

THE RIGHT TO INFORMATION ACT, 2005

INFORMATION HAND BOOK

**ANDHRA PRADESH STATE VETERINARY COUNCIL
10-2-289/124, ROAD NO.4, SHANTHINAGAR,
HYDERABAD – 500 028.**

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BRIEF NOTE ON A.P.VETERINARY COUNCIL

Indian Veterinary Council Act 1984 was enacted in 1984 at all India level to regulate Veterinary profession and education and to provide for that purpose State Veterinary Councils were formed.

A.P. State Veterinary Council was formed vide G.O.Ms.No.180 Animal Husbandry Fisheries (AH II) dt.07.11.94.

Dr.C.Hanumantha Rao, IAS, Director of Animal Husbandry was the first President of A.P. Veterinary Council.

Mandate of the Council are:

1. To prepare and maintain State Veterinary practitioners register, where in the names of all the veterinary graduates, possessing necessary veterinary qualifications from recognized Universities are entered upon registering with the Council.
2. To regulate veterinary practice in the State.
3. To endeavor for the professional efficiency improvement of registered veterinary practitioner through continuing Veterinary education programme.

FINANCIAL POSITION OF THE COUNCIL:

A.P. Veterinary Council is having its own building equipped with Conference Hall, Guest rooms and infrastructure worth of Rs.71 lakhs.

A.P. Veterinary Council gets Rs.7.00 lakhs as grants in aid from Government of India under professional efficiency development and matching grants of Rs.7.00 lakhs from A.P. State Government.

A.P. Veterinary Council has a corpus fund of Rs.51, 36,501. 00 in fixed deposits at SBI, Shantinagar, Hyderabad.

Introduction

1.1 Background

The prime object of this hand book is to provide awareness for registered Veterinarians and other interested citizens to access the information.

1.2 Objective/Purpose

- i)** To maintain transparency on the activities of the A.P. Veterinary Council.
- ii)** To provide requisite information to the registered Veterinary/Interested public.

1.3 Intended users of the handbook

- i.** All the registered veterinary graduates working in different Organizations.
- ii.** All interested citizens/ progressive farmers.
- iii.** All the concerned Institutions / Departments /Industries functioning in Livestock Sector.

1.4 Definitions of key terms

- "Council means" A.P. Veterinary Council.
- "President" means the elected President of A.P. Veterinary Council body.
- "Registrar" means Registrar of A.P. Veterinary Council.
- "T.O." means Technical Officer
- "O.M" means Office Manager
- "Member" means Member nominated/elected to the Council
- "Budget" means Budget of A.P. Veterinary Council

1.5 Information of Organization

The information on various aspects of the organization is described in the Chapters from 2 to 18.

1.6 Getting additional information

Any additional information can be obtained by writing or contacting the A.P. Veterinary Council located at H.No. 10-2-289 /124, Road No.4, Shantinagar, Hyderabad- 500 028.

1.7 Names & Addresses of key contact persons.

- 1. Dr. K.Krishna Murthy, Registrar, A.P. Veterinary Council, Door No.10-2-289/124, Shanthi Nagar, Hyderabad 28.**
- 2. Mr. G.P. Solomon Raj, Office Manager, A.P. Veterinary Council, Door No. 10-2-289/124, Shanthi Nagar Hyderabad 28.**

Chapter 1
Organization, Functions and Duties
(Section 4 (1) (b) (i))

S.No.	Name of the Organization	Functions	Duties
1	A.P. Veterinary Council, 10-2-289/124, Road No.4, Shanthinagar, Hyderabad – 500 028	<ul style="list-style-type: none">• Maintenance of Veterinary Practitioners Register to regulate Veterinary Education & Practice. Endeavour to enhance professional efficiency of Veterinarians.	<ul style="list-style-type: none">• Registration of Veterinarians.• Renewal of Registration.• Plan to organize skill & knowledge upgradation training for registered Veterinarians.• To make available latest advanced information in veterinary field through publications.

Chapter 2
Powers and Duties of Officers and Employees.
Section 4(1)(b)(ii)

