



Government of India
Ministry of Commerce & Industry
Department of Commerce
Office of the Development Commissioner
Indore Special Economic Zone
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SECURITY CIRCULAR NO. 1

Sub: Security orders for All SEZ's falling under the jurisdiction of Indore SEZ - Reg.

A. GENERAL

1. Special Economic Zone (SEZ) is a secured area, in which the processing area is surrounded by a compound wall, having number of entries and exist as are approved by the Development Commissioner. The units in SEZ may have their own compound wall and security, but the overall security of the SEZ shall be the responsibility of the Security wing of the SEZ Developer, who are expected to man the zone and its gates round the clock in shifts. In addition to compliance with the SEZ Act, 2005 and SEZ Rules, 2006, it also needs to be noted that these are soft targets and hence require intense vigilance at all times. These instructions are intended to cover movement of goods, vehicles and persons. It is also reiterated that security can be foolproof only with zero tolerance procedures and no movement shall be permitted to any person whatsoever except in accordance with these instructions.
2. An authorized person is one who has been issued with an identity card in accordance with Rule 70 of SEZ Rules, 2006. Such persons are allowed entry into the zone on production of the card to security personnel at the gate. The Security staff will ensure that no person(s) enter(s) into the processing area without a valid Identity Card or Permit issued by the Development Commissioner of the Zone or his authorized officer. Any other person seeking entry shall be covered by Para B of these instructions.
3. Random search of the persons and vehicles will be done as per specific instructions issued in this regard from time to time. Details of such searches should be registered in the diary by the duty officer of the security. The following procedure would be followed: -
 - i) Personal search of females will be done only by women security guards.
 - ii) Search shall be carried out with searched person between security staff and the exit to prevent escape under any circumstance.
 - iii) The person should be asked to declare any item being carried and should any item be produced, explanations offered will have to be taken under signature in hand of the said person. He/she will be detained while the proper authorities are informed. If the property / items declared are not

covered by a permission of authorized officer, it should be brought to the notice of Specified Officer. If it is a case of theft, report may be made to the police.

- iv) If the person denies carrying any item unauthorized, then a personal search may be carried out by running hands over the clothing of the suspect. In case any item is recovered, procedure as in (iii) above to be followed.
- v) If the search reveals nothing of interest then the security should allow the person to leave as quickly as possible.
- vi) The search should be done in such a manner that individual dignity is not compromised and utmost courtesy should be shown at all times.

4. The Security staff will ensure that there is no crowding at the Zone gate.
5. They will always be polite, courteous, and tactful in discharge of their duties. In case of encounter with any argumentative individual, attention may be drawn to the boards placed at the gates.
6. Security staff is required to be punctual in reporting for duty. They shall be appropriately uniformed. They shall sign the duty register when going on and off duty. They shall not go off duty unless proper handing over to replacement has taken place.
7. Units shall be required to furnish individual data sheets of all employees for whom identity cards are to be issued and they shall be in the custody of designated nodal officers approved by the Development Commissioner. It shall be the responsibility of the unit to give the correct information and certification in this regards has to be given alongwith the data sheet. Upon any employee ceasing to be on the rolls of the unit, the unit shall request for cancellation of identity card.

B. VISITORS

8. SEZs being soft targets, damage can be caused by terrorist activities and that may be prohibitively high in terms of life and property. It can also debilitate the industrial base of the State. Past instances have shown that no institution is free of this menace and there is no system that has not been attempted to be subverted for destructive ends. As all employees are properly vouched for, the potential danger comes from visitors. Terrorist attacks occur without notice and under many guises including apparently "highly official ones". The following practice shall therefore be adopted without any deviation.
 - i) Units functioning in the Zone are required to give advance information to the Security about their visitors and they shall be allowed entry after proper identification and issue of casual entry passes. The security shall maintain a register of such intimations indicating time of intimation, expected time of arrival and casual pass details.
 - ii) Visitors who seek entry without prior intimation from units, shall be allowed entry only after a responsible person from the Unit personally identifies the visitor and gets entry pass issued. Security shall maintain a separate register of such visits
 - iii) The above formalities / instructions also applies to government representatives who visit units upon their invitation or surprise visits to

units may have to be made by them in accordance with statutory requirements. Such representatives shall first be required to obtain clearance from the Development Commissioner and in his absence from Deputy Commissioner (Customs) / Asstt. Development Commissioner] before entering the zone. Details of all visits by government representatives should be entered in a separate register. Since this can cause unpleasantness at all times, security staff are not to get into any argument but to draw attention to the instructions in the matter.

C. MATERIALS

9. Movements of materials into and out of the Zone shall be regulated follows

Exempted Goods

- i) The entry into and exit from the Zone of imported/procured goods and export goods will be regulated as per the SEZ Rules, 2006. Entry shall be made in a register containing details of procuring/dispatching unit, transport document and vehicle number. Should there be any need to examine the goods at the gate, the procedure laid down under SEZ Rules shall be followed by authorized officer and the security staff are required to render assistance to authorized officers.

