

**F. No. N-05015/30/2023-Cattle\_Div**  
**Government of India**  
**Ministry of Fisheries, Animal Husbandry and Dairying**  
**Department of Animal Husbandry and Dairying**

Krishi Bhawan New Delhi  
Dated the 18<sup>th</sup> October 2023

**OFFICE MEMORANDUM**

**Subject: Constitution System of National Level Monitors and Appointment of National Level Monitors (NLMs) - reg.**

The Department of Animal Husbandry and Dairying has been implementing schemes namely (i) National Livestock Mission; (ii) Rashtriya Gokul Mission (RGM); (iii) National Programme for Dairy Development and (iv) Livestock Health & Disease Control program (LH&DCP) to strengthen Animal Husbandry sector in the country. Looking towards the need for independent monitoring of the scheme at the State level./ district level/ village level/beneficiary level it has been decided that system of National Level Monitors to be established to achieve the goal of unbiased and objective monitoring of the aforementioned schemes in a systematic and time bound manner.

2. Accordingly, National Level Monitors (NLMs) are proposed to be empanelled who will be assigned to undertake monitoring of the aforementioned schemes being implemented by the Department of Animal Husbandry and Dairying. Terms of reference for empanelment of NLM are enclosed herewith as ready reference.

3. The NLMs are required to visit the allocated State/ district(s)/ villages and furnish a comprehensive and crisp report to the Department within the stipulated time as per the directives issued by the Department from time to time. As per the terms and conditions, the NLMs will be reimbursed TA/DA and other charges for providing monitoring services to the Department on submission of their bills. Food bills and hotel stay will be reimbursed on submission of actual bills and amount will be equivalent to the amount as paid to the officers of Government of India in Pay band 11. For internal travel taxi will be allowed and amount as per provision under the TA/ DA rules of Government of India.

4. NLMs would be given remuneration at the rate Rs 4000 per day (including journey period) for actual days of visit only subject to fulfillment of condition of six hour spent in a day in the allocated State/ district/ village which the NLM should certify. No remuneration will be payable if presence in the State/ District/ village is less than 6 hours. Remuneration paid to NLM will be reviewed by the Department from time to time.

5. In this regard, applications are invited from candidates fulfilling the eligibility criteria for empanelment as NLM, in the format enclosed herewith. The application

may be submitted to Dr Bhushan Tyagi Joint Commissioner Room No. 479, Dr Rajendra Prasad Road Krishi Bhawan New Delhi-110001 (email: [acsheep@nic.in](mailto:acsheep@nic.in)). All the Ministries/ Departments, Government of India, State Governments, NDDDB, IIMs, NABNCON, NABARD, ICAR are requested to upload the OM on their websites and circulate the same among eligible officers for submission of CV's to be placed before the selection committee for empanelment of DAHD.

6. This issues with the concurrence of Integrated Finance Division of this Department vide FTS No. 25660 dated 16.10.2023.



(Dr Bhushan Tyagi)  
Joint Commissioner

Encls: As above.

Distribution:

- (i) All the Principal Secretaries/ Secretaries, Animal Husbandry Department, State Government
- (ii) The DDG (AS), ICAR Krishi Bhawan New Delhi
- (iii) The MD, NDDDB, Anand Gujarat
- (iv) All the Director/Principal Academic executive officer of IIM/ IRMA
- (v) All the Vice Chancellors/ Deans of Veterinary University/ Veterinary College
- (vi) All the Director (Admn) of Ministries/ Departments, Government of India

Copy to: NIC with a request to post the notice on Ministry's website.

Copy for kind information to:

PS to Hon'ble FAHD Minister / PS to Hon'ble MOS (Dr Sanjeev Kumar Balyan)/ PS to Hon'ble MOS (Dr. L Murugan)

Sr. PPS to Secretary (AHD)/ PPS to AS&FA / PPS to AS (C&DD)/ PPS to AHC/ PPS to JS (NLM)/ PPS to JS (LH)/ PPS to JS (Admn)

All JCs and DCs of DAHD

US (Admn-I)

