

स्थीड पोस्ट द्वारा
BY SPEED POST

VALLARPADOM ICTT SEZ INSTRUCTION 2/2011

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Office of the Development Commissioner
Vallarpadom Special Economic Zone
Administrative Office, Cochin Special Economic Zone
Kakkanad, Kochi

8th February 2011

Sub: Issue of identity cards under Rule 70 of Special Economic Zones Rules, 2006 – special procedure to be followed in certain cases – reg

Without prejudice to the generality of instructions contained in Instruction No.1/2006 dated 1st March 2006 issued by Development Commissioner, Cochin Special Economic Zone in the capacity of Zonal Development Commissioner for Kerala and Karnataka, certain cases require to be handled differently in Vallarpadom Special Economic Zone notified under section 4 of the Special Economic Zones Act, 2005.

2. As per section 12(3) of the Act, the Development Commissioner is the overall "in-charge" of the Zone and exercises administrative supervision and control over all employees (including officers deputed to the Special Economic Zone). Further, in accordance with section 47 of the Act, every person required to be present in the Zone shall be provided with an identity card by the Development Commissioner. The authority to issue identity cards, in the prescribed form and in accordance with the procedure laid down in Rule 70 of the Special Economic Zone Rules, 2006, has been delegated, in relation to Vallarpadom Special Economic Zone, to the Commandant, Central Industrial Security Force posted to Cochin Port Trust except where the Development Commissioner, by special order in writing, withholds such delegated power. Security consideration, as determined by the delegated authority in writing, shall not be overruled except by procedure laid down in law and the delegated authority shall not allow entry of any person proscribed by the Development Commissioner.
3. Unlike other Special Economic Zones occupied by units approved for manufacture of goods and/or rendering of services, the authorized operations of the single unit in Vallarpadom Special Economic Zone is port services which inherently involves berthing of vessels alongside the quays in the Zone and loading and unloading of containers, and stacking and storage of containers received from abroad or from various customs stations in India till their dispatch out of the Zone by some means of transport. In addition, coastal vessels carrying containers in the course of coastal trade will also be handled.
4. The primary means of access to and exit from the berthed vessels is through the processing area of the Zone. Boarding formalities, control over vessels while alongside, crew handling (including "signoff") requires the use of the processing area as a thoroughfare for Customs, Immigration and Port Health Officer, in addition to employees of Cochin Port Trust. Further, cargo clearance for home consumption/warehousing as well as for export require some level of verification by officers of Customs deputed by the Commissioner of Customs, Kochi. Involvement of

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other agencies in cargo clearance in accordance with statutes administered by these agencies is also a possibility.

5. Some of these officials, especially those from smaller offices, would be regularly attending to their statutory duties either for trade facilitation or for vessel handling. In such cases, the cards referred to in paragraph 2 above can be issued to them for the validity of their tenure in office. An application in the prescribed form may be furnished to the Commandant, Central Industrial Security Force, along with passport size photograph and endorsement of the Head of Office concerned, who shall issue the card after due process and approval of the Development Commissioner. Officials issued with these cards shall surrender the same to the issuing authority upon demitting the office which entitled them to the card for entry into Vallarpadam Special Economic Zone. Loss of card should be promptly be reported to the jurisdictional police station and a copy of the FIR furnished, with signed report of loss, by the officer to the Commandant, Central Industrial Security Force and Head of Department concerned. Issue of fresh card shall be considered only thereafter with a fresh application form. Serial number of lost card should be tracked for possible misuse.

