



**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: 04.03.2025

**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 10.03.2025:

<b>1.</b>	<b>Shri K. Kalimuthu, SAO</b>	<b>Report to DDC 2</b>
	<b>Subject</b>	<b>Dealing hand</b>
	(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.	<b>Smt. R. Ganga,</b> UDC <b>Smt. R. Selvakumari,</b> HSG
<b>2.</b>	<b>Shri M.Madhavan, ADC</b>	<b>Report to DDC 1</b>
<b>HQ Work</b>	EPCES & Export Excellence Awards work; EPCES related works - Elections, Awards, etc.;	<b>Shri P. Senthilkumar,</b> UDC <b>Smt. D. 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>3.</b>	<b>Shri T.R. Ravi, ADC</b>	<b>Report to DDC 1</b>
<b>HQ Work</b>	Coordination with State Government – Nodal Officer (State) IT Wing & Data Management MEPZ SEZ Website; and digitalization and e-governance. Coordination of Court cases (SEZs) and updation of LIMBS	<b>Shri M.P. Karunakaran,</b> Assistant
<b>Chennai III (East)</b>	<u>SEZ</u> Perungudi Real Estates Private Limited IG3 Infra Limited, Thoraipakkam Infopark Properties Limited  <u>EOU</u> Chennai III (East)	

<b>4.</b>	<b>Shri Sathish Kumaran, ADC</b>	<b>Report to DDC 1</b>
<b>HQ Work</b>	Coordination with local agencies, CVD Review, external investigating agencies.	<b>Shri V. Srinivasan,</b> Assistant
<b>Chennai V (Kanchipuram)</b>	<u>SEZs:</u> J. Matadee Free Trade Zone SIPCOT, Sriperumbudur Flextronics Technologies (India) Private Limited SIPCOT, Oragadam Salcomp SEZ  <u>EOUs:</u> Kanchipuram & Chengalpattu (Units reporting to Maraimalainagar)	

<b>5.</b>	<b>Shri A. Murugan, ADC</b>	<b>Report to DDC 1</b>
<b>Chengalpattu B (Siruseri, Kelambakkam, Thiruporur) &amp; Chengalpattu C (including Maraimalai nagar)</b>	<u>SEZs:</u> Cognizant Technology Solutions India Pvt. Ltd. Hexaware Technologies Limited Syntel International Private Limited Tata Consultancy Services Limited (Siruseri) Tata Consultancy Services Limited (Egattur) Mahindra WCD (IT/ITES, Appreals & Auto) Estancia IT Park Pvt. Ltd. Gateway Office Parks Private Limited  <u>EOUs:</u> Chengalpattu B & C.	<b>Shri M.P. Karunakaran,</b> Assistant



6.	<b>Shri T. Sivakumar, ADC</b>	<b>Report to DDC 2</b>
<b>HQ Work</b>	Coordination with Ministries / Departments on Policy, Report and all other related matters - Nodal Officer (Central).	<b>Shri P. Senthilkumar, UDC</b>
<b>Madurai Circle</b>	<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.  <u>EOUs:</u> Madurai including Tirunelveli & Tuticorin.	

7.	<b>Shri S. Balasubramaniam, ADC</b>	<b>Report to DDC 2</b>
<b>HQ Work</b>	<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, Authority & Contingent Staff and their matters;  CST/DBK/TED/RoD Claims	<b>Smt. Vadivukarasi, Assistant,</b>
<b>Chennai IV</b>	<u>SEZs:</u> Frontier Lifeline Pvt. Ltd. L&T Shipbuilding Limited NDR Infrastructure Pvt. Ltd. Integrated Chennai Business Park FTWZ  <u>EOUs:</u> Chennai-IV (Tiruvallur, Ambatur, Gummidipondi, Ponneri, Poonamali)	

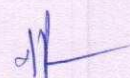
8.	<b>Shri K. Vijay Anand, ADC</b>	<b>Report to DDC 2</b>
<b>HQ Work Chennai I</b>	MEPZ @ Tambaram - works related to all MEPZ Units.  MEPZ Authority related works – Civil works; Works under TIES; Major and Minor works; Accounts work of MSEZA; and CAG Audit of MEPZ Authority.	<b>Shri Gitoh Sam G, Assistant</b>



	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 and Private Security.	
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<b>9.</b>	<b>Smt. Syamly Sathyan, ADC</b>	<b>Report to DDC 2</b>
<b>HQ Work</b>	<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; Event Management Coordination, Staff car and Office vehicles, Guest House Maintenance & Canteen Management. Record Management and Write off process & digitalization files.  RTI: Will function as CPIO.	<b>Shri Uma Raghunatha,</b> Hindi Translator
<b>Coimbatore B</b>	<u>SEZs:</u> ELCOT SEZ, Hosur Delta Electronics SEZ, Kurubarapalli Cheyyar SEZ, Burgur SIPCOT SEZ, Burgur  <u>EOUs:</u> Coimbatore B	

<b>10.</b>	<b>Shri M. Venkatraman, ADC</b>	<b>Report to DDC 3</b>
<b>HQ Work</b>	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, Free Sale Certificate. 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.	





<b>11.</b>	<b>Shri Arun Kumar A.K., ADC</b>	<b>Report to DDC 3</b>
<b>Chengalpattu D &amp; Cuddalore</b>	<u>SEZs:</u> New Chennai Township SEZs (Engineering Multi-Engineering) SIPCOT, Ranipet Cheyyar SEZ Developers Pvt. Ltd. Cheyyar SEZ Developers Pvt. Ltd., Tindivanam  <u>EOUs:</u> Chengalpattu D & Cuddalore	<b>Shri Yogalakshmi K, LDC</b>

<b>12.</b>	<b>Smt. V. Jayasree, ADC</b>	<b>Report to DDC 3</b>
<b>HQ Work</b>	Public Grievances; CRM Tickets. Preparation of Statistical report of SEZs & EOUs.	<b>Smt. Yogalakshmi, LDC</b>
<b>Chennai II</b>	<u>SEZs:</u> DLF SNP Infrastructure LLP L&T Infotech  <u>EOUs:</u> Chennai II.	

<b>13.</b>	<b>Smt. V. Lakshmipriya, ADC</b>	<b>Report to DDC 3</b>
<b>HQ Work</b>	Audit Coordination (All Audit matters) Updation of Adjudication Orders in the DGFT Website.	<b>Shri Uma Raghunatha, Hindi Translator</b>
<b>Chengalpattu A (Navalur, Sholinganallur, Thoraipakkam)</b>	<u>SEZs:</u> ELCOT SEZ, Sholinganallur Sandhya Infocity SEZ Platinum Holdings Pvt. Ltd. Infosys Limited  <u>EOU:</u> Chengalpattu A	

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 and put up for approval of DC.
14. **Shri R. Sriram, EA** 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 3**.
16. ADCs of the respective region / circle will handle the Non-Operational/under implementation/new SEZs / EOUs, Classification of the Region / Circle is enclosed as Annexure.



