

Manual 2
The powers and duties of its officers and employees
[Section 4 (1) (b) (ii)]
Powers and duties of Officers and Employees

Sr. No.	Designation	Powers			Duties
		Administrative	Financial	Other	
1.	Director	Full administrative matter	All Financial matters	All Technical, Planning Etc / FAA	Head of the Department and incharge of all the activities / matter/ policies undertaken by this Directorate and Management of the department.
2.	Dy. Director (Admn)	All Administrative matter	Sanction of GPF up to 30,000/-	PIO	All Administrative matters in respect of the Department.
3.	Dy. Director(AWB)				<ol style="list-style-type: none"> 1. The Goa Small Animal Rescue Management Scheme 2014 2. The Goa Stray Cattle Management Scheme, 2013 (Modified) 3. Mission Rabies 4. Animal Welfare Board 5. Matters with Panchayat & Municipalities. <p>Veterinary Council of India (VCI) and The Goa State Veterinary Council and Matters of TGVA</p>
4.	Dy. Director(Farms)				<ol style="list-style-type: none"> 1. Government Livestock Farm, Dhat 2. Cattle Breeding Farm, Copardem 3. Fodder Seed Production Farm, Kalay 4. Government Piggery Farm, Curti 5. Government Poultry Farm with Infrastructure Development 6. Modern Poultry Scheme /Poultry Equipments Gramshakti Supply of LIT birds. 7. Transport of poultry feed subsidy 8. Scheme for setting up 500 broilers and 1000 layers with amendments/ Financial Assistance for Rearing Broilers. Layers & Low Input Tech. Birds 9. Financial Assistance for Infrastructure of Poultry

					<p>Farm.</p> <p>10. Establishment of Backyard Poultry Units for SC/ST</p> <p>11. Veterinary Hospitals & Dispensaries (North)</p> <p>12. e-PRAGATI/e-SAMIKSHA</p> <p>13. Goa Dairy (All matters including Court & BOD), SUMUL, MMPO and related works</p> <p>Key Village Scheme including KVSCs, Procurement of Frozen Semen, LN2, Maintenance of LN2, Cryovessel 950 mounted on TATA Vehicle</p>
5	Dy. Director (Planning)				<p>1. Planning & Statistical Cell, Integrated Sample Survey, DBT & Livestock Census</p> <p>2. LAQ's Legislative Assembly and Lok Sabha including Governor's Address & CM's Speech.</p> <p>3. Tribal Sub-Plan</p> <p>4. Purchase of Medicines (Patent & Non Patent), Vaccines, Instruments and Microchips</p> <p>5. Nodal Officer (GEM)</p> <p>6. Monthly Meeting of Departmental Officers</p> <p>7. Goa Meat Complex</p> <p>8. Infrastructure Development work and PWD works</p> <p>9. Court Matters of Department, Miscellaneous legal Matters, Acts & Rules relating to the Department, Animal Preservation Act.</p> <p>10. All Revenue Collection including Cess on Milk and Meat.</p> <p>11. Disaster Management</p> <p>12. Cattle Breeding Policy</p> <p>E-Governance/IT related work and Computerization</p>

