

# INFORMATION IN COMPLIANCE OF DIRECTION ISSUED BY THE CIC UNDER RTI ACT 2005

## I. Objective/purpose of the public authority

Mission/Vision Statement of the public authority.

1. **Vision:** To develop Indore Special Economic Zone as an integrated industrial township for the promotion of exports with a world class social and industrial infrastructure making it one of the most preferred location by 2020.
2. **Mission:** To double Zone's export by 2020 at the rate of 25% per annum.
3. **Brief history of the public authority:** The Government of India in the Ministry of Commerce & Industries enacted the Special Economic Zones Act, 2005 dt. 23<sup>rd</sup> June, 2005, an Act to provide for the establishment, development and management of the SEZs for the promotion of exports and for matters connected therewith or incidental thereto. Under the powers conferred in the SEZ Act, Special Economic Zones Rules, 2006 were notified on 10.02.2006. The SEZ Act and Rules came into effect from 10.02.2006, and accordingly the SEZs are governed by the provisions of the SEZ Act, 2005 and the SEZ Rules, 2006 framed there-under.

The Indore SEZ was notified prior to the enactment of the SEZ Act' 2005 and became operational w.e.f. 15.08.2003. This SEZ is the only Green field multi product SEZ of India as on date and is spread over an area of more than 944 hectares of land in Phase I & II. Industries of various sectors such as Plastic, Engineering, Pharmaceutical, Metal, Textile & Food processing etc. are located in the Zone.

Apart from the SEZ Act' 2005 & SEZ Rules' 2006, the Government of Madhya Pradesh has also declared the State SEZ Act i.e. The Indore Special Economic Zone (Special Provisions) Act, 2003 and a SEZ policy which provides for various exemptions from state taxes, duties & levies etc. to the industries including the operationalization of single window mechanism to provide hassle free environment. The State Government has also delegated powers to the Development Commissioner under various Acts and Statues.

The office of the Development Commissioner, Indore Special Economic Zone is a sub-ordinate office under the Ministry of Commerce and Industry, Department of Commerce, Govt. of India. The Development Commissioner, Indore SEZ is the licensing authority for the SEZs along with SEZ units and 100% Export Oriented Units (EOUs) in Madhya Pradesh.

4. **Duties of the public authority:** The Development Commissioner is the Head of the Department, supported by officers including those on deputation from Customs and Central Excise Department. SEZ Act, 2005 & SEZ Rules, 2006, came into force from 10<sup>th</sup> February, 2006, to set out the scheme objective and simplified

procedures for Developers and Units in SEZs. The Development Commissioner implements provision of SEZ Act & Rules and discharges other functions and duties provided under the State SEZ Act. He exercises various powers delegated under these Acts and Rules and reports to the Ministry of Commerce & Industry, Department of Commerce. The Customs provisions under the SEZ Act are discharged by officers of CBEC posted in the Zone on deputation, they work under the administrative control of the Development Commissioner.

**Main activities/functions of the public authority:**

- guide entrepreneurs for setting up of units in the Special Economic Zones and Export oriented units in Madhya Pradesh.
- ensure and take suitable steps for effective promotion of exports from the Special Economic Zones and Export oriented units in Madhya Pradesh in co-ordination with the Central Government and State Government Departments concerned.
- monitor the performance of the Developer, Units in the Special Economic Zones, Export Oriented units.
- discharge all other functions assigned or delegated by the Central Government and State Government under the SEZ Act, 2005 and the Rules and orders made there-under.
- discharge such other functions as may be delegated by the SEZ Board.

**5. List of services being provided by the public authority with a brief write-up on them:**

**(i) The Special Economic Zone (SEZ) Scheme**

The SEZ is a foreign territory in India. Legally, it stands outside the Customs territory of India. This positioning permits both fast project approvals in the SEZ as well as a hassle-free environment for running units in the SEZ.

