



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: 30.10.2023

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.	Shri S. Balasubramaniam, ADC	Report to DDC (PK)
HQ Work	<u>Admin Works – Zonal DC Office Admin.I</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 (Part) & Coimbatore B	<u>SEZs:</u> 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 <u>EOUs:</u> Chennai-III (Tiruvallur, Ambatuur, Gummidipondi, Ponneri, Poonamali) and Coimbatore B CST/DBK/TED/RoD Claims	

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

5.	Shri K. Vijay Anand, ADC	Report to DDC (PK)
HQ Work Chennai I	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.	Shri V. Srinivasan, Assistant

	Contingent Staff and their matters; Staff car and Office vehicles. Zonal DC Office – Admin.II 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;	
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6.	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.; Event Management Coordination	Smt. Padma, Assistant
Coimbatore A	<u>SEZs:</u> Span Venture Pvt. Ltd. ELCOT SEZ, Coimbatore Aspen Park Infra Coimbatore Private Limited KGISL SEZ EOU Coimbatore A	

7.	Shri Arun Kumar A.K., ADC	Report to DDC (PK)
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).	Shri R. Ravichandran, Steno Gr. II

8.	Shri M. Venkatraman, ADC	Report to DDC (PB)
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].	Smt. R. Farida Banu, SG

Trichy	<u>SEZs:</u> ELCOT SEZ, Trichy, ELCOT SEZ, Salem IG3 Infra Limited, Uthukulli, SIPCOT, Perundurai <u>EOUs:</u> Trichy & Salem.	
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9.	Shri T.R. Ravi, ADC	Report to DDC (PK)
HQ Work	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.	Shri M.P. Karunakaran, Assistant
Chennai III (Part)	<u>SEZ</u> Perungudi Real Estates Private Limited SNP Infrastructure LLP Tril Infopark Ltd.	

10.	Shri A. Murugan, ADC	Report to DDC (PK)
Chengalpattu	<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).	Smt. Uma Raghunathan JHT

11.	Shri K. Jayakumar, ADC	Report to DDC (PK)
HQ Work	Coordination of Court cases (SEZs) and updation of LIMBS	Smt. Uma Raghunathan JHT
Maraimalai nagar	<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 Balasubramaniam 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 Balasubramaniam S
9	Shri Jayakumar	Shri Balasubramaniam 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.Dheebea	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.

 सत्यमेव जयते Government of India	Government of India Ministry of Commerce & Industry Dept. of Commerce Office of the Development Commissioner MEPZ Special Economic Zone, Chennai - 600 045
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No.1/01/2021-Admn.I

Dated: 13.01.2023

OFFICE ORDER

Shri E.Govindasamy and **Shri S. Hariharan** have joined this Office to work as Authorised Officers. In order to acquaint them with the functioning of SEZ, they are hereby attached with the following Section as per the schedule given below:

Training schedule for Shri E.Govindasamy

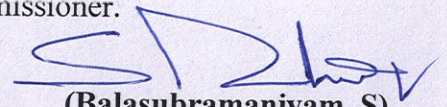
Sl.No	Date	Section	In-Charge
1.	13.01.2023	Appraising Wing at MEPZ	Shri Ravinder Kumar, DCC
2.	16.01.2023	Preventive Wing at MEPZ	Shri T. V. Suresh, SO
3.	17.01.2023	Visit to SIPCOT SEZ, Oragadam	Shri A. Thirunavukkarasu, AO
4.	18.01.2023	Visit to SIPCOT Hi-Tech SEZ, Sriperumbudur	Shri S. Sriramamurthy, AO
5.	19.01.2023	Visit to Gateway Office Parks SEZ, Perungalathur	Shri U. Sivakumar, AO

Training schedule for Shri S. Hariharan

Sl.No	Date	Section	In-Charge
1.	13.01.2023	Visit to ELCOT SEZ, Salem	Shri D. Vishwanathan, AO
2.	16.01.2023	Briefing about functions of Authorised Officer	Shri K. Senthamarai Kannan, SO
3.	17.01.2023	Visit to ELCOT SEZ, Coimbatore	Shri Binitha Pushpakaran, AO
4.	18.01.2023	Visit to Aspen SEZ, Coimbatore	Shri J. Ravi, AO
5.	19.01.2023	Visit to SIPCOT SEZ, Perundurai	Shri K.S. Thirumuganathan, AO

On completion of the above attachment, the Officials shall submit a report on what they have learnt during their attachment.

This is issued with the approval of the Development Commissioner.



