

भारत सरकार / GOVERNMENT OF INDIA

विकास आयुक्त का कार्यालय/ OFFICE OF THE DEVELOPMENT COMMISSIONER सीप्ज़ 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: 022-28294757

ई-मेल /E-mail : ddcseepz-mah@nic.in वेबसाइट / Web-site : www.seepz.gov.in

F.No. SEEPZ-SEZ/ADMN/10/2001-02/Vol-IV/04635

Date:- 03.04.2023

OFFICE ORDER No. 129/2023

In supersession of all earlier order till date, the consolidated order for work allocation and responsibilities of officials in the office of Zonal Development Commissioner, Ministry of Commerce, Government of India, SEEPZ Special Economic Zone, Andheri (E), Mumbai – 400096 shall be as follows:-

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(A)	The state of the s	inistration					
				tine administration of the o			
					utilisation of Govt. allocated		
budget	/admin	istration matter	s relating	to Customs and other Div	ision.		
ADC Smt. Bridget Joe – EA to DC Email EPABX							
				b.joe@nic.in	022-28284774		
	allocated						
All wo	rks relat	ted to Administr	ation Di	vision SEEPZ-SEZ and Cu	istoms.		
UDC	Si	iri Rajesh		Email	EPABX		
	1	Kumar	raje	esh.kumar12@nic.in	022-28294703		
Work a	allocated	d:-					
All wo	rks relat	ted to Administr	ation Di	vision SEEPZ-SEZ.			
Execu	ıtive	Ms. Pooja Pat	el	Email:	EPABX		
(1)	Seguritaria de anoma O non la companya	200000	pooja.patel123@gov.in	022-28294714		
> All	works re	elated to outsou	rced staff	f (like recruitment/leave/sa	lary/experience letter/		
		of every month,					
		ing for Officers		***			
> Filli	ing up o	f Govt. Posts (i.	e. LDC,	Security Guard, Compassion	onate appointment, Junior		
Hin	di Trans	slator, Junior Ste	enograph	er).	· · · · · · · · · · · · · · · · · · ·		
> Wor	rks relat	ed to National p	rogramn	ne / events.			
> Gov	ernmen	t reference DAI	ζ.				
> Dra	fting off	fice orders i.r.o.	officials	and officers.			
				acant post of SEEPZ-SEZ.			
J	r.	Ms. Nikita So	olanki	Email	EPABX		
Exec	utive	V34 070 2000 070 04 070 000 070 000 070 000 070 000 070 000 070 000 070 000 070 000 070 000 070 000 070 000 00	21 United 7 20 Control of Control (20 Cont	nikita.solanki@gov.in	022-28294714		
(5	5)						
		d purchase cell	of Govt.	Budget.			
		ase of the office					
		g of bills related					
				excluding Computer-Progra	ammer).		
		SOP Annexure			8		
					Forwarding note to Accoun		
	ection.			6. 5 .			
> Pr	eparatio	n of Sanction or	der.				
J		Shri Amit Ka		Email	EPABX		
Exec				amit.kamble123@gov.in	022-28294714		
					1		

(6)All correspondence work related to MoC&I. BOA data (post related) MMIS (Manpower Management information System) Annual & Half yearly data (SC/ST/OBC) Monthly Post related data Processing draft advertisement vacancy related to DC office & Customs department and follow up for advertisement. Work related to joining, extension of deputation and relieving of Officers. Preparation of Hindi Quarterly Report. Work related to DPC, recruitment of New ADCs. RTI, Public Grievance pertaining to Admin Section. **EPABX** Email Smt. Deepali Jr. 022-28294714 dipali.cheulkar@gov.in Cheulkar Executive (7)Maintaining Service book and files of all Govt. Officers in SEEPZ. Maintaining and uploading all details of Govt. Employees in Bhavishya Portal for Pension. Matters related to Withdrawal or advance GPF fund - and Sanction order. Matter related to Suspension, release of arrears, matters related to CGHS. Pay fixation / Extension of officers/officials on deputation basis/ Annual Increment. EL/CL/HPL officers/officials and preparation of Office Orders of EL. Permission to Leave Headquarters. MACP and Pay fixation/APAR/ Pension. Seniority List and joining time (JT). Works related to EPCES. **EPABX Email** Mr. Murari Mishra Ĭr. 022-28294714 murari.mishra@gov.in Executive (8)Create and issue ID cards to employees (Govt. staff or Outsourced staff). EL/CL/HPL of security Guards and preparation of office orders of EL. Immovable Property Returns and movable Property Returns. MoC&I references. **EPABX** Email Smt. Sarita Mane Jr. 022-28294700 sarita.mane@gov.in Executive (4)All works related to Inward and Outward Section. Administration Division related to Customs. **EPABX** Smt. Zeena Goveas **Email** Authorize 022-28294715 zeenag.c099101@gov.in d Officer Work allocated:-Administration in coordination with respective JDC/SO All works related to Customs. (including Administration related issues pertaining to Pune Cluster). **EPABX** Email Smt. Purva Bhagat Jr. 022-28294715 purva.bhagat@gov.in Executive All types of Administration work pertaining to the Customs Officers posted in SEEPZ-SEZ/Pune SEZ and other SEZs viz .:-Maintenance of Service Book of officers iro SEEPZ & Pune SEZ(by making proper entries of leave(EL,HPL, Medical), Reward, Pay fixation, MACP, Increment, LTC/HTC, 10 days leave encashment, service verification, CGEIS etc. Preparing office orders iro Joining & Relieving of officers in all SEZs, Work allocation orders in respect of SEEPZ-SEZ, Putting up of ELAP iro SEEPZ/Pune SEZ, Maintenance of CL Register iro SEEPZ Officers, CGHS matters, Processing of NOC for passport applications iro SEEPZ-SEZ officer, Pay Fixation cases iro SEEPZ-SEZ officers, Salary Increment iro SEEPZ and Pune-SEZ and Putting up applications/claims for withdrawal and advances of GPF / LTC -HTC /Leave Encashment/ Newspaper/Tuition fees reimbursement claims of all officers posted in SEEPZ/ Pune-SEZ.

Inward and outward of Dak, letters, and files received from A.O(Supdts /Appraisers). Distribution of Dak received from Inward and other Sections and Maintaining proper

Work Allocated:-

All Works related to Labour matters.

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record of the same.								
> Preparation of Quarterly Hindi Report.								
> Any other works assigned by Senior Officers & Authorized Officers								
RTI/PUB	LIC	GRIEVANCE:-	• • •	1 1	FT attana	all DTI Annual and all		
					ii maners,	all RTI Appeal and all		
Public Grievance related matter and reports. ADC Smt. Bridget Joe – EA to DC Email EPABX								
ADC S	imt. J	Bridget Joe – LA	.0 DC	b.joe@nic.in		022-28284774		
Work allo	antad	•		0.joca/mc.m		022 2020 177 1		
		ed to RTI and Publ	ic Griev	ance cases.				
Assistant		ri Ravindra Kuma		Email		EPABX		
1 LOSIS CHIII C		TA TEN LANGUA DE MUNICIPA		kumar74@gov.in		022-28294728		
Work allo	cated	:-						
		ed to RTI and Publ	ic Griev	ance cases.				
Jr.		Ms. Tejal Teli		Email		EPABX		
Executiv	/e	U	tejalt	ukaram.teli@gov.i	n	022-28294714		
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		Il RTI Matters						
		ith all RTI Appeal						
> RTI C	Quarte	erly and annual rep	ort	. 1 21 1				
		ith all Public Griev	ance re	ated matter and re	ports.			
VIGILAN			r: _:1	a valeted weather to				
		sion deals with all 'Shri Haresh		Email	VIOCAI.	EPABX		
ADC		Dahilkar		.d@gov.in	0	22-28294757		
Work allo	cated		nai obi					
		ed to Vigilance Sec	tion.					
Assistant		Shri Rayindra		Email		EPABX		
Z ADDAS COLAR		Kumar	r.kı	umar74@gov.in		022-28294728		
Work allo	cated	[:-						
All works	relat	ed to Vigilance Sec	ction.					
Jr.		Ms. Tejal Teli		Email		EPABX		
Executiv	ve		tejalt	ukaram.teli@gov.i	n	022-28294714		
(9)]							
_		Certificate matters						
Vigila	eser,	annual report	* 1 T	Barry Control of	. 47436 1444			
(B)		bour Division						
	,	on deals with all La			e units.	Andre 1 areas		
ADC	Dr	. Vijaykumar Lor	dhe	Email	O !:	EPABX		
		*		dr.vijaykumarrl(a/gov.in	022-28294765		
Work Alle								
		ed to Labour Divis	ion.	773		EDADY		
Assistant		Shri G.S. Bhandari	1 سام مین ا	Email handari12@nic.in		EPABX 022-28294731		
1						11//5/11/74/11		

