in arranging facilities for making available such loans for those who are need of it.



Annexure  
Out Patient Record

Number.....

Date.....

Name and Address of Owner

Type:

Species:

Male/Female:

Age:

Colour:

Info about disease in brief:

Info about disease identification:

Disease Identification:

Date.....

Hospital:



## Artificial Insemination Register

Sl. No.	Semen Details	Details of calf / cow	Full Address of owner	No. Of 1 <sup>st</sup> insemination	Date of 2 <sup>nd</sup> repeated insemination	Date of 3 <sup>rd</sup> repeated insemination	Time & date of insemination	Receipt No.	Date of pregnancy test and signature of the official who conducted the test	Remark:Details like Date of delivery / death, exchange, etc

## Semen Account Register

1. Name of the Centre.....

Date received	Semen Bullock / buffalo	Liquid Nitrogen	Sheath	Date of use	Semen	Insemination bullock / buffalo	Shith no.	Balance Bullock / buffalo / total	Signature of Livestock Inspector

ANIMAL HEALTH MANAGEMENT INFORMATION SYSTEM (NIC – MISAH)  
Monthly Report

1. District code		2. Institution Code	
3. Month & Year		4. Cases Treated	

Discases	Cattle	Buffaloes	Goats	Pigs	Dogs	Poultry	Ducks	Cats	Elephants	Others
A1 Digestive Disorders										
1. Anorexia/ Dyspepsia										
2 Enteritis										
3 Impaction										
B Respiratory Diseases										
C1 Metabolic DiseasesKetosis										
2 Parturient Paresis/ Eclampsia										
3 Other Metabolic Diseases										
D Deficiency										









## 5. Infectious Diseases – Outbreaks and Vaccinations

Disease	Ou tbreak	Confirmed by Lab (Y/N)	Animals				If Outbreak Panchayath Code	
			Species	Affected/ Treated Nos.	Died Nos	Vacci nated Nos.	1	2
1 Foot & Mouth Disease								
2 Rinderpest								
3 Anthrax								
4 Black Quarter								
5 Haemorrhagic Septicaemia								
6 Infectious Bovine Rhino-tracheitis								
7 C.C.P.P.								
8 Swine Fever								
9 Ranikhet Disease								
10 Fowl Pox								
11 Infectious Bursal Disease								
12 Marek's Disease								
13 Duck Virus Hepatitis								
14 Duck Plague								
15 Canine Distemper								
16 Parvovirus								
17 Others								
18 Brucellosis								

## 6. Anti-Treatment and Vaccinations

Particulars	Cattle	Buffaloes	Goats	Dogs	Others
a Prophylactic					
b Post exposure					
c Deaths					
1. Before Vaccination					
2. After Vaccination					

7. Laboratory Tests		8. Extension Service	
a Faeces		a Camp Dispensaries	
b Urine		b Group Discussion/Study Class	
c Blood		c Pamphlets distributed	
d Milk		d Film shows	
e Skin scraping		e Seminars	
f Post mortem (i) Animals (ii) Birds		f Cattle show/Calf rally/Exhibition	
g Others		g Infertility camps	
		h Farmers sponsored for training	
		i Insurance Certificate issued	

## 9. Expenditure Incurred – Head of Account 2403

Bill No.	Gross Amount (Rs)	Minor head	Sub head	Detailed head	Object head	Date of encashment	If Plan enter P

10. If rent paid, months to which the payment relates

		/			to			/		
--	--	---	--	--	----	--	--	---	--	--

11. Receipts – Head of Account 0403

Chalan No.	Gross Amount (Rs.)	Minor head	Sub head	Date of remittance

12. Vehicle

Registration number	Roadworthy (Y/N)	Kilometers covered	Fuel consumed (litres)	Cost of repairs	Cost of spare parts

13. Working condition (Y/N)

(a) Refrigerator		(b) Microscope	
------------------	--	----------------	--

14. Vacancy Position (Details of relief)

Designation	Name of officer	Date of relief
		/ /
		/ /
		/ /

15. Vacancy filled up (Details of joining)

Designation	Name of officer	Date of relief
		/ /
		/ /
		/ /