(Balasubramaniyam. S)

Assistant Development Commissioner

To
Officials Concerned

Copy to:

1. DCC, MEPZ SEZ
2. Specified Officers
3. AOs concerned

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No.1/01/2020-Admn.I (CR)

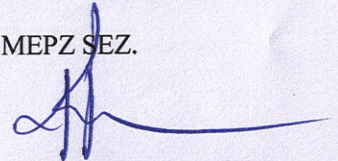
Dated: 16.01.2023

OFFICE ORDER

The following transfers of Authorised Officers are made until further orders. Therefore, the respective Authorised Officers are directed to take charge of the transferred SEZs on or before 20.01.2023.

1. **Shri M. Chelladurai**, Authorised Officer presently posted at J Matadee FTWZ, Sriperumbudur, Kancheepuram district is now transferred & posted to NDR Infrastructure FTWZ, Ponneri, Tiruvallur district.
2. **Shri Hitesh Kumar**, Authorised Officer presently posted at J Matadee FTWZ, Sriperumbudur, Kancheepuram district is now transferred & posted to SIPCOT Hi-Tech SEZ, Sriperumbudur, Kancheepuram district.
3. **Shri V. Gnanavelmani**, Authorised Officer presently posted at NDR Infrastructure FTWZ, Ponneri, Tiruvallur district is now transferred & posted to J Matadee FTWZ, Sriperumbudur, Kancheepuram district.
4. **Shri Unny Vijayshankar Sreekumaran**, Authorised Officer presently posted at SIPCOT Hi-Tech SEZ, Sriperumbudur, Kancheepuram district is now transferred & posted to J Matadee FTWZ, Sriperumbudur, Kancheepuram district.
5. **Shri E. Govindasamy**, Superintendent, GST & CE is posted as Appraiser at MEPZ, Tambaram, Chennai.
6. **Shri R.K. Madhavan**, Authorised Officer presently posted at DLF Infocity SEZ, Chennai is now transferred and posted to Estancia IT Park SEZ, Vallancheri, Chengalpattu district and he will hold the additional charge of SNP Infrastructure SEZ, Pallavaram, Chennai.
7. **Shri R. Srivatsan**, Authorised Officer presently posted at Estancia IT Park SEZ, Chennai and having additional charge of SNP Infrastructure SEZ, Pallavaram is now transferred & posted to DLF Infocity SEZ, Chennai.
8. **Shri Hariharan**, Superintendent, GST & CE is posted as Authorised Officer at SIPCOT SEZ, Perundurai, Erode District with additional charge as AO, IG3 SEZ, Uthukuli, Tirupur district.

This is issued with the approval of Development Commissioner, MEPZ SEZ.



(PRABU KUMAR K)

Dy. Development Commissioner

To

1. **Concerned Officers.**
2. **Concerned Developer.**

Copy to:

1. **Deputy Commissioner (Customs), MEPZ SEZ;**
2. **Specified Officers, MEPZ SEZ;**
3. **DDCs and ADCs concerned/NSDL/Notice Board;**
4. **PA to DC/JDC.**



सत्यमेव जयते
No.1/01/2021-Admn.I (CR)
Dated: 16.01.2023

भारत सरकार, वाणिज्य एवं औद्योगिक मंत्रालय
वाणिज्य विभाग, विकास आयुक्त का कार्यालय,
मेप्स विशेष आर्थिक क्षेत्र, तमिलनाडु, पांडिचरी,
अंडमान और निकोबार द्वीप समूह के शत-प्रतिशत
निर्यात अभिमुख एकक, चेन्नै - 45.

Government of India, Ministry of Commerce and Industry,
Department of Commerce,
Office of the Development Commissioner,
MEPZ SPECIAL ECONOMIC ZONE &
HEOUs in Tamil Nadu, Pondicherry,
Andaman & Nicobar Island
Administrative Office Building,
National Highway-45, Tambaram, Chennai - 600 045.

OFFICE ORDER

Shri K.S. Thirumuganathan, Authorised Officer, is hereby authorized to function as **Specified Officer**, Coimbatore with effect from 17.01.2023 in terms of Section 12(16) of SEZ Act, 2005. He will look after the duties and responsibilities of the Specified Officer in respect of SEZs hitherto looked after by Shri. K. Senthamarai Kannan, Specified Officer.

He will also hold the charge of Authorised Officer for SIPCOT SEZ, Perundurai and IG3 Infrastructure SEZ, Uthukuli till the newly appointed Authorized Officer **Shri S. Hariharan** takes over the charges.

This is issued with the approval of the Development Commissioner, MEPZ SEZ.

(K. Prabu Kumar)
Deputy Development Commissioner

To

1. Officer Concerned
2. Concerned Authorised Officers
3. Concerned Developers/Co-developers

Copy to

1. DC (Customs), MEPZ SEZ, Chennai
2. Specified Officer (TVS), MEPZ SEZ, Chennai.
3. Pay & Accounts Officer, MEPZ SEZ, Chennai.
4. PA to DC
5. PA to DDC/2
6. NSDL / Notice Board



सत्यमेव जयते
Government of India

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

No.1/01/2020-Admn.I (CR)

Dated: 16.01.2023

OFFICE ORDER

Shri S. Hariharan, is posted as Authorised Officer for SIPCOT SEZ, Perundurai and will hold additional charge as Authorised Officer for IG3 Infrastructure SEZ, Uthukuli with effect from 20.01.2023 until further orders. He is directed to take charge of the newly posted SEZs before 25.01.2023.

