

## **Chapter 1**

### **Introduction**

#### **1.1 Please throw light on the background of this handbook (Right to Information Act –2005)**

Transparency and cleanliness in working are the essential elements to strengthen a Democratic system. In this perspective Govt of Jammu & Kashmir enacted the Right to Information Act, 2009. Animal Husbandry Department, Kargil has also been Obligated for effective implementation of J&K RTI Act, 2009. This handbook may prove helpful in getting information about Animal Husbandry Department, Kargil and its functioning.

#### **1.2 Objective/purpose of this handbook**

Objective: The main objective of this handbook is to provide basic information to the citizens about the functioning Animal Husbandry Department, Kargil

#### **1.3 Who are the intended users of this handbook?**

- Members of Parliament and State legislature, Concerned
- Ministry, Departments of Central Govt, State Govts. and various NGOs.
- Officers working in various departments either directly or indirectly concerned with the programme.
- **Public at large**

#### **1.4 Organisation of the information in this handbook?**

The information in the handbook is organized in the Following sequence. Manual – 1, Manual – 2, Manual –3 Manual - 17.

#### **1.5 Definitions (Please provide definitions of various terms used in the handbook).**

BADP :-	Boarder Area Development Programme
RKVY:-	Rashtria Krishi Vigyan Youjana
RTI Act :	Right to Information Act
TSP:-	Trible Sub Plan
NLM:-	National Live stock Mission
NMPS:-	National Mission for Protein Supplement
LAHDC:	Ladakh Autonomous Hill Development Council

## **1.6 Contact Person:**

Dr. Mohammad Iqbal  
Chief Animal Husbandry Officer,  
Kargil.  
Phone: 01985-232223

## **1.7 Procedure and Fee Structure for getting information**

A request for obtaining information shall be accompanied by an application fee of Rupees fifty by way of cash against proper receipt or by Indian Postal Order or demand draft or bankers cheque payable to the Accounts Officer of the Public Authority.

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rupees fifty.

# **Chapter-2 (Manual –1)**

## **PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES**

### **2.1 Objective/purpose of the public authority.**

Animal Husbandry Department, Kargil is the most leading sector for with potential for changing the living status of poor people of the district. The economy of the people can be improved by increasing the milk, milk products, poultry and poultry products . This can be achieved by adopting the latest scientific measures of improved breeding, feeding and disease control.

To achieve the ultimate goal animal Husbandry Department providing good breeding facility both natural and artificial insemination to convert the low yielding local breed into high yielding exotic breeds(i.e., Jersey/Holliston Frezen) and also providing health coverage to the public live stocks and also awaring the public with the latest advancement.

The department is also providing multi-purpose poultry bird to alleviate the farmer's economy and facilitate them the day to day required assistance with great enthusiasm,

### **2.2 Mission/vision statement of the public authority Vision Statement**

To improve the production of milk/milk products and eggs and poultry meats this department is providing good facility of breeding system by artificial insemination where ever possible on the other hand breeding bull/breeding yak/stallion is providing on community basis.

The multi-purpose poultry birds (egg/meat) is also providing to the interested farmers.

### **2.3 Brief history of the public authority**

The Department of Animal cum Sheep Husbandry came in to existing in mid-seventies in Kargil district and bifurcated during the year 1981-82 from Sheep Husbandry Department.

Common species of Livestock in Kargil is:-Yak, Cattle, Horses, Donkies and poultry. As per the 19th All India Livestock Census 2012 the population of various species of Livestock is as under.

1. Cattle:-	39929Nos
2:-Yak and its hybrid:-	16608Nos
3:- Equine (Horses/Dinkies/ponies/mules):-	8263Nos

The Livestock Development activities in the District have been taken up under following set up.

1. Cattle Breeding Farm:-1
- 2:-Yak Breeding Farm:-1
- 3:-Equine Breeding Farm1:-
- 4:-Veterinary Hospital:-3
- 5:-Subunit:-1
- 6:-Mini poultry project:-1
- 7:-Poultry Farm:-1
- 8:-Block Level:- Poultry Unit:-4
- 9:-Intensive Cattle Development Center:-3
- 10:-Livestock development Center:-58
- 11:-Frozen Semen Center:-1
- 12:-Auxilliary Centers:-9
- 13:-Veterinary Clinic:-1
- 14:-Frozen Semen Bank(LN2 Plant):-1

### **2.4 Duties of the public authority**

**The duties of the Institute involve functioning as:**

- To Provide Breeding Facility.
- To prevent/conservation of threatened breed( Yak/Zanaskari Ponies)
- To provide health coverage to public livestock.
- To encourage the local educated unemployed youths to establish poultry farms/dairy farms as a source of income generation.

