

No.1-58/2021-Admn.I

Government of India

National Center for Vector Borne Diseases Control

Dte.General of Health Services, Ministry of Health & Family Welfare

22-Shamnath Marg, Delhi-110 054.

Telephone No. 23967780,

Website: www.nvbdc.gov.in

Dated the: 07 OCT 2022

OFFICE ORDER

In supersession of previous Office Orders and to streamline the functioning of the Office, work allocation of officers of NCVBDC is modified as under with an aim to ensure continuity of activity.

1. Head of Divisions can allot work within their division to the concerned officials under them with information to Director.
2. Head of Divisions to ensure that no files-physical or e-files are kept within their divisions for more than 24 hours.
3. Head of Divisions to ensure that all Parliament, response to MOH queries, etc are made available to P&C within the given time. No delays will be accepted.
4. Head of Divisions to ensure that while approving the leave/tours/foreign visits alternatives arrangements are in place.
5. The work of P&C will be reviewed by Director, hence all Head of Divisions please ensure that all information is sent on time.
6. Nodal Officer for P & C will be on rotational basis and will be changed as and when required. All officers to get used to P & C work.
7. Officers will work as Nodal Officers / Liaison Officers / Committee members as per orders issued from time to time.
8. All the Head of the Division will act as First Apellate Authority of their respective Division and Officer-in Charge will act as CPIO of their subject/diseases being the custodian of information of their divisions.
9. Any other work assigned by Director.

Contd..2/-



Name & Designation	Work allocation
Dr. Tanu Jain, Director	Head of Department

- Dr.Nupur Roy, Sr.CMO (SAG)**

Head of the Division
Lymphatic Filariasis, Kala-Azar JE/AES IEC/BCC Training

Allocation of work	Officers	Receive work from (Consultant / Divisions)	Submit work to	Link Officer
JE/AES Lymphatic Filariasis IEC/BCC	Dr.Chhavi Pant Joshi, Joint Director.	Concerned Consultant of the Division Concerned Consultant of the Division. Concerned Consultant of the Division	Dr.Nupur Roy, Sr.CMO (SAG)	Dr.Chhavi Pant Joshi, Joint Director.
Kala-Azar	Dr.Naresh Kumar Gill, Dy. Director.	Concerned Consultant of the Division & Kala-Azar Division	Dr.Nupur Roy, Sr.CMO (SAG)	
Training	Ms.Jyoti Nagarkoti, Assistant Director (ISS)	Concerned Consultant	Dr.Nupur Roy, Sr.CMO (SAG)	Dr.Vinod P Chaudhary, Medical Officer

- Dr. Pranab J. Bhuyan, Joint Director**

Head of the Division
Administration Division including Head of Office. IT Cell. Dengue Chikungunya Entomology.

Allocation of work	Officers Consultant	Receive work from (Consultant / Divisions)	Submit work to	Link Officer
Administration Division Liasoning Officer for Hindi. PMO Grievances. HOO for Pension Cases. IT Cell	Sh.Sanjeev Malhotra, Administrative Officer	Administration Division I & II.	Dr.Pranab Jyoti Bhuyan, Joint Director	Dr. Chhavi Pant Joshi, Joint Director
Dengue Chikungunya Entomology.	Dr.Kalpna Baruah, Ex-Additional Director (Consultant)	Concerned Consultant of the Division. Dengue/Chikungunya Division. Entomology Division/CCCO Division.	Dr.Pranab Jyoti Bhuyan, Joint Director	Dr.Rinku Sharma, Joint Director.



