

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
सीपज़ विशेष आर्थिक क्षेत्र
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
SEEPZ Special Economic Zone
Andheri (E), Mumbai - 400096

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OFFICE ORDER No. 196/2025

In supersession of all earlier Office Orders and Office Order No. 124/2024 Dated 25.04.2024, the following powers have been delegated with immediate effect and till further orders:

A. POWERS DELEGATED TO JDC:

S. No.	Section	List of Works
1	SEEPZ-SEZ / New SEZ	<ul style="list-style-type: none">• Issue of LOA after approval of the proposal by Unit Approval Committee.• Public relations.• Addition / deletion of space, incubation space (in private SEZs) without revision of projections in Pvt. SEZs.• Temporary extension on SEZ online up to 3 months.• Acceptance / issuance of Bond-cum-Legal Undertaking.• Acceptance of Exit LUT on approval by DC.• Authorized to issue 2nd deficiency letter related to new applications / renewals / broad banding / capital goods enhancement etc. related to SEZ with or without Revision of Projection and capacity enhancement.• Issue of SCN, answerable to DC, for non-submission of APRs only.• MEIS / SEIS / Other scrips up to Rs. 1.00 Cr.• Approval of Agenda for Approval Committee meeting other than setting up new unit.• Issue of final exit order of SEZ unit after approval of DC on file.
2	Export Oriented Unit	<ul style="list-style-type: none">• Issue of SCN, answerable to DC for non-submission of APRs.• MEIS / SEIS related works up to Rs. 1.00 Cr.• Proposal of Broad banding on EOUs with or

		<p>without Revision of Projection and capacity enhancement.</p> <ul style="list-style-type: none"> • Permission for additional location with or without Revision of Projection and capacity enhancement. • Issue of date of commencement of production (DCP) certificate. • Approval of Agenda of monitoring performance of unit for Approval Committee meeting.
3	RTI matters	<ul style="list-style-type: none"> • All matters related to First appeal under RTI Act.
4	Administration	<ul style="list-style-type: none"> • Matters pertaining to joining/posting/relieving/leaves / additional charge of Customs Officials.
5	Customs	<ul style="list-style-type: none"> • 5% Softex Selection for Special Scrutiny. • Condone delay in filing of SOFTEX and cancellation of SOFTEX.
6	Delegation of Financial Power	<p>Limited Power:</p> <ul style="list-style-type: none"> • Purchase of Office Stationery up to Rs. 5,00,000/- (one time). • Fixtures, Furniture and Repairs up to Rs. 5,00,000/- (one time). • Non-official publication up to Rs. 5,000/- • Purchase, Hire, Upkeep and repair of all Office Equipments including dedicated work processors, intercom equipments, calculators, electronic stencil cutter, Dictaphones, tape recorders, photo copies, copying machines, franking machines, addressographs, filling and indexing systems etc. up to Rs. 25,000/- at a time.

B. POWERS DELEGATED TO DDC:

1.	Administration	<ul style="list-style-type: none"> • Matters related to Tenders after approval of DC. • All matters related to purchase as per Financial Power. • All matters related to pension / retirement. • Matters related to annual increment to the Govt. Employees. • Pension related matters. • All kind of leaves up to Group 'B' Officers / Officials. • Issuance of Memorandum up to Group 'B' Officers / Officials after DC's approval. • Matters related to vacancies. • Matters pertaining to Govt. references / Parliamentary Questions (after obtaining approval
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		<p>of DC).</p> <ul style="list-style-type: none"> • Matters related to APARs. • Matters related to Tenders / Purchase after obtaining approval of DC. •
2.	Accounts	<p>CST/DBK/TED & ROD</p> <ul style="list-style-type: none"> • Sanction of all claims related to CST/DBK/TED/Refund of Duty in lieu of Drawback up to Rs. 1.00 Cr. • Approval of RTGS payments in respect of claims along with 2nd signatory.
3.	SEEPZ-SEZ/New SEZ	<ul style="list-style-type: none"> • Matters related to NSDL / ICEGATE • Issue of Certificate for Electricity Duty exemption to Units. • Approval for personal carriage of jewellery / Articles for exhibition & advance intimation under Rule 46(9) of the SEZ Rules, 2006. • Export of samples. • Issue of Kimberly Certificate. • Supervision of GSP work. • IEC amendments. • Intimation of procurement of used capital goods. • Attending all CRA / CAG objections. • Issue of No Incentive Certificate for SEZ unit. • Approval of default list of services to Units. • Re-imbursement of Refund of Duty in Lieu of drawback up to Rs. 1.00 Cr. • Attending to all Parliamentary Questions and Govt. Reference with the approval of DC. • Issue of Free sale and Commerce Certificate.
4.	Labour	<ul style="list-style-type: none"> • Full powers of Labour related issues.
5.	Export Oriented Unit (In relation to units other than in Pune Cluster):	<ul style="list-style-type: none"> • Issue of GSP certificate. • Intimation related matters pertaining to inter-unit transfer. • Eligibility certificate for employment visa for lower level technicians. • Intimation related matters pertaining to re-export/re-import. • Intimation related matters pertaining to disposal of scrap / waste. • Intimation related matters pertaining to replacement / repair of goods.

