

Obligations of Public Authorities



MANUAL UNDER

RIGHT TO INFORMATION ACT, 2005

(Available in Electronic and Printed format)

**Directorate of Animal Husbandry
3rd floor, Bays building
Sector 17, Chandigarh**

Introduction

- I. In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, Directorate of Animal Husbandry, Punjab has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005
 1. Every Public Authority shall:-
 - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner
 - b) 17 Manuals
 - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed
 - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
 2. Every Public Authority shall provide as much information Suo -motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
 3. Every Information shall be disseminated widely (Sub-Section 1)
 4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III. The purpose of this manual is to inform the general public about Authority's organisational set-up, functions and duties of its officers and employees, records and documents available with it
- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

Index

S.no	Details of Information	Page no
1	1st Manual: Particulars of the Public Authority	7-8
1.1	Name and address of the organization	7
1.2	Head of the organization	7
1.3	Key Objectives	7
1.4	Functions and duties	7
1.5	Organization chart	8
2	2nd Manual: Powers & duties of officers & employees	9-14
2.1	Powers and duties of officers (administrative, financial & judicial)	9-14
2.2	Powers and duties of other employees	9-14
2.3	Rules/orders under which powers and duties are derived	9-14
3	3rd Manual: Procedure followed in decision making	15
3.1	Process of decision making	15
3.2	Final decision making authority	15
3.3	Related provisions, acts, rules etc	15
3.4	Time limit for taking a decision, if any	15
3.5	Channels of supervision and accountability	15
4	4th Manual: Norms for discharge of functions	16
4.1	Nature of functions/services offered	16
4.2	Norms/standards for functions / service delivery	16
4.3	Time-limits for achieving the targets	16
4.4	Reference document prescribing the norms	16
5	5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions	17-18

5.1	<i>Title and nature of the record / manual / instruction Gist of contents</i>	17-18
6	6th Manual: Categories of documents held by the Authority or which are under its control	19
6.1	<i>Title of the document</i>	19
6.2	<i>Category of document</i>	19
6.3	<i>Custodian of the document</i>	19
7	7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof	19
7.1	<i>Relevant rule, circular etc</i>	19
7.2	<i>Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation</i>	19
8	8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public	20
8.1	<i>Name of the Board, Council, committee etc</i>	20
8.2	<i>Composition Powers & functions</i>	20
8.3	<i>Whether their meetings are open to the public?</i>	20
8.4	<i>Whether the minutes of the meeting are open to the public</i>	20
8.5	<i>Place where the minutes if</i>	20
8.6	<i>Open to the public are available?</i>	20
9	9th Manual: Directory of Officers and employees	20
9.1	<i>Name and designation</i>	20
9.2	<i>Telephone, fax and email ID</i>	20
10	10th Manual: Monthly Remuneration received by officers & employees including system of compensation	21-33
10.1	<i>Name and designation of the employee</i>	21-33
10.2	<i>Monthly remuneration</i>	21-33
10.3	<i>System of compensation as provided by in its regulations</i>	21-33
11	11th Manual: Budget allocated to each agency including all plans, proposed expenditures and reports on disbursements made etc.	34-35

11.1	<i>Total Budget for the Public Authority</i>	34-35
11.2	<i>Budget for each agency and plan & programmes</i>	34-35
11.3	<i>Proposed expenditures</i>	34-35
11.4	<i>Revised budget for each agency, if any</i>	34-35
11.5	<i>Report on disbursements made and place where the related reports are available</i>	34-35
12	12th Manual: Manner of execution of subsidy programmes	36-37
12.1	<i>Name of the programme or activity</i>	36
12.2	<i>Objective of the program</i>	36
12.3	<i>Procedure to avail benefits</i>	36
12.4	<i>Duration of the programme/scheme</i>	36
12.5	<i>Physical and financial targets of the program</i>	36
12.6	<i>Nature/scale of subsidy/amount allotted</i>	36
12.7	<i>Eligibility criteria for grant of subsidy</i>	36
12.8	<i>Details of beneficiaries of subsidy program (Number, Profile etc.)</i>	37
13	13th Manual: Particulars of recipients of concessions, permits or authorisation granted by the Public Authority	37
13.1	<i>Concessions, permits or authorizations granted by Public Authority</i>	37
13.2	<i>For each concessions, permit or authorization granted</i>	37
13.3	<i>Eligibility criteria</i>	37
13.4	<i>Procedure for getting the concession/grant and/or permits or authorizations</i>	37
13.5	<i>Name and address of the recipients given concessions/ permits or authorizations</i>	37
13.6	<i>Date of award of concessions/ permits or authorizations</i>	37
14	14th Manual: Information available in electronic form	38
14.1	<i>Details of information available in electronic form</i>	38
14.2	<i>Name/title of the document/record/other information</i>	38
14.3	<i>Location where available</i>	38

