

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  
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**OFFICE ORDER**


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

Rina Chakraborty, Asstt. Director (EI) <b>Divisional Head</b>	EI, Investment Promotion & Financial Services (D08), Liaison with associations, Parliament Questions, All Policy matters, Udyam Registration matters, SAP, RTI (CPIO), 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, New Letter Team Head
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.
Senjuti Dutta, Investigator(EI)	CLCS-TU Scheme Coordination except CLCSS
Rinku Bandyopadhyay, Investigator (EI)	Work will be allocated by Smt. Rina Chakraborty, AD (EI), as & when required.
Janaki Nandan Hota, Asstt. Director (ISS)	Stat Division, Data Management
S. K. Sen, Asstt. Director	P.P Policy, Br. In-Charge of MSME-DI, Suri, NLVDP & SLVDP Components, Liaisoning with PSUs, CPSUs and large scale industries.
S. N. Mukherjee, Asstt. Director	SCCR, Kolkata(Champions) Team Leader, Training, Knowledge Services (D09), Agro-Based Enterprises, G&C Division and workshop, EDC Nodal Officer, CSR, PD A/c matters, Nodal Officer of Br. DI, Portblair

Goutam Poddar, Asstt. Director	Export, EFC
Ritwik Biswas, Asstt. Director	Chemical and Food Division, National Enterprise Eco System (SP02), Library, Ayush based Enterprise
Rajesh Bhattacharya Asstt. Director	Senet, GeM, Digital MSME, Energy Efficiency. Disposal of unserviceable stores/vehicle/machinery through MSTC, Dealing with Roof Top Solar matters.
S. K. Mandal, Asstt. Director	CDO of MSE-CDP, SFURTI, ASPIRE.
N. C. Chowdhury, Asstt. Director	Mechanical, Electrical, Metallurgy Division, MSE-CDP, Liaison with autonomous body (D12), SME Manufacturing Division (D03) including Tool Room (SP01), Export, Toy Cluster
Rajarshi Maji, Asstt. Director	Hosiery Division, IPR, LEAN Scheme
Bipul De, Asstt. Director	Gem, Social Enterprise, RTI (ACPIO), Grievance, ZED Scheme, Geographical Indication (GI)
Sanjeev Azad, Asstt. Director	Micro Enterprise Division, CFTI Liaison, Market Division (D10), PMS Scheme, Trade Fair (Domestic & IT), Rajbhasa, NER Coordination (SP05) Leather Footwear, Design Training, ,
Firoj Ahmed, Asstt. Director	Incubation, Design Clinic, Services Division (D02),
Tapas Roy, Investigator (Mech.)	Social Enterprise (D04), Technical Services and Technical Research (D06), National Award, MSE-CDP, Human Capital Development Division (SP03)
S. K. Dutta, Asstt. Director (Admn.)	DDO, Administration, Establishment, Accounts (D13, D14, D16), Infrastructure Services (D07), CPWD

## Note :

1. P. K. DAS, Jt. DIRECTOR, Br. MSME-DI, Durgapur will work as Br. I/c. of Durgapur. In addition he will monitor the Schemes related to IPR, ZED, Design Clinic, GI, LEAN at HQ level.
2. In addition to the work allocated above, the undersigned may entrust any additional work as and when required.

  
 ( K. D. Bhattacharya )  
 Director I/c.  
 MSME-DI, Kolkata

To

1. All officers/officials concerned-through E-mail.
2. Director PA section
3. Hindi Section-for hindi translation
4. All Br. MSME-DIs-through e-mail.