



**GOVERNMENT OF KERALA  
DEPARTMENT OF ANIMAL HUSBANDRY**

**MANUAL  
OF  
ANIMAL HUSBANDRY  
DEPARTMENT**

**REVISED EDITION 2018**

*(ISSUED UNDER THE AUTHORITY OF GOVERNMENT OF KERALA)*



Government of Kerala  
**Department of Animal Husbandry**

## **Department of Animal Husbandry**

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## **Message**

*I have immense pleasure to learn that the Department of Animal Husbandry is publishing its revised Manual as a part of department's commitment to ensure public health through improvement of animal health and animal welfare activities for the betterment of the farming community.*

*I am confident that this revised AHD Manual with updated laws, regulations and polices formulated by the Government of Kerala for the integral development of livestock and poultry in the State will act as a platform for presenting and sharing the preconditions needed for supporting Veterinarians in delivering their duties and responsibilities to the society and to the public in general and will be of immense assistance to the entire staff.*

*I take this opportunity to congratulate each and every one of you for your contribution in completing this long awaited task in a successful manner.*



**Adv. K. RAJU**  
*Minister for Animal Husbandry*



## **Message**

*I am very happy to announce that the much awaited requisite for a more comprehensive and updated manual for the animal husbandry department to assist the officers in day to day administration and execution of Veterinary Health Care is successfully fulfilled with the publication of revised AHD Manual.*

*I consider it as a great privilege and honor to be a part of veterinary fraternity at this moment and thank each and every staff of the department for your valuable support, cooperation and contribution towards achieving this goal.*

A handwritten signature in black ink, appearing to be 'Anil Xavier', written over a horizontal line.

**Anil Xavier IAS**  
Secretary, Animal Husbandry



## **Preface**

*Over the years, the department of animal husbandry has established an extensive outlay of infrastructure facilities to ensnare and draw level with the tremendous advancements happened in the fields of Veterinary Science and information technology through the initiatives taken by the State Government in its quest for crafting a better future for the farming community. For ease of administration the rules, regulations and policies of the sector were constantly improved up on by the policy makers but the AHD Manual published in 1964 remained obsolete without any revision.*

*With immense pride and pleasure I present before you the revised Manual of Animal Husbandry Department incorporating updated rules, regulations, polices and programmes formulated by the Government of Kerala for the improvement of animal health and animal welfare activities in the State.*

*I sincerely hope that this revised AHD Manual will offer a rich reference to all end users in imparting day to day administration of departmental activities in an accurate and efficient manner for the betterment of the community.*



**Dr. N.N. Sasi**  
Director of Animal Husbandry





## **Acknowledgement**

*I express my deep sense of indebtedness and utmost gratitude to **Adv. K. RAJU**, Minister for forest, Animal Husbandry and Dairying for his generous encouragement, valuable suggestions and help rendered in all possible ways for the publication of the revised AHD Manual.*

*I am grateful to all members of the scrutiny committee **Sri. Anil X. IAS, Secretary**, Animal Husbandry; **Smt. P.R. Sreelatha**, Additional Secretary, P & AR Department; **Sri. P. Gopakumar**, Deputy Secretary, Finance Department; **Dr. K.K. Jayaraj**, Additional Director, Animal Husbandry Department; **Dr. K. Udayavarman**, retired Additional Director of Animal Husbandry Department & Consultant NDP PT Project for the keen interest shown in the revision process and your valuable suggestions.*

*The earnest and dedicated efforts extended by **Dr. Rayne Joseph**, Assistant Director, Animal Husbandry Department in bringing out this revised manual is sincerely appreciated.*

*I acknowledge the sincere support and direct or indirect contribution of all my colleagues and staff members for the successful completion of the revision of AHD Manual.*



**Dr. N.N. Sasi**  
Director Animal HUsbandry



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**MANUAL OF ANIMAL HUSBANDRY DEPARTMENT**

Revised Edition 2018

**CHAPTER I****ORGANIZATION  
OF  
ANIMAL HUSBANDRY DEPARTMENT**

- Section 1**     **Definitions**
- Section 2**     **Department of Animal Husbandry**
- Section 3**     **Administrative set up**
- Section 4**     **Institutions handed over to Local Self Government**



## CHAPTER I: ORGANIZATION OF ANIMAL HUSBANDRY DEPARTMENT

### SECTION 1: DEFINITIONS

#### 1. Definitions

For the purpose of this Manual unless otherwise specifically stated

1. **“Government”** means the Government of Kerala.
2. **“Department”** means the Department of Animal Husbandry, Government of Kerala.
3. **“Director”** means the Director of Animal Husbandry, Kerala.
4. **“Directorate”** or the **“Head office”** means the office of the Director of Animal Husbandry, Kerala, Thiruvananthapuram.
5. **“Controlling Officer”** means a head of a Department/Office or other departmental officer who is entrusted with the responsibility of controlling the incurring of expenditure and the collection of revenue by the subordinate authorities of a department.
6. **“Emerging disease”** means a new infection resulting from the evolution or change of an existing pathogenic agent, a known infection spreading to a new geographic area or infection, or a previously unrecognized pathogenic agent or disease diagnosed for the first time and which has a significant impact on animal or public health.
7. **“Disinfection”** means the application, after thorough cleansing, of procedures intended to destroy the infectious or parasitic agents of animal diseases, including zoonoses this applies to premises, vehicles and different objects which may have been directly or indirectly contaminated.
8. **“Eradication”** means the elimination of a pathogenic agent from a country or zone
9. **“Hazard”** means a biological, chemical or physical agent in, or a condition of, an animal or animal product with the potential to cause an adverse health effect.
10. **“Incidence”** means the number of new cases or outbreaks of a disease that occur in a population at risk in a particular geographical area within a defined time interval.
11. **“Incubation period”** of a disease means the period which elapses between the introduction of the pathogen into the animal and the occurrence of the first clinical signs of the disease.
12. **“Infection”** means the invasion of the body or a body part by a pathogenic organism which multiplies and produces harmful effects on the body’s tissues.

13. **“Infected zone”** means a zone in which the absence of the disease under consideration has not been demonstrated.
14. **“Infectious period”** means the longest period during which an affected animal can be a source of infection.
15. A **notifiable disease** is any disease that is required by law to be reported to government authorities. The collation of information allows the authorities to monitor the disease and provides early warning of possible outbreaks.
16. **“Patient”** means an animal or a bird being treated or managed or advised to be treated or managed by a veterinarian.
17. **“Prevalence”** means the total number of cases or outbreak that are present in a population at risk in a particular geographical area, at one specified time or during a given period.
18. **“Profession”** means veterinary profession
19. **“Sanitary measure”** means any measure applied to protect animal or human health or life within a specified objective territory, from risks arising from the entry, establishment or spread of a hazard.
20. **“Disease Surveillance”** means the investigation of a given population or subpopulation to detect the presence of a pathogenic agent or disease.
21. **“Specific surveillance”** means the surveillance targeted to a specific disease or infection or condition.
22. **“Surveillance zone”** means a zone established within, and along the border of, a free zone separating the free zone from an infected zone. The surveillance zone should have an intensified degree of surveillance.
23. **“Veterinarian”** means a veterinary graduate who has a valid veterinary council registration as per Indian Veterinary Council Act 1984.
24. **The term “livestock” includes** Cattle – both cross-bred and indigenous, Buffaloes, Goats, Pigs – both cross-bred and indigenous, Dogs- domesticated and stray or ownerless, Elephant-tamed, Sheep, Cats, Rabbits, Horses & Ponies, Mules, Donkeys and Camels.
25. **The term “poultry” includes** Fowls (both desi & improved), Ducks, Turkeys, Quails, Pet birds and other birds for egg and meat production.
26. **“Veterinary Para-professional”** means a person who is authorized by the veterinary statutory body to carry out certain designated tasks (dependent upon the category of veterinary para-professional) in a country, and delegated to them under the responsibility and direction of a veterinarian. The tasks authorized for each category of veterinary para-professional should be defined by veterinary statutory body depending on qualifications and training, and according to need.
27. **“Zoonosis”** means any disease or infection which is naturally transmissible from animals to humans and vice versa.



## CHAPTER I: ORGANIZATION OF ANIMAL HUSBANDRY DEPARTMENT

### SECTION 2

## DEPARTMENT OF ANIMAL HUSBANDRY

### 2. Introduction

The Department of Animal Husbandry, Kerala came into existence in the year 1956, following the formation of the Kerala State. During the reorganization in 1956, the then existing Travancore -Cochin Animal Husbandry Department, which was redesignated in 1951 from the Veterinary Department of the erstwhile Travancore-Cochin State was designated as the Animal Husbandry Department of Kerala.

This department was established with a view to render service to humanity by facilitating better animal health care through alleviating the suffering of sick animals, prevention and control of animal diseases, improving animal production, ensuring veterinary public health and to act as a regulatory body in animal husbandry sector etc.

#### Objectives

1. Render veterinary health care.
2. Strengthening the livestock and poultry population of the State in terms of number and quality.
3. Increasing the production of milk, egg and meat
4. Alleviating the suffering of animals.
5. Eradication and control of animal diseases.
6. Effective control of zoonotic diseases.
7. Effective implementation of breeding policy.
8. Creating more self-employment opportunities in the Animal Husbandry sector.
9. Conduct Research & Development as well as scientific studies on the problems faced by the farmers, consumers and public in relevant aspects of livestock & poultry rearing.
10. Collection and analysis of data and information on the Animal Husbandry Sector of the State.
11. Transfer of Technology from labs to field
12. To conserve indigenous breeds pertaining to livestock and poultry of our state.
13. Human Resource Development of technical and administrative staff.

14. Creation of awareness among farmers regarding scientific Animal Husbandry practices.
15. To ensure food safety and food security in all animal husbandry activities.
16. Production and promotion of quality fodder.
17. Ensure quality of Livestock and Poultry feed.

### 3. Officers and Staff of Department of Animal Husbandry

#### 1. Gazetted Officers

Sl. No	Cadre	Designations
1	Director of Animal Husbandry	
2	Additional Director	All officers with the designation of <ul style="list-style-type: none"> <li>• Additional Director</li> <li>• Director (IAH &amp; VB)</li> <li>• Registrar of Veterinary Council</li> </ul>
3	Joint Directors	All officers with the designation of <ul style="list-style-type: none"> <li>• Joint Director</li> <li>• District Animal Husbandry Officer</li> <li>• Chief Disease Investigation Officer</li> <li>• Standardization Officer (IAH&amp;VB)</li> <li>• Senior Research Officer (IAH&amp;VB)</li> <li>• Principal Training Officer (LMTC)</li> <li>• Project Co-ordinator, ADCP</li> </ul>
4	Deputy Directors	All officers with the designation of <ul style="list-style-type: none"> <li>• Deputy Director</li> <li>• Project Officer (ICDP)</li> <li>• Quality Control Officer (IAH&amp;VB)</li> <li>• Research Officer (IAH&amp;VB)</li> <li>• Chief Veterinary Officer</li> <li>• Cattle Sterility Officer</li> <li>• Production Manager (Central Hatchery)</li> <li>• Livestock Products Inspecting Officer</li> <li>• State Epidemiologist, ADCP</li> </ul>
5		All officers with the designation of <ul style="list-style-type: none"> <li>• Assistant Director</li> <li>• Senior Veterinary Surgeon</li> <li>• Assistant Project Officer (RAHC)</li> <li>• Disease Investigation Officer</li> <li>• Superintendent of Livestock Farms</li> <li>• Assistant Rinderpest Officer</li> </ul>

	Assistant Directors	<ul style="list-style-type: none"> <li>• District Co-ordinator, ADCP</li> <li>• Geneticist</li> <li>• Disease Surveillance Officer.</li> <li>• Assistant Research Officer (IAH&amp;VB)</li> <li>• Lecturer, ETC</li> <li>• Campaign Officer (FIB)</li> <li>• Information Officer (FIB)</li> <li>• Publication Officer (FIB)</li> <li>• Editor Farm News (FIB)</li> </ul>
6		Plant Engineer/Assistant Executive Engineer
7		Administrative Assistant
8		Accounts Officer
9	Veterinary Surgeons	<p>All officers with the designation of</p> <ul style="list-style-type: none"> <li>• Veterinary Surgeon</li> <li>• Research Assistant (IAH&amp;VB)</li> <li>• Toxicologist (CDIO)</li> <li>• Scientific Assistant (SLMAP)</li> <li>• IT Officer, Directorate</li> </ul>
10		Chief Instructor
11		Feed Analyst
12		Assistant Engineer
13		Senior Superintendent
14		Chemist
15		Field Officer
16		Lab supervisor
17		Senior Instructor
18		Confidential Assistant (Selection Grade)

### Non Gazetted Officers

Sl No	Designation
1	Junior Superintendent
2	Confidential Assistant
3	Fair copy superintendent
4	Junior Instructor
5	Assistant Field Officer

6	Farm Manager
7	Livestock Inspector/ Enumerator
8	Head Clerk/ Accountant
9	Incubation Technician
10	Electrician cum Mechanic
11	Clerk /Senior Clerk
12	Typist
13	IT Assistant
14	Statistical Assistant Grade II
15	Junior Statistical Inspector
16	Senior Accountant/Head clerk
17	Fodder Supervisor/Agricultural Assistant
18	Refrigeration Mechanic
19	Laboratory Technician
20	Chick Sexing Expert
21	Chick Sexer
22	Poultry Assistant
23	Driver
24	Clerk – Typist
25	X- ray Technician
26	Mechanic
27	Tractor driver
28	Plumber
29	Cinema Operator cum Driver
30	Electrician
31	Messenger
32	Laboratory Attendant
33	Laboratory Assistant
34	Record Attender
35	Attendant
36	Attendant/ Sweeper cum Attendant
37	Watcher /Night watcher
38	Office Attendant
39	IT Attendant
40	Binder
41	Duffedar

42	Duplicator Operator
43	Carpenter cum Packer/ Carpenter
44	Gardener
45	Pump Operator
46	Sanitation Worker
47	Dispatch rider
48	Permanent Labourer
49	Part time Sweeper
50	Casual Labourer

### **Posts Held by Personnel from other Departments**

<b>1</b>	Senior Administrative Officer
<b>2</b>	Senior Finance Officer
<b>3</b>	Joint Director (Statistics)
<b>4</b>	Research Officer (Statistics)
<b>5</b>	Research Assistant (Statistics)
<b>6</b>	Statistical Assistant Grade I
<b>7</b>	Statistical Assistant Grade II
<b>8</b>	Agricultural Officer
<b>9</b>	Agricultural Assistant

## CHAPTER I: ORGANIZATION OF ANIMAL HUSBANDRY DEPARTMENT

### SECTION 3

#### ADMINISTRATIVE SET UP

##### **Director of Animal Husbandry**

Director of Animal Husbandry is the head or appellate authority with overall technical, administrative and financial control of all the veterinary institutions of Animal Husbandry Department, Government of Kerala. He/She is assisted by Additional Directors, Joint Directors, Deputy Directors, Assistant Directors and Veterinary surgeons in all technical matters. The Administrative Officer, Administrative Assistants and the ministerial staff support the Director in administrative matters whereas the Finance Officer, Accounts Officer and other staff provide necessary support in financial matters to the Director. Director of Animal Husbandry is the appointing authority up to and including the Veterinary surgeon or equivalent cadre in the Department.

##### **1. Directorate of Animal Husbandry**

Directorate of Animal Husbandry is the State headquarters of the department and is headed by the Director of Animal Husbandry. Directorate of Animal Husbandry coordinates all veterinary services and animal husbandry activities of the State.

##### **2. District Animal Husbandry Office**

District animal Husbandry Office is the district head quarters headed by District Animal Husbandry Officer in the cadre of Joint Director. All field level veterinary services and animal husbandry activities at district level are coordinated by the District Animal Husbandry Officer.

Various institutions coming under the District Animal Husbandry Officer are -

1. District Veterinary Centres
2. Veterinary Poly Clinics
3. Veterinary Hospitals
4. Veterinary Dispensaries
5. Mobile Veterinary Hospitals /Dispensaries /Motor Boat Veterinary Hospital
6. Mobile Farm Aid Units

7. Departmental Farms
8. Intensive Cattle Development Project (ICDP)
9. Regional Animal Husbandry Centres (RAHC)
10. Central Veterinary Stores
11. Regional Disease Diagnostic Laboratories
12. Veterinary Sub Centre

### **3. Institutions directly reporting to the Director**

Some veterinary institutions function under the direct control of the Director of the department. These institutions are of paramount importance to the field veterinarians in providing biologicals, diagnostic facilities, surveillance, scientific trainings etc.

1. Institute of Animal Health and Veterinary Biologicals, Palode
2. Special Livestock Breeding Programme -Headquarters, Thiruvananthapuram
3. Animal Disease Control Project, Thiruvananthapuram
4. Chief Disease Investigation Office, Palode
5. Livestock Management Training Centres
6. Central Hatchery, Chengannur
7. Avian Disease Diagnostics Lab, Thiruvalla
8. Disease Investigation Office, Kannur
9. Rinderpest Eradication Scheme, Palakkad
10. Cattle Sterility Office, Aluva
11. State Laboratory for Livestock, Marine and Agri products. (SLMAP), Ernakulam

## CHAPTER I: ORGANIZATION OF ANIMAL HUSBANDRY DEPARTMENT

### SECTION 4

#### INSTITUTIONS HANDED OVER TO LOCAL SELF GOVERNMENT

As per GO (P) No.189/95 dated 18/9/1995, the following institutions of the Animal Husbandry Department were handed over to Local Self Governments - Grama Panchayats, Jilla Panchayats, Block Panchayats, Municipalities and Corporations as per the instructions in the **Panchayat Raj Act** which came into existence on 2<sup>nd</sup> October 1995.

##### **Institutions Handed Over to Grama Panchayats**

- Veterinary Sub Centres
- Veterinary Dispensaries
- Veterinary Hospitals

##### **Institutions Handed Over to Block Panchayats**

- Veterinary Polyclinics

##### **Institutions Handed Over to Jilla Panchayats**

- District Animal Husbandry Office
- District Veterinary Centres
- Regional Animal Husbandry Centres
- Mobile Farm Aid Units
- Clinical Laboratories
- Mobile Veterinary Hospitals
- Pig Breeding Units
- Livestock Farms except District Livestock Farm, Kudappanakunnu
- Poultry Farms of Kottayam, Idukki, Malappuram, Palakkad and Kozhikode Districts
- Goat Farms at Attappadi and Komeri except Goat Farm, Parassala

##### **Institutions Handed Over to Municipalities and Corporations**

Institutions within the respective Municipalities and Corporations

- Veterinary Sub Centres
- Veterinary Dispensaries
- Veterinary Hospitals
- Veterinary Polyclinics.



# MANUAL OF ANIMAL HUSBANDRY DEPARTMENT

Revised Edition

## CHAPTER II

# MANAGEMENT OF VETERINARY INSTITUTIONS

- Section 1    General Rules**
- Section 2    Directorate of Animal Husbandry**
- Section 3    District Level Administration**
- Section 4    Institutions Directly Reporting to the Director**
- Section 5    Institutions Handed Over to the Local Self Government**



## CHAPTER II: MANAGEMENT OF VETERINARY INSTITUTIONS

### SECTION 1

#### GENERAL RULES

##### 1. Service in Animal Husbandry Department

The Department of Animal Husbandry is under the control of the Government of Kerala and consists of two types of officers –

- Officers of the Kerala Animal Husbandry Service
- Officers of the Kerala Animal Husbandry Subordinate Service

The Method of recruitment, qualifications, conditions of service etc, are governed by the Kerala State and Subordinate Service General rules and Special Rules for Kerala Animal Husbandry State and Subordinate Services.

##### 2. Appointing Authority

The Government sanctions appointment to the posts from the Director to Assistant Directors. The Director is competent to sanction appointment upto and including the Veterinary Surgeon subject to Public Service Recruitment rules

{G.O. (P) No. 248 public (Misc) Department, dated 24-4-1962}.

The District Animal Husbandry Officer can appoint non-Gazetted officers to the sanctioned posts.

(G.O.Ms.235/Agri; Agricultural (c) Department dated 4-3/1959).

##### 3. Veterinary institutions

Veterinary institutions are meant to provide Veterinary Health Care for livestock and poultry. They also provide artificial insemination facility to cattle, buffalo and goat in the locality. Co-ordination of animal husbandry activities of livestock and poultry within the jurisdiction along with extension activities is an important duty of Veterinary Institutions.

1. All sick animals, other than pet animals, irrespective of the income of owner or other consideration, will be treated free of charge at all the Government Veterinary Institutions.
2. The staff attached to the veterinary Institutions will be under the immediate control of the Chief Veterinary Officer/Senior Veterinary Surgeon/Veterinary Surgeon.
3. Working Hours - The working hours of various Veterinary Institutions under Animal Husbandry Department in the State are as follows:

(a) Working hours for Veterinary Dispensaries, Veterinary Hospitals, Veterinary Polyclinics, Veterinary Sub Centres, Mobile Veterinary Dispensaries and Mobile Veterinary Hospitals are:

- Weekdays - 9 AM - 1 PM; 2 PM – 3 PM
- Sundays - 9 AM to 12 Noon.
- Other Holidays - 9 AM to 1 PM.

(b) Working hours for **District Veterinary Centres** - District Veterinary Centre is open for 12-hours and duty is arranged in two shifts.

- Weekdays : 8 AM to 8 PM
- Shift I : 8 AM to 2 PM
- Shift II : 2 PM to 8 PM
- Sundays : 9 AM to 12 Noon
- Other Holidays : 9 AM to 1 PM

(c) Working hours for **Live-stock and Poultry Farms**

- 8 AM to 5 PM
- Farm office- 10 AM to 5 PM

(d) Working hours for **Other Institutions**

- Weekdays - 10 AM - 5 PM

**Note:** - *Second Saturdays, Sundays and other state holidays are applicable*

Officers in charge of Government Institutions shall not be absent from their stations except in extreme emergency. Detailed necessary entries shall be made in the movement register maintained for the purpose showing timings correctly and promptly on each occasion.

4. All the staff of the departmental offices and the institutions shall reside within the jurisdiction of their headquarter stations except in special cases and circumstances.

#### **4. Mode of Appointment**

All vacant posts which fall within the purview of the Kerala Public Service Commission should be reported to the Secretary, Kerala Public Service Commission or the District Recruitment Board as the case may be. The Commission / District Recruitment Board would issue advise memos for the required number of candidates who shall be appointed to the vacancies.

If there is no ready list with the Public Service Commission/District Recruitment Board it shall be reported immediately to the authority concerned. On receipt of such information provisional appointment may be made for a period not exceeding 6 months in the first instance pending selection of a regular candidate by the Public Service Commission.

## 5. Leave

General rules regarding the leave admissible to Gazetted, non gazetted and last grade servants as per KSR is applicable to all employees of Animal Husbandry Department. Weekly off and Compensation Leave to the Veterinarians, Livestock Inspectors and other employees excluding ministerial employees working in Veterinary Dispensaries, Veterinary Hospitals, Veterinary Poly Clinics, District Veterinary Centres and Farms under Animal Husbandry Department are as detailed below.

GO (MS) No; 161/08/AD dated 27.09.2008 – Leave (weekly off/CPL) admissible/applicable to Animal Husbandry Department

### Weekly off

For an employee of the above Institutions who is on duty for six days continuously in a week the seventh day will be “off” for him/her. The casual leave or compensatory leave availed by them during the six days will also be treated as duty for granting weekly off. But an employee who availed of Casual leave, Compensatory leave and weekly off at a stretch for a week or more will not be eligible for weekly off. The weekly off can be availed on any day of the week without affecting the functioning of the institution. Weekly off together with holiday on Sunday will not be allowed in a week. Once weekly off is granted to the employees they cannot avail the holiday on Sunday as in the case of other Government employees. The weekly off shall be availed by the employees at any rate within one month.

The weekly off to the officer in charge or the Head of the institution will be granted by his /her immediate controlling officer.

### Compensation Leave

All employees of the above institutions will be eligible for compensation leave subject to a maximum of 22 days in a year. The compensation leave is a compensation for working on second Saturdays and other public holidays excluding Sundays. If any section of a hospital is closed on such days, the staff shall not be eligible for compensation leave. It shall be availed without the dislocation of the work in the Hospitals. The time limit for availing the leave will be three months.

### Casual Leave

1. All the employees will be eligible for casual leave for 20 days in a calendar year
2. Officers in charge or the Head of the institution will grant weekly off to his/her subordinate staff without affecting the work of the institution.

## 6. Transfers

Transfers and posting of all Gazetted officers upto the rank of Veterinary Surgeons of the department shall be ordered by the Director and necessary notification published in the Kerala Gazette. (G.O (P) No. 12/04/P & ARD/10/9/2004)

The District Animal Husbandry Officers may transfer the non-Gazetted staff working under them from one station to another within their jurisdiction and Gazetted officers up to the rank of Veterinary Surgeons with in his/her jurisdiction.

While transferring the staff private convenience of officers should not over ride public interest. Officers should as far as possible, have a working knowledge of the local language of the areas in which they are employed. Transfers in the middle of the academic year should not be made except for self-evident administrative reason or in the exigencies of service.

Transfer on request which involves corresponding transfer of another officer should as a rule not be permitted unless both the officers are willing for the interchange.

### **7. Gazetted Officers**

Any gazetted officer of the Department proceeding on leave or on transfer shall sign a certificate of transfer of charge in the form prescribed as per general rules.

### **8. Periodical Transfers**

All general rules of state government employees are applicable

### **9. Private Practice**

Veterinary officers are allowed to take up private professional practice without detriment to their official duties, subject to such conditions as may be laid down from time to time by the Government. Any officer may be prohibited from engaging in private practice if such practice is likely to interfere with the efficient discharge of his official duties.

Any fees charged for private attendance shall be reasonable and shall conform to normal professional conduct. Private professional Practice should be undertaken only outside office hours without causing public interest to suffer on any account.

### **10. Tour Programme**

All general rules of state government employees are applicable.

### **11. Co-ordination with Other Departments**

It is very necessary for the departmental officers to keep themselves in contact with officers of other related departments like Revenue, Agriculture, Co-operation, Local Bodies, Public Works Department, Industries, Forest, Statistics and Health Services etc.

- The District Animal Husbandry Officers should keep in touch with the District Collector and the District Officers of other departments for personal discussions on matters of common interest on which joint action is expedient or contemplated.
- They should also stimulate and promote similar contacts of the subordinate staff with officers of other departments wherever necessary.
- The Department staff are also expected to be of assistance to other Government departments in professional matters which fall within their purview though not strictly within their normal duties.

**12. Seal for Veterinary Institution**

1. Every Veterinary Institution should have an “office seal” containing government emblem, name and place of the institution.
2. All the veterinary officers of the Veterinary Institutions can use “designation seal” containing the designation of the officer, name of the institution with place.
3. Other staff of the department holding the post of Chemist, Plant engineer, Livestock Inspector and Field Officer can use “designation seal” containing designation, name of the institution with place.

**13. Reports to be furnished from Veterinary Institutions**

1. Routine reports –should be furnished to District Animal Husbandry Officer/ Directorate and its periodicity are detailed below.
2. Outbreak reports – should be furnished as and when outbreaks occur.
3. Any other reports requested by the higher authorities.

**Routine Reports**

Sl No.	Category	Periodicity
1	Management Information system on Animal Health (MISAH)	Monthly
2	Cattle Breeding Management Information system (CABRIS)	Monthly
3	Infertility report	After camps
4	Expenditure statement & Receipt Report (Reconciled)	Monthly
5	Plan Progress Report	Monthly
6	Plan Expenditure statement	Monthly
7	Details of Staff	Quarterly
8	Statement of stock and stores	Yearly
9	Statement of write off & condemned articles	Yearly
10	Landed property statement	Yearly
11	Confidential report of staff	Yearly
12	Department Budget estimate	Yearly

**14. Registers to be maintained in Veterinary institutions**

<b>Sl no</b>	<b>Name of Register</b>
1	OP Register
2	Stock Register of Common drugs
3	Stock Register of Patented products
4	Stock Register of Biologicals
5	Vaccination Register
6	A I Register
7	Semen Account Register
8	Treatment register ( for Farms)
9	Daily issue register of drugs
10	Stock Register of Instruments
11	Stock Register of Empties
12	Register of Unserviceable Articles
13	Write Off Register
14	Attendance Register
15	Movement Register
16	Casual Leave Register
17	Cash Book
18	Register of Valuables
19	T.R – 5 Receipt Book
20	Register of Care Forms
21	Register of Daily receipts
22	Treasury Bill Book
23	Invoice Register
24	Contingent Bill Register
25	Establishment Pay Bill Register
26	Acquittance Register
27	Permanent Advance Register
28	Allotment Register
29	Family Benefit Scheme Broad sheet
30	Register of Plan Schemes
31	Register of Establishments
32	Register of Service Books



33	Personal Register
34	Distribution Register
35	Stamp Account cum Dispatch Register
36	Register of registers
37	Local Delivery Register
38	Log Book for Government Vehicles
39	Chalan File
40	Register of Office Orders
41	Stock Register of Furniture
42	Stock Register of Stationery and Printed forms
43	Stock Register of Reference Books
44	Stock Register of Periodicals
45	Stock Register of Sundry articles
46	Register of Immovable Properties
47	Register of Confidential Reports
48	Register of Trees
49	Visitors' Book
50	Inspection Register of Departmental Officers
51	Register of Outbreak Reports
52	Register of Security Deposit
53	Register of Bills endorsed to private parties
54	Register of Advances and Recoveries
55	Register of Audit Objections
56	Stock File

### 15. Charts to be maintained at Veterinary Institutions

Sl no	Name of Chart
1	Livestock Profile
2	Factual Notes
3	Jurisdiction Map
4	Endemic charts
5	Citizen's Charter
6	Comparative statement
7	Staff Details
8	Right to Service

## CHAPTER II: MANAGEMENT OF VETERINARY INSTITUTIONS

### SECTION 2

#### DIRECTORATE OF ANIMAL HUSBANDRY

The Directorate of Animal Husbandry is the State Headquarters and headed by the Director of Animal Husbandry. Directorate of Animal Husbandry coordinates all veterinary and animal husbandry activities of the State.

#### Objectives

1. To ensure food safety and food security through enhanced production of milk/meat/egg.
2. Promote and protect the animal wealth of the state.
3. Prevention and control of zoonotic diseases.
4. Dissemination of technology know how in all sector to farmers and entrepreneurs.
5. To enhance the productivity and production potential of Livestock and Poultry.
6. Treatment, Prevention and Control of diseases in Livestock and poultry.

**Working Hours:** Weekdays: 10 AM – 5 PM

#### Staff structure

Sl No	Designation
1	Director
2	Additional Director (Planning)
3	Additional Director (Animal Health)
4	Joint Director (Livestock Production)
5	Joint Director (Poultry)
6	Joint Director (Statistics)
7	Administrative Officer
8	Finance Officer
9	Deputy Director (Planning)
10	Deputy Director (Veterinary)
11	Deputy Director (Swine Husbandry)
12	Deputy Director (Key villages)
13	Deputy Director (Poultry)

14	Deputy Director (Extension)
15	Assistant Director (Planning)
16	Assistant Director (Fodder Development)
17	Assistant Director (Cattle Development)
18	Assistant Director (Rabies Eradication)
19	Assistant Director (Central Stores Organizer)
20	Veterinary Surgeon (Planning) I
21	Veterinary Surgeon (Planning) II
22	Veterinary Surgeon (IT)
23	Accounts Officer
24	Administrative Assistant I
25	Administrative Assistant II
26	Research Officer (Sample Survey)I
27	Research Officer (Sample Survey)II
28	Research Officer (Official Statistic Wing)
29	Senior Superintendent
30	Junior Superintendent
31	Accountant
32	Research Assistant (Statistics)
33	Clerk/ Senior Clerk
34	Livestock Inspector
35	Fair copy Superintendent
36	Confidential Assistant
37	Typist
38	Peon/Night watcher
39	Attendant
40	Drivers
41	Binder
42	Daffedar
43	Duplicator Operator
44	Dispatch rider
45	Part Time Sweeper

## CHAPTER II: MANAGEMENT OF VETERINARY INSTITUTIONS

### SECTION 3

#### DISTRICT LEVEL ADMINISTRATION

##### 1. District Animal Husbandry Office

District Animal Husbandry Office is responsible for the effective administration of all the Animal Husbandry institutions and activities of the respective district. District Animal Husbandry Officer, in the cadre of Joint Director is the head of the office. A Deputy Director and a Veterinary Surgeon assist the District Animal Husbandry Officer in administrative and technical matters.

##### Objectives

- To coordinate all Panchayat level and district level Animal Husbandry activities.
- To ensure the implementation of various field level schemes of Animal Husbandry Department at District level and Panchayat level.
- To assist the Director of Animal Husbandry in technical, financial and administrative matters of Animal Husbandry Institutions of the district.
- To co ordinate various Animal Husbandry activities within the District.

##### Working Hours

Week days : 10 AM – 5 PM

##### Staff structure

Sl No	Posts
1	District Animal Husbandry Officer
2	Deputy Director
3	Veterinary Surgeon
4	Administrative Assistant
5	Senior Superintendent
6	Junior Superintendent
7	Clerk /Senior Clerk
8	Field Officer
9	Enumerator (Livestock Inspector)
10	Junior Statistical Inspector

11	Data Entry Operator
12	Statistical Assistant
13	Typist
14	Office Attendant
15	Driver
16	Attendant
17	Night watcher
18	Part Time Sweeper

### 1.1. Central Veterinary Stores

Central Veterinary Stores cater to the purchase and distribution of medicines, equipment and appliances required for the various veterinary institutions in the State. An Assistant Director, under the control of respective District Animal Husbandry Officer manages each of the regional stores. Central Veterinary Store shall be responsible to verify the stores received from suppliers, stock and distribute the same to field institutions under its purview. It shall be the responsibility of Central Veterinary Store to ascertain the quality of items supplied with the help of government approved /accredited agencies.

Department of Animal Husbandry has three Central Veterinary Stores located regionally. They are at

- Central Veterinary Store, Thiruvananthapuram catering to Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Idukki and Kottayam districts.
- Central Veterinary Store, Thrissur catering to Ernakulam, Thrissur and Palakkad districts.
- Central Veterinary Store, Kozhikode catering to Kozhikkode, Kannur, Wayanad, Malappuram and Kasaragod districts.

#### Staff Pattern

Sl: No	Central Veterinary Store
1	Assistant Director
2	Field Officer
3	Accountant
4	Store Keeper
5	Driver
6	Attendant
7	Carpenter -cum- Packer
8	Permanent Labourer

## 2. DISTRICT VETERINARY CENTRE

District Veterinary Centre is a district level referral centre providing veterinary health care for 12 hours in 2 shifts. The laboratory attached to District Veterinary Centre functions as a district lab also. The mobile Veterinary Hospital/Dispensaries attached to District Veterinary Centre undertake field level camps and extension activities along with supply of veterinary biologicals to other field institutions. Functioning of Animal Tranquilization Squad is attached to the District Veterinary Centre. District Disease Investigation Team functions at District Veterinary Centre.

### Objectives

- Functions as the district level referral centre providing veterinary health care to livestock and poultry.
- To undertake animal breeding activities.
- To coordinate animal husbandry activities within the jurisdiction.
- To conduct district level extension activities to farmers and local public.
- To provide technical and administrative support for dispensaries, hospitals and polyclinics in the district.

### Working Hours

- Week days : 8 AM to 8 PM (in 2 shifts)
  - Morning Shift : 8 AM to 2 PM
  - Evening Shift : 2 PM to 8 PM
- Sundays : 9 AM to 12 noon
- Other Holidays : 9 AM to 1 PM

### Functions of Institution

1. Treatment of ailing livestock, pets and poultry.
2. Vaccination of livestock, pets and poultry.
3. To provide artificial insemination facility for Cattle and buffaloes to improve the genetic quality of the progeny.
4. To ensure effective functioning of clinical laboratory.
5. Control and containment of infectious and contagious diseases in the District.
6. Insurance for livestock and poultry & to facilitate settlement of insurance claim.
7. Control of zoonotic diseases.
8. To conduct animal health camps for livestock.
9. To conduct Animal Husbandry extension activities among the farmers.
10. Technical advice and guidance to local people regarding self-employment in animal husbandry activities.
11. To act as District level referral centre.

12. To conduct camp dispensaries as required.
13. To create public awareness regarding prevention of cruelty to animals.
14. Implementation of various animal husbandry schemes in the jurisdiction.

### Administration

Chief Veterinary Officer in the cadre of Deputy Director is the technical and administrative head of the institution

### Duty Pattern

- The District Veterinary Centres should provide service to public for a period of 12 hours from 8 A.M. to 8 P.M. in two shifts on all days except on Sundays and other holidays. On Sundays and other holidays the normal functioning of the District Veterinary Centre will be restricted to morning shift.
- The Chief Veterinary Officer being the head of institution shall attend office from 10 AM to 5PM
- The Clinical Laboratory unit will function between 9 A.M. to 1 PM and 2 P.M. to 4 P.M on all days except Sundays and other holidays when it will function during morning hours only.
- The ministerial staff attached to the District Veterinary Centre will perform their duties from 10 A.M. to 5 P.M.
- The clinical Laboratory attached to District Veterinary Centre besides carrying out investigation on materials received from the District Veterinary Centre, should also extend support to Veterinary health care.

The Chief Veterinary Officer will report directly to the District Animal Husbandry Officer about administrative matters and disease problems and can correspond directly with the Director of Animal Husbandry on all matters. However the monthly progress reports and reports on outbreak of disease etc. should be forwarded only through the District animal Husbandry Officer who will consolidate and forward the report to the Director. The requirements of funds and expenditure statement should also be forwarded through the District Animal Husbandry Officer.

### Staff structure

Sl No	Post
<b>A.</b>	<b>DVC</b>
1	Chief Veterinary Officer
2	Senior Veterinary Surgeon
3	Veterinary Surgeon
4	Field Officer
5	X-ray Technician

6	Livestock Inspector
7	Clerk
8	Attendant
9	Part Time Sweeper
10	Night watcher
<b>B.</b>	<b>Clinical Laboratory</b>
1	Veterinary Surgeon
2	Laboratory Technician
3	Laboratory Attendant
<b>C.</b>	<b>Mobile Veterinary Hospital/Dispensary</b>
1	Senior Veterinary Surgeon/ Veterinary Surgeon
2	Livestock Inspector
3	Attendant
4	Driver

### Building Facilities

A building with following facilities is required to provide all the facilities essential for a District Veterinary Centre.

Sl No	Minimum Requirement
1	Chief Veterinary Officer's room with attached toilet
2	Senior Veterinary Surgeon's room with attached toilet
3	Veterinary Surgeons' room with attached toilet
4	Field Officer's room
5	X-Ray room
6	Office room
7	Registration room/counter
8	Small animal examination room
9	Small animal operation room
10	Large animal examination /operation room
11	Medicine store room (with adequate slabs)
12	Medicine dispensing room



13	Scrub area
14	Clinical Laboratory
15	Mobile Veterinary Hospital
16	Room for other staff
17	Toilet (2)
18	Information Centre
19	Vehicle shed
20	Parking area

### 3. Veterinary Polyclinics

Veterinary polyclinic is the referral veterinary health care institution at Taluk level.

#### Objectives

1. To function as a basic Veterinary Health Care Centre within the jurisdiction.
2. Act as Taluk referral centres.
3. To undertake animal breeding activities.
4. To implement animal husbandry activities and schemes within the jurisdiction.
5. To carry out extension activities.

#### Working Hours

Weekdays : 9AM. to 1 PM & 2 PM to 3 PM

Sundays : 9 A. M to 12 noon.

Other Holidays : 9 A.M. to 1 P.M.

#### Functions of Institution

1. Treatment of ailing livestock and poultry as per government norms.
2. Vaccination of livestock and poultry as per government policy.
3. To provide artificial insemination facility for Cattle and Buffaloes to improve the genetic quality of the progeny.
4. Control and containment of infectious and contagious diseases within the Jurisdiction.
5. Insurance for livestock and poultry to facilitate settlement of insurance claim.
6. Control of zoonotic diseases with the co operation of other institutions and NGOs.
7. To create awareness regarding zoonotic diseases among people.
8. To conduct Animal Health camps for Livestock.
9. To conduct Animal Husbandry extension activities in their jurisdiction.

10. Technical advice and guidance to local people regarding self-employment in animal husbandry activities.
11. Technical control of Veterinary Dispensary/Veterinary Sub Centres under the area of jurisdiction.
12. To ensure effective functioning of clinical Laboratory.
13. Implementation of various animal husbandry schemes in the jurisdiction.

### Administration

The Senior Veterinary Surgeon in the cadre of Assistant Director is the technical and administrative head of the institution

### Basic Facilities Required

Basic facilities required in a veterinary polyclinic are:

1. Ample road access for bringing different species of animals for treatment in vehicles/ ambulance.
2. Facility for waste disposal.
3. Resting area (preferably under shade) for animals brought to the clinic.
4. Availability of potable water and electricity.
5. Artificial insemination facility like trevis, squeeze cage etc.
6. Sand paved casting area (approximately 150 sq. feet) for treatment of large animals.
7. Inpatient facility for treatment of animals, if necessary.

### Staff structure

Sl No	Post Sanctioned
1	Senior Veterinary Surgeon
2	Veterinary Surgeon
3	Field Officer
4	Laboratory Technician
5	Livestock Inspector
6	Clerk/Senior clerk
7	Attendant
8	Part Time Sweeper

### Building Facilities

A building with following facilities is required to accommodate all the facilities essential for a Veterinary Polyclinic.

<b>Sl No</b>	<b>Minimum Requirement</b>
1	Senior Veterinary Surgeon's room with attached toilet
2	Veterinary Surgeon's room with attached toilet
3	Room for Field Officer
4	Registration room/counter/ office room
5	Small animal examination /operation room
6	Large animal examination /operation room
7	Medicine storeroom (with adequate slabs)
8	Medicine dispensing room
9	Laboratory
10	Toilet
11	Information Centre
12	In patient facility
13	Vehicle shed

#### 4. Veterinary Hospital

Veterinary hospital is the primary veterinary health care institution of the department headed by Senior Veterinary Surgeon.

##### Objectives

1. To function as a basic Veterinary Health Care Centre within the jurisdiction.
2. To undertake animal breeding activities.
3. To implement animal husbandry activities and schemes within the jurisdiction.
4. To carry out extension activities.

##### Working Hours

- Weekdays : 9 AM. to 1 PM & 2 PM. to 3 PM
- Sundays : 9 AM to 12 Noon.
- Other Holidays : 9 AM. to 1 PM.

##### Duties and Functions of Institution

1. Treatment of ailing livestock and poultry.
2. Vaccination of livestock and poultry.
3. To provide artificial insemination facility for cattle and buffaloes.
4. Control and containment of infectious and contagious diseases within the jurisdiction.

5. Insurance for livestock and poultry & to facilitate settlement of insurance claim.
6. Control of zoonotic diseases.
7. To conduct animal health camps.
8. To conduct Animal Husbandry extension activities.
9. Technical advice and guidance for self-employment in animal husbandry activities.
10. To act as basic veterinary health care centre and to refer complicated cases to VPC or DVC.
11. Technical advice and guidance for sustainable Livestock production for food security.
12. Technical control of Veterinary Sub Centres under the area of jurisdiction.
13. Implementation of various animal husbandry schemes in the jurisdiction.

### Administration

The Senior Veterinary Surgeon in the cadre of Assistant Director is the Technical and administrative head of the institution and shall be assisted in all clerical works by the Livestock Inspector.

### Staff structure

Sl No	Post Sanctioned
1	Senior Veterinary Surgeon
2	Livestock Inspector
3	Attendant
4	Part Time Sweeper

### Basic Facilities Required

The basic facilities required in a veterinary hospital are detailed below:

1. Ample road access for bringing different species of animals for treatment at the dispensary in vehicles/ambulance.
2. Facility for waste disposal.
3. Resting area (preferably under shade) for animals brought to the dispensary.
4. Availability of potable water and electricity.
5. Artificial insemination facility like Trevis, squeeze cage etc.
6. Sand paved casting area (approximately 150 sq. feet) for treatment of large animals.

### Building Facilities

A building with following facilities is required to accommodate all the facilities essential for a Veterinary Hospital.

<b>Sl No</b>	<b>Minimum Requirement</b>
1	Senior Veterinary surgeon' s room with attached toilet
2	Registration room/counter/office room
3	Small animal examination/operation room
4	Large animal examination room
5	Medicine store room (with adequate slabs)
6	Medicine dispensing room
7	Laboratory
8	Toilet
9	Hall for Extension activities
10	Record Room
11	General Store
12	Vehicle Shed

## 5. Motor Boat Veterinary Hospital

Motor Boat Veterinary Hospital is the primary veterinary health care institution of the department intended to provide veterinary services in the water logged areas of Kuttanad, headed by Senior Veterinary Surgeon.

### Objectives

1. To function as a basic Veterinary Health Care Centre within the jurisdiction.
2. To undertake animal breeding activities.
3. To implement animal husbandry activities and schemes within the jurisdiction.
4. To carry out extension activities.

### Working Hours

Weekdays : 9 AM to 1 PM & 2 PM to 3 PM  
 Sundays : 9 AM to 12 Noon  
 Other Holidays : 9 AM to 1 PM

### Duties and Functions of Institution

1. Treatment of ailing livestock and poultry.
2. Vaccination of livestock and poultry.
3. To provide artificial insemination facility for Cattle & buffaloes.

4. Control and containment of infectious and contagious diseases within the jurisdiction.
5. Insurance for livestock and poultry & to facilitate settlement of insurance claim.
6. Control of zoonotic diseases.
7. To conduct animal health camps.
8. To conduct Animal Husbandry extension activities.
9. Technical advice and guidance for self-employment in animal husbandry activities.
10. To act as basic veterinary health care centre and to refer complicated cases to VPC/DVC.
11. Technical advice and guidance for sustainable Livestock production for food security.
12. Technical control of Veterinary sub centers under the area of jurisdiction.
13. Implementation of various animal husbandry schemes in the jurisdiction.

### Administration

The Senior Veterinary Surgeon in the cadre of Assistant Director is the technical and administrative head of the institution and shall be assisted in all clerical works by the Livestock Inspector.

### Staff structure

Sl No	Post Sanctioned
1	Senior Veterinary Surgeon
2	Livestock Inspector
3	Attendant
4	Driver
5	Part Time Sweeper

### Basic Facilities Required

- A good motor boat for door step service in the water logged areas.

## 6. Veterinary Dispensary

Veterinary Dispensary is the primary veterinary health care institution of the department headed by Veterinary surgeon.

### Objectives

1. To function as a basic Veterinary Health Care Centre within the jurisdiction.

2. To undertake animal breeding activities.
3. To implement animal husbandry activities and schemes within the jurisdiction.
4. To carry out extension activities.

### Working Hours

Weekdays	: 9 AM to 1 PM & 2 PM to 3 PM
Sundays	: 9 AM to 12 noon
Other Holidays	: 9 AM to 1 PM

### Functions of Institution

1. Treatment of ailing livestock and poultry.
2. Vaccination of livestock and poultry.
3. To provide artificial insemination facility for cattle & buffaloes.
4. Control and containment of infectious and contagious diseases within the jurisdiction.
5. Insurance for livestock and poultry & to facilitate settlement of insurance claims.
6. Control of zoonotic diseases.
7. To conduct animal health camps.
8. To conduct Animal Husbandry extension activities.
9. Technical advice and guidance for self-employment in animal husbandry activities.
10. To act as basic veterinary health care centre.
11. Technical advice and guidance for sustainable Livestock production for food security.
12. Technical control of Veterinary Sub Centres under the jurisdiction.
13. Implementation of various animal husbandry schemes in the jurisdiction.

### Administration

The Veterinary Surgeon is the technical and administrative head of the institution and shall be assisted in all clerical works by the Livestock Inspector

### Staff structure

Sl No	Post
1	Veterinary Surgeon
2	Livestock Inspector
3	Attendant
4	Part Time Sweeper

### Basic Facilities Required

The basic facilities required in a veterinary dispensary are detailed below:

1. Ample road access for bringing different species of animals for treatment in vehicles/ ambulance.
2. Facility for waste disposal.
3. Resting area (preferably under shade) for animals brought to the dispensary.
4. Availability of potable water and electricity.
5. Artificial insemination facility like Trevis, squeeze cage etc.
6. Sand paved casting area (approximately 150 sq. feet) for treatment of large animals.

### Building Facilities

Sl No	Minimum Requirement
1	Veterinary Surgeon's room with attached toilet
2	Registration room/counter/ office room
3	Small animal examination room
4	Large animal examination /operation room
5	Medicine store room (with adequate slabs)
6	Medicine dispensing room
7	Laboratory
8	Toilet
9	Hall for Extension activities
10	Record Room
11	General Store

## 7. Veterinary Sub Centre

Veterinary Sub Centers are the basic level units for improving the overall milk production of animals through selective breeding. The Veterinary Sub Centers function under Veterinary Dispensary/Hospital of the area.

### Objectives

- To provide artificial insemination facility to cattle & buffalo in the locality.
- Conduct vaccination and first aid among livestock and poultry.
- To assist the Veterinary Officer in implementing various animal husbandry Schemes.



- To promote fodder cultivation in the locality.
- To refer infertility cases to local Veterinary Surgeon for treatment.
- To conduct extension activities on scientific breeding, feeding and management of Livestock in the locality.

### Working Hours

Week days : 9 AM to 1 PM & 2 PM to 3 PM  
Sundays & Holidays : 9.30 AM to 12 PM noon

### Administration

The Veterinary Sub Centers are under the administrative control of respective Veterinary Dispensary/ Veterinary Hospital/ Veterinary Poly Clinic/District Veterinary Centres of the jurisdiction.

**Note:** - (1) Second Saturday is a working day for Veterinary Sub Centres.

- (2) On normal working days the Livestock Inspector should report to Sub centers mark attendance and record in movement register and go for field work. From 9.00 am to 9.30 am they should visit the houses of farmers and should record the number of Livestock maintained, quantity of milk produced, details of calf birth etc.

### Staff Structure

Sl No	Post
1	Livestock Inspector
2	Part Time/Casual Sweeper

### Duties and functions of Livestock Inspector in Veterinary Sub Centres

1. Responsible for conducting A.I works in the Sub Centre.
2. Examine the animal for pregnancy, 3 months after insemination.
3. Conduct fieldwork from 9 AM to 9.30 AM and record in the field notebook daily.
4. Refer infertility problems to local Veterinarian for treatment.
5. To distribute first aid medication to farmers.
6. To encourage fodder cultivation.
7. Assist the local Veterinarian in implementing the Peoples Plan Programme of LSG as well as all other schemes and projects in AH sector.
8. To conduct extension activities
9. Conduct vaccination and first aid work.

## 8. Mobile Farm Aid Unit

Mobile farm aid unit is a mobile veterinary health care institution of the department headed by Veterinary Surgeon.

### Objectives

1. To function as a mobile Veterinary Health Care Centre within the jurisdiction.
2. To undertake animal breeding activities.
3. To implement animal husbandry activities and schemes within the jurisdiction.
4. To carry out extension activities.

### Working Hours

Weekdays	: 9 AM to 1 PM & 2 PM to 3 PM
Sundays	: 9 AM to 12 noon.
Other Holidays	: 9 AM to 1 PM

### Functions of Institution

1. Treatment of ailing livestock and poultry.
2. Vaccination of livestock and poultry.
3. To provide artificial insemination facility for cattle & buffaloes.
4. Control and containment of infectious and contagious diseases within the jurisdiction.
5. Insurance for livestock and poultry & to facilitate settlement of insurance claims.
6. Control of zoonotic diseases.
7. To conduct animal health camps.
8. To conduct Animal Husbandry extension activities.
9. Technical advice and guidance for self-employment in animal husbandry activities.
10. To act as basic veterinary health care centre.
11. Technical advice and guidance on sustainable Livestock production for food security.
12. Technical control of Veterinary Sub Centres under the jurisdiction.
13. Implementation of various animal husbandry schemes in the jurisdiction.

### Administration

The Veterinary Surgeon is the technical and administrative head of the institution and shall be assisted in all clerical works by the Livestock Inspector.

**Staff structure**

Sl No	Post
1	Veterinary Surgeon
2	Livestock Inspector
3	Attendant
4	Part Time Sweeper

**Basic Facilities Required**

The basic facilities required in a veterinary dispensary are detailed below:

1. Ample road access for bringing different species of animals for treatment in vehicles/ ambulance.
2. Facility for waste disposal.
3. Resting area (preferably under shade) for animals brought to the dispensary.
4. Availability of potable water and electricity.
5. Artificial insemination facility like Trevis, squeeze cage etc.
6. Sand paved casting area (approximately 150 sq.feet) for treatment of large animals.

**9. Intensive Cattle Development Project (ICDP)**

Intensive Cattle Development Project (ICDP) is an integrated project with a specific object of stepping up overall milk production in a particular area to a targeted level within a specific period by improving the quality of the cattle through selective crossbreeding. The Project Officer in the cadre of Deputy Director is the head of the office.

The project covers a population of about a lakh of breedable cows and simultaneously attends to all aspects of cattle development such as controlled breeding, fodder development, balanced feeding practices and effective disease control. The vision of this project is implemented by Regional Animal Husbandry Centres through District Veterinary Centres, Veterinary Poly Clinics, Veterinary Hospitals, Veterinary Dispensaries and Veterinary Sub Centres.

**Objectives of ICDP**

- To implement all the Livestock Development activities under the project
- To accomplish extension education in dairy cattle production through mass contact programmes, Seminars and Cattle shows.
- Effective disease control.

There are 9 Intensive Cattle Development Projects under department with Project headquarters at Thiruvananthapuram, Kottarakkara (Kollam), Pathanamthitta, Idukki, Aluva (Ernakulam), Mala (Thrissur), Palakkad, Kozhikkode and Kannur.