Other goods

- ii) Materials belonging to the entrepreneurs and contractors not covered by SEZ Rules, 2006 will be allowed in or out only under their written authority with a copy marked to Specified Officer. Such written authority should have full description of the goods being taken out, and quantity thereof. *Bona fide* personal goods of employees and laptops/mobile phones shall be allowed free movement.
- iii) In case of situations not covered by above provision, security staff shall seek instructions from the Security Officer or any other competent officers of the Zone Administration.

10.

D. VEHICLES

- i) The Security staff will ensure that vehicles do not enter the Zone without a valid pass. Passes for regular vehicles shall be in the form of stickers issued against specific requisition made by responsible official of the units to the nodal officer (refer circular no. 4). Each sticker shall have a distinctive number on the face with the vehicle number in full on the obverse. A register with details of such vehicles with details of ownership shall be maintained by security wing. All others vehicles shall be issued with casual entry passes only upon receipt of prior intimation from unit or by personal identification made by responsible official of the unit. This shall not apply to the government vehicles carrying representatives invited by the unit or cleared by the Development Commissioner / Deputy Commissioner (Customs) / Asstt. Development Commissioner.
- ii) It shall be the responsibility of the Security Guards to check all the vehicles entering the zone.
- iii) Separate registers should be maintained to record all inward and outward movement of vehicles.

- iv) Gate Passes shall be checked to ensure that the goods bought in or taken out of the Zone are authorized and permitted as per para C.
- v) All outgoing vehicles shall be thoroughly searched except when goods are taken out under Customs seal.
- vi) If any vehicle is found to carry unauthorized goods, the same will be detained and handed over to the authorized officer after completing security formalities like noting the vehicle registration details, name of driver and any other relevant information. A written statement from the person so detained with his/her signature affixed may be taken.

11.

E. GENERAL

- i) Any unusual occurrence in the vicinity of the Zone will be reported immediately to the authorities concerned and prompt action taken by security staff to protect the zone.
- ii) Security shall ensure that stores, offices, etc are locked after working hours.
- iii) Security staff shall give special attention to costly materials left unattended where there is a possibility of theft.
- iv) Security shall pay attention to dangerous stacking of materials, littering or storage in common areas and shall take prescribed action.
- v) Security shall not allow any unauthorized personnel to tamper with electricity, water, telephone and other installations.
- vi) Security shall take charge of any personal property found on Zone premises and record it in the diary with description of the property and all other relevant details. The entry should be signed by the finder of the property to attest its correctness.

12.

F. MISCELLANEOUS

- i) The Security staff will not discuss instructions of confidential nature with anyone outside the Security department.
- ii) They shall always turn up smartly for duty.
- iii) During labour problems/strikes/unrest, the security staff should not become involved in any dispute with the striking employees.
- iv) They shall render assistance to the authorized officers in the discharge of their duties.
- v) They shall ensure that all regulations for security and safety of the Zone are properly enforced.
- vi) They will ensure that no one writes/sticks bills on the Security wall.
- vii) In case of Fire, or accidents the Security staff shall alert the authorities concerned and render all possible assistance to combat fire and save lives.

- viii) The Security staff shall keep a Log book (Diary) to record all occurrences concerning the Zone. It is essential that full and accurate information is recorded.
- ix) The following acts of the Security staff will be taken as a very serious misdemeanors:-
 - a) Sleeping while on duty
 - b) Attending duty after taking alcoholic drinks
 - c) Willful negligence of duty;
 - d) Help to take out materials from the Zone without proper authority
 - e) Gambling; and
 - f) Doing anything injurious to public order or displaying indecorous behaviors.

13.

G. CONCLUSION

- (i) Additions or amendments to the above orders will be made in writing.
- (ii) The above instructions do not touch on all circumstances, which may call for the attention of the Security staff. Where a situation arises and none of the specific instructions apply to it, members of the Security staff will be expected to use intelligence, imagination and discretion to ensure it is dealt with satisfactorily in consultation with the nodal officer.
- (iii) Any violation of the above orders shall be construed as a breach of the SEZ Act, 2005 and SEZ Rules, 2006 with consequential actions.
- (iv) Any difficulty faced in implementing the above may be brought to the notice of the undersigned for remedial action.

Issued from F.No. A-53/ISEZ/SEZ Security/2009-10

Dated : 07.05.2010

To,

1. The Specified Officer, Indore SEZ.
2. The Developer – MPAKVN(Indore) Ltd.,Indore.
3. All SEZ Units (Functional & Under implementation)
4. Security Agency - Appointed by the Developer
5. Notice Board, Zone Office.

