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File No. SEEPZM-EFNC/16/2025-CA 143492 DATE: 22-05-2025

Executive Order No. 02 Date 22/05/2025

Subject: Establishing procedures for Land and Building / Lease Rent Billing and Management of (SEEPZ-SEZ) land leases through ERP.

SEEPZ was initially established as a 100-acre Export Processing Zone (EPZ) with the primary objective of promoting electronics manufacturing and exports. In 1987–88, recognizing the high export potential of the gem and jewellery sector, the government expanded SEEPZ's scope to include these industries.

2. During this early phase, land leasing was managed by MIDC. Plots were leased to industrial units for durations ranging from 30 to 99 years, offering long-term stability and encouraging investment in infrastructure and operations.

3. On 1st November 2008, SEEPZ was converted from an EPZ to a Special Economic Zone (SEZ) under the SEZ Act, 2005. This transition was aimed at boosting export-led growth and attracting greater foreign investment.

4. Since the transition, SEEPZ's land lease policies have been regularly updated to comply with SEZ regulations and cater to a broader industrial ecosystem. The Development Commissioner's office at SEEPZ-SEZ periodically issues circulars and notifications outlining lease terms, applicable rates, and related policies.

5. Land Development and Unit Allocation Process

5.1 Land Development

The SEEPZ-SEZ Authority is responsible for the development of land parcels, including the provision of essential infrastructure such as roads, drainage systems, and utility networks. This ensures that the land is fully prepared and suitable for industrial use, in compliance with SEZ operational requirements.

5.2 Unit Construction

After land development, factory units (referred to as "galas") are constructed. These units are designed to meet the functional and regulatory requirements of enterprises operating under the SEZ framework.

5.3 Allotment Process

The allotment of developed units is undertaken through a transparent and competitive process, as outlined below:

a. E-Tendering-cum-E-Auction:

Allocation is carried out by the SEEPZ Authority through an electronic tender-cum-auction mechanism to ensure transparency, competitiveness, and fair discovery of rental value. However, the final allotment is subject to the approval of the Approval

Committee constituted under the SEZ Act, 2005.

b. Approval Committee:

Applications are reviewed by the Approval Committee of SEEPZ-SEZ, which evaluates proposals based on business activity, export potential, employment generation, and compliance with applicable SEZ Rules and guidelines before approving the allotment.

c. Lease Agreements

Following approval by the Approval Committee and issuance of the Letter of Approval (LoA) by the Development Commissioner, a final allotment letter is issued to the applicant unit. Subsequently, lease agreements are executed between SEEPZ-SEZ and the unit, subject to compliance with all terms and conditions specified in the bid documents. These agreements define the lease tenure, rental structure, and maintenance responsibilities.

6. Previously, the records pertaining to land development, unit allocation, and related administrative activities in SEEPZ-SEZ were maintained manually or partially through platforms such as SEZ Online and eOffice. Billing to units—for rent and miscellaneous charges—was also based on manually maintained records, which lacked standard validation protocols and automation, leading to inefficiencies and data integrity concerns.

7. In alignment with the Government of India's Digital Governance initiatives, SEEPZ-SEZ has undertaken a comprehensive digital transformation by developing and implementing the **RISe-ERP application** (accessible at <https://rise.seepz.gov.in>). This system aims to bring all possible administrative and operational activities into a fully digitized and online mode.

8. The RISe-ERP system has been specifically designed to streamline **billing operations and land records management**, including the digitization and maintenance of land-related data and maps. Effective from **29.01.2024**, rent and lease-related bills, including applicable rates and charges, are now being generated through the RISe-ERP system. The detailed procedure for this process is outlined below:

9. Purpose:

This executive order aims to establish standardized procedures for the billing, collection, and management of lease rents related to SEEPZ-SEZ's land leases. The goal is to ensure transparency, consistency, and efficiency in the administration of land lease agreements and payments. Before the ERP module went live, the entire billing process and relevant calculations were carried out manually.

10. Scope:

This order applies to all land lease agreements managed by SEEPZ-SEZ or any concerned sub-divisional offices and authorized contractors, including the billing of lease rent, lease management, payment schedules, enforcement of terms, and other related activities through ERP software. Now, all the processes related to land lease and Rent and Bill Management will be handled exclusively through the RISe ERP portal as implemented for SEEPZ-SEZ. This module facilitates various activities, including bill generation for lease rent, permissions, monitoring outstanding dues, online payments, generation of credit notes and debit notes, adjustments, and automated alerts for dues and receipts.

11. Procedure for land, Lease/ Rent Billing:

11.1 Land & Building Process:

The SEEPZ Estate Operations Section shall add the basic details of SEEPZ's lands and buildings in the application. Once saved, these details can be edited, viewed, updated, or deleted by the user as needed. It will be a single-source entry which will also be used in the Rate, Rent Module for bill generation. Additionally, the unit holder/plot lessee can view the GIS map on the dashboard, including a 2D view of various layers such as buildings, sectors, roads, etc. The GIS map provides detailed information on buildings, the units within them, and the associated billing details.

11.2 Lease Rent Calculation and Billing Procedure:

- a. Master data such as building number, gala number, built-up area, and location shall be entered by the Estate Operations Section in the Land and Building Module. The lease rent rate shall be entered by the Estate Finance Section as per the Final Allotment Letter issued by the Estate Operations Section. Based on these inputs, the system will automatically calculate the lease rent.
- b. All units must be onboarded on the RISE ERP system prior to signing the Sublease Agreement. Rent bills shall be generated and issued through the RISE ERP module, and units shall be required to view and pay the rent and other charges exclusively through the ERP module in online mode.

11.3 Billing Schedule and Payment Process:

- a. The SEEPZ-SEZ Estate Finance Division shall prepare and issue billing statements to lessees of plots/units on a quarterly basis, detailing the rent amount due, payment instructions, and any applicable late fees or adjustments.
- b. Billing notices shall be sent through the ERP module by the 3rd day of the due quarter. A physical copy shall be issued only upon the specific request of the unit. It shall be the responsibility of the unit to regularly check the RISE ERP module for rent invoices and ensure timely payment.
- c. Rent invoices shall include the lessee's name and contact information, lease agreement number, property location, billing period (i.e., the quarter for which the rent/lease is being claimed), rent due, a detailed breakdown of charges, payment due date, and any applicable late fees.
- d. Payment must be made only through an active challan generated in the ERP module. For those opting to pay by cash or cheque, the ERP module will generate a challan accordingly. Such challan payments must be deposited only at the Punjab National Bank (PNB) branch located within SEEPZ-SEZ, which is the designated bank for SEEPZ-SEZ Authority.
- e. All rent bills shall be rounded off to the next higher rupee. While calculating the gross amount, any decimal amount less than 50 paise shall be ignored, and 50 paise or more shall be rounded off to the next higher rupee.

11.4 Late Payment and Penalties:

Payments not received by the due date shall attract a late fee as mentioned in the Letter of Allotment (LoA) issued to the concerned unit holder/plot lessee. A grace period, as specified in the lease agreement, shall be allowed. If payment is still not received after the grace period, further action— including termination of the lease or initiation of legal proceedings—shall be undertaken.

11.5 Lease Management:

The SEEPZ-SEZ Legal Section shall be responsible for monitoring and maintaining

records of all lease agreements, payments, and communications with lessees. All lease agreements, billing records, and payment histories shall be stored electronically and securely for the duration of the lease period, as per contract terms.

SEEPZ-SEZ shall track the expiry dates of lease agreements and issue timely notifications to lessees regarding renewal or termination. Lease renewals, revised rent rates, and updated terms and conditions shall be provided to lessees in accordance with the contractual terms previously agreed upon.

The SEEPZ-SEZ Authority shall also conduct periodic audits of lease agreements, billing records, and payment histories to ensure compliance with applicable rules and regulations. Any discrepancies or issues identified during such audits shall be addressed promptly with the respective lessee.

11.6 Dispute Resolution:

Any disputes related to lease rent billing or lease terms shall be resolved as per the procedure prescribed by the SEEPZ-SEZ Authority or applicable legal provisions. Lessees must submit written complaints or disputes to the Estate Officer, SEEPZ-SEZ, within seven (7) days from the date of receiving the billing statement.

The construction area and open area calculations are based on the GIS map available in the ERP portal. In case of any lack of clarity or discrepancy in the GIS map, a physical measurement shall be conducted, and corrections shall be made in the GIS system as per the prescribed procedure.

11.7 Lease Rent Rate Revisions:

Changes in lease rent or rates shall be carried out by the authorized officer of the Estate Division, SEEPZ-SEZ. The rate revision process shall be initiated by the Maker in the Estate Finance Section upon receipt of approval from the Competent Authority and finalized by the Section Head, Estate Finance. Once updated, the revised rates shall be automatically applied to the concerned unit/plot holders, and rent bills shall reflect the changes in the ERP system.

11.8 Sub-Lessee Responsibilities and Non-Compliance:

Sub-Lessees are required to pay the lease rent in full and on time as specified in the lease agreement. They must promptly notify the Estate Division of any changes in contact details or financial issues that may affect payment timelines.

Sub-Lessees must strictly adhere to the terms and conditions of the lease agreement and this executive order. Failure to comply, including delays in rent payment, shall result in the following actions:

- Levy of late fees/interest as per Circular No. 02 dated 04.04.2025
- Suspension or termination of lease agreements
- Legal proceedings for recovery of overdue rent and applicable damages

11.9 Amendments:

Amendments to this order shall be made as and when required to strengthen and streamline the administration of lease rent billing and management under SEEPZ-SEZ.

12. Effective Date and Supersession:

This Executive Order shall take effect from 22/05/2025 and shall remain in force until

amended or repealed. It supersedes all previous Executive Orders issued in respect of procedures related to the payment of rate, rent, and land and building management under SEEPZ-SEZ..

Digitally signed by
Mital Sudhir Hiremath
Joint Development Commissioner
Date: 22-05-2025
21:30:54
SEEPZ SEZ, Mumbai

Encl: User Manual
: Annexure 'A'

- Copy to: 1) All Unitholders, SEEPZ-SEZ.
2) ADC, Estate Finance, SEEPZ-SEZ
3) ADC, Estate Operation, SEEPZ-SEZ
4) DCO/JDCO/DDCO/SO
5) Office Order file
6) SEEPZ Website
7) ERP Team

Annexure A

Roles of Users in Rate, Rent and Bills Management Module

User	Roles in Module
Development Commissioner	<ul style="list-style-type: none"> • View Dashboard • Generate Reports • Flagging of entries
Joint Development Commissioner	<ul style="list-style-type: none"> • View Dashboard • Generate Reports • Flagging of entries
Deputy Development Commissioner	<ul style="list-style-type: none"> • View Dashboard • Generate Reports • Flagging of entries
ADC- Estate(operations)	<ul style="list-style-type: none"> • View Dashboard • Generate Reports • Flagging of entries
SAO/PAO/ADC(Estate Finance)	<ul style="list-style-type: none"> • Generate Bills- Approver • View Dashboard • Generate Reports • Approve Challan payment • Approve credit notes
LDC(Estate Finance)	<ul style="list-style-type: none"> • Generate Bills- verify and forward the bills • View Dashboard • Generate Reports • View unit wise bill details
Accounts Section	<ul style="list-style-type: none"> • Generate Bills- maker • Payment Acknowledgement • Update Rate • View Dashboard • View the defaulters list • Generate and view the outstanding amounts for each quarter • Verification of credit notes • View success payment • Challan Verification
Unit	<ul style="list-style-type: none"> • View their bills • View the rate details for each gala • Make online payments against each bill

Roles of Users in Land and Building Management Module

User	Roles in Module
Development Commissioner	<ul style="list-style-type: none"> • View 2D Map Dashboard • Generate Reports
Joint Development Commissioner	<ul style="list-style-type: none"> • View 2D Map Dashboard • Generate Reports • Add/ Edit/ Update/ Delete facility of details
Deputy Development Commissioner	<ul style="list-style-type: none"> • View 2D Map Dashboard • Generate Reports
ADC- Estate(operations)	<ul style="list-style-type: none"> • View 2D Map Dashboard • Generate Reports
LDC Estate	<ul style="list-style-type: none"> • Initial level Data entry and Mapping



RISe ERP for SEEPZ SEZ

USER MANUAL

for

RATE, RENT & BILLS MANAGEMENT

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	20-09-2024	SAREENA	CYRIAC JAMES, SREERAM	SOORAJ

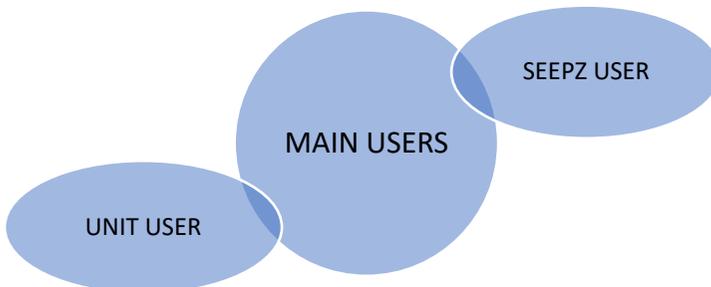
2 INTRODUCTION

2.1. PRODUCT FUNCTION

The Rate, Rent & Bills Management module handles the generation and management of various types of bills, including those for guest houses, conference halls, waste management, and gala rentals. The module supports bill generation for galas, with payments tracked and managed accordingly. The billing process is organized by financial quarters, with one bill generated per quarter for each gala. Bills are generated on a quarterly basis, aligned with the financial year, and cover all relevant charges for the given period.

