

From

The Dean,  
College of Veterinary Sciences,  
LUVAS, Hisar

To

All Deans/Directors/Officers/HODs/Section Incharges of the University,  
LUVAS, Hisar.

Memo No. COVS/E-1/2017/ 268-300

Dated: 11/01/2017

**Sub: Duties of VLDA.**

Employees working as VLDA in LUVAS will perform the following duties:-

1. To maintain official records of the section where VLDA is posted.
2. To maintain and account for stock of medicines in their respective sections.
3. To assist in treatment of sick and lame animals. Also in medication, vaccination, deworming, dipping, debeaking, hatching, identification of animals. Maintenance of stock of animals, farm equipments, machinery and other store items used at the farm.
4. Supervision of daily farm operations.
5. Reproductive management of the farm; To assist the Scientists/Teachers/Farm Incharge for heat detection, artificial insemination, pregnancy diagnosis, dystokia, training of bulls, semen collection and processing.
6. Data recording and maintenance of farm records and preparation of all types of reports related to animals/poultry farm.
7. Drug administration as prescribed by the Veterinarians.
8. To prepare animals, instruments & equipments for Surgical interventions.
9. To assist in Gynaecological and surgical procedures.
10. To assist in maintenance of hospital operation theatre (s), disease diagnostic laboratories by disinfection and sterilization etc.
11. To take charge of all instruments/equipments of hospital/lab./farm.
12. To assist Veterinarians in handling clinical cases during duty time, off time, Sundays, holidays, etc.



13. To assist Scientists/Teachers/Incharge in conducting postmortem, sample collection and dispatch for lab investigations.
14. Entering of all farm data and clinical data in e-governance system.
15. Collecting various types of biological samples from animals kept in the animal farm as well as outside the farm and helping in conduct of UG, PG practicals & research activities of the Department etc. and other departmental duties assigned by the HOD.
16. Running of milk plant, Collection of cash, deposit of cash in comptroller office, settling audit objections, audit requisitions of milk plant, maintenance of records and files.
17. Any other duties as assigned by the Controlling Officer/Head of Department/Section In charge as per requirement of department from time to time.
18. To assist the teachers in diagnostic imaging work, physiotherapy work, diagnostic techniques like endoscopy etc.

In addition to above the competent authority reserves the rights to ask the employees to perform any extra work as may be asked to him/her in the interest of University.

**Dean, COVS**

From

The Director of Research  
LUVAS Hisar

To

All Deans/Directors/HODs/Sections  
LUVAS Hisar

Memo No. DR/E-1/2017/95-125

Dated: 13-01-2017

**Sub: Duties of various posts.**

The Worthy Vice-Chancellor is pleased to approve the following duties for various posts for which the Director of Research is an appointing authority.

Sr. No.	Name of post	Duties
1	Animal Attendant	<ul style="list-style-type: none"><li>➤ Feeding, cleaning, watering, milking, lifting of dung at Animal farm/Animal House.</li><li>➤ Grazing and dipping of animals, helping in harvesting of fodder and its lifting, chaffing and distribution.</li><li>➤ Assisting VLDA in the farm operations, collection of eggs from the poultry farm and washing of utensils and animals.</li><li>➤ Packaging of milk and its distribution.</li><li>➤ Cleaning of milk and meat plants.</li><li>➤ Keeping and maintaining of experimental small and large animals.</li><li>➤ To observe the animal for their appearance and activities to assess their general physical condition, obvious signs of illness disease and discomfort.</li><li>➤ Thoroughly clean and disinfect all areas of the shelter as often as it is necessary</li><li>➤ To restrain and control animals.</li><li>➤ Feed each animal as prescribed by the attending Veterinarians.</li><li>➤ Clean and sanitize all cages, and related areas</li><li>➤ Assisting in caring and handling of animals/poultry birds for research and post-mortem work.</li><li>➤ Maintenance and cleaning of animal house, colony room, cages and batteries, remove the dirty bedding materials and use clean bedding materials every day.</li><li>➤ Change the cages of pregnant female small animals in a separate cage.</li><li>➤ To wash feeder and bowel daily and sterilize them under supervision of Lab. Technician and</li><li>➤ Any other duties/work as assigned by the CO/HOD/Incharge.</li></ul>

