

GOVERNMENT OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY,
SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY,
SEEPZ-SEZ, ANDHERI (E),
MUMBAI - 400 096

No. SEEPZ-SEZ/E-FNC/133/2022-EO /13447

12th August, 2022

CIRCULAR NO. 21 /2022

Attention of the unit in SEEPZ Zone Complex is invited to the 53rd Authority Meeting held on 01.07.2022, wherein the Competent Authority was apprised that vide Circular No.04 dated 14.05.2015 and Circular No.12 dated 17.07.2017 penalty was imposed on units for non-surrendered or expired gate passes. CAG had raised an audit objection on non-recovery of penalty in the matter amounting to Rs.3.63 Crore for the period 2016-17 to 2017-18. Efforts were made to recover the pending penalty amounts. However, there was resistance from the unit holders. The trade associations represented several times to waive off the said penalty amount. The matter was re-examined by Authority in its 41st Authority meeting dated 07.08.2020 . It was observed that there is no provision of such penalty in SEZ Act or SEZ Rules. Also, no other SEZ had imposed penalty in such matters. Therefore, it was decided not to impose penalty in such cases and a circular No.04 dated 21.08.2020 was issued. However, in respect of past cases, opinion from Branch Secretariat was sought. Based on same, matter was also informed to MOC&I for waiver off penalty for past period.

Ministry vide letter dated 06.12.2021 directed to take action in Authority Meeting. The opinion of Ministry of Law and Justice is reproduced hereunder;


It was the competent authority of SEEPZ-SEZ who had issued Circular specifying the conditions under which penalty is to be imposed on administrative side without there being any statutory support. Therefore, the Competent Authority appears to have powers to undo the penalty imposed.

In the present case, the Ministry of Commerce and Industry vide its letter dated 22.07.2020 has already advised the Department that the matter may be again placed before the Authority Committee and an appropriate decision may be taken.

Therefore, there does not appear to be any hitch for the Competent Authority to take appropriate administrative action for waiver of the remaining amount pending for recovery.

In view of the above legal opinion and instruction of MOC&I, the Authority approved the proposal for withdrawal of demand notice for non levy of penalty for non-surrendered and expired gate passes and decided to withdraw the Circular Nos. 4 & 12 dated 14.05.2015 & 17.07.2017 with retrospective effect.

This issues with the Approval of Chairman, SEEPZ-SEZ Authority.


12.08.22

(CPS Chauhan)
Jt. Development Commissioner
SEEPZ-SEZ Authority

Copy to:

1. All Unitholders, SEEPZ-SEZ
2. Trade Associations at SEEPZ
3. GJEPC and EPCES
4. Administrator, SEEPZ Website

[1]

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/-

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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/-

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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)

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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.

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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 FAILURE 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

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(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.

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- 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.

