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Date: 17.11.2014

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 : +91 120 2567270, 3021444-46

Fax : +91 120 2562314, 2567276

OFFICE ORDER

In order to have uniformity and quality in the work and in compliance of CVC's circular no. 3/19/13 dated 11.09.2013 regarding rotation of officials, the following work charges mentioned against the name of the officers are ordered with immediate effect;

No.	Name (Smt./Shri)	Present Work Allocation
1.	Shri Rajendra Mohan Kashyap, Steno	<ul style="list-style-type: none">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">All file work of all Private SEZ establishment of Private SEZ in all state/NBCC aside work other than NSEZ, except Private SEZ's administrative work.
3.	Shri Sunil Gulyani Steno	<ul style="list-style-type: none">Project work including new applications of EOU located in Rajasthan, Haryana, Delhi, Jammu, Uttranchal and Chandigarh.Report Return for DoC and reply of parliament questions.
4.	Shri Ran Singh, Steno	<ul style="list-style-type: none">Customs Section
5.	Shri Arun Singh Parihar, Steno	<ul style="list-style-type: none">Stores and all billing work of administration including medical claims/Maintenance of Computers and Stores, Library work.
6.	Shri Inder Pal, Assistant	<ul style="list-style-type: none">Hindi Work, Accounts/Cash Work.Maintenance of Record Room.
7.	Shri Ramesh Kumar, Assistant	<ul style="list-style-type: none">All matter of Estates and their allotment and Possession/NSEZ Authority.Identification of Sick unit and Rent/dues, recovery from them.Any other work allocated by DDC concerned.
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 DBK/Brand rate work of all states.
10.	Shri Muntyaz Ali, UDC	<ul style="list-style-type: none">Recovery of rent and arrears and Labour/factory Act matters etc.
11.	Shri Bharat Bhushan, UDC	<ul style="list-style-type: none">CST of Haryana, Punjab, Chandigarh.Softex Form of SEZ unit located at U.P. & Jaipur.Project work of EOU located in U.P., Punjab and H.P. including new applications.Report return to DoC of related states.

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13.	Shri Anuj Dixit, LDC	<ul style="list-style-type: none"> • Administration related report return for DoC. • All service matter of class A, B, C, D employee including retirement Pension paper/GSP.
14.	Shri Suraj Bhan, LDC	<ul style="list-style-type: none"> • Dispatch/Maintenance of Service Book/RTI related report/return.
15.	Shri Jaglal Shah Gond, Security Guard	<ul style="list-style-type: none"> • Diary/Reception work of Suraj Bhan

In addition to above additional work may also be allocated by DDC concerned for administrative convenience.

All files may be taken/ handed over by the concerned officers with immediate effect.

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(Mala Rangarajan)
Dy. Development Commissioner

Copy to:

1. All concerned/ Office Order File
2. DDC (RK)
- ~~3. All ADCs~~
4. OSD to DC