17. ADCs of the respective region/circle will Organise Open House & Joint Review Meetings of the respective EOUs.
18. Matters pertaining to MEPZ Security: **Security Officer (i/c)** shall report to **DDC 2**.
19. **Shri R. Sriram**, EA will be the PS to DC, **Smt. Anit Hemalatha**, Steno Gr. II will be the PS to JDC and **Shri G. Ravichandran**, Steno Gr.II will be the PS to DDC1.
20. 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.	Name of the DDC		Link Officer	
1	Shri Prabu Kumar K		Shri M. Aswin	
2	Shri M. Aswin		Smt. Jennifer Difiva	
3	Smt. Jennifer Difiva		Shri Prabu Kumar K	
Sl.	Name of the ADC	Link Officer –1		Link Officer – 2
1	Shri M. Madhavan	Shri S. Sathish Kumaran		Shri A. Murugan
2	Shri T.R. Ravi	Shri A. Murugan		Shri S. Sathish Kumaran
3	Shri A. Murugan	Shri T.R. Ravi		Shri M. Madhavan
4	Shri S. Sathish Kumaran	Shri M. Madhavan		Shri T.R. Ravi
5	Shri Sivakumar T	Shri K. Vijay Anand		Smt. Syamly Sathyan
6	Shri Balasubramaniam S	Smt. Syamly Sathyan		Shri K. Vijay Anand
7	Shri K. Vijay Anand	Shri Balasubramaniam S		Shri Sivakumar T
8	Smt. Syamly Sathyan	Shri Sivakumar T		Shri Balasubramaniam S
9	Smt. V. Jayasree	Smt. V. Lakshmipriya		Shri Venkatraman M
10	Smt. V. Lakshmipriya	Smt. V. Jayasree		Shri Arun Kumar A.K
11	Shri Arun Kumar A.K	Shri Venkatraman M		Smt. V. Lakshmipriya
12	Shri Venkatraman M	Shri Arun Kumar A.K		Smt. V. Jayasree

#### MEPZ Authority

Sl.No.	Name of the Staff Shri/Smt.	Officer to whom attached to
1	A.J. Sundar Rajan, Sr. Consultant HR & Business	DC's Office
2	Akshay Chandorkar, Strategy Consultant	DC's Office
3	Sachin, BPR Consultant	DC's Office
4	M.Karthik Raja, Estate Manager	ADC (KV)
5	P. Saranya, Accounts Executive	ADC (KV)
6	Naveen Raj, Web Developer	ADC (TR)

#### Contingent Staff (DEOs):

Sl. No	Name of the Contingent Staff Shri/Smt./Miss	Officer to whom attached to
1	E. Saranya	DCC
2	Vijayalakshmi Prakash	DDC 1
3	K. Vimala	DDC 2



4	A. Ambika	DDC 3
5	V. Mahalakshmi	SAO
6	G. Bakiyalakshmi	ADC (SK)
7	T. Bhuvaneswari	ADC (TS)
8	J. Rajalakshmi	ADC (KV)
9	R. Perumal	ADC (VJ)
10	N. Suganya	ADC (SB)
11	S. Meena	ADC (MM)
12	D. Jaya Lakshmi	ADC (AM)
13	P. Muruganathi	ADC (TR)
14	B.V. Dheeba	ADC (MV)
15	S. Akshaya	ADC (AK)
16	M. Srinivasan	ADC (SS)
17	P. Karthi	ADC (VL)
18	S. Priya	EA
19	N. Krishnammal	Customs Wing

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

Sl.No.	Name of the Contingent Staff (DEO) Shri	Officer to whom attached to
1	G. SakthiAnand	ADC (TR)
2	V.Kannan	ADC (TR)
3	Karthik, NSDL	DDC1

**Contingent Staff (OAs):**

Sl.No.	Name of the Contingent Staff (OA) Shri/Smt.	Officer to whom attached to
1	R.William Immanuvel	EA
2	S.Kishore	EA
3	J.Maniraj	PA to JDC
4	V.S.Selva Permual	DDC1
5	K.Jayakumar	DDC2
6	V.Maheswari	DDC3
7	T.Sujatha	DDC2

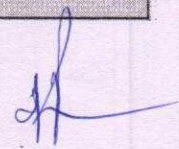
  
 (C. Arthur Worchiyuo)  
 Joint Development Commissioner

To  
All concerned Officers and Staff.

Copy to: PA to DC / PA to DDCs / PA to DCC / SOs / NSDL.



Proposed Circle			
SL. No	SEZ Circle	SL. No	SEZ's Name
1	<b>Chennai I</b> (Tambaram)	1	MEPZ
2	<b>Chennai II</b> (West)	1	DLF
		2	SNP Infrastructure LLP
		3	L&T Infotech
3	<b>Chennai III</b> (East)	1	Perungudi Real Estates Private Limited
		2	IG3 Infra Limited, Thoraipakkam
		3	Infopark Properties Limited
4	<b>Chennai IV</b> (Tiruvallur, Ambattur, Gummidipondi, Ponneri, Poonamali)	1	Frontier Lifeline Pvt. Ltd.
		2	L&T Shipbuilding Limited
		3	NDR Infrastructure Pvt. Ltd.
		4	ICBP FTWZ, Ponneri
5	<b>Chennai (V)</b> (Kanchipuram)	1	J. Matadee Free Trade Zone
		2	SIPCOT, Sriperumbudur
		3	Flextronics Technologies (India) Private Limited
		4	SIPCOT, Oragadam
		5	Salcomp SEZ
6	<b>Chengalpattu A</b> (Navalur, Sholinganallur, Thoraipakkam)	1	ELCOT SEZ, Sholinganallur
		2	Sandhya Infocity SEZ
		3	Platinum Holdings Pvt. Ltd.
		4	Infosys Limited
7	<b>Chengalpattu B</b> (Siruseri, Kelambakkam, Thiruporur)	1	Cognizant Technology Solutions India Pvt. Ltd.
		2	Hexaware Technologies Limited
		3	Syntel International Private Limited
		4	Tata Consultancy Services Limited (Siruseri)
		5	Tata Consultancy Services Limited (Egattur)
8	<b>Chengalpattu C</b> (Maraimalai nagar)	1	Mahindra WCD (IT/ITES, Appreals & Auto)
		2	Estancia IT Park Pvt. Ltd.
		3	Gateway Office Parks Private Limited
9	<b>Chengalpattu D</b> (Rest of Chengalpattu)	1	NCTP SEZ, (Multi-Engineering)
		2	NCTP SEZ, (Engineering)
10	<b>Cuddalore</b> (Pondichery, Karaikal, Tiruvannamalai, Cuddalore, Tirupattur, Villupuram, Ranipet)	1	SIPCOT, Ranipet
		2	Cheyyar SEZ Developers Pvt. Ltd.
		3	Cheyyar SEZ Developers Pvt. Ltd., Tindivanam
11	<b>Trichy</b> (Trichy, Karur, Ariyalur, Pudukkottai, Thanjavur, Salem, Erode, Namakkal, Dharmapuri, Kallakurichi, Nagapattinam, Tiruvarur)	1	ELCOT SEZ, Trichy
		2	ELCOT SEZ, Salem
		3	IG3 Infra Limited, Uthukuli
		4	SIPCOT, Perundurai
12	<b>Coimbatore A</b> (Coimbatore, Tiruppur, Nilgiris, )	1	AspenPark Infra Coimbatore
		2	KGISL SEZ
		3	Span Venture Pvt. Ltd.
		4	ELCOT SEZ, Vilankurichi
13	<b>Coimbatore B</b> (Krishnagiri, Vellore)	1	ELCOT SEZ, Hosur
		2	Delta Electronics India Pvt. Ltd.
		3	Cheyyar SEZ Developers Pvt. Ltd.
		4	SIPCOT SEZ, Burgur
14	<b>Madurai</b> (Madurai, Dindigul, Virudhunagar, Theni, Mayiladudurai, Manamadurai, Sivaganga, Tuticorin, Thirunelveli, Tenkasi, Kanyakumari, Ramanathapuram)	1	ELCOT SEZ, Illandaikulam
		2	ELCOT SEZ, Vadapalanji
		3	CCCL Pearl City Food Port SEZ Ltd.
		4	ELCOT SEZ, Gangaikondan
		5	SIPCOT SEZ, Gangaikondan
		6	AMRL International Tech City Ltd.







