

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

25 JAN 2024

Dated the 25th January 2024

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. All Head of Divisions to ensure that no files-physical or e-files are kept within their divisions for more than 24 hours.
2. 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.
3. All Head of Divisions to ensure that while approving the leave/tours/foreign visits alternatives arrangements are in place.
4. 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.
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 (not more than 2 years) 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 CPIO/Nodal Officer of RTI to ensure that all replies shall be given within stipulated time period. No delay will be accepted.
9. All Head of Divisions shall ensure the implementation of RajbhashaAdhiniyam Rule 3 (3) in true spirit.
10. Any other work assigned by Director.


25/01/24

Contd...2/-

Work Allocation of Officer for different Divisions

Name of the programme	Name of the officer	Work Flow
<ul style="list-style-type: none"> Malaria Division Monitoring & Evaluation Division and UMS Division Malaria Technical Division CCO & National Referral lab. GFATM 	<ol style="list-style-type: none"> Dr. C S Aggarwal, PH Specialist (SAG) Dr. P.J. Bhuyan, Joint Director (PH Spl. Gr.-I) (Head of the Division) Dr. Vinod P. Choudhary, Medical Officer 	Files of technical nature may be routed through Dr. C S Aggarwal, PH Specialist (SAG) for submission to Director.
<ul style="list-style-type: none"> Lymphatic Filariasis Division IEC 	<ol style="list-style-type: none"> Dr. Nupur Roy, Sr. CMO (SAG) Dr. Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I) (Head of the Division) 	Files of technical nature may be routed through Dr. Nupur Roy, Sr. CMO (SAG) for submission to Director
<ul style="list-style-type: none"> Kala-azar Division 	<ol style="list-style-type: none"> Dr. Nupur Roy, Sr. CMO (SAG) Dr. Vinod P. Choudhary, Medical Officer, (Head of the Division) 	Files of technical nature may be routed through Dr. Nupur Roy, Sr. CMO (SAG) for submission of Director
<ul style="list-style-type: none"> Dengue & Chikungunya Division 	<ol style="list-style-type: none"> Dr. Rinku Sharma Joint Director (PH Spl. Gr.-I) (Head of the Division) Dr. Kalpana Baruah, Sr. Consultant 	KB \Rightarrow RS \Rightarrow Director
<ul style="list-style-type: none"> Japanese Encephalitis Division 	<ol style="list-style-type: none"> Dr. Pranab Jyoti Bhuyan Joint Director (PH Spl. Gr. I) (Head of Division) Dr. Sambit Pradhan Assistant Director PH Spl. Gr. III) 	SP \Rightarrow PJB Director



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<ul style="list-style-type: none"> Entomology Division 	<ul style="list-style-type: none"> Dr. P. J. Bhuyan, Joint Director (PH Spl. Gr.-I) (Head of the Division) Dr. KalpnaBaruah, Sr. Consultant 	KB ⇒ PJB ⇒ Director
<ul style="list-style-type: none"> IEC/BCC Division 	<ol style="list-style-type: none"> Dr. Nupur Roy (SAG) Dr.Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I) (Head of the Division) 	Files of technical nature may be routed through Dr.Nupur Roy, Sr. CMO (SAG) for submission to Director
<ul style="list-style-type: none"> Administration Division (service matter) LO for Hindi PMO Grievances HOO for Pension cases Administration-II Division (except service matter) including leave/Increment and court case. 	<ol style="list-style-type: none"> Dr. P. J. Bhuyan, Joint Director (PH Spl. Gr.-I) (Head of OfficeAdmn-I Division) Sh.SanjeevMalhotra, Administrative Officer Dr.Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I) (Head of the Admn-II Division) Sh.SanjeevMalhotra, Administrative Officer 	(service matter) AO (SM) ⇒ PJB ⇒ Director (except service matter) AO(SM) ⇒ CPJ ⇒ Director
<ul style="list-style-type: none"> Accounts & Budget Division 	<ol style="list-style-type: none"> Sh. Rinku Sharma, Joint Director (PH Spl. Gr.-I) (Head of the Division) Sh.Rajesh Kumar Sr. Accounts Officer 	Sr. AO (RK) ⇒ RS ⇒ Director
<ul style="list-style-type: none"> Vigilance Officer 	<ol style="list-style-type: none"> DrChhavi Pant Joshi, Joint Director (PH Spl. Gr.-I) 	Submit files to Director

Dr
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<ul style="list-style-type: none">• Procurement & Supply Division• Local Store	<ol style="list-style-type: none">1. Dr. Rinku Sharma, Joint Director (PH Spl. Gr.-I) (Head of the Division)2. Sh. P. S. Rahate, Research Officer (Chemistry)	PSR \Rightarrow RS \Rightarrow Director
<ul style="list-style-type: none">• Procurement through GeM	<ul style="list-style-type: none">• Dr. SambitPradhan, Assistant Director (PH Spl. Gr.-III) (Head of the Division)• Dr. Vinod P. Choudhary, Medical Officer	VPC \Rightarrow SP \Rightarrow Director
<ul style="list-style-type: none">• P & C Division including PIP	<ol style="list-style-type: none">1. Dr. SambitPradhan, Assistant Director (PH Spl. Gr.-III) (Head of the Division)2. Ms. JyotiNagarkoti, Asst. Director	JN \Rightarrow SP \Rightarrow Director

Work Allocation of Officer for Other Sections / Cell in NCVBDC

<ul style="list-style-type: none">• Training• IHIP for all six VBDs	<ol style="list-style-type: none">1. Dr. C S Aggarwal, PH specialist (SAG)2. Dr. SambitPradhan, Assistant Director (PH Spl. Gr.-III) (Head of Division)3. Ms. JyotiNagarkoti, Assistant Director (ISS)	Files of technical nature will be routed through Dr. C S Aggarwal, PH Specialist (SAG) for submission to Director
<ul style="list-style-type: none">• IT Cell	<ol style="list-style-type: none">1. Dr. C S Aggarwal, PH specialist (SAG)2. ShSanjeevMalhotra, Administrative officer	Files of technical nature will be routed through Dr. C S Aggarwal, PH Specialist (SAG) for submission to Director


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<ul style="list-style-type: none">Motor Transport Section	<ol style="list-style-type: none">Dr. P.J. BhuyanSh. P S Rahate, Research Officer (Chemistry) Controller of TransportShSanjeevMalhotra, Administrative officer	AO (SM) → PSR → PJB Director
<ul style="list-style-type: none">Nodal officer of RTIChief Welfare Officer LO for SC/ST/OBC/PwDs	<ul style="list-style-type: none">Sh. P S Rahate, Research Officer (Chemistry)	PSR → Director
<ul style="list-style-type: none">Nodal officer e-HRMS	<ol style="list-style-type: none">Dr P J Bhuyan, Joint Director (PH Spl. Gr.-I)Sh. P S Rahate, Research Officer (Chemistry)	PSR → PJB → Director

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


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

Copy to:-

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

Copy for information to:

- PSO to DGHS, NirmanBhawan, New Delhi.
- PPS to JS (RM), MOH&FW, NirmanBhawan, New Delhi.
- PPS to JS (GM), Dte.GHS, NirmanBhawan, New Delhi.
- PS to Deputy Secretary (CKR), MOH&FW, NirmanBhawan, New Delhi.
- Under Secretary, VBD Section, NirmanBhawan, New Delhi.
- Dy. Director (AC), Dte.GHS, NirmanBhawan, New Delhi.
- All Officers / All Divisions of NCVBDC, Delhi.
- All ROH&FW's.


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