

No.A.11019/02/2016-NMPB
Ministry of AYUSH
National Medicinal Plants Board

Red Cross Building
Red Cross Road, New Delhi-01
Dated the 16th April, 2021

OFFICE ORDER

The Competent authority has approved the following work allocation among the officers of NMPB and also among the various section of NMPB:

(i) Work allocation among the Officers of NMPB

Desk/Section	Manpower	Branch / Section Head
Conservation	Dr. Siddharth Tiwari -Consultant Ms. Ramkaur-Office Assistant Sh. Mohit- Office Assistant	Dr. N. Padmakumar, AA(B) Dr. M.S. Rawat-RO
Institutional Strengthening	Dr. Satishkumar Khadia, Consultant Dr Haseebul Rashid Masoodi, Conslt Ms. Rajeshwary-Sr, Office Assistant Sh. Hemant-Office Assistant Sh. Lal Chand-Office Assistant	Dr. Sunil Dutt-RO
Herbal Garden	Ms. Swati Tomar- Consultant Sh. Ramakrishna-Office Assistant Ms. Geeta-Office Assistant	Dr. R. Murugeswaran, DD(MPs) Dr. J.K. Vaishya, RO
IEC	Sh. Surender-Office Assistant Sh. Sonu-Office Assistant	Dr. R. Murugeswaran, DD(MPs) Dr. J.K. Vaishya, RO
PM VRIKSH AYUSH	Dr. Vineeta Pandey- Consultant Sh. Amit Puri-Office Assistant Sh. Rajeev Sah-Office Assistant Ms. Saroj Upreti-Office Assistant	Dr. R. Murugeswaran, DD(MPs) Dr. Kavita Tyagi- Sr. Consultant
R&D	Dr. Himanshu Diwedi-Consultant Sh. Rahul-Office Assistant Sh. Akshit-Office Assistant	Dr. R. Murugeswaran, DD(MPs) Dr. Dushyant Kishore, AA(Ay.)
Marketing & Trade	Ms. Himanshi Kohli Dr. C.P. Shukla-Consultant Sh. Sanjeev Kumar-Office Assistant Ms. Rachna-OA	Sh.Saurabh Sharma Dr. Chinmay Rath,



Information Technology	Sh. Govind Pal-Consultant Ms. Kirti-OA Ms. Manpreet-OA	Sh.Saurabh Sharma Dr. Chinmay Rath,
Administration/OL	Sh.Prem Prakash-Consultant(A) Sh. Shiv Raj Singh –Consultant(OL) Ms. Rosy-OA Sh. Gulshan-OA Sh. Anurag-OA	Sh. Banamali Naik
Finance & General Administration	Ms. Ankita Jadiya Verma-ASO Ms. Neena-OA Sh. Ravi-OA	Sh. Banamali Naik
O/o CEO	Dr. G.P. Kimothi, Domain Expert Sh. Ravi, OA Sh. Rikash	Dr. P. Neelayathatchi, OSD(MP) Ms. Deepa Narang,PS
<p>Dr Padmakumar will help Dr Sunil Dutt in taking over the responsibilities of IS Desk. He will be responsible for completing the uploading and weeding out of the files in the next 2-3 months for smooth implementation of e-office in NMPB.</p> <p>OSD(MP) will be attached to CEO and she will look after all the technical matters of NMPB and all the Inter-Ministerial meetings relating to the subject which is not allotted to any other Desks.</p>		

(ii) Allocation of Work among Sections of NMPB

S. No.	Name of Desk	Detail of Works
1.	Institutional Strengthening	i. All matters related to Regional cum Facilitation Centres (RCFCs), State Medicinal Plants Board (SMPB) and other Institutions proposed to be set up by NMPB. ii. Contractual Farming iii. All work related to the framing of CSS Scheme of NMPB, National Medicinal Plants Board and Committees, PSC, SFC etc. iv. All matters relating to Biodiversity Act. v. Parliament Questions related to the Desk vi. RTI & Public Grievances related to the Desk vi. Other works allotted by CEO / Dy. CEO time-to-time.
2.	Conservation	i. Contractual Farming ii. Forestry projects – Medicinal Plants Conservation & Development Areas (MPCDAs), revisit of MPCDA, Resource