• **Dr.Chhavi Pant Joshi, Joint Director**

Head of the Division
P & C Division Vigilance Division

Allocation of work	Officers	Receive work from (Consultant / Divisions)	Submit work to	Link Officer
P&C Division Including PIP process	Ms.Jyoti Nagarkoti, Assistant Director (ISS)	P & C Division	Dr. Chhavi Pant Joshi, Joint Director	Dr.Rinku Sharma, Joint Director.
Vigilance Division	Sh.Sanjeev Malhotra Administrative Officer	Vigilance Division	Dr. Chhavi Pant Joshi, Joint Director	

• **Dr. Rinku Sharma, Joint Director**

Head of the Division
Division 1 Malaria and Urban Malaria Division Monitoring & Evaluation Division GFATM CCO Lab.

Allocation of work	Officers	Receive work from (Consultant / Divisions)	Submit work to	Link Officer
Malaria Division GFATM CCO Lab. M&E	Dr.Naresh Kumar Gill, Dy. Director Dr.Vinod P Chaudhary, Medical Officer	Malaria Technical Division Concerned Consultant of the Division CCO Lab. M&E Divisions / Concerned Consultant of the Division.	Dr.Rinku Sharma, Joint Director	Dr.Pranab Jyoti Bhuyan, Joint Director
Monitoring & Evaluation Division including IHIP implementation.	Ms.Jyoti Nagarkoti, Assistant Director (ISS)	Monitoring & Evaluation Division, M&E Consultants.	Dr.Rinku Sharma, Joint Director.	Dr.Vinod P Chaudhary, Medical Officer

Division 2	GeM Procurement Local Store
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Allocation of work	Officer	Receive work from (Consultant / Divisions)	Submit work to	Link Officer
Local Stores GeM Procurement	Sh.P.S.Rahate Research Officer (Chemistry)	Store Keeper.	Dr.Rinku Sharma, Joint Director.	Dr.Naresh Kumar Gill, Dy. Director.

Contd..4/-



• **Dr.Naresh Kumar Gill, Deputy Director**

Head of the Division
Procurement & Supply Division. Accounts & Budget Division.


Allocation of work	Officers	Receive work from (Consultant / Divisions)	Submit work to	Link Officer
Procurement & Supply Division.	Sh.P.S.Rahate Research Officer (Chemistry)	Concerned Consultant of the Division. Procurement & Supply Division.	Dr Naresh Kumar Gill, Dy. Director	Dr.Rinku Sharma, Joint Director.
Financial and Budget Management of NCVBDC.	Sh.Hemant Kumar, Accounts Officer	Accounts & Budget Division.	Dr Naresh Kumar Gill, Dy. Director.	Dr.Pranab Jyoti Bhuyan, Joint Director

• **Sh.P.S.Rahate, Research Officer (Chemistry)**

Head of the Division
Controller of Motor Transport Nodal Officer for RTI Chief Welfare Officer. Officer for SC/ST Welfare.

Allocation of work	Officer	Receive work from (Consultant / Divisions)	Submit work to	Link Officer
Administration I & II	Sh.Sanjeev Malhotra Administrative Officer	Supdtt. (Admn.I) Supdtt. (Admn.II)	Sh.P.S.Rahate, Research Officer (Chemistry)	Sh.Hemant Kumar, Accounts Officer

This issue with the approval of the Director, NCVBDC, Delhi.


(Sanjeev Malhotra)
Administrative Officer,
for Director, NCVBDC, Delhi

Copy to:-

1. Consultant (IT) to get the orders upload in the website.
2. Vigilance Division, NCVBDC.
3. Director's Office, NCVBDC.

Copy for information to:

1. All Officers of NCVBDC, Delhi.
2. Sr.PPS to DGHS, Nirman Bhawan, New Delhi.
3. PPS to JS (RM), MOH&FW, Nirman Bhawan, New Delhi.
4. PPS to JS (HS), Dte.GHS, Nirman Bhawan, New Delhi.
5. PS to DS (SN), MOH&FW, Nirman Bhawan, New Delhi.
6. All Divisions of NCVBDC, Delhi.
7. All ROH&FW's.
8. Guard file.


(Sanjeev Malhotra)
Administrative Officer,
for Director, NCVBDC, Delhi