



भारत सरकार/ GOVERNMENT OF INDIA,
विकास आयुक्त का कार्यालय / OFFICE OF DEVELOPMENT COMMISSIONER
सीपज़ - विशेष आर्थिक क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE
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File No. SEEPZ-SEZ/Customs/MISC/54/2021-22

Date: 03/08/2022

INSTRUCTION NO 02/2022

Subject : Standard Operating Procedure for disposal of the unclaimed valuable goods recovered by SEEPZ-Security at SEEPZ-gates - regarding.

Many a times, it has been noticed that Security Guards posted at the gates/inside SEEPZ area recover valuable goods wherein the ownership of the goods cannot be established. Therefore, to have a uniform practice, following SOP shall be followed by the Security guard/ officer, Authorised Officer posted at Gate and concerned Authorised Officer/ Sr. Authorised Officer investigating the case.

1. Whenever Security posted at the SEEPZ Gates detects/finds valuable goods at the gates which is lying unclaimed, the said goods shall immediately be handed over to the Authorised Officer posted at respective SEEPZ-Gate along with the incident report drawn by security in-charge (Gate).
2. The Authorised Officer (Gate) shall immediately inform the Specified Officer, SEEPZ-SEZ about the incident. Authorized Officer posted at gate shall verify the recovered goods with the incident report of Security person and thereafter draw the recovery Panchanama. He shall seal the recovered goods in the presence of Panchas and the Security person who handed over the said goods. Then the Authorised Officer (Gate) shall take over the goods in sealed condition (wherever possible) under his/her custody. If this procedure gets completed during office hours, the Authorised Officer (Gate) shall handover the goods, incidence report of the Security officer and Panchnama along with his report to Specified Officer, SEEPZ-SEZ. The Specified Officer, SEEPZ-SEZ shall nominate a Sr. Authorised Officer to take over the case from Authorised Officer (Gate) for further proceedings.
3. In case the handing over of the recovered goods to Authorised officer (Gate) and Panchanama proceedings cannot be completed within office hours then the Authorised Officer (Gate) shall intimate Sr. A.O. (Admin.) who inturn shall take instructions from S.O. SEEPZ-SEZ regarding further course of action. In the meantime, he/she shall keep the goods (duly sealed) under lock & key inside the cupboard situated at CCTV room for safe custody and seal the cupboard.
4. In case any such incident takes place after duty hours of the Authorised Officer (Gate), the Security will immediately inform the concerned Security In-charge who inturn shall inform the Sr. Authorised Officer (Admin.) about the same. The Sr. AO (Admin) shall take instruction from Specified Officer-SEEPZ regarding the future

course of action. Meanwhile, the goods shall be kept in their custody and shall be handed over to Authorised Officer (Gate) on the next working day to draw the Panchanama.

5. In cases where unclaimed valuable goods are recovered in SEEPZ area, other than Gates, by the Security staff, the said goods shall immediately be handed over to the Specified Officer along with the incident report drawn by security in-charge.
6. Thereafter, further proceedings of the case will be executed under the guidance of Specified Officer, SEEPZ-SEZ, by the nominated Sr. Authorised Officer(P) with the assistance of Authorised officer, in terms of FTDR Act, 1992 and SEZ Act, 2005/SEZ Rules, 2006.
7. During the course of proceedings, the Government Approved Valuer shall ascertain the identification, weightment and valuation of the said unclaimed goods in presence of the Panchas under a Valuation Panchanama.
8. Thereafter, the Authorised Officer shall deposit the said unclaimed goods in sealed condition to the Custodian/MMTC, SEEPZ-SEZ for the safe custody till the disposal of the same.
9. Efforts shall be made to identify the ownership of the unclaimed goods by issuing a Notice on the SEEPZ website & Notice Board to all the unit holders of the SEEPZ-SEZ mentioning the details of the unclaimed goods along with its location and further stating that if claimant of the goods is not identified within 15 days from the date of issue of the Notice, then the unclaimed goods will be disposed off by the Estate Section.
10. The value derived by the Government Approved Valuer shall be considered as the reserve price of the unclaimed goods.
11. The estate section shall thereafter issue a Tender for sale of the unclaimed goods clearly mentioning that over and above the bid amount, the successful bidder of the Tender will also have to pay the applicable Customs Duty/other taxes on the bid amount, before clearance of the goods to be taken outside SEEPZ-SEZ. Further, if the bidder is any unit holder inside the SEEPZ-SEZ, then the said unclaimed goods can be utilized to effect the export without payment of duty.
12. The bidding amount shall be collected through ADC/Estate to be deposited in SEEPZ- Authority Account.
13. This issues with the approval of Development Commissioner, SEEPZ-SEZ.



(C.P.S. CHAUHAN)
Joint Development Commissioner
SEEPZ-SEZ

Copy to:

1. EA to Development Commissioner, SEEPZ-SEZ, Mumbai.
2. The Joint Development Commissioner, SEEPZ-SEZ, Mumbai.
3. The Deputy Development Commissioner, SEEPZ-SEZ, Mumbai
4. All Sr. AOs/AOs, SEEPZ-SEZ, Mumbai.
5. All Asstt. Development Commissioner, SEEPZ-SEZ, Mumbai.
6. IT section, SEEPZ-SEZ, Mumbai.
7. Office Copy.