



**KASEZ**

विकास आयुक्त कार्यालय  
**Office of the Development Commissioner**

कांडला विशेष आर्थिक क्षेत्र  
**Kandla Special Economic Zone**

वाणिज्य तथा उद्योग मंत्रालय  
**Ministry of Commerce & Industry**

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No.KASEZ/EM/II/114/2018-19 - 4360


Dated: 25.11.2020  
16

**CIRCULAR**

Sub:Recommendations of the Committee on Uniformity in Administrative/Financial decision making process-regarding.

The Ministry vide their letter No.K-43020(14)/2/2018-SEZ dated 11.11.2020 has informed that they have accepted recommendations of the Committee on Uniformity in Administrative /Financial decision making process on two issues (copy enclosed).

All the concerned are requested to make note of the above for necessary compliance.



(Satyadeep Mahapatra) 25/11/20

Joint Development Commissioner  
Kandla Special Economic Zone

To

- 1)KASEZIA to circulate among the SEZ units
- 2)I.A-I section for necessary action.
- 3) P & C section to circulate among the Developers/Co-Developers
- 4) Check Post/Notice Board
- 5) I.F Manager to upload on website.

No. K-43020(14)/2/2018-SEZ  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
SEZ Division

Udyog Bhawan, New Delhi,  
the 11<sup>th</sup> November, 2020

To

All Development Commissioners  
Special Economic Zones.

Sub: Recommendations of the Committee on Uniformity in  
Administrative/Financial decision making process – regarding.

Sir,

I am directed to refer to the subject cited above and to say that the recommendations of the Uniformity Committee are under active consideration and examination in this Department. Based on examination of the recommendations on the following two issues, this Department accepts the recommendations on these two issues as detailed hereunder.

**(a) Format of applications for availing services in a zone**

The consolidated application made under Rule 17 of the SEZ Rules, 2006 for setting up of units in the SEZs in 'Form F' by an entity should provide all the details for availing services provided by the SEZ Authority so that the need for multiple requests are obviated. As recommended by the Committee, there will be a standard format for the allotment letter (*Annexure-I*) and for the handing over certificate to be issued by the SEZ Authority for transfer of assets (*Annexure-II*).

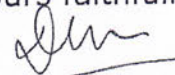
**(b) Additional Authorized Operations for the Developer in all SEZs**

The department has accepted the recommendation of the Committee that the list of default authorized operations as specified under Instruction No. 50, dated 15.03.2010 (*enclosed*) are exhaustive enough to cover all the essential activities required to be taken up by the Developer/Co-developer for the smooth operations of a Zone. Therefore, it has been decided to restrict the default authorized operations to those that are specified in Instruction No. 50.

2. All Development Commissioners are requested to make note of the above for necessary compliance.

3. This issues with the approval of the competent authority.

Yours faithfully,



Encl: As above

(Darshan Kumar Solanki)

Under Secretary to the Government of India

Tel: 011-23062496

Email: **dk.solanki@nic.in**

## LETTER HEAD OF SEZ AUTHORITY

F. No.

Dated:-

To

Name of the Unit

Address.

ALLOTMENT ORDER

With reference to the offer of allotment issued to you, the payment received from you as per details given below is acknowledged:-

Sl. No.	Particulars	Area in Sq.mtr.	Rent per sq.mtr	No. of Months	Total amount payable
1	Development Charges @ Base rent (Non-refundable)				
2	Security Deposit @ rate bid by you in the E-auction held on _____ (Refundable subject to deductions if any)				
3	Advance Quarterly rent @ rate bid by you in the E-auction held on _____ (For the first quarter of your allotment)				

SEZ Authority, \_\_\_\_\_ SEZ, is pleased to allot to you the following premises (hereinafter referred to as Allotted Premises) in \_\_\_\_\_ Special Economic Zone described in detail in the Schedule annexed hereunto, on lease for a period of \_\_\_\_\_ years commencing from the date of issue of this Allotment Order:-

Sl.No.	Details of Plot/SDF Module/Shed	Floor	Total Area in sq.mtrs.



