

 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 : 022-28294757 ई-मेल / E-mail : ddcseepz-mah@nic.in वेबसाइट / Web-site : www.seepz.gov.in	 अमिताभ का अमृत महोत्सव

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:-

(A) Administration Division:-			
Administration Division deals with routine administration of the office including Transfer / Posting / engagement of contractual outsourced staff / allocation, utilisation of Govt. allocated budget / administration matters relating to Customs and other Division.			
ADC	Smt. Bridget Joe – EA to DC	Email b.joe@nic.in	EPABX 022-28284774
Work allocated:-			
All works related to Administration Division SEEPZ-SEZ and Customs.			
UDC	Shri Rajesh Kumar	Email rajesh.kumar12@nic.in	EPABX 022-28294703
Work allocated:-			
All works related to Administration Division SEEPZ-SEZ.			
Executive (1)	Ms. Pooja Patel	Email: pooja.patel123@gov.in	EPABX 022-28294714
<ul style="list-style-type: none"> ➤ All works related to outsourced staff (like recruitment/leave/salary/experience letter/ attendance of every month, arrears etc.) ➤ Online training for Officers. ➤ Filling up of Govt. Posts (i.e. LDC, Security Guard, Compassionate appointment, Junior Hindi Translator, Junior Stenographer). ➤ Works related to National programme / events. ➤ Government reference DAK. ➤ Drafting office orders i.r.o. officials and officers. ➤ Work related to Advertisement of vacant post of SEEPZ-SEZ. 			
Jr. Executive (5)	Ms. Nikita Solanki	Email nikita.solanki@gov.in	EPABX 022-28294714
<ul style="list-style-type: none"> ➤ Billing and purchase cell of Govt. Budget. ➤ All purchase of the office including Computers ➤ Processing of bills related with purchase ➤ Processing of all types of AMC, (excluding Computer-Programmer). ➤ Filling up SOP Annexure for requisitions. ➤ Matters related to Children Education allowance approval & Forwarding note to Account Section. ➤ Preparation of Sanction order. 			
Jr. Executive	Shri Amit Kamble	Email amit.kamble123@gov.in	EPABX 022-28294714

(6)			
<ul style="list-style-type: none"> ➤ 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. 			
Jr. Executive (7)	Smt. Deepali Cheulkar	Email dipali.cheulkar@gov.in	EPABX 022-28294714
<ul style="list-style-type: none"> ➤ 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. 			
Jr. Executive (8)	Mr. Murari Mishra	Email murari.mishra@gov.in	EPABX 022-28294714
<ul style="list-style-type: none"> ➤ 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. 			
Jr. Executive (4)	Smt. Sarita Mane	Email sarita.mane@gov.in	EPABX 022-28294700
➤ All works related to Inward and Outward Section.			
Administration Division related to Customs.			
Authorizing Officer	Smt. Zeena Goveas	Email zeenag.c099101@gov.in	EPABX 022-28294715
Work allocated:-			
All works related to Customs. Administration in coordination with respective JDC/SO (including Administration related issues pertaining to Pune Cluster).			
Jr. Executive (3)	Smt. Purva Bhagat	Email purva.bhagat@gov.in	EPABX 022-28294715
<ul style="list-style-type: none"> ➤ 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 record of the same.			
➤ Preparation of Quarterly Hindi Report.			
➤ Any other works assigned by Senior Officers & Authorized Officers			
RTI/PUBLIC GRIEVANCE:-			
RTI / PUBLIC GRIEVANCE Division deals with all RTI matters, all RTI Appeal and all Public Grievance related matter and reports.			
ADC	Smt. Bridget Joe – EA to DC	Email b.joe@nic.in	EPABX 022-28284774
Work allocated:-			
All works related to RTI and Public Grievance cases.			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
Work allocated:-			
All works related to RTI and Public Grievance cases.			
Jr. Executive (9)	Ms. Tejal Teli	Email tejaltukaram.teli@gov.in	EPABX 022-28294714
➤ Reply of all RTI Matters ➤ Dealing with all RTI Appeal ➤ RTI Quarterly and annual report ➤ Dealing with all Public Grievance related matter and reports.			
VIGILANCE:-			
Vigilance Division deals with all Vigilance related matter to MoC&I.			
ADC	Shri Haresh Dahilkar	Email haresh.d@gov.in	EPABX 022-28294757
Work allocated:-			
All works related to Vigilance Section.			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
Work allocated:-			
All works related to Vigilance Section.			
Jr. Executive (9)	Ms. Tejal Teli	Email tejaltukaram.teli@gov.in	EPABX 022-28294714
➤ Vigilance Certificate matters ➤ Vigilance annual report			
(B) Labour Division:-			
Labour Division deals with all Labour related matters of the units.			
ADC	Dr. Vijaykumar Londhe	Email dr.vijaykumarrl@gov.in	EPABX 022-28294765
Work Allocated:-			
All works related to Labour Division.			
Assistant	Shri G.S. Bhandari	Email gs.bhandari12@nic.in	EPABX 022-28294731
Work Allocated:-			
All Works related to Labour matters.			

