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/12881

#### 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 (<u>https://rise.seepz.gov.in</u>) 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 (<u>https://rise.seepz.gov.in</u>) 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 (<u>ddcseepz-mah@nic.in</u>).

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.

1411112024

(Dr. Prasad Varwantkar) Deputy Development 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**

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

Roles of Users in Approval Committee Module

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
Ī						

### **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

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#### 3.1.1 SCHEDULE NEW MEETING

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*	11 Title	11 Date	11 Time Status	1 Action
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#### 3.1.2 CREATE NEW MEETING

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

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

### 3.1.3 INITIATE NEW MEETING

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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

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

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Time : 12:00 AM - 12:30 AM Date : 08-11-2024							
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							_
							Save
# Agenda	Division	Unit Name		Reference No	Added By	Status	Sove
Agenda     Application for Addition of Location	Division SEEPZ SEZ	Unit Name Advance Power Display Sy	/stems Ltd	Reference No	Added By Smt. Rekha Nair	Status Approved By:	Action
# Agenda 1 Application for Addition of Location	Division SEEPZ SEZ	Unit Name Advance Power Display Sy	ystems Ltd	Reference No	Added By Smt. Rekha Nair	Status Approved By:	Action
Agenda     Agenda     Application for Antifition of Lacroso	Division SEEPZ SEZ	Unit Name Advance Power Display Sj	ystems Ltd	Reference No 2	Added By Smt. Rekha Nair	Status Approved By:	Action
Agends     Application for Addition of Location	Division SEEPZ SEZ	Unit Name Advance Power Display Sy	ystems Ltd	Reference No 2	Added By Smt. Rekha Nair	Status Approved By:	Action

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

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Application for Addition of Location	AJayl	
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### 4.2.1 REQUEST FROM UNIT

In this section, users can add notes.

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	Figure 1	9 - Request Fro	m Unit	

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#### 4.2.2 CHECKLIST

Here, user can add checklists and attachments.

genda for UAC Approved Agendi	95						
Request From	n Unit	✓ Checklist	Agenda i	Details	2 Notings		Preview
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Name         D	14 전 이 가 III + 프 프 III - 프 IIII - 프 III - 프 IIII - 프 III - 프 IIII - 프 IIIII - 프 IIII - 프 IIIIIIII	Term         Term <th< th=""></th<>
Click on <b>[Attachme</b> to view the attached	ent List] buttor documents.	Click on [Save] button to save the added checklist.

### 4.2.3 AGENDA DETAILS

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

	Request From Unit	✓ Checklist		igenda Detalis	of Notings	Preview	
	Meeting : SEEPZ 2ND Title : Application for Addition of Location	Unit : Alayl					
	Ресроса			Specific issue on which decision of Ad	is required		
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	Dyles + Denet + Det + Des + 2	A- Z- X □ ?		Syles - Formet - Fact	· 6m · Δ· 2· 2 3 7		
	Referent provisions of SEZ Act. 2005 & Rules. 2006/in Research E. D. R. & H. B. X. In & C. D. In	stuction/Notification - 《 휴송 의 장- 미모 비료의 레프 일	10	ADC's Recommendation	0.0000008441812-		
	8 7 8 m m m <sup>2</sup> d <sup>2</sup> d <sup>2</sup> (* ); ;; ;; (* 10 10 10);		8 <b>0</b> Ω H Β	8 7 1 m m, n <sup>2</sup> 4 <sup>2</sup> 5 [1 ] ]	C C M B D D D D D M 44 9	6 8 9 ► 9 0 = 5 0 0 H 0 1 = 5 H 0 1	
Here us	er can add age	enda details.		Click or added a	n <b>[Save]</b> genda deta	button to save ails.	the
		Figure	22 - A	genda Det	ails		
				-			

#### 4.2.4 NOTES

	Request From Unit	✓ Checklist	Agenda Details	2' Notes	Preview	
Meetir Title : A	ng : FDFD upplication for Change of Name	Unit : conclave			-	Porward
Enter yo	bur note		Add note			
_	Enter the notes a button to add not	nd click on <b>[Add N</b> tes.	Notes]	Click on <b>[Forward]</b> forward the agenda.	button to	D
		Fic	aure 23 - Notii	าตร		
				5		

Agenda for UAC Approved Agendas	Minutes Approval Agenda Action Taken			
Request From Unit	✓ Checklist	Agenda Details	🖉 Notes	Preview
Meeting : FDFD Title : Application for Change of Name	Unit : conclave			Forward
Enter your note		Add note		
en 09-11-2024 (2):3 PM				
		Click here to	o delete the notes.	

