



सत्यमेव जयते

सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण
सीपज़ सेवा-केन्द्र भवन, सीपज़-विआक्षे
अंधेरी (पूर्व), मुंबई - 400 096.

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ.
ANDHERI (E), MUMBAI - 400 096.

File No. SEEPZ-SEZ/Estate/Circular/ 588/2016-17

03.03.2017

Circular No. 26 / 04466

Subject: Application for Repairs /Renovation /Addition /Alteration /Demolition within the unit premises (Major and Minor Work).reg....

In supersession of all earlier instructions on above mentioned subject, hereinafter, the application for major and minor repair shall be submitted on the format enclosed herewith as annexure I & II.

The Application should be addressed to Estate Manager of SEEPZ-SEZ Authority and should be submitted at Receipt Counter at ground floor Office of the Development Commissioner.

This issues with the approval of Chairperson, SEEPZ-SEZ Authority.

V.P. Shukla
Estate Manger/JDC
SEEPZ-SEZ Authority

अध्यक्ष Chairperson 28290856

सचिव Secretary 28294770

प्रबंधक (संपदा) Manager (Estate) 28294770

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सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण के बढ़ते कदम - राजभाषा के संग

Guidelines:

The Unit holder shall submit the application for the work they intend to carry out on the prescribe format of SEEPZ – SEZ along with the non refundable inspection fee of Rs. 2,000.00 (Rs. Two Thousand Only) per application.

1. NFCD engineer as a representative of SEEPZ – SEZ shall visit the site of work where the work is to be executed and shall inspect the intent and scope of work.
2. NFCD engineer as a representative of SEEPZ – SEZ shall submit the report with by accepting / rejecting the application to the Estate Manager's Office.
3. The Estate Manager's office shall convey the acceptance / rejection of application along with terms and conditions of the acceptance.
4. The Unit Holder shall pay security deposit (Refundable) Rs. 2,00,000/- (Rupees Two lakhs) or more depending upon the nature of work and quantum of work for all other type of work. The security deposit shall be paid by the Unit Holder in advance.
5. Normally permission may be granted within 7 working days. In case the permission is not granted within 7 working days then unit holders may approach the Chairperson/ Development Commissioner.
6. In case permission is rejected then Security Deposit will be returned back immediately along with rejection letter.
7. The Security Deposit will be refunded to Unit Holder on receiving their letter of completion and after the inspection is carried out by representative of SEEPZ – SEZ. The representative of SEEPZ - SEZ will ascertain that the debris is removed from the place of work to outside and the premises is in neat and clean condition, the excavated / dismantled surface is restored to its original position and no damage is created to any structural member of the building. The Security deposit shall be released thereafter if everything is found in order and all terms and conditions of permission is complied with by the Unit Holder.

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APPLICATION BY UNIT HOLDER

(Major Work)

All work which involve civil work, excavation, dismantling work, alteration / addition / modification work, all other works not covered under Minor Works and the cost of work which is more than Rs. 5,00,000.00 (Rs. Five Lakhs Only).

Date of Application:

Name of the Unit Holder:

Location of Unit Holder:

Nature of work for which application is submitted:

Drawings / Sketch of the intended work (Mandatory): Submitted / Not Submitted

**Estimated period of completion of work from
Date of receiving permission:**

Fees Details:

**Inspection Fee (Non Refundable): Rs. 2,000/- (Rupees Two Thousand) in advance
Security Deposit (Refundable): Rs. 2,00,000.00 (Rupees Two Lakhs) in advance**

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Undertaking:

We undersign, agree to abide by the following terms and General conditions and any other special / additional conditions stipulated while granting the permission.

General Conditions

- 1 The unit Holder shall intimate in writing the day on which they wish to commence their work, on receipt of permission, to the caretaker of SEEPZ - SEZ. Similarly convey in writing when their work is completed.
- 2 The Unit Holder will not carry out any Structural changes by way of repairs, modifications, addition, alteration or dismantling.
- 3 The Unit Holders shall carry out work in such fashion so that the work and movement of other Unit Holders is not affected or the functioning of SEEPZ - SEZ in general is not affected.
- 4 The Unit Holder shall restore the disturbed / excavated / dismantled portion of work for which permission is granted to its original position on completion of work.
- 5 The Unit Holders shall collect the debris and other rubbish generated by them during the work for which permission is granted at one place designated by the care taker and shall remove the same immediately on completion of work.
- 6 The unit Holder shall observe all safety norms required while carrying out the work to avoid any accident or mishap.
- 7 The Unit Holders shall carry out the water tightness test for all plumbing and toilet modification work in presence of authorized representative of SEEPZ - SEZ. The Unit Holder shall not cover up the work till clearance in writing for acceptance of water tightness is given by the authorized representative of SEEPZ - SEZ.
- 8 The work will be carried out during official working hours only.
- 9 The Unit Holder will keep their premises and surrounding in neat and clean condition during their execution of work.
- 10 The Security Deposit of the Unit Holder shall be forfeited in addition to penal action (Monetary / legal) if breach above mentioned conditions are found. If it is noticed that the Unit Holder has damaged or carried out repairs / modifications / alteration etc. of any structural members of the building, the same shall be restored to its original position at the risk and cost of the Unit Holder in addition to the forfeiture of security deposit and penal action (Monetary / Legal).

