



भारतसरकार/ GOVERNMENT OF INDIA,  
सीपज़- सेज़प्राधिकरण/ SEEPZ SEZ AUTHORITY,  
वणिज्यऔद्योगिकमंत्रालय, MINISTRY OF COMMERCE & INDUSTRY,  
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No.SEEPZ-SEZ/ADMN/10/2001-02/Vol-IV/04776

30.03.2022

## OFFICE ORDER No. 32 /2022

In partial modification of the earlier Office Order No. 233/2021 dated 23.04.2021, the following modifications are made herewith. During the leave period of officers, the following link arrangement will be adhered to :

Sr. No.	Name of the Officer	Name of 1 <sup>st</sup> Link Officer	Name of the 2 <sup>nd</sup> Link Officer
1.	Smt Kiran Vanker, ADC	Smt. Bridget Joe, EA to DC	Shri Raju Kumar, ADC
2.	Shri Raju Kumar, ADC	Smt Kiran Vanker, ADC	Smt. Bridget Joe, EA to DC
3.	Smt. Bridget Joe, EA to DC	Smt Kiran Vanker, ADC	Shri Raju Kumar, ADC
4.	Shri Praveen kumar, AO, (Appraiser) for IA-I Section (SEEPZ-SEZ)	Shri Anil Kaushal, AO, (Appraiser) for IA-I Section (SEEPZ-SEZ)	Shri Raju Kumar, ADC for IA-I Section (SEEPZ-SEZ)
5.	Shri Anil Kaushal, AO, (Appraiser) for IA-II Section (SEEPZ-SEZ)	Shri Praveen kumar, AO, (Appraiser) for IA-II Section (SEEPZ-SEZ)	Shri Raju Kumar, ADC for IA-II Section (SEEPZ-SEZ)
6.	Shri Z.S. Geroge, PAO	Smt Kiran Vanker, ADC	Shri Raju Kumar, ADC
7.	Smt. Rekha Nair, Assistant	Shri Ravindra Kumar, UDC	Shri Rajesh Kumar, UDC
8.	Shri G. S. Bhandari, Assistant	Smt. Rekha Nair, Assistant	Shri Ravindra Kumar, UDC
9.	Smt. Rekha Nair, Assistant	Shri Ravindra Kumar, UDC	Shri Rajesh Kumar, UDC
10.	Shri Ravindra Kumar, UDC	Smt. Rekha Nair, Assistant	Shri G. S. Bhandari, Assistant
11.	Shri Rajesh Kumar, UDC	Shri Ravindra Kumar, UDC	Smt. Rekha Nair, Assistant
12.	Shri Ashok Kumar Meena, LDC	Shri Rajesh Kumar, UDC	Shri Janesh Tripathi, LDC
13.	Shri Janesh Tripathi, LDC	Shri Rajesh Kumar, UDC	Shri Ashok Kumar Meena, LDC
14.	Smt Zeena Goveas AO	Shri Hekmat Singh, AO	Shri Pradeep More, AO

2. The leave shall not be granted to the Officer/Officials and Link officer/ officials at the same time. However, if granted in exigencies, second link officer/official will look after the concerned work.
3. It is also directed that handing over and taking over charge over charge in prescribed format under GFR-33 should be completed by above mentioned officials, listing down all the pending letters/ documents being handed over/taken over. A copy of the same should be submitted to the Administration Section with five working days.
4. This issues with the approval of the Competent Authority.

*Am*  
*30.3.2022*

Assistant Development Commissioner/ADMIN  
SEEPZ-SEZ

To,

- a. All Concerned Officers.
- b. All Sections
- c. Office Order File/Register
- d. Personal File of Concerned Officers.
- e. DCO/JDCO