



नोएडा विशेष आर्थिक क्षेत्र  
NOIDA SPECIAL ECONOMIC ZONE

F. No. A-22011/1/05-Admn 15054  
Dated: 06.05.2019

भारत सरकार  
Government of India  
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
Ministry of Commerce & Industry, Deptt. of Commerce  
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**OFFICE ORDER**

Consequent upon appointment of Shri Prakash Chand Upadhyay and Shri Pramod Kumar to the post of Assistant Development Commissioner, with the approval of Competent Authority, NSEZ, following allocation of work amongst ADCs/dealing hands is ordered with immediate effect and until further orders:

**A) Work allocation amongst ADCs:**

Sl. No.	Name & Designation	Work allocated
1.	Shri Prakash Chand Upadhyay, ADC	<ul style="list-style-type: none"><li>OSD to DC</li><li>All Pvt. SEZs except work related to SEZ Moserbaer, Arshiya FTWZ, NIIT, Ansal IT City, Mayar Infrastructure, Ascendas and G.P. Realtors including Parliament questions/Court cases&gt;Returns/Reports/Audit matters/RTI matters.</li><li>SEIS work of SEZs.</li></ul>
2.	Shri Pramod Kumar, ADC	<ul style="list-style-type: none"><li>All work related to project section pertaining to NSEZ units including Parliament questions/Court cases&gt;Returns/Reports/Audit matters/RTI matters.</li><li>Administration work of Pvt. SEZs</li></ul>
3.	Sh. M. V. Ruhella, ADC	<ul style="list-style-type: none"><li>Work related to Pvt. SEZs namely Moserbaer SEZ, Arshiya FTWZ, NIIT, Ansal IT City, Mayar Infrastructure, Ascendas and G.P. Realtors including Parliament questions/ Court cases /Returns /Reports /Audit matters /RTI matters.</li><li>Compliance of Labour laws and factory act including Parliament questions/Court cases&gt;Returns/Reports/ Audit matters/RTI matters.</li><li>Softex of all Pvt. SEZs.</li></ul>

**B) Work allocation amongst dealing hands:**

Sl. No.	Name & Designation	Work allocated
1.	Shri Arun Agarwal, Assistant	<ul style="list-style-type: none"><li>CST/DBK of all EOUs</li></ul>

2.	Shri Ramesh Kumar, Assistant	<ul style="list-style-type: none"> <li>• Accounts</li> <li>• Record Keeper</li> <li>• Report/returns to DoC.</li> <li>• Work related to Cost Recovery Charges</li> </ul>
3.	Shri Arun Singh Parihar, Assistant	<ul style="list-style-type: none"> <li>• Work of all Pvt. SEZ except administrative work of private SEZs.</li> </ul>
4.	Shri Ran Singh, Steno-II	Customs Section (Import)
5.	Shri Anoop Srivastava, UDC	Customs Section (Export)
6.	Shri Bharat Bhushan, UDC	<ul style="list-style-type: none"> <li>• All work related to Estates including allotment and Possession/NSEZ Authority.</li> <li>• Work related to NBCC, NPCC, NSL, and other PSU related matter.</li> <li>• Lease Rent monitoring.</li> <li>• Identification of sick units and rent dues recovery from them.</li> <li>• Matters relating to P.P. Act.</li> </ul>
7.	Shri Muntyaz, UDC	<ul style="list-style-type: none"> <li>• All service matters of officers and staff of NSEZ including Parliament questions/Court cases&gt;Returns/Reports/Audit matters/RTI matters.</li> <li>• Library and IT Work.</li> </ul>
8.	Shri Anuj Dixit, UDC	<ul style="list-style-type: none"> <li>• Attestation of GSP.</li> <li>• All work related to Labour/Factory Act</li> <li>• Project work of EOU located in U.P., Punjab, H.P. and Chandigarh including Parliament questions/Court cases&gt;Returns/Reports/Audit matters/RTI matters.</li> <li>• MEIS of EOUs of related states</li> <li>• Stores and all billing work of Administration</li> </ul>



(Nitin Gupta)  
Deputy Development Commissioner

Copy to:

- i) OSD to DC- for information to DC
- ii) PA to JDC- for information to JDC
- iii) All DDCs
- iv) All ADCs
- v) All dealing hands
- vi) Computer section, NSEZ
- vii) Master file