भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
सीप्ज़ विशेष आर्थिक क्षेत्र
अंधेरी (पूर्व), मुंबई - 400096.

Government of India
Ministry of Commerce & Industry,
Office of the Developement Commissioner,
SEEPZ-Special Economic Zone,
Andheri (E), Mumbai - 400096.

वेबसाइट : www.seepz.gov.in, ई-मेल : dcseepz-mah@nic.in, टेलीफोन : 022-28290856/28294700

F. No. SEEPZ-SEZ/E-OPT-11/76/2022-IT/COMP/12887 Date: 14/11/2024

Executive Order No 386/2024

This is to inform all the stakeholders of SEEPZ SEZ Zone that henceforth all processes related to Approval Committee will be processed through the RISe ERP portal (https://rise.seepz.gov.in) being implemented for SEEPZ SEZ. This includes scheduling meeting, adding agenda, forwarding the agenda for approval, adding the action taken, capturing minutes of the meeting, preparing the meeting minutes and forwarding the minutes for approval.

The module has been released and the user role has been enabled for the respective stakeholders in August, 2024.

It is mandatory for all stakeholders that they shall submit their proposal before approval Committee through above mentioned portal only.

From 13/11/2024 onwards the Agenda and Minutes will be approved and digitally signed in RISE ERP portal (https://rise.seepz.gov.in) and there is no need to submit the approved agenda/ minutes in eOffice again for approval. Digitally signed Agenda/ Minutes through above mentioned RISe ERP portal will be an authentic document for all the stakeholders.

In case stakeholders face any difficulty than they should send email to the Deputy Development Commissioner (ddcseepz-mah@nic.in).

The roles of Users are available in Annexure-A.

A detailed user manual is enclosed with this order. There is a dedicated support unit set up to manage any technical queries or training requirements. The details of the same are available in user manual.

This issues with the approval of the Development Commissioner.

14/11/2024

(Dr. Prasad Varwantkar)
Deputy Developmemt Commissioner
SEEPZ SEZ, Mumbai

Copy to:
1. DCO/ JDCO/ DDCO
2. ADC (Estate/ Finance/ Security/ Labour Division)
3. Estate/ Estate/ Finance/ Security/ Labour Division
4. Service Provider
5. ADC (SEEPZ/ New SEZ /EOU)
6. Unitholders

ANNEXURE-A

Roles of Users in Approval Committee Module

User	Roles in Module
Development Commissioner	• Approve the Agenda/ Minutes. • View, edit or sent-back for correction in Agenda/ Minutes. • Delegate any privilege to any officer.
Joint Development Commissioner	• Forward agenda/ Minutes for approval. • Approve the Agenda/ Minutes. • View, edit or sent-back for correction in Agenda/ Minutes.
Deputy Development Commissioner	• Add, view, edit and Sent-back for correction in Agenda/ Minutes. • Forward Agenda/Minutes for approval.
Assistant Development Commissioner (Nodal Officer)	• Initiating and scheduling Approval Committee meeting. • Add participants in the meeting. • Arrange Meeting in Conference Room.
Assistant Development Commissioner	• Verification and correction of Agenda/Meeting forwarded by concerned LDC/UDC. • Forwarding the verified Agenda/Minutes for approval.
UDC/ LDC/ Support staff	• Add agenda/ minutes. • Add necessary attachment of agenda. • Add noting to Agenda/ Minutes. • Forward the agenda/ Minutes for approval.

Note: Till Unit Management Module is not been live and NSDL is not integrated with RISe ERP platform, concerned section shall upload the application and other related documents received on SEZ-Online or SEEOZ Inward Section.

SRIT KRAN

RISe ERP for SEEPZ SEZ

USER MANUAL

for

APPROVAL COMMITTEE

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	28/08/2024	Nishmitha KV	Muhammed Muhsin	Sooraj S

2 INTRODUCTION

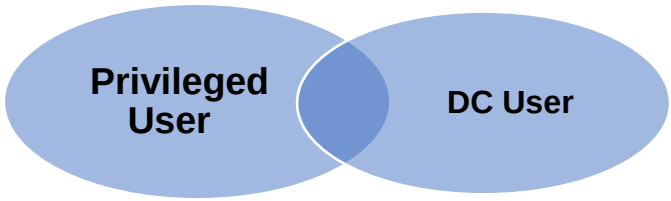
2.1 *PRODUCT FUNCTION*

The AC (Approval Committee) module captures the details of the agenda and decisions made by the concerned members during the AC meeting. It deals with the critical function of capturing the decisions regarding the approval of units in the SEEPZ SEZ and other related areas.

The Approval Committee meeting addresses unit-related matters, including performance monitoring. A privileged user schedules the meeting, and notifications are sent to designated privileged users. Each assigned user creates and submits an agenda specific to their division. Once all agendas, notes, and attachments are submitted, they are forwarded to the SEEPZ user for approval. After approval, the privileged user initiates the meeting, displaying all created agendas, with the first item being the minutes from the previous meeting. Upon finalizing the meeting and adding participants, the meeting is completed. The assigned privileged user then adds the meeting decisions and forwards them to the SEEPZ user for approval. Once the minutes are approved, action taken details for each agenda must be added.

2.2 *INTENDED AUDIENCE*

This manual is designed for two main user groups:



- **Privileged User**: The privileged user schedules and initiates the meeting, creates the agenda, and submits it for approval. Once approved, the privileged user finalizes the meeting and adds participants. By default, the first agenda item is the minutes from the previous meeting. Afterward, the meeting minutes are recorded and forwarded for approval. Upon approval of the minutes, action taken details need to be added to complete the process.

- **DC User**: The DC user has the authority to approve the finalized agenda and meeting minutes.

3 SCHEDULE MEETING

3.1 *LOGIN-PRIVILEDGE USER*

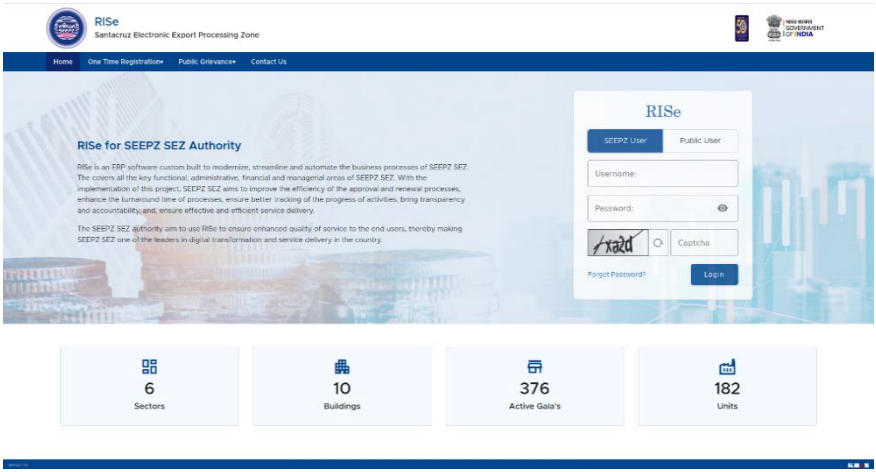


Figure 1 - Login Page

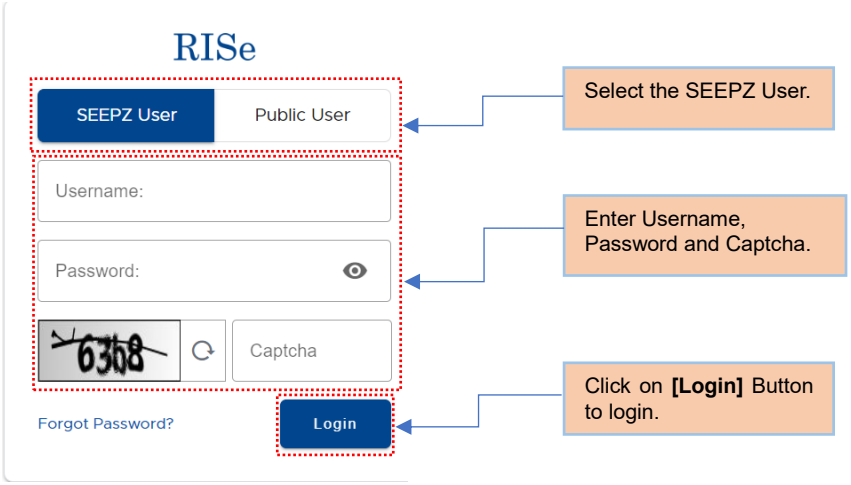


Figure 2 - Login Details

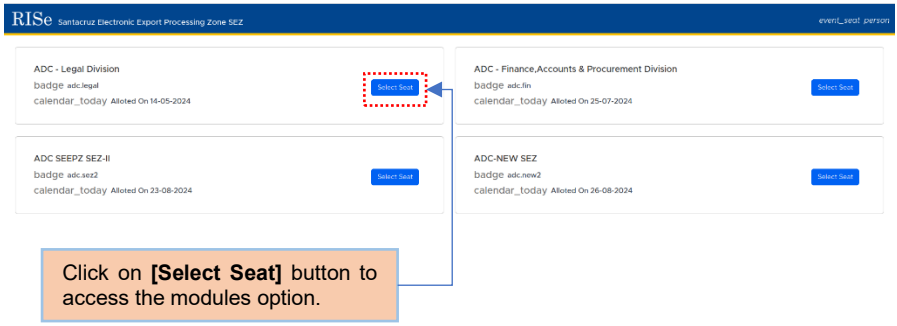
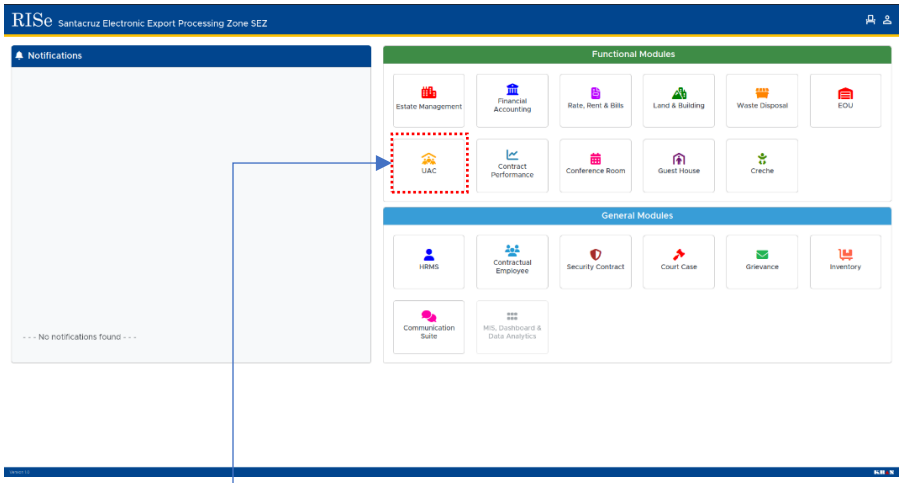


Figure 3 - Select Seat

Upon clicking the **[Select Seat]** button, the respective user can enter into modules list page.



