

**OFFICE OF THE DEVELOPMENT COMMISSIONER,
SEEPZ SPECIAL ECONOMIC ZONE, GOVT. OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY,
ANDHERI (E), MUMBAI -400096.**

SEEPZ-SEZ/CIR/71/PART-VI/2010

14.05.2015

CIRCULAR NO. 04

**SUB: PROCEDURE FOR ISSUE OF VARIOUS TYPES OF PERMANENT &
DAILY GATE PASSES FOR ENTRY INTO SEEPZ SPECIAL
ECONOMIC ZONE (OTHER THAN THE GATE OF DC OFFICE).**

Procedure set out in Circular No.02 dated 29.04.2015 & Circular No.03 dated 01.05.2015 has been partially modified, hence following comprehensive guidelines /procedure will come into effect w.e.f. 15.05.2015. This supersedes the Circular Nos. 2 & 3.

SEEPZ Special Economic Zone being Customs bonded area, the movement of goods in and out of the Zone, is subject to strict compliance of the prescribed procedures. The entry and exit of the person/Vehicle are also restricted which is controlled by the SEEPZ Security Wing by way of issuing Gate passes. Any person/Vehicle found in SEEPZ -SEZ complex without valid entry passes shall be liable for action, not only for trespassers, but also under any other provisions of Law in force.

1. The Permanent gate pass system will remain open from 8.00 a.m. to 4.00 p.m. every day (except Sunday)
2. Daily gate pass system will remain open from 8.00 a.m. to 6.00 p.m. After 6.00 P.M. manual passes can be obtained from ASO/Security In-charge on case to case basis.
3. The permanent gate pass requests received upto 12.30 PM will be processed and gate passes will be delivered on the same day. However for the request received after 12.30 PM., gate passes will be delivered on the next working day.
4. The permanent gate passes will be delivered from 3.00 a.m. to 6.00 p.m. at Gate pass counter.
5. A copy of bill shall be handed over to unit from Security Section at Gate no-1 for making Pay order / D.D. in favour of "SEEPZ-SEZ AUTHORITY FUND, MUMBAI"
6. On receipt of D.D. / Pay order/ Banker Cheque, the gate passes will be handed over to the units. Alternatively, units may maintain the credit balance by making the payment in advance, in such cases, gate passes will be delivered along with relevant bills.

1. PROCEDURE OF APPLICATIONS & DOCUMENTS, COLOURS SYSTEM AND FEES OF GATE PASSES:

Sr. No.	Description of Gate Pass	Documents to be submitted	Colour of paper	Gate Pass Fees w.e.f. * 01.5.2015
1(a)	Daily Gate passes for Visitors	The unit shall apply through EDI Systems installed at their premises, and after approval of SEEPZ SEZ Security , will take print on white paper	White	Free
1(b)	Daily Gate passes for Labour (Vendor)	The unit shall apply through EDI Systems installed at their premises, and after approval of SEEPZ SEZ Security , will take print on Light Green Paper	Light Green	Free
1(c)	Daily Gate passes for Labour (Manufacture)	The unit shall apply through EDI Systems installed at their premises, and after approval of SEEPZ SEZ Security , will take print on Light Blue paper	Light Blue	i) up to 20 Gate pass (Free) ii)Rs.5/-for each pass issued thereafter
1(d)	Daily Gate passes for Guest of Suncity Hotel With or Without Vehicles	The unit shall apply through EDI Systems installed at their premises (as Business Delegate), and after approval of SEEPZ-SEZ Security, will take print on pink paper. The unit shall also indicate the Registered Car No. on one day gate passes.	Pink	Free
2.	One day Gate Pass for visitor with Vehicle.	The unit shall apply through EDI Systems installed at their premises (as Business Delegate), and after approval of SEEPZ-SEZ Security, will take print on pink paper. The unit shall also indicate the Registered Car No. on one day gate passes.	Pink	Free
3	15 days Gate Pass	The unit shall apply through EDI Systems installed at their premises and also submit following documents: - 1) hardcopy of application 2) One stamp size photo pasted on the application to be attested by the authorized signatory.	White	Rs. 30/-
4	6 Months Gate Pass	The unit shall apply through EDI Systems installed at their premises and also submit following documents: - 1) hardcopy of application 2) One stamp size photo pasted on the application to be attested by the authorized signatory.	Green Strip -for IT and Hardware Yellow Strip -for jewellery	Rs. 75/-

