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GOVERNMENT OF ODISHA
FISHERIES & ARD DEPARTMENT



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File No. FARD-VP-3VP-0029-2019

From:

Shri Purandar Dharua, OAS(SS)
Special Secretary to Govt.

To

The Director AH & VS, Odisha
All CDVOs

Sub: Revised guidelines for the State Sector Scheme, " Establishment of New Stray Cattle Shelter Houses/ Goshalas" and "Infrastructure Support to Voluntary organization engaged in Animal Welfare"

Sir,

I am directed to enclose herewith copies of revised guidelines for the State Sector Scheme, " Establishment of New Stray Cattle Shelter Houses/ Goshalas" and "Infrastructure Support to Voluntary organization engaged in Animal Welfare" for your information and necessary follow-up action.

Yours faithfully,

Special Secretary to Govt.



SCHEME FOR ESTABLISHMENT OF NEW STRAY CATTLE SHELTER HOUSES/ GOSHALAS UNDER STATE PLAN

1. Background

Out of the total Cattle population in the State, 83 lakhs (84%) are indigenous cattle and 16 lakhs (16%) are Crossbreed cattle. In view of diminishing role of the male cattle in agricultural operations due of extensive mechanization, male cattle are either poorly maintained or let loose by the owners which form a sizable proportion of the stray cattle population.

As per livestock Census, 2019, there are about 1.52 lakh stray cattle in the State. These animals lead a difficult life due to lack of proper feeding and health care measures. Many a times it is observed that, the stray animals and let-loose livestock become a causative factor for road accidents, traffic infiltration & road blockage especially in and around urban areas. Currently there are 43 Goshalas in the State that provide shelter to these animals & provides feeding and health care measures. But these facilities are inadequate considering the high stray animal population. In such a situation it becomes imperative that stray cattle shelter houses/ goshalas are established and made available across the state especially in the urban areas with all facilities like health care, stall feed, etc. This scheme will endeavor to fill this gap and provide requisite services to uncared for animals.

2. Objective

To encourage establishment of new Stray Cattle Shelter Houses/ Goshalas in the State for providing shelter to old; destitute, stray Cattle through Voluntary Non-Government Organisations working in the field of animal welfare.

3. Components of the Scheme:

3.1 Establishment of new Stray Cattle Shelter Houses/Goshalas

The scheme will provide finance assistance to eligible organizations/ Institutions towards capital infrastructure support for setting up of new Stray Cattle



Shelter Houses/ Goshalas. These include

- i) Construction of boundary wall/ Barbed wire fencing
- ii) Construction of construction of Animal shelters/ shed
- iii) Construction of water tank, water trough, feeding trough
- iv) Dug well/ bore well, water pump etc.
- v) Construction of drains
- vi) Construction of Attendant shed and store room
- vii) Electrification, pathways etc

4. Eligibility:

- Under the scheme, assistance will be given to Registered Voluntary Organizations/institutions.
- The organization should have **at least one year of experience** of working in the area related to Animal Welfare activities.
- It should not be run for profit to any individual or body of individuals.
- It should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in a written constitution.
- The proposed new Stray Cattle Shelter House/ Goshala should be situated in the State of Odisha.
- The Goshalas should preferably be located near the urban areas of the state for supporting the stray cattle issues in Municipal Corporations, Municipalities and NACs.
- The Voluntary Non-Government Organisation should have audited report of expenditure of the **last one year** by a registered Chartered Account.
- The Organization applying for assistance for the proposed Stray Cattle Shelter House/Goshala should house at least 50 adult stray cattle.
- The organisation should have sufficient land for growing fodder for the cattle housed or alternative for fodder should be available.



5. Definition of a Voluntary Organization:

For the purpose of this Scheme a Voluntary Organization will mean:

- A Society registered under the Societies Registration Act 1860 (Act XXI of 1860); or
- A charitable non-profit making company; or
- A Public Trust registered under any law for the time being in force; or
- Any registered non-official organization engaged in the conduct and promotion of animal welfare.