**(ii) Approvals:**

Projects in the SEZ have only to ensure that their foreign exchange inflows (through exports) exceed foreign exchange outflows (by way of imports and import content of sales to the Indian market). Setting up units for manufacturing or rendering services or warehousing or trading are all permitted in the SEZ. The approvals for establishment of the units and other activities incidental thereto, are accorded by the Unit Approval Committee notified for the SEZ.

**(iii) On-site Customs Facilitation:**

As the SEZ is a foreign territory, Customs procedures for imports meant for export production are liberal; there is no Customs examination of import consignments. There is self-sealing facility for export cargo. A Customs Unit is deployed exclusively for Indore SEZ. All customs clearances and documentation are done in the Zone itself.

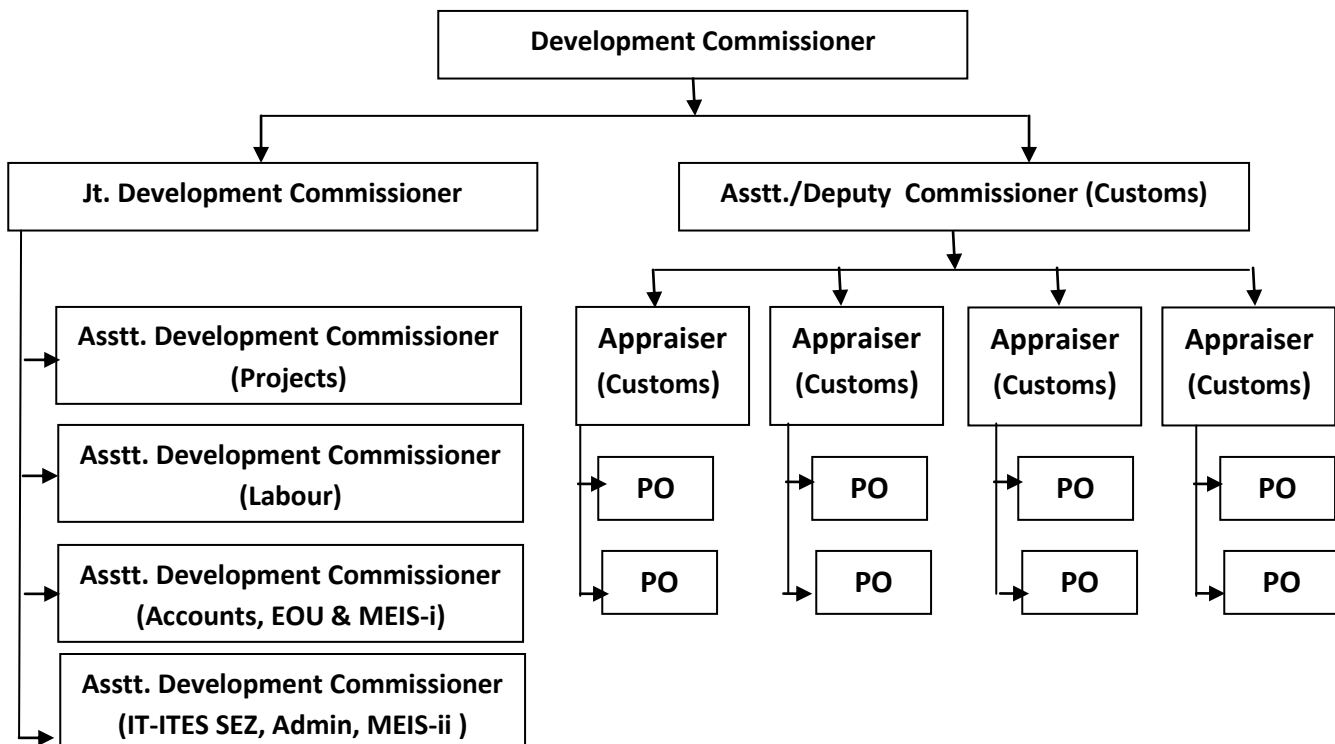
**(iv) The Export Oriented Unit (EOU) Scheme**

The EOU scheme is formulated by the Govt. of India in the Ministry of Commerce & Industry and is contained under chapter 6 of the Foreign Trade Policy as amended from time to time read with chapter 6 of the Hand Book of Procedure, Vol. I and public notices/circulars issued. Establishment of units and their performance is monitored by the Development Commissioner under the provisions of Foreign Trade Policy. Custom bonding is mandatory for EOUs, and accordingly the scheme envisages important role for Customs and Central Excise department. Notifications/Circulars for proper implementation of the scheme are issued by various authorities viz. CBEC/RBI/CBDT/DGFT etc.

