



ANIMAL WELFARE BOARD OF INDIA

Ministry of Fisheries, Animal Husbandry and Dairying, Govt. of India
(Department of Animal Husbandry and Dairying)
NIAW Campus, 42 KM Mile Stone, Delhi-Agra
Highway NH-2, Ballabhgarh, Haryana-121004
Email: support-awbi@gov.in : Website: www.awbi.gov.in

REGISTERED POST

No. AWBI/2025/AWO/156/JK-Sho

Dated: 18-07-2025

ORDER

SUBJECT: REGULAR APPOINTMENT OF BALJOAT SINGH FOR THE POST OF DAIRY EXTENSION ASSISTANT, GOVERNMENT VETERINARY HOSPITAL, PULWAMA, DISTRICT PULWAMA, UNION TERRITORY OF JAMMU & KASHMIR - REG.

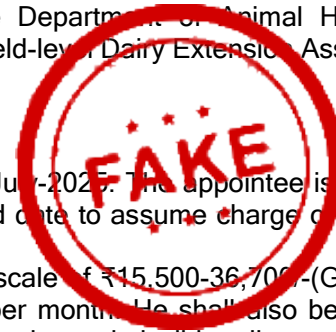
In pursuance of the approval of the Competent Authority and in accordance with the directions issued by the Ministry of Fisheries, Animal Husbandry and Dairying, Government of India, vide the references cited below, **Baljoat Singh S/O: S kulwant Singh R/O: Monghama Tral Tehsil Tral District Pulwama Kashmir J&K-192123**, is hereby appointed on a regular basis to the post of Dairy Extension Assistant at the Government Veterinary Hospital, Pulwama J&K, Union Territory of Jammu & Kashmir, under the administrative control of the Animal Welfare Board of India (AWBI).

REFERENCES:

1. D.O. Letter No. 1-24/2020-KT dated 13.09.2023 from the Secretary, Ministry of Fisheries, Animal Husbandry & Dairying, Government of India.
2. D.O. Letter No. 1-24/2020-KT dated 01.11.2023 from the Economic Advisor, Ministry of Fisheries, Animal Husbandry & Dairying, Government of India.
3. F.No. 1-24/2020-KT-[PT-1] dated 18.03.2024 from the Under Secretary, Ministry of Fisheries, Animal Husbandry & Dairying, Government of India.
4. GO No. 145-AHD/2024 dated 02.04.2024 issued by the Department of Animal Husbandry and Dairying, Government of India, regarding the appointment of Dairy Extension Assistants in Union Territories.
5. GO No. 89-JK (AHD)/2025 dated 10.05.2025 issued by the Department of Animal Husbandry, Government of Jammu & Kashmir, approving the regularization of field-level Dairy Extension Assistants.

TERMS AND CONDITIONS OF APPOINTMENT:

1. Date of Joining: The appointment shall take effect from 28th of July-2025. The appointee is directed to report to the Government Veterinary Hospital, Pulwama on the said date to assume charge of the post of Dairy Extension Assistant.
2. Pay Scale and Grade: Baljoat Singh shall be placed in the pay scale of ₹15,500-36,700/- (Grade D) as per the AWBI pay structure, with an initial basic pay of 15,500/- per month. He shall also be entitled to Dearness Allowance (DA), House Rent Allowance (HRA), and other admissible allowances as per Government of India rules, subject to applicable deductions including Income Tax, Professional Tax, and contributions to the Employee Provident Fund (EPF) as per EPFO guidelines.
3. Administrative Control: The appointee shall work under the direct supervision of the Veterinary Surgeon/Assistant Surgeon at the Government Veterinary Hospital, Pulwama, and shall be administratively answerable to the District Veterinary and Animal Husbandry Officer, Pulwama.
4. Duties and Responsibilities: The appointee shall perform the following duties:
 - i. Assist in animal vaccination and disease control programs.
 - ii. Participate in animal welfare awareness campaigns and support basic treatment and handling of animals.
 - iii. Engage in field-level execution of national schemes such as the National Milk Recording Programme under the Rashtriya Gokul Mission



- iv. Contribute to identifying superior germplasm, support genetic evaluation processes, assist in record-keeping related to production and breeding, and educate local dairy farmers to improve productivity and income.