**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.  <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;	
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<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>
<b>HQ Work</b>	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 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	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone,</b> <b>Chennai - 600 045</b>
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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**

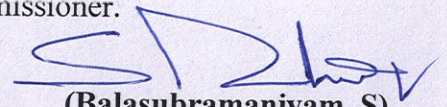
Sl.No	Date	Section	In-Charge
1.	13.01.2023	Appraising Wing at MEPZ	Shri Ravinder Kumar, DCC
2.	16.01.2023	Preventive Wing at MEPZ	Shri T. V. Suresh, SO
3.	17.01.2023	Visit to SIPCOT SEZ, Oragadam	Shri A. Thirunavukkarasu, AO
4.	18.01.2023	Visit to SIPCOT Hi-Tech SEZ, Sriperumbudur	Shri S. Sriramamurthy,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



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone</b> <b>Chennai - 600 045</b>
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No.1/01/2020-Admn.I (CR)

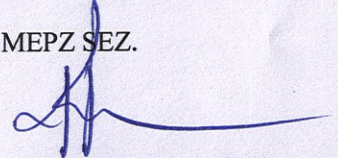
Dated: 16.01.2023

**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	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone</b> <b>Chennai - 600 045</b>
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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**

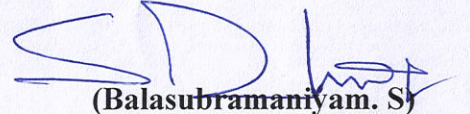
No.1/01/2020-Admn.I(CR)

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.



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

Dated: 01.05.2023

**OFFICE ORDER**

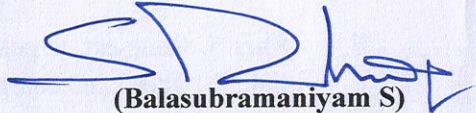
Consequent to joining of new Officers to work as Authorised Officer, the following transfers and postings are made until further orders. Therefore, the respective Authorised Officers are directed to take charge of the SEZ on or before 02.05.2023.

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**

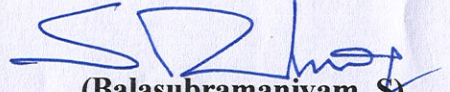
No.1/01/2020-Admn.I(CR)

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.

  
(Balasubramaniam. 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



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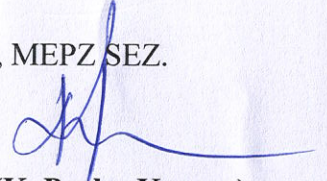
No.1/01/2021-Admn.I(CR)

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	SLNo	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)		1	DLF	Manimehalai Selvam
						2	Gateway Office Parks Private Limited	R.K. Madhavan
3	Chennai III	Tiruvallur, Ambatur, 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
		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. Thyagarajan A.Thirunavukarasu
						4	Salcomp SEZ	R. Mahadevan
7	Trichy	V. Jayasree	DDC (PB)	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)	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)	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)	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)

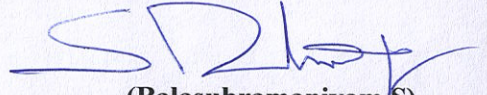
Dated: 13.07.2023

**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 15<sup>th</sup> May 2023 to 19<sup>th</sup> 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



<b>2.</b>	<b>Shri R. Sriram, ADC</b>	<b>Report to DDC (PK)</b>
<b>HQ Works</b>	SEIS [EOU/SEZs] Claims. Coordination of UAC Meetings.	<b>Smt. Uma Raghunathan JHT</b>
<b>Chennai I &amp; Chengalpattu Circle</b>	<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).	

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

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



<b>Chennai III &amp; Coimbatore B</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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<b>5.</b>	<b>Shri M. Venkatraman, ADC</b>	<b>Report to DDC (PB)</b>
<b>Chennai II</b>	<u>SEZs:</u> DLF Gateway Office Parks Private Limited  <u>EOUs:</u> Chennai City.	<b>Shri Mageshwari. P. Security Guard</b>

<b>6.</b>	<b>Shri K. Vijay Anand, ADC</b>	<b>Report to DDC (PK)</b>
<b>HQ Works</b>	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.	<b>Shri V. Srinivasan, Assistant</b>
<b>Chennai III (Part)</b>	<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)
<b>HQ Works</b>	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].	<b>Shri R. Ravichandran,</b> Steno Gr. II
<b>Trichy</b>	<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)

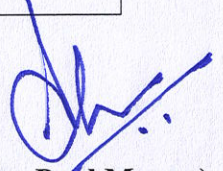
**Contingent Staff (IT Support Function):**

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**  
**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**

Copy to:

PA to JDC / PA to DDC1

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



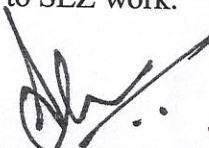
 सत्यमेव जयते Government of India	<p>GOVERNMENT OF INDIA MINISTRY OF COMMERCE &amp; INDUSTRY OFFICE OF THE DEVELOPMENT COMMISSIONER ADMIN OFFICE BUILDING MEPZ – SPECIAL ECONOMIC ZONE, GST ROAD, TAMBARAM, CHENNAI - 600 045 Phone : 044-22628305 Fax: 044- 22628218</p>
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No.01/02/2023-Admn.I

Dated:04.05.2023

**OFFICE ORDER**

The Authorised Officers posted in Private SEZs under the jurisdiction of Zonal DC, henceforth, shall also handle administrative matters related to Export Oriented Units which falls under their jurisdiction, in addition to handling matters related to SEZ work.




(ALEX PAUL MENON)  
DEVELOPMENT COMMISSIONER

To  
The Authorised Officers

Copy to: The Specified Officers  
DDCs/ADCs



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone,</b> <b>Chennai - 600 045</b>
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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**

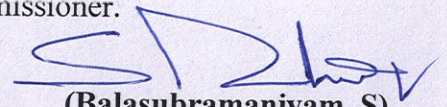
Sl.No	Date	Section	In-Charge
1.	13.01.2023	Appraising Wing at MEPZ	Shri Ravinder Kumar, DCC
2.	16.01.2023	Preventive Wing at MEPZ	Shri T. V. Suresh, SO
3.	17.01.2023	Visit to SIPCOT SEZ, Oragadam	Shri A. Thirunavukkarasu, AO
4.	18.01.2023	Visit to SIPCOT Hi-Tech SEZ, Sriperumbudur	Shri S. Sriramamurthy,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



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone</b> <b>Chennai - 600 045</b>
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No.1/01/2020-Admn.I (CR)

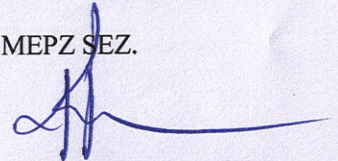
Dated: 16.01.2023

**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**

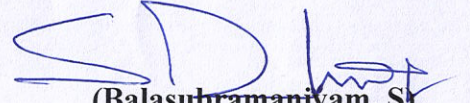
**No.1/01/2020-Admn.I(CR)**

**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**

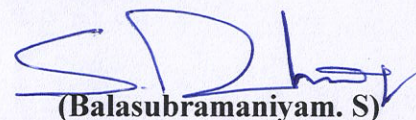
No.1/01/2020-Admn.I(CR)

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.



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone</b> <b>Chennai - 600 045</b>
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No.1/01/2020-Admn.I (CR)

Dated: 01.05.2023

**OFFICE ORDER**

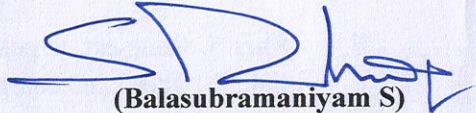
Consequent to joining of new Officers to work as Authorised Officer, the following transfers and postings are made until further orders. Therefore, the respective Authorised Officers are directed to take charge of the SEZ on or before 02.05.2023.

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**

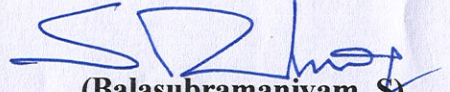
No.1/01/2020-Admn.I(CR)

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.

