

**OFFICE OF THE DEVELOPMENT COMMISSIONER
NOIDA SPECIAL ECONOMIC ZONE
MINISTRY OF COMMERCE & INDUSTRY,
NOIDA DADRI ROAD, PHASE-II, NOIDA**

NO.A-23011/3/2012-Admn./

Date:19th Nov., 2013

OFFICE ORDER

In supersession of earlier orders, hereinafter the distribution of work among the officers would be as follows :

I. DEVELOPMENT COMMISSIONER LEVEL APPROVALS

Administration & Financial Power

- Power to incur contingent expenditure recurring above Rs.2,00,000
- Non-recurring from Rs.2,00,000 to Rs.20,00,000 in each case
- Miscellaneous expenditure (recurring) above Rs.2,00,000
- Miscellaneous non-recurring expenditure above Rs.2,00,000 to Rs.10,00,000 in each case

- Power to incur expenditure for NSEZ Authority :
 - Recurring Rs.5 lakhs to Rs.50 lakhs in each case
 - Non-recurring Rs.10 lakhs to Rs.50 lakhs

- Increment of Group "A" & "B"
- Pension & Leave Salary
- Sanctioning of Festival Advances/Scooter Advance/House Building advance to staff & officers.
- Sanctioning of GPF Advances/withdrawal
- Leave not due
- Submission of failure report in the matter of conciliation to the Competent Authority
- Sanction of TA/LTC/Tuition fees & other reimbursement/allowances in respect of Gr. 'A' officers

A. mala
(MALA RANGARAJAN)
Dy. Development Commissioner
Noida Special Economic Zone
Ministry of Commerce & Industry,
Phase-II,
Noida

Files to be submitted to D.C. for approval.

1	Agenda of UAC
2	Approval of final exit of unit
3	Approval of extension of validity of Letter of Approval.
4	Approval of continuation of LOA with Revision of Projection for a further period of five years.
5	Approval of correspondence with Ministry other than Monthly/Annual data
6	Approval of LOA
7	Broad banding
8	Cancellation of letter of Approval
9	Important Court cases
10	Minutes of UAC
11	Replies to CAG/PAC/Audit matters to be sent to MOC&I
12	Issue of Show Cause Notice/Order in Original
13	Approval of change of name
14	Merger of LOA in case of SEZ - UAC In case of EOU - DC
15.	Issuance of Recovery Certificate
16.	Issue of notice under Section 5 of PP Act
17.	Transfer of assets & liabilities
18	Submission of failure report in the matter if conciliation to the competent authority.
19.	Approval & issuance of Status Holder Certificate
20	Vigilance related matters & matters related to Parliament Questions

A. mala
(MAI A RANGARAJAN)
Commissioner
Economic Zone
& Industry.
Phase-II
05 (U.P.)

II. JT. DEVELOPMENT COMMISSIONER LEVEL APPROVALS

Administration & Financial Powers

- Power to incur contingent expenditure recurring above Rs.5,000 to Rs. 2 lakhs
- Non-recurring from Rs.5,000 to Rs.2 lakhs in each case
- Miscellaneous expenditure (recurring) above Rs.5,000 to Rs. 2 lakhs
- Miscellaneous non-recurring expenditure above Rs.5,000 to Rs.2 lakhs in each case

- Power to incur expenditure for NSEZ Authority :
 - Recurring expenditure upto Rs.5 lakhs in each case
 - Non-recurring Rs.10 lakhs in each case

- Sanction of medical leave/E.O.L./Study Leave./ Increment of Gr. 'C' & 'D'
- Sanctioning of T.A./LTC/tuition fee/medical claims of staff & officers of Gr. 'B', 'C' & 'D'
- Approval of clearance of audit paras submitted by PAO.
- Increment of Gr. 'C' & 'D'
- Pay fixation
- Sanction & release of payment of uniforms/ initial equipment allowance/uniform articles/washing allowance.

A. mala

(MALA RANGARAJAN)
Development Commissioner
Special Economic Zone
City of Gwalior
Govt. of India
Vida Dabri Road, Phase-II,
India-201305 (U.P.)

Files to be disposed off at the level of Jt.D.C.

