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JOB CHART OF THE VETERINARY ASSISTANT SURGEON

1. The Vety. Asst. Surgeon will remain in direct charge of the Veterinary Dispensary/Vet. Hospital.
2. He is responsible for the normal functioning of the institutions. For any difficulty in this regard he will immediately report to the concerned S.D.V.O./ immediate officer with suggestions.
3. Details of out patients should be entered by him in the prescribed out patients register where the disease and treatment advised should be recorded.
4. Inpatients should be kept in Hospitals where facilities are available, under his immediate care.
5. He will remain in charge of the stock and store of the Veterinary Dispensary/Hospital.
6. He will receive the medicine and Equipments from the indenting officer.
7. He is to see proper utilisation of the medicines. So that no medicine goes waste for its expiry date.
8. He should see that Medicines are supplied to the patients as required for treatment from the stock available.
9. The stock and store register should be maintained properly in the prescribed form and got checked from the S.D.V.O./ immediate officer once in every three months.
10. Post mortum cases should be done by him. For the Post mortum examination, under suspicious circumstances or in respect of which an offence is reasonably believed to have been committed, conducted upon the law ful requisition of a police officer, no fee will be charged for this.
11. He will also visit Slaughter houses daily and take up anti mortum and post mortum examination of the animals for humane consumption.
12. Emergency cases should be attended to even it is beyond duty hours.

13. He will provide facilities to the Additional Vety. Asst. Surgeon/Junior Vety. Officer, the extension officer for his smooth functioning.
14. He will inspect the L.A.C. (Normal) within his jurisdiction once a month. The centres coming enroute should also be inspected along with. During inspection the stock and store of the centre, out patient Register and other registers relating to report and returns should be checked and advice rendered to the Livestock Inspector when any defect/discrepancies noticed.
15. He will try to solve the problems of the public, if any comes to his notice during inspection of the L.A.C. and in case of difficulty he will report to the S.D.V.O. concerned with his suggestion.
16. He will send the monthly absentee statement of the staff working in the Vety. Dispensary/Vety. Hospital and other staff under his jurisdiction to the concerned drawing officers timely.
17. He will grant Casual leave and Headquarters leaving permission to the staff of the Vety. Dispensary/Veterinary Hospital and other staff under his jurisdiction.
18. He will submit his tour programme before one week to the S.D.V.O./immediate officer for approval.
19. He will also take up surprise inspection of the L.A.Cs. coming within his jurisdiction.
20. His inspection notes/Tour Diaries should be submitted to the S.D.V.O. with copy to C.D.V.O. concerned.
21. Compliance to the remarks of the S.D.V.O./C.D.V.O. on his inspection notes/tour diaries should be complied immediately.
22. Any difficulty in treatment should be got clarified from the S.D.V.O./C.D.V.O./Specialists.
23. In absence of the A.V.A.S./J.V.O. he will look to their work if necessity arises.

21. He will be responsible for control and prevention of epidemics and out-breaks in the area under his jurisdiction.
22. Cases referred to him by any L.F. should be promptly attended to.
23. He is to see that the vaccination programme is taken up timely.
24. Surgical operation cases should be attended to by him or in his absence by the A.V.A.S./J.V.O.. Minor operations can be taken up by the Vety. Sub-st. Surgeons.
25. For difficulties in clinical investigation, the cases should be immediately referred to concerned Clinical Investigation Laboratory with required samples.
26. He will be responsible for the upkeep, maintenance and safe custody of the Govt. properties of the Veterinary Dispensary/Vety. Hospital.
27. The required report and returns should be submitted to the relative quarters timely.
28. The nonnal centres doing A.I. should be closely watched and follow up A.I. programme taken up timely. Any lapses on this account will be his responsibility.
29. He will be responsible for maintenance of different registers concerning to the Vety. Dispensary ^{/Vets Hospital} and I.A.S.C. as prescribed by the Department from time to time. He will ensure timely submission of different report and returns to proper quarters.
30. He will initiate C.C.Rs. of Non-zetted staff working under his jurisdiction other than Junior Vety. Officers.