

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

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

## OFFICE ORDER NO. 164 / 2026

In compliance of directive of Central Information Commissioner (CIC), the following Committee of PIOs/FAA with rich experience in RTI to identify frequently sought information under Right to Information Act, 2005 is hereby constituted as under:-

1.	Joint Development Commissioner, SEEPZ-SEZ	Chairperson
2.	Deputy Development Commissioner, SEEPZ-SEZ	Member
3.	Assistant Development Commissioner, RTI Section, SEEPZ-SEZ	Member
4.	Lower Division Clerk, RTI Section, SEEPZ-SEZ	Member

The mandate of Committee is as under:-

1. Identify the frequently sought information as ensure its proactive disclosure.
2. Create a comprehensive flowchart of RTI processing in line with NIT Statutes and RTI guidelines.
3. To advise the Institute on the weeding out of records as per retention schedule of NIT/GoI.

This issues with the approval of the Competent Authority, SEEPZ-SEZ.

(Jai Deep)  
Assistant Development Commissioner  
SEEPZ-SEZ, Mumbai

F. No. SEEPZ-SEZ/ADMN/229/06-07/VOL-IV/ 06876

Date:- 03.07.2026

Copy to:-

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