



OFFICE ORDER No. 63 /2019

In supersession of all previous Office Order regarding rotation of office works, the following work allocation is made among the officers/Officials with immediate effect and until further orders:-

Name of the Section	Scope of Section & Nature of Work	Senior Officer	Name of the Officer	Name of the Dealing Assistant/Authorized Officer
DCO Section	All matters related to DCO Section	DC		Smt. Bridget Joe
JDCO	All matter to JDC SEEPZ	JDC SEEPZ		Snehal Bawane
<b>HUMAN RESOURCE DEPARTMENT (ADMINISTRATION)</b>				
<b>HRD - I:</b> 1.Preparation and follow up all matters pertaining to Recruitment, Promotion, Seniority and Deputation 2.Processing of all matters related to disciplinary action 3.Preparation and forwarding monthly, quarterly, half-yearly and annual reports to MOC & I. 4. Dealing with all MACP matters, ACR matters & Records 5. Processing of all kinds of Leave Applications, up-dation of Service Book, processing of passport related matters of staff. 6. Matters dealing with CGHS, EPCES & Election Duty. 7. Processing of Annual Increment, Pay fixation and application for withdrawal of GPF & Pension cases.		SO, SEEPZ	Raju Kumar	Snehal Bawane
<b>HRD - II:</b> Administration related to Customs Wing with coordination with respective JDC/SO (including Administration related issues pertaining to Pune Cluster)		SO, SEEPZ	Raju Kumar	Usha Vengurlekar

<p><b>HRD- III:</b></p> <p>1.All purchases of the office including Computers  2. Processing of bills related with purchase  3.Processing of all types of AMC, issuance of tender, making agreement(excluding Computer Programmer)  4.Hiring of Staff Car and its deployment &amp; related matters  5. Any other matter related to Stores.</p>	SO, SEEPZ	Raju Kumar	Rajesh Kumar
<p><b>HRD - IV:</b></p> <p>Recruitment, deployment, payment and all matters related with Outsourcing/Contractual Staff.</p>	SO, SEEPZ	Raju Kumar	Rajesh Kumar
<p><b>HRD-V:</b></p> <p>All matters related to Tenders such as floating of new tenders, its advertisement, opening of tender, processing of tender, renewal of tender with due approval, if required, issues of any notice.</p> <p>Drafting of Tender with the help of concern section and Legal Cell.</p>	SO, SEEPZ	Raju Kumar	Snehal Bawane
<p><b>Computer Section:</b></p> <p>Development and Maintenance of Web-site &amp; regular updation.</p> <p>AMC for Computer Programmer.</p>	SO, SEEPZ	Raju Kumar	Snehal Bawane
<p><b>Labour Cell:</b></p> <p>Dealing with all Labour related matters of the units in coordination with Labour Consultant.</p>	JDC, SEEPZ	Raju Kumar	Labour Consultant & G.S. Bhandari
<p><b>Legal Cell:</b></p> <p>All Legal Matters related with SEZs/EOUs under the Jurisdiction of DC-SEEPZ.</p>	JDC, SEEPZ	Raju Kumar	Legal Consultant
<p><b>RTI Section:</b></p> <p>1. Reply of all RTI Matters  2. Dealing with all RTI Appeal</p>	SO, SEEPZ	R. Harish Chaudhary	Snehal Bawane
<p><b>Vigilance Section:</b></p> <p>Processing of all complaints against Staffs on approval of DC, Replay/reports of all Vigilance related matter to MOC&amp;I.</p>	SO/ VO, SEEPZ	R. Harish Chaudhary	Snehal Bawane
<p><b>Public Grievance Section:</b></p> <p>Dealing with all Public Grievance related matter and reports.</p>	SO, SEEPZ	R. Harish Chaudhary	Snehal Bawane

<b>Security Section:</b> <ul style="list-style-type: none"> <li>All matters related to Security Section such as deployment of security personal, rotation, issues &amp; cancellation of gate passes, complaints related with security</li> <li>Posting, Rotation and operational issues.</li> <li>Overall supervision of the Security and its personnel issues.</li> <li>Monitoring of Security hired on outsource basis and its proper deployment.</li> </ul>	SO, SEEPZ	R. Harish Chaudhary	Security Cell
<b>Official Language:</b> Hindi Implementation and Coordination.	JDC, SEEPZ	R. Harish Chaudhary	Hindi Cell
<b>Dak &amp; Dispatch:</b> Regulating all incoming Dak and Dispatches, monitoring of timely dispatch and onward submission of inward dak.	JDC, SEEPZ	R. Harish Chaudhary	Snehal Bawane
<b>Statistical And Monitoring Section:</b> Collection, monitoring and preparation of report of Zone related with SEZs/EOUs and other sections in coordination with related section and NSDL.  SEZs/EOUs related statistical reports to MOC&I.	JDC, SEEPZ	Keshav Jadhav	Snehal Bawane
<b>Public Relation:</b>  Relation to Sections, Reply to other department/person.  All Important Matters assigns by the Senior Officer.	JDC	Keshav Jadhav or Concerned ADC	
NSDL issues.	JDC, SEEPZ/ Pune for respecti ve zone.		
<b>SEZ</b>			
<b>SEZ Development &amp; Policy Cell:</b>  1. All work related to new Developers and non-operational SEZ(except those allotted to JDC Pune and any ADC). 2. All Policy related matters of SEZ, Interpretation of SEZ Act/Rule, References to MOC&I, Audit, and Parliament questions related with SEZ. 3. Coordination for BOA agenda, Forwarding the agenda to BOA & coordination with BOA.	JDC SEEPZ	Keshav Jadhav	Rekha Nair & Rajesh Kumar