6	Dy. Director (SLBP)				<ol style="list-style-type: none"> 1. Kamdhenu Scheme(Sudharit) Amended. 2. Scheme for Incentive to Milk Producers 3. Community Dairy Farming Scheme 4. Public Grievances, PRAGATI(Public Grievance-PMO) 5. Veterinary Hospitals & Dispensaries (South) 6. Gopal Ratna Award 7. Infrastructure Development Scheme for Dairy Cooperative Societies (RCS). 8. NABARD, Lead Bank 9. Agriculture (State Level. Executive Committee) 10. Civil Supply & Consumer Affairs 11. Goatery Scheme 12. Varah Palan Scheme Dudhgram
7	Dy.Director (CSS)				<ol style="list-style-type: none"> 1. Livestock Health and Disease Control (LH&DC) <ol style="list-style-type: none"> i. Assistance to States for Control of Animal Disease (ASCAD) ii. National Control Programme on PPR (NCPPPR) iii. National Project on Rinderpest Surveillance and Monitoring (NPRSM) iv. Professional Efficiency Development Scheme v. National Animal Disease Reporting System (NADRS) vi. Establishment and strengthening of Veterinary Hospitals and Dispensaries Scheme.(ESVHD) 2. National Rabies Control Programme (NRCP) 3. National Animal Disease Control Programme (NADCP) – FMD & Brucellosis 4. Rastriya Gokul Mission (RGM), National Artificial Insemination Programme (NAIP) 5. Rashtriya Krishi Vikas Yojana (RKVY), e-Goa Pashusamvardhan 6. National Programme for Cattle and Buffalo Breeding (NPCBB) 7. National Control Programme on

					Brucellosis (NCPB) 8. National Project for Dairy Development (NPDD & NPBB) 9. Extension of Kisan Credit Card Facility to Animal Husbandry & Dairying Farmers, Krishi Cards 10. National Livestock Mission 11. Automatic Milk Collection Units 12. Aadhaar Tool Kits 13. ICAR & DRDA Liaison Officer Dairy Equipment Scheme
8.	Dy. Director (Epid)				1. Pashupalan Scheme 2. Interest subsidy on loans for Agri. And allied activities. 3. Dairy Kits Scheme for SC/ST 4. Western Ghat Development Programme including supply of Pregnant Heifers, Purchase of Milch Animals & Renovation of Cattle under WGD 5. Disease Investigation Unit, Upgradation of Biosecurity Level II Lab at DIU, Bird Flu & KFD, 6. Goa State Biodiversity Board & Environmental Science 7. Animal Disease Active Surveillance including Control of diseases of zoonotic importance with special emphasis on the Prevention and control of Infectious and contagious disease in Animal Act, 2009 & Zoonosis 8. Goa State Pollution Control Board including Bio Medical Waste 9. State Level Empowered Committee (SLEC) under State Mission Food Processing (SMFP) (Dept. of Industries), Export Strategy 10. National Watershed Development Programme 11. Western Zonal Council 12. Task Force WRD 13. Matter pertaining to Jails and visit to Jails. Any other meetings and miscellaneous matters to be allotted from time to time.

09	Dy. Director (Gyn)				<ol style="list-style-type: none"> 1. Gynaecological work in both districts including Infertility camps. 2. Advertisement and Publicity, Exhibitions, AIR & Doordarshan, Citizens Charter, Technical Charts 3. Stockman Training Centre 4. Extension Wing, Farmers Training & Tours 5. SAMETI, ATMA, SAGY & KVK 6. Seminars & Conferences, Officer's Training & Education 7. Scheme for Incentives to Green Fodder Cultivation Fodder Minikits, supply of green fodder tussocks to farmers, Grassland Development Scheme
10.	STATISTICAL OFFICER (RA to look after)	-	-	-	<ol style="list-style-type: none"> 1. All matters of Statistical Cell 2. Annual Plan and its followup of implementation time to time. 3. Assembly, Lok Sabha & Rajya Sabha Questions. 4. Compilation of data for Governors Address and CM's Speech 5. Maintenance of progress and status reports of the Department. 6. Livestock Census 7. Integrated Sample Survey 8. Maintenance of Library books, journals, magazines etc. 9. DBT Cell, State Scheme Management for PFMS and DBT Mission. 10. Shall Report all matter regularly to the Dy. Director (Plg)
11.	Asst. Accts. Officer	-	-	-	<ol style="list-style-type: none"> 1. All Accounts matters of this Directorate 2. Budget and its followup of expenditure regularly throughout the financial year. 3. Supervision of all accounts matters and reconciliation of accounts including schemes. 4. Issue of Salary Certificate to Non-Gazetted Employees of the Department. 5. Write off of materials and scrap and auction etc and disposal of unserviceable items. 6. Bills of scheme and distribution of Cheques/cash properly as per scheme guidelines. 7. All Revenue collection monitoring and supervision.