6. Contents of the Proposal:

The interested Voluntary Organizations should submit a self-contained proposal for availing financial assistance by giving details of the following:

- i) The statement of the problem which the project seeks to tackle.
- ii) The objective of the project
- iii) The geographical area that will be covered.
- iv) The activities to be undertaken
- v) The cost estimates (separately item wise) non- recurring ones.

7. Building:

A copy of the, site-plans/layout of the proposed building (rough sketch giving a broad indication of the building to be constructed and area to be covered etc.) and estimated cost of construction of should be submitted. After the proposal has been approved in principle, the institution/organization will have to submit blue-prints of plan with detail structural estimates that the construction the building has been permitted.

A certificate by the State Government Approved Valuer is to be furnished that the rate are not more than the prevailing P.W.D schedule of rates for similar work should suffice.

- The institution must complete the construction of the infrastructure within a period of one year from the date of the issue of Go-Ahead Letter.

8. Land:

- The Voluntary Organization/ Institution can set up the Stray Cattle Shelter House/ Goshala in the land belonging to the Organization.

- The Voluntary Organization/ Institution can also avail Government land on lease in accordance with existing provisions of the Odisha Land Settlement Rules, 1983.
- The Voluntary Organization/ Institution can also set up the Stray Cattle Shelter House/ Goshala on private leased land, provided the lease period is for a minimum period of 15 years.
- No financial assistance shall be provided for purchase of land.
- No financial assistance shall be sanctioned unless land is acquired by the Voluntary Organization/ Institution or through leasing of Government/ Private land.
- The land identified should comply with the "Guidelines for environmental management of Dairy farm and Goshalas" recommended by Central Pollution Control Board.
- The minimum land required for setting up of new Stray Cattle Shelter Houses are as follows:

Animal Capacity	Minimum Land required
50 adult animals	1.0 acre
100 adult animals	2.0 acre

9. Extent of Financial Assistance

9.1 Financial Assistance for Stray Cattle Shelter for 50 animals

Sl. No.	Components	Maximum Amount Admissible (Rs in Lakhs)
1	Construction of boundary wall/ Barbed wire fencing	3.00
2	Construction of construction of Animal shelters/ shed	13.00
	Total	16.00

9.2 Financial Assistance for ancillary infrastructure

Sl. No.	Components	Maximum Amount Admissible (Rs in Lakhs)
1	Construction of water tank, water trough, feeding trough,	0.50
2	Dug well/ bore well, water pump etc.	1.00
3	Construction of drains	0.50
4	Construction of Attendant shed and store room	1.50
5	Electrification, pathways etc	0.50
	Total	4.00

- The Government will provide One time Capital Grant of Rs 16 lakh for setting up of New Stray Cattle Shelter for a unit size of 50 animals as shown at Para 9.1. Voluntary Organizations can avail funds for a maximum unit size of 150 animals.
- Financial assistance can also be availed for ancillary infrastructure as indicated at Para 9.2 limited to Rs 4.00 lakh. Funds admissible between the components are not interchangeable.
- No grants/ financial assistance will be provided towards recurring expenditure.
- The commitment of the Voluntary Organisation to meet the recurring expenses should be clearly outlined and the sources of funding the recurring expenses should be clearly indicated.
- The financial assistance will be given upto 90% of the actual cost of the project. The balance 10% shall be met by the Voluntary Organizations / institutions.
- The pattern of assistance under this scheme will be back ended and released subject to the visit report by the Field Verification Committee (FVC) and approval by the District Level Committee (DLC).
- The eligible financial assistance for the animal shelter house will be released in two installments. The 1 Installment of 50% can be released after completion of the boundary wall/ Barbed wire fencing and construction of Animal Shelters

and the remaining 50 % as 2nd installment shall be released after completion of the full project.