(A.K. Rathore)
Development Commissioner
Indore Special Economic Zone



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SECURITY CIRCULAR NO. 2

Sub: Procedure for issue of ID cards for entry into SEZs – Reg.

- 1(a) Special Economic Zone is a restricted area as per the Scheme of the SEZ Act, 2005 which has become operational on 10th February 2006. 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.
- (b) 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, Indore SEZ will be allowed entry.

By Order,
Development Commissioner
Indore Special Economic Zone

2. The procedure to be followed in issue of ID Cards is given below:
- (a) ID Cards shall be in the format prescribed in Form K of SEZ Rules, 2006 and may be printed by the Office of the Development Commissioner. A specimen of the permanent and temporary ID card is enclosed.
- (b) The printed blank ID Cards, serially numbered, will be sent to the Office of the Development Commissioner, Indore SEZ for obtaining signature of the Development Commissioner or his authorized officer and which shall remain in the custody of the Nodal officer.
- (c) The ID cards shall be issued to persons whose presence in the SEZ is required by the developer or units.

- (d) The Nodal Officer, an employee of the security agency, and so authorized by the Development Commissioner, shall collect and compile the list of employees, to whom ID cards are to be issued, along with their designation, photographs, residential address, father / mother's name, date of birth, sex and other details for issue of ID card from the CEOs of the units.
- (e) The Nodal Officer will present such list as received from units to the Development Commissioner or his Authorized Officer, who will authenticate on list for issue of Identity Card.
- (f) The Nodal Officer shall maintain a database of all the ID card holders which shall include Residential Address, Father/Mother's name, Date of Birth, Sex. The information should be made available to the officer designated by the Development Commissioner, on request. He shall also be accountable to the Development Commissioner for proper issue of ID cards.
- (g) Validity of ID card would be for a maximum period of five years. When any employee ceases to be in employment of the unit or Developer, the ID card would be surrendered forthwith and it shall be deemed to be invalid from such date. The CEO shall be responsible for requesting such cancellation.
- (h) Contractor and their workers may be issued temporary ID cards at the request of developer / unit. In this regard, please refer to the Security Circular No. 3.

Issued from F.No. A-53/ISEZ/SEZ Security/2009-10

Dated : 07.05.2010

To,

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2. The Developer – MPAKVN (Indore) Ltd., Indore.
3. All SEZ Units (Functional & Under implementation)
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5. Notice Board, Zone Office.

(A.K. Rathore)
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SECURITY CIRCULAR NO.3

Sub: Issue of ID Cards – Req.

- 1 SEZ Administration is responsible for safety and security of Zone.
2. In order to stream line issues of gate pass for contract labour it has been decided to introduce separate gate pass for the contract labour as per the following categories
 - (i) Contract labour for manufacturing activities,
 - (ii) Contract labour for ancillary services (e.g. gardening, canteen, electrical work, plumbing, etc.)
3. A copy of the gate pass format in respect of the above mentioned categories is enclosed. Units engaging contract labour in manufacturing activities are required to apply for gate passes specifically indicating “Contract labour for manufacturing activities” and the remaining services as “Ancillary Services”, as per the relevant column provided in the gate pass format. Since units are principal employers and there is a contractor for contractual workers, it is necessary to have full details or particulars of both categories in the gate pass. All details such as Name of Employee, Nature of work, Name of unit, Name of Contractor, Contractor’s address, Telephone No. etc. alongwith a copy of registration Certificate for contract labour from the unit and relevant contract labour license from the contractor seeking issue of ID cards needs to be enclosed with the request to issue ID Card to the Nodal Officer who will get the same authorized by the Authorized Officer before issue of ID Card.
4. In order to ensure safety and accountability of people entering SEZ, aforesaid procedure needs to be followed with immediate effect.

Issued from F.No. A-53/ISEZ/SEZ Security/2009-10

Dated : 07.05.2010

To,

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(A.K. Rathore)
Development Commissioner
Indore Special Economic Zone



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CIRCULAR

The undersigned is directed to inform you that the 7th meeting of the committee constituted for implementation of Single Window Mechanism is proposed to be held in the third week of February, 2011 at Administrative Block of Indore SEZ, Phase I Sector 3, Pithampur. Units are advised to submit their agenda points, through e-mail, for placing the same in the proposed meeting. Exact schedule and venue of the meeting will be advised later.

During the meeting, a joint review of projects facing hurdles, if any in implementation/operation, is also proposed to be held. Accordingly, issues being faced by the units in the implementation/operation of their project may also be forwarded. (Correspondence tendered in this regard may please be captioned as 'Agenda Points for Single Window Mechanism Meeting').

(Ravi Chhangani)
Asstt. Development Commissioner

Issued from F.No.D-7/ISEZ/2006-07/

Date: 18.01.2011

Copy to:

1. Units (functional and under implementation), with the advice to e-mail agenda points for inclusion, latest by 31.01.2011.