This is issued with the approval of Development Commissioner, MEPZ SEZ.


(Balasubramaniam S)

Asst. Development Commissioner

To

1. Officer Concerned
2. The concerned Developers

Copy to:

1. DDC Concerned;
2. The Specified Officer, Coimbatore;
3. ADCs concerned/NSDL/Notice Board;
4. PA to DC;
5. PA to JDC.



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

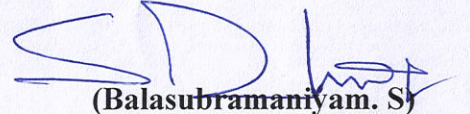
No.1/01/2020-Admn.I(CR)

Dated: 27.01.2023

OFFICE ORDER

Shri. T. Ravikumar, Authorised Officer L&T Shipbuilding SEZ, Kattupalli is proceeding on leave from 25.01.2023 to 30.01.2023. **Shri E.Govindasamy**, Appraiser, MEPZ, Chennai, will also hold additional charge of L&T Shipbuilding SEZ, Kattupalli in addition to his existing work during the absence of Shri T. Ravikumar, Authorised Officer.

This is issued with the approval of the Development Commissioner, MEPZ SEZ.


(Balasubramaniam. S)

Assistant Development Commissioner

To

Concerned Officials

Copy to:

1. **DC (Customs)**, MEPZ SEZ.
2. ADC concerned
3. NSDL (for Mapping) / Notice Board
4. PA to JDC



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

No.1/01/2020-Admn.I(CR)

Dated: 15.03.2023

OFFICE ORDER

Shri U. Sivakumar, Authorised Officer, Gateway Office Park SEZ, Perungalathur is proceeding on leave from 13.03.2023 to 21.03.2023. **Shri R.K.Madhavan**, Authorised Officer, Estancia SEZ, Guduvancherry and SNP Infrastructure SEZ, Pallavaram, will also hold the additional charge of Gateway Office Park SEZ, Perungalathur in addition to his existing work during the absence of Shri U. Sivakumar, Authorised Officer.

This is issued with the approval of the Competent Authority, MEPZ SEZ.


(Balasubramaniam. S)

Assistant Development Commissioner

To

Concerned Officials

Copy to:

1. **DC (Customs)**, MEPZ SEZ.
2. ADC concerned
3. NSDL (for Mapping) / Notice Board
4. PA to JDC



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

No.01/02/2021-Admn-I

Dated: 11.04.2023

OFFICE ORDER

As per the direction of CBIC to implement EDI Tracker for SEZ Units, Development Commissioner, MEPZ SEZ is hereby nominates **Shri Ravinder Kumar, Deputy Commissioner (Customs)** to act as Local System Manager and **Shri N. Veerasankar, Preventive Superintendent** as Alternate System Manager.

Further, for the purpose of administrative control **MEPZ SEZ** will be the **Master Location** and **other SEZs** under the jurisdiction of MEPZ SEZ will be the **Child Location**.

This is issued with the approval of the Development Commissioner, MEPZ SEZ.

**(Prabu Kumar.K)
Deputy Development Commissioner**

To

1. Shri Ravinder Kumar, Deputy Commissioner (Customs)
2. Shri N. Veerasankar, Preventive Superintendent

Copy to: PA to DC / PA to JDC / SO / NSDL.



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

No.01/02/2021-Admn-I

Dated: 11.04.2023

OFFICE ORDER

In continuation to the Office Order of even number dated 11.04.2023, Shri G. Shakthi Anand, System Administrator will act as the Resident Engineer and Shri V. Kannan, IT Cell will act as Local Maintenance Engineer. They will assist the Local System Manager and Alternate System Manager for the implementation of EDI Tracker for SEZ Units.

This is issued with the approval of the Development Commissioner, MEPZ SEZ.

(Prabu Kumar.K)

Deputy Development Commissioner

To

1. Shri G.Shakthi Anand, System Administrator
2. Shri V. Kannan, IT Cell

Copy to:

1. Shri Ravinder Kumar, Deputy Commissioner (Customs)
2. Shri N. Veerasankar, Preventive Superintendent
3. PA to DC / PA to JDC / SO / NSDL.



