

Dated the 4th April 2007

OFFICE ORDER

13 APR 2007

Subject: Restructuring of Functioning of Divisions of Dte. of NVBDCP- allotment of duties to Officers

In suppression of all earlier orders issued regarding duties of the officers of Dte. of National Vector Borne Disease Control Programme, the functioning of different Divisions and Sub-Divisions and officers are hereby revised with effect from 9th April 2007 as per details given below:

I Division: Vector Borne Diseases excluding Malaria (Kala-azar, JE, Dengue, Chikungunya and BCC)

Officers: Dr. C.M.Agarwal, Joint Director HOD and Coordinator
Dr.S.N.Sharma, Deputy Director (Kala-azar),
Dr.(Ms)Kalpana Barua, Deputy Director, dual duty reporting JD(CMA) for Dengue/DHF, Chikungunya and Coordination of WHO Biennium activities with all divisions & JD (RSS) and for Quality Assurance to JD(GSS)
Dr. (Ms) Roop Kumari, Assistant Director (JE)
Dr.(Ms) Shampa Nag, Consultant (BCC)
Consultants (Kala-azar)

Responsibilities:

1. All matters related to Kala-Azar, Dengue/DHF, Chikungunya, Japanese Encephalitis and BCC including the programme part wherever applicable.
2. All matters related to Annual Reports, Operational manuals/guidelines, etc related to Kala-Azar, Dengue/DHF, Chikungunya, Japanese Encephalitis and BCC.
3. All matters related to Technical advisory groups and Expert groups, etc. on Kala-Azar, Dengue/DHF, Chikungunya, Japanese Encephalitis and BCC
4. Coordination/inputs with the concerned HODs for cash grant for KA, Dengue, Chikungunya, JE and IEC under NVBDCP, etc.
5. Parliament/BOP/Staff position/VIP references, etc. pertaining to above diseases.
6. All matters related to IEC of the five diseases covered under NVBDCP
7. All matters related to proto-type development for IEC for all the five diseases
8. All matters related Observance of Malaria Month, National Filaria Day, National Campaigns for Elimination of Kala-Azar, control of JE and Dengue-DHS/Chikungunya
9. All matters related to coordination with different partners such as NGOs, FBOs, CBOs, Local Self Governments, media, CHEB, DAVP, CII, other industrial groups involved in the programme, etc. on IEC/BCC.

10. Implementation of WHO Biennium activities approved for Kala-azar, Dengue/DHF, Chikungunya, Japanese Encephalitis and BCC.
11. Responsible for coordination with all HODs and regular overall monitoring for implementation of WHO Biennium for all diseases/Fellowships under NVBDCP .
12. Establishment of Control room.
13. Any other duties assigned by the Director

II. Division: Malaria and Integrated Training

Officers: Dr. G.S. Sonal, Joint Director, HOD and Coordinator
 Dr. Charan Singh, Joint Director (Malaria- Assessment)
 Dr.R.K.Dasgupta, Deputy Director (WB Project and ITN & Operational Research, Conferences)
 Dr. (Ms) Prabha Arora, Deputy Director (IMCP/GFATM)
 Ms. Usha Arora, SRO (Drug Resistance Monitoring & National Drug Policy)
 Dr. Kalpana Baruah, Deputy Director, QA
 Dr. A.Chatterjee, National Professional Officer, (Malaria & Other Communicable Diseases)
 Dr. Chhavi Pant Joshi, Consultant (Integrated Training)
 Sh. C.Rajendran, Consultant
 Dr. B.D.Sathe, Consultant

Responsibilities:

- ✓ 1. All matters related to malaria programme in country including EVBDCP pertaining to malaria
2. All matters related to IMCP assisted /GFATM
3. Preparation of GFATM Round 7 proposal
4. All matters related to TAC and other expert groups related to Malaria Training, Field Research, ITNs, etc.
5. All matters related to Annual Reports and Operational manuals/guidelines, etc. related to malaria, training manuals, guidelines on ITN, Field Research, etc.
6. All matters related to Integrated Training under NVBDCP, RBM, GFATM, etc.
7. All matters related to cash grant for malaria, training, Insecticide Treated Mosquito Nets (ITNs) wherever applicable
8. All coordinating activities pertaining to NVBDCP, related field research carried out by NIMR and other research institutions on ITNs, etc.
9. Up-scaling of ITNs as an important component of integrated vector management and supervision & monitoring of ITN programme
10. Implementation of WHO Biennium activities approved for Malaria, ITNs, Field Research, etc.
11. Parliament/BOP/Staff position/VIP references, etc. related to Malaria, field research, training, ITNs, etc.
12. Monitoring of drug resistance/drug policy matters, etc.
13. Formation of Rapid Response Teams to monitor and contain outbreaks of vector borne diseases in the States/UTs namely Andhra Pradesh, Gujarat, Orissa, Uttaranchal, Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Punjab, Haryana and Chandigarh and Dadra & Nagar Haveli

