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

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

OFFICE ORDER

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

Name & Designation	Work Allocation
1. Shri Bharat Bhushan,	i. All work related to Accounts
Assistant	Section.
	ii. Work related to Cost Recovery
	Charges from Private SEZ
	Developers.
	iii. Project work related to NSEZ units
	including Parliament questions/
	Court cases/ Returns/Reports/Audit
	matters/RTI matters.
	iv. SEIS/MEIS/other incentive schemes
	in respect of allocated work.
	v. Any other work as may be
	assigned by Senior Officers.
2. Shri Muntyaz, Assistant	i. All service matters of officers and
	staff of NSEZ including Parliament
	questions/court
	cases/Returns/Reports/Audit
	=

	matters/RTI matters.
	ii. Work related to Purchase of
	Administration.
	iii. Library and IT work.
	iv. Any other work as may be
	assigned by Senior Officers.
3. Shri Javir Ali, Steno-II	i. Work of Project section and Pvt.
	SEZs related to execution of BLUT,
	extension of LOA, Date of
	commencement of production,
	except Moserbaer SEZ, Arshiya
	FTWZ, NIIT, Mayar Infrastructure,
	ITPG Developers (Ascendas),
	Mahindra World City, and G.P.
	Realtors.
	ii. Implementation of Official Language
	Policy.
	iii. Any other work as may be
	assigned by Senior Officers.

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

(Surender Malik)

Joint Development Commissioner

## Copy to:-

- 1. OSD to DC-for information to DC
- 2. PA to JDC-for information to JDC
- 2. All DDCs
- 3. DCC
- 4. All ADCs
- 5. Concerned Dealing Hands
- 6. Notice Board/Website