**(v) Approvals:**

Units undertaking to export their entire production of goods and services (except permissible sales in DTA), may be set up under the export Oriented Unit (EOU) Scheme, for manufacture of goods, including repair, re-making, reconditioning, re-engineering and rendering of services. Trading units are not covered under this scheme. EOUs have to ensure that their foreign exchange inflows (through exports) exceed foreign exchange outflows (through imports). The approvals for establishment of the units and other activities incidental thereto, are accorded by the Unit Approval Committee for EOUs framed under the Foreign Trade Policy.

**6. Organizational Structure Diagram at various Levels namely State, Directorate, region district, block etc.**



**7. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

- NA -

**8. Arrangements and methods made for seeking public participation/contribution.**

Open houses are organized at regular intervals at different places in order to apprise the Entrepreneurs in general about various salient features of the SEZ Act 2005, SEZ Rules 2006 and State SEZ Act Rules/ Policy framed there-under and also to encourage them to set up their SEZs/ Units in the Indore SEZ, Crystal IT Park SEZ.

**9. Mechanism available for monitoring the service delivery and public grievance resolution.**

The interactive meetings including Single Window Meetings are held from time to time with trade and industries located in the Zone as well as EOUs to discuss operational problems, if any, and to receive suggestions in relation to amendments and simplification of procedures required. Periodical meetings are also held by the Development Commissioner at the Zone level to resolve operational problems of the units in the Zone and EOUs, if any.

**II. Please provide details of the powers and duties of officers and employees of the organization.**

Sl.No	OFFICER'S NAME	DESIGNATION	DUTIES
1	Shri J.M. Gupta	Development Commissioner	Head of the Department supported by officers including those on deputation from Customs and Central Excise. He exercises various powers delegated under the SEZ Act and Rules, those delegated by the inter Ministerial Board and Foreign Trade Policy and reports to the Ministry of Commerce & Industry, Department of Commerce.
2	Shri Ishwar Singh	Jt. Development Commissioner	Duties in charge of the Custom unit for ISEZ, under The administrative control of the Development Commissioner. Responsible for all custom clearances and documentation in terms of relevant provisions of the SEZ Act and Rules and other related acts/statues.

3	Shri Ravi Chhangani	Asstt. Development Commissioner	Assisting Development Commissioner in discharging above duties.
4	Shri Anil Kumar Sharma	Asstt. Development Commissioner	Assisting Development Commissioner in discharging above duties.
5	Shri Hari Prasad P K	Asstt. Development Commissioner	Assisting Development Commissioner in discharging above duties.
6	Shri Dhruvajyoti Sarma	Asstt. Development Commissioner	Assisting Development Commissioner in discharging above duties.

**III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.**

<b>Name/Title of document</b>	<b>SEZ Act, 2005</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, Manual, records, Others.)	Act
Brief Write-up on the document	An Act to provide for the establishment, development and management of the SEZs for the promotion of exports and for matters connected therewith or incidental thereto.
From where one get a copy of rules, regulations, instructions, manual and records.	Available in open market. Available on website <a href="http://www.sezindia.nic.in">www.sezindia.nic.in</a>
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Available free of cost from the SEZ division of the Ministry. This can also be downloaded from the website of the Ministry.
<b>Name/Title of document</b>	<b>SEZ Rules, 2006</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, Manual, records, Others.)	Rules
Brief Write-up on the document	In exercise of the powers confirmed by Section 55 of the Special Economic Zones Act, 2005 (28 of

