

सूक्ष्म, लघु एवं मध्यम उद्यम
विकास कार्यालय
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
भारतसरकार

111व112बीटीरोड, 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

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Date : 07.02.24

In supersession of all earlier orders and consequent upon transfer, promotion and posting of various officers in & under MSME-DFO, Kolkata, the following reallocation of work and responsibility of the officers of this Institute is made with effect from 15.02.2024.

Sl. No.	Activities	Assigned Officer	Link Officer(s)	Remarks
1.	a) All types of Training and Motivational Programmes. b) RAMP related work. c) Success Stories. d) Technical appraisal.	Shri S. Mukherjee, AD (Gr.I)	Shri T. Kansabanik, AD(Gr.II)	Shri S. Mukherjee will continue to be the nodal officer ESDP Scheme & RAMP Scheme.
2.	राजभाषाविभाग	Shri S. Mukherjee, AD (Gr.I)	Shri Goutam Poddar, AD(Gr.I)	Shri S. Mukherjee will continue to act as नमितराजभाषाअधिकारी for DFO, Kolkata
3.	EDC & Information Counter	Shri Bipul De, AD (Gr.I)	Smt. R.Bandyopadhyay, AD(Gr.II)	The officers will attend visitors only with the visitors slip. They may refer visitors to any other officer based on the need.
4.	MSE-CDP, SFURTI, ASPIRE	Shri Bipul De, AD (Gr.I)	Shri A. Rana, AD(Gr.II)	Sri Bipul De, AD will continue to be Nodal officer for MSE-CDP & SFURTI
5.	a) RTI b) Grievance handling	Shri Bipul De, AD (Gr.I)	Shri T. Kansabanik, AD(Gr.II)	Shri Bipul De will continue to be CPIO & Sri T. Kansabanik will continue to be the ACPIO.
6.	Internal Coordination / Liaisoning / VIP & Dignitaries Protocol/HQ coordination. Liaisoning with banks/associations/ State Govt./DICs/Aspiration Districts/ Liaisoning of important meetings/ Observance of various days of National importance	Shri D. Barman, AD(Gr.I)	Smt. R. Chakraborty, AD (Gr.II) Smt. R.Bandyopadhyay, AD (Gr.II)	Smt. R. Chakraborty presently on prolonged medical leave will be assigned officer jointly with Shri Barman on resumption of duties.
7.	a) Export Promotion & EFC b) IC Scheme c) National Award d) P.M. Vishwakarma Scheme	Shri Goutam Poddar, AD (Gr.I)	Shri S. K. Mandal, AD(Gr.I) Smt. S. Dutta, AD (Gr.II) Shri A. Rana, AD (Gr.II)	Shri Poddar will act as Nodal officer for EFC, P.M. Vishwakarma Scheme & National Award
8.	a) MSME Sustainable (ZED), MSME (Competitive), LEAN & MSME Innovative (Incubation, IPR, Design) b) IPFC	Shri S. K. Mandal, AD(Gr.I)	Shri T. Kansabanik, AD	Shri T. Kansabanik, AD will continue to work as Nodal Officer for IPFC/Champions Scheme
9.	a) SENET Activities b) VC room Infrastructure & maintenance c) Solar Panel infrastructure & maintenance d) Digital MSME e) Library f) Fire safety g) GLIS Portal	Shri S. Paul, AD(Gr.II)	Shri A. Rana, AD(Gr.II)	Shri S. Paul will continue to be Nodal Officer for SENET Division.
10.	Media & Publicity, Official Facebook & Twitter account	Shri S. Paul, AD (Gr.II)	Smt. R. Chakraborty, AD (Gr.II)	-
11.	a) Liaisoning with CPSUs and other Govt. Departments including MSME-TC, MSME-TR, NSIC & KVIC, MSME SAMPARK b) P.P. Policy & MSME Sambandh c) PMS Scheme	Shri A. Bhattacharjee, AD (Gr.I)	Shri B. De, AD(Gr.I) Shri A. Rana, AD(Gr.II)	Shri A. Bhattacharjee, AD will attend all routine meetings being convened by MSME-TC, MSME-TR, NSIC, KVIC, and CPSUs. Shri Bhattacharjee will be the Nodal Officer for P.P. Policy & PMS Scheme.