Government of India
Ministry of Commerce & Industry
Dept. of Commerce
Office of the Development Commissioner
MEPZ Special Economic Zone
Chennai - 600 045

No.1/01/2020-Admn.I (CR)

Dated: 01.05.2023

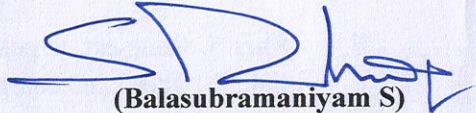
OFFICE ORDER

Consequent to joining of new Officers to work as Authorised Officer, the following transfers and postings are made until further orders. Therefore, the respective Authorised Officers are directed to take charge of the SEZ on or before 02.05.2023.

1. **Smt. C. Kousalya**, Authorised Officer presently posted at ELCOT SEZ, Sholinganallur and having additional charge of Infosys SEZ, Sholinganallur will also hold the additional charge of SNP Infrastructure SEZ, Pallavaram.
2. **Shri R. Pattabiraman**, Authorised Officer presently posted at TCS SEZ, Siruseri and having additional charge of TCS SEZ, Eggattur will also hold the additional charge of Hexaware Technologies SEZ, Siruseri and CTS SEZ, Siruseri.
3. **Shri T. Ravi Kumar**, Authorised Officer presently posted at L & T Sipbuilding Limited SEZ, Kattupalli and having additional charge of Frontier Lifeline SEZ, Ponneri is now transferred and posted to Mahindra World City SEZ, Chengalpet.
4. **Smt. J. Anitha**, is posted to work as Authorised Officer of Mahindra World City SEZ, Chengalpet.
5. **Shri U. Sivakumar**, is posted to work as Authorised Officer of Mahindra World City SEZ, Chengalpet.
6. **Shri S. Rengesh**, is posted to work as Authorised Officer of Perungudi SEZ, Perungudi and will hold the additional charge of IG3 Infrastructure SEZ, Thoraipakkam.
7. **Shri A. Caleb Arumairaj**, is posted to work as Authorised Officer of Platinum Holdings SEZ, Navalur and will hold the additional charge of Sandhya Infocity SEZ, Siruseri.
8. **Shri C. Jayaprakash**, Authorised Officer presently posted in Platinum Holdings SEZ, Navalur and having additional charge of Sandhya Infocity SEZ, Siruseri is now transferred and posted to New Chennai Township SEZs, Cheyyur (Engineering & Multi-Service).
9. **Shri R.K. Madhavan**, Authorised Officer presently posted at Estancia SEZ, Guduvancherry and having additional charge of SNP Infrastructure SEZ, Pallavaram will now only hold the additional charge of Gateway Office Park SEZ, Perungalathur only.
10. **Shri R. Mahadevan**, is posted to work as Authorised Officer of Nokia SEZ, Sriperumbudur and will hold the Addl. Charge of Flextronics SEZ, Sriperumbudur.

11. **Shri A. S. Varadharajan**, is posted to work as Authorised Officer of J. Matadee Free Trade Zone SEZ, Mannur Village, Sriperumbudur.
12. **Smt. V. Rajalakshmi**, is posted to work as Authorised Officer of J. Matadee Free Trade Zone SEZ, Mannur Village, Sriperumbudur.
13. **Smt. S. Prema**, is posted to work as Authorised Officer of SIPCOT Hi-Tech SEZ, Sriperumbudur.
14. **Shri R. Thiagarajan**, is posted to work as Authorised Officer of SIPCOT SEZ, Oragadam.
15. **Smt. V. Chitra**, is posted to work as Authorised Officer of L & T Sipbuilding Limited SEZ, Kattupalli and will also hold the Additional Charge of Frontier Lifeline SEZ, Ponneri.
16. **Smt. Manimehalai Selvam**, is posted to work as Authorised Officer of DLF Infocity SEZ, Chennai and she will also hold the additional charge of Tril SEZ, Taramani.
17. **Shri M. Jayavelu**, is posted to work as Authorised Officer of ELCOT SEZ, Salem.
18. **Shri K. Vajravel**, is posted to work as Authorised Officer of Aspen SEZ, Coimbatore.
19. **Shri S. Balaji**, is posted to work as Authorised Officer of Aspen SEZ, Coimbatore.
20. **Smt. G. Balambal**, is posted to work as Authorised Officer of ELCOT SEZ, Coimbatore and she will also hold the additional charge of SPAN Ventures SEZ, Coimbatore.
21. **Shri Sugumar Suresh**, is posted to work as Authorised Officer of SIPCOT SEZ, Gangaikondan.

This is issued with the approval of Development Commissioner, MEPZ SEZ.


