

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

04 MAR 2024

Dated the:- March 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 Head of the division will be First Apellate Authority and the information providing officer will be CPIO of the concerned division.
9. All the CPIO/Nodal Officer of RTI to ensure that all replies shall be given within stipulated time period. No delay will be accepted.
10. All Head of Divisions shall ensure the implementation of Rajbhasha Adhiniyam Rule 3 (3) in true spirit.
11. Any other work assigned by Director.


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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"> 1. Dr. C S Aggarwal, PH Specialist (SAG) 2. Dr. P.J. Bhuyan, Joint Director (PH Spl. Gr.-I) (Head of the Division) 	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 	<ol style="list-style-type: none"> 1. Dr. Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I) (Head of the Division) 	Receive work from concerned section and consultants.
<ul style="list-style-type: none"> • Kala-azar Division 	<ol style="list-style-type: none"> 1. Dr. Sambit Pradhan Assistant Director PH Spl. Gr. III), (Head of the Division) 	Receive work from concerned section and consultants.
<ul style="list-style-type: none"> • Dengue & Chikungunya Division 	<ol style="list-style-type: none"> 1. Dr. Rinku Sharma Joint Director (PH Spl. Gr.-I) (Head of the Division) 2. Dr. Kalpana Baruah, Sr. Consultant 	KB \Rightarrow RS \Rightarrow Director
<ul style="list-style-type: none"> • National Referral Lab (NRL) 		RS \Rightarrow PJB \Rightarrow Director
<ul style="list-style-type: none"> • Japanese Encephalitis Division 	<ol style="list-style-type: none"> 1. Dr. Sudarsan Mandal Sr.CMO (SAG) 2. Dr. P.J. Bhuyan, Joint Director (PH Spl. Gr.-I) (Head of Division) 	Files of technical nature may be routed through Dr. S. Mandal, Sr.CMO (SAG) for submission to Director.


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<ul style="list-style-type: none">Entomology Division	<ol style="list-style-type: none">Dr. P. J. Bhuyan, Joint Director (PH Spl. Gr.-I) (Head of the Division)Dr. Kalpna Baruah, Sr. Consultant	KB ⇒ PJB ⇒ Director
<ul style="list-style-type: none">IEC/BCC Division	<ol style="list-style-type: none">Dr. Sudarsan Mandal Sr. CMO (SAG)Sh. Anil Negi, Malaria Inspector	Files of technical nature may be routed through Dr. S. Mandal, Sr. CMO (SAG) for submission to Director
<ul style="list-style-type: none">Administration-I Division (service matter)Head of OfficeHOO for Pension cases	<ol style="list-style-type: none">Dr. P. J. Bhuyan, Joint Director (PH Spl. Gr.-I) Head Admn-I DivisionSh. Sanjeev Malhotra, Administrative Officer	AO (SM) ⇒ PJB ⇒ Director
<ul style="list-style-type: none">Administration-II Division (except service matter) including leave/Increment and court case.LO for HindiPMO Grievances	<ol style="list-style-type: none">Dr. Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I) Head Admn-II DivisionSh. Sanjeev Malhotra, Administrative Officer	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">Dr. Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I)	Submit files to Director

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<ul style="list-style-type: none">• Procurement & Supply Division• Local Store• Procurement through GeM	<ol style="list-style-type: none">1. Dr. Rinku Sharma, Joint Director (PH Spl. Gr.-I) (Head of the Division)2. Dr. Sambit Pradhan, Assistant Director (PH Spl. Gr.-III) (GeM buyer)3. Sh. P. S. Rahate, Research Officer (Chemistry)	PSR → RS → Director SP → RS → Director
<ul style="list-style-type: none">• P & C Division including PIP• Training	<ol style="list-style-type: none">1. Dr. Sudarsan Mandal Sr. CMO (SAG)2. Dr. Sambit Pradhan, Assistant Director (PH Spl. Gr.-III) (Head of the Division)3. Ms. Jyoti Nagarkoti, Asst. Director	JN → SP → SM → Director


Work Allocation of Officer for Other Sections / Cell in NCVBDC

<ul style="list-style-type: none">• IHIP for all six VBDs	<ol style="list-style-type: none">1. Dr. C S Aggarwal, PH specialist (SAG)2. Ms. Jyoti Nagarkoti, Assistant Director (ISS) (Head of Division)	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. Sh Sanjeev Malhotra, 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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• Motor Transport Section	1. Dr. P.J. Bhuyan Joint Director (PH Spl. Gr.-I) / HOO 2. Sh. P S Rahate, Research Officer (Chemistry) Controller of Transport 3. Sh Sanjeev Malhotra, Administrative officer	AO (SM) → PSR → PJB → Director
• Nodal officer of RTI • Chief Welfare Officer • LO for SC/ST/OBC/PwDs	1. Sh. P S Rahate, Research Officer (Chemistry)	PSR → Director
• Nodal officer e-HRMS	1. Dr P J Bhuyan, Joint Director (PH Spl. Gr.-I) 2. Sh. P S Rahate, Research Officer (Chemistry)	PSR → PJB → Director

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



/04/05/24
(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. Office of the Director, NCVBDC.

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.


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