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No.1-30/2005 - (Admn.I)
Government of India
National Vector Borne Disease Control Programme,
Dte.G.H.S, Ministry of Health & Family Welfare,
22-Shamnath Marg, Delhi-110 054.
Telephone No. 23967780, Fax No. 23968329
Website: www.nvbdc.gov.in

Dated the; 05 SEP 2013

OFFICE ORDER

In order to streamline the functioning of the Directorate, work allocation of officers is modified as under. Further, Link officers are declared for each officer with an aim to ensure continuity of activity in the absence of an officer.

Sl. No.	Name & Designation	Work allocation	Link officer
1.	Dr.A.C.Dhariwal, Director	Head of the Programme	Dr.P.K.Sen, Additional Director or next senior most Officer will look after the routine duties of Director in his absence.
2.	Dr.P.K.Sen, Additional Director	1. Head Arboviral Diseases, (JE, Dengue & Chikungunya). 2. Head, Planning and co-ordination division. 3. Shall look after the Charge of the Directorate in the absence of Director.	Dr. G.S. Sonal, Additional Director
3.	Dr. G.S. Sonal, Additional Director	1. Head Malaria Division including World Bank Project, Quality assurance, for Dignostics, Therapectic Efficiency Studies, Operational research projects & TAC. 2. Head IEC/BCC activities. 3. Head M & E Division.	Dr.Avdhesh Kumar, Additional Dierctor
4.	Dr.(Mrs.) Nupur roy, Additional Director	1. Head of Administration for Dte.NVBDCP and ROH&FWs. 2. Head of Procurement. 3. Examining Officer for Medical Reimbursement bills.	Dr.P.K.Sen, Additional Director

As per
5/9/2013
Contd....2/-

5.	Dr. Avdhesh Kumar, Additional Director	1. Head GFATM. 2. Head Budget & Accounts Section and FMG. 3. Head Human Resource and Training.	Dr. G.S. Sonal, Additional Director
6.	Dr. P.K. Srivastava, Joint Director	1. Planning & Coordination Division. 2. NRHM Co-ordinator. 3. Programme Officer, Lymphatic Filariasis. 4. Vigilance officer. 5. Transparency Officer (RTI)	Dr. R.K. Dasgupta, Joint Director
7.	Dr. K.S. Gill, Joint Director	1. IVM including working of Entomological units and Entomological surveillance. 2. Incharge Entomology Lab. 3. Incharge ELISA lab. 4. Incharge Motor Transport.	Dr. Sukhvir Singh, Joint Director
8.	Dr. Sukhvir Singh, Joint Director	1. Incharge Central Cross Checking Organization. 2. Incharge Urban Malaria Division including Malaria Clinic. 3. Monitoring of Insecticide Resistance. 4. Microaction Plan for indoor residual spray. 5. Procurement of DDT for Malaria. 6. CPIO (Technical). 7. Estate Officer. 8. Welfare officer.	Dr. K.S. Gill, Joint Director
9.	Dr. R.K. Das Gupta, Joint Director	1. Programme officer, Kala-azar. 2. Planning & Coordination Division. 3. Procurement Division	Dr. P.K. Srivastava, Joint Director
10.	Dr. (Mrs.) Kalpana Baruah, Joint Director	1. Programme officer, Dengue & Chikungunya. 2. IEC/BCC activities.	Dr. Rishi Kumar Jaiswal Asstt. Director
11.	Dr. (Mrs.) Suman Lata Wattal, Dy. Director	1. Malaria Division. 2. Budget & Accounts.	Dr. Sher Singh Kashyotia, Assistant Director

Asstt. Dir
5/9/2013 Contd....3/-

12.	Dr.Sher Singh Kashyotia, Assistant Director	1. Monitoring & Evaluation Division. 2. Computer maintenance/Internet connectivity/NVBDCP website maintenance. 3. Liaison Officer, Hindi. 4. CPIO (Admn.)	Dr.(Mrs.) Suman Lata Wattal, Dy. Director
13.	Dr.Rishi Kumar Jaiswal Asstt. Director	1. Programme Officer, Japanese Encephalitis. 2. Procurement officer for HQ purchases. 3. WHO Co-ordination.	Dr. (Mrs.) Kalpana Baruah, Joint Director
14.	Mr.K.C. Meena, Dy.Asst.Director	1. Planning & Coordination Division.	Mr. J.Nandi, Asst.Research officer
15.	Mr. J.Nandi, Asst.Research officer	1. Store officer. 2. Motor Transport Division. 3. CCCO Division. 4. Urban Malaria Division. 5. Bldg.Maintenance. 6. Telephone/Electricity/water bills of NVBDCP.	Mr.K.C. Meena, Dy.Asst.Director
16.	Sh.G.D.Khulbe, Administrative Officer	Over all In-charge of Administration Division	Smt.Sukesh Aggarwal, Sr.Accounts Officer
17.	Smt.Sukesh Aggarwal, Sr.Accounts Officer	Over all In-charge of Accounts & Budget Section	Sh.G.D.Khulbe, Administrative Officer

