



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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No 01/18/2000:ADMN:CSEZ:Vol-II /1216

Dated the 29<sup>th</sup> April, 2026

**OFFICE ORDER NO. 31/2026**

In partial modification of the Office Order No.41/2025 dated 18.09.2025, 49/2025 dated 26.11.2025 & 51/2025 dated 19.12.2025 the following changes in work allocation are hereby ordered, with immediate effect:

Sl. No	Name of the Officer	Proposed Work allocation	Reporting Officer	Link Officer
1	Smt. Annamma KM, ADC	1. Maintenance of Service Book 2. Leave Sanction and records thereon. 3. DAK 4. DDO	DDC	Shri E V Gokulnath, ADC
2	Shri E V Gokulnath, ADC	1. Administration and establishment matters excluding charge allotted to Sl.No.1 2. P D Checker & CDDO Checker 3. Vigilance	DDC	Smt. Annamma KM, ADC
3	Smt. Maheswariamma R, ADC	1. Secretary in charge, CSEZA 2. All licensing matters related to CSEZ	DDC	Shri Pramodu, Assistant
4	Shri. Harikumar KK, ADC	1. All licensing matters related to Carborandum SEZ 2. All matter relating to: (i) Recurring bills like electricity, water, post office, telephone, internet, newspaper, etc. for Bangalore and Admin Office, Cochin. (ii) Hiring of vehicles, outsourcing of manpower, housekeeping, security service, AMC of various items and procurements through GEM or otherwise. (iii) All court cases related to Admin Section. 3. CDDO maker	DDC	Shri. Pramodu, Assistant
5	Smt. Vinitha V, ADC	1. All licensing matters related to Infopark SEZ Phase-II 2. Processing of MEIS/SEIS claims	DDC	Shri Robin Varghese, ADC
6	Shri. Dhanoor CV, ADC	1. All licensing matters related to i. ETP SEZ, Phase-I, TVM ii. ETP SEZ Phase-II, TVM iii. ETP SEZ Phase-III, TVM iv. ETP SEZ Phase-IV, TVM v. KINFRA IT/ITES SEZ, Tvm	DDC	Shri Robin Varghese, ADC
7	Smt. Maya KH, ADC	1. All licensing matters related to ULCCSL SEZ, Kozhikode 2. CST/DBK/TED claims 3. Organizing training programmes 4. Processing of IEC applications	DDC	Smt Neethu Hussain, ADC
8	Shri Jijo V Thomas, ADC	1. All licensing matters related to i. KINFRA Food Processing, Kakkanchery ii. Infosys Ltd. SEZ, Bangalore	DDC	Shri K V Sandeep, ADC

		<ul style="list-style-type: none"> <li>iii. Infosys Ltd. SEZ, Hubli.</li> <li>2. Matters related to Power Distribution System (PDS), CSEZA.</li> </ul>		
9	Smt Neethu Hussain, ADC	<ul style="list-style-type: none"> <li>1. All licensing matters related to <ul style="list-style-type: none"> <li>i. Sutherland Global Services Pvt. Ltd. SEZ, Kalamassery</li> <li>ii. KSITIL SEZ, Kollam</li> </ul> </li> <li>2. Cost recovery matters</li> <li>3. Duties of Record Officer</li> <li>4. Duties of Nodal Officer, AEBAS</li> <li>5. Swachhta &amp; cleanliness drive campaigns and other campaigns</li> </ul>	DDC	Shri Sunilkumar V S, EA
10	Shri K V Sandeep, ADC	<ul style="list-style-type: none"> <li>1. All licensing matters related to SmartCity SEZ</li> <li>2. Matters related to WTP and CETP, CSEZA</li> </ul>	DDC	Shri Jijo V Thomas, ADC
11	Shri Robin Varghese, ADC	<ul style="list-style-type: none"> <li>1. All licensing matters related to Infopark SEZ Phase – I</li> <li>2 Estate Manager, CSEZA</li> </ul>	DDC	Smt. Vinitha V, ADC
12	Shri. Pramodu, Assistant	<ul style="list-style-type: none"> <li>1. All licensing matters related to <ul style="list-style-type: none"> <li>i. Vallarpadam SEZ</li> <li>ii. Puthuvypeen SEZ</li> </ul> </li> <li>2. EOU work</li> <li>3. All adjudication and court related matters</li> <li>4. Personal hearing in respect of SEZ units/EOUs</li> </ul>	DDC	Shri. Harikumar KK, ADC
13	Shri. Sunil Kumar VS, Executive Assistant	<ul style="list-style-type: none"> <li>1. All Information to be sent to DoC: UAC and BoA including Parliament questions and related matters</li> <li>2. Computer Cell in charge of CSEZ &amp; CSEZA</li> <li>3. Maintenance of export/import data of all SEZs and coordination with Ministry</li> </ul>	DDC	Smt. Maheswariamma R, ADC
14.	Shri Athulkumar M, ADC	<ul style="list-style-type: none"> <li>1 All licensing matters related to <ul style="list-style-type: none"> <li>i. KSITIL SEZ, Kozhikode</li> <li>ii. Global Village SEZ, Bangalore</li> <li>iii. HCL Technologies, Bangalore</li> </ul> </li> <li>2 Matters related to Zero Liquid Discharge (ZLD) Plant, CSEZA.</li> </ul>	DDC	Smt. Treesa Tomy, ADC
15.	Smt. Treesa Tomy, ADC	<ul style="list-style-type: none"> <li>1. All licensing matters related to <ul style="list-style-type: none"> <li>i. KSITIL SEZ, Koratty</li> <li>ii. Bagmane SEZ</li> <li>iii. Bagmane SEZ III</li> <li>iv. Bagmane SEZ IV</li> </ul> </li> </ul>	DDC	Shri Athulkumar M, ADC
16	Smt Anjali A Kulkarni, ADC	<ul style="list-style-type: none"> <li>1. All licensing matters related to <ul style="list-style-type: none"> <li>i. Infosys Technologies Ltd SEZ Mysore</li> <li>ii. Larsen and Toubro SEZ, Mysore</li> <li>iii. Embassy Property Developments Pvt Ltd SEZ.</li> <li>iv. L&amp;T Reality Developers Ltd SEZ</li> <li>v. RGA Infrastructure SEZ</li> </ul> </li> </ul>	DDC	Shri Palanisami, ADC
17	Shri Subrata Paul, ADC	<ul style="list-style-type: none"> <li>1. All licensing matters related to <ul style="list-style-type: none"> <li>i. Embassy Tech Village SEZ (Formerly Vrindavan Techvillage SEZ)</li> <li>ii. Gopalan Enterprises Pvt. Ltd SEZ (Global Axis-Hoodi)</li> <li>iii. Karle Projects SEZ</li> <li>iv. KIADB Aerospace SEZ</li> <li>v. KIADB Pharmaceutical SEZ</li> </ul> </li> </ul>	DDC	Shri Palanisami, ADC

