

	<p>भारत सरकार / Government of India वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce &amp; Industry, विकास आयुक्त का कार्यालय/ Office of the Development Commissioner, सीपज़ - विशेष आर्थिक क्षेत्र / SEEPZ-Special Economic Zone, अंधेरी (पूर्व), मुंबई// <u>Andheri (E), Mumbai -400 096</u> टेलि. / Tel. : 022-28294756 ई-मेल / E-mail: <a href="mailto:dcseepz-mah@nic.in">dcseepz-mah@nic.in</a>, वेबसाइट / Website: <a href="http://www.seepz.gov.in">www.seepz.gov.in</a></p>	 <p>आज़ादी का अमृत महोत्सव</p>
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फा.सं.सीपज़-सेज़/प्रशासन/जीआइ/588/2020-21/वॉल्यू-II/21002

दिनांक: 12.12.2022

## परिपत्र संख्या 87/2022

विषय: नियम 43 ए के संबंध में विशेष आर्थिक क्षेत्र नियम, 2006 में घर से काम (वर्क फ्रॉम होम) करने की अनुमति के लिए दिशानिर्देश

वाणिज्य एवं उद्योग मंत्रालय ने ऊपर उद्धृत विषय पर दिनांक 08.12.2022 के पत्र संख्या K-43013(12)/1/2021-SEZ के माध्यम से अधिसूचना जारी की है।

सभी यूनिट धारकों से अनुरोध है कि वे वाणिज्य एवं उद्योग मंत्रालय द्वारा जारी दिशानिर्देशों का पालन करें और उनमें उल्लिखित निर्देशों का पालन करें।

इसके अलावा, उप-नियम (1) के तहत दी गई अनुमति 31 दिसंबर, 2023 तक लागू रहेगी (संदर्भ के लिए वाणिज्य एवं उद्योग मंत्रालय द्वारा जारी अधिसूचना की प्रति संलग्न है)। तदनुसार, इस कार्यालय द्वारा समय-समय पर जारी किए गए "घर से काम करने" के संबंध में सभी परिपत्र इस परिपत्र द्वारा हटाए जाते हैं।

इसे विकास आयुक्त, सीपज़-सेज़ के अनुमोदन से जारी किया गया।

हस्ता/-

(सी.पी.एस.चौहान)

संयुक्त विकास आयुक्त

सीपज़-सेज़

संलग्नक: यथोपरि

प्रति:

1. सभी यूनिट/डेवलपर्स/सह-डेवलपर्स
2. विकास आयुक्त/संयुक्त विकास आयुक्त/विनिर्दिष्ट अधिकारी/सहायक विकास आयुक्त/नोटिस बोर्ड/वेबसाइट
3. अवर सचिव (सेज़ अनुभाग), वाणिज्य विभाग, उद्योग भवन, नई दिल्ली

 <p>सत्यमेव जयते</p>	<p>भारत सरकार / GOVERNMENT OF INDIA विकास आयुक्त का कार्यालय/OFFICE OF THE DEVELOPMENT COMMISSIONER सीपज़ विशेष आर्थिक क्षेत्र /SEEPZ SPECIAL ECONOMIC ZONE वाणिज्य एवं उद्योग मंत्रालय /MINISTRY OF COMMERCE &amp; INDUSTRY अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096. टेली / Tel : 022-28294757 ई-मेल /E-mail : <a href="mailto:dcseepz-mah@nic.in">dcseepz-mah@nic.in</a> वेबसाइट / Web-site : <a href="http://www.seepz.gov.in">www.seepz.gov.in</a></p>	 <p>आजादी का अमृत महोत्सव</p>
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F.No.SEEPZ-SEZ/ADMIN/GI/588/2020-21/VOL-II/ 21002

Dated: 12.12.2022

**CIRCULAR No. 87 /2022**


Sub: Guidelines for Work from Home (WFH) permission in Special Economic Zones Rules, 2006, for rule 43A- reg.

Ministry of Commerce and Industry issued Notification, vide letter No. K-43013(12)/1/2021-SEZ dt. 08.12.2022 on subject cited above.

All Unit holders are hereby requested to follow the guidelines issued by MoC&I and to adhere the directions mentioned therein.

Further, the permission granted under sub-rule (1) shall be applicable upto the 31<sup>st</sup> December, 2023 (Copy of notification issued by MoC&I is attached for reference). Accordingly, all the circulars regarding "Work from Home" issued by this office from time to time stands superseded by this circular.

