



सत्यमेव जयते
Government of India

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: 30.03.2023

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 01.04.2023:

1.	Smt. JayashreeSathish, PAO	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, SG

2.	Shri R. Sriram, ADC	Report to DDC (PK)
HQ Works	SEIS [EOU/SEZs] Claims. Coordination of UAC Meetings.	Smt. Uma Raghunathan JHT
Chennai I & Chengalpattu Circle	<u>SEZs:</u> MEPZ @ Tambaram - works related to all MEPZ Units. 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> Chennai - I (EOUs in Tambaram Taluk & EOUs in Chengalpattu reporting to Cuddalore other than Maraimalainagar).	

3.	Shri T. Sivakumar, ADC	Report to DDC (PB)
HQ Works	Coordination with Ministry on Policy & Report related matters - Nodal Officer.	Smt. M. Anit Hemalatha, Steno Gr.II
Madurai Circle	<u>SEZs:</u> 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. <u>EOUs:</u> Madurai Commissionerate including Tirunelveli & Tuticorin.	

4.	Shri S. Balasubramaniam, ADC	Report to DDC (PK)
HQ Works	<u>Admin Works</u> 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.	Shri P. Senthilkumar, LDC

Chennai III & Coimbatore B	<u>SEZs:</u> Frontier Lifeline Pvt. Ltd. L&T Shipbuilding Limited NDR Infrastructure Pvt. Ltd. ELCOT SEZ, Hosur Delta Electronics India Pvt. Ltd. Cheyyar SEZ Developers Pvt. Ltd. <u>EOUs:</u> Chennai-III (Tiruvallur, Ambatur, Gummidipondi, Ponneri, Poonamali) and Krishnagiri (EOUs reporting to Coimbatore) CST/DBK/TED/RoD Claims	
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5.	Shri M. Venkatraman, ADC	Report to DDC (PB)
Chennai II	<u>SEZs:</u> DLF Gateway Office Parks Private Limited <u>EOUs:</u> Chennai City.	Shri Mageshwari. P. Security Guard

6.	Shri K. Vijay Anand, ADC	Report to DDC (PK)
HQ Works	MEPZ Authority related works (except accounts related works) – Civil works; Works under TIES; Major and Minor works; Estate Management works in MEPZ - Allotment of plots and space; Issue/Renewal of lease; Land acquisition; and Court Cases relating to Land acquisition. Contingent Staff and their matters; Staff car and Office vehicles. Public Grievances; Purchase & supply of Stationery/Office equipment; Payment of regular bills; Purchase & Disposal of Office furniture; Maintenance of relevant Stock Registers; Private Security; CRM Tickets RTI: Will function as CPIO.	Shri V. Srinivasan, Assistant
Chennai III (Part)	<u>SEZ</u> Perungudi Real Estates Private Limited SNP Infrastructure LLP Tril Infopark Ltd.	

7.	Shri K. Subash, ADC	Report to DDC (PK)
HQ Works	Coordination with State Government IT Wing & Data Management Coordination of Court cases (SEZs); and Updation of LIMBS; MEPZ SEZ Website; and digitalization and e-governance.	Shri M.P. Karunakaran, Assistant
Marimalainagar	SEZs: ELCOT SEZ, Sholinganallur IG3 Infra Limited, Thoraipakkam Syntel International Private Limited J. Matadee Free Trade Zone Private Limited SIPCOT, Sriperumbudur Flextronics Technologies (India) Private Limited EOUs: Kanchipuram & Chengalpattu (Units reporting to Maraimalainagar)	

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

9.	Shri Arun Kumar A.K., ADC	Report to DDC (PK)
Cuddalore	SEZs: New Chennai Township Private Limited (Multi-Engineering) New Chennai Township Private Limited (Engineering) SIPCOT, Oragadam Salcomp SEZ SIPCOT, Ranipet Cheyyar SEZ Developers Pvt. Ltd. EOUs: Cuddalore (Units reporting to Cuddalore).	Smt. R. Farida Banu, SG

10.	Smt. V. Jayasree, ADC	Report to DDC (PB)
HQ Works	Accounts work of MSEZA; and CAG Audit of MEPZ Authority. Audit Coordination (All Audit matters) MEPZ Nodal Officer for IEC allotment / CRM Report / 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. Event Management Issue of MEIS License [EOU/SEZs].	Shri R. Ravichandran, Steno Gr. II
Trichy	<u>SEZs:</u> ELCOT SEZ, Trichy, ELCOT SEZ, Salem IG3 Infra Limited, Uthukulli, SIPCOT, Perundurai <u>EOUs:</u> Trichy & Salem.	

11. 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.
12. Shri L.N. Lakshmi Narayanan will act as the Public Relations Officer for the MEPZ SEZ.
13. Matters pertaining to Official Language will be looked after by **Smt. Uma Raghunathan, Jr. Hindi Translator** and will report to **DDC (PB)**.
14. ADCs of the respective region/circle will handle the Non-Operational SEZs / EOUs, Classification of the Region/Circle is enclosed as Annexure.
15. ADCs of the respective region/circle will Organising Open House & Joint Review Meetings of the respective EOUs.
16. Matters pertaining to MEPZ Security: **Security Officer** shall report to **DDC (PK)**.
17. 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 R. Sriram	Shri K. Vijay Anand	Shri K. Subash
2	Shri Sivakumar T	Shri Venkatraman M	Shri Arun Kumar A.K

3	Shri Balasubramaniyam S	Shri K. Subash	Shri M. Madhavan
4	Shri Venkatraman M	Shri Sivakumar T	Smt. V. Jayasree
5	Shri K. Vijay Anand	Shri R. Sriram	Shri Sivakumar T
6	Shri K. Subash	Shri Arun Kumar A.K	Shri Balasubramaniyam S
7	Shri M. Madhavan	Shri Balasubramaniyam S	Shri K. Vijay Anand
8	Shri Arun Kumar A.K	Smt. V. Jayasree	Shri Venkatraman M
9	Smt. V. Jayasree	Shri M. Madhavan	Shri R. Sriram

Contingent Staff (DEOs):

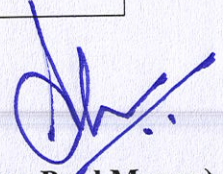
Sl.No.	Name of the Contingent Staff Shri/Smt./Miss	Officer to whom attached to
1.	R.A. Srikanth	DC Office
2.	B. Ambika	DDC (PK) Office
3.	K. Vimala	DDC (PB) Office
4.	E. Saranya	DCC Office
5.	R. Perumal	SO (TVS) Office
6.	S. Meena	Pay & Accounts Officer
7.	N. Krishnammal	Appraisers & Examiners
8.	P. Muruganandhi	ADC (RS)
9.	P. Karthi	ADC (RS)
10.	B.V.Dheebea	ADC (MM)
11.	N. Suganya	ADC (SB)
12.	R.Yamini Rajakumari	ADC (TS)
13.	D. Jayalakshmi	ADC (KS)
14.	J. Rajalakshmi	ADC (SB)
15.	M. Srinivasan	ADC (KV)
16.	S. Priya	ADC (KV)
17.	G. Bhakyalakshmi	ADC (MV)
18.	S. Akshaya	ADC (AK)
19.	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 (KS)
2	V.Kannan	DC's Office / ADC (KS)
3	Karthik, NSDL	DC's Office / ADC (KS)

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	D.Gowri Shankar	DC's Office
3	R. William Immanuvel	DC's Office
4	T.Sujatha	Despatch



(Alex Paul Menon)
Development Commissioner

To
All concerned Officers and Staff.

Copy to: PA to DC / NSDL.