



भारत सरकार  
वाणिज्य एवं उद्योग मंत्रालय  
वाणिज्य विभाग  
विकास आयुक्त का कार्यालय  
नोएडा विशेष आर्थिक क्षेत्र

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**OFFICE ORDER**

Consequent upon selection of 02 Assistant Development Commissioner (ADC) on deputation basis in Noida SEZ, following allocation of work amongst ADCs and equivalent is ordered with immediate effect and until further orders:-

Sr. No.	Name	Work Allocation
1.	Shri Prakash Chand Upadhyay, OSD to DC/EA	i. Executive Assistant/OSD to DC ii. All work related to Private SEZs except work related to Mahindra World City SEZ, ITPG Developers (Ascendas), GP Realtors, Arshiya FTWZ, Wipro, Artha Infratech, Coforge and Ansal IT City including administration, RTI Matters/Parliament Questions/ Report/Returns/ Statistics/Court Cases/Audit Matters/MEIS/SEIS/ RODTEP/ any other Export Promotion Scheme in respect of allocated work iii. All work related to administration of Private SEZs. iv. Any other work assigned by senior officers
2.	Shri Rajendra Mohan Kashyap, ADC	i. All Work related to NSEZ Estate Management/ NSEZ Authority including RTIs/Parliament Questions/ Report/ Returns /Statistics/ Court cases/Audit matters etc. ii. All work related to administration of NSEZ (except work related to purchase of Administration). iii. ADC Technical- coordination with all sections for sending reports for NSEZ as a whole. iv. ADC Legal- to consolidate and update facts of legal cases of all SEZs. v. Any other work as may be assigned

		by Senior Officers.
3.	Shri Mohan Veer Ruhella, ADC	<ul style="list-style-type: none"> <li>i. Implementation of Official Language policy</li> <li>ii. Library of Zonal NSEZ including NSEZ, Moradabad and Sitapura.</li> <li>iii. Any other work assigned by senior officers</li> </ul>
4.	Shri Arun Kumar Agarwal, ADC	<ul style="list-style-type: none"> <li>i. REX Registration/Generalized System of Preferences (GSP).</li> <li>ii. Work related to ITPG Developers (Ascendas) and GP Realtors Including Parliament questions/ Court Cases/ Returns/ Reports/ Audit Matters/ RTI Matters. Work Related to GSP.</li> <li>iii. Any other work as assigned by Senior Officers.</li> </ul>
5.	Sh. Amir Eqbal, ADC	<ul style="list-style-type: none"> <li>i. Work of Security Officer.</li> <li>ii. All work relating to implementation of Labour Laws/Labour Court issues &amp; labour related matters including Parliament Questions/ Court cases/ Returns/ Reports/Audit matters/ RTI matters etc.</li> </ul>
6.	Sh. Sushil Kumar, ADC (on joining the post)	<ul style="list-style-type: none"> <li>i. All work related to Arshiya FTWZ, Wipro, Artha Infratech, Coforge and Ansal IT City including administration, RTI Matters/Parliament Questions/ Report/Returns/ Statistics/Court Cases/Audit Matters/MEIS/SEIS/RODTEP/ any other Export Promotion Scheme in respect of allocated work.</li> <li>ii. All work of EOUs including administration, RTI/ Parliament Questions/Report/Returns/Statistics/ MEIS/SEIS/Court cases/ Audit matters etc.</li> <li>iii. Looking after coordination work of all EOUs and smooth implementation of EOU Software.</li> <li>iv. Promotional work in the states &amp; UT of Chandigarh, Punjab, J&amp;K, Ladakh, Himachal Pradesh, Uttarakhand, Uttar Pradesh, Haryana and Delhi.</li> </ul>

2. Work related to certification of Softex forms would be handled by the concerned ADCs and their respective dealing hands for the SEZs and EOUs allocated to them.

3. Further, in supersession of all previous orders, with the approval of the Development Commissioner, it has been decided that the following officers would be Link Officer(s) in the grade of ADCs and equivalent, with immediate effect:-

S.No.	Name of officer (S/Shri)	Link Officer (S/Shri)
1.	Prakash Chand Upadhyay	Sushil Kumar
2.	Sushil Kumar	Rajendra Mohan Kashyap
3.	Rajendra Mohan Kashyap	Amir Eqbal
4.	Mohan Veer Ruhella	Arun Kumar Agarwal
5.	Arun Kumar Agarwal	Amir Eqbal
6.	Amir Eqbal	Prakash Chand Upadhyay
7.	Pankaj Sharma	Rajendra Mohan Kashyap
8.	Vikas Yadav	Sushil Kumar

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

  
 (Kiran Mohan Mohadikar)  
 Dy. Development Commissioner

Copy to :

1. All DDCs/DCCs/Sr.AO/ADCs and equivalent.
2. OSD to DC, NSEZ – for kind information of DC, NSEZ please.
3. PA to JDC, NSEZ – for kind information of JDC, NSEZ please.
4. All concerned staff members
5. ADC (IT) – for updation of hierarchy in SEZ Online System.
6. Notice Board/Website.