- Financial Assistance shall be calculated and released to the Organisation based on the actual unit cost incurred, subject to a maximum financial assistance as specified under the scheme.
- The organizations can also take up additional infrastructure that is specified in the table above, however the maximum financial assistance will be limited as specified under various components under the scheme

10. Implementation Modalities

- i. The organization seeking financial assistance shall submit a Self-Contained Proposal to Chief District Veterinary Officer of the concerned District along with the Application in the prescribed format enclosed at **Annexure - I** with all requisite documents as at **Annexure-II**
- ii. The Organization shall produce documentary evidence of availability of requisite land (either owned/Government lease land).
- iii. Upon receipt of the Application, a **Field Verification Committee** comprising of CDVO, ADVO/ SDVO, BVO, Assistant Executive Engineer (Agriculture) along with an Officer nominated by District Collector shall visit the site to ascertain the feasibility and suitability of the proposed project site and submit a detailed report with geo tagged photographs.
- iv. Thereafter, the Applications along with the report of the Field Verification Committee shall be placed before the District Level Committee (DLC) Chaired by the Collector and the eligible proposals will be approved.
- v. The District Level Committee (DLC) will comprise of the following Officers.
 - i. Collector-cum-District Magistrate – Chairman
 - ii. Project Director, DRDA / PAITDA
 - iii. Chief District Agriculture Officer
 - iv. Executive Engineer, Agriculture
 - v. Chief District Veterinary Officer – Convener
 - vi. Sub-Divisional Veterinary Officer
- vi. After approval by the DLC, Go-ahead letter will be issued by the concerned CDVO to the eligible Organisation in the format enclosed at

Annexure-III



- vii. The concerned BVO and SDVO shall visit the site and guide the organization periodically and render technical assistance.
- viii. The three stage geo-tagged photograph (before commencement, during construction work and after completion) along with the Office bearer of the Organization should be recorded by the BVO.
- ix. The Organisation has to inform the completion of the work as per the go-ahead letter to the concerned CDVO.
- x. Post intimation by the Organization, the Field Verification Committee will make inspection of the site to verify about the completion of project as per the plan.
- xi. The report of the Field Verification Committee shall be placed before the District Level Committee for approval for release of Financial Assistance. If the DLC is not satisfied with the progress of the Project or it finds that project plan, layout etc. as per original proposal is being seriously violated, it reserves the right to terminate/ deduct the grant-in-aid.
- xii. The back ended financial assistance can be released by the CDVO in two phases. 50% of the eligible financial assistance may be released as 1st Instalment upon completion of the boundary wall/ Barbed wire fencing and Animal Shelters. The remaining 50 % of the eligible financial assistance shall be released after completion of the project. The District Level Committee may also decide to provide the back ended financial assistance in more instalments.
- xiii. The organisation shall maintain separate accounts of the assistance received under the scheme. It shall always be open to check by an Auditor/agency deputed by the Government. It shall also be open to test check by Comptroller and Auditor General of India at his discretion.
- xiv. The financial assistance shall be released to the Bank account of the Organization.
- xv. The organisation shall submit an Affidavit to the effect that in the event of its failure to comply by any or all conditions of the assistance it shall

refund the whole or such part of the assistance as the State Government may decide with interests thereon, before it receives financial assistance.

- xvi. Specification of site and stray animal shelter house / goshala is enclosed at **Annexure - IV**



**ESTABLISHMENT OF STRAY CATTLE SHELTER HOUSES/
GOSHALAS
APPLICATION FORM**

1. Organization Name :

- Address:
- Contact No. :
- E-Mail:

2. Name of the Act under which registered:

3. Registration No. and date of Registration:

(Please attach a photocopy)

Any other Organization/ Body if applicable, Give details

- Memorandum of Association and Bye-Laws (Please attach a photocopy)
- Name and Address of the Members of the Board of Management/Governing Body

4. Availability of Land : The following information may be furnished

- Land Area:
- Location of Land for Goshala:
- Whether the land is registered in the name of the Org:
- If the land is registered in the name of the Org:-
 - ✓ Whether it is available on long-term lease from Government
 - ✓ Whether revenue records are available if the land is donated by any other person/body
 - ✓ Any other status of land such as Registered/Special Power of Attorney etc.
- A Blue Print/Site Plan duly approved by the local authority/approved valuer.
- The Certificate that the Organization is in possession of land without any Encumbrances.