1	Approval of acceptance of Bond cum LUT
2	Approval of sub-contracting of abroad
3	Intimation of inter-unit Transfer
4	Issue of certificate for electricity duty exemption to IT units
5	Issue of certificate in lieu of Green Card
6	Monitoring of performance of units
7	All correspondence with units/agencies other than MOC&I.
8	Permission for refund of security deposit
9	Issue of commencement certificate or certificate in lieu of green card to SEZ units
10	Reply of audit objection.
11.	Issue of notice under section 4 of PP Act
12	Appellate Authority for RTI
13	Deemed export benefits Rs.5 lakhs & above
14	Communication of second deficiency letter
15.	Issuance of Factory License

A. mala

(MAI A RANGARAJAN)
Commissioner
Tone
Industry.

to
Phase-II,
Noida-201305 (U.P.)

III. DY. DEVELOPMENT COMMISSIONER LEVEL APPROVALS

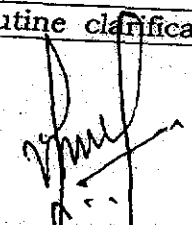
Delegation of Administration & Financial powers

- Power to incur contingent expenditure recurring upto Rs.5,000
- Non-recurring upto Rs.5,000 to in each case
- Miscellaneous expenditure (recurring) upto Rs.5,000
- Miscellaneous non-recurring expenditure upto Rs.5,000 in each case

II. Files to be disposed off at the level of D.D.C.

1	Approval of IEC & modification of IEC
2	Approval for Personal carriage of jewellery/articles for exhibition
3	Approval of list of services approved by approval Committee
4	Approval of night shift permission for female employees
5	Issue of Kimberly process Certificate
6	Transmission of Export/Import data to MOC&I
7	Issuance of Form-I
8	Attestation of Softex Forms
9	Dealing with matters pertaining to minimum wages act, 1948.
10	Dealing with matters pertaining to payment of wages act, 1948.
11	Dealing with matters pertaining to contract labour (regulation & abolition) act, 1970.
12	Dealing with matters pertaining to gratuity act, 1972.
13	Dealing with matters pertaining to the industrial employment (standing orders) Act, 1946.
14	Deemed export benefits upto Rs. 5 lakhs
15	Communication of first deficiency letter & routine clarifications

This is with immediate effect


(Dr. L.B. Singhal)
Development Commissioner

भारत सरकार,
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
विकास आयुक्त का कार्यालय
नोएडा विशेष आर्थिक क्षेत्र
नोएडा दादरी रोड, फ़ेस-II, नोएडा-201305, जिला गौतम बुद्ध नगर
Government of India, Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
NOIDA SPECIAL ECONOMIC ZONE
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

File No. A-20011/8/2015-Admn./10920

Date: 26.10.2015

ADDENDUM

Subject: Delegation of Financial Powers to DDCs.

In continuation of this office earlier order of even number dated 19.11.2013 and 02.12.2012, the financial powers at the level of DDCs are delegated as under:

- Power to incur contingent expenditure recurring upto Rs. 25000/- in each case.
- Non-recurring upto Rs. 25000/- in each case.
- Misc expenditure (recurring) upto Rs. 25000/- in each case.
- Misc Non-recurring expenditure upto Rs. 25000/- in each case.

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

M. Rangrajan

(Mala Rangrajan)
Dy. Development Commissioner

Copy for information to:

1. OSD to DC
2. PA to JDC
3. All DDCs
- ✓ 4. All ADCs
5. All DAs

Sr. No.	Name	Designation	Work Allocation	Email & Contact	Room No.
1	Shri A. Bipin Menon (ITS)	Development Commissioner		dc@nsez.gov.in, 0120-2562315(17)	201
2	Vacant	Joint Development Commissioner		jdc@nsez.gov.in, 0120-2567274(18)	213
3	Shri Nitin Gupta	Deputy Development Commissioner	i. All work related to NSEZ Project Section including RTI/Parliament Questions/ Report/Returns/Statistics/ Court cases/Audit matters etc ii. Work related to NSEZ of Estate Management/ NSEZ Authority (barring new projects), including ASIDE/TIES/other export infrastructure work to be undertaken by NBCC/WAPCOS/NPCC and other construction agencies including all RTIs/Parliament Questions/ Report/ Returns /Statistics/ Court cases/Audit matters etc iii. All Work relating to NSEZ Administration/Vigilance matters including RTI/Parliament Questions/ Report/Returns/Statistics/ Court cases/Audit matters etc iv. Vigilance officer v. MEIS/SEIS/RODTEP/other export promotion schemes in respect of work allocated to him vi. Work related to e-office implementation in NSEZ. vii. Softex/SERF/ services related compliances in respect of work assigned to him viii. Issuance of Certificate of Origin under FTAs ix. Any other work which may be assigned by DC	ddc1@nsez.gov.in, 0120-2567271(20)	203
4	Shri Rajesh Kumar	Deputy Development Commissioner	i. All work of Private SEZs including administration, RTI/ Parliament Questions/ Report/ Returns/Statistics/ Court cases/ Audit matters etc. ii. All files & work relating to Moradabad SEZ including work related to Administration, Parliament Questions/Court cases/Returns/Reports/Audit matters/RTI matters etc. iii. MEIS/SEIS/RODTEP/other export promotion schemes in respect of work allocated to him iv. Softex/SERF/ services related compliances in respect of work assigned to him v. EOU/SEZ related promotion work in Uttarakhand, Chandigarh, Jammu & Kashmir, Ladakh, Himachal Pradesh, Punjab and Haryana. vi. Any other work which may be assigned by DC	ddc2@nsez.gov.in, 0120-2567275(49)	216
5	Shri Mohadikar Kiran Mohan	Deputy Development Commissioner	i. All work of Sitapura SEZ, Jaipur including administration, Parliament Questions/Court cases/Returns/Reports/Audit matters/RTI matters etc. ii. All work relating to EOUs including administration, Parliament Questions/Court cases/Returns/Reports/Audit matters/RTI matters/ CST/DBK etc. 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. All work of Mahindra World City SEZ including administration, Parliament Questions/Court cases/Returns/Reports/Audit matters/RTI matters etc. v. Implementation of official language policy in NSEZ. vi. Softex/ SERF/ services related compliance of EOUs vii. MEIS/SEIS/RODTEP/other export promotion schemes in respect of work allocated to him viii. All the work relating to Social Media of Zonal NSEZ, including NSEZ, Moradabad, Sitapura etc. ix. EOU/SEZ related promotion work in Uttar Pradesh, Delhi and Rajasthan. x. Special invitee for NSEZ Authority Meeting. xi. Any other work which may be assigned by DC	ddc3@nsez.gov.in, 0120-2567273(21)	204

6	Shri Ajay Kumar Mishra	Senior Accounts officer	• All work related to Accounts	sr.ao@nsez.gov.in,23	209
7	Shri R. K. Sharma	Assistant Development Commissioner	i. All work related to CST/DBK of EOUs including Parliament Questions/Court cases>Returns/Reports /Audit matters/RTI matters. ii. All work related to Softex of NSEZ units and Private SEZ units iii. REX registration/Generalised System of Preferences (GSP) iv. Any other work assigned by senior officers	adc1@nsez.gov.in, 22	208
8	Shri Prakash Chand Upadhyay	Assistant Development Commissioner	i. OSD to DC ii. All work related to Private SEZs (except Moserbaer SEZ, Arshiya FTWZ, NIIT, Mayar Infrastructure, ITPG Developers (Ascendas), Mahindra World City, Ansal IT City Parks Limited and G.P. Realtors) including, Parliament Questions/ Court Cases/ Returns/ Reports/ Audit Matters/RTI etc. iii. All work related to existing SEZs in Punjab/ Chandigarh/ Haryana iv. MEIS/SEIS/RODTEP and other incentive scheme in respect of allocated work v. Work of Security Officer. vi. All work of existing EOUs in Uttarakhand and Uttar Pradesh including administration, promotion, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback etc. vii. Other EOU/SEZ related work including promotional in Uttarakhand and Uttar Pradesh viii. Any other work assigned by senior officers	adc3@nsez.gov.in, 50	202
9	Shri Pramod Kumar	Assistant Development Commissioner	i. All work related to NSEZ project section including RTI/Parliament Questions/ Report>Returns/Statistics/ Court cases/Audit matters etc ii. MEIS/SEIS/other incentive scheme related to Noida SEZ units. 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. All work of existing EOUs in Delhi including administration, promotion, Parliament Questions/ Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback etc. v. Other EOU/SEZ related work including promotional in Delhi. vi. Issuance of Certificate of Origin under FTAs. vii. Any other work as may be assigned by senior officers.	adc4@nsez.gov.in, 79	206
10	Shri H. K. Meena	Assistant Development Commissioner	i. All work of existing EOUs in Rajasthan, Jammu & Kashmir and Ladakh including administration, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback etc. ii. Work related to private SEZs namely, Mahindra World City and Ansal IT City Parks Limited Including Parliament Questions/Court Cases>Returns/Reports/ Audit Matters/RTI Matters/ iii. Library of Zonal NSEZ including NSEZ, Moradabad and Sitapura. iv. Other EOU/SEZ related work including promotional in Rajasthan, Jammu & Kashmir and Ladakh v. Any other work assigned by senior officers	adc5@nsez.gov.in, 24	210
11	Shri Rajendra Mohan Kashyap	Assistant Development Commissioner	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/Private SEZs. iii. All work of existing EOUs in Chandigarh, Haryana, Himachal Pradesh and Punjab including administration, promotion, Parliament Questions/Court Cases/ Returns/ Reports/ Audit Matters/RTI Matters/MEIS/drawback etc. iv. Other EOU/SEZ related work including promotional in Chandigarh, Haryana,	kashyap@nsez.gov.in, 48	207

