

No.1-58/2021-Admn.I

Government of India

National Center for Vector Borne Disease Control

Dte.General of Health Services, Ministry of Health & Family Welfare

22-Shamnath Marg, Delhi-110 054.

Telephone No. 23967780, Fax No. 23968329

Website: www.nvbdc.gov.in

Dated the:- 19th January 2022

19 JAN 2022

OFFICE ORDER

In supersession of previous Office Orders and after joining of Dr. Rinku Sharma, Joint Director 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 in the absence of an officer.

1. Head of Divisions can allot work within their division to the concerned officials under them with information to Director.
2. Head of Divisions to ensure that no files-physical or e-files are kept within their divisions for more than 24 hours.
3. 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. Head of Divisions to ensure that while approving the leave/tours/foreign visits alternatives arrangements are in place.
5. The work of P&C will be reviewed by Director, hence all Head of Divisions please ensure that all information is sent on time.
6. Nodal Officer for P & C will be on rotational basis and will be changed as and when required. All officers to get used to P & C work.
7. Officers will work as Nodal Officers / Liaison Officers / Committee members as per orders issued from time to time.
8. All the Head of the Division will act as First Apellate Authority of their respective Division and Officer-in Charge will act as CPIO of their subject/division being the custodian of information of their divisions.
9. Any other work assigned by Director.


19/1/22

Contd..2/-

| Name & Designation | Work allocation |
|----------------------------|--------------------|
| Dr. Tanu Jain, Director | Head of Department |

- Dr.Nupur Roy, Sr.CMO (SAG)

| Head of the Division | | |
|--|---|--|
| 1. Lymphatic Filariasis, 2. Kala-Azar 3. JE/AES 4. IEC/BCC 5. Training | | |
| Assisting Officers / Consultant | Allocation of work | Consultant / Divisions |
| Dr.Chhavi Pant Joshi, Joint Director. | JE/AES Lymphatic Filariasis IEC/BCC | Consultant (M&E) & JE Division Consultant (Entomology)/ Filaria Division IEC Consultant (IEC/GFATM) |
| Dr.Naresh Kumar Gill, Dy. Director. | Kala-Azar | Consultants & Kala-Azar Division |
| Ms.Jyoti Nagarkoti, Assistant Director (ISS) | Training | Consultant Training GFATM |

- Dr.Chhavi Pant Joshi, Joint Director

| Head of the Division | | |
|--|---|---|
| 1. P & C Division 2. Administration Division including Head of Office 3. IT Cell | | |
| Assisting Officers / Consultant | Allocation of work | Consultant / Divisions |
| Ms.Jyoti Nagarkoti, Assistant Director (ISS) | P&C Division Including PIP process | P & C Division |
| Sh.Sanjeev Malhotra, Administrative Officer | <ul style="list-style-type: none">• Administration Division• Liasoning Officer for Hindi.• PMO Grievances.• HOO for Pension Cases.• IT Cell | Administration Division I & II. Consultants (IT) |


19/11/22

• **Dr. Rinku Sharma, Joint Director**

| Head of the Division | | |
|--|---|--|
| Division 1 | <ul style="list-style-type: none"> • Malaria and Urban Malaria Division • Monitoring & Evaluation Division • GFATM • CCO Lab. | |
| Division 2 | <ul style="list-style-type: none"> • GeM Procurement • Local Store | |
| Dr.Naresh Kumar Gill, Dy. Director | <ul style="list-style-type: none"> • Malaria Division • GFATM • CCO Lab. • M&E | <ul style="list-style-type: none"> • Malaria Technical Division • GFATM Consultants • CCO Lab. • M&E Divisions / Consultant. |
| Dr.Vinod P Chaudhary, Medical Officer | | |
| Sh.P.S.Rahate Research Officer (Chemistry) | <ul style="list-style-type: none"> • Local Stores • GeM Procurement | <ul style="list-style-type: none"> • Store Keeper. |
| Ms.Jyoti Nagarkoti, Assistant Director (ISS) | <ul style="list-style-type: none"> • Monitoring & Evaluation Division including IHIP implementation. | <ul style="list-style-type: none"> • Monitoring & Evaluation Division, • M&E Consultants. |

• **Dr. Rinku Sharma, Joint Director**

| Head of the Division | | |
|--|--|--|
| 1. Dengue 2. Chikunguniya 3. Entomology. | | |
| Assisting Officers / Consultant | Allocation of work | Consultant / Divisions |
| Dr.Kalpana Baruah Ex- Additional Director (Consultant) | <ul style="list-style-type: none"> • Dengue • Chikungunya • Entomology. | <ul style="list-style-type: none"> • Consultant (DC / VC / CHRI). • Dengue/Chikungunya Division. • Entomology Division/CCCO Division. |

Contd..4/-


 19/11/22

- Dr.Naresh Kumar Gill, Deputy Director

| Head of the Division | | |
|---|--|---|
| 1. Procurement & Supply Division. 2. Accounts & Budget Division. | | |
| Assisting Officers / Consultant | Allocation of work | Consultant / Divisions |
| Sh.P.S.Rahate Research Officer (Chemistry) | • Procurement & Supply Division. | • Consultants Procurement (DBS/GFATM) • Procurement & Supply Division. |
| Sh.Deepak Kumar Jain, Sr.Accounts Officer | • Financial and Budget Management of NCVBDC. | Accounts & Budget Division. |

Sh.P.S.Rahate, Research Officer (Chemistry)

| Head of the Division | | |
|--|-------------------------|-------------------------|
| 1. Controller of Motor Transport 2. Nodal Officer for RTI 3. Chief Welfare Officer. 4. Officer for SC/ST Welfare. | | |
| Assisting Officers / Consultant | Allocation of work | Consultant / Divisions |
| Sh.Sanjeev Malhotra Administrative Officer | • Administration I & II | Administration Division |

This issue with the approval of the Director, NCVBDC, Delhi.



(Sanjeev Malhotra)
Administrative Officer,
for Director, NCVBDC, Delhi

Copy to:-

1. Consultant (IT) to get the orders upload in the website.
2. Vigilance Division, NCVBDC.
3. Director's Office, NCVBDC.

Copy for information to:

1. All Officers of NCVBDC, Delhi.
2. Sr.PPS to DGHS, Nirman Bhawan, New Delhi.
3. PPS to JS (RM), Dte.GHS, Nirman Bhawan, New Delhi.
4. PPS to JS (HS), MOH&FW, Nirman Bhawan, New Delhi.
5. PS to DS (SN), MOH&FW, Nirman Bhawan, New Delhi.
6. All Divisions of NCVBDC, Delhi.
7. All ROH&FW's.
8. Guard file.


(Sanjeev Malhotra)
Administrative Officer,
for Director, NCVBDC, Delhi