

# Cochin Special Economic Zone, Kakkanad, Cochin

(Ministry of Commerce & Industry, Government of India)  
Administrative Building  
Kakkanad, Cochin-682 037

## **Suo Moto Disclosures/RTI Manuals** Under Section (4) (1) (b) of the RTI Act (Updated as on 31.03.2026)

The Right to Information Act, 2005 under its Section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

As such the mandatory disclosures pertaining to this Board are as under:

| Sr.No. | Details of Disclosure                                                             | Organization information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1      | <b>Organization and Function</b>                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.1    | <b>Particulars of its Organization, functions and duties [Section 4(1)(b)(i)]</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.1.1  | Name and address of the Organization                                              | <b>Cochin Special Economic Zone (CSEZ), (Ministry of Commerce &amp; Industry, Government of India), Administrative Building, Kakkanad, Cochin-682 037</b><br>Complete details about the organization is available at:<br><a href="https://csez.com/rti/documents/about_csez.pdf">https://csez.com/rti/documents/about_csez.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1.1.2  | Head of the organization                                                          | <b>Smt. Hemalatha P, IAS; Development Commissioner, Cochin Special Economic Zone (CSEZ), Administrative Building, Kakkanad, Cochin</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1.1.3  | Vision, Mission and Key objectives                                                | <b>Vision : The vision of Special Economic Zones (SEZs) is to foster economic growth by creating an environment that attracts investment, promotes exports, generates employment, and develops infrastructure, ultimately boosting a nation's economy</b><br><b>MISSION OF SEZ:</b><br>Economic Growth: SEZs aim to be engines of economic growth, providing a platform for businesses to thrive and contribute to the overall economy.<br>Export Promotion: A key objective is to boost the export of goods and services, making SEZs competitive on the global stage.<br>Investment Attraction: SEZs aim to attract both domestic and foreign investment by offering a favorable business environment, including tax incentives and streamlined regulations.<br>Employment Generation: By attracting businesses and promoting investment, SEZs contribute to job creation and economic opportunities. |

|                                |                                                                                                                                                                                            | <p>Infrastructure Development: SEZs are designed to have well-developed infrastructure, including roads, power, and communication networks, to support businesses operating within the zone.</p> <p>Revitalization of Areas: SEZs can play a role in revitalizing areas that face economic challenges by boosting industrial development and attracting foreign investment.</p> <p>International Competitiveness: SEZs aim to provide an internationally competitive and hassle-free environment for exporters.</p> <p><b>Key Objectives/Core Activities: Cochin Special Economic Zone. infrastructure such as assured water supply, telecom, global connectivity network, banking facilities, electrical distribution network, common effluent treatment plant and upgrading the civil structures.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                  |                                |      |    |                      |            |            |                    |                   |  |                     |                   |  |                       |            |            |                             |                   |  |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------|----|----------------------|------------|------------|--------------------|-------------------|--|---------------------|-------------------|--|-----------------------|------------|------------|-----------------------------|-------------------|--|
| 1.1.4                          | Function and duties                                                                                                                                                                        | <p>Functions &amp; Duties of <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> are detailed below (<a href="https://csez.com/rti/documents/about_csez.pdf">https://csez.com/rti/documents/about_csez.pdf</a>):</p> <ol style="list-style-type: none"> <li>Guide the entrepreneurs for setting up of Units in the Special Economic Zone and Export oriented units in Kerala, Karnataka, Lakshwadeep and Mahe;</li> <li>Ensure and take suitable steps for effective promotion of exports from the Special Economic Zone and Export oriented units in Kerala, Karnataka, Lakshwadeep and Mahe;</li> <li>Ensure proper co-ordination with the Central Government or State Governments Departments concerned or agencies with respect to, or for the purposes, of clauses and,</li> <li>Monitor the performance of the Developer, Units in the Special Economic Zone, Export Oriented units under the jurisdiction of the Development Commissioner, CSEZ;</li> <li>Discharge such other functions as may be assigned to Development Commissioner by the Central Government; and,</li> <li>Discharge such other functions as may be delegated to the Development Commissioner by the Board.</li> </ol> |                                |      |    |                      |            |            |                    |                   |  |                     |                   |  |                       |            |            |                             |                   |  |
| 1.1.5                          | Organisational Chart/Structure                                                                                                                                                             | It is available at: <a href="https://csez.com/rti/documents/OCCSEZ.pdf">https://csez.com/rti/documents/OCCSEZ.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |      |    |                      |            |            |                    |                   |  |                     |                   |  |                       |            |            |                             |                   |  |