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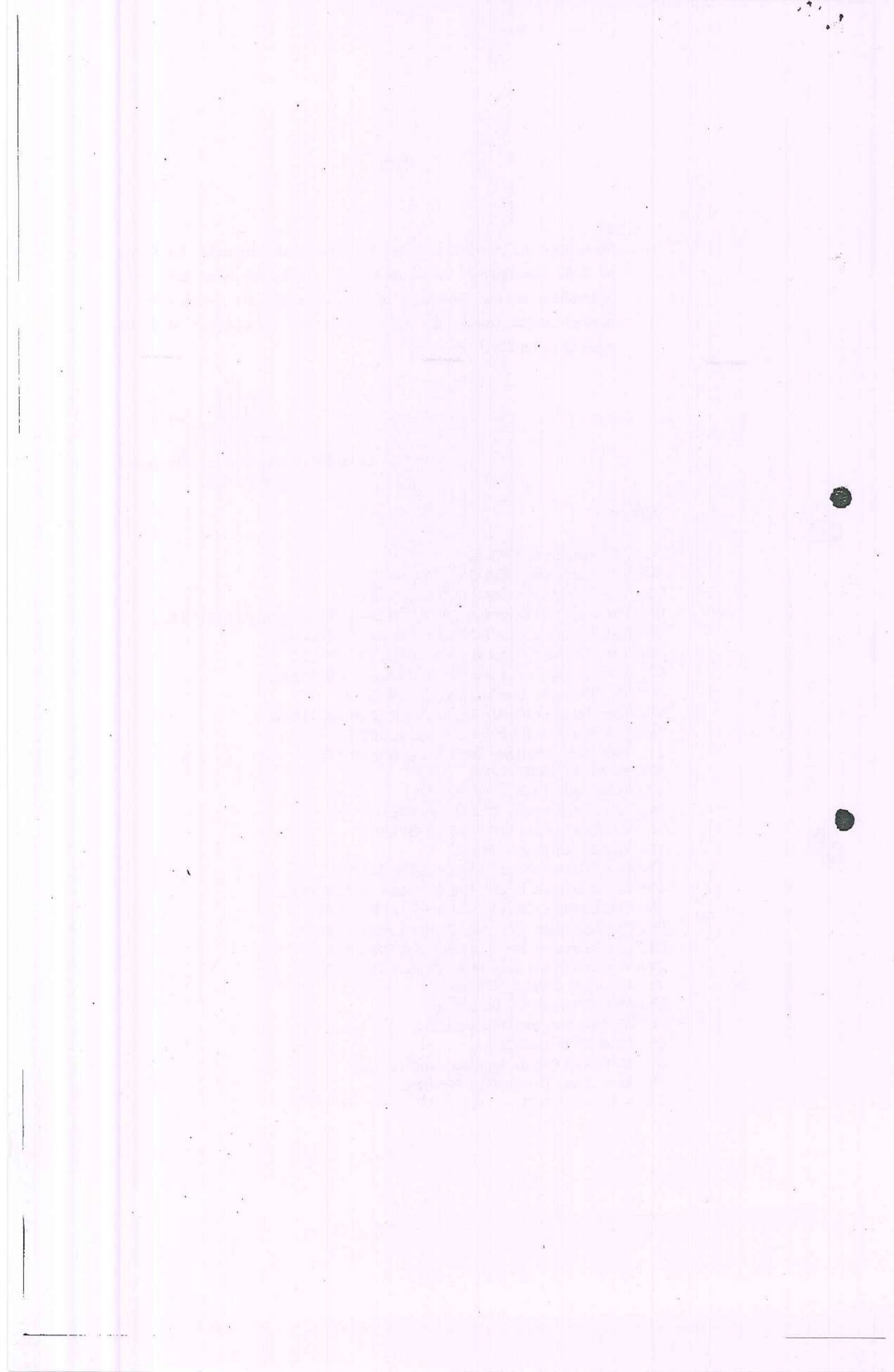
- ii. No vehicle is permitted to be parked during the night i.e. 12.00 am to 5.30 am. (except units and their employees who have sent intimation as per Para-2(D) of this Circular) Any vehicle found parked inside during the said period will be charged with the penalty of Rs-500/- per day.


 (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, MMTTC, 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, Sunicity Premiere, SEEPZ++
22. The Divisional Engineer, MTNL, SEEPZ-SEZ
23. Big Boss Gym, BFC Building
24. M/s. Stree Mukti Sanghata
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.



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

SEEPZ-SEZ/SEC/GP/01/2016-17/14346

Date: 17/07/2017

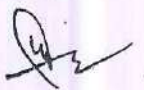
CIRCULAR NO -12

SUB: PROCEDURE FOR ISSUE OF VARIOUS TYPES OF PERMANENT & DAILY GATE PASSES FOR ENTRY INTO SEEPZ SPECIAL ECONOMIC ZONE and D.C COMPLEX.

In Supersession of Procedure set out in Circular No.04 dated 14.05.2015. Following comprehensive guidelines /procedure will come into force w.e.f. 19.07.2017

SEEPZ Special Economic Zone being SEZ 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 other applicable provisions of Law in force.

1. The Online gate pass system will remain open 24X7. Units can obtain all types of daily passes up to 5 days in advance. In case online system is not working manual passes can be obtained after submission of unit request letter to ASO/Gate In-charge. (Format mentioned at Page No.9/2-F).
2. Hard copy of all types of pass documents will be received from 09:30am to 06:00pm on all working days and Gate passes will be delivered from 11.00 a.m. to 6.00 p.m. on next working day at Gate pass counter.
3. Units must maintain the credit balances by making the payment in advance by way of Pay order / D.D. in favour of "SEEPZ-SEZ AUTHORITY FUND, MUMBAI" and should be submitted at receipt counter in Office of Development Commissioner . A copy of monthly bill will be delivered through email and unit can also view the bill statement in their system itself. If there is no credit balance available against a particular unit, the unit will not be issued any type of passes.
4. Previously, all types of vehicle passes were issued for a Block year (i.e. up to 31st march), now all types of vehicle passes excluding Night Commercial Pass, will be given for 1 year from the date of issue of pass.



