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EXECUTIVE ORDER NO. 07 /2025, DATED 15.10.2025

विषय: सीपज़ सेज़ के लिए ईआरपी प्रणाली का कार्यान्वयन - विविध अनुमति माँड्यूल।

Subject: Implementation of the ERP system for SEEPZ-SEZ –
Miscellaneous Permission Module.

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**I. Introduction**

SEEPZ SEZ Authority, in coordination with the Office of the Development Commissioner, SEEPZ, is undertaking the implementation of a comprehensive ERP solution to automate and streamline key functions managed by the Authority.

Presently, SEEPZ SEZ Administrations' permission management system is operated through a combination of manual and semi-digital processes, where records are maintained in paper files, spreadsheets, isolated systems, and eOffice. Permissions are granted on the basis of reports submitted by the Technical Cell and caretakers, and in certain cases, inspection charges and security deposits are collected from the units via Demand Drafts. Following this, reports are updated, and files are again processed for approvals. After completion of the permitted activities, units again apply separately for the refund of security deposits, which involves further verification by Estate Finance and Estate Operations.

In continuation of the phased implementation of the ERP system for SEEPZ-SEZ, it has been decided in the 74th SEEPZ SEZ Authority Meeting to simplify this permission process so that every unit will get timely intimation/permission of activities or works. **Pursuant to the decision taken in the aforementioned meeting, neither a security deposit nor inspection fees shall be required from the unit hereafter.**

In this context, Circular No. 02/2021 dated 20.07.2021; Circular No. 29/2022 dated 28.11.2022; Circular No. 31 dated 12.12.2022; Circular No. 26 dated 10.11.2022; Circular No. 08 dated 14.05.2025; and Office Order 09/2025 dated 11.02.2025, along with all prior circulars, orders, instructions, and policies issued by the SEEPZ Authority relating to miscellaneous permissions, correspondences from units to the Estate Section for such permissions, inspection charges, penalties, security deposit payments, and refund procedures for security deposits, shall stand repealed to the extent that they are inconsistent with the provisions of this Executive Order.

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The Permission Management Module is designed to digitize and automate the permission workflow, ensuring transparency, accountability, and timely disposal of requests. The scope of the module covers:-

- A. Application submission for permissions (e.g., civil works, alterations, repairs, fit-outs, events, etc.)
- B. Tracking and online comments of the engineering, administrative, and security sections.
- C. Monitoring of permission issued hereinafter.
- D. Auto-generation of approvals and acknowledgments, online.

## II. Mode of Application

From now onwards, only online applications through the <https://rise.seepz.gov.in/> portal will be accepted. Login credentials have already been provided to the units.

## III. Categorisation of miscellaneous intimation/permissions

### a. Activities that Neither Require Intimation Nor Permission:

1. All types of Medical /Health Checkup Camp, Pooja & Festival Celebration i.e. Ganesh-Utsav, Navratri, Diwali, Christmas, New Year.
2. File movement / Record shifting within SEEPZ premises only.
3. Bring cameras with accessories for jewelry photography on a returnable basis.
4. Installation of New Energy Meter and sanction of Electrical load for New Electrical connection.

### b. Activities that Require Only Intimation:

1. Refill fire extinguishers and return them to SEEPZ after refilling
2. Conducting promotional/awareness activity outside unit premises.
3. Replacement of Lift in the plot building.
4. Conduct of safety training, drills, and awareness camps outside unit premises.
5. Promotional events in SEEPZ common areas

### Proposed ERP Mechanism for Category II :

Auto-generated approval letter on submission of intimation; pop-up alerts to Security and Customs (as applicable).

### c. Activities that Shall Not Commence Without Prior Permission

*(These activities involve physical or structural modifications, use of common or government property, or installation of equipment, and therefore require detailed processing and prior approvals.)*

1. Installation of Diesel Generator, ETP, Settling Tank, Fume Extraction System, etc.\*
2. Repair or Renovation that impacts building strength
3. Storage/Surplus area on ground for space utilization\*

4. Staircase repairing
5. Erection of Tower setup\*
6. Cable laying (Optical fiber cable & Power cable) outside unit premises.\*
7. Earth Pit installation construction
8. Installation of AC indoor /outdoor units outside the building\*
9. Installation of AC/ Chiller/ Blower/ Scrubber/ AHU etc. on ground and terrace area.\*
10. Use of BFC Conference Hall

*\*These activities have financial implication on Authority receipts. Therefore, permission will be granted after approval by DDC.*

**d. Any other activity that is not covered in Para III (A),(B) & (C)**

All such activities will be put in the relevant category after taking approval from the Development Commissioner, SEEPZ SEZ.

