

Standard Operating Procedure

For

**G2C services through
Common Service Center - e-Dweep**

For

**Department of Animal Husbandry
and Veterinary Services**

Version 1.0

Department of Animal Husbandry and Veterinary Services
Andaman & Nicobar Administration
Haddo, Port Blair - 744102

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Standard Operating Procedure (SOP) :

The SOP has been prepared jointly by Directorate of Animal Husbandry & Veterinary Services (DAH&VS) and Department of Information Technology (DIT), A&N Administration to facilitate the delivery of citizen centric services through Common Service Center (CSC) in offline mode. The SOP shall be reviewed once the back-end computerization is completed and services are available through State Portal on online basis.

1. Introduction:

Delivery of Government to Citizen (G2C) services at one stop center named “e-Dweep” defined as Common Service Center (CSC).

1.1. Objective of S.O.P.:

This Standard Operating Procedure (SOP) establishes the procedures for ensuring proper handling of G2C services that are assigned to the CSCs to ensure G2C services conform to the citizen and applicable guideline.

A G2C service is properly handled when.

- It is acknowledged and assigned appropriately in an efficient manner.
- It is resolved or completed in accordance with the service commitments defined in this SOP.
- The citizen is kept informed on the progress of the application.
- Both the citizen and Village Level Entrepreneur (VLE) agree that a problem has been resolved or a service provided.

2. Common Service Center (CSC) – e-Dweep

e-Dweep is a service outlet, which will be located in a centralized location of a town/village which is owned and operated by a VLE. Citizens can walk-in to the CSC and can avail the services. A VLE would be assisting the citizens. The main idea behind having VLE is to help the citizens in availing services in a hassle free manner.

VLE has to enter into an MOU with the SCA for providing services to the citizen with all terms and conditions required for running the operations in day to day manner.

2.1 Service Provider:

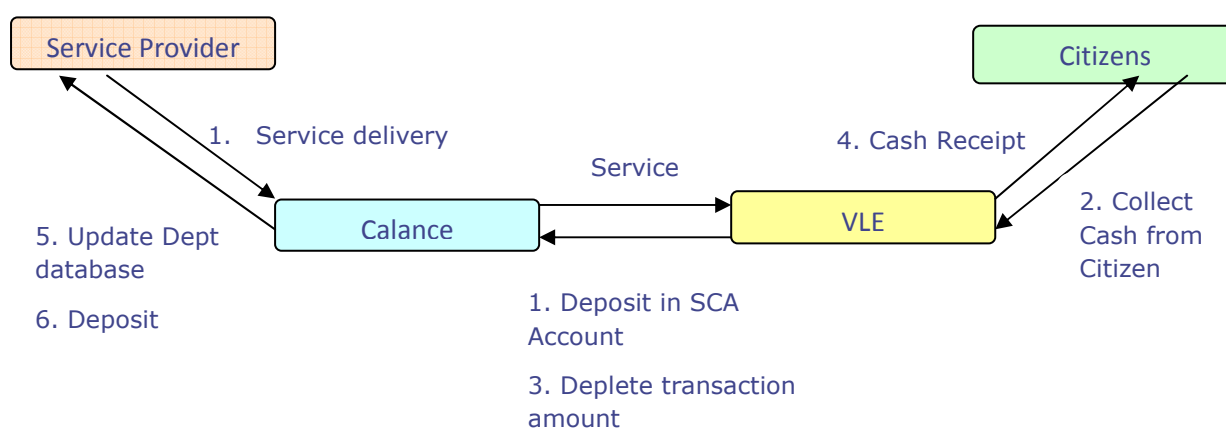
Service Provider might be a Government Department or a Private Company who is willing to provide its services to its customers through CSCs.

SCA to list out Service Providers based on the volume of the transactions could happen in the rural areas. SCA should approach such Government Department Service Provider through Department of Information Technology with a Proposal to how to technically integrate with the Service providers Database Server to fetch the consumer data and how to upload the transactions data back to the Service Providers Database.

