



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.
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OFFICE ORDER No. 43/2021

Due to completion of deputation period of Shri Keshav Jadhav, ADC on 07.10.2021 the following modification of earlier office order no. 90/2019 dt. 16.10.2019 and office order no. 233/2021 dt. 23.04.2021, regarding allocation of work is made with immediate effect and until further order:

Name of Officers	Work Allocation	Name of dealing assistant
Smt. Bridget Joe, EA to DC	(1) SEEPZ Development and Policy Cell	Shri Rajesh Kumar /Smt. Rekha Nair
	(2) SEEPZ SEZ (other than Estate division matters)	Shri Rajesh Kumar
	(3) Administration	Shri Rajesh Kumar
	(4) Labour Cell	Shri Rajesh Kumar
	(5) Private SEZs	Smt. Rekha Nair
	(6) Statistical And Monitoring Section	Shri Rajesh Kumar/ Smt. Rekha Nair
	(7) Co-ordination with other Government Department (including co-ordination with JDC, Pune Cluster)	
	(8) RTI/ Public Grievance	Shri Ravindra Kumar
	(9) Vigilance Section	Shri Ravindra Kumar
Shri Raju Kumar, ADC	(1) Official Language	
	(2) EXPORT ORIENTED UNITS (EOU)	Smt. Rekha Nair
	(3) Refund of CST, DBK and TED/MEIS/SEIS	Shri Ravindra Kumar
	(4) Estate Section	Shri Ravindra Kumar
	(5) Legal Cell (including Lease Agreement)	Smt. Rekha Nair
	(6) Computer Section	Shri Rajesh Kumar
	(7) Public Relation/Media	

1. The matters relating to the confidential branch attached to the Office of the Development Commissioner, SEEPZ SEZ and handling phone calls, Schedule of DC,

SEEPZ and confidential rolls of staff shall be handled by Shri Ravindra Kumar, UDC in addition to his existing duties.

2. Smt. Bridget Joe, EA to DC shall officiate as ADC and Take over from Shri Keshav Jadhav with a formal handing over report from Shri Keshav Jadhav on completion of deputation period on 07.10.2021.
3. Smt. Bridget Joe, EA to DC and Shri Raju Kumar, ADC will be link officer of each other.

This issues with the approval of Development Commissioner, SEEPZ-SEZ.



Asstt. Development Commissioner
SEEPZ-SEZ

No. SEEPZ-SEZ/ADMN/10/2001-02/Vol-IV/16257

Dated: 29/09/2021

To,

1. All concerned Officers/Officials
2. DCO/JDCO/DDCO
3. Office Order File/Register.