

S.No	Designation	Administration	Financial	Judicial	Rules & Orders	Exercised				
1.	Development Commissioner	<p>In supersession of earlier orders, hereinafter the distribution of work among the officers would be as follows:</p> <p>I. DEVELOPMENT COMMISSIONER LEVEL APPROVALS</p> <ul style="list-style-type: none"> ➤ Increment of Group "A" & "B" ➤ Pension & Leave Salary ➤ Sanctioning of Festival Advances/Scooter Advance/House Building advance to staff & officers. ➤ Sanctioning of GPF Advances/withdrawal ➤ Leave not due ➤ Submission of failure report in the matter of conciliation to the Competent Authority ➤ Sanction of TA/LTC/Tuition fees & other reimbursement/allowances in respect of Gr. 'A' officers <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td>Agenda of UAC</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Approval of final exit of unit</td> </tr> </table>	1	Agenda of UAC	2	Approval of final exit of unit	<ul style="list-style-type: none"> ➤ Power to incur contingent expenditure recurring above Rs.2,00,000 ➤ Non-recurring from Rs.2,00,000 to Rs.20,00,000 in each case ➤ Miscellaneous expenditure (recurring) above Rs.2,00,000 ➤ Miscellaneous non-recurring expenditure above Rs.2,00,000 to Rs. 10,00,000 in each case ➤ Power to incur expenditure for NSEZ Authority: <ul style="list-style-type: none"> • Recurring Rs.5 lakhs to Rs.50 lakhs in each case • Non-recurring Rs.10 lakhs to Rs.50 lakhs 	DC can Impose penalty and take action on the violation of SEZ Act and Rules under the FTDR Act.	No. A-23011/3/2012-Admn./ Dated 19 th Nov.2013	
1	Agenda of UAC									
2	Approval of final exit of unit									

		3	Approval of extension of validity of Letter of Approval.				
		4	Approval of continuation of LOA with Revision of Projection for a further period of five years.				
		5	Approval of correspondence with Ministry other than Monthly/Annual data				
		6	Approval of LOA				
		7	Broad banding				
		8	Cancellation of letter of Approval				
		9	Important Court cases				
		10	Minutes of UAC				
		11	Replies to CAG/PAC/Audit matters to be sent to MOC&I				
		12	Issue of Show Cause Notice/Order in Original				
		13	Approval of change of name				
		14	Merger of LOA in case of SEZ - UAC In				

		<p>case of EOU - DC</p> <p>15. Issuance of Recovery Certificate</p> <p>16. Issue of notice under Section 5 of PP Act</p> <p>17. Transfer of assets & liabilities</p> <p>18. Submission of failure report in the matter if conciliation to the competent authority.</p> <p>19. Approval & issuance of Status Holder Certificate</p> <p>20. Vigilance related matters & matters related to Parliament Questions</p>				
2.	Joint Development Commissioner	<ul style="list-style-type: none"> ➤ Sanction of medical leave/E.O.L./Study Leave./ Increment of Gr. 'C' & 'D' ➤ Sanctioning of T.A./LTC/tuition fee/medical claims of staff & officers of Gr. 'B', 'C' & 'D' ➤ Approval of clearance of audit paras submitted by 	<p>Power to incur contingent expenditure recurring above Rs.5,000 to Rs. 2 lakhs</p> <ul style="list-style-type: none"> ➤ Non-recurring from Rs.5,000 to Rs.2 lakhs in each case ➤ Miscellaneous expenditure (recurring) above Rs.5,000 to Rs. 2 	NA	No. A-23011/3/2012-Admn./ Dated 19 th Nov.2013	

