

Sl.No.	Joint Director with section attached	Duties and Responsibilities
1.	Joint Director (Animal Husbandry)	1. Function as Head of Office and assist the Director in the discharge of his duties. 2. He is the over all in charge of the Establishment and Account section of the department. 3. He shall be the “Public Information Officer“ and Public Relations Officer of the Department of Animal Husbandry and Animal Welfare, Puducherry. 4. He shall be in charge of all vehicles in the Department. He shall allocate the vehicles to the programming officers and arrange the duty chart for the Drivers. 5. He shall submit reports for condemnation of vehicles to Government. He is also in charge of all Buildings in the Department of Animal Husbandry and shall arrange for its periodical maintenance. 6. He shall so countersign the contingent bills, Rent bills, Telephone bills as head of office. 7. He shall assign works to the ministerial staff or the smooth functioning of the department. 8. Maintenance of all service books of the subordinate staffs. 9. Overall Supervisor for various schemes implemented by the department. 10. Inter - Department Coordination. 11. All Court matters of the Department. 12. Estate Officer
2.	Joint Director (Livestock Health)	1. He shall be the overall in-charge of all the 9 Veterinary Dispensaries and 2 mobile units in the Union Territory of Puducherry. 2. The Central Veterinary Medical Store (CVMS) is also functioning under his control. He shall arrange for the purchase and storage of medicines / vaccines /equipment , essential for the

		functioning of all the 17 Veterinary Dispensaries & 65 KVCs by following the purchase procedure as per the purchase policy. 3. He shall distribute vaccines and medicines to all Veterinary Dispensaries and Key Village Centres, as per their requirement and Vaccines before the onset of disease outbreak. 4. He will regularly monitor the activities and gives suitable instructions to the Veterinary Assistant Surgeons of Veterinary Dispensaries and Key Village Units for the treatment and vaccination to animals. 5. He plan and executive the conduction of the annual Health Camps, Deworming Camps and Vaccination camps throughout the Puducherry region for the welfare the livestock. 6. He will avail Grant – in – Aid to the Local Administration Department for stray dog menace and anti rabies vaccination, under Rabies Control Program. 7. Formation & Monitoring of Society for Prevention of Cruelty to Animals (S.P.C.A),as per the Hon’ble Supreme Court of India. 8. Organizing & Monitoring of State Animal Welfare Board. (SAWB),as per the Hon’ble Supreme Court of India. 9. Monitoring & execution of Bio-Medical waste disposal as per the Hon’ble Supreme Court of India. 10. Nodal Officer for the “One Health” program
3.	Joint Director (Livestock Production)	1. He shall be responsible for the cross breeding programme and for the supply of all inputs under the programme. 2. He shall be responsible for the conduct of calf rallies under the key village scheme. 3. He shall be responsible for the indenting and supply of all medicines, frozen semen straws and other stock to the

		key village blocks and key village units. 4. He shall be the over all in charge of 32 Key Village Units in Pondicherry. He shall so be in charge of Frozen semen bank. 3 VAS under Key Village Centres . 5. He shall inspect and supervise work of his subordinate staff and give necessary instructions to them for timely implementation of the schemes. 6. He shall so prepare material for the schemes implemented by him for preparation of Annual Action plan. 7. He is the Nodel Officer for yhe implement the Rashtriya Gokul Mission Scheme which is Central Sector Scheme involving livestock production, Sex tested semen technology and IVF technology.
4.	Joint Director (Animal Disease Surveillance)	1. He shall be responsible for surveillance activities of communicable diseases and for active follow up of the specific infections. Whenever an epidemic occur, he shall make a detailed examination of the epidemiological characteristics of the disease or arrange to make such a study and record every details. 2. He shall take appropriate action to notify the diseases in case of any epidemics and coordinate with the investigative machinery to arrive at a correct diagnosis. 3. He shall be responsible for sending the animal diseases surveillance reports in time to the Department of Animal Husbandry & Dairying, Ministry of Agriculture, Govt. of India. 4. He shall be responsible for the implementation of the centrally sponsored programmes in this Union Territory. 5. He shall submit materials for preparing Annual Action Plan to the Director in respect of the schemes implemented by him. 6. He shall supervise the works of his subordinates then and there and give suitable instructions to the staff for the

