



भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय
वाणिज्य विभाग
विकास आयुक्त का कार्यालय
नोएडा विशेष आर्थिक क्षेत्र

नोएडा-दादरी रोड, फेज-2, नोएडा - 201305 (उत्तर प्रदेश)

दूरभाष (जोन कार्यालय): 0120 - 2567268-70 (3 लाइनें), फैक्स: 2562314, 2567276

ईमेल <dc@nsez.gov.in>: वेबसाइट: www.nsez.gov.in

F. No. A-22011/1/05-Admn

Dated:.....07.2026

OFFICE ORDER

In supersession of earlier orders, the Competent Authority has approved the reallocation of work for the following officials , with immediate effect and until further orders:-

S. No.	Name of officer	Allotted Work Allocation
1.	Rajendra Mohan Kashyap, Steno-II	- All work related to Estate Management including allotment and Possession/NSEZ Authority. - Work related to NBCC, NPCC, NSL and other PSU related matter. - Monitoring of Work/files assigned to the caretaker. - Identification of sick units and rent dues recovery from them and matters relating to P.P. Act therein. - Coordination with all sections and compilation for sending reports of the NSEZ to DoC and other organizations as a whole. - Legal Coordination: To consolidate and update facts of legal case of all SEZs located under the jurisdiction of NSEZ and update LIMBS portal. - Technical Coordination: To issue DSC and update on all the portals/ NSEZ website related to the concerned officers. - Any other work as may be assigned by Senior Officers.
2.	Shri Anup Srivastava, UDC	- Work related to Estate Management Section concurrently with Shri Rajendra Mohan Kashyap, Steno-II. - Additional Charge of Caretaker. - Any other work as may be assigned by Senior Officers.
3.	Shri Pramod Kumar, UDC	- All service matters of officers and staff of NSEZ including Parliament questions/court cases>Returns/Reports/Audit matters/RTI matters. - All works related to Pvt. SEZ located in Gurugram, Haryana except ITPG and G.P. Realtors. - All work related to Administration of Pvt. SEZ under the jurisdiction of DC, NSEZ.

4.	Smt Sonika, LDC	- Any other work as may be assigned by Senior Officers. - All works related to Pvt. SEZ located in Gurugram, Haryana except ITPG and G.P. Realtors. - All work related to Administration of Pvt. SEZ under the jurisdiction of DC, NSEZ. - Any other work as may be assigned by Senior Officers.
5.	Sh. Lokesh Kumar Jareda, LDC	- Official/secretarial assistance to security officer - Work related to Estate Management Section concurrently with Shri Rajendra Mohan Kashyap, Steno-II - Any other work as may be assigned by Senior Officers.
6.	Shri Lalit Kumar, MTS	- Work related to Estate Management Section concurrently with Shri Rajendra Mohan Kashyap, Steno-II. - Additional Charge of Caretaker - Any other work as may be assigned by Senior Officers.
7.	Shri Shivan Rai, LDC	- Dispatch related work concurrently with UDC (Shri Suraj Bhan). - Any other work as may be assigned by Senior Officers.

2. This issue with the approval of Development Commissioner, NSEZ, Noida.

Digitally signed by
Kislay
Date: 22-07-2026
14:35:32

(Kislay)
Asstt. Development Commissioner

Copy to:-

1. OSD to DC, NSEZ.
2. PA to JDC, NSEZ.
3. All DDCC/DC Customs, NSEZ.
4. Sr Account Officer, NSEZ
5. All ADCs/ Executive Assistant, NSEZ.
6. All concerned.
7. Notice Board/ NSEZ Website.
8. Office Order file.