

No.1-30/2005-Admn.I (Pt.1)

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:- 6th June 2014

06 JUN 2014

OFFICE ORDER

In supersession of this directorates O.O of even number dated 5th September 2013, 21st March 2014, 21st May 2014 and 23rd May 2014, 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.

Job responsibilities of Dr.P.K.Sen, Additional Director			
Subject	Receive work from	Submit work to	Link Officer during Leave/Tour etc.
1. Head Arboviral Diseases, (JE, Dengue & Chikungunya).	JD (KB)	Director	Dr.G.S.Sonal, Additional Director
2. Head, Planning and co-ordination division.	JD (SNS)	Director	--do--
3. Charge of the Directorate in the absence of Director.			--do--

Job responsibilities of Dr.G.S.Sonal, Additional Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Head Malaria Technical Division (MTD) including Quality assurance for Dignostics, Therapeptic Efficiency Studies, Operational research projects, Technical Advisory Committee (TAC) etc.	DD (SLW)	Director	Dr.Avdhesh Kumar, Additional Director
2. Head M & E Division.	AD (SSK)	Director	--do--
3. Head of Administration for Dte.NVBDCP and ROH&FWs,	JD (SNS)	Director	Dr.P.K.Sen, Additional Director

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As per
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2

Job responsibilities of Dr.(Mrs.) Nupur roy, Additional Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Head of Lymphatic Filariasis.	JD (PKS)	Director	Dr.P.K.Sen, Additional Director
2. Head of Kala-Azar.	JD (RKD)	Director	---do---
3. Head IEC/BCC activities.	JD (KB)	Director	---do---
4. Head of Procurement including DDT.	AD (RKJ)	Director	---do---
5. Examining Officer for Medical Reimbursement bills.	AO (GDK)	Additional Director (GSS)	Dr.G.S.Sonal, Additional Director

Job responsibilities of Dr.Avdhesh Kumar, Additional Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Malaria-GFATM.	DD (SLW)	Director	Dr.G.S.Sonal, Additional Director
2. Human Resource and Training.	DD (SLW)	Director	---do---
3. Head, Budget & Accounts Section and Finance Management Group including Grant-in-Aid	DD (SLW)	Director	---do---

Job responsibilities of Dr.P.K.Srivastava, Joint Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. IVM including working of Entomological units and Entomological surveillance.	JD (SS)	Director	Dr.Sukhvir Singh, Joint Director
2. Programme Officer for Lymphatic Filariasis.	Section/ Consultant	Additional Director (NR)	--do--
3. Incharge Entomology Lab.	JD (SS)	Director	--do--
4. Incharge ELISA lab.	JD (SS)	Director	--do--
5. Vigilance Officer.	Section	Additional Director (GSS)	/
6. Transparency Officer (RTI).	AO (GDK)	Additional Director (GSS)	

Job responsibilities of Dr.S.N.Sharma, Joint Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Incharge Urban Malaria Division including Malaria Clinic	Section	Additional Director (GSS)	Dr.S.S.Kashyotia Asstt. Director
2. Planning & Coordination Division.	DAD (KCM)	Additional Director (PKS)	Dr.R.K.Das Gupta, Joint Director
3. NHM co-ordinator including NUHM	DAD (KCM)	Additional Director (GSS)	--do--
4. Administration Division	AO (GDK)	Director (GSS)	Sh.G.D.Khulbe, Admn. Officer

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6/6/2014

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Job responsibilities of Dr.Sukhvir Singh, Joint Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Incharge Central Cross Checking Organization..	CCCO.	JD (PKS)	Dr.P.K.Srivastava, Joint Director
2. Monitoring of Insecticide Resistance.	Section.	JD (PKS)	--do--
3. Microaction Plan for indoor residual spray.	Section	JD (PKS)	--do--
4. Estate Officer.	Section.	JD (PKS)	--do--
5. Welfare officer.	AO (GDK)	Additional Director (GSS)	Dr.S.N.Sharma, Joint Director
6. Controller of Transport.	AO (GDK)	--do--	--do--
7. CPIO (Technical).	--do--	--do--	--do--
	--do--	--do--	Dr.Sher Singh Kashyotia, Asstt.Director

Job responsibilities of Dr.R.K.Das Gupta, Joint Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Programme officer Kala-azar.	Section	Additional Director (NR)	Dr.P.K.Srivastava, Joint Director
2. WHO Co-ordination.	Section	Additional Director (GSS)	Dr.S.N.Sharma, Joint Director

