



नौएडा विशेष आर्थिक क्षेत्र
NOIDA SPECIAL ECONOMIC ZONE

F. No. A-23011/3/2013-Admn. 17993
Date: 24.07.2015

भारत सरकार
Government of India
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
Ministry of Commerce & Industry, Deptt. of Commerce
नौएडा-दादरी रोड, फेस-II, नौएडा-201305 (उ० प्र०)
Noida-Dadri Raod, Phase-II, Noida-201305 (U.P.)
Tel : 091 120 2567270, 3021444-46
Fax : +91 120 2562314, 2567276

OFFICE ORDER

With a view to ensuring equitable distribution of work and smooth functioning, the following re-distribution of work among DDCs, ADCs & dealing Hands are made as per Proposal 'A', Proposal 'B & Proposal 'C' respectively with immediate effect.

Proposal A: Allocation of work among DDCs is as under:

S.No.	Name (Smt/Shri)	Work allocation
1	Mala Rangarajan, DDC	<ul style="list-style-type: none">All files and work relating to EOU's including PQ's>Returns/Statistics.All Court matters/Legal issues /Audit paras relating to CST matters pertaining to EOU's.AdministrationCST files/ Deemed duty drawback of EOUsAll Court matters/Legal issues /Audit paras relating to DBK/CPIOChapter 3 Benefits of EOUs
2.	Rakesh Kumar DDC (SEZ Cluster- Gurgaon)	<ul style="list-style-type: none">Files and work relating to all SEZs including PQs>Returns/Statistics/Court matter/NBCC/ASIDE work.Chapter 3 benefits & pending DEPB work, if any
3	R.K. Srivastava, DDC	<ul style="list-style-type: none">Labour laws/Labour Court issues.Softex of NSEZOfficial language.NSEZ Authority work except NBCC/ASIDE work

Proposal B: Allocation of work among ADCs is as under.

S.No	Name	Work Allocation
1.	Shri R.K Sharma ADC	<ul style="list-style-type: none">Softex Forms related works of NSEZ Units.Issue of Form-I.Works related to GSP.CST Claim of EOUs

Page 1 of 3

2.	Shri R.P. Verma ADC	<ul style="list-style-type: none"> All works related to NSEZ including Estate and Projects. Duty Drawback of all EOUs
3.	Shri Prakash Chand ADC	<ul style="list-style-type: none"> OSD to DC All works related to all the SEZs under NSEZ except Moser Baer & Arshiya SEZ.
4.	Shri Ram Baboo ADC	<ul style="list-style-type: none"> Work related to EOU-IB, EOUs in U.P., Punjab & Rajasthan. New Project of EOUs. Proper monitoring & Data Management of EOUs situated in above states. Other Works related to Audit, Parliament Questions of EOUs. Work related to Moser Baer & Arshiya SEZ.
5.	Shri S.K. Jha ADC	<ul style="list-style-type: none"> General Administration including Official Language/Library. EOU-IA- EOUs in Haryana, Delhi, Chandigarh, J & K, H.P. & Uttaranchal. Proper monitoring & Data management of EOUs situated in above states. Other works related to Audit, parliament Questions of EOUs situated in above states.
6.	Shri M.V. Ruhella ADC	<ul style="list-style-type: none"> Compliance with Labor Laws SOFTEX of SEZs except NSEZ

Proposal C: Allocation of work among dealing hands is as under:

S.No.	Name (Smt/Shri)	Work Allocation
1.	Shri Rajendra Mohan Kashyap, Steno	<ul style="list-style-type: none"> PS to JDC All file work of SEZs in NSEZ NBCC/Aside work in NSEZ including private SEZ Administrative work.
2.	Shri Pramod Kumar, Steno	<ul style="list-style-type: none"> Work of all Private SEZ except administrative work of all Pvt. SEZ NBCC/ASIDE work of SEZs other than NSEZ
3.	Shri Sunil Gulyani Steno	<ul style="list-style-type: none"> EOU work of Rajasthan, Haryana, Delhi, H.P, Chandigarh, Uttaranchal
4.	Shri Ran Singh, Steno	<ul style="list-style-type: none"> Customs
5.	Shri Arun Singh Parihar, Steno	<ul style="list-style-type: none"> All work related to Estates including allotment and Possession/NSEZ Authority. Identification of Sick units and Rent/dues, recovery from them
6.	Shri Inder Pal, Assistant	<ul style="list-style-type: none"> Dispatch
7.	Shri Ramesh Kumar, Assistant	<ul style="list-style-type: none"> Accounts Record Keeper

8.	Smt. Santosh Kumari, Assistant	<ul style="list-style-type: none"> Form I/SOFTEX of Private SEZ of all state. Modification in IEC/RCMC/Permission under para 6.9 (b) of FTP
9.	Shri Arun Agarwal, Assistant	<ul style="list-style-type: none"> CST of U.P., Delhi, Rajasthan and Deemed duty drawback
10.	Shri Muntyaz Ali, UDC	<ul style="list-style-type: none"> Administration related report return to DoC. All service matters of class C and D employee excluding retirement/ pension papers. Stores and all billing work of administration including medical claims/Maintenance of Computers and Stores, Library work
11.	Shri Bharat Bhushan, UDC	<ul style="list-style-type: none"> CST of Haryana, Punjab, Chandigarh. Project work of EOU located in U.P., Punjab and H.P. including new applications. Report /returns to DoC of related states.
12.	Shri Anoop Srivastava, LDC	<ul style="list-style-type: none"> Customs Section
13.	Shri Anuj Dixit, LDC	<ul style="list-style-type: none"> All service matters of class A, B, employee including retirement Pension papers of all employee/GSP Certificate. Labour/factory matters
14.	Shri Suraj Bhan, LDC	<ul style="list-style-type: none"> Diary/Reception Hindi work

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


(Mala Rangarajan)
 Dy. Development Commissioner

Copy to:

1. All DDCs
2. All ADCs
- ✓ 3. All concerned
4. OSD to DC
5. PA to JDC
6. Office Order File


 Dy. Development Commissioner