



भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय
वाणिज्य विभाग
विकास आयुक्त का कार्यालय
नोएडा विशेष आर्थिक क्षेत्र
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File No D-28016/01/2026-Admin / 4873
21/6/2026 Date: /05/2026

CIRCULAR

Subject: Guidelines in respect of processing of e-files – Reg.

The undersigned is directed to inform that the Competent Authority has directed for compliance on the following measures to be ensured by all officials/officers of this office while processing e-files:

1. Every note submitted in the e-file shall **beself-contained** and should include relevant **fact/case details, rule position/instructions** and **clear-cut recommendations**.
2. Each official/officer dealing with the file shall ensure **propere-signing** on the e-file at their respective level.
3. Every Note shall contain proper **referencing/hyperlinks** to relevant documents and should have proper paragraph numbering.
4. Drafts for Approval (DFA) should be properly formatted and aligned before submission.
5. Along with the proposal in file, put up DFA, so that in one go file is processed
6. Once proposal is approved, communication of it, if required must be sent/emailed on same/next day.
7. All will strive to keep **"Zero Pendency"** and provide **"Timely and Quality Services"**

All officials/officers are requested to adhere to the above instructions before processing of e-files.

Kishay
01/06/2026
(Kislay)

Assistant Development Commissioner

Copy to,

1. OSD to the Development Commissioner, NSEZ
2. PA to Jt. Development Commissioner, NSEZ
3. All Officials /Officers, NSEZ
4. ✓ Notice Board/NSEZ website