

 <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 AUTHORITY वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE & INDUSTRY अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096. टेली / Tel : 022-28294790 ई-मेल /E-mail : dcseepz-mah@nic.in वेबसाइट / Web-site : www.seepz.gov.in</p>	 <p>75 आज़ादी का अमृत महोत्सव</p>
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File No. SECU-11011/1/2022

Date: 21/09/2023

CIRCULARNO.31/2023

SUB: PROCEDURE FOR ISSUE OF VARIOUS TYPES OF PERMANENT & DAILY GATEPASSES FOR ENTRY INTO SEEPZ SPECIAL ECONOMIC ZONE.

In supersession of procedure set out in Circular No.04 dated 23.05.2017, following comprehensive guidelines /procedure will come into force w.e.f. 05th October, 2023 in order to implement new Gatepass system “**प्रवेश**” in a phased manner:

- Units shall apply on or before 27th September 2023 for all permanent Gatepass of employees and vehicles expiring by 30th September, 2023, and
- All passes of exiting Gatepass system which are valid till 31th October, 2023 shall have to apply before 15th October, 2023 in new system “**प्रवेश**” and
- All other permanent passes having validity beyond 31st October, 2023 in existing Gatepass system shall have to apply on or before 31th October and Old Passes will be discontinued after receiving the “**प्रवेश**” gate pass. Old Gatepasses with any validity will not be accepted after 30th November 2023 and the person will not be allowed to enter in SEEPZ, SEZ Premises.
- Daily gate-pass will be in issued by “**प्रवेश**” Gatepass system only from 05th October, 2023.

SEEPZ Special Economic Zone, being SEZ bonded area, the movement of goods and persons in and out of the Zone, is subject to strict compliance of the prescribed procedures. The entry and exit of the persons/vehicles is also restricted which is monitored by the SEEPZ security section by issuing Gatepasses. Any person/vehicle found in SEEPZ, SEZ without valid entry

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passes shall be liable for action, not only for trespassing, but also under other applicable provisions of law in force.

Cases in past have been deducted where the duplicate Gatepass were being made and used in existing paper based Gatepass system. The monitoring of movement (check in and check-out time) of one day visitors was not available in the existing Gatepass system. This was a potential Security threat with consequent difficulties in management of Gatepasses. Also, there were requests from the Units holders to tackle the misuse of Gatepass. Considering the Unit's requests, to prevent the misuse of Gatepass and as the security is of paramount nature in SEEPZ, SEZ, the revamp of whole existing paper-based system to new Web-based Gatepass system is considered urgent.

Accordingly, SEEPZ SEZ Authority has decided and arranged to a Custom-made new QR code Gatepass management system for daily employees, visitors, outside vendors and permanent employees on new Web-based platform, Android and IOS, as per below details:-

1. The link of the “**RVESH**” Gatepass system application is available on the SEEPZ, SEZ official website (url - <https://SEEPZ.gov.in/>)
2. The user manual for the “**RVESH**” Gatepass system is available in the **HELP** tab in the application in login itself.
3. The Online Gatepass system will remain open 24X7 with issuance of pass on real time basis.
4. Gatepass will be delivered from 03.00 p.m. to 06.00 p.m. one day after approval at Gatepass section counter at SEEPZ, SEZ.
5. Units will have to maintain the credit balance for Gatepass charges by making the payment in advance by way of online payment in the form of net banking/ RTGS/NEFT/Credit-Debit card/ BHIM UPI/ other online modes and DD in favour of “SEEPZ-SEZ AUTHORITY FUND, MUMBAI”. A copy of monthly bill can be viewed in the bill statement with the admin login in “**RVESH**” Gatepass system. If there is no credit balance available against a particular Unit, the Unit will not be issued any type of passes.
6. Unit shall surrender the old Gatepass after issuing the new Gatepass manually and Unit shall surrender the expired pass.
7. In case of loss of Gatepass or resignation by employee, Unit can deactivate the pass through their admin login.

8. Security Section will have rights to deactivate the pass of the person in case of acts of omission and commission by such person..

9. **Procedure to create the login credentials for the “ऱVESH” Gatepass system.**

- User ID will be same as per the old Gatepass system for existing Units.
- SEEPZ Security division will provide User Ids to new Units on their request.
- One-time password to login in “ऱVESH” Gatepass system will be provided by the Security Division, SEEPZ SEZ, Authority. All Units have to mandatorily reset the password on first time login.

