

MOST URGENT**OFFICE OF THE GENERAL MANAGER, DISTRICT INDUSTRIES CENTRE, BHUBANESWAR**Phone No. 0674-2548146, email: dicbbs@nic.inNo. **3296** DICBBS Dated the 12/12/ 2025

In pursuance to the kind instructions of the Director of Industries, Odisha as conveyed during the Virtual Meeting held on dtd.08.12.2025 and in order to ensure administrative convenience in the effective implementation, monitoring and coordination of activities under the District Business Reform Action Plan(DBRAP)-2025-26 at the district level towards timely disposal of matters relating to the subject(s) / section(s) as well as field level coordination in the respective blocks, the following officers are hereby designated as Designated Officers for the respective subject matters / sections along with the Blocks assigned against each, with immediate effect.

Sl. No.	Name of the Designated Officers with Contact details	Block Assigned	Headquarter	Subject Matter / Section Assigned
01	Shri Sagar Khatei, AIO Mob no.- 9438832997	Bhubaneswar Municipality Corporation (BMC)	Head Quarter at Bhubaneswar	PMEGP, MSME Loan Proposal, PMFME, EDP related to PMEGP, Road Show / Awareness Programme, Confidential Matters, Email, e-despatch, PMFME related EDP & Awareness
02	Smt. Abhipsha Mohanty, AIO Mob no.- 9583356049	Bhubaneswar Sadar	Head Quarter at Bhubaneswar	DLFC, Single Window Clearance (DLSWCA, Go-SWIFT, IDCO related matters, KPI, GM Conference, MPR, CM-SRIM, Mo-Sarkar, SFURTI/MSE-CDP/Cluster related activities
03	Shri Sachidananda Mallick, IS Mob No.- 9937631658	-	Head Quarter at Bhubaneswar	EIN, Production Certificate (including matters related to PRC/PMT/EM-I,EM-II), Export Promotion & Marketing , Misc. Correspondence on MSMEs, Sick units/Census related issues, Raw Material Assistance, PLAC /PLCC, Vendor Development Programmes, ONDC, Celebration of Entrepreneur's Week and related matters, Matters related to Purchase Committee Meetings and Odisha Preference Procurement Policy-2023, Matter related to Udyam Registration Certificate, GeM, ZED, RTI related matters, Matters related to Assembly Question and its compliance., Activities under RAMP workshop.
04	Miss Lopamudra Parida, AIO Mob no.- 9778527652	-	Head Quarter at Bhubaneswar	Incentives under IPR, Incentives under OMSMED Policy, Incentives under OFPP, AIM Portal, Exhibition, Fair & Publicity /IEC, Khadi Society related matters.
05	Shri Surendra Kumar Das, AIO Mob no.- 7008293302	Balianta and Balipatana	Head Quarter at Bhubaneswar (To attend DIC, Bhubaneswar atleast two days a week or as and when required	PM-Vishwakarma & related matters, CPGRAM, Jana Sunani, & Others Grievance related matters, PSI/PP, Co-operative Societies, Matters related to Coir Section, MSEFC & related matters
06	Shri Sushant Chandra Badu, AIO Mob no.- 7991098525 / 9437305571	Bolgarh, Begunia & Khordha	Head Quarter at Bhubaneswar (To attend DIC, Bhubaneswar two days a week or as and when required	Library & Different Forms along with Block level work related to implementation of the various schemes and related duties.
07	Shri Satyasish Rout,	Tangi, Banapur	Head quarter at	Block level work related to implementation of

	AIO Mob no.- 9437171771	& Chilika	Banapur	the various schemes and related duties.
08	Shri Tapan Kumar Basha, AIO Mob no.- 7008903411	Jatani	Head quarter at Jatani	In addition to own duties as PIO at Ramachandrapur Saw Mill-cum-Oil Expeller Co-operatives Society Limited and Janla Wood Product Co-operative Society Limited along with Block level work related to implementation of the various schemes and related duties.
09	Shri Srikant Sahoo, Supervisor, OKVIB Mob no.- 9853603541	-	Head quarter at Bhubaneswar	Monitoring of PMEGP Scheme and follow-up with banks in addition to his own duties and any other related to PMEGP/ PMRY / REGP Scheme.

The Designated Officers shall be responsible for examination , processing, and timely disposal of all matters pertaining to the subject (s)/sections(s) assigned to them

In addition, the Designated Officers shall :

- Act as the Nodal Officers for the respective Block(s) assigned.
- Ensure effective implementation of schemes / programmes at the Block Level.
- Coordinate with Block Development Officers (BDOs) and other field functionaries
- Monitor progress, resolve issues and submit periodic reports to this office.
- Facilitate grievance redressal and stakeholder coordination within assigned blocks.

The officers shall ensure strict adherence to the applicable Acts, Rules, Guidelines, and instructions issued by the MSME Department and Government from time to time.

This order is issued without prejudice to the existing distribution of work and shall remain in force until further orders and shall come into force with immediate effect.

General Manager,
DIC, Bhubaneswar

Memo No. 3297 Dated. 12/12/2025

Copy forwarded to all concerned Designated Officers of DIC, Bhubaneswar for information and necessary action. They are requested to scrupulously discharge the duties and responsibilities entrusted to them as per the said order for smooth implementation of the DBRAP for FY-2025-26.

General Manager,
DIC, Bhubaneswar.

Memo No. 3298 Dated. 12/12/2025

Copy forwarded to all the BDOs of Khordha District for kind information and necessary action.

General Manager,
DIC, Bhubaneswar.

Memo No. 3299 Dated. 12/12/2025

Copy submitted to the Collector and District Magistrate, Khordha for favour of kind information.

General Manager,
DIC, Bhubaneswar.

Memo No. 3300 Dated. 12/12/2025

Copy submitted to the Director of Industries, Odisha, Cuttack for favour of kind information.

General Manager,
DIC, Bhubaneswar.

Memo No. 3301 Dated. 12/12/2025

Copy submitted to the Additional Secretary to Govt, MSME Department, Odisha, Bhubaneswar for favour of kind information.

General Manager,
DIC, Bhubaneswar.