12.	Head Clerk I	-	-	-	To supervise and carryout the work allotted asper distribution of works issued by the section.
13.	Head Clerk II	-	-	-	To supervise and carryout the work allotted asper distribution of works issued by the section.
14.	L.D.C.	-	-	-	<ol style="list-style-type: none"> 1. All kinds of Leave/LTC of Group C and D and recording to service Book 2. Quarterly report of staff 3. Verification of service books of Group C and D 4. Biometric Attendance 5. Rent of private premises. 6. Certification of Electricity/Water/Telephone Bills. 7. ACR of C & D Staff. 8. Any other work/duties as and when assigned by the superiors.
15.	L.D.C	-	-	-	Indenting, Purchase & Supply of Stationery, furniture, establishment, stock, consumable items & condemnation of Stores, Dead Stock etc. Inventory control of stock & store and maintenance of registers, Certification of Newspapers & Weeding of old records.
16.	U.D.C.	-	-	-	<ol style="list-style-type: none"> 1. All Pension, death and retirement cases and Allowances of Group 'C' & 'D' staff of the Department. 2. Final payment of Group Insurance Scheme and Savings of Group 'C' & 'D'. 3. Preparation of Insurance Schedules. 4. Annual increment, stagnation increment, special increment of Group 'C' & 'D' staff and recording in the service Book. 5. Any other work/duties as and when assigned by the superiors.
17.	Jr. Stenographer	-	-	-	<ol style="list-style-type: none"> 1. GPF Advance/Withdrawal/Final payment/Nomination, Car/Scooter/Computer Advance of Group C and D staff. 2. NOC for Movable/Immovable property. 3. Distribution of PPAN slip and any other correspondence regarding PPAN. 4. Government Quarter and Residential Accommodation. 5. ACPs & MACPS pay fixation, revision of pay scales of Group 'C' & 'D' staff and recording in the service Book. 6. Any other work/duties as and when assigned by the superiors.

18.	Farm Supervisor	-	-	-	<ol style="list-style-type: none"> 1. Maintenance of post based Roster. 2. NOC & filling of the post of Group C and D and filling of Service book and PPAN No. at the time of first appointment. 3. Harness Cases 4. Any other work/duties as and when assigned by the superiors.
19.	L.D.C.	-	-	-	<ol style="list-style-type: none"> 1. Outward Clerk. 2. Record Keeping, Dispatch Diary etc. 3. Delivery of all type of documents, files etc to other Departments, Distribution of letters, files, documents etc to the concerned clerk, Head clerk, Officials etc. 4. Maintains of relevant registers & records. 5. Purchase & distribution of postage stamp paper & maintains record in postage stamp register. 6. Any other work/duties as and when assigned by the superiors.
20.	L.D.C.	-	-	-	<ol style="list-style-type: none"> 1. Matters of Probation & Confirmation, Reservation & Deputation. 2. Continuation of post of Group C & D 3. Seniority List of Group C and D 4. Promotion of Group 'C' & 'D' staff and recording to Service Book. 5. Transfer of Group 'C' & 'D' Staff. 6. Organization Chart and record keeping of all the staff posted in various establishments and updating the same. 7. Right to Information Act 2005. 8. Any other work/duties as and when assigned by the superiors.
21.	L.D.C	-	-	-	<ol style="list-style-type: none"> 1. Inward Clerk. 2. Record keeping, Diary Dispatch, File
					<ol style="list-style-type: none"> movement and other miscellaneous work as per the requirement of section. 3. Acceptance of all type of documents from other Departments, staff etc. Distribution of letters, files, documents etc to the concerned clerk, Head clerk, Officials. 4. Maintenance of relevant registers & records. 5. Timely distribution of very urgent matter and RTI application to concerned officers. 6. Any other work/duties as and when assigned by the superiors.