**Format for Curriculum Vitae (CV)**  
**(For Empanelment as National Level Monitors)**

Affix recent  
photograph

<b>Personal Details</b>	
<b>1.</b>	<b>Name</b>
<b>2.</b>	<b>Date of Birth (dd/mm/yyyy)</b>
<b>3.</b>	<b>Correspondence Details</b>
	<b>1. Address</b>
	<b>2. Mobile Number</b>
	<b>3. Alternate Contact Number</b>
	<b>4. E-mail Address</b>
<b>4.</b>	<b>Retirement Details</b>
	<b>1. Organisation from which retired</b>
	<b>2. Position at which retired</b>
	<b>3. Date of Retirement</b>
<b>5.</b>	<b>Membership of Professional Bodies</b>

<b>2 Qualifications</b>				
Sl.	Year of Passing	Degree	Institution/ University	Discipline
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
Other Trainings, if any				

<b>3. Employment Details</b>					
Sl.	Employer/ Organization	Name of the work and location	Duration	Position held	Description of Duties Rendered
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					

### TERMS OF REFERENCE FOR APPOINTMENT AS NATIONAL LEVEL MONITORS

#### 1. Introduction

Livestock is an important sub-sector of Indian agricultural economy and plays a multifaceted role in providing livelihood support to the rural population. Livestock sector apart from contributing to national economy in general and to agricultural economy in particular also provides employment generation opportunities, asset creation, coping mechanism against crop failure and social and financial security.

The contribution of livestock sector in agriculture in terms of output, has increased from 24.32% (2014-2015) to 30.87% (2020-21). The Livestock sector has been growing at a compounded annual growth rate (CAGR) of 7.93% (at constant prices) from 2014-15 to 2020-21. This CAGR is comparable to the highest growing sector. Livestock sector contributed 6.32 per cent of total GVA in 2020-21. Development of livestock sector has led to improvement in per capita availability of milk, eggs and meat. Value of output of livestock sector is 14.49 lakh crore at current price during 2020-21 (as per National Account Statistics 2022). Value of output of milk is more than Rs.9.31 lakh crore which is the highest of the agriculture produce and even more than the combined value of Paddy and Wheat.

The Livestock sector needs further strengthening and value addition in terms of new technologies, breeding programs, disease control & eradication programs, establishing dairy & meat processing infrastructures, human resource development etc.

To address these challenges the Department of Animal Husbandry & Dairying, Government of India has launched several schemes outreaching to States and UTs in the country. The schemes are operated in a time bound manner and the outcome is periodically reviewed for effective implementation. Schemes presently under way in the Department are : (i) National Livestock Mission (NLM); (ii) Rashtriya Gokul Mission (RGM); (iii) National Programme for Dairy Development and (iv) Livestock Health & Disease Control program (LH&DCP).

#### 2. Present Monitoring Mechanism

The Department of Animal Husbandry and Dairying has very comprehensive monitoring evaluation system of its aforementioned schemes through monthly progress reports, quarterly progress reports yearly progress report, management information system, regional review meetings, video conferencing session with the participating States. Department engaged PMA to support implementation of the schemes and monitoring of the projects being implemented throughout the country under various schemes. Department also undertake third party mid-term evaluation of the project last evaluation of schemes was conducted during 2018-19 by an agency identified by Niti aayog.

However, there is need for independent monitoring of the scheme at the State level and to remove technical backstopping faced by implementing agencies in implementation of the schemes of the Department. In view of this it is proposed that

system of National Level Monitors to be established to achieve the purpose of unbiased and objective monitoring of its schemes in a systematic and regular manner.

### **3. Proposed Monitoring by National Level Monitors**

3.1 It is proposed to undertake monitoring of the schemes being implemented by Department of Animal Husbandry & Dairying, Ministry of Fisheries, Animal Husbandry & Dairying

3.2 Regular Monitoring of major Schemes of Department of Animal Husbandry & Dairying:

The NLMs are proposed to be deputed for regular monitoring to monitor and report on various aspects of implementation of the Schemes being implemented by the Department of Animal Husbandry and Dairying namely (i) National Livestock Mission (NLM); (ii) Rashtriya Gokul Mission (RGM); (iii) National Programme for Dairy Development and (iv) Livestock Health & Disease Control program (LH&DCP). It is proposed to depute National Level Monitors in two phases about half of the States is proposed to be covered in each phase. Each NLM is proposed to visit 2 to 3 States and in every allotted State NLM is proposed to visit 4 to 5 districts. NLM are also proposed to visit 5 villages per district spread over pre-specified villages. The NLMs are proposed to interact with the beneficiaries in order to find out impact of the scheme at grass root level. NLMs are proposed to visit important infrastructure being created/ strengthened under the various scheme. The objectives of this monitoring are to ascertain:

