

**OPERATIONAL GUIDELINES
FOR
MOBILE VETERINARY UNIT
IN ODISHA
FOR
2015-16**



**Directorate of Animal Husbandry & Veterinary Services,
Odisha, Cuttack**

Background:

The scheme "Mobile Veterinary Unit" was initially started in 40 Blocks of 10 tribal dominated Districts viz Bolangir, Koraput, Keonjhar, Mayurbhanja, Malkangiri, Nawarangpur, Nuapada, Rayagada & Sonepur keeping in view to provide Veterinary Service delivery system in the interior pockets of respective districts during the year 2011-12 under RKVY. Looking at the success of this programme 65 more MVUs were introduced in another 65 tribal dominated Blocks during the year 2012-13. Subsequently, 53 MVUs have started in 23 Blocks of Mayurbhanj, 10 Blocks of Keonjhar, 17 Blocks of Sundergarh, two backward & interior Blocks of Cuttack (Badamba and Narsinghpur) & one Block of Balasore (Nilgiri) in the year 2013-14 under State Plan. In the same year 156 MVUs were implemented in rest 156 Blocks to cover all 314 Blocks of Odisha under this programme.

Sl No.	Name of the scheme	Source of Funding	Year of starting
1	MVU-40	RKVY	2011-12
2	MVU-65	RKVY	2012-13
3	MVU-156	RKVY	2013-14
4	MVU-53	State Plan Scheme	2013-14

Need for Mobile Veterinary Unit:

There were some setbacks observed while delivering Veterinary Services with the help of the existing Veterinary Service delivery institutions such as Veterinary Dispensaries and Livestock- Aid- Centers. The details of which are as follows:

- ❖ Remoteness of some villages from Veterinary Institutions.
- ❖ Natural barriers to reach out to such pockets at times of need
- ❖ Inadequacy in public transportation network & difficult terrain like, Ghat sections isolating the vulnerable sections of the society.
- ❖ Provision for engaging a Veterinary Team to reach out to these disadvantaged locations is missing.

In order to obviate such difficulties, Mobile Veterinary Unit (MVU) has been designed as an alternative model of rural livestock & Poultry health care delivery mechanism for a specified area with earmarked team of Veterinary professionals along with supporting equipments & drugs. It is envisaged to provide preventive, curative services as well as breeding facilities at the doorstep of farmers in the inaccessible areas & difficult terrains which are either un-served or underserved under normal circumstances



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Aim:

The aim of the programme is to strengthen the veterinary service delivery mechanism through **"Mobile Veterinary Unit"** in all the blocks of the state so as to ensure better accessibility of services provided by the department in the field and there by improved productivity at the farmer's farm.

Objectives:

- ❖ To examine the general health condition and to treat the livestock & Poultry
- ❖ To provide "On the Spot" free diagnostic service to ascertain the disease.
- ❖ To identifies the common diseases prevalent in the area & providing advisory services for prevention.
- ❖ To provide doorstep Veterinary Service (Breeding & Curative).
- ❖ To educate people to adopt appropriate modern technology for improving the productivity.
- ❖ To make disease surveillance and monitoring of livestock and poultry diseases.
- ❖ To attend outbreaks of livestock & poultry diseases.
- ❖ To popularize ethno veterinary practices & the use of herbal preparations for treatment and control of various livestock & poultry diseases.
- ❖ To create awareness on preventive health care of livestock & poultry and other department services available.
- ❖ Castration of male animals to support the livestock breeding programme
- ❖ Monitoring and supervision of service delivery at the grass root level by departmental authority with the help of GPS (Global Positioning System) Tracking System.

Veterinary Services to be provided:**Curative Measures**

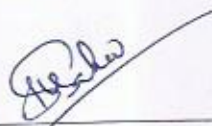
- ❖ Treatment of minor ailments
- ❖ Referral of complicated Cases to specialized Officers for better healthcare services
- ❖ Early detection of communicable & non- communicable endemic diseases
- ❖ Minor surgical procedures & suturing at the door step of the farmers.