(Balasubramaniam S)
Asst. Development Commissioner

To

1. **Concerned Officers.**
2. **Concerned Developer.**

Copy to:

1. **Deputy Commissioner (Customs), MEPZ SEZ;**
2. **DDCs and ADCs concerned/NSDL/Notice Board;**
3. **PA to DC/JDC.**



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

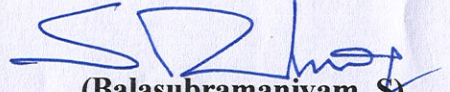
No.1/01/2020-Admn.I(CR)

Dated: 02.05.2023

OFFICE ORDER

1. **Shri R. Mahadevan**, Authorised Officer, Nokia SEZ, Sriperumbudur and Flextronics SEZ, Sriperumbudur is proceeding on leave from 01.05.2023 to 2.05.2023. **Shri A. Thirunavukkarasu**, Authorised Officer, SIPCOT SEZ, Oragadam, will also hold the additional charge of Nokia SEZ, Sriperumbudur and Flextronics SEZ, Sriperumbudur in addition to his existing work during the absence of Shri R. Mahadevan, Authorised Officer.
2. **Smt. G. Balambal**, Authorised Officer of ELCOT SEZ, Coimbatore and SPAN Ventures SEZ, Coimbatore is on leave till 03.05.2023. **P.V.Chandra Suresh**, Authorised Officer, KGISL SEZ, Coimbatore, will also hold the additional charge of ELCOT SEZ, Coimbatore and SPAN Ventures SEZ, Coimbatore in addition to his existing work during the absence of Smt. G. Balambal, Authorised Officer.

This is issued with the approval of the Competent Authority, MEPZ SEZ.


(Balasubramaniyam. S)

Assistant Development Commissioner

To

Concerned Officials

Copy to:

1. SO, MEPZ SEZ.
2. SO, Coimbatore
3. ADC concerned
4. NSDL (for Mapping) / Notice Board
5. PA to JDC



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

No.1/01/2021-Admn.I(CR)

Dated: 01.05.2023

OFFICE ORDER

Shri V. Karthikeyan, Authorised Officer, is hereby authorized to function as **Specified Officer**, Chennai with effect from 01.05.2023 in terms of Section 12(16) of SEZ Act, 2005 read with Rule 73 of the SEZ Rules. He will look after the duties and responsibilities of the Specified Officer in respect of SEZs coming under Maraimalainagar and Cuddalore Circle.

He will also hold the additional charge of Authorised Officer for J. Matadee Free Trade Zone SEZ, Mannur Village, Sriperumbudur.

This is issued with the approval of the Development Commissioner, MEPZ SEZ.

(K. Prabu Kumar)


Deputy Development Commissioner

To

1. **Officer Concerned**
2. **Concerned Authorised Officers**
3. **Concerned Developers/Co-developers**

Copy to

1. **DC (Customs)**, MEPZ SEZ, Chennai
2. **Specified Officer (TVS)**, MEPZ SEZ, Chennai.
3. **Pay & Accounts Officer**, MEPZ SEZ, Chennai.
4. PA to DC
5. PA to DDC/2
6. NSDL / Notice Board

 सत्यमेव जयते Government of India	Government of India Ministry of Commerce & Industry Dept. of Commerce Office of the Development Commissioner MEPZ Special Economic Zone Chennai - 600 045
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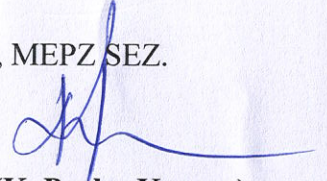
No.1/01/2021-Admn.I(CR)

Dated: 01.05.2023

OFFICE ORDER

Shri Nandakumar, is hereby authorised to function as **Specified Officer**, Coimbatore with effect from 01.05.2023 in terms of Section 12(16) of SEZ Act, 2005 read with Rule 73 of the SEZ Rules. He will look after the duties and responsibilities of the Specified Officer in respect of SEZs under Trichy and Madurai Circle.

This is issued with the approval of the Development Commissioner, MEPZ SEZ.



(K. Prabu Kumar)

Deputy Development Commissioner

To

1. **Officer Concerned**
2. **Concerned Authorised Officers**
3. **Concerned Developers/Co-developers**

Copy to

1. **DC (Customs)**, MEPZ SEZ, Chennai
2. **Specified Officer (TVS)**, MEPZ SEZ, Chennai.
3. **Pay & Accounts Officer**, MEPZ SEZ, Chennai.
4. PA to DC
5. PA to DDC/2
6. NSDL / Notice Board



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

No.1/01/2021-Admn.I

Dated: 03.07.2023

OFFICE ORDER

Shri K. Ramesh, Dy.Commissioner, Smt. B.Indira, Asst. Commissioner, Smt. Nithilavalli. P, Asst. Commissioner, and Shri S. Santha Kumar, Asst. Commissioner have joined this Office to work as Specified Officers. In order to acquaint them with the functioning of SEZ, they are hereby attached with the following Section as per the schedule given below:

Orientation program schedule for Shri K. Ramesh, Smt. B.Indira, and Smt. Nithilavalli. P, Asst. Commissioner,

