Instruction No. 33

No. C.8/3/2009-SEZ
Government of India
Ministry of Commerce and Industry
Department of Commerce
(SEZ Section)

Udyog Bhawan, New Delhi Dated the 20th August, 2009

To

All Zonal Development Commissioners.

Sub: Time bound disposal of various categories of applications – reg.

Sir/Madam,

As was decided earlier during one of the review meeting taken by Commerce Secretary on 3rd June 2008 regarding functioning of the Special Economic Zones, 'Time Schedule', as per attached annexure, is hereby prescribed for disposal of different applications in the Special Economic Zones.

2. It is requested that the same be followed strictly while disposing of various applications received from units/developers.

Yours faithfully

Sd/-(**T. Srinidhi**) Director Tel: 2306 3265

E-mail: t.srinidhi@nic.in

Copy for information to DG EPC for SEZ and EOUs

4. Allotment of land/industrial sheds in the special these activities, along with initial	S.No	Category of Application	Prescribed Time limit for disposal (in days)
2. Annual permission for sub-contracting 3. Allotment of Importer-Exporter Code number 4. Allotment of Importer-Exporter Code number 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 Tex Registration 12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15 15. Acceptance of Bond cum LUT 16. Renewal of Bond cum LUT 17. Permission for broad banding / diversification 18. Permission for Merger of Units 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 21. Permission for debonding / exit 22. Eligibility certificate for employment visa for technicians 2	1.	Issue of LoA excepting cases requiring approval of BoA.	
4. Allotment of land/industrial sheds in the special Economic Zone 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 Tex Registration 12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15. Acceptance of Bond cum LUT 16. Renewal of Bond cum LUT 17. Permission for broad banding / diversification 18. Permission for Merger of Units 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 21. Permission for debonding / exit 22. Eligibility certificate for employment visa for technicians	2.		
Economic Zone 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 Tex Registration 12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15. Acceptance of Bond cum LUT 16. Renewal of Bond cum LUT 17. Permission for broad banding / diversification 18. Permission for Merger of Units 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 21. Permission for debonding / exit 22. Eligibility certificate for employment visa for technicians	3.	Allotment of Importer-Exporter Code number	For approval of all
Economic Zone 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 Tex Registration 12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15. Acceptance of Bond cum LUT 16. Renewal of Bond cum LUT 17. Permission for broad banding / diversification 18. Permission for Merger of Units 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 21. Permission for debonding / exit 22. Eligibility certificate for employment visa for technicians	4.	Allotment of land/industrial sheds in the special	these activities,
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 Tex Registration 12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15 15. Acceptance of Bond cum LUT 16. Renewal of Bond cum LUT 17. Permission for broad banding / diversification 18. Permission for Merger of Units 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 15 21. Permission for debonding / exit 22. Eligibility certificate for employment visa for technicians 2		-	along with initial
7. Small Scale Industries Registration 15 8. Registration with Central Pollution Control Board 9. Power Connection 10. Building approval plan 11. Sales Tex Registration 12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15 15. Acceptance of Bond cum LUT 7 16. Renewal of Bond cum LUT 3 17. Permission for broad banding / diversification 15 18. Permission for Merger of Units 15 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 15 21. Permission for debonding / exit 15 22. Eligibility certificate for employment visa for technicians 2	5.	Water connection	issuance of LoA -
8. Registration with Central Pollution Control Board 9. Power Connection 10. Building approval plan 11. Sales Tex Registration 12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15. Acceptance of Bond cum LUT 7. Renewal of Bond cum LUT 3. Permission for broad banding / diversification 15. Permission for Merger of Units 16. Permission for Merger of Units 17. Permission for Merger of Units 18. Permission for deponding / diversification 19. Permission for enhancement of production capacity 7. Cancellation LoA 15. Ligibility certificate for employment visa for technicians 2. Eligibility certificate for employment visa for technicians	6.	Registration - cum- Membership Certificate	