15	15th Manual: Particulars of facilities available to citizens for obtaining information	38
15.1	<i>Name & location of the facility</i>	38
15.2	<i>Details of information made available</i>	38
15.3	<i>Working hours of the facility</i>	38
15.4	<i>Contact Person & contact details (phone, fax, email)</i>	38
16	16th Manual: Names, designations and other particulars of public information officers	39-46
16.1	<i>Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official</i>	39-46
17	17th Manual: Any other useful information	47-185
17.1	<i>Citizen's charter of the public authority</i>	47-58
17.2	<i>Grievance redressal mechanisms</i>	58
17.3	<i>Details of applications received under RTI and information provided</i>	58
17.4	<i>List of completed schemes / projects / programmes</i>	59
17.5	<i>List of schemes/projects/programmes underway</i>	59-60
17.6	<i>Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract</i>	60
17.7	<i>Any other Information</i>	61-184
18	Reasons for administrative or quasi-judicial decisions taken; communicated to affected persons	184
19	Important policies or decisions which affect public	184

1st Manual: Particulars of the Public Authority**1.1 Name and address of the organization:-**

Directorate of Animal Husbandry
3rd floor, Bays building, Sector 17, Chandigarh

1.2 Head of the organization:

Director

1.3 Key Objectives:

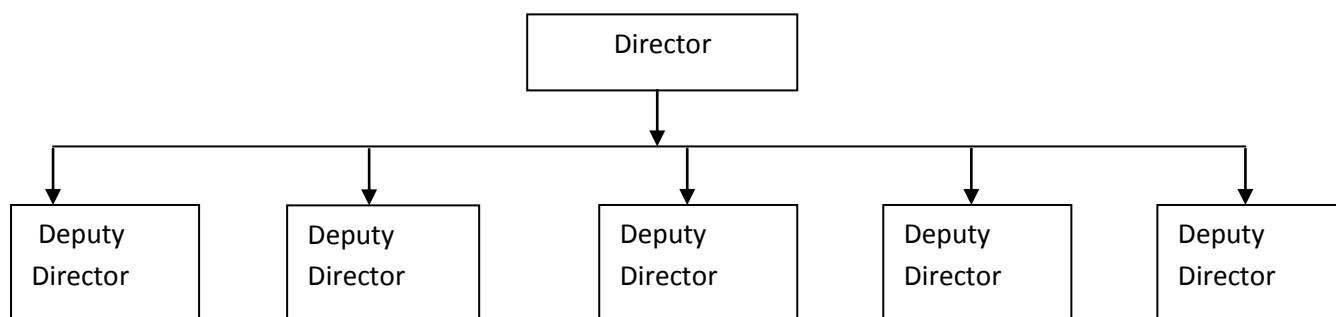
- To provide efficient and effective health cover to the livestock of the state.
- To improve the genetic potential of the livestock through scientific breeding.
- To provide improved feeding and management practices.
- To provide effective extension services in the field of Animal Husbandry.

1.4 Functions and duties:

The Department plays an important role in the economy of the state. The net contribution in the State Gross Domestic Product (GDP) is 13%. The state is providing highest priority for the removal of poverty and creation of self employment opportunities to the Rural masses.

FOR VARIOUS LIVESTOCK DEVELOPMENT ACTIVITIES, THE DEPARTMENT OF ANIMAL HUSBANDRY PUNJAB HAS ITS PRESENCE ACROSS THE STATE THROUGH THE FOLLOWING OFFICES

