

BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:



Households Mapped:



Clusters Mapped:



Functionaries Mapped



Volunteers Mapped:



Secretariat Vacancies :



Functionaries & Volunteers

Service Requests Received



Service Requests Fulfilled:



Since Inception (26-01-2020)

Grievances Raised



Till Date

Grievances Resolved:



1902/Register

Registers Maintained at the Secretariat

1	Attendance Register	5	SPANDANA Grievances Register
2	Movement Register	6	Visitors Register
3	Stock Register	7	Meetings Register
4	Casual Leaves Register	8	Tappal Register

DESIGNATION SPECIFIC AWARENESS

Secretariat Name:

Secretariat Code:

Population Serviced:



Volunteers Attached:
COP:



Service Requests Raised



Service Requests Closed:
From: Till Date:



Grievances Received :
From: Till Date:



Grievances Closed:



Registers Maintained by the Functionary

1	Patient Register	8	Semen Register
2	Vaccination Register	9	Artificial insemination Register
3	Deworming Register	10	Biological product Register
4	Central stock Register	11	Fodder plots Register
5	Animal health card Register	12	Infertility Register
6	Livestock census Register	13	Input supply Register
7	Fodder assessment Register	14	Specimen Register

COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:
Thrice A Day: **10.30 AM** |
3.00 PM | **5.00 PM**



Update Movement
Register before & after
Field Visits



Always Wear Uniforms
at Work



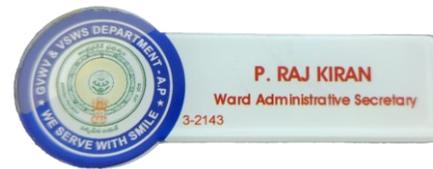
Remain at Secretariat
for SPANDANA From:
3:00 PM To 5:00 PM



Always display posters
of Schemes, non
schemes, list of eligible,
ineligible beneficiaries



Use HRMS for all Leave
Applications, on field
duty regularization by
approval authority



Always wear your Badge
at Work



Compulsory participate
in Gram Sabha meeting
every 3 months

FUNCTIONAL ASPECTS

Key Responsibilities

- First aid and treatment to the **sick animals, pregnancy care** and **child-birth care** of animals
- Provide **animal breeding** services in cattle and buffaloes including identification & follow up of infertile.
- Monitor reproductive cycle of all breed-able bovines in the jurisdiction.
- Provide **preventive animal healthcare**, including deworming and de-ticking.
- Assist departmental functionaries in the conduct of **cattle shows**, milk yield competitions, calf rallies, fertility/health camps, deworming, **vaccinations**, prophylactic vaccinations etc.
- Conduct **tagging** & retagging of animals and Issue Health Cards.
- Capacity building of farmers and dissemination of information about good Animal Husbandry practice through ***Pasu Vignana Badi*** farmers field schools, method demonstrations, group meetings with farmers at RBKs, virtual meetings with scientists etc.
- Sample collection for disease surveillance and submission to concerned Veterinary Assistant Surgeon/ Veterinary Hospital (VAS/VH) Assistant Director/ Constituency level animal disease diagnostic laboratory /Animal Disease Diagnostic Laboratory/ (AD/CADDLs/ADDLs).
- Direct Benefit Transfer (DBT) coordination under Livestock Loss Compensation Scheme
- Motivate and mobilize farmers for virtual meetings conducted through RBKs

FUNCTIONAL ASPECTS

Responsibilities

Animal Husbandry Assistant shall:

- Work under the directions & technical control of concerned Veterinary Assistant Surgeon
- Undertake Conduct Prophylactic Vaccinations
- Undertake Preventive Animal Health Care, including Deworming and De-ticking.
- Prompt Reporting of deaths in the village to the concerned VAS (Veterinary Assistant Surgeon)
- Aid with safe disposal of animal carcass
- Monitor reproductive cycle of all breedable bovines in the jurisdiction
- Implement Ration Balancing Programme Facilitation for issue of Panchanama report involving committee members in case of Livestock Loss Compensation Scheme and follow until DBT (Direct Benefit Transfer)
- Arrange Livestock related Project Reports from competent authority
- Facilitate Sanction of various livestock schemes from competent authority including MGNREGS
- Facilitate sanction of Kisan Credit Cards by bankers and follow up to ensure accessibility of credit limits to the farmers engaged in Livestock rearing activities.
- Facilitate assessment of fodder availability and requirement, fodder production, conservation, value addition by processing

FUNCTIONAL ASPECTS

Key Responsibilities

Animal Husbandry Assistant shall:

- Assist Departmental Functionaries in the conduct of cattle shows, milk yield competitions, Calf rallies, Fertility/Health camps, Deworming, Vaccinations etc. and prompt updating of Livestock Census.
- Any other Job entrusted from time to time by the competent authorities (Director of Animal Husbandry)

Note: Shall also be responsible for:

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication.
- All the other functions described with the reference to GO.RT No: 28 | Dated: 30-09-2019 | Issued by: Health and Family Welfare
https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/6_GO_Ms._28-Animal_Husbandry_Asst_Jobchart.pdf
- Also Refer GSWS Employee Corner for Animal Husbandry Assistant Calendar Activity
<https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/ANIMAL%20HUSBANDRY%20ASSISTANT%20English%20version.pdf>

FUNCTIONAL ASPECTS

Key Services Handled

- Pasu Nasta Parihara Padhakam Livestock Loss Compensation Scheme (LLCS)
- Issue Health Cards
- Kisan Credit Card
- Beneficiary Selection Under Central & State Schemes
- Panchanama Report under Livestock Loss Compensation Scheme.