

# STANDARD SERVICE DELIVERY OF DONGKHAG LIVESTOCK SECTOR

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**‘Standard Operating Procedures (SoPs) and Turn Around Times (TATs)’ of Dzongkhag and Gewog Livestock Sector, Trashiyangtse. 4.7.2016**

## Standard Operating Procedures (SoPs) and Turn Around Time (TATS) for Sector Management (Core Activities)

Type of ServicesActivity/Sub activity	Procedures to avail services	Total Time/ Days Taken (TATS)	Responsible Person
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### 1.1 Sector Coordination Program

1.1.1 Organize sector coordination workshops, attend meetings with other stakeholders, attend workshops of the parent department and other relevant agencies	Sector Coordination workshops will be discussed with all livestock officials and it will be done twice in a year. Other workshops and meeting depends on the invitation of the organizing agencies. The dzongkhag level meetings with relevant sectors for coordination will depend on the written or verbal orders of the higher authorities and it will also be on need basis.	28 days/ year	DLO/ADLO/VO
1.1.2 Coordinate the implementation of all livestock activities with Gewog Extension Agents	The coordination and implementation of livestock programs and activities will be done at the dzongkhag headquarter with all relevant livestock officials ang gewig livestock officials as per plan	15 days/ year	DLO/ADLO/VO /LPO
1.1.3 Monitoring the field activities, verifying the progress reports and submission to the relevant Projects and agencies of DoL.	The monitoring will be done based on the livestock calender which is prepared monthly after assessing the field activities. The Monthly and Quaterly reports will be verified and submitted.	50days/year	DLO/ADLO/VO/ LPO

### 1.2 Financial Management

1.2.1 AWPB preparation and submission	The AWPB will be prepared after consultative meetings with all livestock staff of the Dzongkhag	7days/year	DLO &ADLO
1.2.2 Financial disbursements ie procurement bills, utility bills and other miscellaneous expenditure bills and budget disbursement to Gewog livestock staff	The bills will be disbursed only upon the submission of monthly progress reports from Gewogs and other bill s will be disbursed only upon the submission of original bills and proper reports	21 days/ year	DLO&ADLO
1.2.3 Writing proposals, submitting it to the relevant agencies and exploring funds	This will be done based on need and interest expressed by any individual to carry out livestock farming activities	30 days/year	DLO&ADLO
1.2.4 Tender Committee Works (Award of work and Evaluation of Tender)	This will be done as and when the committee chair calls	14 days/year	DLO & ADLO

<b>1.3 Procurement and Office Supplies</b>			
1.3.1 Stock updates and inventories	As and when the stock entry has to be made	7 days/year	ADLO/LPO
1.3.2 Planning of sectors' procurement	This will be done four times in a year	4 days/year	DLO/ADLO/VO
1.3.3 Procurement of materials (office stationaries and others) and supplying it to the Gewog Staff	Will be supplied as per the need and requisition of the Gewogs	14 days/year	DLO/ADLO
<b>1.4 Administrative Support Services</b>			
1.4.1 Coordinate tours and travels of the staff for the planned programs	The tours and travels will be approved as per the planned activities and any ad-hoc tours will be approved based on the need of the situation	14 days/year	DLO&ADLO/VO
1.4.2 Evaluation of promotion forms and other related activities like leave approvals, transfer requests and all	Will be done immediately upon receiving the proposal forms	7days/year	DLO&ADLO
1.4.3 Official correspondences, communications, report writings and related paper works		30 days/year	DLO&ADLO/VO

**1.5 RNR Infrastructures Development- Core Activities** (Constructions/Maintenance of Extension Centers, AI Centers, Hygienic Dairy Sheds, Silo Pits, Dairy Sale Counter, Milk Processing Units (MPUs) and Milk Collection Sheds (MCS) Poultry Sheds, Piggery Sheds, Fishery Pond etc.

