

MSME-DFO/GTK/1(15) -76/24-25 /85

DATE:25.07.2024

**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           | WORK   |
|------------------------------|--|
| Tankala Manikanta ,UDC       | Maintainance of service book, Export Import Certificate, Earned leave, Causal leave updation, NPS related work, Udyam Registration, Assistance to Ms. Nisha Rani for P.M Vishwakama, Gem buyer, Account related work alongwith N.W.Lepcha , Other works as directed by the senior officer. |
| Nima wanga lepcha, LDC       | Accounts and Billing work, Store Maintainance, Other works as directed by the senior officer.  |
| Mahendra Meena, LDC          | Admin related order/file, Assistance to Ms. Nisha Rani for Hindi division, Assistance in Udyam Registration, Entry of Stock Register, Assistance to N. W. Lepcha for Account related bill, Other works as directed by the senior officer.  |
| Bhumika, Data entry operator | ESDP application / uploading , File management, GeM entry, Visitor Register maintainance, Typing / DTP work, Other works as directed by the senior officer.  |
| Mayal, MTS                   | Accounts Assistance, Uploading of LOC / Budget, Swachhta , Diary dispatch, Other works as directed by the senior officer.  |
| Rabi, MTS                    | Post office work, outside field work, Housekeeping, Swachhta, Diary Dispatch, Other works as directed by the senior officer.   |

  
Nirmal Chowdhury,  
Asst. Director Gr-I & HoO

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