| 1.1.6                          | Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt. | <p>Complete detail about the genesis, inception, formation of the department and committees/Commissions constituted including list of Special Economic Zones, SEZ units and EOU units is available at: <a href="https://csez.com/rti/index.php">https://csez.com/rti/index.php</a>; <a href="https://csez.com/rti/documents/about_csez.pdf">https://csez.com/rti/documents/about_csez.pdf</a>; <a href="https://csez.com/rti/php/meetings.php">https://csez.com/rti/php/meetings.php</a>;</p> <table border="1"> <thead> <tr> <th>Name of the Head of Department</th><th>From</th><th>To</th></tr> </thead> <tbody> <tr> <td>Shri C J Mathew, IRS</td><td>27.02.2009</td><td>10.08.2011</td></tr> <tr> <td>Shri. M.S. Rao IAS</td><td>Additional Charge</td><td></td></tr> <tr> <td>Shri S. Kishore IAS</td><td>Additional Charge</td><td></td></tr> <tr> <td>Dr. Safeena A.N., IAS</td><td>15.01.2013</td><td>14.01.2018</td></tr> <tr> <td>Dr. M.K. Shanmuga Sundaram,</td><td>Additional Charge</td><td></td></tr> </tbody> </table>                                                                                                                                                                      | Name of the Head of Department | From | To | Shri C J Mathew, IRS | 27.02.2009 | 10.08.2011 | Shri. M.S. Rao IAS | Additional Charge |  | Shri S. Kishore IAS | Additional Charge |  | Dr. Safeena A.N., IAS | 15.01.2013 | 14.01.2018 | Dr. M.K. Shanmuga Sundaram, | Additional Charge |  |
| Name of the Head of Department | From                                                                                                                                                                                       | To                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                |      |    |                      |            |            |                    |                   |  |                     |                   |  |                       |            |            |                             |                   |  |
| Shri C J Mathew, IRS           | 27.02.2009                                                                                                                                                                                 | 10.08.2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                |      |    |                      |            |            |                    |                   |  |                     |                   |  |                       |            |            |                             |                   |  |
| Shri. M.S. Rao IAS             | Additional Charge                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                |      |    |                      |            |            |                    |                   |  |                     |                   |  |                       |            |            |                             |                   |  |
| Shri S. Kishore IAS            | Additional Charge                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                |      |    |                      |            |            |                    |                   |  |                     |                   |  |                       |            |            |                             |                   |  |
| Dr. Safeena A.N., IAS          | 15.01.2013                                                                                                                                                                                 | 14.01.2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                |      |    |                      |            |            |                    |                   |  |                     |                   |  |                       |            |            |                             |                   |  |
| Dr. M.K. Shanmuga Sundaram,    | Additional Charge                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                |      |    |                      |            |            |                    |                   |  |                     |                   |  |                       |            |            |                             |                   |  |

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|-------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
|       |                                                                              | IAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |            |
|       |                                                                              | Shri D V Swamy, IAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 18.03.2019 | 03.04.2023 |
|       |                                                                              | Smt. Hemalatha P, IAS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 03.04.2023 | Till date  |
|       |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |
| 1.2   | <b>Power and duties of its officers and employees [Section 4(1) (b)(ii)]</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |
| 1.2.1 | Powers and duties of officers (administrative, financial and judicial)       | The power & duties of officers (administrative, financial and judicial) and other employees of <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> are detailed at: <a href="https://csez.com/rti/php/powers.php">https://csez.com/rti/php/powers.php</a> ;                                                                                                                                                                                                                                                                                                                                                             |            |            |
| 1.2.2 | Power and duties of other employees                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |
| 1.2.3 | Rules/ orders under which powers and duty are derived and                    | <b>POWERS AND DUTIES OF THE OFFICERS</b><br><b>Development Commissioner , as the Head of the Department exercise the power vested on him from the following Acts.</b><br><b>1. SEZ Act 2005 and SEZ Rules 2006</b><br><b>2. Foreign Trade (Development and Regulation) Act 1992</b><br><b>3. Public Premises Act 1971</b><br><b>4. SEZ Authority Rules 2009</b>                                                                                                                                                                                                                                                                  |            |            |
| 1.2.4 | Exercised                                                                    | <b>The Development Commissioner exercise/ monitor the functions of the Cochin -SPECIAL ECONOMIC ZONE through the subordinate officers ( Organisation Chart ) by exercising the powers vested under the Acts / Rules</b><br><b>Hand Book of Administration of Central Government Servants</b><br><b>Fundamental Rules / Service Rules</b><br><b>Conduct Rules</b><br><b>Vigilance</b><br><b>Delegation of Financial Power Rules</b><br><b>Office Procedure and Manual (OPM)</b><br><b>For Work allocation orders:</b><br><b><a href="https://csez.com/rti/php/est_transfer.php">https://csez.com/rti/php/est_transfer.php</a></b> |            |            |
| 1.2.5 | Work allocation                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |
| 1.3   | <b>Procedure followed in Decision Making Process [Section 4(1)(b)(iii)]</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |
| 1.3.1 | Process of Decision Making: Identify key decision making points              | The matter concerning to each and every section is routed through the Sectional Heads to the concerned officials. Decisions are taken at appropriate levels on various issues as per the extant instructions/procedure in vogue.                                                                                                                                                                                                                                                                                                                                                                                                 |            |            |
| 1.3.2 | Final Decision-making Authority                                              | <b>Development Commissioner, Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |            |
| 1.3.3 | Related provisions, acts, rules etc.                                         | List is given under (1.5.1 below).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |            |
| 1.3.4 | Time limit for taking a decision, if any                                     | The <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> makes decision in regard to routine matters in a time bound manner as stated in the Citizen Charter: <a href="https://csez.com/rti/php/norms.php">https://csez.com/rti/php/norms.php</a> .                                                                                                                                                                                                                                                                                                                                                                      |            |            |
| 1.3.5 | Channel of supervision and accountability                                    | (1)Channel of supervision is as per the Organization Structure of <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin.</b><br>(2)Every employee is accountable towards the duties assigned by the authorities from time to time.                                                                                                                                                                                                                                                                                                                                                                                            |            |            |
| 1.4   | <b>Norms for discharge of functions [Section 4(1)(b)(iv)]</b>                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |

| 1.4.1   | Nature of functions/ services offered                                                                                                | <p>The Sections take prompt action, with utmost urgency on the reference received in the section, as per the time schedule and urgency of the matter.</p> <table border="1"> <thead> <tr> <th data-bbox="647 327 703 421">Sl. No.</th><th data-bbox="711 327 1198 421">Nature of Application</th><th data-bbox="1206 327 1382 421">Time Limit for Disposal</th></tr> </thead> <tbody> <tr> <td data-bbox="647 432 703 499">1</td><td data-bbox="711 432 1198 499">PROPOSAL FOR SETTING UP OF SEZ/EOU UNIT - BOARD OF APPROVAL</td><td data-bbox="1206 432 1382 499">45 working days</td></tr> <tr> <td data-bbox="647 510 703 633">2</td><td data-bbox="711 510 1198 633">TO APPROVE CHANGE IN NAME OF A COMPANY OR THE IMPLEMENTING AGENCY AND CHANGE FROM A COMPANY TO ANOTHER COMPANY</td><td data-bbox="1206 510 1382 633">3 working days</td></tr> <tr> <td data-bbox="647 645 703 712">3</td><td data-bbox="711 645 1198 712">TO APPROVE MERGER OF TWO OR MORE UNITS</td><td data-bbox="1206 645 1382 712">3 working days</td></tr> <tr> <td data-bbox="647 723 703 846">4</td><td data-bbox="711 723 1198 846">TO DO VALUATION OF SOFTWARE EXPORTS DECLARED ON SOFTWARE EXPORT DECLARATION (SOFTEX) FORMS</td><td data-bbox="1206 723 1382 846">3 working days</td></tr> <tr> <td data-bbox="647 857 703 992">5</td><td data-bbox="711 857 1198 992">GRANT OF ELIGIBILITY CERTIFICATES FOR GRANT OF EMPLOYMENT VISA TO FOREIGN TECHNICIANS EMPLOYED IN SPECIAL ECONOMIC ZONE</td><td data-bbox="1206 857 1382 992">3 working days</td></tr> <tr> <td data-bbox="647 1003 703 1059">6</td><td data-bbox="711 1003 1198 1059">ISSUE OF GREEN CARD</td><td data-bbox="1206 1003 1382 1059">3 working days</td></tr> <tr> <td data-bbox="647 1070 703 1126">7</td><td data-bbox="711 1070 1198 1126">GRANT OF IE CODE</td><td data-bbox="1206 1070 1382 1126">2 working days</td></tr> <tr> <td data-bbox="647 1137 703 1205">8</td><td data-bbox="711 1137 1198 1205">DTA SALE IN RESPECT OF EOU NON STATUS HOLDERS</td><td data-bbox="1206 1137 1382 1205">5 working days</td></tr> <tr> <td data-bbox="647 1216 703 1272">9</td><td data-bbox="711 1216 1198 1272">IMPORT/PROCUREMENT