



भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
विकास आयुक्त का कार्यालय
नौएडा विशेष आर्थिक क्षेत्र
नौएडा दादरी रोड, फेज-II, नौएडा – 201305
टेलीफोन: 0120-2567268/69/70 ईमेल:
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तारीख: 16/03/2023

OFFICE ORDER

With the approval of Competent Authority, NSEZ, following link officer system at the level of Deputy Development Commissioner (DDCs) is ordered with immediate effect and until further orders:

S. No.	Name of the Officer (S/Shri)	Link Officer (S/Shri)
1	Nitin Gupta	Rajesh Kumar
2	Rajesh Kumar	Kiran Mohan Mohadikar
3	Kiran Mohan Mohadikar	Nitin Gupta


(Surender Malik)
Jt. Development Commissioner

Copy to:-

1. OSD to DC, NSEZ – for kind information of DC, please
2. All DDCs
3. All ADCs
4. ADC (IT) – for updation of hierarchy in SEZ online System
5. Notice Board.

Jt. Development Commissioner



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वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग

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नौएडा विशेष आर्थिक क्षेत्र

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तारीख: 16/03/2023

OFFICE ORDER

With the approval of Competent Authority, NSEZ following allocation of work is ordered with immediate effect and until further orders:-

I. At the level of DDC

Sr. No.	Name (Smt/Shri)	Work Allocation
1.	Shri Nitin Gupta, DDC	All work of Sitapura SEZ, Jaipur including administration, Parliament Questions/Court cases/Returns/Reports/Audit matters/RTI matters etc. All files & work relating to Moradabad SEZ including work related to Administration, Parliament Questions/Court cases/Returns/Reports/Audit matters/RTI matters etc. 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. All work of Mahindra World City SEZ including administration, Parliament Questions/Court cases/Returns/Reports/Audit matters/RTI matters etc. Implementation of official language policy in NSEZ. Softex/ SERF/ services related compliance of EOUs MEIS/SEIS/RODTEP/other export promotion schemes in respect of work allocated to him All the work relating to Social Media of Zonal NSEZ, including NSEZ, Moradabad, Sitapura etc. EOU/SEZ related promotion work in Uttar Pradesh, Delhi and Rajasthan. Special invitee for NSEZ Authority Meeting. Any other work which may be assigned by DC/JDC.
2.	Shri Rajesh Kumar, DDC (Gurgaon cluster)	All work of Private SEZs including administration, RTI/ Parliament Questions/ Report/ Returns/Statistics/ Court cases/ Audit matters etc. MEIS/SEIS/RODTEP/other export promotion schemes in respect of work allocated to him

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		<p>Softex/SERF/ services related compliances in respect of work assigned to him.</p> <p>EOU/SEZ related promotion work in Uttarakhand, Chandigarh, Jammu & Kashmir, Ladakh, Himachal Pradesh, Punjab and Haryana.</p> <p>All work relating to EOUs including administration, Parliament Questions/Court cases>Returns/Reports/Audit matters/RTI matters/ CST/DBK etc.</p> <p>Any other work which may be assigned by DC/JDC</p>
3.	Shri Kiran Mohan Mohadikar, DDC	<p>All work related to NSEZ Project Section including RTI/Parliament Questions/ Report>Returns/Statistics/ Court cases/Audit matters etc</p> <p>Work related to NSEZ of Estate Management/ NSEZ Authority (barring new projects), including ASIDE/TIES/other export infrastructure work to be undertaken by NBCC/WAPCOS/NPCC and other construction agencies including all RTIs/Parliament Questions/ Report/ Returns /Statistics/ Court cases/Audit matters etc</p> <p>All Work relating to NSEZ Administration/Vigilance matters including RTI/Parliament Questions/ Report>Returns/Statistics/ Court cases/Audit matters etc</p> <p>Vigilance officer</p> <p>MEIS/SEIS/RODTEP/other export promotion schemes in respect of work allocated to him</p> <p>Work related to e-office implementation in NSEZ.</p> <p>Softex/SERF/ services related compliances in respect of work assigned to him</p> <p>Issuance of Certificate of Origin under FTAs</p> <p>Specified Officer of Moradabad SEZ</p> <p>Any other work which may be assigned by DC/JDC</p>

II. At the level of ADC

Sr. No.	Name (Smt/Shri)	Work Allocation
1.	Shri R.K. Sharma, ADC	<p>All work related to CST/DBK of EOUS including Parliament Questions/Court cases>Returns/Reports/Audit matters/RTI matters.</p> <p>All work related to Softex of NSEZ units and Private SEZ units</p> <p>REX registration/Generalised System of Preferences (GSP)</p> <p>Any other work assigned by senior officers</p>
2.	Shri H.K. Meena, ADC	<p>All work of EOUs in Jammu & Kashmir, Ladakh, Rajasthan, Uttarakhand, Uttar Pradesh including administration, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback etc.</p> <p>Work related to private SEZs namely, Mahindra</p>

