

**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 RANGARAJAN)
Dy. Commis-
Noida
Minis
Special Economic
Zone
Ministry,
Phase-II,
Noida

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
(MA) A RANGARAJAN
Commissioner
Economic Zone
& Industry.
Phase-II,
05 (U.P.)

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
(MALA RANGARAJAN)
Development Commissioner
Special Economic Zone
Govt. of India
Ward Road, Phase-II,
Indira-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

A. mala

(MAI A RANGARAJAN)
Commissioner
Tong
Industry.
Phase-II,
Noida-201305 (U.P.)

III. DY. DEVELOPMENT COMMISSIONER LEVEL APPROVALS

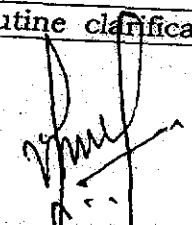
Delegation of Administration & Financial powers

- 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

File No. A-20011/8/2015-Admn./10920

Date: 26.10.2015

ADDENDUM

Subject: Delegation of Financial Powers to DDCs.

In continuation of this office earlier order of even number dated 19.11.2013 and 02.12.2012, the financial powers at the level of DDCs are delegated as under:

- Power to incur contingent expenditure recurring upto Rs. 25000/- in each case.
- Non-recurring upto Rs. 25000/- in each case.
- Misc expenditure (recurring) upto Rs. 25000/- in each case.
- Misc Non-recurring expenditure upto Rs. 25000/- in each case.

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

(Signature)

(Mala Rangrajan)

Dy. Development Commissioner

Copy for information to:

1. OSD to DC
2. PA to JDC
3. All DDCs
- ✓ 4. All ADCs
5. All DAs