<b>SEEPZ SEZ:</b> All the works related to SEEPZ SEZ, monitoring and all permissions of Unit holder and service provider within SEEPZ.	JDC, SEEPZ	Keshav Jadhav	Rekha Nair
<b>New Functional SEZs in Mumbai:</b> All works related to Developers and units of following SEZs. 1.Hiranandani Builders, 2. Sunstream City Pvt. Ltd. 3. Serene Properties Pvt. Ltd. 4.Giagaplex Estate Pvt. Ltd., 5.Igate Global Solutions Pvt. Ltd., 6. Loma IT Park, Developer Pvt. Ltd. 7.Persipina Developers Pvt. Ltd,	JDC SEEPZ	Raju Kumar	G.S. Bhandari
All works related to Developers and units of following SEZs. Wardha Power Company Pvt. Ltd., Indiabulls Industrial Infrastructure Ltd.	JDC SEEPZ	Raju Kumar	G. S. Bhandari
All works related to Developers and units of following SEZs. 1. Dronagiri Multiproduct SEZ 2. Kalamboli IT/ITES A SEZ 3. Kalamboli Multi Services SEZ 4. Ulwe Gems & Jewellery SEZ 5. Ulwe Multi Services SEZ 6. Ulwe IT/ITES SEZ A 7. Ulwe IT/ITES SEZ B 8. Ulwe IT/ITES SEZ C 9. Other Non-Functional SEZs under the Zone (Except under the charge of JDC Pune Cluster)	JDC SEEPZ	Raju Kumar	G. S. Bhandari
All works related to Developers and units of following SEZs. 1. JNPT SEZ 2. Arshiya FTWZ	JDC SEEPZ	Raju Kumar	Rajesh Kumar
All works related to Developers and units of following SEZs. 1. MIDC Nanded	JDC SEEPZ	R. Harish Chaudhary	Rajesh Kumar
<b>CRA/CAG &amp; other Audit Objection of SEZs:</b> (Including co-ordination with JDC, Pune Cluster)	JDC SEEPZ	Respective ADCs and Dealing Assistants	
All works related to functional & non-functional IT or Non-IT (Mfg.) SEZs located in <b>Pune, Kesurdi, Phaltan &amp; Aurangabad.</b>	JDC, Pune	Shri Murlidharan Nair, ADC Shri Sudarshan Shinde, ADC	

All the ADCs of respective Zone will be responsible for timely preparation of agenda of UAC/BOA and give to the ADC in charge of BOA ( Shri Keshav Jadhav) for uploading or submission to BOA. He shall be responsible to co-ordinate with Pune Cluster for SEZ related any report, Parliamentary Questions or forwarding policy related issues to Pune.

Similarly ADC In-charge of Coordination for UAC (Shri Ram Harish Chaudhary) will be responsible for fixing date for UAC, uploading agenda and making arrangement and coordinating with various departments for conducting UAC.

### EXPORT ORIENTED UNITS (EOU)

<b>EOU:</b> 1.All approval and permissions of EOUs work except refunds of taxes 2.Monitoring performance of EOU and adjudication thereof 3. Joint Monitoring of EOUs 4. Litigation related matter of EOUs 5. BOA/UAC matters of EOUs: preparation of agenda and other follow up 6. Parliament Questions and all Govt. Reference, except CRA/CAG audit. 7. Any other residual work allotted	DDC (MY)	R. Harish Chaudhary	Ravindra Kumar
<b>Refund of CST, DBK and TED pertaining to following Commissionerates:</b>  Mumbai, Mumbai-III, Navi Mumbai, Raigad, Thane I & II and Goa.	DDC (MY)	R. Harish Chaudhary	Ravindra Kumar
<b>Refund of CST, DBK and TED pertaining to following Commissionerates:</b>  Pune - I/II/III, Nasik, Aurangabad, Ahmednagar, Jalgaon, Nagpur, Daman, Diu & Silassa, Dadra Nagar Haveli.	DDC (MY)	R. Harish Chaudhary	Ravindra Kumar
Processing of all claims pertaining to MEIS/SEIS Scheme.	JDC SEEPZ	R. Harish Chaudhary	Ravindra Kumar
<b>CRA/CAG report</b> Pertaining to all matters of EOU & MEIS/SEIS.	JDC SEEPZ	R. Harish Chaudhary	Ravindra Kumar