5. A copy of the Annual Progress Report and Audited Annual Accounts for the previous year (s) which should contain the Balance Sheet, Income & Expenditure A/c and Receipt & Payment A/c.
6. (a) Budget Estimates for construction of Stray Cattle Shelter House/ Goshala

Animal Capacity: _____

Stray Cattle Shelter House		
Sl. No.	Particulars	Estimated amount (Rs in Lakhs)
1	Cost of boundary wall/ Barbed wire fencing	
2	Cost of construction of Animal shelters	
3	Cost of construction of water tank, water trough, feeding trough,	
4	Dug well/ bore well, water pump etc.	
5	Construction of drains	
6	Construction of Attendant shed and store room	
7	Electrification, pathways etc	
	Total	

7. Details of the Animal Welfare activities performed so far and expenditure incurred for the purpose (last year)

Sl No	Particular of animal welfare activity	Year	Expenditure incurred (Rs in Lakhs)	Remarks

8. Details of facilities available with the Organization



9. Details of Staff Employed

10. List of documents to be attached – Annexure II

I/We have read the Scheme and fulfill the requirements and conditions of the Scheme. I/We undertake to abide by all the conditions of the Scheme.

Signature :

Name :

Address/Seal :

Dated :

Note: Wherever not applicable, specialty in case of new Organization, please write - N.A.



List of required documents:

1. Application in prescribed proforma (copy enclosed)
2. The details of employees of the organisation viz. name, salary, designation etc.
3. Detailed proposal and its justification for construction of the shelter house.
4. The self-attested copy of the registration certificate of the organisation along with bye laws, Rules and Regulations.
5. Unique ID Number issued by the NITI Aagyg. (Check)
6. The details of the current office bearers of the Management / Governing Body of the Organisation including their Aadhar Number photocopies, mobile number and email.
7. Blue Print of construction plan duly approved by the local authorities (Municipal Corporation/Municipality/Gram Panchayat) with survey number, Village, Tehsil and District of site address.
8. Attested copy of Lease/gift/sale deed should be registered by the Registrar. Lease deed should be for a period of minimum 15 years.
9. Attested copy of Revenue Record of land showing its title in the name of organization form the Tahsildar.
10. A certificate from the concerned Registrar/Sub Registrar along with documentary proof that the land on which shelter house is proposed to be constructed is in the name of the organization and without any encumbrances.
11. The estimate showing the amount of financial assistance required for construction of shelter house in relevant break-ups worked out and authenticated by an approved valuer.
12. A certificate from the State Government Approved Valuer to the effect that the rates quoted for the construction of the proposed Shelter House are not more than prevailing PWD/CPWD rates.



13. Latest audited statement of accounts duly certified by the Chartered Accountant, in respect of the organization for the last financial year, in the under mentioned parts:- (i) Balance Sheet (ii) Income & Expenditure Statement (iii) Receipt & Payment Statement and (iv) Audit Report.
 14. Details of Animal Welfare activities performed so far and expenditure incurred for this purpose.
 15. Details of financial resources to run the proposed stray cattle shelter house/Goshala smoothly and area to be covered for rescue of animals.
 16. Copy of Memorandum of Understanding/Agreement entered into with concerned local bodies (i.e. Municipal Corporation, Panchayat etc.) to the effect that the organization will accept stray animals from them to the extent of sheltering capacity for which the grant is sought.
 17. Information about the bank account details of the organization - Name of the bank, Branch, Account No, IFSC code.
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OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER

GO-AHEAD LETTER

Application Ref. No.: _____ / Date _____ Valid Till _____

This is to certify that (Name of the Organization / Institution with detail address)

_____ is willing to establish a Stray animal shelter house / Goshala at Plot no. _____ & Khata No. _____ with an area _____ of Village: _____, GP: _____, Ward _____, Block- _____, Dist: _____ which was verified/ inspected by the **Field Verification Committee** on dated _____ and approved by the **District Level Committee** on dated _____ on account of which this Go ahead letter is issued in your favor.