Consulta	nd:		Email		EPABX				
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Work Alloca									
	lated to Labour matte	ers							
Jr.	Shri Panchshil		Email		EPABX				
Executive	Ghadge	pai	panchshil.ghadge@gov.in 022-28294710						
(10)	Omango	Ρ							
> Scrutiny	of Annual Returns &	2 Mont	hly Returns.						
> Preparati	on of Creche Certific	cate &	Related Corresponde	ence.					
RTI anni	ications, Governmen	ıt Refe	ences State /Central.						
> Preparati	on of Minutes of the	variou	s meetings.						
	tion matters.		C						
	ion of records under	variou	s Labour Laws.						
	nts received from wo								
	on of Awards.								
	ion of Circulars.		,						
	ng matters.				,				
Certifica	tion of Standing Ord								
> Maintair	ing daily receiving	Dak re	cord in Excel & Regi	ster.					
> Inward &	& Outward of the dak	receiv		Service 2 12 5	and the state of t				
(C) Lega	Division:-								
Legal Divisi	on deals with all Le	gal Ma	atters related with SI	EZs/EOU	under the jurisdiction of				
DC-SEEPZ		Ü							
	Vijaykumar Londh	ie	Email		EPABX				
		dr	.vijaykumarrl@gov.i	n	022-28294765				
Work Alloca	tion:-								
All works re	lated to Legal Division	on.							
Assistant	Smt. Rekha Nair		Email		EPABX				
			r.nair@nic.in		022-28294751				
Work allocat	ed:-								
All works re	lated to Legal Division				7777 1 TO 77				
Sr.	Smt. Trupti Dhu	urat	Email_		EPABX				
Executive		İ	trupti.dhurat@gov	.in	022-28294707				
(1)					1 1				
Monitor	ing all the Litigation	Cases	pending before all Ju	idicial For	ums as and when				
required	, in consultation with	n the O	fficials.						
	g & briefing counsels	s as an	d when required.						
Attendir	ng Court Cases.			1 1					
> Preparin	g draft Affidavit in b	Reply a	nd application as and	ı wnen rec	quired to be filed in the				
court ca	ses in consultation w	ith the	respective section an	ia JDC.	Councel				
> Corresp	ondence with the Bra	anch Se	ecretariat for nominat	ion of the	Counsel.				
P	Correspondence with the MoC&I in respect of developments in Court cases.								
> Corresp	 Uploading data of pending Court cases on the LIMBS Website. Vetting the draft Show Cause Notices and Order in Original issued under Fr (D&R) Act, 								
CorrespUploadi	d. 1. 2 d	ยางดนเด	es and Order in Orig	mai issue	a under 11 (Dock) Act,				
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 Corresp Uploadi Vetting 1992. Attending advice a Jr. Executive (11) 	the draft Show Cause ng all the misalliance and legal opinion/vett Smt Harshala Pa	es filed ting of trab	as an when marked t contract agreement. Email harshala.parab@go	ov.in	EPABX				
 Corresp Uploadi Vetting 1992. Attending advice at Jr. Executive (11) To verify 	the draft Show Cause ng all the misalliance and legal opinion/vett	es filed ting of trab	as an when marked to contract agreement. Email harshala.parab@goont submitted by units	ov.in	EPABX 022-28294707				

Registration in respect of sub-lease agreement.

- > Internal correspondence with IA-I/Estate regarding status/court cases of sub-lease agreement.
- > To charge penalty for non-execution and delay in submission of sub-lease agreements.
- > Updating status of sub-lease agreement on daily basis.
- > Updating status of sub-lease agreement for UAC.
- > Furnishing status in respect of sub-lease agreement as and when required by the concerned section.
- > Sent reminder letter to units/counsels as and when required.
- > Reply notes received from concerned section.
- > Assisting Sr. Executive.
- > Outward entry of letters.

(D) Hindi Division:-

(1)	THIRD DIVISION		
Hindi I	Division deals with all v	vork related to Implementation and	coordination.
ADC	Shri Hanish Rathi	Email hanishr.g171701@gov.in	EPABX 022-28294719
Work a	llocated:-		
All wor	ks related to Hindi Div	rision.	
Consul	_ ~	Email at suman.saraswat@gov.in	EPABX 022-28294725

Official language section

- To do timely Hindi translation and typing work of English letters/English circulars/English public notices/English office orders/English tender notices etc. received for Hindi translation from different sections.
- > To take action on the letters received from time to time from the Ministry/Department of Official Language.
- > Translation and typing work of letters received in Marathi into Hindi.
- > To translate the terminology from English to Hindi for the notice board.
- > Organizing Hindi workshops to impact practical training in official Hindi to the officers and employees.
- > Organise the meetings of the Official Language Implementation Committee.
- Execution of various types of works related to the organisation of Hindi Diwas/Pakhwada, such as issuing circulars etc., collecting names of participants, cooperating in organising programs.
- Town Official Language Implementation Committee, U.M. To process the letters received from the office.
- > Preparation of report of official language inspection of sections carried out during each quarter.
- > To give constructive cooperation in various programs organised from time to time in the office of Development Commissioner, SEEPZ-SEZ.
- > To process letters received from Regional Implementation Office, Hindi Training Institute, Hindi Translation Bureau.
- Expenditure on purchase of Hindi books as per the target set in the annual programme.
- > Issue of quarterly, half yearly (if called for) and annual reports in proforma wise by consolidating the quarterly Hindi progress reports received from different sections of the office.

Future plans

- > Updating the website in Hindi.
- Write quotes related to 'Aaj Ka Shabd', sentence usage and official language in Hindi regularly on the notice board.
- > Weekly activity to encourage employees to use Hindi. Honouring the winners.
- > Organising essay writing, competitions, participation programs on national festivals.
- > To publish a monthly/quarterly/half-yearly/annual magazine of the Institute.

<u> </u>	> Writing short information, quotes etc. related to special days.							
	xecutive	Shri Im			Email		EPABX	
	(2)	Shaik		imran.	shaikh123@	gov.in	022-28294703	
Offi	cial langu	age section						
To do timely Hindi translation and typing work of English letters/English circulars/English								
	public notices/English office orders/English tender notices etc. received for Hindi							
	translation	n from differen	t sections	S.				
	To take a	ction on the le	etters rece	eived fro	m time to ti	me from	the Ministry/Department of	
	Official L	anguage.					x 1'	
\triangleright	Translatio	on and typing v	vork of le	tters rec	eived in Mar	athi into l	lindi.	
	To transla	ite the termino	logy fron	i English	to Hindi for	the notic	e board.	
			shops to	impact j	oractical trai	ning in o	fficial Hindi to the officers	
~	and empl	oyees. the meetings o	ftha Offi	iaial I an	ouage Imple	mentation	Committee	
7	Organise	the meetings o	and of we	vrke relat	ed to the or	panisation	of Hindi Diwas/Pakhwada,	
	ench as i	ror various tyj sening circular	e etc. cc	llecting	names of na	articipants	s, cooperating in organising	
	programs		3 010., 00	,,,oonng	mannes or pr	v. v . [5	,,	
\triangleright	Town Of	ficial Languag	e Implem	entation	Committee,	U.M. To	process the letters received	
	from the				,		•	
	Preparation	on of report o	f official	languag	ge inspection	of section	ons carried out during each	
	quarter.							
\triangleright	To give	constructive co	operation	ı in vari	ous program	s organis	ed from time to time in the	
	office of	Development (Commissi	ioner, SE	EPZ-SEZ.	000		
	To proce	ss letters receiv	ved from	Regiona	l Implement	ation Offi	ce, Hindi Training Institute,	
	Hindi Tra	inslation Burea	u.				the annual programma	
>	Expendit	ure on purchas	e of Hind	li books a	as per the tar	get set in	the annual programme.	
	Issue of	quarterly, hal	r yeariy	(II cane	g tor) and	annuar re	ports in proforma wise by om different sections of the	
	office.	ting the quart	eriy Hino	n progre	ss reports re	ceived ii	om unicient sections of the	
(T)	Jan Ger Ngg Gropers							
<u>(E</u>) III I	Division:-	alanmant	and Ma	intenance o	f Web-site	e & regular updation. AMC	
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		ri Hanish		Email			EPABX	
F3.1	5	Rathi	hanishr		1@gov.in		022-28294719	
Wo	rk allocate		11001110111	.g.x / 1 / 5	108-71			
		ated to IT Divi	sion.					
		Shri G.S. Bha			Email		EPABX	
	7			gs.bhan	dari12@nic.i	in	022-28294731	
Wo	rk Allocat	ed:-						
All	works rel	ated to IT Divi	sion.					
	IT	Shri Amit Sh	irlvalka		Email	_	EPABX	
Ex	ecutive			ami	t.shirvalkar@	gov.in	022-28294721	
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>		de SEZ VPN r			iving			
	$NSDL_{+}$	OGFT internal	issues re	sorving				

- Payment follow-ups for all payments related to procurement
 File work for Competent Authorities Approval related IT Files
 All work related to purchase of Goods and Services through GeM
- Procurement through manual procedure
- Handling GeM and CPPP portal for Floating, Opening and

$\overline{\triangleright}$	Awardir	o of	contract.							
			CRAC and forw	arding '	the	bill to DDO.				
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	IT		ri Mayur Gada			Email			EPAB	X
Exc	ecutive	~			nay	ur.gadage@gov	/.in	1	022-2829	4721
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	File wor	k for	creating sanct	ion orde	er fo	or manual procu	iremei	nt		
IT	Executiv	ve	Shri Raman	Ghosh		Email				ABX
	(3)					raman.ghosh@			022-2	8294721
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Ex	ecutive			vikram.satre@gov.in 022-			022-202	94721		
	(4)				v.i.d	na E Office T	roinin	r to emn	Jovees d	ata hackun on
	Providing support to E-Office, providing E-Office Training to employees, data backup on daily basis, implementing features in e-office.									
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(F) Se	cui	ity Divisio	n:-					學	
	urity Div	visio	n deals with de	ploymo	ent	of security pers	sonal,	rotation	issues ar	nd cancellation
of	gate pas	ses.	complaints rel	ated w	ith	security. Posti	ng, R	otation	and oper	ational issues.
Mo	nitoring	of Se	curity hired on	outsou	ırce	basis and its pr	oper d	leployme	ent.	
	C/Secu		Shri Hanis				mail			EPABX
	Officer	-				hanishr.g17	1701@	gov.in	02	2-28294719
Wo	rk alloca				I					
			l to Security Di	vision.						
	Acct		Shri Vijav N			Email			EPA	BX