2.2. INTENDED AUDIENCE AND FUNCTIONALITIES

This manual is designed mainly for:



1. **Seepz User:** SEEPZ users possess functionalities including generating bills for each financial quarter, approving bills and demand drafts (DDs),

managing payments across various modules, calculating outstanding amounts before bill generation, and generating detailed reports.

- 2. Unit User:** The unit user can access detailed information on gala rates, rent, bills, and pending payments and make payments against these bills accordingly.

3 SET UP – SEEPZ USER

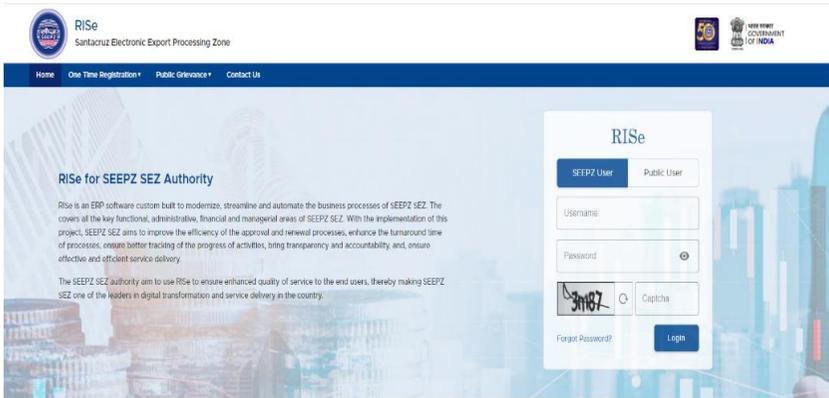


Figure 1 - Login Page



Select Seepz User, Enter User Name, Password, Captcha, and then click on **[Login]** Button.

Figure 2 - Login Credentials

3.1. GALA SETUP

3.1.1 PARTICULAR SETUP

ADD PARTICULAR DETAILS

Name: Code: HSN Code: View: Yes No

#	Name	Code	Action
1	LEASE RENT	LRT	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	SERVICE CHARGE	SCR	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	INTEREST ON ADREARS	INA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	FIRE CHSS	PCS	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
5	BMC CHARGES	BMC	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 5 of 5 entries

Previous Next

Enter the Name, Code, and HSN Code, then click on **[Save]** button to save the entered details or the **[Clear]** button to clear the fields.

Click the **[Edit]** icon to edit the entries, and click on the **[Delete]** icon to delete them.

Figure 3 -Particular Setup

Note: When the privileged user selects the **[Yes]** checkbox, particular details will automatically populate in the *Particular Rate Setup* subtab. The **[No]** checkbox ensures that these details remain unpopulated.

#	Gala No.	Address	Area(Sq Mtr)	Action
1	Gala 5	SDF-IV, Floor No.1	614	
2	Gala 3	SDF-IV, Floor No.1	671	
3	Gala 4	SDF-IV, Floor No.Ground Floor	555	
4	Gala 2	SDF-VII, Floor No.2	145	
5	Gala 1	SDF-VII, Floor No.Basement	125	

Showing 1 to 5 of 5 entries

Privileged user can view a list of galas whose rates have not been finalized.

Click on the icon to view Gala details.

Figure 4 - Particular Rate Setup

GALA DETAILS
 Gala No. : Gala 4
 Area : 555 Sq Mtr
 Address : SDF-IV, Floor No. Ground Floor
 Total Rent Per Annum : Rs.24420.00

Add Rate Details
 Particular: Rate (Per sq.mtr. p.a.):

#	Particular	Rate(Per sq.mtr. p.a. ₹)	Total Rent(Per Annum ₹)	Action
1	FIRE CESS	₹ 15	₹ 8,325	
2	BMC CHARGES	₹ 5	₹ 2,775	
3	LEASE RENT	₹ 12	₹ 6,660	
4	SERVICE CHARGE	₹ 12	₹ 6,660	

Enter the rate details and click on **[Save]** button to save the entered details.

Figure 6 - Particular Rate Setup (1)

#	Particular	Rate(Per sq.mtr. p.a.- ₹)	Total Rent(Per Annum ₹)	Action
1	FIRE CESS	₹ 15	₹ 6,325	 
2	BMC CHARGES	₹ 5	₹ 2,775	 
3	LEASE RENT	₹ 12	₹ 6,660	 
4	SERVICE CHARGE	₹ 12	₹ 6,660	 

[Finalize](#)

Privileged user can view the added particular rates and rents in this table and click on **[Finalize]** button to finalize them.

Click on the **[Edit]** icon to edit the entries, and click on the **[Delete]** icon to delete them.

Figure 7 - Particular Rate Setup (2)

3.1.2 ACTIVE RATES FOR PARTICULARS

Rise Rate, Rent and Bills

Gala Setup Waste Management Setup Gala Bill Calculation Setup

Particular Setup Particular Rate Setup Rate Percentage Update Active Rates for Particulars

#	Gala No.	Address	Area(Sq Mtr)	Total Rent Per Annum (₹)	Action
1	Dummy 12	SDF-I Floor No.Ground Floor	823	₹ 25,80,722.25	
2	Dummy 3	SDF-II Floor No.1	735	₹ 16,36,778.85	
3	Dummy 9	SDF-I Floor No.3	13	₹ 40,717.95	
4	Dummy 1	SDF-I Floor No.Ground Floor	376	₹ 11,79,075.84	
5	Dummy 5	SDF-I Floor No.2	600	₹ 18,81,450	
6	Dummy 10	SDF-I Floor No.1	13	₹ 28,893.67	
7	Dummy 4	SDF-I Floor No.2	11	₹ 34,453.65	
8	Dummy 7	SDF-I Floor No.3	823	₹ 25,80,722.25	
9	Dummy15	SDF-I Floor No.Ground Floor	823	₹ 25,77,833.52	
10	Dummy 13	SDF-I Floor No.1	735	₹ 16,36,778.85	

Showing 1 to 10 of 17 entries

Previous 1 2 Next

Privileged user can view the finalized Gala Details in this table.

Click on  icon to view the added Basic Gala Details.

Figure 8 - Active Rates for Particulars

RISE Rate, Rent and Bills

Gala Setup Waste Management Setup Gala Bill Calculation Setup

Particular Setup Particular Rate Setup Rate Percentage Updation Active Rates for Particulars

GALA DETAILS

Gala No: Dummy 10 Address: SDF-L Floor No. 1
 Area: 13 Sq Mtr Total Rent Per Annum: Rs. 29023.67

ACTIVE RATE DETAILS

#	Particular	Rate/Per Sq.m Per Annum (₹)	Total Rent Per Annum (₹)	Active From
1	LEASE RENT	₹ 1,950.35	₹ 25,354.35	02-09-2024
2	BMC CHARGES	₹ 0	₹ 0	20-06-2024
3	SERVICE CHARGE	₹ 2,459.96	₹ 3,249.48	20-06-2024
4	FIRE CESS	₹ 52.28	₹ 419.64	20-06-2024

HISTORY

#	Particular	Rate/Per Sq.m Per Annum (₹)	Total Rent Per Annum (₹)	Active From	Active To
1	LEASE RENT	Rs. 1940.35	Rs. 25224.55	20-06-2024	02-08-2024

Privileged user can view the selected Gala details, Active Rate Details, and History.

Figure 9 - Active Rates for Particulars (1)

3.1.3 RATE PERCENTAGE UPDATION

Privileged user can update the rate by category wise. When a category is selected, the rate details for the selected category will be listed.

UPDATE RATE DETAILS

Please select any Category for updating rate ▼

Gala Wise
 Plot Wise
 Building Wise
 Unit Wise

Particular:
 Calculation Type:

Select a category to update the rate, then choose the particular type and calculation type, and click the **[Update]** button to update the rate details.

Figure 10 – Update Rate Details Category Wise

Select gala-wise, then choose the particular type, calculation type, amount change type, and specify the decrease amount. Once all these options are selected, the privileged user can access the table listing of galas. In the table, select either all galas or the specific galas you want to update. Finally, click the **[Update]** button to update the rate details.

Figure 11 - Update Rate Gala Wise

Particular types which include:

- Lease Rent
- Service Charge
- Fire Cess
- BMC Charges

Calculation Type which includes

- Amount
- Percentage

If the privileged user selects the amount change type as Decrease, the amount will be adjusted by the decrease amount. If Increase is selected, the amount will be adjusted by the increase amount. This process is the same for both amount and percentage as the amount change type.

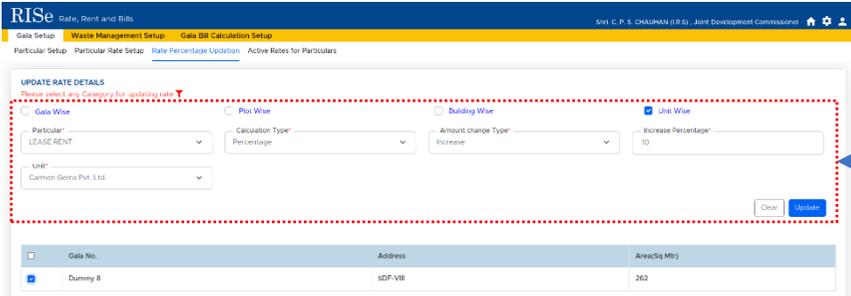
The same procedure applies to the plot-wise case.

The screenshot displays the 'UPDATE RATE DETAILS' form in the RISE application. The form is titled 'UPDATE RATE DETAILS' and contains several input fields and a table. At the top, there are three radio buttons: 'Bldg Wise' (selected), 'Plot Wise', and 'Unit Wise'. Below these are four dropdown menus: 'Particular' (with 'L&C&W&H' selected), 'Calculation Type' (with 'Amount' selected), 'Increase Amount' (with 'Increase' selected), and 'Increase Amount' (with 'SQ' selected). There are also 'Clear' and 'Update' buttons. Below the form is a table with columns 'Gala No.', 'Address', and 'Area(Sq Mtr)'. The table contains one row with 'Dummy 10', 'SDF-I', and '13'. A text box with an orange background and a blue arrow pointing to the 'Update' button contains the following text:

Select Building wise rate, then choose the particular type, calculation type, amount change type, increase amount and select which Building. Once all these options are selected, the privileged user can access the table listing of galas. In the table, select either all galas or the specific galas you want to update. Finally, click the **[Update]** button to update the rate details.

Figure 12 - Update Building Wise Rate

Privileged user selects amount change type as increase then amount adjust to increase amount, otherwise it gives to decrease the amount change to decrease amount.



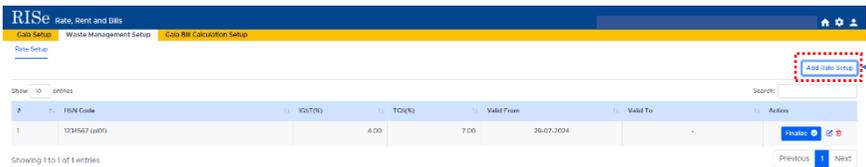
Select Building wise rate, then choose the particular type, calculation type, amount change type, increase amount and select which Building. Once all these options are selected, the privileged user can access the table listing of galas. In the table, select either all galas or the specific galas you want to update. Finally, click the **[Update]** button to update the rate details.

Figure 13 - Update Unit Wise Rate

Privileged user selects amount change type as increase then amount adjust to increase amount, otherwise it gives to decrease the amount change to decrease amount.

3.2. WASTE MANAGEMENT SETUP

3.2.1 RATE SETUP



Click on **[Add Rate Setup]** button to add waste particular rate details.

Figure 14 - Rate Setup

Enter the HSN code, IGST, TCS, and valid from date, then click on **[Save]** button to save the entered details.

Figure 15 - Rate Setup (1)

#	HSN Code	IGST%	TCS%	Valid From	Valid To	Action
1	1294567 (90%)		4.00	7.00	29-07-2024	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Finalize"/>

Privileged user can view the entered Rate Setup details in this table.

Click on the **[Edit]** icon to edit or the **[Delete]** icon to delete items. Then, click on the **[Finalize]** button to finalize the added rate setup details.

Figure 16 - Finalize Rate Setup

3.3. GALA BILL CALACUALTAION SETUP

Enter the Settlement Type, Interest Type, and Interest Per Annum %, then click on **[Save]** button to save the details.

Figure 17 - Gala Bill Calculation Setup

In the Gala Bill Calculation Setup, there are two types of settlements: quarterly and monthly.

Each settlement type has two calculation methods:

- Simple interest.
- Compound interest.

If the privileged user fails to make the current bill payment by the due date, they will have to make the payment later with additional interest. The interest rate is calculated as a percentage per annum.