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

Sr. No.	Description of Gate Pass	Documents to be submitted	Color s of paper	Gate Pass Fees W.e.f. 01.5.2015
1(a)	Daily Gate passes for Visitors	<p>The unit shall apply through Online System and needs to Fill the following details compulsorily:-</p> <p>1) First name, Last name, gender, Purpose, Name of person to meet, Mobiles Number.</p> <p style="text-align: center;">And</p> <p>Upload the following attachments compulsorily :-</p> <p>1) Photograph OR Photo ID Proof OR Unit undertaking letter.</p> <p>After approval by unit holder in the system, they can take a print out on White paper.</p> <p>Incase above information is not uploaded in the system, next day passes will not be generated.</p>	White	Free
(b)	Daily Gate passes for Labor (Ancillary)	<p>The unit shall apply through Online System and needs to fill the following details compulsorily:-</p> <p>1) Contractor name, First name, Last name of pass holder, Purpose of visit, Time, Mobiles Number.</p> <p style="text-align: center;">And</p> <p>Upload the following attachments compulsorily:-</p> <p>1) Photograph OR Photo ID Proof OR Unit undertaking letter.</p> <p>2) If there is no ID Proof with Labor, under taking should be given by unit mentioning that antecedent has been verified by the unit.</p> <p>After approval by unit holder in the system, they can take a print out on Light Green paper.</p> <p>Incase above information is not uploaded in the system, next day passes will not be generated.</p>	Light Green	Free
(c)	Daily Gate passes for Labor (Manufacturer)	<p>The unit shall apply through Online System and needs to fill the following details compulsorily:-</p> <p>1) Contractor name, First name, Last name of pass holder, Purpose of visit, Time, Mobiles Number.</p> <p style="text-align: center;">And</p> <p>Upload the following attachments compulsorily :-</p> <p>1) Photograph OR Photo ID Proof OR Unit undertaking letter.</p> <p>After approval by unit holder in the system, they can take a print out on Light Blue paper.</p> <p>Incase above information is not uploaded in the system, next day</p>	Light Blue	<p>i) up to 20 Gate pass (Free)</p> <p>ii)Rs.5/-for each pass issued thereafter</p>

		passes will not be generated.		
2.	One day Gate Pass for visitor/employee with any Vehicle Including Taxi	<p>The unit shall apply through Online System and needs to fill the following details compulsorily:-</p> <p>1) First name, Last name, Gender, Purpose, Name of person to meet, Mobiles Number, The Registered Car No.</p> <p style="text-align: center;">And</p> <p>Upload the following attachments compulsorily :-</p> <p>1) Photograph OR Photo ID Proof OR Unit undertaking letter.</p> <p>After approval by unit holder in the system they can take a print out on Pink paper.</p> <p>If Visitor photograph is not available at the time of arrival then unit must upload the visitor photograph after the visitor has arrived at the units premises.</p> <p>Incase above information is not uploaded in the system, next day passes will not be generated.</p>	Pink	Free
3.	6. Months Gate Pass	<p>The unit shall apply through Online System and needs to fill the following details compulsorily:-</p> <p>1) Employee Code, First Name, Last name, DOB, Designation, Gender.</p> <p style="text-align: center;">And</p> <p>Upload the following attachments compulsorily :-</p> <p>1) Any one of the following Id proof:- a) Aadhar Card, b) Passport.</p> <p>2) If you have no Id proof then select Yes for Police verification or Certificate from unit</p> <p>And also submit above mentioned documents physically at Gate Pass Section At seepz Gate No.1.</p> <p>After submission of above documents physically, Security Officer will approve the pass in Online System.</p>	Green Strip -for IT and Hardware Yellow Strip -for jewellery	Rs. 75/-
4.	One Year Gate Pass	<p>The unit shall apply through Online System and needs to fill the following details compulsorily:-</p> <p>1) Employee Code, First Name, Last name, DOB, Designation, Gender.</p> <p style="text-align: center;">And</p> <p>Upload the following attachments compulsorily :-</p> <p>1) Any one of the following Id proof:- a) Aadhar Card, b) Passport.</p> <p>2) If you have no Id proof then select Yes for Police verification or Certificate from unit</p> <p>and also submit above mentioned documents physically at Gate Pass Section At seepz Gate No.1</p> <p>After submission of above documents physically, Security officer will approve the pass in Online System.</p>	Dark Brown Strip -for IT and Hardware Dark Pink -for jewellery	Rs. 150/-