1.5.1 Beneficiaries' consultative meeting/ awareness meeting	As per plan	1 days /activity	DLO/ADLO/LPO /VO
1.5.2 Identification of site and field verification/discussion	As per plan	3days/Activity	DLO/ADLO/LPO /VO
1.5.3Process for government Land Leasing	As per plan	60 days/activity	DLO/ADLO/LPO
1.5.4 Obtaining of necessary clearances from relevant agencies/Community	As per plan	20 days/activity	DLO/ADLO/LPO
1.5.5 Drawing, Estimation & Designing	As per plan	15 days/ Activity	DLO/DE
1.5.6 Administrative, Technical and Financial sanction	As per plan	7 days/activity	DLO/DE/AO
1.5.7 Supply of construction materials directly to beneficiaries' for small structure on subsidy	As per plan	3 days/activity	DLO/ADLO/LPO
1.5.8 Notice Inviting Tender (NIT) for Bidders- Bigger Structures	As per plan	30 days/activity	DLO/DE
1.5.9 Tender Evaluation & Work award	As per plan	7days/activity	DLO/DE
1.5.10 Issue of work order	As per plan	1/2 days/activity	DLO/DE

1.5.11 Work monitoring & supervision of field works	As per plan	14 days/activity	DLO/ADLO/DE
1.5.12 Handing/Taking over	As per plan	2 days/site	DLO/DE

2.1 Animal Health Services			
2.1.1 Dispensing of patent and non patent drugs, endo and ectoparasitic control drugs	The dispensary of DVH and all livestock centres will be opened from 9: AM to 3PM to avail non patent drugs, endo and ectoparasitic control drugs. The clients should come to the DVH or livestock centres to take the non patent drugs and other oral medicines. The clients' name, address, contact number, details of the animals to be administered drugs, tentative diagnosis and details of medicines dispensed will be noted down in the case registration book which ultimately gets updated in TAD info- an OIE designed software which enables to see all kinds of disease occurrence and outbreaks in all places of the world.	20 Mins per client including registration and advice and demonstration on drug administration procedures. 30-40 mins will be taken per client if the non patent drugs has to undergo any pharmaceutical preparations	VO, LHS &LPS
2.1.2 Small animal (pet) vaccination and deworming	The clients should bring their animals to the DVH or livestock centres and vaccination will be done immediately without delay. The deworming drugs if oral will be given to the clients to administer it at home. Those clients who has registered their pets should bring registration card and those who have not registered should be registered. The timing is 9:AM to 3PM (MON to FRI). The clients should be responsible to restrain their own animals for any injections	10 Mins including registration. More time will be taken if the client fails to restrain their own animals	LHS & LPS
2.1.3 Pet sterilization (Orchiectomy and ovariectomy)	The clients should bring their pets to the Veterinary Hospital for physical examination by the competent Veterinary Surgeon and the sterilization date will be given to the clients based on the availability of veterinary surgeons' schedule. The pre-anaesthetic management procedures will be briefed by a veterinary surgeon to avoid any complications	The time taken will depend on animals' response toward the anaesthetics. Some animals take longer time. The surgical procedure for orchiectomy will last 40 mins and ovariectomy will last 1 hour. The surgery time may prolong in case of any complications. Another	VO and the surgical team of the Veterinary Hospital