4 LOGIN - SEEPZ USER

4.1.DASHBOARD

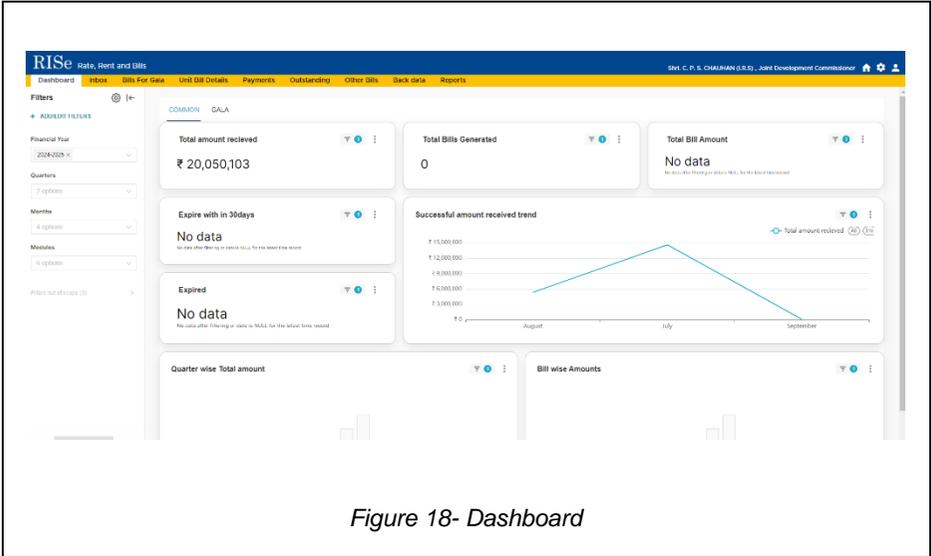


Figure 18- Dashboard

4.2.INBOX

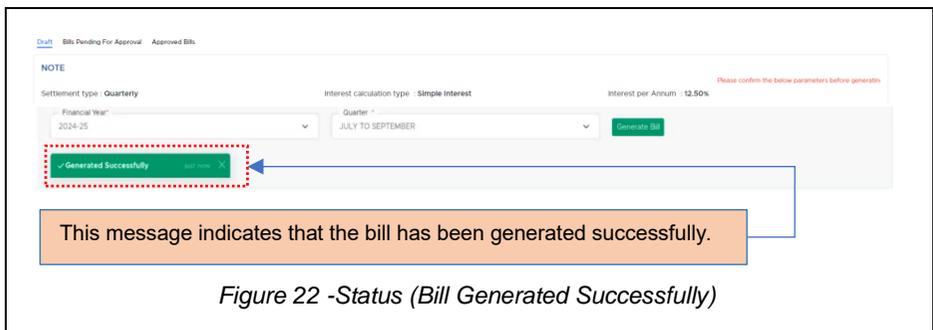
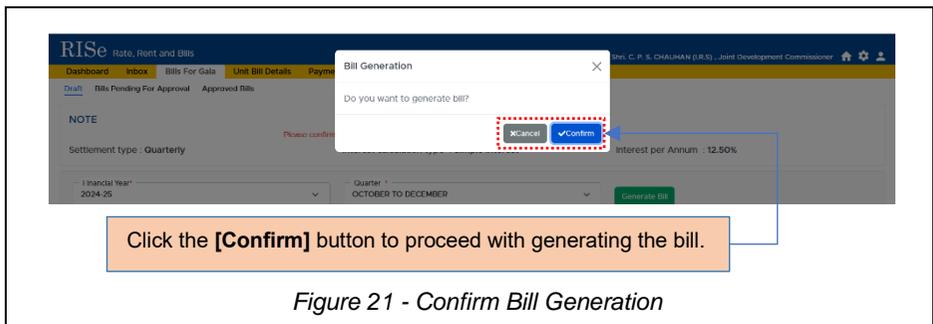
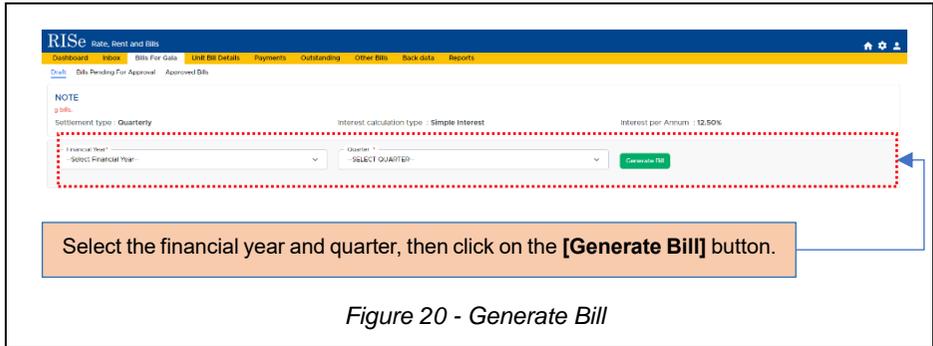


Figure 19 - Inbox

Note: After accessing *Dashboard* tab, click the *Inbox* tab to view the notifications.

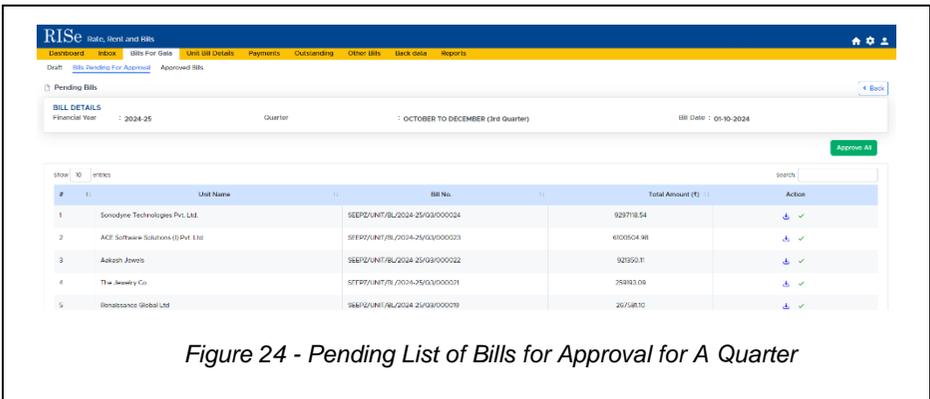
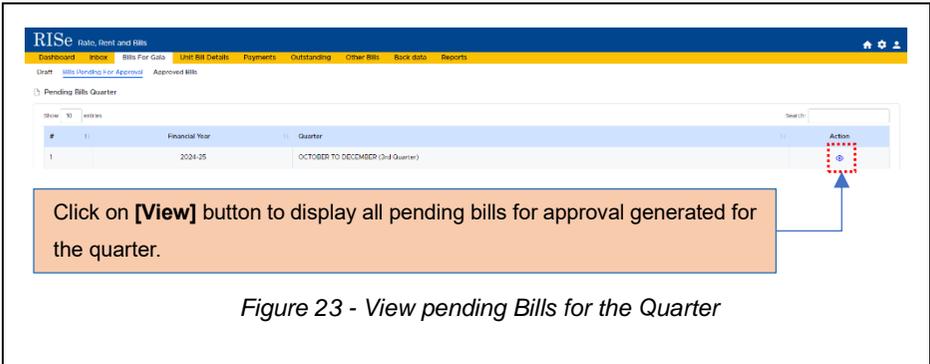
4.3. BILLS FOR GALA

Each quarter bill will be generated.



4.3.1 APPROVE BILL

Once bill is generated, the next step is to approve it.



Note: Privileged users can generate bills unit-wise.

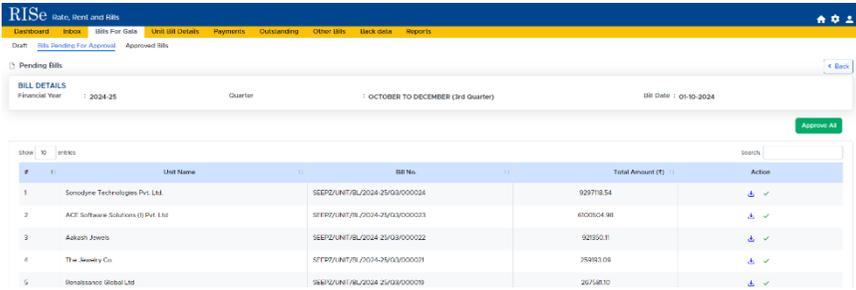
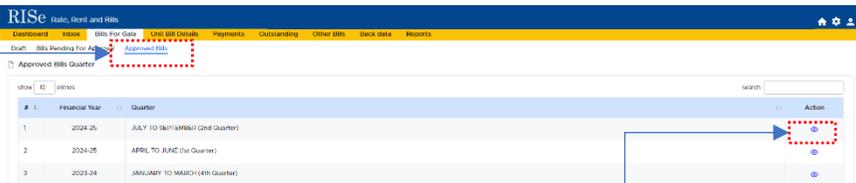


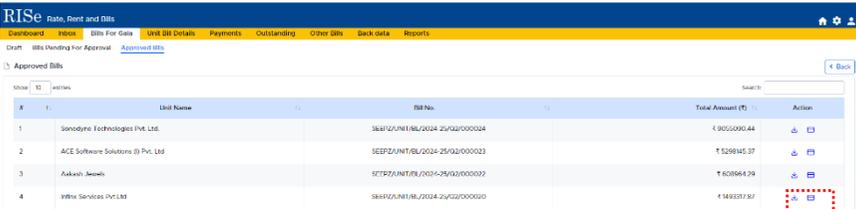
Figure 25 - Approve Bill



Once the bill is approved, it will be moved to the *Approved* Tab.

Click the **[View]** button to see the bill details.

Figure 26 - Approved Bills



Click the **[Payment Details]** icon to view bill payment details and the **[Download]** icon to download the payment.

Figure 27 - Approved Bills

Payment Details						
#	Amount(₹)	Reference Number	Date	Bank Details		Status
1	₹ 18,491.49.00	111432280420	15-07-2024	punjab national bank	Online	Success
2	₹ 16,63,358.75.00	111432281383	13-09-2024	punjab national bank	Online	Success
3	₹ 24,373.45.00	111432282086	13-09-2024	punjab national bank	Online	Success
4	₹ 13,000.00	111432621066	14-09-2024	punjab national bank	Online	Success

Figure 28 -View Payment Details

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
सीएफ़ी विशेष आर्थिक क्षेत्र प्राधिकरण
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
SEEPZ Special Economic Zone Authority
Andheri (E), Mumbai - 400096

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

TAX INVOICE

SUPPLY MEANT FOR EXPORT/SUPPLY TO SEZ UNIT OR SEZ DEVELOPER FOR AUTHORISED OPERATIONS
UNDER BOND OR LETTER OF UNDERTAKING WITHOUT PAYMENT OF GST



SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY, 2ND FLOOR, SEEPZ SERVICE CENTRE BUILDING, MIDC SERVICE ROAD, ANDHERI, MUMBAI SUBURBAN, MAHARASHTRA, 400096 GSTIN/IN: 27AALL84995G1ZHI E-Mail: emseepz-anah@nic.in	Invoice No: SEEPZ/UNIT/BI./2024- 25-Q2-000020	Date: 13/09/2024
Bill To: Influx Services Pvt.Ltd.	Delivery Note:	Mode/Terms of Payment:
Ship To: Influx Services Pvt.Ltd.	Reference No. & Date:	Other Reference:
	Buyer's Order No.:	Date:
	Dispatch Doc. No.:	Delivery Note Date:
	Dispatched Through:	Destination:
	Terms of Delivery:	

Type: Gala Gala No. : 1A, Floor no. Ground Floor, SDF-1 Allotment Date: 08/01/2006		Area: 823 sq.m						
Rent Bill for the Period: 01/07/2024 to 30/09/2024		Rent Duration: 3 Months						
Rent Date: 31/07/2024								
Particulars	HSN / SAC	Qty	Rate (Rs.)	Per	Taxable Value (Rs.)	IGST		Total Amount (Rs.)
						Rate (%)	Amount (Rs.)	
LEASE RENT	997212	1	2,849.91	sq.m.p.a	5,91,188.32	0%	0.00	5,91,188.32
BMC CHARGES	997212	1	3.60	sq.m.p.a	747.04	0%	0.00	747.04
SERVICE CHARGE	997212	1	249.06	sq.m.p.a	51,852.12	0%	0.00	51,852.12
FIRE CESS	997212	1	32.28	sq.m.p.a	6,695.76	0%	0.00	6,695.76
INTEREST ON ARREARS	-	-	-	-	-	0.00	0%	0.00
Total Amount (Rs.) [A]								6,50,483.24
INTEREST SPLITUP								
LEASE RENT	BMC CHARGES	SERVICE CHARGE	FIRE CESS	INTEREST ON ARREARS				
79.22	0.00	0.00	0.00	0.00				
Type: Gala Gala No. : 9, Floor no. 2, SDF-1 Allotment Date: 08/01/2006		Area: 609 sq.m						

