

Work allocation of NBEMS Officers

S. No	Designation	Name	Department	Activities Attended	Services Offered and How to Avail
1.	Additional Director (M)	Dr. Anurag Agarwal	Head, Department of Accreditation	<p>Accreditation of hospitals for various NBEMS Programme:</p> <ul style="list-style-type: none"> • NBEMS Diploma Courses • DNB Broad Specialty Courses • DrNB Super specialty Courses • NBEMS Fellowship (FNB) Courses • 	<ul style="list-style-type: none"> • Grant of letters of accreditation to hospitals for various NBEMS programme • Preparation of Seat Matrix for Counseling • Attending to Grievances of hospitals against NBEMS/Trainees • Attending to matters related to surprise assessment of departments, annual review of accredited departments, addition/deletion of faculty, seat enhancement • Introduction of new DNB/DRNB/FNB/NBEMS Diploma Programme <p>❖ The department can be approached through Communication Web Portal of NBEMS or through post.</p>
			First Appellate Authority for RTI Nodal Officer for RTI	<ul style="list-style-type: none"> • First Appeals for RTI applications submitted to NBEMS 	

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2.	Joint Director (NM)	Sh. Suresh Kumar	Head, Department of Administration and Accounts	General Administration of NBEMS (Procurement, Tendering, General Management of NBEMS)	<ul style="list-style-type: none"> • Information/queries/communications related to supply of goods & services asked by NBEMS • Processing/award of contracts/bills/claims for services provided to NBEMS by various vendors ❖ The department can be approached through communications sent at email ID admin1@natboard.edu.in or through posts.
				Establishment Section (Recruitment, Human Resource Management of NBEMS)	<ul style="list-style-type: none"> • Information/queries/communications related to recruitments by NBEMS • Processing/award of contracts/bills/claims for services provided to NBEMS by human resource agencies ❖ The department can be approached through communications sent at email ID admin3@natboard.edu.in or through posts.
				Estate Section (Building Maintenance)	<ul style="list-style-type: none"> • Information/queries/communications related to building maintenance service asked by NBEMS • Processing/award of contracts/bills/claims for services provided to NBEMS by various building maintenance agencies ❖ The department can be approached through communications sent at email ID bms@natboard.edu.in or through posts.

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				<p>Account section (Processing of Bills/Claims of Vendors, Faculty, empanelled Firms)</p>	<ul style="list-style-type: none"> • Information/queries/communications related to remunerations paid to faculty/subject experts/various agencies/vendors/accredited hospitals associated with NBEMS for various activities. • Processing of bills/claims for services provided to NBEMS by faculty/subject experts/ various agencies/ vendors/ accredited hospitals associated with NBEMS for various activities. ❖ The department can be approached through communications sent at email ID acct5@natboard.edu.in or through posts.
			CPIO	<ul style="list-style-type: none"> • Matters related to Administration and Accounts 	<ul style="list-style-type: none"> • RTI pertaining to matters related to administration and accounts department

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3.	Joint Director (NM)	Sh. Dinesh Chand	Head, Department of Training & Monitoring	<p>Conduct of Counseling & Registration of Trainee for various NBEMS Courses:</p> <ul style="list-style-type: none"> • NBEMS Diploma Courses • DNB Broad Specialty Courses • DrNB Super specialty Courses • NBEMS Fellowship (FNB) Courses 	<ul style="list-style-type: none"> • Information/queries/communications related to counseling for various NBEMS courses • Information/queries/communications related to registration with NBEMS for various training programme • Issuance of letters of Registration to trainees who are registered for various training programme with NBEMS. • To attend matters of NBEMS trainees related to: <ul style="list-style-type: none"> ○ Work place-based issues ○ Leave ○ Stipend ○ Course Fee ○ Academic teaching & training <p>❖ The department can be approached through Communication Web Portal of NBEMS or through post.</p>
				<p>Thesis</p> <ul style="list-style-type: none"> • Thesis Protocol/Thesis Evaluation & Assessment 	<ul style="list-style-type: none"> • Information/queries/communications related to: <ul style="list-style-type: none"> ○ Thesis Protocols ○ Thesis Submission ○ Thesis assessment & outcome • Issuance of letters of acceptance to trainees whose thesis are accepted by NBEMS. <p>❖ The department can be approached through Communication Web Portal of NBEMS or through post.</p>

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				Continuous Profession Development (CPD) <ul style="list-style-type: none"> • Webinars • Formative Assessment Tests • E-doctor logbook 	<ul style="list-style-type: none"> • Information/queries/communications related to: <ul style="list-style-type: none"> ○ Webinars conducted for registered NBEMS trainees ○ FAT/Internal Assessment ○ Various CMEs/Workshops ○ E-Doctor Logbook ❖ The department can be approached through Communication Web Portal of NBEMS or through post.
				Degree & Convocation <ul style="list-style-type: none"> • Verification of Degree • Issuance of Equivalence Certificates • Formative Assessment Tests (FAT) 	<ul style="list-style-type: none"> • Issuance of Degree Certificate to qualified candidates • Verifications of Degree Certificates issued by NBEMS • Issuance of duplicate degree certificate • Issuance of teaching equivalence certificates to qualified alumni of NBEMS ❖ The department can be approached through Communication Web Portal of NBEMS or through post.
				Communications of Trainees with NBEMS in matters related to Department of Training & Monitoring: <ul style="list-style-type: none"> • Queries registered at Communication Web Portal • Grievances registered at Grievance Redressal Web Portal 	<ul style="list-style-type: none"> • Queries and grievances of DNB/ DrNB/ FNB and NBEMS Diploma trainees against the hospitals/ NBEMS in matters related to: <ul style="list-style-type: none"> ○ Work place-based issues ○ Leave ○ Stipend ○ Course Fee ○ Academic teaching & training ○ Registration & Counseling ○ Thesis ○ Formative Assessments
			CPIO	<ul style="list-style-type: none"> • Matters related to Training & Monitoring 	<ul style="list-style-type: none"> • RTI applications in matters related to Department of Training & Monitoring

