



OFFICE ORDER No. 128/2020

In partial modification of Office Order No. 62/2019 Dated 14/08/2019, the following powers have been delegated with immediate effect and till further orders:-

A. POWERS DELEGATED TO JDC:

Sr. No.	Section	List of Works
1	SEEPZ SEZ/New SEZ	<ul style="list-style-type: none">• Issue of LOA after approval of the proposal by Unit Approval Committee.• Matters related to NSDL.• Issue of Certificate for Electricity Duty exemption to Units.• Issue of Commencement Certificate or Certificate in lieu of Green card to SEZ units.• Approval for personal carriage of jewellery/Articles for exhibition.• Export of samples.• Issue of Kimberly Certificate.• Public relations.• Supervision of GSP work.• Approval of default list of services to Units.• Addition/deletion of space, incubation space (in private SEZs) without revision of projections in Pvt. SEZs.• Temporary extension on SEZ online up to 3 months.• Acceptance / issuance of Bond-cum-Legal Undertaking.• Acceptance of Exit LUT on approval by DC.• IEC amendments.• Intimation of procurement of used capital goods.• Agenda for UAC on approval of the proposal on file by DC.• Re-imburement of Refund of Duty in lieu of drawback up to Rs. 1.00 Cr.• Attending all CRA/CAG objections.• Attending to all Parliamentary Questions and Govt. References with the approval of DC.• Authorized to issue 2nd deficiency letters related to new applications / renewals / broad banding / capital goods enhancement etc. related to SEZs.• Issue of SCN/Adjudication for non-submission of APRs only.• MEIS/SEIS/Other scrips up to Rs. 1.00 Cr.

2	Export Oriented Unit	<ul style="list-style-type: none"> • Issue of LOA on approval by UAC. • Execution of Legal Undertaking. • Approval of Addendum to LUT. • Issuance of fresh/renewed green card. • IEC amendments/issuance. • Permission for Advance DTA sale & regular DTA sale. • Permission for re-export/re-import. • Authorization of softex forms. • Permission disposal of scrap/waste. • Permission for replacement/repair of goods. • Permission for change of name without changing shareholding pattern. • Allotment of IEC No. • Permission of final exit of EOU on approval by DC. • Permission for enhancement of Capital goods. • Permission for export through exhibition/tour. • Re-imburement of CST/DBK/TED up to Rs. 1.00 Cr. • All disputed matters of above works with the approval of DC. • Issue of SCN/Adjudication for non-submission of APRs. • Issue of non incentive/free sale certificate in terms of FTP. • MEIS/SEIS related works up to Rs. 1.00 Cr.
3.	Labour	Full powers of Labour related issues.
4.	Accounts	<u>CST/DBK/TED & ROD:-</u> <ul style="list-style-type: none"> • Sanction of all claims related to CST/DBK/TED/Refund of Duty in lieu of Drawback up to Rs. 1.00 Cr. • Approval for RTGS payments in respect of the claims along with 2nd signatory.
5.	RTI matters	All matters related to First appeal under RTI Act.
6.	Administration	<ul style="list-style-type: none"> • All kind of leaves up to Group 'B' Officers/Officials. • Issuance of Memorandum up to Group 'B' Officers/Officials after DC's approval. • Matters related to vacancies. • Pension related matters. • Matters pertaining to Govt. references / Parliamentary Questions (after obtaining approval of DC). • Matters related to APARs. • Matters related to Tenders/Purchase after obtaining approval of DC.

B. POWERS DELEGATED TO DDC:

1	Administration	<ul style="list-style-type: none"> • All follow up matters related to Tenders after approval of DC. • All matters related to purchase as per Financial Power. • All matters related to pension/retirement. • Matters related to annual increment to the Govt. Employees.
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2	Export Oriented Unit	<ul style="list-style-type: none"> • Issue of GSP certificate. • Intimation related matters pertaining to inter-unit transfer. • Eligibility certificate for employment visa for lower level technicians. • Intimation related matters pertaining to re-export/re-import. • Intimation related matters pertaining to disposal of scrap/waste. • Intimation related matters pertaining to replacement/repair of goods.
3	Delegation of Financial Powers	<p>I. <u>Full Power:</u></p> <ul style="list-style-type: none"> • Payment of Electricity Bills. • Office/Residential telephone including internet charge/payment. • Purchase of postal stamps. • Purchase of news papers and Periodicals. • Payment of water charges. • Re-imburement of tuition fee / Newspapers. <p>II. <u>After Approvals:</u></p> <ul style="list-style-type: none"> • Payment of outsourced staff after approval of contract; • Bill payment of all AMCs after approval of contract. • Payment of bills for hiring of vehicles after approval of contract. • Purchase of computer consumables including purchase of cartridges after approval of contract. <p>III. <u>Limited Power:</u></p> <ul style="list-style-type: none"> • Purchase of Office Stationery up to Rs. 1,00,000/- (one time). • Fixtures, Furniture and Repairs up to Rs. 1,00,000/- (one time). • Non-official publication up to Rs. 5,000/-. • Purchase, Hire , Upkeep and repair of all Office Equipments including dedicated work processors, intercom equipments, calculators, electronic stencil cutter, Dictaphones, tape records, photo copies, copying machines, franking machines, addressographs, filling and indexing systems etc. up to Rs. 25,000/- at a time.



C. POWERS DELEGATED TO ADCs:

1	All Sections	<ul style="list-style-type: none">• Any first deficiency on scrutiny of all applications/request of the Units / Developers / Co-developers.• Intimation of acceptance of LoA/All approval/Permission.• Approval for issue of Digital Signature to Employees.• Work related to EPCES for SEZs & EOUs.• Issuance of Bonafide Certificate for Passport purpose.• Issue of Corrigendum (for typographical error).
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D. (i) JDC-Pune will have the same powers as JDC, SEEPZ in the SEZ matters of Pune Cluster except CRA, DBK, MEIS/SEIS related work.

(ii) JDC-Pune will look after all kind of leave of the Officers up to Group-B, under Pune Cluster. He will send the Earned Leave application to ADC/Admin, SEEPZ for record purpose.

(iii) ADC/Security will look after all kind of leave of the Govt. security personnel.

(iv) All powers delegated to lower officer shall be exercisable by higher officer.

(v) All files to the Development Commissioner will be routed through Jt. Development Commissioner.

This issues with the approval of Development Commissioner, SEEPZ-SEZ.



(Raju Kumar)

Asstt. Development Commissioner (Admin)
For Development Commissioner

No. SEEPZ-SEZ/ADMIN/273/08-09/00546

Dated: 10 /01/2020

To,

1. All Concerned Officers and staff.
2. Office Order File.
3. Office Order Register