**Sl: No Intensive Cattle Development Project Offices**

- 1 **Thiruvananthapuram** Started in 1984 vide G.O (Rt) No.1422/84/A.D dated 1-6-84.
- 2 **Kottarakkara** Started on 16-12-1981 as per (G.O (Rt) No. 2226/81/A.D).
- 3 **Pathanamthitta** -Started on 1-9-1990 vide G.O (RT) No. 22/90/ A.D. dated 5-1-1990
- 4 **Kattappana** Established in 1991 as per G.O (Rt) No. 1634/90/A.D dated 10-10-1990
- 5 **Aluva** - Established In 1969 As Per G.O (MS) No. 503/68/Agri dated 11-12-1968
- 6 **Mala**- Established In 1998 as per GO (Rt) No. 410/93/A.D dated 25-3-1993
- 7 **Palakkad**- G.O (M.S) 325/72/A.D dated 9-10-1972
- 8 **Kozhikkode**
- 9 **Kannur**

**Administration**

The Project Officer in the cadre of Deputy Director is the technical and administrative Head of the institution

**Working Hours for ICDP Office**

Ordinary days : 10AM – 5 PM

**Note:-** Second Saturdays, Sundays and other state holidays are applicable for this office.

**Staff structure**

SL No	Post Sanctioned
1	Project Officer
2	Veterinary surgeon
3	Field Officer
4	Junior Superintendent
5	Clerk / Senior Clerk
6	Accountant
7	L.D /U.D typist
8	Office Attendant
9	Driver
10	Night Watcher
11	Part Time Sweeper

## 10. Regional Animal Husbandry Centres (RAHC)

Regional Animal Husbandry Centres are handed over to Jilla Panchayaths in the respective area.

### Objectives of RAHC

- To carry out preventive vaccinations for Livestock and poultry in the locality.
- To conduct infertility camps/ health camps.
- To implement control measures during outbreaks of infectious diseases as per instruction.
- To carry out extension activities among farmers on modern Animal Husbandry Practices.
- To conduct calf rallies and Cattle shows.
- To co ordinate the animal husbandry activities in the jurisdiction.

### Working Hours for RAHCs

Ordinary days : 10AM – 5 PM

*Note: - Second Saturdays, Sundays and other state holidays are applicable*

### Administration

The Assistant Project Officer in the cadre of Assistant Director is the technical and administrative head of the institution.

### Staff structure

Sl No	Post Sanctioned
1	Assistant Project Officer
2	Veterinary Surgeon
3	Field Officer
4	Head Clerk
5	Senior Clerk
6	Clerk - cum - Typist
7	Typist
8	L.D. Compiler
9	Attendant
10	Night Watcher
11	Driver
12	Part Time Sweeper

## 11. Livestock Farms

Government Livestock Farms are intended to function as a demonstration unit and a model farm for the public to learn scientific animal husbandry practices.

### Objectives

- Livestock farms were established to rear high yielding varieties of livestock.
- To impart scientific animal rearing knowledge to farmers.
- To impart hands on training for Animal Husbandry and farm management activities.
- To conserve and propagate germplasms of local breeds of livestock.
- To introduce exotic varieties of livestock to farmers.

### Working Hours for Farms

Week days : 8 AM to 5 PM

Holidays : 8 AM to 1 PM

Sundays : 8 AM to 12PM

*Note: Second Saturday is a working day for all the farms.*

### General Staff structure

Sl No	Post Sanctioned
1	Superintendent/Assistant Director /Deputy Director
2	Veterinary Surgeon
3	Agriculture Officer
4	Field Officer
5	Livestock Inspector
6	Agriculture Assistant
7	Junior superintendent
8	Head clerk
9	Clerk/ Senior Clerk
10	L. D. Typist
11	Driver
12	Peon
13	Attendants
14	Night Watcher
15	Part Time Sweeper
16	Permanent Labourers
17	Casual Labourers

## Administration

Superintendent in the cadre of Assistant Director is in charge of the farm and in case of Vithura it is Deputy Director and he/she is assisted by Veterinary Surgeons, Agriculture Officer, Field Officer and Livestock Inspectors in all technical and administrative matters.

*(Refer delegation of Powers and additional delegation of powers of officers of farms)*

### A) Cattle Farms

Cattle farms are intended to propagate scientific cattle rearing practices for the production of clean milk. It also acts as a source of good quality calves, farm manure etc. A "Superintendent" in the cadre of Assistant Director manages the farms except at Jersey Farm, Vithura where the Superintendent is a Deputy Director.

There are three cattle breeding farms, one buffalo-breeding farm and one farm for conservation of indigenous breeds.

1. District Livestock Farm, Kudappanakkunnu, Thiruvananthapuram.
2. Jersey Farm, Vithura, Thiruvananthapuram.
3. Jersey Farm Extension Unit, Chettachal, Thiruvananthapuram.
4. Indigenous Cattle Farm, Badiaduka, Kasaragod.
5. Buffalo Breeding Farm, Kuriottumala, Kollam.

### B) Goat farms

The primary objective of Goat farms is to facilitate the conservation and propagation of local germplasm like the Malabari, Attapadi Black etc. Goat farms are under the control of an Assistant Director and the Goat rearing units are under the administration of the farms concerned.

There are 3 Goat Farms and 3 Goat rearing units under the department

1. Goat Farm, Parassala, Thiruvananthapuram.
2. Goat Farm, Attappadi, Agali, Palakkad.
3. Goat Farm, Kommeri, Kannur.
4. Goat Rearing Unit, District Livestock Farm, Kudappanakkunnu.
5. Goat Rearing Unit, Jersey Farm, Vithura, Thiruvananthapuram.
6. Goat Rearing Unit, Buffalo Breeding Farm, Kuriottumala, Kollam.

### C) Pig Farm

The primary objective of Pig Farms is to supply good quality piglets of exotic breeds to farmers. Head of the office is an Assistant Director in Pig farm and a Veterinary Surgeon in the Pig Breeding Unit.

One Pig breeding farm and 5 Pig breeding units function under the department

1. Pig Breeding Farm, Kappad, Kottayam.
2. Pig Breeding Unit, Parassala, Thiruvananthapuram.
3. Pig Breeding Unit, DLF, Kudappanakkunnu, Thiruvananthapuram.
4. Pig Breeding Unit, Kolani, Idukki.
5. Pig Breeding Unit, Kunnamkulam, Thrissur.
6. Pig Breeding Unit, RPF, Mundayad.

#### **D) Rabbit Rearing Units**

Rabbit Rearing Units are established to introduce exotic breeds of rabbits like Newzeland white, Grey Giant, White Giant, Soviet Chinchilla, German Angora to the farmers for improving the quality of rabbits reared for meat purpose and to popularize scientific methods of rabbit rearing among the farmers.

Four Rabbit Rearing Units are functioning under the department

1. District Livestock Farm, Kudappanakkunnu, Thiruvananthapuram.
2. Buffalo Breeding Farm, Kuriottumala, Kollam.
3. Regional Poultry Farm, Chathamangalam, Kozhikkode.
4. Rabbit Breeding Unit, Angamali, Ernakulam.

#### **E) Fodder Production**

Agricultural sections of farms under an Agricultural Officer are engaged in fodder production to meet the requirement of the farms under the Agricultural Officers. It also functions as demonstration units for farmers, trainees and entrepreneurs in the sector. Retail selling outlets of fodder slips for farmers are also present in the agricultural section. The department intends to act as a facilitator to grow fodder in all available land owned by the government/local bodies so as to reduce the production cost of the farm produce. As non-availability of good quality fodder in required quantity is the major constraint in dairy production in the state, fodder production schemes are being given top priority in large and small holdings.

## **12. Poultry Farms**

These farms are intended for the production of commercial layers/broiler chicks and good quality hatching eggs to improve the poultry wealth of the state. The farms also act as demonstration and conservation units for rare and fancy breeds.

#### **Objectives of Poultry Farms**

- Poultry Farms are established to rear high yielding varieties of poultry.
- To impart scientific poultry rearing knowledge to farmers.
- To conserve and to propagate local breeds of Poultry.



- To introduce exotic varieties of poultry to farmers.
- To impart hands on training in poultry husbandry and management

### Working Hours for Farms

- Ordinary days : 8 AM to 5 PM
- Holidays : 8 AM to 1 PM
- Sundays : 8 AM to 12 PM

**Note :** Second Saturday is a working day for Poultry Farms.

### General Staff structure

Sl No	Post Sanctioned
1	Assistant Director (Poultry)
2	Veterinary Surgeon
3	Field Officer
4	Livestock Inspector
5	Clerk
6	Attendant
7	Driver
8	Part Time Sweeper
9	Labourers

### Management

Production Manager in the cadre of deputy director is the head of the office at Central Hatchery and an Assistant Director is the head of the Office in Regional Poultry Farms and District Poultry Farms.

*Refer delegation of powers of Assistant Director and additional powers of farm officer*

Apart from the Central Hatchery there are 6 Regional Farms and 2 District Farms to cater the needs of the state in poultry rearing.

1. Regional Poultry Farm, Kudappanakkunnu, Thiruvananthapuram
2. Regional Poultry Farm, Manarcadu, Kottayam
3. Regional Poultry Farm, Koovappady, Ernakulam
4. Regional Poultry Farm, Malampuzha, Palakkad
5. Regional Poultry Farm, Chathamangalam, Kozhikkode
6. Regional Poultry Farm, Mundayad, Kannur
7. District Poultry Farm, Athavanad, Malappuram
8. District Poultry Farm, Kolani, Idukki

**(b) Turkey Farm**

The one and only Turkey Farm in the entire state of Kerala is functioning at the Regional Poultry Farm, Kureeppuzha, Kollam District. This farm functions as a demonstration and propagation unit of Turkeys. It sells poult and eggs for hatching to individuals and organizations for improving the local stock. Head of the office is an Assistant Director assisted by a Veterinary Surgeon.

**(c) Duck Farm**

The only duck farm under the Department is the “Duck Farm at Niranam” in Pathanamthitta district. This farm is intended for the conservation and propagation of indigenous breeds like “Chara” and “Chempally” and also for the propagation of exotic breeds like Vigova Super and Khaki Campbell. Head of the office is an Assistant Director assisted by a Veterinary Surgeon.

**(d) Quail Production Units**

These units are intended for providing good quality parent stock, hatching eggs to individuals and organizations and also for imparting practical training in quail rearing. Three Quail Production Units function in Poultry farms of the Department.

1. Central Hatchery, Chengannur
2. Regional Poultry Farm, Chathamangalam, Kozhikkode
3. District Livestock Farm, Kudappanakunnu

## CHAPTER II: MANAGEMENT OF VETERINARY INSTITUTIONS

### SECTION 4

#### INSTITUTIONS DIRECTLY REPORTING TO DIRECTOR

The Third level of administration includes Veterinary Institutions that are reporting directly to the Director of Animal Husbandry.

1. Institute of Animal Health and Veterinary Biologicals, Palode.
2. Special Livestock Breeding Programme -Headquarters, Thiruvananthapuram.
3. Chief Disease Investigation Office, Palode.
4. Animal Disease Control Project, Thiruvananthapuram.
5. Rinderpest Eradication Scheme, Head Quarters, Palakkad.
6. Livestock Management Training Centres.
7. Avian Disease Diagnostics Lab, Thiruvalla.
8. Disease Investigation Office, Kannur.
9. Central Hatchery, Chengannur.
10. Cattle Sterility Office, Aluva.
11. State Laboratory for Livestock, Marine and Agri Products, Maradu, Ernakulam.

#### 1. INSTITUTE OF ANIMAL HEALTH AND VETERINARY BIOLOGICALS (IAH &VB) Palode

##### Objectives

1. Production of Veterinary Biologicals.
2. Research and development of new biologicals.
3. To enlighten the public about the importance of immunization.
4. Training in the field of vaccinology.

##### Working Hours

Ordinary days : 10AM – 5 PM

**Note:** - Second Saturdays, Sundays and other state holidays are applicable

**Staff Structure**

<b>Sl.No</b>	<b>Post sanctioned</b>	<b>No. of posts</b>
1.	Director (Additional Director)	1
2.	Standardization Officer (Joint Director)	1
3.	Senior Research Officer (Joint Director)	1
4.	Research Officer (Deputy Director)	2
5.	Quality Control Officer (Deputy Director)	1
6.	Assistant Research Officer (Assistant Director)	7
7.	Research Assistant (Veterinary surgeon)	11
8.	Veterinary Surgeon	3
9.	Plant Engineer	1
10.	Chemist	1
11.	Lab Supervisor	1
12.	Senior Superintendent	1
13.	Junior Superintendent	1
14.	Clerk/ Senior Clerk	5
15.	Clerk Typist	1
16.	L.D Typist	1
17.	Confidential Assistant	2
18.	Driver	3
19.	Office Attendant	3
20.	Laboratory Technician	16
21.	Carpenter cum Packer	2
22.	Electrician	1
23.	Attendant	20
24.	Sweeper cum Attendant	4
25.	Gardener	1
26.	Refrigeration Mechanic	1
27.	Electrician cum Mechanic	1
28.	Night Watcher	3
29.	Part time Sweeper	2
30.	Permanent Labourer	2
31.	Plumber	1

**Administration**

Director of the Institute in the cadre of Additional Director of Animal Husbandry is the administrative head.

### Vaccines & Biologicals produced at the Institute

The Institute produces vaccines against bacterial diseases –Anthrax, Haemorrhagic septicaemia, Black Quarter, Duck Pasteurellosis and viral diseases – Ranikhet Disease, Fowl pox, Duck Plague, Swine fever. Diagnostic antigens for Salmonellosis in poultry, Brucellosis in Livestock and California Mastitis Test Reagent for early detection of Mastitis are also produced by the Institute. The Mastitis kit supplied by the institute helps the farmers in early detection of mastitis. The antibiotic sensitivity test kit produced in the institute aids in proper and timely treatment of Mastitis. The research activities continue to produce new vaccines and biologicals.

The prices of biologicals are revised periodically. Apart from supplying the biologicals to cater the department, vaccines are sold to public on cash payment.

### Details of vaccines produced by the Institute

Sl. No	Name of vaccine	Vaccine Details	Packing & Storage
<b>POULTRY VACCINES</b>			
1	<b>RDV (F)</b> Live attenuated Freeze dried vaccine	Diluent : 10 ml PBS Dose : 1 drop Route : occulo - nasal Age : On day of Hatch Immunity: 6 - 8 Weeks	Packing : 2 ml vial (100 doses) 2 - 4°C - 3 months -20 °C - 12 months Room temp - 10 days
2	<b>R2B</b> Live attenuated Freeze dried vaccine	Diluent : 100 ml PBS Dose : 0.5 ml Route : s/c at wing web Age : 6-8 weeks Immunity: Life long	Packing : 2 ml vial (200 doses) 2 - 4°C - 3 months -20 °C - 12 months Room temp - 10 days
3	<b>FPV</b> Live attenuated vaccine	Diluent : 1 ml Glycerol Saline Dose : 0.5 ml Route : Prick method Age : Above 6 weeks Immunity: 1 year	Packing : 2 ml vial (100 doses) 2 - 4°C - 1 month -20 °C - 24 months Room temp - 1 month
4	<b>DPV</b> Live attenuated vaccine	Diluent : 100 ml PBS Dose : 0.5 ml Route : s/c at wing web Age : 1 <sup>st</sup> dose - 7 weeks Booster : 4th month Immunity: 1 year	Packing : 2 ml vial (200 doses) 2 - 4°C - 3 months -20 °C - 12 months Roomtemp - 10 days

5	<b>Duck Pasteurella vaccine</b> Inactivated vaccine	Diluent : Nil Age :Below 6 months Dose : 0.3 ml Age : Above 6 months Dose : 0.5 ml Route : Intramuscular Immunity: 6months	Packing: 100 ml bottle (200 doses) 2 - 4°C - 12 months Room temp - 6 weeks
<b>LIVESTOCK VACCINES</b>			
1	<b>HS (OA)</b> Inactivated vaccine	Diluent : Nil Dose:2ml (upto 140kg) :3ml (Above140Kg) Route : Intramuscular Age : 3 months Immunity: 1 year	Packing : 300 ml bottle (150 doses) 2-4°C - 12 months Room temp - 6 weeks
2	<b>HS (B)</b> Inactivated vaccine	Diluent : Nil Dose :5 ml (upto 140 Kg) :10ml (Above140 Kg) Route : Subcutaneous Age : 3 months Immunity: 2-3 months	Packing: 300 ml bottle (60 doses) 2-4°C - 6 months Room temp - 6 weeks
3	<b>BQ</b> Inactivated vaccine	Diluent: Nil Dose : 5 ml (upto 140Kg) :10ml (Above140 Kg) Route : Subcutaneous Age : 3 months Immunity: 1 year	Packing: 300 ml bottle (60 doses) 2 - 4°C - 24 months Room temp - 6 weeks
4	<b>Anthrax Spore Vaccine</b> Live vaccine	Diluent : Nil Dose : Cattle - 1 ml Route : Subcutaneous : Goats - 0.2ml Route : Caudal fold Age : 3 months Immunity: 1 year	Packing : 100 ml bottle (100 doses) 2 - 4°C - 6 months Room temp - 6 weeks
5	<b>Classical Swine Fever Vaccine</b> Lapinised Freeze dried vaccine	Dose: 1ml Route: 1/m Age: Piglets born to unvaccinated sows at 2 weeks and others at 2 months of age Immunity: 1year	Packing : 2ml vial 2 - 4°C - 1 week - 20°C - 6 months

**Biologicals produced in the Institute**

1	Diluents for use with freeze-dried poultry vaccines.
2	California Mastitis Test Reagent
3	Mastitis Kit
4	Antibiotic Sensitivity Testing Kit
5	Rose Bengal Plate Test Antigen
6	<i>Salmonella pullorum</i> coloured Antigen

**2. Special Livestock Breeding Programme (SLBP)**

Special Livestock Breeding Programme is a beneficiary oriented scheme implemented by the Department of Animal Husbandry from 1976 onwards to increase the productivity in the dairy sector. Crossbred calves are selected at the age of 4-6 months and are extended special care and attention up to 32 months.

(Order No.B2-7576/88/Plg.Trivandrum, dated: 7.4.1988)

From 1997 onwards the scheme is being implemented through local bodies in all 14 districts with active participation of the Milk Producers Co- operative societies. The beneficiaries will be eligible for 50% subsidy on the cost of feed, medicines, Insurance charges etc. out of which 25% will be from Animal Husbandry Department and 25% from the concerned Local self Government, subject to sanctioned subsidy limits.

G. O. (MS)-No.11/2001/AD dt. 20.01.2001

**Objectives**

- To reduce the age of first calving of crossbred heifers by reducing the age of attaining puberty through feeding of good quality feed and scientific management practices.
- To tap the production and genetic Potential by better Feeding and Management practices.
- Ultimately, to increase the total milk production of the animals in the State.
- To provide health cover, including prevention against common contagious diseases for the selected animals.
- To provide insurance cover against loss due to unforeseen reasons.

**Basic Outline of Scheme**

1. Female crossbred calves of 4-6 months of age are selected from among Below Poverty Line farmers or in their absence from Above Poverty Line farmers, as per the Calf Feed Subsidy Programme (CFSS).
2. Selected calves will be given feed at 50%-subsidized rate till calving or 32 months of age subject to sanctioned subsidy limits.
3. Insurance coverage will be given at 50% premium throughout this period.
4. Beneficiaries will be given training in scientific calf rearing practices.

5. Dewormers, Vitamin A supplement and mineral mixture will be supplied as and when needed.
6. Breeding status will be assessed at 15-18 months of age.
7. A hand held permit printing machine and its software for online entry into AHEAD Programme has been developed and is in use.

### **Area of Implementation**

All 14 districts of the State

### **Administration**

An Additional Director (SLBP) is the state level implementing officer

#### **a. Headquarters of SLBP**

The headquarters of SLBP scheme is in Thiruvananthapuram. The Additional Director, SLBP headquarters (Project Cell) has the overall supervision and technical control in the implementation of the programme. The Additional Director is assisted by a Joint Director and two Deputy Directors in all technical and administrative matters at the headquarters.

Each Deputy Director will directly supervise the activities of seven districts. They will evaluate the physical and financial progress of the scheme in these districts and report to the Joint Director. They will conduct atleast one detailed inspection of a District Level Implementing Office every month. They will conduct surprise inspections of societies and Field Level Implementing Officer's office, periodically.

The Joint Director will evaluate the reports submitted by the Deputy Directors and will submit a consolidated report to the Additional Director.

The Additional Director conducts periodical evaluation meetings of the District Level Implementing Officers.

#### **b. District Level Implementing Officer (DLIO)**

In Thiruvananthapuram, Thrissur and Kannur districts a Deputy Director is the District Level Implementing Officer of Special Livestock Breeding Programme. In Kollam, Alappuzha, Kottayam, Palakkad and Kozhikkode districts, Assistant Director is the District Level Implementing Officer of the scheme. In Pathanamthitta, Idukki, Malappuram, Wayanad and Kasaragod districts, the SLBP scheme is implemented through Deputy Director (AH) of District Animal Husbandry Offices. In Ernakulam district the Project Officer, ICDP, Aluva is the District Level Implementing Officer of the scheme.

#### **c. Field Level Implementing Officer (FLIO)**

Senior Veterinary Surgeon/ Veterinary Surgeon is the field level implementing officer of SLBP scheme.



**Working Hours of Office**

Week days: 10 AM – 5 PM

**Note:** - Second Saturdays, Sundays and other state holidays will be considered as holidays for these institutions.

Sl No	District	District Level Administration	Field Level Implementing Officer	No. of Circles
1	Thiruvananthapuram	Deputy Director & Assistant Director	Veterinary Surgeon	<b>10</b>
2	Kollam	Assistant Director	Veterinary Surgeon	<b>5</b>
3	Pathanamthitta	Deputy Director of DAHO Office	Senior Veterinary Surgeon/Veterinary Surgeon	
4	Alappuzha	Assistant Director	Veterinary Surgeon	<b>4</b>
5	Kottayam	Assistant Director	Veterinary Surgeon	<b>4</b>
6	Idukki	Deputy Director of DAHO Office	Senior Veterinary Surgeon/Veterinary Surgeon	
7	Ernakulam	Project Officer ICDP, Aluva	Senior Veterinary Surgeon/Veterinary Surgeon	
8	Thrissur	Deputy Director & Assistant Director	Veterinary Surgeon	<b>10</b>
9	Palakkad	Assistant Director	Veterinary Surgeon	<b>4</b>
10	Malappuram	Deputy Director of DAHO Office	Senior Veterinary Surgeon/Veterinary Surgeon	
11	Kozhikkode	Assistant Director	Veterinary Surgeon	<b>5</b>
12	Kannur	Deputy Director & Assistant Director	Veterinary Surgeon	<b>9</b>

13	Wayanad	Deputy Director of DAHO Office	Senior Veterinary Surgeon/Veterinary Surgeon	
14	Kasaragod	Deputy Director of DAHO Office	Senior Veterinary Surgeon/Veterinary Surgeon	

### Selection of society

The Milk Producers Co-operative Societies registered under the Co-operative Societies Act from which the beneficiaries are to be identified will be selected by a committee consisting of the President of Grama Panchayat, the Field Level Implementing Officer, Dairy Extension Officer, Standing Committee Chairman and the Village Extension Officer. If Milk Producers Co-operative Societies are not available in the area, the scheme may be implemented through Nongovernmental Organizations.

### Beneficiaries

1. The selected person should belong to "Below Poverty Line" category. In their absence, Above Poverty Line farmers can also be considered.
2. He should possess an eligible cross-bred female calf of 4-6 month at the time of enrolment
3. Should be experienced in dairy farming.
4. Should have area for fodder cultivation at his disposal.

### Financial Management

Selected beneficiaries are eligible for 50% subsidy on all items of expenditure, subject to sanctioned subsidy limits, out of which 25% will be from Animal Husbandry Department and 25% from the concerned Local Self Governments. The Panchayats will transfer the subsidy amount to the District Level Implementing Officer in advance. He will send necessary utilization certificate and a report on the physical achievement to the concerned Panchayats at periodical intervals.

### Evaluation of the Programme

1. The DLIO will verify the evaluation report and calf status report periodically.
2. Periodic estimation of live body weight should be done once in every 3 months. There should be an increase in body weight, to the minimum 10% of the weight of feed consumed. If the weight gain is less than 10%, corrective measures should be taken and if no improvement is achieved, the calf may be removed from the

scheme. Also, if the beneficiary fails to collect the feed for 3 months continuously, the calf should be removed from the scheme.

3. When the animal attains 32 months of age or when it calves (which ever is earlier) the feed subsidy shall be stopped.
4. When the total subsidy per calf reaches sanctioned subsidy limits, further subsidy shall be stopped.

### Inspection

Assistant Director/ Deputy Director (DLIO) will conduct field verification of calves frequently. They will also inspect the accounts of the Veterinary Surgeon at random. Detailed inspection of the account in each circle with the help of the office staff will be conducted at least once in 6 months and inspection report communicated and remarks obtained. Serious irregularities if any noticed will be brought to the notice of the Additional Director forthwith.

### Special Registers to be maintained at SLBP

Sl no	Name of Register
1.	Individual Ledger
2.	Central Stock Register of Feed
3.	Total Permit Book
4.	Day Book / Cash Book
5.	Register of Valuables
6.	Stock Register of Permit Book
7.	Invoice Register
8.	Cheque Issue Register
9.	Work Diary
10.	Scheme Register
11.	Feed Commission register
12.	Managerial Subsidy Register
13.	Training Register

### Reports

Monthly reports are to be submitted by the Assistant Director / Deputy Director to the headquarters so as to reach the same before 10<sup>th</sup> of next month.

### 3. Chief Disease Investigation Office (CDIO)

The Chief Disease Investigation Office situated at Palode is the State diagnostic and referral laboratory of the Department of Animal Husbandry, Kerala. This office was

established to control and co-ordinate the disease diagnostic activities of the department in entire State of Kerala. Head of the office is Chief Disease Investigation Officer in the cadre of Joint Director with state wide jurisdiction.

(G.O (Rt) No.1150/82/AD dated 23-4-1982)

Chief Disease Investigation Office plays a vital role in the department through its function and liaises with the premier veterinary institutions in the country. This office has been identified as :

- Network Unit of All India Co-ordinated Research Project on Foot and Mouth Disease (AICRP on FMD) under Indian Council for Agricultural Research (ICAR).
- Nodal office of Southern Regional Disease Diagnostic laboratory (SRDDL), Bangalore
- Collaborating unit of National Institute of Veterinary Epidemiology and Disease Investigation (NIVEDI) Bangalore, under Indian Council for Agricultural Research (ICAR).

### Objectives

- Disease investigation during outbreaks.
- Referral support to field Veterinarians, Regional Disease Diagnostic Laboratories and Clinical Laboratories in disease diagnosis.
- Co-ordination and control of activities of Clinical Laboratories under the department.
- Setting up of advanced diagnostic facilities.
- Co- ordination of surveillance of emerging diseases.
- Research on animal and avian diseases.
- Screening for hazardous diseases.
- Imparting training to field Veterinarians and Para Veterinarians in latest trends in disease diagnosis.

### Working Hours

Ordinary days : 10AM – 5 PM

*Note: - Second Saturdays, Sundays and other state holidays will be applicable for this office.*

### Staff structure

Sl No	Posts	Number of posts
1.	Chief Disease Investigation Officer (Joint Director)	1
2.	Disease Investigation Officers(Assistant Director)	3
3.	Veterinary Surgeons	3
4.	Toxicologist (Veterinary Surgeon)	1

5.	Chemist	<b>1</b>
6.	Confidential Assistant	<b>1</b>
7.	Head Clerk	<b>1</b>
8.	Clerk /Senior Clerk	<b>3</b>
9.	Typist	<b>1</b>
10.	Laboratory Technician	<b>4</b>
11.	Livestock Inspector	<b>1</b>
12.	Driver	<b>1</b>
13.	Office Attendant	<b>1</b>
14.	Attendants	<b>3</b>
15.	Night Watcher	<b>1</b>
16.	Sweeper cum Attendant	<b>1</b>
17.	Part Time Sweeper	<b>1</b>

Chief Disease Investigation Officer is responsible for the investigation of existing and emerging diseases of livestock and poultry in the state. He/ She is assisted by three Disease Investigation Officers in the cadre of Assistant Director. Four well-equipped laboratories (Microbiology, Pathology, Parasitology and Toxicology) function under the direct supervision of Disease Investigation Officers assisted by a Veterinary Surgeon and a Laboratory Technician each.

Apart from Foot and Mouth Disease Virus Typing and seromonitoring Chief Disease Investigation Office offers special diagnostic facilities for the diagnosis of other major diseases affecting domesticated animals, wild animals and birds. A mobile unit of laboratory is also functioning under the office for carrying out disease investigation in the field. Various tests conducted at the institution are:

- Identification of pathogenic organisms from clinical samples using culture methods, serological techniques and /or immunodiagnostic methods
- Molecular diagnostic facility for identification of bacteria, viruses and parasites.
- Rabies diagnosis
- Antibiotic sensitivity tests for field samples
- Postmortem examination of carcasses
- Identification of parasites
- Estimation of mycotoxins
- Spot tests for qualitative analysis of toxins in samples
- Urea analysis
- Preparation and dispatch of glycerol phosphate buffer

## 4. Animal Disease Control Project (ADCP)

Considering the economic impact of Foot and mouth Disease, Government of Kerala decided to implement a project for control of animal diseases as per G. O. (Rt) 176/04/AD dated 24/8/2004. The Project was named "GORAKSHA".

### Objectives

1. To make Kerala a Foot & Mouth Disease free zone by adopting strategic and regular vaccination campaign.
2. To implement strategic and regular vaccination campaign against major livestock and poultry diseases.
3. To formulate and implement guidelines for the control of livestock and poultry diseases during outbreaks.
4. To ensure availability of quality vaccines and logistics for the vaccination programme.

### Components of the Project

1. **Mass Vaccination:** - A target of 85% of the susceptible animal population was fixed for concurrent vaccination against Foot and Mouth disease in order to achieve "herd immunity" for the entire population.
2. **Outbreak Management:** - A 24 hour reporting system has been established in the state named State Animal Disease Emergency Control (SADEC). Information on outbreaks of diseases from the field is first reported to SADEC and the reports are consolidated and intimated to Directorate. As per the direction of the Director of Animal Husbandry, ADCP makes necessary arrangements for sanitization of affected area, restriction of animal movement, containment vaccinations etc.
3. **Seromonitoring:-** The serum samples on the 0<sup>th</sup> day and 30<sup>th</sup> day after vaccination are collected for testing at Chief Disease Investigation Office, Palode.
4. **Extension and Publicity:-** Extensive publicity is given through electronic media, print media, All India Radio, advertisements, posters, loud speaker announcements and bit notices for awareness to farmers and general public.
5. **Animal Movement management:** - Control of movement of animals from the neighboring states is necessary to prevent spread of diseases. All the animals crossing the border should be strictly inspected and only clinically healthy animals are allowed entry after levying appropriate fee. All the animals brought into the State for rearing purpose should be vaccinated against FMD and yellow ear tags applied. Animals brought for slaughter purposes should have been vaccinated against FMD at least 21 days prior to entry accompanied by proper vaccination certificate issued from competent authority. These animals should be identified by a red ear tag. Animals /animal loads that are diseased / unvaccinated or suspected to have disease should be returned. Possibility of

animal movement through bye routes/illicit routes should be checked with the help of district vigilance squads.

6. **Manpower development:-** Training has been imparted to all concerned officers
7. **Information management:-** Daily Performance Reports will be submitted to ADCP during the Vaccination Programme, who will consolidate the data and prepare the Daily Progress Report
8. **Epidemiological Study:-** Proper study of the cause of the disease in an area will be undertaken by concerned District Epidemiologist and District Lab Officer supervised by District Coordinator.

### Staff Structure

Sl No	Post sanctioned	No. of posts
<b>A.</b>	<b>Project Management unit</b>	
1	Joint Director I (Project Coordinator)	1
2	Joint Director II	1
3	State Epidemiologist	1
4	Veterinary Surgeon	1
5	IT Officer (On Contract Basis)	1
6	Accounts Officer	1
7	Technical Assistant I	1
8	Technical Assistant II	1
9	Clerk/ Senior Clerk	3
10	Driver	1
11	Attendant	1
12	Research Assistant	1
13	Confidential Assistant	2
14	Dispatch Rider	1
15	Part Time Sweeper	1
<b>B</b>	<b>State Animal Disease Emergency Control - SADEC</b>	
1	Veterinary Surgeon	1
2	Livestock Inspector	3
3	Attendant	3
4	Driver	1
<b>C</b>	<b>District Units</b>	<b>14</b>
1	District Coordinators ( 3 Permanent Posts)	14
2	District Epidemiologist	14

3	District Lab Officers	14
4	Technical Assistant (Livestock Inspector)	14
5	Rapid Action Team - Livestock Inspectors	42
6	Clerk	14
7	Driver	14
8	Attendants	14

### Legislative support

Government of Kerala issued necessary legislation to support the implementation of the Project and ensure compliance of the farming and business community.

The Prevention and Control of Infectious and Contagious Diseases in Animals Act, (GO (MS) No. 36/2004/AD dated 19/3/2004)- to strengthen surveillance and checking FMD at State borders.

### Management of Mass Vaccination Programme

Door to door mass vaccination campaign against Foot and Mouth Disease is conducted twice every year in all districts. Vaccination under Assistance to States for Control of Animal Diseases (ASCAD) Scheme as well as vaccination against Peste des Petits Ruminants (PPR) and Classical Swine Fever are carried out by ADCP annually.

District Coordinators as well as the District Animal Husbandry Officers monitor the activities. A crisis Management team is formed in each district under Chief Veterinary Officer to attend to any outbreaks or casualties reported.

### SADEC (STATE ANIMAL DISEASE EMERGENCY CONTROL)

A State Animal Disease Emergency Control Room (SADEC) has been established at the Project Management Unit of ADCP to monitor outbreaks and to attend any emergency situation in the field. A Veterinary Surgeon and three Livestock Inspectors were placed on duty round the clock for the whole year.

## 5. Rinderpest Eradication Laboratory (RES), Palakkad

**Rinderpest Eradication Laboratory** was established in 1965 in Palakkad, under the 100% centrally sponsored Rinderpest Eradication Scheme as part of the National Rinderpest Eradication Programme (NPRE). The laboratory is well equipped with modern facilities for the diagnosis of diseases of animals and poultry. 18 regular Check posts, 6 Vigilance Units, 2 Mobile Units, and 2 Mass Vaccination Squads function under the NPRE scheme.

Subsequent to the declaration by the international committee of the OIE, Kerala state is provisionally declared free from Rinderpest with effect from 1-3 -1998. The **Rinderpest Eradication** Laboratory is considered as the Regional Disease Diagnostic Laboratory under the technical control of Chief Disease Investigation Office, Palode.



## Objectives

- Disease investigation during outbreaks.
- Referral support to field Veterinarians and Clinical Laboratories in disease diagnosis.
- Surveillance of emerging diseases.
- Screening for hazardous diseases like TB, Johne's Disease, Brucellosis and Salmonellosis.
- Imparting training to field Veterinarians and Para veterinarians in latest trends in disease diagnosis in four districts viz; Ernakulum, Thrissur, Palakkad and Malappuram.
- Inspection of animals and birds entering the state through the check posts to restrict the entry of infected animals/birds. Strict vigil has been exercised in the check posts to check the violation of PCA rules during the transport of animals.
- To conduct stock route search in the villages along the seven identified high-risk high-density stock routes to detect hidden foci of RP infection, if any by the Vigilance Units and Mobile Units.

## Working Hours

Ordinary days : 10AM – 5PM

*Note: - Second Saturdays, Sundays and other State holidays are applicable for this institution.*

## Management

Joint Director (RE) in the cadre of Joint Director is the head of office.

## Staff structure

Sl No	Posts	Number of posts
1	Joint Director (RE)	1
2	Assistant Rinderpest Officer(Assistant Director)	1
3	Veterinary Surgeon(HQ)	1
4	Head clerk	1
5	Clerk/Senior clerk	4
6	Office Attendant	2
7	Driver	1
8	Part Time Sweeper	1
<b>MASS VACCINATION SQUAD</b>		2
1	Veterinary Surgeon	2
2	Livestock Inspectors	22
3	Attendants	4
4	Driver	2

<b>Rinderpest Mobile units</b>		2 Nos.
1	Veterinary Surgeon	2
2	Livestock Inspectors	9
3	Attendants	2
4	Driver	1
<b>Rinderpest Vigilance units</b>		6 Nos.
1	Veterinary Surgeon	6
2	Livestock Inspectors	41
3	Attendants	4
4	Driver	4
<b>Rinderpest Check posts</b>		18 Nos.
1	Veterinary Surgeon	2
2	Field Officer	19
3	Livestock Inspectors	57
4	Attendants	36
5	Part Time Sweeper	4

## 6. Livestock Management Training Centres (LMTC)

The Training Centers in the department are:

1. LMTC **Kudappanakkunnu - Thiruvananthapuram**
2. LMTC Mundayad - Kannur
3. LMTC Aluva – Ernakulam
4. LMTC Malampuzha - Palakkad
5. LMTC Thalayolapparambu - Kottayam
6. LMTC Kottiyam – Kollam

### Objectives

1. To equip the farmers engaged in Animal Husbandry activities with scientific management practices to promote economic production both as mainstream and supportive activity.
2. To impart knowledge and support unemployed youths to take up self employment through animal husbandry activities.
3. To arrange exhibition to showcase the activities of department and scientific information about animal husbandry activities.
4. To provide technical knowledge and relevant information on various animal husbandry institutions providing various protective and promotional activities and also the programs of the department.
5. To educate the women folk to prepare themselves to take up domestic units of livestock and poultry of manageable size to supplement family income.

6. To conduct in service training course with specific syllabus to candidates selected as Livestock Inspectors by the PSC.
7. To arrange orientation trainings to Veterinarians and other staff.
8. To motivate the school children and the members enrolled in the school poultry clubs with a view to start backyard poultry and Rabbit rearing extensively.
9. To arrange any other need based training programme of the Department to the farmers, staff and public.

Major trainings offered at Livestock Management Training Centres are:

- Dairy Farming
- Goat Farming
- Duck farming
- Pig Farming
- Broiler Production
- Layer Management
- Backyard Poultry Production
- Quail farming
- Chick Sexing
- Rabbit rearing
- Fodder cultivation
- Modernization and Mechanization of farms
- Training on Dog breeding

The trainees include farmers, social workers, Ex-servicemen, School students, Housewives, extension workers and people belonging to SC/ST communities.

### **Administration**

LMTC Kudappanakkunu and LMTC Mundayad have Principal Training Officer in the cadre of Joint Director as head of the office. A Deputy Director is the head of the office at LMTC, Aluva and an Assistant Director is the head of the office at LMTC Thalayolaparambu and Malampuzha.

### **Working Hours**

Ordinary days : 10 AM – 5 PM

*Note: - Second Saturdays, Sundays and other state holidays is applicable*

### **Staff Pattern**

The LMTC-s of the State are monitored by the Principal Training Officer, Kudappanakkunnu. The staff pattern of the LMTC Kudappanakkunnu is as follows

SL No	Posts	Number of posts
1	Principal Training Officer	1
2	Deputy Director	1
3	Assistant Director	2
4	Field Officer	1
5	Senior Accountant	1
6	Confidential Assistant	1
7	Senior clerk	1
8	Typist	1
9	Cinema Operator cum Diver	1
10	Driver	1
11	Office Attendant	1
12	Part Time Sweeper	1
<b>CHICK SEXING SCHOOL</b>		
1	Senior Instructor	1
2	Hatchery Supervisor (LI Grade-11)	1
3	Clerk cum Typist	1
4	Attendant	2

## 7. Avian Disease Diagnostic Laboratory (ADDL)

The Avian Disease Diagnostic Laboratory was established in 1979 at Manjadi, Thiruvalla in Pathanamthitta district for the diagnosis and control of various Avian Diseases in the State. This laboratory has been upgraded recently as a Regional Disease Diagnostic Laboratory (RDDL) under the technical control of Chief Disease Investigation Office with jurisdiction over the four districts of Pathanamthitta, Alappuzha, Kottayam and Idukki tackling diseases of animals and birds.

(G.O. (Rt) No. 2522/79/AD dated 7-9-1979)

### Objectives

- Disease investigation during outbreaks among Livestock and poultry.
- Referral support to field Veterinarians and Clinical Laboratories in disease diagnosis.
- Outbreak Management
- Forecasting of major diseases in Livestock and poultry.
- Co ordination of surveillance of emerging diseases.
- Screening for Salmonellosis and other diseases in Livestock.
- Imparting training to field Veterinarians and Para veterinarians in latest trends in disease diagnosis.

## Working Hours

Ordinary days : 10 AM – 5 PM

**Note:** - Second Saturdays, Sundays and other state holidays applicable

## Management

Deputy Director is the head of the office. He/ She is assisted by three Assistant Directors for disease surveillance and diagnosis. Three Veterinary Surgeons supervise the work in different Laboratories.

## Staff structure

SL No	Posts	No. of posts
1	Deputy Director	1
2	Disease Surveillance Officer (Assistant Director)	1
3	Assistant Director (Bacteriology and Virology)	1
4	Assistant Director (Poultry Pathology)	1
5	Veterinary Surgeons	2
6	Laboratory Technician	1
7	Laboratory Assistant	2
8	Clerk /Typist	2
9	Lab Attendant	2
10	Night watcher	1
11	Driver	1
12	Part time sweeper	2
13	Office Attendant	1

## 8. Disease Investigation Office, Kannur

Office of the Disease Investigation Officer, Kannur presently function at the District Veterinary Centre campus in Kannur and is under the administrative control of DAHO, Kannur. This laboratory function as Regional Disease Diagnostic Laboratory under the technical control of Chief Disease Investigation Officer, Palode with a view to monitor disease control in northern districts of Kerala with a jurisdiction of four districts viz., Kannur, Kozhikode, Kasaragod and Wayanad. The Disease Investigation Officer is an officer in the cadre of Assistant Director.

### Objectives

- Disease investigation
- Diagnosis and forecasting of major diseases
- Outbreak management

- Disease surveillance
- Monitoring health status in livestock and poultry farms
- Conducting training programmes, awareness camps etc
- Collection, preservation and dispatch of samples for National surveillance of certain diseases.

### Working Hours

Ordinary days : 10AM – 5 PM

**Note:** - Second Saturdays, Sundays and other state holidays are applicable for this office

### Staff structure

Sl No	Posts	Number of posts
1.	Disease Investigation Officer	1
2.	Chemist	1

## 9. Central Hatchery- Chengannur

The Central Hatchery has been established in Chengannur in Alappuzha District during 1961-62 for organizing the Poultry sector in a systematic manner and for providing better facilities for the poultry farmers. This institution supplies commercial layer chicks, table eggs, poultry, poultry equipments etc. according to the needs of the public.

### Institutions functioning at Central Hatchery are

1. Hatchery
2. Feed Compounding Factory
3. Training Institute
4. Feed Testing Laboratory
5. Chick Sexing School
6. Mobile Veterinary Hospital
7. Work Shop

### Administration

Production Manager in the cadre of Deputy Director is the technical and administrative head of all institutions functioning at Central Hatchery. Three Assistant Directors (a Senior Veterinary Surgeon, a Geneticist and an Assistant Director) and three Veterinary surgeons and other ancillary staff assist him.

### 9.1. Central Hatchery

Central hatchery was established to meet the demand for good quality chicks and eggs in the sector. Production Manager in the cadre of Deputy Director is the head of the office complex.

#### Objectives

- Production and sale of high quality chicks and eggs
- Breeding of Poultry
- Research in Poultry Breeding
- To impart training
- Technical advice to poultry farmers

#### Working Hours

##### (a) For Staff on Hatchery duty (Veterinary Surgeon and Labourers) -

Ordinary days : 8 AM to 5 PM

Other Holidays : 8 AM to 1 PM

Sundays : 8 AM to 12 Noon

**Note:** Second Saturday is a working day for Central Hatchery.

##### (b) For Other Staff

Ordinary days : 10 AM to 5 PM

**Note:** Second Saturdays, Sundays and other State Holidays are applicable for the office staff at the Hatchery.

#### Staff structure

Sl No	Posts	Number of posts
1	Production Manager	1
2	Geneticist	1
3	Veterinary surgeon (Poultry)	1
4	Veterinary surgeon ( Breeding)	1
5	Field Officer	1
6	Livestock Inspector	4
7	Incubation Technician	1
8	Electrician cum mechanic	1
9	Research Assistant (stat)	1
10	Junior superintendent	1
10	Head Clerk	1

11	Clerk/Senior Clerk	2
12	Accountant	1
13	Clerk typist	1
14	Driver	1
15	Office Attendant	2
16	Night watcher	3
17	Attendants	4
18	Labourer	67
19	Part Time Sweeper	1

## 9. 2. Feed Compounding Factory

A feed compounding factory was established in Central Hatchery in the year 1963 in order to manufacture ready to feed balanced poultry feed for the Hatchery as well as for other government poultry institutions in the state.

### Objectives

- Production and distribution of good quality layer, grower and adult poultry feed to the Government farms.

### Working Hours

Ordinary days : 10 AM to 5 PM

**Note:** Sundays, other Holidays and Second Saturday are applicable for the staff at the Feed Compounding Factory.

### Staff structure

Sl No	Posts	Number of posts
1	Assistant Engineer	1
2	Field Officer	1
3	Store Keeper	1
4	Mechanic	1
5	Senior Accountant/Head Clerk	1
6	Accountant	2
7	Typist	1
8	Driver	1
9	Cleaner cum Watcher	1
10	Attendant	2
11	Part Time Sweeper	1



### 9. 3. Training Institute

A Poultry Training Institute was established in Central Hatchery to impart scientific training in poultry rearing and breeding to farmers, para veterinary officers and unemployed youths. Training for livestock inspectors are conducted here. Short term training programmes in backyard poultry rearing, broiler farming, quail farming, rabbit rearing etc. are also conducted here.

#### Objectives

- To impart scientific training in poultry rearing and breeding to farmers.

#### Working Hours

Ordinary days - 10 AM to 5 PM

*Note: Sundays, other Holidays and Second Saturdays are not working days for the staff at the Training Institute.*

#### Staff structure

Sl No	Posts	Number of posts
1	Assistant Director	1
2	Veterinary Surgeon (Training)	1
3	Part Time Sweeper	1

### 9. 4. Feed Testing Laboratory

A Feed Testing Laboratory started functioning in Central Hatchery on 21-1-1978 to analyze the feed ingredients and various types of feed manufactured by the departmental institutions and thereby ensuring the quality of feed with reference to nutritive value. This laboratory also conducts analysis of proximate principles of any feed samples from the field.

#### Objectives

- Analysis of various types of feed and its ingredients for proximate principles.

#### Working Hours

Ordinary days : 10 AM to 5 PM

*Note: Sundays, other Holidays and Second Saturdays are applicable for the staff at the Feed Testing Laboratory.*

**Staff structure**

SL No	Posts	Number of posts
1	Feed Analyst	1
2	Laboratory Assistant	2
3	Clerk – Typist	1
4	Attendant	1

**9. 5. Chick Sexing School**

Chick Sexing School at Central hatchery was established in 1967 to impart scientific training in chick sexing to selected persons.

**Objectives**

To impart scientific training in poultry sexing.

**Working Hours**

Ordinary days - 10 AM to 5 PM

**Note:** Sundays, other Holidays and Second Saturday are applicable for the staff at the Chick Sexing School.

**Staff structure**

SL No	Posts	Number of posts
1	Chief Instructor	1
2	Chick Sexing Experts	2
3	PTS	1

**9.6. Mobile Veterinary Hospital**

The Mobile Veterinary Hospital in Central hatchery was established for the prevention and treatment of diseases among the birds at the hatchery. Moreover, this hospital provides treatment for other Livestock and poultry around the hatchery.

**Objectives**

- Clinical activities in Chengannur and Thiruvalla Taluk.
- Vaccinations.

**Working Hours**

Ordinary days : 9 AM to 3 PM

Holidays : 8 AM to 12 PM

Sundays : 9 AM to 1PM

Note : Second Saturday is a working day for the Mobile Veterinary Hospital.

**Staff structure**

Sl No	Posts	Number of posts
1	Senior Veterinary Surgeon	1
2	Livestock Inspector	1
3	Attendant	1
4	Part Time Sweeper	1

**10. Cattle Sterility Office (CSO) Aluva**

The Cattle Sterility Office in Aluva, Ernakulam District was established to screen crossbred cows, heifers and buffaloes for infertility problems through assessment of the mineral and hormonal level in the serum. Early detection and prompt treatment will enhance the production period of the animal. This data can also be used to modify the breeding and management practices of the department.

(G.O (M.S) /137/83/A.D. dated 21-5-1983).

**Objectives**

- Screening of cross bred cows Heifers, Buffaloes to assess the infertility problems.
- To investigate the causes leading to infertility problems.
- To rectify the cause of infertility.
- To publish data on the investigation made, results achieved and suggest ways to modify the breeding and management practices.
- To estimate minerals and hormonal level of blood/serum in animals for diagnosing fertility problems.
- To suggest remedial measures for sterility conditions by estimating mineral and hormonal level in blood serum of animals.
- Consolidation of reports of Infertility camps.
- Preparation of Cattle Sterility Report bulletin.

**Working Hours**

Ordinary days : 10 AM – 5 PM

**Note:** - Second Saturdays, Sundays and other State holidays are applicable

**Management**

This Office is functioning under the control of a Cattle Sterility Officer in the cadre of Deputy Director assisted by an Assistant Director. The farmers attending the infertility camps are enlightened with knowledge on breeding, feeding and management practices through the group discussion for augmenting production.

**Staff structure**

Sl No	Posts	posts
1	Cattle Sterility Officer	1
2	Assistant Director	1
3	U. D Compiler	1
4	Clerk / Typist	1
5	Junior Statistical Instructor	1
6	Office Attendant	1

**11. State Laboratory For Livestock, Marine And Agri Products (SLMAP)**

The State Laboratory for Livestock, Marine and Agri Products (SLMAP) formerly known as Livestock and Marine Products Inspection Office cum Certification Laboratory (LPIO) was established in 1982 at Ernakulum to enforce Quality control of Meat and Marine Products exported as per Export Quality Control and Inspection Act 1963. (G.O. Rt 2084/82/dt, 5-8-1982).

Currently the laboratory is functioning in a building of the Agricultural Urban Wholesale Market, Maradu (G.O. (Rt.) No.156/03/AD of Agriculture Dept.dated 17.10.2003).

**Objectives**

- To issue necessary Certificate for meat and marine products meant for export.
- To provide technical advice on hygiene and sanitation to various processing units.

**Working Hours**

Ordinary days : 10 AM - 5 PM

**Note :** - Second Saturdays, Sundays and other State holidays are applicable for this office.

**Administration**

The Livestock Product Inspecting Officer in the cadre of Deputy Director is the administrative head of the institution

**Staff Structure**

Sl No	Post Sanctioned	Number of posts
1	Livestock Products Inspecting Officer	1
2	Scientific Assistant	1

3	Veterinary Surgeon	1
4	Laboratory Technician	2
5	Laboratory Attendant	1
6	L.D Clerk	1
7	Clerk Typist	1
8	Typist (Sr. grade)	1
9	Driver	1
10	Attendant	1
11	Part Time Sweeper	1

State Laboratory for Livestock, Marine and Agri Products conduct tests following international standards like Codex (HACCP), ISO 9000, ISO/IEC 17025, EU and USFDA standards on meat and marine products meant for export and issue Health/Veterinary Certificate. Government have fixed about 70 parameters based on which tests are conducted at the well-equipped Microbiology, Molecular biology, Chemistry and Mycology Laboratories of the institution.

Various functions/ tests conducted at the institution are:

1. Microbiological contamination of food and water samples.
2. Environmental monitoring of pathogens.
3. Rapid pathogen detection.
4. Rapid microbial enumeration.
5. Estimation of heavy metal in water, marine and other food products.
6. Proximate analysis.
7. Vitamin and enzyme assay.
8. Analysis of water.
9. Drug residue monitoring.
10. Detection of pesticide residue in food products.
11. Detection of biotoxins in raw and processed food.
12. Bacterial strain tracking in food products.
13. Rapid PCR confirmatory tests for bacteria, viruses and parasites.
14. Verification of meat species.
15. Estimation of level of meat adulteration.
16. Aflatoxin screening.

## CHAPTER II: MANAGEMENT OF VETERINARY INSTITUTIONS

### SECTION 5

#### INSTITUTIONS HANDED OVER TO LOCAL SELF GOVERNMENT

As per the Kerala Panchayat Raj Act 1994 and the Kerala Municipality Act 1994, many of the government institutions were handed over to Local Self-Governments. The duties and functions and responsibilities of institutions handed over to Local Self Government under Animal Husbandry Department are detailed below:

(GO (P) No.189/95 dated 18/9/1995)

Details of Veterinary Institutions functioning under Local self government

Sl.No	LSG Institution	Veterinary Institution
1	Grama Panchayats	Veterinary Dispensaries
		Veterinary Hospitals
		Veterinary Sub Centres
2	Block Panchayats	Veterinary Polyclinic
3	Jilla Panchayats	District Animal Husbandry Office
		District Veterinary Centres
		Regional Animal Husbandry Centres
		Mobile Farm Aid Units
		Livestock Farms except District Livestock Farm, Kudappanakunnu
		Pig Breeding Units
		Poultry Farms of Kottayam, Idukki, Malappuram and Kozhikode Districts
Goat Farms at Attappadi and Komeri		

4	Municipalities	Veterinary Dispensaries
		Veterinary Hospitals
		Veterinary Polyclinic
		Veterinary Sub Centres
5	Corporations	Veterinary Dispensaries
		Veterinary Hospitals
		Veterinary Polyclinic
		Veterinary Sub Centres

### **Role of Local Self Governments in Management of Veterinary Institutions**

1. To provide basic infrastructure facilities, building, furniture, telephone etc for the smooth functioning of the Veterinary Institution handed over to Local Self government.
2. To provide sufficient funds for rent, water charges, electricity charges, maintenance of building, telephone charges/ internet charges, stationary, stamp, fuel charge for vehicles etc for the smooth functioning of the Veterinary Institution.
3. Supervision of daily management of Veterinary Institutions.
4. To sanction funds for unforeseen expenses.
5. To sanction casual leave of head of office of Veterinary Institution and to recommend applications for other leaves.
6. To approve the tour diary of gazetted officers.
7. To request for any disciplinary actions on gazetted officers and non gazetted officers of Veterinary Institution.
8. To carry out maintenance of Veterinary Institutions and staff quarters.
9. To sanction the purchase of land and construction new buildings and staff quarter for Veterinary Institutions functioning in rented buildings.
10. To ensure the receipt and remittance of fees fixed by the government in Veterinary Institutions.
11. To purchase medicines, instruments, furniture, vaccinations, semen for artificial insemination etc for the Veterinary Institution.
12. To sanction funds for the repair and maintenance of vehicle of Veterinary Institution.
13. To ensure the security of the landed property of Veterinary Institution and to consider the income from trees of this land for developmental activities.
14. To prepare separate projects for general, special and minority categories and to select the area and beneficiaries for implementing this project
15. To sanction funds for the development of farms and Veterinary Institutions.
16. To control the activities of S.P.C.A and to prevent cruelty to animals.
17. To take action for implementing the Kerala Livestock Improvement Act

18. To assess and implement the shifting of Veterinary Sub Centres to better locations, if necessary.
19. Timely vaccination of livestock and poultry in the locality.
20. To co ordinate extension activities through seminars, discussion forums, exhibitions, calf / cattle exhibitions etc.
21. To undertake licensing for dogs vaccinated against rabies and to take measures to control stray dogs.
22. To entrust the local Veterinary surgeon for technical guidance while preparing the budget for animal husbandry sector.
23. To ensure the participation of the local Veterinary surgeon in meetings held by LSG and to furnish necessary reports.
24. To ensure the local veterinary surgeon as the Ex officio secretary of the Animal Husbandry sector in the Panchayat.
25. To constitute working group in Animal Husbandry sector for implementation of people plan programme.
26. To constitute the hospital development committee based on the recommendation of the veterinarian.
27. To auction unserviceable articles, empties, the right to harvest fruits from trees etc as per the advice of the head of the Veterinary Institution.
28. To implement the government directions and orders for the smooth functioning of Veterinary Institutions handed over to Local self Government as per the Kerala Panchayat Raj Act 166(7), 172(6), 173(6) 1994 and the Kerala Municipality Act 30(5) 1994.