OF ADDITIONAL CAPITAL GOODS</td><td data-bbox="1206 1216 1382 1272">3 working days</td></tr> <tr> <td data-bbox="647 1283 703 1339">10</td><td data-bbox="711 1283 1198 1339">BROAD BANDING/ DIVERSIFICATION</td><td data-bbox="1206 1283 1382 1339">3 working days</td></tr> <tr> <td data-bbox="647 1350 703 1417">11</td><td data-bbox="711 1350 1198 1417">IMPORT OF SECOND HAND CAPITAL GOODS WITHOUT AGE RESTRICTIONS</td><td data-bbox="1206 1350 1382 1417">3 working days</td></tr> <tr> <td data-bbox="647 1429 703 1597">12</td><td data-bbox="711 1429 1198 1597">GRANT/RENEW STATUS HOLDER CERTIFICATE PROVIDED IT DOES NOT INVOLVE CLUBBING OF FOB VALUE OF EXPORTS OF ITS PARENT COMPANY IN THE DTA</td><td data-bbox="1206 1429 1382 1597">3 working days</td></tr> <tr> <td data-bbox="647 1608 703 1664">13</td><td data-bbox="711 1608 1198 1664">ACCEPTANCE OF LEGAL UNDERTAKING</td><td data-bbox="1206 1608 1382 1664">3 working days</td></tr> <tr> <td data-bbox="647 1675 703 1742">14</td><td data-bbox="711 1675 1198 1742">DE-BONDING OF UNIT - IN-PRINCIPLE APPROVAL</td><td data-bbox="1206 1675 1382 1742">15 working days</td></tr> <tr> <td data-bbox="647 1753 703 1809">15</td><td data-bbox="711 1753 1198 1809">RE-EXPORT/RE-IMPORT PERMISSIONS</td><td data-bbox="1206 1753 1382 1809">2 working days</td></tr> <tr> <td data-bbox="647 1821 703 1877">16</td><td data-bbox="711 1821 1198 1877">ISSUE OF GSP</td><td data-bbox="1206 1821 1382 1877">1 working days</td></tr> <tr> <td data-bbox="647 1888 703 1944">17</td><td data-bbox="711 1888 1198 1944">FIXATION OF INPUT - OUTPUT NORMS (ADHOC)</td><td data-bbox="1206 1888 1382 1944">45 working days</td></tr> </tbody> </table> | Sl. No. | Nature of Application | Time Limit for Disposal | 1 | PROPOSAL FOR SETTING UP OF SEZ/EOU UNIT - BOARD OF APPROVAL | 45 working days | 2 | TO APPROVE CHANGE IN NAME OF A COMPANY OR THE IMPLEMENTING AGENCY AND CHANGE FROM A COMPANY TO ANOTHER COMPANY | 3 working days | 3 | TO APPROVE MERGER OF TWO OR MORE UNITS | 3 working days | 4 | TO DO VALUATION OF SOFTWARE EXPORTS DECLARED ON SOFTWARE EXPORT DECLARATION (SOFTEX) FORMS | 3 working days | 5 | GRANT OF ELIGIBILITY CERTIFICATES FOR GRANT OF EMPLOYMENT VISA TO FOREIGN TECHNICIANS EMPLOYED IN SPECIAL ECONOMIC ZONE | 3 working days | 6 | ISSUE OF GREEN CARD | 3 working days | 7 | GRANT OF IE CODE | 2 working days | 8 | DTA SALE IN RESPECT OF EOU NON STATUS HOLDERS | 5 working days | 9 | IMPORT/PROCUREMENT OF ADDITIONAL CAPITAL GOODS | 3 working days | 10 | BROAD BANDING/ DIVERSIFICATION | 3 working days | 11 | IMPORT OF SECOND HAND CAPITAL GOODS WITHOUT AGE RESTRICTIONS | 3 working days | 12 | GRANT/RENEW STATUS HOLDER CERTIFICATE PROVIDED IT DOES NOT INVOLVE CLUBBING OF FOB VALUE OF EXPORTS OF ITS PARENT COMPANY IN THE DTA | 3 working days | 13 | ACCEPTANCE OF LEGAL UNDERTAKING | 3 working days | 14 | DE-BONDING OF UNIT - IN-PRINCIPLE APPROVAL | 15 working days | 15 | RE-EXPORT/RE-IMPORT PERMISSIONS | 2 working days | 16 | ISSUE OF GSP | 1 working days | 17 | FIXATION OF INPUT - OUTPUT NORMS (ADHOC) | 45 working days |
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No. | Nature of Application                                                                                                                | Time Limit for Disposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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          |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 1       | PROPOSAL FOR SETTING UP OF SEZ/EOU UNIT - BOARD OF APPROVAL                                                                          | 45 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 2       | TO APPROVE CHANGE IN NAME OF A COMPANY OR THE IMPLEMENTING AGENCY AND CHANGE FROM A COMPANY TO ANOTHER COMPANY                       | 3 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 3       | TO APPROVE MERGER OF TWO OR MORE UNITS                                                                                               | 3 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 4       | TO DO VALUATION OF SOFTWARE EXPORTS DECLARED ON SOFTWARE EXPORT DECLARATION (SOFTEX) FORMS                                           | 3 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 5       | GRANT OF ELIGIBILITY CERTIFICATES FOR GRANT OF EMPLOYMENT VISA TO FOREIGN TECHNICIANS EMPLOYED IN SPECIAL ECONOMIC ZONE              | 3 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 6       | ISSUE OF GREEN CARD                                                                                                                  | 3 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 7       | GRANT OF IE CODE                                                                                                                     | 2 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 8       | DTA SALE IN RESPECT OF EOU NON STATUS HOLDERS                                                                                        | 5 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 9       | IMPORT/PROCUREMENT OF ADDITIONAL CAPITAL GOODS                                                                                       | 3 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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| 10      | BROAD BANDING/ DIVERSIFICATION                                                                                                       | 3 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 11      | IMPORT OF SECOND HAND CAPITAL GOODS WITHOUT AGE RESTRICTIONS                                                                         | 3 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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| 12      | GRANT/RENEW STATUS HOLDER CERTIFICATE PROVIDED IT DOES NOT INVOLVE CLUBBING OF FOB VALUE OF EXPORTS OF ITS PARENT COMPANY IN THE DTA | 3 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 13      | ACCEPTANCE OF LEGAL UNDERTAKING                                                                                                      | 3 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 14      | DE-BONDING OF UNIT - IN-PRINCIPLE APPROVAL                                                                                           | 15 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 15      | RE-EXPORT/RE-IMPORT PERMISSIONS                                                                                                      | 2 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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| 16      | ISSUE OF GSP                                                                                                                         | 1 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        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                |                |    |                                 |                |    |                                            |                 |    |                                 |                |    |              |                |    |                                          |                 |
