

**A FRAMEWORK FOR TRANSPARENCY AUDIT(2025-26)**  
**(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) <b>Process of decision making identify key decision making points:</b>  <b>Receipts</b> from Central Diary are sent directly to the Zone Head (DC).  <b>Zone Head</b> sends the receipts to the Zone Officers (Jt. DC, DDC) with remarks, if any.  <b>Zone Officers</b> send the receipts to the concerned dealing Officer/Assistant with remarks, if any.  <b>Lower Division Clerk/DEO</b> in the zone diaries the receipts and distributes to the concerned Dealing Officers/Assistants.  <b>Dealing Officers/Assistants</b> examine / process and put up the receipts in relevant files to the concerned Officer.  <b>Concerned Officer</b> after scrutiny and examination put up the cases to the Zonal Officer with recommendations.  <b>Zonal Officer</b> put up the cases to Zone Head with recommendations.  <b>Zone Head</b> 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) <b>Final decision making authority:</b>  Development Commissioner</p> <p>(iii) <b>Related provisions, acts, rules etc.:</b>  FTP &amp; HBP 2023, The Special Economic Zones Act, 2005 &amp; the Special Economic Zones Rules, 2006. Foreign Trade Development &amp; Regulation Act etc., SEZ</p> <p>(iv) <b>Time limit for taking a decisions, if any:</b>  <a href="https://seepz.gov.in/uploads/17800677796a19adc3ca144_1.3(iv)Annexure-B(revised)timelineofSEZ.pdf">https://seepz.gov.in/uploads/17800677796a19adc3ca144_1.3(iv)Annexure-B(revised)timelineofSEZ.pdf</a></p> <p>(v) <b>Channel of supervision and accountability:</b>  (1)Development Commissioner ⇨ (2) Jt. Development Commissioner ⇨  (3)Dy. Development Commissioner</p>