Click on **[Unit Approval Committee]** button to enter the home page.

Figure 4 - Modules List

3.1.1 SCHEDULE NEW MEETING

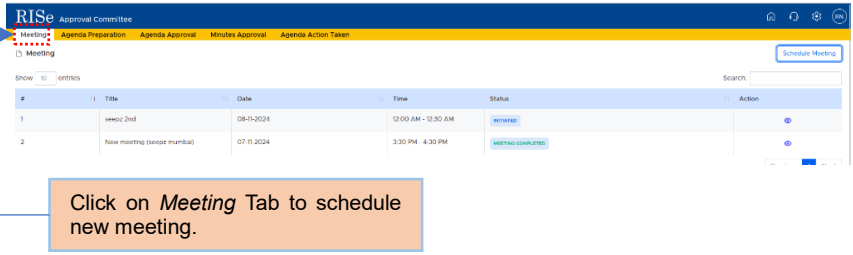


Figure 5 - Meeting Schedule

3.1.2 CREATE NEW MEETING

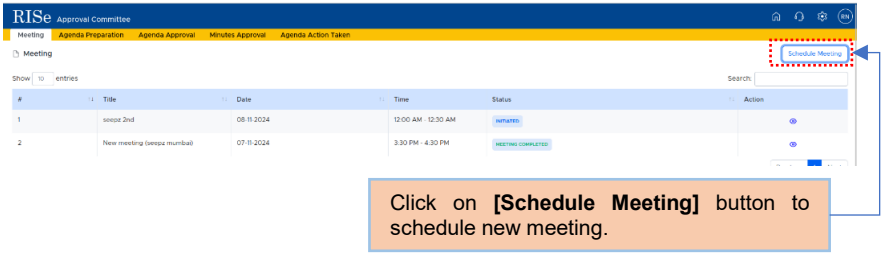


Figure 6 - Schedule New Meeting

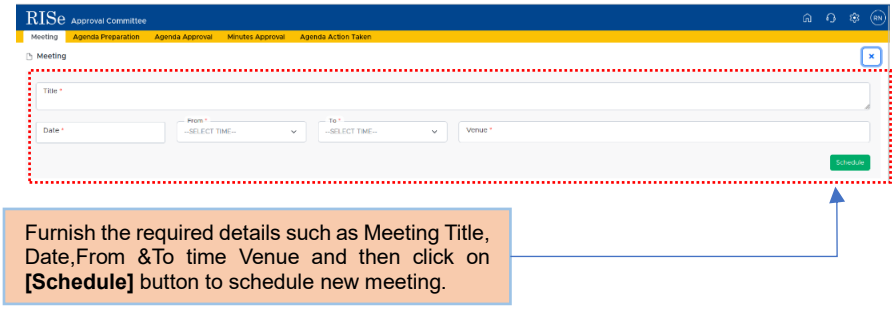


Figure 7 - New Meeting Schedule Details

The scheduled new meeting will be listed under the *Meeting* Tab.

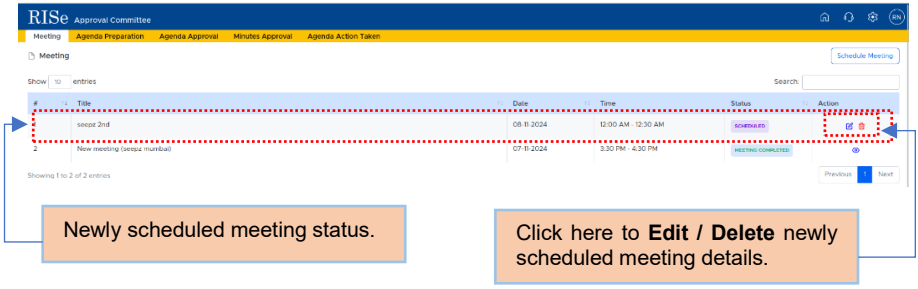


Figure 8 - Newly Schedule Meeting Status

Click the **[Edit]** button to update or initiate the meeting.

3.1.3 INITIATE NEW MEETING

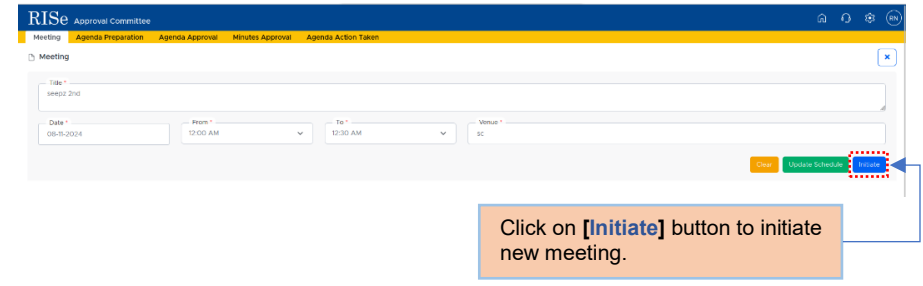


Figure 9 - Initiate new Meeting

Once the meeting is initiated, the status will change to **Initiated**.

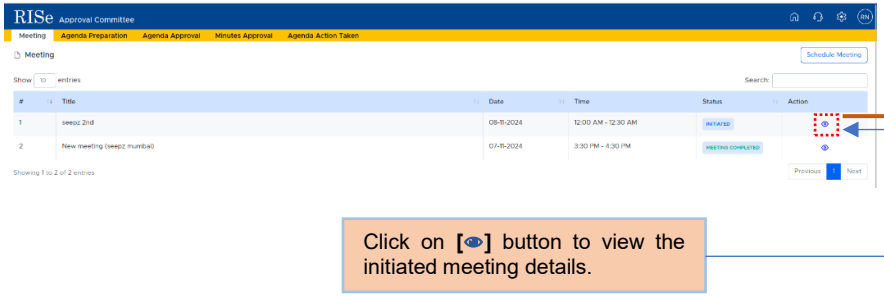


Figure 10 - View Initiated Meeting

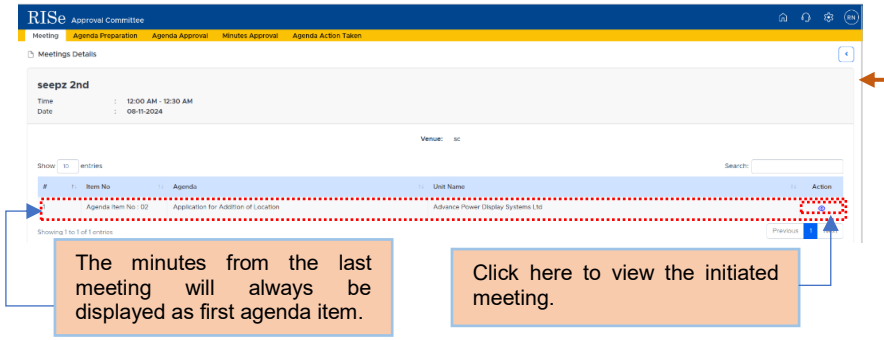


Figure 11 - New Meeting Details

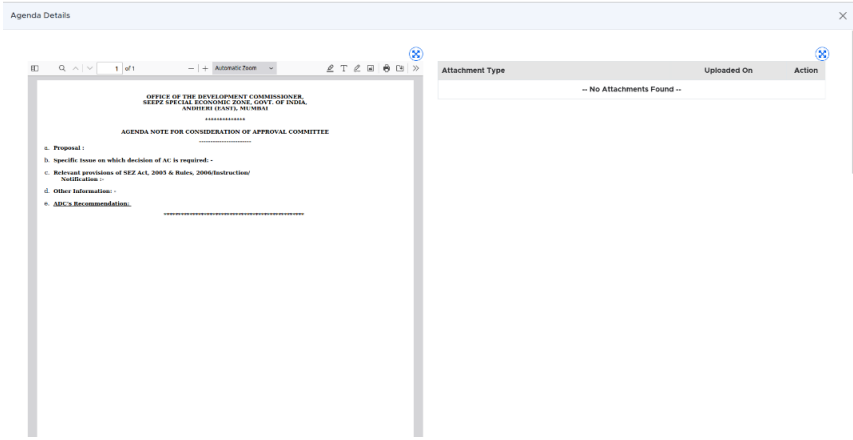


Figure 12 - Initiated Meeting

Once the meeting is initiated, the privileged user will receive a prompt to prepare the agenda.

4 AGENDA PREPARATION & SUBMISSION

The privileged User have the authority to formulate the meeting agenda.

4.1 *AGENDA PREPARATION*

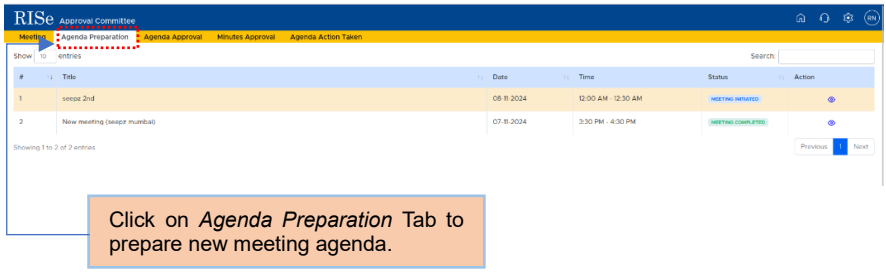


Figure 13 - Prepare Agenda

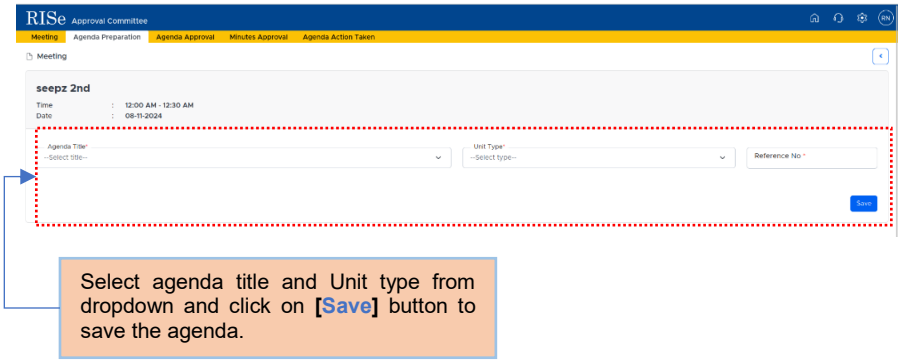


Figure 14 - Agenda Submission

The saved agenda will be listed under the *Agenda Preparation* Tab.

