

No.A-60011/1/2011-KVI-II
Government of India
Ministry of Micro, Small and Medium Enterprises

19th January, 2012

ORDER

The following re- distribution of work in KVI Division is made with immediate effect:-

(1) Smt. Renu Suri, Section Officer:-

- (i) All schemes of KVIC including MDA, ISEC, Workshed, Strengthening of infrastructure but **excluding** PMEGP & SFURTI;
- (ii) All issues related to Khadi Reform & Development Programme(KRDP);
- (iii) Evaluation of KVIC schemes;
- (iv) EFC / SFC / Cabinet Notes received from other Ministries / Departments;
- (v) Participation / Deputation of KVIC in international exhibitions;
- (vi) Core Group Meetings of Hon'ble Minister & Secretary;
- (vii) The meetings relating to the subject matter including examination of Agenda Note and ATN on the Minutes;

She will report to US(MKM).

(2) Shri Amit Ranjan, Section Officer
(with the assistance of 2 Assistants & 1 UDC)

- (i) All Establishment matters of KVIC; -
- (ii) All Establishment matters of MGIRI; -
- (iii) Constitution of various bodies under KVIC;
- (iv) Constitution of GC & EC of MGIRI;
- (v) All court cases relating to KVIC & MGIRI; -
- (vi) All PMO / MP / VIP references;
- (vii) All Reports & Returns;
- (viii) All matters relating to implementation of Official Language Policy;
- (ix) Miscellaneous / residual matters relating to KVIC & MGIRI;
- (x) The meetings relating to the subject matter including examination of Agenda Note and ATN on the Minutes;

He will report to US(MKM).

(3) Shri D.K. Sharma, Assistant Director

- (i) All matters relating to PMEGP scheme excluding release of funds;
- (ii) The meetings relating to PMEGP including examination of Agenda Note and ATN on the Minutes;

He will report to US(MKM)



(4) Shri A.K. Sharma, Assistant Director

- (i) SFURTI Scheme;
- (ii) All RTI matters;
- (iii) The meetings relating to the subject matter including examination of Agenda Note and ATN on the Minutes;

He will report to US(MKM)

(5) Shri S.K. Sharma, Accountant

- (i) Budget of KVIC & MGIRI;
- (ii) Annual Plan of KVIC & MGIRI;
- (iii) Release of funds in respect of KVIC & MGIRI;
- (iv) Accounts & Audit in respect of KVIC & MGIRI;
- (v) The meetings relating to the subject matter including examination of Agenda Note and ATN on the Minutes;

He will report to US(MKM)

(6) Shri S.K. Mathur, Economic Investigator

- (i) All Parliamentary Matters including Questions, Assurances, Notices, etc. of KVIC & MGIRI;
- (ii) RFD of KVIC, MGIRI & Coir Board;
- (iii) 12th Five Year Plan in respect of KVIC, MGIRI and Coir Board;
- (iv) Inter/Intra Division Coordination;
- (v) Monthly DO to Cabinet Secretary & PMO;
- (vi) Annual Report of the Ministry;
- (vii) The meetings relating to the subject matter including examination of Agenda Note and ATN on the Minutes;

He will report to US(MKM)

(7) Shri Lendup Sherpa, Section Officer(Coir)

- (i) Budget of Coir Board;
- (ii) Annual Plan of Coir Board;
- (iii) Release of funds in respect Coir Board;
- (iv) Accounts & Audit in respect of Coir Board;
- (v) RFD and Reports & Returns of Coir Board;

He will submit the files on these subjects to DS (VKW) through US (MKM).

- (vi) All matters of Coir Board;

For all other items of work handled in coir section, he will submit the files directly to DS(VKW).



(8) Shri M.K. Mishra, Under Secretary

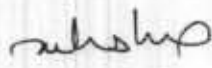
- (i) Super wise all work in KVI Division relating to KVIC & MGIRI;
- (ii) Super wise work indicated at S. No.7(i) to(v) relating to Coir Board;
- (iii) In respect of the works relating to SO (Coir) mentioned at Sl. No. 7(i) to (v), he will submit the files to DS(VKW);

He will report to Director(AD).

2. Arbitration will be undertaken by Director(he will ensure continuity, connectivity and completeness). Director will also issue amendments as necessary and appropriate, from time to time.

3. It will be the responsibility of Director(AD) to ensure that work not mentioned in this Order is duly assigned to a functionary under the Under Secretary.

4. This issues with the approval of JS(ARI).


(M.K. Mishra)
Under Secretary

- 1. Smt. Renu Suri, Section Officer
- 2. Shri Amit Ranjan, Section Officer
- 3. Shri D.K. Sharma, Assistant Director
- 4. Shri Ashok Sharma, Assistant Director
- 5. Shri S.K. Sharma, Accountant
- 6. Shri S.K. Mathur, Economic Investigator
- 7. Shri Lendup Sherpa, Section Officer(Coir)
- 8. Shri M.K. Mishra, Under Secretary
- 9. Shri V.K. Wadhwa, Dy. Secretary(VKW)
- 10. Shri Angshuman Dey, Director(AD)