

ANIMAL WELFARE BOARD OF INDIA					
SIKRI, BALLABHGARH, HARYANA					
Work allocation w.e.f. 01.06.2023					
S. No.	Unit / Name and DOB of Staff	Designation	Work allocated / Nature of duties	Reporting Officer	Work to be looked after in absence of the concerned
1	Dr. S.K. Dutta Joint Commissioner MOFAH & D	Secretary Incharge	Head of Department	Chairman	
2	Mrs. Prachi Jain	Assistant Secretary	To lookafter all units except Court Cases	Secretary	
3	Ms. Usha Rani	Data Entry Operator	To assist Secretary, AWBI	Secretary	
4	Ms. Diksha Singh	Data Entry Operator	To assist Chairman, AWBI	Chairman	
ADMINISTRATION AND ESTABLISHMENT UNIT					
5	Shri Rajesh Kumar Kaushik	Assistant Editor	Incharge Admin Section, Establishment Unit Meeting of the Board, Coordination with the Board Members and various Committees of the Board Grants Co-ordinator for 4 CSS Schemes. Incharge for AWBI Publication, Annual Reports, Press & Media work and Editorial Section. Translation work - English to Hindi and Hindi to English	Assistant Secretary	Sh. Nagender Yadav

6	Shri Balkrishen	Consultant (Admn. / Estt.)	Consultant for Establishment // Administrative works	Assistant Secretary/S ecretary	Sh. Rajesh Kaushik
7	Shri Sanju Aggrawal	Data Entry Operator	Work pertaining to SAWBs, SPCAs, CACT and incoming & outgoing emails. Assist Sh. Nagender Kumar Yadav for Stationary and Procurement related work	Asst. Secretary / HEO	Dr. S. Bharat Kumar in respect of SAWB,SPCA & CACT Sh. Vijendra in respect of emails Sh. N.K. Yadav in respect of Stationary and Procurement

HUMANE EDUCATION UNIT

8	Dr. S. Bharat Kumar	Humane Education Officer	Awareness on Animal Welfare, Parliament Questions & other matter, Public Grievances, RTI, Rajbhasha Matters, Performing Animal related matters, other miscellaneous work related to HE Section	Assistant Secretary	
9	Dr. Ankita Joshi	Training Coordinator	To look after the work of training programs and HAWR nomination	Assistant Secretary	Dr. S. Bharat Kumar

LEGAL SECTION

10	Shri Vikram Chandravanshi	Legal Consultant	All Legal matters, Court cases, To assist for amendment of PCA Act and Rules made thereunder, Adisories, Guidelines, SOPs etc.	Secretary / Assistant Secretary	Shri Bhavesh Tomar
11	Shri Bhavesh Tomar	Legal Assistant	Cruelty and Legal matters	Asst. Secretary / Legal Advisor	Shri Anil Kaushik / Dr. S. Bharat Kumar

12	Shri Anil Kumar Kaushik	Data Entry Operator	Assist Sh. Vikram and Sh. Bhavesh in all legal and cruelty matters	Asst. Secretary/Legal Advisor / Legal Assistant	Shri Bhavesh Tomar
PERFORMING ANIMAL REGISTRATION UNIT					
13	Shri Vijandra Singh	Data Entry Operator	Coordinator of PSP/NOC, Animal Owner Registration, Race Horse Registration, Circus Registration	Dr. S. Bharat Kumar	Shri B. Nagarajan
14	Shri B. Nagarajan	Publicity Assistant MTS	Pre-Shoot Permission, Post Shoot Certificate (NOC),	Shri Vijandra Singh	Shri Vijandra Singh
RECOGNITION and GRANT UNIT					
15	Shri Karan Singh	Grants Assistant	Grant Coordinator for Recognition, Regular Grant & Rescue Cattle Grant	Assistant Secretary	Sh. Pankaj L. Meshram
16	Shri G. Suresh Kumar	Reception & Despatch Clerk MTS	Dealing Hand for Recognition of the States viz. as per Annexure.	Shri Karan Singh	Shri S. A. Vijayabalakrishnan / Shri Karan Singh
17	Shri S.A. Vijayabalakrishnan	LDC	Dealing Hand for Recognition of the States viz. as per Annexure.	Shri Karan Singh	Shri G. Suresh Kumar / Shri Karan Singh
18	Shri Pankaj L. Meshram	Grants Coordinator	Dealing Hand for Regular Grant and Rescue Cattle Grant	Shri Karan Singh	Shri Karan Singh
19	Shri Nagendra Kumar	Hindi Assistant	Dealing Hand for Shelter House, Ambulance, ABC and Natural Calamity Scheme. Incharge of Stationery and Procurement	Sh. Rajesh Kaushik	Sh. Rajesh Kaushik

