

**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o THE DEVELOPMENT COMMISSIONER
MEPZ SPECIAL ECONOMIC ZONE
TAMBARAM, CHENNAI - 600 045.**

No.1/04/2019-Admn.I(CR)

25.01.2019

OFFICE ORDER No.1/2019

Shri S. Prasath, Authorised Officer, M/s.Mahindra World City SEZ, will hold additional charge as Authorised Officer, M/s.Estancia IT Park Pvt. Ltd. SEZ with immediate effect. **Shri B. Kanagaraj**, presently posted as Authorised Officer in M/s.Estancia IT Park Pvt. Ltd. SEZ is transferred to M/s.Frontier Lifeline SEZ. **Shri S. Chidambara Subramanian**, Authorised Officer is relieved of his additional charge duties in M/s.Frontier Lifeline SEZ.

The above re-allocation of work is ordered with immediate effect.

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



(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

1. **Shri S. Prasath**, Authorised Officer.
2. **Shri B. Kanagaraj**, Authorised Officer
3. **Shri S. Chidambara Subramanian**, Authorised Officer

Copy to:

Deputy Commissioner(Customs) ^{C.V.V}
PA to DC/PA to JDC/PA to DDC/Sr.AO/ADCs concerned
Computer Cell[for uploading in the website]
NSDL, MEPZ SEZ, for necessary action
The Developer, Estancia IT Park Pvt. Ltd. SEZ.

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o THE DEVELOPMENT COMMISSIONER
MEPZ SPECIAL ECONOMIC ZONE
TAMBARAM, CHENNAI - 600 045.


No.1/04/2019-Admn.I(CR)

25.01.2019

OFFICE ORDER No.2/2019

In continuation of Office Order dated 10.12.2018, **Shri R. Ganesamoorthy**, will hold charge as Authorised Officer, SIPCOT SEZ, Bargur; ELCOT SEZ, Bargur; and Cheyyar SEZ, Bargur until further orders.

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


(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

Shri R. Ganesamoorthy, Authorised Officer.

Copy to:

Deputy Commissioner(Customs)
PA to DC/PA to JDC/PA to DDC/Sr.AO/ADCs concerned
Computer Cell[for uploading in the website]
NSDL, MEPZ SEZ, for necessary action
The Developers of Cheyyar SEZ, Bargur/ELCOT SEZ, Bargur/SIPCOT SEZ, Bargur.

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o THE DEVELOPMENT COMMISSIONER
MEPZ SPECIAL ECONOMIC ZONE
TAMBARAM, CHENNAI - 600 045.

No.1/04/2019-Admn.I(CR)

28.02.2019

OFFICE ORDER No.3/2019

Shri K. Sundaram, Authorised Officer, Nokia India Private Ltd. SEZ, Sriperumbudur will also hold additional charge as Authorised Officer of Kanai Technology Parks Private Ltd. SEZ [Formerly known as Velankanni Technology Parks Private Ltd. SEZ], Sriperumbudur, until further orders.

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

C.V. Krishna Kumar

(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

Shri K. Sundaram, Authorised Officer.
Nokia India Private Ltd. SEZ, Sriperumbudur.

Copy to:

Deputy Commissioner(Customs)
PA to DC/PA to JDC/PA to DDC/Sr.AO/ADCs concerned
Computer Cell[for uploading in the website]
NSDL, MEPZ SEZ, for necessary action
The Developer, Kanai Technology Parks Private Ltd. SEZ, Sriperumbudur

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
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MEPZ SPECIAL ECONOMIC ZONE
TAMBARAM, CHENNAI - 600 045.

No.1/04/2019Admn.I(CR)

05.03.2019

OFFICE ORDER No.4/2019

Consequent on joining in MEPZ SEZ, **Shri S. Chandramouli**, Superintendent, is posted to work as Authorised Officer, Cheyyar SEZ, Bargur, SIPCOT SEZ, Bargur and ELCOT SEZ, Hosur vice **Shri R.Ganesamoorthy**, who is posted to work as Authorised Officer in SIPCOT SEZ, Sriperumbudur.

