

MSME DEVELOPMENT INSTITUTE, CHENNAI
ALLOCATION OF RESPONSIBILITIES


File No. 10004/54/2018-2019/Admn./A.4

Dated 24th September 2018

OFFICE ORDER No. 13/2018

In supersession of earlier orders, the modified work allocation/ responsibilities among officers and staff is made as detailed below:

Sl. No.	Officer I/c S/Shri	Work allocation Schemes/ Responsibilities assigned	Officers/ staff attached S/Shri/Smt	Support Staff S/Shri/Smt
1.	S.Dharmaselvan Dy. Director (Elect)	Cluster Development Programme TEQUP Energy Efficient Technology Schemes, Coordination with Branch Institutes	K.Dhayalan, AD(LF) R.Chandraprabhu, AD(EI) A.Ravikumar, Inv(G&C) P.Lakshminarayana, Inv(Hos)	S.Sumathi, Stenographer Sumit Kumar, LDC
2.	M. Asokan Dy. Director (IMT)	E & T (IMC, EDP, ESSDP, MDP), Govt. Finance-cum-Subsidy Schemes, (PMEGP, UYEGP, NEEDS & PMKVY) National Awards, Functioning of MSEFCs Training of MSME-DO Officers RTI Queries	B.Packiarajan, AD(IMT) N. Sivalingam, AD(G&C) M.V. Leela Krishnan, AD(IMT)	V. Sumathi, Stenographer (Part) V. Sundararajan, UDC
3.	V. Ramakrishnan Dy. Director (Mech)	Vendor Dev. Programmes/ PPP; NVDP/SVDP (MATU) Workshop/ Tool Room/Technology Centres Bar Code & Reimbursements SPX Market Development Assistance (MDA) Packaging, LEAN New Markets through state/district level local exhibitions/ trade fairs OL-Hindi Implementation National & International Exhibitions/ Reimbursements	P.Eban Jayakumar, AD(Mech) K.Saravanan, AD(Mech) P.Jayaselvam, AD(Mech) Kiran Dev Stauluri, AD(Mech) Geetha Ramachandran, SHT	V.Sumathi, Stenographer (Part)


24/9/18

Sl. No.	Officer /c S/Shri	Work allocation Schemes/ Responsibilities assigned	Officers/ staff attached S/Shri/Smt.	Support Staff S/Shri/Smt.
4.	V. Govindaraj Dy. Director (Elect)	Business Incubators (TBI) including ASPIRE Scheme ZED Certification Scheme SENET - Systems administration, AMC, Website updation/ maintenance, IT equipments/ Consumables, Information & Communication Technology Administration, Accounts, PD Account, Library NSIC (GPP) Coordination	R.Senthilkumar, AD (LF) N.Srinivasulu, AD(G&C) K.Thirupathi, AD(Mech) R.Uma Chandrika, AD(Chem) M.Ravikanth, AD(Chem)	P.Ravichandran, Instructor A.A.Sathian, Instructor A.Murugesan, Instructor A.Sandaran, Instructor S.Logesh Kumar, Instructor Kannamma Ganesan, Stenographer(Part) Deepak Sharma, LDC
5.	G. Arun Dy. Director(EI)	Compilation of Monthly/ Quarterly/ Half yearly and Annual Reports, CGTMSE, CLCSS Economic Investigation, Front Office Management / EDC/GST Help Desk Regn. of MSMEs Under Udyog Aadhaar IIP, MSME Day/ MSME Fortnight State Profile & Dist. Industrial Potential Survey Reports Parliament Questions/ Policy matters, Quarterly meetings of MSME Ministry's organizations (NSIC, KVIC, Coir Board) located at Chennai SLAB/ SLBC Meetings, MSME Data Bank Publicity/ Publications & Participation in exhibitions, Newsletter Export Promotion Grievance Cell	K.S. Santhalingam, AD (EI) Gurvinder Kaur, AD (EI) K.Kandasamy, AD(G&C) Rhythmson T. Wilson, AD K.M Balajee, AD(EI) <i>*Smt. Gurvinder Kaur, AD will be in charge of Hindi Division, in addition to her other responsibilities. She will report to DD(Mech)-VR for Hindi Division related work.</i>	Kannamma Ganesan, Stenographer (Part) Deepak Bhardwaj, LDC
6.	P.B.Rangarajan, DD(Stat)	SC/ST Hub Mudra, Start up India & Stand Up India Schemes Women Empowerment, Schemes for PH/ Minorities	D. Veeraiah, Inv(G&C)	S.Sumathi, Stenographer (Part)



Sl. No.	Officer I/c S/Shri	Work allocation Schemes/ Responsibilities assigned	Officers/ staff attached S/Shri/Smt.	Support Staff S/Shri/Smt.
7.	Admn./ Accounts & PD Account Cell	General Administration/ Accounts PD Account Visit of VIPs/ Protocol Court cases Estate maintenance, Swachh Bharat Abiyan	M. Bhagavathi, OS	UDCs T.V. Srikanth C.S. Gobikrishnan Vedanayaki Chandrasekaran V. Vijayan B. Karthikeyan IDCs S. Dhatchinamurthy R. Pankajam Driver A. Rajendran MTS K. Vedavalli T. Pathmanaban P. Ravichandra A. Chand Basha

Director's Secretariat: Smt. Geetha Ranganathan, & Shri L. Lawrence Ravindran, Stenographers and Shri A. Arumugam, MTS

Smt. S. Mahalakshmi, MTS to attend duty for Rooms No. 6 to 9
 Shri M. Adam, MTS to attend duty Rooms No. 10 to 13
 Shri L. Sekar, MTS to attend duty for Rooms No. 14, 17 and 18
 Shri V. Subramanian, MTS to attend duty for Rooms No. 19 to 22
 Shri P. Rajendran, MTS to attend duty for Rooms No. 23 to 26

This order will be in force with immediate effect.


KRRK Prasad
 Director

To
 All concerned- Officers and staff of MSMF-DI, Chennai & branches at Coimbatore, Tuticorin and Tirunelveli.
 PA to Director

Copy to: Hindi cell