



सत्यमेव जयते

भारत सरकार
GOVERNMENT OF INDIA

पशु संगरोध एवं प्रमाणीकरण सेवा (उ० क्षे०)

ANIMAL QUARANTINE & CERTIFICATION SERVICE (NR)

(मत्स्यपालन, पशुपालन और डेयरी मंत्रालय - Ministry of Fisheries, Animal Husbandry & Dairying)

(पशुपालन और डेयरी विभाग - Department of Animal Husbandry & Dairying)

कापसहेड़ा, नई दिल्ली-110097, Kapashera, New Delhi-110097

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Office order

File No. 3-4/2023-24/AQCS(ND)/****

Date: 07.08.2023

Sub: Duty Schedule of the staff working in AQCS, New Delhi

In supersession to the orders issued by the office on the subject, the following duty schedule is hereby ordered with effect from 07.08.2023.

S.No.	Name of official	Designation	Work Allocation	Link official
1	Dr. Abhijeet Kumar	Quarantine Officer	Monitoring and coordination of day to day work as per the mandate in consultation with Regional officer AQCS	Maj.(Dr.) Venkatesan.G
2	Sh. Ashutosh Sharma	Technician	<ul style="list-style-type: none">Complete in charge for import and export of all livestock (Dog, Cat, Horse, Cattle, Pigs etc.) and their management.To prepare NOC/Health certificates for import and exports of livestock.All correspondences with the applicant regarding appointments and queries after approval of RO. AQCSStore record, purchases and auctions(GEM).Airport's protocol and examinations of shipments at airport, cargo and ICD.Any other work assigned by RO from time to time.	Mr. Vishwajeet Malik and Mrs. Jaya Chand Kumain
3	Mrs. Jaya Chand Kumain	Technician	<ul style="list-style-type: none">To put up the cases related to import of Bovine Semen, Embryos, Laboratory animals, Biological substances including probiotics, gelatin and products included under chapter 96.To put up cases pertaining to import/export of laboratory animals (Rats, mice, rabbits and guinea pigs etc.) poultry and G.P.Stock.To check and place the official mails received till 01.00 pm before RO, AQCS on daily basis.RTI matters (online and offline).Single window operations.E-sanchit and National logistics platform.To put up cases related to export of cattle feed, gelatin capsules/gelatin/egg/ SPF eggs/frozen eggs, ready to eat food, and any other items meant for human consumption.To put up cases related to import of ornamental fishes, quarantine premises for ornamental fish and lines under chapter 30.Airport protocol and examination of shipments at airport, cargo and ICD.Any other work assigned by RO from time to time.	Sh. Ashutosh Sharma



Maj (Dr.) Venkatesan G.
Regional Officer
Animal Quarantine & Certification Service
Kapashera, New Delhi-110097
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4	Mrs. Parwati Bisht	Hindi Typist	<ul style="list-style-type: none"> To put up cases related to import and export of pet food and CAPEXIL matter. All typing work assigned by RO, AQCS Correspondence with CPWD. Roasters of chowkidar, SWP and office telephone duty on last week of every month. Data entry related to exports and imports /of EXIM reports & their maintenance, routine work like official orders and other formal communications. Attendance /maintenance of registers of daily wagers/labours. Any other work assigned by RO from time to time. 	Sh. Manjeet Singh and Sh. Vishwajeet Malik
5	Sh. Vishwajeet Malik	MTS	<ul style="list-style-type: none"> Single window operations To maintain file/ records To put up cases related to export of fish feed, fish, meat, sweets and dairy products. To put up cases pertaining to imports of items included under chapter 02,03,04,05,19,21,23,35,94 and 95 which are not mentioned elsewhere. To check and place the officials mail received from 01.00 pm to 05.00 pm before RO, AQCS on daily basis. Airport protocol and examination of shipments at airport, cargo and ICD. Any other work assigned by RO from time to time. 	Mrs. Jaya Chand Kumain
6	Sh. Manjeet Singh	MTS	<ul style="list-style-type: none"> Diary/receipt/dispatch. Distribution of letters/receipts/mails to concerned officials. Put up cases pertaining to import and export of leather, wool, buttons, horns and animal hair/bristles. Airport protocol and examination of shipments at airport, cargo and ICD. 	Mrs. Parwati Bisht
7	Sh. Lekh Ram	MTS	<ul style="list-style-type: none"> Caretaker, management of office building, quarantine zone, residence building, officer residence and guest house and laboratory. 	

All staff take over the records and relevant papers/files as per the above orders and start functioning accordingly. In case of any testing required, the concerned staff shall be responsible for the sample collection and dispatch.



- Copy to:
1. Dr. Abhijeet Kumar
 2. Sh. Ashutosh Sharma
 3. Mrs. Jaya Chand Kumain
 4. Mrs. Parwati Bisht
 5. Sh. Vishwajeet Malik
 6. Sh. Manjeet Singh
 7. Sh. Lekh Ram


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