	<p>2005), the Central Government made the SEZ Rules.</p> <p>Amendments to the Rules are issued by the Govt. of India in the Ministry of Commerce &amp; Industry.</p> <p>Various instructions in terms of the SEZ Act &amp; Rules are also issued by the Deptt. of Commerce from time to time.</p>
From where one get a copy of rules, regulations, instructions, manual and records.	Available in open market. Available on website <a href="http://www.sezindia.nic.in">www.sezindia.nic.in</a>
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Available free of cost from the SEZ division of the Ministry. This can also be downloaded from the website of the Ministry.
<b>Name/Title of document</b>	<b>The Indore Special Economic Zone (Special Provisions) Act, 2005 &amp; SEZ Policy, Govt. of M.P.</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, Manual, records, Others.)	Act
Brief Write-up on the document	An act to provide for the development, operation, maintenance and administration of Indore Special Economic Zone in the State of Madhya Pradesh and for matters connected therewith
From where one get a copy of rules, regulations, instructions, manual and records.	Available on website <a href="http://www.sezindore.com">www.sezindore.com</a>
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Available with the State Industry Development Deptt., Govt. of M.P.
<b>Name/Title of document</b>	<b>Foreign Trade Policy and Handbook of Procedure, Vol.1</b>

Type of document Choose one of the types given below (Rules, Regulations, Instructions, Manual, records, Others.)	Policy and procedure
Brief Write-up on the document.	All exports and imports are governed by the Foreign Trade Policy. The EOU Scheme is contained under chapter 6 of the Foreign Trade Policy as amended from time to time read with chapter 6 of the Hand Book of Procedure.
From where one get a copy of rules, regulations, instructions, manual and records.	Available in open market. Available on website <a href="http://www.dgft.gov.in">www.dgft.gov.in</a>
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Available for download free of cost.

**IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sr.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/no)	Arrangements for seeking public participation
	<b>-NIL-</b>	<b>-NIL-</b>	<b>-NIL-</b>

**V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of provisions in following format.**

Sr.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/no)	Arrangements for seeking public participation
	<b>-NIL-</b>	<b>-NIL-</b>	<b>-NIL-</b>

**VI. Use the format given below to give the information about the official documents.**

**Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “Others”.**

The documents related to setting up of SEZs, units in SEZ, EOUs and other administrative/accounts documents are available at the Office of the Development Commissioner, Indore SEZ. These documents are also available in the Website of Indore SEZ.

**VII. Please provide information on Boards, Councils, Committees and other Bodies related to the public authority in the following format: Name and address of the Affiliated Body along with brief introduction, Structure and Member Composition:**

The Approval Committee for Indore SEZ has been constituted under SEZ Act, 2005 comprising of the following members:-

a	Development Commissioner, Indore Special Economic Zone	Chairperson, ex officio
b	Director or Deputy Secretary to the Government of India, Ministry of Commerce and Industry, Department of Commerce	Members, Ex officio
c	Joint Director General of Foreign Trade, Bhopal	Members, Ex officio
d	Commissioner of Central Excise, Indore having territorial jurisdiction of the Special Economic Zone Central Board of Excise and Customs, Ministry of Finance, Department of Revenue or his nominee not below the rank of Joint Commissioner.	Members, Ex officio
e	Commissioner of Income-Tax (having territorial jurisdiction over the SEZ or his nominee not below the rank of Joint Commissioner in the Approval Committee)	Member, Ex officio
f	Director (Banking), Banking Division, Ministry of Finance, Government of India.	Member, Ex officio
g	Two officers of the Government of Madhya Pradesh to be nominated by the Government, not below the rank of Joint Secretary to the Government of Madhya Pradesh	Member, Ex officio
h	A representative of M.P. Audyogik Kendra Vikas Nigam Indore Limited (Developer of Indore Special Economic Zone)	Special Invitee

For the purpose of exercising its powers and performing its functions, the Approval Committee may invite to its meetings, such persons as the Committee deems fit, whose assistance or advice it may consider necessary.

