

MSME-DFO/GTK/2026-27-ADMIN(ESTT.)/41

DATE: 20.07.2026

WORK ALLOCATION ORDER

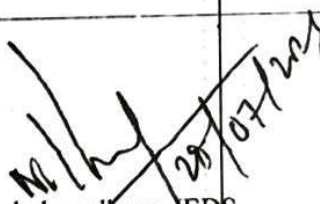
The following work allocation is made among the Officers & Staff of MSME-DFO, Gangtok and this arrangement is put in place with immediate effect till further orders.

Sl. No.	Job Activities	Assigned Officer(s) (Shri/Smt./Ms.)	Link Officer(s) (Shri/Smt./Ms.)
1.	HoO, DDO & Supervision	Sh. Nirmal Chowdhury, AD Gr. I	Sh. Akshay Murkute, AD Gr.- I
2.	Admin & Store, NER Scheme, (Building, Vehicle, Stores) NER, All Policy matters	Sh. Akshay Murkute, AD Gr.- I	Sh. Nirmal Chowdhury, AD Gr. - I
3.	RTI	Dr. Rahul Kamble, AD Gr. - II	Sh. Akshay Murkute, AD Gr.- I
4.	Official Language Department	Sh. Akshay Murkute, AD Gr.- I	Sh. Vikash kumar, YP
5.	MSE-CDP Scheme, SFURTI Scheme, ASPIRE Scheme Activities, Champion.	Dr. Rahul kamble, AD Gr.- II	Sh. Nirmal Chowdhury, AD Gr. - I & HoO
6.	Court Cases/Grievance Redressal & Management /LIMBS	Sh. Akshay Murkute, AD Gr. -I	Sh. Nirmal Chowdhury, AD Gr. - I & HoO
7.	Champions Control Room, Udyam Regn., MPR, DELAYED Payment, MSME-SAMDHAN, CGTMSE Activities	[Champion, Udyam, MPR- Sh. Vikash kumar, YP], [Samdhan, CGTMSE, Delayed Payment- Dr. Rahul Kamble, AD Gr. -II]	Dr. Rahul Kamble, AD Gr. -II
8.	Liaisoning (Govt. Depts./Offices, CPSUs) for works related to P.P Policy, MSME SAMPARK, MSME Sambandh etc., including Meetings/P.C. Meet Activities, RAMP	Sh. Akshay Murkute, AD Gr. -I	Dr. Rahul Kamble, AD Gr. -II
9.	Library Division Activities and Information Counter Activities	Sh. Akshay Murkute, AD Gr. - I	Ms. Bhumika Sharma, DEO, Sh. Vikash Kumar, YP
10.	EDC, Parliament Questions, DIPS, Annual Report, Stat. Division & Data Management Activities/HQ Reports, TReDS Activities.	Dr. Rahul Kamble, AD Gr. -II	Sh. Nirmal Chowdhury, AD Gr. - I & HoO
11.	Internal Coordination/VIP & Dignitaries Protocol Arrangement/HQ coordination Liaisoning with Associations/Banks/ GoS/ DICs/ Aspiration Dists./ Important Meeting/ Observance of various days of National Importance/ Campaigns.	Sh. Nirmal Chowdhury, AD Gr. - I & HoO	Sh. Akshay Murkute, AD Gr. -I & Dr. Rahul Kamble, AD Gr. - II
12.	PM Vishwakarma Scheme Activities	Sh. Vikash kumar, YP	Dr. Rahul kamble, AD Gr. -II
13.	Export Promotion, EFC Activities, IC Scheme Activities.	Sh. Nirmal Chowdhury, AD Gr. - I & HoO	Dr. Rahul Kamable, AD Gr. - II
14.	National Award Activities	Dr. Rahul Kamble, AD Gr. - II	Sh. Akshay Murkute, AD Gr. -I
15.	PMS Scheme	Dr. Rahul Kamble, AD Gr. - II	Sh. Nirmal Chowdhury, AD Gr. - I & HoO
16.	Infrastructure & CPWD Coordination Activities, GLIS Portal	Sh. Akshay Murkute, AD Gr. -I	Sh. Nirmal Chowdhury, AD Gr. - I & HoO
17.	Wedding of Files	Dr. Rahul Kamble, AD Gr. - II	Sh. Vikash Kumar, YP, Ms. Bhumika Sharma, DEO
18.	MSME Sustainable (ZED) Scheme Activities	Sh. Akshay Murkute, AD Gr. - I	Dr. Rahul Kamble, AD Gr. - II