- (i) Whether the programmes of the Ministry are being implemented in accordance with the guidelines prescribed by the Ministry.
- (ii) Whether the prescribed implementation processes are being followed.
- (iii) Whether the assets created are of the prescribed quality and useful to the community.
- (iv) The views of the villagers on the programmes and their suggestions for improvement.
- (v) Whether the selection of beneficiaries under the programme has been transparent, unbiased and fair.
- (vi) whether incentives to paravets/technicians/ farmers have been distributed as envisaged under the scheme
- (vii) Whether data generated on vaccination, disease monitoring, artificial insemination has been uploaded on NDLM on real time basis.

### **3.3 Special Monitoring of Individual Schemes:**

In case of special monitoring National Level Monitors proposed to be deputed to cover a particular scheme or some specific aspects of a particular scheme only and report on the issues/processes in detail. Limited number of Special Monitoring rounds re proposed to be conducted every year for in-depth coverage or certain specific features of a programme. These visits will be undertaken based on the requirements suggested by the programme divisions and approved by the Secretary.

### **3.4 Complaints/Enquiries:**

In case of complaints of serious nature from people's representatives, farmers etc. regarding misutilization of funds, irregularities, etc., NLMs are proposed to be deputed to verify facts or for a preliminary enquiry with the approval of Secretary. The finding of the NLMs are proposed to be uploaded in the website.

### **3.5 Coverage of Department of Animal Husbandry and Dairying Schemes**

National Level Monitors proposed to cover the following programmes/ schemes of the Department of Animal Husbandry & Dairying Ministry of Fisheries Animal Husbandry and Dairying:

- (i) National Livestock Mission (NLM);
- (ii) Rashtriya Gokul Mission (RGM);
- (iii) National Programme for Dairy Development and
- (iv) Livestock Health & Disease Control program (LH&DCP)
- (v) Any other programme of the government, which may be specified from time to time.

## **4. Empanelment of NLMs**

A system of mix of Institutional and Individual NLM will be adopted by the Department.

### **4.1 Institutional NLMs**

The institutes of National Importance are proposed to be identified through a transparent process of open advertisement/RFP. Such institutes have minimum of 5 years experience in Animal Husbandry Sector including monitoring and evaluation of schemes implemented in livestock sector. Efforts will be made to select top institution of the country such as IRMA, IIM, ICAR, MANAGE, NABCONS, NDDB etc

The empanelment of the Institutional NLM will be normally for 3 years which may be renewed further subject to their performances. There will be an annual review of performance of an Institute and the NLM will be removed/ delisted due to unsatisfactory performance, etc. at any time by the Ministry.

### **4.2 Individual NLM**

4.2.1 Individual NLMs will be selected from retired Civil/ Defence Services Officers, Academia of following categories:

- (i) Retired Central/State Government Officers including IT professionals and Management Experts of the level of Deputy Secretary and above to the Government of India
- (ii) Retired officers of the rank of Deputy Secretary and above in the offices of AGs and the Comptroller and Auditor General of India
- (iii) Ex-service officers from the Armed Forces of the rank of Lt. Colonel and above;

- (iv) Retired officers of Para Military Forces having equivalent rank to Lt Colonel or above in the Armed Forces;
- (v) Retired Engineers of the rank of Superintendent Engineer and above in Central/State Government
- (vi) Retired professors of any recognized Veterinary Science University / Research Institute / scientific organization and
- (vii) Retired PSU/PSB officers of the rank of Deputy General Manager and above.

4.2.2 Selection of such NLMs is proposed to be made through open advertisement. An individual upto the age of 65 years as on 1st April of the year of empanelment will be considered.

4.2.3 Experience in the field of Monitoring Evaluation work, including Animal Husbandry Sector will be given weightage for empanelment.