- i) Officers can be assigned any other work as per requirement of NVBDCP in addition to above work.
- ii) All Officer will submit the leave applications through Dr.(Mrs.)Nupur Roy, Additional Director for the approval of the Director, NVBDCP, Delhi.
- iii) All officers shall intimate their Link officers in writing before proceeding on leave/Tour. The Link officers shall perform all duties and responsibilities of the Linked officer during his/her absence.

This order comes into force with immediate effect.

A.C. Dhariwal
5/9/2013
(A.C.DHARIWAL)
DIRECTOR

Copy to:

1. JS (AP), MOH&FW, Nirman Bhawan, New Delhi.
2. DDG (PH), Dte.GHS, Nirman Bhawan, New Delhi.
3. All Officers of NVBDCP, Delhi.
4. All Sr.Regional Director, ROH&FW.
5. All Divisions of NVBDCP
6. Director/Additional Director's Office.

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**LIST OF THE OFFICER AT NATIONAL VECTOR BORNE DISEASES
CONTROL PROGRAMME, HEADQUARTER, DELHI-54.**

Sl.No.	Name, Designation and Section	Signature
1	Dr. A.C. Dhariwal, Director	<i>PSD</i> 19/12/13
2	Dr. P.K.Sen, Additional Director	<i>V.S</i> 6/9/13
3	Dr. Nupur Roy, Additional Director	<i>P. S. Panigrahy</i> 05/09/13
4	Dr. Aruna Jain, Additional Director	<i>V.S</i> 05/09/13
5	Dr. G.S.Sonal, Addl. Director	<i>Nee</i> 05/09/13
6	Dr. Avdhesh Kumar, Additional Director	
7	Dr. Chaman Prakash,	
8	Dr. P.K. Srivastava, Joint Director	
9	Dr. K.S. Gill, Joint Director	<i>KS Gill</i> 05/09/13
10	Dr. Sukhvir Singh, Joint Director	<i>V.S</i> 05/09/13
11	Dr. Sher Singh Kashyotia, PH Spl.Gr-II	<i>V.S</i> 05/09/13
12	Dr. Suman Lata Wattal, Joint Director	<i>V.S</i> 05/09/13
13	Dr. (Mrs.) Kalpana Baruah, Joint Director	<i>V.S</i> 05/09/13
14	Dr. R.K. Das Gupta, Joint Director	<i>Dinesh Kumar</i> 05/09/13
15	Dr. P.K. Srivastava, Joint Director	<i>V.S</i> 05/09/13
16	Dr. Rishi Kumar Jaiswal, Public Health	<i>V.S</i> 05/09/13
17	Sh. K.C. Meena, Dy. Asstt. Director	<i>V.S</i> 05/09/13
18	Sh. G.D. Khulbe, Administrative Officer	<i>V.S</i> 05/09/13
19	Smt. Sukesh Aggarwal, Sr. Accounts Officer	<i>V.S</i> 05/09/13
20	Sh. J. Nandi, Assistant Research Officer	<i>V.S</i> 05/09/13
21	Admn. I	<i>V.S</i> 05/09/13
22	Admn. II	<i>V.S</i> 05/09/13
23	Account Section	<i>V.S</i> 05/09/13
24	Budget Section	<i>V.S</i> 05/09/13
25	Cashier	<i>V.S</i> 05/09/13
26	Information & Evaluation	<i>V.S</i> 05/09/13
27	P & C Section	<i>V.S</i> 05/09/13
28	NFCP Section	<i>V.S</i> 05/09/13
29	CCCO Field Staff	<i>V.S</i> 05/09/13
30	UMS	<i>V.S</i> 05/09/13
31	Kala-azar Section	<i>V.S</i> 05/09/13
32	Entomology Lab.	<i>V.S</i> 05/09/13
33	Malaria-II Section	<i>V.S</i> 05/09/13
34	Elisa Lab.	<i>V.S</i> 05/09/13
35	Store Keeper	<i>V.S</i> 05/09/13
36	CCO Lab.	<i>V.S</i> 05/09/13
37	Malaria Clinic	<i>V.S</i> 05/09/13
38	Procurement & Supply (Insecticides)	<i>V.S</i> 05/09/13
39	Procurement & Supply (Drugs)	<i>V.S</i> 05/09/13
40	M.T. Section	<i>V.S</i> 05/09/13
41	Stenographer Pool.	<i>V.S</i> 05/09/13
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