2.2 Procedure for running e-Dweep

When the Citizen approaches e-Dweep to make payments for any citizen centric service; he gives his utility bill and cash to the VLE. VLE does the transaction in SCA portal, VLE balance in the system is depleted by the transaction amount, and updates the payment details in SCA database and the receipt is printed for giving to citizen. When the VLE balance in the system reaches a threshold limit, it alerts the VLE to top-up their balance.

The transaction cycle works as shown below.



- What is Top-up?

When the VLE is registered with the SCA, he needs to open an account in the SCA designated banks. To start the operations, VLE needs to deposit certain amount in his account depending on expected transaction amount; and initiate an e-Transfer to SCA account through SCA Portal. Once the e-Transfer is successful, his balance in the system is topped up to that much amount. This will enable franchisee to do the transactions till that balance is exhausted in his account.

- Commission to VLE

All the VLEs will be getting monthly commission based on the no. of transactions or transaction amount they have done in that month. Commission type and amount varies from service to service.

- Manpower

SCA should have the following Manpower for running the CSC operations.

- ✓ One Field Executive per district for giving onsite support by visiting the CSCs whenever required.
- ✓ Area Managers to support the Field Executives and also to interact with the Service Providers in their Jurisdictions
- ✓ Help Desk at Head Office of SCA to receive all kinds of the complaints/ queries from the CSCs over phone.
- ✓ Help desk portal to receive the complaints and queries from the CSCs through online which also helps the SCA in tracking the status of the complaints.

- Working hours of CSC :

From 8:00 am to 8:00 pm (all working days, Saturday, Sunday excluding Holidays)

- Time frame for CSC

Time line for CSC with respect to receipt and submission of application forms to Nodal Officer:

a)	CSC located in Port Blair	N + 1 days
b)	CSC located beyond Shippighat and upto Ferrargunj	N + 2 days
c)	CSC located beyond Ferrargunj and upto Baratang	N + 4 days
d)	CSC located beyond Nilambur to Diglipur	N+
(Where N is the day of application forms receipt)		

- Effective date of services through CSC - 14.11.2011

3. General instruction for various stakeholders:

Stakeholder	Roles & Responsibilities
a) Citizen	<ul style="list-style-type: none"> i) Citizen may opt to fill the application form himself or request VLE to fill the application form ii) Citizen may lodge complaint to SCA / Deptt. of IT, if VLE is not providing the service.
b) Village Level Entrepreneur (VLE)	<ul style="list-style-type: none"> i) Issuance of Application form to citizens ii) Fill the application form on behalf of citizen iii) Collect necessary requisite documents related to the particular service and check against the checklist iv) Collect the fee if any from citizen as per the agreement v) Issue Acknowledgement receipt to citizen mentioning date & time for collecting the processed request vi) Resolves problems and completes service requests. Performs timely and complete status updates, including annotating G2C service and communicating with customers. vii) VLE shall mention the Number of days taken and submit weekly to SDA through SCA <p>Revenue sharing: As per the agreement of this SOP, VLE will deposit the entire revenue collected to SCA against credit to be topped up by SCA. SCA to deposit the revenue share to concerned department as per SLA to be executed separately on T +1 day</p>
	<p>General CSC Areas : VLE should check that CSC office area is routinely cleaned daily after business hours to ensure customer satisfaction.</p>
c) Service Center Agency (SCA)	<ul style="list-style-type: none"> i) MIS indicating service level (viz., No. of days taken, etc) and submit weekly to SDA ii) Monitors the performance of VLE in resolving G2C service in accordance with the procedures defined in this SOP. iii) Will ensure the time frame is strictly followed by VLE to deliver the service iv) Will ensure the computer hardware of CSC is not down v) Will ensure the timely deposit of share of transaction fee to each stakeholders vi) The SCA help desk staff must answer telephone calls. All complaints received at the help desk of SCA office should be dealt carefully and resolve the issue promptly. vii) The help desk staff should obtain the location and customer information (name, contact number) and notify the SDA & SPOC. viii) Will ensure the CSC is operational as per the agreement. ix) The Help Desk staff on receipt of complaint (whether by phone, by e-mail will track the application status until it is resolved.