### **Duties of Grama Panchayats to Veterinary Institutions**

- To facilitate smooth functioning of Veterinary Dispensaries and Veterinary Hospitals, Veterinary Sub Centres and Calf Feed Subsidy Scheme of the Department handed over to Grama Panchayats.
- To promote livestock and poultry husbandry activities of the locality
- To augment the milk /meat/egg production of the locality
- To promote fodder cultivation in the area
- To co ordinate and to conduct of the livestock and poultry exhibitions
- To prevent cruelty to animals
- To facilitate prevention and eradication of diseases of livestock and poultry
- To augment the quality of the veterinary services.

### **Duties of Jilla Panchayats to Veterinary Institutions**

- To facilitate smooth functioning of Veterinary Institutions handed over to Jilla Panchayats.



- To establish feed compounding units in the locality
- To distribute good quality livestock and poultry produced at the farms to local farmers.

#### **Duties of Block Panchayats to Veterinary Institutions**

- To facilitate smooth functioning of Veterinary Polyclinics.
- To promote livestock and poultry husbandry activities of the locality.
- To conduct livestock and poultry exhibitions.

#### **Duties of Municipalities and Corporations to Veterinary Institutions**

- To facilitate smooth functioning of Veterinary Polyclinics, Veterinary Hospitals and Veterinary Sub Centres of the Animal Husbandry Department handed over to Municipalities.
- To facilitate smooth functioning of slaughter houses
- To control the activities of leather processing units
- To promote livestock and poultry husbandry activities of the municipality
- To provide artificial insemination facility for cows and buffaloes
- To augment the milk production of the locality
- To promote fodder cultivation of the area
- To co ordinate and to conduct of the livestock and poultry exhibitions
- To prevent cruelty to animals
- To facilitate prevention and eradication of diseases of livestock and poultry
- To distribute good quality livestock and poultry produced at the farms to local farmers.

### **FINANCE MANAGEMENT**

#### **Drawing and disbursing officers as per decentralized planning**

<b>Sl No</b>	<b>Local Self Government</b>	<b>Officer</b>
1	Grama Panchayat	Senior Veterinary Surgeon/Veterinary Surgeon of the Veterinary Hospital/Dispensary
2	Block Panchayat	Assistant Director/Senior Veterinary Surgeon
3	Jilla Panchayat	Deputy Director(AH)
4	Municipality	Senior Veterinary Surgeon/Veterinary Surgeon of the Veterinary Hospital/Dispensary
5	Corporation	Senior Veterinary Surgeon/Veterinary Surgeon

For the functioning of the Veterinary Institution funds are provided from the Local Self Government in the following categories.

Sl.No	Category	Details
1	Category A	Fund received from State finance commission as per decentralized planning for animal husbandry activities of the local self government
2	Category B	Fund received from the Department of Animal Husbandry for implementing the departmental schemes through the local self government
3	Category C	Fund allotted to Veterinary Institution from maintenance grant as per the recommendation of State Finance commission.
4	Category D	Fund allotted to Veterinary Institution for day to day activities from General Essential Grant as per the recommendation of State Finance commission
5	Category E	<ol style="list-style-type: none"> <li>1. Fund received in Animal Husbandry sector for Centrally sponsored schemes.</li> <li>2. Fund allotted to Local self government by District Collector for flood /draught relief activities in Animal Husbandry sector</li> </ol>
6	Category F	Fund accrued through beneficiary contribution collected by the implementing officer of a project. This amount should be utilized as per direction of the local self government

### **Duties of Veterinary Institution to Local Self Government**

- To provide advice in matters related to Animal Husbandry sector.
- To participate actively in the planning process and in the preparation of plan proposals of the local self government.
- To submit monthly fund utilization reports.
- To provide reports on the progress of projects at times.
- To provide reports pertaining to Animal Husbandry sector promptly.
- To ensure proper implementation of the projects under animal husbandry sector.
- To conduct ante mortem and post mortem examination of animals in slaughter houses.

# **MANUAL OF ANIMAL HUSBANDRY DEPARTMENT**

Revised Edition

## **CHAPTER III**

### **BREEDING POLICY**

(G.O. (MS) No.98/08/AD Thiruvananthapuram, dated 13.06.2008)



## CHAPTER III: BREEDING POLICY

### SECTION 1

#### BREEDING POLICY

The successive quinquennial Livestock census and periodical sample surveys in the state have revealed a decline in the total number of bovines and also in the number of cross bred cows. Associated with this the milk production has also declined.

The results of the study conducted by a review committee deputed by the NDDB and interaction with field veterinarians, farmers, NGO's and other offices including faculty from Veterinary college, KAU have indicated that the breeding policy has to be modified for meeting the current challenges in the dairy sector.

Accordingly Government constituted an expert committee to review the existing Breeding policy (1988) in the state and to suggests changes thereto.

The committee includes

1. Secretary (AH & Dairying, Government of Kerala
2. Director of Animal Husbandry, Kerala
3. Dean, COVAS Mannuthy
4. Director, Dairy Department, Kerala.
5. MD, Kerala Co-operative Milk Marketing Development federation.
6. MD, KLD Board
7. MD, Meat Products of India
8. An expert from NDBB
9. Representative from the Ernakulum Regional Co-operative Milk Producers Union

In 2008, the government has approved a breeding policy based on the recommendation of the committee vide GO (MS) No;98/08/AD dated 13.06.2008

Review committee

- Every 5 years the policy should be reviewed
- The committee should include a genetist from Kerala Veterinary University
- The committee should include three internationally reputed scientists specialized in Animal Breeding and one should be from Kerala.



**MANUAL OF ANIMAL HUSBANDRY DEPARTMENT**

Revised Edition

**CHAPTER IV****INFECTIOUS****AND****CONTAGIOUS DISEASES OF ANIMALS**

- Section 1 Disease Investigation system of AHD
- Section 2 Collection of Specimens
- Section 3 Preventive Vaccinations
- Section 4 Infectious and Contagious Diseases





## CHAPTER IV: INFECTIOUS AND CONTAGIOUS DISEASES OF ANIMALS

### SECTION 1

#### DISEASE INVESTIGATION SYSTEM OF AH DEPARTMENT

The Disease Investigation system under the Animal Husbandry Department has been modified to a four-tier system with the Veterinary dispensary at the grass root level and the Chief Disease Investigation Office at the apex.

##### Diagnostic levels

1. Level I - Veterinary Dispensary/Veterinary Hospital/ Veterinary Poly Clinic
2. Level II - District Disease Investigation Team headed by Chief veterinary officer
3. Level III - Regional Disease Diagnostic Laboratory
4. Level IV - Chief Disease Investigation Office

##### 1. Diagnostic Level I : Veterinary Dispensary/ Veterinary Hospital/ Veterinary Poly Clinic

Preliminary investigation during a disease outbreak will be conducted by the local Veterinary surgeon /Senior Veterinary Surgeon. Necessary preliminary tests should be performed at the Veterinary Dispensary / Hospital /Veterinary polyclinic if possible.

The sample collection as well as the data collection for the epidemiological studies will be carried out by the Veterinary Surgeon/SVS of the concerned locality. He will inform the District Animal Husbandry officer, State Animal Disease Emergency Control, District Co-ordinator of Animal Disease Control Project, Chief Disease Investigation Officer and the Director of Animal Husbandry about the occurrence of the outbreak and as per directions will take the steps to control and contain the spread of the infection to neighbouring areas.

The Veterinary Surgeon/ Senior Veterinary Surgeon will ensure that the duties and powers as contemplated in the Prevention and Control of Contagious and Infectious diseases of Animals Act 2009 in respect of the area of his/her jurisdiction.

##### 2. Diagnostic Level II: District Disease Investigation Team

Diagnostic Level II consists of the District Disease Investigation Team consisting of

- Chief Veterinary Officer of the District Veterinary Centre as the head of the team.
- Senior Veterinary Surgeon of the District Veterinary Centre.
- Veterinary Surgeon of the clinical laboratory attached to the District Veterinary Centre.
- Veterinary Surgeon/ Senior Veterinary Surgeon of the locality.

The District Disease Investigation Team will visit the outbreak area on receiving the information and clinical samples will be collected for analysis at the clinical laboratory. The Veterinary Surgeon/Senior Veterinary Surgeon of the Clinical Laboratory should alert the respective Regional Disease Diagnostic Laboratory and the Chief Disease Investigation Office regarding the outbreak. Copy of investigation reports should be submitted to the concerned District Animal husbandry officer, SADEC, concerned Regional Disease Diagnostic Laboratory and Chief Disease Investigation Office (CDIO). The Veterinary Surgeon of the Clinical Laboratory should submit monthly and quarterly statements of outbreak investigations conducted to the Regional Disease Diagnostic Laboratory and Chief Disease Investigation Office.

### 3. Diagnostic Level III

Consists of four Regional Disease Diagnostic Laboratories (RDDLs) under the Department of Animal Husbandry.

Sl: No	Name of office	Jurisdiction - Districts
1	Chief Disease Investigation Office, Palode. (CDIO has dual functions. It will act as Regional Disease Diagnostic Laboratory (RDDL), Thiruvananthapuram and Chief Disease Investigation Office of the state)	Thiruvananthapuram and Kollam
2	Avian Disease Diagnostic Laboratory, Thiruvalla	Pathanamthitta, Alappuzha, Kottayam, Idukki.
3	Rinderpest Eradication Scheme, Palakkad	Ernakulam, Thrissur, Palakkad, Malappuram
4	Disease Investigation Officer, Kannur	Kozhikode, Kannur, Kasaragod, Wayanad

Assistance in outbreak investigation to Clinical Laboratories will be provided by the Regional Disease Diagnostic Laboratory of that area. It is the duty of the Regional Disease Diagnostic Laboratory to outline the control measures, guidelines as well as the precautionary steps to be taken in each outbreak to the concerned field officers.

#### 4. Diagnostic Level -IV

The fourth and the apex Diagnostic Level of the Laboratory system is the Chief Disease Investigation Office, the referral Laboratory of the Department. Chief Disease Investigation Office has got state wide jurisdiction and has the technical control over the RDDDL and Clinical Laboratories of the Department. CDIO equipped with the latest diagnostic techniques, provides referral assistance for the confirmation of the disease as and when required. Chief Disease Investigation Office will monitor all the outbreak situations in the Kerala State and will conduct periodical assessment of the activities of the Clinical Laboratories and Regional laboratories.

#### Management of Disease Outbreaks

1. Each and every outbreak of contagious or infectious diseases among livestock and Poultry in a Panchayat, Municipality or Corporation should be attended by the local Veterinary Surgeon/SVS having the jurisdiction over the area.
2. The Veterinary Surgeon/SVS should verify the details of the outbreak and by proper examination of the ailing or dead animals/birds and such other material available to arrive at a confirmation and the incidence of outbreak should be promptly communicated to the District Animal Husbandry Officer and State Animal Disease Emergency Cell in the prescribed form (appended).
3. As per the direction of the higher authorities the Veterinary Surgeon /SVS should advise the cattle/ poultry owners about the nature of the disease, the treatment proposed and the steps to be taken to control the spread of the disease. He/she should advise and enforce segregation of all the sick and suspected animals and arrange for inspection of healthy ones. He/she should implement effective control measures for the containment of the disease outbreak promptly.
4. The Veterinary Surgeon/SVS should intimate the neighboring institutions about the outbreak of disease.
5. The Veterinary Surgeon/SVS should submit daily reports regarding the Symptoms, number affected, occurrence of fresh cases and samples collected to the concerned District Animal Husbandry Officer.
6. For the effective control of outbreaks, the Veterinary Surgeon/SVS should seek the co-operation of the local bodies , public and other departmental officers
7. In all districts the district Co-ordinator, ADCP will take all necessary steps for the control of the disease outbreaks when reported by Veterinarians. He/she will be responsible for arranging mass campaigns for prophylactic work in the districts. He should mobilize all the supporting staff of the institution for the prophylactic work
8. Outbreak Report Register- A register showing full particulars of all outbreak reports received by the Veterinary Surgeon/Senior Veterinary Surgeon should be main-tained by him in the proforma given in the respective Appendix . All documents related to the outbreaks of all contagious and infectious diseases of

animals should be kept as permanent records in all Veterinary Institutions and District Animal Husbandry Offices, for reference and study purpose.

9. Return of Outbreak Reports- Veterinary Surgeons attached to District Clinical Lab; should consolidate and submit all the outbreak reports received from the district, to the District Animal Husbandry Officer by 10<sup>th</sup> of the succeeding month being the "Return of Outbreak Reports received during the fortnight or pending from a previous period" as shown in the concerned Appendix H . A 'nil' report should be sent if there is no incidence of outbreaks recorded.
10. The District Animal Husbandry Officers shall be responsible to co-ordinate all disease control measures to maintain a register to watch the progress of the measures taken regarding outbreaks and to give timely instructions to take prompt and deterrent disciplinary measures against any slackness or indifference to duty.
11. Auxiliary aids like vaccination, disinfection, first aid etc. in all such field operations for combating outbreaks and control of contagious diseases can also be entrusted to Live-stock Inspector/Assistant Field Officer under proper guidance and supervision.
12. Reports regarding Scheduled Diseases-The District Animal Husbandry Officers should report to the Directorate by fax/ telegram/ telephone about the occurrence of notifiable diseases to enable the Director to immediately report the fact by Fax/email to the Animal Husbandry Commissioner of the Government of India immediately:
13. Monthly Statement of Outbreaks and Mortality -The District Animal Husbandry Officers should submit monthly statement showing the incidence of contagious and infectious diseases among animals in the area under their jurisdiction to the Directorate so as to reach before the 15th of the succeeding month in the proforma.
14. Quarterly Report of Contagious Diseases -The District Animal Husbandry Officers should also submit a quarterly statement of the following contagious diseases in the proforma to the Director of Animal Husbandry and to the Chief Disease Investigation Officer before the 15th of the month succeeding each quarter.

A consolidated statement detailing the status of prevailing diseases in Kerala State for each quarter will be sent to the Secretary, Indian Council of Agricultural Research by the Director with a copy to all District Animal Husbandry Officers.

**The list includes :** Rinderpest, Haemorrhagic Septicaemia, Black quarter, Anthrax, Foot-and-Mouth Disease, Surra—(a) Bovine, (b) Equine, Sheep-pox, Goat-pox, Rabies, Johne's disease, Contagious pneumonia of goats, Peste des Petits Ruminants, Avian Influenza and Swine Fever.

## CHAPTER IV: INFECTIOUS AND CONTAGIOUS DISEASES OF ANIMALS

### SECTION - 2

#### COLLECTION OF SPECIMENS

Livestock and poultry usually suffer from diseases of bacterial, viral, parasitic, fungal and metabolic origin. Prompt and accurate diagnosis of the disease based on symptoms and laboratory examination of the relevant materials is essential for initiating treatment at appropriate time. It is the duty of concerned Veterinary Surgeon in the event of an outbreak of contagious disease to obtain timely confirmation of his/her tentative diagnosis by microscopical or other examinations required. Materials required for detailed study should be sent to the nearest Clinical Laboratory Unit/ Regional Disease Diagnostic laboratory/ Chief Disease Investigation Office. In the case of notifiable diseases confirmation of diagnosis should be made by a higher laboratory (minimum a regional laboratory) and the results should be declared only by the Director of Animal Husbandry.

The following points should be considered while collecting clinical samples for laboratory diagnosis.

1. Sterile containers and clean grease free glass slides should be used for collection of samples.
2. All samples collected should be accompanied by full history of disease outbreak namely species affected, duration of disease, clinical signs, morbidity and mortality rates, disease suspected etc.
3. The collected biological specimens should be transported on ice to the nearest laboratory as early as possible (preferably within 24-48 hours).
4. Blood for cultural examination should be collected in anticoagulant preferably in sodium citrate or sodium oxalate. (1 ml of 3.8 % sodium citrate solution per 10 ml of blood).
5. Blood for hematological examination should be collected in an anticoagulant preferably EDTA (1-2 mg EDTA per ml of blood or 1 drop of 10% solution of EDTA in water per 5ml of blood)
6. About 10 ml of blood, 5 ml sterile serum, 10 ml of milk, 10 ml of urine, 20 gram of tissues etc should be collected in sterile vials for isolation of microorganisms.
7. About 25 gms of faecal sample should be collected for parasitological examination.

8. Materials collected for bacteriological examination should be kept at refrigeration temperature (4°C) in case of delay of transportation. If a viral etiology is suspected the material can be stored at -20 to -80° C.
9. Specimen for bacteriological or virological examination should be sent without any preservatives in sterile containers.
10. For serological tests paired serum samples should be collected (about 2ml sera). One serum sample should be collected at the onset of disease and second sera after recovery (3-4 weeks) from disease preferably on 21<sup>st</sup> day from the same animal. If this is not possible, collect serum samples from at least 5% of the recovered animals of the same area.
11. If death is reported, the post-mortem examination should be conducted at the earliest as putrefied materials are unfit for laboratory examination.
12. Detailed post-mortem report should be attached along with the samples collected during postmortem.
13. The different virological transport media that can be used are 50% Phosphate Buffered Glycerol Saline, 50% Glycerol saline and Phosphate Buffered Saline (pH 7.2-7.4). Collect samples in sterile containers when a transport media is not available and despatch them on ice as early as possible.
14. For Histopathology (HP) studies, tissues should be preserved in 10% formol saline. The volume of formalin used should be approximately 10 times the volume of material. Specimen bottles with wide mouth should be used for collecting tissues. Specimen size should not be more than 1-2 cm<sup>3</sup> and the tissue should be cut in such a way that it includes both the lesion as well as the normal tissue.
15. The specimen bottles should be sealed well so as to avoid leakage and labelled clearly indicating the fixative/transport media used.
16. Blood smears before despatch, should be fixed in methanol for 1-5 minutes unless otherwise specified.
17. Impression smears from tissues should be heat fixed (by passing over the flame for about 5 seconds) before dispatch. Care should be taken not to burn the smear.
18. In case of outbreaks, try to collect materials from as many ailing animals (5-6 or more) as possible at the peak of body temperature /clinical signs.
19. Ailing birds are preferred in case of poultry rather than any clinical samples.

## **Materials to be collected and examined for diagnosis**

### **A. Parasitic infections**

1. Faecal matter – To detect presence of eggs of trematode and nematode parasites, larvae of nematodes, eggs and segments of cestodes, mature and immature helminths various stages of intestinal protozoa and larvae of certain arthropod parasites.
2. Blood – Intra and extra cellular protozoan parasites and microfilaria

3. Skin scrapings – All stages of mites, fungus
4. Nasal discharge and sputum – Ova of *Schistosoma nasalis*, *Paragonimus*, *Syngamus*, larvae of *Oestrus ovis*, *Dictyocaulus viviparus*
5. Urine – Ova of *Dioctophyma*, *Stephanurus*, *Capillaria*, *Trichomonas*, *Trypanosoma equiperdum*.
6. Eye discharge – Eggs and larvae of *Thelazia*, eggs and adults of *Oxyspirura*
7. Ear contents – Different stages of ticks and mites
8. Cerebrospinal fluid – Microfilariae, Trypanosomes
9. Exudates from skin – Microfilariae
10. Skin biopsy – Filarial and spirurid nematodes
11. Lymph node biopsy – Schizonts of *Theileria*, Morulae of *Anaplasma bovis*

## B. Toxicoses/Poisonings

### 1. Aflatoxicocis : Materials to be collected

- 100 gm of suspected feed (specially groundnut cake)
- Liver and spleen in 10% formol saline
- Liver and spleen on ice

### 2. Poisoning cases

For chemical analysis fresh tissues and fluids should be sent as soon as possible and on ice. Avoid addition of preservatives to the samples. Use 95% ethanol @ 1ml per gram of sample when necessary.

Sl No.	Suspected poison	Required Specimen
1	Arsenic	Liver, Kidney, Whole blood, Ingesta
2	Cyanide	Ingesta, Liver, Muscle, Oxalated blood, Feed
3	Fluoride	Bone, Teeth
4	Insecticide (chlorinated hydrocarbons)	Fat, Liver, Ingesta, Brain
5	Insecticides (Organophosphates)	Oxalated blood, Liver, Ingesta, Brain
6	Lead	Kidney, Liver, Urine, Blood
7	Rodenticides	Oxalated blood, Ingesta, Liver, Urine
8	Urea	Feed, Whole blood, Rumen contents

### 3. Plant poisoning

#### Materials to be collected

- Sample of suspected grass/fodder/plants
- Liver on ice
- Stomach contents on ice

## C. MISCELLANEOUS CONDITIONS

### 1. Abortion

- Whole foetus/ all internal organs of foetus on ice
- Vaginal swab in PBS
- Pieces of placenta in sterile vials on ice
- Pieces of placenta in 10% formalin
- Paired serum samples

### 3. Ethmoid tumour

- Nasal discharge in sterile vials
- Deep nasal swab
- Tumour tissue in 10% formol saline

### 4. Infertility and sterility

- Semen in sterile vials
- Prepuccial swab on ice
- Paired serum sample on ice

### 5. Pyrexia of unknown etiology

- Blood smears
- Blood collected in EDTA
- Paired serum sample on ice

### 6. Diseases of unknown etiology

- Feed/ Fodder
- Blood smears
- Urine sample
- Faecal sample
- Blood samples collected in EDTA on ice from live animals



- Serum samples from live animals
- Stomach contents, spleen, lung, lymph node, liver, kidney, intestine in sterile vials from dead animals on ice
- Stomach contents, spleen, lung, lymph node, liver, kidney, intestine in 10% formol saline

### **Information to be furnished along with the Clinical Samples**

1. Address of the sender with pin code :
2. Nature of the sample :
3. Laboratory test desired :
4. Disease suspected :
5. Date of collection of the sample :
6. Preservative / transport medium used :
7. Details of source animal
  - a. Species :
  - b. Breed :
  - c. Age :
  - d. Sex :
8. Clinical History :
9. Any other information / remarks :

Place:

Signature:

Date:

Name & Designation:

## CHAPTER IV: INFECTIOUS AND CONTAGIOUS DISEASES OF ANIMALS

### SECTION 3

### PREVENTIVE VACCINATION

#### GENERAL INSTRUCTIONS FOR VACCINATION

1. The veterinarian should decide whether vaccination is to be carried out or not when
  - a. There is no disease
  - b. The area is endemic
  - c. There is a threat of an outbreak- all types of vaccines cannot be used at the face of an outbreak. The strategies can be elimination, segregation, and observation as the case may be.
2. Availability of vaccine on the day fixed for it
3. Availability of required man power/ labour to complete the vaccination.
4. Make sure that whole population in the vicinity is covered. The left out should be minimum. Eg. Young animals and animals in advanced pregnancy. These animals should also be vaccinated as soon as they are fit for it
5. Vaccination should be carried out in the cool hours of the day preferably early in the morning before 11 AM.
6. Transportation of the vaccine should be made as fast as possible and cold chain should be maintained throughout, until it is used. The vaccine should not be exposed to direct sunlight
7. Multi- dose vials of vaccines should be used within the specified time frame after opening. Prolonged storage of such bottles / vials after opening is not desirable.
8. Manufacturer's instructions should be followed strictly to get the best vaccination results and to avoid unnecessary complications.
9. In case of live vaccines, antiseptics or disinfectants like spirit, iodine, or dettol should not be applied before or after vaccination. If necessary, cleaning alone need be done with dry cotton to remove dirt and dust if any.

10. After use, burn and destroy the left over vaccines and the used containers if sterilization facility is not available.
11. Live viral vaccines are contra indicated in pregnant animals.

Note : The following may be observed when the vaccines are given in drinking water for poultry

1. Do not use chlorinated water.
2. The waterers should be thoroughly cleaned before use but for cleaning disinfectants should not be used.
3. The vaccination should always be done during the cool hours.
4. Use clean and cold water. Small ice blocks can be added to keep it cool, if necessary.
5. Mixing proportion of vaccines and drinking water should be strictly followed as per the recommended schedule.
6. When stabilizers like skimmed milk powder is used, it should be evenly dissolved in water and formation of lumps should be avoided.
7. Provide ample water space so that all birds can get access to the water comfortably.
8. Withhold drinking water 2-6 hours before giving vaccine- This period can be varied depending upon season and age of the birds.

## Vaccines

A vaccine is a preparation intended to produce immunity to a disease by stimulating the production of antibodies. Vaccines contain, for example, suspensions of killed or attenuated microorganisms, or products or derivatives of microorganisms. The most common method of administering vaccines is by inoculation.

Vaccines which are not manufactured in the Institute of Animal Health and Veterinary Biologicals, Palode can be procured from the premier Veterinary Institutes in the country like Institute of Preventive Medicine, Ranipet, the Indian Veterinary Research Institute, Izatnagar or the Institute of Animal Health and Veterinary Biologicals, Hebbal, Bangalore etc. In emergencies vaccines can also be purchased from public sector undertakings.

Veterinary Surgeons should place indents for supplies of biological products to District co-ordinator, Animal Disease Control project. The DC should collect the vaccine and distribute to local institutions. The vaccine can also be stored at Taluk level for ease of supply under the custody of Taluk co-ordinator. Supplies of biological products should not be done to private veterinary practitioners on payment from supplies.

## Unspent stock

1. As soon as a Veterinary Surgeon finds that the biological products already indented for and supplied to him have been in excess of his requirements, and if the stock

is not likely to be utilized by him within 15 days from the date of receipt in the case of vaccines, he should notify the fact to District Animal Husbandry Officer in writing, and such unspent balances should be used within the district at the earliest opportunity.

2. The District Animal Husbandry Officer should examine during their inspections, the quantities of vaccines and biologicals indented for, and actually used.
3. Officers who fail to comply with the directions would themselves become liable.

### **Vaccinations/Inoculations**

1. All concerned officers must have sufficient stock of vaccines and biologicals that he can use in correct dosage for treatment or prophylaxis.
2. No vaccines and biologicals should be used later than 24 hours after the packing has been opened and exposed for use. Unused quantities, if any, should be discarded and accounted as such
3. A fresh bottle/ vial/ ampoule should be opened only after the contents of the ones already opened have been fully utilized or accounted for.
4. In the event of part or whole of any consignment of any biological product received is found to be apparently abnormal for any reason, the Officer concerned should report the fact to his District Animal Husbandry Officer for immediate advice and instructions.
5. Precautions for sterilization of equipment and safe and proper administration of all sera and vaccines should under no circumstances be neglected.
6. A Veterinary Surgeon should in cases of severe reactions or accidents following inoculation/Vaccinations against contagious diseases, intimate the fact promptly by message or telephone to District Animal Husbandry Officer concerned.
7. Precaution should be taken to maintain the cold chain during handling and transportation of vaccine.
8. All veterinary institutions including the Sub Centre should carry out routine vaccination on a fixed day in a week and also during a campaign period.

## General Vaccination Schedule for Livestock and Poultry

### 1. Cattle & Buffalo

Name of Vaccine	Species	Age	Dose *	Route*
Foot & Mouth Disease Vaccine	Cattle, Pigs, Sheep & Goat	Primary vaccination at 4 months of age. First vaccination 9 months after primary vaccination. Annual re-vaccination	Cattle & Pig- 2 ml Sheep & Goat -1ml.	Intra Muscular
HS/BQ Combined Vaccine	Cattle	Primary vaccination at 6 months of age or above Annual re-vaccination	4 ml based on body weight	Subcutaneously
HS Vaccine (Oil adjuvant Vaccine)	Cattle, Goat	Primary vaccination at 6 months of age or above, Booster dose after 6 months Annual re-vaccination	Up to 140kg-2ml Above 140 kg -10 ml	Intra Muscular
HS Vaccine (Broth Vaccine)	Cattle Goat	Primary vaccination at 6 months of age or above Used in out breaks only	Up to 140kg-2ml Above 140 kg-10 ml	Subcutaneously
Anthrax Vaccine Spore vaccine	Cattle	All age Booster after 6 month. Annual re-vaccination	Cattle- 1 ml Pig -0.5ml Sheep/ goat - 0.2 ml	Subcutaneously
BQ (Polyvalent vaccine)	Cattle	All age Booster after 6 month. Annual re-vaccination	Up to 140 kg-2ml Above 140 kg -10 ml	Subcutaneously

## 2. Dogs

Name of Vaccine	Species	Age	Dose	Route
Anti-Rabies vaccine	Dogs & Other Domestic Animals	Prophylactic dose at 2 months of age. 1st Booster dose after 1 month Annual revaccination is recommended.	1 ml.	Intra Muscular or Subcutaneously
Canine Distemper Vaccine	Dogs	Prophylactic dose at 2 months of age. Booster dose after 1 month Annual revaccination is recommended.	1 ml.	Intra Muscular or Subcutaneously
Parvovirus Vaccine	Dogs	Prophylactic dose at 2 months of age. Booster dose after 3 weeks Annual revaccination is recommended.	1 ml.	Intra Muscular or Subcutaneously

## 3. Pigs

Name of Vaccine	Species	Age	Dose	Route
Swine Fever vaccine	Pigs	1. Fattening pigs –A single dose at the age of 1-2 months. 2. Breeding pigs-1st vaccination at the age of 1-2 months. 2nd vaccination at 6 months after 1st vaccination. Revaccinate once a year.	1 ml	Intra Muscular or Subcutaneous

## 4. Poultry Vaccinations

### 1. Layers

Name of Vaccine	Age	Dose	Route
RD (F)	5-7 <sup>th</sup> day	-	Occulo nasal
I.B.D.	14 <sup>th</sup> day	-	Intra Occular or Drinking water
I.B.D. (booster)	28 <sup>th</sup> day	-	Drinking water
Fowl Pox	6 <sup>th</sup> week	0.2 ml.	Prick method
R2B, RDV(K)	8 <sup>th</sup> week	0.5 ml.	Subcutaneous
R2B, RDV(K)	16 <sup>th</sup> week	0.5 ml-	Subcutaneous

### 2. Broilers

Name of Vaccine	Age	Route
RDF	3-5 <sup>th</sup> day	Intra Occular or Intra Nasal
I.B.D.	10 <sup>th</sup> -14 <sup>th</sup> day	Intra Occular or Drinking water
I.B.D. (booster)	28 <sup>th</sup> day	Drinking water

### 3. Duck

Name of Vaccine	Age	Route
Duck Pasteurella	4 <sup>th</sup> week At 450-500gm; body weight	0.3 ml Intra Muscular
Duck Plague.	7 <sup>th</sup> week In endemic areas - 1st 3 wk 1st booster- 4 <sup>th</sup> wk 2nd booster- 4 <sup>th</sup> month latter	0.5 ml Subcutaneous
Duck Plague (Booster)	12 <sup>th</sup> week Then annually	0.5 ml Subcutaneous
Duck Pasteurella	Repeat every 6 month	0.5 ml Intra Muscular

\* In general or otherwise advised, shall be as per the manufacturer's directions

## CHAPTER IV: INFECTIOUS AND CONTAGIOUS DISEASES OF ANIMALS

## SECTION 4

## DISEASES OF LIVESTOCK AND POULTRY

## BACTERIAL DISEASE

Sl. No	Disease, etiological agent and species affected	Important symptoms	Specimens to be collected	Control/ treatment
1	<b>Anthrax</b> ( <i>Bacillus anthracis</i> ) All animals except birds, Transmissible to man.	Ruminants, Per acute – Sudden death without clinical symptoms. Acute – High temperature, abdominal pain, sudden death, carcass bloated, Oozing of blood from natural orifices. Horse – septicaemia with enteritis and colic, swelling of the neck. Death in 48 to 96 hrs. Pig- Pharyngeal, intestinal or septicaemia form. oedematous swelling of throat and neck. Carnivores- mostly intestinal form.	Post Mortem should not be done. 1. Blood smear, 2. Ear or muzzle piece. 3. Swab from blood or superficial exudates. 4. smear from pharyngeal swellings. (pig and horse) Ear piece in 10% formalin, swab on ice.	Anthrax spore vaccine. Protection in 2 weeks. Booster dose every year. Large animal 1ml s/c Small animals 0.5 ml s/c Elephant 1ml s/c .Repeat after 1 month with 3 ml. Vaccinate at 6 <sup>th</sup> month interval in endemic areas.
2	<b>Black Quarter</b> ( <i>Clostridium chauvoei</i> ) cattle, buffalo, sheep	6 months to 2 year old animals in good condition are affected. Animals sometimes die	Exudates from swellings on ice, muscle piece from affected	Formalized alum precipitated whole culture. Dose 2ml s/c. Broth vaccine



		without any pre monitory symptoms. Fevered animals show lameness/stiffness Affected region may show trembling and violent twitching. Crepitating swelling on hind or fore quarters.	area on ice, smear from fluids in paper packing, in putrefied carcass send long bones in charcoal. (Blood smear need not be send)	- Immunity develops in two weeks. 2 <sup>nd</sup> dose after 2 weeks. Dose - Large animals 5- 10 ml. Small animal 2-3ml s/c. HS- BQ Combined Oil adjuvant vaccine is also available. The dose is as per the manufactures direction.
3	<b>Haemorrhagic septicaemia</b> Pasteurellosis ( <i>Pasteurella multocida</i> ) cattle and buffalo	High temperature, drop in milk yield, abdominal pain, diarrhoea or dysentery, rapid respiration, cyanotic mucus membrane, oedema on neck or brisket Bronchopneumonia accompanied by fever.	Blood smear taken at the height of temperature. For cultural examination, heart blood or intestinal organs, Long bones in case of putrefied carcass.	Sulpha - Trimethoprim is the drug of choice for cattle. Other broad spectrum antibiotics. Broth vaccine and oil adjuvant vaccine available. Formalized Alum Precipitated vaccine is also used. Dose Oil adjuvant 2-3 ml annually (cattle and Buffaloes) Broth 5-10ml before monsoon.
4	<b>Mastitis</b>	Clinical a. Per Acute- Animal febrile, off feed b. Acute form- Inflammation of the gland severe but no systemic reactions. c. Chronic - when inflammation is mild, gland not swollen, pain and heat absent 9 In general high fever, swelling of udder and straw coloured milk for coli form mastitis and thick yellowish milk with clot for	Mid stream milk is collected aseptically in sterile bottles before antibiotic treatment (on ice through a special messenger.)	Treatment depends on the result of antibiograms. Better hygiene and management of dairy animals. Teat dipping with 0.5 % Iodophore solution. Dry cow therapy with long acting antibiotics.

		staphylococcal and streptococcal mastitis). Presence of clot in watery fore -milk is the only abnormality. Induration is most readily palpable in the cistern and lower part of the udder. <i>S.aureus</i> and coliforms.		
5	<b>Brucellosis</b> (cattle ,goat, pig and dog)	In cattle abortion at 7-8 months of pregnancy. In chronic case abortion less common but retained placenta is seen. In bull unilateral orchitis synovitis and hygroma of knee. In sheep and goat abortion at 3-4 months of pregnancy- sometimes at full term, lameness, mastitis with discoloration of milk with clots. In acute form loss of weight, pyrexia, diarrhoea, infertility also seen. In pigs abortion or birth of weak pig lings. Lameness, Paralysis. Increased infertility in males and females. Early abortion in canines. In male dermatitis of scrotum, unilateral testicular atrophy.	Aborted foetus, placenta, serum after 21 days of abortion, In males- serum, prepucial washings, synovial fluids. Serum with 0.25 5 phenol or 1/10000 merthiolate as preservative for agglutination test and serum without preservatives for ELISA Test	Treatment not usually undertaken. Test and slaughter policy is usually practiced. Vaccination calves with strain 19 is recommended. Another vaccine (killed)45/20A is recommended for adult animals. Vaccinated (19 strain) animal give +ive STAT reaction. (Standard tube agglutination test)
6	<b>Tuberculosis</b> ( <i>Mycobacterium bovis</i> ) Cattle, goat, pig and sheep, transmissible to man	Depends on the organ effected. Pulmonary infection gives rise to dry cough, which will aggravate in pregnancy. In TB Mastitis milk is almost normal in the beginning and finally whey like and then milk production ceases. In chronic productive type, infection is limited to one quarter, gland being enlarged and indurated,	Suspected lesion containing organ (lung, liver, intestine) and impression smears, sputum, uterine discharge, faecal material, milk sent on ice, impression smears from internal organs sent in separate covers.	No treatment is completely successful. Chlortetracycline, Oxytetracycline, Bacitracin, penicillin, copper sulphate in drinking water can be tried Live attenuated Vallee vaccine - (live Johne's bacilli in

		normal symmetry of udder is lost		paraffin oil). For sheep heat killed vaccine (Sigurdsson vaccine). In govt farms the positive animals must be slaughtered/ euthanized
7	<b>Para-tuberculosis</b> (Johne's Disease) ( <i>M.avium subsp paratuberculosis</i> ) Cattle, sheep, goat	Chronic diarrhoea and emaciation. In sheep and goat diarrhoea emaciation and wasting is seen.	Rectal pinch, faecal material, mesenteric lymph node in postmortem	Treatment not done, slaughter the sero positive animals. Vaccination is carried out only in calves less than one month of age. Vaccinated animals give +ive reaction to Johnin and Avian Tuberculin Live attenuated vaccine, Vallee vaccine - (live Johne's bacilli in paraffin oil). For sheep heat killed vaccine (Sigurdsson vaccine). In govt farms the positive animals must be slaughtered/ euthanized.
8	<b>Colibacillosis</b> (White scour in calves) ( <i>E.coli</i> )	Seen in very young calf (1-3 weeks old) scouring, weakness, and prostration. In less acute case, calf is listless, fails to suckle and develop diarrhoea. Swelling at joints and pneumonia in a few cases. High temperature initially, shows abdominal pain, faeces loose in consistency containing mucous and blood, weakness, fall in	Faecal material in sterile vial for isolation of bacteria (on ice)	Fluid therapy, antibiotic therapy depending on the result of antibiotic sensitivity test. Calf should be kept in hygienic environment. Vaccination of pregnant cows with either purified <i>E.coli</i> K99+Pili or whole cell

		temperature, coma and death		containing sufficient K99+antigen. Administration of K99+specific monoclonal antibodies to calf during first 12 hours after birth is effective in reducing incidence when herd is unvaccinated.
9	<b>Tetanus</b> ( <i>Clostridium tetani</i> ) All animals	Symptoms similar in all animals: mild stiffness, unwillingness to move, last for 12-24 hours. General stiffness of limbs, head, neck and tail becomes rigid, tremor with restriction of jaw movement (locked jaw), anxious and alert expression, erect carriage of ears, absence of movement of eye lid, staring look, dilatation of nostril, drooling of saliva, constipation, retention of urine, temperature and pulse normal, bloat early sign in cattle, sweating may be profuse. Prolapse of 3 <sup>rd</sup> eye lid (Horse)	If there is any wound externally smears from the wound for microscopical examination and material for cultural examination Smear in separate cover, other materials (on ice).	Tetanus toxoid two injections 6-8 weeks apart and booster at 6 <sup>th</sup> month. Large animals 10 ml s/c or i/m. Small animals 3-5 ml s/c or i/m. One injection gives immunity for one year and revaccination in 12 months gives immunity for life. As a prophylactic measure, pregnant goats may be given 0.5ml tetanus toxoid in the 3 <sup>rd</sup> and 4 <sup>th</sup> months of pregnancy. Chance of recovery is high in cattle and less in horse and sheep. treatment is attempted by administration of Crystalline penicillin.

				Administration of tetanus anti-toxin before symptoms appear is also advised. Horse: 3000 units 12 hourly 3 injection. Muscle relaxants. 50,000 units of anti-toxin into CSF via Foramen Magna give good result. Lambs, kids and calves – 200-500 units or more twice daily.
10	<p><b>Leptospirosis</b> (<i>L.interrogans</i> serovar Icterohaemorrhagiae, pomona, Canicola, Hardjo, Grippotyphosa etc Transmissible to Humans.</p>	<p>In acute form in cattle, high temperature, depression, petechiae of mucous membrane, diarrhoea, severe jaundice, dark coloured urine and albumin, dyspnoea and mortality, calves more susceptible. In chronic form, stoppage of rumination, milk reduced or ceases red in colour and may contain blood clot and abortion. Sheep and goat: same symptoms. Pig: abortion, stillbirth, weakening, infertility, high temperature in acute cases. There may be jaundice, paralysis, and high mortality. Dog: High temperature, jaundice, vomiting, abdominal pain and petechiae in mucous membrane.</p>	<p>Collect blood in acute cases and urine in chronic cases (after 7-10 days) on ice. Blood in 1% sodium oxalate in phosphate buffer pH 8.1. Kidney and liver for cultural examination. Alkalinised urine (7.6) Serum from infected animals after 14 days with 1/10000 merthiolate. Kidney in 10% formalin, Mid stream urine from dam from the cases of abortion</p>	<p>Formalin inactivated alum precipitated vaccine containing more than one serotype is commonly used in cattle and pig. Control of rodents is an important measure for containing Leptospirosis.</p>

11	<p><b>Caseous lymphadenitis</b> (<i>Coryne-bacterium psuedotuberculosis</i>) Sheep and goat</p>	<p>Enlargement of sub-maxillary, pre-scapular, supra mammary, pre-femoral and popliteal lymph nodes. Lymph nodes rupture discharging thick caseous pus. In systemic case pneumonia, pyelonephritis, debilitating disease in ewes.</p>	<p>Pus from lymph node on ice.</p>	<p>Organism is susceptible to penicillin. It may not penetrate the caseous material to reach the organs. So surgical intervention advised. BCG vaccination in lambs of one month of age has been found to be successful in controlling the infection (Non specific resistance).</p>
12	<p><b>Foot rot</b> <i>Dichelobacter nodusus</i> <i>Fusobacterium necrophorum</i></p>	<p>Swelling and moistness of the skin of the inter-digital cleft Lameness and necrosis of the under-run of the cleft, walks on its knee. In systemic reaction - anorexia and fever - loss of weight</p>	<p>Pus from the lesion on ice.</p>	<p>Parenteral administration of penicillin/ oxytetracycline or sulphonamides and local treatment of foot lesions</p>
13	<p>Swine erysipelas – (<i>Erysepelothrix rhusiopathiae</i>) (Polyarthritis in sheep)</p>	<p>In acute form, high fever, conjunctivitis, prostration, vomiting, constipation and then diarrhoea. Pink discolouration of the skin at the base of the ear, abdomen and thigh. Knee joint hot and painful. Urticarial form: milder than acute, diamond shaped areas develop on the skin followed by necrosis and sloughing of skin. Chronic form: seen in those which survive the acute and urticarial form: endocarditis and arthritis, difficulty to move and signs of dyspnoea. (In sheep: in acute form, characteristic</p>	<p>Blood smear, smear from internal organs. Smear in separate cover, internal organs in sterile vials on ice. In chronic cases impression smear from heart valve.</p>	<p>Chronic cases: Difficult to cure. Killed vaccines at 6-10 weeks of age and a booster 2-4 weeks later. If sows are vaccinated 3-6 weeks prior to farrowing then piglet need to be vaccinated at 10-12wks.</p>

		lesion is a known suppurative arthritis manifested by heat and pain. In chronic form signs are not observed until 2-6 months)		
14	<b>Contagious caprine pleuro pneumonia (CCPP)</b> <i>Mycoplasma capricolum subsp capri pneumonia</i>  Goat and sheep	Rise in body temperature (41°C) mucopurulent nasal discharge, coughing, laboured respiration, salivation, diarrhoea and loss of weight. Abortion in pregnant animals. Mortality very high. Some cases arthritis with swelling of leg joints, lameness, oedematous swelling in head, neck and limbs.	Lung from infected animals (on ice).	Vaccination with aluminium hydroxide vaccine. Vaccine consisting of sonicated antigens of F 38 strains with incomplete Freund's adjuvant is also used. Auto vaccine effective in the herd.
15	<b>Fowl cholera</b> ( <i>Pmultocida</i> Poultry, turkey and duck	In acute cases birds may die without showing any symptom. In less severe form breathing rapid- open beak, feather ruffled, comb and wattle become cyanotic. There may be yellowish diarrhoea. In chronic form swollen comb and wattle, joints hot and painful. In duck acute haemorrhagic enteritis and oozing of blood from oral cavity noticed. Sudden death.	Blood smear from ailing bird, spleen, liver, lung etc. from sacrificed or dead bird in separate cover (on ice), long bones from putrefied carcass in charcoal packing. In chronic case smear from wattle	1. Killed vaccine 2. Formalinised vaccines with adjuvant 1 ml s/c
16.	<b>Duck septicaemia/ New Duck disease</b> ( <i>Riemerella anatipestifer</i> ) Ducks, Turkey	Young ducks (1-8 weeks) are highly susceptible. Listlessness - ocular and nasal discharge, mild coughing, sneezing, greenish diarrhoea, ataxia, tremor of head and neck and coma. In certain cases in adult ducks severe haemorrhagic enteritis with septicaemic lesions all over body noticed. Blood seen in the oral cavity at the time of death due to severe congestion	Affected bird or internal organs, especially heart, liver, spleen from affected bird in sterile containers (on ice).	A formalised whole culture vaccine is found to protect the bird for at least 3-6 months. A formalised oil adjuvant vaccine is also effective.

		of mucous membrane of oesophagus - sudden death noticed		
17.	<b>Pullorum disease</b> ( <i>Salmonella pullorum</i> ) Poultry	Chicks hatched from infected egg, moribund or dead chick may be seen in the incubator. Sometimes disease is not seen for 5-10 days. Peak mortality during second or third week. Affected birds may exhibit a shrill cry when voiding excreta, which is white or greenish brown. Infection spread within the flock for a long time without any distinct signs. Reduction in egg production, fertility and hatchability.	Ailing bird or freshly dead birds, or spleen, liver and intestine on ice from dead birds.	No treatment is likely to affect complete elimination of carrier from infected birds. No vaccination practised and all positive birds may be disposed off by slaughter. Birds recently vaccinated with <i>S.gallinarum</i> (9R) may give low titre. Since transovarian transmission of organism is there, only eggs from salmonella free flock should be used for hatching.
18.	<b>Fowl typhoid</b> ( <i>S.gallinarum</i> ) Poultry and turkey	Seen in young chicken and poults. Symptoms similar to pullorum disease. Birds show diarrhoea and greenish faeces and systemic disturbances.	Ailing bird or fresh carcass or liver, spleen and intestine from freshly dead birds by special messenger on ice	1. Killed vaccine, 2. Live vaccine (9 R strain). Drugs when used as prophylactic agent, 10 days withdrawal period before slaughter.
19.	<b>Paratyphoid infection of birds</b> with <i>Salmonella</i> other than <i>S. Pullorum</i> and <i>S. gallinarum</i>  Poultry, turkey, ducks and goose	Similar to pullorum	Two ailing birds Internal organs in sterile vials, by special messenger on ice.	Bacterin and attenuated live vaccines are used.



20.	<p><b>Collibacillosis</b> <i>E. coli</i> Poultry, turkey, duck</p>	<p>In acute form, symptoms resemble fowl cholera or fowl typhoid.</p>	<p>Ailing bird or internal organs in sterile containers through special messenger on ice</p>	<p>Faecal contamination of hatching eggs reduced by fumigating or disinfecting eggs within 2 hours of laying. Antibiotic administration after studying the antibiogram. Furazolidone is fed (0.04%) for 10 and days chlortetracycline in water (600 mg/5 L) for 5 days. Inactivated vaccine from 02:K<sub>1</sub> and 078: K SO strains are effective. For ducks, inactivated vaccine prepared from 078 strain is effective.</p>
21.	<p><b>Infectious coryza</b> (<i>Haemophilus paragallinarum</i>/<i>Avibacterium paragallinarum</i>) Chicken</p>	<p>Affects upper respiratory tract, sero mucoid nasal and ocular discharges and facial oedema, conjunctivitis with closed eyes.</p>	<p>Ailing bird or trachea and lungs in sterile containers on ice.</p>	<p>Sulpha drugs plus TMP, streptomycin, tetracycline, chloramphenicol, quinolone 2<sup>nd</sup> generation.</p>
22	<p><b>Erysipelas</b> (<i>Erysipelothrix rhusiopathiae</i>) Turkey, pigeon chicken.</p>	<p>Sudden death, especially in toms. Cutaneous lesions may be seen. Affected males have swollen discoloured turgid snood and dewlap.</p>	<p>Ailing bird, piece of liver, spleen in sterile vials on ice, bones of putrefied birds in charcoal, impression smears (from liver and spleen) and heart blood smear.</p>	<p>Crystalline penicillin is the drug of choice. Erythromycin and broad-spectrum antibiotics are also effective. Aluminium hydroxide absorbed whole cell of <i>E.insidiosa</i> (serotype 2) is effective.</p>

23	<p><b>Chronic respiratory disease (CRD)</b> <i>Mycoplasma gallisepticum</i> Chicken and turkey</p>	<p>Nasal discharge, shaking of head, coughing, swelling of the orbital sinuses and tracheal rales. Loss of weight, reduction in egg production and fertility, mortality low.</p>	<p>Ailing bird or trachea, air sac, turbinates and lung in sterile container from dead bird (on ice).</p>	<p>Chlortetracycline, tylosin, streptomycin, erythromycin or lincomycin can be tried. But some strains are resistant to tylosin, streptomycin, erythromycin or spiramycin. Dipping of egg prior to hatching in tylosin or chlortetracycline is advised for controlling the infection.</p> <ul style="list-style-type: none"> <li>• MG bacterin with oil emulsion adjuvant</li> <li>• Live vaccine F strain of MG can be used.</li> </ul>
24	<p><b>Gangrenous dermatitis</b> (<i>Clostridium septicum</i>, <i>C. perfringens</i> type A, <i>S. aureus</i> singly or in combination) Poultry</p>	<p>Varying degree of depression, incoordination, leg weakness, ataxia, dark moist areas of skin devoid of feathers, overlying wings, breast, abdomen and leg, extensive blood tinged oedema with or without gas is present beneath the affected skin.</p>	<p>Ailing birds, swab collected from affected area.</p>	<p>No treatment is completely successful. Chlortetracycline, Oxytetracycline, Bacitracin, penicillin, copper sulphate in drinking water. Furaxone in feed</p>
25	<p><b>Psittacosis/ Ornithosis</b> (<i>Chlamydoiphila psittaci</i>,) Parrots and other psittacine birds, domestic poultry, turkey and ducks. Transmissible to man</p>	<p>Ruffled plumage, nasal discharge, watery greenish diarrhoea, pasting of feathers, wasting of pectoral muscles, nervous symptoms, respiratory symptoms.</p>	<p>Two ailing birds, impression smears from cut surfaces of liver, spleen and air sac impression smears</p>	<p>Broad - spectrum antibiotics, chlortetracycline 500-800 g/tonne of feed for 3 weeks. Doxycycline also tried</p>

## DISEASES OF LIVESTOCK AND POULTRY

### VIRAL DISEASES

Sl. No	Disease, etiological agent & species affected	Important symptoms	Specimens to be collected	Diagnosis	Treatment/ Control
1	<b>Foot and Mouth disease</b> <b>FMD</b> (Picorna virus) Cattle, pigs, sheep, goats, wild game animals and elephants.	High fever, stringy salivation, smacking of lips, vesicles on the tongue, gums, dental pad, cheeks, around the muzzle, coronary band, interdigital cleft and udder.	scrapings from Vesicular fluid, the lesions, epithelial lining of buccal mucosa (material in sufficient quantity about 1 g) in 50% buffered glycerine pH 7.4 sent by post or in sterile containers on ice	Symptoms, CFT, ELISA, foot pad inoculation of guinea pigs, intraperitoneal inoculation of unweaned mouse, virus isolation in bovine thyroid cells, AGID, PCR.	Washing the mouth with 2% alum or 0.001% potassium permanganate lotion and application of boroglycerine paste, fluid therapy. Wash the feet with 2% copper sulphate, 4% sodium carbonate and apply fly repellents and antiseptics/ tar and copper sulphate dressing. Killed vaccine of cell culture origin. Primary vaccination 3-4 months, booster 1-3 months later, subsequently every 6 months. Vaccination done with gel vaccine. Oil adjuvant vaccine: Primary dose at 4 <sup>th</sup> month of age. Repeat at

					every 9 month interval. Recovered animals may act as carriers for several months. Pigs never act as carriers.
2	<b>PPR</b> (Peste des petits ruminants). (Goat Plague) Contagious disease of ruminants particularly goats.	Fever, dry muzzle and a serous nasal discharge later becoming mucopurulent. Marked salivation due to the erosions on the mucous membrane of buccal cavity. Ulcers in the mucosa of alimentary, respiratory and urinary tracts. Profuse diarrhoea resulting in severe dehydration. Conjunctivitis with ocular discharge is a constant feature	Nasal and ocular swabs, unclotted blood and scrapings of buccal and rectal mucosae. Samples of lung, spleen and lymphnode from animals slaughtered or died.	Symptoms and lesions, Virus isolation in Lamb kidney/vero cell lines and antigen detection. Antigen capture ELISA, competitive ELISA, CIE, AGID PCR and DNA probe	Quarantine of the suspected animals Attenuated vaccines are available 1ml S/C provides 3 years immunity.
3	Mucosal disease/ Bovine viral diarrhoea <b>BVD</b> (Flavi virus) Cattle	Sharp rise in temperature frothy salivation, mucopurulent oculonasal discharge, greyish white ulcers in the mouth, lower lip, gums, cheeks, tongue, foul smelling shooting diarrhoea. In atypical forms diarrhoea may be absent.	Whole blood at thermal phase. Spleen and mesenteric lymph node; pancreas, faecal samples with antibiotics; and paired serum samples. All samples should be sent on ice.	FAT and AGID test; virus isolation in bovine testis and spleen cells. Should be differentiated from rinderpest	Live attenuated vaccine either alone or in combination with IBR and P13 available. Pregnant animals should not be vaccinated. Vaccination not practiced in India.
4	<b>Viral enteritis in young</b>	Diarrhoea in young animals. Faeces may be watery, sometimes	Faeces and intestinal segments on ice.	Symptoms, Immunoelectron	Corona and rota viral vaccine available

	<b>animals</b> (due to rota, corona and astro viruses)	blood and mucus.		microscopy; FAT, ELISA, Detection of RNA fragments by PAGE analysis and RT-PCR in rotavirus infections	for oral administration of newborn calves and also for pregnant cows not very effective.
5	<b>Infectious bovine Rhinotracheitis/ Infectious Pustular vulvo vaginitis (IBR/IPV)</b> in cattle (Bovine Herpes virus)	Respiratory symptoms, abortions, sometimes genital infections. Vulvo-vaginitis in cows and balanoposthitis in bulls.	Nasal and vulval swabs or washings, tracheal and ocular swabs, aborted foetal liver, spleen and stomach contents. Paired serum samples. All on ice. Foetal liver may also be sent in 10% formol saline for HP.	Symptoms, virus isolation in bovine foetal kidney cells, SN, ELISA, FAT, PHA and PCR.	Modified live virus vaccines available, either alone or in combination with P13 and BVD. Vaccination of pregnant animals not advised.
6	<b>Ephemeral fever</b> (Three day sickness) (Rhabdo virus) Cattle	Sudden appearance of high fever, muscular shivering, shifting lameness, stiffness of joints and enlargement of peripheral lymph nodes, reduction in milk yield, recumbency as a later manifestation.	Blood at the hyperthermic stage, lymph nodes on ice. Lymph node biopsy/aspirate	Symptoms, inoculation into susceptible cattle, intracerebral inoculation into suckling mouse.	Antipyretics orally/parentrally. Apply liniments, warm fomentation. Recovered animals are immune for two years. Mouse attenuated live virus vaccines and BPL or formalin inactivated vaccines. Not practiced in India.
7	<b>Virus pneumonia/ Influenza/</b>	Fever, nasal discharge, dyspnoea and coughing.	Nasal swabs, nasal washings, Lymph node	Symptoms, virus isolation by	vaccines available for P13 either alone or in

	<b>para influenza</b> (Horse, pigs, sheep, goats and Cattle)		biopsy or aspirate, lung piece on ice. Lung piece in 10% formol saline for HP can be sent by post	Vaccines chick embryo inoculation cell cultures HA and HI tests, FA, VN and ELISA tests.	combination with IBR and BVD. Live and killed vaccines are being used against equine influenza.
8	<b>Cow pox and buffalo pox</b> (Pox virus) transmissible to man.	Small red papules on teat and udder; in buffalo the lesions may be seen around the eyes, neck region and sometimes throughout the body.	The lesion, against dried scabs in 50% glycerol saline.	Symptoms, virus isolation by CAM route of chick embryo inoculation. Pock lesions are seen on CAM; AGID test	No vaccine available. Observe strict hygienic measures- apply antiseptic ointments - Washing the udder and teat before and after each milking with antiseptic lotion.
9	<b>Sheep pox</b> (Pox virus)	High rise of temperature, increased respiratory rate, swollen eye lids, dermal oedema, with marked raised circular thickened plaques with congested borders. Lesions in wool free areas. Generalisation may occur - lesions in the oral, intestinal and respiratory tracts. Nodules in internal organs.	Skin lesions and affected tissues in 50% glycerol saline, pieces of affected tissues in 10% formol saline for HP.	Symptoms. Virus isolation in sheep or goat kidney cells /sheep testis fibroblasts. ID test, demonstration of cytoplasmic inclusions, VN test	Killed vaccines not effective- live virus vaccines various types available.
10	<b>Goat pox</b> (Pox virus)	Pocks on mucous membrane and skin, teat and udder.	Scrapings from cutaneous lesions in 50% glycerol saline.	Lesions, virus isolation in goat/sheep kidney cells, AGID test	Vaccination not often practiced.

