

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
मिहान विशेष आर्थिक क्षेत्र
केंद्रीय सुविधा भवन, खापरी,
नागपुर 441 108



Government of India
Ministry of Commerce & Industry
Office of Development Commissioner
MIHAN Special Economic Zone
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F. No. MIHAN-SEZ/G-EntryExit/13/2019-20/481 29.10.2021

PUBLIC NOTICE No. 05 /2021-22

**Sub: PROCEDURE FOR ISSUE OF IDENTITY CARDS/
PERMISSION FOR MOVEMENT OF MEN AND
MATERIAL INTO MIHAN SPECIAL ECONOMIC ZONE.**

The Special Economic Zone is a restricted area and entry to the Zone is regulated through issue of Identity Cards/permission as stipulated under Section 46 of the SEZ Act, 2005 and Rule 70 of SEZ Rules, 2006.

In supersession of earlier orders/circular on the above subject. There shall be only three types of Passes. The following procedure shall be followed for movement of men and material with these passes/permission only with immediate effect.

1. Procedure of submission of applications and documents:

Sl. No.	Description	Colour	Documents to be submitted
(i)	One day entry permission	On white paper	The Developer/ Co-Developers/Units shall submitted the details through website: www.mihansez.org . (Link-SignIn-Forms-application for casual entry pass) one day in advance to avoid delay in entry/crowd at the gate. After approval by this office, will take the printout in white paper or send e-mail, messages or through other media to the person(s) entering into the Zone. The person shall display/produce the same to the security personnel at Gate(s) for entry.
(ii)	Temporary Identity Card (1 months to 06 months)	Green Strip	The Developer/ Co-Developer/Unit shall apply through website www.mihansez.org . (Link- SignIn-Forms-application for temporary

			<p>identity card). After approval the card will be printed. The Developer/ Co-Developers/Units may collect the same on 2nd working day after payment of prescribed charges of Rs.30/-.</p> <p>The courier service provider will be allowed entry into Zone only against valid gate passes issued by this office. The agency shall submit the application in advance to this office for issue of identity card.</p> <p>In the case of new appointments, the unit may apply for requisite passes in advance before taking him/her on duty.</p>
(iii)	Permanent Identity Card (06 months to 3 years)	Orange Strip	<p>The Developer/ Co-Developer/Unit shall apply through website www.mihansez.org. (Link- SignIn-Forms-application for Identity Card). After approval the card will be printed. The Developer/ Co-Developers/Unist may collect the same on 2nd working day after payment of prescribed charges of Rs.40/-</p> <p>In the case of new appointments, the unit may apply for requisite passes in advance before taking him/her on duty.</p>

2. Charges for issue of Gate Passes:

- (i) The Charges of per Identity Card (Temporary) is Rs.30/- and Permanent Identity Card is Rs.40/-.
- (ii) The Unit shall deposit the said charges either in advance or per card basis through Demand Draft in favour of "**Pay & Accounts Officer, SEEPZ-SEZ**"
- (iii) The Identity cards shall be collected by the authorized representative of the unit. On the 2nd working day from the date of submission of duly completed Identity Cards.
- (iv) Processed Identity card will be delivered only after receipt of the payments.

3. Entry of Govt./Semi-Govt Officers/Police-Officials:

The Govt./Semi-Govt. Officers/Police officials visiting the Zone shall have to take prior permission from Development Commissioner.

4. Screening of Gate Passes:

- (i) While entry/exit, the card/permission shall be displayed by all the visitors and employees of the Developer/ Co-Developers/ Units.
- (ii) The pass/identity card shall be used by the holders only for entry into the authorised area of their respective units and any unauthorised use of the same would make them liable to be cancelled.

