



भारत सरकार / GOVERNMENT OF INDIA  
विकास आयुक्त का कार्यालय/OFFICE OF THE DEVELOPMENT COMMISSIONER  
सीपज़ विशेष आयुक्त क्षेत्र /SEEPZ SPECIAL ECONOMIC ZONE  
वाणिज्य एवं उद्योग मंत्रालय /MINISTRY OF COMMERCE & INDUSTRY  
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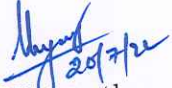
**CIRCULAR No. 59 /2022**

**Sub: Procedure for seeking Work From Home (WFH) permission under Rule 43A of SEZ Rules, 2006-reg.**

1. Attention of all SEZ Unit holders under the jurisdiction of Development Commissioner, SEEPZ-SEZ is hereby drawn to the Rule 43A inserted through Special Economic Zone (Third Amendment) Rules, 2022 issued under GSR No. 576 (E) dated 14<sup>th</sup> July, 2022 by the Department of Commerce in connection with the Work from Home (WFH) provisions in the Special Economic Zones (SEZs).
2. In a view to ensure a smooth and an orderly implementation of the new provisions in the Rule 43A, it has been decided to lay down the following procedure by all the Units under the jurisdiction of DC, SEEPZ:
  - (a) The Units shall submit new applications for WFH, at least 15 days in advance, preferably by email, through the registered email ID of the Unit, to the concerned Specified Officers with a copy to the DC Office. In case a physical copy is submitted, a soft copy should also be provided by email. The application should contain a covering note signed by the authorised signatory of the Unit mentioning the:
    - i. Date of permission;
    - ii. Total number of employees;
    - iii. Number of employees for whom WFH is being sought;
    - iv. Duration for which permission for WFH is required.
  - (b) The attachment with the covering note should contain the following columns;
    - i. Name and designation of employees availing of WFH facility;
    - ii. ID Card No. of the employees;
    - iii. Validity/Expiry date of the ID card;
    - iv. Duration for which the permission for WFH is required (in case it is different from the general duration for which permission is sought);
  - (c) The Units would also give an undertaking on their letter head through authorised signatory that they would follow all the conditions and stipulations laid down in the new Rule 43A of SEZ Rules, 2006.
3. A Unit, wherein its employees are working from home or from any place outside the Special Economic Zones (Third Amendment) Rules, 2022 (i.e.14<sup>th</sup> July 2022) shall submit its proposal for permission to the Development Commissioner within ninety days (which is up to 11<sup>th</sup> October, 2022) from the date of such commencement.

*(Handwritten signature)*  
20/7/22

4. In view of insertion of Rule 43A in SEZ Rules, the Work From Home circular dated 22<sup>nd</sup> March, 2022 issued by this office stands withdrawn with immediate effect.

  
(Shyam Jagannathan, IAS)  
Development Commissioner  
SEEPZ-SEZ

Copy To,

1. All the Units /Developers/Co-Developers.
2. JDCs/DDC/Specified Officers/ADCs/ Notice Board/ website
3. Under Secretary (SEZ Division), Department of Commerce, Udyog Bhawan,  
New Delhi.