10. For any query regarding “ऱVESH” Gatepass system contact to the Security Division, SEEPZ-SEZ, Mumbai.

11. **PROCEDURE OF APPLICATIONS & DOCUMENTS, COLOURS CODE AND FEES OF GATEPASSES:**

A. Daily Gatepass for Unit’s employees: The Unit shall apply online and needs to fill the following basic details compulsorily:-

- a. First Name
- b. Last Name
- c. Gender
- d. Purpose
- e. Name of person to meet
- f. Valid Mobile Number
- g. Photograph
- h. Vehicle Document(RC copy/Insurance)
- i. Contractor name.(For one day pass mention in table A-2,A-3)
- j. Vehicle Registration no.(For one day vehicle Pass mention in table A-3)

Further, the following documents need to be uploaded compulsorily:-

Any one of the ID proof:

- (i). Any Government registered Id, **OR**
- (ii). Police verification, **OR**
- (iii). Undertaking letter from Unit.

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Daily Gatepass description, procedure to apply, color code and Gatepass fees are prescribed below:-

Sr. No.	Description of gate pass	Procedure to apply pass	Color code	Gatepass fees
(1)	One day Gatepass for visitors.	The Unit shall apply through online system and online e-pass will be sent to the visitor's mobile number with QR Code.	Light Blue 	Rs. 6/-
(2)	One day Gatepass for laborer: 1. (Ancillary) 2. (Manufacturer)	The Unit shall apply through online system and online e-pass will be sent to the employee's mobile number with QR Code.	Light Green 	Rs. 6/-
(3)	One day Gatepass for vehicle with driver (Only four wheeler vehicles including truck.)	The Unit shall apply through online system and online e-pass will be sent to the visitors / employees mobile number with QR Code.	Pink 	Rs. 6/-

Note :- One day pass is valid only for one time check-in & check-out

B. Permanent Gatepasses for Unit employees with or without vehicles.

The Units shall apply through online system and fill the following basic details compulsorily:-

- a. First Name
- b. Last Name
- c. DOB
- d. Designation
- e. Gender
- f. Valid Mobile Number
- g. Vehicle type & Registration no & Relationship with owner (If with vehicle)

Further, the following documents need to be uploaded compulsorily:-

Any one of the following Id proof:-

- (i). Aadhar Card, **OR**
- (ii). Passport, **OR**
- (iii). Police verification, **OR**
- (iv). Undertaking letter from Unit.

2) Vehicle Proof (All compulsory)

- a. Valid R.C. book indicating the ownership either in his/her name (**undertaking letter and any other vehicle proof for the vehicle is register on the name of other person i.e. spouse or in relation**)
- b. Valid Insurance copy
- c. Valid PUC copy
- d. Valid SEEPZ ID

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Permanent Gatepass description, validity/ color code and Gatepass fees are prescribed below:-

Sr.No.	Description of Gate Pass	Validity	ColorCode		Gatepass Fees
			for IT and Hardware Units	for Jewellery Units	
(1)	Unit Employee's Pass (with or without vehicle)	06 Months	Green Strip 	Yellow Strip 	Rs. 90/- (Vehicle charges extra as per Table at "Para D")
(2)	Unit Employee's Pass (with or without vehicle)	01 year	Dark Brown Strip 	Dark Pink 	Rs. 180/- (Vehicle charges extra as per Table at "Para D")
(3)	Unit Employee's Pass (with or without vehicle)	03 year	Orange Strip 	Navy Blue 	Rs. 300/- (Vehicle charges extra as per Table at "Para D")

Note: -After submission of above online request, Security Section will verify & approve the pass in Online System and pass will be printed at Gate No. 1 with valid QR Code.

C. Permanent gate-pass & vehicle Gatepass for outside service providers/ vendors/contract bus driver/cleaner/ owner pass

The Service provider/ contract bus services/ Vender shall maintain the advance payment balance to their account by submitting the DD in favour of "SEEPZ-SEZ AUTHORITY FUND, MUMBAI". And submit the following documents for ID pass at SEEPZ security section and security section will verify, apply, approve and print through Online System "ऋवश Gate-pass".

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1. Utility Services Pass (SEEPZ office OR SEEPZ Zone):-All compulsory

- a. Aadhar Card **OR** Passport **OR** Police verification.
- b. Self-Undertaking and all Unit's undertaking letters where they provide services (Mentioned in Annexure A)
- c. Any government registration certificate of company
- d. Contract Copy OR Purchase order
- e. Work order from SEEPZ for SEEPZ service provider.

