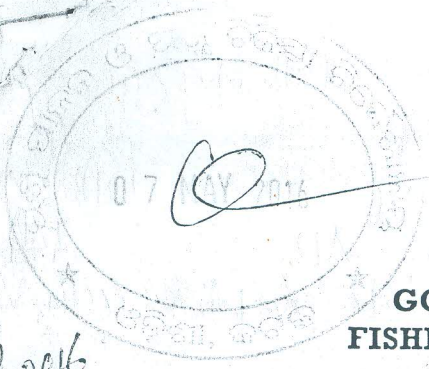


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**GOVERNMENT OF ODISHA  
FISHERIES & ARD DEPARTMENT  
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11/5/2016

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

1159  
9.5.16.

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P.T.O.

**Job Chart of Deputy Director, District Headquarter  
Veterinary Hospital (OVS, Group-A, Senior Branch)**

1. Deputy Director, District Headquarter Veterinary Hospital will function as superintendent of District Headquarter Hospital.
2. He/She will ensure smooth functioning of the District Headquarter Hospital.
3. He/She will remain In-charge of the stock and store of the Veterinary Hospital.
4. He/She will receive medicines/equipments from the indenting officer and ensure proper utilization of the medicines/ chemicals in the Hospital.
5. The stock and store register of the Hospital will be properly maintained in the prescribed register as per norms.
6. Post mortem cases should be done by him/her. He/She will conduct post mortem examination in suspicious case or in respect of which any offence is reasonably believed to have been committed, upon lawful requisition of Police Officer.
7. He/She will also visit the slaughter house regularly and take up ante mortem and post mortem examination of the animals presented for slaughter as per the requisition of local urban body.
8. Emergency cases should be attended with utmost promptitude.
9. He/She will send monthly Absentee statement of the staff working under his/her control to the Drawing Officer timely.
10. He/She will grant casual leave and headquarters leaving permission to the staff of the Veterinary Hospital working under him/her.
11. He/She may function as a member of District Level Technical Committee to be nominated by the CDVO for the purpose.
12. He/She will submit required report and returns to the SDVO and other quarters timely.
13. He/She will submit report and returns pertaining to the Hospital to the SDVO concerned in order to enable SDVO to prepare the final report return of the Sub-division.

14. He/She will ensure that, the District Headquarters Veterinary Hospital is kept open as per the following time table.

a) March	to -	Morning	-	7AM to 11AM
September		Evening	-	4PM to 6PM

b) October	to -	Morning	-	8AM to 12AM
February		Evening	-	3PM to 5PM

15. He/She will undertake any other work as may be assigned to him/her by SDVO and CDVO.