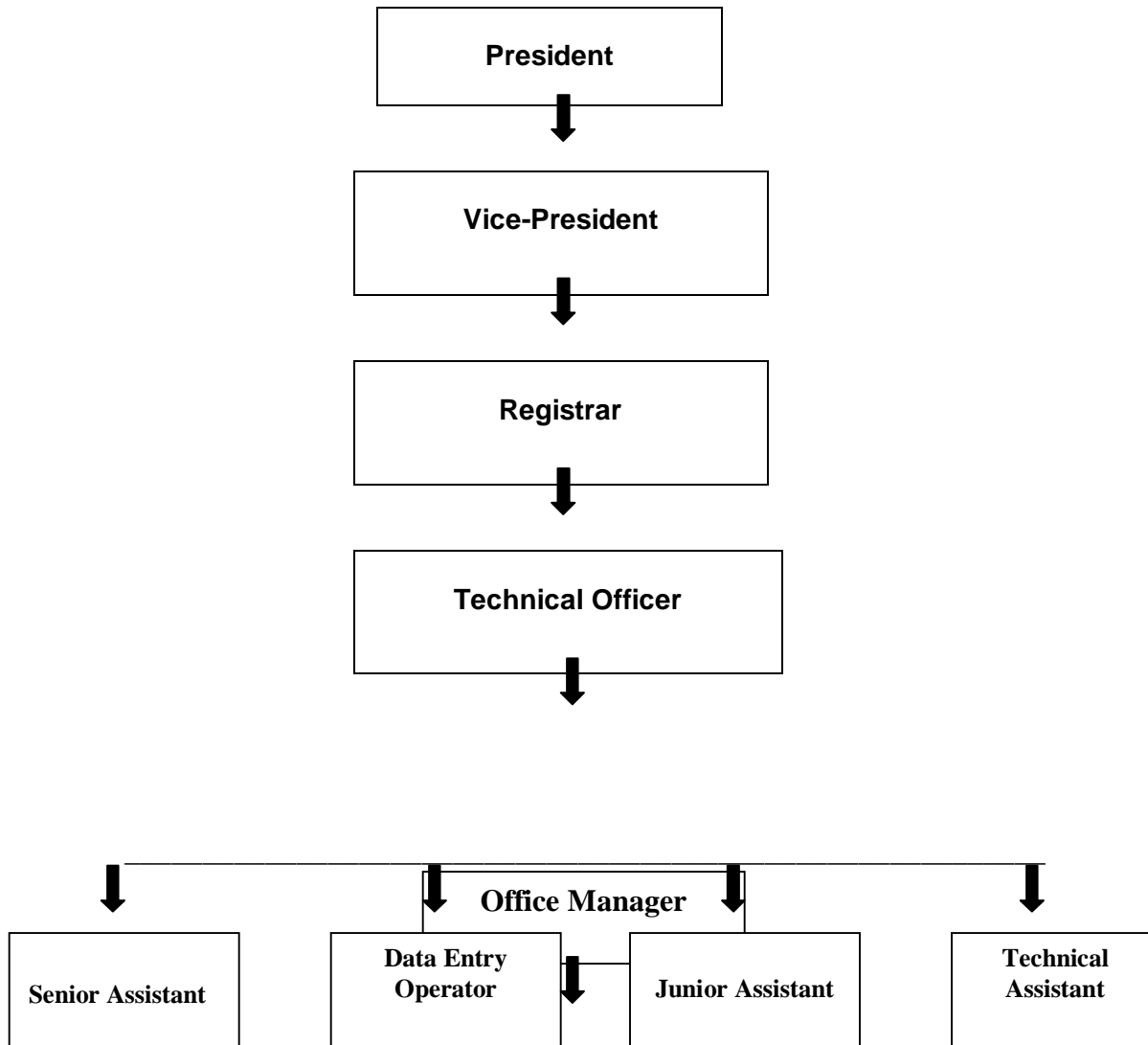
S.No.	Name of the Officer	Designation	Duties allotted	Powers
1	Dr.K. Krishna Murthy	Registrar	Functional Executive Officer in the A.P.V.C. to run the functions of Organization smoothly. Control/management of office, accounts and correspondence	Vested with financial/executive powers as delegated by the President, APVC. Drawing/disbursing Officer for A.P.V.C.
2	VACANT	Technical Officer	To Process the files related to registrations, renewals, CVE Programme and Journal publications	-----
3	G.P.Solomon Raj	Office Manager	Maintenance and Correspondence of all files other than Technical.	-----
4	M.V. Saraswathi	DEO	Maintenance of Data Base in Computer related to all kinds of registrations & renewals.	-----
5	K. Swarnalatha	Senior Asst.	Accounts matters.	-----
6	B. Priyanka	Junior Asst.	Maintaining Correspondence files	-----
7	M. Prasadu	Technical Asst.	Certificate Incharge	-----

Chapter 3
Procedure to be followed in Decision-making Process
(Section 4(1) (b) (iii))

4.1 The Council has only one level of administration. The overall supervision and administrative control is vested with Registrar.

