

एम.एस.एम.ई विकास संस्थान
भारत सरकार
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
111 व 112 बी टी रोड,
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MSME DEVELOPMENT INSTITUTE
GOVERNMENT OF INDIA
MINISTRY OF MSME
111 & 112, B.T. ROAD
KOLKATA - 700108

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Date : 01.12.21

In supersession of all earlier orders, the following reallocation of work and responsibility of the officers of this Institute and its branches is made with immediate effect.

Sl. No.	Activities	Assigned Officer	Link Officer(s)	Remarks
1.	SCCR, Kolkata	Shri S. Mukherjee, AD(Gr.I)	Shri Rajesh Bhattacharya, AD Shri R. Sethy, AD Smt. Senjuti Dutta, Inv.	Duty allocation for SCCR will continue to be made separately involving other officers. Smt Senjuti Dutta, Inv will sit in the SCCR Room for coordination.
2.	All types of Training & Motivational Programmes & related issues including NLAP	-do-	Shri N. Chowdhury, AD Shri T. Kansabanik, AD Smt. R. Bandyopadhyay, Inv	Sri S Mukherjee will continue to be the nodal officer for "Development of MSME Schemes" and EDC However, Shri T. Kansabanik, AD will continue to be the Nodal officer for NLAP..
3.	EDC & Information Counter	-do-	Shri S. Paul, AD, Shri Bipul De, AD Shri T. Kansabanik, AD	The officers will attend visitors only with the visitors slip . They may refer visitors to any other officer based on the need.
4.	Internal Coordination / Liaisoning / VIP & Dignitaries Protocol/HQ coordination	-do-	Smt. Rina Chakraborty, AD Shri Subrata Banerjee, AD Shri Tapas Roy, Inv.	PA to JD will mark copy of all letters/ Emails to Assigned officer. Assigned officer will decide to forward such communications to link officers/ other officers further based on the need.
5.	राजभाषा विभाग	-do-	Shri Goutam Poddar, AD	Shri S. Mukherjee will act as नामित राजभाषा अधिकारी for DI, Kolkata
6.	Export Promotion & EFC, IC Scheme. National Award	Shri Goutam Poddar, AD	Shri N. Chowdhury, AD Smt. Senjuti Dutta, Inv. Shri D. Chowdhury, Inv	Sri Poddar will continue to act as Nodal officer for EFC.He may utilize Staffs & outsourced employees to man EFC in consultation with AD (Admn).
7.	CLCS-TUS (Lean, Design, Incubation, IPR)	Sri P.K Das, Jt Director	Shri Ritwik Biswas, AD Shri T. Kansabanik, AD	Sri PK Das, JD is Presently Posted at Br. DI, Durgapur.
8.	All Technical, Administrative, Accounts, Scheme/ Policy related issues and all Protocol matters in respect of all Branches under MSME- DI, Kolkata. (Including SCCRs being run at Branches.)	-Do-	Sri T K Banerjee- Br. DI, Siliguri Sri R Maji- Br. DI, Durgapur Sri S. Pal – Br DI, Suri (Posted at DI, Kolkata) Sri Yogesh Kumar – Br DI, Port Blair.	Sri P K Das, JD may issue separate work orders for officers working in various Br. DIs and will coordinate with DI, Kolkata for smooth functioning of Br.DIs. He will, however, take Prior approval of Competent authority for visiting Branches/ DI, Kolkata.
9.	CLCS-TUS (ZED), Library, Observance of Various days of national importance and reporting .	Shri Ritwik Biswas, AD	Shri Bipul De, AD	Shri Ritwik Biswas, AD declared as Nodal officer for ZED scheme. Shri Biswas, AD will continue to work as Library- in -charge.