			Himachal Pradesh and Punjab v. Any other work as may be assigned by senior officers.		
12	Shri M. V. Ruhella	Assistant	• Work related to Pvt. SEZs namely SEZ Moserbaer, Arshiya FTWZ, NIIT, Mayar Infrastructure, ITPG Developers (Ascendas) and G.P. Realtors including Parliament questions/Court cases>Returns/Reports/ Audit matters/RTI matters.	m.veer@nsez.gov.in, 52	205
13	Shri Arun Kumar Agarwal	Assistant	• 1. CST / DBK work, 2. Change / addition of location, 3. Free sale Certificate, 4. DTA sale Permissions, 5. Exit out form EOU Scheme, 6. Parliament Questions, 7. Report / Return to DoC 8. Antecedent Verification 9. Audit related matter 10. Court Case related CST/DBK 11. Any other work assigned by the senior Officers.	assistant1@nsez.gov.in, 37	
14	Shri Ramesh Kumar	Assistant	• All work related to Labor Section.	assistant2@nsez.gov.in, 44	
15	Smt. Santosh Kumari	Assistant	• Inclusion in list of Raw Materials and Capital Goods as exemption materials • Legal Agreements / Green Card • Softex of EOUs • 6.09 (b) of EOU • Any other work assigned by the senior officer.	assistant3@nsez.gov.in, 44	
16	Shri Bharat Bhushan	Assistant	• All work related to Estate Management Section including allotment and Possession/NSEZ Authority • Work related to NBCC, NPCC, NSL and other PSU related matter • Lease rent monitoring • Identification of sick units and rent dues recovery from them • Matters relating to P.P. Act	assistant4@nsez.gov.in, 56	
17	Shri Muntyaz	Assistant	• All Service matter of Officers and staff of NSEZ including Parliament questions/Court cases>Returns/Reports/Audit matters/RTI matters • Library and IT work • Work related to Dispatch	assistant5@nsez.gov.in, 39	
18	Shri Sunil Gulyani	Stenographer-II	1. Extension of validity of LOP 2. Broad banding of LOP 3. Export House 4. Court Case related EOU Section 5. New application 6. Subjects related to UAC 7. Assistance for organizing JMM Meetings 8. Other works related to Chapter 6 of FTP/HBP 9. Any other work assigned by the Senior Officer	steno3@nsez.gov.in, 44	
19	Shri Arun Singh Parihar	Stenographer-II	• Project work related to NSEZ units including Parliament questions/Court cases>Returns/Reports/Audit matters/RTI matters	steno4@nsez.gov.in, 51	
20	Shri Javir Ali	Stenographer-II	• Work related to Project section including execution of LUT, extension of LOA, Date of commencement of production. • Implementation of Official Language Policy.	steno5@nsez.gov.in, 76	
21	Shri Anoop Kumar	Upper Division Clerk	• Customs Section (Export)	udc1@nsez.gov.in, 70	
22	Shri Anuj Dixit	Upper Division Clerk	• All work related to Private SEZs, except Moserbaer SEZ, Arshiya FTWZ, NIIT, Mayar Infrastructure, ITPG Developers (Ascendas), Mahindra World City, and G.P. Realtors • SEIS/MEIS/other incentive schemes in respect of allocated work • Any other work as may be assigned by Senior Officers.	udc2@nsez.gov.in, 53	

