



विकास आयुक्त कार्यालय
Office of the Development Commissioner
 कांडला विशेष आर्थिक क्षेत्र
Kandla Special Economic Zone
 वाणिज्य तथा उद्योग मंत्रालय
Ministry of Commerce & Industry
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F.No.KASEZ/DC/PS/1/2019/

9th March, 2022

OFFICE ORDER (Duty Allocation)

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

JDC-Kandla SEZ	IA-I & IA-II (EOU) Sections-KASEZ, IA-III (City Office, Ahmedabad), Establishment Sections, KASEZ Authority Secretariat including Maintenance, Estate Management Section (including eviction under PP (EUO) Act, 1971, Allotment of residential quarters, P&C Section, and as Chief Vigilance Officer.
JDC-A'bad Cluster	IA-IV Section: Administration of all operational SEZs & GIDC SEZs in the Districts of Ahmedabad and Gandhinagar.
DDC-Kandla SEZ	IA-I, FT section, Finance, Audit & Accounts, Export Promotion, P&C, Security & Legal matters.
DC (Customs) Kandla SEZ	Customs Section in KASEZ and CPIO for RTI matters.
Sr.Accounts Officer/ Accounts Officer	Finance-Verify all the Bills, Pay Fixations, Reconciliation work relating to Budget & Expenditure, Audit Matters including KASEZ Authority Accounts, Pension cases arising out of death of departmental officers, coordination with RPAO, Mumbai & MEIS works related to KASEZ.
Executive Assistant	Secretary-KASEZ Authority, Vigilance & KASEZ Authority matters.
Security Officer	Security Section (including Fire Fighting) for processing & non-processing area, Disaster Management & in charge of Surveillance Cameras.



ISO 9001: 2005 CERTIFIED | ISO 27001 : 2003 CERTIFIED



Shri Ajit Yadav Appraiser	Estate Management Section (in addition to his Customs duties).
Shri S.K. Meena Appraiser	RTI matter as APIO, MEIS of FT section, Ahmedabad Office & SEIS of Kandla SEZ & Ahmedabad Office (in addition to his Customs duties).
ADC-1 (Smt. Shailaja Nair)	Establishment-II (KASEZ) & DDO for all SEZs (in addition to her duties at MPSEZ)
ADC-2 (Shri George Easo)	IA-III section (Ahmedabad), Establishment-I (All SEZs except KASEZ), Cost Recovery & Stores.
Shri Sudhir Yadav, Appraiser	Incharge of P&C section (in addition to his Customs duties) & Welfare officer for death cases.
Shri A.V. Saji, PS to Zonal DC	Zonal DC's Secretary, System Administrator for KASEZ as well as for NSDL and Public Grievance.

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

IA-I (KASEZ)	<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. 6. Approval of final Agenda to BoA
IA-II (EOU)	<ol style="list-style-type: none"> 1. UAC, Issue of LoA 2. Permission for broad-banding/diversification of activities. 3. Permission for cancellation of LoA/De-bonding/Exit of unit. 4. Any issue involving Policy interpretation. 5. Approval of final Agenda to BoA.
IA-III (City office- Ahmedabad)	<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	All allotments to the new Approval Holders are done through BID system. However, issues like allotment of additional space, transfer, sharing of Sheds/Plots, Legal issues/issue of NOC for mortgage, perusal of eviction matters, shall be approved by DC.

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 Officers, Reporting officer for APARs of all Group-A Officers.
Financial Matters	<ol style="list-style-type: none"> 1. Legal charges/fees 2. Motor vehicles/maintenance & upkeep 3. Petty works repairs 4. Telephone charges, Water & Electricity charges 5. Payment to NBCC for Capital & Maintenance
Misc.	Any other files/matters beyond the administrative/financial power of the officer concerned.

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 Joint 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	<ol style="list-style-type: none"> (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. JDC Kandla, JDC-Ahmedabad & Dy.Commissioner-Customs (KASEZ) will report to DC directly. DDC will report through JDC-Kandla. Specified Officers of all other SEZs under Zonal DC, Kandla SEZ, will report to concerned JDC directly.
2. Security Officer, KASEZ will report to DC through JDC.
3. Sr.AO/AO will report to DC through JDC.
4. 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.
5. Shri U.P. Rathod, SO for Cluster SEZs at A'bad & G'nagar will function as OSD for IA-IV Section and Shri Harlal Maharia, 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.
6. Shri Kunal Kumar, AO-Ganesh IT SEZ as OSD/A will look after work related to SEZs of Ahmedabad-Gandhinagar Districts. Shri Ganshyam Bambani, AO-Zydus Pharma SEZ as OSD/B will look after work of SEZs of Vadodara-Bharuch & Surat Districts. They will report to JDC-KASEZ.
7. Smt. Vijayalakshmi V. AO Calica SEZ will also look after the works related to GIFT SEZ. For GIFT SEZ works she will report to DC GIFT SEZ through JDC-Kandla.
8. For sanction of MEIS/SEIS claims of all SEZs & EOU Units, powers are delegated to JDC-KASEZ for claims upto power of Jt. DGFT, beyond which cases will be put up to DC.
9. Works of the FT Section will be looked after by DDC-KASEZ 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, the ADG/FTDO will report to DDC-KASEZ.
10. ADC-1 and ADC-2 will report to JDC-KASEZ.

11. For RTI matters, Appraiser Sh. S.K. Meena will report to CPIO (DC (Customs), KASEZ).
12. 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 otherwise specified.
13. JDC-KASEZ will accept Bond-Cum-LUT for all Private SEZs under the jurisdiction of ZDC.
14. All matters going to GoI/GoG/PQ and any specific committee etc. shall be put up to DC for approval/information before issue.
15. Work allocation orders of Sections already issued will be in force as at present.
16. Leave Application of Departmental Officers will be routed through Officer in Charge and JDC will approve leave applications in case of Officials engaged under Contract Basis.
17. For all Gr. A officers, the DC is reporting officer for APARs.
18. APARs of Appraisers in Private SEZs under Zonal DC will be initiated by JDC concerned and reviewed by Zonal DC. APARs of POs working in IA-I & P&C will be initiated by Appraiser concerned & reviewed by JDC. APARs of Appraisers having charge in IA-I & P&C will be initiated by JDC and reviewed by DC. APARs of other Appraisers of KASEZ will be initiated by DC (Customs) and reviewed by DC. APARs all POs other than having charges in IA-I & P&C sections, will be initiated by AO concerned and reviewed by DC (Customs).

09/03/2022
(Akash Taneja)

Zonal Development Commissioner,
Kandla Special Economic Zone.

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