

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

No. 2405 /D-32014/1/2018-Admn.

Date: 31.03.2021

In supersession of all earlier Office Order relating to allocation of duties and for effective disposal of Administrative and accounting matters, the Joint Director, MSME-DI, Kolkata is pleased to distribute the work among official viz. Office Superintendent, U.D.Cs, L.D.Cs, Instructor, Skilled Worker, M.T.S.s of this institute with effect from 01.04.2021 until further order as follows:

Reporting Officials	Name and Designation	Allotment of duties	Remarks
Shri Pradip Bandyopadhyay, O.S	1. Shri Jayanta Biswas, UDC	ESTABLISHMENT SECTION Preparation of Communal Roster, Pension & uploading in Bhavishya, RTI reg, Admn. & Estt. Matters, All kinds of Estt. Returns. Staff representation, Appointments, Transfer, Promotion, Cadre Review, Delegation of Power, Conducting of DPC & Preparation of Minutes, CPWD related files.	Shri Biswas will assist Account Section as and when required.
	2.Smt. Anasuya Sinha Roy, L.D.C		
	3.Smt. Subhra Saha, U.D.C	Annual Increment of GOs and NGOs, Scooter Advance, Special Pay cases, Govt. Accommodation, Accommodation for visiting officials, Issue of Salary/Employment certificate, Honorarium for special work, Municipality Co-ordination, CGEGIS payment, CGHS and issue of ID cards, Verification of Character and Antecedents, CEA, HBA, NOC for Passport, Seniority and Confirmation, Leave Salary, GPF advance/withdrawal/final payment.	
	4.Shri Tufail Ahmad, L.D.C	All kinds of leave of GO and NGOs, APAR, Maintenance of Service Book of Gos & NGOs verification of Service(18 yrs.), File work relating to postage, Cash handling Allowance, Forwarding of outside job applications, Deputation, Foreign assignments.	
	5.Shri Basudeb Ghosh, U.D.C		

	6.Shri D.Mahali, Skilled Worker Gr.II	RECEIVING SECTION Receiving of official letters/correspondence & distribution thereof.	
	7.Shri Kuntal Kumar Ghosh, Instructor	ESTABLISHMENT & ISSUE SECTION Issue of letters/correspondences etc. and to maintain the relevant registers, They will also assist the dealing assistants for file movement.	
	8.Shri Sajal Naskar, U.D.C 9.Shri Nirmal Naskar, Instructor	STORES & ADMINISTRATION General store, Maintenance, Procurement of Office Stationary, Forms, Disposal of unserviceable items, Annual physical verification of stores, Purchase of office equipment & other stores as per requirement etc. , GeM	Shri Nirmal Naskar will also perform duty at Establishment/Accts/Issue Section as and when required.
	10. Shri P.S.Nandi, U.D.C	Court Cases and related matter, PD Account, Re-engagement of Retired Employees, ACP/MACP including preparation of Minutes of the meeting of Screening Committee, Conducting of DSC meeting and prepaation of minutes, Pay fixation, LTC/HTC (GO&NGO), Vehicles, Manpower Outsourcing, RTI matters reg. Estt. & Admn.	
	11.Shri Dipak Kumar Roy, U.D.C	Library, Electric, Telephone.	
Shri S.K.Dutta Asstt. Director (GAD)	Shri P.K.Bandyopadhyay, O.S	For Sl. No. 1 to 11.	
	1.Shri Swapan Talukdar, Stenographer 2.Shri S.R.Khan, Stenographer 3.Shri Arun Kumar Dutta, U.D.C	VIGILANCE SECTION To maintain files relating confidential matters, Election matters, Permission for acquiring movable/immovable property, Vigilance, Grievances. Assist Joint Director for day to day official work.	Shri Dutta will assist Account Section as and when required.
	1.Shri Sudip Bhattachrya, U.D.C 2.Shri Sajal Naskar, U.D.C 3.Shri Sunder Lal, U.D.C 4. Shri B.Sarkar, L.D.C	ACCOUNTS SECTION All EDP, ESDP & other Programmes Bills, Salary & other bills of GOs and NGOs and retired persons including canteen, O.E (Non-Plan), Cash of MSME-DI along with work related to TE & LTC/HTC Bills, Budget/Income Tax & Monthly Expenditure	Shri B.Sarkar,L.D.C will perform the role of cashier. He will also assist in Accts Section as and when required. In addition to the assigned duties, he will also look after the watch and ward duty. He is also requested