2	Attendant	<ul style="list-style-type: none"> <li>➤ Cleaning, dusting of offices, seminar rooms and other miscellaneous work taking out photocopies &amp; displaying of notices, helping in sampling.</li> <li>➤ Packaging of milk, cleaning of milk and meat plants, product development, cleaning of labs, glasswares etc</li> <li>➤ To attend the visitors, guest of the University.</li> <li>➤ To attend the teachers, UG and PG students during class/examination.</li> <li>➤ Any other work assigned by CO/HOD/Incharge</li> </ul>
3	Lab. Attendant	<ul style="list-style-type: none"> <li>➤ Maintenance of Laboratories, cupboards, etc</li> <li>➤ Cleaning and maintenance of laboratories, cupboards, slabs, chemical bottles. instruments/ equipments and machinery and furniture; washing of glassware, watering of pots; assistance in preparation of chemical reagents/media; lab animal rearing including their feeding and management;</li> <li>➤ Assisting in conducting practical/experiments maintenance of laboratory records for consumable items.</li> <li>➤ Transport of tissues samples from TVCC/post-mortem room of the department and other places.</li> <li>➤ Assisting laboratory work and post-mortem examination and other miscellaneous work.</li> <li>➤ Day to day sterilization in lab and packaging.</li> <li>➤ Any other work assigned by the CO/Head of the Department/ Lab. Incharge.</li> </ul>
4	Lab. Assistant	<ul style="list-style-type: none"> <li>➤ Assisting students, scientists/teachers in conducting laboratory test/practical classes/exam of UG and PG and research work.</li> <li>➤ Handling of Lab. stores, dealing with audit, auction of store articles etc.</li> <li>➤ Maintaining lab instruments/ equipments and machinery and to keep cleanliness after experiments.</li> <li>➤ Before an experiment to process samples and prepares the proper experimental set up.</li> <li>➤ Preparation of media and reagents and sterilization in the laboratory.</li> <li>➤ Maintenance of Conference Hall and A.V. Lab.</li> <li>➤ Maintenance of laboratory records for consumable and non-consumable items</li> <li>➤ Assisting the laboratory technician in the following. <ul style="list-style-type: none"> <li>• Preparation of Histopathological slides of Biopsy and Post-mortem tissues collected at Necropsy.</li> <li>• Maintenance of the Post-mortem record.</li> <li>• Collection of samples from TVCC and Post-mortem</li> <li>• Maintenance of subsidiary registers of laboratory</li> </ul> </li> <li>➤ Any other work assigned by the CO/Head /Lab. Incharge.</li> </ul>
5	Senior Lab. Assistant	<ul style="list-style-type: none"> <li>➤ To assist seniors (Lab. Technician, Teachers/Scientist) in preparation of chemical regents, preparation of media, conducting practical classes/exams in laboratory.</li> <li>➤ Maintenance of laboratory records for consumable/ non-consumable items.</li> <li>➤ Assistance in smooth functioning of costly and sophisticated scientific equipments and machinery overseeing the upkeep of</li> </ul>