		<ul style="list-style-type: none"> • Issue of LOA on approval by UAC. • Execution of Legal Undertaking. • Approval of Addendum to LUT. • Issuance of fresh / renewed green card. • Permission for re-export / re-import. • Permission for replacement / repair of goods. • Issue of non incentive / free sale certificate in terms of FTP. • DCP and Extension in Green Card. • IEC amendments / issuance. • Permission for Advance DTA sale / regular DTA sale. • Authorization of softex forms. • Permission disposal of scrap / waste. • Permission for change of name without changing shareholding pattern. • Permission for enhancement of Capital goods with or without Revision of Projection and capacity enhancement. • Permission for export through exhibition / tour. • Re-imbursement of CST/DBK/TED up to Rs. 1.00 Cr. • All disputed matters of above works with the approval of DC. • Issue of Free sale and Commerce Certificate.
6.	Audit	<ul style="list-style-type: none"> • All Audit matters in respect of SEEPZ-SEZ, EOUs, New SEZ & SEZ Authority.
7.	Legal / Estate	<ul style="list-style-type: none"> • Filing of interlocutory applications in cases of bank recovery proceedings. • Registration of vendors for E-waste & renewal of registration.
8.	Delegation of Financial Powers	<p>I. Full Power:</p> <ul style="list-style-type: none"> • Payment of Electricity Bills. • Office / Residential telephone including internet charges / payment. • Purchase of postal stamps. • Purchase of newspapers and periodicals. • Payments of water charges. • Reimbursement of tuition fee / Newspapers. <p>II. After Approvals:</p> <ul style="list-style-type: none"> • Payment of outsourced staff after approval of contract.

		<ul style="list-style-type: none"> • Bill payment of all AMCs after approval of contract. • Payment of bills for hiring of vehicles after approval of contract. • Purchase of computer consumables including purchase of cartridges after approval of contract. • All recurring payments approved by Competent Authority. • A monthly report shall be submitted of such payment for perusal of Development Commissioner by 5th of next month. <p>III. Limited Power:</p> <ul style="list-style-type: none"> • Purchase of Office Stationery up to Rs. 2,00,000/- (one time). • Fixtures, Furniture and Repairs up to Rs. 2,00,000/- (one time). • Non-official publication up to Rs. 5,000/- • Purchase, Hire, Upkeep and repair of all Office Equipments including dedicated work processors, intercom equipments, calculators, electronic stencil cutter, Dictaphones, tape recorders, photo copies, copying machines, franking machines, addressographs, filing and indexing systems etc. up to Rs. 25,000/- at a time.
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C. POWERS DELEGATED TO ADCs:


1.	All Sections	<ul style="list-style-type: none"> • Any first deficiency on scrutiny of all applications / request of the Units / Developers / Co-developers. • Intimation of acceptance of LoA/All approval / Permission. • Approval for issue of Digital Signature to Employees. • Works related to EPCES for SEZs & EOUs. • Issuance of Bonafide Certificate for Passport purpose. • Issue of Corrigendum (for typographical error).
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D. (i) JDC, Pune will have the same powers as JDC, SEEPZ in the SEZ matters of Pune Cluster including CRA, DBK and MEIS related work.

(ii) JDC, Pune will look after all kind of leave of the Officers up to Group-B, under Pune Cluster. He/She will send the Earned Leave application to ADC/Admin, SEEPZ for record purpose.

(iii) ADC/Security will look after all kind of leave of the Govt. security personnel.

E. Work related to 100% EOU under jurisdiction of Pune Cluster will be handled by JDC, Pune Cluster.


(Dnyaneshwar B. Patil, IAS)
Development Commissioner,
SEEPZ-SEZ

No. SEEPZ-SEZ/ADMIN/273/08-09/Vol-I/07736

Date:- 03.06.2025

To,

1. All Concerned Officer and Staff.
2. Office Order File.
3. Office Order Register.