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22/9/2025

आमत सरकार

तांगिन्य एवं उद्योग मंत्रालय, तांगिन्य विभाग

विकास आयुक्त का कार्यालय

नौराहा धिरोप आर्थिक होम

नौराहा दादरी रोड, फेज-ए, नौराहा - 201305

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तारीख:/09/2025

OFFICE ORDER

Consequent upon selection of Shri Kislay, ADC on deputation basis following allocation of work amongst ADCs is ordered with immediate effect and until further orders:-

Sr. No.	Name (Smt/Shri)	Work Allocation
1.	Shri M.V. Ruhella, ADC	<ul style="list-style-type: none"> i. Implementation of Official Language Policy ii. Library of Zonal NSEZ including NSEZ, Moradabad and Sitapura iii. Work related to Parliament Question – coordination with all sections for sending reply/ reports for NSEZ as a whole through DDC Admin iv. Any other work assigned by senior officers
2.	Sh. Amir Eqbal, ADC	<ul style="list-style-type: none"> i. Work of Security Officer. ii. All work related to NSEZ project section and Moradabad SEZ including RTI/ Report>Returns/Statistics/Court cases/Audit matters/ MEIS/SEIS/RODTEP and other Export Promotion Scheme in respect of allocated work. iii. All work relating to implementation of Labour Laws/Labour Court issues & labour related matters including Parliament Questions/ Court cases>Returns/ Reports/Audit matters/ RTI matters etc. iv. Processing of Certification of Origin under Free Trade Agreements. v. Any other work as assigned by Senior Officers.
3.	Sh. Kislay, ADC	<ul style="list-style-type: none"> i. All work related to administration of NSEZ including purchase of Admin. ii. Any other work which may be assigned by Sr. Officers.

2. Besides the allocation of work of Shri Pramod Kumar, Steno I would be as under with immediate effect:

1. Sh. Pramod Kumar, Steno 1	<ul style="list-style-type: none"> i. All Work related to NSEZ Estate Management/ NSEZ Authority including RTIs/ Report/ Returns /Statistics/ ii. Court cases/Audit matters etc.
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	<ul style="list-style-type: none">iii. Technical Officer-coordination with all sections for sending reports for NSEZ as a whole.iv. Legal Officer – to consolidate and update facts of legal cases of all SEZs and update LIMBS portal.v. Any other work as may be assigned by Senior Officers.vi. Officer to put up files to DDC concerned.
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This issues with the approval of Development Commissioner, NSEZ


(किरण मोहन मोहांडीकर)
उप विकास आयुक्त

1. OSD to DC, NSEZ, Noida for kind information to DC,
2. PA to JDC for kind information to JDC
3. All DDCs
4. DCC
5. Sr. Account Officer, NSEZ
6. All ADCs & Equivalent & All concerned staff
7. Office Order File
8. Notice Board
9. NSEZ Website for updation