



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)
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Date : 22.03.2024

22/03/2024 OFFICE ORDER

With the approval of the Competent Authority, NSEZ, in partial modification of previous office orders, following allocation of work is ordered with effect from 01.04.2024 and until further orders:-

1. At the level of DDC

S. No.	Name (Smt/Shri)	Work Allocation
1.	Sh. Gya Prasad, DDC (Gurgaon cluster) upon Joining	(i) All work of Private SEZs (except Mahindra World City Jaipur) and EOU's including administration, RTI / Parliament Questions/ Report/ Returns/Statistics/ Court cases/ Audit matters etc. (ii) MEIS/SEIS/RODTEP/CST/DBK and any other export promotion schemes in respect of work allocated to him (iii) Softex/SERF/ services related compliances in respect of work assigned to him. (iv) EOU/SEZ related promotion work in Uttarakhand, Chandigarh, Jammu & Kashmir, Ladakh, Himachal Pradesh, Punjab and Haryana. (v) Any other work which may be assigned by DC/JDC

2. At the level of ADCs

Sr. No.	Name (Smt/Shri)	Work Allocation
1.	Shri Prakash Chand Upadhyay, ADC	(i) OSD to DC (ii) All work of Private SEZs including administration, RTI Matters/ Parliament Questions/ Report/ Returns/Statistics/ Court cases/ Audit matters /MEIS / SEIS / RODTEP/ any other Export Promotion Scheme in respect of allocated work (iii) All work related to administration of Private SEZs. (iv) Any other work assigned by senior officers
2.	Shri Pramod Kumar, ADC	(i) All work related to NSEZ project section including RTI Matters / Parliament Questions/ Report/Returns/Statistics/Court cases/Audit matters /MEIS/SEIS/RODTEP and other Export Promotion scheme in respect of allocated work. (ii) Work of Security Officer. (iii) Certification of Origin under Free Trade Agreements (iv) Generalised System of Preferences (GSP) (v) Any other work as may be assigned by Senior Officers.
3.	Shri Rajendra Mohan Kashyap, ADC	(i) All Work related to NSEZ Estate Management/ NSEZ Authority including RTIs/Parliament Questions/ Report/ Returns /Statistics/ Court cases/Audit matters etc. (ii) All work related to administration of NSEZ. (iii) Any other work as may be assigned by senior officers.
4.	Shri Pankaj Sharma, ADC,	(i) All work related to Sitapura SEZ and Mahindra World City

सिटी कार्यालय : 8G, 8th Floor, Hansalaya Building, 15, Barakhamba Road, New Delhi-110001

22/03/24

Sr. No.	Name (Smt/Shri)	Work Allocation
	Sitapura SEZ, Jaipur	SEZ including RTI Matters / Parliament Questions / Court Cases / Audit matters / MEIS/ SEIS/RODTEP and any other Export Promotion scheme in respect of allocated work. (ii) Promotional work in Rajasthan. (iii) Any other work assigned by senior officers
5.	Shri Karan Goyal, ADC, Quarkcity Chandigarh	(i) All work related to SEZs located at Chandigarh/Punjab including administration, parliament Question / Court Cases/ Returns/ reports/ Audit Matters/ RTI Matters / MEIS/SEIS/RODTEP and any other Export promotion scheme in respect of work allocated. (ii) All work of EOUs in States and UTs in Punjab, Chandigarh, Ladakh, Jammu and Kashmir, Himachal Pradesh including administration, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/ SEIS/MEIS/drawback/TED/CST/DBK and any other Export promotion scheme etc. (iii) Promotional work in Chandigarh, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab. (iv) Any other work assigned by senior officers.
6.	Shri Mohan Veer Ruhella, ADC (upon joining after 01.04.2024)	(i) All work of EOUs in States and UTs of Rajasthan, Uttarakhand, Uttar Pradesh, Haryana, and Delhi including administration, Parliament Questions/Court Cases/ Returns/ reports / Audit Matters/RTI Matters/MEIS/SEIS/RODTEP/drawback/TED/CST and any other export promotion schemes in respect of allocated work (ii) All work relating to implementation of Labour Laws/Labour Court issues & labour related matters including Parliament Questions/Court cases/Returns/Reports/Audit matters/RTI matters etc. (iii) Looking after coordination work of all EOUs and smooth implementation of EOU Software. (iv) Implementation of Official Language policy (v) Library of Zonal NSEZ including NSEZ, Moradabad and Sitapura (vi) Promotional work in States and UTs of Uttarakhand, Uttar Pradesh, Haryana, and Delhi (vii) Any other work assigned by senior officers

3. At the level of DAs

Sr. No.	Name (Smt/Shri)	Work Allocation
1.	Shri Sunil Gulyani, Steno-II	(i) All work of existing EOUs in Uttarakhand, Uttar Pradesh & Delhi including Parliament questions/Court cases/Returns/Reports/Audit matters/RTI matters/MEIS/SEIS TED/ CST /DBK /RODTEP in respect of allocated work. (ii) All work related to Private SEZs except ITPG Developers (Ascendas), and G.P. Realtors. (iii) Any other work as may be assigned by Senior Officers.
2.	Shri Arun Singh Parihar, Steno-II	(i) PA to JDC (ii) All work related to Estates Management including allotment

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		and Possession/NSEZ Authority. (iii) Work related to NBCC, NPCC, NSL and other PSU related matter. (iv) Monitoring of Work/files assigned to the caretaker. (v) Identification of sick units and rent dues recovery from them and matters relating to P.P. Act therein. (vi) Any other work as may be assigned by Senior Officers.
3.	Shri Anuj Dixit, UDC	(i) Implementation of Official Language Policy. (ii) Softex Work of NSEZ and all Private SEZs. (iii) Any other work as may be assigned by Senior Officers.
4.	Shri Pramod Kumar, UDC	(i) Online Diary/receipt creation of new Desk (ii) All work relating to implementation of Labour Laws/Labour Court issues & labour related matters including Parliament Questions/Court cases/ Returns/ Reports/ Audit matters/RTI matters etc. (iii) Any other work as may be assigned by Senior Officers.

This issues with the approval of Development Commissioner, NSEZ, Noida.


 (Kiran Mohan Mohadikar, IRS)
 Deputy Development Commissioner

Copy to:

1. All ADCs
2. All DDCs
3. DCC
4. All dealing hands
5. OSD to DC- for information to DC.
6. PA to JDC – for information to JDC.