You are hereby allowed to take up the work for establishment of Stray animal shelter house / Goshala at the place mentioned above and complete the work within One Year from the receipt of Go ahead letter.

After successful completion of the boundary wall/ Barbed wire fencing and Animal Shelters you will be entitled to receive 50% of the eligible financial assistance as 1st installment (Phase - I) . The remaining 50 % of the financial assistance shall be released after completion of the project.(Phase- II)

You are to intimate to the undersigned about the completion of works under Phase - I and Phase - II at the earliest for availing financial assistance

CDVO



Minimum Specifications for Construction of Stray Cattle Shelter House /Goshala

1. Specifications for the Site:

- a. The land should not be uneven, undulating or abrupt slopes as it increases the cost of setting up of the Goshala.
- b. The land should be porous with gentle slope so that drainage of rainwater as well as waste from various management activities is efficient, and the Goshala remains dry.
- c. Minimum land for 50 adult animals should not be less than 01 acre of land whereas 02 acres for 100 nos. of adult animals.
- d. Generally, 1/3rd of the total area should be provided with shelter while 2/3rd is kept open/ unsheltered.
- e. Proximity to grazing land is beneficial as cost of feeding would reduce.
- f. The land identified should comply with the "Guidelines for environmental management of Dairy farm and Goshalas" recommended by Central Pollution Control Board.

2. Specifications for the Stray Cattle Shelter House:

- a) In tropical/sub-tropical climates, longitudinal axis of cattle sheds should be in east to west direction. Design should be such that Cattle must move freely and get protection from scavengers/ adverse weather.
- b) Housing should provide natural lighting and ventilation.
- c) Floor space per animal- about 3.5sq.m
- d) Feeding manger length 60-75 cm per animal
- e) Water trough length 45-60 cm per animal.
- f) Dimensions of manger/ water trough (cm) Adult cows 60 cm width, 40 cm depth, 50 cm height of inner wall.

- g) Animals should have continuous unrestricted access to clean drinking water.
- h) Flooring should be pakka non slippery with proper drainage so that cow urine can be properly collected in a tank. The floor should be laid over a firm foundation, height of which should be normally 50-100 cm above ground (and should be made higher in areas where heavy rainfall and dampness in soil is expected).
- i) Two manure pits for disposal of dung should be made away from the shed with about the size of 2 metres X 1.5 metres with a depth of a minimum 2 metres in order to accommodate the dung for about three months. This manure has to be emptied every three months and can be sold or given away to farmers. The Goshala may set up Gobar gas plant, vermi-compost at their level to utilise the dung.
- j) The storage room/godown should be with floor space of 700 Sq ft with height of 12 to 14 ft.
- k) Every stray cattle must get free roaming space of at least 50 sq ft. (excluding shed).
- l) Provision for attendant room, isolation shed, treatment shed etc,
- m) The sick animal shed/isolation shed shall be located well away from the common resting shed and be inaccessible to other animals. Treatment shed should be nearer to sheds where animals are housed.
- n) The unit should be enclosed by boundary wall/ fences with gates to ensure security to animals rehabilitated.



SCHEME FOR PROVISION OF INFRASTRUCTURE SUPPORT TO VOLUNTARY ORGANISATION ENGAGED IN ANIMAL WELFARE

Introduction

There are many Voluntary and civil society organisations working in the state for animal welfare. However, it was observed that even though many organisations had the intend and passion to take up animal welfare activities, they did not have the necessary infrastructural facilities to take these activities in a professional manner. Hence there is a need to develop and strengthen the infrastructure capabilities required for providing veterinary health care support and other animal welfare activities for destitute animals, among the civil society organisations working in the state.

Accordingly, under this scheme financial assistance will be provided to Voluntary Non-Government Organisations working in the field of animal welfare for augmenting and strengthening their infrastructure facilities. Financial assistance will be given for setting up of animal care facility, veterinary hospital and shelter houses. The funds are meant only for augmenting and strengthening the infrastructural facilities and do not include any recurring expenses. The concerned Voluntary Non-Government Organisations shall have to bear the costs towards the recurring expenses.