  
(Balasubramaniam. 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	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone</b> <b>Chennai - 600 045</b>
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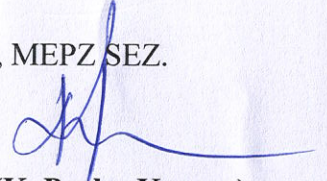
No.1/01/2021-Admn.I(CR)

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)		1	DLF	Manimehalai Selvam
						2	Gateway Office Parks Private Limited	R.K. Madhavan
3	Chennai III	Tiruvallur, Ambatur, 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
		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. Thyagarajan 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
					Shri S. Santha Kumar	4	ELCOT SEZ, Gangaikondan	B.N. Ramachandran
						5	SIPCOT SEZ, Gangaikondan	S. Sundara Rajan
						6	AMRL International Tech City Ltd.	Sugumar Suresh
						7	Highland Valley Corporation Pvt. Ltd.	B.N. Ramachandran
					Shri S. Santha Kumar			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)

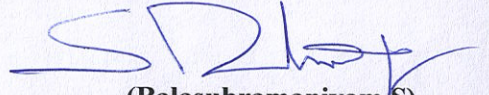
Dated: 13.07.2023

**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 15<sup>th</sup> May 2023 to 19<sup>th</sup> 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



<b>2.</b>	<b>Shri R. Sriram, ADC</b>	<b>Report to DDC (PK)</b>
<b>HQ Works</b>	SEIS [EOU/SEZs] Claims. Coordination of UAC Meetings.	<b>Smt. Uma Raghunathan JHT</b>
<b>Chennai I &amp; Chengalpattu Circle</b>	<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).	

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

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



<b>Chennai III &amp; Coimbatore B</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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<b>5.</b>	<b>Shri M. Venkatraman, ADC</b>	<b>Report to DDC (PB)</b>
<b>Chennai II</b>	<u>SEZs:</u> DLF Gateway Office Parks Private Limited  <u>EOUs:</u> Chennai City.	<b>Shri Mageshwari. P. Security Guard</b>

<b>6.</b>	<b>Shri K. Vijay Anand, ADC</b>	<b>Report to DDC (PK)</b>
<b>HQ Works</b>	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.	<b>Shri V. Srinivasan, Assistant</b>
<b>Chennai III (Part)</b>	<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)
<b>HQ Works</b>	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].	<b>Shri R. Ravichandran,</b> Steno Gr. II
<b>Trichy</b>	<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 Balasubramaniam 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 Balasubramaniam S
7	Shri M. Madhavan	Shri Balasubramaniam 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)

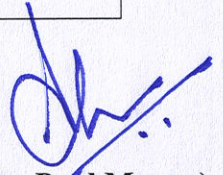
**Contingent Staff (IT Support Function):**

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**  
**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**

Copy to:

PA to JDC / PA to DDC1

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



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone</b> <b>Chennai - 600 045</b>
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No.1/01/2020-Admn.I (CR)

Dated: 19.07.2023

**OFFICE ORDER**

In continuation to the Office order of even number dated 13.07.2023, following amendments are made with immediate effect.

1. **Shri K. Vajravel**, Authorised Officer presently posted at ELCOT SEZ, Coimbatore is now transferred and posted to work as Authorised Officer for Aspen SEZ, Coimbatore.
2. **Shri S. Balaji**, Authorised Officer presently posted at Aspen SEZ, Coimbatore is now transferred and posted to work as Authorised Officer for ELCOT SEZ, Coimbatore.

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

  
(Balasubramaniam S)  
Asst. Development Commissioner

To

1. **Officers concerned.**
2. **Developer concerned.**

Copy to:

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





**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: 19.07.2023

**OFFICE ORDER**

In continuation to the earlier Order of even number dated 30.03.2023, following amendments are made with immediate effect:

1. **Shri K. Vijay Anand, ADC** in addition to his existing work, will also handle the Accounts works of MSEZA and CAG Audit of MEPZ Authority and works hitherto dealt by Shri K. Subash, ADC.
2. **Smt. V. Jayasree, ADC** will continue to handle the following works, 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, Country of Origin matters, Coordination for Parliament Questions, Event Management, Issue of MEIS License [EOU/SEZs] and SEZs & EOUs under the Trichy SEZ Circle.

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


**(K. Prabu Kumar)**

**Deputy Development Commissioner**

To  
**Officer concerned**

Copy to: PA to DC / NSDL.



 सत्यमेव जयते Government of India	<p style="text-align: center;"><b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone,</b> <b>Chennai - 600 045</b></p>
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No.1/01/2020-Admn.I(CR)

Dated: 27.07.2023

**OFFICE ORDER**

1. **Shri S. Prabakar**, Authorised Officer, CCCL SEZ, Tuticorin and Highland Valley SEZ, Thenkasi is proceeding on leave from 25.07.2023 to 28.07.2023. **Shri B.N. Ramachandran**, Authorised Officer, AMRL SEZ, Nanguneri and ELCOT-SEZ, Gangaikondan, will also hold the additional charge of CCCL SEZ, Tuticorin and Highland Valley SEZ, Thenkasi in addition to his existing work during the absence of Shri S. Prabakar, 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. SO, Coimbatore
2. ADC concerned
3. NSDL (for Mapping) / Notice Board
4. PA to JDC



 सत्यमेव जयते Government of India	<p style="text-align: center;"><b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone,</b> <b>Chennai - 600 045</b></p>
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No.1/01/2020-Admn.I(CR)

Dated: 01.08.2023

**OFFICE ORDER**

**Shri S. Thirumalai Muthu**, Authorised Officer, ELCOT SEZ, Ilandhaikulam and ELCOT SEZ, Vadapalanji is proceeding on leave from 03.08.2023 to 31.08.2023. **Shri S. Sundara Rajan**, Authorised Officer, SIPCOT SEZ, Gangaikondan, will also hold the additional charge of ELCOT-SEZ, Ilandhaikulam and ELCOT-SEZ, Vadapalanji in addition to his existing work during the absence of Shri S. Thirumalai Muthu, 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. SO, Coimbatore
2. ADC concerned
3. NSDL (for Mapping) / Notice Board
4. PA to DC / PA to DDC



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone,</b> <b>Chennai - 600 045</b>
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No.1/01/2020-Admn.I(CR)

Dated: 01.08.2023

**OFFICE ORDER**

Consequent upon superannuation of **Shri K.S. Parthiban**, Security Officer w.e.f 31.07.2023, it is decided to delegate the duties and responsibilities of Security Officer to **Smt. P. Suthanthira Gandhi**, Head Security Guard with immediate effect. She will perform the works hitherto dealt by Shri K. S. Parthiban, SO. This arrangement shall continue until further orders. She will report to Shri K. Vijay Anandh, ADC in respect of the above assigned work.

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

  
(Balasubramaniam. S)

Assistant Development Commissioner


To

**Concerned Officials**

Copy to:

1. ADC concerned
2. PA to DDCs
3. PAO



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone,</b> <b>Chennai - 600 045</b>
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No.1/01/2020-Admn.I(CR)

Dated: 14.08.2023

**OFFICE ORDER**

**Smt. C. Kousalya**, Authorised Officer, ELCOT SEZ, Sholinganallur, Infosys SEZ, Shollinganallur and SNP Infrastructure SEZ, Pallavaram is proceeding on leave from 14.08.2023 to 16.08.2023. During her absence, following Authorised Officers will hold the additional charges of the SEZs in addition to their existing work. **Shri Mahadeven. R**, Authorised Officer, will hold the additional charge of ELCOT SEZ, Sholinganallur, and **Shri A.Caleb Arumairaj**, Authorised Officer, will hold the additional charge of Infosys SEZ, Shollinganallur and **Shri S. Rengesh**, Authorised Officer will hold the additional charge of SNP Infrastructure SEZ, Pallavaram.

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



(Balasubramaniam. S)

Assistant Development Commissioner

To

**Concerned Officials**

Copy to:

1. SO Concerned
2. ADC concerned
3. NSDL (for Mapping) / Notice Board
4. PA to DC / PA to DDC



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone,</b> <b>Chennai - 600 045</b>
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No.1/01/2020-Admn.I(CR)

Dated: 28.08.2023

**OFFICE ORDER**

**Smt. B.Indira**, Specified Officer, Chengalpattu Circle is proceeding on leave from 28.08.2023 to 31.08.2023. During her absence, **Shri V. Karthikeyan**, Specified Officer, Maraimalai Nagar Circle will hold the additional charges of the Chengalpattu circle in addition to his existing work.