		<p>Augmentation, ex-situ conservation etc.</p> <p>iii. All matters related to JFMCs</p> <p>iv. Parliament Questions related to the Desk</p> <p>v. RTI & Public Grievances related to the Desk</p> <p>vi. Other works allotted by CEO / Dy. CEO time-to-time.</p>
3.	PM VRIKSH AYUSH	<p>i. All Work relating to PM VRIKSH AYUSH</p> <p>ii. All left over work relating to Medicinal Plants Component of National AYUSH Mission (NAM)</p> <p>iii. Parliament Questions related to the Desk</p> <p>iii. RTI & Public Grievances related to the Desk</p> <p>iv. Other works allotted by CEO / Dy. CEO time-to-time.</p>
4.	Herbal Garden	<p>i. Herbal Gardens projects of Government and Non-Government Organizations (NGOs),</p> <p>ii. Namami Gange Projects</p> <p>iii. National Bio-diversity Authority (NBA) issues</p> <p>iv. Quality Planting Material (QPM) / Nursery projects.</p> <p>v. Projects on Amrita campaign.</p> <p>vi. Parliament Questions related to the Desk</p> <p>vii. RTI & Public Grievances related to the Desk</p> <p>viii. Other works allotted by CEO / Dy. CEO time-to-time.</p>
5.	Research & Development	<p>i. Ongoing Research & Development (R&D) project proposals.</p> <p>ii. New Research & Development (R&D) project proposals.</p> <p>iii. Assessment of completed projects and come up with outcomes.</p> <p>iv. Internal review and review from experts.</p> <p>v. All matters related to PSC-II.</p> <p>vi. DBT co-ordination.</p> <p>vii. Parliament Questions related to the Desk</p> <p>viii. RTI & Public Grievances related to the Desk</p> <p>ix. Other works allotted by CEO / Dy. CEO time-to-time.</p>




6.	Information, Education & Communication (I.E.C.)	<ul style="list-style-type: none"> i. National & Regional Raw Drug Repository (RDR) ii. Workshop/Seminar/Conference/Exhibition/Arogya Fair iii. Trainings / Voluntary Certification Scheme (VCS) / IEC. iv. Projects on processing units of NMPB other than JFMCs. v. Third party monitoring of NMPB sanctioned projects. vi. Library & Publication vii. Parliament Questions related to the Desk viii. RTI & Public Grievances related to the Desk ix. Other works allotted by CEO / Dy. CEO time-to-time.
7.	Marketing & Trade	<ul style="list-style-type: none"> i. International Co-operation (IC) matters ii. TA Schedule & Mandi price iii. e-charak / e-herbs iv. Market related projects v. Assessment of Demand & Supply vi. Export / Import data vii. Co-ordination Committee viii. Formation of FPCs. ix. Supply Chain Management x. Parliament Questions related to the Desk xi. RTI & Public Grievances related to the Desk xii. Other works allotted by CEO / Dy. CEO time-to-time.
8.	Information Technology	<ul style="list-style-type: none"> i. Maintenance of Official website of NMPB ii. Online project submission iii. All other matter related to IT iv. Coordination with NIC. iv. RTI & Public Grievances related to the Desk v. Other works allotted by CEO / Dy. CEO time-to-time.
9.	Administration	<ul style="list-style-type: none"> i. All Administrative matter of NMPB ii. Hindi Section iii. R&I Section iv. Coordination of RTI/Public Grievances and handling of RTI



		& Public Grievances related to the Desk v. Other works allotted by CEO / Dy. CEO time-to-time.
10.	Finance	i. All Accounts matter of NMPB. ii. RTI & Public Grievances related to the Desk iii. Other works allotted by CEO / Dy. CEO time-to-time.

(iii) The concerned Branch Head may change the allocation of works among Desks within their charge with the approval of CEO.


 (Banamali Naik)
 Under Secretary to the Govt. of India

Copy to: All Officers and staff of NMPB