Consultant (1)		Email	EPABX
Work Allocated:-			
All Works related to Labour matters.			
Jr. Executive (10)	Shri Panchshil Ghadge	Email panchshil.ghadge@gov.in	EPABX 022-28294710
<ul style="list-style-type: none"> ➤ Scrutiny of Annual Returns & Monthly Returns. ➤ Preparation of Creche Certificate & Related Correspondence. ➤ RTI applications, Government References State /Central. ➤ Preparation of Minutes of the various meetings. ➤ Conciliation matters. ➤ Verification of records under various Labour Laws. ➤ Complaints received from workers to be scrutinizes. ➤ Publication of Awards. ➤ Preparation of Circulars. ➤ Debonding matters. ➤ Certification of Standing Orders. ➤ Maintaining daily receiving Dak record in Excel & Register. ➤ Inward & Outward of the dak received. 			
(C) Legal Division:-			
Legal Division deals with all Legal Matters related with SEZs/EOU under the jurisdiction of DC-SEEPZ			
ADC	Dr. Vijaykumar Londhe	Email dr.vijaykumarrl@gov.in	EPABX 022-28294765
Work Allocation:-			
All works related to Legal Division.			
Assistant	Smt. Rekha Nair	Email r.nair@nic.in	EPABX 022-28294751
Work allocated:-			
All works related to Legal Division.			
Sr. Executive (1)	Smt. Trupti Dhurat	Email trupti.dhurat@gov.in	EPABX 022-28294707
<ul style="list-style-type: none"> ➤ Monitoring all the Litigation Cases pending before all Judicial Forums as and when required, in consultation with the Officials. ➤ Assisting & briefing counsels as and when required. ➤ Attending Court Cases. ➤ Preparing draft Affidavit in Reply and application as and when required to be filed in the court cases in consultation with the respective section and JDC. ➤ Correspondence with the Branch Secretariat for nomination of the Counsel. ➤ Correspondence with the MoC&I in respect of developments in Court cases. ➤ 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, 1992. ➤ Attending all the misalliances filed as an when marked to the legal section for seeking legal advice and legal opinion/vetting of contract agreement. 			
Jr. Executive (11)	Smt Harshala Parab	Email harshala.parab@gov.in	EPABX 022-28294707
<ul style="list-style-type: none"> ➤ To verify draft of sub-lease agreement submitted by units. ➤ Preparation of correspondence with the unit holder for Adjudication, Execution and 			

<p>Registration in respect of sub-lease agreement.</p> <ul style="list-style-type: none"> ➤ 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:-			
Hindi Division deals with all work related to Implementation and coordination.			
ADC	Shri Hanish Rathi	Email hanishr.g171701@gov.in	EPABX 022-28294719
Work allocated:-			
All works related to Hindi Division.			
Consultant (2)	Smt Suman Saraswat	Email suman.saraswat@gov.in	EPABX 022-28294725
Official language section			
<ul style="list-style-type: none"> ➤ 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 impart 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			
<ul style="list-style-type: none"> ➤ 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. 			

➤ Writing short information, quotes etc. related to special days.			
Executive (2)	Shri Imran Shaikh	Email imran.shaikh123@gov.in	EPABX 022-28294703
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.			
➤ Organising Hindi workshops to impart 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.			
(E) IT Division:-			
IT Division deals with Development and Maintenance of Web-site & regular updation. AMC for Computer Programmer.			
ADC	Shri Hanish Rathi	Email hanishr.g171701@gov.in	EPABX 022-28294719
Work allocated:-			
All works related to IT Division.			
Assistant	Shri G.S. Bhandari	Email gs.bhandari12@nic.in	EPABX 022-28294731
Work Allocated:-			
All works related to IT Division.			
IT Executive (1)	Shri Amit Shirvalkar	Email amit.shirvalkar@gov.in	EPABX 022-28294721
➤ All Hardware related issues resolving			
➤ All Network related issues resolving			
➤ 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			

