



भारत सरकार / Government of India  
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry  
विकास आयुक्त का कार्यालय / Office of the Development Commissioner  
सीपज़ - विशेष आर्थिक क्षेत्र / SEEPZ-Special Economic Zone  
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No. SEEPZ-SEZ/SERENE-THANE/14/2010-11/VOL-II/05803

Dated 30.03.2020

To,  
All Specified Officers,  
Under the jurisdiction of Zonal Development Commissioner,  
SEEPZ-SEZ, Mumbai

**Sub: Permission for temporary removal of Laptops/Desktops with accessories to employees for work from home on returnable basis in view of COVID-19 virus-reg.**

Sir,

I am directed to refer to this office letter of even number dated 14.03.2020 (copy enclosed) issued by the Jt. Development Commissioner, SEEPZ-SEZ on the aforesaid subject and to state that the Government has locked down the entire country for 21 days i.e. up to 14<sup>th</sup> April, 2020 in view of COVID-19 virus.

2. In compliance to the Government's decision, the permission granted for subject work vide said letter dated 14.03.2020 till 31.03.2020 is extended up to **14<sup>th</sup> April, 2020**.
3. This issues with the approval of the Competent Authority.

Encl.: As above

Assistant Development Commissioner,  
SEEPZ-SEZ

 <p>सत्यमेव जयते</p>	<p>भारत सरकार / GOVERNMENT OF INDIA,  विकास आयुक्त का कार्यालय / OFFICE OF DEVELOPMENT COMMISSIONER  सीपज़ - विशेष आर्थिक क्षेत्र / SEEPZ SPECIAL ECONOMIC ZONE  वाणिज्य एवं उद्योग मंत्रालय / MINISTRY OF COMMERCE &amp; INDUSTRY,  अंधेरी (पूर्व), मुंबई - 400 096 / ANDHERI (EAST), MUMBAI - 400 096.  टेली/Tel: 022-28294756 / 28294799 फैक्स/Fax: 28291754,  ई-मेल/E-mail : <a href="mailto:ddcseepz-mah@nic.in">ddcseepz-mah@nic.in</a>, वेबसाइट/Web-site : <a href="http://www.seepz.gov.in">www.seepz.gov.in</a></p>	 <p>150  YEARS OF  CELEBRATING  THE MAHATMA</p>
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SEEPZ/NEWSEZ/SERENE-THANE/14/2010-11/VOL-II/05237

Date: 14.03.2020

To  
All Specified Officers ,  
Under the jurisdiction of  
Zonal Development Commissioner,  
SEEPZ-SEZ, Mumbai.

**Subject: Request for permission for temporary removal of laptops/desktops with accessories to employees for work from home on returnable basis in view of Covid-19 Virus-reg.**

Requests have been received from several units regarding work from home in view of COVID-19 situation. Accordingly, the said requests are accepted in terms of the provisions of Rule 43 of SEZ Rules, 2006, which are reproduced below-

“Employees of Information Technology and Information Technology enabled Services Special Economic Zone units may be permitted to work from home or from a place outside the Special Economic Zone subject to the following conditions, namely:-

- A regular employee of the Special Economic Zone unit, who has been issued identity card as per sub-rule (2) of rule 70 shall be authorized by the Special Economic Zone unit to undertake the work pertaining to that unit.
- The work to be performed by the employee permitted to work from home shall be as per the services approved for the Special Economic Zone unit, and the work is related to a project of the Special Economic Zone.
- For the purpose of work from home, Special Economic Zone unit shall provide laptop or desktop and secured connectivity (for e.g. Virtual Private network, Virtual Desktop Infrastructure) to establish a connection between the employee and work related to the project of the Special Economic Zone unit.
- Special Economic Zone unit shall ensure export revenue of the resultant products or services to be accounted for by the Special Economic Zone unit to which the employee is tagged and at no given point shall work from home involve the export of services from outside the Special Economic Zone unit.

- e) Once the employee ceases to be part of the project of the Special Economic Zone unit, the employee shall be untagged from the respective Special Economic Zone unit and the unit shall surrender the I-Card to Specified Office as per sub-rule (2) of rule 70.

All Specified Officers of the SEZs under the jurisdiction of the Zonal Development Commissioner SEEPZ, SEZ are hereby directed to allow the units for taking the devices out for temporary use for the authorized employees of the SEZ Units, in terms of SEZ Rules, 2006 with following conditions-

- (a) Unit should account for the laptops, computers or video projector systems.
- (b) Unit should issue certificate authorizing the employee by name and giving full specification and a copy of the certificate endorsed to the SO and acknowledgement received by the Unit.
- (c) Unit shall maintain a record of such certificate of authorization issued under clause (b) for temporary removal of items.
- (d) The Authorized Officer in charge of the SEZ may be directed to monitor the observance of Rules/Instructions while exercising the option.

This permission is valid till 31.03.2020. The unit has to bring back the assets to respective SEZs by filing intimation to the Authorized Officer.

This issues with approval of the Competent Authority.



13/3/20

(C. P. S. Chauhan)  
Joint Development Commissioner  
SEEPZ SEZ