**IV. Activities where rent is applicable**

- a. Storage/Surplus area on ground for space utilization
- b. Erection of Network Tower Setup
- c. Erection of Monsoon Shed
- d. Cable laying (Optical fiber cable & Power cable)
- e. Earth Pit installation construction
- f. Installation of AC indoor /outdoor units outside the building
- g. Installation of AC/ Chiller/ Blower/ Scrubber/ AHU etc. on ground and terrace area.
- h. Use of BFC Conference Hall

**V. Work flow for III (C) i.e. Activities that Require Prior Permission**

- a. Units will apply for permissions through the <https://rise.seepz.gov.in/> portal
- b. Technical Cell and/or Caretakers will submit their inspection reports within 3 days.
- c. The ADC Estate shall approve, reject with reasons, or forward applications to the DDC in cases involving no financial implications. Applications with financial implications shall be forwarded to the DDC for further consideration.
- d. DDC will review the applications forwarded by ADC Estate and permit or reject or ask for further explanation.
- e. The unit will then do the payment of rent in cases where applicable as per circular no. 7 dated 08.06.2017 and circular no. 8 Dated 14.05.2025, (copies attached.) using a payment link generated through RISE ERP (the activities are mentioned in Clause IV).
- f. The unit will then be able to download the permission letter and start the activity.
- g. Technical Cell and/or Caretakers will then submit a final report of completion of the activity and the application will be closed.

This order shall come into force with immediate effect. All units, sections, and stakeholders are instructed to comply with the provisions of this order. A detailed user manual is enclosed with this order as Annexure-A for reference.

SEEPZ SEZ Authority reserves the right to modify, add, or remove any steps in the process or make changes to the ERP Module as deemed necessary, based on operational requirements, regulatory updates, or technological enhancements. Such changes will be communicated to all units as and when necessary.

In case stakeholders face any difficulty, they should raise tickets through the Technical Helpdesk module enabled in the RISE system.

  
( Dnyaneshwar B. Patil )  
Development Commissioner  
SEEPZ SEZ, Mumbai.

F. No.: E-OPT-12/51/2018-EO/ 127 33

Date: 15<sup>th</sup> October, 2025

Copy to:

1. All Officers/Staff Members
2. DCO/JDCO/DDCO/SO
3. Office Order file/register
4. SEEPZ Website
5. Notice Board
6. ERP Team

## **Annexure-A**

### **A. END USER/UNIT HOLDER PROCESSES**

#### **INTIMATION BASED APPLICATION PROCESS**

1. Enter the Username, Password, provided Captcha and click on [Login] button.
2. Click on Estate Management from Modules listing page.
3. Select Unit Name, Service Name as New Permission and click on [Apply] button to apply for Permission.
4. Select Permission for, check the check box and click on [Submit] button to apply for Permission.
5. Furnish all the details, check the check box and click on [Submit] button to submit.
6. Click on the icon to view the submitted application for Permission.
7. Upon submission the application form gets listed under Permission tab >>Sent sub tab.
8. Click the respective icon '□' to view the Query and Documents.

#### **PERMISSION BASED APPLICATION PROCESSING**

1. Select Unit Name, Service Name as New Permission and click on [Apply] button to apply for Permission.
2. Select Permission for, check the check box and click on [Submit] button to apply for Permission.
3. Enter the required fields and select the payment method. If Online Payment is selected, click the [Make Payment] button to proceed.
4. Select the payment method. If Challan Payment is selected, click the [Generate Challan] button to proceed.
5. To complete the payment using the Challan option, download the Challan, submit it at the bank, and follow the bank's instructions to process the payment.
6. After the payment is made, the payment status will change to Paid. In the Payment History, the status will update to Success. By clicking on the Reference Number link, users can download the payment receipt. Then, check the checkbox and click the [Submit] button to complete the process.

#### **REPLYING TO QUERY**

1. When queried by the higher authority, the status changes to Queried in the Unit User login for the submitted application.
2. Click the icon '□' to reply to the query.
3. Click the [Reply] button to respond to the query.
4. Enter your Reply, Attachment Name, choose file and click the [Add reply] button.
5. Click the [Submit] button to submit the query.
6. The status changes from Queried to Submitted upon submitting the query, and to Approved upon approval.
7. The approved status can be seen here.

## **B. OFFICER PROCESS**

### **NON - INSPECTION APPLICATION PROCESS**

1. Enter the Username, Password, provided Captcha and click on [Login] button.
2. Click on Estate Management to access the module.
3. Click on the icon to proceed.
4. Enter the Notes and click on [Add Note] button to add the note.