Security Officer			vijay.nare13@gov.in	022-28294737		
Work allo		<u> </u>				
		ted to Security Division				
LDC	LDC Shri Janesh Tripathi Email ganesh.tripathi@gov.in EPABX 022-28294703					
Work allo	cate	i:-				
All works	rela	ted to Security Division				
Executiv	/e	Shri Imran Shaikh	Email EPABX			
(2)			imran.shaikh123@gov.in 022-28294703			
> Assis	t in t	he organisation of meet	ings relating to the Securit	y Section.		
		e letters received in the				
	ase	relating to Security Sect	ion Email	EPABX		
Jr.		Shri Mayur Gotad	mayur.gotad@gov.in	022-28294766		
Executiv	ve		mayur.gotad@gov.m	022-2025 1700		
(12)	icati	on of gote passes applie	d by seepz units and from	the outside vendor.		
VerifFeed	dete	of outside vendors and	Annrove application of g	ate passes in gate pass software,		
		seepz units.	Approve approaction of B	mee basses was Breez bas		
		f vehicle pass		ļ		
		ted passes to units.				
> Provi	ding	gate pass related data to	o seepz office wherever re	quired through SQL database.		
> Hand	ling	all queries of SQL Data	base.			
Surre	nder	valid passes in gat pass	ses system.			
> Regis	trati	on of new units in softw	vare after approval note fro	om Estate Section.		
➤ In ad	ditio	n to the above any wor	k assigned by the superior	rs from time to time.		
Jr.		Shri Nitesh Bhosale	Email	EPABX		
Jr. Executi	ve	Shri Nitesh Bhosale		EPABX		
Executi			Email nitesh.bhosale@gov.i	n 022-28294766		
Executi (13)	ifica	tion of gate passes appli	Email nitesh.bhosale@gov.i	n 022-28294766 n the outside vendor.		
Executi	ifica d da	tion of gate passes applita of outside vendors	Email nitesh.bhosale@gov.i led by seepz units and fror and Approve applicatio	n 022-28294766		
Executi	ifica d da ware	tion of gate passes applita of outside vendors e, applied by seepz units	Email nitesh.bhosale@gov.i led by seepz units and fror and Approve applicatio	n 022-28294766 n the outside vendor.		
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	ecutive (14)		manali.aair@gov.in	022-28294713					
AII	All following applications in respect of unit starting with A to I.								
>	the contract of the Contract of the LIAC								
	Monthly Preparation of Agenda & Minutes of the Meeting/ Action taken of Approval								
	Committee Meeting								
>	Preparation of Checklists/Notings & Letters - New Unit Application, Revised Projections,								
	Enhancement in Capacity, Mid-term Revised Projection, Broad Banding of Items,								
	Additional/ Deletion of location, Implementing Agency, Change of Name of the unit,								
	Change of	f Directors. Change in S	Shareholding Pattern, Fin	al De-bonding, Bond-cum-Legal					
	Undertaki	ng Personal Hearing	Letters, Permission for	Exhibition abroad, Job Work					
	Abroad, i	ntimation of exhibition,	Merger & De-merger of	LOA, Default List of Services &					
	Additiona	1 list of services. Modifi	ication in Import-Export (Code.					
\triangleright	Handling	SEZ Online/NSDL wo	ork - Checking of NEW	V unit application, LOA Letter,					
	Renewal	of LOA Letter, Tempor	arv Extension for LOA, l	Broad Banding permission letter,					
	Permissio	n for exhibition letter, (Changes in Entity details	of the unit (IEC, GST No. Email					
	ID Chang	es. Change of Company	Name etc.						
\triangleright	Issue of S	tatus House Certificate,	Commencement Certific	ate, Modified IEC Certificate.					
>	Data rece	ived from Customs rega	rding Outstanding Expor	t forwarded to RBI.					
\triangleright	Preparation	on of SCN & Order-	in-Original for low pe	rformance/non-performance/non-					
	execution	of BLUT/ non-execution	on of sub-lease agreement	t/non-payment of rental dues.					
\triangleright	Misc. cor	respondences with Units	s, Ministerial references r	related to Units as required.					
\triangleright	CRA aud	it objection of units & N	Maintaining of CRA Object	cuon Sneet.					
	Forwardi	ng requisite information	to MOC&I as & when re	A enjetant					
>			work assigned by ADC/	EPABX					
_	Jr.	Ms. Dipika Rane	Email	022-28294713					
\mathbf{E}	xecutive		dipika.rane@gov.in	022-2027-113					
	(16)		t - Cittti	to D					
	following	applications in respect	t of unit starting with J on before placing the sam	ne in the IIAC					
2	Scrutiny	Of New Onit Application of Agend	on below placing the San	eting/ Action taken of Approval					
-	Commi	tee Meeting	a & williates of the wie	oung, ixonon units on app					
>	Droporo	tion of Chacklists/Notin	os & Letters - New Unit	Application, Revised Projections,					
	Tabana	ment in Canacity M	id-term Revised Projec	tion, Broad Banding of Items,					
	Additio	nal/ Deletion of location	on Implementing Agenc	y, Change of Name of the unit,					
	Change	of Directors Change	in Shareholding Pattern	Final De-bonding, Bond-cum-					
i	Lacol	Indertaking Personal	Hearing Letters. Permis	sion for Exhibition abroad, Job					
	Work A	broad intimation of ex	xhibition Merger & De-	merger of LOA, Default List of					
	Service	s & Additional list of se	rvices, Modification in In	nport-Export Code.					
>	Handlir	g SEZ Online/NSDL v	work - Checking of NE	W unit application, LOA Letter,					
^	Renewa	of LOA Letter, Tem	iporary Extension for L	OA, Broad Banding permission					
	letter F	Permission for exhibition	n letter, Changes in Ent	ity details of the unit (IEC, GST					
	letter, Permission for exhibition letter, Changes in Entity details of the unit (IEC, GST No. Email ID Changes, Change of Company Name etc.								

> Issue of Status House Certificate, Commencement Certificate, Modified IEC Certificate.

> Data received from Customs regarding Outstanding Export forwarded to RBI.

> Preparation of SCN & Order-in-Original for low performance/non-performance/non-execution of BLUT/ non-execution of sub-lease agreement/non-payment of rental dues.

Misc. correspondences with Units, Ministerial references related to Units as required.

CRA audit objection of units & Maintaining of CRA Objection Sheet.

> Forwarding requisite information to MOC&I as & when required.

In addition to the above any other work assigned by ADC/Assistant.

Jr. Executive	Shri Santosh	Email	EPABX	ĺ
(15)	Gorule	santosh.gorule@gov.in	022-28294713	

All following applications in respect of unit starting with S to Z.

Scrutiny of New Unit Application before placing the same in the UAC.

Monthly Preparation of Agenda & Minutes of the Meeting/ Action taken of Approval

Committee Meeting

Preparation of Checklists/Notings & Letters - New Unit Application, Revised Projections, Enhancement in Capacity, Mid-term Revised Projection, Broad Banding of Items, Additional/ Deletion of location, Implementing Agency, Change of Name of the unit, Change of Directors, Change in Shareholding Pattern, Final De-bonding, Bond-cum-Legal Undertaking, Personal Hearing Letters, Permission for Exhibition abroad, Job Work Abroad, intimation of exhibition, Merger & De-merger of LOA, Default List of Services & Additional list of services, Modification in Import-Export Code.

Handling SEZ Online/NSDL work - Checking of NEW unit application, LOA Letter, Renewal of LOA Letter, Temporary Extension for LOA, Broad Banding permission letter, Permission for exhibition letter, Changes in Entity details of the unit (IEC, GST)

No. Email ID Changes, Change of Company Name etc.

> Issue of Status House Certificate, Commencement Certificate, Modified IEC Certificate.

Data received from Customs regarding Outstanding Export forwarded to RBI.

- > Preparation of SCN & Order-in-Original for low performance/non-performance/non-execution of BLUT/ non-execution of sub-lease agreement/non-payment of rental dues.
- Misc. correspondences with Units, Ministerial references related to Units as required.
- > CRA audit objection of units & Maintaining of CRA Objection Sheet.
- > Forwarding requisite information to MOC&I as & when required.
- > Preparation of Hindi Report & forwarding to Hindi section.

In addition to the above any other work assigned by ADC/Assistant.

NEW -	SEZ Section:-		
NEW - S	EZ Division deals with a	I work related to Developers a	nd units of Private SEZ.
ADC	Shri Haresh Dahilkar	Email haresh.d@gov.in	EPABX 022-28294757
Work all	ocated:-		
All work	s related to I Gate Capger	nini SEZ including Audit.	
Assistan		Email r.kumar74@gov.in	EPABX 022-28294728
Work all	ocated:-		
All work	s related to I Gate Capger	nini SEZ including Audit.	
Jr. Execut (19)	Ms. Yashika	Email yashika.udyawar@gov.in	EPABX 022-28294773

Works Related to I Gate Capgemini SEZ.

Scrutinizing of New Unit Application for grant of LOA i.e. verification of documents such as Project Report, Balance Sheet, Cash Flow Statement, IT-Returns etc and accordingly preparing checklist and agenda for the same.

