

No. 1-58/2021-Admn.I  
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

Dated the :- 25<sup>th</sup> October, 2024

### OFFICE ORDER

In pursuance of office order dated 10.06.2024, it has been observed that at times the Officers and Staff are proceeding on leaves / tours without prior intimation to the concerned authorities and also without handing over the charge to their Link Officers. This has been viewed very seriously by the Competent Authority.

To streamline the functioning of the Office, it has been directed that all the Officers/Officials before proceeding on leave/tour etc., should ensure that the next level of Officer/Official are available in the office to the extent possible during leave period/tour etc., of the concerned Officer/Official.

All Officers/Officials are directed strictly to adhere to the above direction failing which necessary action may be initiated as per the rule.

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

  
(Sanjeev Malhotra)  
Administrative Officer,  
NCVBDC, Delhi

Copy to:-

1. O/o Director, NCVBDC, Delhi.
2. All Officers / Divisions, NCVBDC.
3. Consultant (IT) to get the orders upload in the website.