

Minutes of the Meeting held in the Office of the Joint Development Commissioner, SEEPZ-SEZ regarding Follow-up on the Implementation of Face Detection Device-Based Authentication System in Unit Buses

Date:

13.11.2025

Venue: Conference Room, SEEPZ Service Centre Building, 2nd Floor

Officers/ SEEPZ staff Present:

- Shri Mayur Mankar, Joint DC
- Shri Hanish Rathi, ADC -IT
- Rahul Shivannagol, ADC-Security
- Shri Mayur Gadge- IT Executive (IT Section)
- Shri Mayur Gotad, IT Executive (Security Section)

VAMS Team Present:

- Shri Nikhil Kothari
- Smt. Vaishali Hande
- Shri Sanjay

A. Objective of the Meeting

The meeting was held to review the progress of implementation of the **Face Detection Device-Based Authentication System** in buses used by SEEPZ-SEZ unit employees and to assess the progress of the **Face Detection-Based Access Control System** at various gates.

B. Device Installation and Mounting

In the earlier meeting held on **13.10.2025**, the VAMS Team and bus operators were instructed to inspect all buses and address issues related to the **improper mounting of stands for face detection devices**.

2. During the current review, it was observed that several devices are still mounted at incorrect heights, causing inconvenience during use, and that the overall progress of rectification remains **unsatisfactory**.

3. To ensure timely completion, it was decided that the **104 buses requiring correction** shall be divided among SEEPZ Security Guards. The **ADC (Security)** will prepare a detailed schedule, targeting **15 buses per day**, and both the concerned Security Guard and respective Bus Contractor shall be responsible for completing the work on the assigned date.
4. Buses failing to appear for correction as per schedule shall **not be allowed entry into SEEPZ** until the mounting work is verified and approved. The Security Section shall maintain **daily progress records** and report defaulters to the ADC (Security).
5. The VAMS Team further informed that, out of the 104 buses, **79 have not yet procured the face detection devices**. **Shri Jagdish Prasad Gaur (LDC)**, **Shri Santosh Pathankar** (Head Security Guard), **Shri Mayur Gotad** and **Shri Navjyot** were assigned to follow up with the respective units to ensure immediate procurement and installation.
6. All installation and rectification work shall be **completed by 28.11.2025**.

C. Implementation Plan for Mounting:

1. **Scheduling of rectification of mounting:** ADC (Security) shall prepare bus-wise schedule with 15 buses targeted per day and assign responsibility to Guards for specific bus number wise. Security Guards assigned responsibility shall ensure that assigned bus shall be corrected mounting on or before the scheduled date. Security Guard shall submit daily report for his assigned buses with status how many of them get height correction and ADC Security shall monitor daily progress. Any change to this shall only be only after approval of the Joint DC. Atleast 15 buss per day shall be corrected mounting. Security Guard to coordinate with Bus contractor, Bus driver, fabricator and VAMS team for the assigned responsibility.
2. **No entry after scheduled date:** The bus which did not get corrected height of Mounting of device shall not be allowed to enter in the premises after the date allotted. Any change is schedule shall be made only after approval by ADC (Security), however the Bus contractor shall ensure that minimum 15 buses get rectification done.
3. **Validation that the Device is correctly mounted:** VAMS Team, Bus Contractors Inspect and verify that the device mounted at incorrect height or position to ensure proper, hands-free operation.
4. **Procurement follow-up:** Ensure pending 79 buses procure devices and report weekly progress, **Shri Mayur Gotad**, **Shri Navjyot**, **Shri Amit Shivalkar** shall follow up for the same with units.

D. Data Enrolment and System Updates

The VAMS Team reported that various units have onboarded **over 5,000 employees and visitors** as bus users. However, since each device has a **limit of 5,000 face entries**, the team is unable to upload data for multiple units in a single device once the threshold is reached.

After detailed discussion, the following decisions were taken:

1. Data Mapping and Rationalization:

- (i). The VAMS Team shall immediately map those buses where the total uploaded data by all units combined is **below 5,000 entries**.
- (ii). For buses where the uploaded data **exceeds the 5,000 limit**, a verification team comprising **one representative from the VAMS Team and one SEEPZ staff member** shall visit the concerned units.
- (iii). The team shall ensure that data entries include only **regular bus users**, excluding occasional travellers.
- (iv). Units shall either delete non-regular users themselves or provide a verified list to the VAMS Team for backend correction.

2. Follow-up and Monitoring:

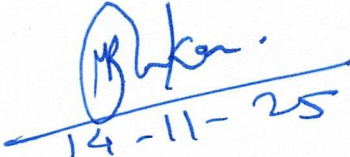
- (i). **Shri Mayur Gotad** and the **Caretaker**, along with one VAMS representative, shall coordinate the process and monitor daily progress.
- (ii). **Daily updates shall be shared in the designated WhatsApp group, while a consolidated list of mapped units and buses shall be shared weekly with the SEEPZ Security Section.**
- (iii). **An order shall be issued to all units directing them to remove ineligible users within 10 days.**

3. System Enhancement and Dashboard Functionality:

- (i). The VAMS Team shall introduce an **auto-removal feature** to automatically delete employees or visitors who do not use the bus for **20 consecutive days**.
- (ii). Until the feature is developed, the team shall manually generate backend data and remove such inactive users.
- (iii). The Add/Delete facility and dashboard for unit administrators shall be made fully functional under the supervision of ADC (IT).

G. Monitoring and Accountability

- (i). The ADC (Security) shall review daily progress of height correction and mounting work based on reports submitted by the guards.
- (ii). Any bus found non-compliant or absent on the assigned date shall be denied entry from the following day.
- (iii). The VAMS Team shall submit a compliance and completion report to SEEPZ Authority after physical verification of all buses.
- (iv). ADC(IT) and IT Section shall overlook IT related aspects such as dashboard, Auto delete facility in Bus Face detection Device, Suprema Face detection Device implementation.



14-11-25

(Mayur Mankar)
Jt. Development Commissioner,
SEEPZ SEZ