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		<p>World City and Ansal IT City Parks Limited Including Parliament Questions/Court Cases/Returns/Reports/Audit Matters/RTI Matters.</p> <p>Implementation of Official Language policy</p> <p>Library of Zonal NSEZ including NSEZ, Moradabad and Sitapura</p> <p>Promotional work in Rajasthan, Jammu & Kashmir and Ladakh</p> <p>Any other work assigned by senior officers</p>
3.	Shri Prakash Chand Upadhyay, ADC	<p>OSD to DC</p> <p>All work related to NSEZ project section including RTI/Parliament Questions/ Report/Returns/Statistics/Court cases/Audit matters etc</p> <p>MEIS/SEIS/other incentive scheme related to Noida SEZ units.</p> <p>All work relating to HCL including Parliament Questions/Court cases/Returns/Reports/Audit matters/RTI matters etc.</p> <p>Promotional work in Uttarakhand and Uttar Pradesh.</p> <p>Any other work as may be assigned by Senior Officers.</p>
4.	Shri Pramod Kumar, ADC	<p>All work related to Private SEZS (except Moserbaer SEZ, Arshiya FTWZ, HCL, NIIT, Mayar Infrastructure, ITPG Developers (Ascendas), Mahindra World City, Ansal IT City Parks Limited and G.P. Realtors) including administration, Parliament Questions/Court Cases/Returns/ Reports/ Audit Matters/RTI etc</p> <p>MEIS/SEIS/RODTEP and other incentive scheme in respect of allocated work.</p> <p>Work of Security Officer.</p> <p>All work of EOUs in Delhi including administration, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback etc</p> <p>Certification of Origin under Free Trade Agreements.</p> <p>Promotional work in Delhi.</p> <p>Any other work assigned by senior officers</p>
5.	Shri Rajendra Mohan Kashyap, ADC	<p>All Work related to NSEZ Estate Management/ NSEZ Authority including RTIs/Parliament Questions/ Report/ Returns /Statistics/ Court cases/Audit matters etc</p> <p>All work related to administration of NSEZ/Private SEZS.</p> <p>All work of EOUS in Chandigarh, Haryana, Himachal Pradesh and Punjab including administration, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback</p>

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	etc. Promotional work in Haryana and Himachal Pradesh. Any other work as may be assigned by senior officers.
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III. At the level of DAs

S.No.	Name (Smt/Shri)	Work Allocation
1.	Mohan Veer Ruhella, Assistant	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. Work related to Pvt. SEZS namely SEZ Moserbaer, Arshiya FTWZ, NIIT, Mayar Infrastructure
2.	Shri Arun Agarwal, Assistant	Work related to ITPG Developers (Ascendas) and G.P. Realtors including Parliament questions/Court cases/Returns/Reports/ Audit matters/RTI matters.
3.	Shri Ramesh Kumar, Assistant	Customs
4.	Smt. Santosh Kumari, Assistant	All work of existing EOUs in Chandigarh, Haryana, Himachal Pradesh and Punjab including Parliament question/Court cases/Returns/Reports/Audit matters/RTI matters/MEIS. Work related promotional work of EOUs in Chandigarh, Haryana, Himachal Pradesh and Punjab. Any other work as may be assigned by Senior Officers.
5.	Shri Bharat Bhushan, Assistant	All work related to Accounts Section, Work related to Cost Recovery Charges from Private SEZ Developers, Work related to Purchase of Administration.
6.	Shri Muntyaz Ali, Assistant	All service matters of officers and staff of NSEZ including Parliament questions/court cases/Returns/Reports/Audit matters/RTI matters except purchase related work Library and IT work.
7.	Shri Sunil Gulyani, Steno-II	All work of existing EOUs in Uttarakhand, Uttar Pradesh & Delhi including Parliament questions/Court cases/Returns/Reports/Audit matters/RTI matters/MEIS. Work related promotional work of EOUs in Uttarakhand, Uttar Pradesh & Delhi. All work related to Mahindra World City, Jaipur, Pmts

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		SEZS at Punjab/ Chandigarh/ Mohali and Ansal IT City Parks Limited. MEIS/SEIS/other incentive schemes in respect allocated work. Any other work as may be assigned by Senior Officers.
8.	Shri Arun Singh Parihar, Steno-II	PA to JDC All work related to Estates Management including allotment and Possession/NSEZ Authority. Work related to NBCC, NPCC, NSL, and other PSU related matter. Lease Rent monitoring Monitoring of Work/files assigned to the caretaker. Identification of sick units and rent dues recovery from them. Matters relating to P.P. Act. Any other work as may be assigned by JDC and other Sr. Officers.
9.	Shri Javir Ali, Steno III	All work related to Project related to NSEZ units including Parliament questions/Court cases>Returns/Reports/Audit matters/RTI matters. SEIS/MEIS/other incentive schemes in respect of allocated work Implementation of Official Language Policy.
10.	Shri Anup Srivastava, UDC	All work of existing EOUs in Rajasthan, Jammu & Kashmir & Ladakh and all work related to CST/DBK of EOUs including Parliament question/Court case>Returns/Reports/Audit matters/RTI matters/MEIS. Work related promotional work of EOUs in Rajasthan, Jammu & Kashmir & Ladakh. Any other work as may be assigned by Senior Officers.
11.	Shri Anuj Dixit, UDC	All work related to Private SEZS, except Moserbaer SEZ, Arshiya FTWZ, NIIT, Mayar Infrastructure, ITPG Developers (Ascendas), Mahindra World City, and G.P. Realtors, SEIS/MEIS/other incentive schemes in respect of allocated work, Any other work as may be assigned by Senior Officers.
12.	Shri Suraj Bhan, UDC	Dispatch related work
13.	Shri Pramod Kumar, UDC	Online Dairy/receipt creation of new Dak Softex Work of NSEZ and all Pvt. SEZs.
14.	Shri Monish, LDC	Accounts Section: All work related to Accounts Section with Sh. Bharat Bhushan.

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15.	Smt Sonika, LDC	Administration of NSEZ/Pvt SEZS. Any other work as may be assigned by Senior Officers.
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This issues with the approval of Development Commissioner, NSEZ, Noida.


16/03/2023
(Surender Malik)

Joint 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