14. All matters related to central assistance to NE Region/States & UTs/EVBDGP including cash grant for malaria control
15. Any other duties assigned by the Director

III. Division: Filariasis (ELF) and P&C

Officers: Dr.P.K.Srivastava, HOD
Dr. K.S. Gill, Joint Director (P&C)
Dr. Roop Kumari, Assistant Director (P&C)
C. Krishna Rao, National Professional Officer (LF and VBD)

Responsibilities: (A) Filaria

1. All matters related to ELF programmes including EVBDGP pertaining to filaria
2. All matters related to Annual Reports, Operational manuals/guidelines, etc related to filaria
3. All matters related to Technical advisory groups and National Task Force, etc. on filaria
4. Formation of Rapid Response Teams to monitor and contain outbreaks of vector borne diseases in the States/UTs namely Goa, Tamil Nadu, Pondicherry and Daman & Diu
5. Implementation of WHO Biennium activities approved for ELF and NFCEP
6. Parliament/BOP/Staff position/VIP references, etc. on filaria
7. All matters related to NFCEP and ELF including cash grant for the programme.

(B) Planning & Co-ordination (P & C)

8. All matters related to Planning & Coordination including Parliament/Planning Commission/BOP/Dte.GHS, MOH&FW, VIP references, Five Year & Annual Plans, etc.
9. Overall monitoring and coordination with all HODs regarding replies to Parliament questions and timely submission to DGHS/MOH&FW.
10. Coordination and monitoring of ROH&FWs except administrative matters
11. All matters related to NRHM
12. Any other duties assigned by the Director

IV. Division: Administration, Accounts and Vigilance

Officers: Mr. B.R.Thapar, Joint Director, HOD
Mr.R.P.Pal, Administrative Officer,
Mr. R.K.Gogia, Senior Accounts Officer
Consultant (Finance)

Responsibilities: (A) Accounts

1. All matters related to Accounts & Budget including expenditure, adjustments, audit, etc.
2. Release of funds to states through NRHM.
3. All matters related to cash grant for National programmes
4. Adjustment of advances.
5. Adjustment of Plan Budget for NVBDGP total.
6. Reconciliation with PAO/CCA and Budget Division.

7. Monitoring of Weekly/Fortnightly expenditure.
8. Receipt of all bills of NVBDCP, maintaining their enteries, forwarding the bills to respective division for processing & tracking of bills. Preparation of fortnightly statements of pending bills in different Divisions.

(B) Administration

9. All matters related to Administration
10. All matters related to Service records, Personal files, Punctuality, etc. of officers and staff of Dte. NVBDCP
11. All administrative matters pertaining to ROH&FWs
12. All matters related to Court cases
13. All matters related to promotion of Hindi (Rajbhasha)
14. Liaison Officer for implementation of reservation roster for SC/ST/OBC
15. Parliament/BOP/Staff position/VIP references, etc. pertaining to Administration and Budget and Accounts
16. All matters related to the duties of Vigilance Officer & RTI Act 2005 (Admn)
17. Any other duties assigned by the Director

(C) Supervision & Monitoring of entomological investigation/spray operations in GFATM states.

V. Division: Central Cross-Checking Organization, Urban Malaria Scheme, Local Stores and Office Maintenance

Officers: Dr. R.S.Sharma, Joint Director, HOD
Mr. J.Nandi, ARO (Dual duty of the Division besides Transport)

Responsibilities:

1. All matters related to vector Borne Diseases in NCT of Delhi
2. All matters related to implementation of Urban Malaria Scheme
3. All matters related to operational field studies on larvivorous fishes
4. All matters related to Annual Reports, Operational manuals/guidelines, etc related to CCO, UMS and Larvivorous Fishes
5. All matters related to Cross-Checking Laboratory and Malaria Clinic of Dte. NVBDCP
6. Formation of Rapid Response Teams to monitor and contain outbreaks of vector borne diseases in the States/UTs namely Madhya Pradesh, Chhattisgarh and NCTof Delhi
7. All matters related to local stores including purchase/supplies/monitoring/management of stores, etc.
8. All matters related to office maintenance like management of telephones, office premises including buildings/electricity/water/office equipment maintenance including computers, etc.
9. Staff Welfare Officer
10. All matters related to Technical advisory groups and Expert groups, etc. on CCO, UMS and Larvivorous Fishes
11. Implementation of WHO Biennium activities approved for CCO, UMS, Larvivorous Fishes.
12. Co-ordination of WHO Biennium activities of all divisions and tracking submission of activity report & SOE.
13. Parliament/BOP/Staff position/VIP references, etc. on CCO, UMS and Larvivorous Fishes