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

  
(Balasubramanyam. S)

Assistant Development Commissioner


To

**Concerned Officials**

Copy to:

1. ADC concerned
2. NSDL (for Mapping) / Notice Board
3. PA to DC / PA to DDC



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone</b> <b>Chennai - 600 045</b>
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No.1/01/2020-Admn.I (CR)

Dated: 06.09.2023

**OFFICE ORDER**

The following transfers and postings are made until further orders;

1. **Shri G.Krishnan**, is posted to work as Authorised Officer of Delta SEZ, Kurubarapalli and will hold additional charge of ELCOT SEZ, Hosur.
2. **Shri Devarajan**, Authorised Officer presently posted at Cheyyar SEZ, Burgur and having additional charge of ELCOT SEZ, Hosur will continue to hold the charges of Cheyyar SEZ, Burgur and will hold additional charge of SIPCOT SEZ, Burgur only. He is relieved from the charges of ELCOT SEZ, Hosur.
3. **Shri A. Caleb Arumairaj**, Authorised Officer presently posted at Platinum Holdings SEZ, Navalur and having Additional Charge of Bayline SEZ, Navalur will also hold additional charge of Syntel SEZ, Siruseri in addition to his existing SEZs.

Therefore, the respective Authorised Officers are directed to take charge of the SEZ on or before 07.09.2023.

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. **Specified Officer, Coimbatore / Specified Officer, Chengalpattu**
3. **DDCs and ADCs concerned/NSDL/Notice Board;**
4. **PA to DC/JDC.**



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone,</b> <b>Chennai - 600 045</b>
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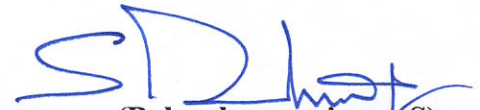
No.1/01/2020-Admn.I(CR)

Dated: 12.04.2023

**OFFICE ORDER**

**Shri C. Thirumalai Muthu**, Authorised Officer, ELCOT SEZ, Ilandhaikullam & Vadapalanchi is proceeding on leave from 13.04.2023 to 21.04.2023. **Shri M. Balamurugan**, Authorised Officer, ELCOT SEZ, Trichy, will also hold the additional charge of ELCOT SEZ, Ilandhaikullam & Vadapalanchi in addition to his existing work during the absence of Shri C. Thirumalai Muthu, 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. **DC (Customs)**, MEPZ SEZ.
2. **SO (Coimbatore)**
3. ADC concerned
4. NSDL (for Mapping) / Notice Board
5. PA to JDC





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.  <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;	
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<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>
<b>HQ Work</b>	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 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	<b>GOVERNMENT OF INDIA</b> <b>MINISTRY OF COMMERCE &amp; INDUSTRY</b> <b>OFFICE OF THE DEVELOPMENT COMMISSIONER</b> <b>ADMIN OFFICE BUILDING</b> <b>MEPZ - SPECIAL ECONOMIC ZONE,</b> <b>GST ROAD, TAMBARAM, CHENNAI - 600 045</b>
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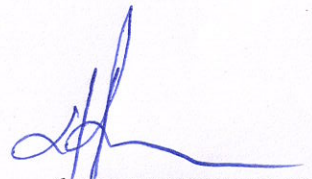
F.No. 01/15/2023-Admn-I

Dated: 01.11.2023

**OFFICE ORDER**

**Shri Ravinder Kumar**, IRS, Deputy Commissioner (Customs) is proceeded on Election duty with effect from 31.10.2023. **Shri V.Karthikeyan**, Specified Officer, MEPZ SEZ will look after the duties and responsibilities of **Shri Ravinder Kumar**, IRS Deputy Commissioner (Customs), during the period of his absence, in addition to his existing duties until further orders.

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

  
(PRABU KUMAR K)

DEPUTY DEVELOPMENT COMMISSIONER


To

**The Officer concerned**

Copy to

1. **Shri V.Karthikeyan**, Specified Officer , MEPZ SEZ.
2. PA to DC/PA to DDC/PA to DC[C]/ Sr.AO.
3. Notice Board.
4. Guard File.
5. Website.



 सत्यमेव जयते Government of India	<p>Government of India Ministry of Commerce &amp; Industry Dept. of Commerce MEPZ – Special Economic Zone Office of the Development Commissioner Chennai - 600 045</p>
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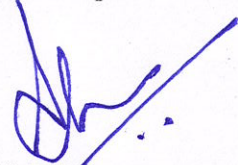
F.No.MEPZ-SEZ/Misc/2023

Dated 20.12.2023

**OFFICE MEMORANDUM**

**Sub : Delegation of powers to Specified Officers for Rule 41(2) of SEZ Rules, 2006 – Reg.**

In exercise of the provisions contained in Section 12(6) of the SEZ Act, 2005, I hereby delegate the power of approval to the Specified Officers of the SEZ for subcontracting of part of the production process abroad and in such cases, the goods may be exported from the sub-contractor's premises abroad ....., as envisaged in Rule 41(2) of SEZ Rules, 2006, with immediate effect.



**(ALEX PAUL MENON)**  
Development Commissioner

To

All Specified Officers

Copy to

DDCs I & II  
All ADCs





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

No.1/15/2023-Admn.I

Dated: 08.12.2023

**OFFICE ORDER**

**Shri V. Karthikeyan**, Specified Officer (Maraimalainagar), is hereby authorised to function as **Specified Officer**, MEPZ with effect from 09.12.2023 in terms of Section 12(16) of SEZ Act, 2005. He will look after the duties and responsibilities of the Deputy Commissioner (Customs) in respect of SEZs hitherto looked after by Shri Ravinder Kumar, Deputy Commissioner (Customs).

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. **Specified Officers**, MEPZ SEZ, Chennai.
2. **Pay & Accounts Officer**, MEPZ SEZ, Chennai.
3. PA to DC
4. PA to DDC1
5. 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.1/01/2020-Admn.I (CR)

Dated: 14.12.2023

**OFFICE ORDER**

The following transfers and postings are made until further orders;

1. **Shri Hitesh Kumar**, is now transferred and posted to work as Authorised Officer of Integrated Chennai Business Park FTWZ, Ponneri.
2. **Shri C. Jayaprakash**, is now transferred and posted to work as Authorised Officer at SIPCOT SEZ, Sriperumbudur.
3. **Shri S. Rengesh**, Authorised Officer presently posted at Perungudi Real Estates SEZ, Thiruvanniyur and having additional charge of IG3 Infra Limited, Thoraipakkam will also hold additional charge of New Chennai Township (Multi-Engineering & Engineering) SEZs in addition to his existing SEZs.

Therefore, the respective Authorised Officers are directed to take charge of the SEZ on or before 18.12.2023.

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. **Specified Officer, Coimbatore / Specified Officer, Chengalpattu**
3. **DDCs and ADCs concerned/NSDL/Notice Board;**
4. **PA to DC/JDC.**





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 19.12.2023

**OFFICE ORDER**

The undersigned will be on Earned leave from 22<sup>nd</sup> December 2023 to 2<sup>nd</sup> January 2024 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.





सत्यमेव जयते  
Government of India

**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: 13.10.2023

**OFFICE ORDER**

Consequent upon repatriation of **Shri R. Sriram** from the post of Assistant Development Commissioner, he is now posted to the Office of the Development Commissioner, MEPZ SEZ. In addition to his existing work, he will also look after the works pertaining to organizing of Unit Approval Committee meetings and also will co-ordinate the monthly scheduled meetings of DC.

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

(K. Prabu kumar)

Deputy Development Commissioner

*R. Sriram*  
To  
1) Shri R. Sriram

Copy to-

PA to DC / PA to DDCs / SOs / NSDL.

