

**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

11 MAR 2025

Dated the: 11<sup>th</sup> March 2025

**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. Officers of the Pay Level-13 and above may hold the charge of Heads of Division (unless declared non administrative). The Divisions, where officers of requisite level are not available, the charge of Head of Division shall remain vested with the Director, NCVBDC till the time eligible officer are available.
2. All Head of Divisions to ensure that no files-physical or e-files are kept within their divisions for more than 24 hours.
3. 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.
4. All Head of Divisions to ensure that while approving the leave/tours/foreign visits alternatives arrangements are in place.
5. 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.
6. The work of P&C will be reviewed by Director, hence all Head of Divisions please ensure that all information is sent on time.
7. 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.
8. Officers will work as Nodal Officers / Liaison Officers / Committee members as per orders issued from time to time.
9. All the Head of the division will be First Appellette Authority and the information providing officer will be CPIO of the concerned division.
10. All the CPIO/Nodal Officer of RTI to ensure that all replies shall be given within stipulated time period. No delay will be accepted.
11. All Head of Divisions shall ensure the implementation of Rajbhasha Adhiniyam Rule 3 (3) in true spirit.
12. Any other work assigned by Director.

Contd...2/-



### Work Allocation of Officer for different Divisions

Name of the programme	Name of the officer	Work Flow
• GFATM	1. Dr. P.J. Bhuyan, Additional Director (PH Spl. (SAG)) (Head of the Division) 2. Dr. Manpreet Singh Medical Officer	MS $\Rightarrow$ PJB $\Rightarrow$ Director
• Monitoring & Evaluation Division and UMS Division • Malaria Technical Division (MTD)	1. Dr. C S Aggarwal, PH Specialist (SAG) 2. Dr. Sambit Pradhan, Assistant Director (PH Spl. Gr.- III)	SP $\Rightarrow$ CS $\Rightarrow$ Director
• Lymphatic Filariasis Division  • National Referral Lab (NRL)	1. Dr. Sudarshan Mandal, Sr. CMO (SAG) 2. Dr. Rinku Sharma Joint Director (PH Spl. Gr.-I) (Head of division)	Receive work from concerned section and consultants.  RS $\Rightarrow$ SM $\Rightarrow$ Director  RS $\Rightarrow$ Director
• Kala-azar Division	1. Dr. Chhavi Pant Joshi Joint Director (PH Spl. Gr.-I) (Head of the Division)	KA Division $\Rightarrow$ CPJ $\Rightarrow$ Director
• Dengue & Chikungunya Division	1. Dr. A.R. Pasi, Joint Director (PH Spl. Gr.-I) (Head of the Division) 2. Dr. Kalpana Baruah, Sr. Consultant	KB $\Rightarrow$ ARP $\Rightarrow$ Director
• Japanese Encephalitis Division	1. Dr. P.J. Bhuyan, Addl. Director (PH Spl. (SAG)) (Head of Division) 2. Dr. Sambit Pradhan, Assistant Director (PH Spl. Gr.-III)	SP $\Rightarrow$ PJB $\Rightarrow$ Director