22.	L.D.C	-	-	-	<ol style="list-style-type: none"> 1. All kinds of Leave/LTC of Group A & B. 2. GPF Advance/Withdrawal/Final payment/Nomination, Car/Scooter/Computer Advance of Group A & B. 3. Promotion of Group A & B. 4. Filling of the post and PPAN No. at the time of first appointment of Group A & B. 5. Distribution of PPAN slip and any other correspondence regarding PPAN of Group A & B. 6. Proposals for creation of Group A & B posts. 7. Lifting probation and confirmation of Group A & B. 8. Transfers of Group A & B. 9. All Kinds of NOC/ NOC for passport of Group A & B. 10. NOC for Movable/Immovable property of Group A & B 11. Vigilance cases of Group A & B, 12. HBA of Group A & B. 13. Maintenance of post based Roster of Group A & B. 14. Annual Returns of Immovable Property of Group A & B. 15. Miscellaneous matters of Group A & B, 16. Medical Re-imbursement of Group A & B. 17. MACP of Group A & B. 18. Annual Confidential Reports of Group A & B. <p>Any other work/duties as and when assigned by the superiors.</p>
23.	L.D.C.	-	-	-	<ol style="list-style-type: none"> 1. Maintenance and upkeep of Government buildings, Assets and their records. 2. Maintenance of Office Machinery, Equipment and Maintenance of their records, Stock Books and Disposal & Condemnation of old stock. Write off matters. 3. Physical stock verification of entire stock of the Directorate. 4. Indenting, Purchase & Supply of Stationery, furniture, establishment, stock, consumable items &

					<p>condemnation of Stores, Dead Stock etc. Inventory control of stock & store and maintenance of registers, 5. Certification of Newspapers. 6. Weeding of old records. 7. Any other work/duties as and when assigned by the superiors.</p>
24.	Bull Attendant	-	-	-	<p>1. Feeding of Inward/Dispatch entry in computer under e-Governance. 2. Assist Official during leave period Inward/Dispatch. 3. Any other work/duties as and when assigned by the superiors.</p>
25.	Marketing Supervisor	-	-	-	<p>1. Purchase of Medicines, Vaccines, Instruments & Microchips. 2. Infrastructure development work and PWD works. 3. Veterinary Council of India (VCI) and The Goa State Veterinary Council and Matters of TGVA. 4. Professional Efficiency Development Scheme. 5. Veterinary Hospitals & Dispensaries (North). 6. Custodian of Immovable Property. 7. Purchase, Maintenance and Condemnation of vehicles, four wheelers, motorcycles and scooters. 8. Court matters of Department. 9. Cleanliness and upkeep of office premises, Swatcha Bharat Abhiyan. 10. Updating of Log Books of all vehicles of Head office (Maintenance & Requirements of vehicles).</p>
26.	Veterinary Assistant	-	-	-	<p>1. RKVY. 2. ICAR & DRDA Liaison Officer. 3. Dairy Kits Scheme for SC/ST. 4. Animal Preservation Act including Goa Meat Complex. 5. Pashupalan Scheme bills. 6. Dairy Equipment Scheme. 7. Goa Dairy (all matters including BOD & Court). 8. MMPO & related works. 9. National Watershed Development Programme. 10. AIR, Doordarshan, IMPCC, advertisements & Publicity.</p>
27.	U.D.C.	-	-	-	<p>1. Establishment and strengthening of Veterinary Hospitals and Dispensaries Scheme.(ESVH & D) 2. Government Livestock Farm, Dhat. 3. Cattle Breeding Farm, Copardem. 4. Fodder Seed Production Farm, Kalay. 5. Government Poultry Farm, Ela. 6. Establishment of Backyard Poultry Units Scheme. 7. Strengthening of Infrastructure of</p>

