



भारतसरकार/Government of India
 फलताविशेष आर्थिक क्षेत्र/FALTA SPECIAL ECONOMIC ZONE
 वाणिज्यविभाग/Department of Commerce
 वाणिज्यऔरउद्योगमंत्रालय/Ministry of Commerce & Industry
 निजामपैलेस, दूसराएमएसओभवन, चौथीमंजिल/Nizam Palace, 2nd MSO
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Falta SEZ



आज़ादी का
अमृत महोत्सव



Azadi Ka
Amrit Mahotsav

No.A-22022/01/2021-FSEZ(Admn)/878

Date : 09.09.2024

OFFICE ORDER

In supersession of Office Order No. A-22011/01/2021-FSEZ(ADMN) dated 11.02.2021 issued in this regard, the work amongst the staffs are reallocated as under with immediate effect:

Sl. No.	Name & designation of the Staff	Work allocated	Link Staff	
1.	Shri Swapan Kr. Roy, Assistant	1. Falta SEZ Units (Alphabets : S-Z) 2. EOUs (Alphabets : H-Z)	1. Administration & Establishment, works related to APAR. 2. LTC & Leave Encashment. 3. Parliament Question i.r.o. EOUs (as per alphabet)	Shri Samir Kr. Biswas, Assistant
2	Shri Samir Kr. Biswas, Assistant	1. EOUs (Alphabets : A-G)	1. Cashier, TDS, LPC, Budget FSEZ & all Accounts related work. 2. All Bills related to Salary, LTC, Leave encashment, TA & Personal Advance	Shri Mrinal Biswas, Assistant

			3. Parliament Question i.r.o. EOUs (as per alphabet).	
3.	Shri Mrinal Biswas, Assistant	1. Falta SEZ Units (Alphabets : O-R)	1. Leave. 2. Maintenance of Service Book. 3. Children Education Allowance (CEA). 4. Audit 5. RTI 6. Parliament Question i.r.o. SEZ units. 7. Vigilance, works related to IPR.	Shri Swapan Kr. Roy, Assistant
4	Shri Moley Chatterjee, Sr. Stenographer.	PA to Development Commissioner		
5.	Shri Nikhil Kr. Jaiswal, Upper Division Clerk	1. Falta SEZ Units (Alphabets : A-G)	1. FSEZ Authority 2. Social Media monitoring & Website. 3. Publicity.	Shri Sudhir Kumar, LDC
6.	Shri Sudhir Kumar, Lower Division Clerk	1. Falta SEZ Units (Alphabets : H-N)	1. All Bills (excluding Salary, leave encashment & personal advances). 2) Purchase & Store, Maintenance of Stock in Register. 3. GEM. 4. Official Language	Shri Nikhil Kr. Jaiswal, UDC



7.	Shri Munesh Kr. Balmiki, MTS	1. Liaising with RPAO. 2. Duty at Entrance Gate & Monitoring of Visitors, Movement of Files (to & Fro) from DC/DDCs/SO(Customs)/ Sr. AO/ADCs. <i>18</i>	Md. Nizamuddin Shaik, MTS
8	Md. Nizamuddin Shaik, MTS	1. R&I, Telephone operating. 2. Duty at Entrance Gate & Monitoring of Visitors, Movement of Files (to & Fro) from DC/DDCs/SO(Customs)/ Sr. AO/ADCs. <i>18</i>	Shri Munesh Kr. Balmiki, MTS

This issues with the approval of Development Commissioner, Falta Special Economic Zone.

Signed by **Abhishek Sanyal**

(Admin) Date: 09-09-2024 18:03:57

Dy. Development Commissioner (Admin)



To : Individuals concerned.

Copy to :

- ✓ 1. PA to DC/DDCs/Sr. AO/ADCs/Customs Officers, Falta SEZ.
2. Office Order file
3. Notice Board/Website
4. Hindi Cell.