This allotment is subject to the following terms and conditions to be complied by you.

1. You shall convey unconditional acceptance of the terms and conditions of this Allotment Order within 15 days from the date of this letter, failing which the allotment shall stand automatically cancelled.
2. You shall utilize the allotted premises only for the authorized operations as specified in the Letter of Approval issued to you vide No. \_\_\_\_\_ dated \_\_\_\_\_ by the Development Commissioner, \_\_\_\_\_ Special Economic Zone.
3. Your activities shall be strictly in accordance with the terms and conditions mentioned in the said Letter of Approval and the relevant provisions of the SEZ Act 2005, SEZ Rules 2006, SEZ Authority Rules 2009 and other related legislations, as amended from time to time.
4. You shall pay Lease Rent at the rate of Rs. \_\_\_\_\_/- per annum, for the allotted premises.
5. You shall pay the rent in advance, on quarterly basis, in favour of \_\_\_\_\_ SEZ Authority by way of Demand Draft/NEFT/RTGS or online payment portal. Your option in this regard may be intimated immediately on receipt of this allotment order, which would be taken on record for future payments. The Lease Rent shall be paid within the end of first month of the Quarter failing with Penal interest (compounded on a quarterly basis) @ 12% per annum would be levied from the first day of the second month of the Quarter.
6. The Security Deposit will be returned back to you at the time of vacation of allotted premises without any interest. However, dues if any liable to be paid by the Unit to the SEZ Authority shall be deducted from the Security Deposit at the time of vacation of the allotted premises.
8. In the event of a Unit failing to pay the Lease Rent/Maintenance Charges for two consecutive Quarters, the same shall be recovered by initiating the appropriate proceedings under Public Premises (Eviction of Unauthorized Occupants) Act, 1971.
7. The validity of the Allotment is co-terminus with the validity of the Letter of Approval issued to you. However the Chairperson of the SEZ Authority shall have the right to cancel the allotment or terminate the lease, if the Unit fails to comply with any of the conditions of this Allotment Order or the Letter of Approval.
8. You shall execute a Lease Deed within one month from the date you take possession of the allotted premises. The Lease Deed shall be registered with the jurisdictional Sub-Registrar

Office, at your cost and expenses. A copy of the Registered Lease Deed shall be submitted to this Office immediately after the registration.

9. You shall not build any additional structure on the SDF Module/Shed until you have the drawings of the plan, section, specification and elevation of the proposed structure approved from the Chairperson, \_\_\_\_\_ SEZ Authority.
10. You shall not be entitled under any circumstances whatsoever, directly or indirectly to sell, transfer, assign, sublet or otherwise part with the allotted premises or any part of it including any construction made by you on it, except with the previous consent in writing of the Chairperson, \_\_\_\_\_ SEZ Authority.
- ~~11. You shall not do anything which may cause annoyance, nuisance, grievance or damage to the \_\_\_\_\_ SEZ administration or the occupiers of the neighbouring premises.~~
12. You shall permit the Chairperson, \_\_\_\_\_ SEZ Authority or his nominee in this behalf to enter upon and inspect the allotted premises at all reasonable hours of the day.
13. You will keep the allotted premises in a proper and usable condition during the terms of the allotment and deliver the same in good condition to the SEZ Authority on expiry of the tenure of the Lease agreement or on termination of the Lease agreement. In the event of your failure to comply with these conditions, the Chairperson, \_\_\_\_\_ SEZ Authority has right to recover the amount spent by him to bring the allotted premises to its original condition.
14. To keep the allotted premises insured against loss or damages by fire or explosions caused by electrical appliances & apparatus, hazardous goods and natural calamities etc. in the name of the Chairperson, \_\_\_\_\_ SEZ Authority and keep such insurance policy alive and deliver to the SEZ Authority copy of the receipts of the Insurance Premium as and when it is paid.
15. You shall promptly pay charges on consumption of power, water and for telecommunication etc., as per bills raised by the service providers and in accordance with your agreement/ contract with them. Any default reported in this regard will be treated as a due on the allotted premises and appropriate action to recover such dues will be taken.
16. You will be under an obligation to give three months notice to the Chairperson, \_\_\_\_\_ SEZ Authority for the termination of the Lease Agreement failing which you shall pay the Lease Rent and Maintenance Charges for the notice period.

