

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

111 व 112 बी टी रोड,
कोलकाता-700108



MSME
MICRO, SMALL & MEDIUM ENTERPRISES
सूक्ष्म, लघु 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

File No. 1914(4)/D-32014/1/2018-Admn.

Date: 27.09.2022

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OFFICE ORDER

The Joint Director & HoO, MSME-DFO, Kolkata is pleased to assign duties for the following Outsourced Staff w.e.f. 01.10.2022, till further order.

Sl. No.	Name of Outsourced Staff	Attached Division	Officers Concerned	Remarks
1.	Shri Sanjoy Rajak, (Skilled)	PA to Jt. Director	Jt. Director & HoO	
2.	Shri Sumohan Sau, (Skilled)	EDC	Shri S. Mukhopadhyay, A.D. (Gr.-I)	
3.	Shri Amit Bhattacharjee, (Skilled)	Accounts Section	Shri G. Podder, A.D. (D.D.O)	
4.	Shri Ishrar Ansari, (Skilled)	EFC & Cluster	Shri G. Podder, A.D. & Shri B. De, A.D.	
5.	Shri Prosenjit Ghoshal, (Un-Skilled)	Cleaning & Swachhta	Smt. R. Chakraborty, A.D. & Shri S. Banerjee, A.D.	
6.	Shri Biman Roy, (Un-Skilled)	Cleaning & Swachhta	Smt. R. Chakraborty, A.D. & Shri S. Banerjee, A.D.	
7.	Shri Sovan Das, (Skilled)	Establishment Section	Shri S.K. Mandal, A.D. (Admn.)	In addition, he will also work for Disposal/ Weeding off Files as and when required.
8.	Shri Jadab Hari, (Un-Skilled)	Watch & Ward	Shri S.K. Mandal, A.D. (Admn.)	
9.	Shri Rahul Chakraborty, (Un-Skilled)	Watch & Ward	Shri S.K. Mandal, A.D. (Admn.)	

This issues with the approval of Joint Director & HoO.

(S. K. MANDAL)
ASSISTANT DIRECTOR (ADMN.)

To

All Outsourced Staff as mentioned above.

Copy to:-

1. All Officers of MSME-DFO, Kolkata.
2. Accounts Section (Sri S. Bhattacharya, U.D.C) & Estt. Section (Sri J. Biswas, UDC)
3. P.A to Jt. Director & HoO.

ASSISTANT DIRECTOR (ADMN.)