

**A FRAMEWORK FOR TRANSPARENCY AUDIT(2024-25)**  
**(DC OFFICE, SEEPZ-SEZ, MUMBAI)**

**1. Organisation and Function:**

Sr. No.	Item	Details of Disclosure
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	<p>(i) <b>Powers and duties of officers (administrative, financial and judicial):</b></p> <p>➤ <b><u>DEVELOPMENT COMMISSIONER OF SEEPZ-SEZ-</u></b></p> <p>Development Commissioner takes all steps in order to discharge his functions under SEZ Act, 2005 &amp; SEZ Rules, 2006 to ensure speedy development of Special Economic Zones under SEEPZ-SEZ and promotion of exports there from.</p> <ol style="list-style-type: none"> <li>1. Without prejudice to the generality of the foregoing provisions, the Development Commissioner shall- <ol style="list-style-type: none"> <li>a. guide the entrepreneurs for setting up of Units in the SEEPZ-Special Economic Zone;</li> <li>b. ensure and take suitable steps for effective promotion of exports from the SEEPZ-Special Economic Zone;</li> <li>c. ensure proper co-ordination with the Central Government or State Government Departments concerned or agencies with respect to, or for the purposes, of clauses (a) and (b);</li> <li>d. monitor the performance of the Developer and the Units under SEEPZ-Special Economic Zone;</li> <li>e. discharge such other functions as may be assigned to him by the Central Government under this Act or any other law for the time being in force; and</li> <li>f. discharge such other functions as may be delegated to him by the Board.</li> </ol> </li> <li>2. Development Commissioner is overall in charge of the SEEPZ-Special Economic Zone and shall exercise administrative control and supervision over the officers and employees appointed under sub-section (2) of Section 11 (including the officials deputed to such Special Economic Zone) to discharge any of the functions under this Act.</li> <li>3. Without prejudice to the provisions of sub-sections (1) to (3), Development Commissioner shall discharge such functions and exercise such powers as may be delegated to him by a general or special order by the Central Government or the State Government concerned, as the case may be.</li> <li>4. Development Commissioner may call for such information from a Developer or Unit from time to time as may be necessary to monitor the performance of the Developer or the Unit, as the case may be.</li> <li>5. The Development Commissioner may delegate any or all of his powers or functions to any of the officers employed under him.</li> </ol>

