

**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

05 APR 2023

Dated the:- 5<sup>th</sup> March 2023

**OFFICE ORDER**

In supersession of previous Office Order's 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. All Divisions to ensure that no files-physical or e-files are kept within their divisions for more than 24 hours.
2. 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.
3. Head of Divisions to ensure that while approving the leave/tours/foreign visits alternatives arrangements are in place.
4. The work of P&C will be reviewed by Director, hence all Head of Divisions please ensure that all information is sent on time.
5. Nodal Officer for P & C will be on rotational basis (not more than 2 years) and will be changed as and when required. All officers to get used to P & C work.
6. Officers will work as Nodal Officers / Liaison Officers / Committee members as per orders issued from time to time.
7. Any other work assigned by Director.

  
5/4/23

Contd..2/-

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

• **Dr.Nupur Roy, Sr.CMO (SAG)**

1. Lymphatic Filariasis, 2. Kala-Azar 3. IEC/BCC
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Allocation of work	Officers	Receive work from (Consultant / Divisions)	Submit work to
• Lymphatic Filariasis • IEC/BCC	Dr.Chhavi Pant Joshi, Joint Director.	Concerned Consultant of the Division & LF Division	Dr.Nupur Roy, Sr.CMO (SAG)
• Kala-Azar	Dr.Adhikam Jagadeep, Medical Officer.	Concerned Consultant of the Division & Kala-Azar Division	

• **Dr.C.S.Aggarwal, PH Specialist (SAG)**

1. Malaria and Urban Malaria Division 2. Monitoring & Evaluation Division. 3. IT Cell.
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Allocation of work	Officers	Receive work from (Officer / Consultant / Divisions)	Submit work to
• Malaria Division • CCO Lab./NR Lab.	Dr.Rinku Sharma, Joint Director	• Dr.Vinod P Chaudhary, Medical Officer.	Dr.C.S.Aggarwal, PH Specialist (SAG).
• Monitoring & Evaluation Division including IHIP.	Dr.Rinku Sharma, Joint Director and	• Dr.Vinod P Chaudhary, Medical Officer. • Ms.Jyoti Nagarkoti, Assistant Director (ISS)	
• IT Cell	Sh.Sanjeev Malhotra, Administrative Officer	• Consultants (IT)	



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

<b>Head of the Division</b>
<ul style="list-style-type: none"> <li>1. Administration Division including Head of Office.</li> <li>2. Dengue &amp; Chikunguniya</li> <li>3. Entomology.</li> <li>4. Training.</li> <li>5. JE/AES</li> </ul>

Allocation of work	Officers / Consultant	Receive work from (Officer / Consultant / Divisions)	Submit work to
<ul style="list-style-type: none"> <li>• Administration Division</li> <li>• Liasoning Officer for Hindi.</li> <li>• PMO Grievances.</li> <li>• HOO for Pension Cases.</li> </ul>	Sh.Sanjeev Malhotra, Administrative Officer	<ul style="list-style-type: none"> <li>• Supdtt. (Admn.I) &amp; Supdtt. (Admn.II)</li> </ul>	Dr.Pranab Jyoti Bhuyan, Joint Director, Head Of the Division
<ul style="list-style-type: none"> <li>• Dengue &amp; Chikungunya</li> <li>• Entomology.</li> </ul>	Consultant (Entomologist)	<ul style="list-style-type: none"> <li>• Concerned Consultant of the Division.</li> <li>• Dengue &amp; Chikungunya Division.</li> <li>• Entomology Division / CCCO Division.</li> </ul>	
<ul style="list-style-type: none"> <li>• Training</li> </ul>	Ms.Jyoti Nagarkoti, Assistant Director (ISS)	<ul style="list-style-type: none"> <li>• Concerned Consultant of the Division.</li> </ul>	
<ul style="list-style-type: none"> <li>• JE/AES</li> </ul>	Dr.Chhavi Pant Joshi, Joint Director.	<ul style="list-style-type: none"> <li>• Dr.Adhikam Jagadeep, Medical Officer.</li> </ul>	

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

<b>Head of the Division</b>
<ul style="list-style-type: none"> <li>• P &amp; C Division</li> <li>• Vigilance Division</li> </ul>

