

अंडमान तथा निकोबार प्रशासन
ANDAMAN & NICOBAR ADMINISTRATION
जिला उद्योग केन्द्र
DISTRICT INDUSTRIES CENTRE

पोर्टब्लेयर, दिनांक 11/4/2013

OFFICE ORDER NO:

In Supersession of all the earlier orders, the allocation of work with link arrangement amongst the Functional Managers, Industries Promotion Officers /Economic Investigators are made as under:

1. Shri.Gautam Mandal, Functional Manager (Credit)

1. Implementation of PMEGP Scheme
2. Prepare the loan appraisal for Bank Finance
3. Explain all the financial Schemes.
4. Implementation of cluster Development and SFURTI Schemes.
5. Implementation of Central/State Level Marketing Access Initiative Schemes.
6. Implementation of Credit Guarantee Scheme.
7. Annual Plan and Five Year Plan of the Department
- 8 Correspondence on Parliament Question on the respective subject dealt.
9. Prepare the loan appraisal for Bank Finance
10. Act as Administrative Officer of the Establishment.

2. Smti.Rosie Dass, Functional Manager (Economic Investigation)

1. Act as DDO for the establishment.
2. Census Work
3. Industrial Potential Surveys.
4. Act as Public Grievance & Vigilances Officer of the establishment
5. Act as PIO under RTI Act 2005 till fresh notification issued by A & N Administration.
6. Correspondence on Parliament Question on the respective subject dealt by her
7. Any other work assigned to her from time to time.
8. Implementation of MSMED-2006.

3. Shri.Arup Mazumdar, Industries Promotion Officer (Chem.)

1. Implementation of the MSMED Act 2006 in respect of grants of EM Part II and also furnishes the report.
2. Regular Field visit to the Islands for promotion and development of MSME Units.
3. Organizing Industrial Motivational Campaign and awareness' Programme in various parts of the Islands.
4. Organizing EDP/Skill development programme District/State Programme in the Island in collaboration with line Departments/FI, PRIs and NGOs.
5. Policy and guidelines related to MSME sector.

6. Census work
7. Any other work assigned to him from time to time.
8. Preparation of the Machine catalogue and Project Report
9. Correspondence of Parliamentary Question the subject dealt by him
10. Implementation & Dept on Pollution control matter

4. Shri.Abubacker.IPO (H)

1. Implementation of the MSMED Act 2006 in respect of grant of EM Part-II and other related correspondence.
2. Regular Field visit in the Districts for promotion and development of MSME Units.
3. Organizing Industrial Motivational Campaign and Awareness Programme in various parts of the Islands.
4. Organizing EDP/Skill development programme in the Island in collaboration with Line Departments/FI, PRIs and NGOs.
5. Policy and guidelines related to MSME sector.
6. Correspondence on Marketing, Raw materials Octroi exemption to MSME sector.
7. Census Work
8. Correspondence on Parliament Question on the subject dealt by him.
9. Any other work assigned to him from to time.

5. Shri.K.Jai Kumar, Industries Promotion Officer

1. Inspection of PMEGP Units and Prepare the records of the Unit in prescribed formal.
2. Advertisement through Print/Electronic Media for wide publicity of the various schemes. Census works & Industrial Potential Survey Work.
3. Nodal Officer for Official Language (Hindi).
4. Act as Campus Officer and vehicle in-charge.
5. Correspondence related to cluster Development Programme and SFURTI Schemes.
6. Correspondence on Annual Plan and Five Year Plan programme of the department.
7. Parliament Question on the subject dealt by him.
8. Act as APIO for RTI Act 2005.
9. Any other work assigned to him from time to time.
10. Correspondence on SLIIC/DRDA meeting.
11. Recovery Drive on PMEGP Scheme

6. Shri.P.GAbhilash, Industries Promotion Officer

1. Implementation of PMEGP Scheme.
2. Inspection of the PMEGP Units and prepare the Updated records of the Units.
3. Act as Nodal Officer (Legal)
4. Act as Nodal Officer (IT)
5. Parliament Question related to the subject dealt by him.
6. Correspondence on Monthly/Quarterly report on the targets and achievements of schemes and activities to Administration, Directorate of Industries and Ministry from time to time.
7. Preparation of Annual General Administrative Report of the Department for submission to Administration.
8. Preparation of Annual General Administrative Report of the Department for submission to Administration.

9. Advertisements through Print / Electronic Media for wide publicity of the schemes.
10. Census Work & Industries Plant ion survey, organizing awareness and Motivation campaign.
11. Any other work assigned to him from time to time.
12. Recovery Drive on PMEGP Scheme.

7. Shri.Jawaharlal Das, Economic Investigator

1. Implementation of PMEGP Scheme.
2. Census Work.
3. Maintenance of field visit to all the Islands.
4. Attending Parliament Question on the related subject dealt by him.
5. Any other work assigned to him from time to time.
6. Preparation & furnishing of Monthly/Quarterly Report to all agencies
7. Preparation of the Project Report/Profile in respect of PMEGP beneficiary
8. Correspondence reality to BLBC/DLRC/UTLBC meeting.

8. Shri.Deeptanshu Halder, Economic Investigator

1. Guidance and assistance to the entrepreneurs for completion of documents and its procedures for receiving/processing of Entrepreneur Memorandum-I under MSME Act.
2. Regular field visit to all the islands.
3. Assistant Nodal Officer (Legal) & maintenance of count cases Records.
4. Preparation of Project Report, Project Profile for the prospective entrepreneurs under MSMED Act 2006.
5. Attending Parliament Questions on the related subject dealt by him.
6. Any other work assigned to him from time to time.

The Link Arrangements Shall be as follows:

SL.NO.	Name of Officer	Link Officer
1.	Shri.Gautam Mandal, Functional Manager (Credit)	Smti.Rosie Dass,Functional Manager (Economic Investigator)
2.	Smti.Rosie Dass ,FN(Economic Investigator)	Shri.Gautam Mandal, Functional Manager (Credit)
3.	Shri.Arup Mazumder Industries Promotion Officer,(Chem)	Shri.Abubacker,Industries Promotion Officer(H)
4.	Shri.Abubacker,.IPO(H)	Shri.Arup Mazumder Industries Promotion Officer,(Chem)
5.	Shri.K.Jai Kumar, Industries Promotion Officer	Shri.P.G.Abhilash,Industries Promotion Officer
6.	Shri.P.G.Abhilash,Industries Promotion Officer	Shri.K.Jai Kumar,Industries Promotion Officer
7.	Shri.Jawaharlal Das,Economic Investigator	Shri.Deeptansu Halder,Economic Investigator

8.	Shri.Deeptansu Halder,Economic Investigator	Shri.Jawaharlal Das,Economic Investigator
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This shall come into effect with from 1st May 2013.
This has the approval of Competent Authority.

**Functional Manager (Credit/ Admn)
(F.No.2-28/DIC/2007).**

OFFICE ORDER BOOK:

Copy to :

1. Office Superintendent, DIC, Port Blair.
2. All Managers
3. All IPOs
4. All Eis
5. All Staff Members
6. PA to GM

A Copy also forwarded to PA to Secretary (Ind), A & N Admn, KVIB Complex, for favour of kind information of Secretary (Ind).

Functional Manager (Admn)