

Instruction No. 44

F.No.D.1/18/2009-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce

Udyog Bhawan, New Delhi
Dated the November, 2009

To
All Development Commissioners

Sub: Reports to be furnished by DCs for review/monitoring of performance of SEZs

Sir/Madam,

I am directed to forward herewith formats (A to I) for furnishing of reports by all Development Commissioners. Reports in formats A to E and I have to be furnished by all Development Commissioners. Additionally, reports in format G to H have to be submitted by Zonal DCs.

2. You are requested to furnish the reports for each month by 7th of following month.

Yours faithfully,

(R.K.Pandey)
Under Secretary to the Government of India

Format of monthly reports to be furnished by DC

Name of the Zone:

A. Approval of activities under SEZ Rules 17 & SEZ Rules 18,19

Status at the end of month for which report is furnished

S.N O	Activity	No. of requests pending as on	No. of fresh requests received within the period	Total (Col. 3 & 4)	No. of approvals issued within the period	No. of requests pending as on	Total No. of approv als issued within 15 days	Total No. of approv als issued within 15 days to 3 month	Total No. of approval s issued after 3 months of receipt	Total No. of applic ations pendin g for more than 3 month s
1	Proposal to set up a SEZ unit									
2	Annual permission for sub-contracting									
3	Allocation of Importer-Exporter Code number									
4	Allotment of land/industrial sheds in the SEZ									
5	Water connection									
6	Registration-cum-Membership Certificate									
7	Small Scale Industries Registration									
8	Registration with Central Pollution									

	Control Board									
9	Power Connection									
10	Building approval plan									
11	Sales Tax registration									
12	Approval from inspectorate of factories									
13	Pollution control clearance ,wherever required									
14	Any other approval as may be required from the state Government									
15	Proposal for Broadbanding [Under Rule 19(2)]									
16	Total									

B. Other Permissions**Status at the end of month for which report is furnished**

Sr.NO	Activity	Total number of requests received during the period	Total number of approvals issued during the period		Total no. of approvals issued Upto 3 days	Total No. of approvals issued within 4 to 7 days	Total No. of approvals issued within 8 to 15days	Total No. of approvals issued within More than 15 days
1	Diversification [Rule 19(2)]							
2	Enhancement of capacity of production [Rule 19(2)]							
3	Change in the items of manufacture of service activity [Rule 19(2)]							
4	Extension of time to implement the project and commencement of production of already approved unit [Rule 19(4)]							
5	Extension of validity of LOP for further period of 5 years [Rule 19(6)]							
6	Execution of Bond-cum-LUT [Rule 22]							

C. Permissions under Rule 74

Status at the end of month for which report is furnished

Sr.NO	Activity	Total number of requests received during the period	Total number of approvals issued during the period	Total no. of approvals issued Upto 7 days	Total No. of approvals issued within 8 to15 days	Total No. of approvals issued within 16 to 30 days	Total No. of approvals issued within more than 30 days
1	Approve of exit of SEZ Unit						

D. Statement on monthly Data on Export Duty, Import Duty and Duty Foregone					
Status at the end of month for which report is furnished					
Name of the Zone	Export Duty Collected	Import Duty Collected	Duty Foregone		Duty Drawback/DEPB Disbursed
			Capital Goods	Raw material/consumable	

E. Import and Export Data														
Status at the end of month for which report is furnished														
Name of the Zone	Sector specific/multi-product	Exports in 2008-09 (in crores)				Imports in 2008-09 (in crores)			Exports in 2009-10 till date (in crore)			Imports in 2009-10 till date (in crores)		
		IT	Services	Manufacturing	Total	Capital Goods	Raw Material	IT	Services	Manufacturing	Total	Capital Goods	Raw Material	

F. STATEMENT IN RESPECT OF SEZ DEVELOPERS COMING UNDER THE JURISDICTION OF DC

Status at the end of month for which report is furnished

	Status of Inspection of the SEZs						
	S.No.	Total Number of requests received for inspection (from inception to)	Number of cases in which inspections already carried out (from inception to 1.5.08)	Number of inspection pending as on	Inspection carried out within 15 days	Inspection carried out within 16 to 30 days	Inspections carried out after more than 30 days

G. INFORMATION on CST claims and drawback					
Status at the end of month for which report is furnished					
				(Rs. in crores)	
	CST Claims/ Drawback:	CST	DBK	TED	
1	Total number of claims received:				
2	Total amount of claims:				
3	Total number of claims already settled:				
4	Total amount disbursed:				
5	Total number of claims pending:				
6	Total amount of pending claims:				
7	Total funds required for this financial year:				

Status at the end of month for which report is furnished				
			Area in sq. metres	
		Total space	Allotted	Vacant Remarks
1	Builtup space:			
2	Land space			

I. Information regarding staffing positing in SEZs.
 Name of the Zone.....

S. No.	Name of the post	Number of Sanction post	Post filled up	Name of the Incumbent	Date of Joining	No of Vacant post	Date from which vacant	Remarks
1	Development Commissioner							
2	Joint Development Commissioner							
3	Deputy Development Commissioner							
4	Deputy Commissioner of Customs / Specified Officer							
5	Assistant Development Commissioner							

2. Details of recruitment plan to fillup the posts in the newly notified SEZ under the SEZ Act: -