5	One Year Gate Pass	The unit shall apply through EDI Systems installed at their premises, and also submit following documents: - 1) hardcopy of application 2) One stamp size photo pasted on the application to be attested by the authorized signatory.	Dark Brown - for IT and Hardware Dark Pink -for jewellery	Rs. 150/-
6	3 Years Gate Pass	The unit shall apply through EDI Systems installed at their premises, and also submit following documents: - 1) hardcopy of application 2) One stamp size photo pasted on the application to be attested by the authorized signatory.	Orange - for IT and Hardware Navy Blue -for jewellery	Rs. 250/-
7(a)	Utility Services i.e. MTNL, Post Office, Reliance energy, Tata power, Tata Tele services, C.W.C., Vodafone, Airtel, BSNL, MIDC and their employees (for 6 months)	The service provider shall submit following documents: 1) Application containing following details :- a) Name b) Designation c) DOB d) Address e) Two Passport size photographs 2) Police verification/Valid Passport (except Govt. / Govt. undertaking official.) 3) Permission letter from In-charge security (Joint Development Commissioner).	Brown strips	Rs. 150/-
(b)	Utility Services For Labour contractor's (for 6 months)	1. The service provider / contractor shall Submit following documents:- 1) Application to Security Officer containing following details : a) Name b) Designation c) DOB d) Address e) Two photograph 2) Contract copy /Agreement copy /Work order copy 3) Police verification/Valid Pass Port.	Brown strips	Rs. 150/-
(c)	One day Gate Pass for all the Utility Services(as mentioned in 7a and 7b)	The service provider shall submit following documents: 1) application containing following details :-a) Name b) Designation c) Age 2) Approval of Shift In-Charge / Gate In-charge	White Paper	Free
(d)	Cleaning Contractor / Garbage Contractor (for 6 months)	The Cleaning Contractor / Garbage Contractor shall submit following documents:- 1) Application to Security Officer containing following details : a) Name b) Designation c) DOB d) Address e) Two photograph 2) Contract copy /Agreement copy /Work order copy 3) Police verification/Valid Pass Port. 4) BMC license.	Brown strips	Rs. 150/-

(e)	Courier service (for 6 months)	The Courier services shall Submit following documents:- 1) Application to Security Officer containing following details : a) Name b) Designation c) DOB d) Address e) Two photograph 2) Authority letter from recognized Courier Company 3) Police verification/Valid Pass Port. (4) Unit's recommendation letter certified by authorized person.	Brown strips	Rs. 150/-
8(a)	Vendor (Including freight forwarder) for one year	The vendor shall submit following documents: 1) Application to Security Officer containing following details :- a) Name b) Designation c) DOB d) Address e) Two photograph 2) Contract /Agreement /Work order copy 3) Police verification/Valid Pass Port. 4) BMC license. 5) unit's recommendation letter certified by authorized person.	Full Sky Blue	Rs. 600/-
(b)	Outside Caterers for bulk supplier other than Tiffin supplier (for 6 months)	The outside caterers submit following documents: 1) Application to Security Officer containing following details :-a) Name b) Designation c) DOB d) Address e) Two photograph 2) Contract /Agreement /Work order copy 3) Police verification/Valid Pass Port 4) BMC license. 5) Unit's recommendation letter certified by authorized person.	Full Sky Blue	Rs. 600/-
(c)	Contract Bus driver / cleaner / owner pass (for 6 months)	The Bus Contractor submit following documents: 1) Application to Security Officer containing following details :-a) Name b) Designation c) DOB d) Address e) Two photograph 2) Contract /Agreement /Work order copy 3) Police verification/Valid Pass Port. 4) Unit's recommendation letter certified by authorized person.	Black Strip	Rs. 600/-