Preparing Draft Note for following matters: Renewal of LOA, Bond Cum Legal Undertaking, Registered Lease Deed, Monitoring of APRs, Broad-Banding of items, Final Exit from SEZ Scheme, Addition of location, Deletion of Space, Default List of services, Additional list of services, Change of name of company, Change of Shareholding patterns, Change of list of Directors, List of Goods, Requirement of service provider, Temporary entry/exit gate in SEZ, Enhancement of Capital Goods, Procurement of used Capital Goods from DTA, Mid-term revision of LOA, Merger, Demerger and amalgamation of company, Relocation of Units. Exit of service provider.

Taking the matters of the Units, Co-Developers and Developers into UAC and document/agenda preparation and Co-ordination.

Providing the approval through SEZ Online System.

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> CRA	ng un matt	ers with resp	ect to 1	the Deve	lopers and	d Units.	, eroper		!
ADC		ıt. Kiran			ıail			EPABX	
		Vankar	ki	ran.vank	er@gov.i	n		022-2829475	56
Work all	Work allocated:-								
All work	All works related to Sunstream SEZ including Audit.								
Assistant Shri Ravindra Email EPABX									
	Kumar r.kumar74@gov.in 022-28294728								
Work all			CT	7/7 ! 1	1	1			
	s rela	ted to Sunstr		EZ inclu	nng Audi Ema			EPA	RY
Jr.	·	Ms. Yash	iika	voob	ema ika.udyav		z in	022-282	
Execution (19)	ve			yasıı	iika.uuyav	varægov	V . 111	022 202	.51775
	oloto	ed to Sunstr	oom SI	7.7.					
> Scru	tinizi	ng of New I	Init An	nlication	for grant	t of LOA	k i.e. ve	erification of do	cuments such
as P	roieci	t Report. Ba	Jance S	Sheet, C	ash Flow	Stateme	ent, IT-	Returns etc and	l accordingly
prep	aring	checklist an	d ageno	la for the	e same.				
> Prep	aring	Dı	aft	N	ote	for		following	matters:
Ren	ewaĪ	of LOA, Bo	ond Cu	m Legal	Undertal	king, Re	gisterec	l Lease Deed, N	Monitoring of
APR	.s, I	Broad-Bandi	ng of	items, F	inal Exit	from S	EZ Sc	heme, Addition	of location,
Dele	tion	of Space, De	fault L	ist of se	rvices, A	dditional	list of	services, Chang	ge of name of
com	pany,	Change of	Share	olding p	patterns, (Change	of list	of Directors, Li	ist of Goods,
Requ	irem	ent of servi	ice pro	vider, I	emporary Conital G	oods fro	xii gai	te in SEZ, Enl k, Mid-term revi	sion of LOA
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	ider.	Jemerger an	id aina	igamanc	n or con	ipany, i	Corocan	01. 01. 01.110. 2.	
> Taki	ng t	he matters	of th	e Units	. Co-Dev	velopers	and 1	Developers into	o UAC and
docu	ment	/agenda prep	paration	and Co	- ordinatio	n.		-	
> Prov	iding	the approva	l throu	gh SEZ (Online Sy	stem.			
		of approval	deficie	ency lette	ers with re	espect to	all the	Daks.	
		of Letters.			~~				
> Any	other	r works direc	eted by	ADC, U	DC.	d D-		na into IIAC	
> Taki	ng th	e matters of	the Un	its, Co-L	eveloper:	s and De	velope	rs into UAC.	
		ters with res	pect to		Email	ia Omis.		EPAB	X
ADC	Sn	ri Hanish Rathi	h		ешан 171701@	gov in		022-2829	
Work all	ocate		1 11	amsin.g.	17170169	6011111	L.		
All work	s rela	ited to Arshi	va Lim	ited and	Persipina	Develor	oers Pvi	t Ltd SEZ includ	ling Audit.
Assistan		hri Rayindr	a Kun	ar	Ema	il		EPAB	X
1 43515 641					kumar74@			022-28294	1728
Work all	ocate	ed:-							
All work	relat	ed to Arshiy	a Limi	ted and I	Persipina 1	Develop	ers Pvt	Ltd SEZ includ	ing Audit.
Jr.		As. Shruti R			Email			EPABX	(
Executiv	/e			shrut	i.rele@go	v.in		022-28294	742
(17)									
Works I	Relat	ed to Arshiy	a Limi	ited SEZ	Z.	er o t t	• ,	°	
> Scru	ıtıny	of New Unit	Appli	cation fo	or grant of	LOA 1.	.e. verij	fication of docu	ments such as
Proj	ect F	Report, Bala	nce Sh	teet, Ca	sn Flow	Stateme	III, 11-	Returns etc and	u accordingly
		checklist an				for		following	matters:
> Prep	aring	3 <u>D</u>	raft		ote	101		10110411118	11 Page
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Renewal of LOA, Bond Cum Legal Undertaking, Registered Lease Deed, Monitoring of APRs, Broad-Banding of items, Final Exit from SEZ Scheme, Addition of location, Deletion of Space, Default List of services, Additional list of services, Change of name of company, Change of Shareholding patterns, Change of list of Directors, List of Goods, Requirement of service provider, Temporary entry/exit gate in SEZ, Enhancement of Capital Goods, Procurement of used Capital Goods from DTA, Mid-term revision of LOA, Merger, Demerger and amalgamation of company, Relocation of Units. Exit of service provider.

Taking the matters of the Units, Co-Developers and Developers into UAC and document/agenda preparation and Co-ordination.

> Providing the approval through SEZ Online System.

> Preparing of approval/deficiency letters with respect to all the Daks.

> Outward of Letters.

Any other works directed by ADC, UDC.

> Taking the matters of the Units, Co-Developers and Developers into UAC.

	N/ Variation	Email	EPABX
Jr.	Ms. Yashika		1
Executive		yashika.udyawar@gov.in	022-28294773
(19)			

Works Related to Persipina Developers Pvt Ltd SEZ.

Scrutiny of New Unit Application for grant of LOA i.e. verification of documents such as Project Report, Balance Sheet, Cash Flow Statement, IT-Returns etc and accordingly preparing checklist and agenda for the same.

Preparing Draft Note for following matters:
Renewal of LOA, Bond Cum Legal Undertaking, Registered Lease Deed, Monitoring of APRs, Broad-Banding of items, Final Exit from SEZ Scheme, Addition of location, Deletion of Space, Default List of services, Additional list of services, Change of name of company, Change of Shareholding patterns, Change of list of Directors, List of Goods, Requirement of service provider, Temporary entry/exit gate in SEZ, Enhancement of Capital Goods, Procurement of used Capital Goods from DTA, Mid-term revision of LOA, Merger, Demerger and amalgamation of company, Relocation of Units. Exit of service provider.

Taking the matters of the Units, Co-Developers and Developers into UAC and document/agenda preparation and Co-ordination.

> Providing the approval through SEZ Online System.

> Preparing of approval/deficiency letters with respect to all the Daks.

Outward of Letters.

> Any other works directed by ADC, UDC.

> Taking the matters of the Units, Co-Developers and Developers into UAC...

> CRA matters with respect to the Developers and Units.

	The Military Company	Email	EPABX
ADC	Dr. Vijaykumar		022-28294765
	Londhe	dr.vijaykumarrl@gov.in	022-2029-103
Work allo	ocated:-		
All work	s related to Gigaplex Esta	ate Pvt. Ltd, Mindspace Busine	ss IT Park Pvt. Ltd, Aurum
Real Esta	ite Pvt. Ltd, JNPA, LTM	INDTREE, Festus Properties Pv	t. Ltd., Indiabulls Indsutrial
Infrastruc	ture Pvt I td. Roma Buil	ders Pyt. Ltd. SEZ, Government	Reference, CRA – Audit of

Infrastructure Pvt. Ltd., Roma Builders Pvt. Ltd. SEZ, Government Reference, CRA – Audit of concern SEZ.

Assistant	Shri Ravindra	Email	EPABX
	Kumar	r.kumar74@gov.in	022-28294728
Work allocate	d:-		

Works related to Gigaplex Estate Pvt. Ltd, Mindspace Business IT Park Pvt. Ltd, Aurum Real Estate Pvt. Ltd, JNPA, LTMINDTREE, Festus Properties Pvt. Ltd., Indiabulls Indsutrial Infrastructure Pvt. Ltd., Roma Builders Pvt. Ltd. SEZ, Government Reference, CRA – Audit of concern SEZ.