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4	Joint Director (M)	Dr. Iboyaima Mangang	Head, Department of Examinations - Confidential & Results	Question Banking, Moderation and Validation for Entrance Examinations: <ul style="list-style-type: none"> • NEET-PG • NEET-SS • NEET-MDS • DNB-PDCET • FET • Question Banking, Moderation and Validation for Exit Examinations: <ul style="list-style-type: none"> • DNB/DrNB Final Theory & Practical Examinations • FNB Exit Examinations Question Banking, Moderation and Validation for Screening Tests: <ul style="list-style-type: none"> • Foreign Medical Graduate Examination (FMGE) • Foreign Dental Screening Test (FDST) • Medical/Dental Registration Examination for Republic of Mauritius Engagement of Practical Examination Centres for DNB/DrNB/FNB Final Examinations	<ul style="list-style-type: none"> • Information/queries/communications of subject matter experts/faculty related to moderation/validation of question banks for various NBEMS examination • Information/queries/communications of candidates related to question papers, results • Providing photocopies of answer scripts of Final Exit Examinations to unsuccessful candidates • Information/queries/communications of subject matter experts/ faculty/ centre coordinators related to practical examinations • Issuance of score cards to applicant candidates for various NBEMS examinations • Grievances of candidates related to question papers <p>❖ The department can be approached through Communication Web Portal of NBEMS or through post</p>
			CPIO	Post Examination Matters	RTI applications in Post Examination Matters

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5	Joint Director (M)	Dr. Vinay Gupta	Head, Department of Examinations - Conduct	<p>Conduct of Entrance Examinations of NBEMS: (Information Bulletin, Application Forms, Eligibility, Test Centres, Admit Cards)</p> <ul style="list-style-type: none"> • NEET-PG • NEET-SS • NEET-MDS • DNB-PDCET • FET <p>Conduct of Exit Examinations of NBEMS: (Information Bulletin, Application Forms, Eligibility, Test Centres, Admit Cards)</p> <ul style="list-style-type: none"> • DNB/DrNB Final Theory & Practical Examinations • FNB Exit Examinations <p>Conduct of Screening Tests: (Information Bulletin, Application Forms, Eligibility, Test Centres, Admit Cards)</p> <ul style="list-style-type: none"> • Foreign Medical Graduate Examination (FMGE) • Foreign Dental Screening Test (FDST) • Medical/Dental Registration Examination for Republic of Mauritius 	<ul style="list-style-type: none"> • Information/queries/communications for various NBEMS examinations in relation to: <ul style="list-style-type: none"> ○ Schedule of Examinations ○ Information Bulletin ○ Eligibility ○ Application Forms ○ Applicant login to Examinations Online ○ Status of Applications ○ Refund of Examination Fee ○ Deficiencies in examination applications ○ Admit Cards ○ Test centres ○ Requests for specific exemptions ○ In-person Credential Verification ○ Unfair Means in Examinations <p>❖ The department can be approached through Communication Web Portal of NBEMS or through post.</p>
				<p>Issuance of Credentials to qualified candidates of various NBEMS Examinations (Provisional Pass/Degree certificates, Attempt Certificates, Marksheetworks, NOC etc to qualified DNB/DrNB/FNB candidates; FMGE Pass Certificates)</p>	<ul style="list-style-type: none"> • Issuance of FMGE Pass Certificates • Issuance of following Certificates to DNB/DrNB/FNB qualified candidates: <ul style="list-style-type: none"> ○ Provisional Pass certificates ○ Attempt Certificates ○ Marksheetworks ○ No Objection Certificate ○ Academic Transcripts

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					<ul style="list-style-type: none"> • Verifications of Provisional Pass Certificates (PPC) issued by NBEMS • Issuance of duplicate PPC <p>❖ The department can be approached through Communication Web Portal of NBEMS or through post.</p>
			CPIO	Pre-Examination Matters	RTI related to Pre-Examination Matters
			Head, IT Department & Contact Centre	Infrastructure and Operations of NBEMS IT Department, NBEMS Website & Contact Centre	<ul style="list-style-type: none"> • Development and maintenance of NBEMS website • Information/queries/communications related to IT / Contact Centre service asked by NBEMS from various vendors • Processing bills/claims for IT/ Contact Centre services provided to NBEMS by various agencies <p>❖ The department can be approached through email or through post.</p>
			Head, Legal Cell	All Court matters involving NBEMS as a party	<ul style="list-style-type: none"> • Information/queries/communications related to legal matters involving NBEMS as a party • Processing bills/claims of legal counsels engaged by NBEMS for various legal matters <p>❖ The department can be approached through email nbelegal@natboard.edu.in or through post.</p>
			Media Spokesperson	Queries of digital/print media	<ul style="list-style-type: none"> • Information/queries/communications received from digital/print media <p>❖ The department can be approached through email media@natboard.edu.in or through post.</p>