9 (a)	Two Wheeler Sticker for Entry / Exit for owners/employees/workers/ Staff	The units shall submit following documents: 1) Application to Security Officer in the Prescribed format 2) Copy of R.C. Book indicating the ownership of the vehicle either in his/her name or father or mother or spouse name. 3) Copy of R.T.O Transfer certificate (for other State Vehicle) 4) Copy of valid PUC certificate 5) Copy of valid insurance policy.	The colour will be changed on yearly basis	Rs. 200/- (for financial year)
(b)	Car Sticker for Entry / Exit for owners/employees/workers Staff	The units shall submit following documents: 1) Application to Security Officer in the prescribed format. 2) Copy of R.C. Book indicating the ownership of the vehicle either in his/her name or father or mother or spouse name / Copy of R.T.O Transfer certificate (for other State Vehicle) 3) Copy of valid PUC certificate. 4) Copy of valid insurance policy.	The colour will be changed on yearly basis	Rs. 500/- (for financial year)
(c)	T-Vehicle Gate pass for Entry / Exit	The Contractor/Vehicle owner shall submit following documents: 1) Application to Security Officer in the prescribed format. 2) Copy of R.C. Book indicating the ownership of the vehicle either in his/her name or father or mother or spouse name / Copy of R.T.O Transfer certificate (for other State Vehicle). 3) Fitness Certificate 4) Copy of valid PUC certificate 5) Copy of valid insurance policy 6) Authorization letter from units containing details of the employees as well as their gate pass number 7) Valid T-Permit certificate	The colour will be changed on yearly basis	Rs. 500/- (for financial year)
(d)	Bus Sticker for Entry / Exit.	The owner of the contract bus shall submit following documents: 1) Application to Security Officer in the prescribed format. 2) Copy of R.C. Book indicating the ownership of the vehicle either in his/her name or father or mother or spouse name / Copy of R.T.O Transfer certificate (for other State Vehicle) 3) Fitness Certificate 4) Copy of valid PUC certificate. 5) Copy of valid insurance policy 6) Authorization letter from units containing details of the employees as well as their gate pass number. 7) Valid T-Permit certificate	The colour will be changed on yearly basis	Rs. 5000/- (for financial year)

10(a)	Commercial Vehicle Sticker belonging to unit (only for Good Vehicle)for Entry / Exit	The units shall submit following documents: 1) Application to Security Officer in the prescribed format. 2) Copy of R.C. Book indicating the ownership of the vehicle either in his/her name or father or mother or spouse name / Copy of R.T.O Transfer certificate (for other State Vehicle). 3) Fitness Certificate 4) Copy of valid PUC certificate. 5) Copy of valid insurance policy 6) Valid T-Permit certificate	The colour will be changed on yearly basis	Rs 500/- P.a. (for financial year)
(b)	Night permission Sticker for commercial vehicle(only for Good Vehicle)for and Entry / Exit	Units shall submit following documents: 1) permission from Incharge Security (JDC). 2) Sticker obtained for commercial vehicle , or all document mentioned in para no 10 (a) above	The colour will be changed on yearly basis	Rs 2000/- Per month

* The charges for Labour (Manufacture) as mentioned at Sr No. 1(c) will be effective w.e.f. 15.05.2015. Any charges paid by the units upto 14.05.2015 as per Circular No. 02 dated 29.04.2015 on any of the other categories mentioned at Sr. No. 1 & 2 will be credited to the accounts of Units.

