



पशु संगरोध एवं प्रमाणीकरण सेवाएँ, चेन्नई (दक्षिणी क्षेत्र)
ANIMAL QUARANTINE AND CERTIFICATION SERVICES, CHENNAI (SR)

भारत सरकार

GOVERNMENT OF INDIA

मत्स्य पालन, पशुपालन और डेयरी मंत्रालय

MINISTRY OF FISHERIES, ANIMAL HUSBANDRY & DAIRYING

पशुपालन और डेयरी विभाग

DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING

OFFICE OF THE JOINT COMMISSIONER

REGIONAL OFFICE:

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F.No: 01-23/2026/AQCS(SR)/081

Date: 11/08/2026

Office Order

Sub: Duty Schedule of the staff working in AQCS, Chennai

In supersession to the orders issued by the office on the subject, the following duty schedule is hereby ordered with effect from 01.08.2026.

S.No	Name of official	Designation	Work Allocation
1	Dr.Vrushabhendra ppa	Quarantine Inspector	- Posted at office of AQCS, Kochi. - Inspection of Consignment of pets at Kochi Airport. - Airport protocol and examination of shipments at airport cargo & ICD. - Any other work assigned by Joint Commissioner from time to time.
2	Dr. Satyapriya Jena	Quarantine Inspector	- Supervision of import and export of pets (Dog, Cat) and their management. - To prepare NOC/Health certificates for import and exports of live stocks. - To operate Atithi 2.0 pet module portal for the import of Dog & cats. - All correspondences with the applicant regarding appointments and queries after approval of Joint Commissioner, AQCS - Airport's protocol and examinations of shipments at airport, cargo and ICD. - Any other work assigned by Joint Commissioner from time to time.
3	Shri. D.Anandharaj	Technician	- 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 put up cases related to import of ornamental fishes, quarantine premises for ornamental fish and lines under chapter 30. - 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. - Airport protocol and examination of shipments at airport, cargo and ICD. - Any other work assigned by Joint Commissioner from time to time.

4	Smt. T. Komala	Technician	• Single window operations. • To put up cases related to import and export of pet food and CAPEXIL matter. • To prepare NOC/Health certificates for import and exports of live stocks products. • Data entry related to exports and imports /of EXIM reports & their maintenance, routine work like official orders and other formal communications. • Put up cases pertaining to import and export of leather, wool, buttons, horns and animal hair/bristles. • Any other work assigned by Joint Commissioner from time to time
5	Shri. Nithish K	LDC	• Store record and maintenance, purchases and auctions (GEM). • Preparation of Salary Bills and other bills of this station • To maintain Administrative records, Personal Files, etc. • Attendance/maintenance of registers of daily wagers/labours. • RTI matters (Online & Offline). • Any other work assigned by Joint Commissioner from time to time.
6	Shri. M.Vijaya Gopal	Jeep Driver	• Maintenance of day to day movement of the Vehicle. • Submission of bills to PAO, Cheques encashment and any other office works assigned to him from time to time • Assisting the Joint Commissioner and Quarantine Inspector during the Airport Inspection of pets and consignments. • Any other work assigned by Joint Commissioner from time to time.
7	Smt. Yasmin Naseera	MTS	• Diary/receipt/dispatch. • Assisting the Joint Commissioner and Quarantine Inspector in export and import of Livestock and Livestock products. • Any other work assigned by Joint Commissioner from time to time

All staff takes 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.

(Dr.P.Thamodaran)
Joint Commissioner
AQCS, Chennai

Copy to:

- 1) The concerned staffs, AQCS, Chennai.