



वेबसाइट: www.seepz.gov.in | ई-मेल: dcseepz-mah@nic.in | टेलीफोन: 022-28290856/28294700

OFFICE ORDER NO. 347 /2025

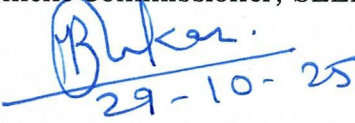
In partial modification and supersession of Office Order No. 210/2025, dated 16.06.2025, the following allocation of work among officers is hereby ordered with immediate effect and until further orders:-

Sl. No.	Name of the Officers	Name of the staff attached	Work Allocation
1.	Smt. Y. Mangla, PAO	Shri Jagdish Prasad Gaur, LDC	1. Accounts Section 2. Finance (Accounts & Procurement)
2.	Smt. Bridget Joe, EA to DC		1. DCO
3.	Shri Hanish Rathi, ADC	Ms. Divyanshi Goyal, LDC	1. IT Division (All Tenders and Procurement-related work including drafting, scrutiny and contract management) 2. NEW-SEZ Section (Capgemini, Sunstream & JNPA) 3. Officials Language (Rajbhasha)
4.	Shri Palash Shankar, ADC	Shri Ashok Kumar Meena, LDC	1. Matters related to Pune Cluster 2. Administration Section 3. New proposal for Developers 4. NEW-SEZ Section – Indiabulls & NDR Infrastructure 5. Government Reference & Policy Matters
5.	Shri Jai Deep, ADC	Shri Janesh Tripathi, LDC	1. SEEPZ-SEZ Section 2. NEW-SEZ Section – Arshiya
6.	Shri Soodershan Shindde, ADC	Shri Janesh Tripathi, LDC	1. Vigilance, RTI & PG 2. Labour 3. IEC request/CRM pendency in DGFT BO online portals 4. Legal Section 5. NEW-SEZ Section – Sai Wardha, Persipina & Gigaplex 6. Statistics
		Shri Ashok Kumar Meena, LDC	7. EOU
7.	Shri Rahul Vitthal Shivannagol, ADC	Shri Jagdish Prasad Gaur, LDC	1. Security 2. Disaster Management 3. NEW-SEZ Section - Roma, Festus & Aurum

		Shri Ajeet Bhati, LDC	1. NEW-SEZ Section – LTI & Mindtree and Mindspace With additional charge of Estate Section
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** The matters related to MEIS/SEIS, CST/DBK/TED claims will be handled by Customs Officer as per the Office Order No. 277/ 2025 dated 08.08.2025.*

This is issued with the approval of Development Commissioner, SEEPZ-SEZ.


29-10-25

(Mayur Mankar)

Joint Development Commissioner,
SEEPZ-SEZ

F.No.: SEEPZ-SEZ/ADMN/10/2001-02/Vol-V/13013

Date: 29.10.2025

Copy to:-

1. All Officers/Officials of SEEPZ-SEZ
2. DCO/JDCO/DDCO/SO
3. Office Order File/Register
4. SEEPZ Website
5. Notice Board