

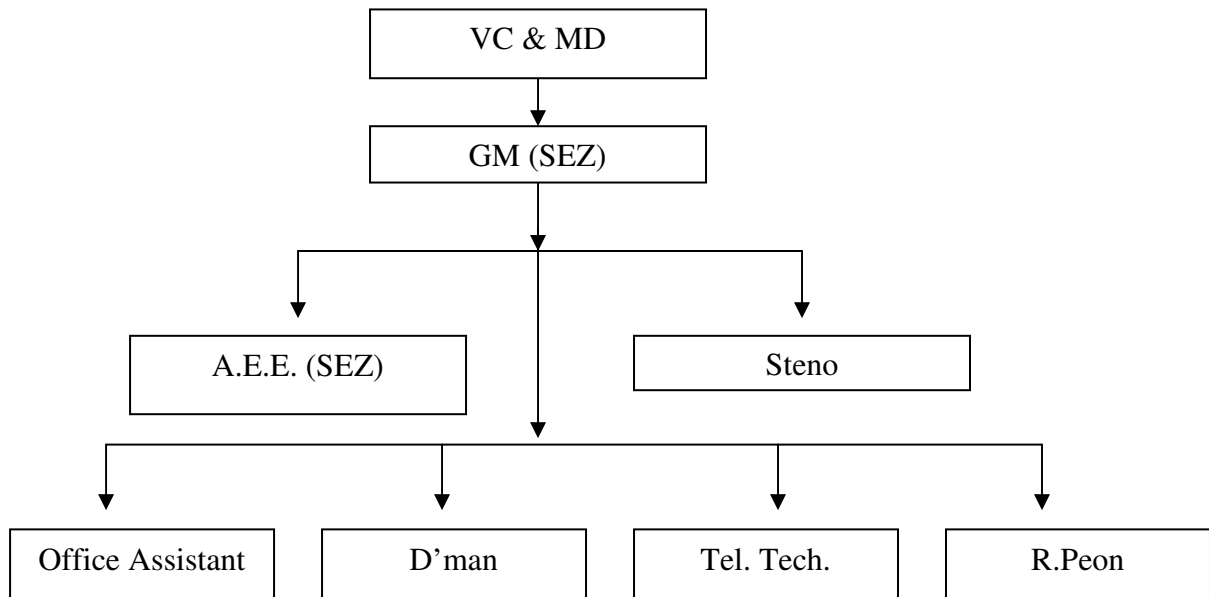
Section: 4(1) (b) (i)

The particulars of functions & duties of the Public Authority

Name of the Public Authority	: Special Economic Zone Department
Address	: CIDCO Ltd. 6th floor, CIDCO Bhavan, CBD-Belapur, Navi Mumbai – 400614
Head of the office	: General Manager (SEZ)
Parent Govt. Dept.	: Urban Development Department-1, Mantralaya, Mumbai -40032
Reporting to which Office	: CIDCO Ltd.(to the Vice Chairman & Managing Director)
Jurisdiction Geographical	: Dronagiri, Navi Mumbai - 1390 Ha. : Ulwe, Navi Mumbai - 400 Ha. : Kalamboli, Navi Mumbai - 300 Ha.
Mission (fixed by the parent Govt. Dept.)	: Facilitate implementation of Navi Mumbai Special Economic Zone
Vision (fixed by parent Govt. Dept.)	: Successful implementation of NMSEZ
Objectives	:Implementation of SEZ in Navi Mumbai area
Functions	: To fulfill obligations of CIDCO for successful implementation of NMSEZ through the special Company formed for purpose with participation of strategic Investors
Details of Services provided (in brief)	As above
Physical Assess (Statement of lands & bldg. & other assets	Not Applicable

