

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

No. 3348(5)/D-32014/1/15-16(DIR)

Dt.: 06.11.2018

**OFFICE ORDER**

In continuation to this office Order No. 2080/D-32014/1/15-16(DIR) dated 26.09.2018, the following modifications/ addendum regarding work allocation are put in place with immediate effect.

**1. Swachhta Work**

Divisional Head	Attached Team of Officials	Remarks
Shri D. Mitra, D.D	Ms. Rina Chakraborty, AD	Shri M. Sharma & Shri S. Bhattacharya will continue to work under AD(GAD)/ DDO for other activities.
	Shri S. Banerjee, AD	
	Shri Chitresh Biswas, AD	
	Shri Rajesh Bhattacharya, AD	
	Shri Manoj Sharma, OS	
	Shri Sudip Bhattacharya, SA	
	Shri Malay Ghosh, MTS	

**2. Administrative / Accounts / Grievance / Vigilance / RTI / CPWD Work**

Divisional Head	Attached Team of Officials	Remarks
Shri D. Mitra, D.D	Shri S.K. Dutta, AD	Shri R. Biswas, AD will continue to work as DDO apart from his other assignments under Shri K.D. Bhattacharya as Divisional Head. Shri A. Bhattacharya, AD will work as ACPIO as ordered earlier. Shri A. Dutta will assist in vigilance matters. Shri A.K. Dey, OS will also report to Shri M. Guha, D.D for EDC / information Counter.
	Ms. Bharati Biswas, AD	
	Shri Achinta Bhattacharya, AD	
	Shri T. Mukherjee, OS	
	Shri Manoj Sharma, OS	
	Shri A.K. Dey, OS	
	Shri Sudip Bhattacharya, SA	
	Shri A. Dutta, UDC (Acting as PA to Director)	
	Shri D.C. Malo, Steno., Gr.-II	Shri Malo will be working in full time engagement with Shri D. Mitra, DD, regarding coordination work. Ms. Sonali Ghosh, Steno., Gr.-II will be de-attached from Shri D. Mitra, DD. She will continue to work under Shri D. Chanda, DD and Shri S.K. Dutta, AD(GAD) as and when required. Ms. Ghosh, Steno. will also attend Shri P.K. Das whenever Smt. Mridula Som, Steno. will be on leave.

**3. Micro Enterprise Development (D 01) & SME Division (D 02)**

Divisional Head	Attached Team of Officials	Remarks
Shri P.K. Das, D.D	Shri B.P. Dasgupta, AD (Under order of Transfer) Shri Sunil Das, S.W-II	D01 & D02 not included in earlier order. Shri Sunil Das will also be attached to PA Room to Director.

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4. AYUSH Enterprises / Success Story / E-News Letter

Divisional Head	Attached Team of Officials	Remarks
Shri D. Mitra, D.D	Shri R. Bhattacharya, AD Shri Chitresh Biswas, AD Shri R. Sethy, AD Shri Achinta Bhattacharya, AD Shri D. Mahali, S.W-II	This work activities were not included in earlier order. Shri Achinta Bhattacharya, AD will continue to work under Shri D. Chanda, DD and Shri D. Mahali will continue to work in Mechanical Divn.

5. P.P. Policy / Domestic Trade Fair related work

Divisional Head	Attached Team of Officials	Remarks
Shri K.D. Bhattacharya, D.D	Shri Probir Mondal, S.W-II	Shri Mondal will also assist Shri P.K. Das, D.D as and when required.

This issues with the approval of Director.

  
(D. Mitra)  
Dy. Director(Co-ord.)

To

1. All Concerned, MSME-DI, Kolkata & its all branches through e-mail.
2. Estt. Section
3. PA to Director
4. Accounts Section
5. Co-ordination Department, MSME-DI, Kolkata.