	<p>x) Will conduct training to VLE related to this service whenever there is a change in the policy of the department</p> <p>xi) Will submit weekly report on service delivery to SDA in the prescribed format.</p>
d) Directorate of Animal Husbandry & Veterinary Services (DAH&VS)	<p>i) There will be a Nodal Officer as a single point of contact (SPOC) in the department to receive and dispose all the application received (South Andaman District).</p> <p>ii) There will be a Senior Veterinary officer as a single point of contact(SPOC)in the department to receive and dispose all the application received (North and Middle Andaman)</p> <p>iii) On receipt of applications in bulk, the SPOC will acknowledge the receipt to VLE mentioning date & time for collecting processed service request.</p> <p>iv) SPOC will take further action with the concerned Officer-in-charge & Section Incharge to process and approval of requests.</p> <p>v) Department shall follow the timelines as per the process flow defined. The officer assigned to a service will work to process the application received in time bound manner.</p> <p>vi) SPOC will ensure that no application shall be received from citizen for this service at the DAHVS office for the jurisdiction defined.</p> <p>vii) SPOC will ensure that only complete application forms are received at the office from VLE</p> <p>viii) Department will update the SDA & SCA/VLE on any policy change related to this service.</p> <p>ix) Department will give access of the software if any to the VLE</p>
e) State Designated Agency (SDA)	<p>i) Will monitor the overall functioning of VLE through SCA by means of weekly report (MIS)</p> <p>ii) Will conduct inspection to check the operation of CSCs</p> <p>iii) Will enforce VLE through SCA to compliance the guidelines of agreement</p> <p>iv) Play the role of Arbitrator for approval of all types of activity to be carried out by SCA/VLE.</p>
f) Department of Information Technology (DIT), A&N Admn.	<ul style="list-style-type: none"> • Will arrange the review meeting at the Chief Secretary level. • Initially the review meeting will be fortnightly for a period of six months

4. Services to be offered through CSC in offline mode

4.1. Disease Forecasting

SN	Activity	Stake holder/ Responsibility	Citizen charter Timelines
1	Department will updated the Disease forecasting / Disease Prevailing in Local Areas(Alert) in the website of A & N Administration www.and.nic.in	Depart. of Animal Husbandry	Whenever required (Monthly Basis)
2	Access the website www.and.nic.in and take printout of the disease forecast / Disease Prevailing in Local Areas(Alert) and display it prominently in the notice board	VLE	Whenever required (same day)

4.2 Alert about Disease Outbreak

SN	Prerequisite / Checklist	Stake holder	Citizen charter timelines
1	Department will update the alert about disease outbreak in mainland, relation to the Island conditions in the website of A & N Administration www.and.nic.in	Depart. of Animal Husbandry	Same day (receipt of the confirmation of the disease from Ministry of Agriculture.
2	Access the website www.and.nic.in and take printout of the alert about disease outbreak and display it prominently in the notice board	VLE	Same day

4.3 Project Report for starting Poultry Farm /Piggery Farm /Goatry Farm / Dairy Farm and other Farms under Banking Scheme (annexed : DAHVS-A)

SN	Activity/ Prerequisite / Checklist	Stake holder/ Responsibility	Citizen charter timelines
1	Accept the application form from the citizen- if required will assist the citizen in filling up the application form	VLE	Same day = T
2	Check the application form, will collect the prescribed fee and issue acknowledgement to citizen mentioning the date on which the service would be delivered.	VLE	Same day= T
3	Hand over the application form along with checklist to Single Point of Contact in the department	VLE	T+1
4.	SPOC verifies the documents for preparation of project	Dept. of AH SPOC	T+2
5	SPOC / Technical Officer - Preparation of Project / Scheme. SPOC approves and sends Project Report to the farmer through VLE	Dept. of AH SPOC	T+4
6	VLE collect the Project Report	VLE	T+5
7	VLE will distribute Project Report to concerned citizen and obtain acknowledgement	Citizen	T+6