<ul style="list-style-type: none">➤ Awarding of contract.➤ Generating CRAC and forwarding the bill to DDO.➤ File work for creating sanction order for manual procurement				
IT Executive (2)	Shri Mayur Gadage	Email mayur.gadage@gov.in	EPABX 022-28294721	
<ul style="list-style-type: none">➤ 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				
IT Executive (3)	Shri Raman Ghosh	Email raman.ghosh@gov.in	EPABX 022-28294721	
<ul style="list-style-type: none">➤ 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				
IT Executive (4)	Shri Vikram Satre	Email vikram.satre@gov.in	EPABX 022-28294721	
<ul style="list-style-type: none">➤ Providing support to E-Office, providing E-Office Training to employees, data backup on daily basis, implementing features in e-office.➤ Handling GeM and CPPP portal for Floating, Opening and Awarding of contract.➤ All work related to purchase of Goods and Services through GeM➤ Generating CRAC and forwarding the bill to DDO.➤ Procurement through manual procedure➤ Payment follow-ups for all payments related to procurement➤ Provide to NIC email creation, NIC email deactivation, NIC email updating and NIC Email Transfer.				
IT Executive (5)	Shri Kalpesh Wagh	Email	EPABX 022-28294721	
<ul style="list-style-type: none">➤ E-office migration data from local server to Ministry server➤ NIC email support				
IT Executive (6)		Email	EPABX	Cell No.
<ul style="list-style-type: none">➤ E-office migration data from local server to Ministry server➤ NIC email support				
(F) Security Division:-				
Security Division deals with deployment of security personal, rotation issues and cancellation of gate passes, complaints related with security. Posting, Rotation and operational issues. Monitoring of Security hired on outsource basis and its proper deployment.				
ADC/Security Officer	Shri Hanish Rathi	Email hanishr.g171701@gov.in	EPABX 022-28294719	
Work allocated:-				
All works related to Security Division.				
Asst.	Shri Vijay Nare	Email	EPABX	

Security Officer		vijay.nare13@gov.in	022-28294737
Work allocated:-			
All works related to Security Division.			
LDC	Shri Janesh Tripathi	Email janesh.tripathi@gov.in	EPABX 022-28294703
Work allocated:-			
All works related to Security Division.			
Executive (2)	Shri Imran Shaikh	Email imran.shaikh123@gov.in	EPABX 022-28294703
➤ Assist in the organisation of meetings relating to the Security Section. ➤ Process the letters received in the Security Section etc. ➤ Purchase relating to Security Section			
Jr. Executive (12)	Shri Mayur Gotad	Email mayur.gotad@gov.in	EPABX 022-28294766
➤ Verification of gate passes applied by seepz units and from the outside vendor. ➤ Feed data of outside vendors and Approve application of gate passes in gate pass software, applied by seepz units. ➤ Printing of vehicle pass ➤ Issue printed passes to units. ➤ Providing gate pass related data to seepz office wherever required through SQL database. ➤ Handling all queries of SQL Database. ➤ Surrender valid passes in gat passes system. ➤ Registration of new units in software after approval note from Estate Section. ➤ In addition to the above any work assigned by the superiors from time to time.			
Jr. Executive (13)	Shri Nitesh Bhosale	Email nitesh.bhosale@gov.in	EPABX 022-28294766
➤ Verification of gate passes applied by seepz units and from the outside vendor. ➤ Feed data of outside vendors and Approve application of gate passes in gate pass software, applied by seepz units. ➤ Printing of vehicle pass ➤ Issue printed passes to units. ➤ Surrender valid passes in gat passes system. ➤ Registration of new units in software after approval note from Estate Section. ➤ Maintaining every month physically applied gate passes documents record and keeping it in office record room on monthly basis. ➤ In addition to the above any work assigned by the superiors from time to time.			
(G) Trade Facilitation Division:-			
SEEPZ Section:-			
SEEPZ Division deals with all the work related to SEEPZ-SEZ, monitoring and all permissions of Unit holder and services provider within SEEPZ.			
ADC	Smt. Bridget Joe – EA to DC	Email b.joe@nic.in	EPABX 022-28284774
Work allocated:-			
All works related to SEEPZ Section.			
Assistant	Smt. Rekha Nair	Email r.nair@nic.in	EPABX 022-28294751
Work allocated:-			
All works related to SEEPZ Section.			
Jr.	Ms. Manali Aair	Email	EPABX