**<u>Notes</u>**: 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.

Request From onit	✓ Checklist	Agenda Details		2 Notings	Previe	w
ing SEEDT OND						
Application for Addition of Location	Unit : AJayl					Forwar
		<b>(</b>				
0, ~   ~ 1 afs =   +	+ Automatic Zoom v 🖉 T 🖉	Attachment	Type		07-11-2024 10:29 AM	Action
OFFICE OF THE DE SPEPZ SPECIAL FCO	VELOPMENT COMMISSIONER, INOMIC ZONE, GOVT. OF INDIA, BUGEAST. MUMBAI		V 1 of 1	- + Automatic Zoom ~	LTCG	a (e ca)
AGENDA NOTE FOR CONSU	DERATION OF APPROVAL COMMUTTEE				-	
a. Proposal :						
<ul> <li>b. Specific issue on which decision of AC is required:</li> <li>c. Relevant provisions of SEZ Act, 2005 &amp; Rules, 200 Notification :-</li> </ul>	: - 6/Instruction/		Sample PE	DF		
d. Other Information: - CHECK LIST FOR ADDITIONAL LOCATIO	N N		This is a simple PDI	File. Fun fun fun.		
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ltems of Manufacture/Service & Capacity)			pulvinar quis, nisl. Pelientesque sit arret lectus	. Prassent pulvinar, nunc qui	s ieculis sadittis, iusto quam	
Validity of LOA Proposed location			lobortis tortor, sed vestibulur	n dui metus venenatis est. Nu	no cursus lígula. Nulla facilisi.	
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authority lies with the DC.

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### **5 APPROVE AGENDA**

#### 5.1 LOGIN-DC



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#### 5.1.1 AGENDA APPROVAL

	for UAC Approved Agendas		
Show	ii) entries		Search:
	11 Agenda	11 Unit Name	:: Action
	Application for Addition of Location	Alayi	۲
	lick on Arondo Annroval Tab ta		

**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

RISe Approval Committee Agenda Approval Minutes Approval Agenda Action Taken			6 9 6
Agenda to UNC Approved Agendas Show to entries I Is Agenda		50 Unit Name	arch: Action
Application for Addition of Location		IyeLA	Previous 1 Next
Click the check be proceed to click approve the agen	ox to select the the [Approv da.	e agenda and e] button to	
	Add Note Notes * Bablicottd		
Add the notes and clic button to approve the	ck on <b>[Approve</b> agenda.	2]	
	Figure 30 - Ap	pprove Agenda Details	
RISe Approval Committee Agenda Approval Minutes Approval Agenda Action Taken			ê 9 ê
Agenda for UAC Approved Agendas Show 10 entries		50	arch:
tri Agenda     Agenda     Agendation of Location     Showing 1 to 1 of Location		Unit Kome Alayi	Previous 1 Next
		Click on [ ] button to approve the agenda.	
	Figure 31 - Vi	iew Agenda for Approval	_
Page 27 of 46			

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Request From Onic	♥ GHEONISI	- 49	enva Decais	M Notings	Pleves	·
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re application for Addition of Education	Unit : A Jayı				Approv	Forward
		۲	Attachment Type		Uploaded On	Action
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AGENDA NOTE FOR CONSIL	DERATION OF APPROVAL COMMITTEE					
a. Proposal :						
<ul> <li>b. Specific Issue on which decision of AC is required:</li> <li>c. Relevant provisions of SEZ Act, 2005 &amp; Rules, 2006</li> </ul>	- 6/Instruction/		Samr	nle PDF		
d. Other Information: -			This is a s	imple PDF file. Fun fun fun.		
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propose scenario	1					
		Click	on [App	rovel button	to	
		appr	ave the age	nda		
		appro	we life age	ilua.		

Once the agenda is approved, it will appear under the *Approved Agenda* subtab.

#### 5.1.1.2 APPROVED AGENDA

RISe	Approval Committee				A 4 \$ ®
Meeting	Agenda Preparation Agenda Approval Minutes Approval Agenda Action Taken				
Agenda for U	Approved Agendas				
Show 10	entries			Search:	
# - 11	Title	Date	Time	Status	Action
1	seepz 2nd	08-11-2024	12:00 AM - 12:30 AM	MEETING NITIATED	۲
2	New meeting (seepz mumbal)	07-11-2024	3:30 PM - 4:30 PM	NEETING COMPLETED	•
Showing 1 to 2	of 2 entries				Previous 1 Next
		_			
	Click on Annroved Agenda Sub-tab to	Click	on [a] bu	utton to vie	
		Union the second			
	view the approved agenda lists.	the a	approved age	enda.	
	Figure 22 View A	nnround An	randa		
	Figure 33 - View A	pprovea Ag	jenda		
	0 - 5 4 0				
200 2					