		proper implementation of the scheme. 7. He / She shall Nodal Officer for the implement various components under CSS Scheme of National Livestock Health and Disease control like National Animal Disease Control Program (NADCP) for vaccination against Foot and Mouth Disease (FMD), Brucellosis in cattle, CSF in pigs, PPR in sheep and goat. 8. He / She shall Nodal Officer for the implement, Assistance to States for Control of Animal Diseases (ASCAD) for carrying out vaccination in diseases not covered under NADCP, strengthening of Diagnostic Laboratory, Extension activities. Establishment and Strengthening of Veterinary Hospitals/ Dispensaries for operation of Mobile Veterinary Units.
5.	Joint Director (Cattle Development)	1. He shall be responsible for the implementation of various Cattle Development Programme Schemes like, i. Distribution of cows/ Buffaloes ii. Sheep / Goats. iii. Farm equipments 2. Nodal Officer for Fodder Development Scheme. 3. Nodal officer for Rastrya Gokul Mission - ABIP-IVF program. 4. Farmers Tours. 5. Cattle Shows
6.	Joint Director (Poultry)	1. He shall be responsible for implementation of State schemes pertaining to intensive poultry development for augmentation of egg and meat production. 2. He shall also be incharge for overall supervision of the Livestock & Poultry Research & Extension Centre at Kariamamickam. 3. He will supervise the Intensive Poultry Development Programme (IPDP) section which inspect the poultry farms and carryout Poultry vaccinations at farmers door step.

		4. He shall also be responsible for distribution of various Broiler & Layer Indegenous and cross breed chicks to the farmers to increase Egg & Meat production (eg- Giriraja, Girirani, White Leghorn Poults. 5. Distribution of Turkey poults.
7.	Joint Director (Rinderpest Eradication Scheme)	1. He shall be responsible for the implementation of the centrally sponsored scheme under National Project on Rinderpest Eradication, New Delhi. 2. He shall be responsible for the proper working of the Rinderpest check posts and vaccination of the animals moving through the border region. 3. He shall be responsible for the creation of the immune held all along the border regions of the territory and shall take appropriate action to intimate the authority of the neighboring states in case of any outbreak of disease. 4. He shall be responsible for budgeting and booking of expenditure under the scheme including the achievements of the target fixed. He shall form the High Power Committee constituted by the Department for the purpose about the emergency situation in case of re-emergence of Rinderpest disease in the Union Territory of Pondicherry. 5. He shall also issue necessary instructions to the Veterinary Assistant Surgeon working under him to report the matter immediately. 6. He shall collect information from the Border States about any Rinderpest disease and make suitable action for prevention of such disease.
8.	Joint Director (Calf Rearing)	1. In-charge of the Calf rearing schemes (Special live stock Breeding Programmes) and Distribution of Cattle feed and calf feed. 2. He shall collect and consolidate the application under the scheme and verify with reference to the norms fixed and submit to the Director for approval.

		3. He shall supply all the inputs to the farmers at timely interval as per the scheme. 4. He shall conduct periodical inspection to his subordinate officers and submit report to the Director. 5. He shall guide the field staff under him for the proper implementation of the scheme. 6. He shall make arrangement for insuring the animals selected under the scheme. 7. He shall communicate the approved list of beneficiaries to the V.A.S and monitor the execution of documents and other formalities as per guidelines. 8. As Nodal officer prepare annual action plan including physical and financial targets of the Centrally sponsored scheme National Livestock Mission concerning his discipline. 9. He shall be the controlling Officer to the V.A.S and other subordinate staff involved in the scheme implemented by him. 10. He shall be the Nodal Officer for monitoring Disaster Management Activities in case of any eventuality like floods and mortality of livestock.
9.	Deputy Registrar (RIVER)	1. In charge of Academics of Rajiv Gandhi Veterinary Education Research Centre, Puducherry. 2. The Deputy Registrar (Academics) functions as the officer in charge of academic administration and coordination relating to: i) Admissions ii) Academic records iii) Curriculum implementation iv) Student registration v) Examination coordination vi) Academic council matters vii) Affiliation / regulatory compliance viii) Scholarships and student services

		ix) University correspondence on academic matters x) Students welfare/Office Supervision/ University liaison /graduation and convocation xi) He / She works under the administrative control of the Dean.
10.	Joint Director (Karaikal)	1. In charge of Department of Animal Husbandry and Animal Welfare, Karaikal. 2. He is responsible for implementation of all State schemes pertaining to DAH&AW in respect of Karaikal Region like PIO of Karaikal region, overall incharge of all Veterinary Dispensaries and Mobile Veterinary Units in Karaikal region.
11.	Dairy Development Officer, Co-Operative Department, Puducherry.	1. He is responsible for Conducting of elections and supervision of A. Two Milk Unions - i . Pondicherry Milk Producers Union (Ponlait) - ii Karaikal Milk Producers Union (Colait) B. Primary Co-Operative Milk Societies. i) Puducherry - 102 ii) Karaikal - 17 iii) Yanam – 1 iv) Mahe - 1 2. He is responsible for Daily Development activities OF Puducherry (UT) under Cooperation Department. 3. Nodal Officer for the implementation of National Program for Dairy Development (NPDD) 4. He is responsible for Infrastructure structure developments in Milk producer union & Primary Cooperative Societies. 5. Monitoring of Milk standards in the UT of Puducherry.