



TIMELINES FOR DISPOSAL OF VARIOUS PROCESSES OF WORKS RELATED TO SEZ DEVELOPERS

Sl. No.	Works related to SEZ Developers	Prescribed Time limits for disposal (in working days)
1.	Examination of the proposals for setting up of Special Economic Zone.	Total 15 days for all three activities
2.	Site inspection of land proposed for SEZ.	
3.	Processing the proposal along with site inspection report to DOC for consideration by Board of Approval (BoA).	
4.	Execution of Bond-Cum-LUT by the developer. With regard to their obligations regarding proper utilization and accountal of goods, including goods procured or imported by a contractor duly authorized by the Developer or Co-developer, as the case may be.	7
5.	Demarcation of processing & non-processing area of SEZ	7
6.	Examination and forwarding the proposal for approval of co-developer of SEZ to DOC for consideration by BoA.	15
7.	Examination and forwarding the proposal for approval of additional authorised operations to DOC for consideration by BoA.	7
8.	Examination of the proposal for addition/ deletion of land in notified SEZ's.	Total 15 days for all three activities
9.	Site inspection of the proposed additional land.	
10.	Forwarding the proposal along with site inspection report to DOC for consideration by BoA.	
11.	Examination of the proposal for change of sector of SEZ.	7
12.	Forwarding of the proposal of extension in the validity period of formal LOA to DOC.	15
13.	Proposal of the SEZ developers for approval of list of materials and services to carry on authorised operation in SEZ. (UAC matter)	30
14.	Approval of Job-work (Sub-contracting) (UAC matter)	7
15.	Approval to lease out space for setting up of canteen etc. facilities in processing area (UAC matter)	15
16.	Issuance of Form-I for CST Exemption.	5
17.	Issuance of Functional/Operational Certificate.	3
18.	Monitoring of performance with regards to utilization of material for construction and maintenance of SEZ through quarterly/half yearly reports by UAC.	30
19.	Various miscellaneous Operational issues of SEZ Developers / Units.	7
20.	Collection / compilation of various data from SEZ Developers required by DOC & other Department & State Government.	
21.	Submission of Monthly Report in respect of Export/ employment/ Investment of all SEZ under the jurisdiction of Zonal DC.	
22.	Forwarding the proposal for de-notification along with DC's Certificate.	15



TIMELINES FOR DISPOSAL OF VARIOUS PROCESSES OF WORKS RELATED TO SEZ UNIT'S

Sl. No.	Works related to SEZ Units	Prescribed Time limits for disposal (in working days)
1.	Examination of the application for setting up of units.	15
2.	Preparation of agenda items and minutes of UAC meeting.	15
3.	Issuance of Letter of Approval after approval by UAC.	15
4.	Application for allotment of space / possession of the unit in case of Central Government SEZs.	90
5.	Execution of Bond-Cum-LUT. with regard to its obligations regarding proper utilization and accountal of goods, including capital goods, spares, raw materials, components and consumables including fuels, imported or procured duty free and regarding achievement of positive net foreign exchange earning	7
6.	Execution of lease deed between units & SEZ developer: (a) Submission of draft lease/vetting of draft (b) Execution of lease deeds	5 5
7.	Approval for registration of unit at SEZ Online System.	Same day
8.	Issuance of Importer Exporter Code.	3
9.	Issuance of Registration-Cum-Membership Certificate.	3
10.	Issuance of Form-I for CST Exemption & examination of its Utilisation.	5
11.	Extension of LOA upto 4 th year.	7
12.	Proposal of units for amendment in LOA like (UAC matters) <ul style="list-style-type: none"> • Broad banding (addition of authorized operations) • Capacity enhancement. • Diversification/change in the items of manufacture or service activity • Change of entrepreneur, change of name and change in shareholding pattern. • Addition / deletion of area of unit. 	30
13.	Renewal of LOA after completion of five years of operation by the unit. (UAC matter)	30
14.	Permission for Jewellery exhibitions abroad.	2
15.	Permission for setting up of a DR/BCP centre by IT units.	7
16.	Permission for movement of Data backup tape by IT units.	7
17.	Proposal of units for approval of list of services. (UAC matter)	30
18.	In-Principle Exit Order	7
19.	Final Exit Order from SEZ Scheme after receiving of requisite NOC / documents.	15
20.	Monitoring of performance of the units as per Annual Performance Report submitted by them by UAC.	30
21.	GSP Certification	2
22.	SCNs including Adjudication Orders under FTDR Act.	75
23.	Data compilation, reply of parliament questions and report/returns to DoC.	Same day
