

No.1-58/2021-Admn.I

Government of India

National Centre for Vector Borne Disease Control

Dte.General of Health Services, Ministry of Health & Family Welfare

22-Shamnath Marg, Delhi-110 054.

Telephone No. 23967780, Fax No. 23968329

Website: www.nvbdc.gov.in

4 NOV 2021

Dated the:- 24th November 2021

24 NOV 2021

OFFICE ORDER

In supersession of previous Office Orders and due to transfer of Dr.Avdhesh Kumar, Ex-Additional Director & shifting of Dr.Nupur Roy, Additional Director to non-administrative post, 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 in the absence of an officer.

1. Head of Divisions can allot work within their division to the concerned officials under them with information to Director.
2. Head of Divisions to ensure that no files-physical or e-files are kept within their divisions for more than 24 hours.
3. 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. Head of Divisions to ensure that while approving the leave/tours/foreign visits alternatives arrangements are in place.
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 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. Any other work assigned by Director.

Contd..2/-



Handwritten signature and date: 24/11/21

| Name & Designation | Work allocation |
|----------------------------|--------------------|
| Dr. Tanu Jain, Director | Head of Department |

• **Dr.Arun Kumar Bansal, Additional Director**

| Head of the Division | | |
|---|--|---|
| 1. Dengue 2. Chikungunya 3. Entomology | | |
| Assisting Officers / Consultant | Allocation of work | Consultant / Divisions |
| Dr.Naresh Kumar Gill, Dy. Director. Dr.Kalpna Baruah Ex- Additional Director (Consultant) * | 1. Dengue 2. Chikungunya 3. Entomology | • Consultant (DC). • Consultant (VC). • Dengue/Chikungunya Division. • Entomology Division/CCCO/CCO Lab. |

• **Dr.Nupur Roy, Sr.CMO (SAG) ***

| Head of the Division | | |
|--|---------------------------------|---|
| 1. Lymphatic Filariasis, 2. Kala-Azar 3. JE/AES 4. IEC/BCC 5. Training | | |
| Assisting Officers / Consultant | Allocation of work | Consultant / Divisions |
| Dr.Chhavi Pant Joshi, Joint Director. | Lymphatic Filariasis IEC/BCC | • Consultant (Entomology)/ Filaria Division • IEC Consultant (IEC/GFATM) |
| Dr.Naresh Kumar Gill, Dy. Director. | Kala-Azar | • Consultant (VC) / Consultant (CARE) & Kala-Azar Division |
| Dr.Vinod P Chaudhary, Medical Officer | JE/AES | • Consultant (M&E) & JE Division |
| Ms.Jyoti Nagarkoti, Assistant Director (ISS) | Training | • Consultant Training GFATM |

• **Dr.Chhavi Pant Joshi, Joint Director**

| Head of the Division | | |
|---|--|-----------------------------------|
| 1. Administration Division including Head of Office 2. P & C Division. 3. Motor Transport Division. | | |
| Assisting Officers / Consultant | Allocation of work | Consultant / Divisions |
| Sh.Sanjeev Malhotra, Administrative Officer | • Administration Division • Liasoning Officer for Hindi. • PMO Grievances. • HOO for Pension Cases. | • Administration Division I & II. |
| Ms.Jyoti Nagarkoti, Assistant Director (ISS) | • P&C Division Including PIP process | • P & C Division |
| Sh.P.S.Rahate Research Officer (Chemistry) | • Nodal officer/ CPIO for RTI | • RTI Cell |
| | • Chief Welfare Officer. • Officer for SC/ST Welfare. | • Administration Division |
| | • Control of Motor Transport | • Administration Division - II |

Contd..3/-

Note :-* subject to clarification from MOH&FW.



• Dr.Naresh Kumar Gill, Deputy Director

| Head of the Division | | |
|---|--|---|
| 1. Malaria Division. 2. Procurement & Supply Division. 3. Accounts & Budget Division. | | |
| Assisting Officers / Consultant | Allocation of work | Consultant / Divisions |
| Dr.Vinod P Chaudhary, Medical Officer | • Malaria Division | • GFATM Consultants. • Malarai Technical Division |
| Sh.P.S.Rahate Research Officer (Chemistry) | • Procurement & Supply Division. • Local Stores | • Consultants Procurement (DBS/GFATM) • Procurement & Supply Division. • Store Keeper |
| Sh.Deepak Kumar Jain, Sr.Accounts Officer | • Financial and Budget Management of NCVBDC. | • Accounts & Budget Division. |

• Dr.Vinod P Chaudhary, Medical Officer

| Head of the Division | | |
|---|---|---|
| Monitoring & Evaluation Division. IT Cell. Procurement through GeM. | | |
| Assisting Officers / Consultant | Allocation of work | Consultant / Divisions |
| Ms.Jyoti Nagarkoti, Assistant Director (ISS) | • Monitoring & Evaluation Division including IHIP implementation. • IT Cell. | • Monitoring & Evaluation Division, GFATM, M&E Consultants. • Consultants (IT/GIS) |
| Sh.P.S.Rahate Research Officer (Chemistry) | • GeM Procurement | • Store Keeper |

This issue with the approval of the Director, NCVBDC, Delhi.


(Sanjeev Malhotra)
Administrative Officer,
for Director, NCVBDC, Delhi
☎:-011-23927108

Copy to:-

1. MO (VPC) with the request to get the orders upload in the website.
2. Vigilance Division, NCVBDC.
3. Director's Office, NCVBDC.

Copy for information to:

1. All Officers of NCVBDC, Delhi.
2. Sr.PPS to DGHS, Nirman Bhawan, New Delhi.
3. PPS to JS (RM), Dte.GHS, Nirman Bhawan, New Delhi.
4. PPS to JS (HS), MOH&FW, Nirman Bhawan, New Delhi.
5. PS to DS (SN), MOH&FW, Nirman Bhawan, New Delhi.
6. All Divisions of NCVBDC, Delhi.
7. All ROH&FW's.
8. Guard file.