



**Government of India**  
**Ministry of Commerce & Industry**  
**Department of Commerce**  
**Office of the Development Commissioner**  
**MEPZ Special Economic Zone**  
**Tambaram, Chennai - 600 045**

No.01/02/2021-Admn-I

Dated: 30.10.2023

**OFFICE ORDER**

In continuation to the previous Office Orders, reallocation of work is ordered among Officers and Staff with immediate effect. All officers & staff are required to clear the pending dak received on the date of this order and take charge on or before 01.11.2023:

1.	Smt. JayashreeSathish, SAO	Report to DDC (PB)
	Subject	Dealing hand
	(a) Contingent Audit (Budget of DC Office & reimbursement). (b) CAG; Internal Audit (Budget of DC Office & reimbursement) - Department of Commerce; and Regional Pay & Accounts Office Audit (Budget of DC Office & reimbursement) – RPAO. (c) Preparation of Pay Bills; Calculation of Income-Tax, Issuing of LPC & Quarterly Returns to MOC, Cashier/ Cheque Writing; Payment through PFMS for Salary, Contingent Bills, LTC, TA Bills, DBK/TED/CST claims, etc.; Cost Recovery – Collection. (d) Reimbursement of Tuition fees, Reimbursement of Tuition fees, Leave Travel Concessions – Advance and Final Bills, GPF – Advance / Withdrawal; Tour TA Bills; Medical Bills; OTA – Customs ; OTA – Staff Car Driver; Night Weightage Bills and other Miscellaneous Bills.	Smt. R. Ganga, LDC, Smt. R. Selvakumari, HSG Shri. M. Nithyanandam, HSG

2.	Shri T. Sivakumar, ADC	Report to DDC (PB)
HQ Work	Coordination with Ministry on Policy & Report related matters - Nodal Officer.	
Madurai Circle	SEZs: ELCOT SEZ, Illandaikulam ELCOT SEZ, Vadapalanji CCCL Pearl City Food Port SEZ Ltd. ELCOT SEZ, Gangaikondan SIPCOT SEZ, Gangaikondan AMRL International Tech City Ltd. Highland Valley Corporation Pvt. Ltd. EOUs: Madurai including Tirunelveli & Tuticorin.	Smt. M. Anit Hemalatha, Steno Gr.II



3.	<b>Shri S. Balasubramaniam, ADC</b>	<b>Report to DDC (PK)</b>
<b>HQ Work</b>	<b><u>Admin Works – Zonal DC Office Admin.I</u></b> Personal Files of Officers/Staff; Issue of Office Orders; Forwarding of Letters to Investigating Agencies; <i>En bloc</i> Continuance of Temporary Posts; Post Creations; Recruitment Rules; Annual Performance Appraisal Reports; Vigilance matters; All other Admin related matters; Maintenance of Service Records; Maintenance of CL/EL Registers; Grant of Increment; Sanction of Advances; Maintenance of Attendance; Pension cases; Vigilance and Establishment restructuring work.	
<b>Chennai III (Part) &amp; Coimbatore B</b>	<b><u>SEZs:</u></b> Frontier Lifeline Pvt. Ltd. L&T Shipbuilding Limited NDR Infrastructure Pvt. Ltd. Integrated Chennai Business Park FTWZ ELCOT SEZ, Hosur Delta Electronics SEZ, Kurubarapalli Cheyyar SEZ, Burgur SIPCOT SEZ, Burgur  <b><u>EOUs:</u></b> Chennai-III (Tiruvallur, Ambatuur, Gummidipondi, Ponneri, Poonamali) and Coimbatore B  CST/DBK/TED/RoD Claims	<b>Shri P. Senthilkumar, LDC</b>

4.	<b>Smt. V. Jayasree, ADC</b>	<b>Report to DDC (PB)</b>
<b>Chennai II</b>	<b><u>SEZs:</u></b> DLF Gateway Office Parks Private Limited  <b><u>EOUs:</u></b> Chennai City.	<b>Shri M.P. Karunakaran, Assistant</b>

5.	<b>Shri K. Vijay Anand, ADC</b>	<b>Report to DDC (PK)</b>
<b>HQ Work Chennai I</b>	MEPZ @ Tambaram - works related to all MEPZ Units.  MEPZ Authority related works – Civil works; Works under TIES; Major and Minor works; Accounts work of MSEZA; and CAG Audit of MEPZ Authority.  Estate Management works in MEPZ Authority - Allotment of plots and space; Issue/Renewal of lease; Land acquisition; and Court Cases relating to Land acquisition. Purchase and supply of estate related purchase of Goods and Services.	<b>Shri V. Srinivasan, Assistant</b>



