

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

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						

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: -