12.	Parliament Question, DIPS, Annual Report, Stat. Division, Data Management.	Smt. S. Das Debnath, AD(Gr.II)	Shri Debasis Barman, AD (Gr.I)	Smt. Debnath will report to Shri Barman, AD(Gr.I)
13.	Champions Control Room, Udyam Registration related queries, FPR, MPR, DELAYED Payment, MSME-SAMADHAN, TReDS, SCLCSS, CGTMSE	Smt. Senjuti Dutta, AD(Gr.II)	Smt. S. Das Debnath, AD (Gr.II)	Smt. S. Das Debnath will be Nodal Officer for TReDS portal. Smt. S. Dutta will be the Coordinating Officer for SCCR.
14.	a) Swachhta Activities b) Infrastructure (CPWD) Coordination.	Sri Subrata Banerjee, AD (Gr.II)	Smt. R. Chakraborty, AD (Gr.I) Shri P. Gopal Krishnan, AD (Gr.II/Admn.)	Sri S. Banerjee will be the Nodal officer for Swachhata activities.
15.	Stores & Purchase, GeM, Disposal of unserviceable stores including IT equipments & MSTC coordination.	Shri A. Rana, AD (Gr.II)	Shri P. Gopal Krishnan, AD (Gr.II/Admn.)	Shri Rana will be GeM Coordinator for DFO, Kolkata.
16.	Weeding of files	Smt. R. Bandyopadhyay, AD (Gr.II)	Shri P. Gopal Krishnan, AD(Gr.II/Admn.)	
17.	Administration & Court Cases	Shri P. Gopal Krishnan, AD (Gr.II/Admn.)	Shri S.K. Mandal, AD (Gr.I)	Shri S. K. Mandal will work as Admn Officer as & when Shri P. Gopal Krishnan will be on leave/ tour
18.	Accounts and related DDO functionary	Shri P. Gopal Krishnan, AD (Gr.II/Admn.)	No Link Officer	
19.	HoO & overall Cadre Control & Vigilance matter	Shri D. Mitra, Jt. Director	Shri P.K.Das, Jt. Director, Br.MSME-DFO, Durgapur	

1. Work related to technical trades for which no officer is posted at MSME-DFO, Kolkata may be assigned to any officer including Br. DFOs by the undersigned.
2. In addition to the work allocated above, Jt. Director & HoO reserves the right to entrust any additional work as and when required.
3. For the purpose of APAR, the following protocol will be maintained:

Name of the Officer	Reporting Officer
All Asstt. Director (Gr I)	Joint Director & HoO
All Asstt. Director (Gr.II) (EI & Stat.)	Shri D. Barman, Asstt. Director (Gr I/Stat.)
Shri T. Kansabanik, Asstt. Director (Gr II)	Shri S. K. Mandal, Asstt. Director (Gr.I)
Shri S. Paul, Asstt. Director (Gr.II)	Shri S. Mukherjee, Asstt. Director (Gr.I)
Shri A. Rana, Asstt. Director (Gr II)	Shri G. Podder, Asstt. Director (Gr.I)

(D. Mitra)
Joint Director & HoO

Circulated to all officers of DFO, Kolkata & Branches.

Copy to :-

1. PA to JD & HoO, DI, Kolkata.
2. DI Division, O/o DC (MSME), New Delhi.
3. Shri P. K. Das, Jt. Director, Br.MSME-DFO, Durgapur.
4. The General Manager, MSME-TR, Kolkata.
5. Asstt. Director I/c., MSME-TC, Kolkata.

Joint Director & HoO