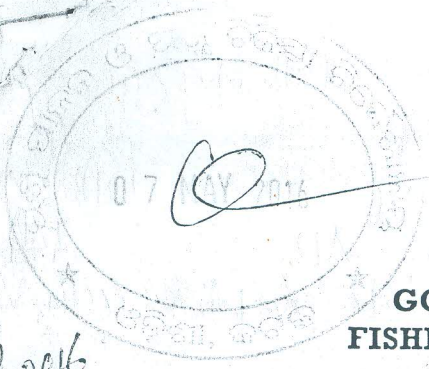


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**GOVERNMENT OF ODISHA
FISHERIES & ARD DEPARTMENT

with
7.5.2016

No. 5380 /FARD, Date. 6.5.16
2V-76/2015

To

The Director, AH & VS, Odisha, Cuttack

Sub: Formulation of job chart of CDVO/ Joint Director, AH & VS, Level-II/SDVO and Deputy Director, District Veterinary Hospital in OVS Group-A (Senior Cadre).

Sir,

P-34/c

I am directed to invite a reference to your letter No.2279, Dt.19.10.2015 on the above cited subject and to send herewith Job Chart of CDVO/Joint Director, AH & VS Level-II/SDVO and Deputy Director, District Veterinary Hospitals in the restructured OVS Cadre, Group-A (Senior Cadre) duly approved by Government for necessary action.

You are requested to communicate the job chart (copy enclosed) to the field functionaries forthwith, so that the work assigned are taken up at the earliest.

Any suggestion/modification of the job chart on ground of realities in future may be furnished subsequently to the Department for consideration of Government.

Yours faithfully,

Joint Secretary to Government

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9.5.16.

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P.T.O.

**JOB CHART OF CHIEF DISTRICT VETERINARY OFFICER/
JOINT DIRECTOR LEVEL-II (JUNIOR ADMINISTRATIVE GRADE)**

1. He/She will function as Administrative head of ARD Sector of the district. He/She will remain in overall charge of all AH activities, development programmes and all Veterinary institutions in the district.
2. He/She will function as the Drawing & Disbursing Officer and Head of Offices with overall supervision and controlling powers in respect of all Animal Husbandry, Dairy and Veterinary activities of the district (except Odisha Biological Products Institute, Bhubaneswar/Berhampur, Frozen Semen Bank, Cuttack/ Berhampur/Chipilima, Animal Disease Research Institute, Phulnakhara, Cuttack/VOTI, Bhubaneswar/SLBP, Chipilima)
3. He/She will ensure proper implementation of all animal health care, breeding activities of livestock, poultry, small animal development activities, feed and fodder activities for the livestock in the district.
4. He/She will be the appointing as well as disciplinary authority of all Class-III (Group-C) and Class-IV (Group-D) staff of the district except those belonging to the State Cadre. He/She may depute Paravet staff, Class-IV from one station to other in exigency of public work.
5. He/She will supervise and inspect all Sub-Divisional Veterinary Offices/ Veterinary Hospitals/Veterinary Dispensaries/Farms/IPDP/DDL/Poultry Hatchery/LITC/ field institutions in the district. He/She will conduct inspection of District and Sub-Division Headquarter Veterinary Dispensary/Farm at least once in a year.
6. He/She will approve the tour programme and tour diaries of the Sub-Divisional Veterinary Officers/ADVOs and other Gazetted officers (Group-A & B) working under his/her administrative control.
7. He/She will submit quarterly report of vacancy position of staff (both Gazetted and Non-Gazetted separately) to the Director, AH & VS, Odisha, Cuttack for information.
8. He/She will ensure submission of all proposals/report and returns in prescribed format from time to time to the Director, AH&VS, Odisha,

- Cuttack. He/She will assign any duty to the SDVOs which may include duties outside the district/Sub-Divisional Headquarters in exigency of public service.
9. He/she will exercise all administrative and financial powers as would be delegated by the Government as well as the Director, AH&VS, Odisha, Cuttack to him/her from time to time.
 10. He/She will grant C.L to all staff including Gazetted officers under his/her administrative control at his/her office and Sub-Divisional Veterinary Officers of the district.
 11. He/She will function as the Superintendent of the District Headquarter Veterinary Hospital.
 12. He/She will perform any other duties that would be assigned to him/her by the Director, AH&VS, Odisha, Cuttack and Government from time to time.
 13. He/She will attend all district level meetings convened by the District Collector, Zilla Parishad etc.
 14. He/She will ensure proper utilization of funds allotted to the district observing financial Rules.
 15. He/She will ensure that public grievance is attended with utmost care and promptitude.
 16. He/She will suggest for transfer and posting of Group-C category staff working under his/her control belonging to State cadre Director, AH&VS, Odisha, Cuttack.
 17. He/She will act as the Deputy Registrar of Co-operative Society.
 18. He/She will take steps to conduct regular meetings of DLRDS, District SPCA and other such Committee/Society.
 19. He/She may depute BVOs/VASs/AVASs/L.Is and any other staff from the district/ Sub-division in emergency cases taking prior approval of Director, AH&VS, Odisha, Cuttack.
 20. He/She will assign any other duty to ADVOs/Nodal Officers/Training Co-ordinators/other staff working in his/her office in the interest of public work under intimation to Director, AH&VS, Odisha, Cuttack.

21. He/She is responsible for drawal of salary, other entitlements including pension of staff in time. He will hear public grievance on Monday of each week.
22. He/She will submit CL application or any other leave through the Zilla Parishad to Director for taking needful action as per Guidelines of Government.
23. He/She will dispose of applications under Rehabilitation Assistance Scheme meticulously observing Government Guidelines.
24. CDVOs will provide necessary support to the SDVOs for discharging their duties.