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Agenda for UAC Approved Agendas	va minutes approval Agentia Action Taken	
seepz 2nd	Time : 12:06 AM - 12:30 AM Date : 06:15:2024	
# Name of Linit	New Concerned and Concerned an	Artiso
	seepe sez	
1 2 Advance Power Display Systems Ltd	Confirmation of the Minutes of the bit Meeting held on 07-11-2024 Application for Addition of Location	→ : -
	Oligity have to view the	
	approved agenda.	
	Figure 34 - View Approved Agenda	
Details	8	×
10 Q ~ V	1 が3         -   4 Аликистин 、         式 よ ほ 後 (3) >>         Attachment Type         Uptraded On	Action
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<ol> <li>Proposal :</li> <li>Specific Rose en ;</li> <li>Robreat provider</li> </ol>	n which decision of AC is required - man of VZZ to 1, 2003 in False, 2004/output/inst	
Satification :- 6. Other Information UNION I	CINT HIR ADDRESS A DOCTORY AND	
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Precipient Press of the	varius. Doneo lacha, neque a luctus alquer, poce massa impediei ante, si varius lorem	
	Figure 35 - Approved Agenda	

### **6 FINALIZE MEETING**

#### 6.1 LOGIN-PRIVILEGED USER

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

epz 2nd	
e : 12:00 AM - 12:30 AM e : 08:11-2024	
	Venue: sc
w 10 entries	Soarch:
Agenda Item No : D2 Application for Addition of Location	Advance Power Display Systems Ltd
Agenda Item No : 03 Application for Addition of Location	AJay/ Previous 1
Navigate to Meeting Tab to view th approved agenda and proceed to finaliz the meeting.	The Click on <b>[Finish]</b> button to finalize the meeting.
Figure 36 - Vie	w Approved Agenda
1 igai 0 00 Vie	n npprovou ngomuu
ADD PARTICIPANTS	
ADD PARTICIPANTS	Cesignation
ADD PARTICIPANTS	Designation
ADD PARTICIPANTS	Designation     Perficient Type     Member Present     v
ADD PARTICIPANTS	Designation Perkipant Type Member Present Corg Add
ADD PARTICIPANTS	

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

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

Shri.	Y Full Name		Designation		
Organiz	zation		Participant Type Member Present	~	
			Successfully Saved	ustow X Cear Add	
Show	10 entries				
# ::	Name of Members	Designation	Organization	Type Action	
1	Shri. 1	Dash	Kizhakathara	MEMBER PRESENT	
Showin	ng 1 to 1 of 1 entries			Previous 1 Next	
here t articip	to Edit/Delete pants details.	the	Click on <b>[Finalize</b> ] finalize the added p	button to articipants.	alzo
here t articip	to Edit/Delete pants details.	the	Click on <b>[Finalize</b> ] finalize the added p	button to	nitzz
here t	to Edit/Delete pants details.	the	Click on <b>[Finalize</b> ] finalize the added p Add Participants	button to articipants.	

USER MANUAL- RISE (APPROVAL COMMITTEE) Confidential Meetings Details 2nd meeting of pune seepz : 6:00 PM - 7:00 PM : 08-11-2024 Time Date SEEPZ SEEPZ Show 10 entries Search: m No : 02 Ac on for installation of t Agenda Item No : 03 Application for Installation of Solar Pa Laxrri Dia Jewel Pvt. Ltd Previous 1 Next 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

owing 1 to 1 of 1 entries				Pre	vious 1 Nex
Navigate Tab to ad	to <i>Minutes Approva</i> d Minutes.	al Click finaliz	on [ <b>॰</b> ] button ed agenda detail	to view s.	
	Fig	gure 40 - Add	Minutes		
RISe Approval Committee				â	0 \$ (
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eepz 2nd	✓ Agenda Detais		Time : 12:04 Date : 08-1	0W 0 AM - 12:30 AM -2024	
19.1 <i>00</i> . PL		Members Present			Vecly
	Sr No Name of the Members	Designation	Organization		
# Name of Unit	1 Shri. V	Dash	Kizhakathara		Action
		SEEPZ SEZ	67 H 2024		
2 Advance Power Display System	s Ltd Application	for Addition of Location	07112024		<b>8</b> •
2 Alayi	Application	NEW SEZ			<b>2</b>
Click here to y	orify the minutes				
	enty the minutes.	Add Minute:			×
Enter the min [Save] button	nutes and click on to save the minute.				Sava
	Figure	41 - Agenda E	Details		

Confidential

Details				
	🗸 Agenda Details		Preview	
eepz 2nd enue : sc			Time : 12:00 AM - Date : 06-11-2024	12:30 AM
		Members Present		
	Sr No Name of the Members	Designation	Organization	
	1 Shri. V	Dash	Kizhakathara	
# Name of Unit	Subje	ect		Action
1	Conf	SEEPZ SEZ	id on 07-11-2024	
2 Advance Power Display Systems Lb	d Appi	ication for Addition of Location		e .
		NEW SEZ		
2 AJayl	Appl	ication for Addition of Location		<b>X</b> •
	Click here	to edit/ view t	he meeting.	