Sl.No	Date	Section	In-Charge
1.	04.07.2023	Appraising Wing at MEPZ	Shri Ravinder Kumar, DCC
2.	05.07.2023	Preventive Wing at MEPZ	Shri Veerasankar, Prev. Supt.
3.	06.07.2023	Visit to SIPCOT SEZ, Oragadam	Shri A. Thirunavukkarasu, AO
4.	07.07.2023	Visit to SIPCOT Hi-Tech SEZ, Sriperumbudur	Smt. S. Prema, AO Shri Hitesh Kumar, AO
5.	10.07.2023	Visit to Gateway Office Parks SEZ, Perungalathur	Shri R.K. Madhavan, AO

Orientation program schedule for Shri S. Santha Kumar

Sl.No	Date	Section	In-Charge
1.	04.07.2023	Visit to Cheyyar SEZ, Burgur	Shri G. Devarajan, AO
2.	05.07.2023	Briefing about functions of Specified Officer	Shri Nandakumar, SO
3.	06.07.2023	Visit to ELCOT SEZ, Coimbatore	Smt. G. Balambal, AO
4.	07.07.2023	Visit to Aspen SEZ, Coimbatore	Shri K. Vejravel, AO
5.	10.07.2023	Visit to KGISL SEZ, Perundurai	Shri P.V.Chandra Suresh, AO

On completion of the above attachment, the Officials shall submit a report on learning during the orientation program to the Development Commissioner.

(K. Prabu Kumar)

Deputy Development Commissioner

To
Officials Concerned

Copy to:

1. DCC, MEPZ SEZ
2. Specified Officers
3. AOs concerned



Government of India
Ministry of Commerce & Industry
Dept. of Commerce
Office of the Development Commissioner
MEPZ Special Economic Zone
Chennai - 600 045

No.1/01/2021-Admn.I(CR)

Dated: 13.07.2023

OFFICE ORDER

The following DCs/ACs are hereby authorised to function as Specified Officer, with effect from 14.07.2023 in terms of Section 12(16) of SEZ Act, 2005:

1. **Shri Ravinder Kumar**, Deputy Commissioner will look after the duties and responsibilities of the **Specified Officer** for the SEZs coming under the Chennai I & II SEZ Circle.
2. **Shri K. Ramesh**, Deputy Commissioner will look after the duties and responsibilities of the **Specified Officer** for the SEZs coming under the Chennai III SEZ Circle.
3. **Smt. B.Indira**, Asst. Commissioner will look after the duties and responsibilities of the **Specified Officer** for the SEZs coming under the Chengalpattu SEZ Circle.
4. **Shri V. Karthikeyan**, Authorised Officer will look after the duties and responsibilities of the **Specified Officer** for the SEZs coming under the Maraimalai Nagar SEZ Circle.
5. **Smt.Nithilavalli. P**, Asst. Commissioner will look after the duties and responsibilities of the **Specified Officer** for the SEZs coming under the Cuddalore and Trichy SEZ Circles.
6. **Shri S. Santha Kumar**, Asst. Commissioner will look after the duties and responsibilities of the **Specified Officer** for the SEZs coming under the Coimbatore and Madurai SEZ Circles.

This is issued with the approval of the Development Commissioner, MEPZ SEZ.

(K. Prabu Kumar)

Deputy Development Commissioner

To

1. **Officers Concerned**
2. **Concerned Authorised Officers**
3. **Concerned Developers/Co-developers**

: 2 :

Copy to

1. **DC (Customs)**, MEPZ SEZ, Chennai
2. **Pay & Accounts Officer**, MEPZ SEZ, Chennai.
3. PA to DC
4. PA to DDC/2
5. NSDL / Notice Board