Executive (14)		manali.aair@gov.in	022-28294713
All following applications in respect of unit starting with A to I. <ul style="list-style-type: none"> ➤ Scrutiny of New Unit Application for 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. ➤ In addition to the above any other work assigned by ADC/Assistant. 			
Jr. Executive (16)	Ms. Dipika Rane	Email dipika.rane@gov.in	EPABX 022-28294713
All following applications in respect of unit starting with J to R. <ul style="list-style-type: none"> ➤ 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. ➤ In addition to the above any other work assigned by ADC/Assistant. 			
Jr. Executive (15)	Shri Santosh Gorule	Email santosh.gorule@gov.in	EPABX 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 - SEZ Division deals with all work related to Developers and units of Private SEZ.

ADC	Shri Haresh Dahilkar	Email haresh.d@gov.in	EPABX 022-28294757
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Work allocated:-

All works related to I Gate Capgemini SEZ including Audit.

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

All works related to I Gate Capgemini SEZ including Audit.

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

<ul style="list-style-type: none"> ➤ 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. 			
ADC	Smt. Kiran Vankar	Email kiran.vanker@gov.in	EPABX 022-28294756
Work allocated:-			
All works related to Sunstream SEZ including Audit.			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
Work allocated:-			
All works related to Sunstream SEZ including Audit.			
Jr. Executive (19)	Ms. Yashika	Email yashika.udyawar@gov.in	EPABX 022-28294773
Works Related to Sunstream SEZ. <ul style="list-style-type: none"> ➤ 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. ➤ 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. 			
ADC	Shri Hanish Rathi	Email hanishr.g171701@gov.in	EPABX 022-28294719
Work allocated:-			
All works related to Arshiya Limited and Persipina Developers Pvt Ltd SEZ including Audit.			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
Work allocated:-			
All work related to Arshiya Limited and Persipina Developers Pvt Ltd SEZ including Audit.			
Jr. Executive (17)	Ms. Shruti Rele	Email shruti.rele@gov.in	EPABX 022-28294742
Works Related to Arshiya Limited SEZ. <ul style="list-style-type: none"> ➤ 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: 			

<p>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.</p> <p>➤ Taking the matters of the Units, Co-Developers and Developers into UAC and document/agenda preparation and Co-ordination.</p> <p>➤ Providing the approval through SEZ Online System.</p> <p>➤ Preparing of approval/deficiency letters with respect to all the Daks.</p> <p>➤ Outward of Letters.</p> <p>➤ Any other works directed by ADC, UDC.</p> <p>➤ Taking the matters of the Units, Co-Developers and Developers into UAC.</p>			
Jr. Executive (19)	Ms. Yashika	Email yashika.udyawar@gov.in	EPABX 022-28294773
<p>Works Related to Persipina Developers Pvt Ltd SEZ.</p> <p>➤ 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.</p> <p>➤ 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.</p> <p>➤ Taking the matters of the Units, Co-Developers and Developers into UAC and document/agenda preparation and Co-ordination.</p> <p>➤ Providing the approval through SEZ Online System.</p> <p>➤ Preparing of approval/deficiency letters with respect to all the Daks.</p> <p>➤ Outward of Letters.</p> <p>➤ Any other works directed by ADC, UDC.</p> <p>➤ Taking the matters of the Units, Co-Developers and Developers into UAC.</p> <p>➤ CRA matters with respect to the Developers and Units.</p>			
ADC	Dr. Vijaykumar Londhe	Email dr.vijaykumarrrl@gov.in	EPABX 022-28294765
<p>Work allocated:-</p> <p>All 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 Industrial Infrastructure Pvt. Ltd., Roma Builders Pvt. Ltd. SEZ, Government Reference, CRA – Audit of concern SEZ.</p>			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
<p>Work allocated:-</p> <p>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 Industrial Infrastructure Pvt. Ltd., Roma Builders Pvt. Ltd. SEZ, Government Reference, CRA – Audit of concern SEZ.</p>			

Jr. Executive (17)	Ms. Shruti Rele	Email shruti.rele@gov.in	EPABX 022-28294742
Works Related to Gigaplex Estate Pvt Ltd SEZ. <ul style="list-style-type: none"> ➤ 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. 			
Jr. Executive (19)	Ms. Yashika	Email yashika.udyawar@gov.in	EPABX 022-28294773
Works Related to Festus Properties Pvt Ltd, Indiabulls Industrial Infrastructure Pvt. Ltd., Roma Builders Pvt. Ltd SEZ:- <ul style="list-style-type: none"> ➤ 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. 			
Jr. Executive (18)	Ms. Dakshata Gharat	Email dakshata.gharat@gov.in	EPABX 022-28294742
Works Related to Mindspace Business IT Park Pvt. Ltd., Aurum Real Estate Pvt. Ltd., JNPA, LTMINDTREE SEZ:- <ul style="list-style-type: none"> ➤ 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 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, DBK and TED, Processing of all claims pertaining to MEIS/SEIS Scheme, CRA/CAG report.

