

**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

21 AUG 2024

Dated the:- August 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 Adhinyam 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  |
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| • GFATM   | <ul style="list-style-type: none"> <li>o Dr. P.J. Bhuyan,<br/>Additional Director<br/>(PH Spl. (SAG))<br/>(Head of the Division)</li> <li>2. Dr. Manpreet Singh<br/>Medical Officer</li> </ul> | MS $\Rightarrow$ PJB $\Rightarrow$ Director  |
| <ul style="list-style-type: none"> <li>• Monitoring &amp; Evaluation Division and UMS Division</li> <li>• Malaria Technical Division (MTD)</li> </ul> | <ul style="list-style-type: none"> <li>1. Dr. C S Aggarwal,<br/>PH Specialist (SAG)</li> <li>2. Dr. A.R. Passi<br/>Joint Director (PH Spl. Gr.-I)</li> </ul>                                   | ARP $\Rightarrow$ CS $\Rightarrow$ Director  |
| • Lymphatic Filariasis Division   | <ul style="list-style-type: none"> <li>1. Dr. Chhavi Pant Joshi,<br/>Joint Director (PH Spl. Gr.-I)<br/>(Head of the Division)</li> <li>2. Dr. Manpreet Singh<br/>Medical Officer</li> </ul>   | <p>Receive work from concerned section and consultants.</p> <p>MS <math>\Rightarrow</math> CPJ <math>\Rightarrow</math> Director</p> |
| • Kala-azar Division  | <ul style="list-style-type: none"> <li>1. Dr. Sambit Pradhan<br/>Assistant Director PH Spl. Gr. III), (Head of the Division)</li> </ul>  | Receive work from concerned section and consultants.   |
| <ul style="list-style-type: none"> <li>• Dengue &amp; Chikungunya Division</li> <li>• National Referral Lab (NRL)</li> </ul>                          | <ul style="list-style-type: none"> <li>1. Dr. Rinku Sharma<br/>Joint Director (PH Spl. Gr.-I)<br/>(Head of the Division)</li> <li>2. Dr. Kalpana Baruah, Sr.<br/>Consultant</li> </ul>         | KR $\Rightarrow$ RS $\Rightarrow$ Director   |
| • Japanese Encephalitis Division  | <ul style="list-style-type: none"> <li>1. Dr. Sudarsan Mandal<br/>Sr.CMO (SAG)</li> <li>2. Dr. P.J. Bhuyan,<br/>Addl. Director (PH Spl. (SAG))<br/>(Head of Division)</li> </ul>               | 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"><li>Entomology Division</li></ul>  | <ol style="list-style-type: none"><li>Dr. C P Joshi,<br/>Joint Director (PH Spl. Gr.-I)<br/>(Head of the Division)</li><li>Dr. Kalpana Baruah,<br/>Sr. Consultant</li></ol>            | KB ⇒ CPJ ⇒ Director          |
| <ul style="list-style-type: none"><li>Administration-I Division<br/>(service matter)</li><li>HOO for Pension cases</li></ul>   | <ol style="list-style-type: none"><li>Dr. P. J. Bhuyan,<br/>Addl. Director (PH Spl. (SAG))<br/>Head Admn-I Division</li><li>Sh. Sanjeev Malhotra,<br/>Administrative Officer</li></ol> | AO (SM) ⇒ PJB ⇒ Director     |
| <ul style="list-style-type: none"><li>Administration-II Division<br/>(except service matter)<br/>including leave/Increment<br/>and court case.</li><li>LO for Hindi</li><li>PMO Grievances</li></ul> | <ol style="list-style-type: none"><li>Dr. A.R. Passi,<br/>Joint Director (PH Spl. Gr.-I)<br/>Head Admn-II Division</li><li>Sh. Sanjeev Malhotra,<br/>Administrative Officer</li></ol>  | 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,<br/>Joint Director (PH Spl. Gr.-I)<br/>(Head of the Division)</li><li>Sh. Sanjeev Kumar<br/>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,<br/>Joint Director (PH Spl. Gr.-I)</li></ol>   | Submit files to Director     |

  
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| <ul style="list-style-type: none"><li>• Procurement &amp; Supply Division</li><li>• Local Store</li><li>• Procurement through GeM</li></ul> | <ol style="list-style-type: none"><li>1. Dr. Rinku Sharma,<br/>Joint Director (PH Spl. Gr.-I)<br/>(Head of the Division)</li><li>2. Sh. P. S. Rahate,<br/>Research Officer (Chemistry)<br/>(GeM buyer)</li></ol> | PSR → RS → Director          |
| <ul style="list-style-type: none"><li>• P &amp; C Division including PIP</li></ul>  | <ol style="list-style-type: none"><li>1. Dr. Sudarsan Mandal<br/>Sr. CMO (SAG)</li><li>2. Sh. Yogendra Prasad,<br/>Assistant Director (ISS)<br/>(Head of the Division)</li></ol>                                 | YP → SM → Director           |
| <ul style="list-style-type: none"><li>• Training</li></ul>  | <ol style="list-style-type: none"><li>1. Dr. Sudarsan Mandal<br/>Sr. CMO (SAG)</li></ol>   | Section Cell → SM → Director |

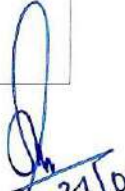
**Work Allocation of Officer for Other Sections / Cell in NCVBDC**

|   |   |   |
|---|---|---|
| <ul style="list-style-type: none"><li>• IT Cell</li></ul> | <ol style="list-style-type: none"><li>1. Dr. C S Aggarwal,<br/>PH specialist (SAG)</li><li>2. Sh Sanjeev Malhotra,<br/>Administrative officer</li></ol> | 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"><li>• Motor Transport Section</li></ul>  | <ol style="list-style-type: none"><li>1. Dr. P.J. Bhuyan<br/>Addl. Director (PH Spl. (SAG)/<br/>HOO</li><li>2. Sh. P S Rahate,<br/>Research Officer (Chemistry)<br/>Controller of Transport</li><li>3. Sh Sanjeev Malhotra,<br/>Administrative officer</li></ol> | AO (SM) → PSR → PJB → Director |
| <ul style="list-style-type: none"><li>• Nodal officer of RTI</li><li>• Chief Welfare Officer</li><li>• LO for SC/ST/OBC/PwDs</li></ul> | <ol style="list-style-type: none"><li>1. Sh. P S Rahate,<br/>Research Officer (Chemistry)</li></ol>  | PSR → Director                 |
| <ul style="list-style-type: none"><li>• Nodal officer e-HRMS</li></ul>   | <ol style="list-style-type: none"><li>1. Dr P J Bhuyan,<br/>Addl. Director (PH Spl. (SAG)</li><li>2. Sh. Yogendra Prasad,<br/>Assistant Director (ISS)</li></ol>   | YP → PJB → Director            |

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

  
21/08/24  
(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.

  
21/08/24  
(Sanjeev Malhotra)  
Administrative Officer,  
NCVBDC, Delhi