2. Vendor Pass:-

- a. Aadhar Card **OR** Passport **OR** Police verification
- b. Self-undertaking and all Units undertaking letters where they provide services(Mentioned in Annexure A)
- c. Any government registration certificate of company
- d. Contract Copy OR Purchase order
- e. **Valid food license copy for outside caterers, CHA/ F.F. valid license copy.)**

3. Contract Bus driver / cleaner / owner pass:-All compulsory

- a. Aadhar Card **OR** Passport **OR** Police verification
- b. Self-undertaking and all SEEPZ Units undertaking letters where they provide services (Mentioned in Annexure A)
- c. Any government registration certificate of company
- d. Contract Copy.

Following specific Color Code and Gatepass fees is prescribed as per type of pass:

Sr.No.	Description of Gate Pass	Validity	Color Code	Gatepass Fees
(1)	Utility Services 1. Adani Power, MIDC, SEEPZ++I & II and other service providers and their employees 2. Labour contractors 3. Other Similar service providers	06 Months	Brown Strip 	Rs. 180/-
(2)	1. Vendor (Including freight forwarder, CHA). 2. Outside Caterers for bulk suppliers other than Tiffin suppliers 3. Courier services	01 year	Full Sky Blue Strip 	Rs. 720/-
(3)	Contract Bus driver / cleaner / owner pass	06 Months	Black Strip 	Rs. 720/-

E-1/21

(4)	MIDC government Staff	01 year	Brown Strip 	Rs. 10/-
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4. Vehicle Pass: -The Service provider/ contract bus services/ Vender shall maintain the advance balance to their account by submitting the DD in favour of "SEEPZ-SEZ AUTHORITY FUND, MUMBAI". And submit the following documents for vehicle pass at SEEPZ security section and security section will verify, apply, approve and print through Online System "RVESH Gate-pass".

Vehicle documents to submit- (All compulsory)

- Valid R.C. book indicating the ownership either in his/her name/ company **(undertaking letter and any other vehicle proof for the vehicle if register on the name of other person i.e. spouse or in relation and company or sister Concern Company)**
- Valid Insurance copy
- Valid PUC copy.
- Valid SEEPZ ID
- Self and SEEPZ Units undertaking letter (Mentioned in Annexure A)

Following specific Color Code and Gatepass fees is prescribed as per type of Daily Gate pass:

Sr No.	Vehicle Type	Validity	Color Code	Gatepass Fees
(1)	Two Wheeler Pass for Entry / Exit for Unit owners/ employees/Service providers/ Vendors/ Contract Bus Services	a. For Only Vehicle: 01year b. Vehicle with Other pass: as per Employee Gatepass validity	a. for only vehicle pass: Sky Blue  b. Vehicle with Other pass: Color Code will be same as respective gate pass	Rs. 240/- per year
(2)	Car Pass for Entry / Exit for Unit owners/ employees/Service providers/ Vendors/ Contract Bus Services			Rs. 600/- per year

5. One day passes for processing Zone utility services passes (Includes Adani electricity, Tata power, MIDC, Airtel, Vodafone, SEEPZ service providers etc)

Utility services provider shall maintain the advance balance to their account and pass will be issued from external Gatepass counter. **(Gatepass Fees Rs 6/- per pass.)**

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D. Employee Vehicle pass and company vehicle pass of Units

The Units shall apply through Online System “VESH Gate-pass” and fill the following basic details compulsorily:-

- First Name
- Last Name
- Vehicle registration no.
- Vehicle model

Vehicle documents– (All compulsory)

- Valid R.C. book indicating the ownership either in his/her name/company (**undertaking letter and any other vehicle proof for the vehicle if register on the name of other person i.e. spouse or in relation or sister Concern Company**)
- Valid Insurance copy
- Valid PUC copy.
- Fitness certificate/T-permit (**for commercial pass and night commercial pass**)

Following specific Color Code and Gatepass fees is prescribed as per type of Daily Gate pass:

Sr. No.	Vehicle Type	Validity	Color Code	Gatepass Fees
(1)	Two Wheeler Pass for Entry / Exit for Unit owners/ employees/ Service providers/ Vendors/ Contract Bus Services	a. For Only Vehicle: 01 year	c. for only vehicle pass: Sky Blue 	Rs. 240/- per year
(2)	Car Pass for Entry / Exit for Unit owners/ employees/ Service providers/ Vendors/ Contract Bus Services	b. Vehicle with Other pass: as per Employee Gatepass validity	d. Vehicle with Other pass: Color Code will be same as respective gate pass	Rs. 600/- per year
(3)	Commercial Vehicle Pass belonging to Unit (only for Goods Vehicle including Forklift) for Entry / Exit (Only for SEEPZ Units)	1 year	Sky Blue 	Rs. 600/- per year
(4)	Night Commercial Vehicle Pass belonging to Unit (only for Good Vehicle including Forklift) for Entry / Exit (Only for SEEPZ Units)	01 month	Sky Blue 	Rs. 2400/- per Month

E-1/21

After submission of above online request, Security Section will verify & approve the pass in Online System and pass will be printed at Gate No. 1 with valid QR Code.

E. Bus pass for Units Contract Bus (01 year)

The Unit/ Service provider/ contract bus services/ Vender shall submit the following documents for vehicle pass at **SEEPZ security section** and security section will verify, apply, approve and print through Online System “**TVESH Gate-pass**”.

Further, submit the following documents compulsorily:

- 1) Copy of R.C Book indicating the ownership of the vehicle.
- 2) Copy of Insurance policy
- 3) Fitness certificate.
- 4) T-permit
- 5) Contract copy.
- 6) Self and SEEPZ Units undertaking letter (Mentioned in Annexure A)

Sr No.	Vehicle Type	Validity	Color Code	Gatepass Fees
(1)	Bus Pass	01 year	Sky Blue 	Rs. 6000/- per year

F. One day visitor pass for D.C. Office, BFC building offices, Banks, Post office in Non Processing Zone:

Walk in pass will be issued on the External Gatepass 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 Gatepass counter declaring self-information and name of the person to meet. (This pass valid for D.C. Office only)

2). **BFC building offices, Banks & Post office** shall have to submit below mentioned details at the External Gatepass counter:

- a). Full Name
- b). Purpose
- c). Mobile Number
- d). Name of the person to meet

3). **SEEPZ SEZ Bank A/c Holder (Non Processing Zone)** shall show their passbook at External Gatepass counter & obtained the pass

(This pass will be valid for D.C. Office Zone only)

Gatepass Fees not applicable.

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Note: The visitor will receive the e-pass on his/ her mobile number with QR Code.

Username and passwords for login on ढVESH application shall be sent on the respective email IDs.

❖ ADJUSTMENT OF UNIT'S BALANCE AMOUNT OF ACTIVE GATEPASSES:

- All Units have to apply for permanent Gatepass of their employees/ Vendors within the timeline mentioned in para 01 of this Circular.
- Balance amount of current Gatepasses in proportion to the remaining period (from the date of issuance of “ढVESH” Gatepass) will be refunded on request of Unit.
- Units have to request for the refund of the balance amount of current active Gatepasses in the format attached at (Annexure-B), accordingly, SEEPZ SEZ Authority will verify and credit the amount in the “ढVESH” Gate-pass wallet only.
- Units have to request for transfer of un-utilised balance amount available in existing Gatepass system on their letterhead, accordingly, SEEPZ SEZ Authority will verify and credit the amount in the “ढVESH” Gate-pass wallet only.
- In no case the refund will be made in cash or online transfer to the Unit, it will be refunded in ढvesh wallet only.

12. OTHER PERMISSIONS:-

A) ENTRY OF OTHER GOVERNMENT OFFICIALS :

- I. Entry of other government officials to the Zone is regulated. The, permission will be granted by the Development Commissioner on providing the following information:-
 1. Name and Designation
 2. I-card number
 3. Place of visit
 4. Purpose of visit
 5. Request letter addressed to DC.
- 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 said officials during visit till they leave the premises.

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B) ENTRY OF THE HANDICAPPED PERSON WITH AUTO-RICKSHAW/TAXIES:-

THE GATE IN-CHARGE WILL PERMIT THE ENTRY SUBJECT TO FOLLOWING CONDITION.

- i. The Handicapped person should carry SEEPZ valid Gatepass issued by the Unit.
- ii. The Unit shall submit certificate from the Govt. Hospital certifying the genuineness of the concerned person.
- iii. Only Handicapped person shall be allowed in the Auto rickshaw / Taxies.
- iv. 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.
- v. In case of any violation of any of above mentioned conditions, permission is liable to be cancelled.

