



भारत सरकार

वाणिज्य एवं उद्योग मंत्रालय

वाणिज्य विभाग

विकास आयुक्त का कार्यालय

नोएडा विशेष आर्थिक क्षेत्र

लोएडा-टार्डी रोड, फैज-2, नोएडा - 201305 (उत्तर प्रदेश)

दूरभाष (जोन कार्यालय): 0120 - 2567268-70 (3 लाइन), फैक्स: 2562314, 2567276

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F. No. A-22011/1/05-Admn. 8490

Dated: 24.10.2025

24/10/2025  
OFFICE ORDER

Consequent upon retirement of Shri Prakash Chand Upadhyay, Executive Assistant, the work allocation of the following officers is ordered with immediate effect and until further orders:

| S.No. | Name & designation of Officer             | Allocation of Work  |   | Reporting Officer  |
|-------|---|---|---|--------------------|
|       |   | Previous  | Current   |                    |
| 1.    | Shri Pramod Kumar. Stenographer , Grade-I | <ul style="list-style-type: none"> <li>All Work related to NSEZ Estate Management/ NSEZ Authority including RTIs/Report/ Returns/Statistics</li> <li>Court cases/Audit matters etc.</li> <li>Technical Officer coordination with all sections for sanding reports of the NSEZ as a whole.</li> <li>Legal Officer - to consolidate and update facts of legal cases of all SEZs and update LIMBS portal.</li> <li>Any other work as may be assigned by Senior Officers.</li> <li>Officer to put up files to DDC concerned.</li> </ul> | <ul style="list-style-type: none"> <li>Executive Assistant (Group-B Gazetted)/ OSD to DC (w.e.f. 01.11.2025).</li> <li>All Work related to NSEZ Estate Management/ NSEZ Authority including RTIs/Report/ Returns/Statistics</li> <li>Court Cases/Audit matters etc.</li> <li>Technical Officer and coordination with all sections for sanding reports of the NSEZ to DoC and other organizations as a whole.</li> <li>Legal Officer - to consolidate and update facts of legal cases of all SEZs located under jurisdiction of NSEZ and update LIMBS portal.</li> <li>Any other work as may be assigned by Senior Officers.</li> <li>Officer to put up files to DDC concerned.</li> </ul> | DC<br><br>DDC (KM) |
| 2.    | Shri Gya Prasad, Deputy Development       | <ul style="list-style-type: none"> <li>All work of Private SEZs of Gurgaon Cluster, Greater Noida, HCL Lucknow, Mahindra World City,</li> </ul>   | <ul style="list-style-type: none"> <li>All work related to Private SEZs located under the jurisdiction of DC, NSEZ including</li> </ul>   |                    |

*[Signature]*  
24/10/25

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|----|--|--|--|------------------------|
|    | Commissioner                                 | <p>Chandigarh-Mohali including administration, RTI/ Parliament Questions/ Report&gt;Returns/Statistics/Court cases/ Audit matters etc.</p> <ul style="list-style-type: none"> <li>MEIS/SEIS/RODTEP/CST /DBK and any other export promotion schemes in respect of work allocated to him.</li> <li>Softex/SERF/services related compliances in respect of work assigned to him.</li> <li>Issuance of Certificate of Origin under FTAs under their jurisdiction.</li> <li>EOU/SEZ related promotion work in Uttarakhand, Uttar Pradesh, Delhi, Chandigarh, Punjab and Haryana.</li> <li>All work relating to implementation of Labour Laws/Labour Court issues &amp; labour related matters including Parliament Questions/Court cases&gt;Returns/Reports/Audit matters/RTI matters etc.</li> <li>Implementation of official language policy in NSEZ.</li> <li>Softex/SERF/services related compliance of EOUs.</li> <li>MEIS/SEIS/RODTEP/ other export schemes in respect of work allocated to him promotion.</li> <li>Work related to NSEZ Administration.</li> <li>Any other work which may be assigned by DC/JDC</li> </ul> | <p>administration, RTI/ Parliament Questions/ Report&gt;Returns/Statistics/Court cases/ Audit matters etc.</p> <ul style="list-style-type: none"> <li>MEIS/SEIS/RODTEP/CST/DBK and any other export promotion schemes in respect of work allocated to him.</li> <li>Softex/SERF/services related compliances in respect of work assigned to him.</li> <li>Issuance of Certificate of Origin under FTAs under their jurisdiction.</li> <li>EOU/SEZ related promotion work in Uttarakhand, Uttar Pradesh, Delhi, Chandigarh, Punjab and Haryana.</li> <li>All work relating to implementation of Labour Laws/Labour Court issues &amp; Labour related matters including Parliament Questions/Court cases&gt;Returns/Reports/Audit matters /RTI matters etc.</li> <li>Implementation of official language policy in NSEZ.</li> <li>Work related to NSEZ Administration including purchase of Admin.</li> <li>Any other work which may be assigned by DC/JDC.</li> </ul> | JDC                    |
| 3. | Shri Kislay, Asstt. Development Commissioner | <ul style="list-style-type: none"> <li>All work related to administration of NSEZ including purchase of Admin.</li> <li>Any other work which may be assigned by Sr. Officers</li> </ul>  | <ul style="list-style-type: none"> <li>All work related to administration of NSEZ including purchase of Admin.</li> <li>All works related to EOUs located in Uttar Pradesh, Uttarakhand, Jammu &amp; Kashmir, Ladakh and Himachal Pradesh.</li> </ul>  | DDC(GP)<br><br>DDC(NH) |

*[Signature]*  
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|----|------------------------|---|---|---------|
| 5. | Shri Arun Agrawal, ADC | <ul style="list-style-type: none"> <li>• REX Registration/ Generalized System of Preferences (GSP).</li> <li>• Work related to ITPG Developers and GP Realtors Including Parliament questions/ Court Cases/Returns/ Reports/ Audit Matters/ RTI Matters.</li> <li>• Work Related to GSP.</li> <li>• Any other work as assigned by Senior Officers.</li> </ul> | <ul style="list-style-type: none"> <li>• Softex/SERF/Services of all Pvt SEZs under the jurisdiction of DC, NSEZ.</li> <li>• REX Registration/ Generalized System of Preferences (GSP).</li> <li>• Work related to ITPG Developers and GP Realtors Including Parliament questions/ Court Cases/Returns/ Reports/ Audit Matters/ RTI Matters.</li> <li>• Work Related to GSP.</li> <li>• Any other work as assigned by Senior Officers.</li> </ul> | DDC(GP) |
|----|------------------------|---|---|---------|

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 the Development Commissioner, NSEZ.



(Gya Prasad)

Deputy Development Commissioner

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. DCC, NSEZ
5. Sr. Account Officer, NSEZ, Noida.
6. Specified Officer, Private SEZs located at Gurugram.
7. All AO/Supdt.(Customs) of Private SEZs under the jurisdiction of DC, NSEZ
8. All concerned Officers.
9. ADC(IT)-for up-dation of hierarchy in SEZ Online System.
10. Asstt.(Cost Recovery), NSEZ, Noida.
11. Concerned SEZ Developer(s)/Unit(s) of Private SEZs under the jurisdiction of DC, NSEZ.
12. Office Order file.
13. Notice Board.
14. NSEZ Website for updation.