

**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

14 SEP 2023

Dated the:- September 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 Head of Divisions to ensure that no files-physical or e-files are kept within their divisions for more than 24 hours.
2. All 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. All Head of Divisions to ensure that while approving the leave/tours/foreign visits alternatives arrangements are in place.
4. All Head of Division to ensure that the leaves of Officers and staff working under their Division must be forwarded/routed through administrative channel for the approval of Competent Authority.
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 (not more than 2 years) 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 CPIO/Nodal Officer of RTI to ensure that all replies shall be given within stipulated time period. No delay will be accepted.
9. All Head of Divisions shall ensure the implementation of Rajbhasha Adhiniyam Rule 3 (3) in true spirit.
10. Any other work assigned by Director.

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Work Allocation of Officer for different Divisions

Name of the programme	Name of the officer	Work Flow
<ul style="list-style-type: none"><li>• Malaria Division,</li><li>• Monitoring &amp; Evaluation Division and UMS Division</li><li>• Malaria Technical Division</li><li>• CCO &amp; National Referral lab, GFATM</li></ul>	<ol style="list-style-type: none"><li>1. Dr. C S Aggarwal, PH Specialist (SAG)</li><li>2. Dr. Rinku Sharma, Joint Director (PH Spl. Gr.-I) (Head of the Division)</li><li>3. Dr. Vinod P. Choudhary, Medical Officer</li></ol>	Files of technical nature may be routed through Dr. C S Aggarwal, PH Specialist (SAG) for submission to Director.
<ul style="list-style-type: none"><li>• Lymphatic Filariasis Division</li></ul>	<ol style="list-style-type: none"><li>1. Dr. Nupur Roy, Sr. CMO (SAG)</li><li>2. Dr. Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I) (Head of the Division)</li></ol>	Files of technical nature may be routed through Dr. Nupur Roy, Sr. CMO (SAG) for submission to Director
<ul style="list-style-type: none"><li>• Kala-azar Division</li></ul>	<ol style="list-style-type: none"><li>1. Dr. Nupur Roy, Sr. CMO (SAG)</li><li>2. Dr. Vinod P. Choudhary, Medical Officer, (Head of the Division)</li></ol>	Files of technical nature may be routed through Dr. Nupur Roy, Sr. CMO (SAG) for submission of Director
<ul style="list-style-type: none"><li>• Dengue &amp; Chikungunya Division</li></ul>	<ol style="list-style-type: none"><li>1. Dr. P. J. Bhuyan, Joint Director (PH Spl. Gr.-I) (Head of the Division)</li><li>2. Dr. Kalpana Baruah, Sr. Consultant</li></ol>	PJB $\implies$ Director
<ul style="list-style-type: none"><li>• Japanese Encephalitis Division</li></ul>	<ol style="list-style-type: none"><li>1. Dr. P. J. Bhuyan, Joint Director (PH Spl. Gr.-I) (Head of the Division)</li><li>2. Dr. Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I)</li></ol>	CPJ $\implies$ PJB $\implies$ Director

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• Entomology Division	1. Dr. P. J. Bhuyan, Joint Director (PH Spl. Gr.-I) (Head of the Division)	PJB $\implies$ Director
• IEC/BCC Division	1. Dr. Sila Deb, Sr. CMO (SAG) 2. Dr. Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I) (Head of the Division)	Files of technical nature may be routed through Dr Sila Deb, Sr. CMO (SAG) for submission to Director
• Administration Division • LO for Hindi • PMO Grievances • HOO for Pension cases	1. Dr P. J. Bhuyan, Joint Director (PH Spl. Gr.-I) (Head of the Division) 2. Sh.Sanjeev Malhotra, Administrative Officer	AO (SM) $\implies$ PJB $\implies$ Director
• Accounts & Budget Division	1. Sh. P. S. Rahate, Research Officer (Chemistry) (Head of the Division) 2. Sh.Tilak Raj, Accounts Officer	AO (TR) $\implies$ PSR $\implies$ Director
• Vigilance Officer	1. Dr Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I)	Submit files to Director
• Procurement & Supply Division • Local Store	1. Dr. Rinku Sharma, Joint Director (PH Spl. Gr.-I) (Head of the Division) 2. Sh. P. S. Rahate, Research Officer (Chemistry)	PSR $\implies$ RS $\implies$ Director
• Procurement through GeM	1. Dr. Rinku Sharma, Joint Director (PH Spl. Gr.-I) (Head of the Division) 2. Dr. Vinod P. Choudhary, Medical Officer	VPC $\implies$ RS $\implies$ Director

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<ul style="list-style-type: none"><li>• P &amp; C Division including PIP</li></ul>	<ol style="list-style-type: none"><li>1. Dr. Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I) (Head of the Division)</li><li>2. Ms. Jyoti Nagarkoti, Asst. Director</li></ol>	JN → CPJ → Director
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**Work Allocation of Officer for Other Sections / Cell in NCVBDC**

<ul style="list-style-type: none"><li>• Training</li><li>• IHIP for all six VBDs</li></ul>	<ol style="list-style-type: none"><li>1. Dr. Sila Deb, Sr. CMO (SAG)</li><li>2. Ms. Jyoti Nagarkoti, Asst. Director (ISS)</li></ol>	Files of technical nature will be routed through Dr Sila Deb, Sr. CMO (SAG) for submission to Director
<ul style="list-style-type: none"><li>• IT Cell</li></ul>	<ol style="list-style-type: none"><li>1. Dr. C S Aggarwal, PH specialist (SAG)</li><li>2. Sh Sanjeev Malhotra, Administrative officer</li></ol>	Files of technical nature will be routed through Dr. C S Aggarwal, PH Specialist (SAG) for submission to Director
<ul style="list-style-type: none"><li>• Motor Transport Section</li></ul>	<ol style="list-style-type: none"><li>1. Dr P J Bhuyan, Joint Director (PH Spl. Gr.-I)</li><li>2. Sh. P S Rahate, Research Officer (Chemistry)</li><li>3. Sh Sanjeev Malhotra, Administrative officer</li></ol>	AO (SM) → PSR → PJB → Director
<ul style="list-style-type: none"><li>• Nodal officer of RTI</li><li>• Chief Welfare Officer LO for SC/ST/OBC/PwDs</li></ul>	<ol style="list-style-type: none"><li>1. Sh. P S Rahate, Research Officer (Chemistry)</li></ol>	PSR → Director


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• Nodal officer e-HRMS	1. Dr P J Bhuyan, Joint Director (PH Spl. Gr.-I) 2. Sh. P S Rahate, Research Officer (Chemistry)	PSR → PJB → Director
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This issue with the approval of the Competent Authority, 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. PPS to JS (GM), Dte.GHS, Nirman Bhawan, New Delhi.
4. PS to Deputy Secretary (CKR), MOH&FW, Nirman Bhawan, New Delhi.
5. Under Secretary, VBD Section, Nirman Bhawan, New Delhi.
6. Dy. Director (AC), Dte.GHS, Nirman Bhawan, New Delhi.
7. All Officers / All Divisions of NCVBDC, Delhi.
8. All ROH&FW's.

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