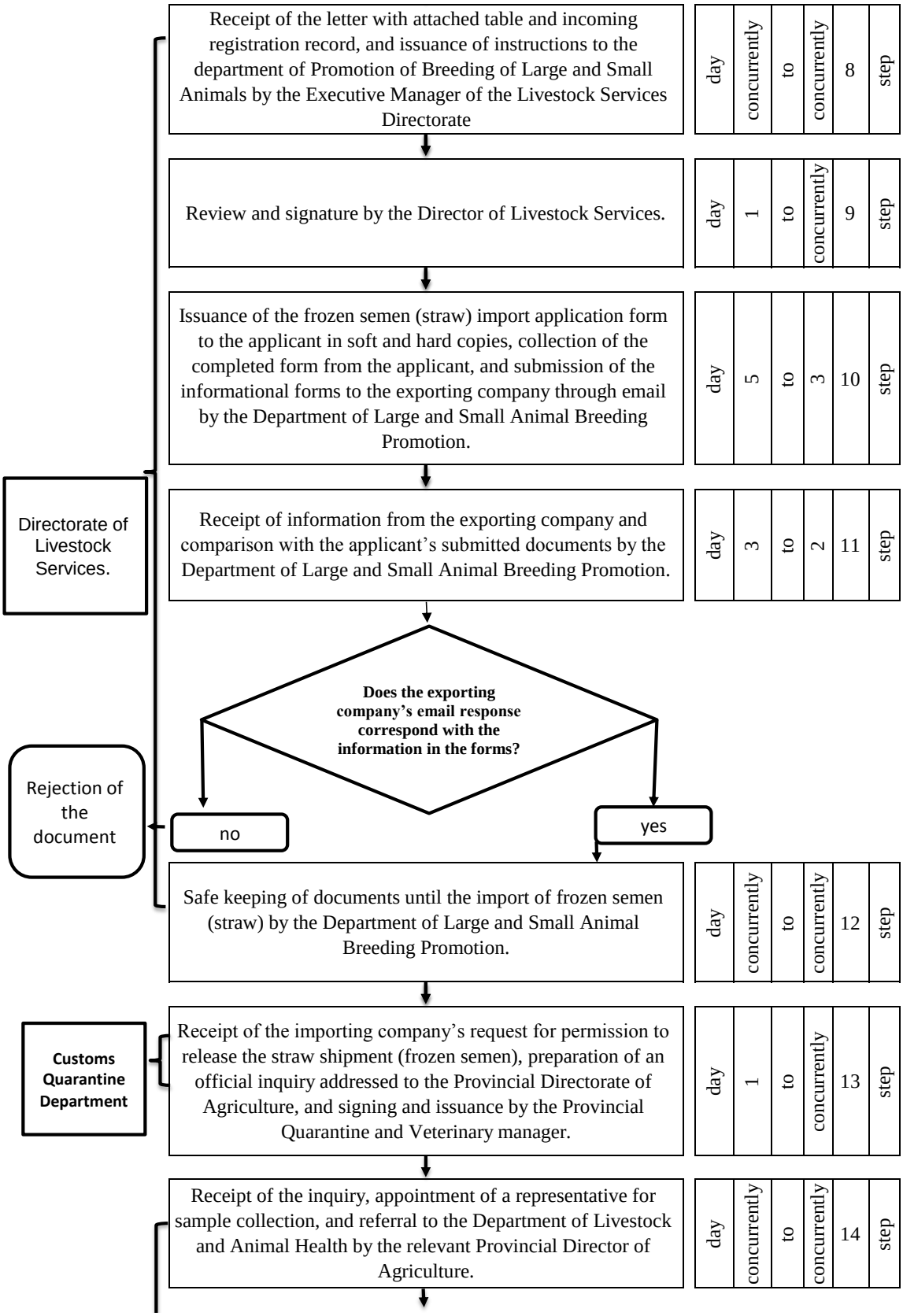
Procedure for Processing Imported Documents for Frozen Semen (Straw) Supply Based on Provincial Official Letters

receipt of the application for processing documents related to the import of frozen semen (straw).

	Discription of activitys	Minimum and Maximum Duration				Number	Steps
Provincial Directorate of Agriculture	Forwarding of the applicant's request to the Provincial Directorate of Agriculture regarding the import of frozen semen (straw), registration of the application, and issuance of instructions to the Department of Livestock and Animal Health by the Executive Manager.	day	concurrently	to	concurrently	1	step
	Review and signature by the Director of the Provincial Directorate of Agriculture.	day	1	to	concurrently	2	step
	Receipt of the application, preparation of an official letter addressed to the General Directorate of Livestock and Animal Health, and signing of the letter by the Head of Livestock and Animal Health Department.	day	concurrently	to	concurrently	3	step
	Signing of the Official Letter by the relevant Director of the Provincial Directorate of Agriculture	day	1	to	concurrently	4	step
	Issuance and delivery of the official letter to the applicant by the Executive Manager of the Provincial Directorate of Agriculture.	day	concurrently	to	concurrently	5	step
General Directorate of Livestock and Animal Health.	Receipt of the letter with attached documents, entry of incoming registration details, and preparation 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	1	to	concurrently	7	step