		*** P\$	TO A DY					
Jr.	Ms. Shruti	Email	EPABX					
Executive	Rele	shruti.rele@gov.in	022-28294742					
(17)								
		Estate Pvt Ltd SEZ.						
Scrutiny	of New Unit Ap	plication for grant of LO	A i.e. verification of documents such as					
			ement, IT-Returns etc and accordingly					
preparin	-	genda for the same.						
> Preparin	ig Draft		for following matters:					
Renewa	Renewal of LOA, Bond Cum Legal Undertaking, Registered Lease Deed, Monitoring of							
APRs,	APRs, Broad-Banding of items, Final Exit from SEZ Scheme, Addition of location,							
Deletior	Deletion of Space, Default List of services, Additional list of services, Change of name of							
compan	y, Change of Sha	areholding patterns, Chan	nge of list of Directors, List of Goods,					
Require	ment of service	provider, Temporary ent	try/exit gate in SEZ, Enhancement of					
Capital	Goods, Procureme	ent of used Capital Goods	s from DTA, Mid-term revision of LOA,					
Merger,	Demerger and a	malgamation of compan	y, Relocation of Units. Exit of service					
provide								
			pers and Developers into UAC and					
		tion and Co-ordination.						
> Providir	ng the approval th	rough SEZ Online System	a.					
		iciency letters with respec	of to all the Daks.					
	d of Letters.							
	er works directed							
		Units, Co-Developers and						
Jr.	Ms. Yashika	Email	EPABX					
Executive		yashika.udyawar@gov.	in 022-28294773					
(19)								
			iabulls Industrial Infrastructure Pvt.					
Ltd., Roma	Builders Pvt. Lt	d SEZ:-	t i C d' a C la account and acch					
> Scrutiny	of New Unit App	olication for grant of LOA	A i.e. verification of documents such as					
			ement, IT-Returns etc and accordingly					
1 1 ~	checklist and age		S. Fallander mattage					
Preparing	g Draft		for following matters:					
Renewal	of LOA, Bond	Cum Legal Undertaking,	Registered Lease Deed, Monitoring of					
APRs,	Broad-Banding o	of items, Final Exit from	m SEZ Scheme, Addition of location,					
Deletion	of Space, Default	t List of services, Addition	onal list of services, Change of name of					
company	, Change of Shar	reholding patterns, Chan	age of list of Directors, List of Goods,					
Requirem	nent of service pro	ovider, Temporary entry/e	exit gate in SEZ, Enhancement of Capital					
Goods, P	rocurement of use	ed Capital Goods from D	TA, Mid-term revision of LOA, Merger,					
Demerge	Demerger and amalgamation of company, Relocation of Units. Exit of service provider.							
	Taking the matters of the Units, Co-Developers and Developers into UAC and							
		on and Co-ordination.						
Providing	g the approval thro	ough SEZ Online System.						
		ciency letters with respect	to all the Daks.					
Outward								
	r works directed b		The state of the s					
> Taking th	ie matters of the U	Inits, Co-Developers and	Developers into UAC.					
		to the Developers and Uni	its.					
Jr.	Ms. Daks							
Executive	Ghara	t dakshata.gha	rat@gov.in 022-28294742					
(18)	1 7 1 7 7 7	TO D. I. D. D. D.	of Itd Assure Deal Estate Dest Itd					
			vt. Ltd., Aurum Real Estate Pvt. Ltd.,					
JNPA, LTN	MINDTREE SEZ	i= Amplication for amount of	I OA is verification of documents such					
> Scru	uny of New Unit	Application for grant of	LOA i.e. verification of documents such					

as Project Report, Balance Sheet, Cash Flow Statement, IT-Returns etc and accordingly

preparing checklist and agenda for the same.

Preparing Draft Note for following matters: Renewal of LOA, Bond Cum Legal Undertaking, Registered Lease Deed, Monitoring of APRs, Broad-Banding of items, Final Exit from SEZ Scheme, Addition of location, Deletion of Space, Default List of services, Additional list of services, Change of name of company, Change of Shareholding patterns, Change of list of Directors, List of Goods, Requirement of service provider, Temporary entry/exit gate in SEZ, Enhancement of Capital Goods, Procurement of used Capital Goods from DTA, Midterm revision of LOA, Merger, Demerger and amalgamation of company, Relocation of Units. Exit of service provider.

> Taking the matters of the Units, Co-Developers and Developers into UAC and

document/agenda preparation and Co-ordination.

> Providing the approval through SEZ Online System.

> Preparing of approval/deficiency letters with respect to all the Daks.

> Outward of Letters.

Any other works directed by ADC, UDC.

> Taking the matters of the Units, Co-Developers and Developers into UAC and document/agenda preparation and Co-ordination BOA.

Policy Matters

> Parliament Questions, Government References Matters.

EOU Section :-

EOU Section deals with all approval and permissions of EOUs work, Monitoring performance, Joint Monitoring, Litigation Matter, BOA/AC matters, Parliament Questions, Refund of CST, DRK and TED, Processing of all claims pertaining to MEIS/SEIS Scheme, CRA/CAG report.

ADC	Smt. Kiran		Email	EPABX	
	Vankar	kiran.vanker@gov.in		022-28294756	
Work al	located:-				
All worl	ks related to EOU Se	ction.			
Assista			Email s.bhandari12@nic.in	EPABX 022-28294731	
Work al	located:-				
All worl	ks related to EOU Se	ction.			
			Email patrina.whyte@gov.in	EPABX 022-28294710	

Work related to Policy under Foreign Trade Policy (FTP 2015-2020) & HBP 2015-2020.

Preparation of noting's/checklist/approval letters/ deficiency letters related to New Unit/permission for Renewal of Letter of Permission/ Green Card/ Change of name of company/Additional/Deletion/ Change of location/Change of implementing agency/ Broad Banding of manufacture of items/ Capacity Enhancement of manufacture items/Exit from EOU etc.

Preparation of Agenda/Information for Board of Approval Meeting (Ministry of

Commerce).

- Preparation of Agenda and Minutes for Monthly Approval Committee Meeting. Entries of New unit application/Updattion of DCP/Debonding etc in EOU Software. Noting/Letters reg., issue of Status House Certificate and also related to fradulents and Antecedent Verification.
- ➤ Issuance of Green Card.
- Work related to MOC&I, Lokhsabha/Rajyasabha pertains to EOU Section. Noting/Letter's related to Free Sale/Commerce Certificate and Exemption Certificate/Commencement Certificate. SION Norms related notings/letters.. Show Cause Notice (pertains to EOU Section).

> Intimation and permission related to Domestic Tariff Area (DTA) as per Foreign Trade Policy. Notings/Letter's related to Verification from Customs/JNCH.

Entries of New unit application/Updattion of DCP/Debonding etc in EOU Software.

/ Littles of	Trev and application open		EDADY
Jr.	Shri Sushant Sawant	Email	EPABX
Executive		sushant.sawant@gov.in	022-28294710
(21)			N 0 XXXXX 0015 0000

- ➤ Work related to Policy under Foreign Trade Policy (FTP 2015-2020) & HBP 2015-2020.
- Preparation of noting's/checklist/approval letters/ deficiency letters related to New Unit/permission for Renewal of Letter of Permission/ Green Card/ Change of name of company/Additional/Deletion/ Change of location/Change of implementing agency/ Broad Banding of manufacture of items/ Capacity Enhancement of manufacture items/Exit from EOU etc.
- Preparation of Agenda/Information for Board of Approval Meeting (Ministry of Commerce).
- > Preparation of Agenda and Minutes for Monthly Approval Committee Meeting. Entries of New unit application/Updattion of DCP/Debonding etc in EOU Software. Noting/Letters reg., issue of Status House Certificate and also related to fradulents and Antecedent Verification.
- > Issuance of Green Card.
- Work related to MOC&I, Lokhsabha/Rajyasabha pertains to EOU Section. Noting/Letter's related to Free Sale/Commerce Certificate and Exemption Certificate/Commencement Certificate. SION Norms related notings/letters.. Show Cause Notice (pertains to EOU Section).
- Intimation and permission related to Domestic Tariff Area (DTA) as per Foreign Trade Policy. Notings/Letter's related to Verification from Customs/JNCH.

Entries of New unit application/Updation of DCP/Debonding etc in EOU Software.

, Billito	of 11011 affit applications o		TIN 1 70 T/
Jr.	Ms. Priya Pawar	Email	EPABX
Executiv	e	priya.sawant123@gov.in	022-28294710
(22)			
Monitoring	performance of units unde	r EOU scheme on Quarterly/A	annual basis.
Jr.	Smt. Latha Jagdish	Email	EPABX
Executive	Sint alatina sugaria	latha.empati@gov.in	022-28294710
(23)			
	ers related to CRA Audit	EOU.	
ADC	Shri Hanish Rathi	Email	EPABX
Table	CIIII XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	hanishr.g171701@gov.in	022-28294719
Work alloca	ted:-		
All works re	elated to MEIS/SEIS, CST	/DBK/TED.	
Assistant	Shri Rayindra Kuma		EPABX
135535 00111		r.kumar74@gov.in	022-28294728
Work alloca	ted:-		
	elated to MEIS/SEIS, CST	/DBK/TED.	
Jr.	Smt. Vidya Mathkar		EPABX
Executive	(Lanjekar)	vidya.lanjekar@gov.in	022-28294773
(24)	(xamageana)		
Draparati	one of noting/checklist/ I	etter's related to CST/DBK/T	ED. Checking and Scruting

- > Preparations of noting/checklist/ Letter's related to CST/DBK/TED. Checking and Scrutiny of CST/DBK Application. Preparations of noting/checklist/ Letter's related to MEIS/SEIS.
- > Checking and Scrutiny of MEIS/SEIS Application. Noting & preparation of letters w.r.t. deficiency and rejection of claims.
- > Government reference w.r.t. MEIS/SEIS & CST/DBK/TED. Approval & Authorization Scrip through DGFT online system.
- > CRA objection w.r.t. MEIS/SEIS & CST/DBK/TED.
- > Letter Outward. Updating of excel sheet w.r.t. completion of files/issuance of scrip.