- Head Office - 17-BAYS BUILDING, SECTOR-17, CHANDIGARH.
- 20 Distt. Level offices - one in each district headed by Deputy Director Animal Husbandry.
- Sub Division Level offices - SENIOR VETERINARY OFFICER.
- Civil Veterinary Hospitals- 1367 (785 with A.H. department and 582 with Zila Parishads)
- Civil Veterinary Dispensaries-1487
- Regional Disease Diagnostic Lab., Jalandhar.
- Punjab Veterinary Vaccine Institute, Ludhiana (Punjab).
- Govt. Livestock Farm - (Buffalo) Mattewara.
- Govt. Cattle Breeding Farm, Patiala.
- Sheep Wool Grading cum Marketing Centre, Ludhiana.
- Sheep & Wool Extension Centre, Ludhiana.
- wo Sheep & Wool Extension offices headed by Sheep Supervisor Bathinda and Sangrur.
- 23 Sheep & Wool extension centres through out the State.
- Govt. Hatchery and Poultry Farm, Patiala.
- Six Pig Breeding Farms at Chhajju Majra (Kharar), Malwal (Ferozepur), Jalandha , Gurdaspur, Mattewara (Ldh.) and Nabha.
- Two Semen Banks at Nabha and Ropar.

1.5 Organization chart:

A. District Level 1 Deputy Director 1 2 Assistant Director (AH) -1 3 Assistant Director (AP)-1	C. Tehsil Vetrinay Hospital 1) Senior Veterinry Officer 2) VeterinaryOfficer 3) Agriculture Development officer 4) Veterinary Inspector 5) Lab. Assistant 6) Class 1V D. Block Veterinary Hospital 1) VeterinaryOfficer 2)Veterinary nspector 3)Class 1V
B. Vetrinary Poly-clinics 1) Surgery Specialist 2) Gynaecologist 3)Pathologist/Microbiologist/Parasitogist 4) Veterinary Inspector 5) Lab. Assistant 6) Class 1V	E. Village Hospital 1) Veterinary Officer 2) Veterinary Inspector 3) Class 1V F. Veterinary Dispensary 1)Veterinary Inspector 2)Class 1V

2nd Manual: Powers & duties of officers & employees

2.1 Powers and duties of officers and Employees :

S.no	Designation	Powers and Duties of Officers
1)	Director, Animal Husbandry, Punjab	<p>He is overall incharge and Administrative Head of the department.</p> <p>At the headquarters he is assisted by four Joint Directors as below:-</p>
2)	Joint Director, Animal Husbandry, (Animal Health)	<p>He is responsible for :-</p> <ol style="list-style-type: none"> 1. Implementation of plan and non plan schemes related to Animal Health. 2. Establishment of Group A officers of the department. 3. Regarding tour programmes beyond jurisdiction and T.A. bills. 4. Entire work of SPCA. 5. Work relating the Kandi area Water Shed Scheme/World Bank Project. 6. Work relating to the Awareness Camps. 7. Agriculture Technology Management Agency (ATMA).
3)	Joint Director, Animal Husbandry -Special Livestock Breeding Programme(SLBP)	<ol style="list-style-type: none"> a) Cattle and buffaloes breeding, Artificial Insemination and Animal production work. b) Work regarding livestock farms and semen banks. c) Establishment of veterinary pharmacists. d) Implementation of all plan/non plan schemes related to animal production. e) Gaushala development work.
4)	Joint Director, Animal Husbandry-Animal Production (A.P.)	<ol style="list-style-type: none"> 1. Budget/Planning, Project Formulating and Monitoring. Purchase of Stores.

		<p>2. Establishment of Group B, C and D employees.</p> <p>3. To handle the Assembly Questions of Lok Sabha and Rajya Sabha and work related to PAC and Vidhan Sabha Committee.</p> <p>4. To Co-ordinate the reports/Misc. works to be forwarded by the department to the Govt.</p> <p>5. To handle the Audit paras relating to department.</p> <p>6. Legal matters.</p>
5)	Joint Director Animal Husbandry -Regional Disease Diagnostic Lab.- North Zone, Jalandhar.(RDDL).	He is responsible for surveillance, diagnosis, monitoring and control of various animal diseases in the northern states including Punjab, Haryana, Chandigarh (U.T.), H.P., J&K, Delhi and Rajasthan.
6)	Joint Director Animal Husbandry (Fodder)	<p>a. He will be responsible for formulation and execution of schemes pertaining to Fodder Section of the Department of Animal Husbandry, Punjab.</p> <p>b. All establishment cases pertaining to the Fodder wing of the Animal Husbandry Department shall be routed to the Director Animal Husbandry through him.</p> <p>c. To assist the Director, Animal Husbandry in the formulation and execution of policy matter and implementation of schemes pertaining to the Fodder Section of the Animal Husbandry Department.</p> <p>d. Any other work allotted by the Director, Animal Husbandry.</p>
7)	Deputy Director, Animal Husbandry (Poultry Dev.)	<p>a) He is incharge of the poultry development programmes in the state.</p> <p>b) To conduct and coordinate poultry breeding and hatcheries operation in the state.</p>
8)	Deputy Director, Animal Husbandry (Statistics).	<p>a. He is responsible for overall assessment of Statistical activities of the Department, including production of livestock and livestock products, i.e. milk, meat, eggs and wool.</p> <p>b. Under the Cattle Development Programme, Deputy Director (Statistics) is responsible for the collection, compilation and analysis of data pertaining to cross breeding programme, production of semen, allotment of bulls to various A.I. Centres and culling of Animals at the Cattle Breeding Farm. The study of the performance of buff, bulls under field conditions</p>

