

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

01 APR 2026

Dated the:- 01st April, 2026

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. Officers of the Pay Level-13 and above may hold the charge of Heads of Division (unless declared non administrative). The Divisions, where officers of requisite level are not available, the charge of Head of Division shall remain vested with the Director, NCVBDC till the time eligible officer are available.
2. All Head of Divisions to ensure that no files-physical or e-files are kept within their divisions for more than 24 hours.
3. 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.
4. All Head of Divisions to ensure that while approving the leave/tours/foreign visits alternatives arrangements are in place.
5. 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.
6. The work of P&C will be reviewed by Director, hence all Head of Divisions please ensure that all information is sent on time.
7. 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.
8. Officers will work as Nodal Officers / Liaison Officers / Committee members as per orders issued from time to time.
9. All the Head of the division will be First Apellate Authority and the information providing officer will be CPIO of the concerned division.
10. All the CPIO/Nodal Officer of RTI to ensure that all replies shall be given within stipulated time period. No delay will be accepted.
11. All Head of Divisions shall ensure the implementation of Rajbhasha Adhiniyam Rule 3 (3) in true spirit.
12. List of Regular/Contractual supporting staff of division attached at Annexure-I.
13. 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
• GFATM	1. Dr. P.J. Bhuyan, Additional Director (PH Spl. (SAG)) (Head of the Division) 2. Dr. Manpreet Singh Medical Officer	MS $\Rightarrow$ PJB $\Rightarrow$ Director
• Monitoring & Evaluation Division and UMS Division • Malaria Technical Division (MTD)	Dr. Sambit Pradhan, Assistant Director (PH Spl. Gr.-III)	SP $\Rightarrow$ Director
• Lymphatic Filariasis Division	1. Dr. Sudarshan Mandal, Sr. CMO (SAG)	Receive work from concerned section and consultants. RS $\Rightarrow$ SM $\Rightarrow$ Director
• National Referral Lab (NRL)	2. Dr. Rinku Sharma Joint Director (PH Spl. Gr.-I) (Head of division)	RS $\Rightarrow$ Director
• Kala-azar Division	1. Dr. Chhavi Pant Joshi Joint Director (PH Spl. Gr.-I) (Head of the Division)	CPJ $\Rightarrow$ Director
• Dengue & Chikungunya Division	1. Dr. A.R. Pasi, Joint Director (PH Spl. Gr.-I) (Head of the Division) 2. Dr. Kalpana Baruah, Sr. Consultant	KB $\Rightarrow$ ARP $\Rightarrow$ Director
• Japanese Encephalitis Division	1. Dr. P.J. Bhuyan, Addl. Director (PH Spl. (SAG)) (Head of Division) 2. Dr. Sambit Pradhan, Assistant Director (PH Spl. Gr.-III)	SP $\Rightarrow$ PJB $\Rightarrow$ Director
• Entomology Division	1. Dr. C P Joshi, Joint Director (PH Spl. Gr.-I) (Head of the Division)	CPJ $\Rightarrow$ Director

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- Administration-I Division (Service Matter, Recruitment, Promotions, DACP/MACP, Transfer & Posting) - HOO for Pension cases	1. Dr. P. J. Bhuyan, Addl. Director (PH Spl. (SAG) Head Admn-I Division 2. Sh.Sanjeev Malhotra, Administrative Officer	AO (SM) $\Rightarrow$ PJB $\Rightarrow$ Director
- Administration-II Division (Leave/Increment, LTC/HLTC, Court Cases, RoHFW Non service matters) - Motor Transport - LO for Hindi - PMO Grievances	1. Dr. A.R. Pasi, Joint Director (PH Spl. Gr.-I) Head Admn-II Division 2. Sh. P S Rahate, Research Officer (Chemistry) Controller of Transport 3. Sh.Sanjeev Malhotra, Administrative Officer	AO(SM) $\Rightarrow$ ARP $\Rightarrow$ Director AO (SM) $\Rightarrow$ PSR $\Rightarrow$ ARP $\Rightarrow$ Director AO (SM) $\Rightarrow$ ARP $\Rightarrow$ Director
Accounts & Budget Division	1. Dr. A.R. Pasi, Joint Director (PH Spl. Gr.-I) (Head of the Division) 2. Sh. Hemant Kumar Sr. Accounts Officer	Sr. AO (SK) $\Rightarrow$ ARP $\Rightarrow$ Director
Vigilance Officer	1. Dr Rinku Sharma, Joint Director (PH Spl. Gr.-I)	RS $\Rightarrow$ Director
- Procurement & Supply Division - Local Store & Procurement through GeM	1. Dr. Chhavi Pant Joshi, Joint Director (PH Spl. Gr.-I) (Head of the Division) 2. Dr. Sambit Pradhan, Assistant Director PH Spl. Gr. III (GeM buyer)	SP $\Rightarrow$ CPJ $\Rightarrow$ Director SP $\Rightarrow$ CPJ $\Rightarrow$ Director
P & C Division including PIP	1. Dr.A.R. Pasi, Joint Director (PH Spl. Gr.-I) (Head of Division) 2. Dr. Manpreet Singh, Medical Officer	MS $\Rightarrow$ ARP $\Rightarrow$ Director
Training	1. Dr.Sudarsan Mandal Sr. CMO (SAG) 2. Dr. Manpreet Singh Medical Officer	MS $\Rightarrow$ SM $\Rightarrow$ Director

Work Allocation of Officer for Other Sections / Cell in NCVBDC

IT Cell	1. Dr. P.J. Bhuyan, Addl. Director (PH Spl. (SAG) 2. Dr. Manpreet Singh Medical Officer	MS $\Rightarrow$ PJB $\Rightarrow$ Director
1. Nodal officer of RTI	1. Sh. P S Rahate,	PSR $\Rightarrow$ Director

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2. Chief Welfare Officer 3. LO for SC/ST/OBC/PwDs	Research Officer (Chemistry)	
• Nodal officer e-HRMS	1. Dr. A.R. Pasi, Joint Director (PH Spl. (Gr.-I)) 2. Sh. P.S. Rahate, Research Officer (Chemistry)	PSR $\Rightarrow$ ARP $\Rightarrow$ Director

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


(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, Kartavya Bhawan-1, New Delhi.
2. PPS to JS (VBD), MOH&FW, Kartavya Bhawan-1, New Delhi.
3. PPS to JS, Dte.GHS, Kartavya Bhawan-1, New Delhi.
4. PS to DS (VBD), MOH&FW, Kartavya Bhawan-1, New Delhi.
5. Under Secretary (SSK), VBD Section, Kartavya Bhawan-1, New Delhi.
6. Dy. Director (PH&CDL), Dte.GHS, Kartavya Bhawan-1, New Delhi.
7. All ROH&FW's / All Officers, NCVBDC / All Divisions, NCVBDC, Delhi.


(Sanjeev Malhotra)
Administrative Officer,
NCVBDC, Delhi