

LEPROSY SECTION

Leprosy Section is responsible for:-

- Cost adjustment of MDT Drugs, creation of ID and issue of sanction.
- Distribution of Transportation charges to all the 5GMSDs.
- Submission of DMS report to Statistic Division (PMO)
- Maintenance of official vehicle i.e. Purchase of Diesel and payment and Repair of vehicle (making bill and sanction).
- Organizing all local meeting of NLEP at Headquarters .Related parliament question i.e. supply of MDT to states.
- Issue related order of MDT Drugs to State/UTs as per their demands.
- Coordination with all GMSD and States. Diversion of start- expiry drugs to other nearby states to avoid expiry.
- Maintenance of Stock Register. Collection of utilization of MDT Drugs and transportation charges from States and GMSDs.
- Budget Matter.
- Release of GIA to States/UTs.
- Preparation of Utilization Certificate.
- RTI relating to release of GIA.
- Miscellaneous work.
- All administrative matters relating to RLTRI Raipur &Aska matters reacted to court/ grievances/RTI/ Parliament in respect to above institutes.
- Coordination/complication of court cases in r/o all Leprosy Institute.
- Calculation of MDT Drugs required in a particular year.
- Making Release order of MDT Drugs to State as against the Indent sent by the State.
- Compilation of Cost Sheet of MDT Drugs.
- Examine the receipts relating to PIP and put up for action.
- All administrative matters relating to Gouripur &Chengalpattu matters related to court/ Grievances/RTI/Parliament in respect of above Institutes. Concerned RTI relating to Leprosy.
- Statement of court cases including sub-offices.
- Hindi Report/Returns.
- General Circular/Circular Received from O&M/Ministry/Other Ministries etc.
- All General matters relating to Leprosy programmed /Leprosy section.
- Monthly cabinet Note/Report (Physical part only).
- Material for framing reply to parliament matters/RTI
- Submit quarterly self-appraisal of performance in April, July, October and January.
- States/UTs-wise status note on NLEP.

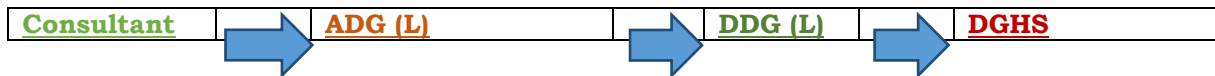
- Training need assessment.
- Training manual and curriculum.
- Compilation of quarterly training reports of states/UTs.
- Preparation of training & IEC component of Annual progress Report.
- Receipt of monthly and Annual Report from CLTRI and 3 TLTRIs (Aska, Raipur and Gouripur.)
- Compilation of quarterly IEC reports from States/UTs.
- Preparation of IEC plan and Annual Medial plan and implementation.
- IEC Impact evaluation.
- Material for framing reply to parliament matters/RTI.
- Operational research activities.
- Submit quarterly self-appraisal of performance in April, July, October and January.
- Field visit to the States/UTs as and when required.
- Receipt and compilation of monthly report on MDT stock and under treatment cases states/UT wise.
- Release order for MDT indent received from States/UTs.
- Time submission of Annual indent to WHO for MDT BCP and lose clofazimine.
- Correspondence with the GMSDs and compilation of their stocks reports.
- Administrative arrangement for holding meetings at Nirman Bhawan and outside as needed.
- Maintenance of computers printers etc. used by all the consultants.
- Procurement and supply of stationeries for use by the consultants.
- Court cases in respect of contractual staff at Central State Level.
- Maintenance of quarterly performance reports of consultants working in CLD.
- All correspondences relating to budget under NLEP with NHM and States/UTs HKNS professional bodies.
- Prepare plan budget i.e. Annual Plan Head wise.
- Compile monthly component wise expenditure on the basis of SOE received from States/UTs.
- Utilization certificate Audit report received from States/UTs.
- Matters relating to the partners in NLEP like WHO, ILEP, Novartis, Alert India and other stake holders.
- NGO schemes in NEP.
- Briefing materials for parliament session another VIP reference.
- Action taken note on Parliamentary Standing committee and other GOI Committees.
- Reports from Regional Directors (ROH&FW)
- Convene meeting of Technical Resource Group (TRG) and action of the recommendations

- Material from framing reply to parliament matters /RTI
- Submit quarterly self-appraisal of performance in April July October and January.
- Compilation of ROPs
- Receipt of monthly reports from states/UTs and compilation
- Feedback to the States/UTs on quarterly basis
- Collect annual data in prescribed format from States/UTs and compile
- Preparation of the Annual progress Report and upload on NLEP website.
- Collect and compile Treatment completion rate annually.
- Analyze the annual data against the indicators and programme goals.
- Result Frame work Documents (RFD)
- Review meetings of SLOs and NGOs.
- **CHANNEL OF SUBMISSION:-**

ADMINISTRATIVE MATTERS



TECHNICAL MATTERS



Section Officer	Smt. Darshan Kumari	- 011-23063188
Deputy Director	Ms. Teresa Fransis	- 011-23061429
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