					<p>Government Poultry Farm.</p> <p>8. Government Piggery Farm, Curti including Piggery Development Scheme.</p> <p>9. Gynecological work including Infertility Camps in both Districts.</p> <p>10. Cattle Breeding Policy.</p>
28.	U.D.C.	-	-	-	<p>1. E-Governance and Computerization.</p> <p>2. Seminars & Conferences, Officer's & Officials Training & Education.</p> <p>3. Monthly Meeting of Departmental Officers & Extension Officers.</p> <p>4. Citizen Charter, Technical Charts & Booklet Printing.</p> <p>5. Updating of Website.</p> <p>6. Maintenance & Upgradation of Conference Hall.</p> <p>7. Maintenance of PAS & Audio Visuals Aids.</p> <p>8. Aadhar-DBT, e-mail & e-correspondence.</p> <p>9. National Animal Disease Reporting system (NADRAS).</p>
29.	L.D.C.	-	-	-	<p>1. Milk Incentive Scheme.</p> <p>2. Kamdhenu (Sudharit) Scheme, Release of subsidy & bills.</p> <p>3. Computerisation of Records of Milk Incentives & Kamdhenu (Sudharit) Scheme.</p>
30.	L.D.C.	-	-	-	<p>1. Animal Welfare Board of India (AWBI).</p> <p>2. Goa State Animal Welfare Board (GSAWB).</p> <p>3. NGO's & Animal Welfare Organizations.</p> <p>4. Matters relating to Forest, Goa State Wildlife Board & Dhirios.</p> <p>5. The Small Animal Rescue Management Scheme 2014.</p> <p>6. The Goa Stray Cattle Management Scheme 2013 (Modified).</p> <p>7. Short Scheme for Mission Rabies.</p> <p>8. Stockmen/Farmers Training Centre, Curti.</p> <p>9. Extension Wing.</p> <p>10. Dairy Farmers Melas Awareness Camps & Tours.</p>
31.	L.D.C.	-	-	-	<p>1. Pashupalan Scheme (Processing & Record keeping).</p> <p>2. Disaster Management.</p> <p>3. All Revenue collection including Cess on Milk.</p> <p>4. Scheme for Incentives to Green Fodder Cultivation.</p> <p>5. Fodder Minikits, supply of Green fodder tussocks to farmers, Grassland Development Scheme.</p> <p>6. Key Village Scheme including KVSCs, Procurement & maintenance of Frozen Semen & LN2, Cryovessel 950 mounted on TATA Vehicle.</p>