**Role of the Affiliated body:** Powers and functions of the Approval Committee (AC):



- (a) approve the import or procurement of goods from the Domestic Tariff Area, in the Special Economic Zone for carrying on the authorized operations by a Developer;
- (b) approve the providing of services by a service provider, from outside India, or from the Domestic Tariff Area, for carrying on the authorized operations by the Developer, in the Special Economic Zone;
- (c) Monitor the utilization of goods or services or warehousing or trading in the Special Economic Zone;
- (d) Approve, modify or reject proposals for setting up Units for manufacturing or rendering services or warehousing or trading in the Special Economic Zone [other than the grant of license under clause (e) of sub-section (2) of section 9] in accordance with the provisions of sub-section (8) of section 15 of SEZ Act;

Provided that where the Approval Committee is unable to decide whether a particular process constitutes manufacture or not, it shall refer the same to the Board of Approval for a decision.

- (e) Allow, on receipt of approval under clause (c) of sub-section (2) of section 9 of SEZ Act, foreign collaborations and foreign direct investments (including investments by a person outside India) for setting up a Unit;
- (f) Monitor and supervise compliance of conditions subject to which the letter of approval or permission, if any, has been granted to the Developer or entrepreneur; and
- (g) Perform such other functions as may be entrusted to it by the Central Government or the State Government concerned, as the case may be.

#### **Frequency of meetings:-**

The meetings of the Approval Committee are convened on second and fourth Thursdays of a month wherein units whose proposals are listed are invited for participation.

#### **Are minutes of the meetings prepared –**

Minutes of the meetings are prepared and circulated among the members as well as applicant units.

#### **Name and address of the Affiliated Body along with brief introduction, Structure and Member Composition:**

The Unit Approval Committee for EOUs has been constituted comprising of the following members:-

- (1) Development Commissioner : Chairperson
- (2) Jurisdictional Commissioner of Central Excise & Custom : Member

or nominee

- (3) Joint DGFT or nominee : Member
- (4) Joint/Deputy Development Commissioner of the Zone : Member

The Development Commissioner may co-opt nominees of any Department, agency, and interested group as special invitees as he deems fit.

**Approval requests of 100% EOUs**

Proposals for setting up units under EOU scheme under automatic route shall be considered by the Unit Approval Committee taking into account the documents as required in terms of Foreign Trade Policy.

**Frequency of meetings:-**

The meetings of the Unit Approval Committee are convened as and when proposals are received for setting up of EOUs.

**Are minutes of the meetings prepared –**

Minutes of the meeting are prepared and circulated to the members.

**VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority**

**Names, designations and other particulars of the Public Information Officers**

<b>PUBLIC AUTHORITY</b>	<b>APPELATE AUTHORITY</b>
Office of the Development Commissioner, Indore Special Economic Zone Government of India Ministry of Commerce & Industry Department of Commerce 3rd Floor, Brilliant Titanium, Plot No. 9, Scheme No 78, Part II, Near Brilliant Convention Centre, Indore- 452010 Ph. 0731- 2570619, 2570620 Fax no. 0731- 4290586 e-mail :- dcisezind-mp@gov.in web : indoresez.gov.in	<b>Shri J.M. Gupta</b> <b>Development Commissioner</b> Office of the Development Commissioner, Indore Special Economic Zone Government of India Ministry of Commerce & Industry Department of Commerce 3rd Floor, Brilliant Titanium, Plot No. 9, Scheme No 78, Part II, Near Brilliant Convention Centre, Indore- 452010 Ph. 0731- 2570619, 2570620 Fax no. 0731-4290586 e-mail :- dcisezind-mp@gov.in web : indoresez.gov.in