2.1.4 Veterinary Clinical Services at DVH and Livestock centres	Any client can bring any animals to the Veterinary Hospital to avail clinical treatments, surgical interventions and gynaecological and obstetric interventions. The timings are 9:AM to 3PM on weekdays. During the weekends and off hours, prior information should be given to any staff of the Veterinary Hospital so that adequate preparation for cases can be done. <b>VETERINARY CLINICAL SERVICES WILL BE 24 HOURS AVAILABLE FOR ANY EMERGENCY CASES (Eg: Accidents)</b>	The cases will be attended immediately without any delay. The time taken will depend on the clinical cases and its tentative diagnosis.	VO & all livestock staff
2.1.5 Emergency Outcalls (Any emergency and complicated cases)	The client should call to any livestock staff to avail outcalls in case of emergency and complication by describing the sign and symptoms of the animals, brief anamnesis, vaccination history, previous treatments, feeding and grazing history and should answer all the queries made by the livestock staff. Emergency outcalls will be attended by considering the severity of the cases and the final decision of when to attend, who will attend, what to be done will be at veterinary surgeons' discretion. In case of non availability of Veterinary Ambulance and staff's private vehicle, the clients requesting for the outcall service should be responsible to arrange the transportation	Any emergency outcalls will be immediately attended without any delay after the decision is being made by veterinary surgeon to attend the case. The time taken will depend on the distance of the place from where the request of the outcall is made and the degree of the severity of the case. <del>However, the treatment</del>	VO & all livestock staff
2.1.6 Obstetric Interventions, Dystocia management and Caesarean section ( Outcall ONLY FOR LARGE ANIMALS)	Any clients can avail this service at anytime from Veterinary Hospitals and Livestock Centres. All small animals should be brought to the veterinary hospitals and livestock centres. Outcall is only for Large Animals. The dystocia cases will be attended at any time based on the need and situation of the case. Caesarean section will be done only on receiving a written consent from clients. The management of the case and intervention methods will be at Veterinary Surgeons discretion after making proper medical examinations	The case will be attended after collecting the preliminary anamnesis and after calculating the hours of different stages of labor. Dystocia management takes 2 hours to even 6 hours. If caesarean has to be performed, the surgical process alone will take around 2 to 3	VO & all livestock staff

2.1.7 Referral Cases from Gewogs (Any cases that is beyond the capacity of Gewog Livestock Incharge)	Any Gewog livestock incharges can avail the technical backup from DVH at anytime after giving the prior information to the Veterinary Officer. In cases of many cases coming from different gewogs, the priority will be given to the most severe and complicated one. <b>ONLY THE CASES REFERRED BY THE GEWOG LIVESTOCK OFFICIALS WILL BE ATTENDED AND THE CLIENTS' CALL WILL NOT BE ENTERTAINED FROM GEWOGS THAT HAS ITS OWN LIVESTOCK EXTENSION AGENT</b>	The TAT depends on the distance of the Gewog from DVH and the nature and degree of clinical cases. However, cases will be attended immediately upon arrival without any further delay.	VO & all livestock staff
2.1.7 Mass sterilization of dogs and scrub animals	Any institution (eg schools and colleges) and any agencies can avail this service from DVH by giving a written request to the nearest livestock centre. However, the catching of dogs and bringing it to the camp is responsibility of the requesting institutions and agencies. In case of scrub animals, the concerned livestock incharges should register the details of animals and submit it to the DVH for deciding the date for carrying out the program. The dates for such program will vary depending on the schedule of the veterinary surgeon.	One Orchidectomy will take 20 mins and one ovariectomy will take 35-40 mins. However, the time depends on the efficiency of the assistants, anaesthetics team and preparatory team.	VO & all livestock staff
2.1.8 Outbreak Investigation and control measures	Any outbreaks of notifiable disease at any place of the Dzongkhags' jurisdiction will be investigated and will put the control and containment measures. Any person can report the outbreaks of the notifiable disease to the nearest livestock officials. The livestock also has Toll Free number 124 to report the outbreaks of notifiable disease. The investigation will be done by consulting RLDC & NCAH and the flash report will be given on the day of investigation. Any media person should consult the competent veterinary surgeon before running stories on outbreaks as it causes public panic.	The time taken will depend on the distance of the place and the nature of outbreaks. Eg: for FMD, it takes 2-3 weeks for control and containment.	DLO & VO