11	<b>Contagious pustular dermatitis/</b> ORF in sheep and goats (Pox virus)	Pox like lesions on the lips - proliferative type of lesions in sheep and goats.	Scrapings from cutaneous lesions in 50% glycerol saline.	Lesions, Direct EM examination; virus isolation in cell cultures of sheep or goat origin; AGID test	Live vaccine (1% suspension of fresh scab in 50% glycerol inside the thigh at 1-3 months of age- annual vaccination for ewes.) Transmissible to man causing proliferative lesions of the hands and face.
12	<b>Papillomas</b> Various species of animals and man (Papilloma virus.)	Thickened rough nodules-sometimes large peduncular cauliflower like growth usually on head, neck, shoulder, udder, teat, etc.	Biopsy or the lesions on ice or buffered glycerin; by special messenger or by post	Lesions, direct EM.	No vaccines, auto vaccines prepared from the lesions are found to be effective particularly in the pedunculated forms.
13	<b>Blue tongue</b> Sheep, Goat & cattle (Reovirus)	High rise of temperature, copious salivation, oculonasal discharges, swelling and hyperaemia of the mucosa of the mouth, ulceration of the tongue, dental pad and lips. Tongue swollen, cyanotic, difficult to be retracted. Swelling and tenderness of the coronary band.	Blood during the hyperaemic stage, spleen and other lymphoid organs, lesion scrapings - on ice through special messenger. Paired serum samples on ice.	1. Symptoms 2. Virus isolation in developing chick embryos, bovine/ovine cell cultures, AGID test, FAT, CFT, VN, C-ELISA, Dot ELISA and Nested PCR.	Vaccination difficult as there is over 24 serotypes of the virus and transmission by insects - polyvalent live vaccine available - not practised in India.

14	<b>Swine fever</b> (Hog cholera) (European swine fever). (Flavi virus)	High rise of temperature, severe leukopenia, conjunctivitis, dyspnoea, vomiting, diarrhoea, purple discoloration of the skin of the abdomen, ears and snout Weakness of hind quarters- staggering gait Sometimes death immediate without clinical symptoms.	Whole blood, spleen, mesenteric lymph nodes and pancreas. Pieces of organs in 10% formol saline for HP.	1. Symptoms 2. PM lesions- button ulcers in the intestine, turkey egg kidney, inoculation into susceptible piglets, ID and FAT, ELISA and RT-PCR.	Attenuated live virus either lapinised or cell culture available from IVBP, Pune, IVRI, Izatnagar,IVPM, Ranipet, IAHVB, Bangalore, IVVI, Hissar. No relation with African swine fever. Vaccination should be initiated only when there is a history of the disease.
15	<b>Rabies</b> All warm blooded animals including man and birds (Rhabdo virus)	Rapidly fatal encephalitis following a somewhat long incubation period. Excitement followed by paralysis and death in 3-6 days following the onset of clinical symptoms.	If possible send the whole carcass, in ice. If not, the brain or smears prepared from hippocampus, cerebellum and Ammon's horn fixed in absolute ethanol.	1. Symptoms 2. Demonstration of Negri bodies, FA test (FAT), Rapid Rabies Enzyme Immuno Diagnosis (RREID), Rabies Fluorescent Focussing Inhibition Test (RFFIT), Suckling mouse inoculation. Corneal impression smears and	1. Wash the wound with concentrated soap solution and paint with Tr.Iodine or spirit. Apply Antibiotic ointment 2. Give post-exposure anti-rabies treatment using TC vaccine containing 2.5 IU of virus. 3. Give Rabies Immunoglobulins 4. Control of stray dogs. Prevent contact with rabid animal 5. Compulsory



				skin biopsy from the nuchal region of live animals can be used for FA test. Nucleic acid hybridization /RT-PCR	prophylactic vaccination and licensing of dogs. Live virus vaccines should not be used. Killed tissue culture vaccines are available for veterinary practice.
16	<b>Canine distemper/ hard pad disease.</b> Dogs and other canines; and mustelids. (Paramyxovirus)	Biphasic temperature, bronchopneumonia, chorea, vomiting, and diarrhoea, vesicular and pustular dermatitis particularly ventral aspect of the abdomen.	Whole blood, nasal or conjunctival secretions/ epithelium spleen and lung in ice or in 50% glycerol saline. Pieces of brain and lung in 10% formol saline for HP.	Symptoms, demonstration of inclusion bodies, Inoculation into susceptible animals – pups and ferrets, FA and ID tests	Fluid therapy Live cell culture vaccine available. Live virus vaccine in freeze dried form available
17	<b>Canine parvo viral enteritis</b> (Parvo virus) Dogs	Vomiting, haemorrhagic foul smelling diarrhoea, myocarditis, mild or sub-clinical in adults.	Fresh faecal Samples, Mesenteric lymph nodes, spleen and paired serum samples on ice. Serum in advanced stage	Symptoms, AGID, CIE, HA and HI tests, IEM, FA, ELISA and PCR	Live and killed vaccines are available. Live vaccine not to be given to pregnant animals. 1st vaccination at 6 –8 weeks, 1st booster at 10-12 weeks. Repeat annually. Live and killed virus vaccines are available. Single and multi component vaccines are also available.

18	<b>Infectious canine hepatitis</b> (Adeno virus) Dogs	High fever, vomiting, icterus and hematuria, diarrhoea, mucopurulent discharges, corneal opacity blue eye' in dogs. In foxes - fox encephalitis	Liver, spleen, lymph nodes. Urine preferably from bladder without preservative, paired serum samples on ice. Pieces of above tissues in 10% formol saline for HP.	Symptoms, virus isolation in canine cell cultures, intra-nuclear inclusions in hepatic cells. FA test	
19	<b>Canine corona viral enteritis</b> Dogs	Pyrexia, vomiting, diarrhoea, dehydration and death	Vomitus, diarrhoeic stool, whole blood	1. Symptoms 2. AGID, CIE, ELISA and IEM	Rehydration therapy, and symptomatic treatment, Inactivated tissue culture vaccine First vaccination at 7 <sup>th</sup> week. Booster after 4 weeks. Repeat annually.
20	<b>Newcastle disease (Ranikhet disease)</b> (Paramyxovirus). Chicken, turkey, pigeon and other birds	Increased respiration, drop in egg production, in coordination, tremor, torticollis, greenish mucoid diarrhoea, mucoid discharge from nares and beak; death in 2-10 days following onset of symptoms.	Tracheal and cloacal swabs, brain, spleen, liver, kidney; ailing birds serum samples from 10 birds in the flock on ice. Lung, spleen, brain in 10% formol saline for HP. One or two ailing birds preferred	1. Symptoms, 2. Virus isolation by chick embryo inoculation, HA and HI test, ID test and ELISA.	Primary vaccination with lentogenic vaccine (Lasota/ F/B) at the age of 5-7 days 1-2 drops by oculonasal route. This should be followed by a mesogenic vaccine (R2B/K) at 6-8th week and then between 16-20th week.
21	<b>Avian Influenza</b>	High fever, oculo-nasal discharge, cyanosis of	Tracheal and cloacal swabs,	Symptoms, virus is	Vaccination not being practiced.

	(Orthomyxo virus) Chicken, turkey, pheasant and water fowls	comb and wattles, oedema of head and neck, respiratory distress, drop in egg production and diarrhoea.	trachea, lung, air sac, liver and spleen on ice. Two ailing birds preferred and serum	olation by chick embryo inoculation; tracheal organ cultures; chicken cell cultures; SN and FA tests, HI, ELISA and RT- PCR.	Not a common disease, but has been isolated from respiratory infections in ducklings in Kerala
22	<b>Avian Infectious bronchitis</b> (Corona virus) Chicken	Rapid spread of coughing, gasping and rales among the birds of all ages particularly younger groups. There may be watery nasal discharge, lachrymation and facial swelling. Severe drop in egg production. There may be deterioration of external and internal quality of eggs - small size, misshapen, calcareous deposits, haemorrhage in the albumen or yolk	Lung and tracheal scrapings; tracheal swabs, kidney- on ice. Pieces of above tissues in 10% formol saline for HP. Paired serum samples. One or two ailing birds preferred.	Symptoms, post mortem lesions, Isolation in chick embryo, HI, ELISA and PCR.	Live virus vaccine available. 2-3 weeks intra-ocular 4-5 weeks - intraocular/ drinking water (optional) 14-16 weeks - Drinking water (If killed vaccine is used, give i/m) Live virus vaccine at the age of 12-14 weeks - eye drop (cell culture vaccine)
23	<b>Infectious laryngo tracheitis</b> (Herpes virus) Chicken	Coughing, sneezing, difficult breathing, gasping and rales. The neck may be extended during inspiratory efforts - lachrymation, swelling of infra-orbital sinuses and drop in egg production.	Tracheal exudate; trachea and lung; preferably two ailing birds. Paired serum samples.	Symptoms, post-mortem lesions, haemorrhage in the trachea, larynx with tracheal lumen often filled with blood clots, mucus, caseous, yellowish	Not routinely practiced as the disease is not highly prevalent

				exudate or tracheal plugs. Intra-nuclear inclusion bodies in tracheal epithelium. Virus isolation by chick embryo inoculation. Pock lesions on CAM, ID, FAT and VN tests.	
24	<b>Infectious bursal disease</b> (Gumboro disease) Chicken (Birna virus)	Usually seen as an acute disease in chicks of 3-6 weeks of age. Severe depression, ruffled feathers, trembling, pecking the vent, diarrhoea.	Affected bursa, spleen, liver and kidney, on ice. Ailing birds are preferred. Paired serum samples from 10 cases each.	Symptoms, post-mortem lesions, enlargement of bursa about 3-4 times the normal size often with or without haemorrhage, oedematous, yellowish, gelatinous or caseous material inside. Virus isolation by chick embryo inoculation, chicken cell culture, ID and FA tests.	Live chick embryo vaccine 10-14 days 18-21 days (if maternal anti-bodies are present) - in drinking water. For layer and broiler breeders - 16th week - killed vaccine i/m.
25	<b>Marek's disease</b> (Herpes)	In classical form, paralysis of wings and legs - with one	Feather follicle epithelium, feather tips;	Inoculation into day old chicks. Virus	Live virus vaccine HVT strain chick

	virus) Chicken	leg stretched forward and the other held behind. Birds may show torticollis. In acute form mortality rate is high; birds may die suddenly without any preceding symptoms. Sometimes paralysis is exhibited as in classical form which continue at a steady rate for several months.	whole blood tumor tissue on ice. Ailing birds preferred through special messenger.	isolation in chicken kidney cells. Inoculation into developing chick embryos - yolk sac / CAM route. FA and ID tests.	embryo cell origin. Day hatch i/m. During epidemic for broiler and layer breeders booster dose at 3 weeks of age i/m. In VVM disease give bivalent vaccines.
26	<b>Avian leukosis</b> (Retro virus)	Should be differentiated from Marek's disease by the following features - develop only in chicks above 16-20 weeks of age; absence of nervous, skin, eye or muscular form of the disease; uniform involvement of bursa with nodular lesions due to intra-follicular infiltration of tumour cells. The tumour cells are of uniform type and LIVER IS THE MOST OFTEN AFFECTED ORGAN; Big liver disease.	Tumours / tissues	Gross lesions such as enlarged liver that is almost filled in the abdominal cavity with rounded borders, mottled with or without haemorrhages and reticular pattern. Intranuclear inclusion bodies in hepatic cells. Chick embryo inoculation and inoculation into chick embryo cell cultures - liver, lung or kidney cells. FA and ELISA tests.	
27	<b>Inclusion body</b>	Sudden increase in mortality rate which	Liver and faecal samples on ice.	Chick embryo inoculation	Strict management

	<b>hepatitis.</b> (Adeno virus). Chicks 4-9 weeks	lasts for 3-4 days. Anaemia and haemorrhage in various organs especially muscles	Ailing birds are preferred	and demonstration of I/N inclusions	practice. No vaccines.
28	<b>Egg drop syndrome- 76.</b> (Adeno virus) Chicken	Sudden drop in egg production. Change in quality of eggs - thin shelled, shell less, change in colour and misshapen eggs - peak incidence in layers of 29-31 weeks of age.	Cloacal swabs and paired serum samples - on ice.	Duck embryo inoculation. HA and HI tests and ELISA test	Sanitation. Killed vaccines are available. Given i/m at the age of 14-18 weeks for layer and broiler breeders.
29	<b>Runting and stunting syndrome</b> (Mal-abs orption syndrome; pale bird syndrome; Femoral head necrosis; Helicopter disease.) Reo virus, Entero virus, Toga virus.	Growth impairment; wet dropping from day 4 to three weeks; stunting, erratic feathers or broken feathers	Ailing chicks	Gross lesions, increased pericardial fluid, enlarged proventri- culus, decreased gizzard size, orange mucoid intestinal content which is only partially digested and atrophy of bursa.	Vaccination not practiced in India.
30	<b>Rhinotra cheitis</b> in turkey/ <b>swollen head syndrome.</b> Turkey rhinotra cheitis virus (a paramyxo virus) Turkey and chicken.	Rapid flock onset, nasal discharge, reddening of conjunctiva, swelling of lachrymal gland, swollen infra orbital sinus; change of voice; moist tracheal rales, coughing and sub-mandibular oedema.	Ocular, nasal, tracheal exudate/ swabs on ice. Ailing birds are preferred. Paired serum samples.	Symptoms, virus isolation in tracheal organ cultures. ELISA test	

31	<b>Viral arthritis</b> (Reo virus). Broiler chicks.	Bilateral enlargement of the shank and tendon above the hock in 6-7 weeks old broilers. Affected birds tend to sit and are reluctant to move.	Synovial fluid from the tibio-tarsal or tibio-femoral joints on ice through special messenger.	Symptoms, virus isolation in CAM of chicken embryo, inoculation into 2-day old broiler chicks via foot pad, i/m and oral routes.	
32	<b>Hydropericardium syndrome/</b> Angara disease/ Leechi disease (Adeno virus)	Anaemia, aplasia of bone marrow, lymphoid depletion, muscle haemorrhage and atrophy of thymus and bursa.	Liver, spleen and buffy coat cells.	Intranuclear inclusions in hepatocytes, indirect HA using liver homogenate	Autologous inactivated vaccine prepared from infected liver suspension treated with formaldehyde.
33	<b>Chicken anaemia agent</b> (Circo virus).	Seen in 3-5 week old broiler chicks. Up to 60% mortality. Accumulation of clear straw coloured fluid in pericardium, swollen, discoloured and friable liver and pale enlarged kidneys with distended tubules	Ailing birds.	Virus isolation in lymphoblastoid cell lines. ELISA and PCR.	
34	<b>Duck plague/ Duck viral enteritis-</b> herpes virus. Ducks and other water fowls.	Sudden, high and persistent mortality - nasal and lachrymal discharges, drooping wings, profuse greenish diarrhoea, swollen sticky eye lids, paralysis of legs, inability to swim in water. Sudden drop in production.	Ailing birds are preferred. Liver, spleen on ice. Pieces of almost all organs in 10% formol saline for HP. Paired serum samples.	Symptoms, virus isolation by duck embryo inoculation. Gross lesions petechie throughout the body	Vaccination 24 day

				<p>particularly heart, serous membranes, oesophageal mucosa, congested ovarian follicles sometimes ruptured - egg peritonitis, haemorrhagic enteritis often with blood in the intestine. Necrosis of gizzard, FAT, Intranuclear inclusion bodies in impression smears</p>	
35	<p><b>Duck hepatitis</b> (Picorna virus)</p>	<p>Infected ducklings stop moving, partially close the eyes, fall on their sides kick spasmodically and die. Soft greenish droppings are seen in some cases. At the time of death the head is usually stretched upwards and backwards</p>	<p>Ailing ducklings are preferred. Blood, liver and spleen on ice through special messenger. Paired serum samples.</p>	<p>Symptoms, inoculation into susceptible day old ducklings. Virus isolation by inoculation into developing chick embryos - PM lesions- enlarged liver which is mottled with haemorrhages, swollen kidney and spleen. VN and FA tests.</p>	



## NON-SPECIFIC DISEASES

Disease	Symptoms	Diagnosis	Control
1	2	3	5
Tympany (Bloat)	Chronic or acute distension of the rumen with gas immediately stops feeding. Respiratory distress, in acute cases, animals fall down in distress and sudden death if immediate relief is not given.	From symptoms, physical examination. In recurrent cases eliminate tuberculosis and foreign body.	Restrict excess feeding
Calf Scour	Diarrhoea associated with poor hygienic conditions leading to enteric infection, overfeeding milk, etc. watery or pasty dung, chalky white or yellowish with streaks of blood and (or) mucus, foul smell. Anorexia, weakness, lethargy, dehydration.	From clinical signs	Proper hygiene
Indigestion	Anorexia, cessation of rumination, feeble rumen motility, distended abdomen, constipation or diarrhoea. In simple indigestion rumen pH. 5.5-7.4. Acid indigestion, rumen pH below 5.5, in addition dehydration, prostration and toxæmia. In alkaline indigestion rumen pH more than 7.5.	History, symptoms. Determine the pH of rumen liquor after aspiration with syringe and needle.	Avoid dietary errors such as overfeeding of grains (spoiled cakes/ cattle feeds). Provide sufficient roughage in the rations. Gradual adaption for feed additives like urea.
Bronchitis/ Bronchopneumonia	Frequent cough, off-feed, nasal discharge, fever, respiratory distress.	History and symptoms.	Provide warm bedding. Protect from cold and dusty atmosphere. Avoid drenching.
Milk fever	Muzzle dry, eyes dull, characteristic posture with the neck kinking and head turned towards abdomen, preceded by	History and symptoms	Low calcium high phosphorus diet during pre-partum period. Vit.D

	excitement and tetany.		injection one week before calving as per standard of product used.
Ketosis	Anorexia, sudden and marked reduction in milk yield. Dung hard, pellety and shining. Occasionally nervous symptoms. Secondary ketosis may be associated with mastitis, metritis etc.	History and symptoms. Examination of urine.	Adequate carbohydrate and mineral supplements rich in Vitamins, mild exercise
Downer cow syndrome	Unable to rise following treatment for parturient paresis. Usually animals bright and alert, eat and drinks. Non alert downers are also seen.	Rule out the known causes of recumbency.	Early detection of parturient paresis and adequate treatment with optimum calcium . Proper care at the time of calving.
Navel ill	Pyrexia, swelling at the umbilical region and extending to the joints followed by abscess formation.	Symptoms	Apply antiseptics over the umbilical stump. Hygienic management of new born.
Tail gangrene/ Necrosis	Necrosis of the extremities of tail and in some cases, necrosis of the tip of the ears, muzzle and limbs. Falling of hairs from the switch, separation and shedding of the hooves in some cases. May be dry / moist gangrene. In moist gangrene, the lesions extend upwards.	Symptoms	In early stages avoid feeding of fungus infected straw. Proper curing and staking of straw to prevent fungal growth.
Avitaminosis A	Lachrymation, blindness, general weakness nervous signs like fits, ataxia, congenital deformities	Symptoms	Vitamin A supplements during pregnancy and adequate green fodder to the dam

Luxation of patella	Upward displacement of patella causing dragging of the toe, and lameness for few steps-unilateral or bilateral.	Symptoms	Surgical correction needed
Impaction due to ingestion of rubber latex.	Due to the ingestion of rubber latex, the latex solidified due to the acidity in the rumen. Depending up on the quantity of latex ingested and contents in the abdomen the solidified mass is seen in rumen, reticulum, omasum and abomasum. Impaction of the fore stomach and dyspepsia.	History and symptoms	Avoid access to liquid rubber latex
Heat stroke (pig)	Dyspnoea, salivation open mouth respiration restlessness. Temperature raised to 110° F or higher	Symptoms	Provide shade, wallowing, sprinkler. Avoid overcrowding
Piglet anemia	Due to iron deficiency in the new born. Stunted growth, emaciated, hide bound, severe anemia	Symptoms	Injection of Iron to infant pigs between 3 <sup>rd</sup> and 7 <sup>th</sup> day of age.
Sinus tumour (Ethmoid Carcinoma)	Intermittent nasal discharge initially followed by snoring, protrusion of the eyeballs – unilateral or bilateral, and severe respiratory distress.	Symptoms, cytological examination of nasal discharge	No satisfactory treatment
Aflatoxicosis	Inappetance, retarded growth, reduced feed efficiency. Ruffled feathers, in poultry.	Diagnosed by screening milk, urine and blood of suspected animals.	Sun drying the concentrates for 2-3 hours reduces aflatoxin contamination. Safe level of aflatoxin: Cattle – 50 ppb. Sheep and Goat – 50 ppb. Pigs and Poultry – 20 ppb. Ducks – 10 ppb.

## MYCOTIC DISEASES

Disease, etiological agent and species affected	Important symptoms	Specimens to be collected
1. Dermatophytosis (Species of genera <i>Microsporum</i> , <i>Trichophyton</i> and <i>Epidermophyton</i> ) All warm-blooded animals	May be acute, chronic or sub-clinical, range from slight erythema to highly inflammatory with folliculitis, suppurating body lesions, extensive areas of alopecia and scarring.	Skin scrapings from periphery of lesions
2. Aspergillosis ( <i>Aspergillus fumigatus</i> , <i>A. niger</i> , <i>A. terreus</i> ) All warm-blooded animals	Abortion, fungus ball formation ( <i>Aspergilloma</i> ), Mycotoxicosis following ingestion/inhalation and toxic metabolites. <i>Aspergillus</i> in virtually any organ system or location, with the lung as the most frequent site of primary disease. May be acute or chronic. Acute form in chick - brooder pneumonia. Mastitis.	Impression smears from lungs, trachea, pieces of lung, skin scrapings from cutaneous lesions, milk in mastitis. Placental smears and exudates in abortions.
3. Candidiasis ( <i>Candida albicans</i> , <i>C. tropicalis</i> , <i>C. parapsilosis</i> ) All warm-blooded animals	Thrush in poultry or crop mycosis. Mastitis, abortion, dermatitis, vulvo vaginitis, cystitis, myositis, hepatic dysfunction, intestinal infections in calves.	Skin and mucosal scrapings, impression smears of crop, milk in mastitis, placental smears and exudates in abortions.
4. Rhinosporidiosis ( <i>Rhinosporidium seeberi</i> ) Cattle, horse, camel duck and man	Polypoid or warty lesion of mucus membrane of the nasopharynx. The growth may be soft, friable and pedunculated, blood tinged mucus discharge, epistaxis, dysphagia, and dyspnoea.	Nasal exudates, polypoid growth enucleated from the nasal cavity.

<p>5. Sporotrichosis (<i>Sporothrix schenckii</i>) Equines, Man</p>	<p>Indolent nodules and ulcers, mostly limited to the skin and subcutaneous tissue, sub acute or chronic.</p>	<p>Purulent material collected aseptically from un-opened lesion/exudative material from lesion or tissues.</p>
<p>6. Zygomycosis Members of the family <i>Mucoraceae</i> and the genera <i>Mucor</i>, <i>Absidia</i> and <i>Rhizopus</i>. All warm-blooded animals</p>	<p>Mastitis, abortion, exuberant granulation may be found on ventral abdomen, knee, hock, neck and lips. Extension of the granulation is quite rapid, especially of the legs, lameness.</p>	<p>Scrapings from the mucosal surface or granulomatous lesion. Milk in mastitis. Placental smears and exudates in abortion. Aborted foetus.</p>
<p>7. Blastomycosis. (<i>Blastomyces dermatitidis</i>.) Primates and dogs.</p>	<p>Cutaneous lesions or subcutaneous abscesses. Acute pulmonary disease with productive cough, pleuritic pain, fever, weight loss. Dissemination to other organs may follow, primary to skin, bone and urinogenital tract</p>	<p>Pus from micro abscess, subcutaneous abscess, pleural and peritoneal exudates, spinal fluid, needle biopsy of liver, tracheal exudate.</p>
<p>8. Coccidioidomycosis. (<i>Coccidioides immitis</i>) Primates and dogs</p>	<p>Anorexia, weight loss in acute form. Granulomatous lesion in the lung and thoracic lymph node.</p>	<p>Exudate from the lesion, urine, pleural and peritoneal fluid.</p>
<p>9. Cryptococcosis. (<i>Cryptococcus neoformans</i>.) All warm blooded animals</p>	<p>Causes primary pulmonary lesion, disseminate to the CNS, less often to the skin, bone and other sites. Mastitis, meningitis.</p>	<p>Spinal fluid, milk, urine.</p>
<p>10. Histoplasmosis (<i>H.capsulatum</i>) Dog and man</p>	<p>Most infections asymptomatic or benign and self-limiting. Fever, weight loss, hepatomegaly and splenomegaly with anaemia and leukopenia. Chronic pulmonary infection associated with cough, dyspnoea. Cavities may develop in the apex or sub-apical regions of the lung.</p>	<p>Nodal smears, blood, bone marrow, and lymph node biopsy.</p>

## PARASITIC DISEASES

Sl. No.	Diseases	Samples to be collected	Test to be done
1	Anaplasmosis	1.Blood	1. Agent identification 2, Serology- CFT, Tube agglutination, FAT, Immunoperoxidase test
2	Ehrlichiosis	1.Blood2.Spleen for HP	1. Agent identification 2. Histopathology 3. Serology-IFT,ELISA
3	Babesiosis	Blood	1. Agent identification 2, Serology- Agglutination tests, CFT,IHA,IFAT, ELISA.
4	Theileriosis	Blood	1. Agent identification 2. Clinical Pathology 3. Serology-CFT,HI,AGPT,IFAT
5	Trypanosomiasis	Blood	1. Agent identification 2. Animal inoculation test 3. Serology-CFT, Passive HA, IFAT, ELISA
6	Leishmaniasis	Skin smear or ulcer scraping	1. Agent identification 2. HP (Histo Pathology) 3. FAT (Fluorescent antibody Tech;)
7	Toxoplasmosis	Serum	Serology-Sabin-Feldman dye test, IFAT, CFT, Skin test, IHA
8	Aflatoxicosis	Feed sample 100g	1. Estimation of Aflatoxin by TLC, Aflatoxin by TLC, Aflatoxinometer, HPLC, ELISA

## Highly Pathogenic Avian Influenza (HPAI) Surveillance and control measures

Avian Influenza or Bird Flu is a highly contagious disease of domestic poultry caused by the Influenza Type A virus. Depending on the virulence of the virus the disease may be Low Pathogenic Avian Influenza (LPAI) causing low mortality only in poultry or Highly Pathogenic Avian Influenza (HPAI) with 100% mortality and capable of infecting humans also. Wild birds and migratory water fowls are the natural reservoirs of the virus. H5 and H7 subtypes of the virus are highly pathogenic. The disease is usually manifested with odema of head and neck, cyanosis of comb and wattles, nervous symptoms, greenish diarrhoea, corneal opacity, respiratory distress and finally death.

In the event of an outbreak of HPAI, stringent control and containment measures like culling and disposal of entire birds within 1km radius of the epicentre either by burning/burial thorough disinfection and sanitization of the area along with restriction of bird movement within 10 km radius and post operation surveillance in affected areas are essential.

Fresh stock can be introduced in the area only after rigorous post operation surveillance show negative results. Since HPAI AI V is capable of mutation leading to a pandemic in human being constant routine surveillance in domestic and migratory birds need to be carried out by Animal Husbandry Department in collaboration with Forest Department during migratory season- September to March.

Assessment of State preparedness to combat an outbreak of Highly Pathogenic Avian Influenza (HPAI) should be carried out once in six months. All the vets and paravets should be made aware of and trained in the control and containment activities of HPAI.

### Control Measures

On report of unusual sickness or mortality of poultry other birds or wild birds like crows, parrots, egrets, pigeons, migratory-birds etc. in an area conduct a preliminary investigation immediately.

If Highly Pathogenic Avian Influenza is suspected, collect appropriate samples such as bird carcasses (minimum 5) serum samples from 10 sick birds and cloacal swabs in viral transport medium from 10 healthy birds. These samples, packaged in at least two leak-proof plastic bags and transported inside a polystyrene box containing icepacks, accompanied with appropriate form as per Annexure XIII of Action Plan for Prevention, Control & Containment of Avian Influenza prepared by DADF, Government of India should be despatched through special messenger/ courier to National Institute of High Security Animal Diseases (NIHSAD), Bhopal within 24 hours of initial report.

Control measures for HPAI are classified under 2 headings as per the Action Plan.

1. Steps to be undertaken in Case of Suspicion of Avian influenza Outbreak

## 2. Action Plan to deal with Confirmed Outbreak of AI

Refer : *Action Plan for Prevention, Control & Containment of Avian Influenza (Revised - 2015)*

### SURVEILLANCE

Surveillance for highly pathogenic avian influenza comprises of passive surveillance, active surveillance and targeted surveillance.

#### 1. **Passive surveillance**

Passive surveillance involves immediate reporting of any unusual sickness or mass mortality in poultry and other species of birds in the State by all stake holders like poultry producers, entrepreneur, associations, private veterinary practitioners, community organizations, wild life officials, NGOs participatory groups and Veterinary Institutions. Passive surveillance should be conducted throughout the year.

#### 2. **Active Surveillance (Physical/Clinical surveillance)**

Active surveillance should be conducted during the bird migratory season i.e for six months from September to March. Serum samples/Swab samples/environmental samples/carcass are to be collected and submitted once a month for this surveillance.

#### 3. **Targeted Surveillance:**

Identify the wildlife sanctuaries/ national-parks/ water-bodies visited by migratory/ wild birds along with the buffer zones in each district with the help of Forest department. Collect fresh wet faecal swab samples of wild/ migratory birds from wild birds nesting places and water bodies; serum samples from domestic poultry from buffer zones around national parks, lakes and watershed areas. Samples are to be collected and submitted once a month for six months from September to March with the help of officials of Forest department.

### Sampling Framework

Samples are to be collected from healthy birds and sick birds belonging to commercial bird population of a district, backyard bird population of a district and live bird markets of a district. Categorize the bird population in each district as follows:

- (i) Commercial birds with high density- chickens and ducks
- (ii) Backyard Birds – chickens, ducks, pigeons and other species
- (iii) Live bird markets (LBM) particularly at the border areas

Collect serum samples/Swab samples/environmental samples/carcass from each category as per the sampling frame detailed below once a month for six months from September to March.

#### a. **From Healthy birds**

Collect 6 serum samples per 500 birds from each district limiting the sample size to a maximum of 36 samples irrespective of population size.



**b. From Sick Birds :**

Collect 6 tracheal swabs per 500 birds up to a maximum of 36 samples separately from ducks and poultry

**c. Dead birds : Collect the fresh whole carcasses as such****d. Live bird Markets having less than 2000 birds**

Collect 6 Serum samples from healthy birds, 6 tracheal swabs from poultry, 6 cloacal swabs from ducks and 6 pooled environmental samples (pool size 6) as detailed below:

- a. Drinking water samples
- b. Waste water samples
- c. Faecal dropping samples from cages
- d. Swab samples from Processing tables
- e. Swab samples from Knives

**e. Live bird Markets having more than 2000 birds**

Collect 60 Serum samples from healthy birds, 60 tracheal swabs from poultry, 60 cloacal swabs from ducks & 60 pooled environmental samples as detailed above.

**Targeted Surveillance Sampling Framework**

Forest department should be intimated about the need for collecting samples from wildlife sanctuaries/ national-parks/ water-bodies visited by migratory/ wild birds along with the buffer zones in each district.

- Collect 10 numbers of pooled fresh faecal swab samples (pool size-5) from wild birds.
- Collect 10 numbers of pooled fresh faecal swab samples (pool size-5) from migratory birds.
- Collect 6- 36 serum samples from healthy birds in buffer zones.

The surveillance data collection, analysis, monitoring and reporting data will be compiled, analyzed, monitored, and a report created by the State Veterinary Epidemiology Centre. This report will be in electronic form and be sent every month to: DADF, RDDDL, and Directorate.

Sample collection is to be carried out with the help of Livestock Inspectors by District Epidemiologists. Assistance of supporting staff of Clinical labs attached to DVCs can also be used for this purpose. State Epidemiology Office should ensure that the samples are packed properly as per standard procedure and sent to National Institute of High Security Animal Diseases (NIHSAD), Bhopal as per Annexure IV, by 7th of the following month.

For details refer:

*Action Plan for Prevention, Control & Containment of Avian Influenza (Revised – 2015)*



## MANUAL OF ANIMAL HUSBANDRY DEPARTMENT

Revised Edition

### CHAPTER - V

## VETERINARY JURISPRUDENCE

- Section 1 Veterinary jurisprudence
- Section 2 Examinations of live animals in criminal cases
- Section 3 Animal welfare board
- Section 4 General duties and instructions to meat inspectors
- Section 5 Detailed instructions for routine inspection on carcasses
- Section 6 Instructions as to additional inspection, where evidence of Tuberculosis has been discovered in cattle and swine.
- Section 7 Instructions -action to be taken in the event of evidence of diseases found in carcasses of Cattle, Goat, Sheep, Horse, swine.
- Section 8 Meat marketing
- Section 9 Transport and handling



## CHAPTER V: VETERINARY JURISPRUDENCE

### SECTION 1

### VETERINARY JURISPRUDENCE

#### General

The application of the principles of human law with reference to veterinary medicine has assumed great importance in recent years. In the matter of administration of justice for the protection of the claims and interest of individuals and groups in an organised society vis-a-vis criminal practices affecting the health and life of animals, the veterinarian is very often called on in evidence as a skilled witness. Whenever he is required to appear in court by subpoena, regularly served for such a purpose, it becomes his bounden duty to accept the summons and appear in court for the purpose of giving professional evidence. In that context as in others he is expected to possess reasonable skill and knowledge of veterinary science and to contribute all authentic information available with him from his personal experience or from authoritative published literature on the subject. In addition he should be fully familiar with all the Acts and rules in force with reference to live-stock improvement, animal diseases, aspects of veterinary public health and other veterinary Acts and rules which may be in force from time to time. In the discharge of his duties as a member of civilized profession his conduct at all times and in all events, has to be above suspicion.

#### Animal Disease—Legislation for Control

Most civilized countries have by law enforced measures for the control of contagious and communicable diseases so that ignorance, prejudice or selfishness of individuals do not prove detrimental to the interests of the society. A representative digest of some of the existing legislations in India against animal diseases is given below:

- (a) **Glanders and Farcy Act** (No. XIII) of 1899.—The provisions of this Act are not restricted to Glanders and Farcy since it covers equine diseases like epizootic, lymph-angitis, Surra and African horse sickness. The authorized agents of the Government under this Act may enter and search any premises suspected to be affected or harbouring the disease and take further action as prescribed, awarding compensation as per rules.
- (b) **Livestock Importation Act** (No. IX) of 1898.—This Act regulates the import of live-stock with reference to the control of animal diseases. The Act as amended in 1944 and 1951 includes almost all domestic animals and their diseases falling within the Scheduled or Notifiable Disease Act like Tickpest, Anthrax, Glanders, Farcy, Scabies, Epizootic lymphangitis, Dourine, Ulcerative lymphangitis, African horse sickness, east coast fever, Contagious bovine pleuro-pneumonia, Tuberculosis, Johne's disease and Bang's disease. Any breach of the Act is punishable with fine which may extend to Rs. 1,000.

(c) **Prevention of Cruelty to Animals Act (Act 59 of 1960).** This Act primarily deals with acts of cruelty to animals. In addition the Act provides also for control of animal disease in some measure, since any person willfully permitting any animal of which he is the owner to go at large in any street while the animal is affected with a contagious disease or, infectious disease without' reasonable excuse permitting any diseased or disabled animal, of which he is the owner, to die in any street, is punishable with a fine which may extend to Rs. 100.

(Refer amendment in Chapter X)

(d) **The Forest Wild Life Act 1972**

The wild life (protection) Act 1972 does not provide for the management of captive elephants, except for the issue of ownership certificates to those who possess the captive elephants and for issuing permits for the transportation of elephants.

The number of captive elephants in the state is increasing, it is necessary to prescribe rules and procedures for the effective and proper management of captive elephants. So to achieve the object, Government has notified necessary rules and procedures vide GO(P)No: 12/2003/F&WLD dated 26/02/2003, Trivandrum.

In exercise the powers conferred by sub-section (1) of section 6 of the Wild life(Protection) Act 1972, The Government of Kerala constituted the state Board for wild life, The Chief Minister as the chair person vide GO(MS)No:77/05/F&WLD, dated 29/07/2005

(Refer amendment in Chapter X)

## CHAPTER V: VETERINARY JURISPRUDENCE

### SECTION-2

#### EXAMINATION OF LIVE ANIMALS IN CRIMINAL CASES

Very often animals are sent to veterinarians by the police or other legal authority with a request for their examination and for expert opinion for evidence of damage likely to have been caused by acts and intents of a criminal nature.

In all such cases any opinion given in writing should have been arrived at by a careful and complete clinical examination and study of the nature of the injuries or other evidences manifested by the patient as against opinions based on evidences of a circumstantial nature or on hearsay evidence.

A careful record of the following details should be noted at the time of examination: -

1. Time, date and place of examination.
2. Reference to communications received with the animal giving details of name, designation, etc., of the person accompanying it
3. Complete description of the animal for purposes of identification.
4. Findings.
5. Opinion.

A separate register should be maintained for this purpose and the same kept under lock and key. Only excerpts from such records maintained may be given for the communication of any specific opinion.

Common offences against animals are-

- (a) Malicious destruction, poisoning or maiming.
- (b) Acts of cruelty.
- (c) Bestiality.

#### **(a) Malicious (Mischief ) destruction**

Under section 423 I.P.C. acts of mischief like killing, poisoning, maiming or rendering useless any animal or animals of the value of Rs. 10 and upwards are punishable with imprisonment of either description for a term which may extend to 2 years or with fine or both.

Under section 429 I. P. C. acts of mischief by killing, maiming, poisoning or rendering use-less any elephant, camel, horse, mule, buffalo, cow or ox whatever may the value

thereof or any other animal of the value of Rs. 50 and above shall be punishable with imprisonment of either description for a term of 5 years or with fine or both.

*Maiming* or the use of violence, which renders an animal useless, is a common crime. It is often committed to gratify spite against a neighbour or other person, or out of anger or resentment, for damages to crops or other property caused by trespass. Watchdogs are killed or maimed with criminal intention of committing thefts etc. Sometimes such damages are caused by accidents of a culpable nature.

Terms such as simple hurt and grievous hurt as applied in medico legal language are not usually applied with reference to animals. Instead the veterinarian may be required to state whether the damage inflicted was of a serious nature, enough to maim an animal or likely to bring about its death in cases where death has actually not resulted. Some common forms of hurt, which render animals useless or are likely to lead to such results are-

- (1) Fractures of bones including horns.
- (2) Cutting of tendons and ligaments particularly of the legs and neck.
- (3) Dislocation or opening of joints.
- (4) Injuries to the eyeball leading to blindness of one or both eyes.
- (5) Injuries to the udder of milch animals.
- (6) Laceration or rupture of rectum and vagina.
- (7) Punctured or gaping wounds of the abdomen and the thorax.

Valuable security like the presence of a bullet or a broken blade of knife or dagger or any other foreign body found *in situ* should be described in specific detail and it safely preserved for use as an exhibit in evidence, unless it was sent in a sealed cover to a legal authority or the police, for which a receipt should have been obtained in writing.

### **(b) Acts of Cruelty**

Cases of cruelty to animals for material benefit or for sadistic reasons are punishable with fine up to Rs. 100 or imprisonment for 3 months under the Cruelty to Animals Act (No. XI of 1890). The crime may consist of severe beating, overloading, overdriving, and causing sick animals to be put to work, placing cruel restrictions on space or liberty for movement, either generally or in transit of an animal or group of animals, are all actions punishable under this Act. Besides starving of animals from food, air or water, cruel practices like "phooka", etc., are also punishable. Such animals are liable to be seized and removed from their owners and remanded under safe custody for treatment, if any required, at Government infirmaries for animals, pending trial and award of penalties as prescribed under law. All expenditure in the meanwhile for feeding, etc., will be recoverable from the respective owners of animals remanded.

### **(C) Bestiality**

This crime would appear to be of a fairly frequent occurrence. A human male is generally the active partner in this crime. His victims generally are does, jennies, cows



and even hens. Whoever voluntarily has carnal intercourse against the order of nature with any man, woman or animal shall be punishable for life or with imprisonment of either description for a term which may extend to 10 years, with or without fine.

### **Necroscopy vis-a-vis Criminal Investigation**

The Veterinarian is often requisitioned in writing to examine carcasses of animals alleged to have been killed by violence, poisoning, etc., of maleficent character. A common motive in villages is to obtain hides of fallen carcasses and sometimes it is in gratification of spite against neighbours or others.

To determine the cause and the manner of death in all such cases, the veterinary surgeon would have to depend on his own education and experience in the profession. In any case of doubt he should not hesitate to obtain more expert advice before coming to any conclusion.

Details about the date, time and place of such examination should be recorded. A post mortem examination if conducted at the place and on the spot of the occurrence of death, note should be taken of all findings regarding the position and posture of the carcass and its surroundings. Any history or information available about the incidence of disease prior to death or other related information, if any, regarding the cause and nature of death should be incorporated as such in the report, citing the source from which such information was gathered in specific detail. Findings about the state of body heat, presence or otherwise of rigor -mortis, onset and state of post-mortem decomposition, details of surface, bodily injuries, bruises, etc., should all be noted down. All other findings on autopsy should be recorded then and there in the original report.

All materials including organs or viscera for Chemico-legal examination as required should be collected, safely packed, sealed and forwarded under police custody to the Government Analyst/Chemical Examiner for favour of specific examination and report.

### **Chemico-legal Cases and Requirements**

The Veterinary Surgeons in charge of Veterinary Institutions should maintain sufficient stock of chemicals and appliances as listed below, for the transmission of materials to the Chemical Examiner to the Government:

<b>Sl No</b>	<b>Item</b>	<b>Quantity</b>
1	Rectified spirit/ saturated saline	As per requirement
2	Big jars wide mouthed	2.5 L
3	Big jars wide mouthed	5 L
4	Big jars wide mouthed	10 L
5	Corks and bungs for the above	As per requirement
6	Bottles wide mouthed	50 ml

7	Bottles wide mouthed	250 ml
8	Bottles wide mouthed	500 ml
9	Bottles wide mouthed	1L
10	Bottles wide mouthed	2 L

All preservative or other chemicals added should be specified and samples of same sent in sealed containers, to the Chemical Examiner along with the written requisition for examination and a copy of post mortem report

### Sample collection in Vetro- legal Cases

The Veterinarian is often requisitioned in writing to examine carcasses of animals alleged to have been killed by violence, poisoning, etc. Such cases should be accepted by a Veterinarian if only they are accompanied by an official request from a police officer not below the rank of Sub Inspector. Care should be taken to record in the certificate issued the identity of the Police Officer who produces the object (Carcass/ live animal) of examination.

Sample collection procedures in Vetro-legal cases are:

- Record the date, time and place of examination.
- Record the position and posture of the carcass and its surroundings.
- Record any history or information available about the incidence of disease prior to death or any other information regarding the cause and nature of death. citing the source from which such information was gathered in specific detail.
- Record findings about the state of body heat, presence or absence of rigor -mortis, onset and state of post-mortem decomposition, details of surface, bodily injuries, bruises, etc.
- Record all other findings on autopsy.
- Collect materials including organs or viscera for Chemico-legal examination. These samples should be safely packed, labeled, sealed and forwarded under police custody to the Government Analyst/Chemical Examiner for favour of specific examination and report
- All preservative or other chemicals added should be specified and samples of same sent in sealed containers, to the Chemical Examiner along with the written requisition for examination and report

### Materials for Examination

#### 1. The following materials are to be sent for examination in cases where expertopinion of the Chemical Examiner to Government is sought:-

- (a) About 1 kg of the contents of the stomach in a clean glass or well glazed earthen vessel/vessels with the addition of sufficient quantity of rectified spirit /saturated saline as preservative.

- (b) About 1 kg of stomach wall in a clean glass or well glazed earthen vessel/vessels with the addition of sufficient quantity of rectified spirit as preservative.
- (c) About 1/2 kg of contents of the intestines in a clean glass or well glazed earthen vessel/vessels with the addition of sufficient quantity of rectified spirit as preservative.
- (d) About 1/2 kg of liver and kidney in a clean glass or well glazed earthen vessel/vessels with the addition of sufficient quantity of rectified spirit as preservative.
- (e) Dry dung without the addition of the spirit.
- (f) Sample of the poison or other material reported to have been used if obtained.
- (g) At least 100 ml of the sample of the preservative used for preserving the materials.

*Note:- (i) Care should be taken to use rectified spirit or super saturated saline solution only.*

*(ii) The amount of spirit added to each vessel should be measured and the quantity so added should be written on the label affixed to the vessel over and above the weight of material sent.*

2. All bottles and packets should be carefully sealed by the Veterinary Surgeon himself and sealed in such a manner that the contents cannot be tampered with. The seal used should be kept under safe custody. Each packet or bottle should bear the number and the date of the letter of advice to the Chemical Examiner relating to the case, as well as a short description of the nature and the quantity of the contents, under the signature of the veterinary officer concerned.
3. Suspected materials may be forwarded through a con-stable if possible. The parcel should be safely packed, labelled and sealed. Bottles containing viscera, etc., should be wrapped in cloth or paper to prevent spillage
4. When an officer forwards materials for Chemico-legal purposes he should at the same time forward a letter by separate post to the Chemical Examiner advising the dispatch of materials. This letter should contain-
  - (1) Full details of the purpose for which the analysis is required.
  - (2) Particulars of the case whatever its nature may be.
  - (3) A true impression of the seal used in sealing the contents and a description of it in words.
  - (4) A list of articles forwarded "with information as to how the articles have been forwarded and the numbers given to the articles in the list corresponding with the number of the labels.
  - (5) The name of the officer of law from whom a requisition has been received to forward the articles and the number and date of such order.
  - (6) Information as to the number and kind of animals affected and the number of deaths if relevant, and any information obtainable "as to post-mortem appearances and nature and duration of ailment and symptoms shown which

may give an indication of the nature of the substance used in the case under reference.

### **Common Frauds in the Sale of Livestock and Livestock Products**

The Veterinarian is sometimes required to check the marks of identification of an animal for issue of identification certificates in case of fraudulent sale or other transactions. It is essential to see that great care is taken to check on the correct age, colour and markings of the animal in all such cases, after a complete and proper examination.

In certain cases diseased animals are sold as healthy and sound for certain specified purposes of utility. The Veterinarian may be required to examine such cases and offer strictly professional advice. Such duties call for considerable skill, application and integrity and are such as shall not be disposed of lightly.

### **Insurance**

Livestock Insurance for specific purposes and for particular periods in transit or otherwise is becoming more and more popular. It is a regular feature with reference to valuable racehorses. The responsibility of the Veterinarian for the issue of health certificates in all such cases is very great and on no occasion should a certificate cognizant be issued by any Veterinary Surgeon without a complete and proper examination. Any default or indifference shown in such duties and functions shall be treated as neglect of duty and would amount to serious professional misconduct with its accompanying consequences.

*(Refer GO. (MS) No.119/2014/AD dated, Thiruvananthapuram, 03.06.2014 for Reconstitution of Kerala State Animal Welfare Board)*

## CHAPTER V: VETERINARY JURISPRUDENCE

### SECTION-3

### ANIMAL WELFARE BOARD

#### 1. Establishment of Animal Welfare Board:-

- (1) For the promotion of animal welfare generally and for the purpose of protecting animals from being subjected to unnecessary pain or suffering, in particular, there shall be established by the Central Government, as soon as may be after the commencement of this Act, a Board to be called the Animal Welfare Board.
- (2) The Board shall be a body corporate having perpetual succession and a common seal with power, subject to the provisions of this Act, to acquire, hold and dispose of property and may be its name sue and be sued.

#### 2. Constitution of the Board.

(1) The Board shall consist of the following persons, namely:-

- (a) The Inspector General of Forests, Government of India, ex-officio;
- (b) The Animal Husbandry Commissioner to the Government of India, ex-officio;
- (c) One person to represent such association of veterinary practitioners as in the opinion of the Central Government ought to be represented on the Board, to be elected by that association in the prescribed manner;
- (d) Two persons to represent practitioners of modern and indigenous systems of medicine, to be nominated by the Central Government;
- (e) One person to represent each of the municipal corporations of Bombay, Calcutta, Delhi and Madras, and one person to represent any other municipal corporation as, in the opinion of the Central Government, ought to be represented on the Board, to be elected by each of the said corporations in the prescribed manner;
- (f) One person to represent each of such three organisations actively interested in animal welfare as in the opinion of the Central Government ought to be represented on the Board, to be chosen by each of the said organisations in the prescribed manner;
- (g) One person to represent each of such three societies dealing with prevention of cruelty to animals as in the opinion of the Central Government ought to be represented on the Board, to be chosen in the prescribed manner;
- (h) Three persons to be nominated by the Central Government;

- (i) Six members of parliament, four to be elected by the House of the People (Lok Sabha) and two by the Council of States (Rajya Sabha).
  - a) Any of the persons referred to in clause (a) or clause (b) of sub-section (1) may depute any other person to attend any of the meetings of the Board.
  - b) One of the members of the Board shall be nominated by the Central Government to be its Chairman.

