



सत्यमेव जयते

GOVT. OF INDIA
MINISTRY OF COMMERCE & INDUSTRY,
OFFICE OF DEVELOPMENT COMMISSIONER
SEZPZ SPECIAL ECONOMIC ZONE,
ANDHERI(EAST), MUMBAI-400 096
Tel: 022-28294799, Fax: 022-28291754,
E-mail: dcesepez-mah@nic.in

PUBLIC NOTICE NO. 13 /2015 |16457

Sub: PROCEDURE FOR ISSUE OF VARIOUS TYPES OF IDENTITY CARDS FOR ENTRY INTO PRIVATE SPECIAL ECONOMIC ZONE UNDER THE JURISDICTION OF ZONAL DEVELOPMENT COMMISSIONER, SEZPZ-SEZ.

The Special Economic Zone is a restricted area and entry to the Zone is regulated through issue of Identity Cards as stipulated under Section 46 of the SEZ Act, 2005 and Rule 70 of SEZ Rules, 2006. In order to facilitate the issue of Identity Cards to the employees of Special Economic Zone Developers and the units, the Specified Officers of all the SEZs (other than SEZPZ-SEZ) have been delegated powers to issue of I-Cards to the employees of SEZ Developers and units.

In supersession of earlier orders/circular on the above subject, the following procedure shall be followed with immediate effect.

1. Procedure of applications, colour system

(a) Procedure:

- (i) The Developer/Units shall submit the details as per Checklist (**Annexure-A**) for issue of Identity Card to the Specified Officer.
- (ii) The Developer/Units shall submit the Temporary & Permanent Identity in the format as prescribed in Form K of SEZ Rules, 2006 (**Annexure-B**).
- (iii) The Developer/Unit shall submit the details of persons to whom Identity Cards is being issued, in the prescribed format (**Annexure-C**), to the Specified Officer.
- (iv) The format of Daily Gate Pass may be decided by the Developer in consultation with Specified Officer of respective SEZs.
- (v) The Monthly list of Identity Cards issued by Specified Officers shall be submitted to Office of Zonal Development Commissioner by Specified Officer by 10th of each months.

(b) Colour System and Issuing Authority:

Sl. No.	Description of Gate Pass	Colour System	Issuing Authority
1.	Daily Gate Pass	White Paper	Security Personnel of SEZ Developer
2.	Temporary Identity Card (6 Months)	Green Strip or Colour may be decided in consultation of Specified Officer	Specified Officer
3.	Permanent Identity Card (3 Years)	Orange Strip or Colour may be decided in consultation of Specified Officer	Specified Officer

2. Entry of Police Official:

(i) Entry of police Officers to the Zone is restricted. However, permission will be granted by Specified Officer on providing the following information:-

- (a) Name and Designation
- (b) I-Card number
- (c) Place of Visit
- (d) Purpose of Visit

(ii) The Authorised Officer 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.

3. Entry of Govt./Semi-Govt Officers/Officials:

The Govt./Semi-Govt. Officers/Officials visiting the Zone should have to take prior permission from Development Commissioner.

4. Surrender/Lost of Gate Passes:

(i) The Developer/Unit shall surrender the Temporary/Permanent Identity Card immediately to Specified Officer after expiry of validity period/termination of the employee/resignation of the employee. The management of Developer/Unit shall be held responsible for any misuse of such expired Identity Card.

(ii) In the event of loss of Identity Card, FIR should be lodged with the jurisdictional Police Stations and original copy of the same should be furnished to Specified Officer for issue of Duplicate Identity Card.

(iii) Any tempering with Identity Card or mis-use of any sort of Identity card shall make it liable for cancellation and necessary action.


(V.P. Shukla)

Deputy Development Commissioner,
SEEPZ-SEZ

Encl: as above

To,

(i) All SEZ Developers and Units (other than SEEPZ-SEZ) under the jurisdiction of Development Commissioner, SEEPZ-SEZ

(ii) The Specified Officers under the jurisdiction of the Development Commissioner, SEEPZ-SEZ.

(iii) Website

(iv) DCO