Breeding

- Artificial Insemination
- Pregnancy Diagnosis
- Treatment of Anoestrus & Dystocia
- Referral of Complicated pregnancies.
- Castration of male animals.
- Sexual Health Control

Preventive Measures

- Vaccination of livestock and poultry in consultation with the local field



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functionaries .

- Public Health Awareness

Diagnostic Services

- Faecal Sample examination
- On-spot estimation of Heamoglobin and urine examination for ketosis , Blood Protozoan.
- Collection of blood and serum samples for subsequent delivery to referral laboratory for further diagnosis (cloacal , tracheal swab).

Emergency services

- Animal health care provided in times of Natural Calamities /Outbreaks / Public Health Emergencies etc .

Proper & effective implementation ARD Department activities:

- ❖ Better implementation of different departmental extension activities like Promotion of Dairy Entrepreneurship, Long-Term and Short-Term interest subvention, Risk management of livestock under livestock insurance, promotion of Goat unit under National Mission for Protein Supplement (NMPS) , Promotion of Back-Yard Poultry , motivation for Fodder Development Programme utilizing the service of MVU in every corner of each Block of the State. Veterinarian in charge of MVU will provide advisory services & facilitate above extension activity & other departmental schematic activity on consultation with concerned Block Veterinary Officer/AVAS/VAS of other Veterinary Dispensary existing in the Block.

Composition of MVU Team:

Each M.V.U shall consist of the following personnel.

Position	Number	Qualification	Remarks
Veterinary Officer	1	B.V.Sc. & AH	Retired/Fresh Vet will be engaged.
Livestock Assistant	1	Trained at LITCs	Retired LI/VT/VSAS will be engaged.
Attendant	1	8 th Pass	Will be engaged through Service Provider



Proposed Operational Plan - Monthly Work Plan:()

Activities	Days	Remarks
Health Camps, Vaccination camp along with Awareness Camp & other departmental activities at village level, Collection of pathological samples	20 (20 camps per month)	The monthly programme schedule will be prepared as per the local need . the departmental activities will be carried out along with this programme.
Delivering of Pathological sample to DDL/CIL/SVL & for verification of records MVUs at District HQ	1 day	Date will be fixed by concerned Chief District Veterinary Officer
District HQ review meeting of All MVU Staff , BVO, AVAS & lifting of medicines , equipments/instruments etc .	1 day	Date will be fixed by CDVO for submission of reports of MVU activities , Monthly review Meeting
Emergency services	As and when required	In natural calamities, emergency cases to Perform duty during the month including holidays along with normal work.
Off day	8 days	
N.B: Monthly reporting period of MVU will be from 1st of every month to end of the month.		

Target for each MVU :

Sl no	Activities	Target for Month	Remark
1	Health camp, vaccination camp Awareness camp	20 no.	Efforts should be given to inseminate 20 animals in a month .
2	Village to be covered	40 no.	
3	Treatment including poultry, castration, surgery	1000 no.	
4	Inoculation	2000 no.	
5	Pathological sample Collection	Minimum 60 Sample	
6	Pathological sample examination	Minimum 20	

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Roles & responsibilities of concerned Joint Director -II (Chief District Veterinary Officer):

- ❖ Understand the total concept of the project & explain all the modalities to the office & field staff
- ❖ Responsible for selection of Veterinary Officer, Livestock Assistant and Attendant
- ❖ Arrange vehicle, required inputs and guide the team
- ❖ Keep records and intimate progress to higher quarters
- ❖ Payment of all claims in time relating to MVU activities
- ❖ Chief District Veterinary Officer will ensure timely submission of physical & financial achievement of MVU in prescribed format by 5th of every month and quarterly MVU tour programme, photographs, Success stories of MVU related activities (at least 5 for different camps) on quarterly basis to the Directorate.
- ❖ He will ensure timely submission of different reports required by Head Office as and when required.
- ❖ He will ensure proper stickering of MVU vehicles
- ❖ Chief District Veterinary Officer of respective districts should deposit the remuneration of staffs engaged in MVU, fuel charges, hiring charges of vehicle, miscellaneous expenditure cost through RTGS to the account of concerned beneficiaries observing financial formalities.
- ❖ The engagement of contractual staffs (Veterinarian / LI / Attendant) of MVU staff should be made within 31st December. In no case engagement should be made in last quarter of the financial year.
- ❖ Approval of monthly MVU movement programme of prepared by Block Veterinary Office. The approved copy of the same should be communicated to the Directorate, Collector, PD DRDA, Sub-Collector, Chairman Zillaparisada & local PRI members on quarterly basis.

