

Sector Service Delivery standards



Dzongkhag Livestock Sector Trongsa Dzongkhag

**Service delivery standards
Livestock Sector
Trongsa Dzongkhag**

Services	Procedure	Requirements			TAT	Responsible Person		
		Documents	Fees	Others		Name	Email	Contact No
All annual Indent collection	DLO office coordinates with extension agents	NA	NA	NA	Within one month from budget approval	Sherab Tenzin	sten-zin@trongsa.gov.bt	Tel# 03-521145 Mobile# 17626693
Group formation and farmers capacity building	a. DLO offices and Gewogs propose budget b. Receive budget approvals c. Conduct farmers meeting (potential farmer groups) d. Frame by laws	As per the approved Geog Plan	NA	NA	Five days per group	Extension Officials		
All Livestock component Input supplies; dairy/poultry/piggery/fishery/bee keeping	a. Work out requirement b. Work out budget availability c. Coordinate with procurement officer d. Place supply order e. Receive goods	As per approved budget and plan	As per policy	NA	3 months	Extension Officials		
Supply of improved breeds	a. Work out requirement b. Work out budget availability c. Coordinate with farms d. Place supply order e. Receive goods	NA	As per policy	NA	8 months	Extension Officials		
Vaccination and sterilization	DLO office to coordinate with field staffs	As and when needed	NA	NA	One month annually	Extension Officials		
Clinical/Emergency outcalls	As and when requested and required	NA	NA	NA	instantly	Extension Officials		
Artificial insemination	On demand	NA	NA	NA	30 minutes per case	Extension Officials		
Implementation of other capital construction works	a. Proposes budget b. Coordinate with engineers for estimates and designs c. Get budget approval d. Obtain technical sanctions e. Obtain administrative and	a. Budget approval b. Drawings & designs c. Technical sanctions d. Administrative and financial sanctions e. Other documents	NA	NA	45 days			

	financial sanctions	required by PRR 2009						
Annual data collection	DLO office to coordinate with extension agents	As per Ministry's standard guidelines/formats	NA	NA	Within two months	Extension Officials	Extension Officials	Extension Officials
Animal disease surveillance	Investigate different diseases through laboratory findings	As per government policy	NA	NA	Once every month	Lab Technician		
Pasture & fodder development	Supply of inputs	As per need	NA	NA	April – June			
Processing for EOL for staff	a. Staff put up application b. DLO office compiles and put up to HR office	a. Application with reasons and duration b. Undertaking duly signed with legal stamp	NA	NA	20 minutes per case			
Processing for study leave of staff	a. Staff put up application b. DLO office compiles and put up to HR office	a. Must have the reasons and duration b. Undertaking duly signed on legal stamp c. Other required documents (training forms, audit, police clearance)	NA	NA	20 minutes per case			
Processing for paternity/ maternity/medical leave of staff	a. Staff put up application b. DLO office compiles and put up to HR office	a. Birth certificate or authentication letter from a hospital administration for maternity and paternity leave b. Referral letter or authentication letter/documents from hospital administration for medical leave c. Other required documents	NA	NA	20 minutes per case			
Nominations for training/ workshops, etc	a. Staff put up application b. DLO office compiles and put up to HR Office	a. Invitation letter from agencies or institutions b. Recommendations from sector head c. Duly fill training forms, audit & secu-	NA	NA	20 minutes per case			

		city clearances						
Processing for transfer of staff	a. Receive application to HRO b. Look for reliever c. Submit to HRO	Duly filled in application form	NA	NA	20 Minutes			
Processing of leave of staff (causal and earned)	Receive and forward the application to HRO	Duly Filled in application form with genuine reason for the leave	NA	NA	20 minutes			
Prior approval of tour program	All livestock field staff needs to get prior approval before making tour. -Notesheet mentioning the purpose of tour	Travel Authorisation form Work plan	NA	NA	1 hour	Extension Officials		
Monthly technical reports and Quarterly Report	All livestock related technical reports should reach the Dzongkhag Head Office	Health Report MPU Report CBBP Report AI Report Breeding Report Fodder Report Flash Report	NA	NA	1-2 days	Extension Officials		

For further details or enquiry please contact at the following address.

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