



सत्यमेव जयते

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GOVERNMENT OF INDIA

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पशु संगरोध एवं प्रमाणीकरण सेवा (उ० क्षे०)  
ANIMAL QUARANTINE & CERTIFICATION SERVICE (NR)

(कृषि एवं किसान कल्याण मंत्रालय, पशु पालन एवं डेयरी विभाग)

Ministry of Agriculture & Farmers Welfare, Department of Animal Husbandry & Dairying

(An ISO 9001 : 2015 Certified Organization)

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

Office Order

File No. 3-4/2019-20/AQCS(ND)/११३

Date: 30.05.2019

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

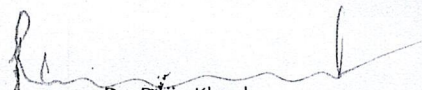
In supersession to the orders issued by the office on the subject, the following duty schedule is hereby ordered with effect from 1.06.2019.

Sl.No.	Name of the official	Designation	Work Allocation	Link official
1	Dr. Anup Kainthola	Quarantine Inspector	<ul style="list-style-type: none"><li>Scrutiny of all the applications submitted for import and export.</li><li>Checking of the draft NOC/health certificates before its issuance.</li><li>Single Window Operations</li><li>Airport examination of shipments.</li><li>Dealing with reference from Ministry on technical matters.</li><li>E-Sanchit and National Logistic platform.</li><li>Any other work assigned by RO from time to time.</li></ul>	Ms. Jaya Chand
2	Shri Ashutosh Sharma	Technician	<ul style="list-style-type: none"><li>Complete in charge for import and export of all livestock (Dog, cat, horse, cattle, pigs etc) and their management.</li><li>To prepare NOC/Health certificates for import and exports of livestock.</li><li>All correspondences with the applicants regarding appointments and queries after approval of RO, AQCS.</li><li>Store records, purchases and auctions (GEM).</li><li>Airport protocol and examination of shipments at airport, cargo and ICD.</li><li>Any other work assigned by RO from time to time.</li></ul>	Mr. Vishwajeet Malik and Jaya Chand Kumain.
3	Ms. Jaya Chand Kumain	Technician	<ul style="list-style-type: none"><li>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.</li><li>To put up cases pertaining to import/export of laboratory animals (Rats, mice, rabbits and guinea pigs etc.), poultry and G.P Stock.</li><li>To check and place the official mails received till 01.00 pm before RO, AQCS on daily basis.</li><li>RTI matters (online and offline).</li><li>Single Window Operations.</li><li>E-sanchit and National Logistic platform.</li><li>To put up cases related to export of cattle feed, Gelatin capsules/ gelatine/ EBB/ SPF eggs/ frozen eggs, ready to eat food, and any other items meant for human consumption.</li><li>To put up cases related to import of ornamental fishes, quarantine premises for ornamental fish and lines under chapter 30.</li><li>Airport protocol and examination of shipments at airport, cargo and ICD.</li><li>Any other work assigned by RO from time to time.</li></ul>	Dr. Anup Kainthola and Shri Ashutosh Sharma



Sl.No.	Name of the official	Designation	Work Allocation	Link official
4	Mrs. Parvati Bisht	Hindi Typist	<ul style="list-style-type: none"> <li>To put up cases related to import and export of pet food and CAPEXIL matters.</li> <li>All typing work assigned by RO, AQCS</li> <li>Correspondence with CPWD.</li> <li>Roasters of chowkidar, SWP and Office telephone duty on last week of every month.</li> <li>Data Entry related to export and imports /preparation of EXIM reports &amp; their maintenance, routine work like official orders and other formal communications.</li> <li>Attendance/ maintenance of registers of daily wagers/ labours.</li> <li>Any other work assigned by RO from time to time.</li> </ul>	Shri Manjeet Singh and Shri Vishwajeet Malik
5	Shri Vishwajeet Malik	MTS	<ul style="list-style-type: none"> <li>Single Window Operations.</li> <li>To maintain files/ records.</li> <li>To put up cases related to export of Fish feed, Fish, Meat, sweets and Dairy products.</li> <li>To put up cases pertaining to import of items included under chapter 02,03, 04,05, 19, 21, 23, 35, 94 and 95 which are not mentioned elsewhere</li> <li>To check and place the official mails received from 01.00 pm to 05.00 pm before RO, AQCS on daily basis.</li> <li>Airport protocol and examination of shipments at airport, cargo and ICD.</li> <li>Any other work assigned by RO from time to time.</li> </ul>	Dr. Anup Kainthola and Ms Jaya Chand Kumain
06	Shri Manjeet Singh	MTS	<ul style="list-style-type: none"> <li>Diary / receipt/ despatch</li> <li>Distribution of letters/ receipts/ mails to concerned official.</li> <li>Put up cases pertaining to import and export of leather, wool, buttons, horns and animal hair/bristles.</li> <li>Airport protocol and examination of shipments at airport, cargo and ICD.</li> </ul>	Mrs Parvati Bisht
07	Atanu Konner	LDC	<ul style="list-style-type: none"> <li>All administration related work, legal matters, accounts, cash and proposals.</li> </ul>	
08	Shri. Lekh ram	MTS	<ul style="list-style-type: none"> <li>Caretaker, management of office building, Quarantine zone, Residence building, Officers Residence and Guest House and laboratory.</li> </ul>	
09	Shri. Kishan	MTS	<ul style="list-style-type: none"> <li>Management of animals in Quarantine, Officer's room, laboratory, PAO and Ministry work.</li> </ul>	

All staff should 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 sample collection and despatch

  
Dr. Rajiv Khosla  
Ro, AQCS, New Delhi

Copy to:

1. Dr. Anup Kainthola
2. Ms. Jaya Chand Kumain
3. Sh. Ashutosh Sharma
4. Mrs. Parvati Bisht
5. Sh. Atanu Konner
6. Sh. Vishwajeet Malik
7. Sh. Manjeet Singh
8. Sh. Lekh Ram
9. Sh. Kishan

*Handwritten notes and signatures:*  
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 30/5/19  
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