2.1.9 Annual vaccination of livestock against FMD, HS, BQ, Anthrax and Swine Fever	Annual vaccination is the door to door service of our livestock department. The concerned gewog incharges or Gups will give notification to their respective Tshogpas and Chipons alongwith tentative schedule. It is the duty of Tshogpas and Chipons to inform every household to keep their livestock at their homes and the restraining of animals is also the responsibility of the owner. The livestock department will not be responsible of any outbreaks if the farmers' don't cooperate with the notification and the farmers' who refused to let their animals vaccinate will have to bear the responsibility of outbreaks, if any occurs from their herd. The names, household numbers and animal details of the vaccinated lot will be collected and in case of any outbreaks, it will be used as the reference point.	The average time taken per animal for vaccination is 7 mins including registration. However, the time taken depends on the nature of human settlement(eg cluster settlements are easy to cover), temperament of the animal, availability of the manpower for effective restraining and other social factors	DLO & VO
2.1.10 Poultry Vaccination (Day 1- Marek's Disease, Day 3-IBD, Day 7-ND, Day 14-IBD, Day 28-IBD, Day 42-Fowl Pox	The poultry vaccination is mostly for DOC rearing farms. The DVH is responsible only to provide vaccines. The vaccination of the stock is the responsibility of the farm owners. The vaccines for poultry are 24 hours available at DVH. Any poultry farmers within the jurisdiction of the Dzongkhag can avail the free vaccines supply for poultry	The time taken for vaccination depends on type of vaccines, their route of administration, number of birds in the farm and the expertise of the person administering vaccine. Oral route takes 1-2 mins, eyedrops takes 1 mins, wingweb takes 2 mins per bird	DLO, VO & Farm owner
<b>3.1 Livestock Breed Improvement Services</b>			

3.1.1 Artificial Insemination Service from DVH and other AI centres	There are two categories of AI ie CHBBP and Non CHBBP. The CHBBP uses imported frozen semen and Non CHBBP uses Frozen semen of Jersey processed at Wangchutaba, Thimphu. AI service can be availed by households which are registered under AI Breeding programs. The thumb rule of communication is that if the animal comes to heat in the morning, the AI will be done in the evening and vice versa. The information should be given to AI technician immediately after seeing the animal in heat so that he/she can calculate the time of insemination and make prior preparations. This AI service is 24x7 available service from DVH and AI centres and the service cannot be compromised and delayed.	Physical examination of genetalia, Thawing of semen straw, loading in Cassou's catheter, rectal examination and rectovaginal method of insemination takes around 20 mins in total for one animal. However, it depends on the way farmers' restraint their cow and the temperament of the animal	AI Technician / Breeding Focal
3.1.2 Supply of breeding stock ie Yak, Jersey bull, cross bred jersey, Mithun, Nublang, stallion, Rams, Boars and Sows, Cockerels...etc	Supply is made based on the requisition put up by gewog livestock agents or any group or community. The bulls are not supplied to those areas which are covered by AI. The supply of Mithun and Nublang will be assessed by the committee in the Dzongkhag and only after the approval by the committee, the mithun and nublangs will be supplied.	The group or community submits requisition (1 day), gewog livestock agent verifies (1day), forwards to Dzongkhag for verification by the committee ( 3 days), then dzongkhag places requisition to central farms (1 day) and	DLO & Breeding Focal
3.1.3 Evaluation of potential Breeding Bulls	Evaluation is done when the bull from CHBBP areas are found to be potential breeding bulls. A committee of Veterinary Surgeon is needed to conduct bull evaluation. Physical assessment as well as collection of semen in Artificial Vagina and examination of it under microscope for semen motility is done. This is done when the farmers' inform us about the availability of bulls. Otherwise, the normal routine evaluation of breeding bulls are done.	Physical examination of bull and microscopic examination of semen just takes about an hour. However, the collection of semen depends on the mounting ability of bulls and it takes from an hour to even half day	VO & Breeding Focal