		<p>6. The Development Commissioner has exercises the powers of Chairperson of SEEPZ-SEZ Authority.</p> <p>➤ <b><u>JOINT DEVELOPMENT COMMISSIONER:-</u></b></p> <ol style="list-style-type: none"> <li>1. Administration of the SEZ Act, 2005 and the Rules framed there under to the extent powers of Central Govt. and Development Commissioner are delegated to Joint Development Commissioner.</li> <li>2. Collecting and monitoring of MPR, QPR and APR of EOUs and SEZs, preparation of reports, Analysis and any other work assigned by Development Commissioner time to time.</li> <li>3. All Legal Matters related to SEZs/EOUs under the jurisdiction of Development Commissioner, SEEPZ-SEZ.</li> <li>4. Implementation of Hindi</li> <li>5. Supervision of Audit &amp; enforcement, Customs work, All Administrative matters, Vigilance, First Appellate Authority under RTI Act, 2005, DBK, GST, MEIS, SEIS scrip's issuance.</li> <li>6. Jt. Development Commissioner has been also nominated by Chairperson/Development Commissioner as Secretary of SEEPZ-SEZ Authority.</li> </ol> <p>➤ <b><u>DEPUTY DEVELOPMENT COMMISSIONER:</u></b></p> <ol style="list-style-type: none"> <li>1. Administration of the SEZ Act, 2005 and Rules framed there under to the extent of powers of Central Government and the Development Commissioner delegated.</li> <li>2. Deputy Development Commissioner has been nominated as Head of the Office to ensure the probity among the employees.</li> <li>3. Also looking to the matters pertaining to Recruitment, Promotion and Deputation, Disciplinary Action and all matters related to the staff.</li> <li>4. Submission of monthly, quarterly, half yearly and Annual Reports to Ministry of Commerce &amp; Industry.</li> <li>5. Public Grievance and RTI also dealt with by the Dy. Development Commissioner.</li> </ol> <p>➤ <b><u>SPECIFIED OFFICER &amp; AUTHORIZED OFFICERS OF CUSTOMS, SEEPZ-SEZ:</u></b></p> <ol style="list-style-type: none"> <li>1. As per the powers and duties prescribed in SEZ Act, 2005 and SEZ Rule 2006.</li> <li>2. Supervision of Import &amp; Export from SEEPZ-SEZ under SEZ Act &amp; Rules.</li> <li>3. Any power delegated by the Development Commissioner under the SEZ Act &amp; Rules.</li> </ol> <p>➤ <b><u>ASSISTANT DEVELOPMENT COMMISSIONER:</u></b> Functions as per allocation of duties by the Development Commissioner.</p> <p>➤ <b><u>EXECUTIVE ASSISTANT TO DEVELOPMENT COMMISSIONER:</u></b></p> <ol style="list-style-type: none"> <li>1. Taking down dictation of letters/notes/reports, minutes of meeting, etc. and its transcription from Development</li> </ol>
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		<p>Commissioner.</p> <ol style="list-style-type: none"> <li>2. Receiving mails such as letters/faxes/e-mails, etc., its authorization and distribution to the concerned Officers/Branches.</li> <li>3. Maintaining inward and outward movement of files/notes, etc. received from officers/sections.</li> <li>4. Fixing up of appointment with Development Commissioner.</li> <li>5. Maintenance of Officer's engagement diary.</li> <li>6. Making travel arrangements for Development Commissioner's tour, domestic as well as foreign.</li> <li>7. Attending and screening of telephone calls.</li> <li>8. Maintaining of files connected with the meetings, agenda items, board meetings, etc.</li> <li>9. Monitoring/chasing replies to VIP references and Parliament Questions as directed by the Development Commissioner.</li> <li>10. Drafting and noting.</li> </ol> <p>➤ <b>SECURITY OFFICER:</b></p> <ol style="list-style-type: none"> <li>1. To ensure the safety of SEEPZ-SEZ zone premises and prevent the zone from unauthorized activities.</li> <li>2. Also keep rotating the security staff on daily basis.</li> <li>3. Following all the directions given by Development Commissioner &amp; other authorized officers, from time to time.</li> </ol>
		<p>(ii) <b>Power and duties of other employees:</b></p> <p>➤ <b>ASSISTANT SECURITY OFFICER:</b> To assist Security Officer in security related matters and follow the directions of Security Officer to ensure the safety of entire zone premises and submit inspection report of entire zone, on daily basis.</p> <p>➤ <b>STENOGRAPHER PB-2 (Grade Pay of Rs. 4200):</b></p> <ol style="list-style-type: none"> <li>1. Taking down dictation of letters/notes/reports, minutes of meeting, etc. and its transcription.</li> <li>2. Maintaining inward and outward movement of files/notes, etc. received from officers/sections.</li> <li>3. Fixing up of appointment of Officer and altering/cancelling, if any.</li> <li>4. Maintenance of Officer's engagement diary.</li> <li>5. Making travel arrangements for Officer's tour, domestic as well as foreign.</li> <li>6. Attending and screening of telephone calls.</li> <li>7. Maintaining of files connected with the meetings, agenda items, board meeting, etc.</li> <li>8. Drafting and noting.</li> </ol> <p>➤ <b>ASSISTANT AND OTHER JUNIOR STAFF (CLERICAL GRADE):</b></p> <ol style="list-style-type: none"> <li>1. Preparation of draft replies, comments, circulars, affidavits, orders, etc.</li> </ol>

		<ol style="list-style-type: none"> <li>2. Processing of the recruitment cases, pension and other service matters of officers and staff.</li> <li>3. Maintenance of service records and Annual Confidential Reports of officers and staff members.</li> <li>4. Preparation of budget proposals and returns on revenue and expenditure.</li> <li>5. Preparation of periodical reports on various matters.</li> <li>6. Carry out any other duties as and when assigned by the Sr. Officials/Officers.</li> </ol> <p>➤ <b><u>Jr. HINDI TRANSLATOR:</u></b></p> <ol style="list-style-type: none"> <li>1. Translation work from English to Hindi and Hindi to English.</li> <li>2. Also organize the Hindi training program for officials.</li> <li>3. Motivating the officials to work in Hindi.</li> </ol> <p>➤ <b><u>HEAD SECURITY GUARD &amp; SECURITY GUARD:</u></b> Carry out daily inspection of the zone premises and submit the inspection report to the Assistant Security Officer.</p> <p>➤ <b><u>RECORD KEEPER:</u></b> Maintaining all records including files.</p>
		<p><b>(iii) Rules/orders under which powers and duty are derived and</b> As per Special Economic Zones Rules, 2006 as amended from time to time.</p>
		<p><b>(iv) Exercised</b> As per sub-section (2) of section 11 of Special Economic Zones Act, 2005.</p>
		<p><b>(v) Work allocation :-</b> <a href="https://seepz.gov.in/office-orders">https://seepz.gov.in/office-orders</a></p>