Figure 29 - View Bill Details

Rent Bill for the Period: 01/07/2024 to 30/09/2024					Due Date: 31/07/2024		Rent Duration: 3 Months	
Particulars	HSN / SAC	Qty	Rate (Rs.)	Per	Taxable Value (Rs.)	IGST		Total Amount (Rs.)
						Rate (%)	Amount (Rs.)	
LEASE RENT	997212	1	2,849.91	sq.m.p.a.	4,30,999.76	0%	0.00	4,30,999.76
BMC CHARGES	997212	1	3.60	sq.m.p.a.	544.64	0%	0.00	544.64
SERVICE CHARGE	997212	1	249.96	sq.m.p.a.	37,801.88	0%	0.00	37,801.88
FIRE CESS	997212	1	32.28	sq.m.p.a.	4,881.52	0%	0.00	4,881.52
INTEREST ON ARREARS	-	-	-	-	21,652.73	0%	0.00	21,652.72
Total Amount (Rs.) B								4,95,266.52
INTEREST SPLITUP								
LEASE RENT	BMC CHARGES	SERVICE CHARGE	FIRE CESS	INTEREST ON ARREARS				
19,656.52	17.33	1,203.45	155.41	0.00				
Type: Gala					Area: 11 sq.m			
Gala No. : 10PAN, Floor no. 2, SDF-I								
Allotment Date: 04/01/1992								
Rent Bill for the Period: 01/07/2024 to 30/09/2024					Due Date: 31/07/2024		Rent Duration: 3 Months	
Particulars	HSN / SAC	Qty	Rate (Rs.)	Per	Taxable Value (Rs.)	IGST		Total Amount (Rs.)
						Rate (%)	Amount (Rs.)	
LEASE RENT	997212	1	2,849.91	sq.m.p.a.	7,901.88	0%	0.00	7,901.88
BMC CHARGES	997212	1	0.00	sq.m.p.a.	0.00	0%	0.00	0.00
SERVICE CHARGE	997212	1	249.96	sq.m.p.a.	692.76	0%	0.00	692.76
FIRE CESS	997212	1	32.28	sq.m.p.a.	89.24	0%	0.00	89.24
INTEREST ON ARREARS	-	-	-	-	0.00	0%	0.00	0.00
Total Amount (Rs.) C								8,683.88
INTEREST SPLITUP								
LEASE RENT	BMC CHARGES	SERVICE CHARGE	FIRE CESS	INTEREST ON ARREARS				
0.00	0.00	0.00	0.00	0.00				
SUMMARY								
HSN / SAC	Amount (Rs.)	IGST		Total (Rs.)				
		Rate (%)	Amount (Rs.)					
997212	10,30,089.96	0%	0.00	10,30,089.96				
997212	1,291.68	0%	0.00	1,291.68				
997212	90,346.76	0%	0.00	90,346.76				
997212	11,666.52	0%	0.00	11,666.52				
997212	0.00	0%	0.00	0.00				
Total Amount (Rs.)				11,33,394.92				

Figure 30 - View Bill Details (1)

OUTSTANDING DETAILS		
#	Particulars	Amount (Rs.)
Gala No. 1A		
1	LEASE RENT	- 1,69,814.87
2	BMC CHARGES	- 747.04
3	SERVICE CHARGE	- 51,852.12
4	FIRE CESS	- 6,695.76
5	INTEREST ON ARREARS	0.00
Total Amount (Rs.) [D]		- 2,29,109.79
Gala No. 9		
1	LEASE RENT	5,25,340.06
2	BMC CHARGES	538.72
3	SERVICE CHARGE	37,390.99
4	FIRE CESS	4,823.46
5	INTEREST ON ARREARS	0.00
Total Amount (Rs.) [E]		5,68,093.23
Gala No. 10PAN		
1	LEASE RENT	0.00
2	BMC CHARGES	0.00
3	SERVICE CHARGE	- 98.21
4	FIRE CESS	0.00
5	INTEREST ON ARREARS	0.00
Total Amount (Rs.) [F]		- 98.21

Total Payable [in figures] : **Rs. 14,93,317.87**
 [A+B+C+D+E+F]

Total Payable [in words] : **FOURTEEN LAKH NINETY THREE THOUSAND THREE HUNDRED SEVENTEN RUPEES AND EIGHTY SEVEN PAISE**

Estate Officer
 SEEPZ SEZ AUTHORITY

Note:

- 1) Rent rate is effective from 01-01-2024 as per circular no. 13/2024.
 - 2) Interest @ 12% p.a shall be charged if payment is not made by the due date as per circular no 02/ dated 04/04/2024
 - 3) Remittance for the purpose of interest calculation is considered as per above circular no. 02/ dated 04/04/2024.
 - 4) Due date of payment shall be as per circular no 02/ dated 04/04/2024.
 - 5) Payment can be made online through Rise ERP application or through challan
- GSTNO: 27AAALS4995G12H
 PAN NO: AAALS4995G
- Any Discrepancy regarding this bill should be intimated within 15 Days.

Figure 31 - View Bill Details (2)

4.4. UNIT BILL DETAILS

4.4.1 ACTIVE

In the *Active* sub-tab, which includes the currently active unit payment details.

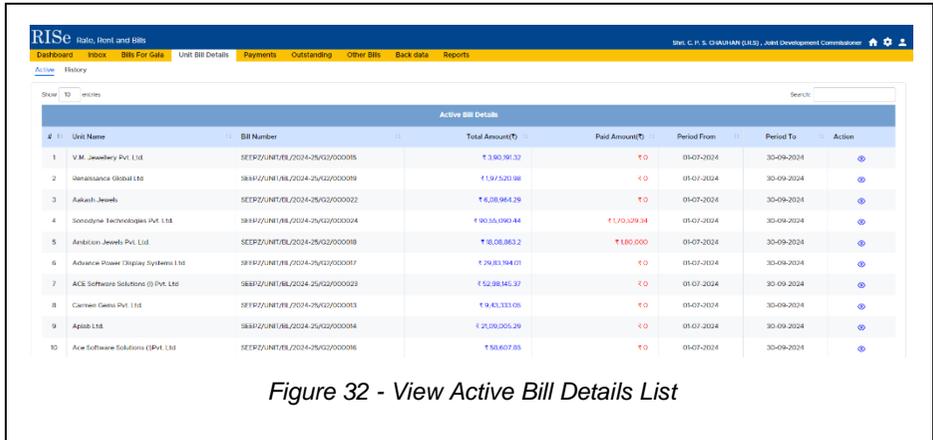


Figure 32 - View Active Bill Details List

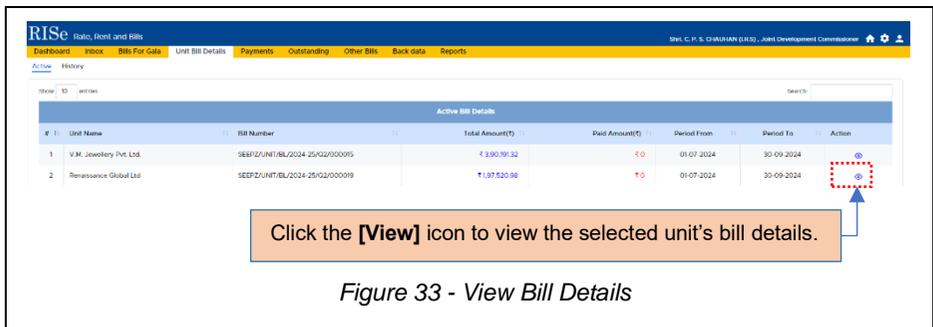


Figure 33 - View Bill Details

The screenshot shows the RISE software interface. At the top, there is a navigation bar with 'Dashboard', 'Invoicing', 'Bills For Gate', 'Unit Bill Details', 'Payments', 'Outstanding', 'Other Bills', 'Batch data', and 'Reports'. Below this, there are tabs for 'Active' and 'History'. The main content area is titled 'BASIC DETAILS' and shows information for 'Unit Name: V.M. Jewellery Pvt. Ltd.', 'Bill No.: SEEPZ/UNIT/BL/2024-25/02/000015', 'Total Invoice Amount: 390191.32', and 'Total Paid Amount: 0.00'. Below this is a table for 'BILL DETAILS' with columns for '#', 'Bill Type', 'Bill Amount(₹)', 'Pending Amount(₹)', and 'Action'. A row is shown for 'Lease Rent For Gala 150, SDF-V' with a bill amount of ₹ 390191.32 and a pending amount of ₹ 390191.32. A red dashed box highlights the 'Action' icon in this row, with a blue arrow pointing to it. Below the bill details is a section for 'Payment Details' with columns for '#', 'Amount(₹)', 'Reference Number', 'Date', 'Bank Details', and 'Status', which currently shows '--- No Details found ---'.

Click the **[Action]** icon to view the bill payment details

Figure 34 - View Bill Details

The screenshot shows a 'Bill Payment Details' dialog box. It contains 'BILL DETAILS' for 'Unit Name: V.M. Jewellery Pvt. Ltd.', 'Gala No: 150, SDF-V', 'Current amount: ₹ 390191.32', 'Outstanding: ₹ 0.0', and 'Total Amount: ₹ 390191.32'. Below this is a table for 'Due Dates' with columns for '#', 'Bill Amount(₹)', 'Pending Amount(₹)', and 'Due Date'. A row is shown for bill amount ₹ 3,90,191.32, pending amount ₹ 3,90,191.32, and due date 2024-07-31.

Figure 35 - View Bill Payment Details

4.4.2 HISTORY

In the *History* sub-tab, which includes previous unit payment details.

The screenshot shows the RISE application interface with the 'History' sub-tab selected. The main content area displays a table titled 'Unit Bills Details'. The table has columns for '#', 'Unit Name', 'No. Of Bills', 'Pending Amount', and 'Action'. There are 9 rows of data. The 'Action' column for the 9th row contains a blue circular icon with a magnifying glass, which is highlighted by a red dashed box. A blue arrow points from this icon to a callout box.

#	Unit Name	No. Of Bills	Pending Amount	Action
1	Ammanto Jewels LLP & Rawless Jewels	0	₹ 0	
2	Litby Jewels	0	₹ 0	
3	Hare Krishna Exports Private Limited	0	₹ 0	
4	VD Jewels Arison Pvt. Ltd.	0	₹ 0	
5	Infira Jewel Designs LLP	0	₹ 0	
6	Saru Infa & Jewel Pvt. Ltd	0	₹ 0	
7	Infra Jewellery Mfg. Ltd.	0	₹ 0	
8	FOF Power India Pvt. Ltd.	0	₹ 0	
9	Datanatics Global Services Ltd.	0	₹ 0	

Click the **[View]** icon to view previous unit quarterly payment details.

Figure 36 - History

4.5. PAYMENTS

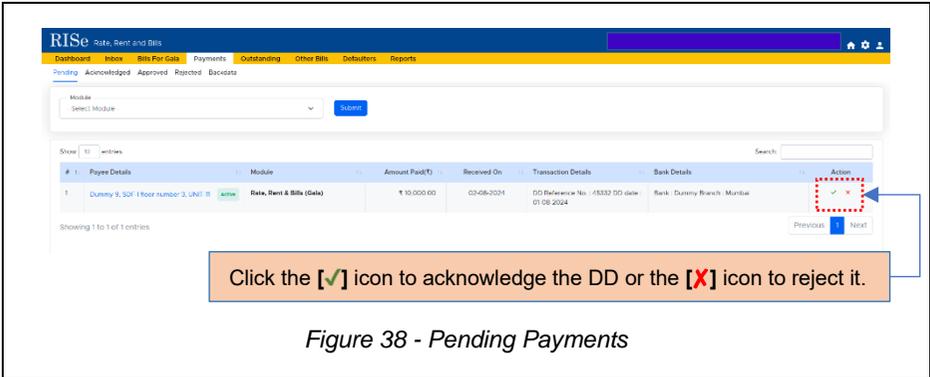
4.5.1 PENDING

The screenshot shows the RISE application interface with the 'Payments Pending for Approval' sub-tab selected. The main content area displays a table titled 'Payee Details'. The table has columns for '#', 'Payee Details', 'Module', 'Amount Paid(₹)', 'Received On', 'Transaction Details', 'Bank Details', and 'Action'. There is one row of data. A red dashed box highlights the 'Pending' status in the sub-tab navigation bar, with a blue arrow pointing to a callout box.

#	Payee Details	Module	Amount Paid(₹)	Received On	Transaction Details	Bank Details	Action
1	Dummy & SCF /Floor number 1, UNIT 11	Rate, Rent & Bills (Gald)	₹ 10,000.00	02-08-2024	(D) Reference No.: 45332 (D) date: 01-08-2024	Bank: Dummy Branch: Mumbai	

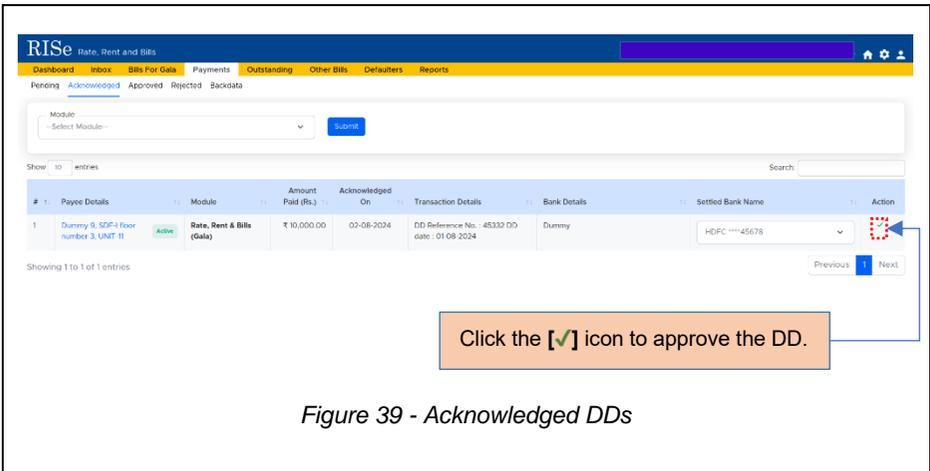
The details of the Demand Draft (DD) submitted by the unit user will be displayed under the *Pending* Sub-Tab within the *Payments* Tab.

Figure 37 – Payments Pending for Approval



Note: After the DD is submitted, the Unit User must provide it to the SEEPZ user for approval. To acknowledge the DD, the SEEPZ user logs into their login, where the submitted DD will appear in the *Pending* subtab. For online transactions, approval is completed at the time of the transaction.

4.5.2 ACKNOWLEDGED



4.5.3 APPROVED

In the Approved subtab, approved payments are shown in the table.