3.1.4 Evaluation of infertility cases	The infertility cases are registered by Breeding focal and list is submitted to veterinary officer to conduct infertility management camps.	Time taken in days. Day 1 Rectal examination and hormone injection, day 7-hormone injection, Day 10 and 11 - Artificial insemination. The process completes in a span of two weeks.	VO & Breeding Focal
3.1.5 Estrus synchronisation	This program is done when there is large number of cows to synchronise them in heat so that calving can be in one season.	Day 1- insertion of CIDR, Day 6- Removal, Day 7- AI. In total 3 days are taken but more number of cattle takes more days. The process completes in a week	VO & Breeding Focal
3.1.6 Supply of AI inputs (semen straw, LN2, AI Gloves)	This is done as per the requirement of AI centers	1 day in a week	Breeding Focal
3.1.7 Conduct Post Mortem examination when breeding bulls dies	This is done as and when the death occurs	PM takes around two hours, reaching the samples to RLDC takes half day. Most of the time is taken by journey depending on the places in which the bull is located	VO & Breeding Focal



3.1.8 Ear Tagging of cattle with NBIN through NCIS	The NBIN is given to the progenies born from CHBBP areas as a result of insemination with imported semen. The other cattle will also be given the NBIN after assessing the phenotypic and genotypic characteristics to meet 50% above Jersey characteristics.	NBIN tagging is done in a group. Assessment and registration of cattle may take 1 to 2 days based on the number of cattle. Sending the list to NDCC takes 1 to 2 days. Then laser printing of NBIN takes 1 to 2 Months as it should be done together for whole country.	Breeding Focal
3.1.9 Disbudding of new born calves in CHBBP areas	Any farmer in CHBBP area who got the new calf should report immediately to the Breeding Unit of DVH to conduct disbudding. Disbudding is done anytime between 7 days to 14 days after calving.	Cornual nerve block procedure may take 5-10 Mins, another 5 mins for local anaesthetics to infiltrate and absorb, then another 5-10 mins for disbudding with electric dehorner. However, longer time may take in case of	Breeding Focal
3.1.10 Intra transfer of bulls in every three years	All breeding bulls will be interchanged in every three years to avoid inbreeding	Depends on number of breeding bulls stationed in the dzongkhag. Usually it takes 2-3 weeks to complete interchange of all breeding bulls	DLO & Breeding Focal
<b>4.1 Animal Nutrition Unit Services</b>			

4.1.1 Supply of improved subtropical seeds ie Ruzi Grass, Molasses grass, Stylo (legume)	Any farmer with adequate land for pasture development can avail the free distribution of improved seeds from nearest livestock centres. The seeds are distributed as per the seed rate	Collection of demand from Gewogs takes 1 week, putting up requisition to NCAN takes 1-2 days and from NCAN , it takes around 3 months to harvest, process, pack and reach to	DLO,LPO & Pasture Development Focal
4.1.2 Supply of temperate seeds ie grass mixture and white clover	"	"	"
4.1.3 Supply of winter fodder seed ie oat seed	"	"	"
4.1.4 Supply of grass slips and fodder tree saplings ie Napier slips, Gautamala cuttings, Ficus saplings and Willow Cuttings	Any farmer with adequate land and interest for pasture development can avail the free distribution of it from DVH. The saplings are procured from Fodder Tree Nursery Agents and individual farmers' with excess fodders	Placing of demand 1-2 days, preparation for supply 1-2 months and distribution takes 1 -2 weeks	DLO,LPO & Pasture Development Focal
4.1.5 Supply of Chaff Cutter Machine (electric engine) with motor	Dairy groups are provided with one chaff cutter each. Any farmer who has a lot of cows can place order for this machine to avail 60% subsidy from NCAN	Placing of demand 1-2 days, forwarding of requisition 1 day and delivering of chaff cutter machine takes 1-2 weeks based on the stock availability	DLO,LPO & Pasture Development Focal
4.1.5 Supply of plastic sheet, urea and molasses for fodder conservation	The materials are supplied based on need to any farmers while carry out fodder conservation activities. The procurement is done based on quotation and dealers.	Time depends on amount of fodder to be conserved	DLO,LPO & Pasture Development Focal
<b>5. Livestock Production Services</b>			
<b>5.1 Dairy Production</b>			