<p><b>CENTRAL PUBLIC INFORMATION OFFICER</b></p> <p><b>Shri Ishwar Singh</b>  <b>Jt. Development Commissioner</b>  Office of the Development Commissioner,  Indore Special Economic Zone  Government of India  Ministry of Commerce &amp; Industry  Department of Commerce  3rd Floor, Brilliant Titanium, Plot No. 9, Scheme No 78, Part II , Near Brilliant Convention Centre, Indore- 452010 Ph. 0731- 2570619, 2570620 Fax no. 0731-4290586 e-mail :- dcisezind-mp@gov.in  web : indoresez.gov.in</p>	<p><b>ASSISTANT PUBLIC INFORMATION OFFICER</b></p> <p><b>Shri Dhrubajyoti Sarma</b>  <b>Asstt. Development Commissioner</b>  Office of the Development  Commissioner, Indore Special Economic Zone  Government of India,  Ministry of Commerce &amp; Industry  Department of Commerce  3rd Floor, Brilliant Titanium, Plot No. 9, Scheme No 78, Part II , Near Brilliant Convention Centre, Indore- 452010 Ph. 0731- 2570619, 2570620 Fax no. 0731-4290586 e-mail :- dcisezind-mp@gov.in  web : indoresez.gov.in</p>
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**IX. What is the procedure followed to take a decision for various matters?**

**(A reference to secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

1. Decision for various matters is taken as per the rules, regulations, instructions, manuals and records held by Indore SEZ or under its control.
  - (i) SEZ Act 2005 and SEZ Rules 2006 ( [www.sezindia.nic.in](http://www.sezindia.nic.in))
  - (ii) Foreign Trade Policy & Handbook of Procedures 2009-2014 under Foreign Trade (Development & Regulation) Act, 1992.
  - (iii) The Indore Special Economic Zone (Special Provisions) Act, 2005 & SEZ Policy, Govt. of MP.
  - (iv) Government of India Rules, Regulations and instructions issued by various Ministries/Departments and all other relevant Acts and Rules.
2. The functions relating to Customs & Central Excise in respect of Units in Indore SEZ are discharged under the relevant provisions of the Act by the officers of CBEC posted on deputation in the Zone from time to time under the Administrative control of the Development Commissioner. In so far as, Customs & Central Excise matters relating to units under EOU scheme are concerned, the same are discharged by the respective jurisdictional authorities of Customs & Central Excise.
3. The decision pertaining to EOUs are governed by the Rules and Regulations specified in Chapter VI of the Foreign Trade Policy and Chapter VI of Handbook of Procedure, notified by the Ministry of Commerce & Industry, Government of India and direction given by the Board of Approvals from time to time.

**X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision ? What are different levels through which a decision process moves?**

The project application for setting up industrial Units under the Special Economic Zone (SEZ) and Export Oriented Units (EOU) Schemes are considered by the Unit Approval Committee (UAC) headed by the Development Commissioner. The UAC comprises of Development Commissioner and representatives from the concerned Departments of State Government and Central Government. The project falling outside the delegated powers of UAC are submitted to the Board of Approvals in the Ministry of Commerce & Industry for consideration.

**XI. What are the arrangements to communicate the decision to the public?**

Decision of the meeting is communicated to the applicant unit/developer and are also uploaded on the official website of Indore SEZ.

**XII. Who are the officers at various levels whose opinions are sought for the process of decision making?**

SN	OFFICER'S NAME	DESIGNATION
1	Shri J.M. Gupta	Development Commissioner
2	Shri Ishwar Singh	Jt. Development Commissioner
3	Shri Shyam Mangal	Asstt. Commissioner (Customs)
4	Shri Ravindra Vaidya	Supdt.(Customs)
4	Shri Ravi Chhangani	Asstt. Development Commissioner
5	Shri Anil Kumar Sharma	Asstt. Development Commissioner
6	Shri Hari Prasad P K	Asstt. Development Commissioner
7	Shri Dhruvajyoti Sarma	Asstt. Development Commissioner

**XIV. Who is the final authority that vets the decision?**

“Development Commissioner”

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Sr.No.	1
Subject on which the decision is to be taken	Decisions are taken by the Approval Committee for SEZ in terms of the provisions of SEZ Act & Rules along with instructions/Public Notice/Circulars issued from time to time on the subject; and

	by the Unit Approval committee for EOUs in terms of the provisions of Foreign Trade Policy and Handbook of Procedures along with Public notice/Circulars issued from time to time on the subject.
Guidelines/Directions if any.	As per the provisions of SEZ Act & Rules and Foreign Trade Policy/Handbook of Procedures, Vol. 1.
Process of Execution	On file or by convening meetings