Directorate of Livestock Services.
Receipt of the letter with attached table and incoming registration record, and issuance of instructions to the department of Promotion of Breeding of Large and Small Animals by the Executive Manager of the Livestock Services Directorate
day concurrently to concurrently 8 step
Review and signature by the Director of Livestock Services.
day 1 to concurrently 9 step
Issuance of the frozen semen (straw) import application form to the applicant in soft and hard copies, collection of the completed form from the applicant, and submission of the informational forms to the exporting company through email by the Department of Large and Small Animal Breeding Promotion.
day 5 to 3 10 step
Receipt of information from the exporting company and comparison with the applicant's submitted documents by the Department of Large and Small Animal Breeding Promotion.
day 3 to 2 11 step
Does the exporting company's email response correspond with the information in the forms?
Rejection of the document
no
yes
Safe keeping of documents until the import of frozen semen (straw) by the Department of Large and Small Animal Breeding Promotion.
day concurrently to concurrently 12 step
Customs Quarantine Department
Receipt of the importing company's request for permission to release the straw shipment (frozen semen), preparation of an official inquiry addressed to the Provincial Directorate of Agriculture, and signing and issuance by the Provincial Quarantine and Veterinary manager.
day 1 to concurrently 13 step
Receipt of the inquiry, appointment of a representative for sample collection, and referral to the Department of Livestock and Animal Health by the relevant Provincial Director of Agriculture.
day concurrently to concurrently 14 step

Relevant Provincial Directorate of Agriculture	Sampling of frozen semen (straw), packaging, labeling, sealing and stamping of the shipment, preparation of the report, and submission to the General Directorate of Livestock Promotion by the appointed committee.	day	concurrently	to	concurrently	15	step
	Receipt of the report and sample, preparation of an official letter addressed to the General Directorate of Livestock and Animal Health, and signing of the letter by the General manager of Livestock Promotion.	day	concurrently	to	concurrently	16	step
	Signature on the letter by the Head of the Livestock and Animal Health Department.	day	concurrently	to	concurrently	17	step
	Review and signing by the relevant Provincial Director of Agriculture.	day	1	to	concurrently	18	step
	Issuance of the letter by the Executive manager of the Provincial Directorate of Agriculture and Livestock.	day	concurrently	to	concurrently	19	step
General Directorate of Livestock and Animal Health.	Receipt of the letter along with the sample and report, registration of incoming details, and preparation of instructions addressed to the Livestock Services Directorate by the Executive Director General of the General Directorate of Livestock and Animal Health.	day	concurrently	to	concurrently	20	step
	Review and signature by the Director General of Livestock and Animal Health.	day	1	to	concurrently	21	step
	Receipt of the letter along with the sample and report, registration of incoming details, and preparation of instructions with attached documents addressed to the Department of Large and Small Animal Breeding Promotion by the Executive manager of the Livestock Services directorate	day	concurrently	to	concurrently	22	step
	Review and signature by the Director of Livestock Services.	day	1	to	concurrently	23	step

Directorate of Livestock Services.	Forwarding of the letter along with the sample to the General manager of Animal Breeding Center by the head Department of Large and Small Animal Breeding Promotion.	day	concurrently	to	concurrently	24	step
	Forwarding of the letter along with the sample to the Laboratory Specialist by the General manager of the Animal Breeding Center.	day	concurrently	to	concurrently	25	step
	Receipt of the sample, laboratory analysis, and submission of the laboratory test results to the General manager of the Animal Breeding Center by the Frozen Semen Processing Laboratory Specialist.	day	2	to	1	26	step
	Receipt of the laboratory test results and forwarding them to the Head of the Department of Large and Small Animal Breeding Promotion by the General manager of the Animal Breeding Center.	day	concurrently	to	concurrently	27	step
	Receipt of the laboratory test results, preparation of an official response letter addressed to the Provincial Directorate of Agriculture, and signing of the letter by the Head of the Department of Large and Small Animal Breeding Promotion.	day	concurrently	to	concurrently	28	step
	Signing of the letter by the Director of Livestock Services.	day	1	to	concurrently	29	step
	Signature of the official letter by the General Director of Livestock and Animal Health.	day	1	to	concurrently	30	step
	Issuance of the official letter to the Directorate of Provincial Coordination Affairs by the Executive manager of the Livestock Services Directorate.	day	concurrently	to	concurrently	31	step
	Receipt of the official letter, verification, acknowledgment of receipt, and affixing the official stamp by the Head of Provincial Coordination.	day	concurrently	to	concurrently	32	step

Directorate of Provincial Coordination Affairs	Recording the incoming and outgoing reference numbers on the official letter, scanning and uploading it to email, forwarding it to the relevant Provincial Directorate, and copying (CC) the email addresses of the Provincial Directorate's representative and the Head of Provincial Coordination by the Provincial Coordination Officer.	day	concurrently	to	concurrently	33	step
	Verification of email to ensure proper sending and successful receipt by the relevant authority by the Head of Provincial Coordination.	day	concurrently	to	concurrently	34	step
Provincial Directorate of Agriculture and Livestock	Downloading and printing the official letter and submitting it to the Executive manager of the Provincial Agriculture Directorate by the MIS Department.	day	concurrently	to	concurrently	35	step
	Receipt of the official letter, registration in the incoming register book, and forwarding it along with the attached documents to the Provincial Director of Agriculture and Livestock by the Executive Manager.	day	concurrently	to	concurrently	36	step
	Forwarding of the official letter to the Department of Livestock and Animal Health by the Provincial Director of Agriculture.	day	1	to	concurrently	37	step
	Forwarding of the official letter to the General Directorate of Livestock Promotion by the Head of the Livestock and Animal Health Department.	day	concurrently	to	concurrently	38	step
	Forwarding of the official letter to the relevant Customs Quarantine manager by the General Director of Livestock Promotion.	day	concurrently	to	concurrently	39	step
Customs Quarantine Department	Receipt of the official letter, registration in the incoming register, and issuance of authorization for release of the consignment from customs by the relevant Customs Quarantine Officer.	day	concurrently	to	concurrently	40	step

Permit for the release of the frozen semen (straw) shipment

Total minimum and maximum duration. (day)				Total steps
days	21	to	6	40