8. Registration with Central Pollution Control Board 9. Power Connection 10. Building approval plan 11. Sales Tex Registration 12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15 15. Acceptance of Bond cum LUT 7 16. Renewal of Bond cum LUT 3 17. Permission for broad banding / diversification 15 18. Permission for Merger of Units 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 15 21. Permission for debonding / exit 22. Eligibility certificate for employment visa for technicians	7.	Small Scale Industries Registration	15
10. Building approval plan 11. Sales Tex Registration 12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15 15. Acceptance of Bond cum LUT 16. Renewal of Bond cum LUT 17. Permission for broad banding / diversification 18. Permission for Merger of Units 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 15 21. Permission for debonding / exit 22. Eligibility certificate for employment visa for technicians 2	8.		
11. Sales Tex Registration 12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15 15. Acceptance of Bond cum LUT 7 16. Renewal of Bond cum LUT 3 17. Permission for broad banding / diversification 15 18. Permission for Merger of Units 15 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 15 21. Permission for debonding / exit 15 22. Eligibility certificate for employment visa for technicians 2	9.	Power Connection	
12. Approval from inspectorate of factories 13. Pollution control clearance, wherever required 14. Amendment of LoA 15 15. Acceptance of Bond cum LUT 7 16. Renewal of Bond cum LUT 3 17. Permission for broad banding / diversification 15 18. Permission for Merger of Units 15 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 15 21. Permission for debonding / exit 15 22. Eligibility certificate for employment visa for technicians 2	10.	Building approval plan	
13. Pollution control clearance, wherever required 14. Amendment of LoA 15 15. Acceptance of Bond cum LUT 7 16. Renewal of Bond cum LUT 3 17. Permission for broad banding / diversification 15 18. Permission for Merger of Units 15 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 15 21. Permission for debonding / exit 15 22. Eligibility certificate for employment visa for technicians 2	11.	Sales Tex Registration	
14. Amendment of LoA1515. Acceptance of Bond cum LUT716. Renewal of Bond cum LUT317. Permission for broad banding / diversification1518. Permission for Merger of Units1519. Permission for enhancement of production capacity720. Cancellation LoA1521. Permission for debonding / exit1522. Eligibility certificate for employment visa for technicians2	12.	Approval from inspectorate of factories	
15. Acceptance of Bond cum LUT 7 16. Renewal of Bond cum LUT 3 17. Permission for broad banding / diversification 15 18. Permission for Merger of Units 15 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 15 21. Permission for debonding / exit 15 22. Eligibility certificate for employment visa for technicians 2	13.	Pollution control clearance, wherever required	
16. Renewal of Bond cum LUT 17. Permission for broad banding / diversification 18. Permission for Merger of Units 19. Permission for enhancement of production capacity 20. Cancellation LoA 21. Permission for debonding / exit 22. Eligibility certificate for employment visa for technicians 2	14.	Amendment of LoA	15
17. Permission for broad banding / diversification1518. Permission for Merger of Units1519. Permission for enhancement of production capacity720. Cancellation LoA1521. Permission for debonding / exit1522. Eligibility certificate for employment visa for technicians2	15.	Acceptance of Bond cum LUT	7
18. Permission for Merger of Units 19. Permission for enhancement of production capacity 7 20. Cancellation LoA 15 21. Permission for debonding / exit 15 22. Eligibility certificate for employment visa for technicians 2	16.	Renewal of Bond cum LUT	3
19. Permission for enhancement of production capacity 7 20. Cancellation LoA 15 21. Permission for debonding / exit 15 22. Eligibility certificate for employment visa for technicians 2	17.	Permission for broad banding / diversification	15
20. Cancellation LoA 15 21. Permission for debonding / exit 15 22. Eligibility certificate for employment visa for technicians 2	18.	Permission for Merger of Units	15
21. Permission for debonding / exit 15 22. Eligibility certificate for employment visa for technicians 2	19.	Permission for enhancement of production capacity	7
22. Eligibility certificate for employment visa for technicians 2	20.	Cancellation LoA	15
	21.	Permission for debonding / exit	15
23. Issue of Identity Card 2	22.	Eligibility certificate for employment visa for technicians	2
	23.	Issue of Identity Card	2
24. Renewal of Identity Card Same day	24.	Renewal of Identity Card	Same day

25.	Permission for disposal of scrap/waste	2
26.	Permission for change in name	7
27.	Inter Unit Transfer	2
28.	Permission for re-import	Same day
29.	Permission for re-export	Same day
30.	Permission for replacement / repair of goods	Same day
31.	Authorization of softex form	Same day
32.	Issue of GSP Certificate	Same day