Procedure for the Cancellation of frozen sperm straw distribution Activity Licenses (Individually or Collectively) through an Official Letter from the Provincial Directorate of Agriculture

Receipt of the official letter for the cancellation of an frozen sperm straw distribution Activity License.

	Discription of activitys	Minimum and Maximum Duration				Number	Steps
Provincial Directorate of Agriculture	Receipt of the application for cancellation of the frozen sperm straw distribution Activity License and issuance of instructions to the Department of Livestock and Animal Health by the Executive Manager of the Provincial Directorate of Agriculture.	day	concurrently	to	concurrently	1	step
	Review and signature by the Provincial Director of Agriculture.	day	1	to	concurrently	2	step
	Receipt of the application, preparation of the applicants' list, drafting of an official letter addressed to the General Directorate of Livestock and Animal Health, and signing the minute thereof by the Head of the Livestock and Animal Health Department	day	1	to	1	3	step
	Signature of the letter by the Provincial Director of Agriculture	day	1	to	concurrently	4	step
	Issuance and delivery of the letter to the applicant by the Executive Manager of the Provincial Directorate of Agriculture.	day	concurrently	to	concurrently	5	step
Directorate General of Livestock and Animal Health	Receipt of the letter from the Provincial Directorate of Agriculture for the cancellation of Artificial Insemination Activity Licenses (individually/collectively), along with attached table and licenses, registration of incoming details, and issuance of instructions addressed to the Livestock Services Directorate by the Executive General manager of the General Directorate of Livestock and Animal Health.	day	concurrently	to	concurrently	6	step
	Review and signature by the Director General of Livestock and Animal Health	day	2	to	1	7	step
	Registration of the letter in the receipt register book and its dispatch to the Executive manager of the Livestock Services Directorate by the Executive General manager of the General Directorate of Livestock and Animal Health.	day	concurrently	to	concurrently	8	step

Directorate of Livestock Services	Receipt and submission of the letter with attached table and licenses, entry of incoming registration details, and issuance of instructions addressed to the Department of Large and Small Animal Breeding Promotion by the Executive manager of the Livestock Services Directorate.	day	concurrently	to	concurrently	9	step
	Review and signing of the letter by the Director of Livestock Services	day	1	to	concurrently	10	step
	Referral of the letter along with the attached table and licenses to the General manager of Training of Artificial Insemination Technicians by .the Head of Large and Small Animal Breeding Promotion Department	day	concurrently	to	concurrently	11	step
	Forwarding of the letter with attachments to the manager of Registration and Distribution of Artificial Insemination Station Licenses by the General manager of Artificial Insemination Technician Training.	day	concurrently	to	concurrently	12	step
	Deletion of the name and related information from the database, issuance of a confirmation letter addressed to the Provincial Directorate of Agriculture, and signing of the official letter by the manager of Registration and Distribution of Artificial Insemination Licenses.	day	concurrently	to	concurrently	13	step
	Signature on the draft letter by the General manager of Training for Artificial Insemination Technicians.	day	concurrently	to	concurrently	14	step
	Signature on the official draft by the Heade of the Animal Breeding Promotion Department (Small and Large Animals).	day	concurrently	to	concurrently	15	step
	Signing of the drafting an official letter by the Director of Livestock Services and Director General of Livestock and Animal Health	day	1	to	concurrently	16	step
	Registration and issuance of the letter and its dispatch to the Provincial Coordination Affairs Directorate by the Executive Manager of the Livestock Services Directorate.	day	concurrently	to	concurrently	17	step

Provincial Coordination Affairs Directorate

Receipt, review, delivery, and stamping of the letter by the Provincial Coordinator of Coordination Affairs.	day	concurrently	to	concurrently	18 step
Entry of incoming and outgoing reference numbers in the letter, scanning, uploading and sending via email to the Provincial Directorate of Agriculture, and including the email addresses of the relevant directorate representative and the Provincial Coordination Officer in copy by the Provincial Coordination Officer.	day	concurrently	to	concurrently	19 step
Checking the email to ensure correct sending and confirmation of receipt by the relevant provincial authority by the Provincial Coordinationn Officer.	day	concurrently	to	concurrently	20 step

Relevant Provincial Directorate of

Receipt of the letter, downloading, printing, and forwarding it to the Executive Directorate of the Provincial Directorate of Agriculture by the MIS Manager.	day	concurrently	to	concurrently	21 step
Receipt of the letter, entry of incoming registration details, and preparation of instructions addressed to the Department of Livestock and Animal Health by the Executive manager of the Provincial Directorate of Agriculture.	day	concurrently	to	concurrently	22 step
Review and signing of the letter by the relevant Provincial Director of Agriculture.	day	1	to	concurrently	23 step
Receipt of the letter for cancellation of the Artificial Insemination Activity License and forwarding it to the General manager of Livestock by the Head of the Livestock and Animal Health Department.	day	concurrently	to	concurrently	24 step
Receipt of the letter, registration in the database, and filing in the relevant record file by the General manager of Livestock.	day	concurrently	to	concurrently	25 step

Cancellation of the frozen sperm straw distribution Activity License

Total minimum and maximum duration (day)				Total steps
days	8	to	2	25