1. Objectives

To strengthen the infrastructural facilities of the Voluntary Non-Government Organisations working in the field of animal welfare in order to provide veterinary health services and shelter homes for stray, abandoned and destitute animals.

2. Implementing Agency:

This scheme will be implemented by the State Animal Welfare Board, Odisha through the District Society for Prevention of Cruelty to Animals (SPCA).

3. Components of the Scheme:

The scheme will provide finance assistance to eligible organizations/ Institutions for setting up of capital infrastructure for welfare of stray, abandoned and destitute animals. The following components will be funded under the scheme:

- i) Veterinary Hospital, clinic, Health care infrastructure including building.
- ii) Operation Theater and equipments
- iii) Vehicle for transportation of animals
- iv) Construction of kennels and shelter houses for sick and abandoned animals.
- v) Any other essential infrastructure/ equipment/ implement as per assessment of SAWB

4. Eligibility:

- Under the scheme, assistance will be given to Registered Voluntary Organisations/ institutions.

- The organization should have **at least one years** of experience of working in the area related to Animal Welfare activities.
- It should not be run for profit to any individual or body of individuals.
- It should have a properly constituted Managing Body with its powers, duties and responsibilities clearly defined and laid down in a written constitution.
- The animal welfare facility should be situated in the State of Odisha.
- The organization should have audited report of expenditure of the last years by a registered Chartered Account.

5. Definition of a Voluntary Organisation:

For the purpose of this Scheme a Voluntary Organisation will mean:

- A Society registered under the Societies Registration Act 1860 (Act XXI of 1860); or
- A charitable non-profit making company; or
- A Public Trust registered under any law for the time being in force; or
- Any registered non-official organization engaged in the conduct and promotion of animal welfare.
- The Organisation shall agree to, execute a bond valid for 2 years in non-judicial stamp paper to the effect that in the event of its failure to undertake animal welfare activities for which the financial assistance was provided, it shall refund the whole or such part of the grant as the Government may decide with interests thereon.

6. Contents of the Proposal:

The interested Voluntary Organisations should submit a self-contained proposal for availing financial assistance by giving details of the following:

- i) The statement of the problem which the project seeks to tackle.
- ii) The objective of the project
- iii) The geographical area that will be covered.
- iv) The activities to be undertaken.
- v) The cost estimates (separately item wise) non-recurring ones.
- vi) The commitment of the Voluntary Organisation to meet the recurring expenses should be clearly outlined and the sources of funding the recurring expenses should be clearly indicated.
- vii) For Veterinary Hospitals, Kennels and shelter houses: Detailed site-plans/layout of the proposed building infrastructure including blue-prints of plan with detail structural estimates.
- viii) For equipment and vehicle : Detailed specification, make and cost

7. Land:

- The land where the infrastructure setup will be proposed should either be owned by the applying Organisation/Institution or should have been leased out to the applying Organisation/Institution for a minimum of 15years.
- No financial assistance shall be provided for purchase of land.
- The Voluntary Organisation/ Institution should not have availed financial assistance from State Government/ Government of India for setting up of similar infrastructure.
- The proposed land should not be under any dispute.

8. Extent of Assistance for various components

Sl. No.	Component	Maximum Amount Admissible (Rs. In Lakhs)
1	Veterinary Hospital, Clinic, Health, care infrastructure including building.	50.00
2	Operation Theater Facility and equipments	15.00
3	Vehicle for transportation of animals	25.00
4	Construction of kennels and shelter houses for sick and abandoned small animals.	15.00
5	Any other essential infrastructure / equipment / implement as per assessment of SAWB	As recommended by SPCA and approved by SAWB

