



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)  
दूरभाष (जोन कार्यालय): 0120 - 2567268-70 (3 लाइनें), फैक्स: 2562314, 2567276  
ईमेल <dc@nsez.gov.in>; वेबसाइट: www.nsez.gov.in

File No.: A-22011/1/05-Admn/2796

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, 8<sup>th</sup> 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

*(Handwritten signature)*



		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.



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टेलीफोन: 0120-2567268/69/70 ईमेल:  
dc@nsez.gov.in वेबसाइट: www.nsez.gov.in

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

  
16/03/2023  
(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



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:

dc@nsez.gov.in वेबसाइट: www.nsez.gov.in

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

		<p>Softex/SERF/ services related compliances in respect of work assigned to him.</p> <p>EOU/SEZ related promotion work in Uttarakhand, Chandigarh, Jammu &amp; Kashmir, Ladakh, Himachal Pradesh, Punjab and Haryana.</p> <p>All work relating to EOUs including administration, Parliament Questions/Court cases&gt;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&gt;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&gt;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&gt;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 &amp; 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>



		<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 &amp; 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>

	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, Pvts



		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.

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.

*M*  
*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

I/24476/2022



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण  
(अधीनस्थ भारत सरकार)  
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टेलीफोन 120-2567268/69/70

दिनांक: 28.11.2022

कार्यालय आदेश

विषय: Re-constitution/constitution of Committees for various works in NSEZ Authority/EM Section and other Sections-reg

The Competent Authority has decided to re-constitute/constitute the following Committees as under with immediate effect:-

S. No.	Name of Committee	Work of Committee	Approved composition of committee
1.	Allotment Committee	Allotment Committee examines the application for allotment of SDF space (SDFs) and recommends suitable space for applicants/unit.	1. Estate Officer – Chairman 2. ADC(Project) – Member 3. Security Officer – Member 4. ADC(Admin)- Alternate Member in the absence of any other member.
2.	Recovery of outstanding lease rent	Committee give an opportunity to defaulter units for payment of outstanding lease rent in instalments or time extension before issuance of Eviction Order	1. Estate Officer – Chairman 2. Sr. A. O./A.O. – Member 3. ADC(Project) – Member 4. ADC(Admin)- Alternate Member in the absence of any other member.
3.	Purchase Committee	Purchase Committee examines the requirement of items for purchasing and submits its recommendation for the same.	1. Dy. Development Commissioner, NSEZ - 2. Dy. Development Commissioner, EOU, Sitapura and Mahindra SEZ 3. Dy. Development Commissioner, Pvt SEZ and Moradabad 4. Sr. A.O./A.O.
4.	Grievance Redressal Committee	Redressal of Grievances	1. Joint Development Commissioner - Chairman 2. Deputy Commissioner, Customs, NSEZ- Member 3. Dy. Development Commissioner, NSEZ - Member. 4. Dy. Development Commissioner, EOU, Sitapura and Mahindra SEZ - Member. 5. Dy. Development Commissioner, Pvt Sez

निमित्त



			and Moradabad - Member.
5.	Gems & Jewellery units monitoring Committee	Streamlining of regulatory mechanism for SEZ units in the Gems & Jewellery Sector	<ol style="list-style-type: none"> <li>1. Joint Development Commissioner - Chairman</li> <li>2. Deputy Commissioner, Customs - Member</li> <li>3. Dy. Development Commissioner (Incharge of Sitapura SEZ) – Member</li> <li>4. Dy. Development Commissioner(Incharge of NSEZ) – Member</li> </ol>
6.	Tender Evaluation Committee (renamed in place of earlier Tender Committee)	Tender Committee examines the tender documents and submits its recommendations for selection of qualified/suitable bidder.	<ol style="list-style-type: none"> <li>1. Dy. Development Commissioner, NSEZ</li> <li>2. Dy. Development Commissioner, EOU, Sitapura and Mahindra SEZ</li> <li>3. Dy. Development Commissioner, Pvt SEZ and Moradabad</li> <li>4. Sr. A.O./A.O.</li> </ol>
7.	Possession taken over under proper Panchnama	Committee takes over the possession of premises under proper Panchnama in order to implement 'Eviction Order'	<ol style="list-style-type: none"> <li>1. Estate Officer</li> <li>2. Security Officer or Nominee of Security Officer.</li> <li>3. PO(Customs) of concerned unit or Nominee of DC(Customs).</li> <li>4. Caretaker, NSEZ.</li> </ol>
8.	Consultancy committee of key stake holders	Committee gives advice on suo-motu disclosure under RTI Act.	<ol style="list-style-type: none"> <li>1. Dy. Development Commissioner, NSEZ</li> <li>2. Dy. Development Commissioner, EOU, Sitapura and Mahindra SEZ</li> <li>3. Dy. Development Commissioner, Pvt SEZ and Moradabad</li> <li>4. Dy. Commissioner (Customs), NSEZ</li> </ol>
9.	Committee of PIOs/FAAs	Committee identifies frequently sought information under RTI.	<ol style="list-style-type: none"> <li>1. Joint Development Commissioner - Chairman</li> <li>2. Dy. Development Commissioner, NSEZ- Member.</li> <li>3. Dy. Development Commissioner, EOU, Sitapura and Mahindra SEZ - Member.</li> <li>4. Dy. Development Commissioner, Pvt SEZ and Moradabad -</li> </ol>



			Member. 5. Dy. Commissioner (Customs), NSEZ - Member.
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This issue with the approval of Development Commissioner, NSEZ, Noida.

*नितिन*

(नितिन गुप्ता)  
उप विकास आयुक्त

प्रतिलिपि

- (1) समिति के सभी सदस्य, नौएडा विशेष आर्थिक क्षेत्र, नौएडा।
- (2) सूचना पट्ट/ नौ०वि०आ०क्ष०, वेबसाइट।

*नितिन*

उप विकास आयुक्त