



भारत सरकार
नौएडा विशेष आर्थिक क्षेत्र
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस-2, नौएडा जिला गौतम बुद्ध नगर (उ०प्र०)
ईमेल: dc@nsez.gov.in, वेबसाइट: www.nsez.gov.in
टेलीफोन 0120-2567268/69/70

Date:09.2026

OFFICE ORDER

In supersession of earlier orders, the Competent Authority has ordered the allocation of work as per details below amongst the officers/staff, with immediate effect and until further orders:-

S. No.	Name of Officer	Work Allocation
1.	Shri Mohan Veer Ruhella Assistant Development Commissioner	i. All works relating to implementation of Labour Laws/l.abour Court issues & labour related matters including Parliament Questions/ Court cases/Returns/Reports/Audit matters/ RTI matters etc. ii. All work related to Private SEZs located at Lucknow under the jurisdiction of DC, NSEZ iii. Library of Zonal NSEZ including NSEZ, Moradabad and Sitapura. iv. Any other work assigned by senior officers.
2.	Shri Arun Kumar Agarwal, Assistant Development Commissioner	i. All works related to EOUs located under the jurisdiction of DC, NSEZ, including RTI Matters/ Parliament Questions/Report/Returns/Statistics/ Audit/Court matters etc. ii. Promotional work in the States & UT of J&K. Ladakh, Himachal Pradesh, Uttarakhand. iii. REX Registration. iv. Generalized System of Preferences (GSP). v. Coordination work of EOUs and Smooth implementation of EOU software. vi. Any other work as assigned by Senior Officers.
3.	Shri Amir Eqbal Assistant Development Commissioner	i. Work of Security Officer. ii. All works related to all Private SEZs (except Private SEZs located at Lucknow) located under the jurisdiction of DC, NSEZ including administration of all SEZs, Softex, RTI Matters/Parliament Questions/Report/ Returns/ Statistics/Audit/ Court matters etc. iii. All works related to NSEZ Project Section including RTI/Parliament

		Questions/Report/Returns/Statistics/Court cases/Audit matters/ MEIS/SEIS/RODTEP and other Export Promotion Scheme in respect of allocated work. iv. Processing of Certificate of Origin under Free trade Agreements. v. Any other work as assigned by Senior Officers.
4.	Shri Sushil Kumar, Assistant Development Commissioner	i. All works related to Moradabad SEZ including RTI Matters/Parliament Questions/Report/ Returns/ Statistics/Audit/ Court matters etc. ii. Implementation of Official Language Policy iii. Promotional work in the States & UT of Uttar Pradesh, Haryana, Rajasthan, Punjab, Chandigarh and Delhi. iv. Any other work assigned by senior officers.
5.	Shri Kislay Assistant Development Commissioner	i. All Work related to NSEZ Estate Management/ NSEZ Authority including RTIs/Report/Returns/Statistics/Court cases/Audit matters etc. ii. Transport officer to maintain a centralized vehicle movement data with logbooks. iii. Any other work as may be assigned by Senior Officers.
6.	Shri Pramod Kumar Executive Assistant/ ADC (I/c)	i. Executive Assistant/PS to DC, NSEZ. ii. All works related to Administration Section of NSEZ including purchase. iii. Work related to Parliament Question-coordination with all sections for sending reply reports for NSEZ as a whole through DDC Admin. iv. Technical officer and co-ordination with all sections for sending reports of the NSEZ to DoC and other organisations as a whole. v. Legal Officer to consolidate and update facts of legal cases of all SEZs located under jurisdiction of NSEZ and update LIMBS Portal. vi. Any other work as assigned by Senior Officers.
7.	Shri Rajendra Mohan Kashyap, Steno-II	i. All work related to Estate Management including Allotment and Possession/ NSEZ Authority. ii. Work related to NBCC/ NPCC/ NSL and other PSU related matter. iii. Monitoring of work/ files assigned to the Caretaker. iv. Identification of Sick units and rent dues recovery from them and matters relating to P.P. Act therein. v. Legal Coordination: To consolidate and update facts of legal case of all SEZs located under the jurisdiction of NSEZ and update LIMBS portal. vi. Any other work assigned by senior officers.
8.	Shri Bharat Bhushan, Assistant	i. All works related to all Pvt. SEZs under DC, NSEZ, (except work related to Pvt. SEZ located in Gurugram, Haryana) including Softex, RTI Matters/Parliament Questions/Report/Returns/ Statistics/Audit/Court

		matters etc. ii. Any other work assigned by senior officers.
9.	Shri Sunil Gulyani, Steno-II	i. All works related to Project Section, NSEZ in respect of units in NSEZ, including Softex, RTI Matters/Parliament Questions/Report/Returns/ Statistics/Audit/Court matters etc. ii. Work related to Purchase of Administration, NSEZ, including issuance of DSC and updation on all the portals/NSEZ website related to the concerned officers. iii. Any other work assigned by senior officers.
10.	Shri Javir Ali	ii. All work relating to implementation of Labour Laws/ Labour Court issues & labour related matters including Parliament questions/ Returns/ Reports/ Audit matters/ RTI matters etc. iii. Monitoring/ Recovery of lease rent and initiation of action under P.P. Act, 1971. iv. Work related to Parliament Questions - To coordinate with all sections and compile replies to PQs. v. Any other work assigned by senior officers.
11.	Shri Anuj Dixit, UDC	i. All works related to EOUs (except located in the state of Rajasthan, Jammu & Kashmir, Ladakh), including Softex, RTI Matters/Parliament Questions/Report/Returns/ Statistics/Audit/ Court matters etc. ii. Promotional work of all EOUs. iii. Central Despatch of e-receipt to Concern Dealing Assistant. iv. Work at Help Desk Check. v. SOP- FAQs based on FROs; Unit Exit SOP, Assistance to improve NSDL portal Dashboard. vi. Any other work assigned by senior officers.
12.	Shri Pramod Kumar, UDC	i. All works related to Administration Section, NSEZ including Parliament question/ Court cases/ Reports/ Returns/ Audit matters/ RTI matters etc. ii. Coordination with all sections and compilation for sending reports of the NSEZ to DoC and other organizations as a whole. iii. Any other work assigned by senior officers.
13.	Shri Surajbhan, UDC	i. All works related to Dispatch. ii. Assisting the Transport Officer including the upkeep and maintenance of Logbooks of all vehicles. iii. Any other work assigned by senior officers.
14.	Smt. Sonika, LDC	i. All works related to Pvt. SEZ located in Gurugram, Haryana except ITPG and G.P. Realtors. ii. All work related to Administration of Pvt. SEZ under the jurisdiction of DC, NSEZ. iii. All work related to implementation of official language. iv. Any other work assigned by senior officers.

Digitally signed by
Gopal Meena
Date: 27-09-2026
23:08:18

(Gopal Meena)
Zonal Development Commissioner, NSEZ

Copy to:

1. OSD to DC, NSEZ.
2. PA to JDC, NSEZ.
3. All DDCs/ DC Customs, NSEZ.
4. Sr. Account Officer, NSEZ.
- ✓ 5. All ADCs/ Executive Assistant, NSEZ.
6. All concerned.
7. Notice Board/ NSEZ website.
8. Office order file.