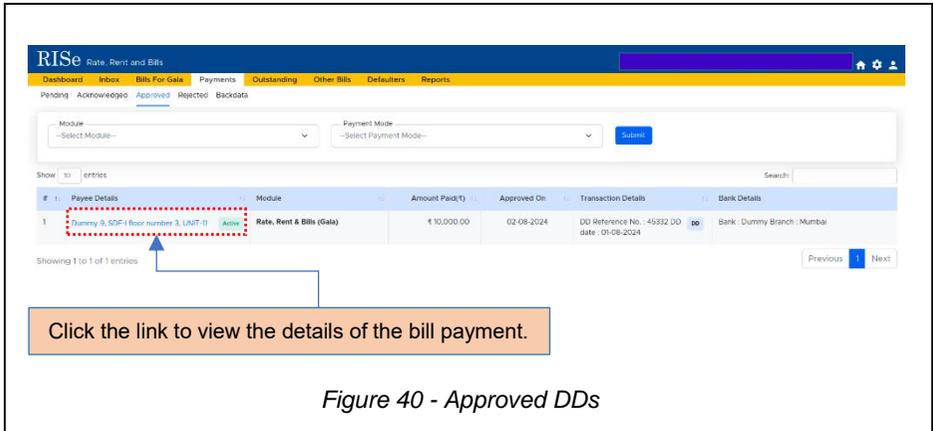


Figure 40 - Approved DDs

Note: A privileged user can view bill payments only if it is through the Gala module.

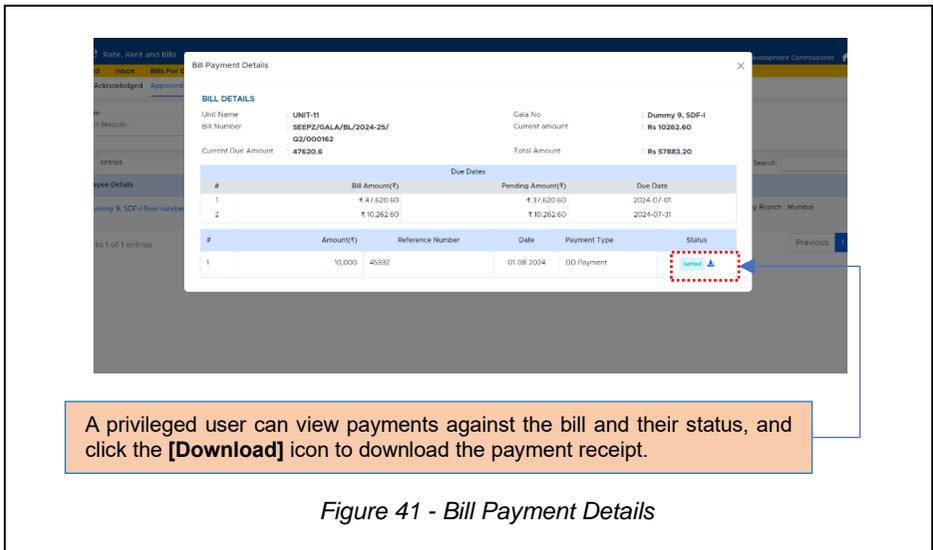
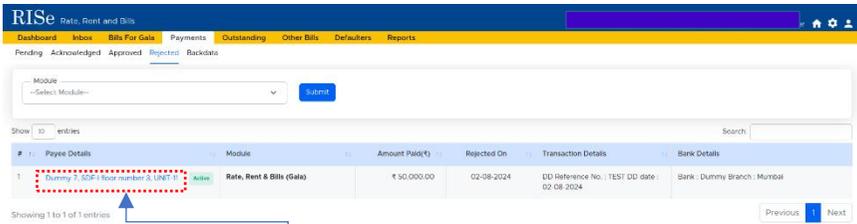


Figure 41 - Bill Payment Details

4.5.4 REJECTED

In the Rejected subtab, rejected payments are shown in the table.

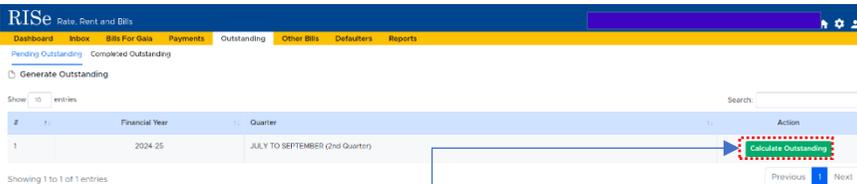


Click the link to view all payments against the selected gala and its bill details.

Figure 42 - Rejected DD

4.6. OUTSTANDING

4.6.1 PENDING OUTSTANDING

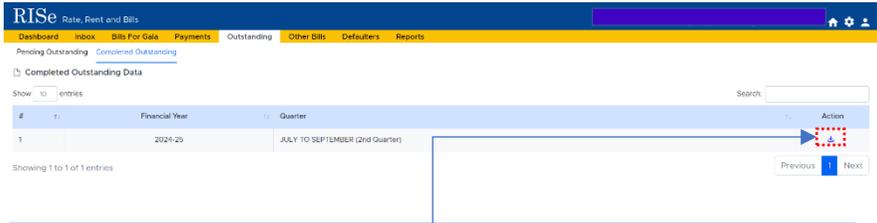


Click the **[Calculate Outstanding]** button to calculate the outstanding amounts.

Figure 43 – Calculate Outstanding

Note: Each quarter, bills will be generated. Before generating the bill, prepare all outstanding amounts by clicking the **[Calculate Outstanding]** button.

4.6.2 COMPLETED OUTSTANDING



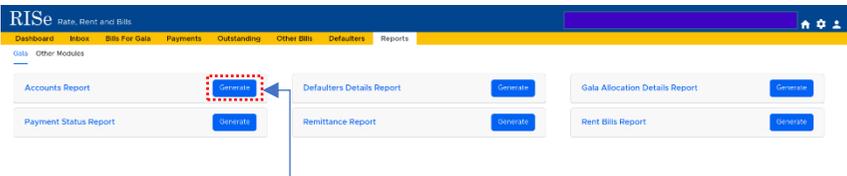
Click the **[Download]** icon to view the completed outstanding document for the quarter.

Figure 44 – Completed Outstanding

Note: The calculated outstanding amounts are displayed in the *Completed Outstanding* tab.

4.7. REPORTS

4.7.1 GALA



Click the **[Generate]** button to generate the Accounts Report.

Figure 45 - Gala Reports

Note: Similarly, the Payment Status Report, Defaulters Details Report, Remittance Report, Gala Allocation Details Report, and Rent Bills Report can be generated by clicking on the **[Generate]** button.

4.7.2 OTHER MODULES

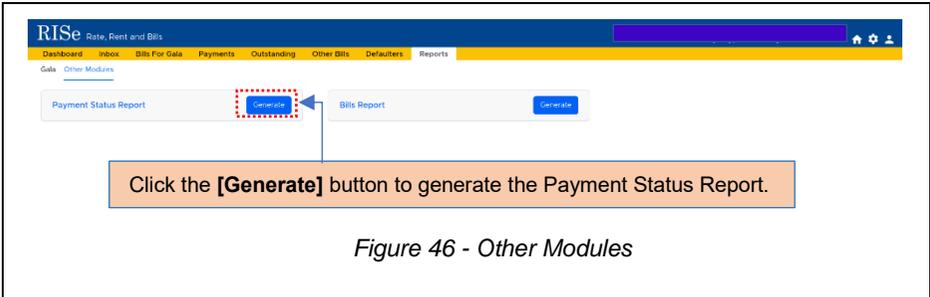


Figure 46 - Other Modules

Note: Similarly, the Bills Report can be generated by clicking on the **[Generate]** button.

4.8. OTHER BILLS

In the Other Bills section, the following modules are available for bill generation: Creche, Guest House, Conference Room, Waste Disposal, Temporary Monsoon Shed, Optical Fiber, and Extension of Temporary Monsoon Shed.

4.8.1 PENDING FOR VERIFICATION

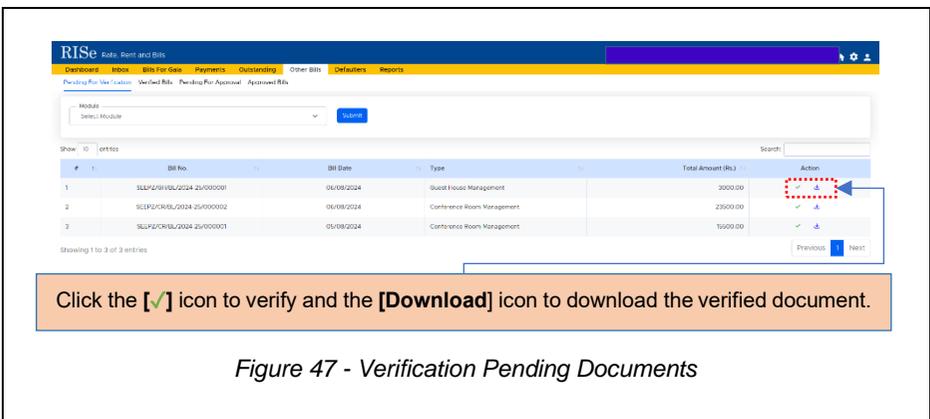
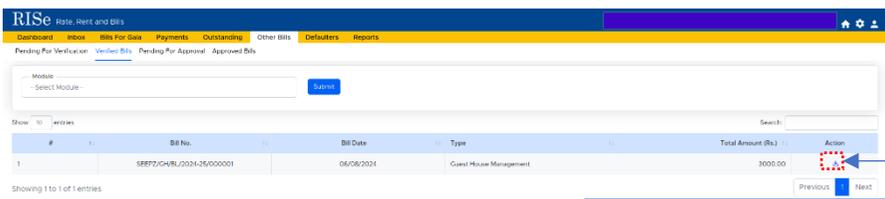


Figure 47 - Verification Pending Documents

Note: The *Pending for Verification* tab contains a list of generated bills awaiting

verification from the CA side.

4.8.2 VERIFIED BILLS



The screenshot shows the RISE application interface for 'Verified Bills'. The navigation bar includes 'Dashboard', 'Index', 'Bills For Data', 'Payments', 'Outstanding', 'Other Bills', 'Defaulters', and 'Reports'. The main content area has tabs for 'Pending For Verification', 'Verified Bills', 'Pending For Approval', and 'Approved Bills'. A search bar and a 'Submit' button are present. Below is a table with one entry:

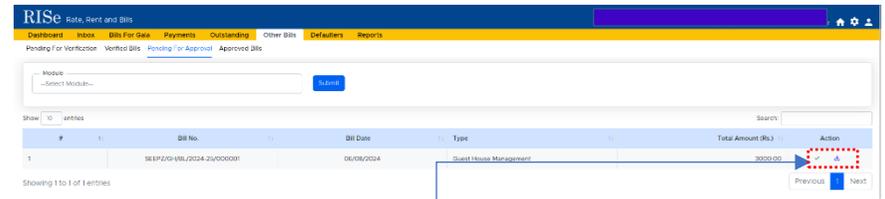
#	Bill No.	Bill Date	Type	Total Amount (Rs.)	Action
1	SEEPZ/GH/R/2024-25/000001	06/08/2024	Guest House Management	3000.00	[Download]

Showing 1 to 1 of 1 entries

Click the **[Download]** icon to download the verified bill.

Figure 48 - Verified Bills

4.8.3 PENDING FOR APPROVAL



The screenshot shows the RISE application interface for 'Pending For Approval'. The navigation bar is the same as in Figure 48. The main content area has tabs for 'Pending For Verification', 'Verified Bills', 'Pending For Approval', and 'Approved Bills'. A search bar and a 'Submit' button are present. Below is a table with one entry:

#	Bill No.	Bill Date	Type	Total Amount (Rs.)	Action
1	SEEPZ/GH/R/2024-25/000001	06/08/2024	Guest House Management	3000.00	[✓] [Download]

Showing 1 to 1 of 1 entries

Click the **[✓]** icon to approve and the **[Download]** icon to download the verified bill.

Figure 49 - Bills for Approval

4.8.4 APPROVED BILLS

The screenshot shows the 'Approved Bills' section of the RISE application. At the top, there are navigation tabs: Dashboard, Inbox, Bills For Sale, Payments, Outstanding, Other Bills, Defaulters, and Reports. Below these is a search bar for modules. The main area contains a table with the following data:

#	Bill No.	Bill Date	Type	Total Amount (Rc.)	Action
1	SEP24G-VBL2024 25/00001	06/08/2024	Guest House Management	3000.00	[Download Icon]

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous' and 'Next' buttons at the bottom right of the table area.

Click the **[Download]** icon to download the approved bill.

Figure 50 - Approved Bills

4.9. BACK DATA

The screenshot shows the 'Miscellaneous Backdata' form in the RISE application. The form includes the following fields:

- Unit Name* (dropdown)
- Building* (dropdown)
- Permission* (dropdown)
- Description*
- Location*
- Billing Type* (dropdown)
- Billing Frequency* (dropdown)
- Active Status* (dropdown)
- Period From* (date picker)
- Period To* (date picker)
- Rate Size* (dropdown)
- PIR* (dropdown)
- Quantity*
- Unit* (dropdown)
- Total Amount (Qty)*
- Outstanding Amount (Qty)*

At the bottom right of the form, there are 'Clear' and 'Submit' buttons. A red dashed box highlights the entire form area.

Enter the miscellaneous backdata, then click the **[Submit]** button to submit the entered details.

