

Government of India
Ministry of Micro, Small and Medium Enterprises,
111 and 112, B.T. Road,
Kolkata – 700 108.

No. 4972/14 D-32014/1/2009-10(Dir.).

Dated :12th August, 2009.

OFFICE ORDER

Due to transfer, new posting, etc. the stream-lining of existing office orders of Divisional work along with team of officers is now been partially revised and will be as under with immediate effect till further order.

Sl.No.	Reporting Officer	Name of Divisional Head along with Team	Allocation of Work
1	Shri S. Chakraborty, Deputy Director(L/F.)	<u>Shri S. Chakraborty, D.D.(L/F.):</u> a) Shri R. Bhattacharjee, AD(G&C) b) Shri S. Banerjee, Inv.(E.I.) <u>Shri A.K. Roy, A.D.(EI)</u> a) Shri Milan Bandopadhyaya,AD(EI) b) Shri N.C. Mondal, AD(EI) c) Shri D. Banerjee, AD(Stat.) d) Smt. Rina Chakraborty, AD(EI) e) Shri D. Chowdhury, Inv.(EI) f) Smt. R. Bandopadhyaya, Inv.(EI) <u>Shri I.D. Sharma, A.D.(Met.),</u>	Ancillary Division, Vendor Development Programme and WBSCX, Domestic Trade Fair, Hosiery Division, coordination of Cluster, NSIC Cases and TREAD Scheme. EI Division, Information and Reception of MSME-DI , Policy and Association Co-ordination and Coordination with all State Govt. Organizations, SLAB, Monthly Progress Report , Annual Report, Action Plan, Capacity Building , Library, CLCSS , Industrial State Profile, etc. Metallurgical Division, Heat Treatment Workshop, Baruipur Cluster.
2	Shri D. Chakraborty, Deputy Director(L/F.)	<u>Shri D. Chakraborty, D.D.(L/F.):</u> a) Shri D. Ghosh, A.D.(L/F.) a) Shri A. Basu, A.D.(Chem.) b) Shri U. Roy Chowdhury, A.D.(Chem.) c) Shri R.K.Pyne, A.D.(Chem.) a) Shri A.K.Kaviraj, AD(IMT) b) Shri S.K. Das, AD(IMT) <u>Shri R.M. Prasad, A.D.(Admn.)</u> a) Shri P.K. Dutta, O.S. b) Smt. Sukla Das, O.S. c) Shri S.K. Dutta, O.S. d) Smt. Bharati Biswas, O.S. e) Shri Pradip Banerjee, Sr. Acctt.	Leather and Footwear Division, Shanatiniketan Cluster, NMCP, Grievances , Vigilance. Chemical & Food Division, Rubber Moulded Items Cluster. IMT Division, DSDC, Jangipur All Administrative Work, Establishment, Accounts, DDO, etc.

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Sl.No.		Name of Divisional Head along with Team	Allocation of Work
2	Shri D. Chakraborty, Deputy Director((L/F.)	Shri D. Mitra, A.D.(G &C): A)Shri A. Bagchi, A.D.(Elect.) b) Shri B.P. Dasgupta, AD(C&B)	SENET , TRC, Electrical, Cane & Bamboo Division, All sorts of Training and purchases in respect of IT /Computer and CPWD Coordination.
3	Shri A. Bandopadhaya, Deputy Director(G&C)	Shri A. Bandopadhyaya,DD(G&C): a) Shri P.K. Das, A.D.(G&C) b) Shri S. Mukhopadhaya , A.D.(G&C) c) Smt. Santwana Roy ,A.D.(EI) Shri V.K.Salvedi, AD(Mech.) a) Shri H.K. Chowdhury,A.D.(Mech) b) Shri Tapas Roy, Inv.(Mech.) c) Shri K.L. Verma, Sr. Hindi Translator d) Shri R.S. Sharma, Draftsman.	Glass & Ceramic Division along with Glass & Ceramic Workshop ,Publicity, ISO Consultancy & Re-imbursment, Export Promotion Division, National Award, Bar Coding and International Fair. Mechanical Division CNC Workshop, Mechanical Workshop and Hindi Division.

N.B. i) All the Divisional Head/Officers are to work as per the existing system except the Policy/Major/Headquarter issues are to be moved through Deputy Director's concerned as mentioned above.

- ii) The subjects/work which are not covered above will be assigned by Director whenever required.
- iii) No letter should be issued by any Divisional Head to Headquarters without approval of Director.


(**N.N. Debnath**)
Director

Copy to :-

1. All concerned.
2. All Branches of MSME-DI, Kolkata.
3. Esstt. Section.
4. P.A. to Director.
5. AD (SENET) to place in the website.