

 सत्यमेव जयते	भारत सरकार / GOVERNMENT OF INDIA विकास आयुक्त का कार्यालय/ OFFICE OF THE DEVELOPMENT COMMISSIONER सीपज़ विशेष आयुक्त क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096. टेली / Tel : 022-28294790 ई-मेल /E-mail : dcseepz-mah@nic.in वेबसाइट / Web-site : www.seepz.gov.in	 75 असतो मा सद्गमय
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F.No.SEEPZ-SEZ/ADMN/GI/588/2020-21/Vol-II/00662 Date: 14.01.2022

CIRCULAR NO. 44/2022

In pursuance of the Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions Vide Office Memorandums F. no. 11013/9/2014- Estt.A-III dt. 03rd January, 2022 regarding preventive measures to contain the spread of Novel Corona virus- Attendance of Central Government officials & suspension of biometric attendance, it has been decided that the staff/ employees may attend the office on alternate day basis w.e.f. 17.01.2022 as per the attached list starting with employees in List 1 to attend the office on 17.01.2022.

Further all the remaining officials and outsource staff will work from home and should be available on telephone and electronic means of communication at all times and they should attend office, if called for any exigency of work.

All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times.

As the biometric attendance it has been decided to suspend with immediate effect. All the employees are instructed to maintain their attendance in the Attendance Register manually.

Further any changes in direction received in future by Government considering the pandemic will be conveyed accordingly.

(CPS Chauhan)

Joint Development Commissioner
SEEPZ SEZ

To,

1. All officers/staff members through outlook email.
2. DCO/JDCO
3. Notice Board
4. IT Section for uploading on website

List 1

Sr. No.	Name of Officers	Designation
1	Shri Z.S. George	Pay & Accounts Officer
2	Smt. Bridget Joe	EA TO DC
3	Shri. Rajesh Kumar	UDC
4	Smt. R. S. Nair	Assistant

List 2

Sr. No.	Name of Officers	Designation
1	Shri Raju Kumar	ADC
2	Shri. Ravindra Kumar	UDC

List 1

Sr. No.	Name	Designation	Department
1	Navneet Mishra	DEO	DCO OFFICE
2	Pankaj Giri	Jr. Executive	JDCO, Pune Cluster
3	Namita Khairnar	DEO	AUDIT (Custom)
4	Srikanth Shetty	DEO	Accounts
5	Shruti Rele	DEO	EOU
6	Harshala Parab	DEO	EOU/STATISTICS
7	Patrina Whyte	DEO	NEW SEZ
8	Dakshata Gharat	Jr. Executive	NEW SEZ
9	Sushant Sawant	DEO	SEEPZ SEZ (IA-I)
10	Nikhil Shirodar	Jr. Executive	SEEPZ SEZ (IA-I)
11	Shraddha Namse	DEO	Admin/RTI/PG
12	Purva Bhagat	DEO	Admin
13	Priya Sawant	DEO	Dispatch Section
14	Amit Kamble	DEO	Customs
15	Sarita Mane	DEO	Customs
16	Santosh Gorule	DEO	Legal/ Sublease
17	Mayur Gotad	DEO	Security
18	Imran Shaikh	DEO	Hindi
19	Sailee Gawas	DEO	Estate
20	Ratan Kunwar	DEO	Estate
21	Anuja Chavan	DEO	Estate
22	Mayur Ghadge	IT Executive (Software)	IT/Procurement Cell
23	Raman Ghosh	IT Executive	IT/Procurement Cell
24	Sumit Patra	Jr. Civil Engineer	Estate
25	Suresh Sharma	Sr. Electrical Engineer	Estate
26	Anil Kale	Sr. Civil Engineer	Estate
27	Vallabh Kushte	Jr. Civil Engineer	Estate
28	Harshita	Executive	Econometrics
29	Vikram Satre	Rollout Support Engineer	Eoffice
30	Narendra Rathod	Helper	DCO
31	Mangesh V. Karle	Helper	Estate
32	Devesh B.	Helper	Record Room
33	Kailash Kharat	Helper	Custom (First Floor)
34	Prashant Sanaye	Helper	Legal
35	Shailesh Hadkar	Helper	BFC Building (for Scanning)
36	Samir Sawant	Helper	Admin
37	Ajay Tambe	Helper	IA (I)
38	Anil Musale	Labour Consultant	Labour

List 2

Sr. No.	Name	Designation	Department
1	Aniket Kumar	DEO	JDCO, SEEPZ-SEZ
2	Prasad Durge	Executive	AUDIT (Custom)
3	Nilesh Lanjekar	DEO	Accounts
4	Komal Nadar	DEO	Accounts
5	Tejal Teli	DEO	EOU
6	Supriya Chiman	Jr. Executive	EOU
7	Dipika Rane	DEO	NEW SEZ
8	Panchshil Ghadge	DEO	Labour
9	Manali Aair	DEO	SEEPZ SEZ (IA-I)
10	Laxmi Menon	DEO	Admin
11	Pooja Patel	Executive	Admin
12	Shraddha Birkhade	DEO	Customs
13	Karishma Mhaske	DEO	Customs
14	Murari KumarMishra	DEO	Customs
15	Mansi Prajapati	DEO	Eviction and Recovery)
16	Trupti Dhurat	Executive	Legal
17	Nitesh Bhosale	DEO	Security
18	Suman Saraswat	Consultant	Hindi
19	Vidya Lanjekar	DEO	Estate
20	Brijendra Singh	DEO	Estate
21	Shital Chavan	DEO	Estate
22	Aarti Bijam	Executive	Estate
23	Amit Shirvalkar	IT Executive (Hardware)	IT/Procurement Cell
24	Amit Patra	Disaster Management Executive	Estate
25	Bharat Korde	Sr. Civil Engineer	Estate
26	Viraj Matonkar	Jr. Electrical Engineer	Estate
27	Lakshmanan Vedmankam	Jr. Civil Engineer	Estate
28	Rohit Nirmal	Infrastructure Executive	Estate
29	Pranali Parab	Sr. Software App. Support Eng. (OS)	Eoffice
30	Sachin Avsarmal	Helper	EOU
31	Babu B.	Helper	Inward
32	Shyam Tandel	Helper	Record Room
33	Krishna S. Hadkar	Helper	Custom (Ground Floor)
34	Ashok Kamble	Helper	Account
35	Vishal Singh	Helper	Customs (First Floor)
36	Govinda Kamble	Helper	DCO
37	Shashikant Kerakandlli	Helper	New SEZ