### **2.5 Main activities/ functions of the public authority**

- To implement the action plan under District. ,.
- To Implement other schemes of the Government like BADP, TSP,RKVY.

## **2.6 List of services being provided by the public authority with a Brief write ups on them.**

### **Central Government Schemes:**

#### **National Livestock Mission**

The national Livestock mission (NLM) is expected to launch in the state soon. The basic objective of the scheme is:

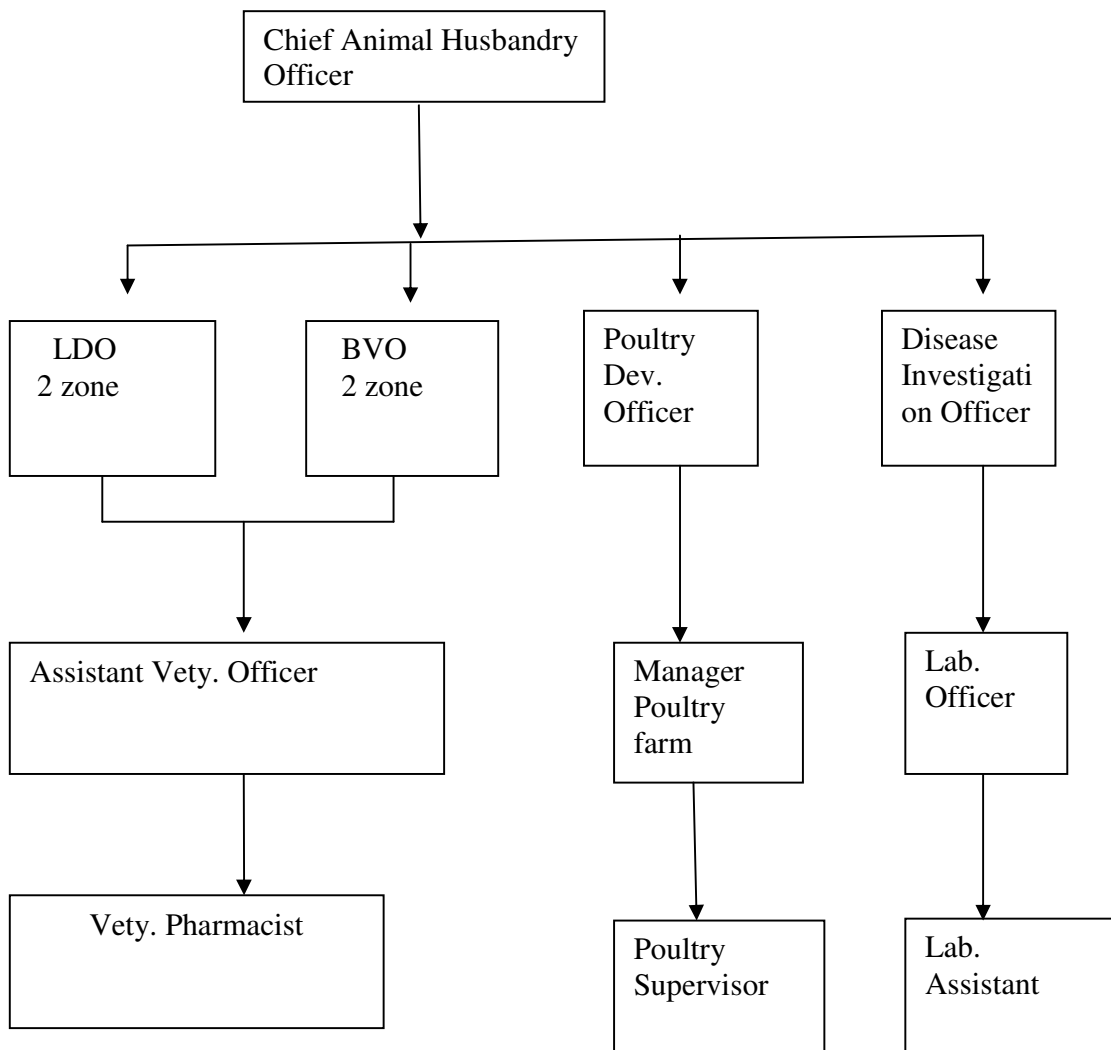
#### 1. Poultry Venture Capital Fund (PVCF/EDEG)

- To encourage entrepreneurship on various poultry activities and provide capacity Building for employment opportunities.
- To improve production of poultry products and processing units through technology up gradation and also encourage introduction of innovative Technology.
- To encourage rearing of other poultry species like quails ducks and turkeys etc.

