
 <p>स्वच्छता ही सेवा 2024 14 सितम्बर - 1 अक्टूबर 2024</p> <p>स्वभाव स्वच्छता, संस्कार स्वच्छता</p>	<p>भारत सरकार वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग विकास आयुक्त का कार्यालय नौएडा विशेष आर्थिक क्षेत्र नौएडा दादरी रोड, फेज-II, नौएडा - 201305</p>	 <p>स्वच्छता ही सेवा 2024 14 सितम्बर - 1 अक्टूबर 2024</p> <p>स्वभाव स्वच्छता, संस्कार स्वच्छता</p>
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F. No. A-22011/1/05-Admn.

8834
10/11/25

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 LJMBBS 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, Uttarkhand, 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, Uttarkhand, Jammu & Kashmir, Ladakh and Himachal Pradesh. 	DDC (GP)

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		<p>SEIS /Court matters etc. case s/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 be assigned by Sr. Officers. 	<ul style="list-style-type: none"> • RTI/Parliament Questions/Report/Returns/Statistics/MEIS/SEIS /Court matters etc. cases/Audit. • Coordination work of all EOU s and smooth implementation of EOU Software. • Promotional work in the States & UT of J&K, Ladakh, Himachal Pradesh, Uttarakhand. • 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 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.