4.4.Application Forms for undergoing 30 day Training for Dairy farming/Goat keeping/Piggery farming/Duck farming/Poultry and other farming – without stipend (annexed : DAHVS-B)

SN	Activity/ Prerequisite / Checklist	Stake holder/ Responsibility	Citizen charter timelines
1	Accept the application form from the citizen- if required will assist the citizen in filling up the application form	VLE	Same day = T
2	Check the application form and documents with the checklist for its conformity- If found confirming VLE issues acknowledgement to citizen.	VLE	Same day= T
3	Hand over the application form along with checklist and documents to Single Point of Contact in the department	VLE	T+1
4	SPOC approves and sends information to start the training and informs the VLE.	SPOC	T+2
5	Farmer is advised where to go for training for one month	VLE	T+3
6	Intimation to farm incharges / nearest Institution Incharge for imparting training to the selected farmers (as per the batch)	Respective Farm Incharges/ Institution Incharge / VLE	T+5 (Receives application with direction from SPOC. Arrangement of training in batches and inform the trainees)
7	Imparting training for 30 days on completion informs the SPOC	Respective Farm Incharges/ Institution Incharge	T + 36 (as per the batch and the duration of the training)
8	Preparation of certificates by SPOC and intimate the VLE for collect the certificate	Directorate of AH & VS SPOC	T+ 38 After completion of the training
9	VLE shall collect the certificate after the training from SPOC	VLE	T+ 39 (intimation to citizen to collect certificates)
10	Will distribute certificate to concerned citizen and obtain acknowledgement	VLE	Same day = T

4.5. Application Forms for undergoing one month training for Dairy farming/Goat keeping/Piggery farming/Duck farming/Poultry and other farming with stipend (annexed DAHVS-C)

SN	Activity/ Prerequisite / Checklist	Stake holder/ Responsibility	Citizen charter timelines
1	Accept the application form from the citizen- if required will assist the citizen in filling up the application form	VLE	Same day = T
2	Check the application form and documents with the checklist for its conformity- If found confirming VLE issues acknowledgement to citizen.	VLE	T+ 1
3	VLE resubmit application form/format after obtaining recommendation and verification of Pradhan, Panchayat Secretary & Senior Veterinary Officer for Non Tribals and Village captain, Tribal council secretary & Senior Veterinary Officer for tribals	VLE	T+4
4	VLE collects the recommended application forms from SVO after scrutiny	VLE	T+5
5	Hand over the application form along with checklist and documents to Single Point of Contact in the department	VLE	T+6
6	SPOC verifies the documents, if the case is valid he sends it to the Director otherwise the application is rejected	SPOC	T+7
7	Director approves and sends information to SPOC to start the training.	Director of AH& VS Director/ SPOC	T+9
8	SPOC informs VLE about approval	SPOC	T+10
9	Farmer is advised where to go for training for one month	VLE	T+11

Continue

10	Intimation to Farm incharges/ nearest Institution incharge for imparting training to the selected farmers (as per the batch)	Respective Farm Incharges/ Institution Incharge/ VLE	T+13 (receives application with direction from SPOC arrangement of training in batches & inform the trainees)
11	Imparting training for 30 days on completion informs the SPOC	Respective Farm Incharges/ Institution Incharge	T+ 44 days (as per the batch and the duration of the training - 30 days)
12	Preparation of certificates by SPOC and intimate the VLE for collect the certificate	Directorate of AH & VS SPOC	T+ 46 After completion of the training
13	VLE collect the certificate and VLE will distribute certificate to concerned citizen and obtain acknowledgement	VLE	T+ 47 (information to citizen to collect certificates)
14	Processing of stipend at the Directorate 30 days. 05 days sends stipend to Respective Farm Incharge / Institution Incharge	Directorate of AH&VS SPOC (35 days)	82 days
15	SPOC intimate the VLE to citizen to collect stipend from Respective Incharge / Institution Incharge	Respective Farms / Institution Incharge / VLE	85 days (information to citizen and collection of stipend)