#### 2. EDEG: Entrepreneurship development and employment generation (expected to launch during this year).

- Breeding Farms for low input technology birds of species other than fowl like Turkey, Ducks, Japani Quails etc. (at 25% level subsidy-subsidy ceiling Rs 7.50 lacs).
- Central Grower Unit (CGU) up to 16000 layer chicks per batch(at 25% level subsidy-subsidy ceiling Rs.1.00 lac).
- Hybrid Layer (Chicken) units upto20,000layer (at 20% level subsidy-subsidy ceiling Rs 2.00 lacs for 2000 layer unit varies with the size.
- Feed Mixing Unit (FMU) – 1.0 ton per hour(at 20% level subsidy-subsidy ceiling Rs 4.00lac ) And many more.

## **2.7 ORGANISATIONAL CHART OF ANIMAL HUSBANDRY DEPARTEMENT KARGIL.**



**2.8 Expectation of the public authority from the public for Enhancing its effectiveness and efficiency:**

To the general public is expected to send their feedback about The Programme runs by the Institute.

## **2.9 Arrangements and methods made for seeking public /contribution.**

Livestock development Officer/Block Veterinary Officers are available at four block Headquarters further. Other blocks are headed by Assistant Veterinary, Officer to monitor the field activities and receive the feedback.

## **2.10 Mechanism available for monitoring the service Delivery and public grievance resolution.**

Any specific information/grievance related to works and beneficiaries and other Areas of Concern of the department is addressed immediately by the concerned Block Veterinary Officers. It may be in the form of Letter, Fax, Telephone, E-mail etc.

## **2.11 Addresses of the main office and other offices at Different levels.**

Main Office: Chief Animal Husbandry Officer, Kargil.

Offices at Block level.

Livestock Development Officer, Kargil/ Zanskar.

Block Veterinary Officer Drass/ Sankoo.

Assistant Veterinary Officer Chicktan/ Shargole/Yourbaltak/T.S.G

- 2.12 Morning hours of the office: 10 am  
Closing hours of the office: 4.00pm  
(six days a week)  
( Field Staffs 24 hour on call)

## **Chapter-3 (Manual-2)**

### **Powers and Duties of Officers and Employees**

### **3.1 Please provide details of the powers and duties of officers and Employees of the organization.**

#### **Chief Animal Husbandry Officer**

##### **Administrative Power:-**

He is the Head of office in charge of establishment and administration of Chief Animal Husbandry Officer

##### **Financial Powers:-**

To accord administrative approval up to Rs 1.5Lakh

##### **Duties:-**

- 1.He is also overall in-charge of all schemes implemented by the Animal Husbandry Department
- 2.Monitoring, Inspection and Supervision of the performance of the schemes and Submission of reports to Secretary, DC, and Director.
- 3.Conduct of Review Meeting for assessing the performance of the schemes &Take corrective action and submission of Reports to the Higher Authorities.
- 4.Any other works assigned to by the Council/DC.

#### **Livestock Development Officers**

##### **Administrative Power:**

1. Technical Officer of scheme and works implemented by the Department

##### **II. Financial Power:**

1. Accord Technical sanction for estimates
2. Finalize tender

##### **Duties**

- 1.To implement Animal Husbandry Development Programme at Block Level.
- 2.Preparation of Annual Action Plan in respect of Animal Husbandry Development.
- 3.Programme .
- 4.Furnishing of periodical report to CAHO.
- 5.Selection of beneficiaries in respect in consultation with the PRIs
- 6.Supervision and monitoring of field institutions.

#### **Block Veterinary Officers**

##### **I. Powers:-**

Establishment and administration as Head of Office.

## Overall control of the Block Veterinary Office

### Duties:-

- 1.To implement the Animal Husbandry Development Programme at Block level.
- 2.Preparation of the Annual Action Plan in respect of Animal Husbandry Development
- 3.Programmes
- 4.Furnishing of Periodical Report to CAHO.
- 5.Selection of beneficiaries in respect of individual oriented schemes and
- 6.Supervision and monitoring of field institutions.

## Chapter – 4 (Manual –3) Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Please provide list of rules, regulations, and instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document

S No	Name of the Act/rules etc	Brief list	Reference no if any	Priced
1.	TSP	Establishment of Poultry Unit/Dairy Units	Action Plan	CPO
2.	RKVY	National Mission for Protein Supplement	CSS Guideline	Director AHD
3.	BADP	Establishment of dairy Units	Action Plan	CPO
4.	District Plan	Subsidy Incentives	District Plan	CPOs
Rest of the Government rules and document same as any other department and can be obtained from the Government Press Jammu/Srinagar.				

