

Statement of the categories of documents that are held under control.

The Zone Administration maintains the following records:-

- (1) Records pertaining to approvals granted to Developers and Units of SEZs and EOUs in Gujarat.
- (2) Quarterly Progress Reports (QPR) and Annual Performance Reports (APR) submitted by the Units.
- (3) Records pertaining to development, construction and maintenance of various utilities in the Zone.
- (4) Records pertaining to administrative matters of employees of the Zone Administration.
- (5) Records pertaining to import and export documentation of the Units located in the KASEZ.
- (6) Records pertaining to re-imburement of Central Sales Tax (CST), Duty Draw back (DBK) and Terminal Excise Duty (TED) to 100% EOUs in Gujarat.
- (7) Records of Gate Passes issued for entry into the Zone of employees / vendors / visitors / vehicles.
- (8) Records on coordination with the Central/State Departments and other agencies.