ADC	Smt. Kiran Vankar	Email kiran.vanker@gov.in	EPABX 022-28294756
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Work allocated:-

All works related to EOU Section.

Assistant	Shri G.S. Bhandari	Email gs.bhandari12@nic.in	EPABX 022-28294731
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Work allocated:-

All works related to EOU Section.

Jr. Executive (20)	Ms. Patrina Whyte	Email patrina.whyte@gov.in	EPABX 022-28294710
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- 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/Updation of DCP/Debonding etc in EOU Software. Noting/Letters reg., issue of Status House Certificate and also related to fraudulent 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).

<ul style="list-style-type: none"> ➤ 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. 			
Jr. Executive (21)	Shri Sushant Sawant	Email sushant.sawant@gov.in	EPABX 022-28294710
<ul style="list-style-type: none"> ➤ 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/Updation of DCP/Debonding etc in EOU Software. Noting/Letters reg., issue of Status House Certificate and also related to fraudulent 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. 			
Jr. Executive (22)	Ms. Priya Pawar	Email priya.sawant123@gov.in	EPABX 022-28294710
Monitoring performance of units under EOU scheme on Quarterly/Annual basis.			
Jr. Executive (23)	Smt. Latha Jagdish	Email latha.empati@gov.in	EPABX 022-28294710
Noting/Letters related to CRA Audit EOU.			
ADC	Shri Hanish Rathi	Email hanishr.g171701@gov.in	EPABX 022-28294719
Work allocated:-			
All works related to MEIS/SEIS, CST/DBK/TED.			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
Work allocated:-			
All works related to MEIS/SEIS, CST/DBK/TED.			
Jr. Executive (24)	Smt. Vidya Mathkar (Lanjekar)	Email vidya.lanjekar@gov.in	EPABX 022-28294773
<ul style="list-style-type: none"> ➤ 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 kiran.vanker@gov.in	EPABX 022-28294756
Work allocated:-			
Works related to IEC request / CRM pendency in DGFT BO online portal.			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
Work allocated:-			
Works related to IEC request / CRM pendency in DGFT BO online portal.			
Jr. Executive (9)	Ms. Tejal Teli	Email tejaltukaram.teli@gov.in	EPABX 022-28294714
➤ Handling IEC requests / CRM pendency in DGFT BO online Portal.			
Statistic Section:-			
Statistic Section deals 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.			
ADC	Dr. Vijaykumar Londhe	Email dr.vijaykumarrl@gov.in	EPABX 022-28294765
Work allocated:-			
All works related to Statistic Section.			
Assistant	Shri G.S. Bhandari	Email gs.bhandari12@nic.in	EPABX 022-28294731
Work allocated:-			
All works related to Statistic section.			
Jr. Executive (20)	Ms. Patrina Whyte	Email patrina.whyte@gov.in	EPABX 022-28294710
Jr. Executive (21)	Shri Sushant Sawant	Email sushant.sawant@gov.in	EPABX 022-28294710
Jr. Executive (22)	Ms. Priya Pawar	Email priya.sawant123@gov.in	EPABX 022-28294710
Jr. Executive (23)	Smt. Latha Jagdish	Email latha.empati@gov.in	EPABX 022-28294710
Jr. Executive (24)	Smt. Vidya Mathkar (Lanjekar)	Email vidya.lanjekar@gov.in	EPABX 022-28294773
➤ Updating of MIS data i.e. Export, Import, Investment & Employment of SEEPZ-SEZ and Pvt. SEZs received from SEZ online/NSDL on Monthly & Quarterly basis. ➤ Preparing data for BOA and DC meeting. ➤ Received information regarding shipment on daily basis is put up for information. ➤ Maintaining data of Merchandise & Service Report on time to time. ➤ Internal Correspondence regarding MIS Data.			
(H) Disaster Management Division:-			
Disaster Manager Division deals with 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.			
ADC	Smt. Bridget Joe – EA to DC	Email b.joe@nic.in	EPABX 022-28284774