5. Entry of Vehicles/Taxies/Auto rickshaws:

- (i) The entry of Car/Two-wheelers shall be allowed entry into the Zone on producing of Identity Cards issued by this office.
- (ii) The car/two wheelers holders will not carry unauthorized persons without valid passes in the cars/two wheelers. Violation of the procedure entails regulatory action including penalty/termination of gate pass/car/two wheeler stickers.
- (iii) The taxies and auto rickshaws and tourist taxis shall be allowed for pick-up and dropping the employees/contrator/visitors/labours having valid identity card/permission issued/granted by this office.
- (iv) The concerned units shall be liable for action for any unauthorized entry of persons in the contract bus hired by them during the relevant trip.
- (v) The Developer/Co-Developer/Units shall ensure that only employees having valid Identity Card shall board into the buses for entry into the Zone. The bus driver and cleaner shall not get down from the vehicle and he should ensure that the contract vehicles leaves the zone within 10 minutes of the last passenger alighting from the contract vehicle.
- (vi) Washing/cleaning of buses/cars/scooters inside the complex is strictly prohibited.
- (vii) The unit concerned shall ensure that, as and when contract arrangement with the vehicles operator is discontinued, the office of DC, MIHAN-SEZ security shall be informed of the same immediately.
- (viii) Blowing of the horns/playing of tape recorder or any musical instrument within the complex is not permitted.
- (ix) The vehicle owner shall observe maximum speed limit of 20 Km/h in the Zone. If it is noticed that the speed limit of 20 Km/h exceeded in the Zone, the entry of four/two wheeler shall be banned, The unit will be responsible for the accidents if any in the Zone..

6. Movement of Goods vehicles:

- (i) No entry of Goods vehicles will be allowed inside the Zone after **10.00 P.M.(night) to 5.00 A.M.(morning)** (except Imported Cargo or unless explicitly permitted by Development Commissioner. MIHAN-SEZ).
- (ii) The movement of vehicles(Trucks/Tempos) containing material/goods for authorised operation will be permitted into the zone after producing the valid document such as Shipping bill, Bill of Entry, Bill of Export, Invoice, DTA procurement forms, temporary removal challan and Delivery Challan to the custom official posted at main gate.
- (iii) The Developer/Co-Developers/Units shall take prior permission of Development Commissioner for the construction related material (**Fly ash, Crush Sand, River Sand, GSB, Metal and other mining items**). The entry of vehicles shall be permitted on verification of permission and royalty etc.. The Delivery Challan shall also be produced to the Custom official posted at Main Gate.
- (iv) The Developer/Co-Developers/Units shall take prior permission of entry of **Ready-Mix-Concrete (RMC)** required for the construction related from the Sr. Authorised Officer/Authorised Officer. The entry of such vehicles shall be permitted on verification of permission and Delivery Challan to the Custom Official posted at Main Gate.
- (v) The Developer/Co-Developers/Units shall submit the details of construction related machinery such as **empty Trucks, Tempos, JCB, Poclain etc.** from MIHAN SEZ website: **www.mihansez.org** on day in advance to avoid delay in entry/crowd at the gates. The Developer/Co-Developers/Units shall obtain the permission from this office. The said vehicles may enter from any Gate into the unit premises for carrying out construction related work after producing such permission. Such vehicle shall not be allowed to carry any duty exempted goods during entry and exit. The Security personnel shall enter the details of such vehicles into Gate register at the time of entry and exit.

7. Parking of Vehicles:

- (i) Parking of contract vehicles is strictly prohibited. In respect of plot holders, vehicles of their employee/contractor may be allowed to park within their plot premises.
- (ii) In case vehicles are found parked other than designated parking area/obstructing the movement of goods/employees, the same shall be towed away at the risk and cost of owner and concerned vehicle entry shall be cancelled immediately.

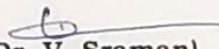
8. Surrender/Loss of Gate Passes:

- (i) The Developer/Co-Developers/Units Unit shall surrender the Temporary/Permanent Identity Card immediately to this office after expiry of validity period/termination of the employee/resignation of the employee. The management of Developer/Unit shall be held responsible for any misuse. of such expired Identity Card.

- (ii) In the event of loss of Identity Card, FIR should be lodged with the jurisdictional Police Stations and original copy of the same should be furnished to Specified Officer for issue of Duplicate Identity Card.
- (iii) Any tempering with Identity Card or mis-use of any sort of Identity card shall make it liable for cancellation and action by MIHAN SEZ Admin.

9. Permission related to conducting Events/Functions:

The Developer/Co-Developer/Units shall take prior permission of Development Commissioner for conducting events/functions in their allotted premises. They may submit the details/list of items entering into the Zone premises for the said functions/events.


(Dr. V. Sraman)

Development Commissioner,
MIHAN SEZ

To:

- (i) The Developer/Co-Developers/Units in MIHAN SEZ.
- (ii) All the Gates to ensure strict compliance of the procedure.
- (iii) Notice Board
- (iv) Office File