

ANIMAL WELFARE BOARD OF INDIA SIKRI, BALLABHGARH, HARYANA Work allocation w.e.f. 01.12.2024					
S. No.	Unit / Name of the employee	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 In-charge	Head of Department	Chairman	
2	Mrs. Prachi Jain	Assistant Secretary	To look after 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 Assistant Secretary, AWBI	Assistant Secretary	
ADMINISTRATION & ESTABLISHMENT SECTION					
5	Shri Balkrishen	Admin Assistant (Estt.)	Establishment works and liasoning with the Ministry and other departments for such works.	Secretary	
6	Shri Rajesh Kumar Kaushik	Sr. Stenographer	<p>To look into the work pertaining to the various Meetings of the Board and its committees such as drafting of Agenda, Minutes etc.,</p> <p>Coordination with the Board Members and various Committees of the Board.</p> <p>Incharge of all Administrative and establishment work of AWBI</p> <p>Other miscellaneous work received from the Ministry</p>	Assistant Secretary	Shri Dharam Pal Sharma
7	Shri Dharm Pal Sharma	Admin Assistant (Admin)	<p>To assist in admin and establishment work</p> <p>Matter related to obtain pending UCs of CSS schemes and Review of the Organization to whom the grant has already been released under CSS schemes</p> <p>To look-after the cleanliness in the Cafeteria and Director Bungalow</p>	<p>Shri Rajesh K. Kaushik</p> <p>Shri Nagender Kumar</p>	Shri Rajesh K. Kaushik
8	Shri Nagender Kumar	Hindi Typist	<p>Incharge of Stationery and Procurement through GeM.</p> <p>Assist Sh. Rajesh Kaushik in preparation of Annual Report</p> <p>To look after the overall campus</p>	<p>Asst. Secy.</p> <p>Sh. Rajesh</p> <p>Asst. Secy.</p>	Shri Rajesh K. Kaushik

9	Shri Sanju Agrawal	Data Entry Operator	Work pertaining to incoming & outgoing emails, issuing letters of all sections through email,	Asst. Secy.	Shri Nagender Kumar
			Assisting Shri Nagender Kumar in GeM matters, Disbursal of stationary items To look-after cleanliness in the Boys hostel and Canteen	Shri Nagender Kumar	
ACCOUNTS SECTION					
10	Shri Deepak Mohan Sankhdhar	Accountant	Incharge of Accounts Unit - All work related to Accounts including PFMS, Income Tax, TDS, Audit, Balance sheet, Filing of returns etc. All work related to Accounts including PFMS, Income Tax, TDS, Audit, Filing of returns, Pay Bills, Cash Book, Ledger, Head wise breakup, Voucher To maintain RRAECF A/c, to maintain the cheque book register, to maintain expenditure control register	Assistant Secretary	Sh. Mahendra Chawla
11.	Sh. Mahendra Chawla	Accounts Manager	Assisting the Accountant	Shri Deepak Mohan Sankhdhar	Shri Deepak Mohan Sankhdhar
12	Shri Ajay Negi	Data Entry Operator	Assisting the Accountant	Accountant	Shri Deepak Mohan Sankhdhar
HUMANE EDUCATION SECTION					
13	Dr. S. Bharat Kumar	Humane Education Officer	To look into the matter related to Humane Education and general awareness through training/workshop etc. To look-after the work of HAWR training Preparation of Agenda and Minutes of Award & Event Committee, HAWR Committee Parliament matters & Questions RTI Rajbhasha Matters To look into the matters of Prani Mitra / Jeev Daya Awards of AWBI Other miscellaneous work	Assistant Secretary	

			related to HE Section		
LEGAL SECTION					
14	Shri Vikram Chandravanshi	Legal Advisor	All Legal matters / Court cases, To assist in drafting of any amendment in PCA Act and Rules made thereunder, formulation of new Rules, Advisories, Guidelines, SOP, Handbook etc. Looking after the work regarding implementation of PCA Act/ Rules/ advisories / guidelines To assist in RTI	Secretary	Mrs. Madhavi Sharma
15	Mrs. Madhavi Sharma	Legal Assistant	To assist the Legal Advisor in court matters,	Legal Advisor	Sh. Vikram Chandravanshi
			Looking after the work pertaining to SPCAs and SAWBs looking after the work pertaining to the grievance received in CPGRAM and AWBI portal	Assistant Secretary	
PERFORMING ANIMAL SECTION					
16	Shri Nagender Kumar	Hindi Typist	To look into the matter related to implementation of Performing Animal (Registration) Rules, 2001 like Pre-Shoot & Post Shoot Permissions (NOC), Race Horse Registration, Performing Animals Owners' registration and Circus matters including their registration.	Assistant Secretary	
17	Shri Vijendra Singh	Data Entry Operator	Pre-Shoot & Post Shoot Permissions (NOC) To look-after the cleanliness in Staff Quarters	Shri Nagender Kumar	Shri B. Nagarajan
18	Shri B. Nagarajan	MTS	Race Horse Registration, Performing Animals Owners' registration and Circus matters including their registration.	Shri Nagender Kumar	Shri Vijendra Singh
CRUELTY SECTION					
19	Shri Bhavesh Tomar	Legal Assistant	Cruelty matters and Legal cases	Asst. Secretary / Legal Advisor	Ms. Madhavi Sharma / Shri Anil Kaushik
			To look-after the cleanliness in	Sh. Nagendra	

