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

MSME-Development & Facilitation Office
Govt. of India,
Ministry of Micro, Small & Medium Enterprises
Tadong Bazar, P.O. Tadong, Gangtok-737102,
Sikkim, India

MSME-DFO/GTK/2024-25-ADMIN(ESTT.)/ 45(2) DATE : 05.06.2025

WORK ALLOCATION ORDER

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

NAME / DESIGNATION	Details of Work Allocation	Assisted By / Link Officer
Ms. Nisha Rani, Assistant Director Gr - II	ESDP, SENET, State and District Profiles, GeM Buyer, National MSME Awards, Hindi Division, Library, SAP, CPIO, Website Maintenance, Champions Portal, PM Vishwakarma	Shri T. Gouminlal, YP Shri Mohd. Iqbal Rather, YP
Shri T. Gouminlal, Young Professional	PM Vishwakarma, Stores, Leave record, Export Promotion, Project Profiles	Shri Nima Wangdi Lepcha, LDC Shri Mohit Rawal, MTS Ms Bhumika Sharma, DEO
Shri Mohd. Iqbal Rather, Young Professional	Udyam Registration, PMS Scheme, MSE-CDP, NER Scheme, Project Profiles	Shri Dinesh Kumar, MTS Shri Ajay Singh Bairwa, MTS
Shri Nima Wangdi Lepcha, LDC	Accounts and Billing works, Store Maintenance, Admin related work, Supervision of All MTS & Contractual Staff.	Ms Mayalmit Lepcha, MTS Shri Dinesh Kumar, MTS
Ms. Aita Rani Rai, MTS	Cleaning of Office refreshment Hall, Disposal of Garbage, Other works as directed by the Senior Officer	Shri Ajay Singh Bairwa, MTS Shri Ajay Kumar Mehera, MTS
Shri Mohit Rawal, MTS	Maintenance of Dispatch / Receipt Register, Paying P-Tax, Assistance in PM Vishwakarma, Assistance in Admin related work, Attached with Iqbal.	Shri Ajay Kumar Mehera, MTS
Shri Dinesh Kumar, MTS	Assistance in Accounts related works, Assistance in PM Vishwakarma, Assistance to Ms.Nisha Rani, AD for Hindi Division, Paying P-Tax	Shri Mohit Rawal, MTS
Shri Ajay Kumar Mehera, MTS	Office Swachhta, Post Office work, Weeding out of files, Maintaining Visitor Register, Attached with Ms. Nisha Rani, AD and Shri. T. Gouminlal , YP	Shri Ajay Singh Bairwa, MTS
Shri Ajay Singh Bairwa, MTS	Office Swachhta, Post Office work, Office Opening and Closing, Maintaining Visitor Register, Attached with Shri Nirmal Chowdhury, AD & HoO	Shri Ajay Kumar Mehera, MTs
Ms. Bhumika Sharma, DEO	Typing Work, ESDP application uploading, File management, Assistance in updating Stock registers.	Ms Mayalmit Lepcha, MTS
Ms. Mayalmit Lepcha, MTS	Housekeeping, Assistance to Shri Nima Wangdi Lepcha, LDC in Accounts related work	Ms Bhumika Sharma, DEO
Shri Rabi Saha, MTS	Office Security, Making office Programme arrangements, Assistance in Billing works.	Shri Ajay Singh Bairwa, MTS

05/06/25

Nirmal Chowdhury,
Asst. Director Gr-I & HoO

Copy to :
1. Notice Board
2. Staff

Website: www.msmedigangtok.gov.in / Email: dcdi-gangtok@dcmsme.gov.in Tel: 03592-231880,
Tel. Fax: 03592-231262