5.	3 Years Gate Pass	<p>The unit shall apply through Online System and needs to fill the following details compulsorily:-</p> <p>1) Employee Code, First Name, Last name, DOB, Designation, Gender.</p> <p style="text-align: center;">And</p> <p>Upload the following attachments compulsorily :-</p> <p>1) Any one of the following Id proof:- a) Aadhar Card, b) Passport.</p> <p>2) If you have no Id proof then select Yes for Police verification or Certificate from unit and also submit above mentioned documents physically at Gate Pass Section At seepz Gate No.1</p> <p>After submission of above documents physically, Security officer will approve the pass in Online System.</p>	Orange Strip -for IT and Hardware Navy Blue - for jewellery	Rs. 250/-
6(a)	<p>Utility Services i.e. MTNL, Post Office, Reliance energy, Tata power, Tata Tele services ,Vodafone ,NFCD , Airtel , BSNL, MIDC and other service providers and their employees (for 6 months)</p>	<p>The service provider shall submit following documents physically at Gate Pass Section At seepz Gate No.1:</p> <p>1) Application containing following details :- a) Name b) Designation c) DOB d) Address e) Two Passport size photographs on registered company letterhead.</p> <p>2) Police verification/Valid Pass port (except Govt. / Govt. undertaking official.)</p> <p>3) Contract copy /agreement / work order copy of seepz authority(except seepz division units)</p> <p>After submission of above documents physically, Security officer will insert the pass in Online System.</p>	Brown strips	Rs. 150/-
(b)	<p>Utility Services For Labor contractor's (for 6 months)</p>	<p>1. The service provider / contractor shall Submit following documents physically at Gate Pass Section At seepz Gate No.1:-</p> <p>1) Application to Security Officer containing following details: a) Name b) Designation c) DOB d) Address e) Two photograph on registered company letterhead.</p> <p>2) Contract copy /Agreement copy /Work order copy</p> <p>3) Police verification OR Valid Pass Port</p> <p>After submission of above documents physically, Security officer will insert the pass in Online System.</p>	Brown strips	Rs. 150/-

(c)	One day Gate Pass for all the Utility Services(as mentioned in 6a and 6b) (Gate pass Counter Time 9:30AM to 6:00 PM)Closed Sunday and National Holidays.	The service provider shall submit following documents and passes will be issued from External gate pass counter. 1) application containing following details :-a) Name b) Designation c) Age 2) Approval of Shift In-Charge / Gate In-charge	Pink Paper	Free
(d)	One day visitor pass for D.C. Office, BFC building agencies and Bank, Post located at D.C. Complex. (Gate pass Counter Time 9:30AM to 6:00 PM) Closed on Sunday and National Holidays.	1) For D.C. Office visitors passes will be issued at External gate pass counter declaring self information by visitor. (This pass valid for D.C. Office only) 2)BFC building agencies ,Banks & Post should have to submit below mentioned details at the External gate pass counter a) Full Name, b) Purpose, c) Mobile Number, d) Name of the person to meet. 3)Seepz SEZ Bank A/c Holder (D.C. Complex Zone Branch) shall show their passbook at External gate pass counter & obtained the pass (This pass will be valid for D.C. Office Zone only)	White Paper	Free
(e)	Cleaning Contractor / Garbage Contractor (for 6 months)	The Cleaning Contractor / Garbage Contractor shall submit following documents physically at Gate Pass Section At seepz Gate No.1:- 1) Application to Security Officer containing following details: a) Name b) Designation c) DOB d) Address e) Two photograph on registered company letter head. 2) Contract copy /Agreement copy /Work order copy of seepz authority 3) Police verification OR Valid Passport. 4) BMC license OR State Government Registration license. After submission of above documents physically, Security officer will insert the pass in Online System.	Brown strips	Rs. 150/-
(f)	Courier service (for 6 months)	The unit shall apply through Online System and needs to fill the following details compulsorily:- 1) First Name, Last name, DOB, Designation, Gender. And Upload the following attachments compulsorily :- 1) Any one of the following Id proof:- a) Aadhar Card, b) Passport. 2)If you have no Id proof then select Yes for Police verification or Certificate from unit And also submit above mentioned documents physically at Gate Pass	Brown strips	Rs. 150/-