### ACCOUNTS SECTION

Accounts-I	For DC, SEEPZ	SO SEEPZ	Lalit Soni
Accounts-II	For Pre and Post Audit of all refund of EOU.	JDC SEEPZ	Lalit Soni
Accounts-III	For Pre and Post Audit of all refund of SEZ.	JDC SEEPZ	Lalit Soni
Accounts-IV	For the work relating to Private SEZs	JDC SEEPZ	Lalit Soni

<b>ESTATE</b>			
<b>Statutory Meeting Cell:</b> <ul style="list-style-type: none"> <li>• To schedule &amp; conduct Authority Meeting &amp; issue minutes.</li> <li>• To authenticate documents.</li> </ul>	Secretary	Shri Keshav Jadhav	Smt. Rekha Nair, Asstt.
<b>Estate Management Cell:</b> <ul style="list-style-type: none"> <li>• To deal with all Estate related Policies and Procedures</li> <li>• To attend all the requests of the unit, issue permissions including Minor/Major repairs of Units after obtaining technical advice (whereas required) and ensure compliance of the requests</li> <li>• Office Administrative matters related with Authority.</li> </ul>	JDC, SEEPZ	Shri Keshav Jadhav	Smt. Rekha Nair, Asstt
<b>Allotment Cell:</b> <ul style="list-style-type: none"> <li>• To identify vacant space and update the data, make criteria for allotment, issue Tender /Notice and Allotment of space to the units/applicants in SEEPZ.</li> <li>• Identify the Non Lease holder and send it to Legal Section</li> <li>• Make a data for Quarters; process the request of applicant &amp; Allotment of Staff Quarters/Shops.</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• Lease Agreements related all work such as drafting, adjudication etc.</li> <li>• Any other Legal matter related with Authority.</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li>• Eviction matters: To make the list of offenders and eligible for Eviction, issue notice, and start the eviction process.</li> <li>• To collect data from different sections and update the list of offenders for pending due dues, issues Notice to offenders and start Recovery of various Authority/other dues.</li> </ul>	JDC, SEEPZ	Shri Keshav Jadhav	Smt. Rekha Nair, Asstt.
		Shri Keshav Jadhav	Legal Executives
		Shri Keshav Jadhav	Executives
<b>Lease Rent Collection Cell:</b> <ul style="list-style-type: none"> <li>• Update the Rent rate &amp; chart, Fixation of Lease Rent, make the list of defaulter and handover to Eviction Cell after 2 notice.</li> <li>• Issue of Rent Bills periodically.</li> <li>• Collection of Rent.</li> <li>• Resolve the rent dispute with units &amp; other matter relating to rent.</li> <li>• Issue of Challans.</li> </ul>	SO, SEEPZ	Shri Keshav Jadhav ADC	Smt. Rekha Nair

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<b>Gate Pass Cell:</b> <ul style="list-style-type: none"> <li>• To issue gate pass/car sticker to applicant, Operation and Supervision of cell and keep record of passes issues and passes pending</li> <li>• Any other Misc. matters related to pass</li> <li>• Issue of Bills to the units for passes.</li> <li>• Collection of payments.</li> </ul>		Sri Harish Chaudhary ADC	Smt. Rekha Nair
<b>Finance Management Cell:</b> <ul style="list-style-type: none"> <li>• Processing of various Bills in time and make Payment thereof;</li> <li>• Maintenance of Accounts &amp; Reconciliation and regular updation.</li> <li>• Supervision of Accounts Branch (outsourced i.e. CA and Internal Auditors)</li> <li>• Supervision of Development of programme for Accounts.</li> </ul>		Shri Keshav Jadhav, ADC	Smt. Rekha Nair
<b>House Keeping Cell and Maintenance of SEEPZ and Staff Quarters:</b> <ul style="list-style-type: none"> <li>• Overall Supervision of House Keeping work and regular checking of work</li> <li>• Monitoring of House Keeping Contractor's work.</li> <li>• Overall maintenance of SEEPZ and SEEPZ Quarters.</li> <li>• Identify the illegal dumping by the Units with the help of caretaker and clearance thereof.</li> </ul>		Shri Keshav Jadhav, ADC	Shri. Snehal Bawane,
<b>Sale and Purchase Cell:</b> <ul style="list-style-type: none"> <li>• Updating the status of Tenders/AMC, their timely approval for extension/renewal or Preparation of fresh Tender Notices / Quotations.</li> <li>• Preparation of Tender, floating of Tender, opening of Tender &amp; Award of Tender / Contract.</li> <li>• Preparation of all types of AMC and its tender related work</li> <li>• Sale of Garbage.</li> <li>• Purchases for Authority.</li> </ul>		Shri Raju Kumar ADC	Shri Snehal Bawane
<b>Estate Development Cell:</b> <ul style="list-style-type: none"> <li>• Assessment of work for repair and identification of New work.</li> <li>• Supervision/monitoring of all major &amp; minor works of repair and assessment of work done</li> <li>• Supervision and Monitoring of all projects (funded by ASIDE).</li> <li>• New projects and monitoring thereof.</li> </ul>	JDC SEEPZ	Shri Keshav Jadhav &	Smt. Rekha Nair & Engg Mr. Korde & Mr. Sharma

