

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

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No. 607(4)/D-32014/1/2018-Admn.

Date: 31.05.2022

OFFICE ORDER

In supersession of all earlier Office Order relating to allocation of duties and for effective disposal of Administrative and accounting matters, the Joint Director & HoO, MSME-DI, Kolkata is pleased to distribute the work among official viz. Stenographers, U.D.Cs, L.D.Cs, Instructors, Skilled Workers, M.T.Ss of this institute with effect from 01.06.2022 until further order as follows:

Reporting Officials	Name and Designation	Allotment of Duties	Remarks
Shri Subhro Kumar Dutta, Asstt. Director (GAD)	1. Shri P.S. Nandi, U.D.C	ESTABLISHMENT SECTION 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 preparation of minutes, Pay fixation, LTC/HTC (GO&NGO), Manpower Outsourcing.	In absence of Shri Jayanta Biswas, UDC, Shri Nandi will monitor all work relating to Estt. Section, as mentioned in the order.
	2. Shri Jayanta Biswas, UDC	All kinds of Estt. Returns. Appointments, Transfer, Promotion, Cadre Review, Delegation of Power, Conducting of DPC & Preparation of Minutes, RTI matters reg. Estt. & Admn.	Shri Biswas will assist Accounts Section as and when required. Shri Biswas, UDC will monitor all work relating to Estt. Section. In exigency, Shri Biswas may further distribute any work among the officials for smooth functioning of office work.
	3. Smt. Subhra Saha Dutta, UDC	Annual Increment of GOs and NGOs, All Advances, Special Pay cases, Government Accommodation, Accommodation for visiting officials, Issue of Salary/Employment certificate, Honorarium for special work, CGEGIS payment, Verification of Character and Antecedents, Seniority and Confirmation, Staff representation, Issue of Identity Card.	

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	4. Shri Indrajit Roy Mondal, UDC	Pension & uploading in Bhavishya, Preparation of Communal Roster, CGHS, Leave Salary, GPF advance/withdrawal/final payment.	
	5. Shri Dipak Kumar Roy, U.D.C	Library, Electric, Telephone, Office Vehicles, Solar maintenance Bill	
	6. Shri T. Ahmed, LDC	All kinds of leave of GO and NGOs, APAR, Maintenance of Service Book of GOs & NGOs verification of Service (18 yrs.).	
	7. Shri D. Mahali, Skilled Worker Gr.II	Receiving of official letters/ correspondence & distribution thereof.	
	8. Shri Kuntal Ghosh, Instructor	Issue of letters/correspondences etc. and to maintain the relevant registers, They will also assist the dealing assistants for file movement.	
	9. Shri Sivam Agrahari, LDC	File work relating to postage, Cash handling Allowance, Forwarding of outside job applications, Deputation, Foreign assignments, Municipality Co-ordination, CEA, HBA, NOC for Passport	Shri Agrahari will assist Shri Sunil Das relating to all sorts of work of Store, specially, purchase and condemnation of Stores.
	10. Shri Sunil Das, Instructor	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., assisting for GeM purchase.	
	11. Shri Jamil Akhter, Steno.	Attached to E.I Divn. - Smt. Rina Chakraborty, AD, Shri Chitresh Biswas, AD, Shri R.K. Sethy, A.D, Shri S. Banerjee, A.D, Shri Dipak Choudhury, AD, Smt. Rinku Bandyopadhyay, AD	
	12. Shri Shyamal Mondal, Steno.	Attached to IMT Divn. - Shri S. Mukhopadhyay, AD, Champions, ESDP	
	13. Shri S.R. Khan, Steno.	Attached to Shri S.K. Dutta, AD(GAD), Shri G. Podder, DDO - Vigilance Section, APAR	
	14. Shri Swapan Talukdar, Stenographer 15. Shri Arun Kumar Dutta, UDC	To maintain files relating to confidential matters, Election matters, Permission for acquiring movable/ immovable property, Vigilance, vehicle allotment, periodical work allocation of SCCR to assist Joint Director & HoO for day to day official work.	

	16. Ms. Sonali Ghosh, Steno.	Attached to Shri Sudip Pal, AD, Shri T.K. Banik, AD, Shri S.K. Mandal, AD	
	17. Shri Vivek Kr. Gupta, Steno.	Attached to Shri Bipul De, AD for Cluster Divn., RTI, Grievance and related work	
Shri Goutam Podder, A.D (DDO)	<p>1. Shri Sudip Bhattacharya, U.D.C</p> <p>2. Shri Sajal Naskar, U.D.C</p> <p>3. Shri Basudev Ghosh, UDC</p> <p>4. Shri Sunder Lal, U.D.C</p> <p>5. Smt. Anasuya Sinha Roy, L.D.C</p> <p>6. Shri B. Sarkar, L.D.C</p> <p>7. Shri Samir Samaddar, M.T.S</p>	<p align="center"><u>ACCOUNTS SECTION</u></p> <p>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 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.</p>	<p>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 to submit the fidelity bond within a week.</p> <p>Shri Sudip Bhattacharya, UDC will monitor all work relating to Accounts Section.</p> <p>In absence of Shri Sudip Bhattacharya, UDC, Shri Sajal Naskar, UDC will monitor the entire work of Accounts Section.</p> <p>Shri S. Samaddar, M.T.S will also look after the duties relating to Appraisal cases under Technical Section as and when required.</p>

DUTIES OF INSTRUCTORS

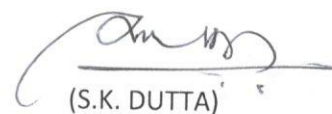
Sl. No.	Reporting Officer	Name	Attached to Divisions/Officers
1.	Shri S. Mukhopadhyay, A.D, Gr.-I	Shri Nirmal Naskar	Attached to EDC / EFC
2.	Shri T.K. Banik, A.D	Shri R.N. Dey	Attached to Ceramic Workshop. He will also assist Technical Officer in conducting various programmes as and when required.
3.	Shri T.K. Banik, A.D	Shri P.K. Samanta	Attached to IPFC
4.	Shri S.K. Mandal, A.D	Shri Samiran Saha	Attached to Public Procurement Policy Divn.

DUTIES OF M.T.S.s

Sl. No.	Name	Attached to Divisions / Officers
1.	Shri Tarak Nath Das	Jt. Director & HoO and watch and ward duty as and when required.
2.	Shri Ashim Sen	Cash Section & Jt. Director & HoO
3.	Shri Soumendranath Giri	All GOs sitting in Ground Floor and watch and ward duty as and when required.
4.	Smt. Bithi Saha	All GOs sitting in Ground Floor.
5.	Shri Gopal Das	Watch & Ward Duty
6.	Shri Kamal Kumar Hari	Watch & Ward Duty
7.	Shri Amit Das	Watch & Ward Duty
8.	Shri Sukanta Mondal	SENET
9.	Shri Pintu Santra	All GOs sitting in First Floor and watch and ward duty as and when required.
10.	Shri Joydeep Chowdhury	Accounts Section and watch and ward duty as and when required.

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 & HoO.



(S.K. DUTTA)

Assistant Director(Admn./DDO)
For Joint Director & HoO

To:

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