#### **XVI. Directory of Officers and Employees.**

SN.	Name	Designation	Contact no.	Email id
1.	Shri. J. M Gupta	Development Commissioner	0731-2570619, 2570620	jmgupta@nic.in
2.	Shri Ishwar Singh	Jt. Development Commissioner	0731-2570619, 2570620	i.singh@nic.in
3.	Shri Ravi Chhangani	Asstt. Development Commissioner	0731-2570619, 2570620	ravi.chhangani@gov.in
4.	Shri Anil Kumar Sharma	Asstt. Development Commissioner	0731-2570619, 2570620	anil.sharma60@gov.in
5.	Shri Dhruvajyoti Sarma	Asstt. Development Commissioner	0731-2570619, 2570620	dhruba.sarma@gov.in
6.	Shri Hari Prasad P.K	Asstt. Development Commissioner	0731-2570619, 2570620	hariprasad.pk@gov.in

#### **Customs Formation:**

SN.	Name	Designation	Contact no.	Email id
1	Shri Ravindra Vaidya	Appraiser/Specified Officer	07292-256533	Ravi.vaidya@gov.in
2	Shri Nand kishore Bendwal	Appraiser	07292-256533	bendwal.nk@gov.in
3	Shri Sunil Pancham Marotkar	Appraiser	07292-256533	sp.marotkar@gov.in

4	Shri Mahendra Nim	Appraiser	07292-256533	mahendra.nim@gov.in
5	Shri A.K. Patil	Preventive Officer	07292-256533	anant.patil@gov.in
6	Shri Bharat Bhatham	Preventive Officer	07292-256533	bharat.batham@gov.in
7	Shri Narendra R. Pidiyar	Preventive Officer	07292-256533	nr.pidiyar@gov.in
8	Shri Pradeep Gulani	Preventive Officer	07292-256533	pradeep.gulani@gov.in
9	Shri Narendra Singh Naruka	Preventive Officer	07292-256533	narendra.naruka@gov.in
10	Shri Deepak Pal	Preventive Officer	0731-2970250	pal.deepak@gov.in
11	Shri Ajayraj Ninama	Preventive Officer	07292-256533	ajayraj.ninama@gov.in
Crystal IT SEZ				
1.	Shri Shyam Mangal	Asstt. Commissioner (Customs)	0731-2970250	
2.	Shri Ashutosh Nivsarkar	Appraiser	0731-2970250	ashutosh.nivsarkar@gov.in
3.	Shri Bhupendra Parmer	Preventive officer	0731-2970250	parmar.bs@gov.in

**XVII. Please provide information about the details of the budget for different activities under different schemes in the given format.**

Sl.No	Detailed Sub Head 05 Minor Head	Proposed Expenditure ( in Lakhs)
		2016-17
1	Salaries	168.5
2	Medical treatment	2.00
3	Domestic Travel expense	3.00
4	Office Expense	22
5	Advt. & Publicity	2.5
<b>Total</b>		<b>198</b>

**XVIII. The manner of execution of subsidy programs.**

The Ministry of Commerce & Industry provide funds from the Market

Development Assistance to EoUs for re-imburement of Central Sales Tax (CST), MEIS scrip is also issued eligible expenditure under MEIS scheme to units in SEZ.

