



File No. /DIR-1(4)/2014-15

Dated 11th May, 2018

OFFICE ORDER

In supersession of all previous orders regarding allocation of duties and responsibilities amongst officers in this office and Branch offices, the following arrangement are put in place with immediate effect. The arrangement has been made as per the structure and mandate of different divisions/sections in the O/o DC (MSME) vide their letter of even number dated 7.3.2018. The officer concerned will look after the present assignment along with the earlier work being allocated vide this office order of even number dated 9th June, 2017 and 13th October, 2017. The officer(s) should submit action taken report positively on the 1st working day of each month to Sri S. Nayak, Asst. Director (E.I.), so that a consolidated report could be sent to O/o the DC (MSME), New Delhi.

Sl. No	Name of the Officer (Mr./Mrs)	Legend	Division/ Sub-division	Jurisdiction	Earlier assignment	Link Officer (Mr./Mrs.)
1.	2.	3.	4.	5.	6.	7.
1.	Dr. S.K. Sahoo Deputy Director Incharge			Head of the Institute		Available Station Senior Officer
2.	P.K. Das Deputy Director	D03	SME (Manufacturing)	<ul style="list-style-type: none"> ZED, Lean Manufacturing, Design Clinic and UNIDO supported manufacturing sector schemes/Projects. Convergence with Make in India programme. Promotion of Energy Efficiency in the Manufacturing Sector 	Commodity : G&C, Electrical & Electronics, Court case relating to the Division	C.P. Reddy, AD
3.	Dr. P. Sahoo, Deputy Director			<ul style="list-style-type: none"> State Industrial Profile, MSME-DI Brochure, Quarterly e-news letter Coordination work of Sri N.C. Samal, AD (EI), Sri S.N. Dash, AD(EI) and Sri S. Nayak, AD (EI) 		N.C. Samal, AD (E.I.)
4.	N.C. Samal Asst. Director (EI)	D18	Support Services	<ul style="list-style-type: none"> Library, Coordination of EI Division, DIPS-1, BIPS-6, District Task Force/PM-EGP Meeting, Data collection of PI Sample Units (Dhenkhal-3, Angul-3, Jajpur-4 and Ganjam-6 and Miscellaneous work Correspondence with State Government and related Departments, Coordination with KVIC, Coir Board, NSIC, Special Report on Performance of Industrial Estate and Growth Centers 		S.N. Dash, AD(EI)
5.	D.B. Singh Hindi Officer	D18	Support Services	<ul style="list-style-type: none"> Hindi Division 		Diwakar, AD

