

National Center for Vector Borne Disease Control

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

22-Shamnath Marg, Delhi-110 054.

Telephone No. 23967780, Fax No. 23968329


Website: www.nvbdc.gov.in

Dated the:- 2nd May 2022

OFFICE ORDER

In supersession of previous Office Order dated 1st April 2022, 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.


2/5/2022

Contd..2/-

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

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

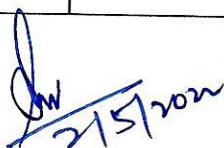
Head of the Division
1. Lymphatic Filariasis, 2. Kala-Azar 3. JE/AES 4. IEC/BCC 5. Training

Allocation of work	Officers	Receive work from (Consultant / Divisions)	Submit work to
<ul style="list-style-type: none">• JE/AES• Lymphatic Filariasis• IEC/BCC	Dr.Chhavi Pant Joshi, Joint Director.	<ul style="list-style-type: none">• Concerned Consultant of the Division• Concerned Consultant of the Division.• Concerned Consultant of the Division	Dr.Nupur Roy, Sr.CMO (SAG)
<ul style="list-style-type: none">• Kala-Azar	Dr. Naresh Kumar Gill, Dy. Director.	Concerned Consultant of the Division & Kala-Azar Division	Dr.Nupur Roy, Sr.CMO (SAG)
<ul style="list-style-type: none">• Training	Ms. Jyoti Nagarkoti, Assistant Director (ISS)	Concerned Consultant	Dr.Nupur Roy, Sr.CMO (SAG)

Dr. Chhavi Pant Joshi, Joint Director

Head of the Division
1. P & C Division 2. Administration Division including Head of Office 3. IT Cell

Allocation of work	Officers	Receive work from (Consultant / Divisions)	Submit work to
P&C Division Including PIP process	Ms. Jyoti Nagarkoti, Assistant Director (ISS)	P & C Division	Dr. Chhavi Pant Joshi, Joint Director
<ul style="list-style-type: none">• Administration Division• Liaisoning Officer for Hindi.• PMO Grievances.• HOO for Pension Cases.• IT Cell	Sh. Sanjeev Malhotra, Administrative Officer	<ul style="list-style-type: none">• Administration Division I & II.• Consultants (IT)	Dr. Chhavi Pant Joshi, Joint Director


21/5/2022

- Dr. Rinku Sharma, Joint Director

Head of the Division	
Division 1	<ul style="list-style-type: none"> • Malaria and Urban Malaria Division • Monitoring & Evaluation Division • GFATM • CCO Lab.

- Monitoring & Evaluation Division including IHIP implementation. Assistant Director (ISS)

- Monitoring & Evaluation Division,
- M&E Consultants. Dr. Rinku Sharma, Joint Director.

Allocation of work	Officers	Receive work from (Consultant / Divisions)	Submit work to
<ul style="list-style-type: none"> • Malaria Division • GFATM • CCO Lab. • M&E 	Dr. Naresh Kumar Gill, Dy. Director Dr. Vinod P Chaudhary, Medical Officer Ms. Jyoti Nagarkoti, Assistant Director (ISS)	<ul style="list-style-type: none"> • Malaria Technical Division • Concerned Consultant of the Division • CCO Lab. • M&E Divisions / Concerned Consultant of the Division. 	Dr. Rinku Sharma, Joint Director.

Division 2	<ul style="list-style-type: none"> • GeM Procurement • Local Store
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Allocation of work	Officer	Receive work from (Consultant / Divisions)	Submit work to
<ul style="list-style-type: none"> • Local Stores • GeM Procurement 	Sh.P. S. Rahate Research Officer (Chemistry)	<ul style="list-style-type: none"> • Store Keeper. 	Dr. Rinku Sharma, Joint Director.

Division 3	1. Dengue 2. Chikunguniya 3. Entomology
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Allocation of work	Officers Consultant	Receive work from (Consultant / Divisions)	Submit work to
<ul style="list-style-type: none"> • Dengue • Chikungunya • Entomology. 	Dr. Kalpana Baruah, Ex-Additional Director (Consultant)	<ul style="list-style-type: none"> • Concerned Consultant of the Division. • Dengue/Chikungunya Division. • Entomology Division/CCCO Division. 	Dr. Rinku Sharma, Joint Director

[Handwritten Signature]
21/5/2022

- Dr.Naresh Kumar Gill, Deputy Director

Head of the Division
1. Procurement & Supply Division. 2. Accounts & Budget Division.

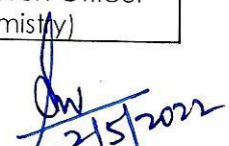
Allocation of work	Officers	Receive work from (Consultant / Divisions)	Submit work to
• Procurement & Supply Division.	Sh.P.S.Rahate Research Officer (Chemistry)	<ul style="list-style-type: none"> • Concerned Consultant of the Division. • Procurement & Supply Division. 	Dr Naresh Kumar Gill, Dy. Director
• Financial and Budget Management of NCVBDC.	Sh. Deepak Kumar Jain, Sr. Accounts Officer	<ul style="list-style-type: none"> • Accounts & Budget Division. 	Dr Naresh Kumar Gill, Dy. Director.

- Sh.P.S. Rahate, Research Officer (Chemistry)

Head of the Division
1. Controller of Motor Transport 2. Nodal Officer for RTI 3. Chief Welfare Officer. 4. Officer for SC/ST Welfare.

Allocation of work	Officer	Receive work from (Consultant / Divisions)	Submit work to
• Administration I & II	Sh. Sanjeev Malhotra Administrative Officer	<ul style="list-style-type: none"> • Supdtt. (Admn.I) • Supdtt. (Admn.II) 	Dr. Chhavi Pant Joshi, Joint Director. Sh.P. S. Rahate, Research Officer (Chemistry)

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 (HS), MOH&FW, Nirman Bhawan, New Delhi.
4. PPS to JS (RM), Dte.GHS, Nirman Bhawan, New Delhi.
5. PS to Director (AA), 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