		<p>laboratories.</p> <ul style="list-style-type: none"> <li>➤ To get Repair and maintenance of Instruments/ equipments/ machines.</li> <li>➤ Assist in maintaining the departmental library.</li> <li>➤ Any other work assigned by the CO/HOD/ Lab. Incharge</li> </ul>
6	Lab. Technician	<ul style="list-style-type: none"> <li>➤ Maintenance and operation of laboratory articles/instruments/equipments.</li> <li>➤ Maintenance of laboratory records (consumable and permanent article) and subsidiary registers</li> <li>➤ Preparation of solution/media and other pre-requisites for conducting experiments / practical.</li> <li>➤ Assistance in setting of experiments, data recording, sampling and chemical and biochemical etc.</li> <li>➤ Assists the scientific staff in carrying out sampling, testing and recording of the various laboratory tests being done in the laboratory.</li> <li>➤ Proper disposal of biomedical waste of the laboratory.</li> <li>➤ Preparation of histopathological slides of biopsy and post-mortem tissues collected at necropsy.</li> <li>➤ Maintenance of the Post-mortem record.</li> <li>➤ Assisting UG and PG teaching and research.</li> <li>➤ Collection of samples from TVCC and Post-mortem hall.</li> <li>➤ To supervise proper washing and sterilization of feeder, water utensil defecating trays, P.P. cages, S.S. rabbit cages and batteries.</li> <li>➤ Assistance in setting up of experiments, data recording sampling, maintenance of subsidiary register, feed requisition register, animal sale register and credit sale register etc.</li> <li>➤ Any other duties/work assigned by the CO/HOD/ Lab. Incharge.</li> </ul>
7	Supervisor Animal Attendant	<ul style="list-style-type: none"> <li>➤ To allot the duties of animal attendant in morning shift, general shift and second shift.</li> <li>➤ Make proper arrangements for animal attendant whenever any animal attendant is on CL/EL.</li> <li>➤ Maintain the proper watering and feeding system of each colony.</li> <li>➤ To supervise /proper breeding of all laboratory animals.</li> <li>➤ To provide the date, for the demand of Lab. Animals from any institution and supply animals in proper transportation cages.</li> <li>➤ Maintain the cleanliness of whole building.</li> <li>➤ Any other duties/work assigned by the CO/HOD/Incharge.</li> </ul>
8	Senior dairy Attendant	<ul style="list-style-type: none"> <li>➤ Feeding, cleaning, watering, milking and lifting of dung at farm.</li> <li>➤ Grazing and dipping of animals, harvesting of fodder and its lifting, chaffing and distribution.</li> <li>➤ Assisting VLDA in the farm operations, collection of milk, eggs, cleaning, feeding and watering of animals at farm.</li> <li>➤ Any other work assigned by CO/HOD/Incharge.</li> </ul>
9	Jamadar	<ul style="list-style-type: none"> <li>➤ Supervision of all farm activities and management of farm labourers.</li> <li>➤ Maintenance of feed consumption and livestock population registers.</li> <li>➤ Any other work assigned by CO/HOD/Incharge</li> </ul>
10	Tractor Driver	<ul style="list-style-type: none"> <li>➤ To drive and maintenance of the tractor.</li> <li>➤ Maintenance of log book of tractor.</li> <li>➤ Any other work assigned by CO/HOD/ Incharge.</li> </ul>

11.	Beldar	<ul style="list-style-type: none"> <li>➤ Lifting of green fodder.</li> <li>➤ Cleaning of sheds and lifting of dung.</li> <li>➤ Feeding of animals.</li> <li>➤ Preparation of fields for timely sowing.</li> <li>➤ Sowing, fertilizers and pesticides application.</li> <li>➤ Timely harvesting for fodder crops</li> <li>➤ Assist in sale and distribution of milk and meat products, packaging of milk, cleaning of milk and meat plants, product development, cleaning of labs, glassware's etc</li> <li>➤ Any other work assigned by the CO/HOD/ Lab. Incharge</li> </ul>
12.	Kennel Attendant-cum-Cook	<ul style="list-style-type: none"> <li>➤ Cleanliness and management of kennels.</li> <li>➤ Cooking food for small animal, including dogs.</li> <li>➤ Care taking of animals.</li> <li>➤ Handling equipments related to kennels.</li> <li>➤ Any other work related to indoor and outdoor activity of the animals.</li> <li>➤ Any other work assigned by the CO/HOD/ Lab. Incharge</li> </ul>
13.	Agricultural Inspector	<ul style="list-style-type: none"> <li>➤ Preparation of fields for timely sowing.</li> <li>➤ Sowing, harvesting fertilizers and pesticides application.</li> <li>➤ Timely harvesting for fodder crops</li> <li>➤ To prepare sowing plan for Rabi and Kharif crops/fodder.</li> <li>➤ To supervise the Beldars, labours and field works in day to day work.</li> <li>➤ Maintain the record of all crops</li> <li>➤ Any other work assigned by the CO/HOD/ Lab. Incharge</li> </ul>
14.	Butcher	<ul style="list-style-type: none"> <li>➤ Slaughter of animals, cleaning of slaughterhouse,</li> <li>➤ To assist in making meat products</li> <li>➤ Any other work assigned by the CO/HOD/ Lab. Incharge</li> </ul>

Sd/-  
Director of Research

CC:

1. SPS to VC for information the Worthy Vice-Chancellor
2. Registrar cum FAA, LUVAS
3. Nodal officer RTI Cell office of the Registrar
4. SPIO to COVS for information with reference to his office Memo No. SPIO/COVS/VPTX/2016/124-126 dated 30-12-2016
5. SPIO to Director of Research, LUVAS Hisar
6. Incharge, LUVAS Website for putting the duties on Website.



