OFFICE ORDER

In supersession of all earlier orders the following changes / modification of work allocation 
is made with immediate effect:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Reporting Officer</th>
<th>Name of the Divisional Head along with Team</th>
<th>Allocation of Work</th>
</tr>
</thead>
</table>
| 1.     | Shri S. K. Som, Dy. Director (Met) | 1) Shri I. D. Sharma, AD (Met) 
2) Shri Sudip Sen, A.D (L&F) 
3) Shri Rajesh Chowdhury, A.D (Chem.) 
4) Shri Debasis Chakrabarty, Sr. Lab. Asstt. 
5) Smt. Rinku Bandyopadhyay, Inv.(E.I) 
6) Shri Basab Chowdhury, S.W-I I | Public Procurement Policy, 
NLVDP, SLVDP, QMS-QTT, ZED: ISO-9000/14000, Design Clinic, 
MSME-Data Bank, CPWD work, Information Facilitation Counter, 
Library, Grievance Redressal/Vigilance, Co-ordination of Action Plan Programme. |
|        |                   | Shri S. Malakar, A.D(GAD)                  |                    |
|        |                   | 1) Shri T. Mukhopadhyay, O.S 
2) Smt. Bharati Biswas, O.S 
3) Shri S. Bhattacharya, S.A | Administration, Accounts, Estt. 
Section, NSIC Data entry & Store |
| 2.     | Shri Dipak Chanda Dy. Director (L&F) | 1) Shri B.K. Moharan, A.D(E.I) 
2) Shri R. Maji, A.D(Hosy.) 
3) Shri A. Bhattacharya, A.D(L&F) 
4) Shri A.C. Pal, Jr. Hindi Translator 
5) Shri Jayanta Das, Instructor 
6) Shri Prabir Mondal, S.W.I I | Leather & Hosy Divn., Raj Bhasha, TREAD, CLCSS, Export Promotion, RTI, NMCP – LEAN, TEQUP, MATU. 
Incharge of Br. MSME-DI, Durgapur. |
| 3.     | Shri D. Mitra, Dy. Director (G&C) | 1) Shri S.K. Sahu, A.D(Chem.) 
2) Shri Manoj Kumar, AD(Elect) 
3) Shri Sanjeev Azad, AD (L/F) 
4) Shri R.K. Sethy, AD(EI) 
5) Shri Kuntal Ghosh, Instructor 
6) Shri R.N. Dey, Instructor 

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| 4.     | Shri Manojit Guha, Dy. Director (Met) | 1) Shri S.K. Das, A.D(IMT)  
2) Smt. Rina Chakraborty, A.D(E.I)  
3) Shri D. Banerjee, A.D(Stat.)  
4) Shri S.K. Mondal, AD(G&G)  
5) Shri S. Banerjee, A.D(E.I)  
6) Shri D.K. Chowdhury, Inv.(EI)  
7) Smt. Senjuti Dutta, Inv(EI)  
8) Shri Pallab Mukherjee, Instructor | MSE-CDP (Cluster), Metallurgy Divn. IMT Divn., EI Divn., Coordination with State Govt., Associations & VIP Cases, SLAB, MPR, Annual Report, Action Plan, Industrial State Profile, DIPS, Parliament matters, CGTMSE, NMCP-IPR, INCUBATOR. |

Shri H.K. Chowdhury, AD(Mech)  
1) Shri Tapas Roy, Inv.(Mech.)  
2) Shri R.S. Sharma, Draughtsman  
3) Shri Amit Kr. Dey, Instructor  
4) Shri Tapan Kr. Guha, Instructor  
5) Shri P.B. Aditya, Instructor  
6) Shri Nirmal Kr. Naskar, Instructor  
7) Shri A.K. Chatterjee, Instructor  
8) Shri Sunil Das, S.W-II  
9) Shri Dasarath Mahali, S.W-II  


Matters related to land allotted at Kharagpur for TCSP scheme and Baruipur closed Extension Centre will be looked after by Sri S.K. Som, Dy. Director (Met).

Sri S. Nandy, Asstt. Director (L/F) will be the in-charge of Br. MSME-DI, Suri.

In addition to above, officers opted for working as Members of “Core Team for publicity and innovation” will continue to work with Smt. R. Chakraborty as Team Leader and Sri D. Mitra as Mentor.

N.B: -

1) Whenever an Officer/Official under transfer or changes of allocation of work he/she should handover all the official documents and files to the concerned Officer/Official nominated by the office.
2) In addition to the above works, officers will also attend to any other work or assignment allotted by the Director.

( A. Bandopadhyaya )
Director.

To

1) All concerned.
2) All Branches of MSME-DI, Kolkata.
3) Estt. Section.
4) P.A to Director.
5) D.D.(SENET) to place in the Website.