

1. **The particulars of the organization, functions and duties:**

The Veterinary Council of India, a statutory body established under the provisions of India Veterinary Council Act, 1984. The major objectives of the Council are:-

- * To prepare and maintain the Indian Veterinary Practitioners Register.
- * To regulate veterinary practice in the country.
- * To lay down minimum standards of veterinary education.
- * To recommend recognition or withdrawal of recognized veterinary qualifications granted by veterinary institutions in India.
- * To lay down the standards of professional conduct, etiquette and code of ethics.
- * To negotiate with institutions located in other countries imparting training in veterinary education for recognition of their qualifications on reciprocal basis.

2. **Powers and duties of its officers and employees:**

a) **Powers:**

The provisions of the Indian Veterinary Council Act, 1984 empower the Secretary to attend the meetings of the Council as an ex-officio member and Committees constituted under the provisions of the Act and Regulations framed thereunder.

The Act also empowers the Secretary to issue registration certificate to the qualified veterinarians and act as the Treasurer/ DDO of the Council. As per the VCI-Regulations, he is empowered to make appointments of employees of the office of the Council other than to the post of Secretary. He has full powers to sanction for expenditures on account of salaries, medical reimbursement, wages, leave travel concession, retirement benefits, travel allowances, dearness allowances, conveyance and to grant all types of advances to its officers and employees, rent, rate and taxes, electricity and water charges, stationery, postage and telephone expenditure, miscellaneous expenses.

b) **Duties:**

Secretary: As the Executive Officer of the Council, the Secretary is responsible for finalization of IVPR on annual basis and its revision, implementation of the decisions of the Council and its Committees taken as per provisions of the Indian Veterinary Council Act, 1984 and Regulations framed thereunder. As an ex-officio member of the Council, he is responsible for preparing the Agenda and Minutes of the meetings of the Council and its Committees. As Treasurer and DDO of the Council, he is responsible for utilization of funds, safety of the property of the Council, control and management of the office of the Council, and its accounts. Allocation of seats under 15% of quota for admission to B.V.Sc. & A.H. course to recognized veterinary colleges. Secretary of the Council is also responsible for filing of counter replies in court cases matter on behalf of Veterinary Council of India. Secretary is also administrative head of the Council.

Assistant Secretary: Assist to the Secretary of the Council in the matter of works accounts, audit, budget, finance, establishment, registration of veterinary practitioners, preparation of Indian Veterinary Practitioners Register, meetings, purchase, court

cases related to administration and establishment matters, disciplinary matters related to veterinary practitioners, correspondence with State Veterinary Councils, Annual Report of the Council, First Appellate Authority under RTI Act etc.

ALO / Scientific Officer : Assist to the Secretary of the Council related to Regulation of Educational Standards at the Veterinary Colleges including inspections, implementation, proposal for opening of new Veterinary Colleges, registration, court cases related to veterinary colleges, allocations of seats under 15% quota to admission to B.V.Sc. & A.H. course and other works as assigned.

Section Officer: Looks after the works of administration/establishment of the office of the Council, purchase of stationery, stores & other items, maintenance of office equipment, preparation of Indian Veterinary Practitioners Register, preparation of agenda items of the Council and various Committees, Parliament questions, assisting the superiors in the preparation of Minutes of Council and various Committees, allocations of seats under 15% quota to admission to B.V.Sc. & A.H. course etc.

Accountant: Maintains the records related to accounts, audit, finance and budget of council. Also responsible for maintenance of cash book, ledger, vouchers, income tax matters, provident fund register, cash book, disbursement of salary and pension, preparation of pay bill, TA bill and all accounts related works.

Assistants: Assist the superiors in the matters of preparation of IVPR, registration, Correspondence with State Veterinary Councils, preparation of Electoral Roll.

Stenographers: Provide secretarial assistance to the President, Secretary and other officers of the Council. Also responsible for maintenance of telephone call register, handling of files related to Inspections of Veterinary Colleges, OIE, President's Correspondences, Secretary Correspondences, E-mails and other works as assigned.

Upper Division Clerks: Assist the Section Officer in the matters of direct registration, payment of telephone bill, electricity bill, purchase of stationery, stores, equipment, maintenance of office equipment, administration and other works as assigned.

Lower Division Clerks: Entrusted with all typing works, dealing of files related to payment of rate, rent & taxes, RTI files, Court cases files, diary & dispatch, maintenance of stores and other works as assigned from time to time.

