

Ministry of Ayush  
(National Medicinal Plants Board)

1st & 2nd Floor, Annexe Building,  
Near Indian Red Cross Society,  
Red Cross Road, New Delhi – 110 001  
E-mail: info-nmpb@nic.in  
Dated: 02<sup>nd</sup> March, 2022

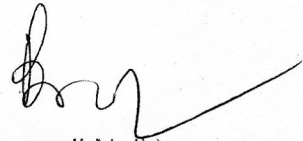
OFFICE MEMORANDUM

**Subject: Work allocation among officials of NMPB-reg.**

In continuation to NMPB's Office Memorandum No. A-11019/02/2016-NMPB-(Admin.) dated 07.02.2022, the undersigned is directed to enclose herewith the revised Work allocation among officials of NMPB. This is effective with immediate effect.

2. This issues with the approval of CEO, NMPB.

Encl: As above.



(Banamali Naik)

Under Secretary to the Govt. of India

To,

All Officers of NMPB.

Copy to:

1. PS to CEO, NMPB
2. PA to Dy. CEO, NMPB.

*Copy also to:-*

*IT Section for uploading in the official  
website of NMPB.*

**Work allocation among officers of National Medicinal Plants Board**

| S NO. | SECTION   | SECTION HEAD                                 | BRANCH HEAD                       | DIVISIONAL HEAD | WING HEAD |
|-------|---|--|-----------------------------------|-----------------|-----------|
| 1     | HERBAL GARDEN   | DR J. K. VAISHYA,<br>RESEARCH OFFICER        | DR. R.<br>MURUGESWARAN<br>DD(MP)  | DY CEO          | CEO       |
| 2     | INFORMATION,<br>EDUCATION &<br>COMMUNICATION (I.E.C.)   | DR. V. VIJAY KUMAR<br>SCIENTIFIC OFFICER     | DR. R.<br>MURUGESWARAN<br>DD(MP)  | DY CEO          | CEO       |
| 3     | INSTITUTIONAL<br>STRENGTHENING                          | SUNIL DUTT,<br>RESEARCH OFFICER              | DR. R.<br>MURUGESWARAN<br>DD(MP)  | DY CEO          | CEO       |
| 4     | RESEARCH &<br>DEVELOPMENT                               | DR. DUSHYANT<br>KISHORE<br>ASSISTANT ADVISER | DR. R.<br>MURUGESWARAN<br>DD(MP)  | DY CEO          | CEO       |
| 5     | CONSERVATION  | SUNIL DUTT,<br>RESEARCH OFFICER              | DR. R.<br>MURUGESWARAN<br>DD(MP)  | DY CEO          | CEO       |
| 6     | ERSTWHILE NAM   | DR. KAVITA TYAGI<br>SR. CONSLT.              | DR. R.<br>MURUGESWARAN<br>DD(MP)  | DY CEO          | CEO       |
| 7     | PUBLICATION CELL  | DR. KAVITA TYAGI<br>SR. CONSLT.              | DR. R.<br>MURUGESWARAN<br>DD(MP)  | DY CEO          | CEO       |
| 8     | MARKETING & TRADE<br>AND<br>PM VRIKSH AYUSH-I*          | CHINMAY RATH,<br>RESEARCH OFFICER            | SAURABH SHARMA<br>MANAGER (M & T) | DY CEO          | CEO       |
| 9     | PM VRIKSH AYUSH-II*                                     | DR. KAVITA TYAGI<br>SR. CONSLT.              | SUNIL DUTT                        | DY CEO          | CEO       |
| 10    | INFORMATION<br>TECHNOLOGY                               | CHINMAY RATH,<br>RESEARCH OFFICER            | SAURABH SHARMA<br>MANAGER (M & T) | DY CEO          | CEO       |
| 11    | COORDINATION  | DR. P.<br>NEELAYATHATCHI                     | SAURABH SHARMA<br>MANAGER(M&T)    | DY CEO          | CEO       |
| 12    | ESTABLISHMENT & RTI                                     | --   | BANAMALI NAIK<br>UNDER SECRETARY  | DS(MBD)         | CEO       |
| 13    | OFFICIAL LANGUAGE                                       | --   | BANAMALI NAIK<br>UNDER SECRETARY  | DS(MBD)         | CEO       |
| 14    | ACCOUNTS & GENERAL<br>ADMINISTRATION<br>INCLUDING R & I | --   | BANAMALI NAIK<br>UNDER SECRETARY  | DS(MBD)         | CEO       |

\* PM VRIKSH AYUSH Desk-II will furnish technical inputs on PM Vriksh Ayush, if required. The file on all matters related to PM Vriksh Ayush will be dealt by PM VRIKSH AYUSH Desk-I.