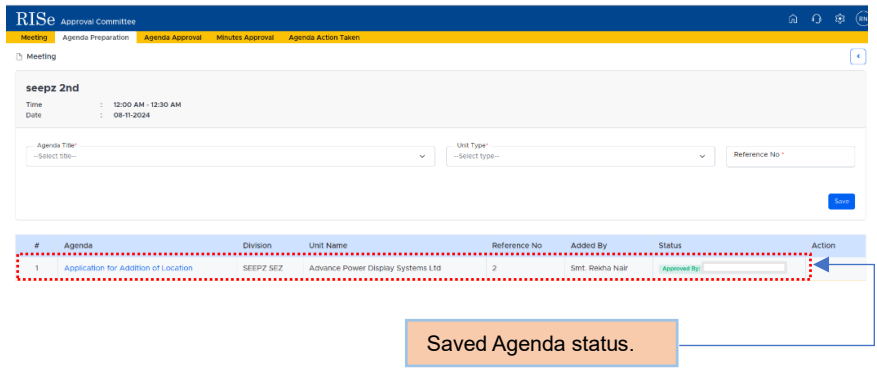


Figure 15 - Saved Agenda Status

Once the agenda is submitted, it can be viewed by privileged users by login and navigating to the *Agenda for UAC* sub-tab under the *Agenda Approval* main Tab.

4.2 *VIEW & FORWARD AGENDA*

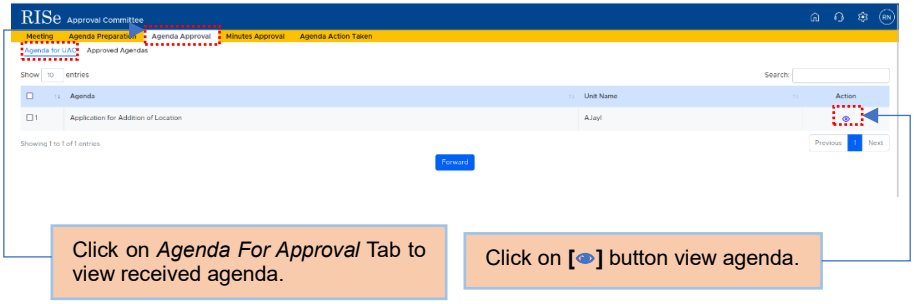


Figure 16 - View Agenda

Note: In this section ,also includes an option to forward the agenda for approval directly from the main view.

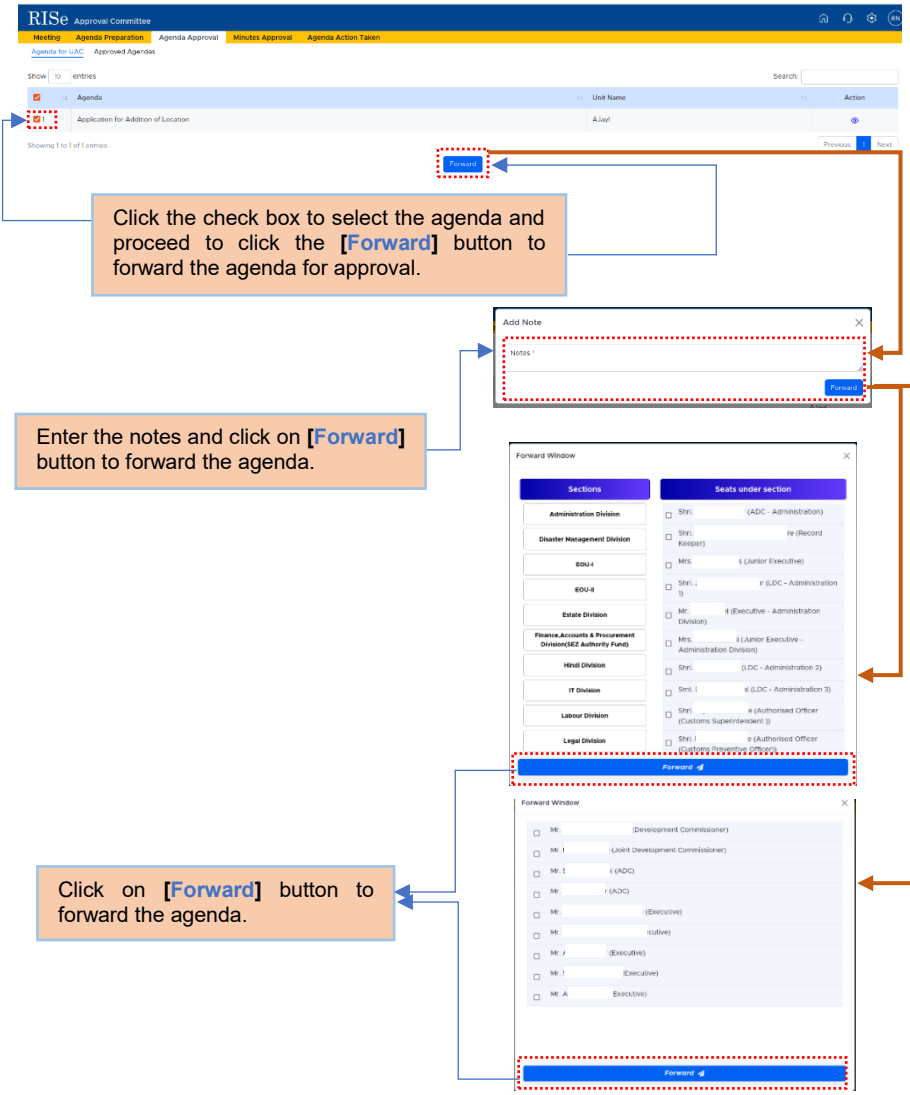


Figure 17 - Forward Agenda

Note: The names of forward windows will be shown under the corresponding division user names.

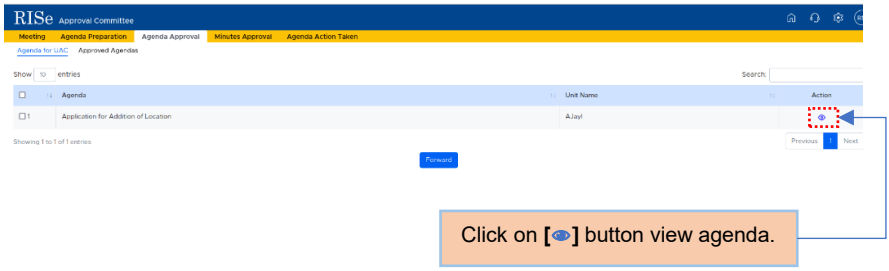


Figure 18 - View Agenda

4.2.1 REQUEST FROM UNIT

In this section, users can add notes.

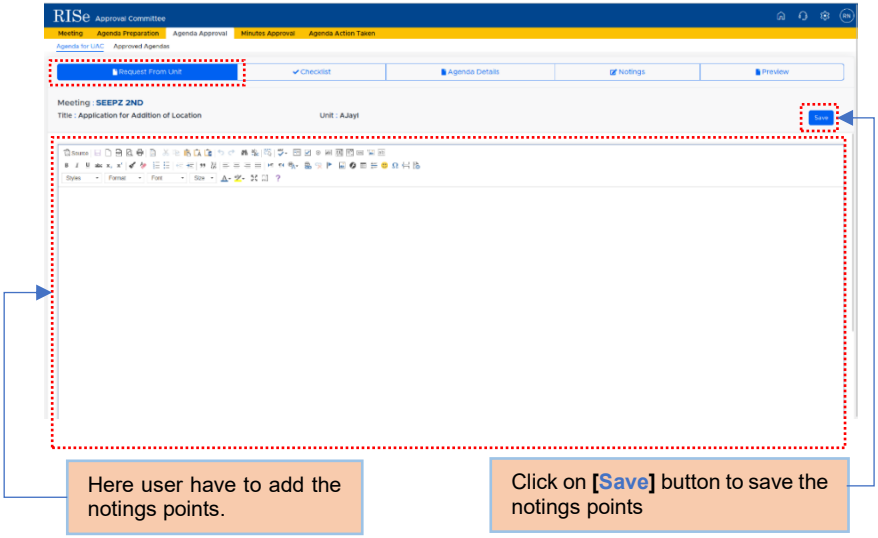
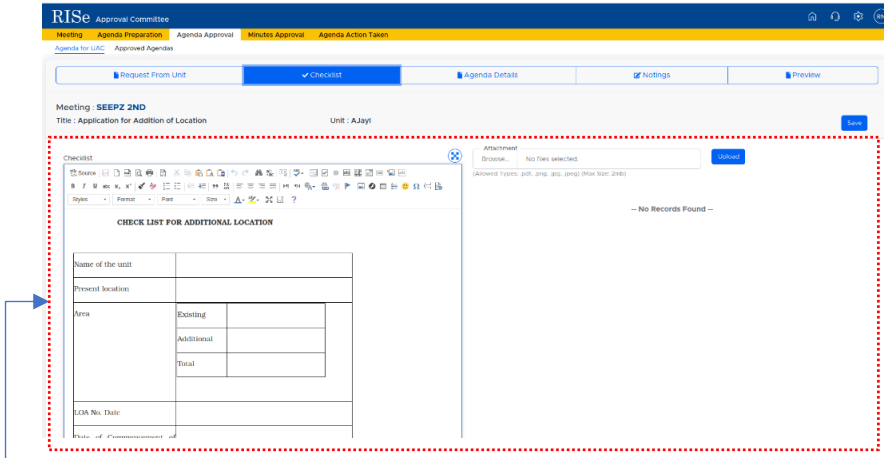


Figure 19 - Request From Unit

4.2.2 CHECKLIST

Here, user can add checklists and attachments.



Enter the checklist points, attach the relevant document and click on **[Upload]** button to add the attachments.