### **3. Term of office and conditions of service of members of the Board-**

- (1) Save as otherwise provided in this section, the term of office of a member of the Board shall be three years.
- (2) Subject to the provisions contained in sub-section (4) the term of office of the member elected to represent any municipal corporation (other than the corporation of Bombay, Calcutta, Delhi and Madras) shall be one year from the date on which such member assumes office.
- (3) The term of office of an ex-officio member shall continue so long as he holds the office by virtue of which he is such member..
- (4) The term of office of a member elected or chosen under clause (c), clause (e), clause (f), clause (g), or clause (i), of section 5 to represent any body of persons shall come to an end as soon as he ceases to be a member of the body which elected him or in respect of which he was chosen.
- (5) The term of office of a member nominated, elected or chosen to fill a casual vacancy shall continue for the remainder of the term of office of the member in whose place he is nominated, elected or chosen.
- (6) The members of the Board shall receive such allowances, if any, as the Board may subject to the previous approval of the Central Government, provide by regulations made by it in this behalf.
- (7) No act done or proceeding taken by the Board shall be questioned on the ground merely of the existence of any vacancy in, or defect in the constitution of the Board.

### **4. Secretary and other employees of the Board-**

- (1) The Central Government shall appoint one of its officers to be the Secretary of the Board.
- (2) Subject to such rules as may be made by the Central Government in this behalf, the Board may appoint such number of other officers and employees as may be necessary for the exercise of its powers and the discharge of its functions and may determine the terms and conditions of service of such officers and other employees by regulations made by it with the previous approval of the Central Government.

### **5. Funds of the Board**

The funds of the Board shall consist of grants made to it from time to time by the Government and of contributions, donations, subscriptions, bequests, gifts, and the like made to it by any local authority or by any other person.

### **6. Functions of the Board.**

The functions of the Board shall be-

- (a) To keep the law in force in India for the prevention of cruelty to animals under constant study and advise the Government on the amendments to be undertaken in any such law from time to time;
- (b) to advise the Central Government on the making of rules under this Act with a view to preventing unnecessary pain or suffering to animals generally, and more particularly when they are being transported from one place to another or when they are used as performing animals or when they are kept in captivity or confinement;
- (c) to advise the Government or any local authority or other person on improvements in the design of vehicles so as to lessen the burden on draught animals;
- (d) to take all such steps as the Board may think fit for ameliorating the condition of beasts of burden by encouraging, or providing for the construction of sheds, water troughs and the like and by providing for veterinary assistance to animals;
- (e) to advise the Government or any local authority or other person in the design of slaughter-houses or in the maintenance of slaughter-houses or in connection with slaughter of animals so that unnecessary pain or suffering, whether physical or mental, is eliminated in the pre-slaughter stages as far as possible, and animals are killed, wherever necessary, in as humane a manner as possible;
- (f) to take all such steps as the Board may think fit to ensure that unwanted animals are destroyed by local authorities, whenever it is necessary to do so, either instantaneously or after being rendered insensible to pain or suffering ;
- (g) to encourage, by the grant of financial assistance or other-wise, the formation of pinjrapoles, sanctuaries and the like where animals and birds may find a shelter when they have become old and useless or when they need protection;
- (h) to cooperate with, and coordinate the work of, associations or bodies established for the purpose of preventing unnecessary pain or suffering to animals or for the protection of animals and birds ;
- (i) to give financial and other assistance to animal welfare organizations functioning in any local area or to encourage the formation of animal welfare organizations in any local area which shall work under the general supervision and guidance of the Board;
- (j) to advise the Government on matters relating to the medical care and attention which may be provided in animal hospitals and to give financial and other assistance to animal hospitals wherever the Board thinks it necessary to do so ;
- (k) to impart education in relation to the humane treatment of animals and to encourage the formation of public opinion against the infliction of unnecessary pain or suffering to animals and for the promotion of animal and welfare by means of lectures, books, posters, cinematographic exhibitions and the like;
- (l) to advise the Government on any matter connected with animal welfare or the prevention of infliction of unnecessary pain or suffering on animals.

### **1. Power of Board to make regulations**

The Board may, subject to the previous approval of the Government, make such regulations as it may think fit for the administration of its affairs and for carrying out its functions

## CHAPTER V : VETERINARY JURISPRUDENCE

### SECTION 4

#### GENERAL DUTIES AND INSTRUCTIONS TO MEAT INSPECTORS

1. It shall be the duty of the Meat Inspectors appointed by the local authority in this behalf:
  - (a) to attend at the slaughter house during the hours fixed
  - (b) to inspect animals ante-mortem according to the provisions in Part VII of these rules
  - (c) to keep a record of the number and kind of animals slaughtered along with the number of kind of carcasses, parts and organs condemned for different diseases;
  - (d) at the close of each day's work to see that the slaughter house or slaughter houses under him are thoroughly cleansed and disinfected and the condemned parts and organs duly destroyed and the offal removed to such places as may be appointed by the local authority
  - (e) and generally to enforce the provisions of these rules.
2. Every effort shall be made to inspect the carcasses and viscera of all animals slaughtered. This examination shall be methodical and as complete as possible in all cases.
3. *(a)* The Meat Inspector shall have his own knives, wipes and instruments for examining carcasses and parts and organs thereof.  
*(b)* Knives and other instruments that have been used for cutting or examining any diseased organ, gland or tissue shall not again be used for any purpose until they have been disinfected in boiling water or other suitable disinfectant
4. The carcass of an animal that is free from disease and the carcasses and organs which are well nourished shall be passed without any undue mutilation as fit for human consumption.
5. When ill portions unfit for human food have been removed from a carcass is under the supervision of a Meat Inspector, the remainder of the carcass shall be passed as fit for human consumption.
6. If disease is found in any part of carcass or in any organ the whole carcass and all the organs thereof shall be examined for evidence of any repetition of the local condition or modification of the same in other parts.



### **Ante-mortem Inspection**

Wherever practicable it is desirable that all animals shall be inspected before slaughter the object being to ascertain that each animal which it is intended to slaughter is in a satisfactory state of health. In cases of doubts as to the health of the animal the Meat Inspector shall notify the Veterinary Surgeon. Where ante-mortem inspection of animals is not possible or has not taken place the butcher shall notify the Veterinary Surgeon or the Meat Inspector, in any case in which he has doubt as to the health of the animal. Immediate steps shall be taken to have the animal examined before slaughter.

1. Such ante-mortem examination shall be made on the premises of the slaughter houses in which the animals are about to be slaughtered and should include:
  - (a) Examination for evidence of cruelty to animals by over-trucking, overdriving or by other act.
  - (b) Examination for the detection of animals in very emaciated condition or affected with disease in any form.
2. All stock showing signs of pregnancy shall be rejected and removed from the slaughterhouse after being marked with some distinguishing mark.
3. No animals with wound at foot shall be permitted to be slaughtered.
4. No stock in a febrile condition shall be slaughtered for human consumption in any slaughtering place.
5. No stock showing ante-mortem symptom, of disease or suspected of being diseased shall be slaughtered, until all other stock intended to be slaughtered at the slaughter house on the same day have been slaughtered.

**Method of Examination of Carcasses** – The following instructions indicate the order and method of inspection of all carcasses-

### **General principles to be observed**

#### **1. Viscera**

- (a) All viscera shall be examined as they are removed from the carcass or in such circumstances or as will ensure that they are the viscera of a particular carcass.
- (b) Every organ and the associated lymph glands shall be examined by the eye and by palpation. When any abnormal condition is observed, the nature and significance of which cannot be determined by such examination, the organ or gland shall be incised and the incision shall be made in such manner as to avoid soiling or contamination or unnecessarily depreciating the value of any part of the carcass or other organs that may be passed fit for human food.
- (c) The efficient examination of lymph gland; shall be by multiple incisions into their substance.

**2. Carcass** - The carcass shall be examined for-

- (a) evidence of bruising, haemorrhage or discolouration (b) local and general dropsy (oedema), (c) Swelling or deformities of bones or joints or swelling or other abnormality in the musculature.
- (b) The serous membranes (pleura and peritoneum) shall be examined in every case, and in no case shall they be removed nor shall any evidence of disease be modified or obliterated by washing, rubbing and stripling or in any other manner before examination.
- (c) After the carcass is split the sternum, ribs, vertebrae and spinal cord shall be examined.
- (d) Incision to be made on each quarter in the musculature near the shoulder points and near the public bone, without mutilating the carcass, for detection of cysts (*Cysticercus bovis and cellulosae*).

## CHAPTER V: VETERINARY JURISPRUDENCE

### SECTION 5

#### DETAILED INSTRUCTIONS FOR ROUTINE INSPECTION ON CARCASSES

##### A. Carcasses of Cattle and Swine

###### 1. Head

The head including (a) the surface and substance of the tongue (which should be loosened but not detached before examination) (b) the palate or roof of the mouth, and (c) the lymph glands of the throat (retropharyngeal, sub-maxillary and parotid) shall be examined by the eye and palpation and cheek muscles shall be examined on both sides by a linear incision parallel with the braches of the lower jaw.

*Note: In the case of calves, lymph gland of the head shall only be cut in cases of suspicion.*

###### 2. Abdominal cavity

###### (a) Stomach - Intestines and spleen

The outer and when necessary the inner, surfaces of the stomach and intestines, and the surface and substance of the spleen shall be examined, together with the glands of the stomach and bowel (gastro-splenic and mesenteric) and the web (omentum). The spleen shall be cut where necessary, for the examination of the substance (pulp).

###### (b) Liver

The surfaces and substance of the liver shall be examined. The "associated lymph glands (hepatic) shall also be examined and the bile ducts incised where necessary.

*Note: In the case of calves, the cutting of bile duct may be omitted.*

###### (C) Kidneys

The lymph glands of the kidneys (renal) and the adrenal glands shall be examined before the removal of the kidneys. Thereafter the kidneys shall be exposed and the surface examined and if necessary the kidneys shall be split by incision and the substance examined.

**(d) Uterus and Ovaries**

The inner and outer surfaces of the uterus and the substance of the ovaries shall be examined. Where necessary the uterus shall be cut transversely through both horns and also longitudinally.

**(b) Urinary bladder**

The outer and inner surfaces of the urinary bladder shall be examined by observation and by cutting only if it shows a diseased condition.

*Note.*—In reporting upon regions included in paragraph 2 (a), 2 (b) and 2 (d) special attention shall be paid as to whether the lesions affect the peritoneal surface or the organ itself. Unless care in this connection is evinced statistical records become misleading.

**3. Thoracic cavity**

The contents of the thoracic cavity shall be examined before the various organs are separated from each other and the following examination shall be made —

**(a) Lungs**—The lungs shall be examined by the eye by palpation and unless obviously diseased they shall be incised at the base. The associated lymph glands (bronchial and mediastinal) shall also be examined and unless obviously diseased shall be incised.

*Note:* In reporting upon lesions included in paragraph 3 (a) distinction shall be made between lesion affecting the pleura and those affecting the lung parenchyma.

**(b) Heart**—The heart sac (pericardium) shall be opened and the heart examined and if necessary incised.

*Note:* In reporting upon lesions in paragraph 3 (b) distinction shall be made between lesions of the pericardium, myocardium and endocardium.

**4. Udder**

The udder shall be examined by observation and palpation incisions shall be made at the base of the teats, and also into any indurated region in the substance of the gland the associated lymph glands (supra-mammary) shall also be incised.

**5. Testicles and penis**

The outer surface and the substance of the testicles and the penis and the superficial lymph glands shall be examined.

**6. Serous membranes**

The lining (serous) membranes of the chest and abdomen (pleura and peritoneum) shall be examined in every case.

*Note:*— 1. It will be observed that in all cases the following lymph glands must, be examined as a matter of routine, viz., (1) retropharyngeal (in bovines) and sub-maxillary

(in swine), (2) bronchial and mediastinal, (3) hepatic and (4) mesenteric. In the case of a calf, special attention shall be paid to the navel and to the joints of the carcass.

#### **B- Carcasses of Sheep and Goats**

The examination is conducted on the same lines as for calves in Section II. The cutting of the heart, head, pulmonary lymph glands and pulmonary lymph glands shall be undertaken only in cases of suspicion.

#### **C - Carcasses of Horses, Mules and Donkeys**

The inspection is conducted on the same lines as for cattle in Section II but a thorough examination of the nasal mucous membranes shall be made and the head split up longitudinally, and the septum nasii taken out in every case.

## CHAPTER V: VETERINARY JURISPRUDENCE

### SECTION 6

#### A-INSTRUCTIONS AS TO ADDITIONAL INSPECTION WHERE EVIDENCE OF TUBERCULOSIS HAS BEEN DISCOVERED IN CATTLE AND SWINE

Where, as a result of inspection in accordance with Section II evidence of tuberculosis has been detected, the carcass and viscera shall be examined in accordance with the following instructions:-

1. The viscera and the associated lymph glands shall be examined for evidence of tuberculosis both in the substance and in the covering membranes (capsules). The existence of tuberculosis in the lymph gland of an organ shall be held to be evidence of the disease in the organ.
2. All the usual lymph glands which are examined in meat inspection work (other than those already enumerated), viz., the lower cervical, pre-sternal, sub-dorsal, pre-scapular, supra-mammary (or superficial inguinal), iliac and sub lumbar glands; and if considered necessary the precrural and popliteal glands shall be exposed and examined by incision in every case of tubercle. Those glands which, having regard to visible evidence, are least likely to be infected shall be examined first, e.g., if evidence to tuberculosis is found on the pleura the glands of the hind-quarter shall be examined before those of the fore-quarter.
3. The carcass of a pig in which lesions of tuberculosis are found in any situation or in any degree shall be split and the vertebrae examined. The kidneys in such a carcass shall be freed, but not necessarily detached from the enclosing fatty tissue, the surface shall be carefully examined, and if lesions are obvious or suspected, incisions shall be made into the substance.

#### B-Instructions as to the Action to be taken in the Event of Evidence of Tuberculosis in Cattle and Swine

- A. **Organs:** An organ shall be seized when tuberculosis exists on its capsule, or in its substance, or in the associate lymph glands.

- B. Head:** The head, including tongue, shall be seized if any of the lymphatic glands of the head are affected.
- C. Carcass:** The entire carcass and organs and parts thereof shall be seized when the following conditions are found :
  - (a) Tuberculosis with emaciation.
  - (b) Generalized tuberculosis.

*Note:*—In determining whether the disease is generalized, the judgment shall be based on the sum of the evidence of disease through-out the entire carcass and organs. The following conditions shall be regarded as evidence of generalization.

**(i) Miliary Tuberculosis of both lungs**

*Note.*—This is subject to the following qualifications.

In minor instances of miliary tuberculosis of the lungs, **without evidence of tuberculosis elsewhere and provided the miliary tuberculosis are not numerous and not of recent origin**, it may be possible to pass the carcass. But miliary tuberculosis in the lung even in such a case is evidence of previous systemic infection, and the decision as to whether such a carcass should be condemned shall devolve upon the Veterinary Surgeon or the Medical Officer of Health.

1. Where lesions are multiple, acute and actively progressive.
2. Where there is multiple and widespread infection of the carcass lymph glands.
3. Where there are diffuse acute of both serous membranes (pleura and peritoneum) and any of the carcass lymph glands are enlarged or contain visible tuberculous lesions.
4. Where, in addition to the presence of tuberculosis lesion in the respiratory or digestive tracts, there are also lesions present in the substance of any of the following: spleen, kidney, udder or uterus or ovary, testicle, brain and spinal cord or their membranes.

*Note — Notwithstanding this instruction instances may be found where it would be justifiable to pass the carcass after condemnation of the affected organ. Absence of signs of activity, such as calcification or definite capsulation would be favourable indications. The decision as to whether such a carcass should be condemned shall devolve upon the Veterinary Surgeon or the Medical Officer of Health.*

**(ii) Congenital tuberculosis in calves**

1. All cases of tuberculosis not included in the immediately foregoing instructions shall be regarded and treated as localized lesions and the parts containing the lesions and contiguous thereto shall be condemned.
2. If an organ or portion of a carcass becomes contaminated by tuberculosis material, it shall be treated as if it were a case of localized tuberculosis.

**CHAPTER V: VETERINARY JURISPRUDENCE****SECTION 7****INSTRUCTIONS AS TO THE ACTION TO BE TAKEN IN THE EVENT OF EVIDENCE OF OTHER DISEASE BEING FOUND IN CARCASSES OF CATTLE, SHEEP, GOATS OR HORSES OR SWINE**

- A.** The entire carcass and all the parts and organs and also the blood thereof, shall be condemned and seized if evidence of any of the following conditions is found :-
1. Actinomycosis (generalized)
  2. Anaemia (if pronounced)
  3. Anthrax
  4. Blackleg
  5. Bruising, general, extensive and severe, with or without gangrene
  6. Cysticercus bovis (measly beef) if generalized in the meat substance
  7. Cysticercus cellulosae (measly pork), if generalized in the meat substance
  8. Decomposition (general)
  9. Dourine
  10. Dropsy (general)
  11. Emaciation, general, pathological (associated with disease)
  12. Epizootic lymphangitis
  13. Erysipelas, acute swine
  14. Fever (acute)
  15. Foot and mouth disease (acute)
  16. Glanders (or Farcy)
  17. Haemorrhagic Septicaemia
  18. Immaturity, stillborn or unborn carcasses
  19. Jaundice (pronounced)
  20. Johne's disease (accompanied by emaciation or anaemia)
  21. Lymphadenitis, caseous



22. Malignant catarrhal fever
23. Malignant neoplasms—unless localized, in situation and effect, to one organ
24. Melanosis, generalized or any generalized pigmentation
25. Mammitis, acute and septic
26. Metritis, acute and septic
27. Parturition (carcasses of animals having given birth to young within 7 days)
28. Pericarditis, septic
29. Pneumonia, gangrenous
30. Pyaemia, including joint-ill or umbilical pyaemia
31. Rabies
32. Rickets with malnutrition
33. Rinderpest
34. Sarcocysts, if generalized in the musculature and visible to the naked eye
35. Septicaemia or septic intoxication
36. Swine fever
37. Surra
38. Tetanus
39. Trichinosis
40. Tumors, multiple in musculature
41. Uraemia (a carcass having a urinous odour)

*Note.- A carcass shall be considered too immature to produce whole-some meat if-*

- (a) *the meat has the appearance of being water-soaked, is loose, flabby, tear easily or*
- (b) *can be perforated with the fingers or*
  - (a) *its colour is greyish red or*
  - (b) *good muscular development as a whole is lacking, especially noticeable on the upper shank of the leg, where small amounts of serous infiltrates of small oedematous patches are sometimes present between the muscles; or*
- (c) *The tissue which later develops as the fat capsule of the kidneys is oedematous, dirty, yellow or greyish, red, tough and intermixed with islands of fat.*

- B.** In all cases in which evidence of disease not enumerated in Section VII-A above is found, the organ or portion of the carcass or portions of the carcass affected by the disease and the organs or portions contiguous thereto, shall be condemned.
- C.** Flesh or organs or carcasses falling under one or more of the (Mowing conditions which render them unwholesome, unsound or otherwise unfit for human consumption, shall be condemned:-

1. Conditions caused by animal parasites (resident in edible parts) that are pathogenic to the human subject
2. Diseased conditions caused by bacteria which are pathogenic to the human subject
3. The presence of poisonous substances in the flesh. Such poisons may be (i) bacterial poisons or toxins generated in the living body by pathogenic bacteria, or produced post-mortem by putrefactive bacteria, or (ii) mineral or vegetable poisons introduced into the living animal or added to the flesh as a preservative after death.
4. Structural alterations that render the flesh organs or the carcass unsightly or otherwise repulsive in appearance.
5. Conditions that render the flesh innutritious.

## CHAPTER V: VETERINARY JURISPRUDENCE

### SECTION 8

#### MEAT MARKING

A local authority may authorize the use of abbreviations of marks of inspection, and such abbreviations shall have the same force and effect as the respective marks for which they are so authorized to be used. This marking shall be made on the spine of the animals and not on the thigh. No meat shall be auctioned or sold without the mark referred to above and such mark or marks shall specify the grade (when prescribed) and the class of the animal slaughtered.

No person shall affix or place or cause to be affixed or placed, the inspection marks, copy of representation thereof, to or on any meat or product except the Meat Inspector authorized by the local authority.

The ink used for the purpose of meat marking shall be indelible and non-poisonous and all instruments and marking articles shall be used only by the Meat Inspector himself and when not in use shall be kept in the safe custody of the Meat Inspector under lock and key.

Carcasses to be fit for human organs thereof found by the Meat Inspector on examination to be fit for human consumption shall be marked '**Passed**' along with an identifying mark for the kind of meat, such as-

- (a) **G.** for goat flesh.
- (b) **M.** for Sheep flesh (mutton)
- (c) **H.** for horse flesh.
- (d) **P.** for pork.
- (e) **B.** for beef from cows, bulls, oxen, heifers, calves and steers.
- (f) **F.** for buffalo beef, and
- (g) **"Condemned"** - any carcass or part or organ there of found by the Meat Inspector on examination to be diseased or other-wise unfit for human consumption.

All 'Condemned' carcass parts or organs shall be seized by the Meat Inspector and denatured with crude carbolic acid or other prescribed agent or destroyed by incineration. If the Meat Inspector deems it necessary to hold any carcass or part thereof for further examination, he shall make the same ' Hold '.

Should the subsequent inspection show the carcass or any part thereof to be in any way unfit for food, the Meat Inspector shall at the time of such subsequent inspection mark such a carcass or portion thereof as "Condemned " and deal with the same in accordance with the provisions of rule 72.

## CHAPTER V: VETERINARY JURISPRUDENCE

### SECTION 9

### TRANSPORT AND HANDLING

Every carcass, or part or organ thereof on removal from the slaughter-house, shall if conveyed in or along a public street or other public place, be suitably and sufficiently covered so as not to be open to the public eye. The conveyance shall be such that the meat is well ventilated, but at the same time invisible. The carcasses should be hung on hooks and not dumped. The conveyance if closed, shall be sealed after loading and the seal broken by the authorities of the local body before unloading.

Every person who conveys or causes to be conveyed any meat in a vehicle-

- (a) Shall cause to be kept clean the inside and the covering of the vehicle, the receptacles in which the meat is placed and such parts of any slings, or other implements or apparatus used for loading or unloading as come into contact with the meat or its covering ; and
- (b) If the vehicle is open at the top, back, or sides shall cause the meat to be adequately protected by means of clean cloth or other suitable material;
- (c) Shall not permit any live animal or any other article to be conveyed in the vehicles at the same time as meat

A person engaged in the handling or transport of meat-

- a) shall not permit any part of the meat to come into contact with the ground, and
- b) shall take such other precautions as are necessary to prevent the exposure of the meat to contamination.

*(Circular C4 -15575/62-2 / L.S., dated 6-6-1962 of the DAH, Trivandrum)*

**MANUAL OF ANIMAL HUSBANDRY DEPARTMENT**

Revised Edition

**CHAPTER VI**

**EXTENSION ACTIVITIES  
OF  
ANIMAL HUSBANDRY DEPARTMENT**

**Section 1 Extension Activities of AHD**

**Section 2 Information Technology**



## **CHAPTER VI: EXTENSION ACTIVITIES OF AHD**

### **SECTION 1**

#### **EXTENSION ACTIVITIES OF ANIMAL HUSBANDRY DEPARTMENT**

Extension activities of Animal Husbandry Department mainly targets the dissemination of information on scientific methods of rearing of Livestock and Poultry, methods and importance of prevention of diseases of Livestock and Poultry, economic feeding and management of domestic animals and poultry, scientific methods of breeding for improving the genetic potential of Livestock and Poultry wealth of the State, production of improved draught animals, scientific methods of fodder cultivation etc.

A core committee should be formed at the district level, headed by the District Animal Husbandry Officer, constituting five members nominated by DAHO. This committee should review previous years extension activities, make necessary modifications, formulate and identify new areas of intervention that could bring in increased production.

At the Directorate level, a committee constituted by a representative from each District and two representatives from LMTC, formulate next year's activities, based on the recommendations from the District level committee.

## CHAPTER VI: EXTENSION ACTIVITIES OF AHD

### SECTION 2

#### INFORMATION TECHNOLOGY

The Department of Animal Husbandry was one among the first Government Departments to have started computerization in the state. The website of the Animal husbandry Department is [www.ahd.kerala.gov.in](http://www.ahd.kerala.gov.in) hosted by CDIT in the content management framework. This website provides more Government to Citizen and Government to Government facilities as per the Kerala State IT policies. Apart from the details of the department, this website also has updated version of all orders, circulars, transfer and postings etc in the Department of Animal Husbandry.

The web server of the department is hosted at State Data Centre of Government of Kerala. The department is linked to the Kerala State Wide Area Net work (KSWAN) connectivity providing free internet facility to the connected offices.

In 1994, the Department had developed a Unix based Management Information System for monitoring and evaluating the performance of various Animal Husbandry Programmes with the help of National Informatics Centre. As this software became obsolete and inadequate to cover all the activities of the Department, NIC was entrusted with the task of developing a new Web based Software "**AHEAD**" on Windows platform in 2003 to cover all the activities of the Department.

#### **AHEAD Software**

The web-based "**AHEAD**" software developed by the National Informatics Centre, Thiruvananthapuram consists of a set of applications supporting the various organizational functions of the Department of Animal Husbandry. Major modules of **AHEAD** Software are

1. Animal Breeding
2. Animal Health
3. Animal Price monitoring
4. Laboratory information
5. Rearing of Calves
6. Sample Survey
7. Stock and Stores



Under Special Livestock Breeding Programme, a hand held permit printing machine and its software have been developed and is in use. The machine is connected to the AHEAD software (rearing of calves) through internet

Due to the fast technical advancement in recent years, AHEAD software has also become obsolete and is unable to cater to all the requirements of the department. So, department formed an IT Division at directorate with a view to design and develop software systems for monitoring the activities of the department in real time.

Animal Husbandry Department has developed a web site [www.ahd.kerala.gov.in](http://www.ahd.kerala.gov.in) with the help of C-Dit. Following softwares were developed and launched by the IT division for the smooth functioning of departmental activities and its monitoring.

1. Farmers Registration software
2. Plan Scheme Monitoring software
3. Artificial Insemination Monitoring software
4. Communication Portal software
5. Disaster Compensation Management software
6. Stock and Stores Management software
7. Training Management software
8. Vehicle Management software
9. Insurance Management software
10. GIS Based Disease Mapping software with the support of IITM-K
11. Vaccination Monitoring software for ADCP

The following software systems are currently under development

1. Hospital Management Information software
2. Laboratory Network Management Information software
3. Farm Management Information software
4. Farmers Portal

For further details refer: [www.ahd.kerala.gov.in](http://www.ahd.kerala.gov.in)

## IMPORTANT WEBSITES

### Web Address of Important National Institutions and Veterinary Colleges In India

The World Organization for Animal Health (OIE), Paris, France	<a href="http://www.oie.int">www.oie.int</a>
NDDB, Gujarat	<a href="http://www.nddb.org">www.nddb.org</a>
Central Avian Research Institute (CARI), Izatnagar, UP	<a href="http://www.icar.org.in/cari">www.icar.org.in/cari</a>
Central Institute for Research on Buffaloes, (CIRB), Hissar	<a href="http://www.cirb.res.in">www.cirb.res.in</a>
Central Institute for Research on Goats (CIRG), Mathura	<a href="http://www.cirg.res.in">www.cirg.res.in</a>
Central Sheep and Wool Research Institute, Rajasthan	<a href="http://www.cswri.res.in">www.cswri.res.in</a>
Centre for Animal Disease Research and Diagnosis (CADRAD)	<a href="http://ivri.nic.in">ivri.nic.in</a>
Food and Agriculture Organization of UN- FAO	<a href="http://www.fao.org">www.fao.org</a>
IMG, Trivandrum	<a href="http://www.img.kerala.gov.in">www.img.kerala.gov.in</a>
Indian Council of Agricultural Research, New Delhi	<a href="http://www.icar.org.in">www.icar.org.in</a>
Indian Veterinary Research Institute, (IVRI), Izatnagar	<a href="http://www.ivri.nic.in">www.ivri.nic.in</a>
IAH &VB, Hebbal, Bangalore	<a href="http://iahvb.com">iahvb.com</a>
International Livestock Research Institute, Delhi	<a href="http://www.ilri.org">www.ilri.org</a>
IVPM, Ranipet	<a href="http://ivpm.webs.com">ivpm.webs.com</a>
National Institute for High Security Animal Diseases, (NIHSAD), Ananda Nagar, Bhopal, MP	<a href="http://www.nihsad.nic.in">www.nihsad.nic.in</a>
National Institute for Veterinary Epidemiology and Informatics, (NIVEDI)	<a href="http://www.nivedi.res.in">www.nivedi.res.in</a>
National Bureau of Animal Genetic Resources, Karnal	<a href="http://www.nbagr.res.in">www.nbagr.res.in</a>
National Dairy Research Institute (NDRI), Karnal	<a href="http://www.ndri.res.in">www.ndri.res.in</a>
National Institute of Animal Nutrition & Physiology, Bangalore	<a href="http://www.nianp.res.in">www.nianp.res.in</a>
National Research Centre for Camel, Bikaner, Rajasthan	<a href="http://www.transindiatravels.com">www.transindiatravels.com</a>
National Research Centre for Meat & Meat Products, Hyderabad	<a href="http://www.nrcmeat.org.in">www.nrcmeat.org.in</a>
National Research Centre for Yak, Arunachal Pradesh	<a href="http://www.nrcy.org.in">www.nrcy.org.in</a>
National Research Centre on Equines, Hissar	<a href="http://nrce.gov.in">nrce.gov.in</a>
Pasteur Institute of India, Koonoor	<a href="http://pasteurinstituteindia.com">pasteurinstituteindia.com</a>

PD on Cattle, Modipura, Uttar Pradesh	<a href="http://www.circ.org.in">www.circ.org.in</a>
PD on Foot and Mouth Disease, (PDFMD) IVRI	<a href="http://www.pdfmdernet.in">www.pdfmdernet.in</a>
PD on Poultry (PDP), Rajendra Nagar, Hyderabad	<a href="http://www.pdonpoultry.org">www.pdonpoultry.org</a>
Rajiv Gandhi Centre for Biotechnology	<a href="http://rgcb.res.in">rgcb.res.in</a>
Serum Institute of India Ltd., Pune	<a href="http://www.seruminstitute.com">www.seruminstitute.com</a>
Animal Husbandry Department, Kerala	<a href="http://www.ahd.kerala.gov.in">www.ahd.kerala.gov.in</a>
College of Veterinary and Animal Sciences, Mannuthy	<a href="http://www.kvasu.ac.in">www.kvasu.ac.in</a>
College of Veterinary and Animal Sciences, Pookkode	<a href="http://www.kvasu.ac.in">www.kvasu.ac.in</a>
Bombay Veterinary College, Parel, Mumbai	<a href="http://bvc.org.in">bvc.org.in</a>
College of Veterinary and Animal Sciences Palampur	<a href="http://www.hillagric.ac.in">www.hillagric.ac.in</a>
College of Veterinary Science and Animal Husbandry Chattisgarh	<a href="http://www.igau.edu.in">www.igau.edu.in</a>
College of Veterinary Science, ANGRAU, Tirupati	<a href="http://svvu.edu.in">svvu.edu.in</a>
College of Veterinary Science, Ludhiana	<a href="http://www.gadvasu.in">www.gadvasu.in</a>
College of Veterinary Sciences Anand, Gujarat	<a href="http://www.gau.guj.nic.in">www.gau.guj.nic.in</a>
College of Veterinary Sciences, GAU, Anand	<a href="http://www.gau.guj.nic.in">www.gau.guj.nic.in</a>
College of Veterinary Sciences, Hissar	<a href="http://www.hau.nic.in">www.hau.nic.in</a>
College of Veterinary Sciences, Pantnagar	<a href="http://www.cvascpantnagar.com">www.cvascpantnagar.com</a>
Faculty of Veterinary Science, ANGRAU, Hyderabad	<a href="http://www.angrau.ac.in">www.angrau.ac.in</a>
Faculty of Veterinary Sciences, Guwahati	<a href="http://www.vetbifguwahati.ernet.in">www.vetbifguwahati.ernet.in</a>
Karnataka Veterinary, Animal and Fisheries Sciences University	<a href="http://www.kvafsu.kar.nic.in">www.kvafsu.kar.nic.in</a>
Nagpur Veterinary College, Seminary Hills, Nagpur	<a href="http://www.nvcnagpur.net.in">www.nvcnagpur.net.in</a>
Veterinary College, Bhubaneswar	<a href="http://www.ouat.nic.in">www.ouat.nic.in</a>
Rajiv Gandhi College of Veterinary and Animal Sciences, Puducherry	<a href="http://www.ragacovas.com">www.ragacovas.com</a>
Tamil Nadu Veterinary & Animal Sciences University	<a href="http://www.tanuvvas.com">www.tanuvvas.com</a>
Madras Veterinary College Chennai	<a href="http://www.tanuvvas.tn.nic.in">www.tanuvvas.tn.nic.in</a>
Veterinary College & Research Institute, Namakkal	<a href="http://www.tanuvvas.tn.nic.in">www.tanuvvas.tn.nic.in</a>
Veterinary College, Parbhani	<a href="http://www.covaspbni.in">www.covaspbni.in</a>
Veterinary College, PKV, Akola	<a href="http://www.pgivasakola.in">www.pgivasakola.in</a>
Veterinary College, Shirwal, Satara District	<a href="http://www.knppv.in">www.knppv.in</a>
Veterinary College, Udgir, Latur District	<a href="http://vcudg.in">vcudg.in</a>



**MANUAL OF ANIMAL HUSBANDRY DEPARTMENT**

Revised Edition

**CHAPTER VII****REGISTERS AND FORMS  
FOR  
VETERINARY INSTITUTIONS**

- Section 1 Registers for Veterinary Institutions
- Section 2 Forms for Staff
- Section 3 Technical Reports for Veterinary Institutions
- Section 4 Charts for Veterinary Institutions
- Section 5 Statements to be enclosed along with the AAR
- Section 6 Reports due from controlling Officers to the Director
- Section 7 Periodicals due from the subordinate officer



## CHAPTER VII: REGISTERS AND FORMS

### SECTION I

#### REGISTERS FOR VETERINARY INSTITUTION

Various Technical and Establishment Registers, Forms and Charts to be maintained in VD/VH/VPC/DVC are detailed below:

##### A. TECHNICAL REGISTERS

1. O.P Register
2. O.P Ticket
3. Register of Specimen Examined/Send
4. Stock Register of common drugs
5. Stock Register of patent drugs
6. Register of Biologicals
7. Stock Register of Instruments and Appliances
8. Vaccination Register
9. Register of Calf Birth
10. Milk Recording Register
11. Register of Artificial Insemination
12. Semen Account Register
13. Register of Infertility cases
14. Postmortem Register
15. Post Mortem Report
16. Post Mortem report for Vetro-Legal Cases
17. Register of certificates issued
18. Disease Outbreak Register
19. Log Book of Equipments
20. Professional Note Book A & B

##### B. ESTABLISHMENT REGISTERS

1. Attendance Register
2. Movement Register

3. Casual Leave Register
4. Register of leave applications
5. Establishment Register
6. Register of Service Books
7. Local Delivery Register
8. Register of registers
9. Call Book
10. Training Register
11. Allotment Register
12. Inspection Register
13. Register of Immovable Properties
14. Register of Trees
15. Stock Register of Printed forms and Registers
16. Stationary Register
17. Register of Inventories
18. Register of Office Orders
19. Cash Book
20. Treasury Bill Book (T.R.74)
21. Register of Care Forms
22. Establishment Pay Bill Register
23. Acquaintance Register
24. T. A. Bill Register
25. Register of Daily receipts
26. Contingent Register
27. Register of Advances and Recoveries
28. Permanent Advance Register
29. Register of Valuables/ Security Deposit
30. Register of Salary Certificates
31. Indent Register
32. Expenditure Register
33. Chalan File
34. Register of Undisbursed Pay
35. Register of Increments
36. Check Register of TA Bills
37. Salary Register of Gazetted Officers
38. Building Tax Register
39. Personal Register
40. Distribution Register
41. Despatch cum Stamp Account Register
42. Fair copy Register
43. Register of vehicles
44. Log Book for Government Vehicles
45. Register of vehicle maintenance
46. Register of Tyres & tubes



47. Stock Register of Furniture
48. Stock Register of Reference Books
49. Stock Register of Periodicals
50. Stock Register of sundry articles
51. Register of Unserviceable Articles
52. Stock Register of Empties
53. Register of write off/Condemnation
54. Register of Confidential Reports
55. Register of Landed Property Statement
56. Visitors' Books.
57. Register of Bills endorsed to private parties
58. Register of Temporary Establishment
59. Register of Audit Objections

### 1. O.P Register

#### O P REGISTER

<i>Serial No.</i>	<i>Description of animal</i>	<i>Name &amp; address of owner</i>	<i>Disease diagnosed</i>	<i>Date of initiation of treatment</i>	<i>Operations if any of</i>	<i>Date of discharge</i>	<i>Result of treatment</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**Note:** Serial Number starts with financial year

### 2. O.P TICKET

Name of Veterinary Institution:

#### IN/OUT PATIENT RECORD

Ad. No.		Date.....	
Owner's Name & Address			
Pet's Name		Species	Breed
Age		Sex	Weight
Tag No: if any		Colour	
History		Diagnosis:	
Clinical Examination		Test done/ recommended	
Temp:	Pulse:	Resp:	

Treatment:

**3. Register of Specimen Examined/Send**

1. Name of Veterinary Institution :
2. District:

**Register of Specimen Examined/Send**

Year:

Month:

<i>Date</i>	<i>Case No</i>	<i>Species of animal</i>	<i>Age</i>	<i>Specimen details</i>	<i>Tests done/ to be done</i>	<i>Result</i>	<i>Signature</i>	<i>Remarks/ Send to where</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**4. Stock Register of common drugs**

**STOCK REGISTER OF.....**

Name of the item.....

<i>Date of Receipt</i>	<i>Voucher/ Invoice No. &amp; date</i>	<i>From whom received/ Issued to</i>	<i>Receipt</i>	<i>Issue</i>	<i>Balance</i>	<i>Signature</i>	<i>Cost/ Expdt. etc.."</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**5. Stock Register of patent drugs** (same as above)

**6. Register of Biologicals** (Same as above)

**7. Stock Register of Instruments and Appliances** (Same as above)

**8. Vaccination Register**

**VACCINATION REGISTER**

Vaccine used:

<i>Serial No.</i>	<i>Date of vaccination</i>	<i>Name &amp; address of owner</i>	<i>Species</i>	<i>No</i>	<i>Batch/ Brew No</i>	<i>Remarks</i>

## 9. Register of Calf Birth

### CALF BIRTH REGISTER

Serial No.	Date of Insemination	Name & address of owner	Calf		Date & No. of successful insemination	Details of calf		Date/month of Birth	Identification No.	Date of verification	Signature of Live stock Inspector	Remarks
			Sire No	Dam No		Male	Female					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

## 10. Milk Recording Register

This register contains the details of milk received from enrolled or identified cows in the jurisdiction of Veterinary Sub Centers.

### MILK RECORDING REGISTER

- (1) ICDP sub Centre :  
 (2) Name & address of owner :  
 (3) Species of animal : Breed :  
 (4) Identification Number of animals : Age :  
 (5) Date of calving :  
 (6) Number of calving : Calf : Male/ Female  
 (7) Date of drying :  
 (8) Date of insemination after calving :  
 (9) Details of semen used :  
 (10) Quantity of milk :

Serial No.	Date	Quantity of milk		Total quantity of milk	Quantity of feed given (Kg)		Remarks
		Morning Time	Evening Time		Concentrate	Forage	
		Quantity	Quantity				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

- (11) Total quantity of milk obtained :
- (12) Average daily milk yield :
- (13) Cost of feed & fodder :
- (14) Cost of milk per liter :
- (15) Daily average cost of milk :

Signature of Milk recorder / Livestock Inspector

**11. Register of Artificial Insemination:**

**REGISTER OF ARTIFICIAL INSEMINATION of Cattle /Buff/Goat**

Serial Number	Semen details Name & number of bull	Description of animal	Name and Address of Owner	Date of 1st insemination	Date of 2nd insemination	Date and time of insemination	Receipt number	Details of pregnancy testing	Date of Parturition	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

**12. SEMEN ACCOUNT REGISTER**

**SEMEN ACCOUNT REGISTER**

Name of Institution.....

Receipt					Issue					Balance							
Date of receipt		Semen Dose & Bull No;			Liquid Nitrogen	Sheath	Date of issue	Semen			Daily total Insemination No.	Sheath Issued	Balance			Signature	Remarks
		Bull	Buffalo					Bull	Buffalo				Bull	Buffalo	Sheath		
Ordinary	Premium	Indigenous				Ordinary	Premium	Indigenous				Ordinary	Premium	Indigenous			

## MONTHLY CONSOLIDATION

<i>Sl No</i>	<i>Monthly Details</i>	<i>Bull</i>	<i>Buffalo</i>	<i>Sheath</i>
1	Opening Balance	<i>ordinary</i>	<i>premium</i>	<i>Indigenous</i>
2	Received during the			
3	month			
4	Issued during the month			
5	Spoilage/Other use (Institution wise)			
	Closing Balance			

## 13. REGISTER OF INFERTILITY CASES

## INFERTILITY REGISTER

Name of Institution: .....

		<i>To be entered by Live stock Inspector</i>					<i>To be entered by Veterinarian</i>			
<i>Serial No.</i>	<i>Date</i>	<i>Name &amp; address of owner</i>	<i>Description of animal</i>	<i>Date of 1<sup>st</sup> insemination &amp; No. of unsuccessful inseminations</i>	<i>Date of report to Vet:</i>	<i>Signature of LI</i>	<i>Reasons for infertility</i>	<i>Details of treatment</i>	<i>Result of treatment</i>	<i>Signature of vet: with date</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

## 14. Postmortem Register

## POSTMORTEM REGISTER

Name of Institution.....

<i>Sl No</i>	<i>Autopsy date</i>	<i>Time of Post mortem</i>	<i>Address of owner</i>	<i>Description of animal</i>	<i>Materials collected</i>	<i>Post mortem diagnosis</i>	<i>Remarks/ Signature</i>

**15. POST MORTEM REPORT****POST MORTEM REPORT****A. Autopsy number :****Date :****B. Description of the animal: —**

Species : Breed : Sex : Age :

Colour : Height :

Marks of identification

Date &amp; time of death :

Address of Owner :

**C. Clinical Abstract :****D. Clinical Diagnosis :**

1. Blood smear examination :

2. General findings :

(Rigor mortis, condition of carcass, natural orifices, superficial tumours, wounds, etc.)

3. Skin, subcutis, muscle :

4. Peritoneum and Thorax :

(Position of organs, serous membranes, of fusions, lymph nodes.)

5. Pericardium and Heart :

(Appearance, colour, size, chambers valves, main vessels, serous coverings, etc.)

6. Respiratory System :

(Gross appearance, weight, section, presence of parasites, lymph nodes, larynx, trachea, bronchi, lungs and pleura)

7. Diaphragm :

8. Thyroid and parathyroid :

9. Liver :

(Colour, size, capsule, substance, bile ducts, vessel, lymph nodes, presence of parasites.)

10. Gall bladder

11. Spleen :

12. Kidney, ureter and bladder : (Appearance, capsule, cortex, pelvis, etc.)

13. Adrenals :

14. Mouth, tongue, pharynx, oesophagus :

(Appearance, foreign bodies, parasites, examine lymph nodes of head.)

15. Thymus:

16. Stomachs:

17. Intestines and pancreas :

(Mesenteric vessels, lumen, lining, serous coats, contents, lymph nodes, parasites, etc.)

18. Reproductive system and mammary glands :
19. Brain and cord :
20. Report of examination of heart, blood, brain and other impression smears :
21. Summary of report :
22. Histopathological findings :
23. Post-mortem diagnosis and remarks :

Place :

Signature

Date :

Designation

## 16- POST MORTEM REPORT FOR VETRO-LEGAL CASES

**Post-mortem Examination** on the body of a.....  
 belonging to.....or sent by.....  
 .....with letter  
 No.....dated.....in charge of P. C. No.....  
 .....received at.....  
 .....A.M./P.M. on .....  
 .....(date) at.....conducted by Veterinary.....  
 ..... (the place of death) of.....at.....  
 ..... (Veterinary Hospital/Dispensary)  
 on.....

### POST MORTEM EXAMINATION

**A. Description of the animal: —**      Name or Number      :  
 Species:      Breed      Sex      Age      Colour      Height

Marks of identification

**B. Precise of the case: —**

1. Date and time of death
2. Whether death was sudden or unexpected
3. Symptoms just before death
4. Important information obtainable regarding death
5. Summary of case presented by police
6. Articles which were sent with the carcass

**C. External Examinations: —**

1. Condition of the carcass
2. Position of the carcass if at the spot of death
3. Rigor mortis
4. Placidity
5. P. M. discolouration
6. Marks of blood

7. Eyelids
8. Eyes
9. Nostrils
10. Muzzle and lips
11. Mouth, gum, tongue, etc.
12. Ears.
13. Chest
14. Umbilicus (important in new-borne)
15. Mammary glands
16. External genitals
17. Anus
18. Limbs
19. Purification or decomposition
20. Injuries

{Veterinary Officer's opinion as to probable cause and nature of production of injuries—also injuries should be verified by dissection whether they are ante or post-mortem.}

**D. Internal Examination: —**

1. The Abdomen

- Fat: Colour :
- Muscles
- Extravasations
- Peritoneum
- Level of diaphragm
- Position of organs in situ
- Fluid—its character, colour and quantity

2. The Udder—Quarters and milk sinuses

3. The Intestines (referring to its different parts)

- Outer surface
- Contents and parasites
- Mucous membranes
- Ileocaecal valve
- Rectum
- Wound or Rupture

4. The Stomach (in ruminants in the order of compartments)

- Condition
- Outer surface
- Contents and parasites
- Mucous membranes
- Wound or Rupture

5. The Liver

- Colour, surface and consistency





- The Ventricle
- Valves and endocardium
- Blood vessels
- Wounds or Rupture

## 15. Lungs

- Condition
- Colour and weight
- Consistency
- Section
- Wound or Rupture

## 16. Neck and Head

- Trachea
- Larynx
- Pharynx
- Oesophagus
- Sub-maxillary glands
- Sinuses
- Septum nasi

## 17. Brain

- Membrane
- Ventricles
- Substance
- Clots
- Weight

## 18. Spine and Spinal Cord

- Bones Membranes Cord Clots
- Nerve roots

## 19. Any special features or abnormalities

## 20. Viscera forwarded for chemical examination

- Stomach contents
- Intestinal contents
- Spleen
- Liver and Kidney
- Sample of spirit used

**Opinion as to the cause of death**

(when definite, how arrived at or reasons for it should be mentioned).

Post-mortem commenced at..... am/pm ended at..... ..am/pm

Station:

Signature:

Date:

Designation:

N.B: 1. This form is intended for use only in cases of Vetro-legal importance.

1. It should be filled in as the post-mortem examination is proceeded with and no addition should be made to it later.
2. The post-mortem notes should be written, legibly and when there is not enough space under a particular heading it should be entered on a separate flip of paper and attached firmly against the heading.
3. Copy of post-mortem examination should be sent to the controlling officer within 48 Hours after Conducting post-mortem examination.

### 17. Register of certificates issued

All the details of certificates issued to the owner – be it a vaccination certificate or a death certificate – should be entered in this register

#### CERTIFICATE

Name of the Institution.....

Sl: No	Date	Type of certificate	To whom issued	Remarks/ Signature

### 18. Disease Outbreak Register

Name of Institution.....

Sl. No.	Date	Disease Reported/ noticed	Locality & Address of owner	Kind of Animal affected	No: of animal affected	Death reported	Control measures	Remarks/ Signature
1	2	3	4	5	6	7	8	9

### 19. Log Book of Equipments

Name of equipment :

Date	Work done	Time used	Remarks/Signature

### 20. Professional Note Book A & B

This is the official notebook maintained by the Veterinarians regarding details of interesting cases attended.

Professional Note Book A contains details of interesting cases treated and the observations of the Veterinarian in one half. In the other half, all the relevant statistical data can be furnished. This book should be retained in the institution.

Professional Note book B contains abstracts of professional importance extracted from all available sources. This book will be the personal property of the Veterinary Surgeon.

### Field Note Book of Livestock Inspectors

This is the official note book maintained by the Livestock Inspectors in charge of Veterinary Sub Centres

Name of Veterinary Sub Centre :

No. of cows presented for pregnancy confirmation :

No. of cows due for calving during the month :

Date	Place of visit	No. of cows examined	Result of examination	Remarks
(1)	(2)	(3)	(4)	(5)

### ADDITIONAL TECHNICAL REGISTERS FOR VETERINARY INSTIUTION

#### 1. Central Veterinary Store

1. Various stock Registers (medicines, Instruments, equipments etc....)
2. Registers of Drug sampling

#### 2. Mobile VD/VH

1. Register of camp dispensaries
2. Biological distribution Register

### TECHNICAL REGISTERS FOR FARMS

#### 1. Poultry Farms

1. Poultry Stock Register
2. Daily Egg Collection Register
3. Sales Register or Daily receipt Register
4. Incubation Register
5. Hatch Register
6. Mortality Register
7. Postmortem Register
8. Register of Produce
9. Deworming Register
10. Culled Stock Register
11. Egg Accounts Register
12. Feed Stock Register
13. Feed Distribution Register

14. Manure auction Register
15. Biological register
16. Vaccination Register
17. Treatment Register
18. Register of price fixation

## **2. Livestock Farms**

1. Livestock register (breed-wise)
2. Milk Recording Register
3. Milk Account or Distribution Register
4. Day Book
5. Birth Register
6. Mortality Register
7. Manure Account Register
8. Cattle Weighment Register
9. Valuation Register
10. Deworming Register
11. Pedigree Sheets
12. Stock Register for Farm Produce
13. Feed Stock Register
14. Feed Distribution Register
15. Register of Disposals
16. AI Register
17. Pregnancy Diagnosis Register
18. Post mortem register
19. Treatment Register
20. Vaccination Register
21. Stock Register of Biologicals
22. Register of Fodder production and Purchase
23. Register of price fixation

## **5. Goat Farms**

1. Live stock Register(Breed wise)
2. Birth Register
3. Register of Breeding Operations
4. Register for Recording the Weights
5. Milk Recording Register
6. Milk Distribution Register
7. Feed Register
8. Feed Distribution Register
9. De worming Register
10. Post mortem Register
11. Register of Fodder production and Purchase
12. Register of Farm Produce
13. Register of Disposal
14. Treatment Register

15. Vaccination Register
16. Register of Biologicals
17. Register of price fixation

#### **6. PIG FARMS**

1. Birth Register
2. Livestock Register
3. Pig Breeding Register
4. Mortality Register
5. Post-mortem Register
6. Feed Register
7. Feed Distribution Register
8. Weighment Chart
9. Pig/ Pigling Distribution Register
10. Deworming Register
11. Treatment Register
12. Vaccination Register
13. Register of Biologicals
14. Register of price fixation

## **CHAPTER VII: REGISTERS AND FORMS**

### **SECTION 2 FORMS FOR STAFF**

1. Application for Leave
2. Report of Charge Transfer
3. Statement of Transfer of Charges
4. Establishment Salary bill form
5. Salary bill Form of Gazetted officers
6. Last Pay Certificate
7. General Provident fund
8. Group Insurance scheme
9. Family Benefit Scheme
10. Kerala State Life Insurance Scheme

## **CHAPTER VII: REGISTERS AND FORMS**

### **SECTION 3**

#### **TECHNICAL REPORTS FOR VETERINARY INSTITUTIONS**

1. Cattle Sterility Investigation Report
2. CABRIS Report
3. MISAH Report
4. Clinical Laboratory Report
5. Register of outbreak report of Cattle Diseases
6. Quarterly Outbreaks report of Contagious Diseases
7. Cattle Insurance Report

## **CHAPTER VII: REGISTERS AND FORMS**

### **SECTION -4**

#### **CHARTS FOR VETERINARY INSTITUTIONS**

1. Factual Notes
2. Jurisdiction Map
3. Livestock Profile
4. Citizen's charter
5. Comparative statement
6. Endemic charts



## CHAPTER VII: REGISTERS AND FORMS

### SECTION 5

#### ANNUAL ADMINISTRATION REPORT STATEMENTS TO BE ENCLOSED

##### Statement No.1

Statement of staff and distribution in the Department as .....

Description	Whether paid from State or Central funds	Gazetted Officers		Subordinate Staff		Remarks
		Scale of pay	No.	Scale of pay	No.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

##### Statement No.2

Statement showing the number of animals treated and operations performed in the Veterinary Institutions of Kerala during the year.....

Serial No	No. of in-patients				No. of out-patients				Others	Castrations, Operations			
	Bovines	Equines	Others	Total	Bovines	Equines	Others	Total		Obste-trical cases	Castrations	Other operations	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14

##### Statement No. 3

Statement showing details of contagious and infectious diseases among live-stock and poultry for.....

Sl. No.	Name of disease	No. of outbreaks	No. infected	No. died	No. recovered	No. Vaccinated	Remarks
1	2	3	4	5	6	7	8

##### Statement No. 4

Statement showing the incidence of contagious and infectious diseases among live-stock and poultry during 20.....

District	Taluk	Village	Place	Anthrax	BQ	FMD	Ranikhet Disease	Fowl pox	Fowl cholera	H. S.	Ephe-meral fever	Piroplasm osis
1	2	3	4	5	6	7	8	9	10	11	12	13

**Statement No. 5**

Statement showing antirabies treatment performed during 20.....

Sl. No.	Name of Institution	Post exposure Vaccine					Prophylactic A. R. Vaccine	
		Cattle	Buffaloe	Goats	Dogs	Total	Dogs	Total
1	2	3	4	5	6	7	8	9

**Statement No- 6**

Statement showing the lactation and other particulars of livestock farms during the year 20.....