C) NIGHT SHIFT PERMISSION:-

Employees of the Units working during the Night shift need to take specific permission and Units will be required to send Intimation letter to Security Officer/Gate in charge at Gate No.1 in the following format:-

Date:-		Name of the Unit	
Sr.No.	Name of Employee	SEEPZ ID No.	Vehicle Registration No./Type of vehicle

E-21/21

13. OTHER RULES AND REGULATIONS:-

A) TIMING:-

- i. One day Gatepass is valid till 11:59 pm from the time of its issuance. However, person holding one day Gatepass 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 Gatepass 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 exists during validity of the Gatepass.
- 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.(not below the rank of ADC).
- 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 10:00 am to 06:00 pm.
- v. The Garbage contract workers will be allowed to remain in Zone between 6.00 A.M. to 8.00 P.M.
- vi. The cleaning contract workers will be allowed to remain in Zone between 7.00 A.M. to 6.00 P.M.

B) Any tampering with Gatepass or misuse of any sort of Gatepasses shall make it liable for cancellation of such Gatepasses and for the action by SEEPZ administration against the person and/or Unit.

E-121

14. ENTRY AND PARKING OF VEHICLES

A. ENTRY OF VEHICLES:-

- i. Person entering with Vehicle should show Vehicle ID card along.
- ii. The Unit shall ensure that the Buses are hired from reliable contractors only. Units shall also ensure that contractors follow the rule and regulation of SEEPZ-SEZ Authority.
- iii. 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.
- iv. 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.
- v. 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.
- vi. Washing/cleaning of buses inside the complex is strictly prohibited.
- vii. 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.
- viii. 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.

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- ix. Blowing of the horns/playing of tape recorder or any musical instrument within the complex is not permitted.
- x. The vehicle owner shall observe maximum speed limit of 15 Kmph in the Zone. If it is noticed that the speed limit of 15 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 Central Road.

B. PARKING OF VEHICLES:-

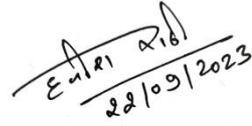
- i. Separate parking places have been provided for four wheelers/two wheelers vehicles near SDF building's/ Gems & Jewellery buildings. It is responsibility of the concerned Unit to ensure that their employees park their vehicles at designated parking place only. In case vehicle found parked at other than the designated parking area/obstructing the movement of goods/employees, it 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(D) of this Circular) Any vehicle found parked inside during the said period without proper intimation/permission will be charged with the penalty of Rs-500/- per day.

C. Fine & penalty:-

Sr. No.	Type of Fine & Penalty	Charges in amount	Authorised person to charge fine & penalty
1.	Person found without Gatepass in SEEPZ-SEZ.	Rs 1000/-	Assistant Security Officer/Shift Incharge
2.	Person found with illegal Gatepass in SEEPZ-SEZ.	Rs 200/-	Assistant Security Officer/Shift Incharge
3.	Vehicle found without Gatepass in SEEPZ-SEZ.	Rs 5000/-	Assistant Security Officer/Shift Incharge
4.	Vehicle found with illegal Gatepass in SEEPZ-SEZ.	Rs 1250/-	Assistant Security Officer/Shift Incharge

E-121

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


22/09/2023

(Hanish Rathi)
Asst. Development commissioner/
Security Officer, SEEPZ-SEZ, Mumbai

To,

1. All Units holder.
2. All association of SEEPZ.
3. All notice board.
4. SEEPZ website.
5. All sections of SEEPZ, SEZ.

Annexure A

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

Subject: Undertaking Letter

Sir,

We request to issue Gatepass to the employees of M/s.
..... name are as follows.

1. Employee Name 1
2. Employee Name 2

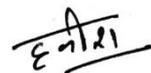
He /she are our Vendor / CHA/ Freight forwarder/ Courier/ Caterers/ Bus
Owner, Driver and Cleaners/ Bus service provider etc.

We shall be responsible to ensure that it is not misused. In case of
misuse of Identity card, violation of rules and regulation by the Vendor /
CHA/ Freight forwarder/ Courier/ Caterers/ Bus Owner ,Driver and
Cleaners etc. the we are abide for action taken by SEEPZ-Sez Authority & we
would be liable for penalty as laid down by SEEPZ-SEZ Authority.

Yours sincerely,

(Authorized Signatory with name)

(Note: The application should be on company's letterhead sign by Authorized
Person)



Annexure-B

Name Of the Unit:

List of the Gatepasses having validity more than one month from 01 October 2023

Sr. No.	SEEPZ Id No.	Employee Name	Issue Date	Valid upto Date

12/11