## Chapter – 5 (Manual – 4)



Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

**Formulation of Policy:**

Being a department of the Govt of Jammu & Kashmir, it is not empowered to formulate policies for the public.

However, in respect of its own activities public can respond through letters, emails, Complaint box, guest book in the office etc.

**Implementation of Policy:**

Whether there is any provisions to seek consultation/Participation of public or its representatives for implementations of policies? If there is please provide details of the provisions in the following format.

<b>S No</b>	<b>Subject/Topic</b>	<b>Is it mandatory to ensure public Participatin</b>	<b>Arrangement for seeking public participation</b>
1.	For formulation of all plans	Yes	Convening Gram Sabhas

that are held by it or under its control

**6.1. Use the format given below to give the information about the official Documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing Others).**

<b>S No</b>	<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by /under control of</b>
1.	Norms/ Guidelines	All schemes implemented by the Department	By an application and the price for Photo copy	CAHO
2.	Plans	Action plan of the various schemes	By an application and the price for Photo copy	CAHO
3.	List of Beneficiaries	Beneficiaries of the Schemes	By an application and the price for Photo copy	CAHO

Chapter – 7 (Manual – 6)  
A statement of boards, council, committees  
and other bodies constituted as its part

The department comes under the preview of Deputy Commissioner Kargil in terms of both District Plan and centrally Sponsored Scheme. The composition of the District level Coordination Committee for Centrally Sponsored schemes like National livestock Mission as listed below.

1. Chairman:- Deputy Commissioner, Kargil.
2. Secretary:- Chief Animal Husbandry Officer, Kargil.
3. Member:- Manager Lead bank.
4. Member:- District Sheep Husbandry Officer
5. Member:- Deputy Registrar Cooperative
6. Member:- Progressive Farmer

## Chapter- 8 (Manual – 7)

### The names, designation and other particulars of the Public Information Officers

### Assistant Public Information Officer

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Post Vacant							

### Public Information Officers:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Dr. Gulzar Hussain	Poultry Development Officer	01985	9419218483	-	232223		PDO Office Kurbathang

## Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)

As per the Manual on Office Procedure.

9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Same as any other Government Department

9.3 What are the arrangements made to communicate the decision to the public?

Through the Information Department and also through public notices, radio broadcasts

9.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?

Deputy Commissioner, Chief Animal Husbandry Officer, Livestock Development Officer, Block Veterinary Officers..

9.5 Who is the final authority that vets the decision?

General Council and Deputy Commissioner

Chapter – 10 (Manual – 9)  
Directory of Officers and Employee

S. No	Name	Designation	STD Code	Phone No		E-Mail	Address
				Office	Home		
1.	Dr. Mohammad Iqbal	CAHO	01985	232223	-	cahokargi1@gmail.com	Chief Animal Husbandry Office, Bagh-e-Khumani Kargil
2	Sh. Bashir Ahmad	Head. Asstt.	01985	232223	-		Chief Animal Husbandry Office, Bagh-e-Khumani Kargil
3.	Sh. Mohd Hadi	Sr. Asstt.	01985	232223	-		Chief Animal Husbandry Office, Bagh-e-Khumani Kargil
4.	Sh. Assadullah	Sr. Asstt.	01985	232223	-		Chief Animal Husbandry Office, Bagh-e-Khumani Kargil
5.	Sh. Tsering Angchuk	Sr. Asstt.	01985	232223	-		Chief Animal Husbandry Office, Bagh-e-Khumani Kargil
6.	Sh. Ali Naqi	Tech. Asst.	01985	232223			Chief Animal Husbandry Office, Bagh-e-Khumani Kargil
7.	Sh. Mohd Ali	Driver.	01985	232223			Chief Animal Husbandry Office, Bagh-e-Khumani Kargil

**Chapter – 11 (Manual – 10)**

**The Monthly Remuneration Received By  
Each of its Officers and  
Employees Including the System of**

## Compensation as Provided in Regulations

<b>S. No</b>	<b>Name of the Officer/Official</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Pay as on 01-04-2009</b>	<b>Grade Pay</b>	<b>Total Pay + Grade Pay</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.	Dr. Mohammad Iqbal	CAHO	PB 15600-39100+7600	29650	7600	37250
2.	Sh. Bashir Ahmad	Head Asstt.	PB 9300-34800+4200	17110	4200	21310
2.	Sh. Mohd Hadi	Sr. Asstt.	5200-20200+2400	16130	4200	20330
3.	Sh. Assadullah	Sr. Asstt.	5200-20200+2400	10840	2400	13240
4.	Sh. Tsering Angchok	Sr. Asstt.	5200-20200+2400	15470	4200	19670
5.	Sh. Ali Naqi	Tech. Asst.	9300-34800+4200	17430	4220	21650
6.	Sh. Mohd Ali	Driver.	5200-20200+1900	14630	2800	17430