6. Government officers deputed to the Zone for vessel handling or trade facilitation on rotation for a limited period shall be issued with generic cards specific to the agency/department concerned. The Head of Department concerned shall endorse a copy of the deputation/posting/rotation order to the Development Commissioner and Commandant, Central Industrial Security Force and serially numbered cards shall be issued to the officer concerned for the period of posting by the issuing authority or nominee after verifying the identity card issued by the department/agency of the officer. The officer shall be issued with the card after signing an acknowledgement of receipt in the register maintained for the purpose and these shall be returned upon completion of the posting/rotation/deputation. Concerned departments/agencies are requested to co-operate in enforcing the security mechanism by appropriate instructions to their officers and prompt endorsement of posting/deputation/rotation orders. These cards are the property of the Government of India and misplaced cards can be misused in a manner potentially dangerous to this vital installation; it shall, therefore, be the personal responsibility of the officer to whom it is issued to ensure safe custody. Loss of card should be promptly reported to the jurisdictional police station and a copy of the FIR furnished, with signed report of loss, by the officer to the Commandant, Central Industrial Security Force and Head of Department concerned. Serial number of lost cards should be tracked for possible misuse. Heads of departments/agencies are also informed that, unless this procedure have been complied with further entry by the officers of the said department/agency shall not be permitted until all the cards earmarked for that department/agency have been duly accounted for. Officers issued with these department/agency specific generic cards should always carry the identity cards of the concerned department/agency when inside the processing area of the Zone for production when called upon by designated security staff or nominee of Development Commissioner. In the event of failure to comply, the officer concerned shall be considered as unauthorized entrant and appropriate action will be initiated.

7. Other officers of government, both Central and State, not connected with trade facilitation or vessel handling, visiting the Zone for enforcement of statutory duties



shall be issued with visitors' pass. The issue of such passes shall be with the specific approval of the Development Commissioner on each occasion and the head of department/agency may address a letter by fax to the Development Commissioner (+914842413074) intimating the details of the officer entrusted with the enforcement activity. The Development Commissioner shall, immediately, communicate approval to the Commandant, Central Industrial Security Force who, after verification of the identity card issued by the department/agency of the officer seeking admission, shall issue the visitor's pass after obtaining acknowledgement in the register maintained for the purpose. The officer issued with the pass shall be responsible for its safekeeping while in the Zone and shall surrender it to proper authority before exit from the Zone. Such officers shall retain their identity cards issued by their department/agency while in possession of the visitor's pass and shall produce both when required to do so by the security staff or person designated by the Development Commissioner. Failure to do so shall be treated as unauthorized entry with consequent action that may be initiated.

8. The procedure outlined in paragraph 7 above shall not apply to preventive/enforcement agencies in "hot pursuit". The Commandant, Central Industrial Security Force shall furnish a report to the Development Commissioner immediately after the event in such cases.

9. Officers issued with cards and passes as detailed in paragraphs above shall comply with all security requirements and procedures, including swiping at entry and exit, prescribed in the Zone. They are requested to bear in mind that security is the concern of all, that security procedures yield best results in a "zero tolerance" environment and that security staff have been issued with orders to discharge duties assigned to them with no personal animosity involved. Should there be any complaint of rudeness or misbehaviour on the part of security staff, the same shall be reported immediately to the Development Commissioner and Chairman, Cochin Port Trust.

10. Commandant, Central Industrial Security Force shall maintain the registers prescribed above and shall maintain records of all posting/deputation/rotation orders referred to in paragraph 6 as well as correspondence referred to in paragraph 7.

11. This procedure shall come into effect immediately. Arrangements may be made by the Developer and Unit to inform concerned departments/agencies of the Government of India and Government of Kerala. Any difficulty in implementation of the above shall be brought to the notice of the undersigned.

1. The Commandant, Central Industrial Security Force
Cochin Port Trust, Willingdon Island
Kochi

2. M/s India Gateway Terminals (P) Ltd



Vallarpadom Special Economic Zone
Vallarpadom, Kochi

3. The Chairman, Cochin Port Trust
Willingdon Island, Kochi
4. The Commissioner of Customs
Customs House, Willingdon Island
Kochi
5. The Port Health Officer
Port Health Organisation, Willingdon Island
Kochi
6. The Immigration Officer,
Port Immigration Office, Willingdon Island
Kochi

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