32.	LDC	-	-	-	<p>1. Interest Subsidy on Loans for Agri. and Allied Activities.</p> <p>2. Goa State Biodiversity Board.</p> <p>3. Tribal Welfare Dept. Yojnas & KVK.</p> <p>4. NABARD & LEAD BANK.</p>
33.	L DC	-	-	-	<p>1. Financial Assistance for Infrastructure of Poultry Farm</p> <p>2. Transport of Poultry feed subsidy.</p> <p>3. Financial Assistance for Rearing Broiler, Layers and LIT Birds.</p> <p>4. Gramashakti Scheme.</p> <p>5. Matters with Panchayat & Municipalities, Miscellaneous legal Matters, Acts & Rules relating to the Department.</p> <p>6. ATMA, SAMETI & Sansad Gram Yojna, Atal Gram Yojna, any other Miscellaneous matters & other Meetings to be allotted from time to time.</p>
34.	LDC	-	-	-	<p>1. Vety Hospitals & Dispensaries (South).</p> <p>2. Public Grievances.</p> <p>3. Disease Investigation Unit (DIU).</p> <p>4. Up gradation of Biosecurity Level II Lab at DIU.</p> <p>5. Bird Flu.</p> <p>6. Animal Disease Active Surveillance including Control of diseases of zoonotic importance with special emphasis on the Prevention and Control of Infectious and Contagious diseases in Animals Act, 2009.</p> <p>7. Goa State Pollution Control Board including Bio- Medical waste.</p>
35.	LDC	-	-	-	<p>1. Kamdhenu (Sudharit) Scheme (Processing & Sanction).</p> <p>2. Infrastructure Development Scheme, Construction of Cattle Shed.</p> <p>3. Krishi Cards.</p> <p>4. Western Ghat Development Programme including supply of Pregnant Heifers.</p> <p>5. Purchase of Milch Animals under WGDP.</p> <p>6. Renovation of cattle shed under WGDP.</p>
36.	LDC	-	-	-	<p>1. National Livestock Mission (NLM).</p> <p>2. Foot and Mouth Disease Control Programme (FMDCP).</p> <p>3. National Programme for Cattle and buffalo breeding (NPCBB).</p> <p>4. National control programme on Brucellosis (NCPB).</p> <p>5. National Control Programme on PPR (NCP-PPR).</p> <p>6. ASCAD-Assistance to States for Control of Animal Disease.</p> <p>7. National Rinderpest Eradication Scheme.</p> <p>8. Community Dairy Farming.</p> <p>9. Gopal Ratna Award.</p> <p>10. Typing work of Technical Section.</p>
37.	Accountant	-	-	-	Assisting AAO in all the Accounts & Financial matters.

38.	Cashier	-	-	-	1) Maintenance of Cash Book and records there to 2) Maintenance of EMD records, maintenance of Permanent Advance. 3) Maintenance of Acquaintance Roll 4) Maintenance of challan registers and record there to 5) Maintenance of Cheque register 6) Verification of LIC 7) Maintenance of 28A 8) Any other work assigned by AAO
39.	U.D.C.	-	-	-	1) Preparation of salary bills, preparation of GPF advance/ withdrawal, final payment, cycle advance, fan advance, scooter advance, motor car advance, computer advance and correspondence thereof, preparation of Tuition fees bills, preparation of leave encashment bills, preparation of arrears bills, Bonus and Festival advance bills. 2) Preparation of all Contract basis salary bills 3) Maintenance of relevant records such as pay bill register, appropriation register etc. 4) Calculation of Income Tax statement, ECS 5) Any other work assigned by AAO
40.	U.D.C.	-	-	-	1) Preparation of bills in respect of all Permanent advance bills of work. 2) Preparation of time bound bills such as electricity bills, water bills, telephone bills, wages bills of Head Office etc. 3) Checking and forwarding of Medical bills of DDO South. 4) Vehicle repairs bill of North & South Goa 5) Preparation of News paper bills of STC curti,Ponda. 6) Petrol & Diesel bills of North Goa 7) Maintenance of files and Register pertaining to above mentioned work. 8) Distribution of correspondence to all the staff 9) Any other work assigned by AAO
41.	U.D.C	-	-	-	1) Preparation of salary bills, preparation of GPF advance/ withdrawal, cycle advance, fan advance, scooter advance, motorcar advance, computer advance and correspondence thereof, preparation of Tuition fees bills, leave encashment bills, Arrears bills, Bonus & Festival advance bills. 2) Maintenance of relevant records such as pay bill register, appropriation register etc. 3) Calculation of Income Tax statement 4) Maintaining NET, TR and Appropriation Register,ECS 5) Any other work assigned by AAO
42.	UDC	-	-	-	1) Scrutiny of Medical Reimbursement of bills and their register 2) Preparation of bill towards Materials and Supplies, Office Expenses other Charges,