| 17      | FIXATION OF INPUT - OUTPUT NORMS (ADHOC)                                                                                             | 45 working days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       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|       |                                                                                                           | 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | FIXATION OF INPUT - OUTPUT NORMS -<br>REGULAR | 90 working<br>days |  |
| 1.4.2 | Norms/ standards for functions/ service delivery                                                          | Normal procedure as per norms laid by the Approval Committee is followed by the organization while executing various activities/ programme i.e. proposal received from the officials and departments asking for permission for financial assistance/sanction under various schemes, etc. are submitted to the Development Commissioner for administrative approval and decisions/sanctions/ approvals are implemented.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |                    |  |
| 1.4.3 | Process by which these services can be accessed                                                           | The service can be accessed by the unit/developers by login on to SEZONLINE portal , DGFT Portal etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                               |                    |  |
| 1.4.4 | Time-limit for achieving the targets                                                                      | Targets are achieved on yearly basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                               |                    |  |
| 1.4.5 | Process of redress of grievances                                                                          | Grievances are redressed amicably. All aggrieved staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. An Internal Complaint Committee constituted under Sexual Harassment of Women at Work Place is available at: <a href="https://csez.com/rti/uploads/circulars/171748012534.pdf">https://csez.com/rti/uploads/circulars/171748012534.pdf</a> ;                                                                                                                                                                                                                                                                                                                                                                                                      |                                               |                    |  |
| 1.5   | <b>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |                    |  |
| 1.5.1 | Title and nature of the record/ manual /instruction.                                                      | The manual followed by the institute is Manual of Office Procedure. All the work preformed is governed by this manual as well as other Statutory and Standard orders/Circulars issued by the appropriate authority from time to time.<br>Rules: <a href="https://csez.com/rti/php/rules.php">https://csez.com/rti/php/rules.php</a> ;<br>Recruitment Rules: <a href="https://csez.com/rti/php/recruitment_rule.php">https://csez.com/rti/php/recruitment_rule.php</a> ;<br>Instructions: <a href="https://csez.com/rti/php/instructions.php">https://csez.com/rti/php/instructions.php</a> ;<br>Circulars: <a href="https://csez.com/rti/php/circulars.php">https://csez.com/rti/php/circulars.php</a> ;<br>RTI Manuals: <a href="https://csez.com/rti/php/circulars.php">https://csez.com/rti/php/circulars.php</a> ;<br>Bulletin Board: <a href="https://csez.com/rti/php/bulletin.php">https://csez.com/rti/php/bulletin.php</a> ;<br>Publications: <a href="https://csez.com/rti/php/publications.php">https://csez.com/rti/php/publications.php</a> ; |                                               |                    |  |
| 1.5.2 | List of Rules, regulations, instructions manuals and records.                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |                    |  |
| 1.5.3 | Acts/ Rules manuals etc.                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |                    |  |
| 1.5.4 | Transfer policy and transfer orders                                                                       | <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> is an autonomous organisation under the Ministry of Commerce and Industry, Department of Commerce, Govt. of India, as such no external transfers are made. There is no Transfer Policy. However, internal transfers are made depending on need & requirements.<br>Transfer orders are available at: <a href="https://csez.com/rti/php/rules.php">https://csez.com/rti/php/rules.php</a> ;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |                    |  |
| 1.6   | <b>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |                    |  |
| 1.6.1 | Categories of documents                                                                                   | In addition to documents detailed under 1.5.1 to 1.5.3 above, following additional documents are available for reference in respective offices and also on the institute website:<br>The names of some important documents/reports are given as under which may be seen on the Institute's website.<br>a) Annual Report:<br>b) Citizen Charter: <a href="https://csez.com/rti/php/norms.php">https://csez.com/rti/php/norms.php</a> ;<br>c) Detailed Electronic Information: <a href="https://csez.com/rti/php/detail_info.php">https://csez.com/rti/php/detail_info.php</a> ;<br>d) Documents Relating to Licensing Matters                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |                    |  |

