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22/12/2023

भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय
वाणिज्य विभाग
विकास आयुक्त का कार्यालय
नोएडा विशेष आर्थिक क्षेत्र

नोएडा-दादरी रोड, फेज-2, नोएडा - 201305 (उत्तर प्रदेश)
दूरभाष (जोन कार्यालय): 0120 - 2567268-70 (3 लाइनें), फैक्स:
2562314,

ईमेल <dc@nsez.gov.in>; वेबसाइट: www.nsez.gov.in

Standard Operating Procedure (SOP) to be followed in case of entry of Central/State Investigating / Enforcement Agencies to NSEZ for investigation, inspection, search or seizure.

1. Officials of any Govt. Investigating/Enforcement Agency like DRI, Customs, Excise, IGST, Income Tax, CBI, ED etc. shall be required to show their official Identity Card(s) to the Security I/c posted at entry Gate and make necessary entry in the Visitors' Register at Gate before entering into the zone.
2. The Security I/c shall inform the visiting team about internal guidelines dt. 02.03.2021 reg. statutory provisions of SEZ Act, 2005 in respect of entry of investigating/enforcement agencies in the SEZ and, if required, shall provide a copy of the said guidelines to the visiting team for their information.
3. In case visiting team is from office of ADG, DRI or ADG, DGCEI, it shall be allowed to enter the zone after seeing their official IDs by the Security I/c at Gate and after making necessary entry in visitors' register by the visiting team.
4. In case the visiting team is from Customs or Central Excise Commissionerate, Noida, prior written intimation reg. visit of team to SEZ shall be required to be given to the Development Commissioner, NSEZ before entry in the zone, in addition to the compliance with (1) above.
5. In case of other Central Agencies like Income Tax, CBI, ED or state Agencies like SGST etc., in addition to (1) above, they shall need to take prior permission of Development Commissioner, NSEZ before entering into the SEZ.
6. In case the visiting team does not comply with (1) above and insist to enter the zone forcefully, the Security I/c posted at Entry Gate shall pursue with them in a polite, cooperative but firm manner for required formality and if still the visiting team does not cooperate or tries to forcefully enter the zone, the matter will be immediately brought to notice of concerned Senior Officers/Dy. Development Commissioner (Admin) directly or through the Security Officer (I/c).
7. No visiting Investigating/Enforcement Agency shall take away mobiles/walkie-talkie etc from NSEZ security personnel (whether Govt or Private) deployed in the zone by NSEZ Authority nor will they create any impediment for NSEZ Security personnel doing the lawful security related duties in the zone.
8. In the event of any Investigating/Enforcement agency team trespassing/entering forcefully in to the zone without compliance with (1) above and without adhering to the internal guidelines dt. 02.03.2021 on the subject or any incident like taking away mobile phones of NSEZ security personnel (Govt. or Private) by visiting team or making the security personnel hostage by the visiting team, in addition to the matter being immediately brought to the notice of senior officers of NSEZ, a detailed incident report shall also be submitted by NSEZ Security Wing to Dy. Development Commissioner, Admin within 24 hours of such incident.
9. A copy of Internal Guidelines dt. 02.03.2021 is enclosed.

This SOP is issued with the approval of Development Commissioner, Noida SEZ.

(Nitin Gupta)

Dy. Development Commissioner, Noida SEZ

To,

1. Security Officer, NSEZ
- ✓ 2. Computer Section - for uploading on NSEZ website.
3. Concerned file