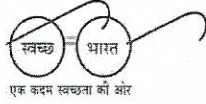




सत्यमेव जयते



Office of the Development Commissioner

कांडलाविशेषआर्थिक क्षेत्र

Kandla Special Economic Zone

वाणिज्य तथाउद्योगमंत्रालय

Ministry of Commerce & Industry

गांधीधाम-कच्छ

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F.No.KASEZ/DC/PS/1/2019/ 4975

25th July, 2019
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OFFICE ORDER (Duty Allocation)

In supersession of all previous orders/delegations, following allocation of duties will take place with immediate effect:

JDC (City Office) Location: O/o ZDC at City Office-Ahmedabad	Under delegated powers of Development Commissioner for IA-II (EOU), L&T SEZ, Aspen SEZ, Aqualine SEZ, Jubilant SEZ & Surat Apparel Park, SEZ and as JDC in IA-III Section except SEZs in Kutch & Saurashtra Districts and also as Chief Vigilance Officer.
JDC/ A'bad Cluster Loc: O/o ZDC at GIDC Elec. SEZ, Gandhinagar	IA-IV Section: Administration of all operational SEZs in the District of Ahmedabad and GIDC Electronic SEZ Gandhinagar.
DDC-Kandla Loc: O/o ZDC at HQ	IA-I, Establishment, KASEZ Authority Secretariat, Estate Management (including eviction under PP (EUO) Act, 1971, Quarter allotment, Maintenance, Finance & Accounts, Export Promotion, P&C, FT, Security, Legal matters & MEIS/SEIS of all EOUs & SEZs in Gujarat
DC (Customs) Loc: O/o ZDC at HQ	Customs Section in KASEZ, Security, P&C and CPIO for RTI matters.
Sr.Accounts Officer	Finance, Audit Matters, Audit and Kandla SEZ Authority Accounts.
EA, KASEZ	Secretary-KASEZ Authority, Vigilance, Assistance to DDC (K) for Estate Management & KASEZ Authority matters.
Security Officer	Security Section (including Fire Fighting) for processing & non-processing area, Disaster Management & in charge of Surveillance Cameras.
Appraiser Sh.H.P. Jadeja	RTI matter as APIO (in addition to his Customs duties).
ADC-1 (Smt. Shailaja Nair)	Establishment-II (KASEZ) & DDO for all SEZs.
ADC-2 (Shri George Easo)	IA-III section (Ahmedabad), Establishment-I (All SEZs except KASEZ), Cost Recovery & Stores.
Shri A.V. Saji, PS to Zonal DC	Zonal DC's Secretary, System Administrator for KASEZ as well as for NSDL, IEC and Public Grievance.

- ❖ JDC (City Office), JDC (A'bad Cluster), DDC (K) and DC (Customs(KASEZ)) will report to DC directly. Specified Officers of all other SEZs under ZDC/Kandla SEZ, will report to concerned JDC/DDC (K), directly. For P&C Section, DC (Customs) route files through DDC/K.
- ❖ Security Officer, KASEZ will report to DC through DC (Customs).
- ❖ Issues of Units & Developers of all SEZs will be dealt with by JDC concerned, who in turn will bring up issues to Zonal DC, if necessary.
- ❖ Shri Sisodia, SO for GIDC SEZs at A'bad & G'nagar will function as OSD for IA-IV Section and Shri Tarun Agarwal, PO, GIDC EP/IT SEZ will provide assistance to OSD (IA-IV) & JDC-Cluster for work pertaining to SEZs under IA-IV Section. IA-IV Section will be based at O/O Zonal DC at GIDC Electronic SEZ, Gandhinagar.
- ❖ OSD/A, OSD/B and OSD/GIFT will look after work of IA-III Section and will report to JDC (City Office); and they should attend Zonal DC's office at Ahmedabad.
- ❖ Sr.AO will report to DC through DDC(K).
- ❖ For sanction of MEIS/SEIS claims of all SEZs & EOU Units, powers are delegated to DDC/K for claims upto power of Jt. DGFT, beyond which cases will be put up to DC. Claims of IA-III section will be processed by Appraising Officers at City Office, Ahmedabad as authorized for this purpose by the DC as per orders issued from time to time.
- ❖ Works of the FT Section will be looked after by DDC (K) according to the powers delegated as per DGFT's delegation of Financial Powers vide O&M instruction No.12/2008 dated 12/11/2008. Accordingly, Asstt. DGFT/FTDO will report to DDC (K).
- ❖ ADC-1 and ADC-2 will report to DDC (K).
- ❖ For RTI matters, Appraiser Sh.H.P. Jadjea will report to CPIO (DC (Customs), KASEZ).

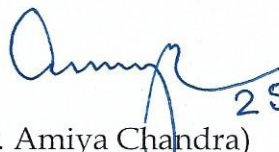
Apart from above, following matters will be decided by DC. All other matters may be decided by the officer in charge concerned.