Work allocated:-			
All works related to Disaster Management Division.			
Assistant	Shri G.S. Bhandari	Email gs.bhandari12@nic.in	EPABX 022-28294731
Work allocated:-			
All works related to Disaster Management Division.			
Executive (3)	Shri Amit Patra	Email amit.patra@gov.in	EPABX 022-28294784
<ul style="list-style-type: none"> ➤ 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. 			
(I) Finance, Accounts & Procurement Division:-			
Govt. Budget allocated:-			
PAO	Dr. Vijaykumar Londhe	Email dr.vijaykumarl@gov.in	EPABX 022-28294765
Work allocated:-			
All works related to Govt. Budget.			
Jr. Executive (25)	Shri Srikanth Shetty	Email srikanth.shetty@gov.in	EPABX 022-28294748
<ul style="list-style-type: none"> ➤ 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 			
Jr. Executive (26)	Shri Nilesh Lanjekar	Email nilesh.lanjekar@gov.in	EPABX 022-28294748
<ul style="list-style-type: none"> ➤ 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 			

Jr. Executive (27)	Smt. Komal Nadar	Email komal.nadar@gov.in	EPABX 022-28294748
<ul style="list-style-type: none"> ➤ Salary statement of officer's posted in SEZ's on cost recovery basis. ➤ Works related to Audit Para ➤ Cost Recovery Statement & demand letters. ➤ Maintaining all files & register related to Cost Recovery. ➤ Handling outward ➤ Hindi report ➤ Sending reminder letter ➤ Charge penalty on delay payments ➤ Co-ordinate and follow up with developers ➤ Handling DAK related to Ministry ➤ Preparing Cost Recovery Noting's, Demand letters & acknowledgement letters and dispatch the same. 			
SEZ Authority Fund:-			
Finance (Budget):-			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
Work allocated:-			
All works related to Finance (Budget).			
Account Executive (CA)			
Work related			
Executive (4)	Ms Saloni Bibvekar	Email saloni.bibvekar@gov.in	EPABX 022-28294738
<ul style="list-style-type: none"> ➤ Assistance in Annual/Supplementary Budget of SEEPZ-SEZ. ➤ Any other work assigned by Sr. Officials 			
Finance (Accounts) & Audit:-			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
Work allocated:-			
All works related to Finance (Accounts) & Audit.			
Account Executive (CA)			
Work related			
Executive (4)	Ms. Saloni Bibvekar	Email saloni.bibvekar@gov.in	EPABX 022-28294738
<ul style="list-style-type: none"> ➤ Release of payments of the water purifier/Guest house maintenance / electricity & water leakage. ➤ Co-ordination with the CA and Accounts Department ➤ Co-ordination with other junior executives in matters relating to receiving bills/payments and processing it on e-office from service providers. ➤ Assistance in Annual/Supplementary Budget of SEEPZ-SEZ. ➤ Any other work assigned by Sr. Officials 			
Jr. Executive (28)	Smt. Mansi Prajapati	Email mansi.prajapati@gov.in	EPABX 022-28294738
<ul style="list-style-type: none"> ➤ Processing of payment through Imprest. ➤ Payment of GEM Bills including purchase and procurement of goods. ➤ Yearly MIDC rent payment for plot area F1,F2 & F9 ➤ Any other work assigned by Sr. Officials 			
Jr. Executive	Shri Ankit Shrungare	Email ankit.shrungare@gov.in	EPABX 022-28294738

(29)			
<ul style="list-style-type: none"> ➤ 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:-			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
Work allocated:-			
All works related to Procurement Advisory Cell.			
CA (Public Procurement) 1			
CA (Public Procurement) 2			
Primary Custodian	As per individual work responsibility assigned by specific work order for tender / procurement framework formalities.		
Secondary Custodian (LDC)			
Supervisory Custodian (Asst. UDC)			
E-Procurement Gem CPPP etc.			
Assistant	Shri Ravindra Kumar	Email r.kumar74@gov.in	EPABX 022-28294728
Work allocated:-			
All works related to E-Procurement Gem CPPP etc.			
IT Executive (2)	Shri Mayur Gadage	Email mayur.gadage@gov.in	EPABX 022-28294721
<ul style="list-style-type: none"> ➤ 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 			
IT Executive (1)	Shri Amit Shirvalkar	Email amit.shirvalkar@gov.in	EPABX 022-28294721
<ul style="list-style-type: none"> ➤ All Hardware related issues resolving ➤ All Network related issues resolving ➤ 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. 			

