  
**Government of Jammu & Kashmir**  
**Department of Animal Husbandry Jammu**

**URGENT**


No: - DAHJ/Tech-14/ 6811-33

Dated: - 17/11/2017

Subject: - Proper documentation of the achievements of the department-  
Constitution of a **DOCUMENTATION CELL** in Directorate thereof.

Pursuant to the cited subject, it has been observed from time to time that due to lack of proper presentation, the departmental working and achievements are not being reflected in the way they ought to have been, creating at time a situation which does not augur well for the overall reputation and working of the department, therefore in order to streamline the system, a **DOCUMENTATION CELL** is hereby constituted in the Extension & Publicity wing of this Directorate which shall exclusively be dealing with documentation of achievements and working under **VARIOUS SCHEMES** of all the districts of the division.

The Documentation Cell shall be headed by Extension Officer (Publicity wing) and shall be assisted by VAS (Publicity Wing) and Projectionist (Publicity Wing). All the subordinate Offices are hereby directed to provide for all the data, information, Photographs, Videos to the cell on regular basis through hard and soft copies without fail on e-mail: [extensionofficerahdjammu@gmail.com](mailto:extensionofficerahdjammu@gmail.com). Success stories under various schemes also need to be documented and the same should be sent to the Documentation cell on priority.

  
Director  
Animal Husbandry Department  
Jammu

upload to website pl  
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Copy to:

1. Joint Director Poultry for information and necessary action.
2. Joint Director Farms for information and necessary action.
3. Joint Director Milk & Dairy for information and necessary action.

4. Principal SATI, Belicharana for information and necessary action
5. DD(R&P) Talab Tillo for information and necessary action
6. Epidemiologist(AICRP-FMD)Talab Tillo for information and necessary action
7. Superintendent SDVH R.S.Pura for information and necessary action
8. Superintendent CVH Talab Tillo for information and necessary action
9. Manager Frozen Semen Bank. Jammu for information and necessary action
10. LF cum Rinderpest Control Officer Talab Tillo for information and necessary action.
- 11-20. Chief Animal Husbandry Officer: Jammu/Samba/Kathua/Doda/Poonch/  
Rajouri/Reasi/Udhampur/Kishtwar/  
Ramban.

For information and necessary action

21. Deputy Director (P&S) for information and necessary action
- 22-23. Technical Officer (P)/Technical Officer (G) for information and necessary action

*24. Website section for upload to Deptt. website.*

-S/d-

Director  
Animal Husbandry Department

*Abu* Jammu *AS*