- Financial assistance will be given up to 90% of the actual cost. The maximum amount admissible is mentioned in the table above. The remaining 10% shall be met by the Voluntary Organization directly.
- The Voluntary Organization/ Institution can avail financial assistance for multiple components, subject to an overall ceiling of Rs 50.00 lakh under this scheme.
- The pattern of assistance under this scheme will be back ended and released subject to the visit report by the Field Verification Committee (FVC) and approval by the District Society for Prevention of Cruelty to Animals (SPCA) and SAWB.
- The eligible financial assistance can also be released in back ended installments, as decided by the SAWB during the time of approval of the proposal.
- Financial Assistance shall be calculated and released to the Organisation based on the actual unit cost incurred, subject to a maximum assistance as specified under various components.
- The organizations can also take up additional infrastructure against the components mentioned in the table above; however the maximum financial assistance will be limited as specified under various components., subject to an overall ceiling of Rs 50.00 lakh.

9. Implementation Modalities

- i. The organization seeking financial assistance shall submit a Self- Contained Proposal to the District Society for Prevention of Cruelty to Animals (SPCA) through the Chief District Veterinary Officer of the concerned District along with the Application in the prescribed format enclosed at **Annexure-I** with all requisite documents as mentioned at **Annexure-II**

- ii. The Organization shall produce documentary evidence of availability of requisite land (either owned/lease land).
- iii. Upon receipt of the Application, a Field Verification Committee comprising of CDVO, ADVO/ SDVO, BVO, Assistant Executive Engineer (Agriculture) along with an Officer nominated by District Collector shall visit the site to ascertain the feasibility and suitability of the proposed project site and submit a detailed report with geo tagged photographs.
- iv. Thereafter, the Applications along with the report of the Field Verification Committee shall be placed before the District SPCA Chaired by the Collector and the eligible proposals will be recommended to the State Animal Welfare Board.
- v. The State Animal Welfare Board (SAWB) will examine the proposals and place it before the Board for approval.
- vi. After approval by the SAWB, the Go-ahead letter will be issued by the concerned CDVO to the eligible Organisation.
- vii. The concerned BVO and SDVO shall visit the site and guide the organization periodically and render technical assistance.
- viii. The three stage geo-tagged photograph (before commencement, during construction work and after completion) along with the Office bearer of the Organization should be recorded by the BVO.
- ix. The Organisation has to inform the completion of the work as per the go- ahead letter to the concerned CDVO with all relevant documents, records, GST bills, vouchers, etc
- x. Post intimation by the Organization, the Field Verification Committee will make inspection of the site to verify about the completion of project as per the plan. The Committee will verify the relevant documents, records, registers, report of supervising officers etc.
- xi. The report of the Field Verification Committee shall be placed before the District SPCA for making necessary recommendations to the SAWB for release of Financial Assistance. If the District SPCA is not satisfied with the progress of the Project or it finds that project plan, layout etc. as per original proposal is being seriously violated, the District SPCA will recommend for terminating/ deducting the financial assistance.
- xii. The back ended financial assistance can be released by the SAWB to the Bank account of the Organization through DBT, after recommendation by the District SPCA.
- xiii. The organisation shall maintain separate bank accounts for the assistance received under the scheme. The accounts shall always be open to scrutiny and check by an Auditor/agency deputed by the State Government and by Comptroller and Auditor General of India at their discretion.
- xiv. The organisation shall submit an Affidavit to the effect that in the event of its failure to comply by any or all conditions of the assistance it shall refund the whole or such part of the assistance as the State Government may decide with interests thereon, before it receives financial assistance.

- xv. The institution must complete the construction/ Procurement of the infrastructure within a period of one year from the date of the issue of Go-Ahead Letter.

10. Scheme Outlay:

An outlay of Rs 900 lakh will be released to SAWB for implementation of the scheme during the FY 2021-22

11. Monitoring and Supervision:

- i. The Member Secretary, SAWB, Odisha will be responsible for overall supervision and monitoring of the scheme at the State level and appraise the status to the Board.
- ii. The CDVO and Member Convener of the District SPCA will be responsible for supervision and monitoring the scheme at the district level with the assistance of the SPCA inspectors and appraise the status to the SPCA. The respective SDVOs and BVOs shall undertake necessary field inspections and verify the program implementation.
- iii. The scheme will be audited by the F & ARD Department, Government of Odisha and Accountant General (A & E), Odisha.



