

Standard operating procedure for ensuring supply of food of street animals / Horses

The Hon'ble High Court of Judicature at Madras constituted a committee to deliberate, put in place and execute all necessary measures to ensure the provision of nutrition and care to stray animals, particularly dogs. The committee held its first meeting on 21.05.2021, inter alia resolved to draft and put in place a standard operating procedure (SOP) for the procurement of dog / cat food, biscuits, bread and Horse feed by the Directorate of Animal Husbandry , storage at different points in the City, collection of feed by community animal feeders and distribution, issuance of passes to community animal feeders, monitoring and other related aspects.

Based on inputs received and deliberations, the following SOP has been formulated for implementation of the program.

1. Procurement

a. **The Directorate of Animal Husbandry ("Directorate")** shall procure sufficient quantities of dry dog, cat food and horse feed. The Directorate shall communicate with manufacturers, traders of dog food, cat food and horse feed, invite quotes and place necessary purchase orders without delay.

b. The Directorate has initially proposed to place an order for 5000 kg of dog food , 200 kg of cat food and One hundred and four (104) 35 kg bag of horse feed. Further quantities to be procured shall be decided by the committee in its meeting based on requirements.

c. The directorate shall take steps to procure such further quantities following the same process in (a) above.

d. The Directorate shall also take necessary steps to procure sufficient quantities of low cost biscuits like tiger biscuits or parle G and bread from

manufacturers either as donations / CSR contributions or by placing necessary purchase orders for the same.

2. Storage

a. The dog food, cat food, biscuits and bread procured by the Directorate shall be stored at the following locations (“Storage centers”) in the city. Each of these centers shall have a designated person who shall be in charge of maintaining records, ensuring safe custody of feed and disbursement to community feeders.

Location	Person in charge
Directorate of Animal Husbandry and Veterinary Service DMS Complex, 571, Anna Salai, Veterinary Hospital Campus, Nandhanm, Chennai – 600035.	VAS- TNAWB- Dr.Vivekanandan - 9884175701. email ID-tnawb2019@gmail.com
Veterinary Hospital, Royapuram	Dr.Asokan Veterinary Surgeon Veterinary Hospital. 40-Seni amman koil st Tondiyarpet Chennai 81 ph:8754639240 9444508533 Mail: vhrrpm@gmail.com
Blue Cross of India, No 72, Velachery Rd, Guindy, Chennai, Tamil Nadu	Mr. Daniel Ph : 91 80159 13889
Besant memorial animal dispensary Sai Ram Colony, Besant Nagar, Chennai, Tamil Nadu	Ms. Neeraja Ph: 9967010563

b. The above centers shall be open and accessible to community feeders between 10 am to 5 pm from Monday to Saturday of every week. The contact number furnished above shall be kept active to aid community feeders in any respect.

c. A dedicated record of dog food, cat food, biscuits and bread received shall be diligently maintained by the designated person in charge in Form – A to this SOP. Record shall include date of receipt, name of brand, quantity, number of bags, quantity disbursed to each community feeder, daily stock at opening and closing of office / premises.

d. The person in charge shall every day at close of business inform the Assistant Director, Directorate of Animal Husbandry of the stock in hand in the center by email at tnawb2019@gmail.com, hccstreetanimals@gmail.com.

e. The person in charge shall inform the Assistant Director, Directorate of Animal Husbandry when the stock of feed reduces to 1/4th of the original quantity stored by email at tnawb2019@gmail.com, hccstreetanimals@gmail.com. The Assistant Director shall inform the committee of the same and take necessary steps to replenish the same.

f. Horse feed procured shall be stored in the premises of the Directorate of Animal Husbandry, Nandanam.

3. Disbursement

a. Community feeders who wish to obtain feed from these centers for distribution shall register with the Animal Husbandry Department and obtain passes issued by the department for animal feeders.

b. Registered community feeders shall send an email to the Animal Husbandry Department at tnawb2019@gmail.com and

hccstreetanimals@gmail.com specifying their personal details including any identity card number (Aadhar / Driving license), contact details including phone number, area they cover and approximate number of dogs / cats they feed.

c. A maximum of 5 kg of dog food and 1 kg of cat food will be issued to each person per week.

d. One packet of biscuit per dog and one loaf of bread for two dogs will also be provided if requested and subject to availability.

e. The registered animal feeders shall approach the nearest center and make necessary entries in the register maintained by the center and the Person in charge of the center or their delegate shall issue dog food/ cat food/ biscuits / bread to the community feeder.

f. Every community feeder / organization shall maintain records of feed received by them , numbers of dogs fed and dates of distribution. This information shall be submitted on request by the concerned authorities.

g. Horse owners / NGOs supplying feed shall be notified by the Directorate of Animal Husbandry and they shall collect feed from the office of the Directorate at Nandanam between notified hours.

4. Passes

a. The directorate has already devised a program for issue of passes to community animal feeders to enable them to travel during the lockdown in order to distribute food to street animals.

b. The form made available by the Directorate on its website shall be filled in and sent to tnawb2019@gmail.com with requisite details by

persons seeking a pass for this purpose. The Pass is also being made available on the website of the Blue Cross and social media pages of B-MAD and Blue Cross.

c. The Directorate shall process such requests and issue passes within two working days but shall endeavor to issue passes on the same day of request.

d. The passes shall be issued with strict condition that the community animal feeders shall utilize the pass only for the purpose of procuring feed from the centers specified in 1(a) above or to travel in their area to distribute food to street animals.

e. The passes shall be issued with strict condition that the community animal feeders shall follow all COVID 19 protocol specified by the appropriate Government.

f. The passes issued shall have a validity of 15 days and shall be renewed 2 days before expiry on application by the concerned community animal feeder.

5. Helpline

a. In the event any person has difficulty in this regard, they can contact the following numbers or email at hccstreetanimals@gmail.com & tnawb2019@gmail.com.

Directorate of Animal Husbandary helpline: 18004255880

For emergency Animal ambulance : 1962

FORM - A

FORM OF RECORDS TO BE MAINTAINED AT STORAGE CENTERS

DATE
OPENING STOCK DOG FOOD: CAT FOOD : BISCUITS. :

SL NO.	Name and ID card number of feeder	Feed type	Quantity issued	Signature of feeder

CLOSING STOCK

DOG FOOD :

CAT FOOD :

BISCUITS :

Signature of person in charge

Have stock details been sent by email to tnawb2019@gmail.com,
hccstreetanimals@gmail.com : Yes / No.