

CHAPTER – 3 (Manual – 2)

Powers and Duties of Officers and Employees

Duties and Responsibilities of Officers

Joint Director (AH) – Animal Husbandry

- Function as Head of office and overall in-charge of Establishment and Account's section of the Department.
 - Incharge of all the buildings in the Department and the campus of the Animal Husbandry Department and he shall arrange the periodical maintenance.
 - Countersign the contingent Bills, rent bills of Telephone bills and assign works to Ministerial Staff.
 - Web Information Manager of the Department Website.
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Joint Director (Calf Rearing)

- Implementation of Calf rearing Scheme supply of Calf feed and cattle feed to farmers at subsidized rates.
 - RKVY- Stall-fed Goat Farm scheme
 - Nodal Officer of National Livestock Mission.
 - NLM-Risk Management and Insurance.
 - Nodal Officer for Disaster Management during Natural Calamities.
 - Nodal Officer for RKVY programmes in the Department.
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Joint Director (Cattle Development)

- Incharge of Cattle Development Programme and Infertility Control Schemes of Livestock.
 - Nodal Officer for SCSP Schemes.
 - Incharge of Fodder Development in U.T of Puducherry.
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Joint Director (Animal Disease Surveillance)

- Incharge of Surveillance of Communicable Disease and Specific Infections and follow-up. Responsible for an arrangement of study and record the Epidemiology of Disease.
 - Take appropriate action for notification of disease in Epidemics and arrive at Diagnosis and arrange Vaccination.
 - Nodal Officer for National Animal Disease Control Programme and in-Incharge of Foot and Mouth Disease, Brucello Vaccination programmes.
 - Liaison Officer for Epidemic with Government of India Agencies.
 - Nodal Officer for all Centrally Sponsored Schemes (CSS).
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Joint Director (Livestock Production)

- Incharge of Cross Breeding Programme and supply of required inputs for the Programme.
 - Look after the Conduct of Calf Rallies under Key Village Schemes.
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- Responsible for supply of Medicines Frozen Semen and other stock to KVC Block and key Village Units. Overall incharge of Key Village Units in UT of Puducherry.
- Incharge for Procurement of Frozen Semen and Liquid Nitrogen and |Control of Frozen Semen Bank.
- Incharge for settle of Assistance to Farmers Under “Assistance to uninsured animal scheme”.

Joint Director (Rinderpest Eradication Scheme)

- Incharge for monitoring any new outbreaks of Rinderpest Disease by Utilizing the Border Check Post.
- Incharge and Conduct of Cattle Shows, Poultry Shows and Dog Shows.
- Incharge of extension wing of the Department., and Tableau display during National Important Days.
- Incharge for Notification of Events by Press release, TV Network

Joint Director (Livestock Health)

- Overall Incharge of all the veterinary Dispensaries, Mobile veterinary Dispensaries and Minor Veterinary Dispensaries of the State, the Central Veterinary Medical Store and Clinical Lab.
- Arrange for Purchase, Storage and Supply of Medicines/ Vaccines/ Equipments for the Field Level Institutions by Purchase through e-Procurement.
- Nodal Officer for Animal Welfare Board of India (AWBI) and Society for the Prevention of Cruelty to Animals (SPCA)

Joint Director (Poultry)

- Incharge for Poultry Development Scheme implemented by the Department.
- Incharge of Poultry Farm at Kariamanickam.
- Make arrangement for purchase and rearing of Chicks, Turkey Poults for distribution of Farmers at subsidized cost.
- Shall arrange for purchase of feed and other inputs for Poultry farm and related schemes.
- Implementation of distribution of 18 weeks old pullets at free of cost to the farmers.

Joint Director (Registrar of Pondicherry Veterinary Council)

- Act as Registrar of Pondicherry State Veterinary Council, constituted under Indian Veterinary Council Act 1984.
- Register all Veterinary Graduates who practice Veterinary Profession in U.T. of Puducherry as per the Act.
- Maintain Register of Veterinary Practitioners in the U.T. of Puducherry and to regulate other aspects of Veterinary Practice and matter related thereto.
- Convene Council Meeting, submit Periodical Reports to Indian Veterinary Council.
- Issuing Certificate for the Registered Veterinary Practitioner.

Joint Director (Regional, Karaikal)

- Shall function as Head of Office in respect of Karaikal region and assisting the Director. Over all Incharge of Establishment and Account Section.
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- Incharge of all the building and Campus of Animal Husbandry Department at Karaikal Region and its periodical maintenance.
 - Incharge of implementation and monitoring of Schemes at Karaikal.
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VAS incharge of Veterinary Dispensary Mahe /Yanam

- Apart from regular routine works in the Veterinary Dispensary, the VAS will act as Drawing and Disbursing Officer of the offices of the AH&AWD at their region.
 - Head of office for group 'C' and 'D' staff.
 - Incharge of all plan schemes in their respective region.
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Deputy Director (Statistics)

- Incharge of animal husbandry statistics.
 - Conduct of Livestock census and Integrated Sample Survey for estimation of Major Livestock products of Milk, egg and meat
 - In addition to this all other statistical data required by other departments are also provided by this cell.
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