

No. 13643-64  
From

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Dated 21/04/2023

The Director General,  
Animal Husbandry & Dairying Department,  
Haryana, Panchkula.

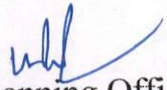

To  
All Deputy Directors,  
In the State of Haryana.

**Subject: - Regarding the SOP processing Mukhyamantri Antyodaya Parivar Utthan Yojana applications in loan Schemes of Animal Husbandry & Dairying Department sent vide letter no. 0637 dated 23.01.2023.**

Memo

Please refer to the subject cited above and find enclosed a copy of letter no. 474/AMD/MMAPUY/2023 dated 07.04.2023 received from Mission Director, MMAPUY, along with the copy of above said SOP, regarding the 'Mukhyamantri Antyodaya Parivar Utthan Yojana' applications in loan Schemes of Animal Husbandry & Dairying Department. This is for your information and necessary action.

Encl: as above.

  
Credit Planning Officer,  
for Director General, Animal Husbandry & Dairying,  
Haryana, Panchkula. 

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THROUGH E-MAIL

From Mission Director  
Mukhyamantri Antyodaya Parivar Utthan Yojana  
Haryana

To Director General,  
Animal Husbandry & Dairying Department,




No. 474 /AMD/MMAPUY/2023  
Dated:

Subject:- Regarding the SOP processing Mukhyamantri Antyodaya Parivar Utthan Yojana applications in loan schemes of Animal Husbandry & Dairying Department sent vide letter no. 0637 dated 23.01.2023

Please refer to the subject cited above.

In this regard, it has been duly noted that points no. 4 and 9 of the Standard Operating Procedure on 'processing MMAPUY applications in Loan schemes of Animal Husbandry & Dairying Department' sent by your Department vide letter no. 0627 dated 23.01.2023 relates to the Mission. With reference to point no. 4, which suggests the New SOP as "The Bank shall upload the sanction or rejection letter on Parivar Utthan Portal, while entering loan sanction", it is intimated that the functionality had already been added in the month of December, 2022. It is further intimated that regarding point no. 9, the New SOP of which requires that "The bank shall fill the required details for subsidy release in Parivar Utthan Portal while entering disbursement", a functionality has been added with effect from 09.02.2023. The demo videos and user manual for the new functionalities had also been shared, with Additional Deputy Commissioners-cum-Antyodaya Utthan Adhikaris.

This is for your kind information, please.

  
Additional Mission Director  
for Mission Director, Mukhyamantri Anyodya Parivar  
Utthan Yojana, Haryana, Chandigarh

**The SOP for processing MMAPUY applications in Loan schemes of Animal Husbandry & Dairying**

**Department**

<b><u>Sr No</u></b>	<b><u>Current work flow</u></b>	<b><u>New SOP</u></b>	<b><u>Action required at level of</u></b>
1	The concerned District Deputy Director AH applies on behalf of MMAPUY applicant from Parivaar Utthan Portal to Saral Portal through API link and also uploads requisite document of applicant and forwards the application to concerned SDO AH.	The concerned District Deputy Director AH applies on behalf of MMAPUY applicant from Parivaar Utthan Portal to Saral Portal through API link and also uploads requisite document of applicant and forwards the application to concerned SDO AH.	Not required
2	SDO AH sponsors the application and send it to the concerned area bank branch through physical mail, which causes delay	SDO AH sponsors the application and will send it to the concerned area bank branch through email.	The SLBC shall direct all LDMs to share functional email IDs of all bank branches to Deputy Director AH.

	<u>Current work flow</u>	<u>New SOP</u>	<u>Action required at level of</u>
3	There is no limit on time taken by bank to decide the application.	A time limit may be fixed for banks to decide the application.	SLBC
4	In case of sanction bank, The bank provide sanction letter in physical copy, which is being collected by AHD field staff from different bank branches and then sent to SDO, AHD for further action. This causes delay.	The Bank shall upload the sanction or rejection letter on Parivar Utthan Portal, while entering loan sanction. This will maintain record, prevent delay and also ensure the authenticity of Sanction letter.	SLBC IT team Mission Antodaya
5	After this purchase date is fixed by SDO with intimation to Bank, Veterinary Surgeon and Beneficiary and purchase is done by the committee (VS, VLDA, Bank Repreentative) and Health Certificate cum purchase Reciept is issued on spot.	After this purchase date is fixed by SDO with intimation to Bank, Veterinary Surgeon and Beneficiary and purchase is done by the committee (VS, VLDA, Bank Repreentative) and Health Certificate cum purchase Reciept is issued on spot.	Not Required

	<u>Current work flow</u>	<u>New SOP</u>	<u>Action required at level of</u>
6	After Purchase of Animal, the bank takes time to collect documents to open Saving Account of "Animal Seller" to disburse loan (In case the seller is not having account in the concerned branch, from where loan has been sanctioned). This causes delay	Bank should complete maximum documentation on spot disburse the payment to "Animal Seller" in his present bank account (if he/she is having an account already) and no new account shall be opened in such cases. This will reduce the time gap in disbursal.	SLBC
7	As the livestock insurance is being done through SARAL Portal only and Health Certificate is a prerequisite, so after the purchase of animals, applicant has to apply on his own. There is sometimes delay on account of owner not applying on SARAL Portal timely.	Veterinary Surgeon will handhold the beneficiary to apply on SARAL Portal (till the State assisted insurance Scheme is functional) for livestock insurance and ensure that the copy of policy is provided to the concerned Bank.	AHD department

	<u>Current work flow</u>	<u>New SOP</u>	<u>Action required at level of</u>
8	After Purchase and Livestock Insurance bank takes time to prepare requisite documents for disbursement of loan, which also requires some documents and signatures from applicant and Seller. This causes delay in between physical purchase of animals and Loan disbursement by bank.	The Bank should have a time limit for disbursing Loan after purchase of animals.	SLBC
9.	After Disbursement field staff Animal Husbandry visits bank branch to take details of amount/ date of Disbursement/ Account number for subsidy release / IFSC code for subsidy release and the documents are sent to Deputy Director through SDO for release of subsidy, it causes delay in subsidy release.	The bank shall fill the required details for subsidy release in parivar utthan portal while entering disbursement.  The SDO AH should provide subsidy as number of applications are in large number	IT team Mission Antodaya SLBC  The file to give DDO powers under schemes to SDO AH has been approved by FD. The Government will issue order soon.