	Contingent Staff and their matters; Staff car and Office vehicles.	
	<b>Zonal DC Office – Admin.II</b> Purchase & supply of Stationery/Office equipment/Goods and Services; Payment of regular bills; Purchase & Disposal of Office furniture; Maintenance of relevant Stock Registers; Private Security;	

<b>6.</b>	<b>Shri M.Madhavan, ADC</b>	<b>Report to DDC (PB)</b>
HQ Work	Updation of Adjudication Orders in the DGFT Website. EPCES & Export Excellence Awards work; EPCES related works - Elections, Awards, etc.; Event Management Coordination	<b>Smt. Padma,</b> Assistant
<b>Coimbatore A</b>	<u>SEZs:</u> Span Venture Pvt. Ltd. ELCOT SEZ, Coimbatore Aspen Park Infra Coimbatore Private Limited KGISL SEZ  EOU Coimbatore A	

<b>7.</b>	<b>Shri Arun Kumar A.K., ADC</b>	<b>Report to DDC (PK)</b>
Cuddalore	<u>SEZs:</u> New Chennai Township Private Limited (Multi-Engineering) New Chennai Township Private Limited (Engineering) SIPCOT, Oragadam Salcomp SEZ SIPCOT, Ranipet Cheyyar SEZ Developers Pvt. Ltd.  <u>EOUs:</u> Cuddalore (Units reporting to Cuddalore).	<b>Shri R.</b> <b>Ravichandran, Steno</b> Gr. II

<b>8.</b>	<b>Shri M. Venkatraman, ADC</b>	<b>Report to DDC (PB)</b>
HQ Work	Audit Coordination (All Audit matters) MEPZ Nodal Officer for IEC allotment / list of Fraudulent Units both SEZ Units & EOU. Issue of GSP Certificates to EOUs and SEZ Units; IE Code and IEC Key details; and Country of Origin matters. Coordination for Parliament Questions. Issue of MEIS License [EOU/SEZs].	<b>Smt. R. Farida Banu,</b> SG





<b>Trichy</b>	<u>SEZs:</u> ELCOT SEZ, Trichy, ELCOT SEZ, Salem IG3 Infra Limited, Uthukulli, SIPCOT, Perundurai  <u>EOUs:</u> Trichy & Salem.	
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<b>9.</b>	<b>Shri T.R. Ravi, ADC</b>	<b>Report to DDC (PK)</b>
<b>HQ Work</b>	Coordination with State Government IT Wing & Data Management MEPZ SEZ Website; and digitalization and e-governance. Preparation of Statistical report of SEZs and EOUs. Public Grievances; CRM Tickets; Write off process & digitalization of old files and furniture.  RTI: Will function as CPIO.	<b>Shri M.P.          Karunakaran,          Assistant</b>
<b>Chennai III (Part)</b>	<u>SEZ</u> Perungudi Real Estates Private Limited SNP Infrastructure LLP Tril Infopark Ltd.	

<b>10.</b>	<b>Shri A. Murugan, ADC</b>	<b>Report to DDC (PK)</b>
<b>Chengalpattu</b>	<u>SEZs:</u> Mahindra World City Developers Limited. (IT/ITES) / (Apparels) / (Auto Ancillary). Estancia IT Park Pvt. Ltd. Cognizant Technology Solutions India Pvt. Ltd. Hexaware Technologies Limited Infosys Limited Platinum Holdings Pvt. Ltd. Sandhya Infocity SEZ Tata Consultancy Services Limited (Siruseri & Egattur)  <u>EOUs:</u> Chengalpattu (EOUs Reporting to Cuddalore other than Maraimalainagar).	<b>Smt. Uma          Raghunathan JHT</b>

<b>11.</b>	<b>Shri K. Jayakumar, ADC</b>	<b>Report to DDC (PK)</b>
<b>HQ Work</b>	Coordination of Court cases (SEZs) and updation of LIMBS	<b>Smt. Uma          Raghunathan JHT</b>
<b>Maraimalai nagar</b>	<u>SEZs:</u> ELCOT SEZ, Sholinganallur IG3 Infra Limited, Thoraipakkam Syntel International Private Limited J. Matadee Free Trade Zone Private Limited SIPCOT SEZ, Sriperumbudur	



