



विकास आयुक्त कार्यालय
Office of the Development Commissioner
 कांडला विशेष आर्थिक क्षेत्र
Kandla Special Economic Zone
 वाणिज्य तथा उद्योग मंत्रालय
Ministry of Commerce & Industry
 गांधीधाम-कच्छ
Gandhidham-Kutch-370 230
 Phone (02836)-2522273, 253711, 253300 & 252475
 Fax (02836) – 252250 & 252194
 E-mail : admn.kasez-gj@gov.in
 Website: www.kasez.gov.in

F.No.KASEZ/Estt-II/1/22-23

11th March, 2025

OFFICE ORDER (Duty Allocation)

In supersession of earlier Office Order of even number, dated 1st May 2024, following work reallocation is made with immediate effect:

Shri Marut Tripathi, JDC-Kandla SEZ	IA-I & IA-II(EOU) Sections-KASEZ, IA-III (City Office, Ahmedabad), Establishment Sections, Security, KASEZ Authority Secretarial works, Estate Management Section, Allotment of residential quarters & maintenance of Township, P&C Section, Vigilance Officer & Vigilance Section, Cost recovery of SEZs of Gujarat and JDC all SEZs other than Cluster SEZs.
Shri Omprakash Bishnoi, JDC Cluster SEZs, Ahmedabad	JDC Cluster - (GIDC Electronic Park SE, Zydus SEZ, Ganesh IT/ITES SEZ, Calica SEZ & Ahmedabad Apparel Park SEZ.
Shri Himanshu Gunawat, DDC-Kandla SEZ	IA-I, IA-II (EOU), FT section, Finance, Audit & Accounts, Export Promotion, P&C, Security, Legal matters & Estate Management, Fire & Security, Nodal Officer for PM Gati Shakti, Nodal Officer Probity portal, GeM & GLIS Portals, Tender Committee Member - Pre & Post Tender Monitoring, Project officer for development of 100 acres, Cost recovery of SEZs of Gujarat, General administration of KASEZ Authority & DDC of all SEZs except Cluster SEZs.
DC (Customs) Kandla SEZ Shri Bhanu Jain	Specified Officer Customs, Nodal Officer & CPIO for RTI Matters, and Overall in charge of System Administrator for NSDL & KASEZ, Nodal Officer for ICEGATE, Certificate of Origin of SEZ.
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 and MEIS works related to KASEZ.
Executive Assistant Shri A.V. Saji	PS to Zonal DC, Secretary-KASEZ Authority, Authority matters & Coordination with NBCC. Authority files will be put up to Chairman through DDC & JDC.
Security Officer (i/c) Shri J. L. Gurrayya	Security Section (including Fire Fighting) for processing & non-processing area, Disaster Management & in charge of Surveillance Cameras.

ADC-1 (Shri George Easo)	Cost Recovery cell KASEZ with additional charge of Gift SEZ.
ADC-2 (Shri Valji Ahir)	Establishment-I (KASEZ), Establishment of other SEZ & DDO for KASEZ and Surat SEZ Vigilance Section, P&C, IA-II Section, CPGRAM, Nodal officer of RSMS Portal
ADC-3 (Shri Saiyad Riyazuddin)	ADC-AP SEZ – additional work of KASEZ Store Section, Security Section, E.M. Section, Procurement through GeM.
Shri Revti Reman Meena, Appraiser	Authorised Officer, Customs-KASEZ, FTDO for FT-Kandla, MEIS & SEIS of Kandla SEZ & Ahmedabad Office and in charge of Green Projects, Welfare officer for death cases.
Shri S.K. Yadav Appraiser	Authorised Officer, Customs, KASEZ, APIO for RTI matters & Public Grievance and in charge of Swachhta Abhiyan.
Shri Sunil Kumar, Appraiser	Authorised Officer, Customs, KASEZ and Specified Officer & Authorised Officer for E-Complex SEZ, Pipavav.

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, addition/deletion of area. 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.
IA-IV (Cluster SEZs, Gandhinagar)	<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 MoCI.

Administration	All Appointments (on deputation as well as temporary/permanent/contract), Transfer, Rotation, Promotion, Sanctioning of all leave of Gr.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 6. Any other miscellaneous sanctions.
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. In the absence of JDC, DDC will look after the works of JDC and vice versa.
2. ADCs will report to JDC-KASEZ and in the absence of ADC-1, ADC-2/ADC-3 will look after works of ADC-1 and vice versa.
3. 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 through DDC, KASEZ.
4. Security Officer will report to Shri Saiyad Riyazuddin, ADC (Store) and ADC (Store) will report to DDC for day to day activities and JDC KASEZ shall be the controlling officer of Security Section.
5. Sr. Accounts Officer will report to DC through JDC.
6. Issues of Units & Developers of all SEZs will be dealt with by JDC concerned, who in turn will bring up the issues to Zonal DC, if necessary.
7. Shri Ashish Agarwal, SO/AO GIDC Electronic Park SEZ Gandhinagar will function as OSD South (all functional, non-functional SEZ in South Gujarat).
8. Shri Pushendra Sharma, SO/AO Ganesh IT/ITES SEZ shall have the additional charge of GIFT SEZ.
9. Smt. Shiji Vinay, SO/AO GIDC Apparel Park SEZ will function as SO of all non-functional SEZ of Ahmedabad, Gandhinagar and South Gujarat and Admin. City Office, KASEZ Ahmedabad.
10. Shri Muraleedharan Nair, SO/AO Calica IT/ITES SEZ will function as OSD North (all functional/non-functional SEZ Ahmedabad & Gandhinagar (except Cluster)).
11. Office order of nomination of Link officer for Specified officer/Appraising officer/POs/OSDs dated 28-03-2024 and office order for ADCs dated 03.10.2024 will be in force as at present.
12. MEIS & SEIS claims beyond the powers of FTDO/DDG & JDG shall be put up to DC for sanction.
13. 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 DA/FTDO/ADG will report to DDC-KASEZ.



14. For RTI matters, Appraiser Shri S.K. Yadav will report to CPIO (DC (Customs), KASEZ).
15. 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.
16. JDC-KASEZ will be the Officer for acceptance of Bond-Cum-LUT for KASEZ and all Private SEZs under the jurisdiction of Zonal DC.]
17. All matters going to GoI/GoG/PQ and any specific committee etc. shall be put up to DC for approval/information before issue.
18. Work allocation orders of Sections already issued will be in force as at present.
19. Leave Application of Departmental Officers will be routed through Officer in Charge to JDC. In addition, JDC will also approve leave applications of Officials engaged on Contract Basis.
20. In case of DDC, DC (Customs) & JDCs, the approving authority of leave will be the DC, KASEZ.
21. APARs of Appraisers in Private SEZs under Zonal DC will be initiated by JDC concerned and reviewed by Zonal DC. APARs of Appraisers having charge in IA-I, IA-II & 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.


(दिनेश सिंह) (Dinesh Singh)
(आंचलिक विकास आयुक्त) Zonal Development Commissioner
(कांडला विशेष आर्थिक क्षेत्र) 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