<ul style="list-style-type: none"> <li>Entomology Division</li> </ul>	<ol style="list-style-type: none"> <li>Dr. C P Joshi, Joint Director (PH Spl. Gr.-I) (Head of the Division)</li> <li>Dr. Kalpana Baruah, Sr. Consultant</li> </ol>	KB → CPJ → Director
<ul style="list-style-type: none"> <li>Administration-I Division (Service Matter, Recruitment, Promotions, DACP/MACP, Transfer &amp; Posting)</li> <li>HOO for Pension cases</li> </ul>	<ol style="list-style-type: none"> <li>Dr. P. J. Bhuyan, Addl. Director (PH Spl. (SAG) Head Admn-I Division</li> <li>Sh. Sanjeev Malhotra, Administrative Officer</li> </ol>	AO (SM) → PJB → Director
<ul style="list-style-type: none"> <li>Administration-II Division (Leave/Increment, LTC/HLTC, Court Cases, RoHFW Non service matters)</li> <li>Motor Transport</li> <li>LO for Hindi</li> <li>PMO Grievances</li> </ul>	<ol style="list-style-type: none"> <li>Dr. A.R. Passi, Joint Director (PH Spl. Gr.-I) Head Admn-II Division</li> <li>Sh. P S Rahate, Research Officer (Chemistry) Controller of Transport</li> <li>Sh. Sanjeev Malhotra, Administrative Officer</li> </ol>	AO(SM) → ARP → Director  AO (SM) → PSR → ARP → Director  AO (SM) → ARP → Director
<ul style="list-style-type: none"> <li>Accounts &amp; Budget Division</li> </ul>	<ol style="list-style-type: none"> <li>Dr. A.R. Passi, Joint Director (PH Spl. Gr.-I) (Head of the Division)</li> <li>Sh. Sanjeev Kumar Sr. Accounts Officer</li> </ol>	Sr. AO (SK) → ARP → Director
<ul style="list-style-type: none"> <li>Vigilance Officer</li> </ul>	<ol style="list-style-type: none"> <li>Dr Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I)</li> </ol>	Vigilance Division → CPJ → Director
<ul style="list-style-type: none"> <li>Procurement &amp; Supply Division</li> <li>Local Store &amp; Procurement through GeM</li> </ul>	<ol style="list-style-type: none"> <li>Dr. Rinku Sharma, Joint Director (PH Spl. Gr.-I) (Head of the Division)</li> <li>Dr. Sambit Pradhan, Assistant Director PH Spl. Gr. III (GeM buyer)</li> </ol>	SP → RS → Director  SP → RS → Director



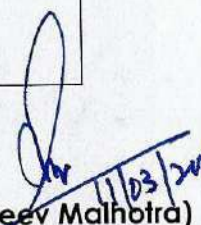
• P & C Division including PIP	1. Dr.A.R. Pasi, Joint Director (PH Spl. Gr.-I) (Head of Division) 2. Dr. Manpreet Singh, Medical Officer	MS → ARP → Director
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• Training	1. Dr.Sudarsan Mandal Sr. CMO (SAG) 2. Dr. Manpreet Singh Medical Officer	MS → SM → Director
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**Work Allocation of Officer for Other Sections / Cell in NCVBDC**

• IT Cell	1. Dr. P.J. Bhuyan, Addl. Director (PH Spl. (SAG)) 2. Dr. Manpreet Singh Medical Officer	MS → PJB → Director
1. Nodal officer of RTI 2. Chief Welfare Officer 3. LO for SC/ST/OBC/PwDs	1. Sh. P S Rahate, Research Officer (Chemistry)	PSR → Director
• Nodal officer e-HRMS	1. Dr. A.R. Pasi, Joint Director (PH Spl. (Gr.-I)) 2. Sh. P.S. Rahate, Research Officer (Chemistry)	PSR → ARP → Director

This issue with the approval of the Competent Authority, NCVBDC, Delhi.

  
(Sanjeev Malhotra)  
Administrative Officer,  
NCVBDC, Delhi

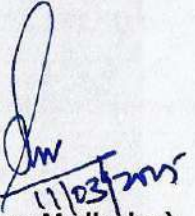
**Copy to:-**

1. Copy to all concerned.
2. Office of the Director, NCVBDC.
3. Vigilance Division, NCVBDC.
4. Consultant (IT) to get the orders upload in the website.

**Copy for information to:-**



1. PSO to DGHS, MOH&FW, Nirman Bhawan, New Delhi.
2. PPS to JS (VBD), MOH&FW, Nirman Bhawan, New Delhi.
3. PPS to JS (GM), Dte.GHS, Nirman Bhawan, New Delhi.
4. PS to Director (CKR), MOH&FW, Nirman Bhawan, New Delhi.
5. Under Secretary (GK), VBD Section, Nirman Bhawan, New Delhi.
6. Dy. Director (SKM), Dte.GHS, Nirman Bhawan, New Delhi.
7. All ROH&FW's / All Officers, NCVBDC / All Divisions, NCVBDC, Delhi.

  
(Sanjeev Malhotra)  
Administrative Officer,  
NCVBDC, Delhi