<ul style="list-style-type: none"> <li>• M&amp;R work and Monitoring.</li> <li>• Policy initiative for development of SEEPZ-SEZ.</li> </ul>			
<b>DISASTER MANAGEMENT</b>			
<b>Disaster Management Cell:</b> Supervision and Coordination of the Disaster Management Action Plan including Committee constituted there under. Identification of vulnerable areas and make suggestions for the same. Proposal for fire safety with the help of Fire Brigade and plan for Mock Drills.	Shri Ashish Mishra, SO, SEEPZ	Shri. Keshav Jadhav ADC	Caretakers & Executive (S.M. Yadav)
<b>CUSTOMS</b>			
All Customs related matters pertaining to SEEPZ-SEZ.  Co-ordination of Customs related policy issues with other S.Os under SEEPZ Zone.	SO, SEEPZ		

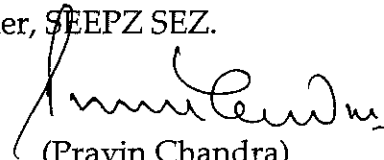
2. During the leave period of Officers/Staff Members, the following link arrangement adhered:

Sl. No.	Name of the Officer/Officials	Name of the Link Officer/Officials
1	Shri Pravin Chandra, JDC	Shri Ashish Mishra, SO
2.	Shri Mahesh Yadav, DDC (In respect of EOU only)	Shri Ashish Mishra, Specified Officer
3	Shri Ashish Mishra, Specified Officer	Shri Bhaskar Dabral, Specified Officer Vice Versa
4	Shri Raju Kumar, ADC	Shri R. Harish Chaudhary, ADC Vice Versa
5	Smt. Bridget Joe, EA to DC	Shri Ravindra Kumar, UDC
6	Shri Keshav Jadhav, ADC	Shri R. Harish Chaudhary, ADC & Vice versa
7	Shri Raju Kumar, ADC	Shri R. Harish Chaudhary, ADC & Vice versa
8	Shri Lalit Soni, Pay & Accounts Officer	R. Harish Chaudhary, ADC
9	Smt. Rekha Nair, Asstt.	Shri Rajesh Kumar LDC
10	Shri G.S. Bhandari, Asstt.	Shri Rajesh Kumar & Vice Versa for New SEZ and Labour matters
11	Shri Ravindra Kumar, UDC	Smt. Rekha Nair, Asstt. & Vice Versa
12	Smt. Rekha Nair, Asstt.	Shri Snehal Bawane & Vice versa for Authority related matters.
13	Smt. Usha Vengurlekar, P.O (In respect of Admn)	Shri Snehal Bawane , Stenographer-III
14	Shri Snehal Bawane, Stenographer -III	Shri Rajesh Kumar, LDC

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3. The leave shall not be granted to the Officer/Officials and Link officer / Officials at the same time.
4. It is also directed that handing over and taking over charge in prescribed format under GFR-33 should be completed by the above mentioned officials, listing down all the pending letters/documents being handed over/taken over. A copy of the same should be submitted to the Administration Section within five working days.
5. All administrative & other files of SO required to be submitted to D.C (except confidential/ vigilance matters) will be routed through JDC SEEPZ.
6. All files of DDC/SO will be submitted to DC through JDC.
7. This issues with the approval of Development Commissioner, SEEPZ SEZ.



(Pravin Chandra)  
Jt. Dev. Commissioner  
SEEPZ-SEZ

No. SEEPZ-SEZ/ADMN/10/2001-02/VOL-III / 16656

Dated 20/08/2019

**Copy to:**

1. All Concerned Officers
2. All Concerned Officials
3. All Sections
4. Office Order Register
5. Office Order File
6. Personal file of Concerned Officer/ Officials
7. DCO/JDCO