10.	IPFC at DI, Kolkata	Shri T. Kansabanik, AD	Shri P.K Das, Jt Director (Advisory Roles) Shri Ritwik Biswas, AD	Shri T. Kansabanik, AD declared as Nodal officer for IPR / IPFC
11.	SENET Activities, CLCS-TUS (Digital MSME), VC room Infrastructure & maintenance. Solar Panel infrastructure & maintenance .	Shri Rajesh Bhattacharya, AD	Shri Ritwik Biswas, AD Shri S. Paul, AD, Shri D. Chowdhury, Inv.	Shri Rajesh Bhattacharya, AD will continue to be the Nodal officer for SENET
12.	MSE-CDP, SFURTI, ASPIRE	Shri Bipul De, AD Shri Tapas Roy, Inv.	Shri N. Chowdhury, AD Shri S. Paul, AD	Shri Bipul De, AD declared as Nodal officer for MSE CDP & SFURTI schemes.
13.	Grievance & RTI	Shri Bipul De, AD	Shri T. Kansabanik, AD	Sri Bipul Dey will continue to be CPIO & Sri T. Kansabanik will continue to be the ACPIO.
14.	Liaisoning with CPSUs and other Govt. Departments including MSME-TC, MSME-TR , NSIC & KVIC , MSME SAMPARK	Shri N. Chowdhury, AD	Shri Bipul De, AD Shri S. Paul, AD, Sri S.K Dutta, AD	Shri N. Chowdhury, AD will attend all routine meetings being convened by MSME-TC, MSME-TR , NSIC , KVIC , and CPSUs.
15.	Infrastructure (CPWD) Coordination	-do-	Sri S.K Dutta, AD	Shri N. Chowdhury, AD declared as Coordinator for CPWD activities.
16.	Other scheme related assistance (not covered elsewhere in this order) . MSME Policy & its governance including Public Procurement Policy & MSME-SAMBANDH	Smt. Rina. Chakraborty, AD	Shri Chitresh Biswas, AD, Shri D. Chowdhury, Inv. Smt. Rinku. Bandyopadhyay, Inv	Smt. Rina. Chakraborty, AD may assign work to All Investigators (EI & Stat)
17.	Liaisoning with banks/associations/ State Govt./DICs/ Aspiration Districts/Liaisoning of Important Meetings	-do-	-do-	-do-
18.	Parliament Question, DIPS, Annual Report, Stat. Division, Data Management , Success stories.	Shri Chitresh Biswas, AD	Smt. Rina. Chakraborty, AD & Shri R. Sethy, AD	Smt. Rina. Chakraborty, AD will continue to be the Editor of Newsletter.
19.	Media & Publicity, Newsletter, Official Facebook & Twitter account	-do-	Shri Subrata Banerjee, AD & Shri R. Sethy, AD	Smt. Rina. Chakraborty, AD will continue to be the Editor of Newsletter. Shri Chitresh Biswas, AD will continue to be the Sub editor of Newsletter.
20.	Udyam Registration related queries, MPR, DELAYED Payment, MSME-SAMADHAN, TReDS, CLCSS, CGTMSE	Shri R. Sethy, AD	Shri Chitresh Biswas, AD & Shri Subrata Banerjee, AD	Sri Sethy will be nodal officer for MSME Samadhan. & TReDS portal
21.	Swachhta Activities	Shri Subrata Banerjee, AD	Smt. R. Chakraborty, AD Shri Rajesh Bhattacharya, AD	Sri S. Banerjee will be Nodal officer for Swachhata activities.
22.	PMS Scheme (Components 5A, 5B, 5C, 5D)	Shri S. Paul, AD	Shri Goutam Poddar, AD Shri Subrata Banerjee, AD Shri Tapas Roy, Inv.	Shri S. Paul will , however be declared Nodal officer for PMS Scheme (All components). Sri Pal will also continue to function as AD- in- charge of Br. DI, Suri. Separate orders for Team may be issued on case to case basis.
23.	PMS Scheme (Components 5E, 5F, 5G & 8)	Shri N. Chowdhury, AD	Shri Goutam Poddar, AD Shri S. Paul, AD Shri Tapas Roy, Inv.	Separate orders for Team may be issued on case to case basis.
24.	Stores & Purchase, GeM, Disposal of unserviceable stores including IT equipments & MSTC coordination.	Shri S. K. Dutta, AD	Shri Bipul De, AD Shri Rajesh Bhattacharya, AD	Sri Dutta will act as GeM DDO for DI, Kolkata .
25.	Administration, Accounts, Court Cases	Shri S K. Dutta, AD (Admin) & DDO	Shri Ritwik Biswas, AD	Sri Ritwik Biswas will work as Admn Officer as & when Sri Dutta will be on leave/ tour
26.	HoO & overall Cadre Control & Vigilance matter	Shri D. Mitra, Jt. Director	Shri S. K. Som, Jt. Director, MSME-TC, Kolkata	As per DC (MSME) Order No. A-22020/1/2016-A(P&T) dtd. 22/10/21

1. Sri S Mukherjee, AD -I will be the divisional head of all technical divisions & will act as नामित राजभाषा अधिकारी in respect of DI, Kolkata . He will allocate various technical Services & Workshop Activities to the officers of the technical disciplines as and when required.
2. Smt. R. Chakraborty , AD will be the divisional head of EI & Stat divn as well as Swachhta Activities . She will allocate revised list of DNOs for all officers including Branches in consultation with Sri P.K Das, JD & Sri S. Mulkherjee, AD-I
3. Work related to Technical trades for which no officer is posted at MSME-DI, Kolkata may be assigned to any officer including Br. DIs by the undersigned.
4. In addition to the work allocated above, Jt. Director & HoO reserves the right to entrust any additional work as and when required.
5. It is desired that Monthly meeting of officers including branches will be held regularly on 1st Day of every month at 11.30 hrs. In case the date falls on Saturday/ Sunday/ Holiday , the meeting will be held on next working day . Br. DI officers may join virtually, for which link will be sent to them by SENET division prior to the meeting.

Note -

Brief Duties of Assigned officer – Mails & Hard copies marked by JD/ PA to JD will be attended by them and initiate action on the activities. He/ She may take assistance of Linked officers and may accomplish the work by team effort & will appraise them of the developments. He /She will be responsible for timely submission of replies/Reports. He/She will decide to handover the papers/ files to any linked officer during his/her absence.

Brief duties of Link officer – They will attend the activities in absence of Assigned officer . They will also work as a team to assist the Assigned officer for smooth & timely submission of activities.


01.12.21
(D. Mitra)
Joint Director

Circulated to all officers of DI, Kolkata & Branches.

Copy to :-

1. PA to JD & HoO, DI, Kolkata.
2. DI Division, O/o DC (MSME). New Delhi.
3. Joint Director, MSME-TC, Kolkata.