



नौएडा विशेष आर्थिक क्षेत्र  
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
विकास आयुक्त का कार्यालय  
नौएडा दादरी रोड, फेस-2, नौएडा  
जिला गौतम बुद्ध नगर(उ०प्र०)  
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टेलीफोन 120-2567268/69/70

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

9669  
15/11/2022

Date: 15.11.2022

**OFFICE ORDER**

Following allocation of work is ordered amongst ADCs with immediate effect and until further orders:

Name & Designation	Work Allocated to ADCs
Shri R.K. Sharma, ADC	<ol style="list-style-type: none"><li>All work related to CST/DBK of EOUs including Parliament Questions/Court cases&gt;Returns/Reports/Audit matters/RTI matters.</li><li>All work related to Softex of NSEZ units and Private SEZ units</li><li>REX registration/Generalised System of Preferences (GSP)</li><li>Any other work assigned by senior officers</li></ol>
Shri H.K. Meena, ADC	<ol style="list-style-type: none"><li>All work of existing EOUs in Jammu &amp; Kashmir, Ladakh, Rajasthan, Uttarakhand, Uttar Pradesh including administration, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback etc.</li><li>Work related to private SEZs namely, Mahindra World City and Ansal IT City Parks Limited Including Parliament Questions/Court Cases&gt;Returns/Reports/ Audit Matters/RTI Matters.</li><li>Implementation of Official Language Policy.</li><li>Library of Zonal NSEZ including NSEZ, Moradabad and Sitapura.</li><li>Other EOU/SEZ related work including promotional in Rajasthan, Jammu &amp; Kashmir and Ladakh</li><li>Any other work assigned by senior officers</li></ol>
Shri Prakash Chand Upadhyay, ADC	<ol style="list-style-type: none"><li>OSD to DC</li><li>All work related to Private SEZs (except Moserbaer SEZ, Arshiya FTWZ, NIIT, Mayar Infrastructure, ITPG Developers (Ascendas), Mahindra World City, Ansal IT City Parks Limited and G.P. Realtors) including administration, Parliament Questions/Court Cases&gt;Returns/ Reports/ Audit Matters/RTI etc.</li><li>All work related to existing SEZs in Punjab/ Chandigarh/ Haryana</li><li>MEIS/SEIS/RODTEP and other incentive scheme in respect of</li></ol>

	<p>allocated work</p> <p>v. Work of Security Officer.</p> <p>vi. Other EOU/SEZ related work including promotional in Uttarakhand and Uttar Pradesh</p> <p>vii. Any other work assigned by senior officers</p>
Shri Pramod Kumar, ADC	<p>i. All work related to NSEZ project section including RTI/Parliament Questions/ Report&gt;Returns/Statistics/ Court cases/Audit matters etc</p> <p>ii. MEIS/SEIS/other incentive scheme related to Noida SEZ units.</p> <p>iii. All work relating to implementation of Labour Laws/Labour Court issues &amp; labour related matters including Parliament Questions/Court cases&gt;Returns/Reports/Audit matters/RTI matters etc.</p> <p>iv. All work of existing EOUs in Delhi including administration, promotion, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback etc.</p> <p>v. Other EOU/SEZ related work including promotional in Delhi.</p> <p>vi. Certification of Origin under Free Trade Agreements</p> <p>vii. Any other work as may be assigned by Senior Officers.</p>
Shri Rajendra Mohan Kashyap, ADC	<p>i. All Work related to NSEZ Estate Management/ NSEZ Authority including RTIs/Parliament Questions/ Report/ Returns /Statistics/ Court cases/Audit matters etc</p> <p>ii. All work related to administration of NSEZ/Private SEZs.</p> <p>iii. All work of existing EOUs in Chandigarh, Haryana, Himachal Pradesh and Punjab including administration, promotion, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback etc.</p> <p>iv. Other EOU/SEZ related work including promotional in Chandigarh, Haryana, Himachal Pradesh and Punjab</p> <p>v. Any other work as may be assigned by senior officers.</p>
Shri Pankaj Sharma, ADC	<p>i. All work related to Sitapura SEZ including Parliament Questions/Court Cases&gt;Returns/Reports/ Audit Matters/RTI Matters etc.</p> <p>ii. Any other work assigned by senior officers</p>

2. This issues with the approval of Development Commissioner, Noida SEZ.



(Nitin Gupta)

Dy. Development Commissioner

Copy to

1. OSD to DC
2. All DDCs/DC(C)
3. All ADCs/AOs/POs
4. All dealing hands
5. Office order file
6. NSEZ website