	Flextronics Technologies (India) Private Limited	
	<u>EOUs:</u> Kanchipuram & Chengalpattu (Units reporting to Maraimalainagar)	

12. ADCs handling the respective IT/ITES Units shall process the SEIS claims and submit the file to Shri R. Sriram, DC Office for approval of the DC.
13. ADCs handling the respective IT/ITES Units shall handle the Condonation and Cancellation of SOFTEX Forms in respect of all IT/ITES SEZ Units and 100% EOUs.
14. Shri A. Lakshmi Narayanan will act as the Public Relations Officer for the MEPZ SEZ.
15. Matters pertaining to Official Language will be looked after by **Smt. Uma Raghunathan, Jr. Hindi Translator** and will report to **DDC (PB)**.
16. ADCs of the respective region / circle will handle the Non-Operational SEZs / EOUs, Classification of the Region / Circle is enclosed as Annexure.
17. ADCs of the respective region/circle will Organising Open House & Joint Review Meetings of the respective EOUs.
18. Matters pertaining to MEPZ Security: **Security Officer (i/c)** shall report to **DDC (PK)**.
19. Following are the Link Officer-arrangements made with immediate effect among the ADCs/DDCs to look after the work in their absence/leave/training period so as to clear the files without any delay:-

Sl. No.	Name of the DDC	Link Officer	
1	Shri Balasubramanian. P	Shri Prabu Kumar K	
2	Shri Prabu Kumar K	Shri Balasubramanian. P	
Sl. No.	Name of the ADC	Link Officer -1	Link Officer - 2
1	Shri Sivakumar T	Shri Venkatraman M	Smt. V. Jayasree
2	Shri Balasubramaniyam S	Shri T.R. Ravi	Shri K.Jayakumar
3	Shri Venkatraman M	Smt. V. Jayasree	Shri M. Madhavan
4	Shri K. Vijay Anand	Shri K.Jayakumar	Shri Arun Kumar A.K
5	Shri M. Madhavan	Shri Sivakumar T	Shri Venkatraman M
6	Shri Arun Kumar A.K	Shri A. Murugan	Shri T.R. Ravi
7	Smt. V. Jayasree	Shri M. Madhavan	Shri Sivakumar T
8	Shri T.R. Ravi	Shri K. Vijay Anand	Shri Balasubramaniyam S
9	Shri Jayakumar	Shri Balasubramaniyam S	Shri A. Murugan
10	Shri A. Murugan	Shri Arun Kumar A.K	Shri K. Vijay Anand

#### MEPZ Authority

Sl.No.	Name of the Officer, Shri	Officer to whom attached to
1.	Akshay Chandrorkar	DC Office
2.	M. Karthik Raja	ADC (KV)
3.	Naveen Raj	ADC (IR)





**Contingent Staff (DEOs):**

Sl.No.	Name of the Contingent Staff Shri/Smt./Miss	Officer to whom attached to
1.	K. Vimala	DDC (PB)
2.	E. Saranya	DCC
3.	P. Muruganandhi	DC Office
4.	S. Meena	Sr. Pay & Accounts Officer
5.	N. Krishnammal	Appraisers & Examiners
6.	R.A. Srikanth	ADC (TR)
7.	D. Jayalakshmi	ADC (KJ)
8.	P. Karthi	ADC (AM)
9.	G. Bhakyalakshmi	ADC (AM)
10.	B.V.Dheeba	ADC (MM)
11.	N. Suganya	ADC (SB)
12.	J. Rajalakshmi	ADC (SB)
13.	R. Perumal	ADC (MV)
14.	R.Yamini Rajakumari	ADC (TS)
15.	M. Srinivasan	ADC (KV)
16.	S. Akshaya	ADC (AK)
17.	K. Jaya	ADC (VJ)

**Contingent Staff (IT Support Function):**

Sl.No.	Name of the Contingent Staff (DEO) Shri	Officer to whom attached to
1	G. SakthiAnand	DC's Office / ADC (TR)
2	V.Kannan	DC's Office / ADC (TR)
3	Karthik, NSDL	DC's Office

**Contingent Staff (OAs):**

Sl.No.	Name of the Contingent Staff (OA) Shri/Smt./Miss	Officer to whom attached to
1	S.Hemanath	DC's Office
2	R.William Immanuvel	DC's Office
3	D.Gowri Shankar	DDC's Office
4	T.Sujatha	Despatch

(Alex Paul Menon)  
Development Commissioner

To  
All concerned Officers and Staff.  
Copy to: PA to DC / NSDL.