



**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

Tel. : +91-11-25063272 | Fax : +91-11-25060647

Website : www.aqcsindia.gov.in | E-mail : aqcsnr-dadrf@nic.in

Office Order

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

Date: 27.07.2026

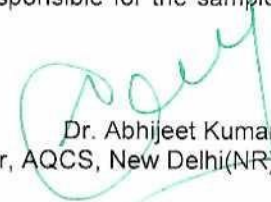
Sub: Duty Schedule of the staff working in AQCS, New Delhi

In supersession to the orders issued by the office on the subject, the following duty schedule is hereby ordered with effect from 24.07.2026.

S.No.	Name of official	Designation	Work Allocation	Link official
1	Sh. Anubhav Mittal	Quarantine Inspector	- Monitoring and coordination of day to day work assigned by Quarantine Officer. - Import & export of Horse, Sheep, Goats & other Miscellaneous animals & their management. - To check and place the official mails received till 01:00 pm before Quarantine Officer, AQCS on daily basis. - RTI matters (Online & Offline). - Airport protocol and examination of shipments at airport cargo & ICD.	Sh. Ashutosh Sharma
2	Sh. Ashutosh Sharma	Technician	- Complete in charge for 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 Quarantine Officer, AQCS - Store record, purchases and auctions(GEM). - Airport's protocol and examinations of shipments at airport, cargo and ICD. - To put up cases related to import of ornamental fishes, quarantine premises for ornamental fish and lines under chapter 30. - Any other work assigned by Quarantine Officer from time to time.	Sh. Anubhav Mittal
3	Mrs. Jaya Chand Kumain	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 check and place the official mails received till 01.00 pm before RO, AQCS on daily basis. - 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. - Airport protocol and examination of shipments at airport, cargo and ICD. - Any other work assigned by Quarantine Officer from time to time.	Sh. Ashutosh Sharma
4	Ms. Rachna Yadav	Technician	- Posted at office of AQCS of IGI at Airport T3. - Final Clearance of Pets through Atithi 2.0 Portal.	Sh. Shivraj Kasana

			- Airport protocol and examination of shipments at airport, cargo and ICD. - Any other work assigned by Quarantine Officer from time to time	
5	Mrs. Parwati Bisht	Hindi Typist	- Hindi Work - 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 Quarantine Officer from time to time.	Sh. Anubhav Mittal
6	Sh. Vishwajeet Malik	MTS	- 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 QO, AQCS on daily basis. - Airport protocol and examination of shipments at airport, cargo and ICD. - Any other work assigned by Quarantine Officer from time to time.	Mrs. Jaya Chand Kumain
7	Sh. Manjeet Singh	MTS	- 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. - Any other work assigned by Quarantine Officer from time to time	Mrs. Parwati Bisht
8	Sh. Lekh Ram	MTS	- Caretaker, management of office building, quarantine zone, residence building, officer residence and guest house and laboratory. - Any other work assigned by Quarantine Officer from time to time	Sh. Shivraj Kasana
9.	Sh. Shivraj Kasana	MTS	- Posted at office of AQCS of IGI Airport T3. - Final Clearance of Pets through Atithi Portal. - Airport protocol and examination of shipments at airport, cargo and ICD - Any other work assigned by Quarantine Officer from time to time	Ms. Rachna Yadav

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.


 Dr. Abhijeet Kumar
 Quarantine Officer, AQCS, New Delhi(NR)

Copy to:

1. Sh. Anubhav Mittal
2. Sh. Ashutosh Sharma
3. Mrs. Jaya Chand Kumain
4. Ms. Rachna Yadav
5. Mrs. Parwati Bisht
6. Sh. Manjeet Singh
7. Sh. Lekh Ram
8. Sh. Vishwajeet Malik
9. Sh. Shivraj Kasana