1.	2.	3.	4.	5.	6.	7.
6.	S.K. Rath AD	D01 D13 D18 SP3 SP4	Micro Enterprise Development Skills, Training and Capacity Building Training of officers/ officials India LAMP (Livelihoods and Access to Markets Project) Human Capital Development Project	<ul style="list-style-type: none"> Development of MSMEs in the Agri-Business and Rural Enterprise value chains. Convergence with National Rural Livelihood Mission (NRML)/ National Urban Livelihood Mission (NULM)/ National Cooperative Development Corporation (NCDC)/ Small Farmers Agri-Business Consortium (SFAC)/ Tribal Co-operative Marketing Development Federation of India Ltd (TRIFED) Skills and Entrepreneurship Development, Convergence with Skill India Mission, Start up India and National Mentors Programme Training Needs of Officers and staffs National Mentors Network for MSMEs Promotion of Integrated Value chains in the Agri-business/ Rural entrepreneurship (With support from World Bank/ADB) Convergence with MoHRD and Ministry of Skill and Entrepreneurship Development / Support from ADB. 	Coordination of E&T Programmes, PD Account Training, Data Base on NGOs/ Training Institute & Faculty, DAVP Coordination, Court case relating to the division	P.K. Mishra, AD
7.	B.P. Behera AD	D15 SP1	Autonomous Bodies (AB) Technology Center Systems Programme (TCSP)	<ul style="list-style-type: none"> Coordination and Management of Autonomous Bodies under the O/o DC (MSME) Development of New Tool Rooms/ Technology Centers (With support from World Bank) 	Commodity: Mechanical and Metallurgy, MSMEDI Workshop and its Coordination, TCSP, Court Case relating to the division	S.K. Sahu, AD
8.	D.C. Mishra AD	D04 D16 C2 C5	Social Enterprise Development Media & Communications Center for Communication, Outreach and Dialogue Center for Art based Enterprises	<ul style="list-style-type: none"> Promotion of Social Entrepreneurship for inclusive growth and development of MSMEs. Social Enterprise Network for MSMEs Publicity/Communication, Outreach & Dialogue Convergence with Ministry of I&B and the Indian Institute of Mass Communication Convergence with DC (Handicrafts)/ DC (Handlooms) TRIFED and the Ministry of Rural Development 	Commodity: Leather & Footwear, Hosiery, IMPCC Meeting, Barang Leather CFC activities, MPR and Report of E&T Division to Hqrs. and others	S.K. Rath, AD
9.	P.K. Mishra AD	D02 D14 C1	SME (Services) Division Infrastructure and Common Facilities Center for Green Economy & Sustainable Development	<ul style="list-style-type: none"> Promotion of Trade in Services Retail, Tourism, Education, Health etc. Cluster Development Programme / Common Facility Centers Convergence with NITI Aayog, Ministry of EF and Support from GIZ/JICA 	Directory of Success stories of Trainees, IID activities, TMS Portal, IDCO Land Allotment Meeting, Loan Mella, MSE-CDP, Court cases relating to the division	D.C. Mishra, AD S.K. Rath, AD D.C. Mishra, AD

1.	2.	3.	4.	5.	6.	7.
10.	C.P. Reddy AD	D07 C4	Energy Infrastructure and Transport Services Center for Agricultural and Rural Technology	<ul style="list-style-type: none"> Coordination with concerned Ministries to facilitate development of Integrated Transport Network for MSMEs. Grid based and off-grid energy solutions Rural Technology Interventions for MSMEs Convergence with CSIR/IITs /ICAR/RUTAG to promote technology services to MSMEs in the Agri- business/ rural entrepreneurship domains Rural Technology Interventions for MSMEs 	Coordination of Ancillary Division (NVDP, SVDP), CGEWCC, Public Procurement Policy, Joint Capacity Assessment, Data base of CPEUs and court cases relating to the division	Diwakar, AD
11.	S.K. Sahu AD	D11 D17	Enterprise Ecosystems Development Knowledge Services	<ul style="list-style-type: none"> Promotion of Convergence and Integrated Value Chain Development Viability Gap Fund Consultancy Services National Resource Center/ Knowledge Network for MSMEs National Business Academy/ Center for Business Research & Consultancy Coordination of all Centers of Excellence under the aegis of the O/o the DC(MSME) to ensure that the knowledge centers work for the overall development of knowledge network in the MSME Sector and contributes to the national development framework 	Commodity: Chemical/ Food Division, Coordination of IFC, Demonstration of Chemical & Food Products, Court case relating to the division.	B.P. Behera, AD
12.	S.N. Dash AD(E.I.)	D06 SP5 C3 C6	Industrial Research & Technology Services Special Project for Aspirational Areas Center for Industrial Research, Design and Standards Center for Innovations, Research and Knowledge Economy	<ul style="list-style-type: none"> All Technical Advisory Functions/ Coordination with S&T / CSIR Labs/ Technology Support Institutions/ Technology Development Board (TDB)/ Technology Transfers (Including International Cooperation for Technology Transfers). Incubation Scheme (Technology) Special Project for Less Developed Areas/ LWE affected areas (for convergence with Ministry of Home Affairs/ Ministry of DoNER/ Ministry of Social Justice and Empowerment with aid from Multilateral / Bilateral Institutions Convergence with CSIR/NID/BIS/NPC Convergence with National Innovation Foundation/Academic Institutions 	BIPS-6, DIPS-2, Data collection of PI Sample units-13,	N.C. Samal, AD(E.I.)
13.	B.K. Moharana, AD(E.I.)	D12 D18 D19 D20	Market Services Division Administration /Coordination/ Human Resources Finance, Accounts/ Budget Vigilance	<ul style="list-style-type: none"> International Cooperation (Trade Facilitation) for MSMEs/ Promotion of Market Access (International, Regional and Local) for MSMEs, Integration with Global/ Regional Value chains Access to packaging, branding, IPR and Convergence with Export Promotion Councils/ Commodity Development Boards Made in India initiative e-Commerce Platforms Administration & Establishment Budget of MSMEDI, Cuttack including Br. MSMEDIs Vigilance Administration 	Coordination with CPWD, Court cases relating to the division, Purchase of New Vehicle, State Resource Center, Information Security and Transparency Officer BIPS-6, DIPS-1	J. Sahu, AD(E.I.) C.P. Reddy, AD