2. **Shri N.P. Rajagopalan**, Authorised Officer in Flextronics SEZ, Sriperumbudur is relieved of his additional charge duties as Authorised Officer in SIPCOT SEZ, Sriperumbudur.

C.V. Krishna Kumar
(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

Authorised Officers concerned.

Copy to:-

Joint Commissioner(Customs)
PA to DC/PA to JDC/PA to DDC/Sr.AO/ADCs concerned
Computer Cell[for uploading in the website]
NSDL, MEPZ SEZ, for necessary action.
Developers of the SEZs concerned.

GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
OFFICE OF THE DEVELOPMENT COMMISSIONER
MEPZ-SPECIAL ECONOMIC ZONE
CHENNAI – 600 045.

File No.01/38/2014-Admn-I

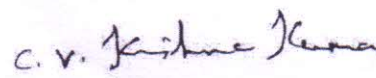
Dated: 04.04.2019

OFFICE ORDER No.03/2019

Following changes are made in the work allocation among dealing hands with immediate effect:-

Sl. No.	Name & Designation	Transfer		Reporting Official
		From	To	
1	V. Srinivasan, UDC	Claims Section	MEPZ	Smt. Usha Ramesh, Assistant
2	R. Yagnashanker, UDC	MEPZ	Claims Section	ADC(KB)
3	K.M. Shanthi, Steno	Claims Section	Accounts	Sr.AO
4	R. Selvakumari, HSG	Accounts	Claims Section	ADC(KB)

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


(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

All concerned

Copy to:

PA to DC/PA to JDC/PA to DDC

✓ F.No.01/05/2019-Admn.I

**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o DEVELOPMENT COMMISSIONER
MEPZ-SPECIAL ECONOMIC ZONE
CHENNAI – 600 045.**

File No.01/04/2019-Admn-I(CR)

Dated: 05.04.2019

OFFICE ORDER No.06/2019

The following transfers/re-allocation of work among the Authorised Officers are ordered with immediate effect:-

Sl.No.	Name of the Officer S/Shri/Smt.	Transfer/re-allocation of work
1	A.N. Ravi	He is relieved of his duties in MEPZ and will only function as Authorised Officer for Gateway Office Parks SEZ, Perungalathur.
2	R. Ganesamoorthy	In addition to his duties in SIPCOT Hi-Tech SEZ, Sriperumbudur, will hold additional charge of Flextronics SEZ, Sriperumbudur
3	K. Sundaram	In addition to his duties in Nokia SEZ, Sriperumbudur, will hold additional charge of J. Matadee FTWZ, Sriperumbudur
4	M. Ashraf Ahmed	He is relieved of his duties in Perungudi IT/ITES SEZ and will continue to hold charge of ELCOT SEZ, Sholinganallur and IG3 Infra SEZ, Thoraipakkam
5	S. Ramesh	Transferred from J.Matadee FTWZ, Sriperumbudur and posted to Syntel SEZ, Siruseri.
6	S. Madhavan	Transferred from J.Matadee FTWZ, Sriperumbudur and posted to Perungudi IT/ITES SEZ, Perungudi.
7	S. Maheswaran	He is relieved of his duties in Syntel SEZ and will continue to hold charge of TCS SEZ, Siruseri.
8	S. Nithyanandham	In addition to his duties in SIPCOT SEZ, Oragadam, will hold additional charge of J.Matadee FTWZ, Sriperumbudur.
9	N.P. Rajagopalan	Transferred from Flextronics SEZ, Sriperumbudur and posted to J.Matadee FTWZ, Sriperumbudur.

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


(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

The Individuals
Specified Officer/JC(Customs), MEPZ SEZ.

