



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA,  
वाणिज्य और उद्योग मंत्रालय, MINISTRY OF COMMERCE & INDUSTRY  
विकास आयुक्त का कार्यालय / OFFICE OF THE DEVELOPMENT COMMISSIONER,  
सीपज़ - विशेष आर्थिक क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE,  
अंधेरी (पूर्व), मुंबई - 400 096. ANDHERI (EAST), MUMBAI - 400 096.  
Tel: 022-28294703 / 28294719  
Fax: 022-28291754, E-mail: dcseepz\_mah@nic.in

File No. LAB-18/2/2019-LABOUR/01806

Date: 03/02/2021

To,

All the SEEPZ-SEZ Units.

**Subject:** Employees details in SEEPZ-SEZ Unit.

**Ref:** Circular No. 04/2015-2016 dated 04/11/2015.

Sir,

With reference to above subject, it is to inform that this office has issued a Circular No. 04/2015-2016 dated 04/11/2015 regarding availing the service of 'Common Crèche Facility'. In this regard, it is requested to all SEEPZ-SEZ units to provide the employees details in prescribed format as mentioned below within 7 days in this office after receiving this letter so that further necessary action may be taken in this matter at the earliest. It is also stated that the said information shall be submitted to this office on or before every year 7<sup>th</sup> of April.

Sr. No.	Unit Name & Address	LOA No.	Total Employees in the Unit (A+B+C+D)	Financial Year	Male		Female	
					Contractual (A)	Pay Roll (B)	Contractual (C)	Pay Roll (D)
				Upto 31/03/2020				
				As on till date				

This issues with the approval of competent Authority.

Yours faithfully,

(Raju Kumar)

Assistant Development Commissioner,  
SEEPZ-SEZ

Enclosed as above.

(17)

**GOVERNMENT OF INDIA  
OFFICE OF THE DEVELOPMENT COMMISSIONER  
SEEPZ SPECIAL ECONOMIC ZONE  
MINISTRY OF COMMERCE & INDUSTRY  
ANDHERI (EAST)  
MUMBAI - 400 096.**

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F.NO. SEEPZ SEZ/LAB/471/2014 -15 / 17238 04<sup>th</sup> November, 2015

**CIRCULAR No. 04 /2015-2016**

As per Section 48(1) of the Factories Act, 1948 read with Rule 87 of Maharashtra Factories Rules 1963, every factory wherein more than 30 (Thirty) women are ordinarily employed, they are required to maintain a suitable room or rooms for the use of children under age of six years of such women.

It is seen from the records of SEEPZ Authority, that you are engaging more than 30 female workers in your factory/Unit. Therefore above provisions are applicable to you and it is mandatory on your part, to provide creche facility to your female employees. In case your unit is not in a position to provide creche facility in the Unit, then in that case, your unit can avail the common creche facility provided by SEEPZ SEZ Authority, located at the Ground Floor of BFC Building. For this, SEEPZ Authority is charging Rs. 5000/- (Rupees five thousand only) per annum. The payment is to be made by way of Demand Draft drawn in favour of "SEEPZ SEZ Authority Fund". The SEEPZ Authority will issue necessary certificate for availing common creche facility, as required to be submitted to the Director, Health and Safety Department, (Government of Maharashtra) to the unit holders.

In view of the above facts, you are here by requested to provide information about providing creche facility in your unit or avail services of "Common creche facility" provided by SEEPZ Authority by paying necessary charges as mentioned above.

  
(P. S. Raman)

Joint Development Commissioner  
SEEPZ-SEZ

Copy to :-

- (1) All the SEZ units and EOUs under the jurisdiction of SEEPZ-SEZ.
- (2) The President, SEEPZ Gems & Jewellery Manufacturers Association,  
SEEPZ-SEZ.
- (3) Chairman, SEEMA, SEEPZ-SEZ, Mumbai.
- (4) The Regional Director, EPCES for 100% EOU & SEZ,
- (5) IT - Section - for uploading on website.