1.	2.	3.	4.	5.	6.	7.
14.	Diwakar AD	D08 D18	Digital Infrastructure/ ICT Services SENET	<ul style="list-style-type: none"> Digital MSME Scheme Coordination with Digital India Mission Coordination of SENET work 	Action Plan work, Brick Testing, Publicity of all activities of MSMEDI, Cuttack through social media	C.P. Reddy
15.	J. Sahu, AD(E.I.)	D05 D09 SP2	Policy & Grievances Investment Promotion & Financial Services National Enterprise Ecosystem Development Programme	<ul style="list-style-type: none"> EA & Policy (including MEMED Act, NBMSME, National Awards). Planning & Plan related Coordination CGTMSE/ CLCSS/ Credit Rating Impact funds/CSR funds The MSME Fund/Angel Fund Coordination with MFI Networks/NBFCs MSEFC/NPA related issues International Cooperation for Investment Promotion/ EAPs Promotion of an integrated approach to promoters for development of MSMEs (With support from World Bank/ADB) 	State Level Advisory Board Meeting, SLBC, RBI EC Meeting, Half-yearly News Letter, Policy Matter, BIPS-6, DIPS-1, PI Sample units (Jagatsingupur-2, Keonjhar-7) and court cases	S. Nayak, AD(E.I.)
16.	S. Nayak	D10 D18	Statistics & Data (Information and Data Coordination) Human Resources and Support Services	<ul style="list-style-type: none"> Statistics Division Data Analytics Monitoring and Evaluation Industrial Sector Reports Impact Reports Udyog Aadhaar/ Udyam Aadhaar, Udyog Bandhu etc. CRU, Public Grievances, Parliament Coordination, General Coordination, RTI 	DIPs-1, BIPs-6, , Action plan, Annual Report, Report on visit of Minister & High Level Meeting, Coordination of IIP Data centrally, Data Collection of PI Sample units (Khorda-38 and Puri-1)	J. Sahu, AD(E.I.)

2) Sri A. Modi, Investigator (L/F) will assist to Shri D.C. Mishra, Asst. Director for Leather and Footwear and Hosiery related activities and to Sri S.K. Sahu, Asst. Director for IFC Work. He is also to bring out a report on Leather and Leather based Industries in the state.

3) Sri B.K. Patnaik, UDC will attend the work of Sri J. Sahu Asst. Director (E.I.) besides the other officers allotted to him vide this office letter of even number dated 9th June, 2017.

(Dr. S.K. Sahoo)
Deputy Director Incharge

To

- 1) All concerned officers of MSMEDI, Cuttack for information and strict compliance.

Copy to:

- 1) Notice Board, MSMEDI, Cuttack,
- 2) Dealing Assistants of all Division of MSMEDI, Cuttack for information.
- 3) Asst. Director Incharge, Br. MSMEDI, Rourkela/Rayagada/ MSMEDI Workshop for information.
- 4) Hindi Division, MSMEDI, Cuttack for Hindi version.
- 5) SENET Division to upload the same in the website of this office.

(Dr. S.K. Sahoo)
Deputy Director Incharge