* The charges for the categories mentioned at Sr No. 3, 4 & 9(a) will be effective w.e.f. 01.05.2015. Any excess charges paid by the units for such categories upto 14.05.2015 as per Circular No. 02 dated 29.04.2015, will be credited to the accounts of Units.

2. OTHER PERMISSIONS:-

A) ENTRY OF POLICE OFFICIAL :

- i. Entry of police Officers to the Zone is restricted. However, permission will be granted on providing the following information:-
 1. Name and Designation
 2. I-card number
 3. Place of visit
 4. Purpose of visit
- ii. The Gate In-charge will depute a Security Guard to facilitate the visit of the Police Officer / Official on duty to the unit(s). The deputed Security Guard will continue to accompany to the police during visit till they leave the premises.

B) THE GOVT. /SEMI-GOVT. OFFICERS/OFFICIALS:

The Govt. /Semi-Govt. officers/officials visiting SEEPZ-SEZ should have to take prior permission from In-charge security (Joint Development commissioner); specific Gate Pass will be issued from Gate Pass Counter of DC office.

C) GATE IN-CHARGE WILL PERMIT ENTRY OF THE HANDICAPPED PERSON WITH AUTO- RICKSHAW/TAXIES WITH FOLLOWING CONDITION:

- i. The unit shall submit Certificate from the Govt. Hospital certifying the genuineness of the concerned person.
- ii. Only Handicapped person shall be allowed in the Auto-rickshaw/Taxies.
- iii. The unit shall depute their representative to escort the Auto-rickshaw from Main Gate at the time of entry and Auto-rickshaw should be escorted back to the Main Gate in case it is not occupied by the said handicapped person.
- iv. In case of any violation of abovementioned conditions, permission is liable to be cancelled.

D) NIGHT SHIFT PERMISSION:

Employees of the units working during the Night shift need not take specific permission. However, units must send information to Security Officer/Gate incharge at Gate No.1 on the following format:-

Date:-		Name of the unit	
Sr.No.	Name of Employees	SEEPZ ID No.	Vehicle Registration No./Type of vehicle

Only Permanent Gate Pass holder working during the night shift are permitted inside SEEPZ, whose information has been sent to the Security Officer in the above mentioned format. At the time of entering SEEPZ-SEZ between 12.00 am to 5.30 pm, they would be required to make entry in register at Gate No-1.

E) ISSUE OF MANUAL GATE PASSES ON FAILUER OF SERVER

1. On failure of server, the manual gate passes will be issued by Shift in-charge/ASO in following manner:

Unit shall submit the list of Visitors/ Labour (Vendor)/ Labour (Manufacture)/ Guest of Suncity Hotel on their Letter Heads, as per the following format duly signed by the Authorised official of the unit:

(i) For Visitors:-

Sr. No.	Name of the person to whom the pass is to be issued	Purpose of Visit

(ii) For Labour (Vendor)

Sr. No.	Name of the Labour to whom the pass is to be issued	Name of Vender	Vender's license No.	Vender's address and telephone	Nature of work

(iii) For Labour (Manufacture)

Sr. No.	Name of the Labour to whom the pass is to be issued	Name of Contract or	Contractor's license No.	Contractor's address and telephone	Nature of work

(iv) For Guest of Suncity Hotels .

Sr. No.	Name of the Guest	Ref. of the Unit	Name of the driver	Vehicle No.

(i) For Visitors with Vehicles .

Sr. No.	Name of the person to whom the pass is to be issued	Name of the driver	Vehicle No.	Purpose of visit

2. On receipt of aforesaid list, the manual gate passes in duplicate, of equivalent numbers, will be issued to the unit. The Unit shall fill the necessary particulars as declared in the list.
3. Visitors/Labour (Vendor)/ Labour (Manufacture)/Guest of Suncity Hotels will surrender the 'duplicate' gate pass to the guard on duty at the time of entry.
4. The 'original' pass will be surrendered to the guard on duty at the time of Exit.
5. Misuse of facility of free one day gate pass is strictly prohibited. Any unit found to be misusing the gate pass mentioned at Sr. No. 1(a) , 1(b) & 2 for allowing labour, will be penalised which may include the withdrawal of free gate pass categories at Sr. No. 1(a) to 1(c) & 2 to the said unit.

