



**KASEZ**

विकासआयुक्तकार्यालय  
Office of the Development Commissioner

कांडलाविशेषआर्थिक क्षेत्र  
Kandla Special Economic Zone  
वाणिज्य तथाउद्योगमंत्रालय  
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F.NO. KASEZ/P&C/SEZOnline/13-14 2837-38

Dated: 03/06/2015

INSTRUCTION NO.01/2015

Sub: Digitisation of applications/permissions by SEZ Units/  
Developers - reg.

As per instructions received from Deptt.of Commerce, filing of online applications/permissions/requests by SEZ units/Developers/Co-Developers has been made mandatory w.e.f. 01<sup>st</sup> June, 2015 in respect of 17 such applications/permissions which were made online/digitized in the first phase. In the first phase, 17 requests/permissions/applications were digitized as per DoC's letter No.D.12/25/2012-SEZ dated 28<sup>th</sup> October, 2014. The letter is available on [www.sezindia.nic.in](http://www.sezindia.nic.in). Out of these 17 requests/permissions, 5 are for developers and 12 are for units. All the 5 requests for developers/co-developers and 5 requests for units are available in Free Form. Remaining all the requests for units have specific format available on NSDL online.

2. For processing of various requests online in DC office, NSDL online system prescribes 3 level in following order:

1. Initiator
2. DC Verifier
3. Authoriser

3. Following paragraph indicate as to who will perform the role of different functionaries for different type of requests/permissions.

(i) Type of requests for all Developers/Co-Developers

1. Extension of the validity period of Form Letter of Approval (Form C1)
2. Extension of the validity period of in-principle Letter of Approval (Form C2)
3. Approval of authorized operations (Form 7)

1. Initiator : Appraising Officer/ ADC (P&C)
2. DC Verifier : JDC-KASEZ
3. Authoriser : DC-KASEZ

(ii) Type of requests of Developers/Co Developers:

1. Quarterly/half yearly returns (Form E)
2. Approval of Job-work (sub-contracting)

A) *For Developer/Co-Developer of Kandla SEZ and sector-Specific SEZs in Saurashtra & Kutch Region.*

1. Initiator : Appraising Officer/ ADC (P&C)
2. DC Verifier & Authoriser : JDC-KASEZ

*Notes: These proposals are required to be placed before the UAC. So processing for UAC will be done manually.*

B) *For sector specific SEZs other than covered under A above:*

1. Initiator : Appraising Officer of the concerned SEZ
2. DC verifier & Authoriser : Specified Officer of the concerned SEZ.

*Notes: i) These cases will be placed before UAC.*

*ii) If Appraising Officer & Sp. Officer are same, all the roles will be discharged by the concerned officer.*

(iii) Type of request of Units:

1. Intimation of Jewellery exhibitions abroad.
2. Permission of Jewellery exhibitions abroad.
3. Permission for setting up of a DR/BCP centre by IT units.
4. Permission for movement of data backup tape by IT units.
5. Grant of exit permission (in principle approval) from SEZ scheme (under rule- 74).
6. Request of renewal of LoA.
7. Request of extension of LoA.

A) For KASEZ and Sector-Specific SEZs in Kutch & Saurashtra Region.

- 1. Initiator : Appraising Officer (IA-I)/ ADC (P&C)
- 2. DC Verifier : JDC-KASEZ
- 3. Authoriser : DC-KASEZ

B) For other Sector Specific SEZs

- 1. Initiator : Appraising Officer
- 2. DC Verifier : Specified Officer
- 3. Authoriser : DC, KASEZ

(iv) Request of units:

- 1. Application of setting up unit in SEZs
- 2. Submission of APRs
- 3. Grant of exit permission (in principal approval) from SEZ Scheme (under rule 74A)

A) For KASEZ and Sector-specific SEZs in Kutch & Saurashtra Region:

- 1. Initiator : Appraising Officer (IA-I)/ ADC(P&C)
- 2. DC Verifier & Authoriser : JDC-KASEZ

Notes: These cases will be placed before UAC.

B) For sector specific SEZs other than covered under A above:

- 1. Initiator : Appraising Officer of the Concerned SEZ
- 2. DC verifier & Authoriser : Specified Officer of the concerned SEZ

Notes: i) These cases will be placed before UAC.  
 ii) If Authorised Officer & Sp. Officer are same, all the roles will be discharged by the concerned officer.

(v) Intimation of Date of Commencement of production:

A) For KASEZ and Sector-Specific SEZs in Kutch & Saurashtra Region:

- 1. Initiator : AO (IA-I) / ADC(P&C)
- 2. Verifier & Authoriser : JDC-KASEZ

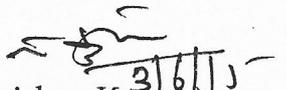
B) For other SEZs other than Kutch & Saurashtra Region:

1. Initiator : Authorised Officer of Concerned SEZ
2. DC Verifier : Specified Officer of the concerned SEZ
3. Authoriser : Zonal DC, KASEZ

(vi) Approval of Job Work for units (All SEZs under the direct control of DC, KASEZ)

1. Initiator : Preventive officer
2. Verifier : Appraising Officer
3. Authoriser : Specified Officer

For multi-products SEZs other than Kandla SEZ, it is for respective DCs to decide about Initiator, Verifier & Authoriser.

  
3/6/11

(Krishan Kumar)  
Joint Development Commissioner  
Kandla Special Economic Zone

Copy to:

1. All DCs/Developers/Specified Officer/AO (IA-I)/ADC (P&C)
2. NSDL (Shri Tushar)