Figure 51 - Add Miscellaneous Backdata

#	Unit Name	Location	Permission Name	Billing Type	Per	City	Total Amount(₹)	Outstanding Amount(₹)	Status	Action
1	Mohav Impex	Thiruvananthapuram	Application For Repair/Restoration/Water proofing	Overtime	per Annum	15000.0	₹ 1,520.00	₹ 100.00	Active	
2	Infix Services Pvt. Ltd.	ATTINGAL	Application For Temporary monsoon shed and removal	Securing (Quarterly)		12.0	₹ 6,00,000.00	₹ 12,000.00	Active	
3	Aplab Ltd	Trivandrum	Application For Repair/Restoration/Water proofing	Overtime		18000.0	₹ 75,00,000.00	₹ 12,30,000.00	Active	

Figure 52 - Entered Miscellaneous Backdata List

#	Unit Name	Location	Permission Name	Billing Type	Per	City	Total Amount(₹)	Outstanding Amount(₹)	Status	Action
1	Mohav Impex	Thiruvananthapuram	Application For Repair/Restoration/Water proofing	Overtime	per Annum	15000.0	₹ 1,520.00	₹ 100.00	Active	
2	Infix Services Pvt. Ltd.	ATTINGAL	Application For Temporary monsoon shed and removal	Securing (Quarterly)		12.0	₹ 6,00,000.00	₹ 12,000.00	Active	
3	Aplab Ltd	Trivandrum	Application For Repair/Restoration/Water proofing	Overtime		18000.0	₹ 75,00,000.00	₹ 12,30,000.00	Active	

Click the **[Edit]** icon to edit the submitted miscellaneous backdata, the **[Delete]** icon to delete it, and the **[Finalize]** button to finalize it.

Figure 53 - Edit/Delete/Finalize Miscellaneous Backdata

5 BILLS MANAGEMENT – UNIT USER

5.1. LOGIN

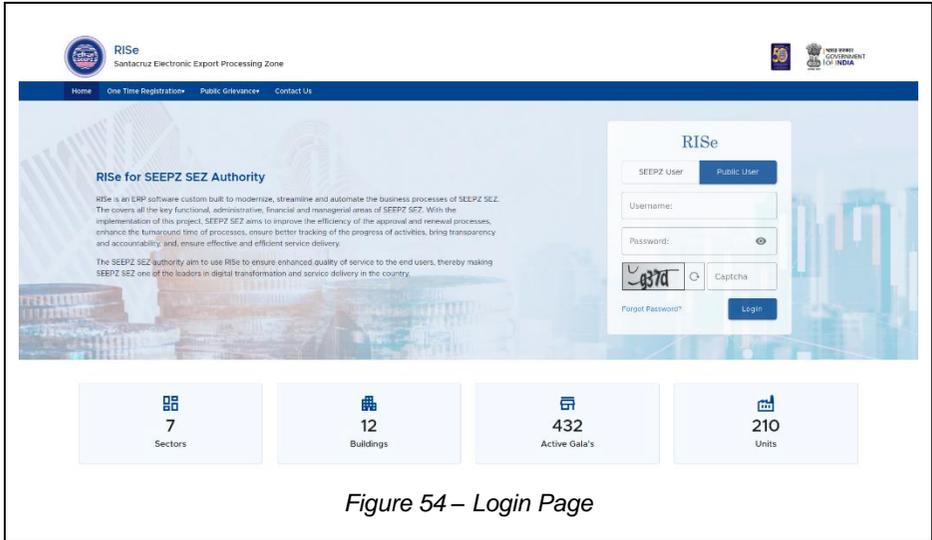


Figure 54 – Login Page

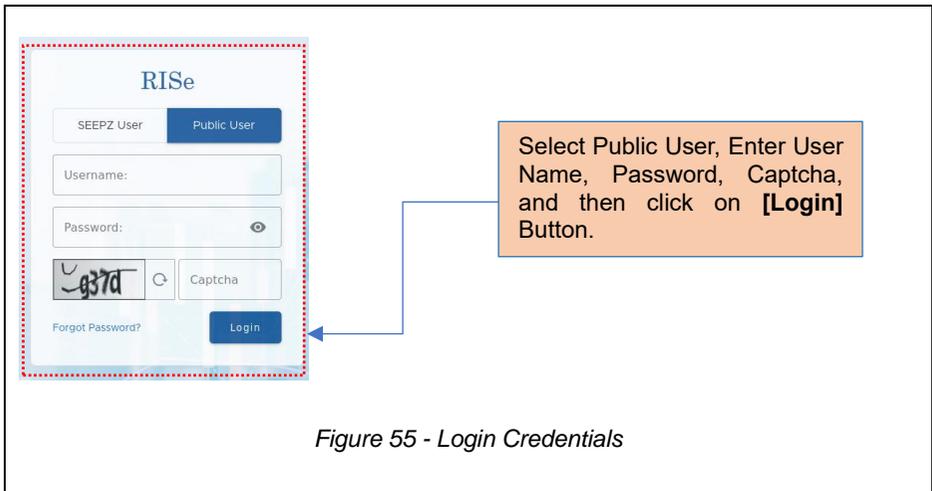


Figure 55 - Login Credentials

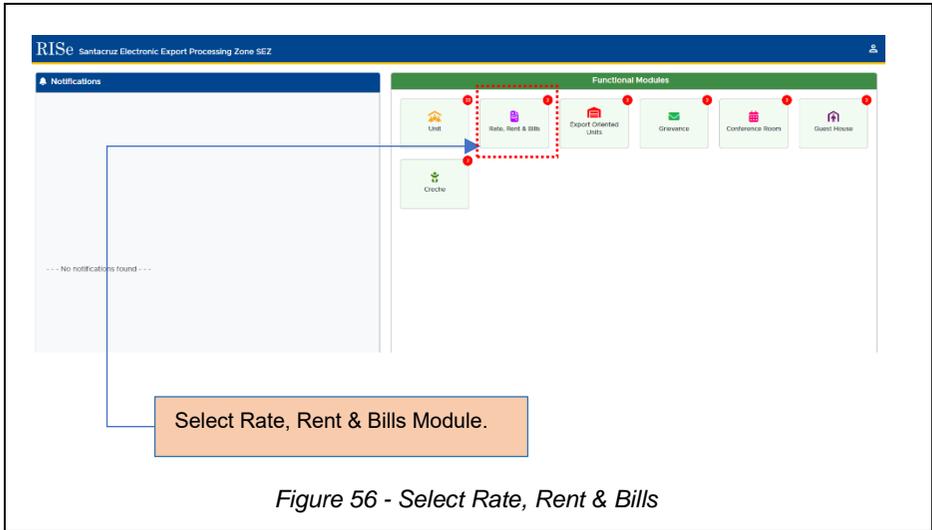


Figure 56 - Select Rate, Rent & Bills

5.2. INBOX

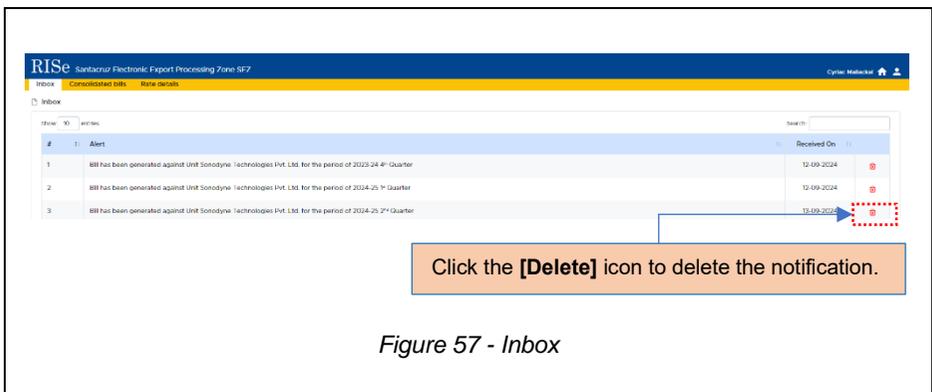


Figure 57 - Inbox

Note: After accessing the Rate, Rent & Bills Module, click the *Inbox* Tab to view the notifications.

5.3. CONSOLIDATED BILLS

5.3.1 ACTIVE

In the *Active* sub-tab, the privileged user can view the details of generated bills for the quarter.

The screenshot shows the RISE web application interface. At the top, there is a navigation bar with 'RISo' logo and 'Sardarar Electronic Export Processing Zone (SEZ)'. Below this, there are tabs for 'Active' and 'Inactive'. The main content area is titled 'BASIC DETAILS' and shows 'Total Invoice Amount : ₹ 9055090.44', 'Total Paid Amount : ₹ 170529.33', and 'Total Pending Amount : ₹ 8844561.11'. Below this is a table titled 'BILL DETAILS' with columns for '#', 'Unit Name', 'Bill No.', 'Bill Amount(₹)', 'Pending Amount(₹)', and 'Action'. The first row shows '1', 'Sonodyne Technologies Pvt. Ltd.', 'SEEPZ/UNIT/BL/2024-25/Q2/00024', '₹ 9055090.44', and '₹ 8844561.11'. The 'Action' column contains a 'Make Payment (8844561.11)' button, a download icon, and a view icon. A callout box with an arrow points to the 'Make Payment' button, containing the text: 'Click the **[Make Payment]** button to make the pending payment, the **[Download]** icon to download the bill details, and the **[View]** icon to view detailed bill details.'

Figure 58 - Make Payment

Note: Privileged users can view the pending payment amount within the **[Make Payment]** button (in brackets).

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
SEEPZ Special Economic Zone Authority
Andheri (E), Mumbai - 400096

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

TAX INVOICE

SUPPLY MEANT FOR EXPORT/SUPPLY TO SEZ UNIT OR SEZ DEVELOPER FOR AUTHORISED OPERATIONS
UNDER BOND OR LETTER OF UNDERTAKING WITHOUT PAYMENT OF DUTY



SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY, 2ND FLOOR, SEEPZ SERVICE CENTRE BUILDING, MIDC SERVICE ROAD, ANDHERI, MUMBAI SUBURBAN, MAHARASHTRA, 400096 GSTIN/UIN: 27AAALS499SG1ZIH E-Mail: emseepz-mah@nic.in	Invoice No: SEEPZ/UNIT/RL/2024- 25/Q2/000024	Date: 13/09/2024
Bill To: Sensodyne Technologies Pvt. Ltd.,	Delivery Note:	Mode/Term of Payment:
Ship To: Sensodyne Technologies Pvt. Ltd.,	Reference No. & Date:	Other Reference:
	Buyer's Order No.:	Date:
	Dispatch Doc No.:	Delivery Note Date:
	Dispatched Through:	Destination:
	Terms of Delivery:	

Type: Gals Gala No.: 56, Floor no. 1, SDF-II Allotment Date: 16/02/1982		Area: 735 sq.m						
Rent Bill for the Period: 01/07/2024 to 30/09/2024		Date Due: 31/07/2024	Rent Duration: 3 Months					
Particulars	HSN / SAC	Qty	Rate (Rs.)	Per	Taxable Value (Rs.)	IGST		Total Amount (Rs.)
						Rate (%)	Amount (Rs.)	
LEASE RENT	997212	1	1,940.25	sq.m p.a.	3,59,469.76	0%	0.00	3,59,469.76
BMC CHARGES	997212	1	4.32	sq.m p.a.	800.40	0%	0.00	800.40
SERVICE CHARGE	997212	1	249.96	sq.m p.a.	46,307.28	0%	0.00	46,307.28
FIRE CESS	997212	1	32.28	sq.m p.a.	5,980.00	0%	0.00	5,980.00
INTEREST ON ARREARS	-	-	-	-	0.00	0%	0.00	0.00
Total Amount (Rs.) [A]								4,12,557.44
INTEREST SPLITUP								
LEASE RENT	BMC CHARGES	SERVICE CHARGE	FIRE CESS	INTEREST ON ARREARS				
1,03,77.73	0.00	0.00	0.00	0.00				
Type: Miscellaneous Application For Laying Optic Fiber Cable		Area: 1.0 sq.m						
Rent Bill for the Period: 01/07/2024 to 30/09/2024		Date Due: 02/07/2024	Rent Duration: 3 Months					

Figure 59 - View Consolidated Bill Details

Particulars	HSN / SAC	Qty	Rate (Rs.)	Per	Taxable Value (Rs.)	IGST		Total Amount (Rs.)
						Rate (%)	Amount (Rs.)	
LEASE RENT	997212	1	250.00	sq.m p.m	766.67	0%	0.00	766.67
LEASE RENT	997212	1	1,000.00	sq.m p.m	3,066.67	0%	0.00	3,066.67
LEASE RENT	997212	1	250.00	sq.m p.m	766.67	0%	0.00	766.67
LEASE RENT	997212	1	500.00	sq.m p.m	1,533.33	0%	0.00	1,533.33
LEASE RENT	997212	1	250.00	sq.m p.m	766.67	0%	0.00	766.67
LEASE RENT	997212	1	500.00	sq.m p.m	1,533.33	0%	0.00	1,533.33
LEASE RENT	997212	1	250.00	sq.m p.m	63.00	0%	0.00	63.00
LEASE RENT	997212	1	1,000.00	sq.m p.m	3,066.67	0%	0.00	3,066.67
LEASE RENT	997212	1	1,000.00	sq.m p.m	3,066.67	0%	0.00	3,066.67
LEASE RENT	997212	1	500.00	sq.m p.m	126.00	0%	0.00	126.00
LEASE RENT	997212	1	250.00	sq.m p.m	766.67	0%	0.00	766.67
LEASE RENT	997212	1	250.00	sq.m p.m	766.67	0%	0.00	766.67
LEASE RENT	997212	1	500.00	sq.m p.m	1,533.33	0%	0.00	1,533.33
LEASE RENT	997212	1	1,000.00	sq.m p.m	3,066.67	0%	0.00	3,066.67
LEASE RENT	997212	1	500.00	sq.m p.m	1,533.33	0%	0.00	1,533.33
LEASE RENT	997212	1	1,000.00	sq.m p.m	252.00	0%	0.00	252.00
LEASE RENT	997212	1	500.00	sq.m p.m	1,533.33	0%	0.00	1,533.33
LEASE RENT	997212	1	500.00	sq.m p.m	1,533.33	0%	0.00	1,533.33
LEASE RENT	997212	1	1,000.00	sq.m p.m	3,066.67	0%	0.00	3,066.67
LEASE RENT	997212	1	1,000.00	sq.m p.m	3,066.67	0%	0.00	3,066.67
LEASE RENT	997212	1	250.00	sq.m p.m	766.67	0%	0.00	766.67
Total Amount (Rs.) [R]								32,641.11

