

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: dcdi-kolkatta@dcmsme.gov.in

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OFFICE ORDER

Consequent upon promotion & transfer of Asstt. Directors, undersigned is pleased to reallocate the work and responsibility of the officers of this Institute as mentioned hereunder :-

S. Mukhopadhyay, Asstt. Director, Gr-I Divisional Head	SCCR, Kolkata (Champions) Team Leader, Training, ESDP matters, Knowledge Services (D09), Agro-Based Enterprises, EDC Nodal Officer, CSR, PD A/c matters, Nodal Officer of Br. DI, Port Blair, Rajbhasa, Co-ordination with all divisions
Goutam Poddar Asstt. Director	Export Promotion, EFC, IC Scheme(All components), PMS(All components)
Ritwik Biswas Asstt. Director	Chemical & Food Divn., National Enterprise Eco System (SP02), Library, Ayush based Enterprise, Design Clinic, Service Divn. (D02), National Award (Team Head)
Rajesh Bhattacharya Asstt. Director	Senet, GeM, Digital MSME, Energy Efficiency, Disposal of unserviceable stores/vehicle/machinery through MSTC, Dealing with Roof Top Solar matters, Public Procurement Policy (PPP) (Team Head) including Liasoning with PSUs, CPSUs & Large Scale Industries
S.K. Mandal, AD	CDO of MSE-CDP, SFURTI, ASPIRE
N. Chowdhury Asstt. Director	MSE-CDP, SFURTI, ASPIRE Mechanical, Electrical, Metallurgy Divn., Liaison with autonomous body (D12), SME Mfg. Divn. (D03) including Tool Room (SP01), Toy Cluster, VDP (Both National and State Level)
Bipul De Asstt. Director	GeM, Social Enterprise, MSE-CDP, SFURTI, RTI (CPIO), Grievance, ZED, EDC cell, Public Procurement Policy (PPP)
Tarak Kansabanik, AD	Incubation, G&C Division, Ceramic Workshop, IPR, LEAN, EDC Cell, RTI(ACPIO)
Tapas Roy, Inv	Social Enterprise(D04), Technical Services and Technical Research (D06), National Award, MSE-CDP, SFURTI, Human Capital Division(SP03), EDC
Rina Chakraborty, Asstt. Director (EI) Divisional Head	EI, Investment Promotion & Financial Services (D08), Liaison with associations, Parliament Questions, All Policy matters, Udyam Registration matters, SAP, Coordination with Banks & RBI. Advisory Committee Meetings, Management of Information Counter.
Subrata Banerjee Asstt. Director (EI)	Swachhta Activities, Art-based Enterprises, Handicrafts (including Cane & Bamboo) and Media. Idol Cluster of Purba Bardhaman

Chitresh Biswas Asstt. Director (Stat.)	Publicity, CLCSS, CGTMSE, SC/ST Hub, Statistics & data collection, Annual Report, News Letter Team Head, Stat. Divn., Data Management
Ranjan Kr. Sethy Asstt. Director (EI)	SCCR team member, MPR, Other Central Schemes, PI, Aspirational district (SP04), Annual Report
Dipak Chowdhury Investigator(EI)	EI & Stat. Coordination, Technical coordination, Data Collection, Information Counter
Senjuti Dutta Investigator(EI)	CLCS-TU Scheme Coordination except CLCSS, Bank Co-ordination, State Govt. & Association Liasoning, National Award
Rinku Bandyopadhyaya Investigator(EI)	Work will be allocated by Smt. Rina Chakraborty, AD(EI), as & when required.
S. K. Dutta, AD(GAD) Divisional Head	DDO, Administration, Establishment, Accounts (D13, D14, D16), Infrastructure Services (D07), CPWD

Note :

1. All files of Technical officers (IEDS) to be routed through Shri S. Mukhopadhyay, AD(Gr-I). Other Divisional Heads will place files to Jt. Director & H.o.O.
2. MSE-CDP, SFURTI related DPRs, Files, proposals may be submitted through CDO to H.o.O. CDO may submit the files with his comments directly to H.o.O.
3. In addition to the work allocated above, the undersigned may entrust any additional work as and when required.

[K. D. Bhattacharya]
Jt. Director
MSME-DI, Kolkata.