

MSME-DI/GTK/1(15)/2017-18 / 117

Dated 18/08/2022

Work Allocation 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 (Stat)	DDO & Accounts, General Administration, Library, Statistics & data Bank div. Economic analysis Div., Social enterprises Div., MSME Policy, Coordinator-Skill Development Div & other training, grievance redressal, Vigilance, Nodal Officer for Champions ,RTI matters & CPIO, EFC,SLBC, Empowered Committee on MSME, CGTMSE, Coordination with State , Central Govt. & other organizations, Industry association, Annual Report, MPR, VIP Visit, DIP, State Profile, Parliamentary matters, UDYAM registration, Assistance & consultancy to visitors, Nodal Officers-Swachhata Action Plan matters related to land & building, and other works assigned by Joint Director
2.	Shri Nirmal Chowdhury Asstt. Director	CDO (MSE CDP including IID) , SFURTI ,SENET, Mechanical ,organization of ESDPs & other programmes, Metallurgy, Hosiery Divisions, ,Procurement & Marketing Support Scheme, MSME-Innovative Scheme, MSME-Champions Scheme Raj Bhasha Adhikari, CLCS -TUS,TERC including Promotion of MSMEs in NER & Sikkim scheme, ZED Scheme, Design Clinic, ASPIRE scheme, EDC & GST facilitation ,PPP 2012, International Cooperation, Purchase & Stores including Gem,, National Award, Aspirational District, SC/ST Hub, Electrical & Electronics , Food & Chemical, G&C Divisions, Assistance & Consultancy to visitors and any other works assigned by Joint Director.

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) regarding works allocated them.


A K Tamaria
Joint Director & HoO

- Copy to -1. Shri D R Sharma , AD(Stat).
2. Shri Nirmal Chowdhury, Asstt. Director
3. AD(SENET) to upload in office website
4. Shri Nima W Lepcha, LDC,
5. Shri Lachman Joshi, Driver