		<p>PAO.</p> <ul style="list-style-type: none"> ➤ Increment of Gr. 'C' & 'D' ➤ Pay fixation ➤ Sanction & release of payment of uniforms/initial equipment allowance/uniform articles/washing allowance. <table border="1" data-bbox="504 587 862 1370"> <tr> <td data-bbox="504 587 577 699">1</td> <td data-bbox="577 587 862 699">Approval of acceptance of Bond cum LUT</td> </tr> <tr> <td data-bbox="504 699 577 810">2</td> <td data-bbox="577 699 862 810">Approval of sub-contracting of abroad</td> </tr> <tr> <td data-bbox="504 810 577 890">3</td> <td data-bbox="577 810 862 890">Intimation of inter-unit Transfer</td> </tr> <tr> <td data-bbox="504 890 577 1034">4</td> <td data-bbox="577 890 862 1034">Issue of certificate for electricity duly exemption to IT units</td> </tr> <tr> <td data-bbox="504 1034 577 1145">5</td> <td data-bbox="577 1034 862 1145">Issue of certificate in lieu of Green Card</td> </tr> <tr> <td data-bbox="504 1145 577 1257">6</td> <td data-bbox="577 1145 862 1257">Monitoring of performance of units</td> </tr> <tr> <td data-bbox="504 1257 577 1370">7</td> <td data-bbox="577 1257 862 1370">All correspondence with units/agencies other than MOC&I.</td> </tr> </table>	1	Approval of acceptance of Bond cum LUT	2	Approval of sub-contracting of abroad	3	Intimation of inter-unit Transfer	4	Issue of certificate for electricity duly exemption to IT units	5	Issue of certificate in lieu of Green Card	6	Monitoring of performance of units	7	All correspondence with units/agencies other than MOC&I.	<p>lakhs</p> <ul style="list-style-type: none"> ➤ Miscellaneous non-recurring expenditure above Rs.5,000 to Rs.2 lakhs in each case ➤ Power to incur expenditure for NSEZ Authority: <ul style="list-style-type: none"> • Recurring expenditure upto Rs.5 lakhs in each case • Non-recurring Rs. 10 lakhs in each case 			
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		8	Permission for refund of security deposit				
		9	Issue of commencement certificate or certificate in lieu of green card to SEZ units				
		10	Reply of audit objection.				
		11.	Issue of notice under section 4 of PP Act				
		12	Appellate Authority for RTI				
		13	Deemed export benefits Rs.5 lakhs & above				
		14	Communication of second deficiency letter				
		15.	Issuance of Factory License				
3.	Deputy Development Commissioner	1	Approval of IEC & modification of IEC	In continuation of this office earlier order of even number dated 19.11.2013 and 02.12.2012, the financial powers at the level of DDCs are delegated as under:	NA	No. A-23011/3/2012-Admn./ Dated 19 th Nov.2013 and A-20011/8/2015-	Office Order
	2	Approval for Personal carriage of jewellery/articles for exhibition					
	3	Approval of list of					

			services approved by approval Committee	<p>* Power to incur contingent expenditure recurring upto Rs. 25000/- in each case.</p> <p>* Non-recurring upto Rs. 25000/- in each case.</p> <p>* Misc expenditure (recurring) upto Rs. 25000/- in each case.</p> <p>* Misc Non-recurring expenditure upto Rs: 25000/- in each case.</p>		<p>Admn./ 10920 Dated 26.10.2015</p>	
	4	Approval of night shift permission for female employees					
	5	Issue of Kimberly process Certificate					
	6	Transmission of Export/Import data to MOC&I					
	7	Issuance of Form-I					
	8	Attestation of Softex Forms					
	9.	Dealing with matters pertaining to minimum wages act, 1948.					
	10	Dealing with matters pertaining to payment of wages act, 1948.					
	11	Dealing with matters pertaining to contract labour (regulation & abolition) act, 1970.					
	12	Dealing with matters pertaining to gratuity act, 1972.					
	13	Dealing with matters pertaining to the industrial employment (standing orders) Act,					

			1946.				
		14	Deemed export benefits upto Rs. 5 lakhs				
		15	Communication of first deficiency letter & routine clarifications				
4.	Additional Labour Commissioner	Click Here		Click Here	Click Here	Dated 29.12.2001	
5.	Dy Labour Commissioner	Click Here		Click Here	Click Here	Dated 29.12.2001	
6.	Asstt. Labour Commissioner	Click Here		Click Here	Click Here	Dated 29.12.2001	