Figure 20 - Checklist

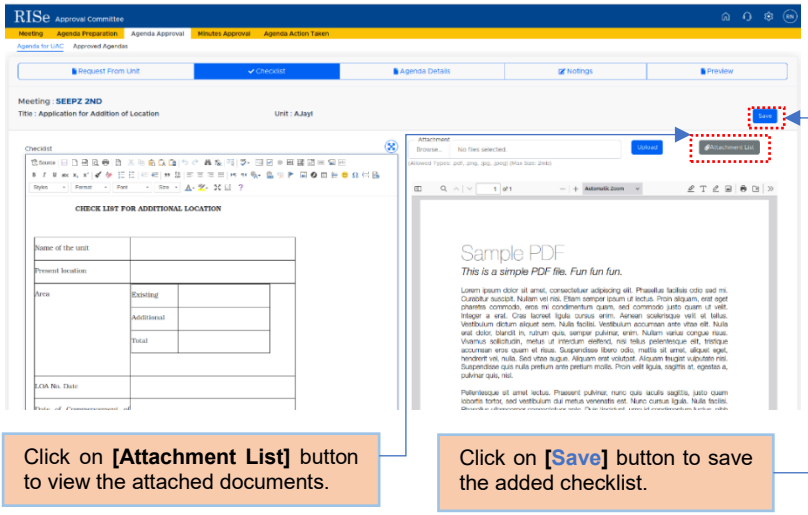


Figure 21 - Check List Attachments

4.2.3 AGENDA DETAILS

In this section, users can view all the submitted agenda details.

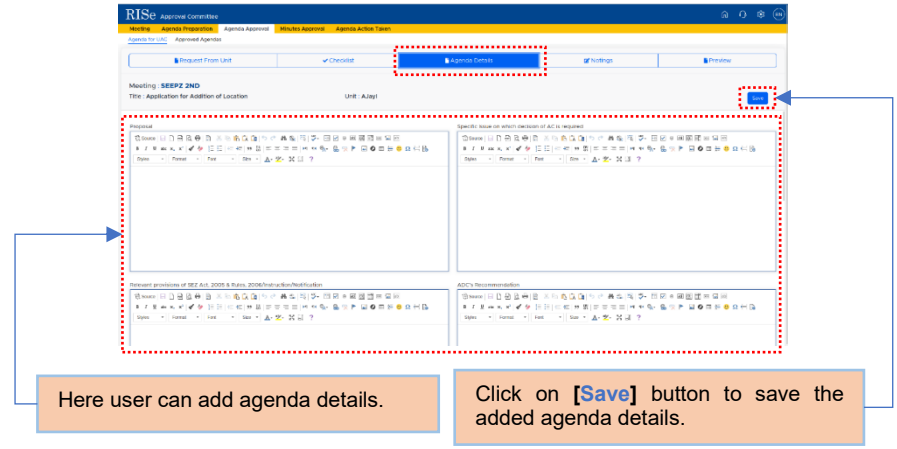


Figure 22 - Agenda Details

4.2.4 NOTES

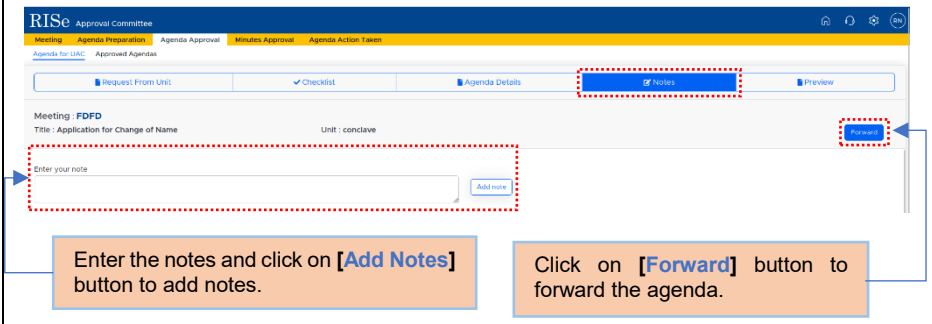


Figure 23 - Notings

The notes added will be listed under the *Notes* sub- tab.

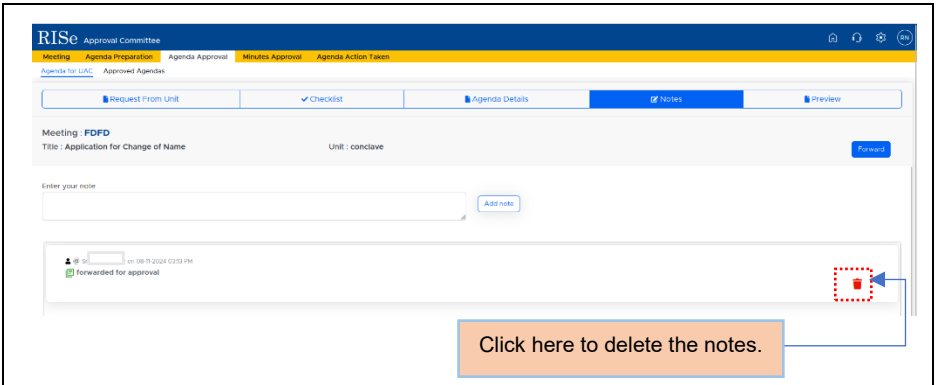


Figure 24 - Added Notes

Notes: The forward option will be available in the *Notes* and *Preview* sub-tabs. Users can forward the agenda to anyone listed in these subtabs.

4.2.5 PREVIEW

In this section, privileged users can view all the added sections.

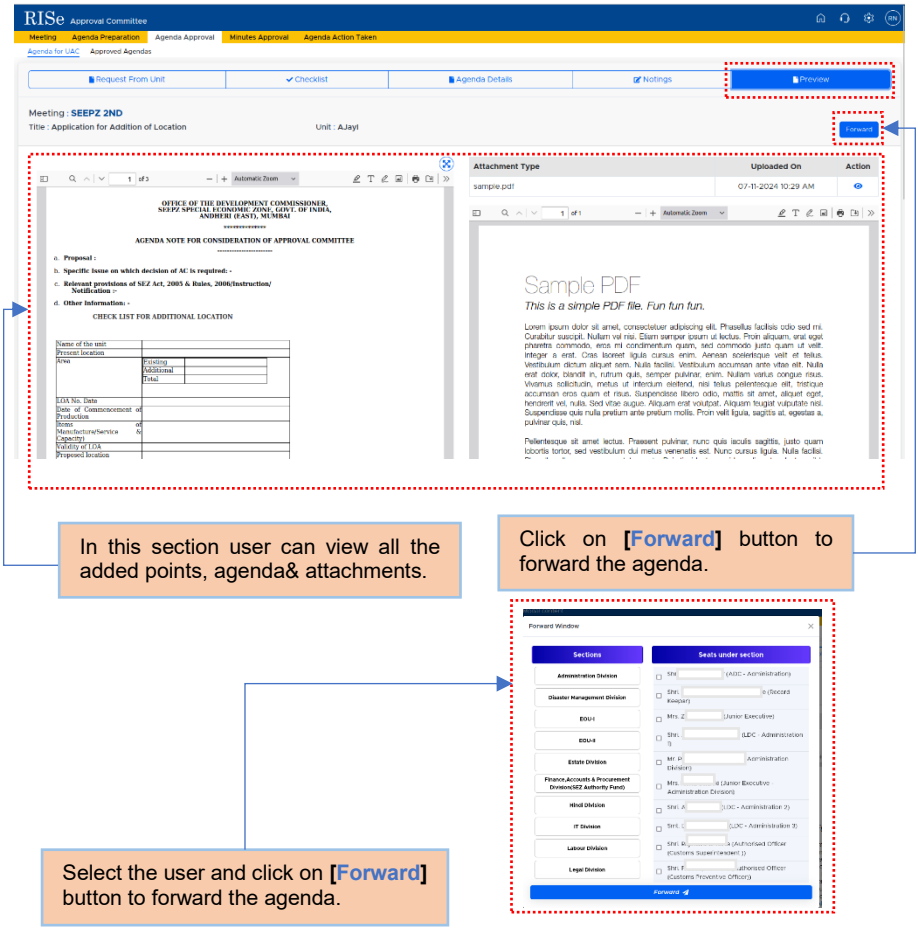


Figure 25 - Preview & Forward Agenda

Note: The agenda can be forwarded to anyone on the list, but the final approval authority lies with the DC.