Copy to: PA to DC/PA to JDC/PA to DDC/ Sr.AO.
Notice Board/Guard File/Website

**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o THE DEVELOPMENT COMMISSIONER
MEPZ SPECIAL ECONOMIC ZONE
TAMBARAM, CHENNAI - 600045.**

No.1/05/2019-Admn.I

Dated: 12.04.2019

OFFICE ORDER NO.04/2019

The following re-allocation of work among Officers and Staff is ordered with immediate effect:-

Shri K. Balasubramanian, ADC [1st Link Officer : Shri V.K. Viswanathan, ADC]	
Subject	Dealing Hand
APIO - RTI Act.	Shri V. Srinivasan, UDC
<u>Work relating to EM</u> Public Grievances. SEZ Authority work relating to:- MEPZ Authority Civil Works & ASIDE(Major & Minor Works); MEPZ Authority meetings/ Allotment of space, Issue/Renewal of lease in MEPZ SEZ, Work relating Estate Management, Land acquisition, Court Cases relating to Land acquisition, Works relating to State Government/ASIDE Computerisation, E-Governance Contingent staff work/wages	Shri P. Senthil Kumar, LDC
<u>Work relating to Admn.II</u> Purchase & supplies of Stationery/Office equipments for MEPZ Admin/Security & Authority. Purchase and Disposal of Office Furniture. Maintenance of relevant Stock registers. Office Vehicles/Staff Cars. Private Security	
MEIS/SEIS [EOU/SEZs] Claims	Shri R. Yagnashankar, UDC & Smt. R. Selvakumari, HSG

Shri C.V. Krishnakumar, EA [1st Link Officer : Shri S. Elamurugan, ADC]	
<u>SEZs Policy & Ministry work</u> Communication with Ministry w.r.t Parliament Questions/Board Meeting, Preparation of Statistical Data/Export Data, Report to Ministry, DC's Review Meetings Coordination of Court cases (SEZs) EPCES Award Work/MEPZ Export Award Work	Shri Kishore, DEO
<u>Admin Work</u> Personal Files of Officers/Staff. Issue of Office Orders; Forwarding of Letters to Investigating Agencies Enbloc Continuance of Post Creations. Recruitment Rules. Annual Performance Appraisal Reports Vigilance matters; All other Admin related Activities	Shri N. Rajakumar, Assistant
<u>SEZ Work</u> J.Matadee FTWZ, Mannur, Sriperumbudur ASPEN Infra SEZ, Coimbatore; and DELTA SEZ, Krishnagiri;	
V.K. Viswanathan, ADC [1st Link Officer : Shri K. Balasubramanian, ADC]	
Syntel SEZ/CTS SEZ/TCS SEZ, Siruseri; Shriram SEZ, Perungalathur; Flextronics SEZ, Sriperumbudur; CHIL SEZ, Coimbatore; SPAN Ventures SEZ, Coimbatore; Nokia SEZ, Sriperumbudur; IG3 Infra SEZ, Uthukuli; True Developers SEZ; and Venkatesh Coke FTWZ, Ponneri.	Shri M.P. Karunakaran, UDC
New Chennai Township SEZ-I & II, Cheyyur; L&T Shipbuilding SEZ, Kattupalli; SNP Infra SEZ, Chennai. Haaciendaa Infotech Realtors Private Ltd.; TIDCO Ennore Multiproduct SEZ; KPR Developers Ltd. SEZ; Smart World City Infrastructure Pvt. Ltd., Tuticorin; Xansa (India) Ltd.; DSRK Holdings (Chennai) Pvt. Ltd.; Hall Marc Techno Park Pvt. Ltd.; Taneja Aerospace & Aviation Ltd.; Vikram Logistics & Martime Services Pvt. Ltd.; Nagarajuna Oil/Jay Gee Hi-tech Infraventures Pvt. Ltd.; GMR Krishnagiri SEZ Ltd.; M/s.Horizonview Properties Pvt. Ltd.	Shri S. Ravisangar, UDC
Uma Raghunathan, ADC [1st Link Officer : Shri K. Balasubramanian, ADC]	
SOFTEX Forms for IT/ITES Units of all SEZs and including Cancellation requests [presently handled in the respective SEZ Section]; TRIL SEZ, Siruseri; All ELCOT SEZs ; All SIPCOT SEZs except SEZs at Oragadam & Sriperumbudur; VEDANTA SEZ, Tuticorin; Foxconn SEZ, Sriperumbudur; and Frontier Lifeline SEZ, Gummidipoondi;	Shri Siraj Khan, UDC
Matters pertaining to Official Language & works relating to JHT	
In respect of files pertaining to ELCOT SEZs, ADC shall report directly to JDC	

