

Establishment Section

Sl.No.	Type of cases	Level of final disposal	Channel of submission
1	Establishment matters and personnel Administration including appointments, appeals/petitions, maintenance of Reservation Rosters, maintenance of Service Books, Leave matters, preparation of pension papers, court cases, cases relating to sexual harassment of women at work place etc.	Development Commissioner	ADC
2	Vigilance, Disciplinary matters, various returns relating thereto including property returns, Security matters.	Development Commissioner	ADC
3	All matters relating to staff car and supply of uniforms	Development Commissioner	ADC
4	All purchases including stationery and related items, maintenance of registers in this regard and obtaining sanctions.	Development Commissioner	ADC
5	Monthly, Quarterly, Half yearly and Annual reports.	Development Commissioner	ADC
6	List of holidays/Welfare co-ordination with Central Government Employees Welfare co-ordination Committee.	Development Commissioner	ADC
7	Maintenance of Casual Leave, RH and CCL Register.	Development Commissioner	ADC
8	Maintenance of CR dossiers.	Development Commissioner	PA to DC
9	Maintenance of Medical Register	Development Commissioner	PAO
10	Maintenance of various declarations made by officers and staff	Assistant Development Commissioner (Admn)	ADC
11	Identity Cards/Gate Passes, processing requests.	Development Commissioner	ADC
12	Compilation and submission of RE-BE Proposals.	Development Commissioner	PAO
13	Maintenance of Public Grievance Register	Development Commissioner	ADC
14	Parliament Questions/VIP references	Development Commissioner	ADC
15	Implementation of Official Language	Development Commissioner	ADC
16	All matters relating to Computerisation	Development Commissioner	ADC

CST/DBK/TED/DEPB Section

Sl.No.	Type of cases	Level of final disposal	Channel of submission
1	DBK (Deemed Exports/TED)/DEPB	DC	ADC/PAO/
2	CST	DC	ADC/PAO
3	Brand Rate Fixation	DC	ADC/PAO/

Accounts Section

Sl.No.	Type of cases	Level of final disposal	Channel of submission
1	Establishment Bills (Salary)	DC	PAO
2	TA Bills other than DC, DCC	DC	PAO
3	TA Bills DC, DCC,	DC	PAO
4	Medical Re-imburement	DC	PAO
5	Office Establishment Contingent Bills	DC	PAO
6	Office Establishment Contingent Bills (below Rs.5000)	DC	PAO
7	LTC Bills	DC	ADC/ PAO
8	GPF Advances	DC	ADC/ PAO
9	Short-term advances	DC	ADC/ PAO

SEZ Section

Sl.No.	Type of cases	Level of final disposal	Channel of submission
1	Approval of applications - Board Approvals	Board of Approval	ADC /DC
2	Approval of applications - Automatic Approvals	DC	ADC
3	Issue of Letter of Approval/Intent	DC	ADC
4	Execution of Legal Undertaking	DC	ADC
5	Issue of Green Card	DC	ADC
6	Issue of Status Holder Certificate	DC	ADC
7	Amendments to 1 -6 above.	DC	ADC
8	Enhancement in the Capital Goods import limit	DC	ADC
9	Annual Performance Review of SEZs	DC	ADC
10	DTA Sale	DC	ADC
11	Fixation of wastage Norms (Adhoc fixation)	DC	ADC
12	Fixation of wastage Norms –regular	Board of Approval	ADC /DC
13	Miscellaneous permissions/clearances	DC	ADC
14	Renewal of Letter of Permission/Letter of Intent	DC	ADC
15	Inter unit transfer of capital goods	DC	ADC
16	Cancellation of Letter of Approval/Intent	DC	ADC
17	Debonding of SEZ units	DC	ADC
18	Attestation of Softex Forms	DC	ADC
19	Eligibility Certificate for Employment of Foreign Technicians	DC	ADC
20	Permission for re-export/re-import	DC	ADC
21	Court Cases	DC	ADC
22	Monitoring the schedule of completion commercial production, commencement of exports etc. as per schedule	DC	ADC
23	Parliament Questions	DC	ADC
24	Preparation of agenda for BOA meetings	DC	ADC
Estate matters			
1	Allotment of space	DC	ADC
2	Execution of Lease Deed	DC	ADC
3	Permission for construction/expansion of Bldg.	DC	ADC
4	Court Case connected with estate matters	DC	ADC
5	Auction of Assets of Evicted units	DC	ADC
6	Market Development Activities	DC	ADC

EOU Section

Sl.No.	Type of cases	Level of final disposal	Channel of submission
1	Approval of applications - Board Approvals	Board of Approval	DC/ADC
2	Approval of applications - Automatic Approvals	DC	ADC
3	Issue of Letter of Approval/Intent	DC	ADC
4	Execution of Legal Undertaking	DC	ADC
5	Issue of Import Export Code Certificate	DC	ADC
6	Issue of Green Card	DC	ADC
7	Amendments to 1 -6 above.	DC	ADC
8	Enhancement in the Capital Goods import limit	DC	ADC
9	Annual Performance Review of EOUs	DC	ADC
10	DTA Sale	DC	ADC
11	Fixation of wastage Norms (Adhoc fixation)	DC	ADC
12	Fixation of wastage Norms -regular	Board of Approval	DC/ADC
13	Miscellaneous permissions/clearances under FTP	DC	ADC
14	Renewal of Letter of Permission/Letter of Intent	DC	ADC
15	Inter unit transfer of capital goods	DC	ADC
16	Cancellation of Letter of Approval/Intent	DC	ADC
17	Debonding of EOUs	DC	ADC
18	Attest Issue of GSP Certificates	DC	ADC

Customs Section

Sl.No.	Type of cases	Level of final disposal	Channel of submission
1	SCN, Demand Notices, Adjudication matters etc.	Asst.Commissioner of Customs	Appraiser
2	Permission for job work, inter unit transfer, DTA sales,	Asst.Commissioner of Customs	Superintendent
3	Assessment of Bill of Export, Shipping Bill, Bill of Entry and Bill of Entry for DTA sales	Asst..Commissioner of Customs	Appraiser
4	Domestic Procurement of Capital goods and raw materials of excisable goods	Asst.Commissioner of Customs	Superintendent
5	Execution of General Bond by Units in the Zone.	Asst.Commissioner of Customs	Appraiser
6	Inter unit transfer of capital goods	Asst.Commissioner of Customs	Supdt. of customs
7	Debonding of SEZ units	Development commissioner	Asst.Commissioner of Customs
8	Disposal of property of defunct units	Asst.Commissioner of Customs	Superintendent
9	Inventorisation of assets of defunct units	Asst.Commissioner of Customs	Superintendent
10	Valuation and classification	Asst.Commissioner of Customs	Appraiser
11	Destruction/Removal of wastage, scraps etc.	Asst.Commissioner of Customs	Superintendent
12	Weekly, Monthly and annual reports of Export/ Import by the units.	Asst.Commissioner of Customs	Appraiser
13	Consumption report of raw materials procured from DTA without payment of duty.	DY.Commissioner of Customs	Superintendent
14	Court cases	Asst.Commissioner of Customs	Appraiser