Geographical Allocation

Sl.No	SEZ Circle	Districts / Corporation	ADC	DDC	MEPZ SO	Sl.No	SEZ's Name	AO	
1	Chennai I	Chengalpattu - A (Tambaram Tehsil)	K. Vijay Anand	DDC (PK)	Shri Ravinder Kumar, DCC	1	MEPZA	--	
			R. Sriram			1A	MEPZ	Bhavani Chinnasamy Unnikrishnan Govindaswamy	
2	Chennai II	Chennai	Venkatraman	DDC (PB)	Shri K. Ramesh, SO	1	DLF	Manimehalai Selvam	
						2	Gateway Office Parks Private Limited	R.K. Madhavan	
3	Chennai III	Tiruvallur, Ambatuur, Gummidipondi, Ponneri, Poonamali	Balasubramaniyam	DDC (PK)	Shri K. Ramesh, SO	1	Perungudi Real Estates Private Limited	Manimehalai Selvam	
						2	SNP Infrastructure LLP (formerly SNP Infrastructure Pvt. Ltd.)	R.K. Madhavan	
						3	Tril Infopark Ltd.	Manimehalai Selvam	
						4	Frontier Lifeline Pvt. Ltd.	V.Chitra	
						5	L&T Shipbuilding Limited	V.Chitra	
						6	NDR Infrastructure Pvt. Ltd.	M. Chelladurai Manish Kumar Choudhary	
4	Maraimalai nagar	Kanchipuram	K. Vijay Anand	DDC (PK)	Shri V. Karthikeyan, SO	1	J. Matadee Free Trade Zone Private Limited	A.S. Varadharajan V. Rajalakshmi Dev Bhushan Mishra	
						2	SIPCOT, Sriperumbudur	S. Prema Hitesh Kumar	
						3	Flextronics Technologies (India) Private Limited	R. Mahadevan	
		Chengalpattu				4	ELCOT SEZ, Sholinganallur	C. Kousalya	
						5	IG3 Infra Limited, Thoraipakkam	S.Rengesh	
						6	Syntel International Private Limited	T.R. Madhavan	
5	Chengalpattu	Chengalpattu (Other than MM nagar)	R. Sriram	DDC (PK)	Smt. B. Indira, SO	1	Mahindra World City Developers Limited. (IT/ITES)	S. Niranjan Kumar	
						2	Mahindra World City Developers Limited. (Apparels)	J. Anitha T. Ravikumar	
						3	Mahindra World City Developers Limited. (Auto Ancillary)	U. Sivakumar	
						4	Estancia IT Park Pvt. Ltd.	R.K. Madhavan	
						5	Cognizant Technology Solutions India Pvt. Ltd.	R. Pattabiraman	
						6	Hexaware Technologies Limited	R. Pattabiraman	
						7	Infosys Limited	C. Kousalya	
						8	Platinum Holdings Pvt. Ltd.	A.Caleb Arumairaj	
						9	Sandhya Infocity SEZ	A.Caleb Arumairaj	
						10	Tata Consultancy Services Limited (Siruseri)	R. Pattabiraman	
						11	Tata Consultancy Services Limited (Egattur)	R. Pattabiraman	

6	Cuddalore	Kanchipuram, Pondichery, Karaikal, Tiruvallur, Ranipet, Tiruvannamalai, Vellore, Cuddalore, Tirupattur, Villupuram, Tiruvannamalai, Tiruchirappalli, Ariyalur, Pudukkottai, Thanjavur, Salem, Erode, Namakkal, Dharmapuri, Kallakurichi	Arunkumar	DDC (PK)	Smt.Nithilavalli. P	1	New Chennai Township Private Limited (Multi-Engineering)	C. Jayaprakash
						2	New Chennai Township Private Limited (Engineering)	C. Jayaprakash
						3	SIPCOT, Oragadam	R. Thiagarajan A.Thirunavukarasu
						4	Salcomp SEZ	R. Mahadevan
7	Trichy	V. Jayasree	DDC (PB)	Smt.Nithilavalli. P	5	SIPCOT, Ranipet	V.P. Vinodkumar	
					6	Cheyyar SEZ Developers Pvt. Ltd.	V.P. Vinodkumar	
					1	ELCOT SEZ, Trichy	M. Balamurugan	
					2	ELCOT SEZ, Salem	M. Jayavelu	
8	Coimbatore A	Coimbatore, Tiruppur, Nilgiris, Ramanathapuram	M. Madhavan	DDC (PB)	Smt.Nithilavalli. P	3	IG3 Infra Limited, Uthukulli	S.Harisharan
						4	SIPCOT, Perundurai	S.Harisharan
						1	AspenPark Infra Coimbatore Private Limited	K. Vajravel S. Balaji
						2	KGISL SEZ	P.V.Chandra Suresh
9	Coimbatore B	Krishnagiri	Balasubramaniam. S	DDC (PK)	Shri S. Santha Kumar	3	Span Venture Pvt. Ltd.	G. Balambal
						4	ELCOT SEZ, Vilankurichi	G. Balambal
						3	ELCOT SEZ, Hosur	G. Devarajan
						4	Delta Electronics India Pvt. Ltd.	T.R. Madhavan
10	Madurai	Madurai, Dindigul, Virudhunagar, Theni, Mayiladudurai, Manamadurai, Sivaganga, Tuticorin, Thirunelveli, Tenkasi, Kanyakumari, Nagapattinam, Tiruvannamalai	T. Sivakumar	DDC (PB)	Shri S. Santha Kumar	5	Cheyyar SEZ Developers Pvt. Ltd.	G. Devarajan
						1	ELCOT SEZ, Illandaikulam	C. Thirumalai Muthu
						2	ELCOT SEZ, Vadapalanji	C. Thirumalai Muthu
						3	CCCL Pearl City Food Port SEZ Ltd.	S. Prabakar
						4	ELCOT SEZ, Gangaikondan	B.N. Ramachandran
						5	SIPCOT SEZ, Gangaikondan	S. Sundara Rajan Sugumar Suresh
						6	AMRL International Tech City Ltd.	B.N. Ramachandran
						7	Highland Valley Corporation Pvt. Ltd.	S. Prabakar