Shri S. Elamurugan, ADC [1 st Link Officer : Shri C.V. Krishna Kumar, EA]	
<u>Admin Work</u> Maintenance of Service Records; Maintenance of CL/EL Register; Grant of Increment; Sanction of Advances; Maintenance of Attendance and Pension cases	Shri N. Rajakumar, Assistant
<u>SEZ Work</u> SIPCOT SEZ, Oragadam; SIPCOT Hi-Tech SEZ, Sriperumbudur; and DLF Home Developers SEZ, Chennai	Smt. N. Padma, Assistant
<u>EOU Work</u> EOUs in Madurai, Trichy, Puducherry and Andaman & Nicobar Islands	
Shri R. Sriram, ADC [1 st Link Officer : Smt. Uma Raghunathan, ADC]	
<u>Operational SEZs</u> Mahindra World City SEZ(IT & Bio-Informatics, Auto Ancillary, Apparel & Fashion Accessories), Chenglepet; IG3 Infra Limited, SEZ, Thoraipakkam; ETA Techno Park SEZ, Navalur; Cheyyar SEZ, Tiruvannamalai; Cheyyar SEZ, Bargur; Hexaware Technologies SEZ, Siruseri; Estancia IT Park SEZ, Potheri; and Perungudi SEZ, Perungudi	Shri R. Ravichandran, Steno Smt. Farida Banu, SG.
<u>EOUs:</u> Chennai-I & Chennai-II Commissionerates	
Fraudulent list maintenance Audit Paras/CAG Reports; Replies to MOC/Parliament Questions; EPCES Election Work; BOA agenda preparation Data Entry and report generation; Coordinating UAC meetings; Preparation of Statistical Information Monitoring of NFEE/Open House Meetings/UAC Meetings	Shri M.P. Karunakaran, UDC
Coordinating UAC Meetings	

Shri M. Ponnusamy, Sr.AO [1 st Link Officer : Shri C.V. Krishna Kumar, EA]	
(a) Audit Paras	
(b) 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	Smt. R. Ganga, LDC & Shri M. Nithyanandam, SG
(c) 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	
In respect files relating to (c) above, Sr. AO shall report directly to JDC	

Shri N. Rajalingam, Assistant	
<p>EOUs in Chennai-III, Chennai-IV; Salem, Tirunelveli and Coimbatore Commissionerates & LTU Range.</p> <p><u>Operational SEZs:</u></p> <p>AMRL Hi-Tech City SEZ, Tirunelveli; and CCCL Pearl City Food Park SEZ, Tuticorin.</p> <p><u>Non-Operational SEZ:</u></p> <p>Kanai (Velankanni) SEZ, Sriperumbudur; V.V. Minerals SEZ, Tuticorin; and Rudradev SEZ, Madurai</p> <p>Organising Open House & Joint Review Meetings; Random check of CST/TED/DBK Claim</p>	<p>Smt. M. Anit Hemalatha, Steno Gr.II</p>
Smt. Usha Ramesh, Assistant	
<p><u>MEPZ SEZ</u></p> <p>Work relating to all MEPZ units</p> <p>Issue of GSP Certificates to EOUs/SEZ Units; IE Code and DEPB</p>	<p>Shri V. Srinivasan, UDC</p>

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

R. Anitha Nandhini

(R. ANITHA NANDHINI)

DEPUTY DEVELOPMENT COMMISSIONER

To

All concerned Officers & Staff

Copy to: PA to DC/PA to JDC/PA to DDC

**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o DEVELOPMENT COMMISSIONER
MEPZ-SPECIAL ECONOMIC ZONE
CHENNAI – 600 045.**

File No.01/04/2019-Admn-I(CR)