Allocation of work	Officers	Receive work from (Officer / Consultant / Divisions)	Submit work to
<ul style="list-style-type: none"> <li>• P&amp;C Division Including PIP process</li> </ul>	Ms.Jyoti Nagarkoti, Assistant Director (ISS)	<ul style="list-style-type: none"> <li>• P &amp; C Division</li> </ul>	Dr. Chhavi Pant Joshi, Joint Director, Head of the Division
<ul style="list-style-type: none"> <li>• Vigilance Division</li> </ul>	Sh.Sanjeev Malhotra Administrative Officer	<ul style="list-style-type: none"> <li>• Vigilance Division</li> </ul>	
<ul style="list-style-type: none"> <li>• JE/AES</li> </ul>	Dr.Adhikam Jagadeep, Medical Officer.	<ul style="list-style-type: none"> <li>• Concerned Consultant of the Division</li> </ul>	Dr. Chhavi Pant Joshi, Joint Director.

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

**Head of the Division**

- GFATM
- Procurement through GeM
- Procurement & Supply

Allocation of work	Officers	Receive work from (Consultant / Divisions)	Submit work to
<ul style="list-style-type: none"> <li>• GFATM</li> <li>• Procurement through GeM</li> </ul>	Dr. Vinod P Chaudhary, Medical Officer	<ul style="list-style-type: none"> <li>• GFATM Division and Concerned Consultant of the Division.</li> <li>• Store Keeper.</li> </ul>	Dr. Rinku Sharma, Joint Director, Head of the Division
<ul style="list-style-type: none"> <li>• Procurement &amp; Supply Division</li> </ul>	Sh. P S Rahate, Research Officer (Chemistry) till the joining of the new officer.	<ul style="list-style-type: none"> <li>• Store Keeper and Procurement &amp; Supply Division</li> </ul>	
<ul style="list-style-type: none"> <li>• Monitoring &amp; Evaluation Division including IHIP.</li> </ul>	Dr. Vinod P Chaudhary, Medical Officer / Ms. Jyoti Nagarkoti, Assistant Director (ISS)	<ul style="list-style-type: none"> <li>• Monitoring &amp; Evaluation Division and concerned Consultant (M&amp;E)</li> </ul>	Dr. Rinku Sharma, Joint Director

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

**Head of the Division**


1. Accounts and Budget Division.
2. Controller of Motor Transport.
3. Nodal Officer for RTI.
4. Chief Welfare Officer.
5. Officer for SC/ST/OBC Welfare.

Allocation of work	Officer	Receive work from (Consultant / Divisions)	Submit work to
<ul style="list-style-type: none"> <li>• Accounts and Budget Division.</li> </ul>	Sh. Hemant Kumar, Accounts Officer	<ul style="list-style-type: none"> <li>• Chief Accountant Accounts.</li> <li>• Chief Accountant Budget Division.</li> </ul>	Sh. P. S. Rahate, Research Officer (Chemistry), Head of the Division
<ul style="list-style-type: none"> <li>• Controller of Motor Transport.</li> <li>• Nodal Officer for RTI.</li> <li>• Chief Welfare Officer.</li> </ul>	Sh. Sanjeev Malhotra, Administrative Officer	<ul style="list-style-type: none"> <li>• Supdt. (Admn. I)</li> <li>• Supdt. (Admn. II)</li> </ul>	
<ul style="list-style-type: none"> <li>• Procurement &amp; Supply Division</li> </ul>	• Store Keeper and Procurement & Supply Division.		

Note:- As Dr. Naresh Kumar Gill, Dy. Director is not attending Office, hence the work allotted to him is distributed among other Officers.

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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. PSO to DGHS, Nirman Bhawan, New Delhi.
2. PPS to JS (RM), MOH&FW, Nirman Bhawan, New Delhi.
3. PS to Director Secretary(CKR), MOH&FW, Nirman Bhawan, New Delhi.
4. PPS to JS (GM), NCDC, 22-Sham Nath Marg, Delhi.
5. Under Secretary (MKU), VBD Section, Nirman Bhawan, New Delhi.
6. Dy. Director (AC), NCDC, 22-Sham Nath Marg, Delhi.
7. All Officers / All Divisions of NCVBDC, Delhi.
8. All ROH&FW's.
9. Guard file.