



भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
विकास आयुक्त का कार्यालय
नौएडा विशेष आर्थिक क्षेत्र
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दिनांक:...../02/2025


OFFICE ORDER

Consequent upon appointment of Shri Noman Hafiz to the post of Deputy Development Commissioner in Noida SEZ on deputation basis. The following work allocation amongst DDCs is made with immediate effect and until further orders:-

| S. No. | Name (Smt./Shri) | Work Allocation |
|--------|---------------------------------|--|
| 1. | Shri Kiran Mohan Mohadikar, DDC | <ul style="list-style-type: none"> i. All work related to NSEZ Project Section including RTI/Parliament Questions/ Report/Returns/Statistics/Court cases/Audit matters etc. ii. Work related to Estate Management, Estate Officer, Secretary NSEZ Authority, NSEZ Administration, including all RTIs/Parliament Questions/Report/Returns /Statistics/ Court cases/Audit matters etc iii. Nodal Officer under RTI Act, Probity, Chief Vigilance Officer, CISO, Systems management and System Manager ICEGATE, E-Office. iv. MEIS/SEIS/RODTEP/CST/DBK and any other export promotion schemes in respect of work allocated to him v. Softex/SERF/ services related compliances in respect of work assigned to him vi. Issuance of Certificate of Origin under FTAs under their jurisdiction vii. Specified Officer of Moradabad SEZ. viii. Any other work which may be assigned by DC/JDC |
| 2. | Shri Gya Prasad, DDC | <ul style="list-style-type: none"> i. All work of Private SEZs of Gurgaon Cluster, Greater Noida, HCL Lucknow, Mahindra World City, Chandigarh-Mohali including administration, RTI/Parliament Questions/ Report/Returns/Statistics/ Court cases/ Audit matters etc. ii. MEIS/SEIS/RODTEP/CST/DBK and any other export promotion schemes in respect of work allocated to him. iii. Softex/SERF/ services related compliances in respect of work assigned to him. iv. Issuance of Certificate of Origin under FTAs under their jurisdiction. v. EOU/SEZ related promotion work in Uttarakhand, |

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|----|------------------------|--|
| | | <p>Uttar Pradesh, Delhi, Chandigarh, Punjab and Haryana.</p> <p>vi. 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.</p> <p>vii. Implementation of official language policy in NSEZ.</p> <p>viii. Softex/ SERF/ services related compliance of EOUs</p> <p>ix. MEIS/SEIS/RODTEP/other export promotion schemes in respect of work allocated to him</p> <p>x. Any other work which may be assigned by DC/JDC</p> |
| 3. | Shri. Noman Hafiz, DDC | <p>i. All work of EOUs, Moradabad SEZ, Sitapura I and II, Arshiya FTWZ, Private SEZs of Noida including administration, RTI/ Parliament Questions/ Report>Returns/Statistics/ Court cases/ Audit matters etc.</p> <p>ii. MEIS/SEIS/RODTEP/CST/DBK and any other export promotion schemes in respect of work allocated to him.</p> <p>iii. Softex/SERF/ services related compliances in respect of work assigned to him.</p> <p>iv. EOU/SEZ related promotion work in Ladakh, Jammu and Kashmir, Himachal Pradesh, Rajasthan.</p> <p>v. Issuance of Certificate of Origin under FTAs under their jurisdiction</p> <p>vi. All the work relating to Social Media of Zonal NSEZ.</p> <p>vii. Any other work which may be assigned by DC/JDC</p> |

This issues with the approval of Development Commissioner, Noida SEZ.


 (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 file