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**Office Order No. 24 /2026**

**Standard Operating Procedures for Movement and Weighment of Vehicles  
Carrying Sludge/Gutter Waste under SEEPZ-SEZ Contract**

**1. Objective**

To lay down a standardized, transparent, and verifiable procedure for movement of vehicles carrying sludge/gutter waste from SEEPZ-SEZ premises to the authorized weighbridge and back, ensuring integrity of weighment, maintenance of chain of custody, and prevention of any procedural deviation or misreporting.

**2. Scope**

This SOP is applicable to all vehicles engaged in sludge/gutter waste removal under the SEEPZ-SEZ contract, covering the entire process from loading within SEEPZ-SEZ premises up to completion of weighment at the authorized weighbridge and recording of weighment data in official records including RISE ERP system.

**3. Mandatory Escort Requirement**

Each vehicle engaged in transportation of sludge/gutter waste from SEEPZ-SEZ premises for weighment purposes shall mandatorily be accompanied throughout the entire movement process by a duly constituted four-member escort team comprising the following officials/personnel:

- One Security Guard from SEEPZ-SEZ, deployed on rotational basis by ADC (Security).
- One authorized Customs Officer nominated by the Specified Officer, deployed on rotational basis.
- Two Security Personnel deployed through the authorized SEEPZ-SEZ security agency under the directions of ADC (Security).

The escort team shall remain present from the stage of loading of sludge/gutter waste within SEEPZ-SEZ premises until completion of weighment and return of the vehicle to the premises. The escort team shall ensure continuous supervision, maintain integrity of movement and weighment procedures, and prevent any unauthorized deviation during transit.

No vehicle shall be permitted to exit SEEPZ-SEZ premises for weighment purposes unless the complete escort team, as prescribed above, is physically deployed and present with the vehicle.

#### **4. Procedure for Vehicle Movement and Weighment**

The empty vehicle shall initially proceed to the authorized weighbridge for recording of tare weight through the computerized weighbridge system. The tare weight slip so generated shall be uploaded/recorded in the RISE ERP system for verification and approval by ADC (Estate).

Upon approval in the RISE ERP system, the vehicle shall be permitted entry into SEEPZ-SEZ premises for loading of sludge/gutter waste at the designated location. Loading shall be carried out under the supervision of the escort team and shall be recorded in the site register along with photographic documentation.

After completion of loading and due verification by the escort team, the loaded vehicle shall proceed directly to the authorized weighbridge under continuous escort and supervision. No unauthorized halt, diversion, unloading, tampering, or deviation during transit shall be permitted, except in cases of operational necessity duly recorded by the escort team and reported to ADC (Estate).

At the authorized weighbridge, gross weight shall be recorded through the computerized weighbridge system, and net weight shall be automatically computed/generated on the basis of the recorded tare weight and gross weight. The weighment slip shall be generated electronically through the computerized weighbridge system without any manual alteration or intervention.

The escort team shall jointly verify the vehicle registration particulars, date and time of weighment, and all weight-related details recorded on the weighment slip. Any discrepancy observed during the process shall be immediately recorded and brought to the notice to the ADC (Estate) before permitting further movement of the vehicle.

The weighment slip shall thereafter be retained in official records, and corresponding entries shall be updated in the RISE ERP system by the concerned section/official.

#### **5. Control and Integrity Measures**

- Weighment shall be accepted only on machine-generated slips issued by the authorized weighbridge.
- No manual alteration, correction, or overwriting of weighment data shall be permitted.

- Chain of custody shall remain continuously with the escort team from loading to completion of weighment.
- Mandatory cross-verification shall be carried out between:
  - RISE ERP records
  - Site register entries
  - Weighment slips
- Any deviation from the prescribed procedure shall be treated as procedural non-compliance and reported to the ADC (Estate) for necessary action.


## 6. Compliance

Strict compliance with this SOP shall be ensured in all sludge/gutter waste removal operations under the contract. Any violation or deviation from the prescribed procedure shall be treated as a serious procedural lapse and dealt with in accordance with applicable contractual provisions.

## 7. Effect and Implementation

This SOP shall come into force with immediate effect and shall remain valid until modified or superseded by the competent authority.

This issues with the approval of the Development Commissioner, SEEPZ-SEZ.

  
27-5-26

(Mayur Mankar)

Joint Development Commissioner,  
SEEPZ-SEZ, Mumbai

File No. SEEPZM-EOPTOGENF/71/2025-EO/

Date: 27.05.2026

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1. Procurement Section, SEEPZ-SEZ
2. Customs Section, SEEPZ-SEZ
3. Security Section, SEEPZ-SEZ
4. Estate (Finance) Section, SEEPZ-SEZ
5. Concerned Vendors
6. Rise ERP
7. SEEPZ-SEZ Website