From

The Registrar  
LUVAS, Hisar

To

The In-Charge  
University Website  
LUVAS, Hisar

Memo No. Admn./E-I/2017/1766

Dated:

**Subject: Displaying the duties of employees on website.**

As per decision taken in the appeal of Case No. 7268 of 2016, Sh. Subhash Chander Vs. LUVAS, Hisar the State Information Commissioner, Haryana has ordered to comply with the requirement of Section-4 of RTI Act, 2005 for uploading the duties of employees on the University Website. You are, therefore, requested to upload the nature of duties for the posts for which Registrar is the appointing authority on the University Website. Soft copy of the same is sent herewith.

Registrar

**NATURE OF DUTIES**

<b>Sr. No.</b>	<b>Name of post</b>	<b>Work responsibility/ Nature of Duties</b>
1.	Personal Assistant	The Personal Assistant perform the duty for dictation work of concerned Controlling Officer of the office. He will also perform such other duties as assigned to him/her in the interest of the university.
2.	Deputy Registrar/ Assistant Registrar/ A&AO/ Deputy Superintendent/ Superintendent/ Assistant/ Clerk	<p><b>Generally</b> Deputy Registrar/ Assistant Registrar/ A&amp;AO/ Superintendent are assigned the duty of supervision of ministerial staff as well as power of D&amp;DO. They guide the subordinate staff, examine/ coordinate the work of Academic/Establishment/ General Branches in the office. He will also perform such other duties as assigned to him/her in the interest of the university.</p> <p><b>The</b> Deputy Superintendent is assigned the duty to supervise the ministerial staff. Assistant/ Clerk are assigned the duty of office relating to Establishment/ pay/ Accounts/ Contingency/ record-keeping/ Store/ Cash etc.</p> <p><b>However</b>, as per Clause 28 (1) of Chapter VI of the LUVAS Act &amp; Statutes; an employee of the University may be called upon to perform any extra work as may be assigned to him/ her in the interest of the University.</p>
3.	Steno Typist/ Junior Scale Stenographer/ Senior Scale Stenographer	Generally Steno Typist/ Junior Scale Stenographer/ Senior Scale Stenographer perform the duties for dictation and typing work in the offices. He will also perform such other duties as assigned to him/her in the interest of the university.
4.	Car/ Jeep/ Bus/ LMV/ HMV	He may drive the light and heavy departmental vehicle as the case may be. He will also maintain the log book of the vehicle properly and responsible to repair and maintenance of the vehicle from time to time. And he will responsible to keep the vehicle neat and clean. He will also perform such other duties as assigned to him/her in the interest of the university.
5.	Cook	He shall be responsible to prepare meals at university Rest Houses and to serve the same to officers on tour. He will responsible to up keep the kitchen and kitchen wares. He will perform any other duty assigned to him/ her in the interest of the University.
6.	Computer Operator	He will perform the duty for the official work related to computer i.e. typing and to keep computer data up to date and ensure to safeguard all the data and software



		in the computer. He will also be responsible to prepare power point presentations and other computer related programmes. He will also perform such other duties as assigned to him/her in the interest of the university.
7.	Daftri	He will responsible to mend, trim stitch and bind etc, old records/ files in the record room in the Section. He will responsible to paste correction slips in the officials references books of various officers and those of Offices/ Departments/branches / Sections. He will also perform such other duties as assigned to him/her in the interest of the university.
8.	Messenger/ Peon	Messenger/ Peon will responsible to carry and deliver the dak within & outside the office. He will also responsible to perform miscellaneous and odd jobs for officers/ officials and other work assigned by the officer. He will responsible to ensure the cleanliness and general keep up of the Section/ Office wherein posted and of the furniture, fixture and equipment. He will responsible to attend the officers at Headquarters and while on tour. He will also perform such other duties as assigned to him/her in the interest of the university.
9.	Helper	He will provide help to the technical staff under whom he is placed on duty. He can be assigned duty in the Lab, Farm and Clinics for assisting the staff. He will also perform such other duties as assigned to him/her in the interest of the university.
10.	Security Guard	He will maintain security of all the movable and immovable property of the university and will perform the duty of watch and ward. He will also perform such other duties as assigned to him/her in the interest of the university.
11.	Vehicle Attendant	He will responsible to up keep the vehicle, maintain its cleanliness. He will help the driver of the vehicle for smooth maintenance of the vehicle. He will also perform such other duties as assigned to him/her in the interest of the university.
12.	Book Self Attendant	He will maintain the books in proper condition in the Almirah and Book Self kept in the Library of department, keep record of books, get the books bind time to time and will perform such other duties has assigned to him in the interest of the university.