**Work and Manpower distribution among Desk/Section of NMPB.**

| Desk/Section                | Manpower   | Work   |
|-----------------------------|--|--|
| Conservation                | Dr. Siddharth Tiwari,<br>Consultant<br>Ms. Ramkaur,<br>Office Assistant<br>Sh. Mohit,<br>Office Assistant  | All matters relating to the Forestry projects – Medicinal Plants Conservation & Development Areas (MPCDAs), revisit of MPCDA, Resource Augmentation, ex-situ conservation etc., all matters relating to JFMCs, Parliament Questions relating to the Desk, RTI & Public Grievances relating to the Desk, settlement of pending UCs, preparation of draft publication materials & submission to Public Cell and other works allotted by CEO / Dy. CEO from time-to-time.   |
| Institutional Strengthening | Dr. S.K. Khadia,<br>Consultant<br>Dr. Hasibul Masoodi,<br>Consultant<br>Ms. Rajeshwary,<br>Office Assistant<br>Sh. Hemant,<br>Office Assistant<br>Sh. Lal Chand,<br>Office Assistant | All matters relating to Regional cum Facilitation Centres (RCFCs), State Medicinal Plants Board (SMPB) and other Institutions proposed to be set up by NMPB, Contractual Farming, Work relating to the evaluation and continuation of CSS Scheme of NMPB, National Medicinal Plants Board and Committees, PSC, SFC etc., Parliament Questions related to the Desk, RTI & Public Grievances related to the Desk, settlement of pending UCs, preparation of draft publication materials & submission to Public Cell and other works allotted by CEO / Dy. CEO from time-to-time. |
| Herbal Garden               | Ms. Swati Tomar,<br>Consultant<br>Sh. Ramakrishna,<br>Office Assistant<br>Ms. Geeta,<br>Office Assistant   | All matters relating to the Herbal Gardens, Namami Gange Projects, National Bio-diversity Authority (NBA) issues, Quality Planting Material (QPM) / Nursery projects, Projects on all special campaign, Parliament Questions relating to the Desk, RTI & Public Grievances relating to the Desk, settlement of pending UCs, preparation of draft publication materials & submission to Public Cell and other works allotted by CEO / Dy. CEO from time-to-time.  |
| IEC                         | Dr. C.P. Shukla<br>Consultant<br>Sh. Surender,<br>Office Assistant<br>Sh. Sonu,<br>Office Assistant  | All matters relating to the National & Regional Raw Drug Repository (RDR), Workshop/Seminar/Conference/ Exhibition /Arogya Fair, Trainings / Voluntary Certification Scheme (VCS), Third party monitoring of NMPB sanctioned projects, Library & Publication, Parliament Questions relating to the Desk, RTI & Public Grievances related to the Desk, settlement of pending UCs, preparation of draft publication materials & submission to Public Cell and other works allotted by CEO / Dy. CEO from time-to-time.   |

