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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

Phone: 03592-231880 Tel Fax: 03592-231262 Email: dcdi-gangtok@dcm sme.gov.in website: www.msmedigangtok.gov.in  
(Toll-free MSME helpline No. 1800-180-6763)

No. MSME-DI/GTK/1(15)/2020-21 / 86.

Dated 22/09/2020

**WORK ALLOCATION ORDER**

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

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, Nodal Officer for SCCR & SCCR duty , Agri-business enterprises Division, Promotion of MSMEs in NER & Sikkim scheme, Procurement & Marketing Support & International Cooperation Scheme, Vigilance, CPIO, SLBC, SLIIC & Empowered Committee on MSME,SLAB, CGTMSE, PPP 2012, EFC , Coordination with State , Central Govt. & other organizations, Industry association, Annual Report, MPR, VIP Visit, DIP, State Profile, Parliamentary matters, Purchase & Stores including GEM, Udyam Registration,, Assistance & consultancy to visitors, Nodal officer for Swachhata Action Plan & EFC matters related to land & building, and other works assigned by Director
2	Shri Atul Kumar Mishra Asstt. Director	DDO & Accounts and Monitoring of Funds, CDO/MSE- CDP Scheme, SENET, IPR, National Award/ State Award , SCCR duty, SC/ST Hub, ASPIRE, Nodal Officer for IPFC & Aspirational District, Raj Bhasha Adhikari ,Electrical & Electronics , Food & Chemical, G&C Divisions Mechanical , Metallurgy, Hosiery Divisions, , CLCS -TUS including Special CLCS, , SFURTI, EDC & Preparation of brief project profiles & DPRs, Assistance & consultancy to visitors as well as technical assistance to State govt. organizations for preparation of DPR under Promotion of MSMEs in NER & Sikkim Scheme any other works assigned by the Director.
3	Shri N W Lepcha	All works related Accounts Section, maintenance , upkeep & updatation of all files, registers& other records/documents related to Accounts section 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, & miscellaneous works as when assigned

Contd.

Formerly Small Industries Service Institute, Gangtok

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Beside above work allocation Shri D R Sharma & Shri Atul Kumar Mishra, ADs will check office email regularly and take necessary action to reply in consultation with Director (I/C).

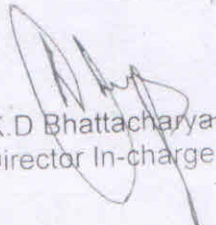
Shri Lachman Joshi, Driver shall maintain & upkeep the office vehicle properly and roadworthy with up to date documents and assist in office work in non-driving office hours.

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 concerned officers.

To All concerned officers/ staff MSME-DI, Gangtok..

  
K.D Bhattacharya  
Director In-charge

Copy to- AD (SENET) MSME-DI Gangtok for uploading in office website

  
K.D Bhattacharya  
Director In-charge

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