F) STAMP ON ONE DAY GATE PASSES:-

- i At the time of entry of Visitors/employees, the security staff will put cancellation stamp on one day gate pass.
- ii. One day gate passes are valid only to the unit or sister concern units of same company. No one day gate pass holder is allowed to loiter around. Anybody found violating instruction is liable for action including blacklisting.

3. RULES AND REGULATION:-

A) TIMING:-

- i. One day Gate pass is valid only for 8 hrs from the time of its issuance. However, person holding one day gate will not be permitted after 11.00 pm in SEEPZ-SEZ except in cases where specific permission has been obtained from shift In-charge /Gate In-Charge at Gate no-1.
- ii. One day gate pass issued to the Guest of Suncity Hotel will be valid for 24 hours from the time of its issuance. All such passes will be valid for multiple entry and exist during validity of the passes.
- iii. No entry of vehicles/Person will be allowed inside the Zone from 12.00 A.M. (Midnight) to 5.30 A.M. (Morning), unless specific permission has been taken from Security In-charge (JDC).
- iv. The movement of vehicles (Trucks/Tempos) containing materials/goods other than import and export consignment will not be permitted after 6.00 P.M.
- v. The Garbage contract labours will be allowed to remain in Zone between 6.00 A.M. to 8.00 P.M.
- vi. The cleaning contract labours will be allowed to remain in Zone between 7.00 A.M. to 6.00 P.M.

B) SURRENDER / LOST OF GATE PASSES:-

- i. The unit shall surrender the gate passes immediately at the Gate Pass counter after the expiry of validity period/termination of the employee/resignation of the employee. Non surrender of the gate passes will invite the penalty of Rs. 1000/- per gate pass which will be recovered from the concerned unit. Further, the management of the unit shall be held responsible for any misuse of such expired Gate Passes.

- ii. The Garbage Contractor/Cleaning contractor shall also surrender the gate passes issued to their workers immediately after expiry of their contracts. Any misuse of such gate passes after the expiry of validity period/non surrendering the gate passes will invite penalty of Rs. 5,000/- per gate pass which will be recovered from the security deposit of the contractor. Contractor shall also be responsible for misuse of the Gate Pass/Passes, if any, by the labours.
- iii. In the event of loss of any Gate Pass/Car Sticker/Two Wheeler Sticker, FIR should be lodged with the jurisdictional Police Station, and original copy of the same should be furnished to SEEPZ Security alongwith application for issuance of duplicate Gate pass /Car Sticker/Two wheeler sticker enclosing the affidavit containing the facts on Rs. 100/- Non-Judicial Stamp paper.
- v. Any tampering with Gate pass or misuse of any sort of Gate Passes shall make it liable for cancellation of such gate passes and for the action by SEEPZ Admn.

C) ENTRY OF VEHICLES:-

- i. The bus/car / two wheeler sticker issued by SEEPZ-SEZ Security shall be pasted on the front glass left hand top corner of the wind shield so that the same can be easily identifiable while entry/exit.
- ii. Two Wheeler sticker issued by SEEPZ-SEZ security shall be pasted on front side.
- iii. The unit shall ensure that the Contract Bus is hired from reliable contractor. Units shall also ensure that contractors follow the rule and regulation of SEEPZ-SEZ Authority.
- iv. The bus driver and cleaner shall not get down from the vehicle and he/ they should ensure that the contract vehicles leave the Zone within 10 minutes of the last passenger alighting from the contract vehicle.
- v. The car/two wheelers holder will not carry unauthorized person in the cars/two wheelers without holding any valid gate pass. Violation of the procedure will cause the regulatory action including penalty/termination of gate/car/two wheeler stickers.