MTS: Entrusted with the works of operation of photocopier, franking machine, lamination, fax, maintenance of all office records, work of distributing local daks, Safeguarding of the Council's office and property. Also attends to other related jobs assigned, Responsible for cleaning and maintenance of office space, equipment, furniture etc and other works as assigned.

3. **The Procedures followed in the decision making process, including channels of supervisions and accountability.**

As provided in the Indian Veterinary Council Act, 1984 and Rules and Regulations framed there under, the Council functions through statutory Committees constituted by it. Short term as well as long term plans, programmes and policies are framed by these Committees and approved / ratified by the Council. The approved plans, programmes and policies are implemented by the Secretary and action taken are reported to the concerned Committees/Council. However, day to day routine functions and other statutory works as delegated under the provisions of the Indian Veterinary Council Act, 1984 and Rules and Regulations framed there-under, the

Secretary discharge performs such duties. Assistant Secretary, ADO/Secretary and Section Officer are the subordinate supervising officers who report to the Secretary.

The routine matters are dealt with by the Secretary.

4. The norms set by it for the discharge of its functions

As per the provisions of the Indian Veterinary Council Act 1984, The Council meets twice a year. Meetings of the different Committees are held in between the Council meetings. As per the Regulations of the Council, the decisions of the Council are based on the recommendations of the Committees. The decisions are executed by the Secretary of the Council with reference to the provisions of the Act, Rules & Regulations as applicable. Action taken on the decisions of each Committee and that of the Council is reported to their next meetings.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

In exercise of the authority vested with the Council under the provision of the Indian veterinary Council Act, 1984 the Council with the prior approval of the Central Government, has framed the following Regulations to carry out the purposes of Act:-

1. Veterinary Council of India (Inspectors and Visitors) Regulations, 1991.
2. Veterinary Council of India (General) Regulations, 1991
3. Veterinary Council of India (Registration) Regulations, 1992
4. Veterinary Council of India (Standards of Professional Conduct, Etiquette and code of Ethics for Veterinary Practitioners) Regulations, 1992
5. Veterinary Council of India (Fees and Allowances) Regulations, 1992
6. Veterinary Council of India (Election of the President and Vice President) Regulations, 1995
7. Veterinary Council of India (Terms and Conditions of Services of Officers and other Employees) Regulations, 2001.
8. Veterinary Council of India(Registration) (Amendment) Regulations 2001
9. Veterinary Council of India (General) (Amendment) Regulations, 2005
10. Veterinary Council of India (Minimum Standards of Veterinary Education) - Degree Course (B.V.Sc. & A.H.) Regulations, 2016.

Further, the Central Government (Ministry of Agriculture & Farmers Welfare, Dept. of Animal Husbandry, Dairying & Fisheries) has framed the following rules under the provisions of the Indian Veterinary Council Act, 1984:-

1. Indian Veterinary Council Rules, 1985.
2. Indian Veterinary Council Amended Rules, 2017.
3. Veterinary Council of India - (Procedure for recognition and de-recognition of veterinary Colleges and Veterinary Qualifications) Rules, 2017.
4. Veterinary Council of India - (Procedure for recognition and de-recognition of veterinary Colleges and Veterinary Qualifications) Amended Rules, 2019.
5. Indian Veterinary Council (Amendment) Rules, 2019

The Statutory responsibilities as provided in the Act are discharged by the Council in accordance with aforesaid Rules & Regulations.

6. A statement of the categories of documents that are held by it or under its control.

A. Technical:

- 1) Files related to Inspection of various Veterinary Colleges.
- 2) Inspection Reports and their follow up.
- 3) Files related to opening of Veterinary Colleges.
- 4) Inclusion/withdrawal of veterinary qualifications in the First/Second Schedule of the Indian Veterinary Council Act, 1984.
- 5) Education Regulations,
- 6) Reciprocity Matters

B. Registration

- 1) Indian Veterinary Practitioners Register and its Supplements.
- 2) Direct Registration with Veterinary Council of India.
- 3) Transfer of Registration.
- 4) Correspondence with State Veterinary Council.
- 5) Files related with State Veterinary Register received on annual basis.

C. Administration

- 1) Document & files related to establishment matters, service records and day to day administration of office of the Council.
- 2) Files related to Court Cases/legal matters.
- 3) Agenda papers of Council's Meetings, its various Committees and Zonal Meetings.
- 4) Minutes of the Council's Meeting, its various Committees.
- 5) Annual Report of the Council.
- 6) Files related to RTI.
- 7) Stationery and store items files.
- 8) Parliament questions files.
- 9) Files related to fill up of casual vacancy of Members of VCI.
- 10) Correspondences related with President/Secretary of the Council.