					Advertisement bills, Medical bills, EMD bill, Scholarships and Stipends bills and their ECS. 3) Maintenance of relevant records such as Appropriation register EMD register etc. 4) Any other works instructed by superiors.
43.	L.D.C.	-	-	-	1) Preparation of Budget Estimates and Revised Estimates. 2) Reconciliation of expenditure under the Budget Head of this department. 3) Allotment of funds between North and South Audit Circle. 4) Allotment of funds to subordinate office /D.D.O.'s 5) Re-appropriation of funds and surrender of funds. 6) Scrutiny of L.T.C. of Non-Gazetted and Gazetted staff, TA/DA bills of Gazetted Officers and maintenance of relevant registers 7) Preparation of AC/ DC bills and maintenance of relevant records/ registers and correspondence thereof. 8) Maintenance of unreconciled expenditure in respect of all D.D.O.'s and furnish the same to statistical cell by 10 th of every month. 9) Grants-in aid to Goa Meat Complex Limited & Corporations. 10) Allotment of funds to PWD under Capital / Revenue sector 11) Audit & CAG Report 12) Matters regarding periodic Audit from Audit Department & Directorate of Accounts. 13) Relevant typing of the above work & any other work assigned by AAO
44.	L.D.C	-	-	-	1) Computerization of salary bills of Non-Gazetted officials. 2) Schedules of recoveries of Non-Gazetted officials. 3) Salary certificate of Non Gazetted staff 4) Assessment of Income Tax of Non-Gazetted officials and its submission of quarterly report, Income Tax statement of financial year. 5) Preparation and Checking and forwarding of Gazetted salary bills. 6) Maintaining Gazetted salary code 7) Insurance, Tuition fees & leave salary bills & ECS 8) Preparation of GPF Advance / withdrawal and final withdrawal bills of Gazetted officers. 9) Printout of Pay slips, LIC statements, Bank and societies statements any other work assigned by AAO
45.	L.D.C	-	-	-	1) Preparation of Salary bills plus Nil bills of NPS 2) Preparation and Maintenance of Registers of New Pension Scheme. 3) Relevant typing work connected to her subject and ECS.

					4) Preparation of Tution , Scooter, Leave encashment, Pension contribution, Computer advance, arrears bills, Bonus and Festival advance. 5) Maintaining NET, TR, & Appropriation Register 6) Preparing LPC and calculation of Income Tax statement.
46.	Statistical Assistant	-	-	-	Statistical work of Department.
47.	Investigator	-	-	-	To assist SA and preparation of Data Report etc.
48.	Investigator	-	-	-	To assist SA and preparation of Data Report etc
49.	Driver	-	-	-	Maintenance upkeep and Driving of Office vehicles
50.	Driver	-	-	-	-do-
51.	Driver	-	-	-	-do-
52.	Driver	-	-	-	-do-
53.	Driver	-	-	-	Maintenance upkeep and Driving of Office vehicles
54.	Bull Attendant	-	-	-	Any work assigned by Director.
55.	Bull Attendant	-	-	-	Assiting in Admin Section
56.	Bull Attendant	-	-	-	Duties as assigned by Dy. Director (Admn)
57.	Bull Attendant	-	-	-	Duties as assigned by Asst. Director (CD)
58.	Bull Attendant	-	-	-	Assiting in Accounts Section
59.	Bull Attendant	-	-	-	Assiting in Accounts Section
60.	Helper	-	-	-	Attending office, up keeping, Cleaning of work place etc.
61.	Labourer	-	-	-	-do-
62.	Labourer	-	-	-	-do-
63.	Labourer	-	-	-	-do-
64.	Labourer	-	-	-	-do-
65.	Labourer	-	-	-	-do-
66.	Attendant Dresser	-	-	-	-do-
67.	Laboratory Attendant	-	-	-	Assisting Inward and Outward Clerk
68.	Peon	-	-	-	Assisting in Accounts Section
69.	Peon	-	-	-	-do-
70.	Peon	-	-	-	Dispatch of Various bills
71.	Peon	-	-	-	Assistng in Technical Section
72.	Peon	-	-	-	Assisting in Admin Section
73.	Watchman	-	-	-	Watch keeping & night duties