4.4 Once empanelled, the NLM would remain on the panel subject to annual review. An NLM may, however, be removed/ delisted due to unsatisfactory performance, etc. at any time by the Ministry. Fresh empanelment would be done to make up for the NLMs removed/delisted as and when required.

4.5 A Screening committee will select the NLMs from among those who have responded to the advertisement.

4.6 Credentials of NLMs, verification of antecedents, etc. recommended by search committee will be checked up with the concerned State government before final empanelment.

## **5. Orientation and Training**

5.1 The Ministry will provide proper orientation and training to NLMs to make them well-versed with the Guidelines of Programmes and processes involved.

5.2 Scheme specific modules for this purpose is proposed to be developed which would also be regularly updated. A special module on Management Information Systems of all of the DAHD will also be developed.

5.3 The induction training will be organized with the assistance of CoEAH

5.4 Whenever a new scheme is introduced special training will be arranged for the NLMs before taking up actual monitoring work by the DAHD.

5.5 Post-training assessment will be done to assess the effectiveness and impact of the training. The findings of this assessment would be used to design and improve the training modules for future by CoEAH.

5.6 Regular orientation workshops will be organized every year, at national or regional levels so as to keep the NLMs apprised of the latest changes and trends in the programmes. The NLMs will be kept updated through E-Mail/ web-site of the Ministry on relevant instructions, circulars and any other important information.

5.7 The State Government Nodal officers will also be invited to participate in the training sessions/workshops and encourage to interact with the NLMs.

## **6. Responsibility of NLMs**

6.1 The NLMs are the third party independent monitors for the various programmes of DAHD. The personnel engaged by the institutions have to be experts / professionals in the field of Animal Husbandry and Livestock sector.

6.2 The NLMs are required to visit the districts, ascertain the implementation of the programmes vis-a-vis the guidelines, interact with officials, verify the assets created and interview villagers and submit their reports within a time frame of two months. However specific dates/timelines will be informed to the NLMs at the time of allotment of States to them.

6.3 The NLM will chalk out their final programme (dates / days of visits) in advance and inform the concerned State with copies endorsed to the Secretary in charge of Animal Husbandry Department of the State and to the NLM Division in the Ministry at least one month before the actual date of the visit.

6.4 Before proceeding to the field, the NLMs should access the MPR / MIS system of all the schemes as they are actually functioning and gather relevant data.

6.5 The State / District veterinary officials may be apprised of the visit plan and requested to keep the required information ready at the District and at the sample villages to be covered by the NLM. At the completion of the visit there will be an Exit Meeting to discuss with the district officials on the provisional findings, areas of good performance and areas for improvement. NLMs shall record the views/feedback of the officials on their findings and also include them in the report.

6.6 The NLMs deputed to a State should also interact with the Secretary or Senior Officers in-charge of Animal Husbandry Department in the State to the extent possible.

6.7 NLMs will earmark one or two hours, preferably on each day when they are available in a State/district/block, to meet complainants/general public. The district Animal Husbandry Officer will publicize widely, in advance, the field visit programme of the NLMs, their place of stay, contact telephone number and earmarked time schedule to meet the visitors so that the general public interested in interacting with NLMs may do so and provide feed-back about the implementation of the Animal Husbandry Schemes in the State/district.

6.8 The visit may be planned keeping in view the quantum of work and the number of days for the visit will be decided accordingly. Generally a regular monitoring visit to a district should be restricted to 10/12 days. For the Special Monitoring Visits and Enquiries the number of days allowed will be communicated in advance based on the methodology and requirements of the assignment.

## **7 Deployment of NLMs**



7.1 The NLMs will be deployed for regular monitoring twice in a year by the Department. In each phase around half of all the districts will be covered so that all the districts of the country are covered in a year.

7.2 The Ministry will prepare a phase wise detailed schedule for deployment for regular monitoring and it would be circulated to them well in advance of the NLMs

7.3 The NLMs may be deputed to visit the districts of neighboring States, but will not be deputed to their home State.

7.4 The NLMs will not be allotted districts visited by them during the previous years.

7.5 In case of Individual NLM, a team of two NLMs will be deployed to visit a State/district. For institutional NLM, institutes will be requested to send a team of two persons from their institute for monitoring. Ministry may depute an officer from this Ministry or depute additional NLM, if deemed necessary.