14. All matters related to CCO, UMS, Larvivorous Fishes including cash grant
15. Any other duties assigned by the Director

VI. Division: Entomology and Transport

Officers: Dr. K.S.Gill, Joint Director, HOD
Mr. J.Nandi, ARO (Additional duty of Transport besides CCO, UMS, Local Stores and Office Maintenance)

Responsibilities:

1. All matters related to Entomology monitoring
2. All matters related to Entomology part of EVBDCP
3. All matters related to ELISA Laboratory of Dte. EVBDCP
4. All matters related to insecticide research/field trials, etc
5. All matters related to Annual Reports, Operational manuals/guidelines, etc. related to Entomology
6. All matters related to management of transport/M&V including day-to-day management of transport/drivers, etc.
7. Formation of Rapid Response Teams to monitor and contain outbreaks of vector borne diseases in the States namely Himachal Pradesh and Jammu & Kashmir
8. All matters related to Technical advisory groups and Expert groups, etc. pertaining to Entomology
9. Implementation of WHO Biennium activities approved for Entomology
10. Parliament/BOP/Staff position/VIP references, etc. pertaining to Entomology
11. All matter related to P&C along with JD(PKS)
12. Any other duties assigned by the Director

VII. Division: Logistics (except Insecticides and larvicides) and Website

Officers: Dr.C.S.Agarwal, HOD
Assisted by VBDCP Consultants
All other HODs will give the necessary inputs pertaining to logistics/procurement related to the subject dealt by them

Responsibilities:

1. All matters related to Logistics/Procurement for DBS, ELF, VBDCP, RBM, GFATM, Kala-Azar, Dengue/DHF, JE, etc.
2. Statewise Allocation, supplies, adjustments & regular monitoring
3. All matters related to Annual Reports, Guidelines, etc pertaining to Logistics/ Procurement of the Division
4. All matters related to Technical Committees/Technical Advisory Groups and Expert groups, etc. for Logistics/Procurement of NVBDCP.
5. Implementation of WHO Biennium activities approved for Logistics/Procurement of the Division
6. Parliament/BOP/Staff position/VIP references on the subjects dealt by the Division, etc.
7. All matters related to NAMMIS Website & LAN etc
8. Any other duties assigned by the Director

VIII. Division: Logistics: Insecticides and larvicides

Officers: Mr. Bikram Chand, Joint Director, HOD
Assisted by VBDCP Consultants
All other HODs will give the necessary inputs pertaining to logistics/procurement related to the subject dealt by them

Responsibilities:

1. All matters related to Logistics/Procurement of Insecticides and Larvicides for DBS, UMS, VBDCP, JE, Kala-azar, Dengue, etc.
2. All matters related to Quality Control of insecticides and functioning/supervision, etc. of Insecticides Testing Laboratories under the administrative control of NVBDCP
3. All matters related to Annual Reports, Guidelines, etc pertaining to Logistics/ Procurement/ Insecticide Quality Control of the Division
4. All matters related to Technical advisory groups and Expert groups, etc. for Logistics/Procurement/ Insecticide Quality Control of the Division
5. Implementation of WHO Biennium activities approved for Logistics/Procurement of the Division
6. Parliament/BOP/Staff position/VIP references on the subjects dealt by the Division, etc.
7. Any other duties assigned by the Director

All the Heads of Divisions are advised to submit proposals regarding allocation of work among other officers assigned to their respective Divisions for approval of Director immediately for further implementation. All the files and soft copies/ computer data pertaining to the concerned subjects will be transferred to the new HODs immediately.

All the files pertaining to Administration, Planning & Coordination, Accounts, Transport, Local Stores and Office Maintenance will be routed through the Additional Director. All the technical files will be submitted directly to the Director. When the Director will be on tour or leave, the Additional Director or the next senior-most HOD will deal with all the routine files/activities.


(Dr. P. L. Joshi)
Director

1. Additional Director, NVBDCP
2. All Officers of Dte. Of NVBDCP
3. Concerned File
4. Guard File EFC/SFC