	5. Shri Samir Samaddar, M.T.S	Statement related work, Allocation of fund, Medical bills including hospital cases, Reconciliation of Accounts, Swachhta Bill, SENET bill, MACP Bills including arrear payment, HBA loans, OTA Bills, Bills for payment of re-engaged officials, Leave encashment bills, Retirement benefit bills, Audit reply, etc.	to submit the fidelity bond within a week. Shri Sudip Bhattacharya, UDC will monitoring all work relating to A/cs. Section. Shri S.samaddar will also look after the duties relating to Appraisal cases under Technical Section as and when required.
--	-------------------------------	--	---

DUTIES OF M.T.S. s


Sl. No.	Name	Attached to Divisions / Officers
1.	Shri Ashim Sen	Cash Section & Accounts Section
2.	Shri Sarat Das	Accounts Section
3.	Shri Malay Kr. Ghosh	Establishment & Administration Section
4.	Shri Manju Sikdar	All GOs sitting in 1 st Floor.
5.	Shri Utpal Dutta	All GOs sitting in 1 st Floor.
6.	Shri Tapash Rakshit	All GOs sitting in 1 st Floor.
7.	Shri Soumendranath Giri	All GOs sitting in Ground Floor.
8.	Shri Bhajan Chakraborty	Joint Director
9.	Smt. Bithi Saha	All GOs sitting in Ground Floor.
10.	Shri Ashok das	Estt/Issue Section
11.	Shri S. Majumder	Watch & Ward Duty
12.	Shri Gopal Das	Watch & Ward Duty
13.	Shri Kamal Kumar Hari	Watch & Ward Duty
14.	Shri Amit Das	Watch & Ward Duty
15.	Shri Sukanta Mondal	SENET
16.	Shri Tarak Nath Das	Estt. Section
17.	Shri Pintu Santra	Joint Director
18.	Shri Joydeep Chowdhury	Accounts Section

DUTIES OF INSTRUCTOR/SKILLED WORKERS

Sl. No.	Name	Attached to Divisions/Officers
1.	Shri P.B.Aditya	Mechanical Workshop
2.	Shri A.K.Chatterjee	Mechanical Workshop
3.	Shri R.N.Dey	Ceramic Workshop. He will also assist Technical Officer in conducting various programmes as and when required.
4.	Shri P.K.Samanta	Mechanical Division (Project & Training) with Shri N.Choudhury , A.D(Mech.)
5.	Shri Sunil Das	Mechanical workshop & attached with Shri S.K.Sen, A.D(L/F) & Shri S.Azad(A.D(L/F) Leather & Footwear Division for oraganizing SLVDP, NLVDP, Trade fair , seminar etc.
6.	Shri Samiran Saha	Mechanical workshop & attached with Shri S.K.Mondal, A.D(G&C) for MSE-CDP & SFURTI Scheme.

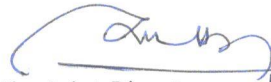
1. In addition to the above allocation of duties, all officials are required to perform duties in any desk/work as and when required by the head of section in order to maintain the streamline of official works smoothly as team work.
2. All officials mentioned above will maintain a co-ordination with other dealing assistants on their existing allocation of duties.
3. No files/correspondences should be kept pending more than 48 hours without valid reason.
4. **In exigency of public interest, all M.T.Ss will perform watch & ward duty as and when required for which separate order will be issued from time to time.**

This issues with the approval of Jt. Director


(S.K.DUTTA) 31/3/21
Assistant Director(Admn./DDO)
For Joint Director

To:

1. All Divisional Heads, MSME-DI, Kolkata.
2. All Officers of MSME-DI, Kolkata.
3. All Concerned Officials, MSME-DI, Kolkata.
4. P.A to Joint Director, MSME-DI, Kolkata. He is requested to mail all concerned including branches.
5. O.L.Section, MSME-DI, Kolkata – for Hindi Version.


For Joint Director 31/3/21