*ADC-83*  
*for record please.*





GOVERNMENT OF INDIA  
M/O. COMMERCE AND INDUSTRY  
D/o. COMMERCE  
O/o. THE DEVELOPMENT COMMISSIONER  
MEPZ SPECIAL ECONOMIC ZONE, CHENNAI-600045.  
PH:044-22628218; MAIL ID: [dc@mepz.gov.in](mailto:dc@mepz.gov.in)

No. 1/02/2020-Admn.I

dt. 2.11.2023

**OFFICE ORDER**

Sh. Balasubramanian.P, DDC will be discharging the duties of DDO and first signatory during the period from 6.11.2023 to 31.12.2023, as Smt. Jayashree Satish, Sr.AO who is the DDO currently, is likely to go on leave intermittently during that period. The role of second signatory for making payments more than Rupees Ten lakhs will be discharged by Smt. Jayashree Satish, Sr.AO.

From 1.1.2024 onwards, Smt. Jayashree Satish, Sr.AO will be the DDO/ first signatory and Sh. Balasubramanian.P, DDC will be the second signatory on regular basis as usual.

(ALEX V.F. PAUL MENON.V)  
DEVELOPMENT COMMISSIONER,  
MEPZ SEZ, TAMBARAM.

To:  
The Officers Concerned.

Copy to:

1. PA to DC/PA to JDC/PA to DDC I and II
2. Accounts Section
3. RPAO, Commerce, Chennai.

Admin





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

F.No. 01/31/2023-Admn-I

Dated: 16.01.2024

**OFFICE ORDER**

**Shri K. Ramesh**, Specified Officer has been nominated to undergo Mid – Career Training Programme (MCTP), Phase III of IRS (C&IT) for the year 2023-24 with effect from 29.01.2024 to 23.02.2024. **Smt. B.Indira**, Specified Officer, MEPZ SEZ will look after the duties and responsibilities of **Shri K.Ramesh**, Specified Officer, during this period, in addition to her existing duties until further orders.

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

(PRABU KUMAR K)

DEPUTY DEVELOPMENT COMMISSIONER

To

**The Officer concerned**

Copy to

1. **Shri. K.Ramesh**, Specified Officer , MEPZ SEZ.
2. PA to DC/PA to DDC/PA to DC[C]/ Sr.AO.
3. Notice Board.
4. Guard File.
5. Website.





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

O.O.No.01/02/2021-Admn.I

Dated:07-02-2024

**OFFICE ORDER**

In continuation of this Office Order of even number dated 30.10.2023, Shri R. Ravichandran, Steno Gr.II is posted as PA to JDC with immediate effect.


(ALEX PAUL MENON)  
DEVELOPMENT COMMISSIONER

To

Shri R. Ravichandran,  
Steno Gr.II

Copy to: DDC1/DDC2  
ADCs



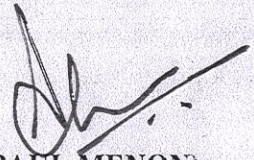
 सत्यमेव जयते Government of India	GOVERNMENT OF INDIA MINISTRY OF COMMERCE & INDUSTRY OFFICE OF THE DEVELOPMENT COMMISSIONER ADMIN OFFICE BUILDING MEPZ – SPECIAL ECONOMIC ZONE, GST ROAD, TAMBARAM, CHENNAI - 600 045 Phone : 044-22628305 Fax: 044- 22628218
--	--

No.1/O.O./2011-Admn.I

Dated 08.02.2024

**OFFICE ORDER**

In continuation of this Office Order of even number dated 07.02.2024, Smt. Anit Hemalatha, Stenographer, Gr.II shall be the Link Officer for Shri R. Ravichandran, Stenographer Gr.II. She will officiate the duties of PA to JDC during the absence of Shri R. Ravichandran,

  
(ALEX PAUL MENON)  
DEVELOPMENT COMMISSIONER


To

- 1) Shri R. Ravichandran, Steno Gr.II
- 2) Smt. Anit Hemalatha, Steno Gr.II

Copy to:

JDC  
DDC1/DDC2  
ADCs



 <p>सत्यमेव जयते Government of India</p>	<p align="center"><b>Government of India</b>  <b>Ministry of Commerce &amp; Industry</b>  <b>Dept. of Commerce</b>  <b>Office of the Development Commissioner</b>  <b>MEPZ Special Economic Zone</b>  <b>Chennai - 600 045</b></p>
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No.1/01/2020-Admn.I (CR)

Dated: 16.02.2024

**OFFICE ORDER**

Consequent to joining of new Officers to work as Authorised Officer, the following postings are made until further orders. Therefore, the respective Authorised Officers are directed to take charge of the SEZ on or before 16.02.2024.

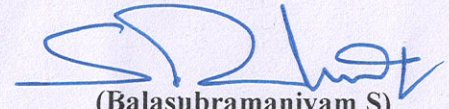
1. **Shri S. David Anand** is posted to work as Authorised Officer of Gateway Office Parks SEZ, Chennai and will hold additional charge of IT SEZ Cell at MEPZ admin. He will attend to all the work relating to implementation of ICES and other IT related works in customs / GST domain in MEPZ and all SEZ's under the jurisdiction of MEPZ region.
2. **Smt. V M Chitra Devi** is posted to work as Authorised Officer of Mahindra World City SEZ, Chengalpattu.
3. **Shri A. Selvarajan** is posted to work as Authorised Officer of Mahindra World City SEZ, Chengalpattu.
4. **Smt. M G Thayyeebunnisa** is posted to work as Authorised Officer of L & T Sipbuilding SEZ, Kattupalli and will hold the additional charge of Frontier Lifeline SEZ, Ponneri.
5. **Shri V Jeyaveeramurugan** is posted to work as Authorised Officer of New Chennai Township SEZs, Cheyyur.
6. **Shri Y Badri Narayanan** is posted to work as Appraiser in MEPZ, Tambaram.
7. **Shri V.Senthil Vel** is posted to work as Authorised Officer of J Matadee FTWZ, Sriperumbudur.
8. **Shri Muralidharan M** is posted to work as Authorised Officer of Platinum Holdings SEZ, Navalur and will hold the additional charge of Estancia IT Park SEZ, Chennai & Sandhya SEZ, Navalur.

...2



9. **Smt. V. Sridevi** is posted to work as Authorised Officer of SIPCOT Hi-Tech SEZ, Sriperumbudur.
10. **Shri D Anandakrishnan** is posted to work as Authorised Officer of Cheyyar SEZ, Tiruvanamalai and will hold the additional charge of SIPCOT SEZ, Ranipet & Cheyyar SEZ, Tindivanam.
11. **Shri G. Ravichandran** is posted to work as Authorised Officer of ELCOT-SEZ, Ilandhaikulam and will hold the additional charge of ELCOT-SEZ, Vadapalanji.
12. **Shri A. Mathiyarasu** is posted to work as Authorised Officer of CCCL SEZ, Tuticorin.
13. **Shri R Raja Sekar** is posted to work as Authorised Officer of AMRL SEZ, Nanguneri and will hold the additional charge of ELCOT SEZ, Gangaikondan.
14. **Shri M.Manivannan** is posted to work as Authorised Officer of SIPCOT SEZ, Gangaikondan.
15. **Shri K S Kumar** is posted to work as Authorised Officer of ELCOT SEZ, Salem.
16. **Shri S.Palvannam** is posted to work as Authorised Officer of SIPCOT SEZ, Perundurai and will hold the additional charge of IG3 Infrastrucure SEZ, Uthukuli.
17. **Smt. G. Balambal**, Authorised Officer is now Posted to KGISL SEZ, Coimbatore and will hold additional charge of Span Venture SEZ, Coimbatore.

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



(Balasubramaniyam S)

Asst. Development Commissioner


To

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

Copy to:

1. **Specified Officer, MEPZ SEZ;**
2. **DDCs and ADCs concerned/NSDL/Notice Board;**
3. **PA to DC/JDC.**



 <p>सत्यमेव जयते Government of India</p>	<p><b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone</b> <b>Chennai - 600 045</b></p>
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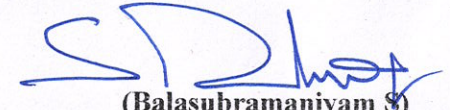
No.1/01/2020-Admn.I (CR)

Dated: 16.02.2024

**OFFICE ORDER**

**Shri S. Rengesh**, Authorised Officer presently posted at Perungudi Real Estates SEZ, Thiruvanniyur and having additional charge of IG3 Infra Limited, Thoraipakkam will also hold additional charge of Syntel International SEZ, Siruseri in addition to his existing SEZs.

