



नौएडा विशेष आर्थिक क्षेत्र  
NOIDA SPECIAL ECONOMIC ZONE

F.No.A-22011/1/05-Admn  
Date: 10.05.2018

4954  
11/5/18

भारत सरकार  
Government of India  
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
Ministry of Commerce & Industry, Deptt. of Commerce  
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**OFFICE ORDER**

With a view to ensuring equitable distribution of work and smooth functioning the following re-distribution of work among ADCs & dealing hands are made with immediate effect:

S.No	Name	Existing Work	Work Allocated
1.	Shri Ram Baboo ADC	<ul style="list-style-type: none"><li>All Work related to EOU-I A &amp; IB, EOUs in U.P., Punjab, Rajasthan, Haryana, Delhi, Chandigarh, J &amp; K, H.P. &amp; Uttaranchal.</li><li>New Project of EOUs.</li><li>Proper monitoring &amp; Data Management of EOUs situated in above states.</li><li>Other Works related to Audit, Parliament Questions of EOUs.</li><li>All work relating to MEIS</li></ul>	<ul style="list-style-type: none"><li>All Work related to EOUs except EOUs located in Haryana &amp; Delhi</li><li>New Project of EOUs.</li><li>Work related to MEIS/SEIS of related states/SEZs</li></ul>
2.	Shri S.K. Jha ADC	<ul style="list-style-type: none"><li>General Administration including Official Language/Library.</li><li>Compliance with Labour laws and factory act.</li></ul>	<ul style="list-style-type: none"><li>General Administration</li><li>All Work related to EOUs located in Haryana &amp; Delhi,</li><li>Proper monitoring &amp; Data Management of EOUs.</li><li>Other Works related to Audit, Parliament Questions of EOUs.</li><li>Work related to MEIS/SEIS of related states</li><li>Implementation of official language.</li></ul>
3.	Shri M.V. Ruhella ADC	<ul style="list-style-type: none"><li>SOFTEX of all PVT. SEZs under NSEZ except NSEZ</li><li>All work related to Pvt. SEZ namely, Moserbaer, Arshiya, NIIT, Ansal IT City, Dr. Fresh, Mayar Infrastructure, G.P. Realtors &amp; Ascendas.</li></ul>	<ul style="list-style-type: none"><li>Compliance with Labour laws and factory act.</li><li>SOFTEX of all PVT. SEZs under NSEZ except NSEZ</li><li>All work related to Pvt. SEZ namely, Moser Baer, Arshiya SEZ, NIIT, Ansal IT, Dr. Fresh, Mayar Infrastructure, G.P. Realtors &amp; Ascendas.</li></ul>

S.No	Name	Existing Work	Proposed Work
4.	Shri Rajendra Mohan Kashyap, Steno-II	<ul style="list-style-type: none"> <li>• PA to JDC</li> <li>• All file work of SEZs in NSEZ.</li> <li>• NBCC/aside work in NSEZ including private SEZ Administrative work.</li> </ul>	<ul style="list-style-type: none"> <li>• PA to JDC</li> <li>• All file work related to SEZ units in NSEZ</li> <li>• Administration work of Pvt. SEZs except Cost recovery charges.</li> </ul>
5.	Shri Pramod Kumar, Steno-II	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Work of all private SEZ except administrative work of all Pvt. SEZ.</li> </ul>
6.	Shri Arun Singh Parihar, Steno	<ul style="list-style-type: none"> <li>• All work related to Estates including allotment and Possession/NSEZ Authority</li> <li>• Identification of sick units and rent dues recovery from them.</li> </ul>	<ul style="list-style-type: none"> <li>• All work related to Estates including allotment and Possession/NSEZ Authority</li> <li>• Work related to NBCC, NPCC, NSL etc.</li> <li>• Identification of sick units and rent dues recovery from them.</li> <li>• Matters relating to PP Act.</li> </ul>
7.	Shri Bharat Bhushan, UDC	<ul style="list-style-type: none"> <li>• Accounts</li> <li>• Record Keeper</li> <li>• Execution/Acceptance of BLUT in respect of SEZ units/Developers/Co-Developer.</li> <li>• DCP in respect of Pvt. SEZ units</li> <li>• LOA Extension of SEZ units under Rule 19(4) &amp; 19(6) of SEZ Rules</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts</li> <li>• Record Keeper</li> <li>• Execution/Acceptance of BLUT in respect of SEZ units/Developers/Co-Developer.</li> <li>• DCP in respect of Pvt. SEZ units</li> <li>• LOA Extension of SEZ units under Rule 19(4) &amp; 19(6) of SEZ Rules.</li> <li>• Work related to Cost recovery charges.</li> </ul>
8.	Shri Anuj Dixit, LDC	<ul style="list-style-type: none"> <li>• Attestation of GSP</li> <li>• All work related to Labour/factory Act</li> </ul>	<ul style="list-style-type: none"> <li>• Attestation of GSP</li> <li>• All work related to Labour/factory Act.</li> <li>• Work related to Administration.</li> </ul>

S.No	Name	Existing Work	Proposed Work
9.	Shri Pramod Kumar, LDC	--	<ul style="list-style-type: none"> <li>• Softex of all states excluding NSEZ.</li> <li>• All service matters of B &amp; C employees</li> <li>• Implementation work of official language</li> </ul>

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:

All concerned/ Office Order File

*11/5/18*