

**ANIMAL WELFARE BOARD OF INDIA
SIKRI, BALLABHGARH, HARYANA**

Work Allocation As on 15.04.2026

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. M. K. Chauhan	Secretary	☐ Head of Department	Chairman	
2	Shri Anurag Rai	Data Entry Operator	Assisting Secretary, AWBI	Secretary	
3	Smt. Prachi Jain	Assistant Secretary	☐ To look-after all units	Secretary	Shri Rajesh K Kaushik
4	Shri Gagan Goyal	Executive Assistant	To assist Assistant Secretary, AWBI	Assistant Secretary	

ADMINISTRATION & ESTABLISHMENT SECTION

5	Shri Rajesh Kumar Kaushik	Senior Stenographer	To look into the work pertaining to the various meeting of the Board and its Committees such as drafting of agenda minutes etc. Coordination with the Board Members and various Committees of the Board. In-charge of all Administrative and establishment work of AWBI. Other miscellaneous work received from the Ministry.	Assistant Secretary	Admin Assistant
6	Shri Chandan Kumar	Admin Assistant	To assist in admin and establishment units work	Shri Rajesh K Kaushik	-
7	Shri Nagender Kumar	Hindi Typist	In-charge of Stationery and Procurement through GeM. To look after the overall campus.	Assist. Secy.	Shri Sanju Agarwal.
8	Shri Sanju Agarwal	Executive Assistant	Work pertaining to incoming & outgoing e-mails, issuing letters of all sections through email, Assisting Shri Nagender Kumar in GeM matters and CSS Grant, disbursal of	Asst. Secretary /Shri Nagender Kumar	Shri Nagender Kumar

			stationary items and assisting in the work pertaining to Hindi to English and vice versa Translation.		
HUMANE EDUCATION SECTION					
9	Dr. S. Bharat Kumar	Humane Education Officer	To look into the matter related to Humane Education and general awareness through training/workshop etc. Preparation of Agenda and Minutes of Award & Event Committee. Parliament matters & Question. To look into the matters of Prani Mitra/ Jeev Daya Awards of AWBI. Rajbhasha, BIS and other miscellaneous work.	Assistant Secretary	Ms Ashwarya Rathore
10	Ms. Ashwarya	Training Coordinator	To look after the work of training programs and HAWR nomination	Assistant Secretary	Dr. S. Bharat Kumar
LEGAL SECTION					
11	Ms. Prerna	Legal Advisor	All Legal matters / Court cases, To assist for amendment of PCA Act and Rules made thereunder, formulation of new Rules, Advisories, Guidelines, SOP, Handbook etc. Looking after the work regarding implementation of PCA At/Rules/ advisories/guidelines. To assist in RTI.	Assist. Secretary / Secretary	Shri Bhavesh Tomar / Shri Anil Kr Kaushik / Ms Anuradha Tomar.
12	Shri Bhavesh Tomar	Legal Assist.	Cruelty matters and Legal cases	Assist. Secretary / Legal Advisor / HEO	Shri Anil Kaushik
13	Ms. Anuradha Tomar	Legal Assistant	RTI, Public Grievance, LIMBs Portal updation etc.	Assist. Secretary / Legal Advisor	Legal Advisor

14.	Shri Anil Kumar Kaushik	Executive Assistant	To assist Legal Assistant (Sh. Bhavesh) in cruelty cases and to assist Ms. Prerna, Legal Advisor.	Legal Assistant / Legal Advisor	Shri Bhavesh Tomar
PERFORMING ANIMAL SECTION					
15	Shri Nagender Kumar	Hindi Typist	To look into the matter related to implementation of Performing Animal (Registration) Rules, 2001 such as Pre-Shoot & Post Shoot Permissions (NOC), Race Horse Registration, Performing Animals Owners' registration and Circus matters including their registration.	Assistant Secretary	Shri Vijandra Singh for PSP / NOC
16	Shri Vijandra Singh	Executive Assistant	Pre-Shoot & Post Shoot Permissions (NOC) To look-after the cleanliness in Staff Quarters	Shri Nagender Kumar / Assist. Secretary	Shri Nagender Kumar
17	Shri B. Nagarajan	MTS	Race Horse Registration, Performing Animals Owners' registration and Circus matters including their registration.	Shri Nagender Kumar	Shri Vijandra Singh
SAWB, SPCA & Rules Implement					
18	Dr. R. Sumathy	Veterinary Surgeon,	To look into the matter pertaining to SPCAs and SAWBs Law Implementation	Assist. Secretary	Dr. Anuj Deshwal, Veterinary Surgeon,
RECOGNITION SECTION					
19	Shri Karan Singh	Grants Assistant	Incharge of all the matters pertaining to fresh and renewal of recognition of AWOs / Gaushalas Incharge of Regular Grant, Rescue Cattle Grant	Assist. Secretary	Shri S. A. Vijayabalakrishna
20	Shri S.A. Vijayabalakrishnan	LDC	Assist to Sh. Karan Singh	Shri Karan Singh	Shri Karan Singh
CSS GRANTS					

21	Shri Nagender Kumar	Hindi Typist	Grants Co-ordinator for CSS Grant Scheme such as Shelter House, Ambulance, ABC and Natural Calamity.	Assistant Secretary	Shri Aman
22	Shri Aman	Data Entry Operator	To Assist Shri Nagender Kr for CSS Scheme related work.	Shri Nagender Kumar	Shri Nagender Kumar
ACCOUNTS SECTION					
23	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 Secy.	Shri Ajay Negi
24	Shri Ajay Negi	Executive Assistant	Assisting the Accountant	Accountant	Shri Deepak M. Sankhdhar
ABC PROJECT RECOGNITION SECTION					
25	Dr. Ravindra Sharma	Veterinary Surgeon	To look into the matters pertaining to the ABC Permissions	Secretary / Asst. Secretary	Smt. Shikha Gupta
26	Smt. Shikha Gupta	Executive Assistant	To assist Dr. Ravindra Sharma in ABC permission work	Dr. Ravindra Sharma	Dr. Ravindra Sharma
EDITORIAL SECTION					
27	Smt. Priyanka	Editor of Publication	In-charge for AWBI Publication, Annual Reports, Press & Media work.	Assistant Secretary	Shri Rajesh K. Kaushik
I.T. UNIT					
28	Shri Ankit	Website Manager	To look after all the work related to AWBI website, OSPAR Portal and coordinate with BECIL / Silver Touch for	Assistant Secretary / Secretary	

			development of new application. To coordinate with NIC/NICSI for different official work.		
DIARY & DESPATCH					
29	Shri Bhim Singh	Hindi Typist	Diarising of inward letters through e-office and Hindi Typing work assigned by the office	Assistant Secretary	Shri A. Perumal in diarising of inward letter and Shri Pankaj K.L. Meshram
30	Shri Pankaj L. Meshram	Grants Coordinator	To assist the grants assistant for Regular and Rescue Cattle Scheme	Asst. Secretary	Shri Bhim Singh
31	Shri A. Perumal	MTS	Despatch of outgoing DAK and looking after other MTS works	Asst. Secretary	Shri R. Kasiviswanathan
32	Shri R. Kasiviswanathan	MTS	Looking after the work of MTS in the office.	Shri Rajesh Kaushik	Shri A. Perumal
GENERAL WORK					
33	Shri Imran Usmani	Driver	Driver	Chairman	
34	Shri Sonu Kr Sarwan	Driver	Driver	Secretary	
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.					


15/4/2026
(Dr. M. K. Chaudhary)