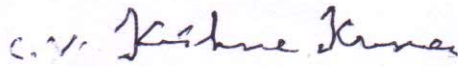
Dated: 16.04.2019

OFFICE ORDER No.09/2019

The following transfers/re-allocation of work among the Authorised Officers are ordered with immediate effect:-

Sl.No.	Name of the Officer S/Shri/Smt.	Transfer/re-allocation of work
1	K. Sundaram	Transferred from Nokia Telecom SEZ, Sriperumbudur and posted to work as full time Authorised Officer in J. Matadee FTWZ
2	N.P. Rajagopalan	Transferred from J.Matadee FTWZ, Sriperumbudur and posted to Flextronics SEZ, Sriperumbudur. He will also hold charge of Nokia Telecom SEZ, Sriperumbudur.
3	R. Ganesamoorthy	Relieved of his additional charge in Flextronics SEZ, Sriperumbudur and will hold charge of SIPCOT Hi-Tech SEZ, Sriperumbudur.
4	N.S. Rajagopal	Transferred from New Chennai Township SEZs, Sikkanakuppam and posted to J.Matadee FTWZ, Sriperumbudur
5	S. Maheswaran	In addition to his duties in TCS SEZ, Siruseri, will hold additional charge of New Chennai Township SEZs, Sikkanakuppam.
6	S. Chandramouli	In addition to his duties in SIPCOT SEZ, Bargur; ELCOT SEZ, Hosur; Cheyyar SEZ, Bargur, he will hold additional charge of DELTA SEZ, Kurubarapalli, Krishnagiri Taluk.

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


(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

The Individuals

Specified Officer/JC(Customs), MEPZ SEZ.

Copy to: PA to DC/PA to JDC/PA to DDCs/PA to DCC/Sr.AO.

Notice Board/Guard File/Website

**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o DEVELOPMENT COMMISSIONER
MEPZ-SPECIAL ECONOMIC ZONE
CHENNAI – 600 045.**

File No.01/04/2019-Admn-I(CR)

Dated: 25.04.2019

OFFICE ORDER No.10/2019

Shri T. Selvakumar, Authorised Officer, Platinum Holdings SEZ, Navalur, will also hold additional charge of TCS SEZ, Siruseri and New Chennai Township SEZs, Sikkanakuppam in addition to his existing work during the absence of **Shri S. Maheswaran**, Authorised Officer who has proceeded on leave on medical grounds, until further orders.

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



(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

Shri T. Selvakumar, AO, Platinum Holding SEZ.
JC(Customs)/Specified Officer, MEPZ SEZ.

Copy to

PA to DC/PA to JDC/PA to DDC/Sr.AO.

**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o DEVELOPMENT COMMISSIONER
MEPZ-SPECIAL ECONOMIC ZONE
CHENNAI – 600 045.**

No.1/04/2019-Admn.I(CR)

Dated: 21.05.2019

OFFICE ORDER No.13/2019

The following transfers/re-allocation of work among the Authorised Officers are ordered with immediate effect:-

Sl.No.	Name	Transfer/re-allocation of work
1	Shri Z. Khaja Mohideen	Transferred from TRIL SEZ, Taramani and posted to to ETA Technopark SEZ, Navalur
2	Shri K. Sudarshan	Transferred from SIPCOT SEZ, Irungattukottai and posted to TRIL SEZ, Taramani
3	Shri R. Ganesamoorthy	In addition to his existing duties in SIPCOT Hi-Tech SEZ, Sriperumbudur, will hold additional charge of SIPCOT SEZ, Irungattukottai.

