



Government of India
Ministry of Commerce & Industry
Department of Commerce
Office of the Development Commissioner
Kandla Special Economic Zone

PUBLIC NOTICE NO. 01/2016-17

**Sub: PROCEDURE FOR ISSUE OF VARIOUS TYPES OF ID CARDS FOR ENTRY
INTO PRIVATE SPECIAL ECONOMIC ZONE UNDER THE JURISDICTION
OF ZONAL DEVELOPMENT COMMISSIONER, KASEZ – REG.**

The Special Economic Zone is a restricted area as per the Scheme of the SEZ Act, 2005 and entry to the processing area of a Zone is regulated through issue of ID Cards as stipulated in Section 46 of the SEZ Act, 2005 and as per procedure laid down in Rule 70 of SEZ Rules, 2006. SEZs are also considered to be soft targets, and therefore, there is an additional responsibility devolving on the developer to ensure that unauthorized persons do not have access to such sensitive places. Security personnel of the developer are to be responsible for the discharge of this function.

In order to help them in carrying out their duties, the following board may be prominently displayed at all gates of the SEZ.

RESTRICTED AREA

Under Sec 46 of SEZ Act, 2005 & Rule 70 of SEZ Rules 2006, only persons possessing valid Identity Cards/Visitors' Pass issued by the Development Commissioner, KASEZ or the Specified Officer will be allowed entry.

By Order,
Development Commissioner
Kandla Special Economic Zone

In order to facilitate the issue of Identity Cards to the employees of the SEZ Developers and the units, the Specified Officers of all the SEZs (other than KASEZ) have been delegated powers to issue of I-Cards to the employees of SEZ Developers and Units.

1. The procedure and colour system to be followed in issue of ID Cards is given below:

(i) Procedure:-

- (a) The Developer / Units shall submit the details as per checklist (Annexure-A) for issue of Identity cards to the Specified Officer.

- (a) The Developer / Unit shall submit the Temporary & Permanent Identity Cards in the format as prescribed in Form K of SEZ Rules, 2006 (Annexure-B).
- (b) The Developer / Unit shall submit the details of persons to whom Identity Cards is being issued, in the prescribed format (Annexure-C) to the Specified Officer.
- (c) The format of Daily Gate Pass may be decided by the Developer in consultation with Specified Officer of respective SEZs.
- (d) The Monthly list of Identity Cards issued by Specified Officer shall be submitted to this office by Specified Officer by 10th of each month.

(ii) **Colour System and Issuing Authority:-**

Sr. No.	Description of Gate Pass	Validity	Colour System	Issuing Authority
01.	Daily Gate Pass	01 Day (10:00 hrs. to 18:00 hrs.)	White Paper	Security Personnel of the Developer on approval of Authorised Officer.
02.	Temporary Identity Card	06 months	Green Strip or Colour may be decided in consultation of Specified Officer	Specified Officer
03.	Permanent Identity Card	03 Years	Orange Strip or Colour may be decided in consultation of Specified Officer	Specified Officer

2. **Entry of Police Officials:-**

- (i) Entry of police Officers to the Zone is restricted. However, permission will be granted by Specified Officer on providing the following information :-
 - (a) Name and Designation
 - (b) I-Card Number
 - (c) Place of Visit
 - (d) Purpose of Visit

(ii) On approval of Specified Officer, the Authorised Officer will depute a Security Guard to facilitate the visit of the Police Officer / Official on duty to the unit(s). The deputed Security Guard will continue to accompany to the Police Officer / Official during the visit till they leave the premises.

3. **Entry of Govt./Semi-Govt. Officers / Officials:-**

The Govt. / Semi-Govt. Officers / Officials visiting the Zone should have to take prior permission from Development Commissioner.

4. **Surrender / Lost of Gate Passes:-**

- (i) The Developer / Unit shall surrender the Temporary / Permanent Identity Card immediately to Specified Officer after expiry of validity period / termination of the employee / resignation of the employee. The CEO /

Management of Developer / Unit shall be held responsible for any misuse of such expired Identity Card.

- (ii) In the event of loss of Identity Card, FIR should be lodged with the jurisdictional Police Stations and original copy of the same should be furnished to Specified Officer for issue of Duplicate Identity Card.
- (iii) Any tempering with Identity Card or mis-use of any sort of Identity Card shall make it liable for cancellation and necessary action.

Any person / Vehicle found in SEZ Complex of this zone without valid entry passes shall be liable for action, not only for trespassers, but also under any other provisions of law in force.

In order to ensure safety and accountability of people entering SEZ, aforesaid procedure needs to be followed with immediate effect.



(UPENDRA VASISHTH)
Zonal Development Commissioner
Kandla Special Economic Zone

F.No.KASEZ/P&C/P.N./05/2016-17

Dated : 07-04-2016

To,

1. All Specified Officers/ Development Commissioners under KASEZ Zone.
2. All Developers (Functional & Under implementation of the Zone).
3. All SEZ Units (Functional & Under implementation).
4. All Security Agencies - Appointed by the Developers.
5. Notice Board, Zone Office.