



स्वभाव स्वच्छता, संस्कार स्वच्छता

भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय
वाणिज्य विभाग
विकास आयुक्त का कार्यालय
नोएडा विशेष आर्थिक क्षेत्र
नोएडा-दादरी रोड, फेज-2
नोएडा - 201305
(उत्तर प्रदेश)



Swabhav Swachhata, Sanskaar Swachhata

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13/01/2025

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OFFICE ORDER

With a view to ensure equitable distribution of work and smooth functioning in office, the following allocation of official work is made as per **Category 'A'** and **Category 'B'** respectively, with immediate effect and until further orders:-

Category 'A'

Sr. No.	Name (Smt/Shri)	Work Allocation
1.	Shri Prakash Chand Upadhyay, ADC	i. OSD to DC ii. All work related to Private SEZs including administration, RTI Matters/Parliament Questions/ Report/Returns/ Statistics/Court Cases/Audit Matters/MEIS/SEIS/ RODTEP/ any other Export Promotion Scheme in respect of allocated work iii. All work related to administration of Private SEZs. iv. Any other work assigned by senior officers.
2.	Shri Pramod Kumar, ADC	(i) All work related to NSEZ project section including RTI Matters /Parliament Questions/ Report/ Returns/ Statistics/Court cases/Audit matters /MEIS/ SEIS/ RODTEP and other Export Promotion scheme in respect of allocated work. (ii) Certification of Origin under Free Trade Agreements. (iii) Work related to purchase of Administration. (iv) Any other work as may be assigned by Senior Officers.
3.	Shri Rajendra Mohan Kashyap, ADC	(i) All Work related to NSEZ Estate Management/ NSEZ Authority including RTIs/ Parliament Questions/ Report/ Returns /Statistics/ Court cases/ Audit matters etc. (ii) All work related to administration of NSEZ (except work related to purchase of Administration). (iii) Any other work as may be assigned by Senior Officers.
4.	Shri Pankaj Sharma, ADC, Sitapura SEZ, Jaipur	i. All work related to Sitapura SEZ and Mahindra World City SEZ including Parliament Questions/ Audit Matters/MEIS/ SEIS/ RODTEP and any other Export Promotion Scheme in respect of allocated work. ii. Promotional work in Rajasthan.

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		iii. Any other work assigned by senior officers.
5.	Shri Vikas, ADC, Moradabad	i. All work related to Moradabad SEZ including Parliament Questions/Court Cases/Returns/Reports/Audit Matters/RTI Matters etc. ii. Any other work assigned by senior officers.
6.	Shri Karan Goyal, ADC, Quarkcity Chandigarh	i. All work related to SEZS located at Chandigarh/Punjab including administration, Parliament Questions/Court Cases/Returns/Reports/Audit Matters/RTI Matters/ MEIS/ SEIS/ RODTEP and any other Export Promotion Scheme in respect of work allocated. ii. All work of EOUs in States and UTs in Punjab, Chandigarh, Ladakh, Jammu and Kashmir, Himachal Pradesh including administration, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback/TED/CST/DBK and any other Export Promotion Scheme etc. iii. Promotional work in Chandigarh, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab. iv. Any other work assigned by senior officers.
7.	Shri Mohan Veer Ruhella, ADC	(i) All work of EOUs in States and UTs of Rajasthan, Uttarakhand, Uttar Pradesh, Haryana, and Delhi including administration, Parliament Questions/Court Cases/Returns/ reports / Audit Matters/RTI Matters/ MEIS/ SEIS/ RODTEP/drawback/TED/CST and any other export promotion schemes in respect of allocated work. (ii) Looking after coordination work of all EOUs and smooth implementation of EOU Software. (iii) Implementation of Official Language policy. (iv) Library of Zonal NSEZ including NSEZ, Moradabad and Sitapura. (v) Promotional work in States and UTs of Uttarakhand, Uttar Pradesh, Haryana, and Delhi. (vi) Work of Security Officer. (vii) Any other work assigned by Senior Officers.
8.	Shri Arun Kumar Agarwal, ADC	(i) All work related to softex of NSEZ units and Private SEZ Units. (ii) REX Registration/Generalized System of Preferences (GSP). (iii) Work related to ITPG Developers (Ascendas) and GP Realtors Including Parliament questions/ Court Cases/ Returns/ Reports/ Audit Matters/ RTI Matters. Work Related to GSP. (iv) 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. (v) Any other work as assigned by Senior Officers.