	<p>The farmers' group should write a written application to Gewog Livestock Incharge and Gewog Extension after verifying by concerned Gup will forward to Dzongkhag Headquarter after which the sourcing committee will be formed. The notesheet approval should be put to Dzongdags to enable the fund release. Then the sourcing team comprising of farmers' themselves and representatives of livestock sector will go and source the cattle following the strict guidelines of DoL.</p>	<p>Application submission from farmers: 1-2 days as they have to do a consultative meeting. Gewog extension to verify and forward to dzongkhag: 1-2 days, Forming committee for sourcing: half day, Fund processing and releasing: 2-3 days, Journey: 1-2 days, Sourcing 7-10 days, transportation: 1 day, quarantine: 15 days, transportation to dzongkhag: 1-2 days, AWP: 2-3 days,</p>	DLO/VO/LPO
<p>5.1.2 Supply of materials under MAGIP support for construction of hygienic dairy shed and fodder conservation units</p>	<p>The concerned Gewog incharge will include the number of dairy sheds and fodder conservation units to be constructed during the Annual Work Plan Development. Then a written application from farmers' verified by the concerned Gup should be submitted to the dzongkhag. The dzongkhag on reaching all the list and details will calculate the quantities of inputs and place supply order to the authorised supplier. The transportation will be arranged whenever the supplier is ready with the materials</p>	<p>submission of application by farmers: 2-3 days, verifying and forwarding to dzongkhag: 1-2 days, Collecting all the list and placing supply order: 1-2 weeks as the list and details from all gewogs should be there to finalize the supply order. Supplier may take 2-3 weeks to arrange. The distribution takes 1 -2 days per group/ Gewog, Construction takes 1-2 months</p>	DLO&LPO

5.1.3 Supply of dairy equipments (deep freezer, butter churner, cream separator, chiller, cheese tray, milking buckets and other accessories)	This are given after assessing the production performance and marketing unity and strategies of the dairy groups. The dairy groups should put a written requisition routed through Gewog livestock incharge and it should be verified by the concerned Gup. The letter should be forwarded to the Dzongkhag for further verification and to calculate quantities for placing supply order.	Submitting requisition and verifying from Gewog Incharges and Gup: 1-2 days, forwarding to dzongkhag: 1 day, verifying by dairy production unit and calculating the cost and quantities: 1-2 days, placing supply order: 1	DLO&LPO
<b>5.2 Poultry Production</b>			
5.2.1 Establishment of backyard poultry farms for pro poor farmers under the support of project CARLEP with the following support: 1. construction materials (CGI sheet and Cement, 2. Pullets (10-20 Nos), 3. Poultry equipments (feeder, drinker..etc) 4. Packaging materials ( egg trays and cartoons). However the supply of inputs depends on the fund availabilty of the CARLEP or any project	The Gewog incharge should include the numbers of farms to be established in their respective Gewogs during AWP. Then a written application verified by Gup with details of interested farmers should be submitted to the Dzongkhag. Dzongkhag will approve as per the fund availability and other techno-economic parameters.	AWP: 2-3 days, submitting application from Gewog: 1-2 days, verifying and approval: 1-2 days, placing supply order: 1 day, supplier to supply: 1-2 months, construction and operation of farms: 1-2 months	DLO & VO/LPO
5.2.2 Establishment of semi commercial (upto 1000 birds), commercial (1000-5000 birds) and Mega (>5000) poultry farms under the subsidy scheme of DoL	Any interested farmers from any Gewog can avail the subsidy package of DoL to establish such farms. The detail project report should be submitted to the Dzongkhag. The Dzongkhag will verify it and forward to NPDC for approval. (The DPR should be made by the individual farmers' themselves and livestock officials can be used for consultation only). The community and environmental clearance also should be availed by farmers' themselves	Verifying and feasibilty monitoring takes 1-2 days and forwarding it to NPDC may take 1 week	DLO &VO/ LPO
5.2.3 Supply of poultry equipments under 30% subsidy scheme	Any poultry farmer from any gewog irrespective of farm size can avail this subsidy scheme from NPDC, Sarpang. The requisition should be given to the concerned Gewog Incharge who will verify and forward to the Dzongkhag. The Dzongkhag will compile the requisition individual wise and forward it to NPDC. (The transportation and 70% of the cost should be borne by farmers themselves	Collecting requisition and submitting it to the dzongkhag: 1 week, Dzongkhag to compile and forward it to NPDC: 1-2 weeks	DLO & LPO