5 APPROVE AGENDA

5.1 *LOGIN-DC*

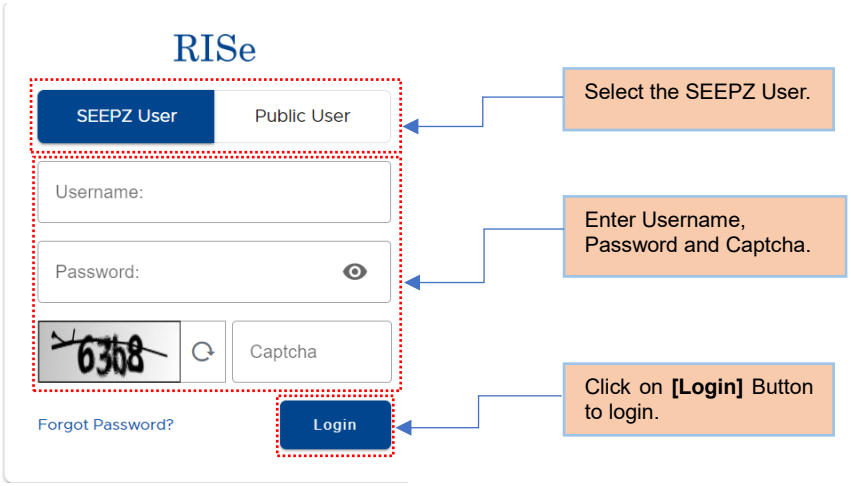


Figure 26 - Login Details

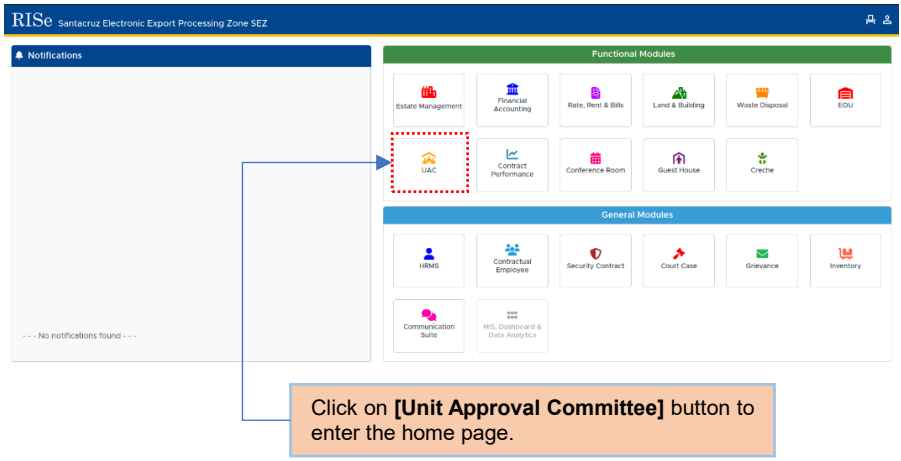


Figure 27 - Modules List

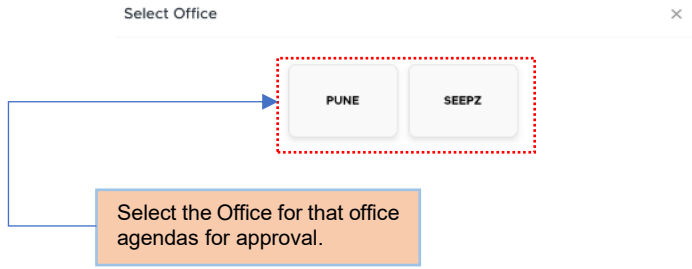


Figure 28 - Select Office

5.1.1 AGENDA APPROVAL

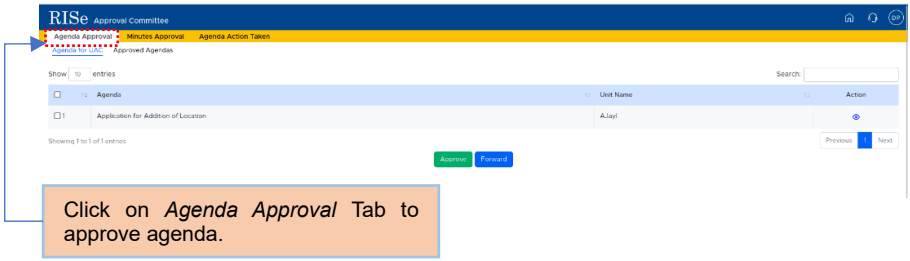


Figure 29 - Agenda For Approval

Note: To approve agendas, the user can select multiple agendas by checking the boxes and approving them together, or they can view and approve a single agenda individually.

5.1.1.1 AGENDA FOR UAC

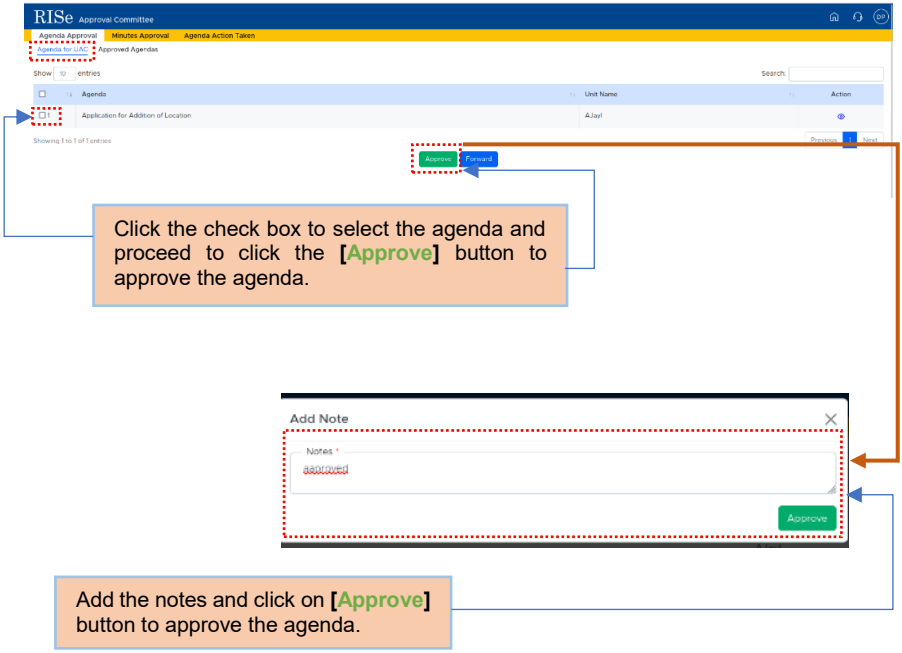


Figure 30 - Approve Agenda Details

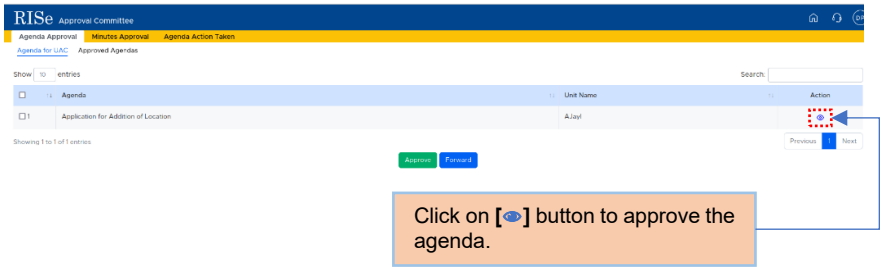


Figure 31 - View Agenda for Approval

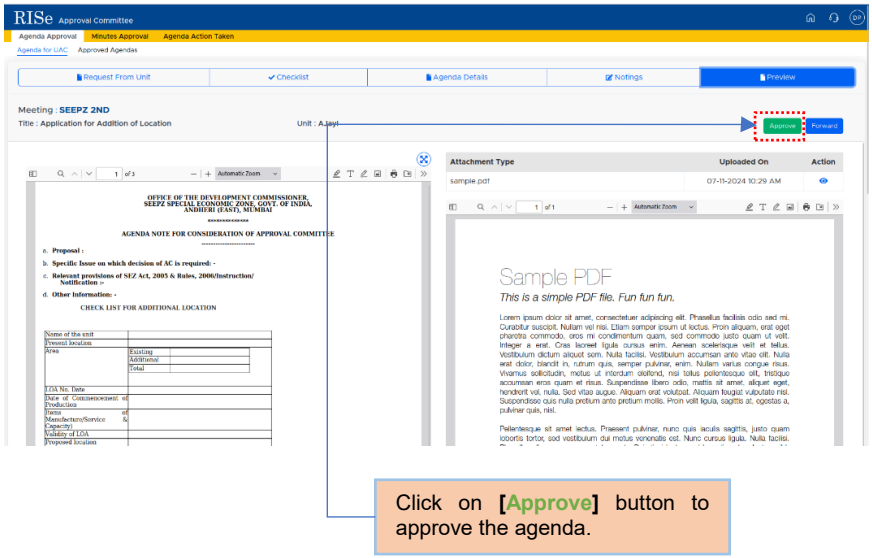


Figure 32 - Approve Agenda

Once the agenda is approved, it will appear under the *Approved Agenda* sub-tab.

5.1.1.2 APPROVED AGENDA

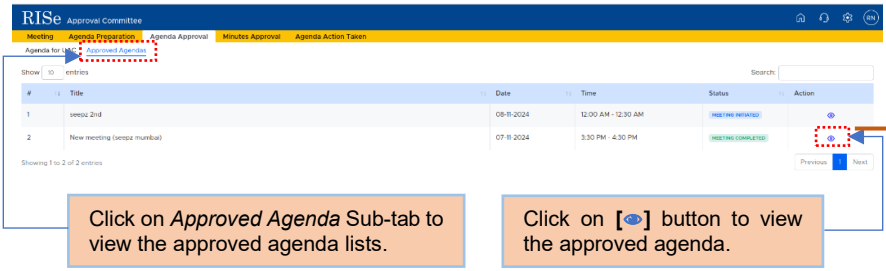


Figure 33 - View Approved Agenda

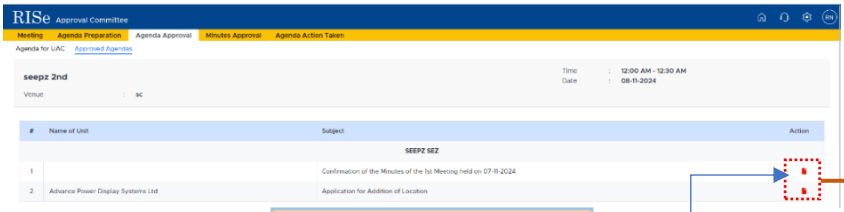


Figure 34 - View Approved Agenda

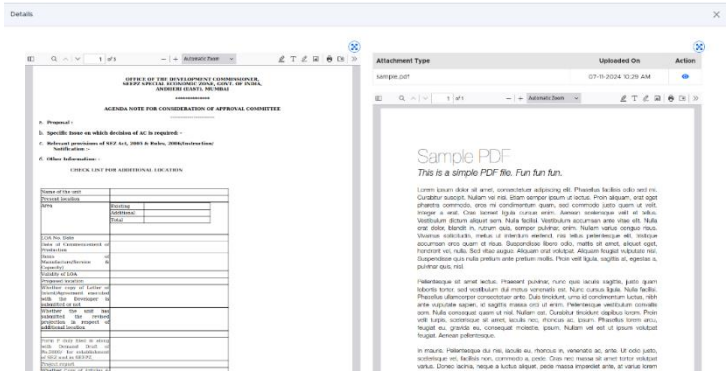


Figure 35 - Approved Agenda

6 FINALIZE MEETING

6.1 *LOGIN-PRIVILEGED USER*

Once the agenda's is approved, proceed to finalize the meeting.

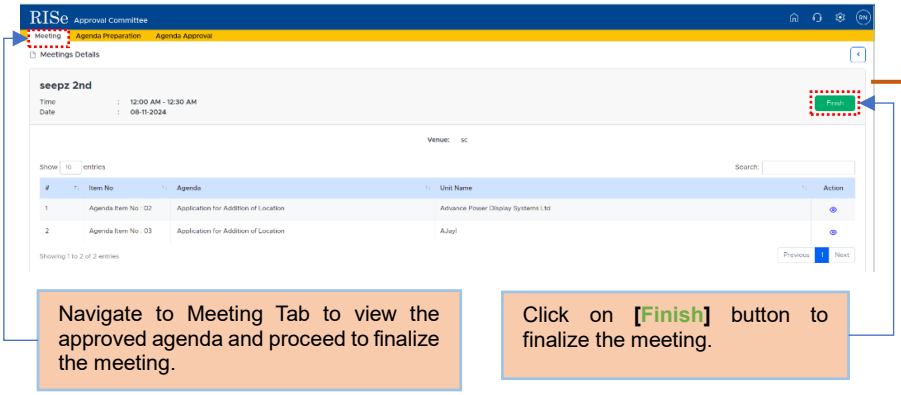


Figure 36 - View Approved Agenda

6.1.1 ADD PARTICIPANTS

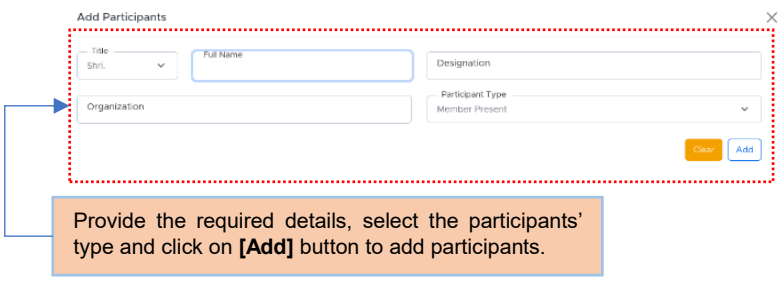


Figure 37 - Add Participants

Note: In the Participants type section, users can select Members present and special invite options from the dropdown.

