



F. No. A-22011/1/05-Admn.

Dated:11.2025

OFFICE ORDER

Consequent upon joining by Shri Pramod Kumar as Executive Assistant / OSD to DC, the work allocation amongst the following officers is proposed as under with immediate effect and until further orders for smooth functioning of office:-

S. No.	Name and designation of officer (Shri /Smt.)	Allocation of work		Reporting Officer
		Previous	New	
1.	Pramod Kumar, Executive Assistant / OSD to DC	<ul style="list-style-type: none"> Executive Assistant/OSD to DC. All Work related to NSEZ Estate Management/NSEZ Authority including RTIs/Report/Returns/Statistics Court Cases /Audit matters etc. Technical Officer and coordination with all sections for sending reports of the NSEZ to DoC and other organizations as a whole. Legal Officer to consolidate and update facts of legal cases of all SEZs located under jurisdiction of NSEZ and update LJMBS portal. Any other work as may be assigned by Senior Officers. 	<ul style="list-style-type: none"> Executive Assistant/OSD to DC. All Work related to NSEZ Estate Management/NSEZ Authority including RTIs/Report/Returns/Statistics/Court Cases/Audit matters etc. Any other work which may be assigned by Senior Officers. 	DC DDC (KMM)
2.	Kislay, ADC	<ul style="list-style-type: none"> All work related to administration of NSEZ including purchase of Admin. All works related to EOUs located in Uttar Pradesh, Uttarakhand, Jammu & Kashmir, Ladakh and Himachal Pradesh. RTI/Parliament Questions/Report>Returns/Statistics/MEIS/ 	<ul style="list-style-type: none"> All work related to administration of NSEZ including purchase of Admin. All works related to EOUs located in Uttar Pradesh, Uttarakhand, Jammu & Kashmir, Ladakh and Himachal Pradesh. 	DDC (GP)

		<p>SEIS /Court matters etc. cases/Audit.</p> <ul style="list-style-type: none"> • Coordination work of all EOU s and smooth implementation of EOU Soft ware. • Promotional work in the States & UT of J&K, Ladakh, Him achal Pradesh, Uttarakhand. • Any other work which may b e assigned by Sr. Officers. 	<ul style="list-style-type: none"> • RTI/Parliament Questio ns/Report>Returns/Stati stics/MEIS/SEIS /Court matters etc. cases/Audi t. • Coordination work of al l EOUs and smooth imp lementation of EOU Sof tware. • Promotional work in th e States & UT of J&K, Ladakh, Himachal Prad esh, Uttarakhand. • Technical Officer and c oordination with all sec tions for sending report s of the NSEZ to DoC a nd other organizations as a whole. • Legal Officer to consoli date and update facts o f legal cases of all SEZs located under jurisdicti on of NSEZ and update LIMBS portal. • Any other work as may be assigned by Senior Officers. 	
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2. All previous office orders in this regard may be treated as modified to the above extent with immediate effect.

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


(Kiran Mohan Mohadikar)
Deputy Development Commissioner

Copy to:-

1. OSD to DC, NSEZ- for information of DC, NSEZ.
2. PA to JDC, NSEZ- for information of JDC, NSEZ.
3. All DDCs/ADCs, NSEZ.
4. DC (Customs), NSEZ.
5. Sr. Account Officer, NSEZ.
6. All Concerned Officers.
7. ADC (IT)- for updation of hierarchy in SEZ online system.
8. Office Order File.