ACCOUNTS UNIT					
20	Shri Narendra Singh Dasila	Accounts Manager	Incharge of Accounts Unit, All work related to Accounts including PFMS, Income Tax, TDS, Audit, Filing of returns etc.	Assistant Secretary	Shri Deepak Mohan Sankhdhar
21	Shri Deepak Mohan Sankhdhar	Accountant	Pay Bills, Cash Book, Ledger, Headwise breakup, Voucher, other Misc. work pertaining to Accounts section	Accounts Manager	Shri Narendra Singh Dasila
22	Shri Ajay Negi	Data Entry Operator	To maintain RRAECF A/c, to maintain the cheque book register, to maintain expenditure control register	Accounts Manager / Accountant	Shri Deepak Mohan Sankhdhar
ABC UNIT					
23	Dr. Ravindra Sharma	Veterinary Surgeon	To look into the matters pertaining to the ABC, other misc. work related to Veterinary	Secretary / Asst. Secretary	Smt. Shikha Gupta
24	Smt. Shikha Gupta	Data Entry Operator	To assist Dr. Ravindra Sharma in ABC permission work	Dr. Ravindra Sharma	Dr. Ravindra Sharma
EDITORIAL UNIT					
25	Editor of Publication - Vacant		Incharge for AWBI Publication, Annual Reports, Press & Media work, Incharge for Printing works.		
26	Shri Rajesh Kumar Kaushik	Asst. Editor	Look after the important works like preparation of Annual Report and Hindi Translation, other misc. work entrusted by the office	Assistant Secretary	
IT UNIT					

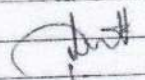
27	Shri Ankit Sahu	Web Manager	To look after all the work related to AWBI website, OSPAR Portal and coordinate with BECIL / Silver Touch for maintenace of new web-portal. To coordinate with NIC/NICSI for different official work.	Assistant Secretary/ Secretary	
28	Shri Kapil Sharma	Provided by the Silver Touch	To look after the work related to the website and AWBI application system	Web Manager	
DIARY & DESPATCH					
29	Shri Bhim Singh	MTS	Diarying of inward letters	Assistant Secretary	Shri A. Perumal
30	Shri Lokender Asopa	Asst. Operator MTS	Photocopying	Assistant Secretary	Shri A. Perumal
31	Shri A. Perumal	Office Assistant MTS	Despatch of outgoing DAK	Assistant Secretary	Shri Bhim Singh
GENERAL WORK					
32	Shri Naveen Kumar Jha	Campus Care Taker	To look after the campus with the help of Mr. Suraj, MTS and attend the phone calls	Assistant Secretary	Shri Bhim Singh / Shri Suraj Singh
33	Shri Imran Usmani	Driver	Driver	Chairman	
34	Shri Ram Kumar	Driver	Driver	Secretary / Assistant Secretary	

35	Shri Suraj Singh	MTS	MTS - to assist Mr. N.K.Jha in looking after the campus additional to his routine MTS duty	Assistant Secretary
36	Shri Farookh	Gardner	Gardening and caring of lawns and plants in the campus	Campus Care Taker
37	Smt. Rookaiya	Gardner	Gardening and caring of lawns and plants in the campus	Campus Care Taker

CHENNAI OFFICE

38	Dr. R. Sumathy	Veterinary Surgeon	Veterinary Surgeon	Assistant Secretary
39	Shri S. Gopinath	Driver cum MTS	Driver	Veterinary Surgeon
40	Shri P. Sitarama Rao	MTS	MTS	Veterinary Surgeon
41	Shri R. Kasiviswanathan	Office Assistant MTS	Looking after the work entrusted by VS	Veterinary Surgeon

Note- Any other work allocated to the employees by the Competent Authority in addition to their routine work has to be carried out by them.


Dr. S. K. Dutta
 Secretary