		<p>is under his control.</p> <p>c. The department conducts various sample surveys/studies in the State. Deputy Director (Statistics) is responsible for the Planning and designing for these surveys/studies. At present sample surveys for the estimation of production of various livestock products, Fodder Crops in the State and area under Fodder Crops, estimation of average milk yield of cross bred cows under field conditions.</p> <p>d. The progress made under various plan/non plan schemes, work done by various veterinary Institutions in the State, preparation of the Annual Administration Report of the Department, preparation of Statistical Bulletin. Sire Directory and other publications of the Department are also responsibilities of the Deputy Director, (Stat.).</p> <p>e. Any other work allotted by the Director, Animal Husbandry.</p>
9)	Deputy Director (Sheep And Wool)	He is responsible for the implementation of the schemes relating to sheep husbandry in the State and for the extension activities for sheep rearing .
10)	Assistant Director (Sheep And Wool)	<p>a. To assist the Deputy Director Animal Husbandry (Sheep and Wool) in formulation of schemes in sheep rearing and extension activities relating to sheep husbandry in the State.</p> <p>b. He is nodal officer for scheduling various trainings of the Department.</p> <p>c. He is also General Manager Punjab Poultry Corporation and Deputy Chief Executive Officer of Punjab Livestock Dev. Board in addition to his own duties.</p>
11)	Poultry Geneticist	<p>a. Responsible for poultry breeding in the state.</p> <p>b. Acting as nodal officer for pensions</p> <p>c. Nodal officer for complaints and Public grievances and Vigilance cases of the Department.</p> <p>d. Incharge of Kisan Call centre for helping and giving technical advice to the farmers of the state.</p> <p>e. Assisting the Director and Joint Director in day to</p>

		day technical and official working of the Department.
12	Agriculture Development Officer (Feed and Fodder)	To assist the Joint Director Animal Husbandry (Feed and Fodder) at the Head Quarter for implementing the Feed and Fodder Development schemes and extension activities in the state.
13	Assistant Controller (Finance & Accounts)	To ensure proper maintenance of accounts and removal of audit objections.
14	Statistical Officer	<ol style="list-style-type: none"> He assists the Deputy Director (AH Section). To assign the sample surveys for the estimation of major livestock products etc. To analyze the data collected under sample surveys, preparation of reports etc. To analyze the data collected from the Govt. Breeding farms/vety. Institutions and from the field about the breeding efficiency, and number of cases treated, A.I. performed etc. To prepare the Annual Administration report and other reports under the guidance of Deputy Director (AH Section). To assist in the day to day administration.
15	Superintendents	Supdt. is the incharge of his section. All the official files are routed through him. After scrutinizing the files, as per his satisfaction and after correcting the case, sends to the higher officers. Marks the daily dak to the concerned dealing hand. Also keeps record of urgent cases with him in order to maintain the official record in a proper form, guides the subordinate officials working under him in his branch.
16	Section Officer	To assist the Assistant Controller (F&A) in accounts and audit matters and to conduct the internal audit of the department.
17	Deputy Director, Animal Husbandry (Distt. Level)	<ol style="list-style-type: none"> He is overall incharge of the livestock development, breeding activities, health care and other misc. jobs in their respective districts. He is Drawing and Disbursing Officer of the schemes/programmes in his district. To direct ,supervise and organize the cattle breeding operations in various A.I./Breeding centres in their

