

Office of the Development Commissioner
NOIDA SPECIAL ECONOMIC ZONE
Noida Dadri Road, Phase-II,
NOIDA-201305

F.No. NSEZ/JDC/2-2008/ 8183

Dated: 02/11/2010

OFFICE ORDER

In supersession of the Office Order issued from File of even number dated 26.10.2010, the modified work allocation mentioned against the officials in the table below is hereby ordered with immediate effect:

Sl. No.	Name & Designation	Revised Allocation
1.	Shri Rambaboo, Asstt.	<ul style="list-style-type: none"> • Policy matters related to EOUs located in Delhi, UP & Himachal Pradesh including Monitoring, DTA sale & other related matters. • DBK claims and Brand Rate cases of Delhi & UP.
2.	Shri H. K. Meena, Asstt.	<ul style="list-style-type: none"> • Labour Matters • SEZ Authority matters • Issue of DEPB, CST of Delhi & UP and issue of GSP. • He shall also look after the work of Admn. Section and train Sh. Abhishek Tripathi
3.	Shri R K Sharma, Asstt.	<ul style="list-style-type: none"> • Matters of ASIDE and Softex.
4	Shri Mohan Veer, Asstt.	<ul style="list-style-type: none"> • Manning Dak Counter for scrutiny of CST/DBK/TED Claims at Dak stage.
5	Shri Arun Kr. Aggarwal, Asstt	<ul style="list-style-type: none"> • Report and Returns of Administration Section, • Establishment matters of the NSEZ Officials.
6.	Shri Prakash Upadhyay, Steno	<ul style="list-style-type: none"> • PA to DC and New applications of EOUs
7.	Shri Ran Singh, Steno	<ul style="list-style-type: none"> • Customs
8.	Shri Pramod Kumar, Steno	<ul style="list-style-type: none"> • All work of Project Section of NSEZ including execution of Bond- cum LUT, issue of RCMC, Publicity.
9.	Shri Rajendra Mohan, Steno	<ul style="list-style-type: none"> • SEZ Approvals and Administration of new SEZs. • Aside work of NSEZ & legal matters.
10.	Shri Sunil Guliyani, Steno	<ul style="list-style-type: none"> • DBK and Brand Rate cases of Punjab, Haryana, Chandigarh, HP, J&K, Rajasthan & Uttaranchal. • Attached to DDC(J)
11.	Shri S. K. Jha, Jr. Hindi Translator	<ul style="list-style-type: none"> • Hindi work. • Policy matters relating to EOU's located in Haryana including Monitoring, DTA sale & other related matters. • EOU-IB-Punjab, Rajasthan, Uttaranchal, Chandigarh & J&K including Monitoring, LUT, DTA sale & other related matters.
12.	Shri Santosh Kumar, UDC	<ul style="list-style-type: none"> • Issue of IEC to all EOUs & SEZ units and other work as assigned by ADC concerned.
13.	Shri Ramesh Kumar, UDC	<ul style="list-style-type: none"> • CST- Raj, J&K, & HP & Uttaranchal. • CST of Haryana, Punjab & Chandigarh

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14.	Shri Inderpal, UDC	<ul style="list-style-type: none"> • All work relating to Dispatch Section and other work of Admin Section to be assigned to him from time to time.
15.	Shri Anoop Srivastav, UDC	<ul style="list-style-type: none"> • Customs & Hindi Typing.
16.	Shri Bharat Bhusan, UDC	<ul style="list-style-type: none"> • Attached to Sr. Accounts Officer for Accounts work.
17.	Arun Singh Parihar Steno	<ul style="list-style-type: none"> • Handling all matters of Estate and Allotment, Possession, Sick units. • Rent Receipts/Calculations. • All work relating to Recovery of rent/arrears, proper upkeep/management of related records. Identification of closed SEZ units and ren arrears to be recovered from them. • Issue of Form-I. • Work related to various matters, Bills etc. relating to Estate Management. • Maintenance/problems faced by SDF/units. • Work related to Sub-Lease & Tenancy Agreement in respect of units in NSEZ.
18.	Mrs. Neeraj Sharma Steno	<ul style="list-style-type: none"> • Work of M/s. Aachivs Softech Pvt. Ltd. SEZ. • Secretarial work of DDC & ADC (Admin) • To assist in work relating to new EOU's & Administration Section
19.	Shri Md.Muntyaz, LDC	<ul style="list-style-type: none"> • Purchases & Stores and processing of other bills of Admin. Section • Maintenance of files.
20.	Mr. Abhishek Tripathi LDC	<ul style="list-style-type: none"> • All service matters of Class "A", "B", "C" & "D" Officers • Misc work of Admin. Section • Processing of bills • Library.
21.	Mr. Anuj Dixit (LDC)	<ul style="list-style-type: none"> • Attached with EOU-I & EOU-II Section.
22.	Shri Suraj Bhan, LDC	<ul style="list-style-type: none"> • Diarying of receipts.

In addition to above allocated work, the above officials would also attend any work assigned to them by their concerned ADC from time to time.

This issues with the approval of DC/JDC.


(Rakesh Agarwal)
Asst. Development Commissioner

Copy to:

1. PA to DC
2. PA to JDC
3. All Sections / Officers/ Officials
4. Guard file
5. Office Order file