Activity	Description	Decision making process	Designation of final Decision making Authority
Goal setting and Planning	The annual targets for CVE Programme and publications	Registrar	Council
Budgeting	-	-	-
Formulation of programmes, schemes and Projects	The Training Programmes are prepared at Council office	Registrar	Council
Recruitment/hiring of personnel	Assessment of personnel for recruitment/hiring is made at APVC office.	Registrar	Council
Release of funds	Funds will be released for the CVE programmes approved by the Council.	Registrar	Registrar
Implementation	Continuing Veterinary Education Programme by AHD training centers and Veterinary Colleges.	Registrar	Registrar
Monitoring and evaluation	Technical Officer	Registrar	Registrar

4.2 Organizational chart depicting flow of authority, supervision and accountability is given below:



ANDHRA PRADESH VETERINARY COUNCIL
FLOW CHART IN DECISION MAKING PROCESS

Registrar:

Approval of proposals, submission to Government/action taken at Head of the Department level and to communicated the subordinate offices for implementation.

Technical Officer:

Attending to the matters related to technical subjects i.e. registration, renewals, journal publication and Continuing Veterinary Education Programme etc.

Office Manager:

Maintenance and submission of all kinds of non-technical files to Registrar through Technical Officer.

Senior Assistant:

Maintenance of Accounts & Preparation of Pay Bills.

Data Entry Operator:

Maintenance of Data related to Registrations and Renewals in the Computer.

Junior Assistant:

Maintaining the files of technical correspondence.

Technical Assistant:

Preparation and issue of original Registration certificates and Record Keeping of office copies of the registration certificates also attending Inward and outward of letters.

Chapter 4
Norms set for the Discharge of Functions
(Section 4 (1)(b)(iv))

5.1.Norms/Standards for discharge of its functions/delivery of services.

S.No.	Function/Service	Norms/Standards of performance set	Time Frame	Reference document prescribing the norms (Citizens charter. Service charter etc
1	Issue of Registration Certificates	-	10 days	-
2	Renewal of Registration	-	15 days	
3	Redressal of Grievances	-	7 Days	-

Since the A.P. Veterinary Council, is a statutory body directly concerned with Veterinary profession and registered Veterinarians and their activities are confined to Registration and renewal of practicing veterinarians, Continuing Veterinary Education Programme etc., the grievances, if any will be redressed.

Chapter 5 Rules,
Regulations, Instructions, Manual and Records for discharging functions.
Section 4(1)(b)(v) & (vi).

6.1 List and gist of rules, regulations, instructions, manuals and records used by the employees for discharging functions.

S.No.	Description	List of contents	Price of the publication, if priced
1	A.P.State Veterinary Council rules	-	Not for sale
2	Indian Veterinary Council Act, 1984	-	Not for sale
3	Standard of profession conduct, etiquette and code of ethics for veterinary practitioners regulation, 1992	-	Not for sale
4	Publications	A.P.Veterinary (Tech.magazine)	On Subscription

Chapter 6
Categories of documents held by the Public Authority under its control Section
4(1)(b)(vii)

7.1 I Information about the official documents by the public.

S.No.	Category of document	Title of the document	Designation and address of the custodian.
1	Periodical Reports	<ul style="list-style-type: none">• Annual Accounts• Submission of State Veterinary register for the current year to VCI, New Delhi	Accountant & Office Manager.

Chapter 7
Arrange for Consultation with or Representative by the Members of the Public in
relation to the Formulation of Policy or Implementation thereof
(Section 4(1)(b)(viii))

8.1 Consultation/participation of public or its representatives for formulation and implementation of Policies.

S.No.	Function/Service	Arrangements for consultation with or representative of public in relation with policy formulation	Arrangements for consultation with or representative of public in relations with policy implementation
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Being a Statutory body related with only Veterinary graduates and regulation of Veterinary Education and profession, policies are formulated by State Veterinary Council Members or Members of Veterinary Council of India.

Chapter 8
Boards, Councils, Committees and other Bodies constituted as part of Public Authority
Section 4(1)(b)(ix)

9.1 Information of Veterinary Council of Andhra Pradesh.

Name of Board	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its Meetings accessible for public.
<p>A.P. Veterinary Council comprises of 4 Members nominated by Government vide G.O.Rt.No.317 AHDDF Dept.,Dt.29.06.09 and Memo No.4524/AH.II(3)/09Dt.26.08.09.</p> <p>4 Members elected once in 3 years and 2 Ex-officio Members</p>	<p>President -1</p>	<p>To chair all the council meetings</p>	<p>Not open to public</p>
	<p>Registrar -1</p>	<p>Chief Executive of APVC and to implement the policies as decided by the Government and Council including day to day affairs of the A.P.V.C</p>	
	<p>Nominated members - 4 Elected members - 4 Ex-Officio members - 2</p>		
	<p>Total = 10</p>		

Chapter 9
Directory of Officers and Employees
[Section 4(1)(b)(x)]