		<p>area.</p> <p>4. To submit various reports and returns in regard to physical/financial achievements to the Director, Animal Husbandry, regularly.</p>
18	Senior Veterinary Officers:	<p>1. They will supervise working of Veterinary Hospitals/Dispensaries and AI centres/units in the sub divisions.</p> <p>2. They will supervise the working of cattle development programmes in the sub division.</p> <p>3. They will act as representatives of the department with other departments at sub divisional level.</p> <p>4. They will assist project officers at director level in such matters as may be specifically entrusted.</p> <p>5. They will provide technical assistance and advice to the Vety. staff in sub divisions.</p> <p>6. They will arrange supply of medicines and instruments to the Vety. Hospitals/dispensaries/AI centres in the sub division.</p> <p>7. They will sanction casual leave to the staff at Vety. Hospitals/dispensaries/AI centres in the sub division.</p> <p>8. They will initiate Annual Confidential Reports of the staff working in Vety. Hospitals/Dispensaries/centres/units at sub divisional level.</p> <p>9. They will be incharge of the Vety. Hospitals at the the sub-divisional headquarters .</p> <p>10. They will also perform major and minor operations like caesarian operations, Dystokia, castration, prolapse, Hernia etc.</p> <p>11. They will also be responsible for conducting laboratory examinations of the blood, stool and urine samples of cases suffering from obscure diseases.</p>
19	Veterinary Officers:	<p>1. Diagnose, prescribe and treat the indoor and outdoor cases in the veterinary hospital.</p>

		<ol style="list-style-type: none"> 2. Ante and postmortem examination of livestock . 3. Control of contagious diseases amongst livestock . 4. Castration of male livestock. 5. Inspection of gaushalas. 6. Publicity, propaganda and extension work relating to livestock breeding, feeding and management practices. 7. Artificial insemination in cattle and buffaloes. 8. Implementation of the beneficiaries oriented and other schemes of the department. 9. Recording of outdoor and AI cases and overall control of stock and stores. 10. To ensure maintenance of Hospital record and submission of reports. 11. Regular/periodic visit and supervision of the dispensaries under his control for giving advice and attending to cases of serious nature in their jurisdiction. 12. Management of livestock farms. 13. Management of Frozen Semen Banks/Artificial Insemination Centres. 14. Issuing of Health Certification and P.M. Certifications. 15. Issuing of Export permits. 16. Dealing in Vetro- legal cases. 17. Any other duties assigned by the competent authorities.
20	Veterinary Inspector:	<ol style="list-style-type: none"> 1. To keep the Hospitals equipment neat and clean. 2. Compounding and dispensing of medicines. 3. Dressing wounds and bandaging. 4. To handle animals and administer medicines.

		<p>5. Treatment of minor and simple ailments in animals.</p> <p>6. Rendering assistance to the Veterinary Officers, Incharge of the hospitals/dispensaries in performing major operations.</p> <p>7. To help Veterinary Officers in maintaining the record of the hospitals.</p> <p>8. To perform Artificial Insemination in the buffaloes/cows.</p> <p>9. To follow up A.I. cases.</p> <p>10. To vaccinate the animals of the area to prevent the spread of any outbreak/disease.</p> <p>11. To register the cattle of the area.</p> <p>12. To maintain the official records of the dispensaries/ A.I. centres including medicines etc.</p> <p>13. To assist the Veterinary Officers in various development activities/schemes.</p>
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2.3 Rules/orders under which powers and duties are derived:

1. The Punjab Livestock Improvement Rules 1958.
2. The Punjab Veterinary Council Rule 1997.
3. The Punjab Livestock Development Rules.
4. The Department Rules.

3rd Manual: Procedure followed in decision making

3.1 Process of decision making: Decisions in the department are taken at various levels according to the Acts, Rules and Regulations formed by the Govt. Director, Animal Husbandry, Punjab is head of the department and takes decisions as per the Civil Services Rules, Manual of instructions or other Standing guidelines laid down by the State Govt. and as per delegation of powers by the Govt .

3.2 Final decision making authority: Director Animal Husbandry

3.3 Related provisions, acts, rules etc: Civil Services Rules, Manual of instructions or other Standing guidelines laid down by the State Govt. and as per delegation of powers by the Govt .

3.4 Time limit for taking a decision, if any: NA

3.5 Channels of supervision and accountability: Veterinary Officers I/C Civil Veterinary Hospital are accountable for all departmental activities in their jurisdiction. They also take decisions as per Civil Services Rules.