Signature of the Applicant



Guidelines:

The Unit holder shall submit the application for the work they intend to carry out on the prescribe format of SEEPZ – SEZ along with the non refundable inspection fee of Rs. 2,000.00 (Rs. Two Thousand Only) per application.

1. NFCD engineer as a representative of SEEPZ – SEZ shall visit the site of work where the work is to be executed and shall inspect the intent and scope of work.
2. NFCD engineer as a representative of SEEPZ – SEZ shall submit the report with by accepting / rejecting the application to the Estate Manager's Office.
3. The Estate Manager's office shall convey the acceptance / rejection of application along with terms and conditions of the acceptance.
4. The Unit Holder shall pay security deposit (Refundable) Rs. 25,000/- (Twenty Five Thousand) or more depending upon the nature of work and quantum of work for all other type of work. The security deposit shall be paid by the Unit Holder in advance.
5. Normally permission may be granted within 7 working days. In case the permission is not granted within 7 working days then unit holders may approach the Chairperson/Development Commissioner.
6. In case permission is rejected then Security Deposit will be returned back immediately along with rejection letter.
7. The Security Deposit will be refunded to Unit Holder on receiving their letter of completion and after the inspection is carried out by representative of SEEPZ – SEZ. The representative of SEEPZ - SEZ will ascertain that the debris is removed from the place of work to outside and the premises is in neat and clean condition, the excavated / dismantled surface is restored to its original position and no damage is created to any structural member of the building. The Security deposit shall be released thereafter if everything is found in order and all terms and conditions of permission is complied with by the Unit Holder.



APPLICATION BY UNIT HOLDER

(Minor Work)

All work which does not involve civil work, excavation, dismantling work, alteration / addition / modification work and the cost of work is not more than Rs. 5,00,000.00 (Rs. Five Lakhs Only).

Date of Application:

Name of the Unit Holder:

Location of Unit Holder:

Nature of work for which application is submitted:

Drawings / Sketch of the intended work (Mandatory): Submitted / Not Submitted

**Estimated period of completion of work from
Date of receiving permission:**

Fees Details:

**Inspection Fee (Non Refundable): Rs.2, 000/- (Rupees Two Thousand) in advance
Security Deposit (Refundable): Rs. 25,000.00 (Rupees Twenty five Thousand) in advance.**



Undertaking:

We undersign, agree to abide by the following terms and General conditions and any other special /additional conditions stipulated while granting the permission.

General Conditions

- 1 The unit Holder shall intimate in writing the day on which they wish to commence their work, on receipt of permission, to the caretaker of SEEPZ - SEZ. Similarly convey in writing when their work is completed.
- 2 The Unit Holder will not carry out any Structural changes by way of repairs, modifications, addition, alteration or dismantling.
- 3 The Unit Holders shall carry out work in such fashion so that the work and movement of other Unit Holders is not affected or the functioning of SEEPZ - SEZ in general is not affected.
- 4 The Unit Holder shall restore the disturbed / excavated / dismantled portion of work for which permission is granted to its original position on completion of work.
- 5 The Unit Holders shall collect the debris and other rubbish generated by them during the work for which permission is granted at one place designated by the care taker and shall remove the same immediately on completion of work.
- 6 The unit Holder shall observe all safety norms required while carrying out the work to avoid any accident or mishap.
- 7 The Unit Holders shall carry out the water tightness test for all plumbing and toilet modification work in presence of authorized representative of SEEPZ - SEZ. The Unit Holder shall not cover up the work till clearance in writing for acceptance of water tightness is given by the authorized representative of SEEPZ - SEZ
- 8 The work will be carried out during official working hours only.
- 9 The Unit Holder will keep their premises and surrounding in neat and clean condition during their execution of work.
- 10 The Security Deposit of the Unit Holder shall be forfeited in addition to penal action (Monetary / legal) if breach above mentioned conditions are found. If it is noticed that the Unit Holder has damaged or carried out repairs / modifications / alteration etc. of any structural members of the building, the same shall be restored to its original position at the risk and cost of the Unit Holder in addition to the forfeiture of security deposit and penal action (Monetary / Legal)

Signature of the Applicant