Permissions given to ISEZ/EOU units
Issue of Letter of Approval
Execution of Bond –cum-Legal Undertaking
Allotment of Importer – Exporter Code
Issue of Green Card / Renewal Of Green Card / Amendment of Green Card (EOUs)
Enhancement in the Capital Goods import Limit
DTA Sale Permission in respect of non-status holder EOUs
Re-export of Defective Items(GR Waiver)
Re-export of Defective Items for EOUs
Permission for Inter –unit Transfer of Capital Goods
Permission for debonding of Capital Goods
Permission for change of Location/inclusion of additional location
Permission for Annual Capacity Enhancement
Permission for broadbanding of Item of Manufacture
CST reimbursement
Permission for sub contracting Abroad
Permission for Broadbanding of item of Manufacture
Permission for de-bonding of unit
Fixation of wastage Norms (Adhoc fixation)
Fixation of wastage Norms-regular with approval of BOA
Cancellation of Letter of Approval/ Intent
Attestation of Softex Forms
Issue of GSP Certificates
Eligibility Certificate for Employment of Foreign Technicians

**XXI. Please provide the details of the Norms /Standards set by the Department for execution of various activities/programmes.**

<b>Norms set for execution of various activities/ programmes (ISEZ)</b>		
<b>Sr. No.</b>	<b>Item of Work</b>	<b>Prescribed norms</b>
1	Issue of LOA excepting cases-requiring approval of BoA.	15 days
2	Annual Permission for sub-contracting	15 days
3	Allotment of Import-Export Code number	15 days
4	Building approval plan	15 days
5	Approval from inspectorate of factories	15 days
6	Amendment of LoA	15 days
7	Acceptance of Bond cum LUT	7 days
8	Renewal of Bond cum LUT	3 days
9	Permission for broad banding/diversification	15 days
10	Permission for Merger of Units	15 days
11	Permission for enhancement of production capacity	7 days
12	Cancellation LOA	15 days
13	Permission for debonding/exit	15 days
14	Eligibility certificate for employment visa for technicians	2 days
15	Issue of Identity Card	2 days
16	Renewal of Identity Card	Same day
17	Permission for disposal of scrap/waste	2 days
18	Permission for change in name	7 days
19	Inter Unit Transfer	2 days
20	Permission for re-import	Same day
21	Permission for re-export	Same day
22	Permission for replacement /repair of goods	Same day
23	Authirization of softex form	Same day
24	Issue of GSP Certificate	Same day

**XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.**

<b>The following information are available in the ISEZ website at <a href="http://WWW.indoresez.nic.in">WWW.indoresez.nic.in</a></b>
<b>SEZ Act, 2005</b>
<b>SEZ Rule, 2006</b>
<b>Develop SEZ (setting up of SEZ)</b>
<b>Set up SEZ unit</b>
<b>Statistics</b>

**XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

**The information regarding the SEZ/EOU scheme and other details are available on website at [www.indoresez.gov.in](http://www.indoresez.gov.in)**

**XXIII. Frequency asked questions and their Answers.**



- How can I reach ISEZ ?
- Is land available for allotment ? -Yes
- What is the mode of allotment? –lease
- Is power available in ISEZ ? -MPAKVN
- Is customs facilitation available in ISEZ ? -Yes
- Where can I get the application form ? <http://www.indoresez.gov.in/>
- Where can I get the policy & procedures regarding SEZ Scheme ? Website of Indore SEZ <http://www.indoresez.gov.in/>
- Whom shall I contact if need any further clarification? – Contact details are available in the Website <http://www.indoresez.gov.in/>.

#### **XXIV. Related to seeking Information**

- NA -

#### **XXV. With Relation to Training imparted to public by public Authority.**

Name of training programme with brief description.

Time period for Training Programme/Scheme.

Physical and financial targets (Last Year)

Eligibility of Training

Pre-requisites for Training (if any)

Description of help (Mention the amount of Financial help, if any)

Procedure of giving help

Contact Information for applying.

Application fee (Wherever applicable)

Other fees (Wherever applicable)

Application Form (In case the application is made on plain paper please mention the details which the applicant has to provide)

List of enclosures/documents.

Format of enclosures/documents.

Procedure of Application.

Process followed in the public Authority after the receipt of application normal time taken for issuance of certificate.

Validity Period of Certificate (if applicable)

Process of renewal (if any)

Selection procedure

Time table of training programme (in case available).

Process to inform the trainee about the training schedule

Arrangement made by the public Authority for creating public awareness about the training programme.

List of Beneficiary of the training programme at various levels like district level, block level etc.

-NA-