SUMMARY				
HSN / SAC	Amount (Rs.)	IGST		Total (Rs.)
		Rate (%)	Amount (Rs.)	
997212	3,59,469.74	0%	0.00	3,59,469.74
997212	800.40	0%	0.00	800.40
997212	46,307.28	0%	0.00	46,307.28
997212	5,980.00	0%	0.00	5,980.00
997212	0.00	0%	0.00	0.00
Total Amount (Rs.)				4,12,557.44

OUTSTANDING DETAILS		
#	Particulars	Amount (Rs.)
Gate No. 56		
1	LEASE RENT	- 1,88,940.42
2	BMC CHARGES	- 800.40

Figure 60 - View Consolidated Bill Details (1)

3	SERVICE CHARGE	- 46,387.28
4	FIRE CHES	- 5,000.00
5	INTEREST ON ARREARS	0.00
		Total Amount (Rs.) [C]
		- 2,42,828.10
Miscellaneous Application For Laying Optic Fiber Cable		
		Total Amount (Rs.) [D]
		0.00

Total Payable [in figures] [A+B+C+D] : **Rs. 2,83,170.45**

Total Payable [in words] : **TWO LAKH THREE THOUSAND ONE HUNDRED SEVENTY RUPEES AND FORTY FIVE PAISE**

Estate Officer
SEEPZ SEZ AUTHORITY

Note:

- 1) Rent rate is effective from 01-01-2024 as per circular no. 13/2024.
 - 2) Interest @12% p.a shall be charged if payment is not made by the due date as per circular no 02 dated 04/04/2024
 - 3) Remittance for the purpose of interest calculation is considered as per above circular no. 02 dated 04/04/2024.
 - 4) Due date of payment shall be as per circular no. 02 dated 04/04/2024.
 - 5) Payment can be made online through Rise ERP application or through challan.
- GSTNO: 27AAAL54995G123H
PAN NO: AAAL54995G
- Any Discrepancy regarding this bill should be intimated within 15 Days.



Figure 61 - View Consolidated Bill Details (2)

Click the **[Make Payment]** button to make the pending payment, and the **[Bill Details]** icon to view the bill details.

Figure 62 - Active Bill Details

Privileged users can edit the amount to be paid. Users can pay the amount partially or fully.

Figure 63 - Active Bill Details

Figure 64 - View Selected Bill Payment Details

Payment Details					
#	Amount(₹)	Reference Number	Date	Bank Details	Status
1	₹ 88,84,561.11.00		13-09-2024	punjab national bank Online	Failed
2	₹ 1,70,529.34.00	TH432320002	14-07-2024	punjab national bank Online	Success
3	₹ 88,84,561.11.00	null	null	null Online	Failed
4	₹ 88,84,561.11.00		20-09-2024	punjab national bank Online	Failed
5	₹ 88,84,561.11.00	null	null	null Online	Failed
6	₹ 88,84,561.11.00	null	null	null Online	Failed
7	₹ 88,84,561.11.00	null	null	null Online	Failed

Figure 65 -View Paid Payment Details

5.3.2 INACTIVE

Sometimes a gala may be evicted due to payment issues or performance concerns. On such occasions, a bill will be generated for the amount due on the day of eviction and will be listed under Inactive. For inactive, the current bill amount will be zero, but any outstanding amount along with accrued interest will be included.

The screenshot shows the RISE software interface with the following details:

- Header: RISE Sabharwal Electronic Export Processing Zone SEZ
- Navigation: Active, Consolidated bills, **Inactive details**
- Table: Inactive Bill Details

#	Unit Name	Bill Number	Total Amount(₹)	Paid Amount(₹)	Period From	Period To	Action
1	Sondryne Technologies Pvt. Ltd	SEEPZ/ANN/126/2024-25/01000002	₹ 9,40,299.38	₹ 9,00,000	01-04-2024	30-06-2024	
2	Sondryne Technologies Pvt. Ltd	SEEPZ/ANN/126/2023-24/04100002	₹ 6,30,064.40	₹ 5,73,287.50	01-01-2024	31-03-2024	

Bills for Inactive galas / Plot associated with the respective unit will be listed here.

Figure 66 - Inactive List

The screenshot shows the 'Inactive Bill Details' table with the following data:

#	Unit Name	Bill Number	Total Amount(₹)	Paid Amount(₹)	Period From	Period To	Action
1	Sonodyne Technologies Pvt. Ltd.	SEEPZ/UNIT/BL/2024-25/GV/000012	₹ 95,60,299.38	₹ 9,000,000	01-04-2024	30-06-2024	
2	Sonodyne Technologies Pvt. Ltd.	SEEPZ/UNIT/BL/2023-24/GA/000012	₹ 8,36,064.49	₹ 5,73,287.16	01-01-2024	21-03-2024	

Click the **[View]** button to see the list of bills for the specific inactive gala.

Figure 67 - View Bill Details

The screenshot shows the 'Bill Details' and 'Payment Details' sections. The 'Bill Details' table is as follows:

#	Bill Type	Bill Amount(₹)	Pending Amount(₹)	Action
1	Lease Rent For Gala 56, SDF-II	₹ 6,56,934.17	₹ 0.00	
2	Permission	₹ 8903365.21	₹ 8903365.19	

The 'Payment Details' table is as follows:

#	Amount(₹)	Reference Number	Date	Bank Details	Status
1	₹ 89,03,365.19.00	null	null	null Online	Failed
2	₹ 4,20,003.36.00		13-09-2024	purjab national bank Online	Failed
3	₹ 9,00,000.00	11432150639	14-04-2024	purjab national bank Online	Success

Click the **[Action]** icon to view the bill payment details.

Figure 68 - View Bill Details

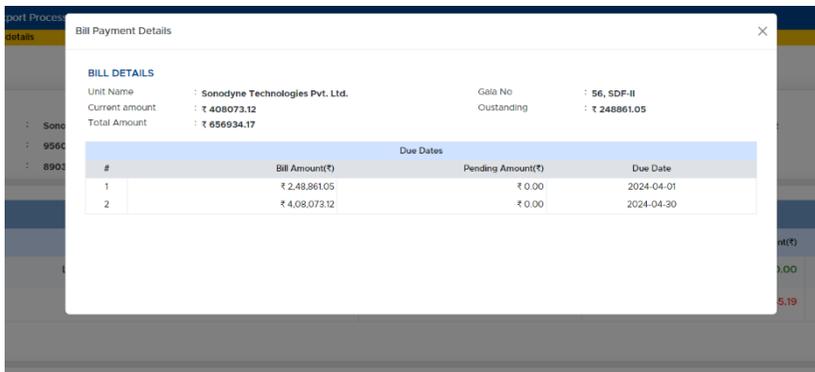
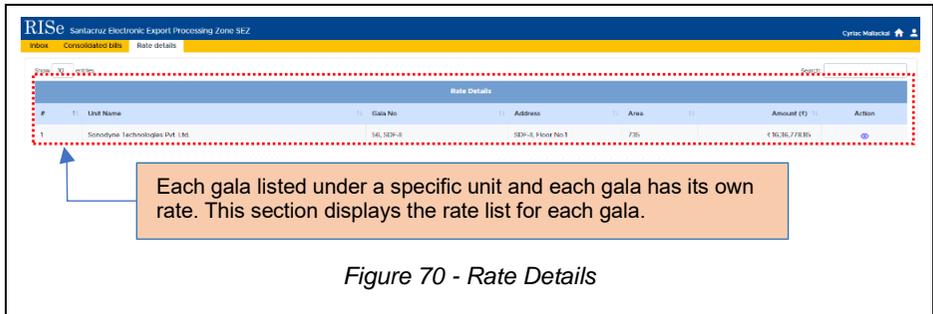


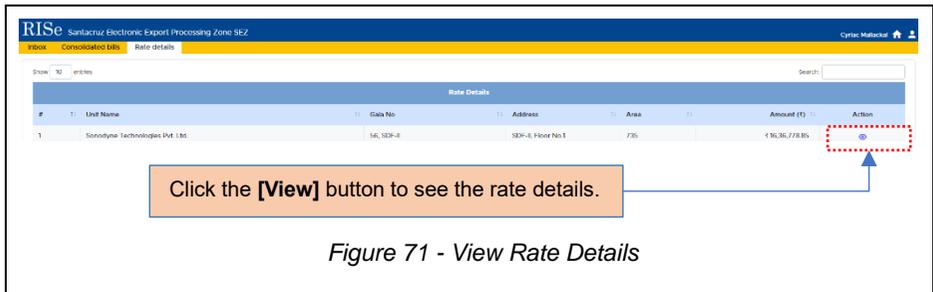
Figure 69 - View Bil Payment Details

5.4 RATE DETAILS



Each gala listed under a specific unit and each gala has its own rate. This section displays the rate list for each gala.

Figure 70 - Rate Details



Click the **[View]** button to see the rate details.

Figure 71 - View Rate Details

GALA DETAILS

CSID No. : 56 A:059655 : SDF B, Floor No. 1
 Area : 735 Sq.Mtr Total Rent Per Annum : Rs. 1036778.85

Active Rate Details

#	Particular	Rate/Per Sq.m Per Annum (₹)	Total Rent Per Annum (₹)	Active From
1	LEASE RENT	₹ 1340.35	₹ 14,26,57.25	20-06-2024
2	BMC CHARGES	₹ 4.32	₹ 3,176.2	20-06-2024
3	SERVICE CHARGE	₹ 240.96	₹ 1,83,720.6	20-06-2024
4	FIRE CESS	₹ 32.28	₹ 23,725.8	20-06-2024

Active Item Details

#	Particular	Rate/Per Sq.m Per Annum (₹)	Total Rent Per Annum (₹)	Active From	Active To
--- No Details found ---					

Figure 72 - View Rate Details

Each gala has four specific charges: Lease Rent, BMC Charges, Service Charge, and Fire Cess. The bill will display the following details:

- Rate (per sq.m per annum)
- Total Rent per Annum
- Active From

****End of the Module – RISE (Rate, Rent & Bills Management) ****

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



RISe ERP for SEEPZ SEZ

USER MANUAL

for

LAND & BUILDING MANAGEMENT

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	13-08-2024	Sneha R P	Krishna Chandh	Sooraj S

2 INTRODUCTION

2.1. PRODUCT FUNCTION

The Land & Building Management module provides an online database of fixed assets like land and buildings within the premises of SEEPZ SEZ. GIS based plotting of land and buildings is also made available for easy reference. With this module, the user can have quick access to information like occupied plots, vacant Plots, occupied buildings and vacant buildings. The user can also easily view the locations of First aid Centre, Creche, Conference Room, Public telephone booth, Canteen.

2.2. INTENDED AUDIENCE AND FUNCTIONALITIES

This manual is designed for one main User:

1. SEEPZ USER

➤ PRIVILEGED USER

Privileged Login can furnish the Asset Category details, basic details of building, basic details of land and can generate reports. Moreover they can view the details in graphical representation as well as in numbers under dashboard.

3 SEEPZ USER LOGIN

3.1. PRIVILEGED USER

RISe
Santacruz Electronic Export Processing Zone

Home One Time Registration Public Grievance Contact Us

RISe for SEEPZ SEZ Authority

RISe is an ERP software custom built to modernize, streamline and automate the business processes of SEEPZ SEZ. It covers all the key functional, administrative, financial and managerial areas of SEEPZ SEZ. With the implementation of this project, SEEPZ SEZ aims to improve the efficiency of the approval and renewal processes, enhance the turnaround time of processes, ensure better tracking of the progress of activities, bring transparency and accountability, and, ensure effective and efficient service delivery.

The SEEPZ SEZ authority aim to use RISe to ensure enhanced quality of service to the end users, thereby making SEEPZ SEZ one of the leaders in digital transformation and service delivery in the country.

RISe

SEEPZ User Public User

Username:

Password:

Capcha

Forgot Password? Login

Enter the Username, Password, Captcha and click on **[Login]** button to login.

Figure 1 – Login

Select Land & Building Module.