Job responsibilities of Dr.(Mrs.)Kalpana Baruah, Joint Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Programme officer for Dengue & Chikungunya.	Section/ Consultants	Additional Director (PKS)	Dr.Rishi Kumar Jaiswal Asstt. Director
2. IEC/BCC Activities.	Section / Consultants	Additional Director (NR)	--do--

Job responsibilities of Dr.(Mrs.) Sumal Lata Wattal, Dy. Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Malaria Technical Division (MTD).	Section	Additional Director (GSS)	Dr.Sher Singh Kashyotia, Asstt. Director
2. Accounts Section.	DAD (KCM)	Additional Director (AK)	--do--
3. Budget Section.	Sr.AO (MS)	--do--	--do--
4. Finance Management Group including Grant-in-aid.	Sr.AO (MS)	--do--	--do--

Asstt. Dir
6/6/2014

Job responsibilities of Dr.Sher Singh Kashyotia, Asstt. Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Monitoring & Evaluation Division.	M&E, Section	Additional Director (GSS)	Dr.(Mrs.) Suman Lata Wattal, Dy. Director
2. Computer Internet connectivity / NVBDCP website maintenance.	Consultant (IT)	Additional Director (AK)	--do--
3. Liaison Officer, Hindi.	Jr.HT (AS)	Additional Director (GSS)	Sh.G.D.Khulbe, Admn. Officer
4. CPIO (Admn.)	AO (GDK)	--do--	Dr.Sukhvir Singh, Joint Director

Job responsibilities of Dr.Rishi Kumar Jaiswal, Asstt. Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Programme Officer, Japanese Encephalitis.	JE Section / JEConsultants	Additional Director (PKS)	Dr. (Mrs.) Kalpana Baruah, Joint Director
2. Procurement Officer for National and Local HQ.	Section	Additional Director (NR)	--do--

Job responsibilities of Sh.K.C.Meena, Dy. Asstt. Director			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Planning & Coordinatorm Division.	P&C Section	JD (SNS)	Dr.Sher Singh Kashyotia, Asstt. Director
2. NHM Coordination.	--do--	--do--	--do--
3. Over all In-charge of Accounts Section.	Accounts Section	DD (SLW)	--do--
4. Drawing & Disbursement Officer (DDO).	Accounts Section	PAO after all codel formalities	Sh.G.D.Khulbe, Admn. Officer

Job responsibilities of Sh.Mahendra Singh, Sr.Accountst Officer			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Over all In-charge of Budget Section.	Budget Section	DD (SLW)	Sh.K.C.Meena, DAD
2. Finnce Management Group including Grant-in-aid.	--do--	DD (SLW)	--do--

Asstt. Director
6/6/2014

5

Job responsibilities of Sh.G.D.Khulbe, Administrative Officer			
Subject	Receive work From	Submit work to	Link Officer during Leave/Tour etc.
1. Over all In-charge of Administration Division.	Section	JD (SNS)	Dr.S.N.Sharma, Joint Director
2. Motor Transport Officer.	Admn.-II Section	JD (SS)	Dr.Sukhvir singh, Joint Director

- Officers can be assigned any other work as per requirement of NVBDCP in addition to above work.
- All Officers will submit the leave applications through Dr.G.S.Sonal, Additional Director for the approval of the Director, NVBDCP, Delhi.
- 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.

Dr. A.C. Dhariwal
6/6/2014
Dr.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 / Divisions of NVBDCP, Delhi.
4. All Sr.Regional Director, ROH&FW.
5. Director's Office.

588 + 610

**LIST OF THE SECTIONS AT NATIONAL VECTOR BORNE DISEASES CONTROL PROGRAMME,
HEADQUARTER, DELHI.**

Sl. No.	Section	Signature
1	Administration-I	Mudgal 9/6/14
2	Administration-II	
3	Accounts Section	Sharma
4	Budget Section	9/6/14
5	Cashier	K
6	Information & Evaluation	By Jadhav 9/6/2014
7	P&C Section	Kumar 9/6/14
8	NFCP Section	Gandhi
9	CCCO Field Staff	K
10	UMS	
11	Kala-azar Section	9/6/2014
12	Entomology Lab.	9/6/2014
13	Malaria II Section	9/6/2014
14	Elisa Lab.	9/6/2014
15	Store Keeper	9/6/14
16	CCO Lab.	9/6/14
17	Malaria Clinic	
18	Procurement & Supply (Insecticides)	9/6/14
19	Procurement & Supply (Drugs)	9/6/14
20	MTD Section Motor Vehicle Room	K
21	Stenographer Pool.	
22	GFATM	9/6/14.

22 MTD

9/6/14