Roles & responsibilities of concerned Block Veterinary Officer (Govt. Officer):

- ❖ The BVO of each Block may be designated as Supervising & monitoring Officer for MVU at Block Level and will be responsible for all activities relating to MVU in the respective Block.
- ❖ In case of non-availability of Veterinarians in MVU, A.V.A.S of the Block may be assigned to take up the work of MVU. In absence of AVAS, the BVO of concerned block will remain in charge of MVU till engagement of Veterinarians. When there is vacancy for BVO, AVAS, VAS & in charge MVU VAS in a block the BVO/AVAS/VAS of nearest block will be assigned for monitoring & supervising MVU programme in that block.




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- ❖ The physical achievement of MVU, absentee statement of MVU Staffs, hiring & fuel charges bills of MVU vehicle, misc expenditure bills, and photocopy of log book of MVU vehicles should reach at District Office by 2nd of every month.
- ❖ Priority may be given to tag the livestock health camps, training & awareness programme etc. with movement of MVU.
- ❖ The approved copy of movement programme of MVU of each block already approved by Chief District Veterinary Officer should be communicated to the BDO, Chairman, Panchayat samiti, Sarpanch & PRI members on quarterly basis for wide publication.
- ❖ The supervising officer should ensure the achievement of the targets of MVU.
- ❖ BVO at Block level will conduct the meeting with subordinate staff and MVU staff and feedback about the problems, if any along with valuable suggestions thereof may be sent to CDVOs with a copy to Directorate every month.
- ❖ The following registers namely health camp, detail inoculation, medicine receive & utilization, attendance, user charge, log book, equipment, village level meeting register, AI & cashbook along with other registers for MVUs should be properly maintained.

Roles & responsibilities of concerned Livestock Inspector (Government):

Prior information and propaganda about the camp & other MVU activities should be made by the concerned L.I /VT. He will provide all support as per the need. In case of non-availability of Retired Veterinary Technician/ LI /VSAS, the services of concerned area Livestock Inspector/ Vety. Technician to which MVU is visiting will be utilized by the BVO/AVAS.

Roles & responsibilities of Personnel engaged in Mobile Veterinary Unit:

The Veterinary Officer I/C of the MVU : He/she is the Team Manager. She/He shall bear over all responsibility for the effective functioning of the MVU. The other support staffs of the MVU would work under his guidance & supervision and effective functioning of the MVU. He shall be collectively responsible for the effective implementation of livestock health care, breeding and advisory services to the livestock owners. He /she shall refer cases to Block Veterinary Dispensary for treatment if required. He shall take immediate appropriate actions during disease outbreaks and inform the local VAS and give assistance to control the outbreak. He shall work in coordination with the local LI and other veterinary staff of the Department and also with the local PRI authorities, to avert, control any disease outbreaks, natural calamity. He will undertake vaccination work at village level in consultation and directions of local VAS/BVO by maintaining proper cold chain. He will deposit user fees every fortnight at the BVO office. He will communicate following information to BVO every day.



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Date wise performance details shall be maintained in a register on given heads:

- ❖ Names of the village covered
- ❖ Names of the livestock Owner
- ❖ Tentative diagnosis of ailments , medicine prescribed & provided
- ❖ Particulars of examinations conducted
- ❖ Any peculiar matter on livestock worth reporting
- ❖ List and quantity of medicines spent during the particular camp.
- ❖ Pathological sample collection / examination etc.

The register of work done of each M.V.U shall be presented to the Block Veterinary Officer for counter signature on return from the camp or before proceeding to next camp.