		Section At seepz Gate No.1. After submission of above documents physically, Security Guard will approve the pass in Online System.		
7(a)	Vendor (Including freight forwarder, CHA) for one year.	The unit shall apply through Online System and needs to fill the following details compulsorily:- 1) First Name, Last name, DOB, Designation, Gender. And Upload the following attachments compulsorily :- 1) Any one of the following Id proof:- a) Aadhar Card, b) Passport. 2)If you have no Id proof then select Yes for Police verification or Certificate from unit And also submit above mentioned documents physically at Gate Pass Section At seepz Gate No.1. After submission of above documents physically Security Guard will approve the pass in Online System.	Full Sky Blue	Rs. 600/-
(b)	Outside Caterers for bulk supplier other than Tiffin supplier (for one year)	The unit shall apply through Online System and needs to fill the following details compulsorily:- 1) First Name, Last name, DOB, Designation, Gender. And Upload the following attachments compulsorily :- 1) Any one of the following Id proof:- a) Aadhar Card, b) Passport. 2)If you have no Id proof then select Yes for Police verification or Certificate from unit And also submit above mentioned documents physically at Gate Pass Section At seepz Gate No.1.After submission of above documents physically, Security Guard will approve the pass in Online System.	Full Sky Blue	Rs. 600/-
(c)	Contract Bus driver / cleaner / owner pass (for 6 months)	The unit shall apply through Online System and needs to fill the following details compulsorily:- 1) First Name, Last name, DOB, Designation, Gender. And Upload the following attachments compulsorily :- 1) Any one of the following Id proof:- a) Aadhar Card, b) Passport. 2)If you have no Id proof then select Yes for Police verification or Certificate from unit And also submit above mentioned documents physically at Gate Pass Section At seepz Gate No.1. After submission of above documents physically; Security Guard will approve the pass in Online System.	Black Strip	Rs. 600/-

8(a)	Two Wheeler Sticker for Entry / Exit for (Unit Owners / employees/Vendor).	<p>The units shall apply through Online System and need to fill the following details compulsorily:-</p> <p>1) Employee code given by the unit, Registration name.</p> <p>Upload the following documents compulsorily:</p> <p>1)R.C. Book Or Insurance(Any one)</p> <p style="text-align: center;">And</p> <p>Submit the following documents physically.</p> <p>1) Application to Security Officer in the Prescribed format (format attached in annexure 1.)</p> <p>2) Copy of R.C. Book indicating the ownership of the vehicle.(If vehicles registration in any other name then unit OR vehicle owner should have to submit an undertaking.)</p> <p>3) Copy of valid PUC, Insurance policy and Seepz Id.</p> <p>4) Vendor shall submit all above mentioned documents physically with unit recommendation letter.</p> <p>After submission of above documents physically, Security Guard will approve the pass in Online System.</p>	Sky Blue	Rs. 200/-
(b)	Car Sticker for Entry / Exit For (Unit Owners / employees/Vendor).	<p>The units shall apply through Online System and need to fill the following details compulsorily:-</p> <p>1) Employee code given by the unit, Registration name.</p> <p>Upload the following documents compulsorily:</p> <p>1)R.C. Book Or Insurance(Any one)</p> <p style="text-align: center;">And</p> <p>Submit the following documents physically.</p> <p>1) Application to Security Officer in the Prescribed format (format attached in annexure 1.)</p> <p>2) Copy of R.C. Book indicating the ownership of the vehicle. (If vehicles registration in any other name then unit OR vehicle owner should have to submit an undertaking.)</p> <p>3) Copy of valid PUC, Insurance policy and Seepz Id.</p> <p>4) Vendor shall submit all above mentioned documents physically with unit recommendation letter.</p> <p>After submission of above documents physically, Security Guard will approve the pass in Online System.</p>	Sky Blue	Rs. 500/-
(c)	T-Vehicle Gate pass for Entry / Exit	<p>The units shall apply through Online System and upload the following documents in online system:</p> <p>1)R.C. Book Or Insurance(Any One).</p> <p>Submit the following documents</p>	Sky Blue	Rs. 500/-