|  |   |  |
|--|---|--|
| PM VRIKSH<br>AYUSH-II,<br>Erstwhile NAM<br>and Publication | Sh. Rajeev Sah,<br>Office Assistant<br>Ms. Saroj Upreti,<br>Office Assistant<br>Sh. Amit Puri,<br>Office Assistant                                      | Inputs for PM VRIKSH AYUSH on cultivation.<br><br>Coordination with all the Desk for obtaining the publishing materials and compiling the same for preparation of final Publication materials for printing.<br><br>All left over work relating to Medicinal Plants Component of National AYUSH Mission (NAM), Parliament Questions related to the Desk, RTI & Public Grievances relating to the Desk and other works allotted by CEO / Dy. CEO from time-to-time.  |
| Research &<br>Development                                  | Dr. Vineeta Pandey<br>Consultant<br>Dr. Himanshu Diwedi,<br>Consultant<br>Sh. Rahul,<br>Office Assistant<br>Sh. Akshit,<br>Office Assistant             | All matters relating to the Research & Development (R&D) project proposals, Assessment of completed projects and come up with outcomes, Internal review and review from experts, co-ordination with DBT, Parliament Questions relating to the Desk, RTI & Public Grievances relating to the Desk, settlement of pending UCs, preparation of draft publication materials & submission to Public Cell and other works allotted by CEO / Dy. CEO from time-to-time.   |
| Marketing &<br>Trade<br>and<br>PM VRIKSH<br>AYUSH.         | Dr. G.P. Kimothi,*<br>Domain Expert<br>Ms. Himanshi Kohli,<br>Consultant<br>Sh. Sanjeev Kumar,<br>Office Assistant<br>Ms. Manpreet,<br>Office Assistant | All matters relating to PM VRIKSH AYUSH excluding Cultivation. However, file will be moved from the Desks on all matters and seeks inputs from PM VRIKSH AYUSH-II Desk on issues relating to cultivation, if required.<br><br>All matters relating to marketing and trade viz. TA Schedule & Mandi price, e-charak / e-herbs, Market related projects, Assessment of Demand & Supply, Export / Import data, Co-ordination Committee, Formation of FPCs, Supply Chain Management; all matters relating to International Co-operation, Parliament Questions relating to the Desk, RTI & Public Grievances relating to the Desk, settlement of pending UCs, preparation of draft publication materials & submission to Public Cell and other works allotted by CEO / Dy. CEO from time-to-time. |
| Information<br>Technology                                  | Sh. Govind Pal,<br>Consultant<br>Ms. Kirti,<br>Office Assistant   | All matters relating to IT viz. maintenance of Official website of NMPB, Online project submission, all matters relating to NIC and AYUSH GR'D Cell, RTI & Public Grievances relating to the Desk, settlement of pending UCs, preparation of draft publication materials & submission to Public Cell and other works allotted by CEO / Dy. CEO from time-to-time.  |
| Establishment<br>& RTI                                     | Sh. Prem Prakash,<br>Consultant<br>Sh. Anurag-OA  | All establishment matters of NMPB, coordination of RTI/Public Grievances, RTI & Public Grievances relating to the Desk and other works allotted by CEO / DS(MBD) from time-to-time.  |

|   |  |   |
|---|--|---|
| Official Language                               | Sh. Shiv Raj Singh, Consultant<br>Ms. Rosy, Office Assistant   | All matters relating to the Official Language, handling of RTI & Public Grievances relating to the Desk and other works allotted by CEO / DS(MBD) from time-to-time.  |
| Accounts & General Administration including R&I | Ms. Ankita Jadiya Verma, ASO<br>Ms. Neena, Office Assistant<br>Sh. Gulshan, Office Assistant             | All matters relating to Accounts, General Administration, R&I, RTI & Public Grievances relating to the Desk, settlement of pending UCs, preparation of draft publication materials & submission to Public Cell and other works allotted by CEO / DS(MBD) from time-to-time.                   |
| Coordination                                    | Dr. P. Neelayathatchi OSD(MP)<br>Sh. Naresh Kumar, Office Assistant                                      | All coordination matters within and outside NMPB viz. inter-ministerial coordination, preparation of achievement of NMPB etc., settlement of pending UCs, preparation of draft publication materials & submission to Public Cell and other works allotted by CEO / Dy. CEO from time-to-time. |
| O/o CEO   | Ms. Deepa Narang-PS<br>Sh. Ravi Shukla-OA<br>Sh. Rikash Office Assistant<br>Ms. Rachna, Office Assistant | To assist CEO in her day to day functioning.<br><br>Sh. Rikash, Office Assistant will assist the staff of CEO if required.  |
|   | Sh. Rikash Office Assistant  | To assist Dy. CEO in his day to day function.   |

\* Dr. G.P. Kimothi, Domain Expert will also assist Dr. Vijaya Kumar, Scientific Officer for RDR.