ADC	Smt.	Kiran Vankar		Email		EPABX
			kiran.va	inker@gov.in		022-28294756
Work a						
Works		to IEC request /	CRM pend	lency in DGFT I	<u>30 onl</u>	ine portal.
Assista	nt S	Shri Ravindra	Email			EPABX
		Kumar	r.kuma	r.kumar74@gov.in		022-28294728
Work a						
Works	related	to IEC request /	CRM pend	dency in DGFT I	3O onl	ine portal.
Jr. Exc	ecutive	e Ms. Tejal Te		Email		EPABX
(9)			tukaram.teli@go		022-28294714
Ha	ndling	IEC requests / C	RM pende	ncy in DGFT BO) onlin	e Portal.
			150 n		15 A. A. A. 17	
Statisti	c Sect	ion:-				
Statistic	e Secti	ion deals Prepar	ation of r	eport of zone r	elated	with SEZs / EOUs and other
		ordination with r	elated sect	tion and NSDL,	SEZs,	/EOUs related statistical reports
to Moc						T-75 1 N3 57
ADC	Dr	. Vijaykumar L	ondhe	Emai		EPABX
			·	dr.vijaykumar	rl(a)gov	v.in 022-28294765
Work a						
		ited to Statistic S		- A V		TID A DW
Assista	int S	hri G.S. Bhanda		Email		EPABX
			gs.bh	andari12@nic.ii	1	022-28294731
Work a						
		ited to Statistic se				ED A DW
Jr		Ms. Patrina Whyte		Email		EPABX
Execu				patrina.whyte	e@gov	in 022-28294710
(20						YELL Y CLEA
Jr		Shri Sushant	Sawant	Ema		EPABX 022-28294710
Execu				sushant.sawant@gov.in		7.ln 022-28294710
(21		7 77 1 70		Ema	· · · · · · · · · · · · · · · · · · ·	EPABX
Jr 		Ms. Priya P	Ms. Priya Pawar			
Execu				priya.sawant12	4 <i>3@</i> go	V.III 022-28294710
(22	·				<u>'1</u>	EPABX
Jr —		Smt. Latha J	agdish	Ema		
Exect				latha.empati	@gov.	III (722-2029-110
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Jr		Smt. Vidya M		Ema vidya.lanjeka		
Exect		(Lanjeka	ır)	vidya.ianjeka	1@gov	022-2025-4775
(24	1)	-CNATO data i a	Darmont I	man ant Investme	nt fr I	Employment of SEEPZ-SEZ and
> Up	dating	s received from S	Export, n	NSDI on Mont	HLX R	Operation basis
		s received from s g data for BOA at			my &	Quarterly busis.
> Pro	eparing	information race	nd DC mo rding ship	oment on daily h	acic ic	put up for information.
> Re	ointeir	ing data of Mercl	numg simp	Service Report	on time	e to time.
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138630			Table 2 at 1 at 1 at 1	Charles and the control of the contr		
(H)_	Dis	aster Manaş	gement	Division:	· (c) (1)	
Disaste	er Man	ager Division dea	ıls with su	pervision and co	ordina	tion of the Disaster Managemer
Action	plan i	ncluding commit	tee constit	uted there under	, Ident	tification of vulnerable areas an
make s	suggest	tions for the same	e, Proposa	I for fire safety	with th	he help of Fire Brigade and pla
for Mo			7.4.4.E	77	T	EPABX
ADC	Smt	. Bridget Joe – F	A to DC	Email		022-28284774
	1			b.joe@nic.in	1	UZZ-ZOZOH1/H

Work allocated:-All works related to Disaster Management Division. **EPABX** Email Assistant Shri G.S. 022-28294731 gs.bhandari12@nic.in Bhandari Work allocated:-All works related to Disaster Management Division. Shri Amit Patra Email **EPABX** Executive 022-28294784 amit.patra@gov.in (3)> Preparation and management of Emergency Evacuation Committee. > Preparation of Yearly Mock Drill Calendar and Circulars / Letters related to it. > Execution and management of monthly Emergency Evacuation Mock Drills (Wet & Dry). > Inspection of Monthly reports sent by the Unit Holders / Tenants. > Preparation and inspection of fire and other incident reports. > Hosting meetings and follow ups thereof. Finance, Accounts & Procurement Division:-Govt. Budget allocated:-**EPABX** Email Dr. Vijaykumar Londhe 022-28294765 dr.vijaykumarrl@gov.in Work allocated:-All works related to Govt. Budget. Shri Srikanth Shetty Email **EPABX** Jr. 022-28294748 srikanth.shetty@gov.in Executive (25)Monthwise Salary of all Govt Employee in PFMS Generating Outward LPC in EIS Receiving Incoming LPC online under our DDO and PAO Code Bonus bill of Govt Employee 10 Days leave encashment payment and LTC Claim. TA and Transfer TA Bill settlement of Govt Employee. DA Arrears bill when DA rates increase. Goods & Service Tax (GST) and P.tax Maha Gst Online Payment. Income Tax uploading in NSDL site of Salary & Non Salary(24G & 26Q) every month. preparing Due and Drawn statement of Pay fixation orders received from admin section. Sending quarter wise Employee details of Income tax in excel sheet looking toward PBR reports in PFMS and mail to CA section for return filling Preparing Form-16 Every Year of Govt Employee. Increment in salary in July and Jan and changes made in EIS as per the salary increment order received from admin section **EPABX** Email Shri Nilesh Lanjekar Jr. 022-28294748 nilesh.lanjekar@gov.in Executive (26)Preparing bills of Office Expenses, Medical & Advertising and Publicity and making payment on daily basis from Admin Budget DC office budget related reply to Ministry of commerce & BBA Section Verifying Authority bills Payments & Preparing Cheque for making payment. Preparing bills of GPF (final payment, withdrawal & Advance), final payment of Leave encashment, Gratuity & commutation bills of retired employee. Preparing L.O.P (List of Payment) on weekly basis and forward to RPAO Monthly NPS(New Pension Scheme) upload.

> Provide budget provision for all authority payments

Preparing LOC of all Admin Budget head quarterly and sending to Regional Pay and Accounts office

					YATE A TOYY
Jr.	Smt. Komal Nadar		Email		EPABX
Executive (27)		kc	omal.nadar@gov.in		022-28294748
> Salary s	tatement of officer's pos	sted in	n SEZ's on cost recov	ery basis.	
	elated toAudit Para				
	covery Statement & den				
Maintain	ning all files & register	relate	d to Cost Recovery.		
> Handlin	g outward				
> 'Hindi re					
	reminder letter				
	penalty on delay payme				
	nate and follow up with		lopers		
> Handlin	g DAK related to Minis	try			
	g Cost Recovery Noting	g's, D	emand letters & ackn	owledgen	nent letters and
_	the same.				
SEZ Author	rity Fund:-	April 191			
Finance (Bu				1 2 2	
Assistant	Shri Ravindra Kum	ıar	Email		EPABX
			r.kumar74@gov	.in	022-28294728
Work alloca	ted:-				
All works re	lated to Finance (Budge	t).			
Account Ex	ecutive (CA)				
Work relate	ed				
Executive	Ms Saloni Bibveka	r	Email		EPABX
(4)			saloni.bibvekar@gov		022-28294738
> Assistar	ce in Annual/Suppleme	ntary	Budget of SEEPZ-SI	EZ.	
	er work assigned by Sr.	Offic	cials		
Finance (Ac	counts) & Audit:-				
Assistant	Shri Ravindra Kur	nar	Email		EPABX
			r.kumar74@go	v.in	022-28294728
Work alloca					
All works re	lated to Finance (Accou	ınts) d	& Audit.		
Account Ex	ecutive (CA)		· · · · · · · · · · · · · · · · · · ·		
Work relate	ed				
Executive	Ms. Saloni Bibveka	r	Email		EPABX
(4)			saloni.bibvekar@gov		022-28294738
	of payments of the wa	ater p	urifier/Guest house n	naintenan	ce / electricity & water
leakage			_		
	nation with the CA and				
	nation with other junio			ating to r	eceiving bills/payments
and pro	cessing it on e-office fro	om se	rvice providers.		
	nce in Annual/Suppleme			EZ.	
	er work assigned by Sr.			· · · · · · · · · · · · · · · · · · ·	-
Jr.	Smt. Mansi Prajap	oati	Email	.	EPABX
Executive			mansi.prajapati@g	ov.in	022-28294738
(28)					
	ing of payment through				1
Payment of GEM Bills including purchase and procurement of goods.					
	MIDC rent payment for	plot a	area F1,F2 & F9		
> Yearly	^ -				
> Yearly	er work assigned by Sr.	Offi			
> Yearly	^ -		cials Email kit.shrungare@gov.in		EPABX 022-28294738

(29)Release of payments of the cleaning contractors/ security agency/AMC's regular payment. Payment of all tender related bills. Release of all staff & empanelled service providers/AMCs and also sanction orders. Release of payment related to legal fees & Audit Fees Release of payments of Property tax to BMC Procurement Division:-Procurement Advisory Cell:-**EPABX** Assistan Shri Ravindra Email 022-28294728 r.kumar74@gov.in Kumar ť Work allocated:-All works related to Procurement Advisory Cell. CA (Public Procurement) 1 CA (Public Procurement) 2 As per individual work responsibility assigned by specific Primary Custodian work order for tender / procurement framework formalities. Secondary Custodian (LDC) Supervisory Custodian (Asst. UDC) E-Procurement Gem CPPP etc. Shri Ravindra **EPABX** Assistan Email 022-28294728 r.kumar74@gov.in Kumar Work allocated:-All works related to E-Procurement Gem CPPP etc. Shri Mayur **Email EPABX** IT mayur.gadage@gov.in 022-28294721 Executive Gadage (2)Payment follow-ups for all payments related to procurement File work for Competent Authorities Approval All work related to purchase of Goods and Services through GeM Procurement through manual procedure Handling GeM and CPPP portal for Floating, Opening and Awarding of contract. Generating CRAC and forwarding the bill to DDO. File work for creating sanction order for manual procurement **EPABX** Email IT Shri Amit amit.shirvalkar@gov.in 022-28294721 Executive Shirlvalkar (1) All Hardware related issues resolving All Network related issues resolving \triangleright All outside SEZ VPN related issues resolving NSDL, DGFT internal issues resolving Payment follow-ups for all payments related to procurement File work for Competent Authorities Approval related IT Files All work related to purchase of Goods and Services through GeM Procurement through manual procedure Handling GeM and CPPP portal for Floating, Opening and Awarding of contract. Generating CRAC and forwarding the bill to DDO.

