

लघु एवं मध्यम उद्यम
कार्यालय
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
भारत सरकार

111 व 112 बी टी रोड,
कोलकाता-700108



MSME
MICRO, SMALL & MEDIUM ENTERPRISES
लघु, सूक्ष्म एवं मध्यम उद्यम
Development & Facilitation Office

MSME DEVELOPMENT &
FACILITATION OFFICE
Ministry of Micro, Small & Medium Enterprises
Government of India

111 & 112, B.T. ROAD
KOLKATA - 700108

WA-1

No. 1719(4) /D-32014/1/2018-Admn.

Date: 22.09.2022

OFFICE ORDER

In supersession of all earlier Office Orders relating to allocation of duties and for effective disposal of Administrative & Accounting matters, the Joint Director & HoO, MSME-DFO, Kolkata is pleased to distribute the work among Officials viz. Stenographers, UDCs, LDCs, Instructors, Skilled Workers and MTSs of this Office w.e.f. 01.10.2022 until further order as follows:

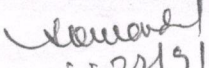
Reporting Officer	Name and Designation	Allotment of Duties	Remarks
ESTABLISHMENT SECTION			
Shri S. K. Mandal, Asstt. Director (Admn.)	1. Shri P.S. Nandi, UDC	Court Cases and related matter, PD Account, Re-engagement of Retired Employees, ACP/ MACP including preparation of Minutes of the meeting of Screening Committee, Conducting of DSC meeting and preparation of minutes, Pay fixation, LTC/ HTC (GO & NGO), Manpower Outsourcing. RTI matters reg. Estt. & Admn., Forwarding of outside job applications, Deputation, Foreign assignments, Municipality Co-ordination etc.	In absence of Shri Jayanta Biswas, UDC, Shri Nandi, UDC will monitor all work relating to Estt. Section, as mentioned in the order.
	2. Shri Jayanta Biswas, UDC	All kinds of Estt. Returns. Appointments, Transfers, Promotions, Cadre Reviews, Delegation of Power, Conducting of DPC & Preparation of Minutes. Shri Biswas, UDC will monitor all work relating to Estt. Section.	Shri Biswas will assist Accounts Section as and when required. In exigency, Shri Biswas may further distribute any work among the officials for smooth functioning of office work.
	3. Smt. Subhra Saha Dutta, UDC	Annual Increment of GOs & NGOs, All Advances, Special Pay cases, Government Land/ Office Accommodation, Accommodation for visiting Officials, Issue of Salary/ Employment certificate, Honorarium for special work, CGEGIS Payment, Verification of Character and Antecedents, Seniority and Confirmation, Staff representation, Issue of Identity Card, CEA, HBA, NOC for Passport etc. All kinds of leave records (Register & Service Book entries) i.r.o. GOs & NGOs. Maintenance of Service Books of GOs (18 years service verification).	-

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22/9/22

Reporting Officer	Name and Designation	Allotment of Duties	Remarks
<u>ESTABLISHMENT SECTION</u>			
Shri S. K. Mandal, Asstt. Director (Admn.)	4. Shri Indrajit Roy Mondal, UDC	Pension cases, uploading in Bhavishya, Preparation of Communal Roster, CGHS, Leave Salary, GPF advance/ withdrawal/ final payment, Maintenance of Service Books of NGOs (18 years service verification), Assisting for GeM purchases.	Shri Roy Mondal, UDC will assist Shri Jayanta Biswas, UDC for preparing Estt. Returns as and when required.
	5. Shri Dipak Kumar Roy, UDC	Library, Electric, Telephone, Office Vehicles, Solar maintenance Bill, Bio-metric Attendance record keeping & updation.	Shri Roy will take assistance of Shri S. Mandal, MTS regarding Bio-metric Attendance work.
	6. Shri T. Ahmed, LDC	General Store Maintenance, Procurement of Office Stationary, Forms, Disposal of unserviceable items, Annual physical verification of stores, Purchase of office equipment & other stores as per requirement. File work relating to postage, Cash handling Allowance.	-
	7. Shri D. Mahali, Instructor	Receiving of official letters/ correspondence & distribution thereof. Work related to Hindi Division and keep records of Hindi diary & despatch.	-
	8. Shri Kuntal Ghosh, Instructor	Issue of letters/ correspondences etc. and to maintain the relevant registers. He will also assist the dealing assistants for file movement/ return the Files to the concerned officials.	-
	9. Shri Sunil Das, Instructor	He will monitor all works related to General Store & maintenance of all records by liaisoning with Shri T. Ahmed, LDC.	-
	10. Shri Jamil Akhter, Steno.	Attached to E.I. Divn. – Smt. Rina Chakraborty, AD, Shri Chitresh Biswas, AD, Shri S. Banerjee, AD, Smt. Rinku Bandyopadhyay, AD, Smt. Senjuti Dutta, AD.	Shri Akhter, Steno will also assist Shri Ashish Rana, A.D.
	11. Shri Shyamal Mondal, Steno.	Attached to Shri S. Mukhopadhyay, AD-I (IMT Divn., ESDP, Champions Cell)	-
	12. Shri S.R. Khan, Steno.	Attached to Administration & Accounts Division, APAR maintenance & Vigilance Section.	-
	13. Shri Swapan Talukdar, Steno.	To maintain files relating to confidential matters, Election matters, Permission for acquiring movable/ immovable property, Vigilance, vehicle allotment, periodical work allocation of SCCR, to assist Joint Director & HoO for day to day official work.	-
	14. Shri Arun Kumar Dutta, UDC		