23	Shri Suraj Bhan	Upper Division Clerk	• Work related to Diary at reception desk	udc3@nsez.gov.in, 11
24	Shri Pramod Kumar	Upper Division Clerk	• Softex of all private SEZs • Work of private SEZ section • Implementation work of Official language	ldc1@nsez.gov.in, 34
25	Shri Monish	Lower Division Clerk	• All work related to Account Section. • NOC for Equitable mortgage permission i.r.o. building erected by unit at allotted plot. • Allotment of Space of DG Sets. • Monitoring/Recovery of lease rent and initiation of action under P.P. Act, 1971. • NoC regarding electricity Load sanction by UPPCL to Units. • Monitoring of Court Cases. • Bills of legal firm/GJEPC/NPCC(SWM). • Any other work as may be assigned by senior officers.	ldc2@nsez.gov.in, 34
26	Smt. Sonika	Lower Division Clerk	• Administration of NSEZ/Pvt SEZs • Any other work as may be assigned by Senior Officers.	ldc3@nsez.gov.in, 39

Sr. No.	Name	Designation	Work Allocation	Email & Contact	Room No.
1	Shri Amit Kumar Gupta	Deputy Commissioner Customs	i. Customs Related Work. ii. Work related to new projects of NSEZ Estate Management/ NSEZ Authority including ASIDE/TIES/other export infrastructure work to be undertaken by NBCC/WAPCOS/NPCC and other construction agencies including all RTIs/Parliament Questions/ Report/ Returns /Statistics/ Court cases/Audit matters etc iii. Any other work which may be assigned by DC	akgupta@nsez.gov.in, 0120-2562980(19)	101
2	Shri Manish Agarwal	Appraiser	Customs Related Work	manish.agarwal@nsez.gov.in, 58	
3	Shri Sanjay Shukla	Appraiser	Customs Related Work	sanjay.shukla71@gov.in, 33	
4	Shri Musheer Ahmad Khan	Appraiser	Customs Related Work	musheer.ahmad@nsez.gov.in, 29	
5	Shri Sudhir Kumar	Appraiser	Customs Related Work	sudhirkumar.g139402@gov.in, 36	
6	Shri Ahsan Ahmed	Preventive officer	Customs Related Work	ahsanahmed.g131401@gov.in, 72	
7	Shri Bhuvanesh Baberwal	Preventive officer	Customs Related Work	bhuvneshb.g061503@gov.in, 72	
8	Shri Vikas Yadav	Preventive officer	Customs Related Work	vikas.g141601@gov.in, 72	
9	Shri Vikas Katiyar	Preventive officer	Customs Related Work	vikaskatiyar.g131401@gov.in, 72	

10	Shri Binay choubey	Preventive officer	Customs Related Work	binaykumarch.g131001@gov.in, 72
11	Shri Anil Kumar Dalal	Preventive officer	Customs Related Work	anil.dalal@nsez.gov.in, 72
12	Shri Nitin Kumar	Preventive officer	Customs Related Work	nitinkumar.g131501@gov.in, 71
13	Shri Chetan Swaroop	Preventive officer	Customs Related Work	chetanswaroo.g131401@gov.in, 71
14	Shri Gaurav Bajpai	Preventive officer	Customs Related Work	gaurav.bajpai@nsez.gov.in, 71
15	Shri Lacchman Kumar	Preventive officer	Customs Related Work	soni_lakshman@yahoo.in71
16	Shri Amit Vishwakarma	Preventive officer	Customs Related Work	vishwakarma85@gov.in, 71
17	Shri Vivek Kesarwani	Preventive officer	Customs Related Work	Vivek.Kesarwani@nsez.gov.in, 71