				for manual procur	ement	
	IT	Shri Raman Gho	osh	Email		EPABX
E	xecutive			raman.ghosh@;	gov.in	022-28294721
	(3)					
>	-	follow-ups for all pay		-	ment	
>		for Competent Author				
>		related to purchase of			ough GeM	•
>		ent through manual p				
>		GeM and CPPP porta			and Award	ling of contract.
>		g CRAC and forward	_			
>		for creating sanction		for manual procure	ement	
	IT	Shri Vikram Sati	re	Email		EPABX
Ex	ecutive			vikram.satre@g	gov.in	022-28294721
	(4)					
>	Providing	support to E-Office,	, provi	ding E-Office Tra	ining to e	nployees, data backup o
	daily basi	s, implementing featu	ıres in	e-office.		
>		GeM and CPPP porta				
>		related to purchase of			ough GeM	
•	Generatin	g CRAC and forward	ling th	e bill to DDO.		
•		ent through manual p				
•	Payment:	follow-ups for all pay	ments	related to procure	ment.	
>	Provide to	NIC email creation,	NIC e	mail deactivation,	NIC emai	l updating and NIC Ema
	Transfer.					
T	Executive	Shri Kalpesh Wa	gh	Email		EPABX
	(5)					022-28294721
>	E-office n	nigration data from lo	cal se	rver to Ministry se	rver.	
>	NIC emai	l support				
\mathbf{T}	Executive			Email		EPABX
	(6)	:				022-28294721
>	E-office n	nigration data from lo	ocal ser	rver to Ministry ser	rver.	
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	Esta	te Division:-		and the second of the second	The second of	
J)		te Division:-	- ()			
J) vic	ction & R	ecovery:-	s with	Fviction matters	to make	the list of offenders ar
J) vic	ction & R	ecovery:- ecovery section deal				
J) vic vic	ction & Rection & R	ecovery:- ecovery section deal viction, issue notice	and s	tart the eviction p	process, co	ollect data from differe
J) vic vic ligi	ction & Rection & Resible for Estions and u	ecovery:- ecovery section deal viction, issue notice update the list of offe	and s	tart the eviction p for pending due d	process, co	ollect data from differen
yic vic igi ect	ction & Rection & Rection & Rection & Rection Economic trecovery	ecovery:- ecovery section deal viction, issue notice pdate the list of offe of various authority /	and s enders other	tart the eviction p for pending due d dues	process, co	ollect data from differe
J) vic ligi	ction & Rection & Rection & Rection & Rection Economic trecovery	ecovery:- ecovery section deal viction, issue notice pdate the list of offe of various authority / hri Haresh Dahilkar	and s enders other	tart the eviction p for pending due d dues Email	process, co	es notice to offenders an
J) vic ligi ect art	etion & Retion & Retion & Retion & Retion & Retions and ut recovery	ecovery:- ecovery section deal viction, issue notice pdate the list of offe of various authority / hri Haresh Dahilkar Estate Manager	and s enders other	tart the eviction p for pending due d dues	process, co	ollect data from differe
J) vic vic ligi art AD	etion & Rection & Rection & Rection & Rections and ut recovery OC Since	ecovery:- ecovery section deal viction, issue notice pdate the list of offe of various authority / ari Haresh Dahilkar Estate Manager ed:-	and senders other	tart the eviction p for pending due d dues Email haresh.d@gov.ir	process, co	es notice to offenders an
vice ligitant AD	ction & Rection & Rection & Rection & Rections and under the recovery PC Since	ecovery:- ecovery section deal viction, issue notice pdate the list of offe of various authority / hri Haresh Dahilkar Estate Manager ed:- ted to Eviction & Rec	and senders other	tart the eviction p for pending due d dues Email haresh.d@gov.ir	process, co	ellect data from differences notice to offenders an EPABX 022-28294757
vice igitant	ction & Rection & Rection & Rection & Rections and under the recovery PC Since	ecovery:- ecovery section deal viction, issue notice pdate the list of offe of various authority / ari Haresh Dahilkar Estate Manager ed:-	and senders other	tart the eviction p for pending due d dues Email haresh.d@gov.ir section. Email	process, co	EPABX 022-28294757 EPABX
vice ignored in the control of the c	etion & Rection & Rection & Rection & Rection & Rections and ut recovery of States of	ecovery:- ecovery section deal viction, issue notice pdate the list of offe of various authority / hri Haresh Dahilkar Estate Manager ed:- ted to Eviction & Rec hri Rajesh Kumar	and senders other	tart the eviction p for pending due d dues Email haresh.d@gov.ir	process, co	ellect data from differences notice to offenders an EPABX 022-28294757
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- under Public Premises Act, 1971 with the help of Assistant or Executive as per the instruction of the Superiors.
- > Preparation of Personal Hearing letters as and when required.
- Taking directions in respect of Recovery and Eviction order/notices.
- Maintaining data in excel in respect of Eviction and recovery Proceeding
- Reply of notes received from concerned section.
- > Provide the data to IA section before the UAC meeting every month.
- > Follow up with the units regarding outstanding rent.

Utility (Cell:-		
ADC	Shri Haresh Dahilkar –	Email	EPABX
	Estate Manager	haresh.d@gov.in	022-28294757
Work all	ocated:-		
All work	s related to Utility Cell.		
Assista	nt Smt. Rekha Nair	Email	EPABX
		r.nair@nic.in	022-28294751
Work all	ocated:-		
All work	s related to Utility Cell.		
LDC	Shri Ashok Meena	Email	EPABX
		ashok.meena49@gov.in	022-28294703
Work all	ocated:-		

All works related to Utility Cell.

Caretaker: - Sector 1 to 7 (M & R Works & Utility Works)

- > Visit the Sector to check the status of the building and roads and prepare the list of all maintenance and repair works required to be done with the help of Technical & Utility staff. The work requires to be categorized in 3 parts: major repair work,minor repair work and immediate work,
- > Supervise the outsourced field staff in inspections and checking of premises of the sector.
- > Prepare the evidence of the requirement of maintenance and repair work in the form of Photograph and listed description thereof.
- > Validating (Signing the Report) and taking active part in daily inspections done by the Out-sourced field staff.
- > Prepare before and after photographic and written records of all the activities undertaken by the concerned Service Provider.
- > Submission of inspection report to Estate Management Control Cell.
- > Submission of monthly report of M & R works with regards to contract awarded by SEEPZ Authority for validating the services as per SLA/Work Order in order to release the payment of contract with respect to work contract only.

NOTE:-(Further, such report should be counter signed by the AEM, Utilities Sector Officials and Technical Cell).

- Ensuring with assistance from IT Division and CCTV service provider of data archiving of image/videos files for validation of date wise performance of works for monthly contracts with date stamp.
- > Being a part of the Tender Contract Management Committee for the review and certification of work performed under contract.

NOTE:-(Further, such report should be counter signed by the AEM, EM, Technical Cell, and Utility Field Staff and all files will be routed through AEM).

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Executive	Shri Rohit Nirmal	Email	EPABX
(5)	Sector 1	rohit.nirmal@gov.in	022-28294785
Jr. Executive (31)	Shri Aniket Singh Sector 2	Email aniket.kumar123@gov.in	EPABX 022-28294786
Jr. Executive (32)	Shri Pranav Kumar Sector 3	Email pranav.kumar96@gov.in	EPABX 022-28294786

Jr.	Shri Bhalchandra	Email	EPABX
Executive	Dharne	b.dharne@gov.in	022-28294785
(33)	Sector 4		
Jr.	Shri Rohan	Email	EPABX
Executive	Shinde	rohan.shinde@gov.in	022-28294785
(34)	Sector 5		
Jr.	Shri Nimish Koli	Email	EPABX
Executive	Sector 6	nimish.koli@gov.in	022-28294785
(35)			
Jr.	Shri Dyaneshwar	Email	EPABX
Executive	Ramkul	d.ramkul@gov.in	022-28294786
(36)	Sector 7		

Work allocated:-

- ➤ Visit the Sector to check the status of the building and roads and prepare the list of all maintenance and repair works required to be done with the help of Technical & Caretakers. The work requires to be categorized in 3 parts: major repair work, minor repair work and immediate work,
- > Taking photographs of the item where work is required and making a note of all inspected areas for further records keeping. The list of work to be done must be correlated with the photographs
- > Highlighting each and every M&R works that needs urgent attention /action.
- > Validating all works undertaken by the agency with the help of caretakers and Technical Cell.
- > Submission of inspection report to Service Provider/ Estate ManagementControl Cell.
- > Submission of work progress report of Estate Management Control Cell as per approved format.
- > Maintenance of digital record of works/photographs etc for ready reference.
- As of now the Technical cell, SEEPZ-SEZ and with support from Technical Documentation Agency will look after the work of M&R in the field.
- > Inspection of the Sector to see and report the requirement of Utility works needs done by the Service Provider.
- > Taking photographs and notes of all inspected areas for further record
- > Keeping and submitting day to day reports to the Estate Control Cell. Relevant Documentation for the above mentioned sector.
- > Oversee works related to cleaning of premises and common areas, horticulture and tree pruning, Waste management, gutter cleaning, water supply and plumbing requirements etc. as per SLA/Contract management matrix.
- > Preparation of contract management matrix for tenders under Estate Division
- Daily reporting to Assistant Estate Manager/ Addl. Estate Manager/ Estate manager.
- > Any other work assigned by Sr. Officials