F.Note : Training duration is for one month, defaulters and absentees have to complete the training offered to obtain certificate. Stipend – The training with stipend is provided to the selected farmers (trainees) from different Panchayat / Tribal areas as per departmental approved plan for undergoing training. Further some interested farmers are provided training with certificates only.

5. Annexure

- 5.1. Annexure : Details of CSC locations and the VLEs.
- 5.2. Annexure : Single Point of Contact Details
- 5.3. Annexure : *Process Flow for* Project Report for starting livestock farms
- 5.4. Annexure : Process Flow for Application forms for undergoing training (without stipend)
- 5.5. Annexure : Process Flow for Application forms for undergoing training (with stipend)
- 5.6. Annexure-DAHVS-A: Project Report for Starting Poultry Farm /Piggery Farm/Goatry Farm/ Dairy Farms under Banking Scheme
- 5.7. Annexure DAHVS-B : Application Forms for undergoing 30 day Training for Dairy farming/Goat keeping/Piggery farming/Duck farming/Poultry and other farming (without stipend)
- 5.8. Annexure DAHVS-C: Application Forms for undergoing 30 day Training for Dairy farming/Goat keeping/Piggery farming/Duck farming / Poultry Farming and Other Farming (with stipend)

Annexure 5.1 : Details of CSC locations and the VLEs

- Location of CSC in Port Blair Headquarter

SN	Name of VLE	Location of CSC	Contact details
1		Dugnabad	
2		Aberdeen Bazaar	
3		Delanipur	
4		Phoenix Bay	
5		Haddo	
6		Junglighat	
7		Dairy Farm	
8		School Line	
9		Shadipur	
10		Nayagaon	

- Location of CSC in South Andaman District

SN	Name of VLE	Location of CSC	Contact details
1		Batubasti	
2		Brich gunj	
3		Austinabad *	
4		Calicut	
5		Burmanallah *	
6		Garachrama / Shippighat	
7		Manglutan	
8		Chouldari	
9		Namunaghar *	
10		Ferrargunj	
11		Wimberlygunj	
12		Bambooflat	
13		Shoal Bay	
14		Tusnabad	
15		Neil Island	
16		Govind Nagar, Havelock *	
17		Havelock	
18		Hut Bay	
19		R.K.Pur, Hutbay	

* - Additional CSCs proposed. The matter is being taken up with DIT, GOI

• **Location of CSC in South Andaman District ***

SN	Name of VLE	Location of CSC	Contact details
1		Batubasti	
2		Brich gunj	
3		Bird line	
4		Wimberly gunj	
5		Burmanallah	
6		Tusnabad	
7		Manglutan	
8		Namunaghar	
9		Bambooflat	
10		Ferrargunj	
11		Dollygunj	

• **Location of CSC in North and Middle Andaman District ***

SN	Name of VLE	Location of CSC	Contact details
1		Nilambur	
2		Kadamtala	
3		Bakultala	
4		Rangat	
5		Nimbutala	
6		Shivapuram	
7		Mayabunder	
8		Kalighat	
9		Ram Nagar	
10		Sita Nagar	
11		Diglipur	
12		Aerial Bay	

*The 23 new eDweep Kendras(CSCs) are proposed to be launched shortly.