Category 'B'

1.	Shri Ramesh Kumar, Assistant	Customs
2.	Smt. Santosh Kumari, Assistant	(i) Softex work of NSEZ and all Pvt. SEZs. (ii) All work of existing EOUs in Rajasthan, Jammu & Kashmir & Ladakh and all work related to CST/DBK of EOUs including Parliament question/Court case>Returns/Reports/Audit matters/RTI matters/MEIS. (iii) Work related promotional work of EOUs in Rajasthan, Jammu & Kashmir & Ladakh. (iv) Any other work as assigned by senior officers.
3.	Shri Bharat Bhushan, Assistant	(i) Work related to purchase of Administration. (ii) All Project work related to NSEZ units including Parliament questions/Court cases/ Returns/ Reports/Audit matters/RTI matters. (iii) SEIS/MEIS/other incentive schemes in respect of allocated work. (iv) Any other work as may be assigned by Senior Officer.
4.	Shri Muntyaz Ali, Assistant	(i) All work related to Accounts Section. (ii) Work related to Cost Recovery Charges from Private SEZ Developers. (iii) Library and IT work. (iv) Any other work as may be assigned by Senior officers.
5.	Shri Sunil Gulyani, Steno-II	i. All work of existing EOUs in Uttarakhand, Uttar Pradesh & Delhi including Parliament questions/Court cases>Returns/Reports/Audit matters/RTI matters/MEIS/ SEIS/ TED/CST/DBK/ RODTEP in respect of allocated work. ii. All Work related to Private SEZs in Haryana, ITPG Developers (Ascendas) and G.P. Realtors including Parliament questions/Court cases>Returns/ Reports/Audit matters/RTI matters. iii. Any other work as may be assigned by Senior Officers.
6.	Shri Arun Singh Parihar, Steno-II	i. PA to JDC ii. All work related to Estates Management including allotment and Possession/NSEZ Authority. iii. Work related to NBCC, NPCC, NSL and other PSU related matter. iv. Monitoring of Work/files assigned to the caretaker. v. Identification of sick units and rent dues recovery from them and matters relating to

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		P.P. Act therein. vi. Any other work as may be assigned by JDC and other Sr. Officers.
7.	Shri Javir Ali, Steno III	(i) Monitoring/recovery of lease rent and initiation of action under P.P. Act, 1971. (ii) 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. (iii) Any other work as may be assigned by Senior Officers.
8.	Shri Anup Srivastava, UDC	(i) Work related to Customs Section concurrently with Shri Ramesh Kumar, Asstt. (ii) Any other work as may be assigned by Senior Officers.
9.	Shri Anuj Dixit, UDC	i. All work of existing EOUs in Chandigarh, Haryana, Himachal Pradesh and Punjab including Parliament question/Court cases/Returns/Reports/Audit matters/RTI matters/MEIS. ii. All work related to Private SEZs in Uttar Pradesh including Parliament Question/Court cases/Returns/Reports/Audit matters/RTI matters/MEIS. iii. Work related promotional work of EOUs in Chandigarh, Haryana, Himachal Pradesh and Punjab. iv. Implementation of Official Language Policy. v. Any other work as may be assigned by Senior Officers.
10.	Shri Suraj Bhan, UDC	Dispatch related work
11.	Shri Pramod Kumar, UDC	(i) All service matters of officers and staff of NSEZ including Parliament questions/ Court cases/ Returns/ Reports/Audit matters/RTI matters. (ii) Any other work as assigned by senior officers.
12.	Smt Sonika, LDC	(i) Administration of NSEZ/Pvt SEZS. (ii) Any other work as may be assigned by Senior Officers.
13.	Sh. Lokesh Kumar Jareda, LDC	(i) Official/secretarial assistance to Security Officer. (ii) Work related to Estate Management Section concurrently with Shri A.S. Parihar, Steno-II (iii) Admin related work of NSEZ concurrently with Shri Pramod Kumar, UDC. (iii) Any other work as may be assigned by Senior Officers.
14.	Shri Lalit Kumar, MTS	i. Online Diary/receipt creation of new Desk ii. Any other work as may be assigned by Senior Officers



2. Further, following **Link Officer** system at the level of Assistant Development Commissioner (ADCs) is ordered with immediate effect and until further orders:-

S.No.	Name of the Officer (S/Shri)	Link Officer (S/Shri)
1	Mohan Veer Ruhella	Pramod Kumar
2	Pramod Kumar	Prakash Chand Upadhyay
3	Prakash Chand Upadhyay	Rajendra Mohan Kashyap
4	Rajendra Mohan Kashyap	Arun Kumar Agarwal
5	Arun Kumar Agarwal	Pramod Kumar
6	Pankaj Sharma	Rajendra Mohan Kashyap
7	Karan Goyal	Prakash Chand Upadhyay
8	Vikas Yadav	Mohan Veer Ruhella

This issues with the approval of Development Commissioner, NSEZ, Noida



(Kiran Mohan Mohadikar)

Deputy Development Commissioner

Copy to:-

1. All DDCs/ DCCs/ADCs
2. All Concerned
3. OSD to DC, NSEZ
4. PA to JDC, NSEZ
5. Notice Board/NSEZ Website
6. Office Order



Deputy Development Commissioner