D. Accounts

- 1) Registers and files on all accounts matters including pay bill, cheque book, General Provident Fund Register, Pension distribution Register etc.
- 2) Cash Books, Ledgers, vouchers etc.
- 3) Annual Accounts/and audit report of the Council.
- 4) Income Tax Matter – T.D.S. matter, Annual T.D.S. return & TDS certificates.
- 5) Files related to correspondence with Statutory Auditor.

7. The particulars of any arrangement that exists for consultation with, of representation by the members of the public in relation to the formulation of its policy or implementation thereof:-

The Council seeks opinion from different concerned public bodies in framing and implementing regulations, guidelines etc. wherever necessary.

8. A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other

bodies are open to the public, or the minutes of such meetings are accessible for public.

As per the provisions of section 3 of the Indian Veterinary Council Act, 1984, Veterinary Council of India is a body corporate consisting of 27 members. For the purpose of carrying out the mandated activities, the Council has constituted the following Committees as per the provisions of the Act.

- i. Executive Committee
- ii. Education Committee
- iii. Finance Committee
- iv. Regulation Committee
- v. Registration Committee
- vi. Liaison Committee
- vii. Disciplinary Committee

The minutes of the meetings of the Council and its Committees are circulated to the members for their confirmation. As per the Veterinary Council of India Regulations the Minutes of the Council meetings may be made open to public on payment of price to be fixed by the Council.

9. (i) A directory of the officers and employees and their monthly remunerations for the Council's activities.

S.No	Name of the Officers and employees	Designation	Pay level as per CCS(RP) Rules,2016 as per 7 th CPC	Address
Group 'A'				
1.	Dr. Vinod Bhat	Secretary, Additional Charge, VCI	Pay is being met by the Central Government directly.	Veterinary Council of India, 'A' Wing, 2 nd floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi- 110 066
2.	Sh. T.P. Singh	Assistant Secretary	Level 12	--do--
3.	Dr. Jayanta Kumbhakar	Scientific Officer	Level 11	--do--
Group 'B'				
4.	Sh. Balbir Singh	Section Officer	Level 7	--do--
5.	Sh. Sudhir Kumar	Accountant	Level 6	--do--
6.	Smt. Laxmi Madwal	Assistant	Level 6	--do--
Group 'C'				
7.	Sh. Kamal Nagia,	Steno Gr.'C'	Level 5	--do--
8.	Smt. Poonam Mishra	Steno Gr.'D'	Level 4	--do--
9.	Smt. Aindri Rewri	U.D.C	Level 4	--do--
10.	Sh. Pramod Kumar	L.D.C	Level 4	--do--
11.	Sh. R.K. Meena	LDC	Level 2	--do--

12.	Sh. Maya Ram	Multi Tasking Staff	Level 2	--do--
13.	Sh. Ashok Kumar	Multi Tasking Staff	Level 2	--do--
14.	Sh. Anil Kumar	Multi Tasking Staff	Level 3	--do--
15.	Sh. Sanjay Kumar	Multi Tasking Staff	Level 1	--do--
16.	Sh. Suneel Kumar	MTS(Suspended)	Level 1	--do--

10. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

NOT APPLICABLE

11. Particulars of recipients of concessions, permits or authorizations granted by it.

NOT APPLICABLE

12. Details in respect of the information, available to or held by it, reduced in an electronic form.

Data related to I.V.P.R. and their supplements, MSVE Regulations, 2016, VCI Rules, 2017, list of recognized veterinary colleges, First & Second Schedule of the Indian Veterinary Council Act, 1984. In addition to above, online counseling for 15% seats for admission to B.V.Sc. & A.H. course in recognized veterinary colleges are held w.e.f the year 2017-18 and onwards.

13. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room. If maintained for public case.

The information can be obtained from the CPIO of the Council at office of Veterinary Council of India at the address given below. Library/Reading room facilities do not exist at present.

14. The names, designations and other particulars of the Public information officers.

Appellate Authority	Shri T.P. Singh Assistant Secretary, Veterinary Council of India, 'A' Wing, 2ndFloor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066 Phone no.- 011 26184149 / 26182434 Phone no.- 011 26184149 / 26182434
Central Public Information Officer	Sh. Balbir Singh Section Officer, Veterinary Council of India, 'A' Wing, 2ndFloor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066 Phone no.- 011 26184149 / 26182434

Fee payable under RTI – Cash/IPO/Demand Draft/. IPO/DD should be in favour of Veterinary Council of India payable at New Delhi.