PROCESSES AND NORMS FOR REGULAR APPOINTMENT:

1. Induction and Training: As per GO No. 56-AHD/2023 dated 15.06.2023, the appointee shall undergo a mandatory 15-day induction training at the National Animal Welfare Training Centre, New Delhi. The training shall cover animal welfare protocols, disease control measures, dairy extension techniques, and record-keeping standards as per the guidelines of the Rashtriya Gokul Mission.
2. Performance Monitoring: In line with GO No. 72-AHD/2024 dated 10.01.2024, the District Veterinary and Animal Husbandry Officer, Pulwama shall submit quarterly performance reports of the appointee to the AWBI. These reports shall include details of contributions to animal welfare campaigns, vaccination drives, dairy farmer education initiatives, and progress in milk recording programs.
3. Leave and Attendance Norms: As per GO No. 19-AHD/2022 dated 05.03.2022, the appointee shall be entitled to 12 casual leaves and 15 earned leaves annually, subject to prior approval from the District Veterinary and Animal Husbandry Officer. Attendance shall be maintained through the AWBI's biometric system, as mandated under the AWBI Field Operations Manual, 2025.
4. Financial Disbursement Process: Salary disbursement shall follow the norms outlined in GO No. 101-FIN/2024 dated 20.03.2024, wherein funds will be transferred to the appointee's bank account via the Public Financial Management System (PFMS) by the 5th of each month, after deduction of applicable taxes and contributions to the Employee Provident Fund (EPF).
5. Compliance with Animal Welfare Standards: The appointee shall strictly adhere to the Prevention of Cruelty to Animals Act, 1960, and AWBI guidelines for animal handling, ensuring ethical treatment during vaccination, treatment, and field operations. Any violation shall be dealt with as per GO No. 33-AHD /2021 dated 12.08.2021, which includes disciplinary action and potential termination.
6. Field Reporting and Documentation: As per GO No. 92-AHD/2024 dated 15.02.2024, the appointee shall maintain a daily activity log of fieldwork, including details of farmer interactions, vaccination records, and milk production data. This log shall be submitted monthly to the District Veterinary and Animal Husbandry Officer for review and forwarded to the AWBI for record-keeping.
7. Probation Period: In accordance with GO No. 45-AHD/2023 dated 10.07.2023, the appointee shall serve a probationary period of one year from the date of joining (i.e., until May 31, 2026). During this period, performance will be evaluated biannually, and confirmation of the regular appointment will be subject to satisfactory performance as per AWBI guidelines.
8. Travel Allowance and Field Expenses: As per GO No. 67-FIN/2024 dated 05.04.2024, the appointee shall be entitled to a monthly travel allowance of 2,000/- for field visits within the Pulwama district reimbursable upon submission of travel logs and receipts to the District Veterinary and Animal Husbandry Officer.
9. Grievance Redressal Mechanism: In line with GO No. 12-AHD/2022 dated 20.01.2022, any grievances related to service conditions, salary, or duties shall be addressed through the AWBI Grievance Redressal Committee. The appointee may submit grievances in writing to the District Veterinary and Animal Husbandry Officer, who shall escalate them to the AWBI within 15 working days.
10. Transfer Policy: As per GO No. 28-AHD/2023 dated 25.05.2023, the appointee may be transferred to another district within the Union Territory of Jammu & Kashmir, based on administrative requirements, with prior notice of at least 30 days, as per AWBI guidelines.
11. Annual Increment: As per GO No. 55-FIN/2023 dated 12.06.2023, the appointee shall be eligible for an annual increment in the pay scale of ₹15,500-36,700/-, subject to satisfactory performance during the probation period and thereafter, as per the AWBI Pay Rules, 2023. The increment shall be effective from July 1 of each year, starting from July 1, 2026.
12. Medical Fitness and Verification: As per GO No. 78-AHD/2024 dated 15.03.2024, the appointment is subject to the appointee submitting a medical fitness certificate from a government-recognized medical officer and completing character and antecedent verification within 30 days of joining from 28th of July-2025). Failure to comply may result in termination of the appointment.

13. Confidentiality and Conduct: In line with GO No. 39-AHD/2022 dated 10.04.2022, the appointee shall maintain confidentiality of all official records, data, and information related to the National Milk Recording Programme and other AWBI initiatives. He shall adhere to the Central Civil Services (Conduct) Rules, 1964, and any misconduct shall be dealt with as per the provisions therein.

The District Veterinary and Animal Husbandry Officer, Pulwama directed to ensure that **Baljoat Singh** reports for duty on July 28 2025, and is properly inducted into the institutional framework. He shall be provided with necessary guidance, resources, and support for effective functioning. His performance shall be monitored and reported to the Animal Welfare Board of India in accordance with government procedures. This regular appointment is issued in the interest of public service and to strengthen the ongoing efforts for livestock development, dairy production, and animal welfare in the Union Territory of Jammu & Kashmir.

By Order and in the Name of the President of India

(Dr. S.K. Dutta)

Secretary

Animal Welfare Board of India

Ministry of Fisheries, Animal Husbandry and Dairying

(Dr. SK. Dutta)

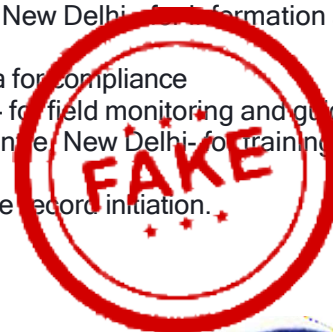
Secretary Animal Welfare Board of India,

Ministry of Fisheries, Animal Husbandry and Dairying.


