

**GOVERNMENT OF INDIA**  
**MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES**  
**MSME - DEVELOPMENT INSTITUE**  
**111 & 112, B.T. ROAD, KOLKATA - 700 108.**

No. 3068(60)/D-32014/1/14-15(Dir.)

Date : 01-08-2016

**OFFICE ORDER**

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

Sl. No.	Reporting Officer	Name of the Divisional Head along with Team	Allocation of Work
1.	<b>Shri S. K. Som, Dy. Director (Met)</b>	1) Sri I. D. Sharma, AD (Met) 2) Shri Sudip Sen, A.D(L&F) 3) Shri Rajesh Chowdhury, A.D(Chem.) 4) Shri Debasis Chakraborty, Sr. Lab. Asstt. 5) Smt. Rinku Bandyopadhyay, Inv.(E.I) 6) Shri Basab Chowdhury, S.W-II  <b>Shri S. Malakar, A.D(GAD)</b> 1) Shri T. Mukhopadhyay, O.S 2) Smt. Bharati Biswas, O.S 3) Shri S. Bhattacharya, S.A	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.  Administration, Accounts, Estt. Section, NSIC Data entry & Store
2.	<b>Shri Dipak Chanda Dy. Director (L&amp;F)</b>	1) Shri B.K. Moharana, 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.II	Leather & Hosy Divn., Raj Bhasha, TREAD, CLCSS, Export Promotion, RTI, NMCP - LEAN, TEQUP, MATU. Incharge of Br. MSME-DI, Durgapur.
3.	<b>Shri D. Mitra, Dy. Director (G&amp;C)</b>	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 7) Shri Dipak Kr. Dey, S.W-II	SENET IT/Computer related training, G&C Divn. along with Workshop, Chemical Divn., National Award, NSIC Co-ordination, Publicity, NMCP - ICT, In-charge of Br. MSME-DI, Siliguri.

Contd.....P/2.



Sl. No.	Reporting Officer	Name of the Divisional Head along with Team	Allocation of Work
4.	<b>Shri Manojit Guha, Dy. Director (Met)</b>	<p>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&amp;C) 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</p> <p><b>Shri H.K.Chowdhury, AD(Mech)</b> 1)Shri Tapas Roy, Inv.(Mech.) 2)Shri R.S. Sharma, Draughtsman 3)Shri Amit Kr. Dey, Instructor 4)Shri Tapan Kr. Guha, Instructor 4)Shri P.B. Aditya, Instructor 5)Shri Nirmal Kr. Naskar, Instructor 6)Shri A.K. Chatterjee, Instructor 7)Shri P.K. Samanta, Instructor 8)Shri Samiran Saha, S.W-II 9)Shri Sunil Das, S.W-II 10)Shri Dasarath Mahali, S.W-II</p>	<p>MSE-CDP (Cluster), Metallurgy Divn. IMT Divn., EI Divn., Co-ordination with State Govt., Associations &amp; VIP Cases, SLAB, MPR, Annual Report, Action Plan, Industrial State Profile, DIPS, Parliament matters, CGTMSE, NMCP-IPR, INCUBATOR.</p> <p>Modernization and Co-ordination of Workshops. Mech. Divn. alongwith Work Shop, CAD/CAM Training, Maintenance of Vehicle</p>

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).

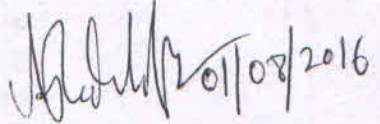
Sri S. Nandy, Asstt. Director (L/F) will be the in-charge of Br. MSME-DI, Suri.

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.