Livestock Assistant:

- i. He will assist the veterinary doctor, who is in charge for MVU, in all above said programmes and counsel regarding the Health care, breeding and feeding.
- ii. He will take up vaccination work in a village and keep the record and reports.
- iii. He should have a good co-ordination with local LIs / other workers .
- iv. He will take care of all the medicine and instrument stock.
- v. Maintain all registers and records .
- vi. He will maintain user fees Account and give receipt towards user fees collection to livestock owners.
- vii. Prepare return & reports in time

Attendant:

He shall obey, oblige and carry out instructions from all the staff of Mobile Veterinary Unit and Departmental Staff. He shall behave in an acceptable cordial and obedient manner. He will also help in the restraining of the livestock

Monitoring by State Level Officers:

State level officers from ADRI , OLRDS, OBPI, VOTI & Directorate while on tour to different districts shall make it a point to oversee the functioning of M.V.U and collect necessary information about their achievement shortcomings both in physical and financial terms . They should also collect progressive details about the physical and financial achievement of the districts from the concerned Chief District Veterinary Officer . The Account Officer - II of the Directorate will audit the cash book of CDVOs relating to different programmes under RKVY on quarterly basis including MVU.

Preparation of the Mobile Veterinary Unit:

The BVO shall, in consultation with subordinate local field staffs & M.V.U staffs prepare a monthly programme of the M.V.U functioning in the Block. The list of the villages should be changed on rotational basis. This programme schedule for each month has to be approved by SDVO/ CDVO concerned.



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Fixed day-Fixed time will be intimated to all concerned villages in advance & care should be taken to maintain regularity in these camps as per the schedule. The schedule will also be available at State Directorate and nearest LACs so as to facilitate proper coordination of the respective activity. A copy of the schedule may be sent to Collector, Sub-Collector, PD, DRDA & BDO, ZP Chairman, Block Chairman, Local GP sarpanch to facilitate effective monitoring at their level.

Mode of Transportation:

The movement of MVU will be 1200 km/ month. Priority should be given for engagement of jeep type vehicle like Bolero/Marshal etc. for MVU. In case of non availability of such type of vehicles, Van model of four wheeler is to be engaged. The maintenance of hired vehicles shall be the responsibility of the owner of the vehicle. Vehicle shall be used exclusively for the camp and other departmental activities. On off days of the week the vehicle may be checked-up and repairs may be undertaken.

Performance Indicators:

- a) No. of tour days with date and time of attending camps
- b) No. of villages visited
- c) Animal treated
- d) Preventive vaccination undertaken
- e) No. of samples examined
- f) No. pathological sample collected & send to referral laboratory
- g) No of Awareness programme taken
- h) No of animals castrated
- i) No. of Artificial Insemination done.

Medicines/Chemicals/Equipments to be kept in Mobile Van:

A. Medicines

1. Antibiotics
2. Analgesic, Antipyretic and Antispasmodic
3. Anthelmentic
4. Vitamins Injectable
5. Mineral Mixture
6. Corticosteroid & antihistaminics
7. Fluid Therapy
8. Fly- repellent antiseptic ointment
9. Pulv / Liquid
10. Anti protozoal drugs
11. Drugs for Intra uterine therapy:
12. Mammary therapeutic
13. Galactogues

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14. Anti coccidial drugs
15. Oil turpentine & plaster of paris

B. CHEMICALS/ REAGENTS (as per availability in the approved list of Directorate within financial limitation.)

C. INSTRUMENTS / EQUIPMENTS (as per availability in the approved list of Directorate within financial limitation.)

Vehicle Description:

1. Preferably Jeep model would be hired on monthly basis. The vehicle should accommodate 3 persons with all need based equipment and materials.
There should be space for keeping Laboratory Equipment, medicine etc.
2. A licensed driver with uniform, and should be available as & when required. he should be a non-alcoholic
3. Vehicle should be kept clean and tidy and should have a name board as specified in the contract, of the vehicle.
4. Vehicle should be regularly serviced and maintained so as to avoid any break down. In case of break down an alternative vehicle should be arranged for without compromising the services of Mobile Veterinary Unit.
5. Vehicle should have valid registration number & properly insured
6. Agreement will be made with the vehicle owner and the driver should wear a badge with proper driving license.

