

भारत सरकार

सूक्ष्म, लघु एवं मध्यम उद्यम
मंत्रालय

एम.एस.एम.ई - विकास
संस्थान

तदोंग बाजार, पी. ओ. - तदोंग,
गंगटोक- 737102, सिक्किम



Govt. of India

Ministry of Micro, Small & Medium
Enterprises

MSME - Development
Institute

Tadong Bazar, P.O.- Tadong,
Gangtok-737102, Sikkim

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(Toll-free MSME helpline No. 1800-180-6763)

MSME-DI/GTK/1(15)/2017-18/124,

Dated 27/08/2019

OFFICE ORDER

In suppression of earlier orders the following work allocation is made among the officer & staff of MSME-DI, Gangtok and this arrangement are put in place with immediate effect-

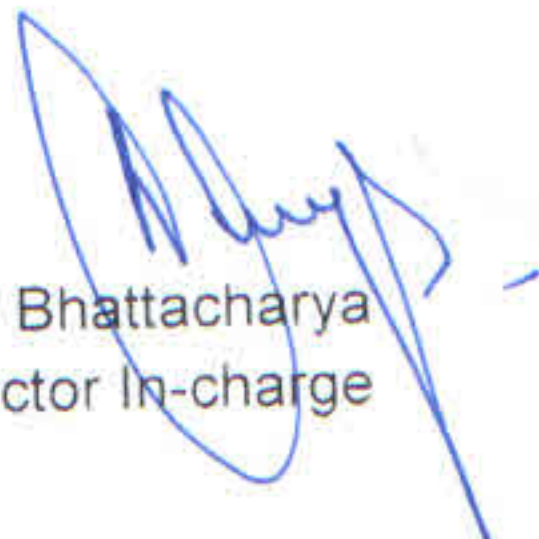
Sl.No.	Name of Officer/ Employee	Work allotted
1.	Shri D R Sharma Asstt. Director	General Administration, Library, Statistics & data Bank div. Economic analysis Div., Social enterprises Div., MSME Policy, Coordinator-Skill development div E-SDP/EAP/IMC etc.& other training, grievance redressal, Vigilance, RTI matters & CPIO, SLBC, Empowered Committee on MSME, SLAB, CGTMSE, Coordination with State, Central Govt. & other organizations, Industry association, Annual Report, MPR, VIP Visit, DIP, State Profile, Parliamentary matters, Purchase & Stores including Gem, UAM, Assistance & consultancy to visitors, Nodal officer for Swachhata Action Plan & EFC matters related to land & building, and other works assigned by Director.
2.	Shri Narayan Saw Asstt. Director	DDO & Accounts and Monitoring of Funds, Mechanical, Metallurgy, Hosiery Divisions, Raj Bhasha Adhikari, CLCS -TUS including Special CLCS, TERC including Promotion of MSMEs in NER & Sikkim scheme, ZED Scheme, Design Clinic, SFURTI, Nodal officer for Agri-business enterprises (ABDO) and Incubator scheme, EDC & GST facilitation, PPP 2012, Preparation of brief project profiles, Assistance & consultancy to visitors & any other works assigned by the Director.
3.	Shri Atul Kumar Mishra Asstt. Director	CDO, SENET, NMCP, Procurement & Marketing Support Scheme, International Cooperation, IPR, National Award, Aspirational District, SC/ST Hub, ASPIRE, Nodal Officer for MSE-CDP, IPR Scheme & Aspirational District, Electrical & Electronics, Food & Chemical, G&C Divisions, Assistance & Consultancy to visitors and any other works assigned by Director.
4.	Shri N W Lepcha	All works related Accounts Section, maintenance, upkeep & updation of all files, registers & other records/documents related to Accounts section & miscellaneous works and assistance in Admin works as and when required.
5.	Shri Akash Saroha	Inward & outward daks receipt /dispatch, Works related to General administration, Maintenance & upkeep of all personal files, service book & other service records, stock & other Registers Store Keeper, Library register, Visitors Register & Information counter, dictation & typing and works of accounts section as and when required.

Beside above work allocation Shri Atul Kumar Mishra, AD will check office email atleast thrice a day and take necessary action to reply in consultation with Director (I/C) & D R Sharma, AD. In absence of Shri A K Mishra, Shri Narayan Saw AD shall perform this duty and during the absence of both Shri D R Sharma AD shall look after this work.

Shri Lachman Joshi, Driver shall maintain & upkeep the office vehicle properly and roadworthy with upto date documents and assist in office work in non-driving office hours.

The Officers concerned are requested to maintain the respective files under their control and take necessary action and plan activities & achieve targets as per sanctions received from O/o DC(MSME) and submit MPR regularly in respect of the works allotted to respective officers.

Copy to -1. All concerned officers/ staff MSME-DI, Gangtok.
2. AD(SENET) to upload in office website


K.D Bhattacharya
Director In-charge