5.2.4 Supply of DOCs	Any interested farmers from any Gewog can rear DOCS as per their individual interest. The application for requisition should be submitted to the Dzongkhag which will forward it to the central farms to plan the production. Both the cost of DOCs and transportation should be borne by individuals	Forwarding requisition: 1 day, supply of DOCS: depends on farm production cycle	DLO & VO/LPO
5.2.5 Supply of pullets	"	"	DLO & VO/LPO
<b>5.3 Swine Production</b>			
5.3.1 Establishment of backyard piggery farms under subsidy and support scheme 1. Construction materials (CGI Sheet and Cement), 2. Piglets 3. swine feeds	Gewog Incharge should include it in AWP. A written application from farmers verified by Gewog Incharge and Gup should be submitted to the Dzongkhag. The Dzongkhag will approve the subsidy and support scheme based on the fund availability.	Submit application to dzongkhag: 1-2 days, verifying and approval by the committee: 1- 2 days, placing supply order: 1 day, supplier to supply: 2-3 weeks, construction of sty and	DLO & VO/LPO
5.3.2 Establishment of semi commercial, commercial and mega swine farms under the subsidy and support scheme of DOL	Any interested farmers from any Gewog can avail the subsidy package of DoL to establish such farms. The detail project report should be submitted to the Dzongkhag. The Dzongkhag will verify it and forward to NPiDC for approval. (The DPR should be made by the individual farmers' themselves and livestock officials can be used for consultation only). The individual should provide community and environmental clearance.	Verifying and feasibility monitoring takes 1-2 days and forwarding it to NPDC may take 1 week	DLO & VO/LPO
5.3.3 Supply of piglets	Any interested farmers from any Gewog can rear piglets as per their individual interest. The application for requisition should be submitted to the Dzongkhag which will forward it to the central farms to plan the production. Both the cost of piglets and transportation should be borne by individuals	Forwarding requisition: 1 day, supply of DOCS: depends on farm production cycle	DLO & VO/LPO
<b>5.1 Extension Support &amp; Communication Services</b>			
5.1.1 Farmers' Training on Heat detection, reproductive health and breed improvement	Will be done based on the work plan/need of farmers	2-3 days per Gewog	DLO to coordinate, VO&LPO to conduct

5.1.2 Staff Training on animal health, clinical services, sample collection techniques and disease investigation	"	3-4 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.3 Farmers' Training and Demo on silage making, stover treatment and fodder conservation	"	3-4 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.4 Farmers' Training/Demonstration on clean milk production	"	3-4 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.5 Farmers' Training/hands on training on Nursery and fodder trees sapling development	"	3-4 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.6 Farmers' Training & demonstration on natural fodder resources management	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.7 Farmers' Training & demonstration on ration formulation from locally available materials	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.8 Farmers' Training & demonstration on Highland pasture management	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.9 Farmers' Training/demonstration on Gouda Cheese Processing	"	1 week for one training	DLO to coordinate, VO&LPO to conduct
5.1.10 Farmers' Training demonstration on handling of dairy equipments	"	1 day per group	DLO to coordinate, VO&LPO to conduct