4th Manual: Norms for discharge of functions**4.1 Nature of functions/services offered****4.2 Norms/standards for functions / service delivery****4.3 Time-limits for achieving the targets****4.4 Reference document prescribing the norms**

The State Government has issued guidelines for speedy disposal of cases and timely implementation of various schemes / programmes at various levels. Veterinary hospitals provide round the clock emergency veterinary services. The field staff carry out the publicity campaign to create awareness in the farmers for various livestock health and breeding activities in a time bound manner, according to calendar of activities designed by the department at various levels

S.no	4.1) Nature of functions/services offered	4.2) Norms/standards for functions / service delivery	4.3) Time-limits for achieving the targets	4.4) Reference document prescribing the norms
1)	Supply of Medicine / Vaccines at designated Hospital as decided by Government	-----	Same day	As per RTS Act
2)	To provide artificial insemination subject to availability of semen	-----	-same day	As per RTS Act
3)	Issue of veterinary health certificate to livestock owner	-----	3 Days	As per RTS Act

5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions

5.1 Title and nature of the record / manual / instruction Gist of contents:

The department has no separate instructions, regulations, and manuals of its own. It follows Civil Service Rules, Financial Rules, Budgetary Rules, Treasury Rules etc. as are applicable to all the departments of the state. Department has Service Rules for Class A,B,C and D employees to regulate the terms, conditions of their appointments etc. Apart from these executive instructions issued by Government and department from time to time are also followed.

The Department has also the following Acts & Rules;-

LAWS / ACTS:

List of Acts/ Rules Animal Husbandry Department

Sr. No	Name of the Act, Rule and Notification	Rules
1	The Prevention and Control of Infectious and Contagious Diseases in Animals Act, 2009, 20 th March, 2009	The Prevention and Control of Infectious and Contagious Diseases in Animals, Rules
2	The East Punjab Animal contagious Diseases Act, 1948	
3	The Punjab Prohibition of Cow Slaughter Act, 1955,	
4	The Punjab Herd Registration Act, 2006 (Punjab Act, No. 33 of 2006)	
5	Indian Veterinary Council Act, 1984 (No. 52 of 1984)	Punjab State Vety. Council Rules, 1997, (24 th February, 1997)
6	The Punjab Livestock Improvement Act, 1953, (PUNJAB ACT No.47 of 1953)	Punjab Livestock Improvement Rules, 1958

7	The Prevention of cruelty to Animals Act, 1960 . (59 of 1960)	RULES Under the Prevention of cruelty to Animals Act, 1960 . (Animal Birth control (Dogs) Rules, 2001
8		Prevention of cruelty to Animals (Slaughter houses) Rules 2001 .
9	Livestock Breeding Policy, 4-7-12	
10	Punjab Gau –Sewa Commission Act, 2014	

All the Act, rules and Regulations are availbel at the Givenlink
<http://husbandrypunjab.org/pages/blank12.htm>

6th Manual: Categories of documents held by the Authority or which are under its control

6.1 Title of the document

6.2 Category of document

6.3 Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
The documents relating to the matters of the officials / officers as well as Government matters	Approach Public Information Officer	Director, Animal Husbandry, Punjab/ Financial Commissioner/Secretary, Animal Husbandry
The records of the establishment of Officers / Officials of the department	-Do-	Superintendent Establishment I and II
service rules, instructions, notifications, notices of duties etc.	-Do-	concerned establishment superintendents.
development schemes	-Do-	Superintendent Planning branch
Record relating to budget / expenditure / audit is available in Budget / Accounts branch	-Do-	Asstt. Controller (Finance & Accounts).

7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof

7.1 Relevant rule, circular etc: NA

7.2 Arrangements for consultation with or representation by the members of the public in policy formulation / policy implementation

8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public

8.1 Name of the Board, Council, committee etc N A

S.no	Name of the Board/Council/committee etc	Member Name	Designation	Address	Contact Details (Email, Phone, Fax, Mobile)
NA					

8.2 Composition Powers & functions: NA

8.3 Whether their meetings are open to the public? NA

8.4 Whether the minutes of the meeting are open to the public: NA

8.5 Place where the minutes if NA

8.6 Open to the public is available? NA

9th Manual: Directory of Officers and employees

9.1 Name and designation

9.2 Telephone, fax and email ID

Available on the website <http://husbandrypunjab.org/pages/vethp1.htm>