

एम.एस.एम.ई विकास संस्थान  
भारत सरकार  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
111 व 112 बी टी रोड,  
कोलकाता-700108



**MSME DEVELOPMENT INSTITUTE**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF MSME**  
111 & 112, B.T. ROAD  
KOLKATA - 700108

Phone: 033-2577-0595/0597/0598 (EPABX) 033 2577 5531 (Direct) | Fax: 033-2510-0524 | E-Mail: dcddi-kolkatta@dcmmsme.gov.in

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Consequent upon transfer and posting of officers in & under MSME-DI, Kolkata, 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	Sri S. Mukherjee, AD(Gr.I)	Sri Rajesh Bhattacharya, AD Sri R. Sethy, AD Smt. Senjuti Dutta, Inv.	Duty allocation for SCCR will continue to be made separately involving other officers. <b>Smt Senjuti Dutta, Inv will sit in the SCCR Room for coordination.</b>
2.	All types of Training and Motivational Programmes & related issues including RAMP. Coordination of all technical disciplines.	-do-	Sri T. Kansabanik, AD Smt. Rinku Bandyopadhyay, AD	Sri S Mukherjee will continue to be the nodal officer for "Development of MSME Schemes" and EDC However, Sri T. Kansabanik, AD will continue to be the Nodal officer for NLAP.
3.	EDC & Information Counter	-do-	Sri S. Paul, AD, Sri Bipul De, AD Sri T. Kansabanik, AD	The officers will attend visitors only with the <b>visitors slip</b> . 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 Sri Subrata Banerjee, AD Sri 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-	Sri Goutam Poddar, AD	Sri S. Mukherjee will act as नामित राजभाषा अधिकारी for DI, Kolkata
6.	Export Promotion & EFC, IC Scheme. National Award	Sri Goutam Poddar, AD	Sri S. K. Mandal, AD Smt. Senjuti Dutta, Inv. Sri 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.	MSME Sustainable (ZED), MSME (Competitive), LEAN & MSME Innovative (Incubation, IPR, Design)	Sri P.K Das, Jt Director	Sri T. Kansabanik, AD Sri S. Paul, AD Sri Tapas Roy, Inv.	Sri P.K 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 R. Biswas, Br.DI, Suri. 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.	IPFC at DI, Kolkata	Sri T. Kansabanik, AD	Sri P.K Das, Jt. Director (Advisory Roles)	Sri T. Kansabanik, AD declared as Nodal officer for IPR / IPFC


10.	SENET Activities, MSME Innovative (Digital MSME), VC room Infrastructure & maintenance. Solar Panel infrastructure & maintenance, Library, observance of various days of national importance.	Sri Rajesh Bhattacharya, AD	Sri S. Paul, AD, Shri D. Chowdhury, AD	Sri Rajesh Bhattacharya, AD will continue to be the Nodal officer for SENET
11.	MSE-CDP, SFURTI, ASPIRE	Sri Bipul De, AD Shri Tapas Roy, Inv.	Sri S. Paul, AD	Sri Bipul De, AD declared as Nodal officer for MSE-CDP.
12.	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.
13.	Liaisoning with CPSUs and other Govt. Departments including MSME-TC, MSME-TR, NSIC & KVIC, MSME SAMPARK, Success Stories	Sri S.K.Mandal, AD	Sri Bipul De, AD Sri S. Paul, AD, Smt. S.Dutta, Inv.	Sri S.K.Mandal, AD will attend all routine meetings being convened by MSME-TC, MSME-TR, NSIC, KVIC, and CPSUs.
14.	Success Stories	-do-	Smt. Rina Chakraborty, AD Smt. S. Dutta, Inv.	Success Stories will include all activities done by DI, Kolkata & Branches and State Champions' Control Room.
15.	Other scheme related assistance (not covered elsewhere in this order). MSME Policy & its governance including Public Procurement Policy & MSME-SAMBANDH	Smt. Rina. Chakraborty, AD	Sri Chitresh Biswas, AD, Sri D. Chowdhury, AD, Smt. Rinku Bandyopadhyay, AD	Sri S.K.Mandal will however be Nodal Officer for Public Procurement Policy.
16.	Liaisoning with banks/associations/ State Govt./DICs/ Aspiration Districts/Liaisoning of Important Meetings	-do-	-do-	Smt. Rina Chakraborty will be Nodal Officer for liaisoning.
17.	Parliament Question, DIPS, Annual Report, Stat. Division, Data Management.	Sri Chitresh Biswas, AD	Smt. Rina. Chakraborty, AD & Sri R. Sethy, AD	Smt. Rina. Chakraborty, AD will continue to be the Editor of Newsletter.
18.	Media & Publicity, Newsletter, Official Facebook & Twitter account	-do-	Sri Subrata Banerjee, AD & Sri R. Sethy, AD	Smt. Rina. Chakraborty, AD will continue to be the Editor of Newsletter. Sri Chitresh Biswas, AD will continue to be the Sub editor of Newsletter.
19.	Udyam Registration related queries, FPR, 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
20.	Swachhta Activities, Infrastructure (CPWD) Coordination.	Sri Subrata Banerjee, AD	Smt. R. Chakraborty, AD Sri S. K. Dutta, AD	Sri S. Banerjee will be the Nodal officer for Swachhta activities.
21.	PMS Scheme (All Components)	Sri S. Paul, AD	Sri Goutam Poddar, AD Sri Subrata Banerjee, AD Sri Tapas Roy, Inv.	Sri S. Paul is declared as Nodal officer for PMS Scheme. Separate order for Team may be issued on case to case basis.
22.	Stores & Purchase, GeM, Disposal of unserviceable stores including IT equipments & MSTC coordination.	Sri S. K. Dutta, AD	Sri Bipul De, AD Sri Rajesh Bhattacharya, AD	Sri Dutta will act as GeM DDO for DI, Kolkata till further order.
23.	Administration, Accounts, Court Cases	Sri S. K. Dutta, AD(Admin) & DDO	Sri G. Poddar, AD	Sri G.Poddar will work as Admn Officer as & when Sri Dutta will be on leave/ tour
24.	HoO & overall Cadre Control & Vigilance matter	Sri D. Mitra, Jt. Director	Sri 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 1<sup>st</sup> Day of every month at 11.00 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.



( D. Mitra )  
Joint Director & HoO

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.