

No.1-7/2020-Admn.I(E-8053446)
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

10 DEC 2025

Dated: 10th December, 2025

OFFICE ORDER

In supersession of this Office previous Office Order No.1-7/2020-Admn-I dated 18.09.2024. I hereby declare Dr. Pranab Jyoti Bhuyan, Additional Director as Head of Office and Controlling Officer to take decision as per Rule 12 of Delegation of Financial Powers Rules. He is hereby delegated following duties and financial power with immediate effect along with in-addition to his own duties:-

S.No.	Object Head / Item of expenditure	Powers delegate to HOD by competent authority in lakhs	Head of Office limit which expenditure can be incurred	Remarks
1.	Leave Travel Concession 221006001110008 Sanctioned pay advance, leave salary advance, LTC & HLTC Advances/Claims, TA Advances/Claims	Full power	Full Power	Subject to eligibility of the concerned Officer/Officials and as per rules issued by GOI from time to time.
2.	Medical Treatment 221006001110006 Medical Bills reimbursement bill	Full power upto 05 lakh in each bill.	Rs.10,000/- (for each bill/invoice)	For routine medical bills costing of more than Rs.10,000/- sanction from Director, NCVBDC will be required. For medical bills with un-listed items, Director NCVBDC will be the competent authority.
3.	Office Expenses 2210060011100013 a) Sanctioned the payment of Telephone Charges b) Sanctioned the expenditure to recharge Metro Card of Office. c) Expenditure sanction for arrangement of	100 lakh for stationary, pest control, refreshment, books and periodicals, hospitality expenses including entertainment of foreign delegates, gifts and souvenirs and conferences/seminars/ Workshop/meeting convened by office including all related expenses on study material/kits, refreshment, study tours, etc. 130 lakh for outsourcing for manpower through GeM: Office attendant=10nos Office Asstt/DEO/LDC=10nos	a) Full Power b) Rs.8,000/- (annually) c) Rs.2,000/- (in each meeting) with maximum up to Rs. 10000/- per month.	As per bill issued by Government agency. Total Rs 7000/- was the expenditure incurred during F Y 2024-25 plus 10% of annually hike. Sanction for expenditure beyond this may be taken from Director, NCVBDC.

	refreshment meetings/trainings.	for Housing keeping staff=11nos		
4.	Repair & Maintenance 221006001110029 Maintenance, upkeep, repair of Motor Vehicle	20 lakh for Repair and maintenance (including all maintenance contract) of equipment such as machinery and equipment, office equipment, equipment for other functional use, digital equipment for office use, digital equipment for functional use, furniture and fixtures for office, furniture and fixtures for other functional use, vehicles (including motor vehicles and non motor vehicles like bicycles, rickshaw, carts, trolleys and boat, etc., for office or functional use)	Rs.20,000/- per annum per vehicle.	Sanctioned for expenditure beyond this may be taken from Director, NCVBDC. Admin-II division should ensure to submit quarterly report on cumulative expenditure incurred to the Head of Office.
5.	Fuel and Lubricants 221006001110024 Purchase of petrol and Mobil Oil.	Full power	Rs. 50,000/- per annum per vehicle.	Sanctioned for expenditure beyond this may be taken from Director, NCVBDC. Admin-II division should ensure to submit quarterly report on cumulative expenditure incurred to the Head of Office.

This issues with the approval of Hon'ble Secretary (HFW) with the concurrence of IFD/MoH&FW vide CD No.2448 dated 18.11.2025.



(Dr. Tanu Jain)
Director, NCVBDC
Delhi-110054

To
Dr. Pranab Jyoti Bhuyan,
Additional Director, NCVBDC, Delhi.

Copy for information and further necessary action to:-

1. PS to DGHS, Dte.GHS, MoH&FW, Nirman Bhawan, New Delhi
2. PS to JS(VBD), MoH&FW, Nirman Bhawan, New Delhi
3. The Pay & Accounts Officer, MOH&FW, NICD, 22-Sham Nath Marg, Delhi-54 along with Specimen signature.
4. Sr. Accounts Officer, NCVBDC along with Specimen signature.
5. Personal file of Additional Director (PJB).
6. Vigilance Officer, NCVBDC, Delhi.
7. All Officers / Divisions.
8. Director's Office.
9. Guard file.