		<p>physically.</p> <ol style="list-style-type: none"> 1) Application to Security Officer in the Prescribed format (format attached in annexure 1.) 2) Copy of R.C Book indicating the ownership of the vehicle. 3) Copy of valid PUC, insurance policy and Authorization 4) Fitness certificate. 5) Agreement Letter. <p>After submission of above documents physically, Security Guard will approve the pass in Online System.</p>		
(d)	Bus Sticker for Entry / Exit.	<p>The units shall apply through Online System and upload the following documents in online system:</p> <ol style="list-style-type: none"> 1) R.C. Book Or Insurance (Any One). <p>Submit the following documents physically.</p> <ol style="list-style-type: none"> 1) Application to Security Officer in the Prescribed format (format attached in annexure 1.) 2) Copy of R.C Book indicating the ownership of the vehicle. 3) Copy of valid PUC, Insurance policy, Authorization and Seepz Id. 4) Fitness certificate. 5) Agreement Letter. 6) Copy of RTO transfer certificate (For other state vehicles.) <p>After submission of above documents physically, Security Guard will approve the pass in Online System.</p>	Sky Blue	Rs. 5000/-
9(a)	Commercial Vehicle Sticker belonging to unit (only for Good Vehicle including Forklift) for Entry / Exit	<p>The units shall apply through Online System and upload the following documents in online system:</p> <ol style="list-style-type: none"> 1) R.C. Book Or Insurance (Any one) <p>Submit the following documents physically.</p> <ol style="list-style-type: none"> 1) Application to Security Officer in the Prescribed format (format attached in annexure 1.) 2) Copy of R.C Book indicating the ownership of the vehicle. 3) Copy of valid PUC, Insurance policy, Authorization and Seepz Id. 4) Fitness certificate. 5) Agreement Letter. 6) Copy of RTO transfer certificate (For other state vehicles.) <p>After submission of above documents physically, Security Guard will approve the pass in Online System.</p>	Sky Blue	Rs 500/-
(b)	Night permission Sticker for commercial vehicle (only for Good Vehicle including ForeLift) for and Entry / Exit	<p>The units shall apply through Online System and submit the following documents:</p> <ol style="list-style-type: none"> 1) Permission from In charge Security (DDC). 2) Submit the document as mentioned above in Para no 9 (a) 	Sky Blue	Rs 2000/- Per month

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 (Deputy Development commissioner); specific Gate Pass will be issued from Gate Pass Counter of DC office (External gate pass counter).

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

- i. Handicapped Employee need not to take separate permission they shall be allowed in the Auto-rickshaw/Taxies after showing valid vehicle pass, Seepz ID and Handicapped certificate at gate to Security.
- ii. 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.

D) UNION LEADER ENTRY:-

- i) Only Two representative of recognized trade Union will be allowed on valid pass.



- ii) Unit should have to submit written undertaking letter with certificate of recognition of union issued by Industrial Court Registrar Mumbai to Shift In charge/Gate In charge.
- iii) The Representative of the unit shall escort the union representatives from the Main Gate to the Unit and back.

E) 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 in charge 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 holders 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.

F) ISSUE OF MANUAL GATE PASSES ON FAILUER OF SERVER:-

1. On failure of server, the manual gate passes will be issued by Gate in-charge/ASO in following manner and charges will be add in the monthly bill.

Unit shall submit the list of Visitors/ Labour (Vendor)/ Labor (Manufacture)/ Guest of Sun city 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 Sun city Hotels.

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

(v) 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 Sun city 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.

G) 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 pass 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 Sun city Hotel will be valid for 24 hours from the time of its issuance. All such passes will be valid for multiple entries 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 (DDC).
- 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. Local Goods will be allowed from 10:00am to 06:00pm.

- 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.
- vii. The Units are requested to inform their employees that every employee should wear Photo Id issued by SEEPZ-SEZ Authority on his/her neck or attire from the time he/she enter in the zone and till he/she leave the zone.

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 penalty of Rs. 500/- per gate pass. On or after 1st August, 2017, the expired gate passes can be surrendered within 30 days of its expiry. Thereafter a penalty of Rs.10/- per day will be charged till its surrender, however, such gate passes can be surrendered till penalty reach maximum of Rs.500/-Therefore, the penalty shall be imposed to the unit and penalty shall not be withdrawn even if it is surrendered. However, the units shall continue to be responsible for misuse of any unsurrendered gate pass.
- 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 along with application for issuance if duplicate Gate Pass/Car Sticker/Two Wheeler Sticker enclosing the affidavit containing the facts on Rs.100/- Non-Judicial Stamp paper.

