

Government of India
Ministry of Micro, Small and Medium Enterprises,
111 and 112, B.T. Road,
Kolkata – 700 108.

No. _____/D-32014/1/2009-10(Dir.).

Dated : 04.04.2011.

OFFICE ORDER

Considering the retirement of several officers, the existing Office Orders of even number, dated 22-6-10, 10-9-10, 24-9-10 & 3-12-10 now be updated as under with immediate effect till further order.

Sl. No.	Reporting Officer	Name of Divisional Head along with Team	Allocation of Work
1.	Shri S. Chakraborty, Deputy Director(L/F)	<u>Shri S. Chakraborty, DD(L/F)</u> a) Shri I.D.Sharma, A.D.(Met.) b) Shri R.Bhattacharjee,AD(G&C) c) Shri S. Banerjee, Inv.(E.I.) <u>Shri Milan Bandopadhyaya,AD(EI)</u> a) Shri N.C. Mondal, AD(EI) b) Shri D. Banerjee, AD(Stat.) c) Smt. Rina Chakraborty, AD(EI) d) Shri D. Chowdhury, Inv.(EI)	Ancillary Divn., VDP and WBSCX, Domestic Trade Fair, Hosiery Divn., Co-ordination of Cluster, NSIC cases, Grievance, Metallurgy Divn., Heat Treatment Workshop, Baruipur Cluster. EI Divn., Information and Reception of MSME-DI, Policy and Coordination with Association & State Govt. Organisations, Co-ordination and compilation of PM's Task Force issues, SLAB, Monthly Progress Report, Annual Report, Action Plan, Capacity Building & CGT-MSE Scheme, Library, Industrial State Profile, Parl. Q., DIPS etc. Bari Cluster, RTI.

2.	<p>Shri A. Bandopadhaya, Deputy Director(G&C)</p>	<p><u>Shri A. Bandopadhaya, DD(G&C):</u> a) Shri P.K.Das, AD(G&C) b) A.Bagchi, AD(Elect.) c) Smt. Santwana Roy, A.D.(EI) d) Shri K.L.Verma, Sr.Hindi Translator</p> <p><u>Shri V.K. Salvedi, A.D.(Mech.):</u> a) Shri H.K. Chjowdhury, A.D.(Mech.) b) Shri Tapas Roy, Inv.(Mech.) c) Shri R.S. Sharma, Draftsman.</p> <p><u>Shri D. Mitra, AD(G&C)</u> a) Shri Debasish Ghosh, AD(L/F) b) Shri A.Chakraborty, Steno</p> <p>a) Shri Pradip Banerjee, Sr. Acctt.</p> <p>a) Shri A.K. Kaviraj, AD(IMT) b) Shri S.K. Das, AD(IMT)</p>	<p>Coordination of NMCP Schemes, alongwith Electrical Divn. , CPWD Co-ordination, Export Promotion Division, National Award,. Bar Code, International Fair and Hindi Division.</p> <p>Mechanical Division, CNC Workshop, Mechanical Workshop.</p> <p>SENET, TRC, all sorts of Training and purchases in respect of IT/Computer and DDOship, L/F Divn, Santiniketan Leather Goods Cluster.</p> <p>IMT Division.</p>
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3.	<p>Shri K.D.Bhattacharjee, Deputy Director(G&C)</p>	<p><u>Shri K.D.Bhattacharjee,DD(G&C):</u> a) Shri S. Mukhopadhaya, A.D.(G&C) b) Shri B.P.Dasgupta, AD(C&B) c) Smt. R.Bandopadhyaya, Inv.(EI)</p> <p><u>Shri A. Basu, A.D.(Chem.)</u> a) Shri U.RoyChowdhury,AD(Chem.) b) Shri R.K. Pyne, AD(Chem.) c) Shri D.Chakraborty, Sr.Lab.Asstt.</p> <p><u>Shri Himadri Biswas, A.D.(GAD):</u> a) Shri D.C.Sarkar, O.S. b) Shri P.K. Dutta, O.S. c) Smt. Sukla Das, O.S. d) Shri S.K. Dutta, O.S. e) Smt. Bharati Biswas, O.S.</p>	<p>G&C Divn. along with its Workshop, Nodal Officer for Br. Durgapur and Suri including DDO ship, ISO Consultancy & Reimbursement, RTI, CLCSS, DSDC Jangipur, Cane & Bamboo Divn. and Mat , Bamboo Cluster.</p> <p>Chemical & Food Division, Rubber Moulded Items Cluster, Gauge & Bondage Cluster</p> <p>Administration/Establishment</p>
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- N.B. i) All the Divisional Head/Officers are to work as per the existing system except the policy/ Major/Headquarter issues are to be moved through Deputy Director's Concerned as mentioned above.
- ii) The subjects/work which are not covered above will be assigned by Director whenever required.
- iii) No letter should be issued by any Divisional Head to Headquarters without approval of Director.
- iv) No change for existing CDE's work.
- v) To conduct various training programme by all officers as usual.
- vi) In general, whenever an Officer/Official under transfer or changes of allocation of work must handover the official documents like File and others to the Concerned Officer/Official of the Office.
- vii) Whenever Shri H.Biswas, AD(A) will be on leave/tour, Shri D.Mitra, DDO to work as AD(A) and all the O.S. to submit files through DDO to Director.
- viii) Work allocation for Steno, Dealing Assistants and Peon will be assigned by AD(A) and O.S.**

(N.N. Debnath)
Director.

Copy to :-

1. All concerned.
2. All Branches of MSME-DI, Kolkata.
3. Estt. Section.
4. P.A. to Director.
5. AD(SENET) to place in the Website.