This issues with the approval of the Development Commissioner, SEEPZ-SEZ.

  
12.12.22

(C.P.S. Chauhan)  
Jt. Development Commissioner  
SEEPZ-SEZ

Encl: as above

Copy to:

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

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART-II, SECTION 3, SUB-SECTION (i)]

MINISTRY OF COMMERCE AND INDUSTRY  
(Department of Commerce)

NOTIFICATION

New Delhi, the 8<sup>th</sup> December, 2022

G.S.R. (E).— In exercise of the powers conferred by section 55 of the Special Economic Zones Act, 2005 (28 of 2005), the Central Government hereby makes the following rules further to amend the Special Economic Zones Rules, 2006, namely:—

1. (1) These rules may be called the Special Economic Zones (Fifth Amendment) Rules, 2022.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Special Economic Zones Rules, 2006, for rule 43A, the following rule shall be substituted, namely:—

'43A. Work from Home.— (1) A Unit may permit its employees, specified in sub-rule (2), to work from home or from any place outside the Special Economic Zone in accordance with this rule.

(2) The following employees are covered under sub-rule (1),—

(i) employees of Units which provide Information Technology and Information Technology enabled services;

(ii) employees, who are temporarily incapacitated;

(iii) employees, who are travelling; and

(iv) employees, who are working offsite.

(3) The permission granted under sub-rule (1) shall be applicable upto the 31<sup>st</sup> December, 2023.

(4) The facility for work from home or from any place outside the Special Economic Zone may cover all the employees of the Unit.

(5) Where a Unit permits its employees for work from home or from any place outside the Special Economic Zone under this rule, it shall intimate the same to the Development Commissioner through an email on or before the date on which the facility for work from home or from any place outside the Special Economic Zone is permitted:

Provided that where a Unit has permitted its employees for work from home or from any place outside the Special Economic Zone, before the commencement of the Special Economic Zones (Fifth Amendment) Rules, 2022 and permits its employees for work from home or from any place outside the Special Economic Zone under this rule, it shall intimate the same to the Development Commissioner through an email on or before the 31<sup>st</sup> January, 2023.

(6) The Unit shall not be required to submit the lists of employees who are allowed to follow work from home or from any place outside the Special Economic Zone, but shall maintain in the Unit the lists of employees who had been permitted to work from home or from any place outside

the Special Economic Zone and shall be submitted for verification whenever is required by the Development Commissioner.

(7) The facility for work from home or from any place outside the Special Economic Zone shall be admissible if the Unit continues to operate from the premises as per their Letter of Approval, as amended from time to time.

(8) The work to be performed by the employee permitted to work from home under this rule shall be as per the services approved for the Unit, and the work is related to a project of the Unit.

(9) The Unit shall ensure export revenue of the resultant products or services to be accounted for by the Unit to which the employee is tagged.

(10) Where an employee ceases to be part of the project of the Unit, the employee shall be un-tagged from the Unit and the Unit shall surrender the identity card as per sub-rule (2) of rule 70.

(11) The Unit may provide to an employee duty-free goods, including laptop, desktop, and other electronic equipment needed by the employee for work from home or from any place outside the Special Economic Zone and the same shall be allowed to be taken outside the Special Economic Zone without payment of duty or integrated goods and services tax on temporary basis:

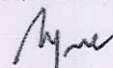
Provided that the Units while opting for the facility of work from home or from any place outside the Special Economic Zone shall ensure that such duty-free goods are duly accounted for in the appropriate records as per the extant rules and are available for verification, if necessary.

(12) Notwithstanding anything in sub-rule (1) of rule 50, the temporary removal of such duty-free goods shall be allowed for a period commensurate with the validity of the facility for work from home or anywhere outside the Special Economic Zone:

Provided that if a Unit fails to bring back the duty-free goods into the Special Economic Zone within the period specified in this sub-rule, the duty applicable on such goods shall be paid by the Unit.

(13) In this rule, the expression "employees" shall include all persons employed on the rolls of the Unit or under a direct contract or where the Unit is the principal employer under a contract with another organisation where such persons are expected to report on a day-to-day basis for work to the Unit and the Unit administers the control on their attendance'.

[F.No. K-43013(12)/1/2021-SEZ]



(Vipul Bansal)

Joint Secretary to the Government of India

Note.— The principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), *vide* notification number G.S.R 54(E), dated the 10<sup>th</sup> February, 2006 and lastly amended *vide* notification number G.S.R 761 (E), dated the 3<sup>rd</sup> October, 2022.