**INFRASTRUCTURE SUPPORT TO VOLUNTARY ORGANISATIONS
ENGAGED IN ANIMAL WELFARE**

APPLICATION FORM

1. Organization Name :

- Address:
- Contact No. :
- E-Mail:

2. Name of the Act under which registered:

3. Registration No. and date of Registration:

(Please attach a photocopy)

Any other Organization/ Body if applicable, Give details

- Memorandum of Association and Bye-Laws (Please attach a photocopy)
- Name and Address of the Members of the Board of Management/Governing Body

4. Availability of Land : The following information may be furnished

- Land Area:
- Location of Land:
- Whether the land is registered in the name of the Org:
- If the land is registered in the name of the Org:-
 - ✓ Any other status of land such as Registered/Special Power of Attorney etc.
- The Certificate that the Organization is in possession of land without any Encumbrances.

5. A copy of the Annual Progress Report and Audited Annual Accounts for the previous year (s) which should contain the Balance Sheet, Income & Expenditure A/c and Receipt & Payment A/c.

6. Budget Estimates for specific component/s under the scheme

Sl. No.	Component	Specific intervention proposed	Estimated amount (Rs in Lakhs)
1	Veterinary Hospital clinic, Health care		

	infrastructure including building.		
2	Operation Theater Facility and equipment's		
3	Vehicle for transportation of animals		
4	Construction of kennels and shelter houses for sick and abandoned small animals.		
5	Any other essential infrastructure/ equipment/ implement as per assessment of SAWB		

7. Details of the Animal Welfare activities performed so far and expenditure incurred for the purpose (**Last Year**)

Sl. No.	Particular of animal welfare activity	Year	Expenditure incurred (Rs in Lakhs)	Remarks

8. Details of facilities available with the Organization

9. Details of Staff Employed

10. Details of the proposed Infrastructure, costs involved and Detailed Project proposal

Sl. No.	Component	Estimated Cost (Rs in Lakhs)	Activities proposed	Detailed Project proposal
				Appendix - I

				Appendix - I
				Appendix - I

Proposed Infrastructure:			Estimated amount (Rs in Lakhs)
Sl. No.	Particulars		
1			
2			
3			
4			
5			
6			

11. List of documents to be attached - Annexure II

I/We have read the Scheme and fulfill the requirements and conditions of the Scheme. I/We undertake to abide by all the conditions of the Scheme.

Signature :

Name :

Address/Seal :

Dated :

Note: Wherever not applicable, specifically in case of new Organization, please write - N.A.



List of required documents:

1. Application in prescribed proforma (copy enclosed)
2. The details of employees of the organization viz. name, salary, designation etc.
3. Detailed proposal and its justification for the proposed Infrastructure.
4. The self-attested copy of the registration certificate of the organisation along with bye laws, Rules and Regulations.
5. Unique ID Number issued by the NITI Aagyog. (Check)
6. The details of the current office bearers of the Management / Governing Body of the Organization including their Aadhar Number photocopies, mobile number and email.
7. Detailed Project proposal including Blue Print of building construction/ List and Specification, model of equipment & vehicles along with detailed cost estimates and quotations.
8. A certificate from the concerned Registrar/Sub Registrar/ Tehsildar along with documentary proof that the land where the proposed infrastructure is to be constructed is in the name of the organization and without any encumbrances.
9. Latest audited statement of accounts duly certified by the Chartered Accountant, in respect of the organization for the last financial year, in the under mentioned parts:- (i) Balance Sheet (ii) Income & Expenditure Statement (iii) Receipt & Payment Statement and (iv) Audit Report.
10. Details of Animal Welfare activities performed so far and expenditure incurred for this purpose.
11. Details of the financial resources available with the organization to meet the recurring costs of the proposed Infrastructure/facility.
12. Information about the bank account details of the organization – Name of the bank, Branch, Account No, IFSC code.