➤ File work for creating sanction order for manual procurement			
IT Executive (3)	Shri Raman Ghosh	Email raman.ghosh@gov.in	EPABX 022-28294721
➤ 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			
IT Executive (4)	Shri Vikram Satre	Email vikram.satre@gov.in	EPABX 022-28294721
➤ Providing support to E-Office, providing E-Office Training to employees, data backup on daily basis, implementing features in e-office. ➤ Handling GeM and CPPP portal for Floating, Opening and Awarding of contract. ➤ All work related to purchase of Goods and Services through GeM ➤ Generating CRAC and forwarding the bill to DDO. ➤ Procurement through manual procedure ➤ Payment follow-ups for all payments related to procurement. ➤ Provide to NIC email creation, NIC email deactivation, NIC email updating and NIC Email Transfer.			
IT Executive (5)	Shri Kalpesh Wagh	Email	EPABX 022-28294721
➤ E-office migration data from local server to Ministry server. ➤ NIC email support			
IT Executive (6)		Email	EPABX 022-28294721
➤ E-office migration data from local server to Ministry server. ➤ NIC email support.			
(J) Estate Division:-			
Eviction & Recovery:-			
Eviction & Recovery section deals with Eviction matters to make the list of offenders and eligible for Eviction, issue notice and start the eviction process, 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			
ADC	Shri Haresh Dahilkar – Estate Manager	Email haresh.d@gov.in	EPABX 022-28294757
Work allocated:-			
All works related to Eviction & Recovery section.			
UDC	Shri Rajesh Kumar	Email rajesh.kumar12@nic.in	EPABX 022-28294703
Work allocated:-			
All works related to Eviction & Recovery.			
Jr. Executive (30)	Smt. Ratan Kunwar	Email ratan.kunwar@gov.in	EPABX 022-28294707
➤ Collecting data from respective sections like Accounts, legal for SCN, Recovery and Eviction proceedings. ➤ Preparation of Note to CA for Outstanding Dues. ➤ Organising Online / Physical meeting with defaulting units. ➤ Preparation of draft & fair SCN, Recovery Notices/Orders and Rent Recovery Certificate			

under Public Premises Act, 1971 with the help of Assistant or Executive as per the instruction of the Superiors.			
<ul style="list-style-type: none"> ➤ 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 -- Estate Manager	Email haresh.d@gov.in	EPABX 022-28294757
Work allocated:-			
All works related to Utility Cell.			
Assistant	Smt. Rekha Nair	Email r.nair@nic.in	EPABX 022-28294751
Work allocated:-			
All works related to Utility Cell.			
LDC	Shri Ashok Meena	Email ashok.meena49@gov.in	EPABX 022-28294703
Work allocated:-			
All works related to Utility Cell.			
Caretaker:- Sector 1 to 7 (M & R Works & Utility Works)			
<ul style="list-style-type: none"> ➤ 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).			
<ul style="list-style-type: none"> ➤ 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).			
Utility Staff:-			
Executive (5)	Shri Rohit Nirmal Sector 1	Email rohit.nirmal@gov.in	EPABX 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. Executive (33)	Shri Bhalchandra Dharne Sector 4	Email b.dharne@gov.in	EPABX 022-28294785
Jr. Executive (34)	Shri Rohan Shinde Sector 5	Email rohan.shinde@gov.in	EPABX 022-28294785
Jr. Executive (35)	Shri Nimish Koli Sector 6	Email nimish.koli@gov.in	EPABX 022-28294785
Jr. Executive (36)	Shri Dyaneshwar Ramkul Sector 7	Email d.ramkul@gov.in	EPABX 022-28294786

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 to be 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

Technical Cell:-

ADC	Shri Haresh Dahilkar – Estate Manager	Email haresh.d@gov.in	EPABX 022-28294757
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Work allocated:-

All works related to Technical Cell.