(Dr. S. K. Dutta)
Secretary
Secretary

**Animal Welfare Board of India,
Ministry of Fisheries, Animal Husbandry and Dairying,
Government of India.**

1. The Director Field Operations), Animal Welfare Board of India, New Delhi - for information and for information and necessary coordination.
2. The District Veterinary and Animal Husbandry Officer, Pulwama for compliance
3. The Regional Animal Welfare Officer, Jammu & Kashmir Zone - for field monitoring and guidance.
4. The Training Coordinator, National Animal Welfare Training Centre, New Delhi- for training arrangement
5. The accounts officer, AWBI HQ New Delhi for salary and service record initiation.
6. The personal file of Baljoat Singh for official record.
7. Guard File-for record.





ANIMAL WELFARE BOARD OF INDIA

Ministry of Fisheries, Animal Husbandry and Dairying, Govt. of India
New Delhi

Email: info@awbi.gov.in : Website: www.awbi.gov.in

Date: 18.10.2024

To,
The Director of Animal Husbandry,
Kashmir



Subject: Confirmation of Honorary Animal Welfare Representative at Devsar Block Government Veterinary Hospital, Devsar Block in Kulgam. District, Kashmir - LRNO 000874322184

References:

1. DO letter No. 1-24/2020-KT dated 13.09.2023 from the Secretary, Ministry of AH&D, Govt. of India, New Delhi.
2. DO No. 1-24/2020-KT letter dated 01.11.2023 from the Economic Advisor, Ministry of Animal Husbandry and Dairying, Government of India.
3. F.N-1-24/2020-KT-(PT-I) dated 18.03.2024 from Under Secretary to the Govt. of India, Ministry of Animal Husbandry & Dairying, Government of India.

Dear Sir,

I am writing to confirm the engagement of an Honorary Animal Welfare Representative at the Block Government Veterinary Hospitals located in Devsar Block, Kulgam. District, J&K.

Following the directives issued by the concerned authorities, including yourself as the District Veterinary and Animal Husbandry Officer, I am pleased to inform you that Mr. Zubeer Ahmad Dar, son of Mohammad Sultan Dar resident of Devsar, J&K has been selected for the position of Honorary Animal Welfare Representative at the said hospital. He has accepted the offer and is eager to contribute to the welfare of animals in our community.

As per the terms and conditions outlined in the offer letter provided to Mr. Zubeer Ahmad Dar, his duties and responsibilities will primarily involve providing assistance and support across various activities related to animal health and welfare at the Block Government Veterinary Hospital. He will be reporting directly to the Veterinary Surgeon/Asst Surgeon of the Animal Veterinary Centre in Devsar Block.

Additionally, he will be tasked with contributing to various programs aimed at enhancing animal welfare and health in the region. His responsibilities may include:

- Assisting in vaccination drives
- Conducting awareness programs
- Providing support in the treatment and care of animals

Furthermore, he will contribute to the National Milk Recording Programme under the Rastriya Gokul Mission. His responsibilities in this regard will include:

- Locating superior germplasm in breeding tracts/milk pockets
- Introducing systematic milk recording and promoting breeding with HGM (High Genetic Merit) bulls
- Calculating genetic gain among bovines
- Collecting and publishing production and breeding records of registered animals
- Creating awareness among farmers and improving their income



To facilitate his engagement as an Honorary Animal Welfare Representative, I kindly request your assistance in ensuring that he is integrated into the operations of the Block Government Veterinary Hospital and provided with any necessary orientation or training. Furthermore, please ensure that his presence and activities at the hospital are appropriately documented and reported.

We are pleased to confirm that he will be joining our team in this position from Nov 04, 2024, to Nov 03, 2026. As previously mentioned, his salary is not the responsibility of the Animal Husbandry Department or the Veterinary Department of J&K. His salary is funded through our society by the Animal Welfare Board of India.

I also urge you to disseminate information about Mr. Zubeer Ahmad Dar's Honorary Animal Welfare Representative status among relevant personnel at the hospital, including the Veterinary Surgeon/Asst Surgeon and other staff members. Clear communication regarding his role, responsibilities, and the source of his honorary engagement will help facilitate a smooth transition and ensure effective collaboration.

Should you require any further information or assistance regarding his engagement as an Honorary Animal Welfare Representative, please do not hesitate to contact me directly at recruitment@animalwelfareboard.org.

Thank you for your attention to this matter. Your support in facilitating the engagement of Honorary Animal Welfare Representatives is greatly appreciated and contributes to our collective efforts in promoting animal health and welfare in the region.

Yours sincerely,

Smt. Prachi Jain
Assistant Secretary,
Animal Welfare Board of India

Copy to:

- The Individual,
- The Veterinary Assistant Surgeon, Devsar Block.
- The Assistant Director , AVSH , Devsar
- The District Magistrate, Kulgam. District, J&K
- The Section, Animal Welfare Board of India, New Delhi .

Signed by
Dr. Prachi Jain
Dated: 18.10.2024