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


(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

The Officers concerned

Copy to

PA to DC/PA to JDC/PA to DDC/Preventive Supdt./Sr.AO/ADC concerned
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**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o DEVELOPMENT COMMISSIONER
MEPZ-SPECIAL ECONOMIC ZONE
CHENNAI – 600 045.**

No.1/04/2019-Admn.I(CR)

Dated: 02.07.2019

OFFICE ORDER No.15/2019

The following transfers/re-allocation of work among the Authorised Officers are ordered with immediate effect:-

Sl.No.	Name	Transfer/re-allocation of work
1	Shri Z. Khaja Mohideen	Transferred from ETA Technopark SEZ, Navalur to SIPCOT Hi-Tech SEZ, Sriperumbudur. He will hold additional charge of ETA Technopark SEZ, Navalur
2	Shri M. Margatha Selvam	Transferred from SIPCOT Hi-Tech SEZ, Sriperumbudur and posted to MEPZ SEZ as Appraiser.
3	Shri S. Maheswaran	Relieved of his additional charge duties in New Chennai Township Pvt. Ltd. SEZs, Seekinakupam.
4	Shri K. Narayanan	In addition to his existing duties in Hexaware SEZ, Siruseri, will hold additional charge of New Chennai Township Pvt. Ltd. SEZs, Seekinakupam.

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

C.V. Krishna Kumar

**(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT**

To

The Officers concerned

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PA to DC/PA to JDC/PA to DDC/JC(C)/Sr.AO/ADC concerned
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**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o DEVELOPMENT COMMISSIONER
MEPZ-SPECIAL ECONOMIC ZONE
CHENNAI – 600 045.**

File No.01/04/2019-Admn-I(CR)

Dated: 23.08.2019

OFFICE ORDER No.16/2019

Consequent on joining in MEPZ SEZ, **Shri M. Sriram Venkatesan**, Superintendent of Central Excise, is posted to work as Authorised Officer in Gateway Office Parks SEZ, Perungalathur and to hold additional charge in M/s. Estancia IT Park Pvt. Ltd. SEZ., Guduvancherry.

2. **Shri S. Prasath**, Authorised Officer, Mahindra World City SEZ, is relieved from the additional charge in M/s. Estancia IT Park Pvt. Ltd. SEZ, Guduvancherry.
3. **Shri A.N. Ravi**, Authorised Officer, Gateway Office Parks SEZ, Perungalathur stands relieved from this Office. He is directed to report to his parent department.

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

C.V. Krishna Kumar

**(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT**

To

The Individual Officers

Specified Officer, MEPZ SEZ.

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**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o DEVELOPMENT COMMISSIONER
MEPZ-SPECIAL ECONOMIC ZONE
CHENNAI – 600 045.**

File No.01/04/2019-Admn-I(CR)

Dated: 03.09.2019

OFFICE ORDER No.17/2019

Consequent on joining of **Shri K. Sivakumar**, Superintendent of Central Excise, as Authorised Officer in MEPZ SEZ, the following postings and transfers are effected among Authorised Officers with immediate effect:-

Sl.No.	Name	Postings & Transfers
1	Shri K. Sivakumar	Posted as Authorised Officer for the SEZs viz. ELCOT SEZ, Salem and SIPCOT SEZ, Perundurai.
2	Shri G. Chandrasekar	Transferred to ASPEN Infra SEZ, Coimbatore from SIPCOT SEZ, Perundurai. Also relieved from additional charge of ELCOT SEZ, Salem.
3	Shri Dola Thirupathi	Relieved of his duties from this office and directed to report his parent department.

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

C.V. Krishna Kumar
(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

The Individual Officers

The Specified Officer, SEZs in Coimbatore.

Copy to:

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**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
O/o DEVELOPMENT COMMISSIONER
MEPZ-SPECIAL ECONOMIC ZONE
CHENNAI – 600 045.**

File No.01/04/2019-Admn-I(CR)

Dated: 03.09.2019

OFFICE ORDER No.18/2019

Consequent on joining of **Shri K. Senthamarai Kannan**, Superintendents of Central Excise, as Authorised Officer in MEPZ SEZ, the following postings and transfers are effected among Authorised Officers with immediate effect:-

Sl.No.	Name	Allocation of work
1	Shri K. Senthamarai Kannan	Posted as Authorised Officer for the SEZs viz. ELCOT SEZ and SPAN Ventures SEZ, Coimbatore.
4	Shri M. Hariharakumar	Will only look after CHIL SEZ, Coimbatore and be relieved from additional charge of ELCOT SEZ, Coimbatore
5	Shri K.S. Prakash	Relieved of his duties from this office with effect from 03.09.2019(AN) and directed to report his parent department.