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

  
(Balasubramaniam S)  
Asst. Development Commissioner

To

1. Concerned Officer.
2. Concerned Developer.

Copy to:

1. Specified Officer
2. DDCs and ADCs concerned/NSDL/Notice Board;
3. PA to DC/JDC.





GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
OFFICE OF THE DEVELOPMENT COMMISSIONER  
MEPZ – SPECIAL ECONOMIC ZONE  
TAMBARAM, CHENNAI – 600045

No: 1/2/2024-Admin-I

Dated: 29.02.2024

**OFFICE ORDER**

In Supersession of this office order of even number dated 29.03.2022, it has been decided by the undersigned as Head of Department to delegate the powers to **Shri C.Arthur Worchuiyo, IAS**, Joint Development Commissioner, under the provisions of Rule 13(3) of the Delegation of Financial powers Rules 1978, Rule 3(C) read with First Schedule to CCS (Leave) Rules – 1972, S.R.191 read with S.R.2(6) and Appendix 1 to SR, Section 12(6) of the Special Economic Zones Act, 2005 and Para 6.34 of the Foreign Trade Policy 2004-09-Hand Book of Procedures read with Item 41 of Appendix-I, the Joint Development Commissioner will perform the duties and responsibilities as Head of Office (HOO). The Powers delegated shall continue to be exercised by the Joint Development Commissioner except in the following cases.

**The Development Commissioner shall continue to exercise powers mentioned below:**

- i. Adjudication and monitoring of 100% EOUs/SEZ Units/Private SEZs.
- ii. Correspondence with Central/State Governments/UT Administrations and their Agencies.
- iii. Audit Paras of C&AG / Customs Revenue Audit (CRA).
- iv. Parliament Questions.
- v. All Policy matters.
- vi. Administrative and Financial Sanction of Capex Works in all projects
- vii. Administrative and Financial Sanction of O & M Works more than ₹ 50.00 lakh.
- viii. Matters pertaining to Estate Management Section including allotment of Plots/SDF modules/Cancellations and evictions under the Public Premises (eviction of unauthorized occupants) Act 1971.
- ix. All other items of work not specifically delegated to the Joint Development Commissioner.

**1. The powers delegated to Jt. Development Commissioner are as under:**

**a) Admin & Estate Section:**

- All matters except Transfer /Posting/Promotion/Appointment, work allocation and framing of new Recruitment Rules.
- All kinds of regular Leave in respect of Group 'B' and 'C' employees except personal staff of the Development Commissioner.
- All expenditure sanctions of O&M Works less than ₹ 50.00 lakh.
- All expenditure sanctions of Running Account bills.
- **Joint Development Commissioner shall function as Chief Vigilance Officer (CVO)**

**b) Accounts Section:**

- Controlling Officer for TA/LTC of all Group 'B' and 'C' Officials.



- Countersigning authority of LTC/TA claims of all Group 'B' and 'C' Officials.
- Countersigning authority for medical reimbursement claims of Group 'B' and 'C' Officials.
- Sanctioning of Tour/TA advance of LTC advances of all Group 'B' and 'C' Officials.
- Sanctioning of CST/DBK/TED/refund claims.

**c) Matters related to Units:**

- All matters pertaining to SEZ Units and EOUs except granting of new LOAs/LOPs, and Debonding and Exit of Units.

**d) Security Section:**

- All matters pertaining to Security Section.

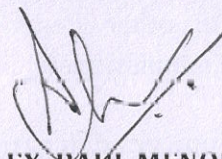
**2. Powers delegated to Deputy Development Commissioner:**

- To accept the Bond-cum-Legal Undertakings (BLUT) on behalf of the Development Commissioner under the provisions of Section 12(6) of the Special Economic Zones Act, 2005.
- Casual Leave of all Group B and C employees.
- Renewal of LoAs/ LOPs of existing Units.

**3. Powers delegated to DCC/ SOs :**

- Casual Leave of AOs, Prev. Supdt. and POs
- Powers of granting permission for sub-contracting outside the Zone under Rule 41 (2) and 41 (3) SEZ Rules, 2006.

4. The delegated powers will be exercised by the above Officers under the overall supervision and direction of the Development Commissioner with effect from 01.03.2024.
5. In the absence of Joint Development Commissioner, all matters pertaining to the above subjects shall be submitted to the Development Commissioner through the concerned Deputy Development Commissioner.



**( ALEX PAUL MENON )  
DEVELOPMENT COMMISSIONER**

**To,**

**Shri C. Arthur Worchuiyo, IAS**  
Joint Development Commissioner, MEPZ SEZ

**Copy to:**

1. Deputy Development Commissioners
2. Specified Officers
3. Senior Pay & Accounts Officer
4. Assistant Development Commissioners
5. All sections



F.No.01/24/2021-Admn.I

Dated: 20.03.2024

**OFFICE ORDER**

**Shri. S. Sadeesh Kumar**, has joined this Office in the post of Assistant Development Commissioner. In order to acquaint him with the functioning of MEPZ SEZ, he is hereby attached with the following Divisions of this Office as per the schedule given below:

Sl.No	Date	Section	Co-ordinator
1.	21.03.2024 (FN)	MEPZ / Estate Management	Shri. K. Vijay Anand, ADC
2.	21.03.2024 (AN)	SEZs & EOU	Shri. T. Sivakumar, ADC
3.	22.03.2024 (AN)	Admin	Shri. T. R. Ravi, ADC
4.	22.03.2024 (FN)	Customs	Shri. Veerasankar, Preventive Supt.
5.	25.03.2024	Visit to Mahindra World City SEZ	Shri. A. Murugan , ADC
6	26.03.2024	Introductory session with DDC 1 & 2	Shri. Balasubramanian. P - DDC Shri. Prabu kumar. K - DDC

Upon completion of the attached schedule, the official is required to submit a report detailing the knowledge and experience gained during the period. .

This is issued with the approval of the Development Commissioner.

*T. R. Ravi*  
20-03-2024.

**(T.R.RAVI)**

ASSISTANT DEVELOPMENT COMMISSIONER

To

**1. Shri. S. Sadeesh Kumar**

Copy to:

1. Preventive Officer, MEPZ SEZ
2. ADC Concerned
3. PA to DC for information
4. PA to JDC for information
5. PA to DDCs for information





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: 08.04.2024

**OFFICE ORDER**

In partial modification to the Office order of even number dated 30.10.2023, Shri S. Sathish Kumaran, ADC is assigned to look after the following works with immediate effect.

	<b>Shri S.Sathish Kumaran, 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)	

This is issued with the approval of the Competent Authority.

*Balasubramanian.P*  
08/04/2024


(Balasubramanian.P)

**Deputy Development Commissioner**

To  
**Officer concerned**

Copy to: EA to DC / PA to JDC / DDC I / DDC II / NSDL.