Name and address of the Farm	Area of the farm		Purpose of the farm and the herd	Breeds	Lactation average		Stock	
	Total area	Under cultivation			Cows	Young		
1	2	3	4	5	6	7	8	9

**Statement No.7**

Statement of works turned out in the Artificial Insemination Centres during the year 20.....

Sl. No.	Name of centre	Date of starting	No. of inseminations	No. of calves born			Percentage of success	Number of castrations done	Remarks
				Male	Female	Total			
1	2	3	4	5	6	7	8	9	10

**Statement No. 8 (a)**

Statement showing the details of birds, in the poultry farms during the year 20.....

Sl. No.	Name of the Institution	Opening balance	Production				Disposal						Closing Balance	Remarks
			Production in the farm	Purchases made and other additions if any	Community hatching	Total stock	Sold for breeding	Sold for table	Issued for breeding (Community hatching)	Deaths	Other disposal	Total disposal		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**Statement No. 9**

Statement showing the details of production and disposal of eggs in the poultry farms during the year 20.....

Sl. No.	Name of the Institution	Opening balance	Production				Disposal					Closing Balance	Remarks
			Production in the farm	Purchases made and other additions	Total Stock	Sold for hatching	Sold for table	Used for farm hatching	Transferred to other Stations	Other disposal	Total disposal		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

**Statement No. 10 (a)**

Statement of expenditure for the year 20.....

**Statement No. 10 (b)**

Statement of receipts for the year 20.....

*Note:*—Details of expenditure and receipts under the different head may be shown separately

**Statement No. 11**

Demand, Collection and Balance Statement for .....

Source	Opening balance on		Demand for the year		Credited during		Balance on	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
1		2		3		4		5

## CHAPTER VII: REGISTERS AND FORMS

### SECTION 6

#### REPORTS DUE FROM THE DEPARTMENTAL CONTROLLING OFFICERS TO THE DIRECTOR OF ANIMAL HUSBANDRY AND OTHER OFFICERS

Sl No	Name of the periodical	Due From	Due date
1	2	3	4

#### Fortnightly:-

1	Fortnightly reports of Poultry Farms	Officers concerned	5 <sup>th</sup> and 20 <sup>th</sup> of every month
---	--------------------------------------	--------------------	---

#### Monthly:-

1.	Progress report of the Five Year Plan Schemes	Concerned Officers	5th of every month
2.	Statement of Pension Cases pending finalization on the 30th of the month (Statement No. 1)	All Officers	-do-
3.	Progress of action in respect of pension cases of officers due to retire in six month* (Statement No. 2)	-do-	-do-
4.	Statement of incidence of infectious and contagious diseases among animals	-do-	-do-
5.	1 Tour Diaries, Revised Tour Programme and T. A. Bills	-do-	10th of every month
6.	Statement of Expenditure	All Officers	-do-
7.	Statement of Receipts	-do-	-do-
8.	Progress Report of Fodder Development Schemes	Concerned Officers	10th of every month
9.	Progress Report of Goat Scheme	DAHO Trivandrum	-do-
10.	Statement of incidence of Swine Fever	Concerned Officers	-do-

11.	Progress Report of the Biological Institute	-do-	-do-
12.	Statement of A. R. Treatment	DAHO	-do-
13.	Progress Report of Livestock Farms	Superintendents of Farms	15th of every month
14.	Statement of Special Drugs used	All Officers	-do-
15.	Progress Report on the working of Mobile Dispensaries	DAHO	-do-
16.	Statement of Review of Audit Objections	All Officers	-do-
17.	Advance Tour Programme	All Touring Officers	25th of Preceding month

**Quarterly: -**

1.	Statement of Veterinary Surgeons/Live-stock Inspectors etc., working in the District (Separate for each category)	All Officers	5th day after the quarter
2.	Quarterly Review of Poultry Farms	DAHO concerned	10th day after the quarter
3.	Statement regarding disciplinary action taken against the officers	All Officers	-do-
4.	Quarterly Statement of Mortality among live-stock	-do-	15th day after the quarter
5.	Statement of Scheduled Contagious Diseases	DAHO	15th day after the quarter
6.	Statement showing the action taken on the Proceedings of the D. D. C.	Concerned Officers	-do-
7.	Statement of cases treated in the Vete-rinary Hospitals	DAHO	-do-
8.	Statement regarding the settlement of Provident Fund Claims	All Officers	-do-

**Half Yearly: -**

1.	Six monthly list of pension cases 12 to 13 months	All Officers	10th of January and July
2.	Statement of House Construction Advance to Government Servants	-do-	15th April and October
3.	Half-yearly Inspection Programmes	DAHO	15th of January and July
4.	Half-yearly list of appointments made in the Department outside the purview of the P.S.C and the provisional appointments made to posts within the purview of the P.S.C.	All Officers	-do-
5.	Confidential Reports (for temporary Officers who have not completed 3 years of services)	-do-	-do-
6.	Statement of daily average attendance and other activities in the institutions	-do-	30th of January and July

**Annual:-**

1.	Forecast of requirements for medicines, instruments etc., for the District	All Officers	10th January
2.	Confidential Report	All Officers	15th January
3.	Landed Property Statement	-do-	-do-
4.	List of persons due to retire on superannuation during the succeeding financial year	-do-	1 <sup>st</sup> March
5.	Cropping Scheme	Superintendents of Farms	15 <sup>th</sup> March
6.	Programme of work of the Disease Investigation Officers	Disease Investigation Officers	-do-
7.	Indent for Departmental Forms	All Officers	1 <sup>st</sup> April

8.	Annual Verification Report of Stores	-do-	15th April
9.	Acknowledgement of Permanent Advance	-do-	-do-
10.	Valuation Statement of livestock	Superintendents of farms	-do-
11.	Annual Report on I.C.A.R. Schemes	Officersconcerned	20th April
12.	Abstract of work done in Veterinary Hospitals and Dispensaries opened during the plan period	DAHO	-do-
13.	Annual administration Report	All officers	25th April
14.	Certificate of Verification of Service Books/Rolls	-do-	5 th May
15.	List of Minor Works	-do-	1st September
16.	Budget Estimates	-do-	1st October
17.	Proposals for the continuance of temporary posts	-do-	-do-
18.	Indent for Account Forms	-do-	15th November
19.	Indent for Common Forms	-do-	-do-
20.	Annual Civil List of Gazetted Officers in the Department as on 1st January	-do-	1st December



## CHAPTER VII: REGISTERS AND FORMS

### SECTION 7

#### PERIODICALS DUE FROM THE DEPARTMENTAL SUBORDINATE OFFICERS TO THE CONTROLLING OFFICERS

SI. No	Name of periodical	From whom due	Due date	To whom due
1	2	3	4	5

#### MONTHLY

1.	Statement of Expenditure	-do-	-do-	-do-
2.	Statement of Receipts	-do-	-do-	-do-
3.	Statement of A. R. Treatment Veterinary Surgeons	-do-	DAHO	
4.	Progress Report on the working of the Mobile Dispensaries	-do-	-do-	-do-
5.	Statement of Review of Audit objections	-do-	-do-	-do-
6.	Statement of Specimen examined	-do-	-do-	-do-
7.	Advance tour programmes	-do-	25 <sup>th</sup> of the preceding month	-do-

#### Quarterly

1	Quarterly Review of Poultry Farms	Poultry Officers	5th day after the quarter	-do-
2	Quarterly Statement of Mortality among Livestock	All subordinate officers	-do-	-do-
3	Statement of Scheduled Contagious diseases	-do-	-do-	-do-
4	Statement of Cases treated in the Veterinary Hospitals	Veterinary Surgeons	-do-	-do-
5	Statement of Vaccinations/ Inoculations	-do-	-do-	-do-

**HALF-YEARLY**

1	Statement of House Construction Advance to Government Servants	-do-	10th April and October	-do-
2	Statement of Daily Average Attendance and other Activities in the Institutions	-do-	15th January and July	-do-

**Annual**

1	Forecast of requirements for Medicines, Instruments etc. for the Institution	-do-	1st January	-do-
2	Landed Property Statements	-do-	15th January	-do-
3	Abstract of work done in Veterinary Hospitals/Dispensaries opened during plan period	Veterinary Surgeons concerned	5th April	-do-
4	Indent for Departmental forms	All subordinate officers	15th March	-do-
5	Annual Verification Report of Stores	-do-	1st April	-do-
6	Acknowledgement of Permanent Advance	-do-	5th April	DAHO and Accountant General
7	Annual Administration Report	All subordinate officers	10th April	-do-
8	Certificate of Verification of Service Books (Rolls)	-do-	20th April	-do-
9	Budget Estimates	-do-	1st October	-do-
10	Indent for Account Forms	-do-	15th November	-do-
11	Indent for Common Forms	-do-	-do-	-do-

*Note.- In addition to the above, the Departmental Controlling Officers and Subordinate Officers will submit the following returns to the Statistical Officer.*

1. Slaughter Statement (monthly) from Panchayat Inspectors and Commissioners of Municipalities and Corporations
2. Statement of Live-stock Prices (weekly and monthly) from Veterinary Surgeons,
3. Statement of Prices of Poultry and Eggs (monthly) from District Animal Husbandry Officers,
4. Statement showing Prices of Milk and Milk Products (monthly) from District Animal Husbandry Officers,
5. Statement showing prices of Dung and Cattle Feed (monthly) from District Animal Husbandry Officers.

**MANUAL OF ANIMAL HUSBANDRY DEPARTMENT**

Revised Edition

**CHAPTER VIII****OFFICE MANAGEMENT**

- Section 1 Office Procedure
- Section 2 Stock verification, unserviceable articles etc.
- Section 3 Stationary
- Section 4 Government vehicles
- Section 5 Buildings
- Section 6 Accounts
- Section 7 Travelling Allowance
- Section 8 Contingencies
- Section 9 Advances
- Section 10 Budget and Account



## CHAPTER VIII: OFFICE MANAGEMENT

### SECTION I

## OFFICE PROCEDURE

### Internal organization of an office

The ministerial staff in each office is divided into sections according to the nature of its establishment and according to different subjects handled by each unit of establishment. Each section is designated by an alphabet assigned to it. Each section will ordinarily have one or more clerk attached to it and definite items of work are assigned to each member of the ministerial staff. All clerks are allotted serial numbers to be affixed to the letter assigned to his section.

(E.g.: A1 will stand for clerk number one in A section).

The work of different sections will be supervised by –

- 1) In the Directorate - concerned Section Superintendent
- 2) In other offices where there are more clerks in a section - the senior most Clerk or Accountant or Head Clerk.

***Note:- Any member of the clerical staff to whom supervisory duties are allotted may be assigned other specific items of work in the section.***

### Distribution of work

The head of the office will distribute the entire work to the different sections and he will also prepare a list of subjects allotted to each individual clerk. This may be subject to alteration by general orders that may be issued from time to time by head of office.

The Manual of Office Procedure (MOP) issued by the Government of Kerala will be followed for use in all offices under the department.

Instead of manual file procedure, e-Office a Mission Mode Project (MMP) under the National e-Governance Programme of Kerala Government for managing and processing all government documents and files in electronic mode was implemented at the Directorate of Animal Husbandry in 2016.

e-Office is envisaged with a vision to transform government offices to paperless offices for bringing out the benefits of digital communication. e-Office enhances the transparency, accountability assures data security and data integrity, conserves time from unproductive procedures totally transforming the government work culture and ethics.

### Components of e-Office:

1. **e-File:** A File Management System for automating the processing of files and receipts. This includes creation of files, movement of files in the workflow, tracking of files and their management
2. **KMS:** The Knowledge Management System acts as a centralized repository of various documents such as acts, policies and guidelines.
3. **CAMS :** Collaboration and Messaging Services is the component of eOffice that ensures internal collaboration and messaging.
4. **e-Leave:** This Leave Management System of eOffice automates the leave application and approval process.
5. **e-Tour:** The Tour Management System of eOffice automates employee tour programmes.
6. **PIMS :** Personnel Information Management System, a component of eOffice, manages employee records and the output of PIMS is **eService Book**.
7. **PRISM :** Property Return Information System Management is the component of eOffice for electronic filing of Asset and Liability Declaration in accordance with the Lokayukt Act-2013 of Government of India.
8. **SPARROW:** Smart Performance Appraisal Report Recording Online Window is an application for electronic filing of Performance Appraisal Report (PAR) as per the defined channel of submission.

e-File has replaced the existing manual handling of files with a more efficient electronic system involving the diarisation of inward letters, creation of files, making noting & referencing, preparation of draft for approval, issue of letter, movement of receipts and files and finally the archival of records. Scanned copies of the files/receipts from all offices are received through the Central Registry Unit (CRU) of corresponding office as emails. With this system, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. eFiles can be easily searched and retrieved and actions on them can be taken instantly. They can also link to and reference relevant files, documents, rulings and decisions. This simplifies decision making, as all the required information is available at a single point e-Office Citizen Interface, a separate read only access application provides the facility for any citizen to view a File/ Government Orders /Circulars.

**Pre-requisites for e-Office Implementation:**

The requirements and specification for workstation/desktop and network will vary as per the directions of IT Mission. Current requirements are:

- a. Workstation/Desktop/Client: Every user of e-Office will need to have an independent Workstation/Desktop/Client

Recommended requirements for Workstation/Desktop/Client are as follows:

- Processor: 2GHz and above
- RAM: 2GB and above
- USB 2.0 controller (for Digital Signature Certificate)

**b. Network**

- LAN connectivity to each user/each desktop to be provided.
- Ensure multiple network links in the department for fail over.
- Bandwidth utilization should not be more than 60%.
- For smooth usage of the system the department needs to ensure a minimum dedicated bandwidth of 34 Mbps for 2000 users.

**c. Scanners**

- The user will be required to analyze volumes of incoming receipts per day along with travel time to the scanners for all users that are using that particular scanner.

**d. Software**

- Operating System - Ubuntu 11 or above
- Browser- Internet Explorer (10.0 & above), Firefox (27.0 & above)
- Adobe Reader 10 and above
- Anti-Virus (any antivirus)

*For further details refer: e-Office- File Management- User Manual -by NIC*

**Personal Register**

The currents received in each section should be registered in the Personal Register. This register should be maintained by the section clerk. A new Personal Register should be opened for every calendar year. Sufficient number of blank pages at the commencement of the register should be left to carry over the files pending at the end of the previous calendar year remaining undisposed as on 1<sup>st</sup> of April. While carrying over the entries in columns 2 to 4 will be carried over bodily and 5 to 9 only such entries will be carried over as represent the latest stage of the action on the file.

The names of the Superintendents of the section and clerk maintaining the registers should be recorded on the flyleaf in each volume. Changes in personnel should be entered with the dates on which the changes took place.

As soon as any paper is received in the section the subject clerk must enter it at once in the Personal Register. Any delay or neglect in this matter will be treated as serious

dereliction of duty on the part of the clerk. Superintendents should see that all currents received in the section are duly registered in the Personal Register on the day of receipt itself.

All communications whether official or demi-official except such papers as are not to be registered, should be registered in the Personal Register and all entries made neatly.

The number of entries on each page of the Register may only be three ordinarily. A line in red ink should be drawn across the page after each entry. Insertions between two entries should not be made except with the initials of the Superintendents of the section.

In the case of an entry relating to a current on which protracted correspondence is anticipated adequate space (if necessary a full page) should be allotted to admit all entries, being made clearly and neatly. If space allotted proves inadequate, a slip should be pasted along the page for making additional entries.

Papers are registered in serial order. The number stamped or written on the papers received are called current numbers or briefly "C Nos."

In the case of an arising current, the word "arising" will be entered in column (4). The title to be entered in column (4) should be as brief as possible, just sufficient to convey generally the subject of the paper. It should be framed and arranged exactly as an index title. It is the duty of the Superintendent of the section to check the accuracy of the titles when he examines the personal register. Whenever a paper is submitted by a clerk to a gazetted officer, the fact and date of the submission should be entered in column (5) and its return in column (6). When a paper is submitted to an officer through one or more other sections the fact should be noted in column (7). The actual submission of the paper to the officer should be watched to check delays.

## **Tapals**

All communications received in the office until they are opened and numbered are known as tapals whether official or demi-official received either through post or local delivery. As a general rule the daily tapal should be opened only by the head of the office. On occasions he may delegate this duty to his subordinate officer. When the tapal is not opened in the presence of the head of the office, he should make necessary arrangements for seeing all important correspondence at the next nearest opportunity. All tapals should be stamped with date seal of the office, after their initials by and in the presence of the officer authorized to open them. Tapals will then be sorted out according to the sections to which they relate. The tapal clerk should be supplied with an up to date list of the distribution of subjects among the sections of the office for this purpose. The officers seeing tapals will also note on them such brief and ready instructions for disposal especially in respect of important and urgent papers received and such directions should invariably be followed up promptly by the concerned officers, subject clerks and the section Superintendents.

In the case of e office, scanned copies of the files/receipts from all offices are received through the Central Registry Unit (CRU) of corresponding office as emails.



## Numbering and distribution

All papers received as tapals except those of an ephemeral character, such as printed pamphlets and literature, enclosures, spare copies, unstamped or insufficiently stamped papers, papers wrongly addressed, besides Government Gazette and books and publications etc. should be assigned serial number by the tapal clerk in the Distribution Register. A series commences from 1<sup>st</sup> January and ends on 31<sup>st</sup> of December, each year. In smaller offices there shall be only one Distribution Register for the whole office.

The office will have one series of numbers starting with one continuing chronologically up to the last number reached at the close of the calendar year.

After numbering all papers received in this manner the tapal clerk will forward the tapals relating to each section along with the Distribution Register now containing the same numbers duplicated in it to the Superintendent of the section or the section clerk in charge with the least possible delay. The Superintendent or section clerk will distribute or receive the tapals and get their initials or initial in the Distribution Register. The clerks will ring off the numbers in the Distribution Register which relates to a periodical after noting in column (4) of the Distribution Register, the number of the periodical. In the case of papers dealt with in Personal Register, the current number in the Distribution Register can be closed after noting against it the corresponding new case number.

In respect of papers to be entered in special registers, a serial number of the case in the special register should be entered in the column (4) of the distribution Register and entries in the register should be ringed off. The Superintendents must ensure that the currents are promptly and properly entered in the Personal Register. In token of having done this, the Superintendent should also attest below the last number in the distribution Register as follows before it is returned for further circulation: -

“Verified that the above numbers have been entered in the personal register.”

“(Sd.)  
Superintendent”.

## Treatment of valuable enclosures

Cheques or cash, etc., and other valuables received as enclosures with communications will be entered by the tapal clerk in the Security Register and delivered to the senior ministerial officer for safe custody and his acknowledgement obtained in the register and in the margin of the communication itself.

## Referencing and arrangements of Files

A paper relating to a pending case will be added to the current file. New currents which do not relate to a case already pending, will in an appropriate pad marked ‘Ordinary’ or ‘Immediate’ as the case may be put up after a blue flyleaf is added to it at the beginning. All papers of a current file must be arranged in a chronological order. The pages must be numbered neatly on the top in that order. Both sides of each paper must be numbered even if one of the sides is blank.

After a current has been registered and the steps mentioned above taken, the clerk will study it and see whether any previous papers are required to be put up for attention to be dealt with it. For tracing out such references, he should consult both his index and personal registers. This will avoid wastage of time and prevent the issue of repeated or contradictory orders on the subject.

Every paper quoted by its number and date in a current and its enclosures should be put up. If it is closed back file of the same must be obtained from the records and put up. If papers quoted in the current are not put up and if a similar case had been disposed of previously, the precedent should be put up.

When bulky volumes of reference books or stock files are referred to and the passages in them bearing on the point or points at issue are not long, typed extracts of such passages and not the volumes themselves shall be put up.

After the required references have been obtained, the papers in a case will be arranged in the manner shown below: -

A case under disposal consists ordinarily of the main portions- (i) Current file and (ii) Note file in addition to the papers and books put up for reference.

These two portions are maintained separately until a disposal is given, i.e. not tagged together and except in trifling cases are distinguished by separate blue and yellow facing sheets respectively.

### **Noting**

A note should present facts in an intelligible, condensed and convenient form, the past history, the points for decision, useful precedents and the material provisions of the law or rules governing it supported by full references to the current file or to previous correspondence and to Act, or other official publications, enabling every fact stated to be verified and every authority cited to be consulted in original. In cases of importance, precedents or decisions in analogous cases should be referred to, especially if they are in conflict with the proposals under consideration, in order to secure a reasonable degree of continuity and consistency and in order to obviate waste of time involved in repeated discussions of identical or similar points.

Notes should not be written on the current itself in very simple cases. Notes shall be written or typewritten on paper of foolscap size with one third margin prescribed for the purpose and on both sides of the paper, blank continuation sheets being added before submission to officers. No note shall be written on the margin unless it is very brief. When an officer writes a question in the margin of a note, reply to it has to be written in continuation of the note and not in the margin. The officer's question will be copied out afresh at the end of the note and the answer written below the copy, or the letter A,B,C etc., will be written boldly against each question and the answers marked with the corresponding letter entries written at the end of the note. If the officer writes any questions on the draft or currents, they will be similarly dealt with and the answers written in continuation of the note and if a note file has not been opened already, one will be opened for the purpose.

When a draft is submitted for approval that fact should be stated in the note sheet. Handwriting should be legible and tidy. All long notes should be as far as possible be typed. If there are many corrections in the note, it should be rewritten or typed.

### **Drafting**

Drafts except very simple ones, which may be written on the current itself where there is space, shall be written or typewritten in half margin on sheets of papers distinct from those containing the notes, with which they shall not be tagged while the case is under disposal. Drafts for corrections should be typed with double space.

At the head of every draft, letter, proceedings or memorandum, the title must be written. It should be framed and arranged exactly like an index file. In a letter this will come after the word 'Sir', 'Madam' or 'Gentlemen'. Separated by a line from the body of the letter after the title, should come the number and date of any communication to which the draft is a reply and also the numbers and dates of any other communications or files, the quotation of which may be helpful either to the issuing officer or to any one whom a copy is sent.

In a draft proceedings or memorandum the list of addresses is entered at the bottom of the draft on the left hand side. Entries relating to reminders or proposed entries in the Call Book are also made at the end of the draft.

Drafts should be complete and brief. Orders should be drafted as to be complete in themselves. Enclosures to the draft should be minimized to the extent possible and they specified at the end of each draft.

### **Call Book**

If any paper pending is ordered to be closed and transferred to the Call Book, the current number in the Personal Register should be ringed off and disposal noted in the last column of the register and the corresponding entry made in the Call Book. The serial number of the entry in the Call Book will be noted in the last column of the Personal Register.

When time for action as noted in column (5) of the Call Book arises, the tapal clerk should prepare an extract and send it to the subject clerk in time for action. At the same time the current should be entered afresh in the Personal Register, the other current number being reviewed, i.e., (re-entered) therein accompanied by a fresh new case number.

The call Book should be submitted for inspection once in every month on a date to be specified by the head of the office.

### **Periodical Returns and Reports**

To watch the punctual receipt or dispatch of periodical reports and returns due to and from the office, a Register of Periodicals shall be maintained by each clerk. Every periodical due is assigned a number in the list of periodicals. Where an out-going periodical, is compiled from or is identical with an incoming periodical, the same number will be assigned to both the outgoing and incoming ones, the only entry required being the

number of periodical and the date of receipt or dispatch or both. The register will be written at the beginning of the calendar year so far as columns (1) to (2), (6) and (7) are concerned. Where a periodical is due from more than one officer, each officer from whom it is due should be entered on a separate line in column (3). All correspondence arising in connection with a periodical should not be brought on to the Personal Registers unless it is important. Full use should be made of the Periodical Register for this purpose the last column of which provides for the entry of any other routine correspondence, such as reminder, etc. The Periodical Register should be inspected by the head of the ministerial staff or the head of office according to a schedule drawn up by the head of office.

A list of periodicals due from the departmental officers is given in the Appendix D (1) in the manual. If an officer has no particulars to be furnished in respect of any return a "Nil Statement" should be sent.

A specimen copy of the Periodical Register is given below: -

<i>No of Periodicals</i>	<i>No of Periodicals</i>	<i>From whom due</i>	<i>Due date</i>	<i>Date of receipt</i>	<i>To whom due</i>	<i>Due date</i>	<i>Date of dispatch</i>	<i>Remarks Perio (here enter reminders &amp; reply to reminders)</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>	<i>(9)</i>

### Form of correspondence

Correspondence arising from any of the officers in the department shall be in one or the other of the following forms: -

**1. Letter Form** – When it is proposed to address the following persons or institutions, the letter form should invariably be used: -

- a) The Government
- b) An equal or higher authority in the same or another department
- c) Public Service Commission
- d) Board of Revenue
- e) An officer not in the administrative control of the Government of Kerala.
- f) Vice Chancellor or Registrar of the University.
- g) A member of the Legislative Assembly of the state or the Parliament.
- h) President or chairman of any local self governing institution or co-operative society.
- i) An Honorary Magistrate.
- j) A non-official or non-official association or society of distinction.

2. **Proceedings Form** - This form will be used where the head of the office records his decision in exercise of a statutory power, or where he records important executive decisions.
3. **Memorandum Form** - When any information or opinion has to be obtained from a subordinate officer and where papers are not sent in original a memorandum is ordinarily issued.
4. **Communications to non - officials** – Copies of official communications addressed to Government officers should not be sent to non- officials. They should be ordinarily be addressed by letters. When orders are being communicated in answer to petitions, the memorandum form can be used.
5. **Endorsement Form** – When the copy of a paper is sent to a subordinate officer for remarks or is communicated to him in original for information or disposal, the disposal takes the form of an endorsement. If the original paper itself is sent for remarks it is called 'N' Reference and when it is sent for information or disposal it is called 'N' disposal.
6. **Demi-official Form**- In cases where an officer or a member of the public has to be addressed without the formality of official procedure and with a view to interchange communication of opinion or information which is undesirable to place on official records or when it is decided that matters should receive the personal attention of the individual addressed, the communication takes the form of a demi- official letter. Communications from non-officials should never be referred to as demi- official.

### Forms of Address

The prefix “Sri”, “Smt”, “Kumari” shall be used as the form of address in all official correspondence. The form of salutation of all letters should be “Sir”, or “Madam” and subscriptions to all letters should be “Yours faithfully”.

### Disposals

Disposals are ordinarily dated on the day on which they are passed by the officers. In the case of important and unusually long letters addressed to Government, however, they may be numbered and dated on the day on which the fair copies are ready for dispatch.

When final orders in a case have been passed and proceedings, memorandums or letters as may be necessary are issued, the question of final disposal of the case should be considered. There can be four kinds of disposals as shown below: -

- (1) **R. (Retain)** – Papers coming under this head will be retained permanently.
- (2) **D. (Destroy)** - Papers coming under this head are to be destroyed after 10 years.
- (3) **L. (Lodge)** - Papers coming under this head are to be destroyed after one year.
- (4) **K. (Keep)** - Papers coming under this head are to be destroyed after 3 years.
- (5) **F. (File)** - Papers coming under this head are to be filed.

(6) **N. (Return)** – Papers returned or sent in original.

(7) **X** marked on a disposal means that it is not to be registered.

**R. Dis** – Very important papers, such as decisions of Government or the Director affecting the whole department or unit which will be required for future reference and records are to be retained permanently under general or special orders governing the retention on the records, will be recorded and assigned “R. Dis”.

**D. Dis** – Less important papers which though are not to be retained permanently are likely to be required for reference for some time to come and records other than lodged papers which are to be retained for a prescribed period in general or special orders governing the retention of records will be recorded and assigned “D. Dis”.

**L. Dis** – Ordinary papers of a routine nature which are not likely to be required for future correspondence will be lodged and will be retained for a period of one year.

**K. Dis**- Papers of a routine nature likely to be required for future use will be kept as K. Dis and will be retained for a period of 3 years.

**F. Dis**- Papers which are arranged in records, not in the R,D,K, or L bundles, but in special bundles according to their subject are to be “filed “. Papers which are to be filed in this way will be marked ‘F’.

**N. Dis** – Some papers may be disposed off by being returned in original to the sender or by transfer to other offices. In such cases an entry “N. Dis” with the date of return or transfer will be made in red ink. The details of disposal will be entered in relevant column of the Personal Register.

### **Stock File**

Each section clerk should maintain a Stock File on all-important subjects dealt with. The papers should be filed chronologically and the pages numbered serially in ink.

### **Dispatch cum Stamp Account**

The executive staff should maintain detailed dispatch cum stamp account register in the prescribed form. The particulars of all letters dispatched and expenditure of service postage labels should be recorded in the Dispatch Register each day. The value of stamp on hand should be shown at the beginning of each page of the register. The value of the stamps obtained from the Treasury should also be entered in red ink on the date of obtaining them and added to the balance on hand giving the total in red ink.

### **Files to be maintained by the Executive Staff**

The executive subordinate staff will file all important circulars, etc., and lodge unimportant correspondences according to the following instructions. Every officer should maintain the following files: -

(a) **Circular File** – this is intended for circulars and other communications from superior officers, such as orders of government which do not require answering.

- (b) **Returns file** – This is for office copies of all returns. This need not be given a number in the Personal Register.
- (c) **General File** – This is for filing important correspondence other than that filed in the other files.

### Office Order Book

Orders issued by an officer for the guidance of the establishment in connection with the proper conduct of work in the office, should be entered in this register and initials of the staff concerned obtained in this book in token of their having seen the orders.

### Registers

A list of registers and records to be maintained by different departmental officers and the sections belonging to it is given this Manual. Heads of offices are not expected to introduce new registers, which have not been prescribed by the Director.

### Register of Registers

It contains the list of registers maintained

### Annual Administration Report

The Annual Administration Report of the Department for the preceding financial year is due to Government by the 1<sup>st</sup> July each year.

The annual reports of all the departmental officers including the Forest Veterinary Officer, Kozhikode should be submitted to the Director of Animal Husbandry not later than 25<sup>th</sup> April each year.

Every officer –in- charge of an institution shall prepare the annual report together with necessary tabulated statements for submission to his controlling officer. The reports should be submitted to reach the controlling officer not later than 10<sup>th</sup> April of every year. The report should be a brief record of all the salient features of work and results achieved during the year from 1<sup>st</sup> April to 31<sup>st</sup> March. While it should be short and precise, it should also be complete and correct in all respects if it should serve any useful purpose.

The following statements should be appended to the report in the form given in Appendix (G); -

- (1) Statement of staff and distribution as on 31<sup>st</sup> march.
- (2) Statement showing the number of animals treated, major and minor operations performed in the Veterinary Institutions and castrations performed during the period from 1<sup>st</sup> April to 31<sup>st</sup> March.
  - (a) Veterinary hospitals
  - (b) Veterinary dispensaries
  - (c) Veterinary Poly Clinics
  - (d) District Veterinary Centers

- (e) Veterinary Sub Centers
- (3) Statement showing details of contagious and infectious diseases among livestock and poultry during the period from 1<sup>st</sup> April to 31<sup>st</sup> March.
  - (4) Statement showing the incidence of contagious and infectious diseases among livestock and poultry during the period from 1<sup>st</sup> April to 31<sup>st</sup> March.
  - (5) Statement showing the details of anti-rabies treatment performed in Veterinary Institutions during the period from contagious and infectious diseases among livestock and poultry during the period from 1<sup>st</sup> April to 31<sup>st</sup> March.
  - (6) Statement showing the location and other particulars of livestock farms during the year including the stock positions as on 31<sup>st</sup> March.
  - (7) Statement showing the work turned out in the artificial Insemination Centers during the year.
  - (8) Statement showing the work turned out in Poultry Centre's and the stock position as on 31<sup>st</sup> March during the year as below: -
    - (a) District poultry farms
    - (b) Poultry units attached to Veterinary Institutions
  - (9) Statement of bucks at stud during the year.
  - (10) Statement showing the receipts and expenditure from 1st April to 31st March.
  - (11) In the annual administration report sent to Government, the Director should furnish information on stores on the following points: -
    - i. The condition in which stock registers are maintained in his office and the offices Subordinate to him,
    - ii. Result of periodical verification of stock, and
    - iii. Action taken for the adjustment of deficiencies, excess etc., if any, noticed during stock taking.
  - (12) D.C.B. Statement

The administration report should furnish information on the following heads: -

**(a) Staff: -**

- (i) Name of officer in charge, date of transfer or leave taken, etc.
- (ii) List of posts sanctioned, additions or alterations, if any during the year under report

**(b) Buildings: -**

- (i) List of existing buildings in the institution and their condition.
- (ii) New ones sanctioned, completed or under construction during the year.

**(c) Inspection and visits: -**

- Names of the Inspecting officers who inspected the institution during the year with a summary of their remarks.



- Names of important visitors during the year with extracts of any pertinent remarks.

**(d) Patients:** - Number of in and out patients admitted during the year in comparison to the previous year and reasons for marked differences if any.

**Average daily attendance** – The total number of attendance of all in and out patients in the year divided by the number of days in the year will be the average daily attendance of the institution.

**(e) Professional:** -

- (i) Mention should be made of any case or cases of more than usual interest
- (ii) Number of specimens examined microscopically with results classified under different heads such as anthrax, black quarter etc.
- (iii) Number of cases suspected for criminal poisoning or malicious injury investigated with results.

**(f) Livestock**

The number of breeding bulls, etc. maintained and their condition. The nature of livestock improvement work done, number of services performed, births recorded and inspected.

**(g) Outbreak reports** -

- (i) Number of outbreak reports received and attended.
- (ii) Number of inoculations done against each disease.
- (iii) Quantity of sera and vaccine indented, used, destroyed etc.
- (iv) Number of S.P.C.A cases treated.

**(h) Cattle shows**

Details of cattle shows and exhibitions participated or organized.

**(i) General Remarks.**

## CHAPTER VIII: OFFICE MANAGEMENT

### SECTION 2

#### STOCK VERIFICATIONS, UNSERVICEABLE ARTICLES ETC.

##### Verification of Stock

The head of an office or any other Government servant entrusted with stores should take special care for the safe custody of the stores in his charge and maintain suitable accounts or inventories for (a) expendable stores, and (b) office furniture and all other stores except books, forms and stationery for which separate registers have been prescribed.

The stock accounts required on account of raw materials and expendable stores include daybooks of receipts and issues for recording the transactions as they take place and a ledger for each kind of article showing the receipts, issues and balances. Forms 16 and 17 prescribed in Kerala Financial Code should be used for this purpose. The stock account of furniture and all other stores (except books, forms and stationery) should be in form No. 18, Kerala Financial Code showing the number received, the number issued or disposed of, and the balance in hand for each kind of article separately. Every head of office should maintain stock accounts for forms and stationery in accordance with the rules in the Stationery Manual and also a register in form No. 19 of the books belonging to the office.

Stores should be verified periodically in the manner prescribed for each department and in any case at least once in a year, subject to any special rules or orders. The expendable stores and raw materials should be checked only by the officers in charge of them and a report of verification should be sent to the controlling authorities who will be required to check the inventories as part of their inspection. Every receipt and issue of stores should be recorded in the inventories at the time when the articles are received or issued as the case may be.

In the case of furniture in large offices distributed over several rooms, the head of the office may have inventory cards put up in each room which should be kept up-to-date to facilitate the annual verification of stock and to fix the responsibility, for losses. In the case of furniture and other office stores the stock should be verified by actual physical verification at least once in a year, by the head of the office or by the head of

ministerial staff responsible for such stock. A certificate of verification should be submitted for countersignature by the controlling officer who may verify all items or conduct a test check for assuring himself of the accuracy of stock on hand and correctness of the verification reports.

Besides such periodical verification, which has to be conducted at least once in a year, stock verification has to be conducted whenever there is a change of incumbency of the charge officer. The staff should submit the annual verification certificate to the controlling officer concerned by the 10th of April every year. All departmental officers should submit their annual verification certificate to the Director by 15th of April each year with the addition that "similar certificates have been obtained from each of the subordinate officers under their control".

### **Unserviceable Articles**

Stores which have become unserviceable are of two kinds:

1. Stores which become unserviceable in the ordinary course or by fair wear and tear and
2. Stores which become unserviceable otherwise than in the ordinary course or by fair wear and tear.

The write off of articles falling under the two categories should be sanctioned separately as articles coming under item No.1 can be condemned by the authority competent to purchase new ones for replacement. Full reasons for condemning such unserviceable articles must be recorded on such orders of write off together with a certificate in the following form:—

"Certified that I have personally satisfied myself that each item written off under these proceedings have become unserviceable in the ordinary course through proper usage or by fair wear and tear".

The orders condemning such stores should state how the items are to be disposed of, by sale or by destruction, since stores should be condemned only when they cannot be made serviceable by repairs. Unserviceable stores which have not been condemned for destruction should be as far as possible sold under the orders of the controlling authority and sale proceeds credited to the Government. Full particulars of condemned stores should be transferred from the stock book to a separate register of unserviceable articles in the form 21 given in the appendix to the Kerala Financial Code, Volume II.

## CHAPTER VIII: OFFICE MANAGEMENT

### SECTION 3

## STATIONERY

The departmental officers are authorized to indent on the Controller of Stationery to obtain supplies of stationery articles free of charge for themselves and for their subordinates. However departmental officers should send their indents in the prescribed form in duplicate through the Director for being passed, countersigned and transmitted to the Controller of Stationery. The scale of supply of stationery articles sanctioned for various officers in the department will depend on the strength of the staff as laid down by the Government from time to time.

#### 1. Local Purchase of Stationery

The Director of Animal Husbandry is empowered to sanction the purchase of stores including stationery locally in emergent and unforeseen cases up to a limit of Rs. 50 Lakhs. [G.O. (P) No. 102/2017/FIN Dated, Tvm, 07/08/2017.]

*Refer delegation of powers for each cadre*

#### 2. Stock Book

Every officer should maintain a register of stationery articles in the proper form kept up to date and a proper acknowledgement must be obtained for every issue made.

#### 3. Forms

##### a. Indents

The following points should be adhered to while forwarding the annual intents for standard forms and registers to the Superintendent of Government Presses:-

1. Separate annual indents (distribution statement if any) for-
  - (i) Account forms
  - (ii) Common forms, and
  - (iii) Departmental forms

These should be sent in triplicate to the Superintendent of Government Presses.

2. The annual indents for account forms and common forms (separately) for any financial year should reach the office of the Superintendent of Government Presses three months before the year begins, i. e., by the end of January in order to enable the press to consolidate them and take up the printing before the indents for departmental forms are received.

3. The annual indent for departmental forms should be sent to reach the superintendent of Government Presses by the 1<sup>st</sup> May every year, furnishing the details regarding the number of leaves, etc., in case of books.

The quality of paper to be used and the nature of binding required should also be specified specially when the form and registers are to be maintained for long period. Books are bound in the following manner:-

- (1) Brown paper cover
- (2) Quarter cloth limp
- (3) Quarter cloth stiff
- (4) Half cloth
- (5) Half leather
- (6) Full leather

As regards quality of paper it is enough it is noted as ordinary or superior. Supplementary indents should not, as a rule, be sent. The departmental officers should submit their indents for supply of printed forms for the ensuing financial year to reach the Director on the dates noted below:

- Indent for account forms—15<sup>th</sup> November.
- Indent for common forms—15<sup>th</sup> November.
- Indents for departmental forms—1<sup>st</sup> April.

The Veterinary Surgeons in charge of institution should submit their indents to the respective controlling officers for supply of printed forms to reach them on or before the dates given below:

- Indent for account forms—1<sup>st</sup> November
- Indent for common forms—1<sup>st</sup> November.
- Indent for departmental forms—15<sup>th</sup> March.

## **b. Printing of Forms**

1. The Director of Animal Husbandry is competent to sanction printing of publicity literature, pamphlets, circulars, etc., in the Government Presses subject to the condition that care should be taken to see that sufficient copies are got in the first print itself. The printing of new form, register, etc., should have the prior approval of the Government.

[G. O. (P) 400/58, dated 31-3-1958]

2. In cases where the Superintendent of Government Presses cannot meet the requirements of a department within a month, the head of the department will get the work done locally at a cost not exceeding at a time Rs. 50,000 on condition that the rate should not be above the rates to be prescribed by the Superintendent of Government Presses. In emergent cases Director is authorized without referring to the Superintendent of Government Presses to entrust with private presses jobs of works. In all such cases quotations shall be invited and other formalities observed. The Superintendent of Government Presses will prescribe a schedule of rates and circulate to the departments for observance.

[G. O. (P) 248/Public, dated 24- 4-1962.]

*Note:- Refer delegation of powers for each cadre*

## 5. Rubber Stamps

The following categories of stamps and seals alone will be supplied to Government offices:-

One office seal and one dispatch seal both with dating arrangements to every office of the taluk level and above. One designation seal each to all heads of departments and other officers for which such seals are essential in the opinion of the Controller of Stationery.

Wax seals, "paid ", "cancelled", "I. G. S. only" and classification seals to be supplied at the discretion of the Controller of Stationery.

## 6. Books and Maps

The Director of Animal Husbandry is empowered to sanction purchase of books for the use of the department if the expenditure will be covered by provision in the budget and subject to the conditions laid down in Appendix 4, Kerala Financial Code.

## 7. Periodicals

The following periodicals may be subscribed for use of all Veterinary institutions after obtaining sanction subject to budget provision:-

1. Indian Journal of Veterinary Science and Animal Husbandry.
2. Poultry Gazette.
3. Indian Veterinary Journal.
4. Research in Veterinary Science.
5. Journal of Immunology.
6. Journal of Animal Production.
7. Journal of Animal Science.
8. Journal of Dairy Research.
9. Indian Journal of Veterinary Science.
10. All other Journals and Periodicals published by central/ state owned institutions/undertakings.

At Veterinary Dispensary/Veterinary Hospital/Veterinary Ploy Clinic/District Veterinary Centre level for 'Animal Information Unit', Books and periodicals published by Kerala State Language Institute and other publishers can be purchased subject to budget provision. This includes Kerala Karshakan, Panchayathiraj, Janapatham and Kerala Calling.

### **8. Register of Books**

A register of books in the prescribed form should be maintained by all departmental officers. The Veterinary Surgeons in charge of institutions should enter the books available with them in their stock register separately as non-expendable item.

### **9. Book Binding**

The binding work of each office will, as a rule, be attended to by the office mochee or binder, if there is no such post in the establishment the work may be entrusted either to the Government Press or to private agencies.

*Note.-1.* In all cases where binding is done or purchase of material is made through private agency and if the cost exceeds Rs. 500 at a time, the binding or purchase should be arranged by contract after inviting tenders or by auctioning the contract.

## CHAPTER VIII: OFFICE MANAGEMENT

### SECTION 4

## GOVERNMENT VEHICLES

### Motor Vehicles

All vehicles belonging to the Government Departments should be registered under the Motor Vehicles Act Section 22 of the said Act stipulates that no motor vehicle shall be driven in any public place or in any other place for the purpose of carrying passengers or goods unless it is registered. The vehicle so misused can be detained by any officer authorized on this behalf. Violation of this section is also punishable with fine up to Rs. 1,000 and the imprisonment which may extend to 6 months. These statutory provisions do not contemplate any special concession in favour of vehicles belonging to Government Departments.

Repairs to Government vehicles should as far as possible be got done at the nearest Government Workshop. But if there is no Government Workshop nearby or if the Government institution is not able to undertake the work due to pressure of work or other causes, the repair can be arranged in some of the local private workshops.

Government has declared certain private workshops in each district as approved workshops. If the Government institution is not able to repair the vehicles, the repairs may be got done by any of the nearest approved workshop. The bill for the repairs effected will have to be got verified by Assistant Executive Engineer, PWD, Mechanical sub division before effecting payment. Sanction of the Director is necessary in all cases of payment of repair bills, for amounts exceeding the competency of the respective officers.

The head of the Department is empowered to sanction repair work of vehicles for an amount up to Rs.30,000/- per vehicle with an annual limit of Rs. 1 lakh. This amount includes the cost of spares and the labour charges. Spare shall be purchased observing store purchase rules and based on the essentiality certificate issued by the Assistant Executive Engineer, PWD, and Mechanical Sub Division. The labour charges shall be got sanctioned by the PWD officials. If the repair charges exceeds Rs.10,000/-, an economy certificate should be obtained from Executive Engineer. A register for repair and maintenance of vehicles shall be maintained by the custodian officer.

For further details: *Refer delegation of powers for each cadre*



## CHAPTER VIII: OFFICE MANAGEMENT

### SECTION 5

### BUILDINGS

#### **Rent of Private Buildings**

To the extent of the powers that may be delegated, heads of departments and offices may rent private land and buildings for office, residential and other public purposes subject to the following general principles:-

(a) No private building or building belonging to another Government may be rented if any suitable building belonging to the Government is available for the purpose which a building is required.

In case of accommodation if hired for officers and/or official residences of Government servants, the first charge for rent in every year should be supported by a certificate from the Executive Engineer (Roads and Buildings) concerned that suitable Government buildings were not available and that the amounts of rent fixed are reasonable having regard to the local conditions and the scale of accommodation provided.

As under the Rent Control Order, when the rent is once fixed for a building no fresh certificate for every subsequent financial year could be issued in respect of that building unless the rent of the building has to be enhanced on account of any improvement effected to the building, no annual rent certificate need be insisted on in such cases. However, the certificate regarding the non-availability of Government buildings to accommodate the offices will be required annually.

Note:- In the case of departments in which a Civil Engineering Unit is functioning the certificate issued by the Executive Engineer or the officer –in- charge of the unit exercising the powers of an Executive engineer of the department concerned, regarding the reasonableness of rent, may be accepted. The non- availability of Government buildings even in these cases should be testified by the Public Works Department.

(b) No building may be rented on a rent in excess of the financial powers or taken on lease for a period exceeding three years, except with the specific approval of Government. The production of the Executive engineer's certificate as required in (a) above may be dispensed with only in the case of (a) taken on lease under this rule.

(b) When a private building is rented, it should be rented on the condition that the rent will be paid in arrears on the first working day after each month's occupation and the rent should invariably be paid accordingly.

(c) Insurance against fire of private buildings rented by the Government is left to the option of the owner. If he insures the building he should pay the premium put of the rent. The lease deed for any such building should make it clear that the Government are not liable for damage caused by fire.

### **Powers of the Officers of this Department**

The Director and District Animal Husbandry Officers may sanction the hiring of private building subject to the above general principles and also subject to the following conditions :-

(i) When the accommodation is provided in a separate building the rent of which should not exceed the sanctioned financial powers.

### **Lease Deed**

In respect of all private buildings taken on rent for departmental purposes a lease deed in the form given below should be got executed by the owner of the building with such modifications that may be necessary to suit each case. The period of lease may be fixed to the expected period of occupation (in the case of temporary offices) or a period of three years whichever is less. The lease will be renewed at the expiry of the term if necessary.

The lessee being the Government no stamp duty need be paid in respect of such lease deeds, as Government are exempted from its payment according to provision (1) to section 3 of Kerala Stamp Act, 1959. But the deed has to be registered and the registration fee will have to be paid by the lessor, i. e., the owner of the building under section 80 of the Indian Registration Act.

1. In cases where the municipal tax or any other tax is to be paid, these have to be borne by the owner of the building.
2. According to the terms of the deed the owner is bound to keep the building in good habitable repair and condition. No repairs or structural alterations should be carried out to a rented building at the cost of the Government. According to the lease deed the usufructs from trees in the compound will have to be enjoyed by the department and not by the owner, there being no expressed reservation thereof.

3. If in all cases where the municipal tax or any other tax is to be paid by the owner there is no objection in "de-leting clause 2 of the Lease Deed, when the lease is actually executed.

(G. O. Rt. No. 709/62/PW Public Works Department dated 20-3-1962 and G. O. Rt. 519/63 Public Works Department dated C-3-1963).

The agreements in respect of the lease of building taken on rent may be got executed by the concerned District Veterinary Officers to the extent to which they are competent to sanction rent (Vide Notification No. 19405/M3/63 PD dated 30-5-1963).

### FORM OF AGREEMENT

#### **For Adoption in cases in which Buildings belonging to private parties or local Bodies are leased by Government for Occupation by their Officers or Offices**

This Indenture made this the.....day of.....between.....son of.....residing at (house, taluk, district) (hereinafter called "the lessor" which expression shall where the context so admits include his heirs, executors, administrators, legal representatives and assigns) of the one part and the Governor of Kerala (hereinafter called "the lessee") of the other part

1. The lessor hereby agrees to let and the lessee agrees to take ALL THAT piece or parcel of land with the dwelling house and buildings and electric installation herein particularly mentioned and described in the Schedule hereunder written commonly called or known as.. .....with appurtenances thereto belonging or usually held or enjoyed therewith for the term of.....years commencing from the day of.....(Month & year) at the monthly rent of Rs..... . Such rent to be paid clear of all deductions except taxes, rates, assessments, the cost of repairs and the expenses that may be paid by or on behalf of the Lessee in case of default on the part of the Lessor as hereinafter provided.
2. The Lessee agrees with the Lessor
  - (i) To pay the said rent on or before the fifteenth day of each and every month in arrears;
  - (ii) To pay in addition to the said rent the municipal taxes due on the said premises for the period of lease;
  - (iii) at the expiration or sooner determination of the said term to deliver up the said premises PROVIDED ALWAYS that if and whenever any part of the said rent shall be in arrears for thirty days after the same shall have been legally demanded in writing or if and whenever there shall be any breach of any of the lessee's agreements herein contained the lessor may enter upon any part

of the said pre-mises in the name of the whole and thereupon this agreement shall determine.

3. The Lessor agrees with the Lessee

- (i) that the Lessee paying the rent hereby reserved except as aforesaid and performing and observing the several agreements by the Lessee herein contained may peacefully hold the said premises during the said term without any interruption by the Lessor or any person claiming under him and without liability for damage caused by fire if any to the said premises
- (ii) to pay all existing and future taxes, rates, assess-ments except Municipal taxes due for the period of lease and other outgoings for the time being payable in respect of the said premises;
- (iii) to well and sufficiently repair and keep in good and habitable state and condition whenever called on by the Lessee or by the Executive Engineer ..... Division (hereinafter called the Executive Engineer) to do so and at the lessor's own expense the exterior and interior of the said premises hereby demised and all addi-tions thereto and the boundary wall fences thereof and the drains, soil and other pipes and sanitary and water apparatus and in particular (subject as herein before provide) at his own cost and expense to maintain an electric, installation consisting of such number of lamps as in the opinion of the Executive Engineer shall be sufficient to properly light the demised premises and at least 2 fans.
- (iv) if the lessee shall desire to determine the present demise and shall give to the Lessor three calendar months previous notice in writing of such desire and shall up to the time "of such determination pay the rent and perform and observe the covenants on his part herein before contained then immediately on the expiration of such three calendar months the present demise and everything herein contained shall cease and be void but without prejudice to the remedies of either party against the other in respect of any antecedent claim or breach of covenant;
- (v) That in the event of any officer or servant of the Lessee in occupation of the said premises during the period of the said tenancy requiring any structural altera-tions in or additions thereto the Lessor will not make or permit the same to be made without the consent in writing of the lessee being first had obtained and any enhancement of rent which the Lessor may demand in consequence of such alterations and additions being first agreed to;
- (vi) That the lessor will on the written request of the lessee made three calendar months before the expiration of the term hereby created grant the lessee a lease of the demised premises for the further term of..... years and containing the like covenants and proviso as are herein contained including the present covenant for renewal.

4. PROVIDED ALWAYS and it is hereby expressly agreed and declared by and between the parties hereto that in case the lessor shall for one month after notice in writing given by the Lessee or the Executive Engineer.....make default in respect of the said repairs or the main-tenance of the said electric installation or in payment of any such taxes, rates, assessments or other outgoings as aforesaid it shall be lawful for the lessee or the Executive Engineer to execute such repairs and all other necessary works, to pay all or any of such taxes, rates, assessments or other outgoings and deduct the expenses of such repairs and work or such payments as the case may be out of the rent which shall then be or thereafter shall become payable under or by virtue of these presents.

In Witness Where of Shri.....the Lessor and Shri..... Secretary to Government for and on behalf of the Governor of Kerala have hereunto set their hands the day and year first above written.

### SCHEDULE (H. E. the details)

Signed, sealed and delivered by

Shri .....(Lessor)

In the presence of witnesses:

- 1.
- 2.

Signed, sealed and delivered by

Shri.....(Secretary to Government)

In the presence of witnesses:

- 1.
- 2.

(G. O. Rt. No. 1087/P. YV. dated 24-4-1961)

### Construction of Permanent Buildings

When it is considered that an institution situated in a rented building requires permanent buildings, proposals should be submitted to the Director by the controlling officer concerned.

### Selection of Sites

The site for a new building should, if possible, be fixed before the detailed plans and estimates are prepared. The local authority concerned should always be consulted as to the suitability of the site, except when the proposed new building is to be erected within a reserve forest.

The general approval of the Head Office for the construction of standard buildings having been obtained, the next thing for the controlling officer to do is to select a site. In

selecting a site the following chief points should be remembered, and specific information on these points should be furnished in the proposals:

- (a) The area should be sufficient for immediate requirements and it should be capable of allowing future additions to buildings. One acre of land for District Head-quarters Hospitals, 50 cents for Taluk Headquarters stations and 25 cents in other cases will be the average minimum requirements for such purposes.
- (b) The plot selected should be rectangular and level as far as possible.
- (c) The soil should preferably be gravelly and should in any case be capable of being well drained.
- (d) A good supply of water either on or very near the site is essential.
- (e) The site should be as near the centre of the town or village as possible, and should have sufficient facilities for easy approach and access.

The controlling officer should select a suitable Government land for the purpose in consultation with the officers of the Revenue Department. Only if suitable Government land is not available, the controlling officer should select a private site, giving due consideration to the question of cost. As soon as a site is selected, the controlling officer should ascertain from the local Public Works Departmental official, whether it is suitable to be built upon from an Engineering point of view. If that officer declares the proposed site suitable, the head office should be addressed for the approval of the site.