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

### 7.2 MINUTES FOR APPROVAL

Meeting Draft Min	Approval Committee     Apmoint Preparation Approval Minutes Approval Approvappp Approval Approval Appp Approval Approval Approval Approval App		- A) IJ VS (
	1 Meeting Name	: Division	11 Forwarded By 11 Forwarded On 11 Status 11 Action
<b>D</b> 1	seeps 2nd	NEW SEZ	(her infant)
2	seep2 2nd	SEEPZ SEZ	Not initialed
Showing 1	to 2 of 2 entries		Previous 1 Next
C	Click on Minutes for Approval Sub-tab		Click on [•] button to update
C to	Click on <i>Minutes for Approval</i> Sub-tab o update division wise minutes.		Click on [•] button to update division wise minutes.
C to	Click on <i>Minutes for Approval</i> Sub-tab o update division wise minutes. <i>Figure 4</i> 3 - <i>Mir</i>	nutes For	Click on [@] button to update division wise minutes.
C	Click on <i>Minutes for Approval</i> Sub-tab o update division wise minutes. <i>Figure 4</i> 3 - <i>Mir</i>	nutes For	Click on [ <sup>(</sup> ] button to update division wise minutes.

#### 7.2.1 MINUTES

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✓ Misutes	Z Notings
seepz 2nd	Time : 12.00 AM - 12.30 AM Date : 08-11-2024
Venue : sc	
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MINUTES OF 142 MEETING OF THE APPROVAL COMMITTEE FOR SEEPE SEZ HELD UNDER THE CHARM DEVELOPMENT COMMISSIONER ON 08-11-2024	MARGHP OF THE OFFICE OF THE DEVILOPMENT COMMISSIONER. SIEPE SPECIAL FERMIONIC ADVE. GOV. OF INDIA.
Nome of the SEZ NEW SEZ	AGENDA NOTE FOR CONSIDERATION OF APPROVAL COMMITTEE
Meeting No.         1st           Date         08-11-2624	e. Proposal i
Members Present:	<ul> <li>». Specific ISSUE 08 Watch exclusion 00 AV. IS required: -</li> <li>C. Relevant provisions of SEZ Act, 2005 &amp; Rules, 2006/instruction/ Notification :-</li> </ul>
5. Name of the Nembers Designation Organ	d. Other Informations - CHECK LIST FOR ADDITIONAL LOCATION
1 Shri Vishna Dash Kizhaka	Nerse of the unit
Agenda Item No. 62: Application for Addition of Location	Present Incotinn Arres Exhibiting Idditional
Resizion.	Total
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#### 7.2.2 NOTES

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Figure 48 - Forwa	ard Minutes For Appro	val	
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The agenda can be forwarded t	to anyone on the	list but	the final ap

### **8 APPROVE MINUTES**

#### 8.1 *LOGIN – DC*

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

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### **9 AGENDA ACTION TAKEN**

#### 9.1 ADD AGENDA ACTION TAKEN





Meeting Agenda Preparation Agenda Ap	oproval Minutes Approval Agenda Action Taken				، بې، <del>د</del> .، دو
Agenda Action Taken					
seepz 2nd Venue : sc			Time Date	: 12:00 AM - 12:30 AM : 08-11-2024	
		Members Present			
	Sr No Name of the Members	Designation	Organization		
	1 Shri.	Dash	Kizhakathara		
# Name of Unit	Subject				Action
		SEEPZ SEZ			
2 Advance Power Display Systems Ltd	Confirms	ation of the Minutes of the 1st Meeting held on	107-11-2024		
		NEW SEZ 📴			
2 AJayi	Applicat	Ion for Addition of Location			

### **10 SETUP**

D Meetin	a		Approval					Schedule Meeting
Show 10	entries						Sea	rch:
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2	New moo	rting (scopz mumbal)	07-11-2024	3:30 PM - 4	30 PM	MEETING COMPLETED		۲
								· · •
					Clic cus	k on <b>[Settin</b> tomize the par	<b>g]</b> button t ticipant setup	0 ).

### 10.1 PARTICIPANT SETUP

articipant Setup		
Shri.	v ] [Pull Name	
Designation	Organization	
		Save
		<u> </u>
	Provide the required details such as Title,F Name, Designation,Organization and click [Save] button to save the details.	on

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

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USER MANUAL- RISE (APPROVAL COMMITTEE)

Parucipant aetup			
Shri.		V Full Name	
Designation		Organization	
			Save
Show 10 entries			Search:
# 11 Name of Members	11 Designation	11 Organization	11 Action
1 Shril R Showing 1 to 1 of 1 entries	ADC	58892	Previous 1 Next
		Click here to edit/delete the added participant setup details.	

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."