RISe Santacruz Electronic Export Processing Zone SEZ

Notifications

Functional Modules

- Estate Management
- Financial Accounting
- Relo, Rent & Bils
- Land & Building**
- Waste Disposal
- UAC
- Contract Performance
- Conference Room
- Guest House
- Creche

General Modules

- IRMS
- Contractual Employee
- Security Contract
- Court Case
- Grievance
- Inventory
- Communication Suite
- MIS, Dashboard & Data Analytics

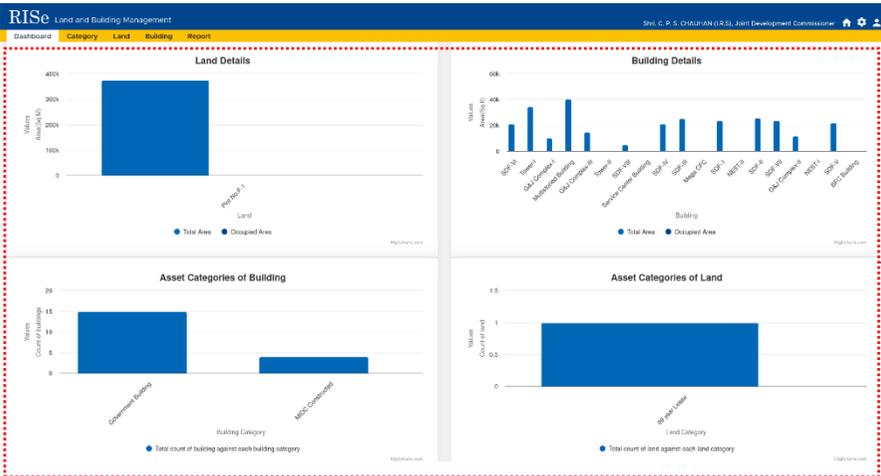
Figure 2 – Accessing the module

3.1.1 DASHBOARD

Click on Dashboard Tab to View the overall updated details.



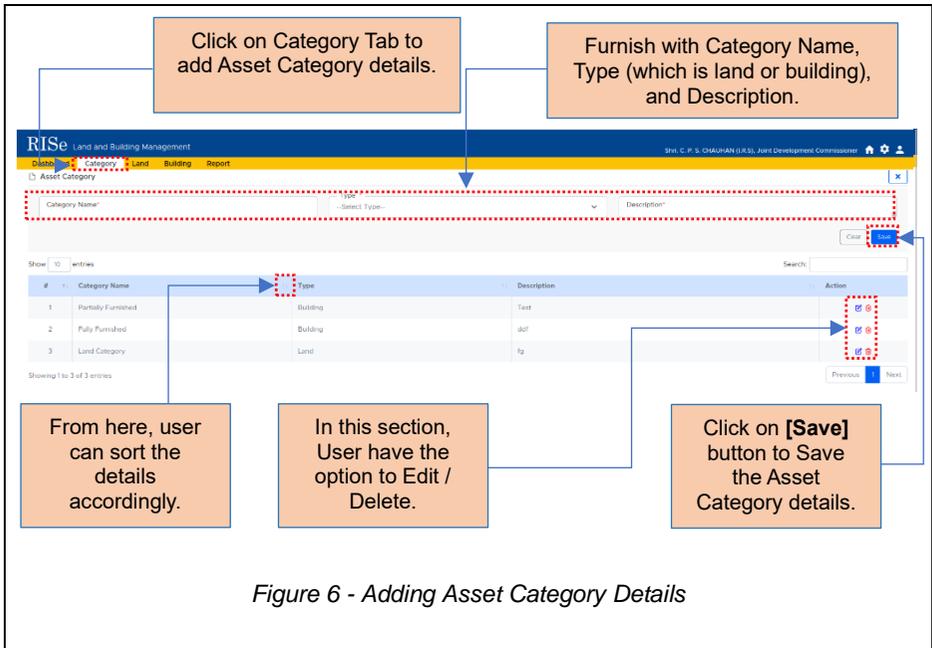
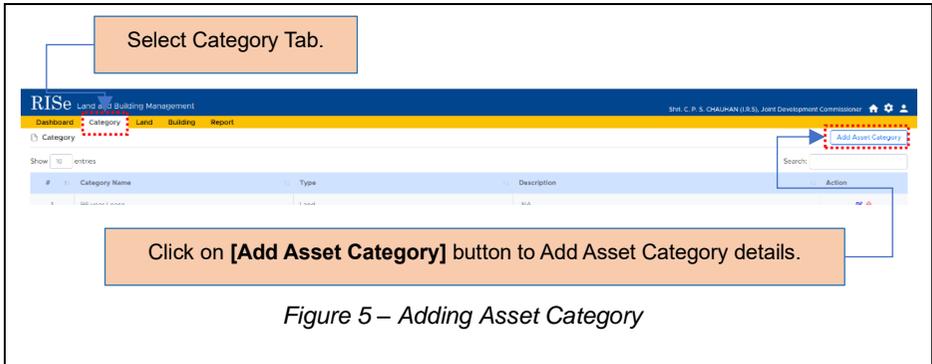
Figure 3 – Dashboard (1)



This section provides a comprehensive graphical representation of Land details, Building details and Asset Categories of Building and Land.

Figure 4 – Dashboard (2)

3.1.2 FURNISHING ASSET CATEGORY



Note: The Saved Asset Category Details get listed under Asset Category Tab.

3.1.3 CAPTURING BASIC DETAILS OF LAND



Figure 7 – Adding Land Details.

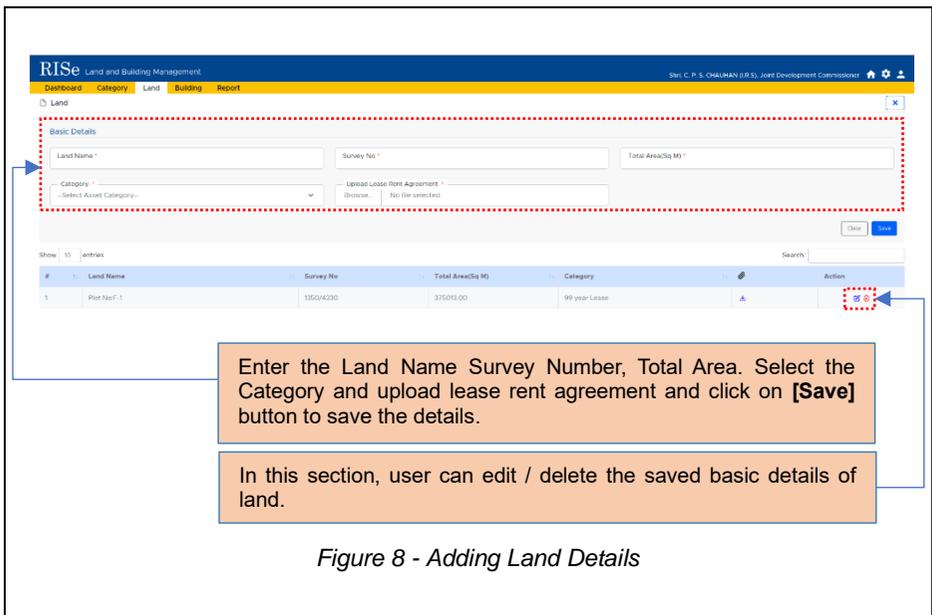


Figure 8 - Adding Land Details

3.1.4 CAPTURING BASIC DETAILS OF BUILDING

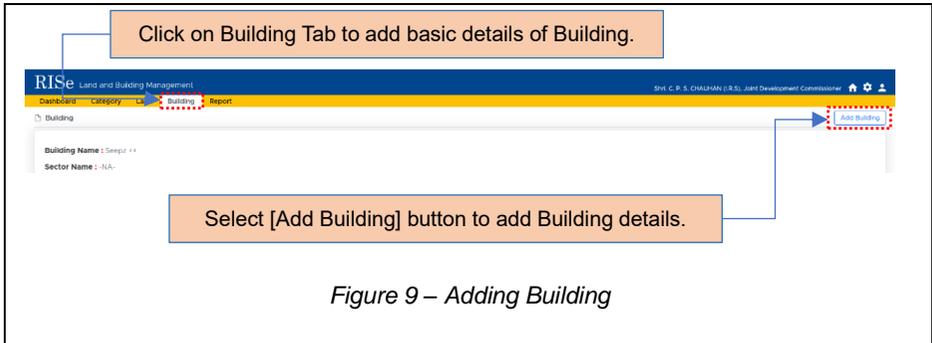


Figure 9 – Adding Building

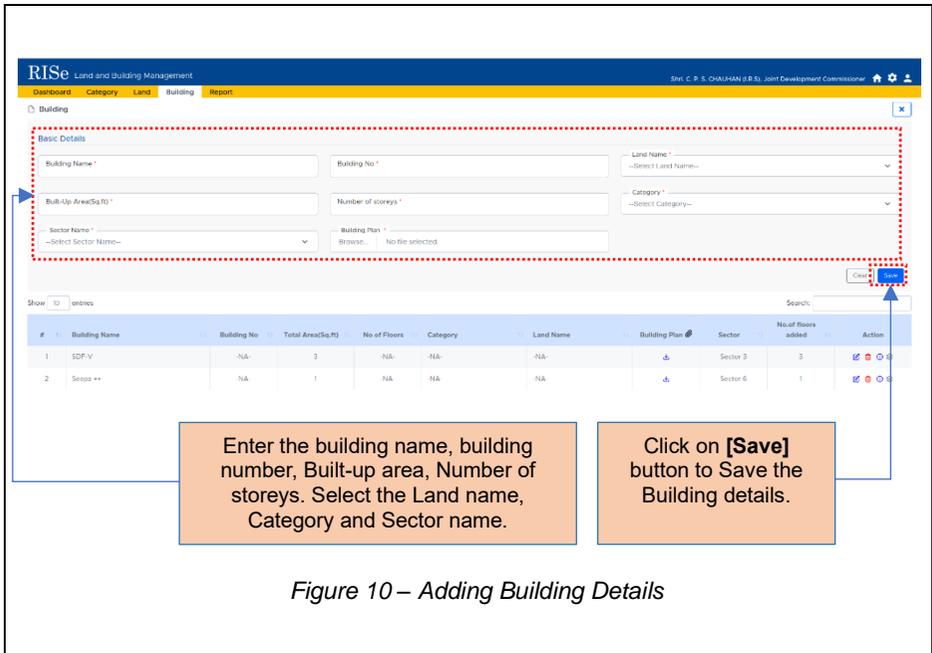


Figure 10 – Adding Building Details

Click on [**↓**] button to download the invoice of building details.

#	Building Name	Building No	Total Area(Sq.M)	No of Floors	Category	Land Name	Building Plan	Sector	No. of Floors added	Action
1	SDF-V	-NA-	3	-NA-	-NA-	-NA-	↓	Sector 3	3	🔍 🔄 🗑️
2	Seepz ++	-NA-	1	-NA-	-NA-	-NA-	↓	Sector 6	1	🔍 🔄 🗑️

Click on [**View Units**] button to view the current units inside the building.

Figure 11 - Saved Building Details

3.1.4.1 ADDING FLOOR DETAILS OF BUILDING

Click on [**OK**] button to confirm for adding the floor details.

Click on [**Add Floor details**] to add floor details for the building.

Figure 12 – Viewing Building details and attachment of floor

Click on [**Add Floor +**] button to add floor details for the building.

Figure 13 – Adding Floor details

Enter the floor name and attachment description. Select either Above-Grade Level or Below-Grade Level, attach the floor plan, and click **[Save]** to save the floor details.

Figure 14 – Saving the floor details

3.1.5 GENERATING REPORTS

SEEPZ User can generate Occupied Land Report, Occupied Building Report, Vacant Land Report, and Vacant Building Report from here.

Select **[Generate]** button to generate the report of Occupied Land Report

Figure 15 - Reports

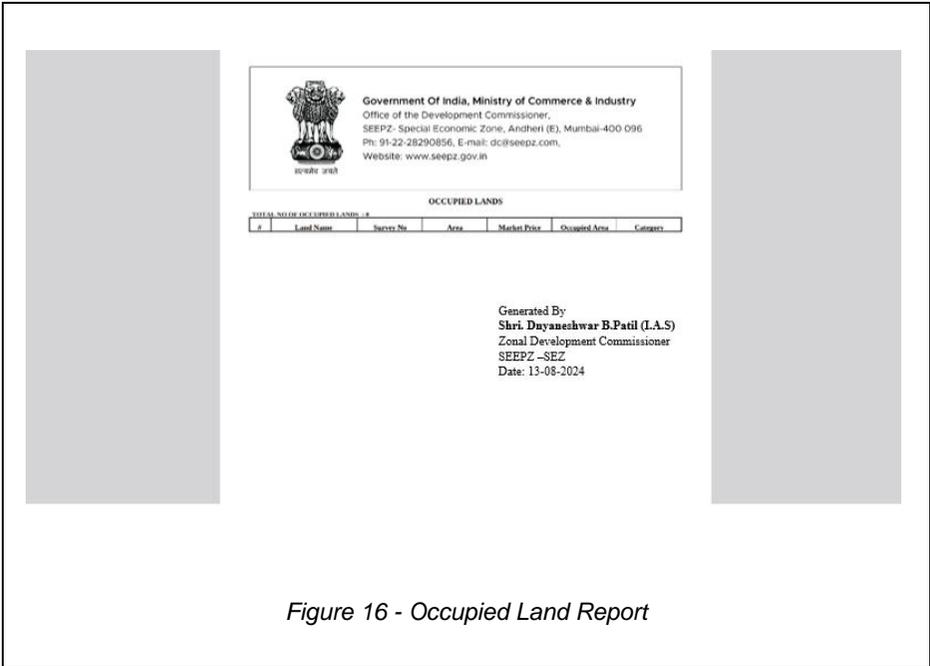


Figure 16 - Occupied Land Report

Note: The same procedure can be followed for generating Occupied Building Report, Vacant Land Report, and Vacant Building Report.

****End of the Module - RISE (LAND & BUILDING Management) ****

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