- vi. The bus owner / operator have to give a declaration certified by the concerned unit to the Security Officer regarding the trips with timing to each unit.
- vii. Washing/cleaning of buses inside the complex is strictly prohibited.
- viii. Only those units who have a minimum 20 employees shall be allowed the facility of contract bus. In case of units having less than 20 employees, such units can pool the employees of other units in the Zone provided the applicant units shall submit the letter from the other unit. The boarding point shall be from one place.
- ix. The unit concerned shall ensure that, as and when contract arrangement with the vehicle operator is discontinued, the same shall be informed immediately to the SEEPZ-SEZ Security.
- x. Blowing of the horns/playing of tape recorder or any musical instrument within the complex is not permitted.
- xi. The vehicle owner shall observe maximum speed limit of 20 Kmph in the Zone. If it is noticed that the speed limit of 20 Kmph exceeded in the Zone, the entry of Vehicle shall be banned. The unit concerned which has obtained vehicle pass will be responsible for the accidents in the Zone, if any, including the vehicle. Buses shall not be allowed to take U-Turn in Centre Road.
- xii. The taxies and auto rickshaws, other than duly permitted, will not be permitted to enter in Zone. In the event of such vehicles carrying any cargo inclusive of import cargo, the unit shall make an arrangement to transport the cargo from the gate.

D) PARKING OF VEHICLES:-

- i. Separate parking places have been provided for four wheeler/two wheelers vehicles near SDF building's/ Gems & Jewellery buildings. It is responsibility of the concerned unit to ensure that their employees will park their vehicles at designated parking place only. In case vehicle found parked at other than the designated parking area/obstructing the movement of goods/employees, will attract fine of Rs-500/- per day.

- ii. No vehicle is permitted to be parked during the night i.e. 12.00 am to 5.30 am. (except units and their employees who have sent intimation as per Para-2(D) of this Circular) Any vehicle found parked inside during the said period will be charged with the penalty of Rs-500/- per day.



(P. S. Raman)

Joint Development Commissioner,
SEEPZ-SEZ

COPY TO:

01. All Units in SEEPZ-SEZ
02. The Chairman, SEEMA, SEEPZ-SEZ
03. The President, SG&JMA, SEEPZ-SEZ
04. The Regional Director, EPC for 100% EOUs & SEZs, SEEPZ-SEZ
05. The Manager, Central Bank of India, SEEPZ-SEZ
06. The Manager, State Bank of India, SEEPZ-SEZ
07. The Manager, Punjab National Bank, SEEPZ-SEZ
08. The Manager, Bank of India, SEEPZ-SEZ
09. The Manager (OBU), Union Bank of India, SEEPZ++
10. The Manager (OBU), ICICI Bank, SEEPZ++
11. The Manager, State Bank of Patiala, SEEPZ++
12. All ATMs, SEEPZ-SEZ
13. Telegraph Office, SEEPZ-SEZ
14. The Post Master, SEEPZ Post Office
15. The Custodian, MMTS, SEEPZ-SEZ
16. The Dy. Engineer, MIDC
17. M/s. Thomas Cook Travels, SEEPZ-SEZ
18. The Manager, Indian Coffee House, SEEPZ-SEZ
19. The Manager, Kaydee Caterers, SEEPZ-SEZ
20. The Manager, Kaydee's Canteen, SEEPZ-SEZ
21. The Manager, Suncity Premiere, SEEPZ++
22. The Divisional Engineer, MTNL, SEEPZ-SEZ
23. Big Boss Gym, BFC Building
24. M/s. Stree Mukti Sanghtana
25. Medical Centre, BFC Building
26. M/s. BVG India Ltd.
27. M/s G4S Secure Solutions (I) Pvt. Ltd.
28. M/s. Sitaa Consultant Services.
29. Copy to IT section - for hosting on website