### **Preparation of Preliminary Estimates and Plans**

In order to ensure that the actual execution of plan schemes commences from the very beginning of the financial year itself the following instructions should be followed:-

In order to accord administrative sanction, rough cost of the work has to be worked out. The Administrative Authority either at the headquarters or at the district level should consult his counterpart in the P. W. D. for this purpose and approval for the work given on the basis of advice. While consulting the officers of the P. W. D., complete data indicating clearly the nature of the construction works, priority, site for actual location, accommodation required, funds available, etc., should be furnished. The department may get from the P. W. D. an idea of the time required for completing the work, the amount required for meeting the expenditure every year and then address the Administrative Department in the Secretariat to make necessary provision in the budget. The Administrative Departments will recommend the proposals on the basis of relative priority and according to the availability of funds under the plan.

As and when a head of the department forwards budget proposals for the succeeding year, he should forward to the Chief Engineer (Buildings), Chief Engineer (Irrigation), or Chief Engineer (Public Health Engineering) as the case may be, details of Public Works portion of the budget giving complete data indicating the nature of construction work, priority, site for actual location, the funds available for the work, accommodation required, etc. The P. W. D./Engineering wing of LSG will arrange for the preparation of the necessary plans and estimates to enable the Administrative Department

in the Secretariat or other competent authority to issue administrative sanction by the 15th March. After the detailed estimates are prepared, technical sanction can be accorded so that the work can be taken up soon after the budget is passed.

[Government Memorandum No. 34027/63/P. W. D. (E.A4) dated 17-8-1963.]

The departmental officers should bear in mind that if any scheme is to be included as part II proposal for the following year, it must reach the Government not later than 1st October and as such plans and estimates for such works should be submitted to the Directorate by 15th September of the preceding year.

### **Maintenance of Register of Immovable Properties**

A permanent register in Form 23 of Kerala Financial Code will be maintained by all officers and departments to show the assets of Government in the form of immovable properties in buildings in the custody of the several departments. The register maintained by each officer, including the head of the department will contain particulars of all the Government buildings under the control of himself and of the officers subordinate to him. Changes, such as transfer of custody or construction of new or removal of old buildings should be intimated to all the officers concerned, to note and an annual certificate should be recorded in the register at the end of March to the effect that all the changes during the year have been brought into the register [Article 178 (b), Kerala Financial Code].

### **IMPROVEMENT TO BUILDINGS**

Whenever additional buildings or alterations to the existing buildings are considered necessary the controlling officers should first obtain the approval of the Director for such buildings, additions or alterations. For the buildings transferred to LSG, sanction may be obtained from the concerned LSG-s.

### **Administrative Sanction**

Subject to conditions specified below the Director of Animal Husbandry is vested with the power to accord administrative sanction up to ten lakhs of rupees subject to the following conditions: -

- (a) The work is one included in a scheme approved by Government.
- (b) Funds have been provided for in the budget.
- (c) The estimate has been approved by the Public Works Department or the Engineering wing attached to the Department wherever there is one.
- (d) The work will be executed under the supervision of any branch of the Engineering Department.

### **ELECTRIFICATION OF BUILDINGS**

- (a) As a rule, all original electrical works connected with Government buildings will be executed by the Public Works Department (Electrical).

**ELECTRICAL INSTALLATION AND COST OF POWER**

- (a) The installation of electrical lights and fans requires the sanction of Government
- (b) All works and repairs in connection with electrical installations to Government buildings should be carried out by the Electrical wing of the P. W. D., which will recover the cost from the department concerned.
- (c) The cost of power consumed and the cost of renewing lamps, replacing bulbs and other similar items of the several offices should be met out of the contingent grants of the respective offices. The department or office meeting these charges should exercise proper check on the consumption of power so that there is no unnecessary waste. As regards Government buildings occupied by officers as free or rented quarters, such charges should be borne by the occupants.
- (d) All heads of departments are competent to sanction payment of surcharges as per Appendix 4, Kerala Financial Code.



## CHAPTER VIII: OFFICE MANAGEMENT

### SECTION 6

## ACCOUNTS

### Some Account Terms

1. *Average monthly pay* - under Kerala Service Rules means, the average monthly pay earned during the ten complete months preceding the month in which the leave commences.
2. *Budget Estimates* —Budget estimates are the detailed estimates of the annual receipts and disbursements of the budget year. Budget year means the financial year commencing on the 1st April and ending with 31st March from which the budget is prepared.
3. *Cadre* —Cadre means the strength of a service or part of a service sanctioned as a separate unit.
4. *Day* —Day means a calendar day beginning and ending at midnight. But an absence from head quarters which does not exceed 24 hours shall be reckoned for all purposes as one day at whatever hours the absence begin, or ends.
5. *Family*—Family includes the officer's wife, children and step children, residing with, and wholly dependent on him.
6. *Fee*—Fee means a recurring or non-recurring payment to a Government servant from a source other than general revenues whether made directly to the Government servant or indirectly through the intermediary of Government but does not include:
  - (a) unearned income such as income from property, dividends and interests on securities, and
  - (b) Income from literary, cultural or artistic efforts if such efforts are not aided by the knowledge acquired by the officer in the course of his service.
7. *Foreign Service*—Foreign service means service in which a Government servant receives his substantive pay with the sanction of Government from any source other than the revenues of India or of a State.

8. *Honorarium* means a recurring or non-recurring payment granted to a Government servant from the general revenues as remuneration for special work of an occasional or intermittent character.
9. *Lien*—Lien means the title of a Government servant to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post including a tenure post to which he has been appointed substantively.
10. *Month*—Month means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently.

*Note:-* For purposes of pension, a month should be reckoned as 30 days irrespective of the number of days in a month.

11. *Ministerial officer* means a Government servant of a subordinate service whose duties are entirely clerical and any other class of servants specially defined as such by general or special orders of Government. E.g.-An accountant or a clerk is a ministerial officer but a Livestock Inspector attached to a veterinary institution is not a ministerial officer.
12. *Permanent Post*—Permanent post means a post carrying a definite rate of pay sanctioned without limit of time.
13. *Personal Pay* means an additional pay granted to a Government servant-
  - (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure;
  - or
  - (b) in exceptional circumstances or other personal consideration.
14. *Public conveyance*—Public conveyance means a train or other conveyance which plies regularly for the conveyance of passengers, such as motor boats, buses, etc.
15. *Re-appropriation* means the transfer of savings for the appropriation for a unit of appropriation to meet excess expenditure anticipated under another unit.
16. *Travelling allowances* means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interest of public service.

### **RECEIPTS - Their Collection and Check**

1. Every Government servant who is entrusted with the duty of collecting any revenue due to the Government should assess the demands carefully and collect the revenue promptly. He should maintain proper accounts of the collections, watch the progress of collections against the total demand and take prompt steps to collect all arrears, if, in spite of taking all possible steps, some arrears still remain uncollected and he is satisfied that any portion of them is quite irrecoverable, he should apply at once to the competent authority for sanction to write off the irrecoverable arrears. These

principles apply equally to the recovery of loans and advances made by the Government

2. Officers of the Government receiving money on behalf of Government must give the payer the receipt in form T. R. 5. They should keep a complete account of the receipt books that they have received and should be able to produce them always used or unused. The books should be carefully examined to see that the number of forms contained in each is intact and a certificate of count recorded on the flyleaf. Ordinarily more than one book should not be used at one and the same time, and the new book should be brought into use only after the old one is exhausted. The stock register of receipt books should show the dates on which the book was brought to use and the date on which it was completed. Counterfoils of used receipt books should be kept under lock and key in the personal custody of the head of office.
3. No stamped receipts need be given by Government servants for amounts received by or on behalf of Government even for sums exceeding Rs. 5000/- to be remitted into Government account.
4. The controlling officers should issue necessary instructions to their subordinates regarding the correct heads of accounts to which the different classes of receipts should be credited into the treasury.
5. Every Government servant who is responsible for the collection of any moneys due to the Government should see that demands are made at once as payments become due, that effective steps are taken to ensure the prompt realisation of all amounts due and that proper records are kept to show in respect of all items of revenue, whether recurring or non-recurring, the assessments and demands made, the progress of recovery and the outstanding amounts due to the Government. Every departmental controlling officer should watch closely the progress of the realisation of the revenues under his control and check the recoveries made against the demands.
6. Every departmental controlling officer should obtain regular accounts and returns from his subordinates for the amounts realised by them and paid into the treasury and consolidate the figures in a register so as to show the total receipts for each month classified according to the heads of account in the budget estimates. The controlling officer should compare the figures [compiled in this register with the accounts received from the Accountant-General and reconcile any differences as early as possible in communication with the Treasury Officers concerned, and if necessary with the Accountant-General also. The reconciliation of the figures for March is especially important and should be completed as early as possible, since any corrections that may be required in the Accountant-General's books have to be made before the accounts of the year are closed. When a wrong credit is discovered, the controlling officer should inform the Accountant-General at once in order that the accounts may be corrected. When a subordinate Government servant's return includes a credit for which there is no corresponding credit in the accounts received from the Accountant-General, the controlling officer should, in the first instance call for full information from the subordinate Government servant.

*Note 1:-* It is essential that the departmental accounts of revenue should not be compiled from the returns prepared by the treasury. But the Treasury Officer may be required, where necessary, to verify the returns prepared for submission to the departmental controlling authority.

*Note 2:-* In order to facilitate check by controlling officers and to prevent misclassification in the treasury accounts, all receipts of revenue should be noted in the departmental accounts before being credited into the treasury, and the fact noted in the chalan. The chalan should show distinctly on what account the money is to be received and under what detailed head of revenue it has been entered in the departmental accounts. The entry in the departmental accounts should be completed before the amount is credited into the treasury, i. e., the entry in the departmental accounts should show the amount as received.

*Note 3:-* Revenue collected in one district on account of another should be credited in the treasury account of the receiving district under the appropriate head of account and the fact intimated to the appropriate departmental officer in the district concerned. Any such item of revenue should be omitted in the demand, collection and balance statement of the receiving district and included in that of the district to which it belongs. Footnotes should be added to the demand, collection and balance statements of both the districts to explain the difference between these statements and the treasury accounts.

7. The daily collection of each officer should ordinarily be remitted to the treasury on the next working day. When this is not possible owing to distance from the treasury, or other cause, the money should be remitted periodically, the last remittance for the month including the last receipt, which can reach the treasury in the same month. The subsequent receipts of the month should be entered in the departmental register of the next month. Remittances made to a sub-treasury after the close of the accounts of the latter should be similarly entered in the departmental registers of the succeeding month. At the end of the year, however, all the receipts of the year should be arranged to be brought into the treasury accounts of the same year.
8. To ensure that all collections are being paid regularly into the treasury, the officer immediately responsible for the collections will keep the receipts (chalans) for amounts so paid in proper files. Inspecting officers will compare the entries in the counterfoils in the printed counterfoil receipt book with those in the register of collections and with any original receipt they may be able to obtain from the persons to whom they were issued. They will check the totals in the Register of Collections and will see that the amount shown as collected agrees with the total of the amounts paid into the treasury as shown in the chalan and the cash in hand of the Government servant.

The comparison by Inspecting Officers will be made from the time of the last inspection and the accounts should be inspected on the spot at least once every year. The selection of inspecting officers rests with the heads of departments and district officers, as the case may be. Heads of departments and district officers when

themselves inspecting accounts of departmental receipts, may be unable to make the inspection herein prescribed in its entirety, but they should check the Collection Register in part by comparison with the counterfoil receipts and should see that the total of the Register of Receipts agrees with the total of chalans and the balance in hand. In many cases, items for realization vary, especially when they are the subject of sale by auctions.

The officer in charge should therefore keep the orders sanctioning sale in proper file, and the inspecting officer should check the register with them to see that the proper amounts have been entered.

Every payment into the treasury or the bank for credit to the Government shall be accompanied by a memorandum or chalan containing all the particulars necessary for crediting the amount correctly in the Government account and preparing a receipt to be given to the payer. When a payment is made into the treasury, the treasury shall check the chalan and make sure that it is in order and complete, test and count the money, bring the payment into account in the prescribed registers and give a receipt to the payer. When a payment is made into the bank, the bank shall receive the money and give a receipt to the payer, and the treasury shall bring the payment into account in the prescribed registers.

2. The chalan, which accompanies a payment of money into the treasury or the bank, shall contain full information as to-
  - (1) the nature of the payment,
  - (2) the amount paid,
  - (3) Government servant or other person on whose account the payment is made,
  - (4) the head of account to which the amount should be credited, and
  - (5) the allocation of the amount between Governments and departments, if any such allocation has to be made.

## CASH BOOK

The cash books should be maintained in the manner prescribed in Article 92 of the Kerala Treasury Code. The Cash Book should be bound in convenient volumes and their pages machine-numbered. The head of office or a subordinate Gazetted Officer nominated by him should count the number of pages and record a certificate of count on the first page of the Cash Book. The Cash Books should be closed regularly and completely checked. At the end of each month the head of office should verify the cash balance in the Cash Book and record a signed and dated certificate to that effect. All the transactions should be entered in the Cash Book as soon as they occur and attested by the head of office as a token of his check.

The Government will hold a Government servant personally responsible for any loss sustained by the Government through fraud or negligence on his part, and also for any loss sustained through fraud or negligence on the part of any other Government

servant to the extent to which it may be shown that he contributed to the loss by his own action or negligence.

The cardinal principle governing the assessment of responsibility for such losses is that every Government servant should exercise the same diligence and care in respect of all expenditure from public funds under his control as a person of ordinary prudence would exercise in respect of the expenditure of his own money.

An Officer's honest errors of judgment involving financial loss may be deserving condonation if he can show that he has done his best up to the limits of his ability and experience. Where, however, an officer is dishonest, care-less or negligent in the duties entrusted to him and causes loss to Government, the case is clearly one for punishment and enforcement of personal liability.

A Government servant who has to arrange for public moneys to be carried from one place to another by a messenger should take all reasonable precautions to prevent any loss in transit due to misappropriation of money by the messenger or any other cause. He should pay due regard to all relevant factors including the status of the messenger employed and the distance over which the moneys have to be carried. As far as possible, he should use for this purpose only permanent Government servants whom he knows to be reliable. When the amount to be carried is considerable, he should not entrust it to a single low-paid subordinate.

### **Verification of Cash Balance**

The contents of the cash chest must be counted every time the cash book is closed and the amount compared with the book balance. In offices in which there are no daily transaction or the transactions are few, it will be within the discretion of the head of the office concerned to order, on his own responsibility, the closing of the register at a longer interval, but the register should be closed and the cash balance verified often enough to prevent malpractice and in no case less frequently than once a month. The Officer in charge should record a certificate of count in the cash book in his own handwriting specifying the actual balance both in words and figures and sign it with date.

### **GST (Goods & Service Tax)**

GST is an Indirect Tax levied on the supply of goods and services. It is a single tax on the supply of goods and services for the whole of India, right from the manufacturer to the consumer making India one unified common market. Taxes paid at each stage of trade will be available in the subsequent stage of value addition as input credit set off, which makes GST essentially a tax only on value addition at each stage. The final consumer will thus bear only the GST charged by the last dealer in the supply chain, with set-off benefits at all the previous stages. It has replaced various indirect taxes and brought them under one umbrella to make compliance easier. The GST scheme consists of different slab structure under which the proposed goods and services will be taxed accordingly. The five slabs currently available are 0%, 5%, 12%, 18% and 28%.

*For further details refer: Kerala State GST Act – 2017*

## Refunds

A refund order should be signed by the Government officer who received and brought to account the items of revenue in question. He should also, in accordance with the rules governing each particular class of refunds, either pay the amount to the person entitled to receive it, or cause a proper voucher made payable to that person to be delivered to him for presentation at the treasury for payment. When the Government Officer who received the item of revenue in question is not competent to refund the amount without the sanction of a higher authority, he should apply for the necessary sanction separately before preparing the refund order. If the Government Officer who received the item of revenue is competent to sanction a refund, and does so, he may either record his sanction on the voucher itself or record it separately, giving a reference to it on the voucher and attaching a certified copy. If sanction is obtained from a higher authority, the latter procedure should be followed.

Before signing a refund order in respect of any item of revenue, the Government Officer who received it and brought it to account should trace the original records relating to the receipt of the amount and see that the particulars of the refund are recorded against the original entry of the receipt in the departmental accounts in such a way as to make it impossible to entertain by mistake any further claim for a refund of the same amount. The particulars of the refund should invariably be recorded on the counterfoil of the receipt previously granted to the payer, and that receipt (any other acknowledgement granted to the payer) should if possible be taken back and destroyed.

## Expenditure - General Principles

1. No Government servant may incur any item of expenditure from public funds unless the following two conditions are both satisfied:-
  - (a) The expenditure must have been sanctioned by a general or special order of the authority competent to sanction such expenditure; and
  - (b) Sufficient funds must have been provided for the expenditure in the Appropriation Act (s) for the current financial year or by a re-appropriation of funds sanctioned by a competent authority.

No authority subordinate to Government should sanction any expenditure unless sufficient funds have already been provided for the purpose either in the Appropriation Act(s) or by re-appropriation.

2. It should, however, be clearly understood that it is an important financial principle that money indisputably payable should not, as far as possible, be left unpaid and that money paid should under no circumstances be kept out of accounts a day longer than is absolutely necessary even though the payment is not covered by proper sanction. It is no economy to postpone inevitable payments even for the purpose of avoiding an excess over a grant or appropriation and it is very important to ascertain, liquidate and record the payment of all actual obligations at the earliest possible date. It must be borne in mind that if an inevitable payment

is required to be made in the absence of funds, the error lies not so much in the payment as in the entering into the relevant liability.

A disbursing officer may not on his own authority authorize any payment in excess of the funds placed at his disposal; but absence of funds should not necessarily prevent the payment of any sums really due by Government. If the disbursing officer is called upon to honour a claim, which is certain to produce an excess over the allotment or appropriation at his disposal, he should take the orders of the administrative authority to which he is subordinate before authorizing payment of the claim in question.

All appropriations lapse at the close of the financial year. A Government servant should not on any account reserve or appropriate by transfer to a deposit or any other head or draw from the treasury and keep in a cash chest any portion of an appropriation remaining unexpended during the year in order to prevent it from lapsing and use it for expenditure after the end of the year. No attempt should be made to prevent the lapse of an appropriation by any undue rush of expenditure during March.

- (a) In every application for sanction to fresh expenditure, it should be distinctly stated whether provision for the proposed expenditure has been made in the budget appropriations for the year, and if such provision has not been made whether sufficient funds can be found by re-appropriation.
- (b) *Authorities* which sanction new expenditure after funds have been communicated should be careful to indicate the source of appropriation.

Where it is desired to sanction expenditure before funds have been communicated, as may be necessary in order to avoid delay in starting work at the beginning of a new financial year or to prevent duplication of orders, the authority which does so should be careful to add the word "subject to funds being communicated in the budget of the year."

*Note:-* Vague expressions such as "subject to budget provision" should be carefully avoided in conveying sanctions to expenditure.

When any authority accords sanction for expenditure of a definite amount or up to a specified maximum limit the amount should always be expressed both in words and figures.

A copy of every order sanctioning expenditure should be communicated to the Accountant General by the authority which accords sanction.

When the head of a department or any other subordinate authority issues an order sanctioning expenditure either the sanctioning authority itself or a Gazetted Government servant working in the office of that authority should ordinarily communicate the order to the Accountant-General. When this procedure would cause inconvenience, sanctions may be communicated over the signature of the non-gazetted Government servant who is the head ministerial officer of the office, provided that this arrangement is intimated beforehand to the Accountant-General by the sanctioning authority.



*Note :-* Financial sanctions communicated to audit should invariably be signed in ink by the sanctioning authority or other officers authorized for the purpose. No action will be taken in audit on copies of financial sanctions issued over facsimile and cyclostyled signatures of sanctioning authorities or other authorized officers.

A sanction of the Government or an authority subordinate to the Government takes effect from the date of the order conveying the sanction. A sanction of any fresh charge accorded by the Government or an authority subordinate to the Government lapses if it has not been acted on for a year, unless it is specifically renewed.

## **HEAD OF ACCOUNTS**

The expenditure relating to the Animal Husbandry Department is debited to the major head "2403—Animal Husbandry, which is divided and sub-divided into (a) Minor head, (b) Group head, (c) Sub-heads and (d) Detailed account heads". As soon as the budget allotments of a year are received from the head office, the controlling officers should communicate to their subordinates who prepare bills, information about the different heads of accounts which pertain to them so that they may, when preparing bills, correctly write the classification in the space provided at the top of each bill. The correct classification of expenditure should be noted in all bills lest there should be need for rectifying wrong debits in accounts.

## **BILLS**

### **General Instructions**

The following instructions regarding the preparation and form of bills should be observed:

- (a) A claim against the Government shall be made by presenting at the treasury a bill or other document in the prescribed form duly receipted and, when necessary, stamped. Every bill or other document shall contain full details as to the amount and the nature of the claim, and all particulars necessary for the proper classification of the payment in the accounts. A bill or other document drawn by a Government servant shall be signed and, when necessary, countersigned by the Government servant competent to do so under the relevant rules. A bill or other document drawn in respect of a claim of a person who is not in Government service shall ordinarily be signed or counter-signed by the head of the department or some other responsible Government servant belonging to the department concerned with the payment.

*Explanation:-* A bill is a statement of claims against the Government containing specification of the nature and amount of the claim either in gross or by items, and includes such a statement presented in the form of a simple receipt. A bill or other document becomes a voucher when it is only receipted and stamped "Paid".

- (b) The treasury shall receive and carefully scrutinize all bills and other document presented. If the Treasury or Sub-treasury Officer is satisfied that a bill or other document is in order and that the claim is one which he is authorised to pay, he shall sign a payment order on it. Payment shall then be made accordingly and entered in the accounts.
- (c) At a place where the treasury transacts its cash business through the bank, the bank shall make all Govern-ment payments other than those included in classes of payments, which the Government have specially ordered to be made elsewhere. At such a place every bill or other document shall, in the absence of a special rule or order to the contrary, be presented at the treasury for scrutiny and authorization of the payment and after such scrutiny and authorization the Treasury Officer shall forward it to the bank. At a district headquarters station where the district treasury transacts its cash business through the bank the bank shall not conduct the business of the headquarters sub-treasury, if there is any.

#### **Form of Bill, etc.**

- (a) A bill or other document presented at the treasury as a claim for the payment of any amount by the Govern-ment shall-contain particulars of-
- (1) the nature of the claim,
  - (2) the amount claimed,
  - (3) the period to which the claim relates if it arises periodically, e. g., a claim for pay and fixed allowances,
  - (4) the orders sanctioning the charge, if it was incurred under special orders,
  - (5) the authority for any deduction made in the bill,
  - (6) the major head, minor head, sub-head and detailed account head to which the charge (or each part of it) is debatable, and
  - (7) the allocation of the charge between governments (including the Central Government) and department, if any, such allocation is necessary.
- (b) Every bill or other document shall be prepared in the form prescribed. Such forms shall be printed in English, or, when necessary, bilingually in English and Malayalam. As far as possible all bills and documents shall be prepared in English. When printed bills are not available, stenciled or typed forms may be used; but the use of the latter should be avoided as far as possible.
- (c) Every bill or other document shall be filled in and signed in ink. The total amount claimed shall, as far as the whole rupees are concerned, be written in words as well as in figures.
- (d) No bill or other document containing any erasure shall be presented at the treasury.

- (e) When a charge is debitable to more than one major head of account, the drawer shall ordinarily present a separate bill for the amount debitable to each major head, but a single bill shall be prepared for the pay and/or allowances of a Government servant or an establishment debitable to two or more major heads when the whole / charge is met from the revenues of the State.
- (f) When a bill relates to a charge incurred under special order of sanction, the particulars of order shall be entered on the bill and a copy of it shall be attached to the bill and duly certified to be a true copy by the Government servant who signs the bill.
- (g) Deductions made in the bills shall, where required by the rules relating to such deductions, e. g., pro-vident fund, postal life insurance, State life insurance (official branch), etc., be supported by schedules in the prescribed form detailing the deductions made.
- (h) No copies of the orders regarding the pro-motions and similar changes or of correspondence, etc., regarding a claim shall be attached to any bill or other document.
- (i) Every receipt for a sum exceeding Rs. 5000 shall be duly stamped by the payee with one rupee Revenue Stamp subject to exemptions listed in Appendix 8 of the Kerala Treasury Code.
- (j) Every Government servant, who is authorized to draw cheques or sign or countersign bills payable at a treasury shall send a specimen of his signature to the Treasury Officer through some superior or other officer whose specimen signature is already with the treasury. When such an officer hands over charge of his office to another, he shall likewise send a specimen of the signature of the relieving officer to the-Treasury Officer concerned. Specimen signature, when forwarded on a sheet of paper other than the forwarding letter itself, must be duly attested by the officer signing the forwarding letter.
- (k) Every drawing officer shall attach to each bill or other document presented at the treasury for encash-ment a slip in form T. R. 45 duly filled in. The slips will be detached and returned to the drawing officer with the voucher number and date of payment noted thereon, as soon as possible, after the bills have been paid at the treasury or the bank and voucher numbers have been assigned to them.

### **Bills lost before payment**

1. A Government servant shall not issue a copy of any bill or other document which has already been paid on the allegation that the payee's copy has been lost or is not available, although a certificate may, when necessary, be given that on a specified day a certain sum was paid to a certain person on a certain account. A fee of one rupee shall be levied for each certificate issued to a private party. This prohibition extends only to the issue of a copy on the allegation that the

payee's copy has been lost or is not available, and does not apply to a copy marked "Not pay-able at the Treasury" and tendered at the treasury with the original in accordance with the rules.

If a bill or other document that has been passed for payment at the treasury is alleged to have been lost before payment, the Government servant who drew the original bill or other document shall ascertain from the treasury whether payment has already been made on the original or not, and shall request the treasury not to make payment on the original if presented subsequently. If the treasury has not made payment on the original, he may issue a duplicate which shall bear distinctly on its face the word "duplicate" written in red ink.

### **INTEGRATED FINANCIAL MANAGEMENT SYSTEM (IFMS) Kerala**

This project is aimed to achieve the effective financial management of the state by integrating the financial transaction of State Government with all stakeholders such as Accountant General's Office, The Reserve Bank of India, Agency Banks, Government of India etc. It envisages complete revamping of Treasury operations with the use of ICT, latest and best technology with a goal to achieve an eco friendly paperless office.

IFMS aims to attain full integration of budget and budget execution cycle, Effective and efficient monitoring and control of state finances, Online remittance facility with respect to all taxes and dues to the state government, Timely monitoring of government's cash position, Effective online integration and co-ordination with all stakeholders, Minimum reconciliation and automated consolidation of accounts, MIS for effective decision making.

This ensures effective G2G, G2C and G2E Services.

- |   |            |
|---|------------|
| • Budget estimation System                | BMS        |
| • Budget Preparation System               | BOUGETTE   |
| • Budget Allocation and Monitoring System | BAMS       |
| • Bill Information and Management System  | BIMS       |
| • Revenue Management                      | e-Treasury |
| • Expenditure Management                  | Core-TIS   |
| • Pension Management                      | PIMS       |
| • Treasury Savings Bank                   | CTSB       |
| • Accounts & Audit Management             | Core-TIS   |
| • Stamp Management & e-Stamping           | CRA        |
| • Strong Room management                  | SRMS       |
| • Cash Management                         | WAMS       |

## PLAN SPACE

An information system for concurrent monitoring and evaluation of plan schemes. It is a project initiated by Kerala State Planning Board in technical collaboration with IIITM-K.

## BUDGET ALLOCATION & MONITORING SYSTEM (BAMS)

Budget Allocation & Monitoring System (BAMS) is an online computerized system to distribute the budget and to authorize expenditure. As soon as the budget is released, the departments can allocate funds to their field officers through this system. All the expenditure is thereafter not only checked for budget availability before the bills can be submitted, but also the monthly cash flows are controlled against pre-determined targets.

This system permits the re-appropriation of funds within the prescribed limits and allows withdrawal/surrender of budget grants. The expenditure monitoring system now gives proposed expenditure data to the Government on a real time basis. The system gives various reports on budget authorizations, cash flows, fund transfer transactions and authorization slips generated.

## BILL INFORMATIONS MANAGEMENT SYSTEM (BIMS)

Bill Informations and Management System (BiMS) is an e-Bill portal for Claim Settlements by Drawing and Disbursing Officers (DDOs). The DDOs can prepare online contingent bills and e-Submission to treasury through BiMS.

## PREPARATION OF PAY BILLS

SPARK (Service and Payroll Administrative Repository of Kerala), an e-Governance endeavour under Finance Department, Govt of Kerala, is operational since 2007 and service books of all employees in state service have been digitalized through this software. Digitalization of HR related service and salary data of Government employees was envisaged to ensure employee satisfaction and overall improvement in morale and service delivery and to have a consolidated personal information database of all employees with in government. SPARK package was implemented in all departments vide G.O (MS) No.392/05/GAD dated 05/11/2005 through Kerala State IT Mission. The salary processing through SPARK and online submission of salary bills have been made mandatory since October 2014.

Refer **SPARK (Service & Pay roll Administrative Repository of Kerala)**

- website **[www.itmission.kerala.gov.in](http://www.itmission.kerala.gov.in)** for step by step self user Manual vide

1. Circular No: 7485/B2/09/ITD, TVPM dtd: 29.12.2009

2. Circular No: 4917/B2/09/ITD, TVPM dtd: 13.05.2009

[www.spark.gov.in](http://www.spark.gov.in)

For Help- Contact details

Phone : 0471 2579700

Fax : 0471 2571420  
 E mail : info@spark.gov.in  
 Address : PMU Office, Vandanam, URA-7 , TC 25/3436/37, Uppalam Road,  
 Statue, Thiruvananthapuram, Kerala

### ONE OFFICE ONE DDO

As a part of implementing Integrated Financial Management System (IFMS), One Office One Drawing Officer System was introduced vide G.O.(P) No. 391/2015/Fin. Dated, Thiruvananthapuram, 07. 09. 2015 for streamlining salary disbursement process of State Government employees under which the drawal and disbursement of salary and other entitlements of all staff members, including gazetted officers in an office is entrusted with the respective DDO of that office. This new system was put into operation in a phased manner and from 0 1/12/2015, One Office One Drawing Officer System was implemented in all departments and offices in the State.

*For further details refer: One office one DDO at [www.spark.gov.in](http://www.spark.gov.in)*

Separate bills shall be prepared in each office for each of following clauses if there exists:—

- (a) Permanent establishment
  - (b) Temporary establishment
1. Against each temporary post the number and date of the order sanctioning it and the name and authority which passed the order shall be entered.
  2. The rate of pay, etc., claimed shall be shown against each name in column (2).
  3. If the payment of any claim for the month to which the bill relates is postponed, it shall not be omitted from the bill, but the amount of each claim held over for future payment shall be noted in red ink in the appropriate columns (3) to (6) and ignored when totaling the bill. When pay, etc., is claimed only for part of the month, the number of days for which it is claimed shall be entered either against the Government servant's name or in a note at the foot of the page.
  4. The part of a bill relating to each section (*see* Article 86 of the Kerala Financial Code) shall be marked off in red ink.
  5. The component items of an establishment bill shall be checked, and the total shown in the bill shall also be checked by adding up the items.
  6. If the bill relates to a small establishment the drawing officer shall either check it himself, or have it checked by a Gazetted Government servant under his orders, before he signs it.
  7. If the bill relates to a large establishment, the drawing officer shall ensure that the whole bill is thoroughly checked by someone other than the clerk who prepared it, and shall himself check a part of the bill or arrange for a Gazetted Government servant to do so, before he signs it.

8. The drawing officer shall have the office copy of every pay bill relating to Government servants of two classes mentioned below, prepared separately so as to show full details of names, leave, etc. The total of this pay bill shall then be entered in the pay bill for Government servants of other classes and the drawing officer shall see that the grand total of the latter agrees with the total amount shown in the fair copy.
  - (i) Government servants for whom service books are not required to be maintained (vide Rule 172, Part III, Kerala Service Rules.)
  - (ii) All Government servants in last grade service.

The “pay of menials” charged to “contingencies” should not be included in establishment pay bills (vide Appendix II of Kerala Treasury Code).

- (a) Except as provided in clauses (b) to (d) below, pay, leave salary and other monthly recurring payments become due for payment only on the expiry of the month to which they relate, and no such payment should be made before the first working day of the next month.
- (b) When the first four days (including Sunday) of a month are public holidays on which payments are not made at the treasury, the pay of non-gazetted Government officers and pensions of Rs. 100 (Rupees one hundred only) a month or less for the preceding month may be paid under the orders of the Government on the last working day before the holidays.
- (c) The disbursement of the pay and allowances of non-gazetted officers in connection with religious festivals is governed by the following rules:-
  - (i) Easter, Ramzan, Bakrid, Deepavali, and Christmas will be treated as religious festivals for the purposes of these rules.
  - (ii) In cases where the religious festivals mentioned above fall on any day after the 28th of a month, the pay and allowances of the non-gazetted officers for that month will be drawn and disbursed on the last two working days prior to the date of the festivals.
  - (iii) In cases where the religious festivals fall on any day before the first working day of a month, the pay and allowances of the non-gazetted officers for the previous month will be drawn and disbursed on the last two working days of the previous month.
  - (iv) In cases where such festivals fall after the 15th of a month, an advance of 50 per cent of the pay and allowances of the non-gazetted officers for the month (rounded to the nearest rupee) will be drawn and disbursed on the last two working days prior to the date of the festivals, to be recouped from the pay for the month.
  - (v) The drawal and disbursement of pay and allowances according to these rules will be made with /reference to the nature of the festivals and the section of non-gazetted officers celebrating them as indicated below:-Deepavali-Hindu non-gazetted officers.

- (vi) Easter and Christmas-Christian non-gazetted officers. Ramzan and Bakrid-Muslim non-gazetted officers.
- (vii) These rules will apply to the employees paid from contingencies and those borne on work establishments.
- (d) The payment due for a part of a month should ordinarily be made at once without waiting till the end of the month in the following circumstances :-
  - (i) When a Government servant proceeds out of India on deputation, leave or vacation. When a Government servant is transferred from one department to another so that there is a change in the controlling authority or from one Public Works Division to another.
  - (ii) When a Government servant is promoted from a non-gazetted to a gazetted post or reverted from a gazetted to a non-gazetted post in circumstances involving a transit from one office to another.
  - (iii) When a Government servant finally quits the service of the Government or is transferred to foreign service.
  - (iv) When an officer without a substantive appointment holding a temporary post is relieved of his duties in the temporary post.
  - (v) When a portion of a civil pension is commuted, in which case the amount of the unreduced Pension due up to the day preceding that on which the commutation takes effect should be paid along with the commuted value of the portion commuted.

Drawing officers should not sign pay bills earlier than is reasonably necessary in advance of the date of pre-sentation at the treasury, so that supplemental adjustments due to changes after the monthly pay bills are signed may be reduced to a minimum. To avoid congestion of work, pay bills may be presented at the treasury, duly signed, as follows:-

- (f) In Trivandrum City, three days before the last working day of the month to which they relate.
- (ii) In other places, two days before the last working day of the month to which they relate. Except as provided in clauses (b), (c), and (d) of Article 87 of Kerala Financial Code, payment will not be made on these bills before the first working day of the next month.

### ARREAR CLAIMS

1. Arrear pay shall be drawn on separate bills and not in the ordinary monthly pay bill. The amount of arrears claimed for each month shall be entered separately in the bill with a reference to the bill from which the amount was omitted, or withheld or in which it was recovered by deduction. If the claim relates to an allowance or a special pay newly sanctioned, the name of the authority which sanctioned it and the number and date of the sanction order shall be entered in the bill. The drawing officer shall certify in every arrear bill that no part of the amount claimed has been drawn previously. A note of the arrear "bill shall invariably be made in the office copy of the



bills for the period to which the claim pertains, over the dated initials of the drawer of the arrear bill, in order to avoid the risk of the arrears being claimed over again.

2. As a general rule a claim against the Government if not preferred within a year of its becoming due should not be paid except after pre-audit by the Accountant-General.
3. No claim for travelling allowance will be entertained if it is made after three months from the last date of the month in which the claim has fallen due. Countersigning officers should refuse to countersign bills presented after this period.
4. All authorities subordinate to the Government are empowered, as far as the Government servants appointed by them are concerned, to authorize the Accountant-General to investigate arrear claims by such Government servants which have remained in abeyance for over an year but not over five years.
5. The period of limitation will be given below in respect of the following kinds of arrear claims against Government:-
  - (i) *Pay and allowances including leave salary.*-5 years from the date when the claim fell due for payment
  - (ii) *Travelling allowance.*-2 years from the date when the claim fell due for payment
  - (iii) *Pension.*-12 years from the date when the claim fell due for payment
  - (iv) *Gratuity.*-6 years from date when the claim fell due for payment
  - (v) *Claims for supplies made or services rendered to Government.*-3 years from the date when the claim fell due for payment
  - (vi) *All other claims.*-3 years from the date when the claim fell due for payment

## INCOME TAX

The Drawing & Disbursing Officer (DDO) is responsible for deducting appropriate income tax from the salary of all persons working in government offices, whose cases are auditable under section 44B, using chalan no. 281 for depositing TDS amount. Quarterly and annual e-TDS statements of these employees have to be filed compulsorily by DDO, in the prescribed time as detailed below.

The due dates for filing of TDS statement are:

- 15th of July for Quarter 1
- 15th of October for Quarter 2
- 15th of January for Quarter 3 and
- 15th May for last Quarter

For this all DDOs should obtain a unique identification number called TAN (Tax Deduction Account Number), a ten digit alpha numeric number, which has to be quoted in every correspondence related to Income Tax matters concerning TDS. DDO should obtain PAN of the deductee for deducting the tax at correct rate. He/she should generate Form 16 from TRACES which should be distributed to all subordinate officers.

## CHAPTER VIII: OFFICE MANAGEMENT

### SECTION 7

#### TRAVELLING ALLOWANCE

TA is classified as compensatory allowance and it should not be on the whole a source of profit to the recipient. (R 44 PI KSRs).

**Day:** means day beginning and ending at midnight; but, an absence from Head Quarter which does not exceed 24 hours shall be reckoned as one day for calculating TA, at whatever hours the absence begins or ends. (R 12 (6) PI KSRs)

**Head Quarter:** means the radius of 8k.m. around the place or office in which an officer is employed. The office in which the officer is employed is called the duty point at the Head Quarter.

No TA is admissible for journey within the Head Quarters. The items admissible are:

- (i) actual cost to the officers in Grade (III) or (IV) when deputed for duty or called to duty;
- (ii) allowance to teaching staff of Training Centres when deputed for practice teaching.
- (iii) actual fare subject to a maximum of Rs.10 to last grade employees attending treasury duty since 23-09-2002, and
- (iv) conveyance allowance to attend Annual Firing course and NCC camp. (R.64, 5,9 P II KSRs, GO (p) 567/02/Fin dated 23/09/2002 & notes 2&3 to R 57 PII).

**Pay:** means the amount drawn monthly by an officer as substantive pay or officiating pay including personal pay, special pay and any other emoluments specially classified as pay. (R 12(23) PI KSRs).

**Public conveyance:** means a train, steamer, bus, boat or other conveyance which plies regularly for conveyance of passengers (R 12 (29) PI KSR s).

**Special conveyance:** means a motor car or motor cycle/scooter engaged or used by an officer during tour for which the entire cost of its use and propulsion is paid by the officer. (note under R.31 part II KSRs).

1. No Government servant should travel at State cost unless it is absolutely necessary in public interest to do so. Tours should be so planned as to avoid long marches and frequent visits to the same place. The tendency to make more marches than halts should be firmly curbed. When a head of department or other administrative or supervisory authority visits a place he should stay there long enough to enable him to complete all local inspection in and around the area and dispose of outstanding items.
  2. Group touring should be avoided except for joint inspection which are necessary and useful.
  3. No officers of this Department are permitted to take peons with them during tour. (Government Memo No. 41426/58/A.D./Agri. 1 dated 15-9-1958.)
  4. If an officer provided with a Government vehicle finds it necessary to take with him any camp staff, he should accommodate such staff in the vehicle and see that travel-ling allowance is claimed for them on that basis.
  5. The Financial Officer to the Director has been declared as a touring officer.
1. A claim by a Gazetted Government servant for travelling allowance shall be presented on a bill in the appropriate form. When the Government servant has travelled by a circuitous route, he shall state the reason for doing so in the bill. When he claims actual expenses, he shall, in the absence of any order to the contrary, set them out in detail. When he claims travelling allowance on account of any members of his family, he shall furnish a certificate showing the number and relationship to himself of the members of his family on account of whom he makes the claim and all other relevant details. When he claims (the cost of carriage of personal effects or a conveyance, etc., he shall furnish the receipt granted by the railway or steamer company for the amount actually paid. A travelling allowance bill shall be countersigned by the controlling officer referred to in Rule 113 of Part II of the Kerala Service Rules unless the claimant has been declared to be his own controlling officer. (*See* Rules 113 and 115 of Part II of the Kerala Service Rules.)
  2. The claims of travelling allowance of clerks and other subordinates who have accompanied an officer on tour or have performed other authorised journeys shall be prepared in Form T. R. 56 [*See* also Article 97 (c) Kerala financial Code]. The Treasury shall pay such bill on the receipt of the head of the office, after countersignature by the controlling authority when the head of the office is not the controlling officer (*See* also Rules 113—116 of Part II of the Kerala Service Rules).
    - (a) The rules relating to travelling allowance are given in Part II of Kerala Service Rules.
    - (b) Officers should pay special attention to the detailed instructions and the certificates printed on T. A. bill form itself.

3. To facilitate audit and minimize correspondence, mention is also invited to the following points-

1. Ordinarily only one bill should be prepared and submitted for each month after its close. Purpose of journey should be specifically stated.
2. The hours at which a journey began and ended should always be noted. Daily allowance for absence from head-quarters on two consecutive days should not be drawn without noting the hours of departure from and arrival at headquarters.
3. The date of last visit to each place should invariably be recorded in the column provided therefore.
4. Claims on account of T A of officers summoned to give evidence must be supported by certificates from courts in the prescribed form.
5. Travelling allowance should not be claimed for journeys within a radius of eight km from headquarters nor can this distance be added on to a separate journey beyond headquarters performed the same day.
6. Fractions of a kilometer in the total of a complete journey performed by a person should be omitted and not added on to the fraction of a km due to another complete journey in the same month.
7. When the first item in a travelling allowance bill is a halt, the date of commencement of halt should invariably be stated.
8. Such of the printed certificates in the bill as are not necessary should be scored through, and those retained should each be attested with the initials of the drawer of the bill.
9. Neither the controlling officer nor the Audit Officer could pass any amount in excess of what is claimed by the drawer. If any excess is due, either the bill may be got revised before transmission for audit or the fact may be pointed out to the drawer to claim the difference in a supplemental bill, if he likes. In cases of disallowances the controlling officers should note the disallowance in red ink against the items concerned with his reasons for the same, and also against the entry in the abstract of the claims and enter the amount he passes over his countersignature.

Travelling allowance bills with the tour diaries of touring officers should be submitted to the controlling officers concerned. Details of journeys furnished in the travelling allowance bills should tally with the particulars furnished in the diaries and if any discrepancy is found it will entail delay in passing the bill.

It is the duty of a controlling officer before signing or countersigning a travelling allowance bill-

- (a) To scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly pro-tracted or that a halt was of excessive duration.

- (b) To scrutinise carefully the distances entered in travelling allowance bills.
- (c) To satisfy himself that mileage allowance for journey by railway or steamer, excluding additional fare allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and that where the actual cost of transporting servants' personal effects, etc., is claimed under these rules, the scale on which such servant's effects etc. were transported was reasonable and to disallow any claim which in his opinion does not fulfill that condition.
- (d) To check any tendency to abuse the option of exchanging daily allowance for mileage allowance.
- (e) To observe any subsidiary rules or orders which a competent authority may make for his guidance.
- (f) To satisfy himself before permitting a claim that the officer actually bought a through ticket at the rate claimed and that it was not possible for him to get through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.

Travelling Allowance is an allowance granted to an officer to cover the expenses incurred by him in travelling in the interest of public service. It includes allowances granted for the maintenance of conveyance. (R. 12 (37) PI KSRs

The following are the five kinds of TA which may be drawn in different circumstances.

1. Permanent Traveling Allowance
2. Permanent Conveyance Allowance
3. Mileage Allowance
4. Daily Allowance
5. Actual Expenses

#### **Permanent Traveling Allowance:**

It is a fixed monthly allowance granted to an officer for frequent travel within his jurisdiction. For the drawal of full amount of PTA, an officer should be on tour outside 8 km from his Head Quarters for 15 days in a month and should spend at 2 least 6 hours outside Head Quarters on each day. If this minimum tour is not performed, PTA will be reduced proportionately. Ordinarily PTA cannot be drawn during leave, temporary transfer or joining time and along with any other TA. (R 6 to 8, 53 & 54 PII)

#### **Permanent conveyance Allowance:**

This is also a fixed monthly allowance granted to an officer for traveling extensively within Head Quarters. PCA can be drawn in addition to other forms of TA. But it cannot be drawn during leave or temporary transfer or on holidays prefixed or suffixed to leave or joining time. (R 9 to 11 P II).

**Mileage Allowance:**

This is an allowance calculated on the distance traveled, which is granted to meet the cost of a particular journey. Rate of mileage in respect of different journeys (Rail, Road, Air, and Water) is varied (See parts V & VI of this note) (R.12 to 36 P II KSRs).

**Daily Allowance:**

This is a uniform allowance for each day of absence from Head Quarter, which is intended to cover the ordinary charges incurred by an officer in consequence of such absence. (R 37 to 40 P II KSRs).

**Actual Expense:**

This is the actual cost or part of the actual cost of TA, where no means of conveyance by on at the expense of the Government, or to be drawn as TA, is permissible. (R 41 Part II KSRs).

**Salient Points of Tour TA (R 12 to 52, 55to 64 and 100 to 110)**

The following are the main points to be borne in mind while calculating Tour Travelling Allowance.

- 1) The Head Quarter of an officer shall be in such a place as the Government may prescribe (R 46)
- 2) The Government may define the limits of the sphere of duty of any officer (R 47)
- 3) An officer is on tour when absent on duty from his HQ either within or beyond his sphere of duty as permitted. (R 48)
- 4) The TA drawn by an officer on tour ordinarily takes the shape of either PTA or Daily Allowance, if either of these is admissible to him. (R 52)
- 5) Minimum TA admissible is one DA, when an officer goes outside his Head Quarters on tour except in cases where means of locomotion is supplied (R 55). It cannot be drawn for any day in which a Government servant does not go outside a radius of 8 kms from the duty point or his HQ or return to it from a similar point (R 57)
- 6) For Journeys within a radius of 8 km from HQ, an officer not in receipt of conveyance allowance can be given the actual hiring charge of conveyance. (R 64 & notes)
- 7) In respect of journeys involving an overnight halt at an intermediate station either due to non-availability of connecting service or due to the cancellation of connecting air service, half daily allowance will be allowed at the rate applicable to the intermediate station for each night halt. (Note 4 under R 58) when no facility is provided by the Indian Airlines.
- 8) When two journeys are performed within a period of 24 hours, the period of absence from HQ will be treated as one day irrespective of the fact that the

- journey was performed on two calendar days, and Daily Allowance is granted accordingly. (R 56)
- 9) DA for journey and DA for halt will not be allowed on the same day (within 24 hours). An officer performing journey up to 32 km on a day can draw only DA and he cannot exchange this DA for mileage. (R 62 (a)(iii).
  - 10) When journey is performed for more than 32 km and the mileage calculated comes to less than the amount of one DA, the DA of the officer can be exchanged for mileage. (R 55 & G.D. (ii), to R 63)
  - 11) The DA admissible for halt at an out station and DA/MA admissible for the journey should be calculated separately, irrespective of whether the halt is preceded or followed by a journey which qualifies for daily/mileage allowance. (GD (i) to R 63)
  - 12) If the officer on tour returns to the first out station on the same day, DA can be exchanged for mileage allowance. In such cases, no DA in addition is admissible. (R 63)
  - 13) When Government vehicle is provided, no mileage allowance will be allowed; only incidental expenses subject to a minimum of half DA.(Note (5) R 31, (R 107 & 110 P II).
  - 14) Fraction of one rupee, ie, 50 paise or more shall be rounded to one rupee.
  - 15) In the case of long journey, an intermediate halt can be allowed after completing 200 km of distance. If such journey is late in the night such intermediate halt can be availed before completing 200 km. No DA is allowed for such halt (GD 1 to R 31)
  - 16) Half DA is allowed for intermediate halt after completing 200 km in departmental vehicle. (GD 3 to R 31)
  - 17) If journey is performed partly by Air or rail and partly by road, the mileage for road portion of not more than 32 km of distance shall not be in excess of one DA. (R 32 (to)
  - 18) Journey for a distance within 50 kms shall be commenced on the date of official duty, and the return journey shall also be on the day on which the duty is over. (note 2 to R 14)
  - 19) Time limit for claiming TA is 2 years. (25 A)
  - 20) Arrear claims shall not be allowed on revision of scale of pay, retrospective promotion, confirmation etc. But it will be admissible on belated increment in the usual course or on pay slip. (GD 1 to 3 to R 4)
  - 21) Officers who are eligible for I class accommodation will be entitled to travel in second AC coaches. Grade II (b) officers will be entitled to third AC only, and if there is no such facility, second AC will be allowed. G.O.(p) 1225/2000/Fin dated 17/10/2000.

- 22) Grade I officers traveling to metropolitan cities and other large cities will be allowed to hire taxi cars for the day. (GO (p) 707/95 Fin dated 25/10/1995)
- 23) Reservation charges paid for railway journeys in respect of the appropriate classes of accommodation will be reimbursed forming part of the fare in cases where reservation is actually required in exigencies of public service. (GD 2 under R 20)
- 24) Auto rickshaw/taxi charges at the rate admissible will be reimbursed for the journey from residence or office to Airport/Railway station/Bus station and back, subject to a maximum distance of 8 km each way. Only Grade I officers are eligible for taxi charge. (Note 3 to R 14).

### Tour TA - Data

For the calculation of Travelling Allowance, offices are classified into four as follows, as per GO(P) 7/2016 Fin dt Tvm 20.01.2016

<b>Gradation of Officers</b>	<b>Criteria of gradation</b>	<b>Eligible class of travel</b>
Grade I	All Officers who draw an actual basic pay of Rs.50400 and above and Heads of Departments, Private Secretary to Ministers and All India Service Officers irrespective of the Pay drawn by them.	II AC
Grade II (a)	Officers with actual basic pay of Rs.42500 and above, but below Rs.50400	I Class. If the train doesn't have I Class, II AC.
Grade II (b)	Officers with actual basic pay of Rs.27800 and above, but below Rs.42500. Non gazetted Officers, other Last Grade Servants when they accompany the Governor and Ministers will be treated as Grade II (b)	III AC. If the train does not have III AC, I Class.
Grade III	Officers with actual basic pay of Rs.18000 and above, but below Rs.27800	II Class



Grade IV	Officers with actual basic pay below Rs.18000	II Class
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*Note: For this purpose, basic pay includes Personal Pay.*

### How to reckon halt for Daily Allowance

1. Up to 6 hours : No DA
2. Above six hours up to 12 hours : Half DA
3. Above 12 hours up to 24 hours : Full DA
4. Halt exceeding 24 hours : apply principals 1 to 3 above
5. Halt constructively in camp on holidays : DA admissible
6. Halt in camp on holidays; but no work : No DA
7. When free boarding & lodging are allowed : 1/4DA
8. When free lodging alone is allowed : 2/3 DA
9. When free boarding alone is allowed : 1/2 DA

### TA For hilly tract

- Class I hilly tract : 25 % of TA & DA in addition
- Class II hilly tract : 12½ % of TA & DA in addition

**Note 1:** *maximum period of halt for DA is 3 months: i.e., DA at full rate for the first 10 days, at 3/4 rate for the next 20 days and at 1/2 rate for the remaining 60 days.*

**Note 2:** *Officers deputed for training to Thiruvananthapuram, Ernakulam, Kozhikode and outside the State of Kerala shall be paid Daily Allowance at full rate for the first 30 days and at ¾ rate for the remaining 60 days.*

**Daily Allowance:-** The revised rates of Daily Allowance for different grades of employees are as follows:

Grade	Inside State (Rs.)	Outside State (Rs.)
Grade I	400	550
Grade II (a)	320	450
Grade II (b)	320	450
Grade III	250	350
Grade IV	250	350

**Mileage Allowance:-**

**1. Road mileage:** Mileage Allowance for road journey will be enhanced to Rs.2 per Kilometre for all grades of officers. Grade I and Grade II Officers are eligible to travel by Express buses and Grade III & IV officers by Fast Passenger Buses. If they actually perform journeys in such public conveyances, they are eligible to bus fare + incidental expenses as admissible for rail journey.

**2. Rail mileage:**

Grade	Rail mileage
Grade I	II AC + incidental expenses @80 paise per km subject to a minimum of 1/2 DA.
Grade II (a)	I Class. If the train doesn't have I Class, II AC + incidental expenses @60 paise per km subject to a minimum of 1/2 DA.
Grade II (b)	III AC. If the train does not have III AC, I Class + incidental expenses @50 paise per km subject to a minimum of 1/2 DA.
Grade III	II Class + incidental expenses @50 paise per km subject to a minimum of 1/2 DA.
Grade IV	II Class + incidental expenses @50 paise per km subject to a minimum of 1/2 DA.

**Air Journey:-**

Heads of Departments, Private Secretary to Ministers and All India Service officers irrespective of their pay scale and officers in the revised scale of pay of Rs.55350-101400 and above will be eligible for air journey. For the Air journey, fare +incidental expenses (amount of one Daily Allowance) is admissible for each journey; but it should not exceed the economy class full fare through national airlines. G.O(P) No.296/07/Fin dated 10-07-2007.

**Transfer TA Rules (R. 65 to 67 P II)**

1. A transfer should involve a change of station. (The distance between the two places should be 8 km or more).
2. The transfer should be in the interest of public service. (No TA for transfer 'on request'. But, if the transfer 'on request' is after completion of one full year, excluding period of leave, at a station, T.A. is allowed.) GO (P) 480/89/Fin dated 01/11/1989
3. The Distance for the calculation of transfer TA should be the distance from old residence to the new residence (R 15 part II). It may be noted that a Government servant should reside within 15 km of radius from his Head Quarters.
4. When a Government servant holding substantive post, is appointed to another post as per the advice of PSC, TA is admissible as on transfer.(note 1 to R 65).