|       |                                                                                                                          | e) Bond-cum-Legal Undertakings executed by SEZ Developers, SEZ Units and 100% EOUs<br>f) Annual Performance Reports of SEZ Units, Developers and EOUs<br>g) Documents regarding Allotment of Plot/ SDF Modules/Lease Deed in the case of CSEZ Units<br>h) Documents regarding Land Acquisition, Land Records etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                                                            |                        |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
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| 1.6.2 | Custodian of Documents/ Categories                                                                                       | Custodians of these documents/categories are the Registrar and respective HoDs/Section Incharges                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                                                            |                        |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
| 1.7   | <b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                                                            |                        |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
| 1.7.1 | Name of Boards, Council, Committee etc.                                                                                  | Approval Committee: <a href="https://csez.com/rti/php/meetings.php">https://csez.com/rti/php/meetings.php</a> ;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                                                            |                        |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
| 1.7.2 | Composition                                                                                                              | <table><tr><th>Sl No</th><th>Nmae of Committee</th><th>Date of constitution</th><th>Composition</th><th>Tenure</th><th>Power and Function</th><th>Meeting open to Public</th></tr><tr><td>1</td><td>Unit Approval Committee for SEZs in Kerala</td><td>23.06.2025</td><td rowspan="4"><div>The Chairperson<br/>Zonal Development Commissioner.<br/>Members:<br/>Directorate General of Foreign Trade, Department of revenue: - Customs and Central Excise, Income Tax etc.<br/>State Government Representatives<br/>Developers</div></td><td>Permanent</td><td rowspan="4">Approval Committees have been constituted for each of the notified Special Economic Zones to exercise the powers and discharge the responsibilities assigned specifically to the committees under sec 14 (1) of SEZ Act, 2005 as well as other provisions of the SEZ Act, 2005 and the SEZ</td><td>YES</td></tr><tr><td>2</td><td>Unit Approval Committee for SEZs in Karnataka</td><td>23.06.2026</td><td>Permanent</td><td>YES</td></tr><tr><td>3</td><td>Unit Approval Committee for EOUs in Kerala</td><td>23.06.2027</td><td>Permanent</td><td>YES</td></tr><tr><td>4</td><td>Unit Approval Committee for EOUs in Karnataka</td><td>23.06.2028</td><td>Permanent</td><td>YES</td></tr></table> | Sl No                | Nmae of Committee                                                                                                                                                                                                                              | Date of constitution | Composition                                                                                                                                                                                                                                                                                | Tenure                 | Power and Function | Meeting open to Public | 1 | Unit Approval Committee for SEZs in Kerala | 23.06.2025 | <div>The Chairperson<br/>Zonal Development Commissioner.<br/>Members:<br/>Directorate General of Foreign Trade, Department of revenue: - Customs and Central Excise, Income Tax etc.<br/>State Government Representatives<br/>Developers</div> | Permanent | Approval Committees have been constituted for each of the notified Special Economic Zones to exercise the powers and discharge the responsibilities assigned specifically to the committees under sec 14 (1) of SEZ Act, 2005 as well as other provisions of the SEZ Act, 2005 and the SEZ | YES | 2 | Unit Approval Committee for SEZs in Karnataka | 23.06.2026 | Permanent | YES | 3 | Unit Approval Committee for EOUs in Kerala | 23.06.2027 | Permanent | YES | 4 | Unit Approval Committee for EOUs in Karnataka | 23.06.2028 | Permanent | YES |
| Sl No | Nmae of Committee                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Date of constitution | Composition                                                                                                                                                                                                                                    | Tenure               | Power and Function                                                                                                                                                                                                                                                                         | Meeting open to Public |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
| 1     | Unit Approval Committee for SEZs in Kerala                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 23.06.2025           | <div>The Chairperson<br/>Zonal Development Commissioner.<br/>Members:<br/>Directorate General of Foreign Trade, Department of revenue: - Customs and Central Excise, Income Tax etc.<br/>State Government Representatives<br/>Developers</div> | Permanent            | Approval Committees have been constituted for each of the notified Special Economic Zones to exercise the powers and discharge the responsibilities assigned specifically to the committees under sec 14 (1) of SEZ Act, 2005 as well as other provisions of the SEZ Act, 2005 and the SEZ | YES                    |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