ADC	Shri Haresh Dahilkar – Estate Manager	Email haresh.d@gov.in	EPABX 022-28294757
Work alloc	ated:-		
All works re	lated to Technical Cell.		
Assistant	Smt. Rekha Nair	Email	EPABX
		r.nair@nic.in	022-28294751

All mortes police	ed to Technical Cell.				
	Shri Ashok Meena		Email		EPABX
LDC S	SHITI ASHOK WICCHA	ashol	k.meena49@gov.in		022-28294703
Work allocate	d•	451101			
	ed to Technical Cell.				
	Shri Suresh		Email		EPABX
Chartered	Sharma :	suresh.	sharma123@gov.in		022-28294758
Engineer Wor	k of all sectors and Mega				
Sr. Technical	Shri Anil Kal	e	Email		EPABX
Consultant	(Sector 4)		anil.kale123@gov.	in	022-28294717
Official - 1					
M&R and I	Itilities work of Sect	or 4 b	uildings w.r.t Struct	ural rep	airs, roads & pavements,
waterproofit	ng works, water s	upply,	plumbing, sewag	ge, Dra	inage, Gutter, etc and
planning/per	rspective cell for all a	ctivitie	es.		
> Corresponde	ence with M/s NBCC				
Sr. Technical			Email		EPABX
Consultant	Korde		bharat.korde@gov	/.in	022-28294717
Official 2	(Sector 6)				
M & R and I	tilities work of Sect	or 6,]	Mega CFC, SDF 9	& 10 b	uildings, w.r.t. structural
repairs, road	ls & pavements, Ga	tes, w	aterproofing works	etc. C	orrespondence with M/s
MANIDCO					
J.E.	Shri Viraj Motan		Email	.	EPABX
(Electrical)	(All Sector Electr	ical)	viraj.matondkar@	gov.in	022-28294758
All M&R and	utilities work for all s	ectors.			WITE I WAY
J.E.	Shri Sumit Patra		Email		EPABX
(Mechanical)	(Sector 2 & 5)	sur	nit.patra@gov.in	<u> </u>	022-28294783
> M & R fo	r Sector 2 & 5 and w	ork or	all buildings, struc	tural rep	airs, gates, waterproofing
works, roa	ds & pavements, wat	er sup	ply, plumbing etc.	m 1	111
Minutes of	f meeting Coordinatir	ig Esta	ite Matters related t	o Tecnn	icai ceii
Supervision	on of designated Estat	e Stati	t, Project Tracking a	na Man	agement
	dence with M/s Brait	hwaite			EPABX
J.E.	Shri V.	١	Email		022 - 28294783
(Civil) - 1	Lakshmanan		nmanan.vedmanka		022-2023-703
	(Sector 1 & 7)	<u></u>	m@gov.in	1	in sets watermoofing
> M & R for	r Sector 7 & 1 and wo	ork on	all buildings, structi	ıraı repa	irs, gates, waterproofing
works, roa	ads & pavements, wat	er sup	ply, plumbing etc.		
	dence with M/s WAI	COS	Y3		EPABX
J.E.	Shri Vallabh		Email		022-28294783
(Civil) - 2	Kushte	valla	abh.kushte@gov.in		ULL-4047T103
2 2 2 2	(Sector 3 & 5)		Ildings structural re	naire o	ates waterproofing works
M&R for	Sector 3 and work on	an bu	mumgs, structural re	pans, g	ates, waterproofing works,
	vements, water supply		ionig cic.		
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and the second of the second of the second	Haresh Dahilkar –		Email		EPABX
ADC Shri		l	Email naresh.d@gov.in		EPABX 022-28294757
ADC Shri H Work allocat	Haresh Dahilkar – Estate Manager ed:-		naresh.d@gov.in		
ADC Shri H Work allocat	Haresh Dahilkar – Estate Manager ed:- ited to Estate Adminis		naresh.d@gov.in		022-28294757
ADC Shri H Work allocat	Haresh Dahilkar – Estate Manager ed:-		naresh.d@gov.in n. Email		022-28294757 EPABX
ADC Shri Work allocat All works rela	Haresh Dahilkar – Estate Manager ed:- ited to Estate Adminis		naresh.d@gov.in		022-28294757

All works related to Estate Administration. **EPABX** Shri Ashok Meena **Email** LDC 022-28294703 ashok.meena49@gov.in Work allocated:-All works related to Estate Administration. **EPABX** Ms Saloni Bibyekar Email Executive 022-28294738 saloni.bibvekar@gov.in (4)All work related to M&R with PSUs and correspondence in this regard Attending Quarters/ Unit holder's work related to structural repair/renovation & water Caretaker inspection report related to repair/ leakage/ maintenance/renovation. Govt. reference related to MOC&I and other State Govt pertaining to work allotted Creation of new ID consequent to name change. All correspondence with the Technical Cell, SEEPZ. Any other work assigned by Sr. Officials **EPABX** Email Smt. Mansi Prajapati Jr. 022-28294738 mansi.prajapati@gov.in Executive (28)Honorarium to the officials working for any section Issue of rent & gate pass bills & collection of payments Refund of Security Deposit/EMD/Sanction Order. Providing ledger/information w.r.t. Refund of security deposit. Agenda related to payments. Circular/Public Notice drafting & issuance of the same with respect to the allotted work Processing of payment through Imprest. Yearly MIDC rent payment for plot area F1,F2 & F9 Any other work assigned by Sr. Officials **EPABX** Shri Ankit **Email** Jr. 022-28294738 ankit.shrungare@gov.in Shrungare Executive (29)> Allotment of SEEPZ Staff Quarters to staff and other Contractual staff of SEEPZ and other govt. Officials. > Updating the list of allottees of SEEPZ Quarters. **EPABX** Ms. Anuja Chavan Email Jr. 022-28294701 anuja.chavan@gov.in Executive (38)SEZ Authority Agenda Notice preparation/circulation & Minutes preparation/Coordination. Allotment of space, possession letters, surrender of units Generation of challan for vehicles for removal waste Reply to CRA/CAG Audit Paras in consultation with CA, as and when required Attending to Internal Auditor's work objections if any raised by them. Preparing Annual Audit Reports & forward to the Ministry. Assisting CA section in annual accounts, CRA objection etc Circular/Public Notice drafting & issuance of the same with respect to the allotted work Any other work assigned by Sr. Officials **EPABX** Ms. Shraddha Namse **Email** Jr. 022-28294708 shraddha.namse@gov.in Executive (39)> Will handle all permission related to unit for: > Fresh NOC for electricity supply and additional requirement of electricity load If any. > Conducting promotional/awareness activity inside SEEPZ premises. > Processing of vendor request for Registration/Empanelment of E-waste/Hazardous waste

inside SEEPZ.

- File movement/record shifting or material movement General permission such as mock drill, training, and event organized by unit holders inside their unit premises.
- File movement/record shifting or material movement outside SEEPZ
- > To take in & out fire extinguishers for refilling purpose.
- > To allow cameras & other equipment for video shooting/ photography for business purposes. Allow empty tempo inside SEEPZ premises for internal shifting/movement.

> Any other work assigned by Sr. Officials

Jr.	Ms. Karishma	Email	EPABX
Executive	Mhaske	karishma.mhaske@gov.in	022-28294708
(40)			

- Will handle all permission related to unit for:
- > Temporary monsoon shed and removal of the same.
- > To take out balanced civil / renovation material outside SEEPZ premises.
- > Onetime removal of debris generated during Renovation/ repair work.
- > Circular/Public Notice drafting & issue to unit holders.
- Usage of BFC conference hall by the unit.
- Permission to allow tea/coffee vening machines for demo purposes or new machines or such permission inside SEEPZ for their employees.
- Permission for laying optic fiber cable subject to inspection charges/security deposit and annual rent for laying cable & issue of the final permission.

> Any other work assigned by Sr. Officials

ADC S	hri Haresh Dahilkar	Email	EPABX	
	– Estate Manager	haresh.d@gov.in	022-28294757	
Work allo				
All works	related to MEGA CFC/	NEST - 01 & NEST - 02		
Assistant	Shri G.S. Bhanda	ri Email gs.bhandari12@nic.	EPABX 022-28294731	
Work allo				
All works	related to MEGA CFC/	NEST - 01 & NEST - 02		
Jr. Executi	Smt. Shital ve Chavan	Email shital.chavan123@gov.in	EPABX 022-28294710	
(37)	ve Chavan	5111canona (a.1225 C 85 1111)		

- > All Works related to Mega CFC, NEST-01 & NEST-02.
- > Preparation of Agenda/Minutes of various meetings
- > Correspondence with MoC&I/other organizations
- Reply to CRA/CAG Audit
- > Projects/reports related to ASIDE/TIES to be sent to MOC&I.
- Legacy matters pertaining to NFCD.
- > Any other work assigned by Sr. Officials.

Shri Jagadish Prasad Gaur, LDC is on training till 10.04.2023.

Ms. Divyanshi Goyal, LDC is on training till 03.05.2023.

(Shyam Jagannathan)

Zonal Development Commissioner,

SEEPZ-SEZ

To,

- 1. All Concerned Officer / Officials.
- 2. Office Order file / register
- 3. DCO/JDCO/SO
- 4. IT Section for uploading on website.