17. You shall take the possession of the allotted premises from the Estate Manager, \_\_\_\_\_  
Special Economic Zone, within two days from the date of acceptance of the terms and  
conditions of this allotment.
18. Storage of fuel should be only after obtaining permission/explosives License where ever  
required.
19. In addition to the Lease Rental, you shall be liable to pay Water Charges @ Rs \_\_\_\_\_ per  
quarter. A Security Deposit of Rs \_\_\_\_\_ shall be paid within one week from the date of  
acceptance of the terms and conditions, for the Water Supply connection.
20. You shall pay Garbage Collection Charges @ \_\_\_\_\_ Per quarter. You are required to keep  
~~the garbage segregated as Bio-degradable and Non-Biodegradable, in the colour coded~~  
dustbins.
21. Apart from the above payments, you are also liable to pay other User Charges/Maintenance  
charges, @ Rs \_\_\_\_\_ per quarter.
22. The Unit is liable to pay the Lease Rent and other Charges at revised rates as and when the  
Authority revises the Rent.
23. Entry/exit of the persons shall be regulated through gate passes for which you may  
approach the Security Officer, KASEZ.

Kindly acknowledge the receipt of this Allotment Order.

Yours faithfully  
Secretary,  
For Chairperson,  
SEZ Authority.

c.c. to: (1) Dy. Commr. (Cus), (2) IA section (3) NBCC/Estate Manager with a request for demarcation  
of the shed/s when allottee approaches (4) Electricity Board/Utility. (5) The Security Officer. (6) Care  
taker (7) Guard File.

## SCHEDULE

The Plot/SDF Module/ Shed having an area mentioned against it as under in \_\_\_\_\_  
Special Economic Zone, Distt. \_\_\_\_\_ within the State of \_\_\_\_\_:-

Sr.No.	Details of Plot / SDF Module/ Shed	Floor (for SDF)	Total Area in sq.mtrs. (built up area for SDF Module/Shed)
01			

The said Plot/SDF Module/Shed is bounded as follows:-

On or towards the North by

On or towards the South by

On or towards the East by

On or towards the West by

Secretary,  
For Chairperson,  
\_\_\_\_\_ SEZ Authority.



## LETTER HEAD OF THE SEZ AUTHORITY

F.No.

Dated:-

Sub:- Report of Taking Over / Handing over Possession of Plot/SDF Module/ Shed in pursuance of Allotment Letter No. \_\_\_\_\_ dated \_\_\_\_\_. Or Final Exit Order No. \_\_\_\_\_ Dated \_\_\_\_\_ (Strike out whichever is not applicable).

Sr. No.	Details of Plot/SDF Module/Shed	Floor (for SDF)	Total Area in sq.mtrs. (built up area for SDF Module/Shed)	Electric/Water Meter reading	Remarks

This is to certify that the aforementioned Premises have been taken over and Handed over by us in "as is where is whatever there is" condition, on this \_\_\_\_ day of \_\_\_\_.(month and year)

Possession Handed Over by:

Possession Taken over by:

Countersigned by

Secretary/Estate Officer

Instruction No. 50

No. F.5/1/2010-SEZ  
Government of India  
Ministry of Commerce and Industry  
Department of Commerce  
(SEZ Section)

Udyog Bhawan, New Delhi  
Dated the 15<sup>th</sup> March, 2010

To

All Development Commissioners  
SEZs/ Developers/Approved co-developers of the notified SEZs.

**Sub:** Consolidated list of default authorized operations which can be undertaken by the developer/approved co-developer by default from the date of notification - Reg.

Dear Sir/Madam,

In continuation of this Department's communication No C.8/4/2009-SEZ dated 4<sup>th</sup> September, 2009, it has been decided to further expand the list of default authorized operations with the approval of Commerce Secretary. Accordingly a consolidated list of authorized operations is enclosed as **Annexure - I**. The DC's/UAC's may allow Developer/approved Co-developers duty free goods and services for these default authorized operations from the date of notification of the SEZ. These authorized operations will, however, continue to be subject to the various guidelines issued by Government from time to time. Approval Committees while approving goods and services for such default operation may look into the actual requirement of the SEZs for such operations.