## **8. Methodology and Reporting**

8.1 A set of guidelines and instructions will be provided to the NLMs at the time of deputing for an assignment. These would include details about the sample to be covered, methodology to be followed and instructions to fill the formats. Customized Check-list for inspection and the reporting format to be used by the NLMs will be provided.

8.2 Letter will be sent by the Divisional heads clearly mentioning the details of the visits of NLM, in advance to the Principal Secretary/ Secretary of State Department of and so that concerned State provide time to NLMs for pre & post visit briefing.

**8.3** The visiting NLMs are required to submit a report to the Department of Animal Husbandry and Dairying, in the prescribed format. The report should be concise with an executive summary of not more than 2-3 pages giving key findings and actionable points.

**8.4** The detailed report should contain key issues related to the different components of the schemes of the Department of Animal Husbandry and Dairying such as:

- (i) Reach of the programmes & its implementation
- (ii) Financial management — release and flow of funds; utilization of funds
- (iii) Technological issues, skill up-gradation & training
- (iii) Quality of construction/ equipments, operation & maintenance of assets
- (iv) Transparency in Implementation Process
- (v) Coverage and reach of the programmes in respect of SC/ST, Women and other marginalized sections of the society.
- (vi) Reports generated and used by State officials from National Digital Livestock Mission.

**8.5** In case of any serious irregularity observed by the NLM, complete information like name of asset/details of equipments, address, time of the event and other necessary details along with the photographs etc. should be provided so as to enable necessary follow up/corrective action.

8.6 The NLM will submit Report within 15 days of completion of visit and the submissions may be via e mail.

## **9 Follow-up Action:**

9.1 All the actionable points contained in the NLM reports for a State will be collated and a single report with an executive summary of not more than 2-3 pages giving key findings and actionable points will be submitted so that follow up action can be taken up at the State and Government of India level. DAHD will obtain the Action Taken Reports thereafter from the States.

9.2 The Programme Divisions will take follow-up action on all NLM reports. The Programme Division concerned will put in place some mechanism to ensure that the States do take action promptly. If no satisfactory action is taken by the State for more than one full financial year, further release of funds to such State under the particular Scheme will be withheld.

9.3 The position of complaints and action taken will be considered by the concerned programme divisions while processing the files for release of funds.

9.4 DAHD will organize regular regional workshops with active participation of the Central Ministries and concerned State Governments officials in that region to discuss the findings of the NLM reports after each phase of visit.

9.5 Every NLM will present the observations of the visits in a formatted manner through a power point presentation in the workshop.

## **10 Role of State Government**

10.1 The State Government Officials should ensure that the Director Animal Husbandry, Chief Executive Officer of State Livestock Development Board and District Veterinary Officer devote time to interact with the NLMs at the beginning as well as at the end of the visit.

10.2 The Reports of the NLM will be forwarded to the State Government/ State Department of Animal Husbandry so that they can look into the issues highlighted in the report and identify the actions to be taken. They should also take corrective actions, wherever required.

10.4 The reports of the NLM will also be discussed in a follow-up workshop where they can interact with the Ministry officials on the identified issues and action taken.

## **12 Performance and Appraisal of NLMs**

12.1 The performance of each NLM, including Institutional NLMs, will be assessed annually and graded by the Assessment committee constituted by the programme division on prescribed parameters.

12.2 An undertaking will have to be obtained from the members of the Assessment Committee that they do not have any association with any empanelled NLM.

## **13 Remuneration to NLMs**

13.1 Tours and Allowances: TA / DA to the NLMs shall be admissible for Non-Official members as per TA/DA rules mentioned in OM No. 19047/1/2016-E.IV dated 14.09.2017 issued by Department of Expenditure, Ministry of Finance, Government of India.

13.2 Honorarium/Sitting fee shall be paid to all the NLMs including individual NLMs of the Committee. DAHD shall decide upon the remuneration and other allowances based on provisions under OM No. 19047/10/2016-E.IV dated 12.04.2017 issued by Department of Expenditure, Ministry of Finance, Government of India. These may be reviewed by the Department from time to time.

\*\*\*