

File No. 1(5) /D-32014/1/15-16(Dir.)

Date: 01.04.2024

## OFFICE ORDER

In supersession of all earlier orders and consequent upon Retirement, Transfer, Promotion and Posting of various Officers in & under MSME-DFO, Kolkata, the following re-allocation of Works & Responsibilities of the Officers of this Institute is made **with immediate effect** (i.e. from 01.04.2024).

Sl. No.	Job Activities	Assigned Officer (s) (Shri/ Smt./ Ms.)	Link Officer(s) (Shri/ Smt./ Ms.)	Remarks (Shri/ Smt./ Ms.)
1	राजभाषा विभाग	S. Mukhopadhyay, AD-I	G. Podder, AD-I	S. Mukhopadhyay, AD-I will be the Nodal Officer (N.O.) & नामित राजभाषा अधिकारी ।
2	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place & Women Welfare Activities.	S. Mukhopadhyay, AD-I	G. Podder, AD-I	S. Das Debnath, AD-II will be the Nodal Officer & R. Chakraborty, AD-II will be Alternate N.O.
3	GeM Purchases, Disposal of Unserviceable Goods, including IT Equipments & MSTC/ Scrap Actions Co-ordination.	S. Mukhopadhyay, AD-I	S. K. Mandal, AD-I	A. Rana, AD-II will be the Nodal Officer & GeM Co-ordinator for DFO, Kolkata.
4	MSE-CDP Scheme, SFURTI Scheme, ASPIRE Scheme Activities.	S. Mukhopadhyay, AD-I	B. De, AD-I	S. Mukhopadhyay, AD-I will be the N.O. & CDO.
5	Grievance Redressal/ Management.	S. Mukhopadhyay, AD-I	B. De, AD-I	S. Mukhopadhyay, AD-I will be the N.O.
6	Export Promotion, EFC Activities, IC Scheme Activities.	G. Podder, AD-I	S. Mukhopadhyay, AD-I	G. Podder, AD will be the N.O.
7	ESDP Scheme Programmes/ IMT Division Activities.	G. Podder, AD-I	S. Mukhopadhyay, AD-I	
8	Success Story Activities.	G. Podder, AD-I	S. Mukhopadhyay, AD-I	
9	EDC & Information Counter Activities.	G. Podder, AD-I	D. Barman, AD-I	R. Bandyopadhyay, AD-II will be the N.O.
10	National Award Activities.	G. Podder, AD-I	B. De, AD-I	A. Rana, AD-II will be the N.O.
11	MSME Competitive (LEAN) Scheme, MSME Innovative (Incubation, IPR & Design) Scheme & IPFC Activities.	S. K. Mandal, AD-I	G. Podder, AD-I	T. Kansabanik, AD-II will be the Nodal Officer (N.O.).
12	Technical Appraisal/ Capacity Assessments Activities.	S. K. Mandal, AD-I	G. Podder, AD-I	S. K. Mandal, AD-I will be the CPIO & T. Kansabanik, AD-II will be the ACPIO.
13	Office-Workshop Activities.	S. K. Mandal, AD-I	S. Mukhopadhyay, AD-I	
14	RTI Activities.	S. K. Mandal, AD-I	G. Podder, AD-I	
15	Accounts Division & related DDO Functionary Activities.	S. K. Mandal, AD-I	No Link Officer.	S. K. Mandal, AD-I is the DDO.

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Sl. No.	Job Activities	Assigned Officer (s) (Shri/ Smt./ Ms.)	Link Officer(s) (Shri/ Smt./ Ms.)	Remarks (Shri/ Smt./ Ms.)
1 6	Liaisoning (Govt. Depts./ Offices, CPSUs) for works related to P. P. Policy, MSME SAMPARK, MSME Sambandh etc., including Meetings/ P.C. Meet Activities i.r.o. MSME-TC, MSME-TR, NSIC & KVIC etc..	A. Bhattacharjee, AD-I	B. De, AD-I	A. Bhattacharjee, AD-I will be Nodal Officer.  S. Paul, AD-II will be Alternate Nodal Officer.
1 7	PMS Scheme Activities.			
1 8	SENET Activities & VC Room Activities/ Maintenance.			
1 9	MSME Sustainable (ZED) Scheme Activities.			
2 0	Digital MSME Scheme Activities.	A. Bhattacharjee, AD-I	B. De, AD-I	S. Paul, AD-II will be Nodal Officer.
2 1	GLIS Portal, Media & Publicity, Official Facebook & Twitter Accounts Activities etc.			
2 2	Library Division Activities.			
2 3	RAMP Scheme Activities.	B. De, AD-I	S. Mukhopadhyay, AD-I	B. De, AD-I will be the N. O. & A. Rana, AD-II will be Alternate N. O.
2 4	PM Vishwakarma Scheme Activities.	B. De, AD-I	S. Mukhopadhyay, AD-I	B. De, AD-I will be the N. O. & T. Kansabanik, AD-II will be Alt.N. O.
2 5	Infrastructure & CPWD Coordination Activities. Solar Panel Maintenance & Fire Safety.	B. De, AD-I	S. Mukhopadhyay, AD-I	S. Banerjee, AD-II will be N.O. & R. Chakraborty, AD-II will be the Alternate N.O.
2 6	Internal Coordination/ VIP & Dignitaries Protocol Arrangement/ HQ coordination.			
2 7	Liaisoning with Associations/ Banks/ GoWB/ DICs/ Aspiration Dists./ Important meetings/ Observance of various days of National Importance/ Campaigns.	D. Barman, AD-I	G. Podder, AD-I	R. Chakraborty, AD-II will be the Nodal Officer (N.O.).  S. Dutta, AD-II will be the Alternate N. O.
2 8	All Policy Matters, except otherwise mentioned.			
2 9	Parliament Questions, DIPS, Annual Report, Stat. Division & Data Management Activities/ HQ Reports; TReDS Activities.	D. Barman, AD-I	G. Podder, AD-I	S. Das Debnath, AD-II will be Nodal Officer & R. Chakraborty, AD-II will be Alternate N. O.