		vi. Manyata Embassy Business Park SEZ vii. Milestone SEZ viii. Siemns Helthcare Pvt. Ltd. SEZ		
18	Shri Palanisami, ADC	1. All licensing matters related to i. Aeqes SEZ ii. Aeqes SEZ (Koppal) iii. Amin Properties Llp SEZ iv. Biocon SEZ v. Cessna SEZ vi. Divyasree Technopark SEZ vii. Gulf Oil SEZ viii. Information Technology Park Ltd (Itpl) SEZ ix. Modern Assets SEZ	DDC	Smt Anjali A Kulkarni, ADC
19	Shri Manjunatha K, ADC	i. All licensing matters related to Wipro Limited (Electronic City) SEZ ii. Wipro Limited (Kodathi) SEZ iii. Wipro Limited (Sarjapur) SEZ iv. Infosys Ltd. SEZ (Mangalore) v. KIADB SEZ Hassan – Textiles vi. Aspen Infrastructure Limited SEZm Udupi. vii. KIADB IT SEZ, Mangalore, viii. Gopalan Enterprises Pvt Ltd (Fortune City) SEZ ix. Gopalan E-Park(Mysore) SEZ	DDC	Shri Subrata Paul, ADC
		v. Mangalore Special Economic Zone, Mangalore.	DC, MSEZ	
20	Shri Akbar Ahammed, ADC	1. All licensing matters related to i. Pritech Park SEZ (Primal Projects Ltd) ii. Arliga Ecoworld Infrastructure Pvt. Ltd SEZ, (RMZ SEZ) iii. Brigade Tech Gardens (Formerly Brookfield Real Estate SEZ) iv. KEONICS SEZ (Shimoga) v. KIADB IT SEZ, Hubli.	DDC	Smt Anjali A Kulkarni, ADC
21	Shri Rajesh V, ADC	1. All licensing matters related to i. KSITIL SEZ, Cherthala ii. KINFRA Electronic SEZ, Kalamassery	DDC	Shri K V Sandeep, ADC

Files related to the following should be routed through Smt Sreevidya P I, DDC, CSEZ:

- All licensing files and matters related to CSEZ, KSITIL SEZ Kozhikode, ULCCSL SEZ Kozhikode, KINFRA Food Processing SEZ Kakkanchery, ETP SEZ Phase I, II, III & IV (Tvm), KSITIL SEZ Kollam, KINFRA IT/ITES SEZ Trivandrum,
  - All licensing matters related to EOUs in Kerala
  - Personal hearing related to SEZ Units and EOUs
  - Computer Cell
  - Maintenance of Import and Export data of all Units
  - All information to be sent to Ministry
2. All other matters related to other SEZs in Kerala and others should be routed through Shri N S Dev, DDC, Kerala Cluster SEZs.
  3. Files related to Karnataka should be moved by Bangalore Office to respective ADCs and put up through DDC/JDC, Bangalore Cluster.
  4. All concerned are requested to handover/receive files immediately.



*Hemalatha*

(P Hemalatha)

Development Commissioner

Copy to: All concerned.