### **INSPECTION-BASED APPLICATION PROCESSING**

1. Click [Initiate Inspection] button to initiate the inspection.
2. After initiating the inspection, the next step is to assign a Caretaker and Engineers to visit the site. The inspection notification will be listed under the Caretaker Common Login and Engineer Common Login for their acknowledgement. If no one is assigned, the ADC has the authority to assign personnel and forward the task to the LDC for monitoring, ensuring that the assigned individuals are performing their duties properly.
3. The status can be viewed here to check whether the Caretaker and Engineers have been assigned or not.
4. Click the [Assign Caretaker] button to assign a caretaker.
5. Check the personnel assigned for the inspection, and click the [Assign Caretaker] button to assign a caretaker. The count of pending permissions can also be viewed here.
6. Once the inspection is initiated, the details of the assigned personnel are displayed, indicating whether the assignment was self-assigned or assigned by the ADC. After the inspection is completed, both the caretaker and the engineer submit their respective report statuses to the ADC. These reports are then listed in the ADC login under the Inbox sub-tab with a status of Verification Pending.
7. Click on the icon '□' to proceed.
8. Once the reports are submitted to the ADC by both the caretaker and the engineer, a new sub-tab titled Payments & Approval Details is activated.
9. Choose Yes or No for Is rent based on a specific period, enter Permission Validity in days therefore, the End Date gets auto-populated and enter the remarks.
10. Enter the Terms and Condition for Approval Letter and click on [Add] button to add and then click on [Verify] button to verify the Rent, Payments and Approval details.
11. Click on the [Yes] button to confirm the action. Once confirmed, it will be sent to the unit user for payment.
12. Upon confirming the Deposit Amount and Rent Details the application gets listed under the Sent sub tab.
13. Once the application is sent to the unit user for payment, it will be listed under the Sent sub tab. After the rent has been paid by the unit side, the status will be updated to Approval Pending' in the Inbox sub tab.
14. Here, the user can view the Approval Pending status.
15. Click the icon '□' to proceed.
16. Click the [Approve] button to approve.
17. Click the [Push for DS] button to proceed directly Or Click the [Approve Without Digital Signature] button to approve the permission without DS.

### **PROCESS FOR DEFICIENCY**

1. Enter the query and click the [Add Query] button to submit it. The query will then be moved to the Deficiency sub-tab.
2. Upon entering the query, the application will move to the Deficiency tab, and it will be submitted to the Unit user for their response.
3. The query reply can be viewed here when the Unit user responds to the query.

### **FORWARDING AND VERIFICATION PROCESS**

1. Click the [Forward] button to forward the request if any clarification arises.
2. If the user needs to edit the permission details, make the necessary changes and click the [Verify] button.

### **PROCESS FOR APPROVAL**

1. Upon verification, the Approve button will be activated.
2. Click the [Approve] button to approve.
3. Click the [Push for DS] button to proceed directly.
4. Click the [Approve without Digital Signature] button to approve the permission without DS or Click the [Push for DS] button to proceed.
5. When the permission is approved without DS, the application will be listed in the Pending for DS sub tab for DS action.
6. Approved applications are listed under the Approved sub-tab.

### **C. CARETAKER PROCESSES**

1. Click the icon '□' to proceed.
2. Click the [Acknowledge] button to Acknowledge the inspection application.
3. Enter the notes and click the [Add Note] button to save the entered note.
4. Once acknowledged, the inspection application will be removed from the common login and listed under the Pending Inspections sub-tab of the respective Caretaker who acknowledged it. The Caretaker can then submit the inspection report details after the inspection is completed.
5. Click the icon '□' to proceed.
6. Enter the Notes and click on [Add Note] button.
7. Enter the pre-inspection details, select the inspection date, enter the description, upload the site photographs, check the acknowledgment checkbox, and click the [Submit] button to complete the submission.
8. Upon Submission the application gets listed under Completed Inspection sub tab.
9. The User can view the submitted pre inspection details as a report.

#### D. ENGINEER PROCESS

1. Click the icon '□' to proceed.
2. Click the [Acknowledge] button to Acknowledge the inspection application.
3. Once the inspection application is acknowledged, it is removed from the common login and appears under the Pending Inspections sub-tab of the respective engineer who acknowledged it. After completing the inspection, the engineer can submit the inspection report details to ADC Login.
4. Enter the pre-inspection details such as length and width once these are entered, the measurement area is automatically updated. Select the measurement unit and property type. Then, select the rate setup, billing type, and indicate whether the rent is based on a specific period (Yes/No). Enter the permission validity (in days), inspection date, location, and description, and upload the site photographs.
5. Enter any conditions, if applicable, and click the [Add] button to add them. Then, check the acknowledgment checkbox and click the [Submit] button to complete the submission.

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