| 2     | Unit Approval Committee for SEZs in Karnataka                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 23.06.2026           |                                                                                                                                                                                                                                                | Permanent            |                                                                                                                                                                                                                                                                                            | YES                    |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
| 3     | Unit Approval Committee for EOUs in Kerala                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 23.06.2027           |                                                                                                                                                                                                                                                | Permanent            |                                                                                                                                                                                                                                                                                            | YES                    |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
| 4     | Unit Approval Committee for EOUs in Karnataka                                                                            | 23.06.2028                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Permanent            |                                                                                                                                                                                                                                                | YES                  |                                                                                                                                                                                                                                                                                            |                        |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
| 1.7.3 | Dates from which constituted                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                                                            |                        |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
| 1.7.4 | Term/Tenure                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                                                            |                        |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |
| 1.7.5 | Powers and functions                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                |                      |                                                                                                                                                                                                                                                                                            |                        |                    |                        |   |                                            |            |                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                            |     |   |                                               |            |           |     |   |                                            |            |           |     |   |                                               |            |           |     |



|       |                                                                                                                                              |                                                                                                              |                    |                              |                                               |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------|------------------------------|-----------------------------------------------|
|       | public?                                                                                                                                      | <a href="https://csez.com/rti/php/circulars.php">https://csez.com/rti/php/circulars.php</a>                  |                    |                              |                                               |
| 1.7.8 | Place where the minutes if open to the public are available?                                                                                 | It available at: <a href="https://csez.com/rti/php/meetings.php">https://csez.com/rti/php/meetings.php</a> ; |                    |                              |                                               |
| 1.8   | <b>Directory of officers and employees [Section 4(1) (b) (ix)]</b>                                                                           |                                                                                                              |                    |                              |                                               |
| 1.8.1 | Name and designation                                                                                                                         |                                                                                                              |                    |                              | <b>INTERCOM<br/>Nos.<br/>2413111/23<br/>4</b> |
| 1.8.2 | Telephone, fax and email ID<br><a href="https://csez.com/rti/php/LIST_OF_EMPLOYEES.htm">https://csez.com/rti/php/LIST_OF_EMPLOYEES.htm</a> ; | <b>SL NO</b>                                                                                                 | <b>NAME</b>        | <b>DESIGNATION</b>           |                                               |
|       |                                                                                                                                              | <b>DC WING</b>                                                                                               |                    |                              |                                               |