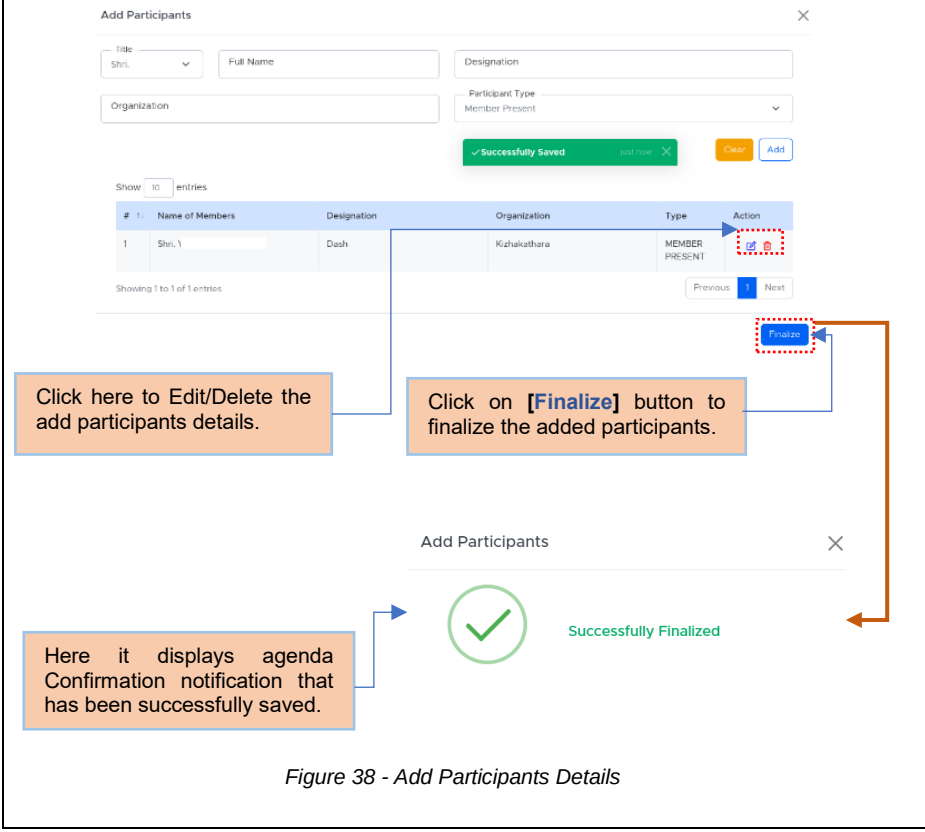


Figure 38 - Add Participants Details

Once participants are added and the meeting is finalized, the details can be viewed.

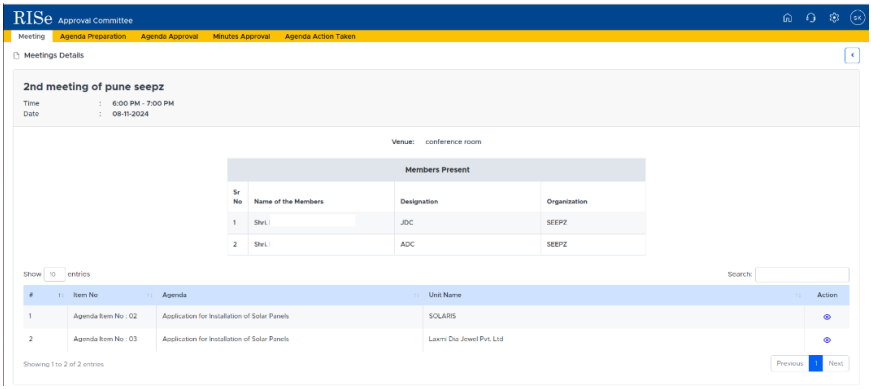


Figure 39 - View Finalized Agenda

Once the meeting is completed, the privileged User can submit the division wise minutes of meeting.

7 MINUTES OF MEETING

7.1 *DRAFT MINUTES*

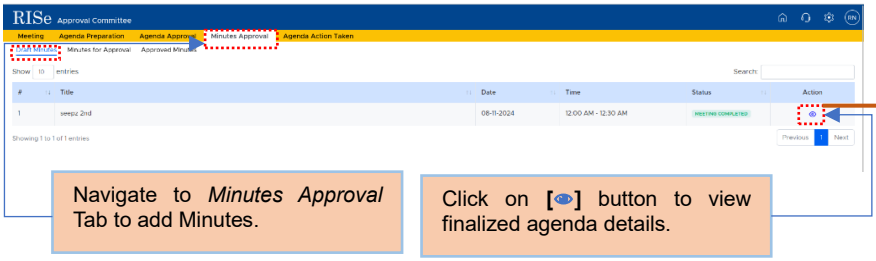


Figure 40 - Add Minutes

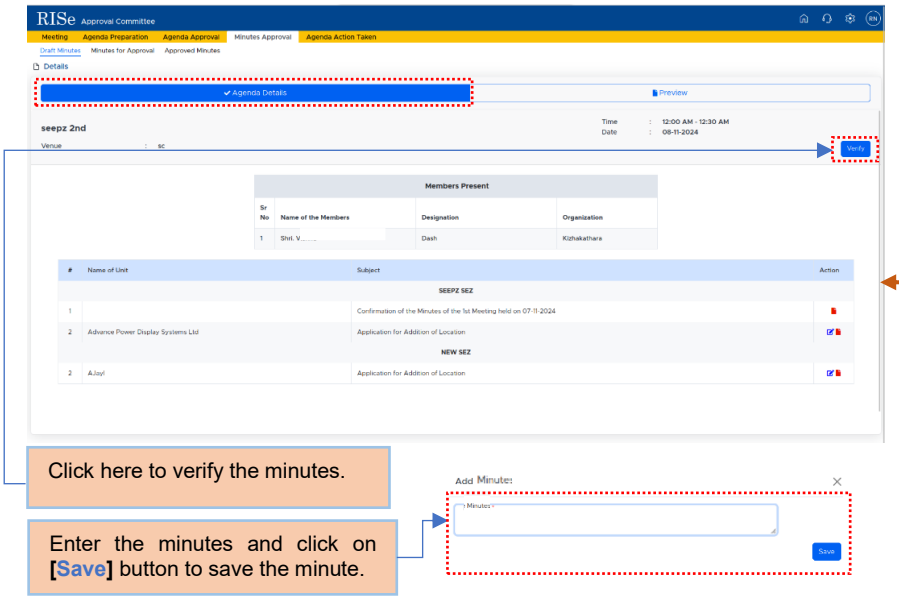


Figure 41 - Agenda Details

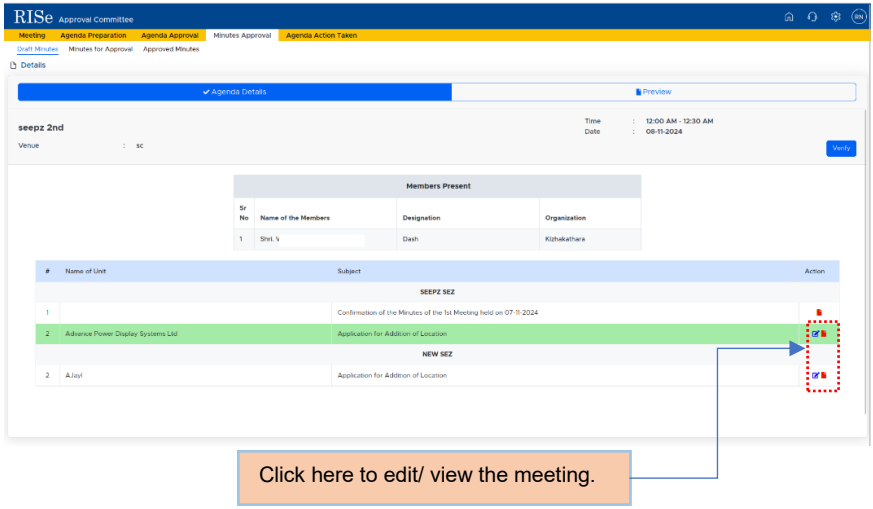


Figure 42 - Verify Minutes

After the minutes are verified, it will be displayed in the *Minutes for Approval* sub-tab.

7.2 *MINUTES FOR APPROVAL*

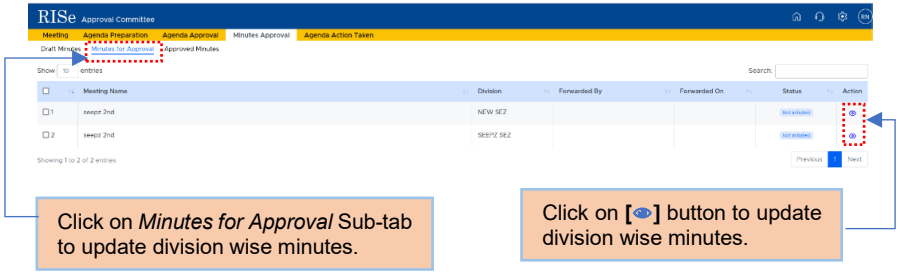
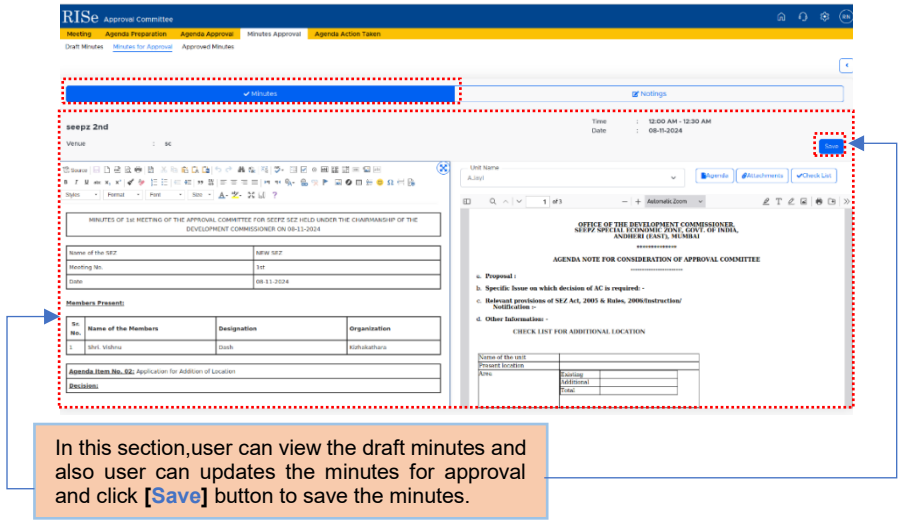