			the Guest House and Girls Hostel	Kumar	
20	Shri Anil Kumar Kaushik	Data Entry Operator	To assist Legal Assistant (Sh. Bhavesh) in cruelty cases	Legal Assistant (BT)	Shri Bhavesh Tomar
			To look-after the cleanliness in Animal Hospital	Sh. Nagendra Kumar	
RECOGNITION SECTION					
21	Shri Karan Singh	LDC	Incharge of all the matters pertaining to fresh and renewal of recognition of AWOs / Gaushalas Incharge of Regular Grant, Rescue Cattle Grant	Asst. Secretary	Shri S.A. Vijaya Balakrishnan
22	Shri S.A. Vijaya Balakrishnan	LDC	Assist to Sh. Karan Singh	Shri Karan Singh	Shri Karan Singh
CSS GRANT SECTION					
23	Shri Nagender Kumar	Hindi Typist	Grants Co-ordinator for CSS Grant Scheme such as Shelter House, Ambulance, ABC and Natural Calamity	Asst. Secretary	
24	Shri R. K. Prabhakar	Coordinator	Assist to Sh. Nagendra for CSS scheme related work	Shri Nagender Kumar	
ABC PROJECT RECOGNITION SECTION					
25	Dr. Ravindra Sharma	Veterinary Surgeon	To look into the matters pertaining to the ABC Project Recognition	Secretary / Asst. Secretary	Smt. Shikha Gupta
26	Smt. Shikha Gupta	Data Entry Operator	To assist Dr. Ravindra Sharma in ABC work	Dr. Ravindra Sharma	Dr. Ravindra Sharma
HAWR AND CACT SECTION					
27	Dr. R. Sumathy	Veterinary Surgeon	To look into all the matters pertaining to the HAWR and CACT	Assistant Secretary	Dr. Ravindra Sharma / Smt. Shikha Gupta
28	Mrs. Asha Sharma	Data Entry Operator	Dealing Hand for HAWR	Dr. R. Sumathy	Shri Sanju Agrawal
29	Shri Sanju Agrawal	Data Entry Operator	Dealing Hand for CACT	Dr. R. Sumathy	Mrs. Asha Sharma
EDITORIAL SECTION					
	Vacant	Editor of Publication			
30	Sh. Rajesh Kaushik	Sr. Stenographer	Incharge for AWBI Publication, Annual Reports, Press & Media work and Editorial Section. Translation work - English to Hindi and Hindi to English	Assistant Secretary	
IT SECTION					
31	Shri Ankit	Website Manager	To look after all the work related to AWBI website and coordinate with BECIL / Silver Touch for development of new application. To coordinate with NIC/NICSI	Assistant Secretary	Shri Kapil Sharma

			for different official work. To update the content in the AWBI website.		
32	Shri Kapil Sharma	Jr. Website Manager	To assist Website Manager in looking after all the works related to AWBI Online Portal and coordinate with BECIL / Silver Touch for shorting out the issues pertaining to online applications.	Website Manager / Assistant Secretary	Shri Ankit

DIARY & DESPATCH SECTION

33	Shri Pankaj L. Meshram	Hindi Typist	Diarising of inward letters in e-office Assisting in the work pertaining to Hindi to English and vice versa Translation assigned by the Office	Assistant Secretary	Shri Bhim Singh
34	Shri Bhim Singh	Hindi Typist	Diarising of inward letters in e-office Assisting in the work pertaining to Hindi to English and vice versa Translation assigned by the Office	Assistant Secretary	Shri Pankaj K.L. Meshram
			To look-after the cleanliness in small and large kennel	Sh. Nagendra Kumar	
35	Shri Lokender Asopa	MTS	Photocopying / Scanning of the inward receipts etc.	Assistant Secretary	Shri A. Perumal / Shri Bhim Singh/ Shri Pankaj L. Meshram
36	Shri A. Perumal	MTS	Despatch of outgoing DAK	Assistant Secretary	Shri Lokendra Asopa / Shri Bhim Singh

GENERAL WORK

37	Shri Naveen Kumar Jha	Campus Care Taker	To look after the work pertaining to the reception, attending phone calls and to look after the overall campus	Sh. Nagendra	Shri Suraj Singh
38	Shri Imran Usmani	Driver	Driver	Chairman	
39	Shri Ram Kumar	Driver	Driver	Secretary	
40	Shri R. Kasiviswanathan	MTS	Looking after the work of MTS in the office	Sh. Rajesh Kaushik	
41	Shri Suraj Singh	MTS	Looking after the work of MTS in the office Incharge to maintain cleanliness of roads and garden area	Sh. Rajesh Kaushik Sh. Nagendra Kumar	

Note-

1. Any other work allocated to the employees by the Competent Authority in addition to their routine work has to be carried out by them.
2. Wherever the reporting officer is Assistant Secretary, in those subjects, in absence of Assistant Secretary, the employees shall report directly to Secretary.

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Dr. S.K. Dutta
Secretary, AWBI