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Reporting Officer	Name and Designation	Allotment of Duties	Remarks
<u>ACCOUNTS SECTION</u>			
Shri Goutam Podder, Asstt. Director (DDO)	1. Shri Sudip Bhattacharya, UDC 2. Shri Sajal Naskar, UDC 3. Shri Basudev Ghosh, UDC 4. Shri Sunder Lal, UDC 5. Smt. Anasuya Sinha Roy, UDC 6. Shri B. Sarkar, LDC 7. Shri Samir Samaddar, MTS	All EDP, ESDP & other Programme Bills, Salary & other bills of GOs and NGOs and retired persons including Canteen, O.E (Non-Plan), Cash of MSME-DFO along with work related to TE & LTC/ HTC Bills, Budget/ Income Tax & Monthly Expenditure Statement related work, Allocation of fund, Medical bills including hospital cases, Reconciliation of Accounts, Swachhta Bill, SENET bill, MACP Bills including arrear payments, HBA loans, OTA Bills, Bills for payment of re-engaged officials, Leave encashment bills, Retirement benefit bills, Audit replies etc.	Shri B. Sarkar, LDC will perform the role of cashier. He will also assist in Accts. Section as and when required. In addition to the assigned duties, he will also look after the watch and ward duty. He is also requested to regularise the fidelity bond as & when required. Shri Sudip Bhattacharya, UDC will monitor all work relating to Accounts Section. In absence of Shri Sudip Bhattacharya, UDC, Shri Sajal Naskar, UDC will monitor the entire work of Accounts Section. Smt. A. Sinha Roy, UDC will assist Estt. Section for preparing Estt. Returns as & when required. Shri S. Samaddar, MTS will also look after the duties relating to Appraisal cases under Technical Section as and when required.

DUTIES OF INSTRUCTORS

Sl. No.	Reporting Officer	Name	Attached to Divisions/Officers
1.	Shri S. Mukhopadhyay, A.D., Gr.- I	Shri Nirmal Naskar	Attached to EDC.
2.	Shri S. K. Mandal, A.D.	Shri Samiran Saha	Attached to Public Procurement Policy Division.
3.	Shri T.K. Banik, A. D.	Shri R.N. Dey	Attached to Ceramic Workshop. Shri Dey will also assist Technical Officer(s) in conducting various programme as and when required.
4.	Shri T.K. Banik, A.D.	Shri P.K. Samanta	Attached to IPFC. Shri Samanta, will also assist Shri Sudip Paul, A.D. as & when required.

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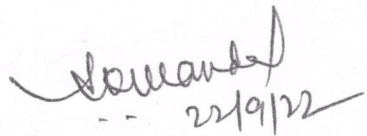
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DUTIES OF MTSS

Sl. No.	Name	Attached to Divisions / Officers
1.	Shri Tarak Nath Das	Jt. Director & HoO.
2.	Shri Ashim Sen	Cash Section, Visitors Room & Jt. Director & HoO.
3.	Shri Soumendranath Giri	All GOs sitting in Ground Floor and watch and ward duty as and when required.
4.	Smt. Bithi Saha	All GOs sitting in Ground Floor.
5.	Shri Gopal Das	Watch & Ward Duty
6.	Shri Kamal Kumar Hari	Watch & Ward Duty
7.	Shri Amit Das	Watch & Ward Duty
8.	Shri Sukanta Mandal	SENET Division, Swachhta work, observance of various official functions, VC Room. Shri Mandal, MTS will also look after CPWD file maintenance.
9.	Shri Pintu Santra	All GOs sitting in First Floor and watch and ward duty as and when required.
10.	Shri Joydeep Chowdhury	Accounts Section along with General Section and watch and ward duty as and when required.

1. In addition to the above allocation of duties, all officials are required to perform duties in any desk/work as and when required by the head of section in order to maintain the streamline of official works smoothly as team work.
2. All officials mentioned above will maintain a co-ordination with other dealing assistants on their existing allocation of duties.
3. No files/ correspondences should be kept pending more than 48 hours without valid reason.
4. In exigency of public interest, all MTSS will perform watch & ward duty as and when required for which separate order will be issued from time to time.

This issues with the approval of Jt. Director & HoO.


22/9/22
(S. K. Mandal)
Assistant Director (Admn.)
For Joint Director & HoO

To:

1. All Officers of MSME-DFO, Kolkata.
2. All Concerned Officials, MSME-DFO, Kolkata.
3. P.A. to Joint Director & HoO, MSME-DFO, Kolkata. He is requested to e-mail all concerned including Branches.
4. O.L. Section, MSME-DFO, Kolkata – for Hindi Version.