IA-I (Kandla SEZ)	<ol style="list-style-type: none"> 1. Approval Committee, Issuance of LoA 2. Permission for broad-banding/diversification of activities. 3. Permission for cancellation of LoA/De-bonding/Exit of unit. 4. Issue of Status Certificate. 5. Any issue involving Policy interpretation.
IA-II (EOU)	<ol style="list-style-type: none"> 1. Representing BoA Meetings 2. Sending final Agenda to BoA, prepared by IA-II Section.
IA-III (office of the Zonal DC at Ambawadi, Ahmedabad)	<p>(Except for all matters in case of EOU Units & 05 Private SEZs mentioned in this order above.)</p> <ol style="list-style-type: none"> 1. Approval Committee, Issue of LoA. 2. Permission for broad-banding/diversification of activities. 3. Permission for cancellation of LoA/De-bonding/Exit of unit. 4. Issue of Status Certificate. 5. Any issue involving Policy interpretation.
IA-IV (office location: Zonal DC's office at GIDC Electronic SEZ)	<ol style="list-style-type: none"> 1. Approval Committee, Issue of LoA. 2. Permission for broad-banding/diversification of activities. 3. Permission for cancellation of LoA/De-bonding/Exit of unit. 4. Issue of Status Certificate. 5. Any issue involving Policy interpretation.
EM	Allotment of Sheds/Plots/Legal issues/issue of NOC for mortgage, perusal of eviction matters.
Accounts	CST & DBK refund above Rs.50 lakhs, Budget proposals to MoC.
Administration	All Appointments (on deputation as well as temporary/permanent/contract), Transfer, Rotation, Promotion, Sanctioning of all leave of Gr.A & B Officers.
PRO	PRO will directly report to DC (for PR related issues)
Financial Matters	<ol style="list-style-type: none"> 1. Legal charges/fees 2. Motor vehicles/maintenance & upkeep 3. Petty works repairs 4. Telephone charges 5. Payment to NBCC for Capital & Maintenance
P&C (All SEZs in Gujarat)	All reports to MoCI & GoG, PQs, co-ordination with all SEZs of Gujarat, Public Relations and Publicity.

In terms of Financial Powers vested with the Development Commissioner (H.O.D) under FRSR and other Office Orders issued by the Commerce Ministry from time to time, I hereby re-delegate following Administrative/Statutory and Financial Powers to the Deputy Development Commissioner, Kandla SEZ:

S.No.	Details of Admn./Statutory powers/expenditure	HOD power
1	Printing & Binding	Rs.20,000/- PA
2	Repairs to machinery	Rs.2.50 lakhs
3	Purchase of Stationery Stores	Rs.2.50 lakhs
4	Stores	Rs.2.50 lakhs
5	Supply of Uniform	Full powers subject to condition & scale issued by DoPT.
6	Hire & Maintenance of computers	Rs.2.50 lakhs subject to instructions issued by NIC & Deptt. Of Electronics
7	GPF Advance/part final withdrawal/final payment	Full subject to conditions laid down in GPF Rules.
8	Grant of liveries to employees	Full powers
9	Sanction of pension, gratuity, commutation, leave encashment	Full powers
10	Sanction of insurance & saving funds to all employees	Full powers
11	Tuition fees/CEA/Hostel subsidy	Full powers
12	Medical reimbursement in case of emergency treatment obtained in Private Nursing Homes/Hospitals	Full powers subject to periodic review.
13	Countersignature of TA Bills	Full Powers
14	Countersignature of LTC Bills	Full powers
15	(i) Sanction of EL, HPL and extraordinary leave to Group C, D and Gr.B (N.G.) (ii) POs working in sections directly under DC (Cus), Group B, C & N.G.	Full powers
16	TA/LTC : HoD & Head of Office - in case of controlling officer for himself subject to condition and scale prescribed in FR & SR Part-II.	
17	Loans & Advances: a) Conveyance: HoD subject to condition and scale prescribed in compendium of rules on advances. b) HBA: HoD subject to condition and scale prescribed in HBA Rules. c) Medical Advance : HoD subject to condition and scale prescribed in CCS (MA) Rules.	

1. The BoA Agenda of EOUs and all Gujarat SEZs will be forwarded to BoA by the Zonal DC, KASEZ and the Zonal DC shall attend the BoA meetings, unless specified by him.
2. JDC (City Office), Ahmedabad will accept Bond-Cum-LUT for all Private SEZs as mentioned above, under the jurisdiction of ZDC.
3. All matters going to GoI/GoG/PQ and any specific committee etc. shall be put up to DC for approval/information before issue.
4. Work allocation orders of Sections already issued will be in force as at present.
5. Leave Application will be routed through officer in charge.
6. For all Gr.A officers the DC is reporting officer for APARs.
7. APAR of Appraisers will be initiated by Specified Officers and reviewed by DC. APRs of POs working at IA-I & P&C will be initiated by AO & reviewed by DC. APARs of AOs working in IA-I & P&C will be initiated through DDC and reviewed by DC. APARs of all other POs will also be initiated by AO concerned and will be reviewed by DC (Customs) /Specified Officer. APARs of officers working in IA-II & 05 Pvt. SEZs mentioned in this order shall be reviewed by the JDC (i/c DC) (City Office-Ahmedabad).


(Dr. Amiya Chandra)
Development Commissioner,
Kandla Special Economic Zone.

25/7/2019

To:

All officers concerned.

Copy to:

1. IA-I
2. IA-II
3. IA-III
4. IA-IV
5. Accounts
6. FT
7. EM
8. PS to Zonal DC
9. System Manager (IT) for uploading on website.