5. For temporary transfer (for a period not more than two months), no transfer T.A. is admissible. T.A. & D.A. as on tour is admissible. But, when the period is further prolonged, transfer TA shall be granted. But, no refund is necessary if the amount of tour TA already received is larger. (Note 2 to R 65).
6. 'Family' for the purpose of Transfer TA includes only wife, husband (if residing with and wholly dependent on wife), children and stepchildren residing with and wholly dependent on the officer. Father, Mother, Brother, Sister, Servants etc are not considered as family members for this purpose. (R. 67 (i). Part II)
7. A family member who follows the officer within 6 months from the date of taking over charge of the officer in the new station, and who precedes the officer not more than one month of the transfer (handing over charge at the old station) will be eligible for transfer T.A. (R 67 (le)(iii) part II).
8. TA to family member who travels from another place will also be admissible up to the distance traveled by the officer. (R 67 (le)(iii) P II).

### **TA for other journeys**

#### **1. To attend an examination (R. 77 to 79)**

TA as on tour is allowed for onward and return journey to attend an obligatory departmental examination. But, no DA is allowed. TA for this purpose shall not be allowed for more than two times.

#### **2. To teachers deputed for training (note to R.84)**

Teachers deputed for training from departmental schools are entitled to TA under the ordinary rules, for their journey to and from the Training School or College.

#### **3. To an officer under suspension (R. 85 & 86)**

An officer, under suspension is eligible for TA to attend departmental enquiry and back. But, no TA will be admissible, if the enquiry is held at an outstation at his own request. A retired officer, when called for giving evidence on a departmental disciplinary case initiated against him on a charge while in service, is entitled to TA as on Tour.

#### **4. For journeys during the course of training (R 97 & 98)**

When an officer or student not already in Government Service is selected to undergo a course of training, TA is allowed for the original journey to and the last journey from the place of training, and DA for halts at such place.

#### **5. To the family of an officer who dies while in service (R.99)**

If, an officer dies while in service, members of his family will be granted TA for the journey to his home or to any other place where the family may wish to reside, whether it is inside or outside the state, either from the place of his death or from his headquarters, provided the amount shall not exceed what would be admissible for a journey from the officers HQ to his home. TA should be claimed within three months of the death of the officer and at the rate as on transfer.

**6. On retirement to the place of Residence (R.99 A)**

TA as on transfer is allowed to an officer on his retirement, for journey to the place of residence, inside or outside the state, where he proposes to settle down after retirement. This TA should be claimed within one year of retirement.

**7. To attend Staff Council (note 3 to R.42)**

The officers who are members of the staff council are eligible for TA as on tour to participate in the council meeting.

**8. Leave Travel Concession**

As per para 38 of 9th Pay Revision Order a Leave Travel Concession is allowed to those employees who have 15 years of age, to travel to any place in the country, subject to a maximum of 2400 km, to and fro, along with their family once in their service.

**Classification of Government Officials for carrying personal effects on transfer:-**

The classification of government officials for the purpose of carrying personal effects on transfer will be as follows:-

Sl No	Category of Officers	Weight (kg)
1	Officers whose actual basic pay is Rs.50400 and above	3000
2	Officers whose actual pay is Rs.27800 and above but below Rs.50400	2000
3	All other Officers	1500

**Loading and unloading charges for journeys on transfer:-**

The revised loading and unloading charges admissible to different grades of officers for journeys on transfer will be as follows.

Grade	Rate (Rs)
Grade I	800 at each end
Grade II (a)	450 at each end
Grade II (b)	450 at each end
Grade III	400 at each end
Grade IV	400 at each end

**Transfer TA rates For rail journey**

Grade	Transfer TA For rail journey
Grade I	II AC fare + 3 times incidental expenses subject to a minimum of 1½ DAs.
Grade II (a)	I class fare+3 times incidental expenses subject to a 6 minimum of 1½ DAs
Grade II (b)	III AC fare+3 times incidental expenses subject to a minimum of 1½ DAs.
Grade III & IV	II class fare+3 times incidental expenses subject to a minimum of 1½ DAs

**For family members:**

Only fare to the class of accommodation as admissible to the officer. No incidental expenses.

*Note: 'Adult member' means one who is 12 years of age and above. 'Child' means one who is 5 years of age and above, but below 12 years of age. 'Family' includes wife/husband, children and step children residing with and wholly dependent on the officer.*

**Transfer TA rates For Road journey**

1. For the officer	: Twice the normal rate of mileage (with incidental expenses)
2. For the family	
(i) for one member	: nil
(ii) for 2 members irrespective of age limit	: one mileage
(iii) for more than 2 members	: 2 mileages
3. For Personal effect	: Thrice the mileage as admissible to the officer.

**Reimbursement of room rent:-**

The revised rates of reimbursement of room rent admissible to Officers for stay outside the State subject to the production of voucher are given below:

Grade	New Delhi, Mumbai, Kolkata, Chennai (Rs.)	Other Cities/Towns outside State (Rs.)
Grade I	2000	1500
Grade II (a)	2000	1500
Grade II (b)	1600	1000

Grade III	1600	1000
Grade IV	1100	1000

**Taxi fare for Grade I Officials:-**

Grade I Officials travelling to metropolitan cities and other larger cities are allowed to hire taxis as in the case of Government of India Officials. They are entitled to taxi fare at the rates fixed by Government from time to time for journeys on tour from residence to airport/railway station/bus stand and back. The existing status will be continued.

**Auto Rickshaw/Taxi fare for journeys on tour:-**

Auto rickshaw/Taxi fare at the rate fixed by the Government from time to time will be allowed. Maximum number of such journeys allowed a day will be two (plus one journey per tour from residence to airport/railway station/bus stand and one journey from airport/railway station/bus stand to residence) limiting the maximum distance of single journey as 15 kilometre as per rate fixed by government from time to time.

**TA Ceiling:-**

The existing rates of monthly/quarterly TA ceiling will continue until Government issue orders enhancing the same.

## CHAPTER VIII: OFFICE MANAGEMENT

### SECTION 8

#### CONTINGENCIES

The term contingent charges or contingencies are applied to the incidental expenditure which is necessarily incurred in running an office. The main items are common to most offices, e.g. Expenditure on furniture, books and periodicals, service postage and telegrams, bicycles, electric current, cleaning charges, customs duty on imported stores, freight and tour charges. It includes also incidental expenditure, which is required for technical or other reasons in the working of particular offices and departments.

#### **Classification of contingent charges**

For the purpose of control and audit, contingent charges are grouped as follows;-

1. Countersigned contingencies, and
2. Non- countersigned contingencies.

Expenditure incurred by a Government servant on countersigned contingencies is under the direct supervision of a higher authority, known as the controlling officer or authority who signs the detailed bills relating to them. In this case monthly detailed contingent bills have to be submitted to the controlling officer for check and counter signature.

Non- countersigned contingencies are those for which detailed bills are not required to be sent to the controlling officer but which are under the direct audit of the Accountant General

Contingent charges may again be classified according to the sanction into –

- (a) Ordinary contingencies, i.e., those which are incurred by disbursing officers as occasion for them arises without sanction of any higher authority.
- (b) Special contingencies i. e., contingent charges which are of a special character (whether recurring or non- recurring) cannot be incurred without the special sanction in each case of a superior authority. These include supplies and services and periodical charges, such as rents, etc.

#### **Contingent Register**

A register of contingent expenditure should be kept in each office in form No. 10 of Kerala Financial Code. Separate registers may be opened if convenient for the countersigned and non- countersigned contingencies. The following points should be observed in maintaining the register: -

- (a) The pages should be numbered in advance
- (b) The allotment for the year under each secondary unit should be entered at the top of each page in the space provided.
- (c) The bills should be serially numbered from the commencement to the end of the official year.
- (d) The money column should be used for posting figures only
- (e) A progressive total for each column should be struck monthly immediately after the monthly total. It should include all payments and bills paid by book transfer under each head from the beginning of the year up to the end of the last completed month. Care should be taken to arrange the heading of the columns of the Contingent Register according to those printed in the contingent bills.
- (f) Dates of vouchers and bills should invariably be entered as well as the payee's name. In the column to whom paid "the Vendor " or other payee's name should be entered. The name of the disburser should be entered only when the wages of coolies, etc., are paid.
- (g) Very brief but intelligible reports should be furnished against each item of expenditure including work bills in the remarks column.
- (h) The officer in charge should initial each entry in the space allotted for the purpose.
- (i) The date and place of encashment should be noted against the amount of the respective bill in the "remarks" column.
- (j) Advances drawn should be shown separately in red ink, in the advance column under the initials of the officer in-charge and accounted for immediately below it. If this is not done, the number of the page in the register where they are accounted for should invariably be noted against the corresponding advance.
- (k) Advances made from the permanent advance to peons for railway fares and office expenses in camp, etc., should be entered immediately after disbursement in the proper column in the Register. When each advance is subsequently adjusted the fact should be noted in the remarks column.
- (l) The amounts of the bills paid by book transfer should be entered in the contingent register in red ink and the balance of appropriation available should be reduced accordingly.

### **Vouchers**

(a) Subject to the provisions of clause (b) below a Government servant shall obtain for every disbursement which he makes on behalf of the Government including every repayment of money which has been deposited with the Government, a voucher setting forth full and clear particulars of the claim, using as far as possible the particular form, if any, prescribed for the purpose and shall obtain at the time of making payment, either on the voucher or in a separate sheet to be attached to it an acknowledgement of the payment signed by the payee by hand and in ink. When possible he shall require the payee to note the actual date of payment in his acknowledgement. When it is not possible for the payee



to note the actual date of payment either due to his illiteracy or because he is required to present a signed receipt before payment is made the disbursing officer shall enter the actual date of payment on the relevant voucher with his initials either separately for each payment or for groups of payment as may be found convenient.

If a payee is unable to write, his signature on the acknowledgement shall be taken in the form of his marks or preferably his thumb impression, attested invariably by some known person.

If a payee signs his acknowledgement in a language other than English, he shall be required to write also the amount acknowledged in words in that language in his own handwriting. His acknowledgement, including the amount acknowledged and any remarks made by him, shall be translated into English and his signature shall be trans-literated in Roman characters. If a payee cannot sign his name in a script known to the disbursing officer or a member of his staff, or if he can sign in a script known to one of them but cannot write the amount acknowledged in words in it, the procedure applicable when a payee is not able to write shall be followed.

*(b)* If, in very exceptional circumstances, it is quite impossible to furnish a proper voucher with the payee's acknowledgement in support of a payment, a certificate of payment showing the particulars of the claim, signed by the disbursing officer and endorsed by his immediate superior, shall be placed on record.

*(c)* A disbursing officer may retain a certified copy marked 'Duplicate' of a receipted voucher, when this is necessary in order to complete the record in his office, but the payee shall not be required to sign any such copy or to give a duplicate acknowledgement of the payment.

*(d)* No voucher shall be treated as a valid voucher unless it bears a distinct pay order, specifying the amount payable both in words and in figures separately and signed or initialed and dated, by hand and in ink by the responsible disbursing officer. Cashiers and other Government servants who are authorised to make payments on passed vouchers shall not make any payment on a voucher unless it bears pay order satisfying the requirements.

*(e)* All vouchers and aquittances are important documents and should be filed and preserved carefully in the office concerned, when they are not sent elsewhere for audit in accordance with the rules.

### **Cancellation of Sub-Vouchers**

*(a)* Sub-vouchers to contingent bills should be 'cancelled' in such a manner that they cannot subsequently be used fraudulently to claim or support a further payment.

*(b)* Whenever a drawing officer signs a fully-vouched contingent bill for presentation at the treasury for payment or a detailed contingent bill for submission to the controlling authority, he should at the same time cancel all the sub vouchers which relate to the bill but are not attached to it and are retained for record in his office. He should endorse the word 'cancelled' across each such sub-voucher in red ink or by a rubber stamp, and initial it with the date. He should certify on the bill that all the sub-vouchers

relating to it other than those attached to it have been so cancelled that they cannot be used again. When the amount of a sub-voucher exceeds the permanent advance, it should be cancelled in the manner described above, as soon as the payment has been made and entered in the contingent register.

Whenever a controlling authority forwards a detailed contingent bill to the Accountant-General, he should cancel in the manner described above all the sub-vouchers received with the bill but not forward it to the Accountant-General and should certify on the bill that all such sub-vouchers have been so cancelled that they cannot be used again.

- (c) Sub-vouchers which are sent to the Accountant-General should not be cancelled either by the drawing officer or by the controlling officer. They will be cancelled in the office of the Accountant-General after audit under the rules of the Audit Department
- (d) No sub-voucher should be destroyed until three years have elapsed from the date of the payment (*See Article 358 of the Kerala Financial Code*).

### **Mazdoors paid from Contingencies**

The Mazdoors employed in this Department (not belonging to the Last Grade Service) belong to the class of non-pensionable menials establishment whose pay is debit-able to contingencies. Labourers employed in Live-stock and Poultry farms are of two kinds, viz., (1) Regular Labourers whose wages are paid monthly and (2) Casual labourers on daily wages.

### **Muster rolls**

1. Muster rolls should be maintained for all labourers on manual labour paid at daily or monthly rates and the contingent bills in which their wages are drawn should be supported by the following certificate signed by the disbursing officer:  
 "Certified that all labourers or Mazdoors whose pay has been charged in this bill were actually entertained in Government service during the period concerned."
2. In the cases of all other Mazdoors, the contingent bill in which their pay is drawn should show the class to which each menial belongs and the sanctioned rate of pay.
3. The part time contingent sweepers will be employed in new offices and also against arising vacancies in future only in accordance with the rules i.e. after getting the names from the employment exchange. Under no circumstances will any person be engaged otherwise than through employment exchange. If there is delay in making such postings, the vacancies can be filled up for two months only, through a contract with the local Kudumbasree Society. The society shall be paid as per the existing rules, as monthly remuneration subject to the condition that the total monthly payment will be made to the society and not the individual.

Creation of the post of Part Contingent sweeper in newly formed offices shall be done strictly on the basis of the new guide lines.

If the sweeping area is below 100 sq: meter, a casual sweeper through Kudumbasree (on a monthly pay of Rs.4000) can be engaged by the Head of the Office without creating a post. (G.O.(P). No. 74/14/Fin dated 20/2/14)

If the sweeping area is 100 sq: meter: or above but below 800 sq: meter the matter will be taken up immediately with the Government for the creation of the post of PTS.

If the sweeping area is 800 sq: meter or above but below 900 sq: meter, a PTS and a casual sweeper will be engaged.

If it is above 900 sq: meter: 2 PTS can be engaged. The same logic will apply if the area exceeds 1600 sq: meter

*For further details refer: GO (P) No; 501/2005/Fin dated: 25/11/2005, TVPM*

### **Casual Labourers—Leave and other benefits**

For permanent casual labourers working in the Government farms and who have put in more than 240 days in one calendar year are given the following benefits:—

- (i) One day's leave with pay for every 20 days work.
- (ii) Gratuity at the rate of 15 days average wages for every completed year of service for those who are retrenched from service or on superannuation. Only those who have put in not less than 5 years continuous service will be given gratuity. Fifteen months' wages will be the maximum gratuity payable.
- (iii) Maternity benefits to women labourers, i. e., maternity leave up to a maximum of 12 weeks for women workers and maternity benefits at the rate of Rs. 5-75 a week or 7/12th of the average daily wages whichever is higher. [G.O. (Ms.) 1048/62/ Agriculture Dept. (Estt.) dated 20-9-1962]
- (iv) All labourers of the Farms, irrespective of being casual or permanent will be granted seven festival holidays with full wages subject to the conditions laid down in the Kerala Industrial Establishments (National and Festival Holidays) Act, 1958.

### **ELECTRICITY CHARGES**

A centralized system of payment of electricity charges has been introduced vide G.O(P)No.706/2012/Fin dated 26/12/2012, under which the Heads of Departments shall make all payments of electricity charges in respect of all his subordinate offices directly to KSEB.

The Director of Animal Husbandry is empowered to sanction advertisement charges as per the existing rules, in each case subject to the condition that the rates are approved by the Director of Information & Public Relations.

[G. O. (MS.) No;322, dated 8-7-1963, Public (O & M) Dept.]

The Deputy Director (Veterinary), Deputy Director (Extension), the Deputy Director (Poultry) and Deputy Director (Key Villages) are competent to sanction advertisement charges published in the dailies accepted by Government as per the existing rules, at a time on payment of charges on rate approved by the Director of Information & Public Relations subject to budget provision.

[G. O. (Ms.) 987/Agri., dated 19-11-1963]

The District Animal Husbandry Officers are authorized to sanction advertisement charges as per the existing rules, subject to the budget provision and subject to the conditions that the rates are approved by the Director Information & Public Relations.

[G. O. (Ms.) No. 493/Agri., (G.), dated 4-5-1959.]

### **PHOTOGRAPHIC CHARGES**

The Director of Animal Husbandry is empowered to sanction photographic charges in the public interest as per the existing rules. [G. O. (Ms.) No. 234/Agri. (C.), dated 4-3-1959.]

*Refer delegation of powers of Director of Animal Husbandry*

The District Animal Husbandry Officers and Superintendent of Farms are authorised to incur expenditure on account of photographic charges as per the existing rules, subject to the availability of funds under contingencies. [G. O. (Ms.) No. 265/Agri. dated 10-3-1959].

*Refer delegation of powers of DAHO and Superintendent of Farms*

The delegation does not, however, extend to the purchase or making of cinematographic films for which the sanction of the Government is necessary.

## CHAPTER VIII: OFFICE MANAGEMENT

### SECTION 9

#### ADVANCES

#### Advances on transfer

These advances are granted in accordance with the following rules: -

(a) *Eligibility for Government servants for an advance* - Advances of pay and/or travelling allowance are granted to a Government servant who receives an order of transfer during duty or leave.

(b) *Sanctioning Authority*—The authorities shown below have power to sanction these advances to the extent indicated against each:—

No.	Nature of advance	Authority competent to Grant sanction
1	Advances of pay and travelling allowance to a Government servant in permanent employ	All Government servants who are authorized to draw pay and travelling allowance bills of establishment.
2	Advances of pay and travelling allowance to a temporary or officiating Government servant who has no substantive post but who is not likely to be discharged within four months, and an advance of travelling allowance only to any other temporary or officiating Government servant who has no substantive post.	The Head of the Department or the Head of the Office to whom the Head of the Department has delegated this power subject to any conditions and instructions imposed by the Head of the Department.

Note :—The Government servants authorised to draw pay and travelling allowance bills of establishments may sanction advances of pay and travelling allowance to themselves.

(c) (i) Conditions on which an advance is granted : -

An advance should not exceed one month's pay plus the travelling allowance to which the government servant is expected to become entitled under the rules in consequence of the transfer.

Note 1 - The advance of pay will be limited to the extent of the pay the government servant is in receipt of immediately before transfer or the pay that he will be entitled to after transfer, whichever is less.

Note 2 - If a government servant holds a temporary post, or officiates in a post without a lien on a permanent post or officiates in a higher post but has lien on a permanent lower post only, his pay for the purpose of this rule will be his pay in the temporary post or his officiating pay as the case may be.

- (i) An advance on account of a transfer should invariably be recorded on the Government servant's last Pay Certificate. [See also Rule 168 (f) of Part V of the Kerala Treasury Code].
- (ii) The advance of pay should be recovered from the government servant's pay in three equal monthly installments, and the first installment should be deducted from the first full month's pay drawn after the transfer. The first two installments should be fixed in whole rupees, and the remaining balance including any fraction of a rupee should be recovered as the third installment. The advance of travelling allowance should be recovered in full in the Government servant's travelling allowance bill for the journey in question. The Government servant should present this bill as soon as possible after the close of the month in which the journey was performed, and if the amount of the bill is less than the advance, he should refund the balance in cash at once. When recoveries have to be made from the same Government servant on account of more than one advance pay drawn on transfer, the recoveries should be made concurrently. Any amount recovered from the government servant in excess of the advance drawn should, if it remains unclaimed for one year from the date of the last recovery, be credited as revenue to the Government.
- (iii) If any member of a Government Servant's family does not accompany him but follows him within six months from the date of his transfer a separate advance may be granted at the time on account of the travelling expenses of that member, provided that no advance has already been drawn for the same purpose.

When a single advance is drawn for the travelling expenses of both the Government servant and his family, it may be adjusted by submitting more than one bill, if the members of the government servant's family do not actually complete the journey with him. The Government servant should however, certify on each adjustment bill that he will submit a further bill in due course for the travelling allowance admissible on account of the members of his family (to be specified) who have not yet completed the journey and that he expects the amount claimed in that bill to be not less than the balance left to be adjusted. If necessary, he should refund a part of the balance in cash before signing this certificate.

### Other Advances

Loans and advances are granted for Thiruvonam festival, purchase of mosquito nets, purchase of conveyance viz., motor cars, motor cycles and bicycles, for the construction of houses and for performing tours. The details regarding the drawal and the mode of remittance of these advances will be governed by the relevant rules in chapter X of the Kerala Financial Code and by the Government orders issued from time to time.

## CHAPTER VIII: OFFICE MANAGEMENT

### SECTION 10

#### BUDGET AND ACCOUNT

##### Preparation of Budget Estimates and Revised Estimates

1. The budget estimates of expenditure and receipts for the financial year are due to Government before 1st of November or earlier as prescribed from time to time every year.
2. The departmental subordinate officers should prepare and forward consolidated estimates so as to reach the head office not later than 1st October each year. The estimates for Plan and non-Plan expenditure should be furnished separately. The estimates for Plan schemes should be shown scheme-wise under the group head "Schemes under the Five-Year Plan" under each minor head concerned. The estimates of revenue should be furnished in the form prescribed in para 15 of Budget Manual.

The budget estimates fall in the two parts. Under Part I, the ordinary actual estimates based on "Standing Sanctions" alone are included. Proposals for the abandonment of existing revenue and for schemes of new expenditure should not be taken into account in framing Part I estimates but should be submitted as Part II schemes.

The following instructions should be borne in mind while preparing the budget estimates and revised estimates:—

- (i) All heads of offices should prepare the statement in the form prescribed.
- (ii) Separate statement should be prepared for each minor head.
- (iii) The revised estimate for the current year should be prepared with great care and should be approximately as close to the actuals. Provisions should be made for such item of expenditure, which are really necessary.
- (iv) In the case of new schemes, which are introduced during the current year, the date of introduction and the approximate estimate of expenditure for the current year should be furnished in the remarks column.
- (v) Brief and clear explanation of material variation between the budget and revised estimates of the current year and the budget estimates of the coming year should be furnished.
- (vi) The budget statement should be accompanied by the statement showing the details regarding provisions made for pay of officers and pay of establishment. Estimates should be framed on the basis of the expenditure likely to be incurred for the existing staff and the actual pay to be drawn by them. No provisions should be made for posts which are kept in abeyance. If senior officers are expected to be on other duty or on

deputation, provision should be made in the budget estimate not for senior officers but only for the substitute who may be drawing a lesser pay.

### INCREASES TO CADRES OF SERVICES OR POSTS

Proposals to increase the cadres of services or the number of posts of a particular kind either permanently or as a temporary measure should be treated as Part II schemes, except in the following cases:—

(a) Additions to cadres of subordinate services or additional non-gazetted posts which are required either as a temporary measure or permanently to deal with normal increases of work according to the existing standards of administration or revision of pay scales in a Department provided that the additional cost does not exceed Rs. 2,500 per annum.

*Note*—If work-charged establishment is replaced by temporary or permanent staff, such proposals need not be treated as Part II Schemes, provided the extra cost on account of leave and pension charges does not exceed Rs. 2,500.

(b) Temporary additions to cadres purely for temporary work, e. g., revision of departmental manuals, which is expected to last only for a few months and to cost only a small amount

(c) Temporary additions to cadres of services and temporary additional posts in the Public Works Department to supplement the quasi-permanent and permanent cadres for the execution of original works in progress and minor works for which special temporary establishments have not been employed, provided the additional cost does not exceed Rs. 2,500 per annum.

(d) Additions to cadres of services or additional posts, the cost of which is recovered together with leave and pension contribution or the cost of which is recovered in part so as to leave only a trivial amount to be debited to State Revenues.

(e) Permanent retention of establishment which has been sanctioned on a temporary basis in the first instance.

(f) Extension within the budget year, to temporary additions to cadres, when such extension is considered essential.

A statement showing the sanctioned strength, details of the total staff provided for in the current year's budget, their scales of pay, the actual pay they are drawing and the actual strength now on duty should also be forwarded. The variations in the number of sanctioned strength and the existing staff should be explained.

1. Separate statement should be furnished along with, the estimates showing the details of provisions made on account of fixed travelling allowance and conveyance allowance, other than ordinary travelling allowance, local allowance, duty allowance, and special allowance.
2. Full details for the provision proposed under recurring contingent expenditure, such as rent, pay of menials, telephone charges, etc., should be furnished in separate statements.



3. A detailed statement showing the names of the offices in which phones are installed, number of phones installed and the annual rent payable for the phones should also accompany the Budget Estimates.
4. Provision should be made in Part I—Estimates only for works, which have been sanctioned by the Government or other competent authority. Full information should be given as to whether the works for which provision is included in the Revised and Budget Estimates are new works or works in progress and whether the works have been sanctioned by the Government.

### **Preparation of monthly statement of receipts and charges**

The statement should include every item, which an officer has drawn or credited to Government either by him-self or through his subordinates. The details in the statement should be in strict conformity with the heads in the budget distribution statement. Total should be given for each group head, such as pay of officers, pay of establishment, allowances, etc. The statement should include all payments made into the Treasury” and all sums drawn from the treasury during the treasury month to which the statement relates. Where officers operate in more than one district, the name of the district and the treasury or sub-treasury should be furnished. Figures should be grouped separately for each district. Particular care should be taken to classify receipts and expenditure under the correct budget heads of account, details under each head being furnished where necessary. The number and date of treasury receipts should be noted in support of the receipts during the month with the name of the treasury, sub-treasury or bank concerned. All references and memoranda of discrepancies on the monthly accounts should ordinarily be replied within three days of receipt by the Head of Office and if in any case information has to be got from outside, they should not be delayed beyond seven days at the latest. All final orders regarding correction in the account should be carried out forthwith. Rush of expenditure in March is objectionable. Monthly expenditure should as far as possible, be proportionately maintained.

### **Reconciling Departmental Figures and Treasury Figures**

1. All heads of offices should reconcile their figures with the treasury figures before they forward their monthly statements of charges and receipts to the Director. They should see that the reconciliation work is completed not later than the 5th of each month without fail. The heads of offices who are stationed in or near the District Head Quarters as well as those who are stationed away from the District Treasury and who have been specifically authorised to do so should send their clerks to the District Treasury for the purpose of reconciliation. If there are discrepancies between the Treasury figures and departmental figures the treasury figures should be furnished and the discrepancies explained. The following certificates should be furnished: —

“Certified that the departmental figures were verified and reconciled with those of the Treasury on.....and found correct except those for which explanations are furnished”.

3. Heads of offices who draw bills on treasuries outside their district headquarters should forward a list of bills cashed to the District Veterinary Officers concerned so as to reach them on or before the 3rd of every month

The District Animal Husbandry Officers should get the list verified with the Treasury and return them to the concerned officers with a certificate of verification, along with treasury figures wherever discrepancies are found. A list of bills cashed under each head of account in the following form should be appended to the statement of charges.

*List of bills cashed during the month of..... Animal Husbandry*

<i>Head of account</i>	<i>Bill Number</i>	<i>Date of encashment</i>	<i>Name of Treasury &amp; District</i>	<i>Amount</i>	<i>Treasury figures In case of discrepancy</i>	<i>Treasury voucher number and designation of drawing officer</i>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>

### **Government of Kerala**

#### **Guidelines for Regularization of Existing Eligible Casual Sweepers and Appointments against Future Arising Vacancies of Sweepers / Cleaners in Government Offices**

**G.O. (P) No. 501/2005/Fin. Dated, Thiruvananthapuram, 25th November 2005.**

1. For the regularization of the existing casual sweepers (where the sweeping area exceeds 100 sq. mtrs.), creation of posts of part-time contingent employees depending on the sweeping area has to be made. The sweeping area will be calculated in accordance with the guidelines given in the Appendix. As far as regularization of existing casual sweepers are concerned, the measurement will be made by the PWD official after notice to the incumbent casual sweeper and in his presence. The incumbent casual sweeper will also sign in the format at Annexure either agreeing with the measurement or disagreeing with it. This exercise will be completed in all cases by 15-12-2005. If, on fixation, the area is seen to exceed 100 sq. mtrs. and if there is no post of part time sweeper sanctioned for the office in question, but there is a casual sweeper being engaged,

the Head of the Office shall immediately take up with the Govt for creation of a post of part-time contingent sweeper. Copies of the certificate of the PWD Engineer and full details of the case in the proforma in the Annexure shall be furnished along with the proposal. The Administrative Dept. in Govt. shall then issue orders before 21-1-2006, in consultation with the Finance Dept., for the creation of the post of part-time sweeper in relaxation of the economy orders and absorbing the existing casual sweeper by giving the remuneration of Rs. 1250 plus DA p.m. (for area of 100 sq.mtrs. and above but below 400 sq. mtrs.) and Rs. 1500 plus D.A. p.m. (for area of 400 sq. mtrs. and above but below 800 sq. mtrs.). The posts shall be created with effect from the date of appointment of the incumbent as Casual Sweeper or from 18-6-2001 [i.e. 3 years preceding the date of judgment vide ref. (10) above] whichever is later. In the case of those covered by earlier orders of the High Court (for regularization) the relevant date shall be the date of appointment of the incumbent as Casual Sweeper or the date 3 years preceding the date of such judgment ordering regularization, whichever is later. The absorption/regularization shall be done with effect from this date only. Back arrears shall be payable only with effect from this date of regularization. The period spent prior to regularization shall not count for any purpose.

2. If, on re-fixation of the area, it is found to be less than 100 sq. mtrs. (requiring only a casual sweeper @ Rs 600 p.m.) and if there is a casual sweeper already working, he/she shall continue without disruption, getting only Rs 600 p.m.

3. There could be a few cases where the existing casual sweepers were terminated in accordance with the Government order of 19-7-2003 and new persons selected through Employment Exchange. There would then be 2 claimants for the same post. This would be decided on a case to case basis, if necessary, accommodating such persons in other offices. Such cases will also be reported to Government and absorption done only under the orders of the Government.

4. The guidelines at Appendix shall also be applied to offices which already have part-time contingent sweepers. If, consequent to the re-fixation of the area in such offices in accordance with the guidelines, the sweeping area increases from below 400 mtrs. to above 400 mtrs., the part-time sweeper concerned shall be entitled to the higher remuneration of Rs. 1500 plus D.A., but with effect from the date of the Government Order only. If the area reduces from above 400 mtrs. to below 400 mtrs., the remuneration of the particular part-time sweeper shall not be reduced from Rs. 1500 plus D.A. The existing incumbent shall continue to get what he was getting. But the employee posted against the next vacancy should be given wage as per the rules. If, on fixation, the sweeping area reduces from above 100 sq. mtrs. to below 100 sq. mtrs., the remuneration of the existing part-time sweeper, if he is getting Rs 1250 p.m. plus D.A., shall not be reduced. He shall continue to get what he was getting. Here also, the next vacancy in the post should be filled up by a casual sweeper only, by paying Rs. 600 per month.

5. All existing premises will be got certified once again, over the next 1 year. The certification of sweeping area shall be done once in 5 years. The responsibility for this shall be with the Head of office in question.

6. Part-time contingent sweepers will be employed in new offices and also against arising vacancies in future, only in accordance with the rules i.e., after getting the names from the Employment Exchange. Under no circumstances will any person be engaged otherwise than through Employment Exchange. If there is delay in making such postings, the vacancies can be filled up for two months only, through a contract with the local Kudambasree Society. As the sweeping work requires only 1 to 2 hours of work a day, the Society shall be paid @ Rs. 4 per sq. mtr. plus Rs. 250 as monthly remuneration, subject to the condition that the total monthly payment shall not be less than Rs. 600. It is reiterated that the payment will be made to the society and not the individual.

7. Creation of the post of part-time contingent sweeper in newly formed offices shall be done strictly on the basis of the new guidelines in the Appendix. As it will not be possible to assess in advance the sweeping area in respect of newly formed offices, such posts shall be created only after assessing the sweeping area. Sweeping area shall be determined in accordance with the new guidelines. If the sweeping area is below 100 sq. mtr., a casual sweeper (on a monthly pay of Rs. 600) can be engaged by the Head of Office without creating a post. Even if the Government order sanctioning posts in the new office permits engaging a part-time contingent sweeper, only a casual sweeper will be engaged if the sweeping area is less than 100 sq. mtrs. If the sweeping area is 100 sq. mtrs., or above but below 800 sq. mtrs., the matter will be taken up immediately with the Government (in the proforma given in the Annexure along with the certificate issued by the PWD Engineer) for the creation of the post of part-time contingent sweeper. After the post is created, a part-time contingent sweeper will be engaged, but only through Employment Exchange. This should be done within two months. He/she should be paid wages as per the sweeping area (Rs. 1250 plus D.A. for sweeping area of 100-400 sq. mtrs. and Rs. 1500 plus D.A. for a sweeping area of 400-800 sq. mtrs.).

8. If the sweeping area is above 800 sq. mtrs. but below 900 sq. mtrs. a part-time contingent sweeper and a casual sweeper will be engaged. If it is above 900 sq. mtrs. 2 part-time contingent sweepers can be engaged. The same logic will apply if the area exceeds 1600 sq. mtrs., etc. For this also the matter is to be taken up with Government in the proforma given in Appendix with the certificate from the concerned Engineer of the Public Works Department. The concerned Department will issue orders to create the posts in consultation with the Finance Department. Till the candidate sponsored by the Employment Exchange reports for duty, the agreement with the Kudambasree may continue. On no account shall casual sweepers be engaged in such cases.

All the Government Orders referred to above will stand modified to the extent indicated in this Government Order. The G.O. (P) No. 361/2005/Fin. dated 2-8-2005 stands rescinded.

By order of the Governor,

K. JOSE CYRIAC,  
Principal Secretary (Finance).

## APPENDIX

### Guidelines for Determination of Sweeping Area

1. Sweeping area means the aggregate of the following:
  - (a) Carpet area i.e. the usable floor area, excluding the area of terrace, car porch, staircases, lift wells, escalators, ducts, toilets, air condition plant room and electrical control room.
  - (b) Area of car porch, staircase, verandah or corridor, if such car porch, stair case/verandah/corridor is under the exclusive use of the office in question, provided it is used regularly by the office staff and/or the general public and if it is to be swept regularly. Thus, for example, that portion of the stair case leading to a terrace which is not used need not be swept, so will be excluded from the sweeping area.
  - (c) Toilets used exclusively by the office in question or the general public visiting such an office, if it is to be washed and cleaned regularly.
  - (d) If there is a courtyard attached to the office, then the area of the courtyard actually swept, subject to the condition that this shall not exceed one third of the aggregate of (i), (ii) and (iii) above.
2. In cases where common areas such as car porch, staircase, verandah, corridor, landing, etc. are shared by the office in question with other State Govt. or quasi State Govt. offices only, such common areas shall be apportioned among the various offices in question, in proportion to the carpet area of each such office.
3. If the common areas of car porch, staircase, verandah, corridor, landing, etc. are shared with private premises, then that portion of the common area appurtenant to the office in question alone will be included in the sweeping area, subject, of course, to the condition in sub para (iv) of para I above.
4. For all offices, the sweeping area will be assessed, fixed and certified by an officer of the PWD Buildings Division, not below the rank of an Assistant Engineer. A rough sketch of the area indicating the correct measurements and calculations will be prepared by the Engineer and this shall be made available to the Head of the Office in question. The certification of the sweeping area shall be done once in 5 years. All existing premises will also be got certified once again over the next 1 year. The responsibility for this shall be with the Head of the Office in question.
5. In case for any particular office in question, there are difficulties in applying these guidelines or where further clarification is considered necessary, the engineer concerned shall bring the same to the notice of the Finance Dept. in Govt. directly, without attempting to interpret or extend or modify these guidelines and their application. Copies of such communication shall also be sent through proper channel.



**MANUAL OF ANIMAL HUSBANDRY DEPARTMENT**

Revised Edition

**CHAPTER IX**

**VETERINARY COUNCIL & EDUCATION**

**Section 1 Veterinary Council**

Section 2 Indian Veterinary Council Act

Section 3 Veterinary Education in Kerala





## CHAPTER IX: VETERINARY COUNCIL & EDUCATION

### SECTION 1

#### KERALA STATE VETERINARY COUNCIL

The Kerala State Veterinary Council (KSVC) is a statutory body established under the Indian Veterinary Council act, 1984 (52, of 1984) enacted to regulate veterinary practice. The state veterinary council is a statutory body established as per the provisions of sections 31 to 42 (chapter VI) of the act and is a body corporate by such name notified in the official gazette with power to acquire, and hold property, both movable and immovable, and shall by the said name sue or be sued.

#### History

Indian Veterinary Council Act, 1984 (52 of 1984) was enacted in 1984 and was published in the Extraordinary Gazette of India dated 21<sup>st</sup> August, 1984 to regulate veterinary practice (including veterinary education- pl. see section 15 to 22 of the act) and to provide for that purpose, for the establishment of a Veterinary Council of India and State Veterinary Councils and the maintenance of registers of persons qualified to engage in veterinary practice for the whole of India and matters connected therewith or ancillary thereto;

The Indian Veterinary Council Act came into force in Kerala from 1.12.1986 as provided in the Act, as per the Government of India Notification No. 23/116/84/LDT (LHS) dated 28.11.1986.

A three member Registration Tribunal appointed by Government of Kerala in 1988 prepared the Primary Veterinary Practitioners' Register and Kerala State Veterinary Council was constituted according to Section 32 of the Act. The first election to the State Veterinary Council was conducted in 1996.

### **Kerala State Veterinary Council**

The Kerala State Veterinary Council is a body corporate consisting of 11 Members (3 Government nominees, 4 elected members, 3 ex-officio members and 1 IVA nominee). The office of the Council is functioning in its own building at Peroorkada, in Thiruvananthapuram district. The Kerala State Veterinary Council has jurisdiction in the State.

### **Mission**

To protect the interest of public by regulating the Veterinary practice by any person by promoting professional efficiency development and minimal ethical standards and code of conduct as is provided from time to time in the regulations made under the provisions of the Indian Veterinary Council Act 1984 (52, of 1984).

### **Objectives**

1. Ensure quality veterinary services to the public in harmony with the nature and social values by regulating veterinary practice.
2. Preparation and maintenance of the Veterinary Practitioner's Register.
3. Impart desirable quality improvement in the profession.
4. Impart desirable quality improvement among professionals.
5. Maintain professional etiquette and code of ethics.
6. Detect and curb the veterinary practice without authority.

<b>Sl.No</b>	<b>Post</b>	<b>Appointing authority</b>
1	<b>President</b>	<b>Elected from among the members</b>
2	<b>Registrar</b>	<b>Appointed in the first instance by government of Kerala and by the council with the prior approval of the govt.</b>
3	<b>Members - 8 Nos.</b> (a) 4 members  (b) 3 members  (c) 1 member	<b>Elected from among the registered veterinary practitioners entered in the Indian Veterinary Practitioner's Register for the time being.</b>  Nominated by the Government  Nominated by the IVA
4	<b>Ex officio Members</b> • Director of Animal Husbandry • Dean, College of Veterinary & Animal Sciences , Mannuthy	

	<ul style="list-style-type: none"><li>• Registrar- Kerala State Veterinary Council</li><li>• Associate Dean, Pookode, Wayanad</li></ul>
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*For further details Refer* : [www.keralaveterinary council.com](http://www.keralaveterinarycouncil.com)

**ADDRESS** - Kerala State Veterinary Council

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## **CHAPTER IX : VETERINARY COUNCIL & EDUCATION**

### **SECTION 2**

#### **INDIAN VETERINARY COUNCIL ACT**

**Refer Indian Veterinary Council Act**

## **CHAPTER IX: VETERINARY COUNCIL & EDUCATION**

### **SECTION 3**

#### **VETERINARY EDUCATION IN KERALA**

As per the recommendation of Education Commission of 1964 - 65 to establish one Agricultural University in each state in India, 29 Agricultural Universities have been established in the different parts of the country in order to promote studies in agricultural sciences including Veterinary science. In addition the Indian Agricultural Research Institute New Delhi, the Indian Veterinary Research Institute Izatnagar (Bareilly), the National Dairy Research Institute Karnal and the Central Institute of Fisheries Education Bombay have the status of deemed universities

#### **Kerala Veterinary and Animal Sciences University (KVASU)**

Kerala Agriculture University came into existence on 24th February 1971 under the Agricultural University Act 1971 at Vellanikkara, Thrissur and Veterinary education

was under the Kerala Agricultural University till December 2010. In December 2010 the full-fledged Kerala Veterinary and Animal Sciences University (KVASU) was established offering education, research and extension services in the field of Veterinary and Animal Sciences. Located at Pookode, Wayanad District in the State of Kerala, South India, KVASU comprises two Veterinary Colleges – College of Veterinary and Animal Sciences, at Mannuthy and Pookode respectively, one College of Dairy Science and Technology at Mannuthy and Research Stations, Veterinary Hospitals and Farms in different parts of Kerala. The University offers Under Graduate, Post Graduate, Diploma, Doctoral and Certificate Training Programmes in various disciplines of Veterinary and Animal Sciences. The College of Veterinary and Animal Sciences at Mannuthy, established in 1955 by the Government of Kerala, is a pioneering institution in the field. The alumni of this college are working in different spheres across the globe. The University's motto of 'ideas in action' clearly indicates the envisaged objectives of this institution and commitment to the farming community.

**The University is presently enhancing the available infrastructural facilities:**

- To cater to the needs of the emerging University to international level;
- To function as tropical referral and training center in the area of tropical Animal production and Veterinary medicine;
- To offer multidisciplinary courses in the area of Veterinary and Animal Sciences including Wild Life Science and improving the employment opportunities in the sector and out of the country;
- To strengthen the bond between the scientists and the farmers by speedy technology transfer which will trigger the overall rural development of the region and give a boost to the country's target for achieving the millennium development goals within a short span of time.

**INSTITUTIONS UNDER THE KERALA VETERINARY UNIVERSITY**

1. College of Veterinary and Animal Sciences, Mannuthy, Thrissur
2. College of Veterinary and Animal Sciences , Pookode, Wayanad
3. College of Dairy Science and Technology, Kolahalmed, Idukki
4. Kelappaji College of Dairy Technology, Thavannoor



**MANUAL OF ANIMAL HUSBANDRY DEPARTMENT**

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**CHAPTER X****ACTS AND RULES**

- Section 1. Acts and Rules
- Section 2. The Schedule
- Section 3. List of countries from which valid certificate shall be accepted
- Section 4. Right to Service Rules -2012





## CHAPTER X: ACTS AND RULES

### SECTION -1

#### ACTS AND RULES

##### **Act 1: THE KERALA LIVESTOCK IMPROVEMENT ACT**

GOVERNMENT OF KERALA

Law Department

##### **THE KERALA LIVESTOCK IMPROVEMENT ACT, 1961**

Act 17 of 1961 An Act to provide for the improvement of live-stock in the State of Kerala

##### **Act 2 : THE KERALA LIVE-STOCK (IMPORT) QUARANTINE, RULES**

Government Of Kerala

Agriculture (Animal Husbandry) Department

THE KERALA LIVE-STOCK (IMPORT) QUARANTINE, RULES, 1962

##### **Act 3 : THE KERALA CATTLE TRESPASS ACT**

THE KERALA CATTLE TRESPASS ACT, 1961

Act 26 of 1961 \*

(\*Published in the Gazette Extraordinary dated 15th July 1961. The Act has been amended by Act 15 of 1962. a Substituted by Section 5, Act 15 of 1962)

An Act to consolidate and amend the law relating to trespass by cattle in the State of Kerala.

##### **Act 4 : LIVESTOCK IMPORTATION ACT**

LIVE-STOCK IMPORTATION ACT (INDIA ACT IX OF 1898)

*An Act to make better provision for the regulation of the importation of livestock.*

##### **Act 5 : THE PREVENTION OF CRUELTY TO ANIMALS ACT**

THE PREVENTION OF CRUELTY TO ANIMALS ACT, 1960

(Act 59 of 1960)

*An Act to prevent the infliction of unnecessary pain or suffering on animals and for that purpose to amend the law relating to the prevention of cruelty to animals.*

**Act 6 : THE GLANDERS AND FARCY ACT**

THE GLANDERS AND FARCY ACT, 1899  
(India Act No. XIII of 1899)

**Act 7: THE KERALA PREVENTION AND CONTROL OF ANIMAL DISEASES ACT  
THE KERALA PREVENTION AND CONTROL OF ANIMALDISEASES ACT, 1967  
(President's Act No, 4- of 1967)****Act 8: TRAVANCORE COCHIN PUBLIC HEALTH ACT**

TRAVANCORE COCHIN PUBLIC HEALTH ACT, 1955

**Act 9 : THE PREVENTION AND CONTROL OF INFECTIOUS AND CONTAGIOUS  
DISEASES IN ANIMALS ACT, 2009****Act 10 : KERALA CAPTIVE ELEPHANTS (MANAGEMENT AND MAINTENANCE)  
RULES, 2012**

G.O (P)No. 119/2012/F &WLD dated Thiruvananthapuram 18<sup>th</sup> December 2012.

**Act 11: PERFORMING ANIMALS (REGISTRATION) RULES, 2001****Act 12: THE ANIMAL WELFARE ACT, 2011**

- Draft DOG BREEDING, MARKETING AND SALE RULES, 2010
- PREVENTION OF CRUELTY TO ANIMALS (SLAUGHTER HOUSE) RULES, 2001
- Draft PET SHOP RULES, 2010 – Animal Welfare Board of India
- Transport of Animals (Amendment) Rules, 2009
- GUIDELINES FOR CARE AND USE OF ANIMALS IN SCIENTIFIC RESEARCH (ICMR)2002
- GAZETTE NOTIFICATION – BAN ON USE OF ANIMALS – 11/7/2011
- ABC (DOGS)AMENDMENT RULES 2010
- CPCSEA Guidelines For Laboratory Animal Facility
- AVMA Guidelines for the Euthanasia of Animals: 2013

## CHAPTER X: ACTS AND RULES

### SECTION -2

#### THE SCHEDULE

1. Rinderpest or Cattle Plague
2. Foot and Mouth Disease
3. Haemorrhagic Septicaemia
4. Black quarter
5. Anthrax
6. Tuberculosis
7. Johne's Disease
8. Glanders and Farcy
9. Epizootic Lymphangitis
10. Dourine
11. Rabies
12. Surra
13. Strangles
14. Contagious Caprine Pleuro-Pneumonia
15. Brucellosis
16. Contagious Bovine Pleuro-Pneumonia
17. Swine Fever
18. Ranikhet disease
19. Salmonellosis
20. South African Horse Sickness

#### **Amendments to the Kerala Prevention and Control of Animal Disease**

##### **Rules**

#### **GOVERNMENT OF KERALA AGRICULTURAL (AHG)**

#### **DEPARTMENT NOTIFICATION**

G.O.(P) No.176/04/AD. Dated, Thiruvananthapuram, 24.8.2004.

S.R.O.No...../2004. In exercise of the powers conferred by section 32 of the Kerala Prevention and Control of Animal Disease Act,1967 (4 of 1967),

the Government of Kerala hereby make the following rules to amend the Kerala Prevention and Control of Animal Disease Rules, 1968 issued as Notification No.12466/AH 2/67/AD. Dated the 4th May 1968 and published in PART I of the Kerala Gazette No.20 dated the 14th May,1968, namely:-

## RULES

### Short title and commencement :-

- (1) These rules may be called the Kerala Prevention and Control of Animal Diseases (Amendment) Rules, 2004.
- (2) It shall come into force at once
2. Amendment of the Rules: - In the Kerala Prevention and Control of Animal Diseases Rules, 1968, in rule 5,—
  - (i) in clause (b) of sub-rule (1) after the word “marked” and before the words “by branding”, the following words shall be inserted, namely;-  
“by fixing ear-tag on the left or right ear or”;
  - (ii) after sub-rule (2) the following sub-rule shall be inserted, namely:-
3. All animal in the State other than those specified in sub-rule 91) shall also be compulsorily be inoculated against disease or diseases notified and be fixed ear-tag on the left or right ear”

By Order of the Governor,

Sd/- Name: Subrata Biswas

SECRETARY TO GOVERNMENT.

### Explanatory Note

(This does not form the part of the notification but is intended to indicate its general purport)

Government in notification No.12466/AH2/67/AD dated 4.5.68 issued Kerala Prevention and Control of Animal Diseases Rules,1968 to enforce various provisions of the Kerala Prevention and Control Animal Diseases Act, 1967. The Rules do not contain provision for enforcing identification of vaccinated of all animals against Foot and Mouth Disease and other provision for preventing the outbreak or spread of Foot and Mouth Disease. Now that Government of Kerala have approved the project to establish Animal Disease Control zone in Kerala to control Foot and Mouth Disease with the assistance of N.D.D.B and signed an MOU for the implementation of the project which include provision for compulsory vaccination against FMD and identification of vaccination animals by ear-tagging on cost basis.

This notification is intended to achieve the above object

## CHAPTER X: ACTS AND RULES

### SECTION -3

#### COUNTRIES FROM WHICH VALID CERTIFICATES SHALL BE ACCEPTED

Sl No.	Countries	Authorities
1	United Kingdom	Any Veterinary Surgeon Approved By Government
2	Irish Free State	Any Veterinary Surgeon Approved By Government
3	Canada	Permanent Inspectors of the Health of Animals Branch of the Federal Department of Agriculture.
4	Ceylon	Government Veterinary Surgeon, Colombo
5	Union of South Africa	Qualified Veterinary Surgeon, approved by the Union of South Africa Veterinary Department.
6	Australia	Veterinary Inspectors of the Stock Branch of the Department of Agriculture of the various territories of the Commonwealth.
7	Egypt	Government Veterinary Surgeon.
8	United States of America	Any Veterinary Surgeon approved by Government
9	New Zealand	Veterinary Inspectors of the Agriculture Department
10	Lenya Colony	Government Veterinary Surgeon.
11	Straits Settlements	Government Veterinary Surgeon
12	Pakistan	Government Veterinary Officer (Class I) or Chief Veterinary Officer.
13	Burma	Veterinary Officer, Corporation of Rangoon
14	Italy	Mayor of Municipality of the area of export together with the certificate of local Veterinary Officer.
15	France	Director of Veterinary Department, countersigned by the Inspector-General of Veterinary Department, Ministry of Agriculture
16	Switzerland	Managing Director of the Federal Veterinary Office
17	West Germany	Government Veterinary Officer
18	Denmark	Recognized Veterinary Officer, countersigned by the Veterinary Directorate.
19	Netherlands	Government Veterinary Inspector

**CHAPTER X: ACTS AND RULES****SECTION -4****RIGHT TO SERVICE RULES – 2012****ANIMAL HUSBANDRY DEPARTMENT, KERALA**

<b>Sl. No</b>	<b>Service</b>	<b>Officer responsible</b>	<b>Time Limit</b>	<b>First appellate Officer</b>	<b>Second appellate Officer</b>
1	(a) Artificial Insemination	Livestock Inspector	Within 1 hour if the animal is presented at the office	Veterinary Surgeon/ Senior Veterinary Surgeon of the Panchayath	Assistant Project Officer of RAHC
	(b) First Aid	Livestock Inspector	Immediate (After obtaining expert opinion of Veterinary Surgeon)	Assistant Project Officer of RAHC	Deputy Director , Animal Health
2	Certificates (a) Vaccination Certificate	Veterinary Surgeon/ Senior Veterinary Surgeon	Same day	Chief Veterinary Officer, District Veterinary Centre	District Animal Husbandry Officer
	(b) Health - cum - evaluation certificate – for Insurance		within 3 days		

	(c) Death Certificate  (d) Permanent Disability certificate – First information report for Insurance claim		Preliminary report – in 3 days. Detailed report after obtaining laboratory result  within 3 days of confirming P.T.D		
3	Treatment (Including Artificial Insemination )	Veterinary Surgeon/ Senior Veterinary Surgeon of the Panchayath	Within 3 hours, in case of presented animals. Priority will be fixed as per the discretion of Veterinary Surgeon/ Senior Veterinary Surgeon.	Chief Veterinary Officer, District Veterinary Centre	District Animal Husbandry Officer
4	Government Farms (Livestock & Poultry Farms) – service for visit or purchase of animals	Veterinary Surgeon/ Senior Veterinary Surgeon of Panchayath	Reply will be furnished within 3 days. Sale of livestock/ poultry will be based on the availability and order of booking.	Head of the Office of Farm	District Animal Husbandry Officer
5	Enrolment in Special Livestock Breeding Programme	Veterinary Surgeon of SLBP Circle/ Veterinary Surgeon/ Senior Veterinary Surgeon of Panchayath	Within 30 days of receipt of approved beneficiary list and funds	District Level Implementing Officer	Additional Director (SLBP)
6	Entry permit for animals	Field officer in charge of	With in 1 hour (depending on	District Co-ordinator	District Animal

	from other states	check post	the rush)	of ADCP	Husbandry Officer
7	Quality certificate for animal and marine products for export	Livestock Products Inspecting Officer, SLMAP, Maradu, Kochi	Within 3 days (depending on test protocol)	District Animal Husbandry Officer, Ernakulam	Director, Animal Husbandry
8	Farmer Training programmes in animal husbandry sector	Veterinary Surgeon/ Senior Veterinary Surgeon	Information regarding training will be given within 15 days	Principal Training Officer, LMTC	Additional Director (Planning)
9	Beneficiary based Plan Scheme implementation	Veterinary Surgeon/ Senior Veterinary Surgeon	Within 30 days of receipt of approved beneficiary list, administrative sanction and bank loan (for whom required).	Deputy Director (AH) of the district	District Animal Husbandry Officer
10	Compensation for natural calamity	Veterinary Surgeon/ Senior Veterinary Surgeon	Preliminary report within 24 hours	District Animal Husbandry Officer	Director, Animal Husbandry