Procedure for engagement of Veterinary Surgeon and Livestock Inspector/Attendant for MVU

1. The CDVOs will invite open applications for engagement of VAS / LI & for engagement of Attendant , the applications should be through a Service Provider . The notice in this regard should be displayed in the office Notice Board of CDVO / SDVO / BDO/ Collectorate /BVO other important offices for wide publication.
2. The retired/ Fresh Veterinary Doctors with valid registration number of Orissa Veterinary Council , retired LI or VT or VSAS are eligible for MVU.
3. The Service Provider with proper & valid license and authorized to provide Attendants are eligible to apply.
4. The local personnel retired/fresh vets , retired paravets , attendant will be given priority .
5. He or she should be physically fit to work in the field.
6. ORV Act will not be applicable for such engagement.
7. Interview will be done when there will be more number of candidates against the proposed MVUs in the district.
8. The selection committee will comprise the following members.
 - a. Chief District Veterinary Officer of concerned District - Chairman
 - b. Representative of District Collector - Member



Proporma for reporting MVU activities

Format-1

Monthly Progressive report of MVU(Physical achievement):

Name of the District _____ For the month of _____

Sl no	Name of the Block	No. of MVU days		No. of villages covered		No. of cases treated						no. of cases Castrated			Minor operation/dystocia/CS (3)	Total cases (1+2+3)	Progressive no. of A.1 done				
		DM	PT	DM	PT	LA		SA		Poultry		TOTAL (1)	LA				SA		TOTAL(2)	D M	P T
						DM	PT	DM	PT	D M	P T		D M	P T			D M	P T			
1																					
2	DISTRICT TOTAL																				

Sl. No.	Name of the Block	Progressive vaccination																Diagnostic tests conducted				Progressive Progressive Awareness Conducted	Total user charge collected											
		HSV		BQV		FMDV		ASV		PPR		GPV		ETV		RDV		OTHERS		TOTAL				F/S		B/S		S/S		U/S		TOTAL		
		D M	P T	D M	P T	D M	P T	D M	P T	D M	P T	D M	P T	D M	P T	D M	P T	D M	P T	D M	P T			D M	P T	D M	P T	D M	P T	D M	P T	D M	P T	
1																																		
2	District																																	

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Format-2

(Financial achievement) monthly progress report of MVUs of District under the scheme MVU-40(1ST Phase, RKVY), MVU-65 (2nd phase, RKVY), MVU-53(state plan) & MVU-156(RKVY)(Separately)

a) Remuneration to Veterinarians :

SL NO	NAME OF BLOCK	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
District total													

b) Remuneration to Livestock Assistant :

SL NO	NAME OF BLOCK	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
District total													

c) Remuneration to ATTENDANT

SL NO	NAME OF BLOCK	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
District total													

d) Hiring charges of MVU vehicle :

SL NO	NAME OF BLOCK	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
District total													

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e) Fuel charges:

SL NO	NAME OF BLOCK	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
	District total												

f) Misc. expenditure at Block level :

SL NO	NAME OF BLOCK	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
	District total												

g) Misc. expenditure District Level Monitoring Cell:

SL NO	NAME OF BLOCK	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR

Total EXPENDITURE up to the month _____

SL NO	NAME OF BLOCK	B.F. FUNDS FROM PREVIOUS YEAR	FUNDS RECEIVED DURING THE YEAR	TOTAL FUNDS AVAILABLE	EXPENDITURE DURING THE YEAR			TOTAL EXPENDITURE	BALANCE AT THE END OF THE MONTH
					Remuneration to Veterinarians	Remuneration to Livestock Assistant	Remuneration to ATTENDANT		
1	DISTRICT TOAL								
					Hiring charges of MVU vehicle	Fuel charges	Misc. expenditure Block level:	Misc. expenditure District level:	