Assistant	Smt. Rekha Nair	Email r.nair@nic.in	EPABX 022-28294751
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Work allocated:-


All works related to Technical Cell.			
LDC	Shri Ashok Meena	Email ashok.meena49@gov.in	EPABX 022-28294703
Work allocated:-			
All works related to Technical Cell.			
Chartered Engineer	Shri Suresh Sharma	Email suresh.sharma123@gov.in	EPABX 022-28294758
All Electrical Work of all sectors and Mega CFC, SDF 9 & SDF 10.			
Sr. Technical Consultant Official - 1	Shri Anil Kale (Sector 4)	Email anil.kale123@gov.in	EPABX 022-28294717
➤ M&R and Utilities work of Sector 4 buildings w.r.t Structural repairs, roads & pavements, waterproofing works, water supply, plumbing, sewage, Drainage, Gutter, etc and planning/perspective cell for all activities. ➤ Correspondence with M/s NBCC			
Sr. Technical Consultant Official – 2	Shri Bharat Korde (Sector 6)	Email bharat.korde@gov.in	EPABX 022-28294717
M & R and Utilities work of Sector 6, Mega CFC, SDF 9 & 10 buildings, w.r.t. structural repairs , roads & pavements, Gates, waterproofing works etc. Correspondence with M/s MANIDCO			
J.E. (Electrical)	Shri Viraj Motankar (All Sector Electrical)	Email viraj.matondkar@gov.in	EPABX 022-28294758
All M&R and utilities work for all sectors.			
J.E. (Mechanical)	Shri Sumit Patra (Sector 2 & 5)	Email sumit.patra@gov.in	EPABX 022-28294783
➤ M & R for Sector 2 & 5 and work on all buildings, structural repairs, gates, waterproofing works, roads & pavements, water supply, plumbing etc. ➤ Minutes of meeting Coordinating Estate Matters related to Technical cell ➤ Supervision of designated Estate Staff, Project Tracking and Management ➤ Correspondence with M/s Braithwaite & Co Ltd			
J.E. (Civil) - 1	Shri V. Lakshmanan (Sector 1 & 7)	Email lakshmanan.vedmanka m@gov.in	EPABX 022-28294783
➤ M & R for Sector 7 & 1 and work on all buildings, structural repairs, gates, waterproofing works, roads & pavements, water supply, plumbing etc. ➤ Correspondence with M/s WAPCOS			
J.E. (Civil) – 2	Shri Vallabh Kushte (Sector 3 & 5)	Email vallabh.kushte@gov.in	EPABX 022-28294783
➤ M & R for Sector 3 and work on all buildings, structural repairs, gates, waterproofing works, roads & pavements, water supply, plumbing etc. ➤ Correspondence with M/s MIDC			
Estate (Administration):-			
ADC	Shri Haresh Dahilkar – Estate Manager	Email haresh.d@gov.in	EPABX 022-28294757
Work allocated:-			
All works related to Estate Administration.			
Assistant	Smt. Rekha Nair	Email r.nair@nic.in	EPABX 022-28294751
Work allocated:-			

All works related to Estate Administration.			
LDC	Shri Ashok Meena	Email ashok.meena49@gov.in	EPABX 022-28294703
Work allocated:-			
All works related to Estate Administration.			
Executive (4)	Ms Saloni Bibvekar	Email saloni.bibvekar@gov.in	EPABX 022-28294738
<ul style="list-style-type: none"> ➤ 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 leakage. ➤ 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 			
Jr. Executive (28)	Smt. Mansi Prajapati	Email mansi.prajapati@gov.in	EPABX 022-28294738
<ul style="list-style-type: none"> ➤ 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 			
Jr. Executive (29)	Shri Ankit Shrungare	Email ankit.shrungare@gov.in	EPABX 022-28294738
<ul style="list-style-type: none"> ➤ 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. 			
Jr. Executive (38)	Ms. Anuja Chavan	Email anuja.chavan@gov.in	EPABX 022-28294701
<ul style="list-style-type: none"> ➤ 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 			
Jr. Executive (39)	Ms. Shraddha Namse	Email shraddha.namse@gov.in	EPABX 022-28294708
<ul style="list-style-type: none"> ➤ 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. Executive (40)	Ms. Karishma Mhaske	Email karishma.mhaske@gov.in	EPABX 022-28294708
➤ 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 vending 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			
MEGA CFC/NEST I & II			
ADC	Shri Haresh Dahilkar – Estate Manager	Email haresh.d@gov.in	EPABX 022-28294757
Work allocated:-			
All works related to MEGA CFC/NEST - 01 & NEST - 02			
Assistant	Shri G.S. Bhandari	Email gs.bhandari12@nic.in	EPABX 022-28294731
Work allocated:-			
All works related to MEGA CFC/NEST - 01 & NEST – 02			
Jr. Executive (37)	Smt. Shital Chavan	Email shital.chavan123@gov.in	EPABX 022-28294710
➤ 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.