Annexure 5.2 : Department Single Point of Contact Details

SN	Activity	Description
1	Contact person in the department (Nodal Officer as Single Point of Contact) for facilitating the operation	<p>South Andaman District</p> <p>a) Dr.S.Shiv Kumar, Joint Director(HQ/AH)/Nodal Officer(IT) Directorate of Animal Husbandry & Veterinary Services, Andaman and Nicobar Administration, Haddo, Port Blair Phone No.03192-233286(o) 232612(o) / 9434281834 (CSC-Dairy Farm, Junglighat, Delanipur, Haddo, Phoenix Bay, Gandhi Market, Aberdeen Bazaar, Near Jamma Majid(Aberdeen Bazaar), Shadipur near Electricity site office, Nayagaon and Minnie Bay junction, Dollygunj, Bathu Basti, Brichgunj, Birdline, Manglutan, Wimberlygunj, Burmanallah, Tusnabad, Namunaghar, Bambooflat, Ferrar gunj)</p> <p>Alternate contact person</p> <p>b) Dr.N.P.Singh, Joint Director(Livestock Production) Phone No.03192-233286(o) / 9434283558</p> <p>North & Middle Andaman District</p> <p>a). Dr. N.G.Poddar Senior Veterinary Officer, Zonal Office, Mayabunder Phone No.273701(o) / 9434289590 (CSC – Mayabunder)</p> <p>b). Dr.K.A.Naveen Senior Veterinary Officer, Veterinary Hospital,Diglipur Phone No.272261/9531816650 (CSC- Kalighat, Ram Nagar, Sita Nagar, Diglipur & Aerial Bay)</p> <p>c) Dr.K.Mohammad Senior Veterinary Officer, Veterinary Hospital, Rangat Phone No. 275057/9434260758 (CSC-Bakultala, Rangat, Nimbutala, Shivapuram)</p> <p>d). Dr.Sabitawati Senior Veterinary Officer, Veterinary Dispensary,Kadamtala Mobile No.9476050606 (CSC – Nilambur & Kadamtala)</p>
2	Branches responsible for processing the above mentioned services	<p>Zonal Officer (Senior Veterinary Officer), Livestock Farm Complex, Dollygunj, Directorate of Animal Husbandry & Veterinary Services (South Andaman) Phone No.03192-250432(o),No.03192-233286 (Phone &Fax)</p> <p>Zonal Officer(Senior Veterinary Officer), Mayabunder, AH&VS, North and Middle Andaman, Phone No.273701(o) / 9434289590</p>
3	Approving Authority	<ul style="list-style-type: none"> • Secretary (Animal Husbandry), A&N Administration • Director of Animal Husbandry & Veterinary Services
4	Jurisdiction	The citizen residing in South Andaman District & North and Middle Andaman can apply through any of the CSCs located in South Andaman District and North & Middle Andaman District

5.3. Annexure : Process Flow for Project Report for starting Poultry Farm / Piggery Farm / Goatry Farm / Dairy Farm and other Farms under Banking Scheme

Process Flow	Value Addition	Existing timeline (as per Citizen charter)
<pre> graph TD START([START]) --> Step1[Farmer applies for the required service in the prescribed application form/ format along with requisite documents to VLE] Step1 --> Step2[VLE accepts the application form after going through the checklist and documents, if correct issues acknowledgement to the citizen and hand over the application form alongwith the checklist and documents to SPOC in the department] Step2 --> Step3[SPOC verifies the documents for preparation of Report] Step3 --> Step4[SPOC / Technical Officer – Preparation of Project Report / Scheme. SPOC approves and sends Project report to the farmer through VLE.] Step4 --> Step5[VLE will collect the Project report from SPOC] Step5 --> Step6[VLE will distribute Project Report to concerned citizen and obtain acknowledgement] Step6 --> FINISH([FINISH]) </pre>	<p>Collection</p> <p>Submission</p> <p>Verification</p> <p>Action/ Approval</p> <p>Collection</p> <p>Distribution</p>	<p>Same day = T</p> <p>01 Day</p> <p>01 Day</p> <p>02 Days</p> <p>01 Day</p> <p>01 day</p>
	TOTAL	06 Days

5.4 Annexure : Process Flow for Application forms for undergoing 30 days training for Dairy Farming/Piggery/Goatry/Poultry Farming (Without stipend)

