

9412
12/10/2026

भारत सरकार

नौएडा विशेष आर्थिक क्षेत्र

वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग

नौएडा दादरी रोड, फेस-2, नौएडा जिला गौतम बुद्ध नगर(उ०प्र०)

ईमेल: dc@nsez.gov.in, वेबसाइट: www.nsez.gov.in

टेलीफोन 0120-2567268/69/70

Date: 10/2026

Office Order

In exercise of the powers conferred upon me under Section 12(6) of the Special Economic Zones Act, 2005, and in supersession of all previous orders issued on the subject, I, the undersigned, hereby delegate the powers and functions specified in the Schedule below, to the subordinate officers mentioned therein, with immediate effect and until further orders, for smooth administrative functioning and ease of doing business.

1. JOINT DEVELOPMENT COMMISSIONER (JDC) LEVEL APPROVALS

Sl.no.	Subject
1.	Contingent Expenditure (Recurring) above Rs. 2,00,000 upto Rs. 5,00,000
2.	Contingent Expenditure (Non-recurring) above Rs. 2,00,000 upto Rs. 5,00,000 in each case
3.	Miscellaneous Expenditure (Recurring) above Rs. 2,00,000 upto Rs. 5,00,000
4.	Miscellaneous Expenditure (Non-recurring) above Rs. 2,00,000 upto Rs. 5,00,000 in each case
5.	Power to incur expenditure for NSEZ Authority (Recurring): above Rs. 2,00,000 upto Rs. 5 Lakhs in each case
6.	Power to incur expenditure for NSEZ Authority (Non-recurring): above Rs. 2,00,000 upto Rs. 10 Lakhs in each case
7.	All types of leaves of Group 'B' Officersexcept ADC
8.	Sanction of medical leave / E.O.L. / Study Leave / Increment of Group 'C'
9.	Sanctioning of T.A. / LTC / tuition fee / medical claims of staff & officers of Group 'B', 'C'
10.	Approval of clearance of audit paras submitted by PAO
11.	Pay fixation
12.	Sanction & release of payment of uniforms / initial equipment allowance / uniform articles / washing allowance
13.	Approval of acceptance of Bond cum LUT

14.	Approval of sub-contracting abroad
15.	Intimation of inter-unit Transfer
16.	Issue of Green Card
17.	First Appellate Authority at NSEZ under RTI Act, 2005
18.	Communication of second deficiency letter
19.	Issuance/renewal/amendment of Factory License
20.	Forwarding of Building Plan to Noida Authority.
21.	Destruction of capital goods in respect of EOUs
22.	UAC Agenda (<i>in the absence of JDC, concerned DDC shall approve the agenda</i>)
23.	Surrender of SDFs and allotment of SDFs.
24.	Routine permissions like laying of cables and pipelines etc; renovation permission of allotted SDFs
25.	Refund of security deposits to NSEZ units.

2. DY. DEVELOPMENT COMMISSIONER (DDC) LEVEL APPROVALS

Sl.no.	Subject
1.	Contingent expenditure (recurring) up to Rs. 2,00,000 in each case
2.	Contingent expenditure (non-recurring) up to Rs. 2,00,000 in each case
3.	Miscellaneous expenditure (recurring) up to Rs. 2,00,000 in each case
4.	Miscellaneous expenditure (non-recurring) up to Rs. 2,00,000 in each case
5.	Power to incur expenditure for NSEZ Authority (Recurring): upto Rs. 2 Lakhs in each case
6.	Power to incur expenditure for NSEZ Authority (Non-recurring): upto Rs. 2 Lakhs in each case
7.	Sanctioning of GPF Advance
8.	Approval of leaves (EL & CL) of Group C employees
9.	Issuance and modification of IEC
10.	Approval of night shift permission for female employees under Labour laws
11.	Attestation of Softex Forms through SEZ online system.
12.	Dealing with matters pertaining to all Labour Codes (except issuance/renewal/amendment of factory licence)
13.	Communication of first deficiency letter & routine clarifications
14.	Implementation and enforcement of P.P. Act, 1971

15.	Approval of draft of sub lease deed / tenancy agreement (as per approved format).
16.	Approval of all monthly/recurring bills of maintenance contractors engaged by NSEZ Authority to be approved at the level of DDC(EM) and after clearance of payment, each such file shall be submitted to DC for ex-post facto approval within a week of such payment. Payment of final/last bill (at the end of their contract) of any contractor shall however continue to be approved at the level of DC in each case, if falling beyond the financial powers delegated to subordinate officers.
17.	Issuance of Certificate of Origin.
18.	Approval of Electricity Bills
19.	Permission for indoor treatment of serving employees and their dependent family members on credit basis as per CGHS rules.

3. DEPUTY COMMISSIONER OF CUSTOMS/SPECIFIED OFFICER LEVEL APPROVALS

Sl.no.	Subject
1.	Permission for Personal Carriage of Jewellery/articles for exhibition.

4. ASSTT. DEVELOPMENT COMMISSIONER [ADC/ADC (I/c)] LEVEL APPROVALS

Sl.no.	Subject
1.	Permission under para 6.08(b) of FTP to be approved at the level of ADC concerned. All application received from EOUs for permission under para 6.08(b) shall be directly sent to concerned Dealing Hand in original by Reception counter after diarizing. Monitoring of realization of payment against such permissions shall be done at the level of JDC.
2.	All types of No dues Certificate required for Exit by SEZ units.
3.	Conveying of all decisions taken by Approval Committee, including issuance of LOA after clear cut approval by UAC. However, in cases where in principle approval has been granted by Approval Committee, final approval letter shall be issued with the approval of DC, NSEZ, or as directed by the Competent Authority.
4.	Issuance of GSP.
5.	Signing of all sanction order after approval of competent authority.
6.	Inter section coordination/information seeking.
7.	No dues certificate issuance in respect of NSEZA.
8.	Approval of draft letter and signature thereof in e-office after approval of

	proposal in e-file.
9.	Dealing with matters pertaining to Gratuity Act, 1972
10.	Issuance of SCN and letter to service providers in NSEZA.
11.	All matters related to upkeep of zone.

2. All the residual powers shall be exercised by the Development Commissioner, NSEZ.

Digitally signed by
GOPAL MEENA
Date: 12-10-2026
16:20:41

(Gopal Meena)

Development Commissioner

Copy to:

1. JDC, NSEZ
2. All DDCs, NSEZ
3. All Specified Officers under DC, NSEZ
4. All ADCs under DC, NSEZ
5. All Sections, NSEZ
6. NSEZ Website