SIGNATURE OF ACCOUNTANT

SIGNATURE OF CDVO

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Format-3

Name of the District _____ For the month _____

Report on Pathological Examination and Collection under MVU programme

Sl. No.	Name of the block	Progressive No of sample collected	Progressive No of sample send to ADRI for routine surveillance	Progressive no F/S examined	Progressive No urine sample examined	Progressive no of B/S examined	Progressive No S/S examined	Progressive No P/M Conducted
1								
2								
3	Dist. Total							

SIGNATURE OF CDVO

Format-4**FORMAT FOR REPORTING ADVANCE TOUR PROGRAMME FOR THE MONTH TO (1st/2nd/3rd/4th QUARTER)**

NAME OF THE SCHEME : Mobile Veterinary Unit

NAME OF DISTRICT:

NAME OF THE BLOCK:

NAME OF BVO & CONTACT NO:

NAME & CONTACT NO. OF MVU STAFF:

VETERINARY OFFICER:

LIVESTOCK ASSISTANT

ATTENDANT

MVU VEHICLE REGISTRATION NO.:

NAME & CONTACT ADDRESS OF VEHICLE OWNER:

NAME OF AVAS & CONTACT NO:

SL NO	ADVANCE DATE OF VISIT TO BE MADE BY MVU	NAME OF GP	NAME OF VILLAGE	TOTAL DISTANCE TO BE COVERED IN MINIMUM POSSIBLE PATH ON DAY OF VISIT(KM)	PURPOSE (HEALTH CAMP, VACCINATION, AWARENESS & EXTENSION ACTIVITIES)
(1)	(2)	(3)	(4)	(5)	(6)

SIGNATURE OF CDVO




Format-5

Status report/ Staff Position under MVU programme for the month _____

Sl no	Name of the Block	NO. of MVU OPERATIONAL	Date of inception	Date of joining of VO	NO. VAS ENGAGED		Date of joining of Livestock Assistant	NO. retired Livestock Assistant engaged	Date of joining of Attendant	NO. Attendant engaged
					RETIRED	FRESH				
1										
2										
	DISTRICT TOTAL									

SIGNATURE OF CDVO

Format-6

Inspection note of CDVO for each quarter

Sl no	Name of the MVU Visited	Date of visit	Whether the following records regarding MVU activities found properly maintained during inspection (remark as YES/ NO)							(8)	(9)	IF OBSERVATION "NO" IN SERIAL NO. 1 TO 9 ACTION TAKEN FOR RECTIFICATION	WHAT RECTIFICATION FOUND IN NEXT QUARTER
			ATTENDANCE REGISTER	HEALTH CAMP REGISTER	INNOCULATION REGISTER	MEDICINE RECEIVED AND UTILIZATION REGISTER	AI REGISTER	USER CHARGE REGISTER	LOG BOOK FOR VEHICLE MOVEMENT & FUEL CONSUMPTION				
			(1)	(2)	(3)	(4)	(5)	(6)	(7)				

SIGNATURE OF CDVO

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REMUNERATION :

SLNO	COMPONENT	REMUNERATION/ MONTH	Remark
1	Remuneration for Veterinary Officer	Rs. 14000/-	
2	Remuneration to Livestock Assistant	Rs. 5000/-	
3	Remuneration to Attendant from	Rs. 3,000/-	
4	Hiring charge of MVU vehicle	Rs. 16,000/-	
5	P.O.L. charge per month 1200 km	Rs. 7500/-	
6	Misc expenses	Rs. 1,000/-	
7	Misc. expenditure for District Monitoring Cell per month	Rs.1500/- per month	

To be Deposited through RTGS in accounts of BVO after getting appropriate vouchers relating to misc expenses like sticking of vehicle, sanitizer ,liquid soap, disinfectant, duster, registers ,paper and other incidental expenses as required

The above guidelines will be implemented from April-2015 .

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23/3/15
JD (DC)

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23.3.15
DIRECTOR
AH&VS, Odisha,
Cuttack