



सत्यमेव जयते

भारत सरकार / Government of India

वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry

विकास आयुक्त का कार्यालय / Office of the Development
Commissioner

सीपज़ – विशेष आर्थिक क्षेत्र / SEEPZ-Special Economic Zone

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आजादी का
अमृत महोत्सव

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SOP for Private SEZ ID Cards

In terms of Rule 70 of the SEZ Rule 2006 entry of a person to the processing area of the Special Economic Zone is regulated by Development Commissioner through issue of identity cards.

There are number of Private SEZs in different parts of Maharashtra State. It is felt that processing the centralised identity cards from SEEPZ, Mumbai will be time consuming and will add more trouble to the developers. Therefore, this power of issue of identity card has been delegated by the Development Commissioner to Specified Officer of the SEZ in terms of Section 12 (6) of SEZ Act 2005.

Accordingly SEEPZ SEZ office is in process of implementing and incorporating a Web Based Portal for all private SEZs under the SEEPZ Zone. The new module can be accessed by the Developers/Units by using the login credentials provided by the DC office.

In the light of the provisions of the SEZ Act and SEZ Rules, the Standard Operating Procedure for issue of Identity Cards (Permanent / Temporary) will be as follows:

- 1 All the identity cards of the unit shall be processed through the Developer of the SEZ. Developer shall designate a Nodal officer of the concerned Special Economic Zone (SEZ), who shall be responsible to collect and compile the list of the employees of units/developer, to whom ID cards needs to be issued.
- 2 Units of the SEZ will submit the list of employees, to whom identity card to be issued, to the Nodal Officer of the SEZ.
- 3 Nodal officers of the SEZ must be designated by the concerned SEZ developer to process the identity cards by way of written order communicated to DC/JDC/SO office, and he/she shall be responsible for process, control, use and return of cards.

- 4 Nodal Officer of the SEZ will submit the compiled list of the employees working in a particular unit under the SEZ to the Specified Officer (SO) of the SEZ for issuance of the ID card using the web based portal of SEEPZ.
- 5 The Nodal officer representing the Developer shall electronically process all the identity cards requests pertaining to the units and maintain a database of all the ID card holders which shall include employee number, sex and identification document, etc.
- 6 The Nodal Officer shall login to the Web based portal of SEEPZ-SEZ, and enter detailed information, as below:
- Unit Name / Name of Tenant or company
 - Employee or contractor - First Name, Last Name, Middle Name
 - Employee Code or Contract Code (Unique), Designation
 - Upload of Photograph
 - Upload of Personal Identifiable Document (Aadhar Card, Passport, Company ID Card, etc).
- 7 The Nodal officers shall be responsible for the scrutiny of the data before submitting for approval of the concerned Specified Officer (SO).
- 8 SEEPZ-SEZ IT team would also be providing Web APIs, to pull employee and temporary staff pass requests from Private SEZ Visitor Management Software (s) for approvals. The API integration document would be made available on SEEPZ-SEZ portal.
- 9 Once the data duly verified by the Nodal officer is submitted to the portal, the Specified Officer (SO) shall approve the identity card request (bulk or single data approvals) digitally within 3 working days and return to the Nodal officer of the Developer. The respective Nodal officers of the SEZ will print cards for approved applications, as per the format given in Form K, along-with the specimen signature of the designated Specified Officer (SO).
- 10 On approval of request, the Developer can print the approved passes from the web portal and hand it over to respective employees of the Unit / Developer. (Processing charge of the identity card to be decided mutually by the unit and developer)
- 11 The renewal of Identity card may also be done on the requisition from the applicant for the renewal. It shall be done before or within 30 days from the date of expiry.
- 12 It will be responsibility of the unit to handover the surrendered/expired identity cards to the Nodal Officer of the SEZ. Nodal officer shall be responsible for the destruction of such Expired/Surrendered ID cards of the employees of the unit.

- 13 Monthly report of issue of cards, surrender/expired, destructed and pending ID cards to be submitted to the concerned Specified Officer (SO) by 10th of the following month.
- 14 Strong data protection safeguards shall be ensured by the Developer. However, the information in respect of any identity card holder's and daily visitor; should be made available to the Development Commissioner/Joint Development Commissioner or Specified Officer (SO) on request.
- 15 In case of MIDC SEZs where developer is not prompt and system of management is not properly placed, units located under such MIDC SEZs may also request for the issuance of identity cards by nominating one Nodal Officer from their own unit. Other condition in such cases may be the same as done through Developer.

An authorized person is one who has been issued with an identity card in accordance with Rule 70 of SEZ Rules, 2006. Such persons are only allowed entry into the zone on production of the card to SEZ security personnel at the gate. The SEZ security will ensure that no person(s) enter(s) into the processing area without a valid Identity Card or Pass issued by the Development Commissioner of the Zone.

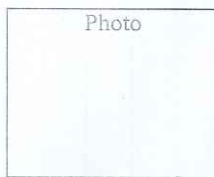
No manual pass will be signed or approved by Specified Officer(s) a week further from the release of Web based application. Please note that entry of every person employed by any unit shall be regulated through issue of Permanent / Temporary Identity cards.

Deployment of the system has been initiated and the link to the same, is as follows:

http://www.seepz.gov.in/seepz_auth2.aspx?id=app



(Bridget Joe)
Executive Assistant to
Development Commissioner
SEEPZ-SEZ

Permanent Identity Card
(See rule 70)

Serial No.

Date of Issue
Valid upto

1. a. Name of the Unit (in case of Permanent Photo pass)
b. Name of the Contractor (in case of temporary Photo pass)
and address with Licence number.
2. Name of the Pass Holder
3. Designation

Signature of Development Commissioner, _____.

Instructions

1. This pass should be worn and displayed on the person of the pass holder while inside the Zone.
2. This pass is not transferable.
3. This pass shall be produced on demand by _____ Security and Customs staff.
4. The pass holder and his vehicle are liable for Security Check at the _____ gate.
5. The loss of this pass shall immediately be reported to the Security Officer, _____.
6. This pass shall be surrendered to the Security Officer, _____ through the unit/Contractor on expiry or on the person becoming ineligible for a pass.