

A FRAMEWORK FOR TRANSPARENCY AUDIT(2024-25)
(DC OFFICE, SEEPZ-SEZ, MUMBAI)

1. Organisation and Function:

Sr. No.	Item	Details of Disclosure
1.3	Procedure followed in decision making process [Section 4 (1)(b)(iii)]	<p>(i) Process of decision making identify key decision making points: Receipts from Central Diary are sent directly to the Zone Head (DC). Zone Head sends the receipts to the Zone Officers (Jt. DC, DDC) with remarks, if any. Zone Officers send the receipts to the concerned dealing Officer/Assistant with remarks, if any. Lower Division Clerk/DEO in the zone diaries the receipts and distributes to the concerned Dealing Officers/Assistants. Dealing Officers/Assistants examine / process and put up the receipts in relevant files to the concerned Officer. Concerned Officer after scrutiny and examination put up the cases to the Zonal Officer with recommendations. Zonal Officer put up the cases to Zone Head with recommendations. Zone Head may either dispose of the cases directly or refer to dealing Officer for orders/approval wherever necessary. The files then travel down to the Branch where the decision is communicated to the concerned.</p>
		<p>(ii) Final decision making authority: Development Commissioner</p>
		<p>(iii) Related provisions, acts, rules etc.: FTP & HBP 2023, The Special Economic Zones Act, 2005 & the Special Economic Zones Rules, 2006. Foreign Trade Development & Regulation Act etc., SEZ</p>
		<p>(iv) Time limit for taking a decisions, if any: https://seepz.gov.in/uploads/175017426868518a3c5189f_1.3%20(iv)%20Annexure%20-B.pdf</p>
		<p>(v) Channel of supervision and accountability: (1)Development Commissioner ➡ (2) Jt. Development Commissioner ➡ (3)Dy. Development Commissioner</p>