



No.1-30/2005 - (Admn.I)

भारत सरकार
Government of India
राष्ट्रीय वैक्टर जनित रोग नियंत्रण कार्यक्रम,
National Vector Borne Disease Control Programme,
स्वा.से.म.नि, स्वास्थ्य एवं परिवार कल्याण मंत्रालय,
Dte.G.H.S, Ministry of Health & Family Welfare,
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28 AUG 2007

Dated the 28th August 2007

OFFICE ORDER

Partial modifications of this Directorates Office Order of even nos. dated 13.04.2007 and 06.08.2007 issued regarding duties of the officers of Dte. of National Vector Borne Disease Control Programme, the functioning of some Divisions / Sub-Divisions and officers are hereby revised with effect from the date of issuance of this order as per details given below:-

I. Vector Borne Diseases viz. (Dengue, Chikungunya), BCC, Administration and Vigilance Divisions.

Dr.C.M.Agarwal, Joint Director

HOD and Coordinator

Officers:

Dr.(Mrs.) 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)

Mr.R.P.Pal, Administrative Officer (Administration and Vigilance Division)

Ms.Dimpal Gupta, Consultant (SS)

Responsibilities:- (Vector Borne Diseases viz. Dengue, Chikungunya and BCC)

1. All matters related to Dengue/DHF, Chikungunya and BCC including the programme part wherever applicable.
2. All matters related to Annual Reports, Operational manuals/guidelines, etc related to Dengue/DHF, Chikungunya and BCC.
3. All matters related to Technical advisory groups and Expert groups, etc. on Dengue/DHF, Chikungunya and BCC
4. Coordination/inputs with the concerned HODs for cash grant for Dengue, Chikunguniya, IEC under NVBDCP, etc.
5. Parliament/VIP references etc. pertaining to above diseases.
6. All matters related to IEC of the diseases covered under NVBDCP.
7. All matters related to proto-type development for IEC for all the diseases.
8. All matters related Observance of Malaria Month, National Filaria Day, National Campaigns for Elimination of 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 Dengue/DHF, Chikungunya and BCC.
11. Responsible for coordination with all HODs and regular overall monitoring for implementation of WHO Biennium for all above diseases/Fellowships under NVBDCP.

12. Establishment of Control room.

13. Any other duties assigned by the Director.

Responsibilities:- (Administration and Vigilance Division)

1. All matters related to Administration.
2. All matters related to Service records, Personal files, Punctuality, etc. of officers and staff of Dte. NVBDCP
3. All administrative matters pertaining to ROH&FWs.
4. All matters related to Court cases.
5. All matters related to promotion of Hindi (Rajbhasha).
6. Liaison Officer for implementation of reservation roster for SC/ST/OBC.
7. Parliament/Staff position/VIP references, etc. pertaining to Administration.
8. All matters related to the duties of Vigilance Officer & RTI Act 2005 (Admn).
9. Any other duties assigned by the Director.

II. Filariasis (ELF) and P&C Divisions

Dr.P.K.Srivastava, HOD

Sh. C.Krishna Rao, National Professional Officer (LF and VBD)

Responsibilities:

(A) Filaria

1. All matters related to ELF programmes including EVBDCP 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 NFCP
6. Parliament/BOP/Staff position/VIP references, etc. on filarial.
7. All matters related to NFCP 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/Court Cases pertaining to the division/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. Any other duties assigned by the Director.

Accounts / Budget and Transport Divisions

Mr. B.R.Thapar, Joint Director,

HOD

Officers: Mr. R.K.Gogia, Senior Accounts Officer
Consultants (Finance) and Accounts under EMCP.
Mr. J.Nandi, ARO (Additional duty of Transport besides CCO, UMS, Local Stores and Office Maintenance)

Responsibilities:

(A) Accounts and Budget Division.

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 NVBDCP 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) Transport Division

Responsibilities:

1. All matters related to management of transport/M&V including day-to-day management of transport/drivers, etc.
2. Any other duties assigned by the Director

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

Dr. R.S.Sharma, Joint Director,

HOD

Officer: 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 NCT of 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/VIP references/Court Case pertains to the division 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

V. Entomology Division

Dr. K.S.Gill, Joint Director,

HOD

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. Formation of Rapid Response Teams to monitor and contain outbreaks of vector borne diseases in the States namely Himachal Pradesh and Jammu & Kashmir
7. All matters related to Technical advisory groups and Expert groups, etc. pertaining to Entomology
8. Implementation of WHO Biennium activities approved for Entomology
9. Parliament/BOP/Staff position/VIP references, etc. pertaining to Entomology
10. Any other duties assigned by the Director

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

VI. Logistics (except Insecticides and larvicides) Division

Dr S.N. Sharma, Deputy Director

(Dual duty for all matters related to Kala Azar and Logistics/Procurement & Supply of all the items except insecticide and larvicides through M/S HLL/M/s UNOPS & any other procurement agency through Additional Director)

Responsibilities:

1. All matters related to Kala-azar programme including technical and logistics.
2. All matters related to logistics/procurement & supply of DBS & EAC Components except larvicides through HLL.
3. All matters related procurement related court cases/legal matters related to the items dealt through HLL.
4. Adjustments of bills under Non-plan and Plan and submission of monthly/quarterly adjustment statements.
5. Parliament matters pertaining to subject.
6. Any other duties assigned by the Director.

VII. Japanese Encephalitis and NRHM Divisions

Dr.V.K.Raina, Joint Director, HOD

Responsibilities

1. All matters related to Japanese Encephalitis and NRHM including the programme part wherever applicable.
2. All matters related to Annual Reports, Operational manuals/guidelines, etc related to Japanese Encephalitis and NRHM.
3. All matters related to Technical advisory groups and Expert groups, etc. on Japanese Encephalitis.
4. Coordination/inputs with the concerned HODs for cash grant for Japanese Encephalitis and NRHM.
5. Parliament/VIP/Court Cases etc. pertaining to above disease.
6. Implementation of WHO Biennium activities approved for Japanese Encephalitis.
7. All matters related to Integrated Disease Surveillance Project.
8. 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 etc. if any, 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.G.P.S.Dhillon)
Director

1. Additional Director, NVBDCP, Delhi.
2. All Officers Concerned of Dte. Of NVBDCP, Delhi.
3. All Divisions Concerned, NVBDCP, Delhi.