5.1.11 Farmers' Training/demo on management of subclinical and clinical mastitis	"	1 day per group	DLO to coordinate, VO&LPO to conduct
5.1.12 Farmers' Training on swine production	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.13 Farmers' Training on poultry production	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.14 Farmers' Training on management of piglet anaemia	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.15 Farmers' Training on poultry diseases, cannibalism and farm biosecurity	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.16 Farmers' Training on notifiable livestock diseases	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.17 Staff Training on DPR preparation and SoPs on farm operation	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.18 Farmers' Training/demo on Hay making	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.18 Farmers' Training/demo on temperate and subtropical grassland management	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct

5.1.19 Farmers' Training on swine health, swine diseases and sty management	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.20 Farmers' Training on Yak Breed Improvement and breeding strategies	"	2 days per Gewog	DLO to coordinate, VO&LPO to conduct
5.1.21 Monitoring of farm operational procedures	It's a routine work of our livestock officials	Its not time bound, whenever our livestock officials reach, the farms, the barns and operational procedures are monitored	DLO to coordinate, VO&LPO to conduct
5.1.22 Monitoring of milk quality in dairy groups	It's a surprise visit to a farm and check the milk quality	Takes 2-3 hours and time depends on distance	DLO to coordinate, VO&LPO to conduct
5.1.23 Collection of milk samples for mastitis screening	Its also a surprise visit to check whether the Antibiotic withdrawal periods are followe or not	Time depends on distance from DVH. Sample collection takes just few minutes	DLO to coordinate, VO&LPO to conduct
5.1.24 Farmers' Group mobililization on 6.1.25 Livestock enterprises	As per the request application form farmers	5 days including sensitization anf formation	DLO/ADLO/LPO
5.1.26 Framing and review of Farmers group' by-laws	As per the request application form farmers & plan	3 days for by law framing and rwview	DLO/ADLO/LPO
5.1.27 Monitoring the dynamism of farmers'group and conflict management	As per the complain form members and non functioning of groups	3 days for monitoring & conflict mamagenent	DLO/ADLO/LPO
5.1.28 Monitoring of livestock products processing units	Its aslo a surprise visit to check the sanitation and hygiene, product presentation and quality control measures	Time depends on distance from DVH, monitoring takes around 1 hour	DLO to coordinate, VO&LPO to conduct
5.1.29 Awareness on Biogas to livestock farm	Need biased	1-2 days	DLO/Biogas Focal
<b>6.1 Biogas Plant Construction and Installation Services</b>			
6.1.1. Baseline Survey (Field survey form for potential households) submission	Any intersested farmer can put a request for field survey to establish biogas plant	3 days	DLO/Biogas Focal
6.1.2 Processing of loan from BDBL	Farmers' will be given a guidance by Biogas focal on processing loan	1 month	DLO/Biogas Focal



6.1.3 Layout of plant		1 day	Biogas Focal
6.1.4 Materials collection	Materials will be collected from authorised dealers and suppliers	1 month	Biogas Focal
6.1.5 Execution of construction		15 days	Biogas Focal
6.1.6 Pipelines fitting		2 hours	Biogas Focal
6.1.7 Monitoring of the plant	The monitoring should be made on pipelines, gasflow, slurry flow..etc	1 month duration monit	DLO/Biogas Focal
6.1.8 Submission of quality inspection form and processing subsidy		2 days	DLO/Biogas Focal

*Note: 1. On the Role of DLO; if DLO is absent ADLO to take the lead role of DLO, thereby VO and LPO respectively to shoulder the responsibility against each other's absence in the administration hairarchy*

*2. The type of services and TAT for each services will be changed form time to /plan to plan depending upon the priority of the Department of Livestock/ country's priority, need of the farmers and the core objectives of RGoB on each FYP.*

Submitted By: (Phurpa Tshering)  
**Dzongkhag Livestock Officer**  
 Trashiyangtse

















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