

भारत सरकार/GOVERNMENT OF INDIA
विकास आयुक्त कार्यालय/OFFICE OF THE DEVELOPMENT COMMISSIONER
कोचीन विशेष आर्थिक क्षेत्र /COCHIN SPECIAL ECONOMIC ZONE
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Dated the 3rd September, 2026

OFFICE ORDER NO.53/2026

The following re-allocation of work is ordered with immediate effect in partial medication of earlier orders on the subject:

Sl. No.	Name of the officer	Description of duties	Link official	Reporting Officer
1	Smt. Sushama T.S., Stenographer Gr.I.	1. PA to DC 2. Any other work assigned by DC/DDC	Shri V S Sunilkumar, Executive Assistant	DC, CSEZ
2	Smt. Vijitha M.S., Assistant	1. Establishment and Administrative matters 2. Preparation of various reports and returns of Administration 3. Any other work assigned by DC/DDC	Shri Sreeba Simon, UDC	Shri E V Gokulnath, ADC
3	Shri Harisha K, Assistant	1.Supervision of Despatch 2.DAK inward entry (both physical and electronic) 3.Leave matters 4.Any other work assigned by DC/DDC	Shri Gireesh P, UDC	Shri E V Gokulnath, ADC
4	Shri Gireesh, UDC	1. Purchases through GeM and otherwise 2. Maintenance of AMCs and contractual outsourcing in respect of Office of DC, CSEZ Cochin and for Sub Office, Bangalore. 3. PD Maker 4. Caretaker 5. Any other work assigned by DC/DDC	Shri Sreeba Simon, UDC	Shri Harikumar K K, ADC
5	Shri Sreeba Simon, UDC	1. Accounts matters CSEZ (Processing of all bills relating to O/o DC, CSEZ) 2. PD Maker (Salary, TA Bills and CST/DBK/TED) 3. Processing of claims (Medical, ICT, SAP, Digital Equipments, Repair & Maintenance, Professional Charges, Advertisement & Publicity, Training and Reward)	Smt Indu V, LDC	Shri Ajitkumar K R, Sr.AO (Sl.Nos.1-3)

		4. Processing of MEIS/SEIS 5. Issues of I forms 6. Any other work assigned by DC/DDC		Smt Treesa Tomy, ADC (Sl.Nos.4 & 5)
6	Shri Rajesh Aniyeri, LDC	1. All licensing matters of CSEZ 2. All matters related to IWMS, CSEZA 3. All infrastructure works of ongoing projects & upcoming projects 4. Establishment/Accounts matters, CSEZA 5. Any other work assigned by DC/DDC	Shri Krishnadas M. LDC	Smt Maheswariamma R, ADC
7	Smt. Indu V.R., LDC	1. All recurring bills related to Admin Office and Sub office Bangalore. 2. Processing of LTC/GPF Advance/withdrawal 3. PD Maker (LTC, GPF, EL Encashment, CEA and OE) 4. Processing of DBK/TED 5. Any other work assigned by DC/DDC	Shri Gireesh P, LDC	Shri Harikumar K K, ADC (Sl.Nos.1 to 3) & Smt Maya K H, ADC (Sl.No.4)
8	Shri Krishnadas M, LDC	1. Estate matters of CSEZA. 2. All matters related to PDS, CSEZA 3. Matters relating to fire & safety of CSEZ including CSEZ Admin 4. IT related matters of CSEZA 5. Assisting Computer Cell 6. Any other work assigned by DC/DDC	Smt Vijitha M S, Assistant	Smt Maheswariamma R, ADC (Sl.No.1 to 4) Sh.V.S.Sunilkumar, EA (Sl.No.4 & 5)
9	Ms Sonali Shekhar, Steno Grade III.	1. Official Language implementation 2. RTI/Public grievance matters 3. Any other work assigned by DC/DDC	Shri Harisha K, Assistant	Smt Treesa Tomy, ADC

All concerned are requested to handover/receive files immediately.

This is issued with the approval of Development Commissioner, CSEZ.

P. Sreevidya
03/09/2026.

(P I Sreevidya, IAS)
Dy. Development Commissioner

Copy to: All concerned.