Process flow	Value addition	Existing Timeline (as per citizen charter)
<p>START</p> <pre> graph TD Start([START]) --> Step1[Farmer applies for the required service in the prescribed application form/ format along with requisite documents to VLE] Step1 --> Step2[VLE accepts the application form after going through the checklist and documents, if correct issues acknowledgement to the citizen and hand over the application form along with checklist and documents to SPOC in the department] Step2 --> Step3[SPOC approves and sends information to the farmer through VLE] Step3 --> Step4[Farmers advised where to go for training] Step4 --> Step5[Intimation to Farm Incharge / Nearest Institution Incharge for imparting training to the selected farmers (as per the batch)] Step5 --> Step6[Imparting training for 30 days on completion informs the SPOC] Step6 --> Step7[Preparation of certificate by SPOC and intimate the VLE for collect the certificate] Step7 --> Step8[VLE collect the certificate and VLE will distribute certificate to concerned citizen and obtain acknowledgement] Step8 --> Finish([FINISH]) </pre>	<p>Collection (VLE)</p> <p>Submission (VLE)</p> <p>verification / Approval /</p> <p>VLE</p> <p>Respective Farm Incharge / Institution Incharge / VLE (Receives application with direction from SPOC arrangement of training in batches & inform the trainees)</p> <p>Respective Farm Incharge/ Institution Incharge</p> <p>SPOC</p> <p>VLE</p>	<p>1 day</p> <p>1 day</p> <p>1 day</p> <p>2 days</p> <p>31 days (As per the batch and the duration of the training)</p> <p>2 days</p> <p>1 day (Information to Citizen to collect certificates)</p>
	Total	39 days

F.Note : Training duration is for one month, defaulters and absentees have to complete the training offered to obtain certificate. Without stipend - The interested farmers are provided training and certificates only.

5.5 Annexure : Process Flow for Application forms for undergoing 30 days training for Dairy Farming / Goat Keeping/ Piggery farming /Poultry Farming (stipend)

Process flow	Value addition	Existing Timeline (as per citizen charter)
<p>START</p>		
Farmer applies for the required service in the prescribed application form/ format along with requisite documents to VLE and VLE submit the application to Panchayat / Tribal Council	Collection /submission (VLE)	1 day
Recommendation of the Application by Pradhan , Panchayat Secretary & Senior Veterinary Officer for Non Tribals & Village Captain, Tribal Council Secretary & Senior Veterinary Officer for Tribals	Scrutiny & Verification / Recommendation/	3 days
VLE collects the application from SVO after scrutiny and recommendation	Collection (VLE)	1 day
Hand over the application form along with checklist and documents to SPOC in the department	submission (VLE)	1 day
SPOC verifies the documents, if the case is valid he sends it to the Director otherwise the application is rejected	verification (SPOC)	1 day
Director approves and sends information to SPOC to start the training	Approval	2 days
SPOC informs VLE about approval	SPOC	1 day
Farmers advised where to go for training	VLE	1 day
Intimation to Farm Incharge / Nearest Institution Incharge for imparting training to the selected farmers (as per the batch)	Respective Farm Incharge / Institution Incharge / VLE (Receives application with direction from SPOC arrangement of training in batches & inform the trainees)	2 days
Imparting training for 30 days on completion informs the SPOC	Respective Farm Incharge/ Institution Incharge	31 days (As per the batch and the duration of the training)
Preparation of certificate by SPOC and intimate the VLE for collect the certificate	SPOC	2 days
VLE collect the certificate and VLE will distribute certificate to concerned citizen and obtain acknowledgement	VLE	1 day (Information to Citizen to collect certificates)
Processing of stipend at the Directorate - 30 days. Sends stipend to Respective Farm Incharge / Institution Incharge – 05 days	SPOC (35 days)	35 days
SPOC intimate the VLE to citizen to collect stipend from Respective Incharge / Institution Incharge	Respective Farms / Institutions /VLE/ Citizen	3 days (Information to citizen and collection of stipend)
FINISH		
Total		85 days

F.Note : Training duration is for one month, defaulters and absentees have to complete the training offered to obtain certificate. Stipend – The training with stipend is provided to the selected farmers (trainees) from different Panchayat / Tribal areas as per departmental approved plan for undergoing training. Further some interested farmers are provided training with certificates only.

