

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Office of Development Commissioner  
**NOIDA SPECIAL ECONOMIC ZONE**  
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F. No. 10/27/2025-SEZ

Date: 02.12.2025

9386  
02/12/2025

**OFFICE MEMORANDUM**

In pursuance of office order No. A-22011/1/05 Admn/9213 dt. 25.11.2025, the work distribution in consultation with among the officials posted in Pvt SEZ Division/Administration of Pvt SEZ Division are hereunder;

Name of officials (Shri/Smt.)	Allocation of work
Shri Rajendra Mohan Kashyap, Steno-II	<ul style="list-style-type: none"> <li>All work related to Private SEZs located in Gurugram, Haryana except <b>ITPG &amp; GP Realtors</b>.</li> <li>Administration of Pvt SEZs located in Gurugram, Chandigarh &amp; Mohali under jurisdiction of DC, NSEZ.</li> <li>Any other work assigned by senior officers.</li> </ul>
Shri Sunil Gulyani, Steno-II	<ul style="list-style-type: none"> <li>All work related to Private SEZs ITPG &amp; GP Realtors located in Gurugram, Mohali &amp; Chandigarh and Jaipur, Rajasthan.</li> <li>Any other work assigned by senior officers.</li> </ul>
Shri Anuj Dixit, UDC	<ul style="list-style-type: none"> <li>All work related to Private SEZs located in Uttar Pradesh,</li> <li>Any other work assigned by senior officers.</li> </ul>
Ms. Sonika Malik, LDC	<ul style="list-style-type: none"> <li>Administration of Pvt SEZ under jurisdiction of DC, NSEZ except Gurugram, Chandigarh &amp; Mohali</li> <li>Any other work assigned by senior officers.</li> </ul>

2. This issues with the approval of Competent Authority.

*Kishay*  
02/12/2025

(Kislay)

Asstt. Development Commissioner

To,

1. Shri Rajendra Mohan Kashyap, Steno-II, NSEZ, Noida
2. Shri Sunil Gulyani, Steno-II, NSEZ, Noida
3. Shri Anuj Dixit, UDC, NSEZ, Noida
4. Ms. Sonika Malik, LDC, NSEZ, Noida

Copy to,

1. OSD to DC, NSEZ for information of DC, NSEZ
2. PA to JDC for information of JDC, NSEZ
3. All DDCs/ADCs, NSEZ
4. DC, Customs NSEZ
5. Sr. Account Officer, NSEZ, Noida
6. ADC(IT) for upgradation of hierarchy in SEZ Online System.
7. Office Order File