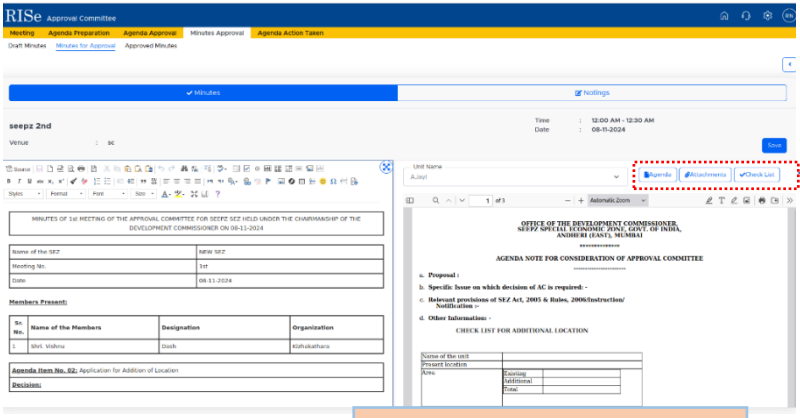
Figure 43 - Minutes For Approval

7.2.1 MINUTES



In this section,user can view the draft minutes and also user can updates the minutes for approval and click **[Save]** button to save the minutes.

Figure 44 - Minutes



Click here to view division agenda, attachment and checklist.

Figure 45 - View Agenda,Attachment,checklist

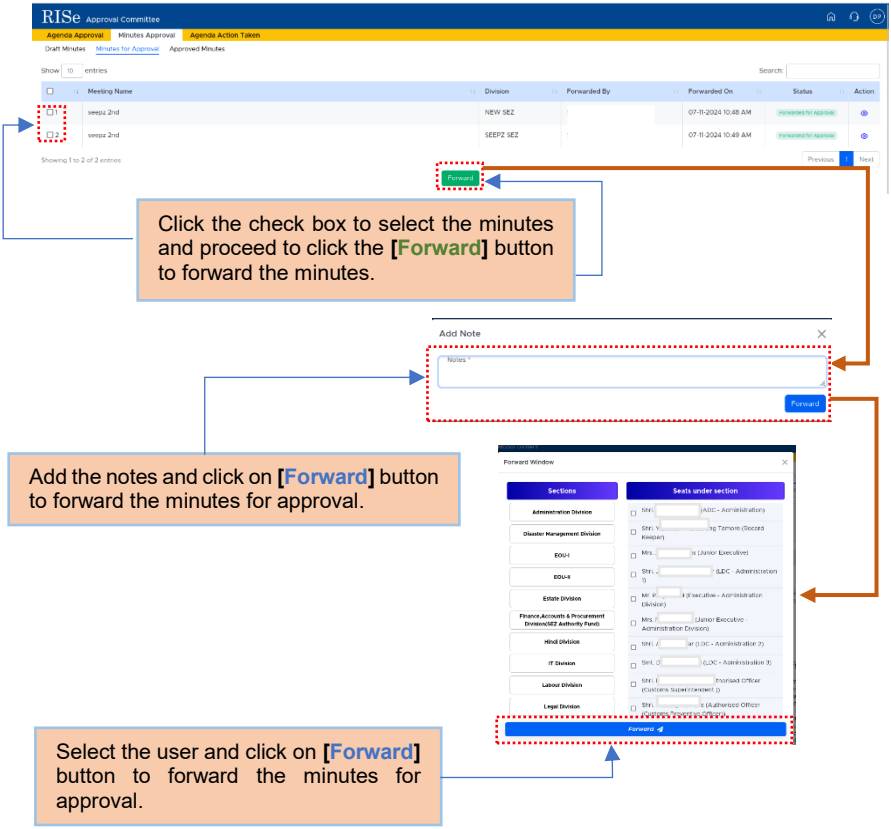


Figure 46 - Minutes For Approval

7.2.2 NOTES

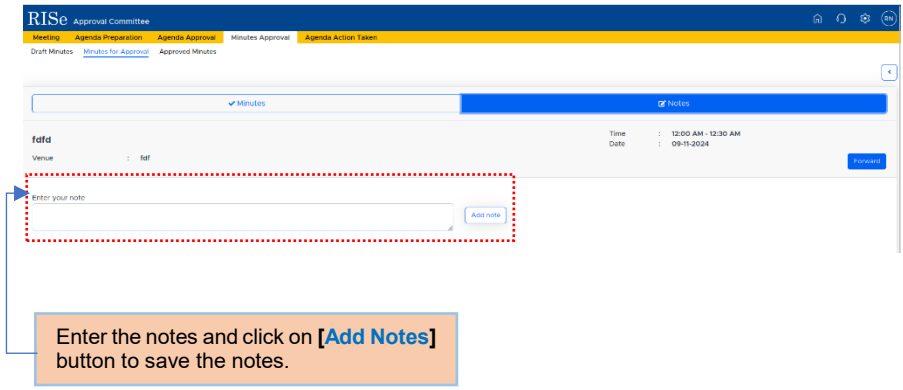


Figure 47 - Add Notes

The added notes are listed under the notes section.

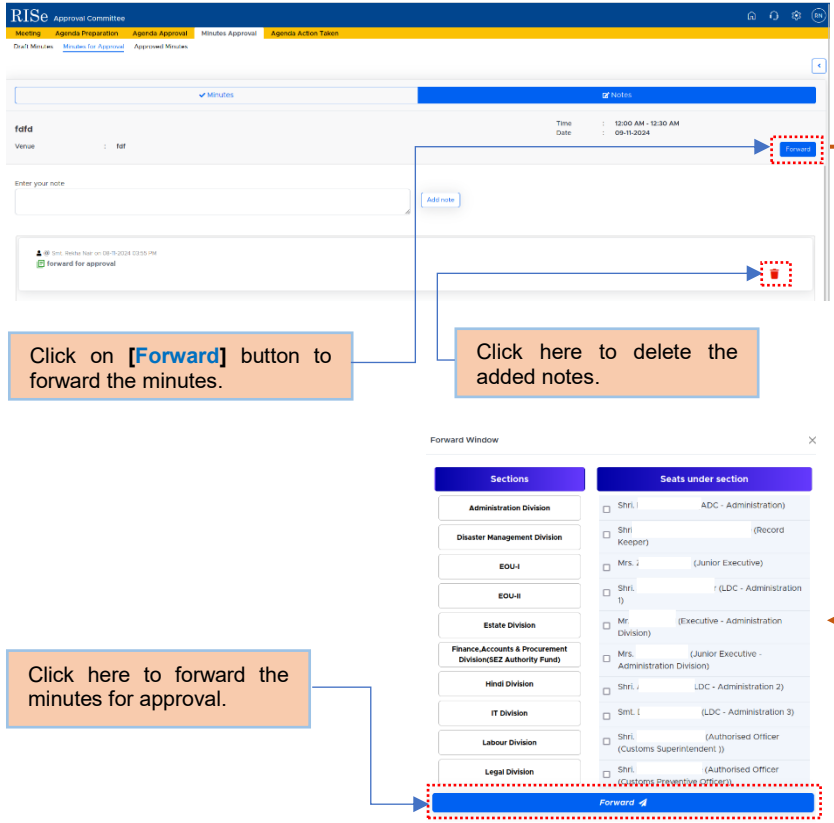


Figure 48 - Forward Minutes For Approval

Note: The agenda can be forwarded to anyone on the list, but the final approval authority lies with the DC.

8 APPROVE MINUTES

8.1 *LOGIN – DC*

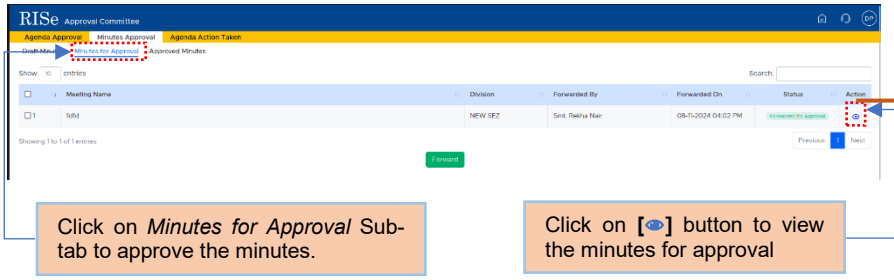


Figure 49 - Minutes for Approval

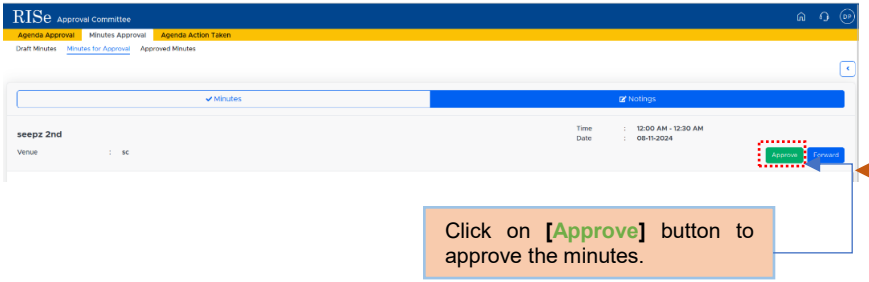


Figure 50 - Approve Minutes

Once the minutes are approved, they will be displayed under the *Approved Minutes* subtab.

