

GOVERNMENT OF ASSAM  
ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT  
ASSAM ::: DISPUR

No.VFV.142/2012/115

14/03/2013

**OFFICE MEMORANDUM**

**Subject :** Guidelines on the standard procedures to be followed for issuance of Post mortem Report under Directorate of AH & Vety. Deptt., Assam

With a view to provide the delivery of public service to the eligible citizen of Assam within stipulated time limit and for matters connected therewith, the Governor of Assam is pleased to notify the following service to be provided by AH & Vety. Department, Govt. of Assam

1. Name of Service : Post Mortem Report
2. Eligibility Criteria : All Citizen of Assam.
3. Step by step procedure : Application in the prescribed format may be (pertaining to time line) submitted by a person for post mortem report before the Designated Public Servant (nearest veterinary surgeon). Documents as sought in the standard application format may be provided by the applicant. The Designated Public Servant may seek more information relevant to the subject if felt necessary. The Designated Public Servant i.e. the nearest designated veterinary surgeon will perform the post mortem and give the report within a maximum period of 3 (three) days. Provided that, in case, the death is due to any disease and Designated Veterinary Surgeon feels that any sample (morbid or sera) is required to be sent to laboratory for testing, the Designated Veterinary Surgeon will inform the applicant about the same and the report will be submitted within 3 (three) days of receipt of the same from laboratory.
4. Standard Application Form : Annexure "A"
5. List of documents required  
to be attached with the  
Standard Application Form : Nil
6. User Charges : No user charge.
7. Citizen Charter : Annexure "B"

8. Standard Certificate to  
be granted : Annexure "C"

**Sd/-**

(R.K. Das, IAS)  
Commissioner & Secretary to the Govt. of Assam  
Animal Husbandry & Veterinary Department

Memo No. VFV-142/2012/115-A

Dated, Dispur the 14<sup>th</sup> March / 2013.

Copy forwarded for information and necessary action to :

The Commissioner & Secretary to Chief Minister, Assam.

The Commissioner & Secretary to the Governor of Assam, Guwahati-1

The Principal Secretary, Assam Legislative Assembly, Dispur.

All P.S. to Ministers, Assam, Dispur, Guwahati-6

All P.S. to Parliamentary Secretaries, Assam, Dispur, Guwahati-6.

S.O. to Chief Secretary, Assam

All P.S. to Addl. Chief Secretaries, Assam.

All Principal Secretaries / Commissioner & Secretaries / Secretaries, Assam, Dispur.

Press Adviser to Chief Minister, Assam

Director General of Police, Assam, Ulubari, Guwahati-7

Registrar General, Gauhati High Court, Guwahati-1

The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.

The Agriculture Production Commissioner, Assam, Guwahati-6

The Chairman, Assam Administrative Tribunal, Guwahati.

The Chairman, Assam Board of Revenue, Guwahati

The Secretary, O/O the Upa-Lokayukta, Assam, Shaktigarh Road, Bhangagarh (Opposite Sohum Emporio)

The Secretary, State Information Commission, Housefed Complex, Dispur.

The Secretary, State Election Commission, Dispur, Guwahati-6

The Secretary, SEBA, Bamunimaidam, Guwahati-21

The Secretary, AHSEC, Bamunimaidam, Guwahati-21

All Departments of Assam Secretariat, Dispur, Guwahati-6

All Heads of Department, Guwahati

All Principal Secretaries of Autonomous Councils.

Director, Information & Public Relations, Assam, Dispur.

By order etc....

(A. Baruah, ACS)  
Deputy Secretary to the Govt. of Assam  
Animal Husbandry & Veterinary Department

GOVERNMENT OF ASSAM  
ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT  
ASSAM ::: DISPUR.

VFV.142/2012/116

March, 14,2013

OFFICE MEMORANDUM

**Subject : Guidelines on the standard procedures to be followed for issuance of Valuation Certificate of animal/bird** under Directorate of AH & Vety. Deptt., Assam

With a view to provide the delivery of public service to the eligible citizen of Assam within stipulated time limit and for matters connected therewith, the Governor of Assam is pleased to notify the following service to be provided by AH & Vety. Department, Govt. of Assam

1. **Name of Service** : Valuation Report
2. **Eligibility Criteria** : All Citizen of Assam.
3. **Step by step procedure** : Application in the prescribed format may be (pertaining to time line) submitted by a person for Valuation Certificate before the Designated Public Servant (nearest veterinary surgeon). The Designated Public Servant may direct the applicant to keep the animal with him for a maximum period of 10 (ten) days for surveillance and then give the certificate. The Designated Veterinary. Surgeon may, with the prior permission of the District Veterinary Officer keep the animal for an additional period of 3 (three) days by specifically citing the reason for requirement of such extension of time, but in any case, must furnish the certificate within 15 (fifteen) days. The food for the animal during the period of surveillance shall be supplied by the owner of the animal
4. Standard Application Form : Annexure "A"
5. List of documents required to be attached with the Standard Application Form : Nil
6. User Charges : No user charge.
7. Citizen Charter : Annexure "B"
8. Standard Certificate to be granted : Annexure "C"

**Sd/-**

(R.K. Das, IAS)

Commissioner & Secretary to the Govt. of Assam  
Animal Husbandry & Veterinary Department

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1. The Commissioner & Secretary to Chief Minister, Assam.
2. The Commissioner & Secretary to the Governor of Assam, Guwahati-1
3. The Principal Secretary, Assam Legislative Assembly, Dispur.
4. All P.S. to Ministers, Assam, Dispur, Guwahati-6
5. All P.S. to Parliamentary Secretaries, Assam, Dispur, Guwahati-6.
6. S.O. to Chief Secretary, Assam
7. All P.S. to Addl. Chief Secretaries, Assam.
8. All Principal Secretaries / Commissioner & Secretaries / Secretaries, Assam, Dispur.
9. Press Adviser to Chief Minister, Assam
10. Director General of Police, Assam, Ulubari, Guwahati-7
11. Registrar General, Gauhati High Court, Guwahati-1
12. The Secretary, Assam Public Service Commission, Khanapara, Guwahati-22.
13. The Agriculture Production Commissioner, Assam, Guwahati-6
14. The Chairman, Assam Administrative Tribunal, Guwahati.
15. The Chairman, Assam Board of Revenue, Guwahati
16. The Secretary, O/O the Upa-Lokayukta, Assam, Shaktigarh Road, Bhangagarh (Opposite Sohum Emporio)
17. The Secretary, State Information Commission, Housefed Complex, Dispur.
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19. The Secretary, SEBA, Bamunimaidam, Guwahati-21
20. The Secretary, AHSEC, Bamunimaidam, Guwahati-21
21. All Departments of Assam Secretariat, Dispur, Guwahati-6
22. All Heads of Department, Guwahati
23. All Principal Secretaries of Autonomous Councils.
24. Director, Information & Public Relations, Assam, Dispur.

By order etc....

(A. Baruah, ACS)

Deputy Secretary to the Govt. of Assam  
Animal Husbandry & Veterinary Department