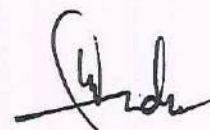
- iv. Any tampering with Gate pass or misuse of any sort of Gate Passes shall make it liable for cancellation of such gate passes and for the action by SEEPZ Administration.

C) ENTRY OF VEHICLES:-

- i. The bus/car 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 their four wheelers/two wheelers without holding any valid gate pass. Violation of the procedure will cause the regulatory action including penalty/termination of gate pass/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 15 Km ph in the Zone. If it is noticed that the speed limit of 15 Km ph 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 Central Road.
- xii. The taxis and auto rickshaws, for cargo, 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(E) of this Circular) Any vehicle found parked inside during the said period will be charged with the penalty of Rs-500/- per day.
- iii. Visitor vehicle pass (i.e. One day vehicle pass) holder are not allowed to park inside the Seepz zone. Vehicle shall leave the zone within 30 minutes from the time of entry in the zone. Entry and Exit gate of the entered vehicle will be same. If found misuse of facility penalty of Rs 5000/- will be charged to unit who has called the vehicle.



(Mahesh Yadav)
Deputy Development Commissioner,
SEEPZ-SEZ

COPY TO:

01. All Units in SEEPZ-SEZ
02. DCO.
03. The Chairman, SEEMA, SEEPZ-SEZ
04. The President, SG&JMA, SEEPZ-SEZ
05. The Regional Director, EPC for 100% EOUs & SEZs, SEEPZ-SEZ
06. M/s G&J Council.
07. The Manager, Central Bank of India, SEEPZ-SEZ
08. The Manager, State Bank of India, SEEPZ-SEZ
09. The Manager, Punjab National Bank, SEEPZ-SEZ
10. The Manager, Bank of India, SEEPZ-SEZ
11. The Manager (OBU), Union Bank of India, SEEPZ++
12. The Manager (OBU), ICICI Bank, SEEPZ++
13. The Manager, State Bank of Patiala, SEEPZ++
14. The Post Master, SEEPZ Post Office
15. The Custodian, MMTC, 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's Canteen, SEEPZ-SEZ
20. The Manager, Sun city Premiere, SEEPZ++
21. The Divisional Engineer, MTNL, SEEPZ-SEZ
22. Big Boss Gym, BFC Building
23. M/s. Stree Mukti Sanghtana
24. Medical Centre, BFC Building
25. M/s G4S Secure Solutions (I) Pvt. Ltd.
26. M/s EMG.
27. M/s NFCD.

Annexure-I

To,
Security Officer,
SEEPZ-SEZ, Andheri (E),
Mumbai - 400096.

Subject: Issue of vehicle passes for our employees/ Bus Contractor.

Sir,

We request you to issue us the Four Wheeler/Two Wheeler/Bus passes/Commercial Vehicles for our employee as per details given below.

Sr. No.	Employees Name	SEEPZ Identity Card No.	Valid up to	Vehicle No.	Verification Code	Vehicle Regd. In the name of
01.						
02.						
03.						
04.						
05.						

Detail of Bus Contractor

01. Name of Contractor :-
02. Address :-
03. Telephone Number :-
04. Bus Number :-
05. Trip time :-

We shall be responsible to ensure that it is not misused. In case of misuse of the sticker the same as well as the Identity card of the employee/Bus Contractor may be cancelled & the said employee/ contractor & we would be liable for penalty as laid down by SEEPZ-SEZ Authority.

Also the user would ensure compliance with the Government Rules & Regulation as applicable (R.T.O., Taxation or any legal matters etc.) from time to time.

Yours sincerely,

(Authorised
Signatory)

(Note:- The application should be on company's letterhead sign by authorised person.

The first part of the document
 discusses the general principles
 of the proposed system.
 It is intended to provide a
 clear and concise summary
 of the main points.
 The second part of the document
 contains a detailed description
 of the various components
 and their functions.
 This section is intended to
 provide a comprehensive
 overview of the system's
 architecture and design.
 The third part of the document
 describes the implementation
 details and the results of
 the testing process.
 This section includes a
 comparison of the proposed
 system with existing
 solutions and a discussion
 of the advantages and
 disadvantages of the
 proposed approach.

The following table
 provides a summary of
 the key parameters
 and their values.
 The first column
 lists the parameter
 name, and the second
 column lists the
 corresponding value.
 The third column
 provides a brief
 description of the
 parameter's function.
 The fourth column
 indicates the unit of
 measurement for each
 parameter.