FORM OF APPLICATION

Project Report for starting to Poultry/Piggery/Goatry/Dairy Farm and other farms under Banking Scheme

To

**The Director,
Animal Husbandry & Veterinary Services,
A&N Administration,
Port Blair.**

Sir,

I/We wish to start Poultry / Piggery / Goatery / Dairy farm under Bank Finance / Other schemes with a project cost of about Rs.....

BIO-DATA

1. Name :
2. Father/Husband's name :
3. Date of birth/Age :
4. Educational Qualification :
5. Address :
6. Mobile No./Phone No. :
7. Purpose :

Yours faithfully,

Signature of the Candidate

CHECK LIST

Sl.No.	Documents Required	VLE	Department
1.	Copy of residential ID proof	<input type="checkbox"/>	

Acknowledgement Receipt

Acknowledgement No..... date.....

Received application form from Shri/Smti.....

S/o/D/o/W/o/H/o..... R/o.....

for the following service / services.

The details and documents furnished by the applicant are as per the checklist by the Animal Husbandry Department.

Name & Signature of CSC Operator
Area /Location of CSC

FORM OF APPLICATION

Application form for undergoing 30 days Training for Dairy Farming / Goat Keeping/Piggery farming/Duck Farming/Poultry keeping (without stipend)

To

**The Director,
Animal Husbandry & Veterinary Services,
A & N Administration,
Port Blair.**

Sir,

I/We wish to undergo training in..... for 30 days from your department. My bio-data is given below :

1. Name :
2. Father/Husband's name :
3. Date of birth :
4. Educational Qualification:
5. Address :
6. Mobile No./Phone No. :
7. Purpose :

Hence, I/We request you to kindly permit me to undergo the above training.

Yours faithfully,

Signature of the candidate

CHECK LIST

Sl.No.	Documents Required	VLE	Department
1.	Copy of residential ID proof	<input type="checkbox"/>	

Acknowledgement Receipt

Acknowledgement No..... date.....

Received application form from Shri/Smti.....

S/o/D/o/W/o/H/o..... R/o.....

for the following service / services.

The details and documents furnished by the applicant are as per the checklist by the Animal Husbandry Department.

Name & Signature of CSC Operator
Area /Location of CSC

Application form for undergoing 30 days training for Dairy Farming / Piggery Farming / Goatry / Poultry and other farming (With stipend)

To

**The Director,
Animal Husbandry & Veterinary Services,
A & N Administration,
Port Blair.**

Sub :- Application for Dairy / Piggery/ Goatry / Poultry farming training with stipend.

Sir,

I/We wish to undergo training in..... for 30 days from your department. My bio-data is given below :

1. Name :
2. Father/Husband's name :
3. Date of birth :
4. Educational Qualification:
5. Address :
6. Mobile No./Phone No. :
7. Purpose :

Hence, I/We request you to kindly permit me to undergo the above training.

Yours faithfully,

Signature of the candidate

CHECK LIST

Sl.No.	Documents Required	VLE	Department
1.	Copy of residential ID proof	<input type="checkbox"/>	
2.	Certificate of Educational qualification	<input type="checkbox"/>	
3.	Recommendation of the application form by Pradhan, Panchayat Secretary & SVO for non tribals and Village Captain, Tribal Council Secretary & SVO concerned for tribals	<input type="checkbox"/>	

Acknowledgement Receipt

Acknowledgement No..... date.....

Received application form from Shri/Smti.....

S/o/D/o/W/o/H/o..... R/o.....

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Name & Signature of CSC Operator
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