S.No.	Name of Office/Administrative Unit	Name, Designation & Address of Officer/Employee	Telephone	E-mail
1	Andhra Pradesh Veterinary Council	Dr.K.Krishnamurthy, Registrar, 10-2-289/124, Road No.4, Shanthinagar, Hyderabad – 500 028	040 23322580 Fax 040 23327893 8008544415	apsvetycouncil@gmail.com
2	Andhra Pradesh Veterinary Council	Technical Officer (VACANT)	-	-
3	Andhra Pradesh Veterinary Council	G.P. Soloman Raju Office Manager	9391936983	-
4	Andhra Pradesh Veterinary Council	K. Swarna Latha Senior Assistant	7207272619	-
5	Andhra Pradesh Veterinary Council	M.V. Saraswathi Data Entry Operator	9849146070	-
6	Andhra Pradesh Veterinary Council	B. Priyanka Junior Assistant	9963844811	-
7	Andhra Pradesh Veterinary Council	M. Prasad Technical Assistant	9704534015	-

Chapter 10
Monthly Remuneration received by Officers and Employees, including the system
of compensation as provided in Regulations.
Section 4(1)(b)(xi)

11.1 Information on remuneration and compensation structure for Officers and employees in the following format.

S.No.	Designation	No. of Posts	Monthly Remuneration for the cadre Rs.	System of compensation to determine as given in regulation.
1	Registrar	1	Regular Posting in the cadre of Additional Director	
2	Technical Officer	1	12,000	On Consolidated pay as decided by the council
3	Office Manager	1	11,000	-Do-
4	Senior Assistant	1	9,000	-Do-
5	Computer Operator	1	8,000	-Do-
6	Junior Assistant	1	7,000	-Do-
7	Technical Assistant	1	12,000	-Do-
8	Night Watchman	1	6,000	-Do-
9	Office Sub-Ordinates	2	6,000	-Do-

Chapter 11
Budget Allocated to Each Agency including Plans etc
Section 4(1)(b)(xi)

12.1 Information about the details of Plans, programmes and schemes undertaken

Agency	Budget Heads	Actual Expenditure Rs. in Lakhs (2011-2012)	Actual Outcome/Revenue Rs. in Lakhs (2011-2012)	Report on disbursements made
A.P. Veterinary Council	Grants in aid from Govt. of India	7.00 lakhs	-	To meet with Administrative Expenditure & Continuing Veterinary Education
A.P. Veterinary Council	Matching grants from State Government	7.00 lakhs		
	Total =	14.00 lakhs		

12.2 Information of the Budget allocated for different activities under different programmes/schemes/Project etc.

Government of India Grants 7.00 lakhs &

Matching Grants 7.00 lakhs by State Government of A.P

for Professional Efficiency Development and establishment of State Veterinary Council.

Chapter 12
Manner of Execution of Subsidy Programmes
Section 4(1) (b)(xiii)

13.1 to 13.3 The A.P. Veterinary Council does not implement any schemes for which subsidy is provided.

Chapter 13

Particulars of Recipients of Concessions, Permits or Authorisation granted by the Public Authority. Section 4(1) (b)(xiv)

14.1 Names and addresses of recipients of benefits under each programme/scheme

Institutional Beneficiaries

NIL

Individual Beneficiaries

NIL

Chapter 14
Information available in Electronic Form
Section 4(1) (b)(xiv)

15.1 Details of information related to the various schemes of the Department in Electronic formats.

Electronic format	Description	Contents	Designation and address of the custodian of information
MS-EXCEL & MS-WORD	Annual Accounts Reports and Databases etc.	Activities and various programmes related to Registration and Renewal particulars of Veterinary Graduates	Data Entry Operator

15.2 Official Website is available.

Chapter 15
Particulars of facilities available to Citizens for obtaining information.
Section 4(1)(b)(xv)

16.1 Particulars of information dissemination mechanisms available to the public.

Facility	Description	Details of information made available
Website on internet	www.apvc.co.in	All the information related to Registered Veterinary practitioners and Continuing Veterinary Education

Chapter 16
Names, Designations and other Particulars of Public Information Officers [Section 4(1)(b)(xvii)]

17.1 Contact information about the Public Information Officers and Assistant Public Information Officers designated for various offices and Appellate Authorities

S.No.	Name of the Office	Name and Designation of the PIO	Office/Residence Tel. Fax
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Public Information Officer

1	A.P. Veterinary Council	Dr. K. Krishna Murthy, Registrar	040 23327893 8008544415
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Assistant Public Information Officer

2	A.P. Veterinary Council	Mr. G.P. Soloman Raj	9391936383
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Appellate Authority

3	A.P. Veterinary Council	VACANT	VACANT
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Chapter 17
Other Useful Information
[Section 4(1) (b) xvii]

- 18.1 Any other information or details of publications which are of relevance to the citizens

NIL