Government of India
Ministry of Commerce & Industry
Dept. of Commerce
Office of the Development Commissioner
MEPZ Special Economic Zone
Chennai - 600 045

No.1/01/2020-Admn.I (CR)

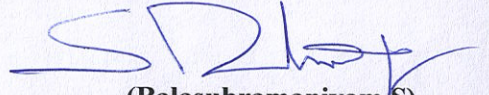
Dated: 13.07.2023

OFFICE ORDER

The following transfers and postings are made until further orders. Therefore, the respective Authorised Officers are directed to take charge of the SEZ on or before 14.07.2023.

1. **Smt. G. Balambal**, Authorised Officer presently posted at ELCOT SEZ, Coimbatore and having additional charge of Span Venture SEZ, Coimbatore will now look after the charges of Span Venture SEZ, Coimbatore only.
2. **Shri K. Vajravel**, Authorised Officer presently posted at Aspen SEZ, Coimbatore is now transferred and posted to work as Authorised Officer for ELCOT SEZ, Coimbatore.
3. **Shri Nandadakumar**, is posted to work as Authorised Officer of Aspen Infra SEZ, Coimbatore.

This is issued with the approval of Development Commissioner, MEPZ SEZ.


(Balasubramaniam S)
Asst. Development Commissioner

To

1. **Concerned Officers.**
2. **Concerned Developer.**

Copy to:

1. **Deputy Commissioner (Customs), MEPZ SEZ;**
2. **DDCs and ADCs concerned/NSDL/Notice Board;**
3. **PA to DC/JDC.**



सत्यमेव जयते
Government of India

GOVERNMENT OF INDIA

MINISTRY OF COMMERCE & INDUSTRY

OFFICE OF THE DEVELOPMENT COMMISSIONER

ADMIN OFFICE BUILDING

MEPZ – SPECIAL ECONOMIC ZONE,

GST ROAD, TAMBARAM, CHENNAI - 600 045

Phone : 044-22628305 Fax: 044- 22628218

No.1/O.O./2015-Admn.I

Dated 12.05.2023

OFFICE ORDER

The undersigned will be on Earned leave from 15th May 2023 to 19th May 2022 which has been approved by the Competent Authority.

Shri Prabu Kumar, K, Deputy Development Commissioner, MEPZ Special Economic Zone shall take care of the duties and responsibilities of the Development Commissioner during the absence of the undersigned, in addition to his own responsibilities. All routine matters may be disposed of by him and important matters shall be put up for ratification on return from leave of the undersigned.

Any important/urgent communication to be sent to the Ministry on behalf of the Development Commissioner shall be sent within the time frame.

(ALEX PAUL MENON)

Development Commissioner

To

1) Shri Prabu Kumar, K, Deputy Development Commissioner, MEPZ.

Copy to:

1. Copy to all Officers.

1. **Regional Pay and Accounts Officer**, Ministry of Commerce and Textiles,
Department of Commerce, Shastri Bhavan, Annex Building, Chennai-600 006.

2. Notice Board.

Given by 01/06/23



सरकारमेव 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	<u>SEZs:</u> 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 <u>EOUs:</u> 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	<u>SEZs:</u> Span Venture Pvt. Ltd. ELCOT SEZ, Coimbatore Aspen Park Infra Coimbatore Private Limited KGISL SEZ <u>EOUs:</u> Coimbatore A	

9.	Shri Arun Kumar A.K., ADC	Report to DDC (PK)
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).	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):

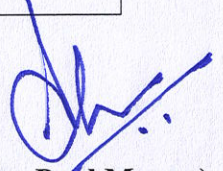
Sl.No.	Name of the Contingent Staff Shri/Smt./Miss	Officer to whom attached to
1.	R.A. Srikanth	DC Office
2.	B. Ambika	DDC (PK) Office
3.	K. Vimala	DDC (PB) Office
4.	E. Saranya	DCC Office
5.	R. Perumal	SO (TVS) Office
6.	S. Meena	Pay & Accounts Officer
7.	N. Krishnammal	Appraisers & Examiners
8.	P. 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.



Government of India

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

No.1/03/2021-Admn.I

Dated: 31.01.2023

OFFICE ORDER

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

This is issued with the approval of the Competent Authority, MEPZ SEZ.

(K. Prabu Kumar)

Deputy Development Commissioner

To
All concerned Officers & Staff

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Shri M. Karthick, NSDL - For necessary mapping in SEZ Online.