

**OFFICE OF THE DEVELOPMENT COMMISSIONER
NOIDA SPECIAL ECONOMIC ZONE
MINISTRY OF COMMERCE & INDUSTRY,
NOIDA DADRI ROAD, PHASE-II, NOIDA**

NO.A-23011/3/2012-Admn./

Date:19th Nov , 2013

OFFICE ORDER

In supersession of earlier orders, hereinafter the distribution of work among the officers would be as follows :

I. DEVELOPMENT COMMISSIONER LEVEL APPROVALS

Administration & Financial Power

- Power to incur contingent expenditure recurring above Rs.2,00,000
- Non-recurring from Rs.2,00,000 to Rs.20,00,000 in each case
- Miscellaneous expenditure (recurring) above Rs.2,00,000
- Miscellaneous non-recurring expenditure above Rs.2,00,000 to Rs.10,00,000 in each case

- Power to incur expenditure for NSEZ Authority :
 - Recurring Rs.5 lakhs to Rs.50 lakhs in each case
 - Non-recurring Rs.10 lakhs to Rs.50 lakhs

- Increment of Group "A" & "B"
- Pension & Leave Salary
- Sanctioning of Festival Advances/Scooter Advance/House Building advance to staff & officers.
- Sanctioning of GPF Advances/withdrawal
- Leave not due
- Submission of failure report in the matter of conciliation to the Competent Authority
- Sanction of TA/LTC/Tuition fees & other reimbursement/allowances in respect of Gr. 'A' officers

A. mala

(MALA RAJESH KUMAR)
By:
Mr.
Min.

Files to be submitted to D.C. for approval.

1	Agenda of UAC
2	Approval of final exit of unit
3	Approval of extension of validity of Letter of Approval.
4	Approval of continuation of LOA with Revision of Projection for a further period of five years.
5	Approval of correspondence with Ministry other than Monthly/Annual data
6	Approval of LOA
7	Broad banding
8	Cancellation of letter of Approval
9	Important Court cases
10	Minutes of UAC
11	Replies to CAG/PAC/Audit matters to be sent to MOC&I
12	Issue of Show Cause Notice/Order in Original
13	Approval of change of name
14	Merger of LOA in case of SEZ - UAC In case of EOU - DC
15.	Issuance of Recovery Certificate
16.	Issue of notice under Section 5 of PP Act
17.	Transfer of assets & liabilities
18	Submission of failure report in the matter if conciliation to the competent authority.
19.	Approval & issuance of Status Holder Certificate
20	Vigilance related matters & matters related to Parliament Questions

A. mala
(A. PANGARAJAN)
Director General
of Zone
Industry,
Kuala Lumpur,
Malaysia

II. JT. DEVELOPMENT COMMISSIONER LEVEL APPROVALS

Administration & Financial Powers

- Power to incur contingent expenditure recurring above Rs.5,000 to Rs. 2 lakhs
- Non-recurring from Rs.5,000 to Rs.2 lakhs in each case
- Miscellaneous expenditure (recurring) above Rs.5,000 to Rs. 2 lakhs
- Miscellaneous non-recurring expenditure above Rs.5,000 to Rs.2 lakhs in each case

- Power to incur expenditure for NSEZ Authority :
 - Recurring expenditure upto Rs.5 lakhs in each case
 - Non-recurring Rs.10 lakhs in each case

- Sanction of medical leave/E.O.L./Study Leave./ Increment of Gr. 'C' & 'D'
- Sanctioning of T.A./LTC/tuition fee/medical claims of staff & officers of Gr. 'B', 'C' & 'D'
- Approval of clearance of audit paras submitted by PAO.
- Increment of Gr. 'C' & 'D'
- Pay fixation
- Sanction & release of payment of uniforms/ initial equipment allowance/uniform articles/washing allowance.

A. mala
(A) BANISARAJAN
17
4-201305 (U.P.)

Files to be disposed off at the level of Jt.D.C.

1	Approval of acceptance of Bond cum LUT
2	Approval of sub-contracting of abroad
3	Intimation of inter-unit Transfer
4	Issue of certificate for electricity duty exemption to IT units
5	Issue of certificate in lieu of Green Card
6	Monitoring of performance of units
7	All correspondence with units/agencies other than MOC&I.
8	Permission for refund of security deposit
9	Issue of commencement certificate or certificate in lieu of green card to SEZ units
10	Reply of audit objection.
11	Issue of notice under section 4 of PP Act
12	Appellate Authority for RTI
13	Deemed export benefits Rs.5 lakhs & above
14	Communication of second deficiency letter
15	Issuance of Factory License

K. mala

(M) A RANGARAJAN
Jt. D.C.

20-10-2015 (U.P.)

III. DY. DEVELOPMENT COMMISSIONER LEVEL APPROVALS

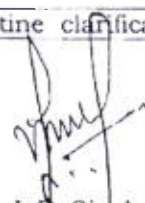
Delegation of Administration & Financial powers

- Power to incur contingent expenditure recurring upto Rs.5,000
- Non-recurring upto Rs.5,000 to in each case
- Miscellaneous expenditure (recurring) upto Rs.5,000
- Miscellaneous non-recurring expenditure upto Rs.5,000 in each case

II. Files to be disposed off at the level of D.D.C.

1	Approval of IEC & modification of IEC
2	Approval for Personal carriage of jewellery/articles for exhibition
3	Approval of list of services approved by approval Committee
4	Approval of night shift permission for female employees
5	Issue of Kimberly process Certificate
6	Transmission of Export/Import data to MOC&I
7	Issuance of Form-I
8	Attestation of Softex Forms
9	Dealing with matters pertaining to minimum wages act, 1948.
10	Dealing with matters pertaining to payment of wages act, 1948.
11	Dealing with matters pertaining to contract labour (regulation & abolition) act, 1970.
12	Dealing with matters pertaining to gratuity act, 1972.
13	Dealing with matters pertaining to the industrial employment (standing orders) Act, 1946.
14	Deemed export benefits upto Rs. 5 lakhs
15	Communication of first deficiency letter & routine clarifications

This is with immediate effect


(Dr. L.B. Singhal)
Development Commissioner