

CHAPTER 2

The particulars of its organization, functions and duties

Particulars of its organization, functions and duties
(In pursuance to Section 4 (1) (b) of 'The Right to Information Act, 2005')

Chaudhary Charan Singh National Institute of Animal Health (CCS NIAH), Baghpat was established by the Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying, Government of India under the sub scheme "Establishment of National Veterinary Biological Products Quality Control Center", under the Central Sector Scheme 'Directorate of Animal Health' as a national facility for quality assessment of veterinary vaccines and diagnostics to be used in India. The foundation stone for the laboratory was laid on the 2nd March 2003 by the then Hon'ble Union Minister for Agriculture, Shri. Ajit Singh. The facility was established in a phased manner. The Uttar Pradesh State Industrial Development Corporation Ltd. was entrusted the responsibility of executing the civil and electrical works of the project. The project was inaugurated by the Hon'ble Union Minister for Agriculture, Cooperation and Consumer Affairs on the 1st of September, 2010.

The Administrative Head of the Department of Animal Husbandry, Dairying and Fisheries is the Secretary. He is assisted by one Animal Husbandry Commissioner and four Joint Secretaries.

The institute is headed by Director and his dedicated cadre strength of officers and staff. At present, the Director who is also designated as Head of the department is assisted by the officers:

- Three Joint Commissioners,
- One Assistant Commissioner,
- Three Assistant Directors / Livestock Officer.

Their responsibility is to undertake the quality control testing of veterinary vaccines being manufactured in the country by various state biological/ Govt./ Private manufacturers. Besides, two lab assistant, one store keeper, two stenographers and one LDC are in position for lab and administrative support.

Mandate of the institute:

- To act as a nodal institute to recommend licensing of veterinary vaccines in the country.
- To make available facilities for quality control of veterinary vaccines and diagnostics
- To make available standards for veterinary biologicals and diagnostics.

Director, Head of Organization

S. No.	Name	Designation	Phone No.	Email Id's
1	Dr. Ajit Singh Yadav	Director	0121-2997012	ajitsingh.yadav@ccsniah.gov.in
2	Dr. Sandeep Kumar Singh	HOO	0121-2997011	sandeep.niah@gov.in
3	Dr. Nihar Mohanty	DDO	0121-2997011	nihar.niah@gov.in



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
 (Sandeep K. Singh)
 JD & HOO

Distribution:

- All concerned by name
- Director for information