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

C.V. Krishna Kumar

(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT

To

The Individual Officer

The Specified Officer, SEZs in Coimbatore.

Copy to: PA to DC/PA to JDC/PA to DDC/Sr.AO.

Notice Board/Guard File/Website



Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
Admin Office Building, MEPZ Special Economic Zone,
National Highway – 45, Tambaram, Chennai - 600 045
Fax: 044 2262 8218, Email Id: dc@mepz.gov.in

No.01/05/2019-Admn-I

Dated: 21.11.2019

ORDER No.12/2019

The following re-allocation of work among Officers and Staff is ordered with immediate effect:-

Shri M. Ponnusamy, Sr.AO		
Subject	Dealing Hand	
(a) Contingent Audit (Budget of DC Office & reimbursement) -CAG; Internal Audit (Budget of DC Office & reimbursement) – Department of Commerce; and Regional Pay & Accounts Office Audit (Budget of DC Office & reimbursement) - RPAO;	Smt. K.M. Shanthi, Steno Smt. R. Ganga, LDC & Shri M. Nithyanandam, SG	
(b) 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		
(c) 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		
In respect files relating to (c) above, Sr. AO shall report directly to JDC		
Shri K. Balasubramanian, ADC		
Public Grievances; Computerisation & E-Governance; Contingent Staff Work & their wages. Purchase & supplies of Stationery/Office equipments for MEPZ Admin/Security & Authority. Purchase & Disposal of Office Furniture. Maintenance of relevant Stock registers. Office Vehicles/Staff Cars. Private Security	Shri V. Srinivasan, UDC	
All files relating to EOUs dealing with beach minerals will be routed through ADC(KB) by the Section handling such cases		
MEIS/SEIS [EOU/SEZs]; CST/DBK/TED Claims	Shri R. Yagnashankar, UDC & Smt. R. Selvakumari, HSG	

Shri R. Sriram, ADC		
Operational SEZs Mahindra World City SEZ(IT & Bio-Informatics, Auto Ancillary, Apparel & Fashion Accessories), Chenglepet; IG3 Infra Limited, SEZ, Thoraipakkam; ETA Techno Park SEZ, Navalur; Cheyyar SEZ, Tiruvannamalai; Cheyyar SEZ, Bargur; Hexaware Technologies SEZ, Siruseri; Estancia IT Park SEZ, Potheri; and Perungudi SEZ, Perungudi; IG3 Infra SEZ, Uthukuli; EOUs: Chennai-I & Chennai-II Commissionerates	Fraudulent EOUs/SEZ units list maintenance; CAG Audits viz. EOU Audit; Performance Audit (EOU & SEZ); Replies to MOC/Parliament Questions; EPCES Election Work; BOA agenda preparation; Data Entry and report generation; Coordinating UAC meetings; Preparation of Statistical Information; Monitoring of NFEE/Open House Meetings/UAC Meetings	Shri R. Ravichandran, Steno & Smt. Farida Banu, SG
Coordinating UAC Meetings		
Shri S. Elamurugan, ADC		
Admin Work Maintenance of Service Records; Maintenance of CL/EL Register; Grant of Increment; Sanction of Advances; Maintenance of Attendance and Pension cases		Shri N. Rajakumar, Assistant
SEZ Work SIPCOT SEZ, Oragadam; SIPCOT Hi-Tech SEZ, Sriperumbudur; and DLF Home Developers SEZ, Chennai	EOU Work EOUs in Madurai, Trichy, Puducherry and Andaman & Nicobar Islands	Smt. N. Padma, Assistant
Uma Raghunathan, ADC		
SOFTEX Forms for IT/ITES Units of MEPZ SEZ including Cancellation requests; TRIL SEZ, Siruseri; All ELCOT SEZs except ELCOT SEZ(TIDEL Park), Coimbatore; All SIPCOT SEZs except SEZs at Oragadam & Sriperumbudur; Vedanta SEZ, Tuticorin; Foxconn SEZ, Sriperumbudur; and Frontier Lifeline SEZ, Gummidipoondi; Shriram SEZ, Perungalathur; Flextronics SEZ, Sriperumbudur; SNP Infra SEZ, Chennai.		Shri Siraj Khan, UDC
Matters pertaining to Official Language & works relating to JHT		
In respect of files pertaining to ELCOT SEZs, ADC shall report directly to JDC		