### Chapter –12 (Manual – 11)

**The Budget Allocated to each Agency  
(Particulars of all plans, proposed  
Expenditures and reports on disbursement  
made)**

<b>Major Head</b>	<b>Activities to be performed</b>	<b>Sanctioned Budget 2014-15</b>	<b>Budget estimate 2015-16</b>	<b>Revised Estimate 2014-15</b>	<b>Expenditure for the last year</b>
Non Plan	Salaries Contingent	826.80	878.456	844.34	845.85

#### **Non Plan**

<b>Name of the Plan Scheme</b>	<b>Activities to be undertaken</b>	<b>Date of Commencement</b>	<b>Expected Date of completion</b>	<b>Amount sanctioned</b>	<b>Amount disbursement</b>
District Plan	On going	April	31 <sup>st</sup> March	3.25	-
	Solar Water pump	April	31 <sup>st</sup> March	0.50	0.50
	Machinery /Equipment/	April	31 <sup>st</sup> March	4.13	0.61
	Raw materials drugs	April	31 <sup>st</sup> March	17.38	9.90
TSP	Establishment of Poultry Unit	April	31 <sup>st</sup> March	3.00	3.00
RKVY	NMPS	April	31 <sup>st</sup> March	1.62	1.62

## **Chapter – 13 (Manual – 12)**

### **The Manner of Execution of Subsidy Programmes**

The subsidy programmes are planned and beneficiaries identified in the Block Officers as well as Hon'ble Councilor convened at the village level and the plan is submitted to the higher authorities. Once the plan gets sanctioned the payment of money is done through a cheque.



### **Chapter – 14 (Manual – 13)**

Particulars of Recipients of Concessions,  
permits or authorization granted by it.

No concessions, permits or authorization granted by the Department.

### **Chapter – 15 (Manual –14)**

Norms set by it for the discharge of its  
functions

15.1 Please provide the details of the Norms /  
Standards set by the department for the  
execution of various activities / programmes.

Activities and programmes are executed through action plan duly approved  
by the appropriate authorities

### **Chapter – 16 (Manual – 15)**

Information available in an electronic form

16.1 Please provide the details of the information related to the  
various schemes which are available in the electronic format.  
The website shall be launched and all related information will be uploaded  
to District NIC Kargil.

### **Chapter – 17 (Manual – 16)**

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

**Office Library:** There is no office library.

**Through Newspaper:** The department places notices and other information through newspapers.

**Exhibition:** Cattle Show/Treatment camp/Awareness camp are held at Block/District level to highlight the activities/achievements made by animal husbandry department.

**Notice Board:** The information about the various schemes are painted on the department notice board.

**Inspection of records in the offices:** No such system in the main office however information about the schemes are available at each panchayat Ghars and also shared office record are inspected by the audits parties as and when visited to this establishment.

**System of issuing copies of documents:** The documents can be copied from the market.

**Printed Manual Available:** Not available but the manuals can be got copied.

**Website of the Public Authority:** under process

Chief Animal Husbandry Officer,  
Kargil.

## Chapter – 18 (Manual – 17)

### Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public Authority.

#### **What are the key functions of the Department:**

The key functions of the Department of Animal Husbandry Department are as under:

- (i) *Provide Breeding Facility*:- The Department is providing Breeding facility to the public through natural breeding as well as Artificial Insemination .
- (ii) *Health Coverage*:- The Department is providing health coverage to the public livestock.
- (iii) *Conservation*;- The Department is trying to conserve the threatened species like world famous Zanskari Horses and Yak.
- (iv) *Extension Works*:- The Department plays an active role in providing Extension works relating to latest technological developments in livestock rearing and income Employment generation and through small scale Entrepreneurial developments related to Animal husbandry/Commercial poultry rearing

#### **Does it implement any Government of India Schemes?**

Yes, Implementation of Schemes:

Implement Government of India schemes such as and BADP /RKVY/NMPS/NLM

#### **What is the Member of Parliament Local Area Development Scheme (MPLADS)?**

There is no any MPLADS schemes Executed by the department.

#### **Are panchayat Functional in the District:**

YES. The panchayats are functional in the District.

#### **How many Panchayat Halqas are there in the District.**

At present there are 95 Panchayat Halqas in the District.

#### **How many Blocks are there in the District?**

At Present there are 9 Blocks in the district.