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*[Handwritten Signature]*  
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Sl. No.	Job Activities	Assigned Officer (s) (Shri/ Smt./ Ms.)	Link Officer(s) (Shri/ Smt./ Ms.)	Remarks
30	Champions Control Room, Udyam Regn., FPR, MPR, DELAYED Payment, MSME - SAMADHAN, SCLCSS, CGTMSE Activities.	D. Barman, AD-I	S. Mukhopadhyay, AD-I	S. Dutta, AD-II will be N.O. & S. Das Debnath, AD-II will be Altr. N.O.
31	Swachhta Activities.	D. Barman, AD-I	S. Mukhopadhyay, AD-I	S. Banerjee, AD-II will be N.O. & R. Chakraborty, AD-II will be the Alternate N.O.
32	Weeding of Files.	D. Barman, AD-I	G. Podder, AD-I	R. Bandyopadhyay, AD-II will be Nodal Officer.
33	Administration & Court Cases.	P. G. Krishnan, AD-II (GAD)	S. K. Mandal, AD-I	S. K. Mandal, AD-I will be AD (Admin.) w.e.f. 01.06.2024.
34	HoO, Overall Cadre Control & Vigilance matters.	P. K. Das, JD & HoO.	No Link Officer.	AD (Admin) will assist JD & HoO for Vig. cases.

- In addition to work allocated above, Jt. Director & HoO reserves the right to entrust any additional work as & when required.
- Concerned Nodal Officers (N.Os.) will initiate Actions, in general and route the Files to JD & HoO through concerned Assigned Officers/ Link Officers. In case of unavailability (due to Leave, Out Station Jobs, Tours etc.) of N.Os., concerned Alternate Nodal Officers (A. N.Os.) will initiate Actions and route the Files similarly. In case of unavailability of both, N.Os. & A.N.Os., concerned Assigned Officer (s)/ Link Officer(s) will initiate Actions automatically, so that the jobs are not at all suffered.
- Technical Trade activities, for which no Officer is posted at DFO, Kolkata, may be assigned to any Officer, including Br. DFOs by the undersigned. For Technical Appraisal/ Capacity Assessments Activities, Concerned Cases may also be allocated to Other Officer(s), as deemed to be suitable, including Br. DFOs, by the undersigned/ JD & HoO.
- Smt. R. Bandyopadhyay, AD-II** will also assist Shri S. K. Mandal, AD-I in Accounts, Technical, & Administration. (w.e.f. 01.06.2024) Activities as & when required (in addition to allocated duties).
- Concerned Reporting Officer(s)/Link Officers(s) upon absence of Assigned Officer(s), directly (when applicable)/ with Advice of JD & HoO, may assign duties to concerned N.O.(s)/ Altr. N.O.(s)/other Officers under his/ her control for related works, as and when required.
- All concerned Officers should have active individual GeM Buyer's & GeM Consignee's Accounts within one month.
- Designated DNOs may be associated with all activities of the particular Districts.
- In addition to allocated duties, **Shri A. Rana, AD-II will be the Co-ordination Officer** i.r.o. MSME-DFO, Kolkata & Branch DFOs and will be associated/ attached with JD & HoO for Internal/ HQ Reporting purposes.
- For the purpose of APAR, the following Protocol will be maintained.

Name/ Designation of Officer(s) (Shri/ Smt./ Ms.)	Reporting Officer(s), (Shri/ Smt./ Ms.)	Name/ Designation Officer(s) (Shri/ Smt./ Ms.)	Reporting Officer(s), (Shri/ Smt./ Ms.)
1. All AD, Gr. I	1. P. K. Das, JD & HoO	4. S. Paul, AD-II	4. A. Bhattacharjee, AD-I
2. All AD, Gr. II (EI & Stat.)	2. D. Barman, AD-I	5. T. Kansabanik, AD-II	5. S. K. Mandal, AD-I
3. P. G. Krishnan, AD-II (GAD)	3. S. K. Mandal, AD-I	6. A. Rana, AD-II	6. S. Mukhopadhyay, AD-I

**1. Circulated to All Officers of MSME-DFO, Kolkata & Br. MSME-DFOs.**

- 2. Copy to:**
- DI Division, O/o DC (MSME), New Delhi.
  - PA to JD & HoO, MSME-DFO, Kolkata.
  - JD & HoO, MSME-TC, Kolkata.
  - The GM, MSME-TR, Kolkata.
  - Sr. Hindi Translator, MSME-DFO, Kolkata – for Hindi Version.

  
(P. K. Das)

Joint Director & HoO