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone,</b> <b>Chennai - 600 045</b>
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No.1/03/2021-Admn.I

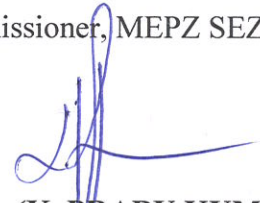
Dated: 01.05.2024

**OFFICE ORDER**

Following are the Link Officer-arrangements made with immediate effect among the Specified Officer to look after the work in their absence/leave/training period so as to clear the files without any delay:-

Sl.No	Division	Specified Officer (Shri/Smt)	Link Officer (Shri/Smt)
1	Chennai I	V. Karthikeyan	K. Ramesh
2	Chennai II	V. Karthikeyan	K. Ramesh
3	Chennai III	K. Ramesh	V. Karthikeyan
4	Maraimalainagar	V. Karthikeyan	B. Indira
5	Chengalpattu	B. Indira	V. Karthikeyan
6	Cuddalore	Nithilavalli. P	B. Indira
7	Trichy	Nithilavalli. P	S. Santhakumar
8	Coimbatore A	S. Santhakumar	Nithilavalli. P
9	Coimbatore B	S. Santhakumar	Nithilavalli. P
10	Madurai	S. Santhakumar	Nithilavalli. P

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



**(K. PRABU KUMAR)**


DEPUTY DEVELOPMENT COMMISSIONER

To

All concerned Officers

Copy to: PA to DC/PA to JDC / Authorised Officers



 सत्यमेव जयते Government of India	<b>Government of India</b> <b>Ministry of Commerce &amp; Industry</b> <b>Dept. of Commerce</b> <b>Office of the Development Commissioner</b> <b>MEPZ Special Economic Zone</b> <b>Chennai - 600 045</b>
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E.No.01/24/2021-Admn.I

Dated: 19.01.2024

**OFFICE MEMORANDUM**

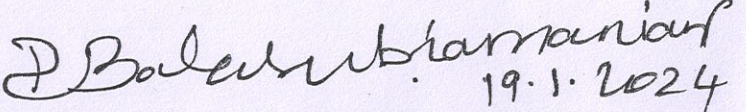
*Sub:* Half day closing (till 2.30 P.M.) of Central Government Offices, Central Institutions and Central Industrial Establishments on 22nd January, 2024 – reg.

I am directed to refer to the Department of Personnel & Training OM issued under File No. 12/7/20223-JCA dated 18th January, 2024 on the captioned subject (Copy enclosed).

2. The Ram Lalla Pran Pratishtha at Ayodhya will be celebrated on 22nd January, 2024 across India. To enable employees to participate in the celebrations, DOPT has decided that all Central Government Offices, Central Institutions and Central Industrial Establishments throughout India will be closed on 22nd January, 2024 for half day till 2.30 P.M.

3. In accordance with the above advisory, MEPZ administrative Office will be closed for half day on 22<sup>nd</sup> January, 2024 till 2.30 P.M. and office shall resume after 2.30 P.M.

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

  
19.1.2024

(Balasubramanian. P)  
Deputy Development Commissioner

To

1. All Officers/Staff concerned.
2. Notice Board.



F. No.12/7/2023-JCA  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)  
Establishment (JCA) Section  
\*\*\*\*\*

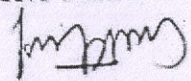
North Block, New Delhi  
Dated the 1<sup>st</sup> January, 2024

OFFICE MEMORANDUM

**Subject: Half day closing (till 2.30 P.M.) of Central Government Offices, Central Institutions and Central Industrial Establishments on 22<sup>nd</sup> January, 2024 – reg.**

The Ram Lalla Pran Pratishtha at Ayodhya will be celebrated on 22<sup>nd</sup> January, 2024 across India. To enable employees to participate in the celebrations, it has been decided that all Central Government Offices, Central Institutions and Central Industrial Establishments throughout India will be closed for half day till 1430 hours on 22<sup>nd</sup> January, 2024.

2. All Ministries/Departments of Government of India may bring the above decision to the notice of all concerned.

  
(Parveen Jargar)

Deputy Secretary to the Govt. of India

To,

1. All Ministries / Departments of the Government of India.
2. UPSC / CVC / IC&AG / National Commission for Linguistic Minorities / National Commission for Scheduled Castes/National Commission for Scheduled Tribes/National Commission for Minorities /President's Secretariat / Vice President's Secretariat/Supreme Court / High Court / Central Administrative Tribunal / Central Information Commission/Prime Minister's Office / Cabinet Secretariat / Election Commission of India / National Human Rights Commission / National Commission for Women / National Commission for Backward Classes / NitiAyog / Lok Sabha Secretariat / Rajya Sabha Secretariat
3. Chief Secretaries to all the State Governments/Union Secretaries
4. All Sections / Officers in the Ministry of Personnel, PG & Pensions
5. All attached Offices / Subordinate Offices / Autonomous bodies of Ministry of Personnel, Public Grievances & Pensions
6. Secretary, Staff Side, National Council (JCM), 13-C Ferozeshah Road, New Delhi (with 10 spare copies) – with reference to employee associations (Staff side) request dated 18.1.2024.
7. Chairman / Secretaries, Central Government Employees Welfare Coordination Committees.
8. PIO, PIB, Shastri Bhavan, New Delhi, with the request that necessary publicity may be given in this regard.
9. Facilitation Centre, DOP&T (20 copies)
10. NIC (DoPT) with the request to place this O.M. on the website of DoPT.



F. No.12/7/2023-JCA  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Training)  
Establishment (JCA) Section  
\*\*\*\*\*

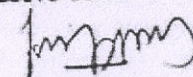
North Block, New Delhi  
Dated the 16 January, 2024

OFFICE MEMORANDUM

**Subject: Half day closing (till 2.30 P.M.) of Central Government Offices, Central Institutions and Central Industrial Establishments on 22<sup>nd</sup> January, 2024 – reg.**

The Ram Lalla Pran Pratishtha at Ayodhya will be celebrated on 22<sup>nd</sup> January, 2024 across India. To enable employees to participate in the celebrations, it has been decided that all Central Government Offices, Central Institutions and Central Industrial Establishments throughout India will be closed for half day till 1430 hours on 22<sup>nd</sup> January, 2024.

2. All Ministries/Departments of Government of India may bring the above decision to the notice of all concerned.



(Parveen Jargar)

Deputy Secretary to the Govt. of India

To,

1. All Ministries / Departments of the Government of India.
2. UPSC / CVC / C&AG / National Commission for Linguistic Minorities / National Commission for Scheduled Castes / National Commission for Scheduled Tribes / National Commission for Minorities / President's Secretariat / Vice President's Secretariat / Supreme Court / High Court / Central Administrative Tribunal / Central Information Commission / Prime Minister's Office / Cabinet Secretariat / Election Commission of India / National Human Rights Commission / National Commission for Women / National Commission for Backward Classes / NitiAyog / Lok Sabha Secretariat / Rajya Sabha Secretariat
3. Chief Secretaries to all the State Governments / Union Secretaries
4. All Sections / Officers in the Ministry of Personnel, PG & Pensions
5. All attached Offices / Subordinate Offices / Autonomous bodies of Ministry of Personnel, Public Grievances & Pensions
6. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi (with 10 spare copies) – with reference to employee associations (Staff side) request dated 18.1.2024.
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GOVERNMENT OF INDIA  
M/O. COMMERCE AND INDUSTRY  
D/o. COMMERCE  
O/o. THE DEVELOPMENT COMMISSIONER  
MEPZ SPECIAL ECONOMIC ZONE, CHENNAI-600045.  
PH:044-22628218; MAIL ID: [dc@mepz.gov.in](mailto:dc@mepz.gov.in)

No. 3(124)/2024-25/A-II/

dt. 30.04.2024

**OFFICE ORDER**

The office order issued vide No. 3(124)/2024-25/A-II/ dt. 23.4.2024 has been cancelled and in lieu of that following orders are issued:

1. The role of DDO is assigned to Sh. K. Prabu Kumar, DDC for the period from 1.5.2024 to 20.5.2024 as Smt. Jayashree Satish, Sr.AO who is the DDO currently, is going on leave from 6.5.2024 to 17.5.2024.
2. Sh. R. Sriram, Stenographer, Gr.II will be discharging the role of second signatory for making payments more than Rupees Ten lakhs with effect from 23.5.2024 as mentioned the aforesaid order.

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

*sd-*  
(JAYASHREE SATISH)  
SENIOR ACCOUNTS OFFICER  
MEPZ SEZ, CHENNAI.

To:  
The Officers Concerned.

Copy to:

1. PA to DC/PA to JDC/PA to DDC I and II
2. ADC(Admn), MEPZ SEZ.
3. Personal Files of the concerned officers.
4. Accounts Section.
5. RPAO, Commerce, Chennai.

*[Signature]*  
30/4/2024  
SENIOR ACCOUNTS OFFICER  
MEPZ SEZ, CHENNAI.