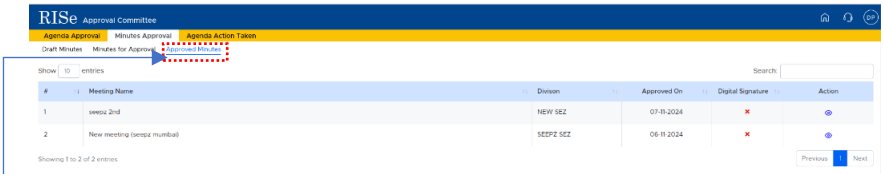


Figure 51 - Approved Minutes

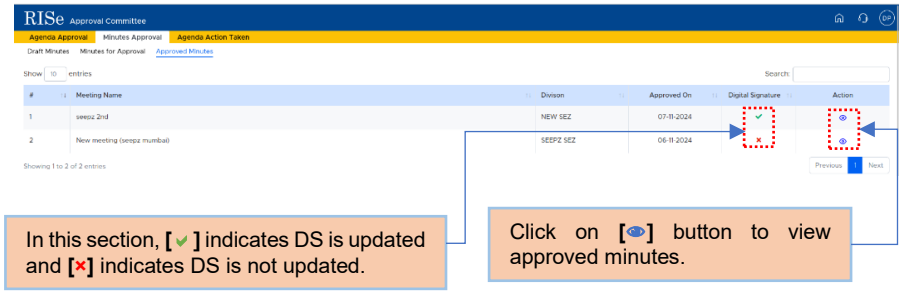


Figure 52 - View Approved Minutes

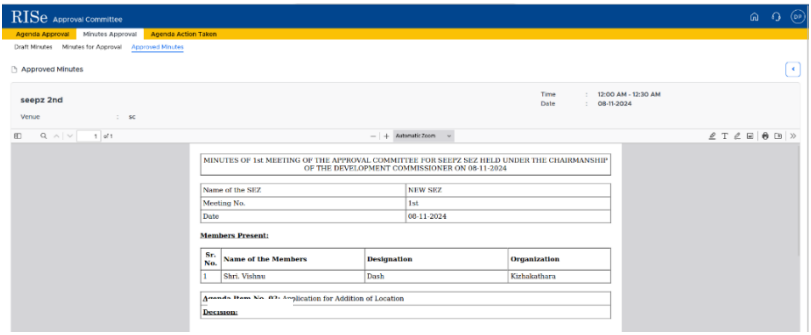


Figure 53 - Approved Minutes (1)

9 AGENDA ACTION TAKEN

9.1 *ADD AGENDA ACTION TAKEN*

Figure 54 - Agenda Action Taken

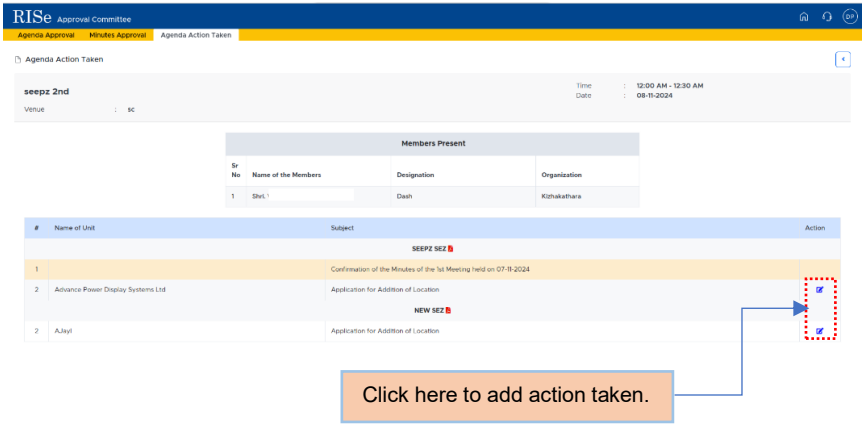


Figure 55 - Add action Taken (1)

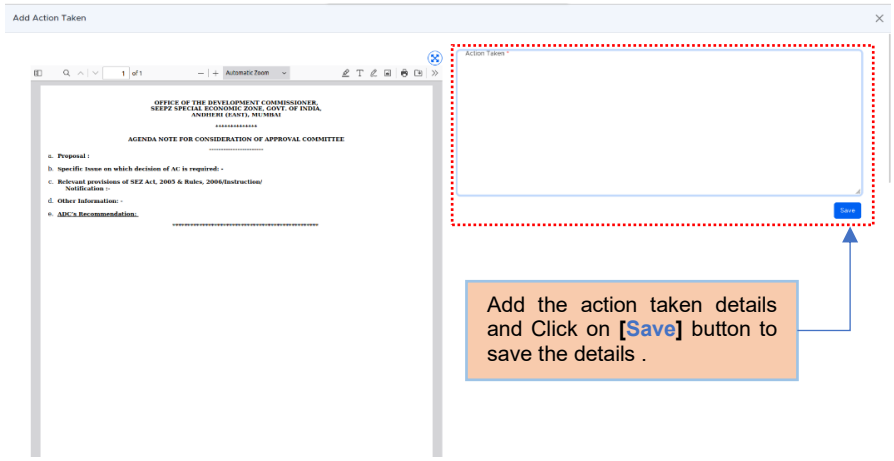


Figure 56 - Action Taken Details

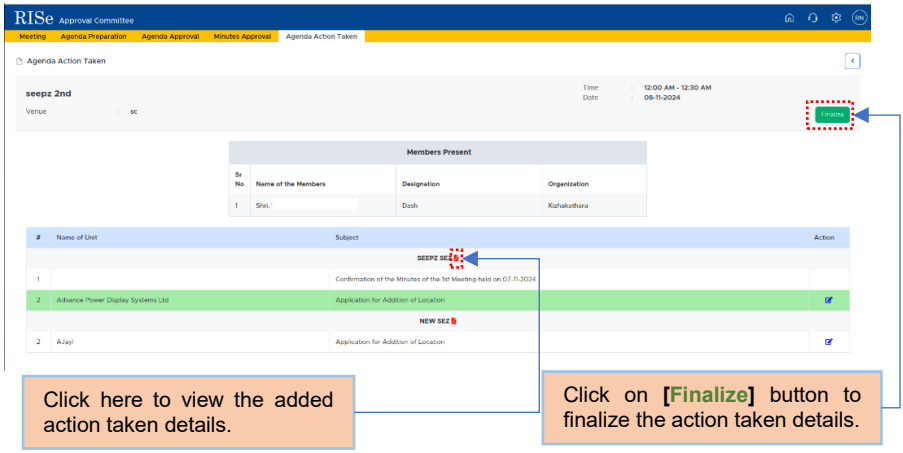


Figure 57 – View Added Action Taken Details

Once the action taken details are finalized, the action items can no longer be edited.

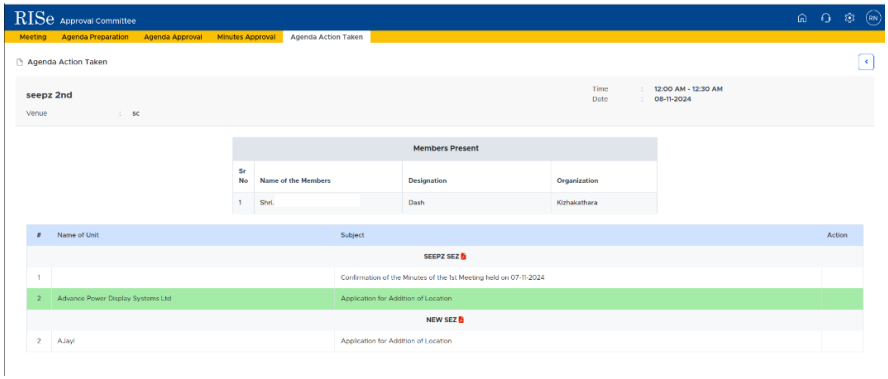


Figure 58 - Finalized Action Taken Details

10 SETUP

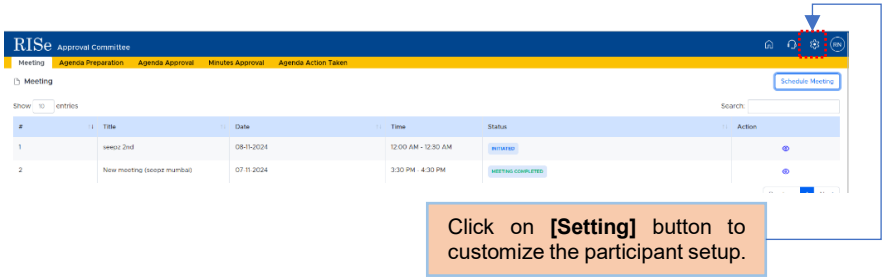


Figure 59 - Participant Setup

10.1 *PARTICIPANT SETUP*

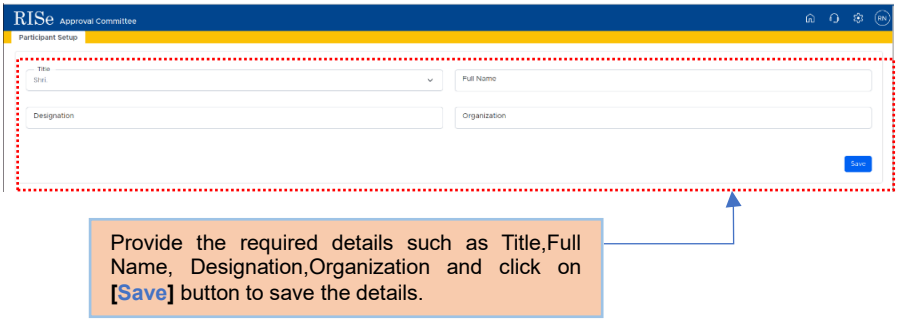


Figure 60 - Add Participants Details

After the details are added, they will appear in the Participants setup section.

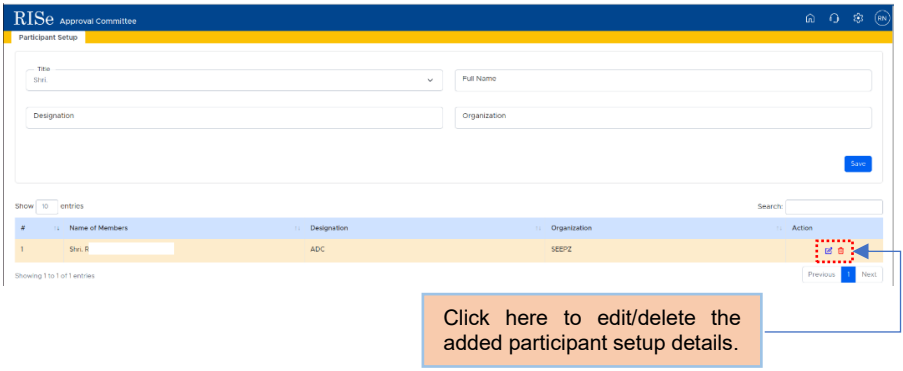


Figure 61 - Edit/Delete Participant Setup

The participant setup will be displayed in the *Agenda Preparation* tab.

****End of the Module – RISe (Approval Committee) ****

“Thank you for thoroughly exploring the features and information.”