



F.No.NSEZ/JDC/2-2008 ॐ

Dated: 22.02.2012

भारत र  
Government of  
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य  
Ministry of Commerce & Industry, Deptt. of Comr  
नौएडा-दादरी रोड, फेस-II, नौएडा-201305 (उ)  
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**OFFICE ORDER NO. 16/2012**

In supersession of the Office Orders issued from time to time, 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"><li>New applications of EOUs &amp; Policy matters related to EOUs located in Delhi, UP &amp; Himachal Pradesh including Monitoring, LUT, DTA sale &amp; other related matters.</li><li>DBK claims and Brand Rate cases of Delhi &amp; UP.</li></ul>
2.	Shri H. K. Meena, Asstt.	<ul style="list-style-type: none"><li>SEZ Authority matters</li><li>Issue of DEPB, CST related work of EOU in Delhi State</li><li>Issue of GSP</li><li>Admin Section</li></ul>
3.	Shri Mohan Veer, Asstt.	<ul style="list-style-type: none"><li>Labour Matters</li><li>Manning Dak Counter for scrutiny of CST/DBK/TED Claims at Dak stage.</li></ul>
4.	Shri Arun Kumar Aggarwal, Asstt .	<ul style="list-style-type: none"><li>Reports and Returns of Administration Section</li><li>RTI Applications and Reports/Rerutn relating thereto</li><li>Processing of Medical Bills</li><li>Maintenance and up-keeping of library</li><li>CST related work of EOU in the UP State</li></ul>
5.	Shri Inderpal, Assistant	<ul style="list-style-type: none"><li>All work relating to Dispatch Section and other work of Admn. Section to be assigned from time to time.</li></ul>
6.	Shri Ran Singh, Steno	<ul style="list-style-type: none"><li>Customs</li></ul>
7.	Shri Pramod Kumar, Steno	<ul style="list-style-type: none"><li>All work of Project Section of NSEZ including execution of Bond- cum – LUT, issue of RCMC, Publicity.</li></ul>
8.	Shri Rajendra Mohan, Steno	<ul style="list-style-type: none"><li>SEZ Approvals and Administration of new SEZs.</li><li>Aside work of NSEZ &amp; legal matters.</li><li>Softex Form of units located in ITSEZs (other than Noida SEZ)</li><li>Extension of Validity of Developers/co-Developers</li><li>De-notification of SEZs, Change in Sector etc.</li></ul>
9.	Shri Sunil Guliyani, Steno	<ul style="list-style-type: none"><li>CST related work of EOU in the State namely Haryana, Punjab, Chandigarh, Rajasthan, J&amp;K, Himachal Pradesh &amp; Uttaranchal</li><li>Attached to DDC(J)</li></ul>

10.	Shri Arun Singh Parihar Steno	<ul style="list-style-type: none"> <li>• Handling all matters of Estate and Allotment, Possession, Sick units.</li> <li>• Rent Receipts/Calculations.</li> <li>• All work relating to Recovery of rent/arrears, proper upkeep/management of related records. Identification of closed SEZ units and rent arrears to be recovered from them.</li> <li>• Issue of Form-I.</li> <li>• Work related to various matters, Bills etc. relating to Estate Management.</li> <li>• Maintenance/problems faced by SDF/units.</li> <li>• Work related to Sub-Lease &amp; Tenancy Agreement in respect of units in NSEZ</li> </ul>
11.	Smt. Neeraj Sharma Steno	<ul style="list-style-type: none"> <li>• Work of M/s. Aachivs Softech Pvt. Ltd. SEZ.</li> <li>• Secretarial work of ADC (Admn)</li> <li>• To assist in work relating to new EOU's &amp; Admn. Section.</li> </ul>
12.	Shri S. K. Jha, Jr. Hindi Translator	<ul style="list-style-type: none"> <li>• Hindi Work</li> <li>• New applications of EOUs, Policy matters relating to EOUs located in Haryana, Punjab, Rajasthan, Uttaranchal, Chandigarh &amp; J&amp;K including Monitoring, LUT, DTA sale &amp; other related matters.</li> </ul>
13.	Shri Bharat Bhushan UDC	<ul style="list-style-type: none"> <li>• DBK and Brand Rate cases of Punjab, Haryana, Chandigarh, HP, J&amp;K, Rajasthan &amp; Uttaranchal.</li> </ul>
14.	Smt. Santosh Kumari, UDC	<ul style="list-style-type: none"> <li>• Issue of IEC to all EOUs &amp; SEZ units and other work assigned by ADC concerned.</li> </ul>
15.	Shri Anoop Srivastav, UDC	<ul style="list-style-type: none"> <li>• Customs &amp; Hindi Typing,</li> </ul>
16.	Shri Ramesh Kumar, UDC	<ul style="list-style-type: none"> <li>• Attached to Sr. Accounts Officer for Accounts work.</li> </ul>
17.	Shri Md.Muntyaz, LDC	<ul style="list-style-type: none"> <li>• Purchases &amp; Stores Maintenance</li> <li>• Processing of bills of Admin Section</li> <li>• Maintenance of files</li> </ul>
18.	Shri Suraj Bhan, LDC	<ul style="list-style-type: none"> <li>• Diarying of receipts.</li> </ul>
19.	Shri Anuj Dixit LDC	<ul style="list-style-type: none"> <li>• All service matters of Group "A", "B", "C", "D" officers &amp; Staff</li> <li>• Maintenance of files.</li> <li>• Any other work as assigned by ADC (Admn.)</li> </ul>

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 Development Commissioner (I/C).

*O/C*

*(Rakesh Agarwal)*

Asst. Development Commissioner

**Copy to:**

1. PA to DC (I/C)
2. All Sections / Officers / Officials
3. Guard file
4. Office Order file

*22/02/12*