



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 18th September, 2025

OFFICE ORDER NO.41 /2025

In partial modification of the Office Order No.27/2025 dated 17.07.2025 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. Processing of Softex for i. Gopalan Enterprises Pvt Ltd (Fortune City) SEZ ii. Gopalan E-Park(Mysore) SEZ 2. Maintenance of Service Book 3. Leave Sanction and records thereon. 4. DAK 5. 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 Biju P R, 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 Biju P R, ADC
7	Smt. Maya KH, ADC	1. All licensing matters related to ULCCSL SEZ, Kozhikode 2. CST/DBK/TED claims	DDC	Smt Neethu Hussain, ADC

		3. Organizing training programmes 4. Processing of IEC applications		
8	Shri Jijo V Thomas, ADC	1. All licensing matters related to i. KSITIL SEZ, Cherthala ii. KINFRA Electronic SEZ, Kalamassery iii. KINFRA Food Processing, Kakkanchery 2. Matters related to Power Distribution System (PDS), CSEZA.	DDC	Shri K V Sandeep, ADC
9	Smt Neethu Hussain, ADC	1. All licensing matters related to i. Sutherland Global Services Pvt. Ltd. SEZ, Kalamassery ii. KSITIL SEZ, Kollam 2. Cost recovery matters 3. Duties of Record Officer 4. Duties of Nodal Officer, AEBAS 5. Swachhta & cleanliness drive campaigns and other campaigns	DDC	Shri Sunilkumar V S, EA
10	Shri K V Sandeep, ADC	1. All licensing matters related to SmartCity SEZ 2. Matters related to WTP and CETP, CSEZA	DDC	Shri Jijo V Thomas, ADC
11	Shri Biju P R, ADC	1. All licensing matters related to Infopark SEZ Phase – I 2 Estate Manager, CSEZA	DDC	Smt. Vinitha V, ADC
12	Shri. Pramodu, Assistant	1. All licensing matters related to i. Vallarpadam SEZ ii. Puthuvypeen SEZ 2.All EOU work related to Kerala 3.All adjudication and court related matters 4. Personal hearing in respect of SEZ units/EOUs	DDC	Shri. Harikumar KK, ADC
13	Shri. Sunil Kumar VS, Executive Assistant	1. All Information to be sent to DoC: UAC and BoA including Parliament questions and related matters 2. Computer Cell in charge of CSEZ & CSEZA 3. Maintenance of export/import data of all SEZs and coordination with Ministry	DDC	Smt. Maheswariamma R, ADC
14.	Shri Athulkumar M, ADC	1 All licensing matters related to i. KSITIL SEZ, Kozhikode ii. Global Village SEZ iii. HCL Technologies 2 Matters related to Zero Liquid Discharge (ZLD) Plant, CSEZA.	DDC	Smt. Treesa Tomy, ADC
15.	Smt. Treesa Tomy, ADC	1. All licensing matters related to i. KSITIL SEZ, Koratty ii. Bagmane SEZ iii. Bagmane SEZ III iv. Bagmane SEZ IV v. Infosys Limited SEZ (Bangalore) vi. Infosys Limited SEZ (Hubli) vii. KEONICS SEZ (Shimoga) viii. KIADB IT SEZ (Mangalore) ix. KIADB IT SEZ (Hubli)	DDC	Shri Athulkumar M, ADC
16	Smt Anjali A Kulkarni, ADC	1. All licensing matters related to i. Infosys Technologies Ltd SEZ Mysore ii. Larsen and Toubro SEZ, Mysore iii. Aspen Infrastructure Limited SEZ	DDC	Shri Palanisami, ADC

		iv. Embassy Property Developments Pvt Ltd SEZ. v. L&T Reality Developers Ltd SEZ vi. RGA Infrastructure SEZ vii. Mangalore Special Economic Zone		
17	Shri Subrata Paul, ADC	1. All licensing matters related to i. Brigade Tech Gardens (Formerly Brookfield Real Estate SEZ) ii. Embassy Tech Village SEZ (Formerly Vrindavan Techvillage SEZ) iii. Gopalan Enterprises Pvt. Ltd SEZ (Global Axis-Hoodi) iv. Karle Projects SEZ v. KIADB Aerospace SEZ vi. KIADB Pharmaceutical SEZ vii. Manyata Embassy Business Park SEZ viii. Milestone SEZ ix. Pritech Park SEZ (Primal Projects Ltd) x. RMZ Ecoworld Infrastructure Pvt. Ltd. [Formerly Adarsh Prime Projects Pvt. Ltd] xi. Siemens Healthcare Pvt. Ltd. SEZ	DDC	Shri Palanisami, ADC
18	Shri Palanisami, ADC	1. All licensing matters related to i. Aequus SEZ ii. Aequus 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 x. Wipro Limited (Electronic City) SEZ xi. Wipro Limited (Kodathi) SEZ xii. Wipro Limited (Sarjapur) SEZ	DDC	Smt Anjali A Kulkarni, ADC
19	Shri Ravi K, ADC	1. All licensing matters related to i. Infosys Ltd. SEZ (Mangalore) ii. KIADB SEZ Hassan - Textiles	DDC	Shri Subrata Paul, ADC

1. 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.

Copy to: All concerned.



(Signature)
(P Hemalatha)
Development Commissioner