Shri R. Sriram, ADC		
Operational SEZs Mahindra World City SEZ(IT & Bio-Informatics, Auto Ancillary, Apparel & Fashion Accessories), Chenglepet; IG3 Infra Limited, SEZ, Thoraipakkam; ETA Techno Park SEZ, Navalur; Cheyyar SEZ, Tiruvannamalai; Cheyyar SEZ, Bargur; Hexaware Technologies SEZ, Siruseri; Estancia IT Park SEZ, Potheri; and Perungudi SEZ, Perungudi; IG3 Infra SEZ, Uthukuli;	Shri R. Ravichandran, Steno & Smt. Farida Banu, SG	
EOUs: Chennai-I & Chennai-II Commissionerates		
Fraudulent EOUs/SEZ units list maintenance; CAG Audits viz. EOU Audit; Performance Audit (EOU & SEZ); Replies to MOC/Parliament Questions; EPCES Election Work; BOA agenda preparation; Data Entry and report generation; Coordinating UAC meetings; Preparation of Statistical Information; Monitoring of NFEE/Open House Meetings/UAC Meetings		
Coordinating UAC Meetings		Shri M.P. Karunakaran, UDC
Shri S. Elamurugan, ADC		
Admin Work Maintenance of Service Records; Maintenance of CL/EL Register; Grant of Increment; Sanction of Advances; Maintenance of Attendance and Pension cases		Shri N. Rajakumar, Assistant
SEZ Work SIPCOT SEZ, Oragadam; SIPCOT Hi-Tech SEZ, Sriperumbudur; and DLF Home Developers SEZ, Chennai	Smt. N. Padma, Assistant	
EOU Work EOUs in Madurai, Trichy, Puducherry and Andaman & Nicobar Islands		
Uma Raghunathan, ADC		
SOFTEX Forms for IT/ITES Units of MEPZ SEZ including Cancellation requests; TRIL SEZ, Siruseri; All ELCOT SEZs except ELCOT SEZ(TIDEL Park), Coimbatore; All SIPCOT SEZs except SEZs at Oragadam & Sriperumbudur; Vedanta SEZ, Tuticorin; Foxconn SEZ, Sriperumbudur; and Frontier Lifeline SEZ, Gummidipoondi; Shriram SEZ, Perungalathur; Flextronics SEZ, Sriperumbudur; SNP Infra SEZ, Chennai.		Shri Siraj Khan, UDC
Matters pertaining to Official Language & works relating to JHT		
In respect of files pertaining to ELCOT SEZs, ADC shall report directly to JDC		



Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
Admin Office Building, MEPZ Special Economic Zone,
National Highway – 45, Tambaram, Chennai - 600 045
Fax: 044 2262 8218, Email Id: dc@mepz.gov.in

No.01/05/2019 - Admn-I

Dated: 06/12/2019

OFFICE ORDER No.14/2019

Smt.V.Kayalvizhi, Authorised Officer, is hereby authorized to function as **Specified Officer**, in terms of Section 12(6) of SEZ Act, 2005, in respect of SEZs hitherto looked after by **Shri Santoshkumar C.Menon**, Preventive Superintendent as Specified Officer, **with effect from 09.12.2019.**

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

C.V. Krishna Kumar
(C.V. KRISHNA KUMAR)
EXECUTIVE ASSISTANT.

To

Smt.V. Kayalvizhi, Authorised Officer,
All Authorised Officers concerned
All Developers/Co-Developers

Copy to:-

Shri Santoshkumar C.Menon, Preventive Superintendent
PA to DC/PA to JDC/PA to DDC/NSDL
Notice Board/Guard File/Website