Organization's structural chart (Orgonogram) at each level-Give *linkage of jurisdictions & address.	S.N. Designation Jurisdiction 01 G.M (SEZ) - To assist VC & MD in various matters related to implementation of NMSEZ. - Marketing of balance plots in Dronagiri Node. 02 AEE(SEZ) - To assist GM (SEZ) 03 L.G.Steno - Secretarial work of GM (SEZ) 04 D'sman - Assist GM (SEZ) & Sr. Planner (SEZ) 05 O.A. - Clerical work 06 T.T. - Assist GM (SEZ) 07 Peon -
Tel. No.s & Office Timings	Tel. No. 67918681 Office Hrs. 9.30 am to 5.30 p.m.
Weekly holidays & specific Service Timings	Saturday & Sunday

ORGANIZATION'S STRUCTURAL CHART



Section: 4 (1) (a) (vi)

**Statement of Categories of documents held in the office of the
General Manager (SEZ) at CIDCO Bhavan, CBD-Belapur, Navi
Mumbai.**

S.N	Subject	Type of Document file or register	File No. or Register No.
	<u>Registers</u> :		
01	Attendance of the staff	Muster Roll	01
02	Late Attendance of the staff	Late Muster	02
03	Leave Account of the staff	Leave Account Register	03
04	To make entries of papers received in the Department	Inward Register	04
05	To make entries of papers to be sent to the outsiders	Outward Registers	05
06	In / Out entries of important proposals	Proposal Register	05
07	To send papers / proposal to the other departments / section of the Corporation	Peon Book	07
08	RTI Register	In & Out Entries of RTI applications	08
09	Property Register	Register	09

For other records a list is available in the SEZ Department

Section: 4 (1) (b) (ix)

Directory of the Officers and Employees

Sr no	Name of the employee	Designation	Date of Joining	Contact Details	e mail
1	J R Kulkarni	GM (SEZ)	6/7/2006	022-67918673	gm.sez@cidcoindia.com
2	J S Kulkarni	AEE	3/8/2006	022-67918671	kulkarni.js@cidcoindia.com
3	Muthuswamy K Thewar	LGS	15/6//2004	022-67918681	-
4	V V Joshi	Draughtsman	15/9/2009	022-67918681	-
5	M G Gharat	OA	5/6/2006	022-67918681	-
6	A T Chandane	Tel Tech	30/8/2001	022-67918681	-
7	V J More	R Peon	30/10/2001	022-67918681	-

Section: 4 (1) (b) (x)

Details of remuneration* of Officers & Employees in the Special Economic Zone

Sr no	Name of the employee	Designation	Basic Pay	DA	HRA	CLA	Total
1.	J R Kulkarni	GM (SEZ)	14625	7313	10311	300	32549
2.	J S Kulkarni	AEE	12925	6463	9112	300	28800
3.	Muthuswamy K Thewar	LGS	9900	4950	6980	300	22130
4.	V V Joshi	Draughtsman	7500	3750	5288	300	16838
5.	M G Gharat	OA	7100	3550	5006	300	15956
6.	A T Chandane	Tel Tech	4800	2400	3384	300	10884
7.	V J More	R Peon	3285	1643	2316	300	7544

* Pre-revised

Section: 4 (1) (b) (xvi)

Details of Public Information Officers / APIO/Appellate authority in the jurisdiction of (public authority)

A**PIO**

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.no	E-mail id for purpose of RTI	Appellate authority
1	Shri J.R. Kulkarni	General Manager (SEZ)	NMSEZ related matter	CIDCO Ltd. CIDCO Bhavan, 6 th floor, CBD- Belapur, Navi Mumabi Ph No:022- 67918673	gm.sez@cidcoindia.com	VC & MD

B**APIO**

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address
1	Mr. J.S.Kulkarni	Asstt. Executive Engr. (SEZ)	NMSEZ	CIDCO Ltd. CIDCO Bhavan, 6 th floor, CBD- Belapur, Navi Mumabi Ph No:022-67918671

C**Appellate authority**

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail id for purpose of RTI
1	Shri G.S.Gill	VC & MD	NMSEZ	GM (SEZ)	md@cidcoindia.com