

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

111 व 112 बी टी रोड, कोलकाता-
700108

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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

No.: 684(6)/D-32014/1/2018-Admn.

Date: 2nd June, 2023

ORDER

In partial modification of earlier office order No.3351(4) of even file dated 11.01.2023, relating to allocation of duties and for effective disposal of Administrative matters, the Joint Director & HoO, MSME-DFO, Kolkata is pleased to distribute the work among officials viz. Instructors of this office with immediate effect from 2nd June, 2023 until further order as follows:

Duties of Instructions

Sl. No.	Reporting Officer	Name of official	Attached to Divisions/ Officers
1.	Shri S. Mukhopadhyay, Asstt. Director, Gr.-I	Shri Samiran Saha, Instructor	Attached to EDC/ EFC
2.	Shri S. K. Mandal, Asstt. Director, Gr.-I	Shri Nirmal Naskar, Instructor	Attached to Public Procurement Policy Division

In addition to the above allocation of duties, all officials are required to perform duties in any desk/ work as and when required.

This issues with the approval of Joint Director & HoO.

(P. G. Krishnan)

Assistant Director (Admn./DDO)

To

1. Shri S. Mukhopadhyay, Asstt. Director, Gr.-I, MSME-DFO, Kolkata
2. Shri S. K. Mandal, Asstt. Director, Gr.-I, MSME-DFO, Kolkata
3. Shri Nirmal Naskar, Instructor, MSME-DFO, Kolkata
4. Shri Samiran Saha, Instructor, MSME-DFO, Kolkata
5. P.A. to Jt. Director & HoO, MSME-DFO, Kolkata: He is requested to sent a mail to all concerned officers/officials.
6. O.L. Section, MSME-DFO, Kolkata- for Hindi version.

8/10 02/06/23
अनुलक्षक सहित/सहित
With/Without Enclosure
एमएसएमई-वि.का./MSME-DFO
कोलकाता /Kolkata-700108