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19.	MSME Innovative (IPR) Scheme & IPFC Activities	Sh. Nirmal Chowdhury, AD Gr. -I & HoO	Dr. Rahul Kamble, AD Gr. - II
20.	ESDP Scheme Programmes/IMT Division Activities, Success Story Activities.	Sh. Akshay Murkute, AD Gr. -I	Dr. Rahul Kamble, AD Gr. - II
21.	SENET Activities & VC Room Activities/Maintenance.	Dr. Rahul Kamble, AD Gr. - II	Sh. Akshay Murkute, AD Gr. - I
22.	Digital MSME Scheme Activities	Dr. Rahul Kamble, AD Gr. -II	Sh. Akshay Murkute, AD Gr. -I
23.	Media & Publicity, Official Facebook & Twitter Accounts Activities etc.	Dr. Rahul Kamble, AD Gr. -II	Sh. Akshay Murkute, AD Gr. - I
24.	GeM Purchases, Disposal of Unserviceable Goods including IT Equipments & MSTC/Scrap Action Co-ordination.	Dr. Rahul Kamble, AD Gr. - II	Sh. Akshay Murkute, AD Gr. - I
25.	Technical Appraisal/Capacity Assessments Activities, Technology support & intervention.	Sh. Nirmal Chowdhury, AD Gr. -I & HoO	Sh. Akshay Murkute, AD Gr. - I
26.	MSME Competitive (LEAN) Scheme, MSME Innovative (Incubation & Design) Scheme	Sh. Akshay Murkute, AD Gr. - I	Dr. Rahul Kamble, AD Gr. - II
27.	Swachhta Activities	Dr. Rahul kamble, AD Gr. - II	Sh. Nima Wangdi Lepcha, LDC & Sh. Vikash kumar, YP
28.	Overall Cadre Control & Vigilance matters.	Sh. Nirmal Chowdhury, AD Gr. -I & HoO	Sh. Akshay Murkute, AD Gr. -I
29.	Accounts and Billing works, Store Maintenance, Supervision of All MTS & Contractual Staff.	Sh. Nima Wangdi Lepcha, LDC	Ms. Mayalmit Lepcha, MTS
30.	Housekeeping, Cleaning of Office, Disposal of Garbage, Other works as directed by Senior Officer, opening and Closing of office,	Ms. Aita Rani Rai, MTS	Sh. Rabi Saha, MTS
31.	Data Entry, Typing, ESDP application uploading, Assistance in PM Vishwakarma, Maintaining Visitor Register, other works are directed by Senior Officer.	Ms. Bhumika Sharma, DEO	Ms. Mayalmit Lepcha, MTS
32.	Housekeeping, Assistance to Shri Nima Wangdi Lepcha, LDC in Accounts related work, Maintaining Visitor Register, other works as directed by the Senior Officer.	Ms. Mayalmit Lepcha, MTS	Ms. Bhumika Sharma, DEO
33.	Housekeeping, office security, Making office Programme arrangements, Assistance in Billing works, Post office work, Paying P-Tax Maintenance of Dispatch/ Receipt Register, other works as directed by the Senior Officer.	Sh. Rabi Saha, MTS	Ms. Bhumika Sharma, DEO


Nirmal chowdhury, EDS
Asst. Director Grade - I & HoO

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2. All officers & Staff of this Office

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