2. For other authorized activities, not contained in the enclosed list, Developer/co-developer will have to obtain prior approval of Board of Approval through the concerned DC.

Yours faithfully,

Sd/-

(T. Srinidhi)

Director

Tel: 2306 3265

E-mail: t.srinidhi@nic.in

CC: DG, EPCES

**AUTHORIZED ACTIVITIES WHICH CAN BE UNDERTAKEN BY THE DEVELOPER/APPROVED CO-DEVELOER BY DEFAULT FROM THE DATE OF NOTIFICATION**

**(A) FOR ALL TYPES OF SEZs**

1. Roads with Street lighting, Signals and Signage
2. Water treatment plant, water supply lines (dedicated lines up to source), sewage lines, storm water drains and water channels of appropriate capacity.
3. Solid and liquid waste collection, treatment and disposal plants including pipelines and other necessary infrastructure for sewage and garbage disposal, Sewage treatment plants
4. Electrical, Gas and Petroleum Natural Gas Distribution Network including necessary sub-stations of appropriate capacity, pipeline network etc.
5. Telecom and other communications facilities including internet connectivity
6. Rain water harvesting plant
7. Fire protection system with sprinklers, fire and smoke detectors
8. Landscaping and water bodies
9. Boundary wall
10. Office space for Development Commissioner, Customs, Security and State Governments staff.
11. Security offices, police posts, etc, at entry, exit and other points within and along the periphery of the site.
12. Effluent treatment plant and pipelines and other Infrastructure for Effluent treatment
13. Common Data centre with inter-connectivity
14. Play ground
15. Bus bays
16. Wi Fi/Wi Max Services
17. Drip and Micro irrigation systems
18. Parking including Multi-level car parking (automated / manual)
19. Recreational facilities such as Indoor/Outdoor games, gymnasium/Employee's restroom in processing area
20. Employee welfare facilities like Crèche, Medical center and other such Facilities
21. Air conditioning of processing area
22. Construction of all type of Buildings in processing area
23. Power ( including power back up facilities) for captive use only
24. Access control and Monitoring system
25. Space for Banks/ ATMs
26. Warehouses
27. Cafeteria/ Canteen for staff in processing area
28. Weigh Bridges
29. Library
30. Fuel storage and distribution system
31. Fire station and Police Station buildings and equipments

(B) IT/ITES/EH&SW, Biotechnology/Gems and Jewellery SEZ/Handicrafts/Non-conventional Energy including solar energy equipments [in addition to those listed at (A)]

1. One First-Aid post or 10-bedded Clinic/Poly clinic/Pharmacy/ Medical Center

(C) Sector Specific Special Economic Zones or one or more Services or in a port or airport [in addition to those listed at (A)]

1. First-Aid post or 20-bedded Clinic/Poly clinic/Pharmacy/ Medical Center, one hospital (up to 50 bed) (in the non-processing area only)
2. One Primary School (in the non-processing area only).

(D) Special Economic Zones for Free Trade and Warehousing [in addition to those listed at (A)]

1. One First-Aid post or 10-bedded Clinic/Poly clinic/Pharmacy/ Medical Center

(E) Multi Product Special Economic Zones [in addition to those listed at (A)]

1. First-Aid post(s) and/or 20-bedded Clinic(s)/Poly clinic(s)/Pharmacy(s)/ Medical Center(s), one hospital (up to 50 bed) (in the non-processing area only).
2. One Primary School (in the non-processing area only).
3. Power (including power back up facilities) subject to power guidelines.

*Note: "For IT/ITES/EHS, Bio-technology, Gems & Jewellery, Handicrafts sector, Non-Conventional Energy including solar energy equipments/cell and Stand alone FTWZs SEZs of 100 Hectares or more also, the above guidelines for Multi product SEZs shall be applicable ".*

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