



Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Animal Husbandry, Dairying and Fisheries  
CCS National Institute of Animal Health  
Bagpat -250609 Uttar Pradesh

F.No- 1/2/2012/CCSNIAH/

Date: 18 August 2018

**Office order**

In suppression of all earlier orders, the work and duties of officers are assigned with immediate effect as per the following table, consequent upon the joining of Dr Shingini Sharma, Joint Director for smooth functioning at the Institute. Charge handing over/taking over should be completed within a week positively, where so ever it is concerned.

S.No.	Responsible Officer/ Staff	Work/ Charges	Assistant
1.	Dr. S.K. Singh (JD)	HOO including establishment matters (personal files, ACRs, courts cases), telephone and electricity bills, issue of sanctions, entry of bills of non-physical nature etc.	Mr. Ankur Kumar
		CO-coordinator vaccine testing including vaccine receiving and distribution	Lab Assistant
		Quality Manager	ISO management
		Public relations and institute news monitoring	Mrs. Sonika Rani
		RTI	Mr. Jaswant Singh
		Vehicle In-charge	Mr. Jaswant Singh
		2.	Dr Shingini Sharma (JD)
Preparation of FMD vaccine testing SOP as per IP 2018	--		
I/c Bacteriology Lab	Ms Shipra Shrivastava		
Biosafety Officer	Lab Assistant		
DDO. all matters related to pay and account budget, all kinds of bills, challans, expenditure reports, reimbursement etc	Mrs.Sonika Rani/ Mr. Ankur Kumar		
Guest House	Mr. Jaswant Singh		
Library	Mr. Ranbir Singh		
हिन्दी अधिकारी	श्री जसवन्त सिंह		
3.	Dr. A. K. Singh (JD)	Viral vaccines including PPR & FMD except Poultry vaccines	Lab Assistant
		Pathology lab/ Animal house/ PM House	Lab Assistant
		Member Secretary IAEC	MrsSonika Rani

		RFD system	MrsSonika Rani
		Stores	Mr. Ranbir Singh
4.	Dr. Sweta Raghuvanshi (JD)	Poultry Vaccine testing	Ms. Monika Srivastava
		BSL-III facilities	Ms. Monika Srivastava
		I/c Virology Lab	Ms. Monika Srivastava
		Member Secretary, IBSC	Ms. Monika Srivastava
		Purchase Officer	Mr. Jaswant Singh/ Mr. Ankur Kumar
		Management of job contracts including solar electrification of the campus	Committee*/ Mr. Ankur Kumar
		Internal Complaint Committee	Ms Shipra Shrivastava
		General Vigilance and transparency	Mr. Ankur Kumar
		Nodal Officer, OGD (Data Controller)	Mrs Sonika Rani
		Maintenance of bacterial cultures and assistance in quality testing of vaccines	Ms Shipra Shrivastava
4.	Dr. Atulya M (AD)	Staff Welfare activities	Mrs. Sonika Rani
		Grievance redressal	Mrs. Sonika Rani
		BSL-II facilities	MsShipraShrivastava
		Maintenance of viral cultures and cell lines	Ms. Monika Srivastava
		Establishment and furnishing of molecular biology work for all microbes	Ms. Monika Srivastava
5.	Dr. Sudam Bag (AD)	Biometric attendance and electronic surveillance system development/ management	Mrs. Sonika Rani
		IT cell- including website management, AEBAS, internet, EPABX, LAN, CCTV surveillance system, systems administration & maintenance of te OS of all PCs including antivirus software, Miscellaneous IT activities etc.	MsShipraShrivastava/ Mrs. Sonika Rani
		Security	Mr. Ranbir Singh
		स्वच्छ भारत मिशन	
6.	Mr. Ranbir Singh, Storekeeper	National flag, national festivals etc.	
7.	Mr. Jaswant Singh, Steno	PA to Director	
		Estate officer	
		Diary and Dispatch, Postage etc	
		Taking dictation with in Hindi with all officers and Hindi typing	

\* Job contract Committee: Dr. Sweta Raghuvanshi, Dr. A. K. Singh, Dr. Sudam Bag

**Vaccine Testing Teams:**

- Bacterial Vaccines: Dr Shingini Sharma, Dr A K Singh and Dr Atulya M
- Poultry Vaccines: Dr Sweta Raghuvanshi and Dr Sudam Bag
- Viral vaccines: Dr Shingini Sharma, Dr A K Singh and Dr Sudam Bag

*Sandeep*  
28/10/18  
(Sandeep K. Singh)  
JD & HOO

**Distribution:**

- All concerned by name
- Director for information