

भारत सरकार
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
एम.एस.एम.ई - विकास संस्थान
तदोंग बाजार, पी. ओ. - तदोंग,
गंगटोक- 737102, सिक्किम



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MSME-DI-GTK/ 1(15) 2017-18/ 223

Dated 21st Aug. 2018.

In supersession of all earlier Orders, the following work allocation is made with immediate effects-

SI No.	Name of Divisional Head	Work allotted.
1.	Shri D.R.Sharma. Assistant Director.	General Administration, Office Library, Grievance redresser & Vigilance, RTI, Purchase & Store, IMT-ESDP, EDP, IMC, other training programme and training related correspondences, SLAB & SLIIC, Coordination with State Govt., Industrial Association & VIP Visit. MPR, Publication, MSME Data Bank, Annual Report, Action Plan, DIP, State Profile, Parliamentary matters, EI division, Reception & Information Counter, Swachhata Action Plan, Assistance & consultancy to Visitors, other work to be assigned by Director.
2.	Shri Narayana Saw. Assistant Director.	Mechanical Division, Leather Division, Hosiery Division, Metallurgy Division, PPP 2012, NLVDP, SLVDP, Special Scheme for NER & Sikkim, ZED Scheme, GST Facilitation, Raj bhasha Adhikary, DDO & Accounts, Assistance & consultancy to Visitors, other work to be assigned by Director.
3.	Shri A.K.Mishra. Assistant Director.	Electrical & Electronics Div, Food & Chemical Division, G & C Division, NMCP Scheme, TREAD, CLCSS, Export Promotion, National & International Trade Fair, CGT-MSEs, SENET, National Award, MSE-CDP, Aspirational District, SC/ST Hub & Spl. CLCSS Scheme, Incubator Scheme, Assistance & consultancy to Visitors, other work to be assigned by Director.
4.	Sri N. W. Lepcha, L.D.C	All works of Accounts section, maintain of Registers & documents related to Accounts & misc.works.
5.	Sri Akash Saroha, L.D.C	Dak Receipt & Dispatch, Maintain of Office File, General Administration works, Store-Keeper, Information Counter, Assist to Dy.Dir(I/C), works of accounts Section as & when required.

The Officers are requested to maintain the respective files under their control & take necessary action on the related correspondence in time. MPR & other time bound data must be strictly send to O/o DCMSME within stipulated time.

Copy to- 1. All concerned officers
2. AD(SENET) - to upload in Office website


K D Bhattacharya
Deputy Director I/C.

Formerly Small Industries Service Institute, Gangtok