|       |                                                                                                                                              | 1                                                                                                            | P HEMALATHA, IAS   | DC                           | 101<br>2413222                                |
|       |                                                                                                                                              | 2                                                                                                            | SREEVIDYA P I, IAS | DDC                          | 104<br>2413216                                |
|       |                                                                                                                                              | 3                                                                                                            | N S DEV, IRS       | DDC                          | 103<br>2413235                                |
|       |                                                                                                                                              | 4                                                                                                            | SUSHAMA T.S.       | STENO GRADE I - PA to<br>DC  | 102<br>2413222                                |
|       |                                                                                                                                              | <b>CUSTOMS WING</b>                                                                                          |                    |                              |                                               |
|       |                                                                                                                                              | 1                                                                                                            | P G LALOO          | DCC                          | 301<br>2413009                                |
|       |                                                                                                                                              | 2                                                                                                            | MANOJ KUMAR        | SUPERINTENDENT OF<br>CUSTOMS | 210                                           |
|       |                                                                                                                                              | 3                                                                                                            | SUNILKUMAR         | SUPERINTENDENT OF<br>CUSTOMS | 303                                           |
|       |                                                                                                                                              | 4                                                                                                            | JAYANARAYANAN C    | APPRAISER OF CUSTOMS         | 302                                           |
|       |                                                                                                                                              | 5                                                                                                            | RESHMY A K         | APPRAISER OF CUSTOMS         | 208                                           |
|       |                                                                                                                                              | <b>ESTABLISHMENT WING</b>                                                                                    |                    |                              |                                               |
|       |                                                                                                                                              | 1.                                                                                                           | E V GOKULNATH      | ADC                          | 202                                           |
|       |                                                                                                                                              | 2.                                                                                                           | PRAMODU S          | ADC                          | 204                                           |
|       |                                                                                                                                              | 3.                                                                                                           | MAHESWARIAMMA. R   | ADC                          | 206                                           |
|       |                                                                                                                                              | 4.                                                                                                           | MAYA KH            | ADC                          | 207                                           |
|       |                                                                                                                                              | 5.                                                                                                           | HARIKUMAR. K.K     | ADC                          | 670                                           |
|       |                                                                                                                                              | 6.                                                                                                           | K R AJIT KUMAR     | Sr. ACCOUNTS OFFICER         | 209                                           |
|       |                                                                                                                                              | 7.                                                                                                           | SUNIL KUMAR V.S.   | EXECUTIVE ASSISTANT          | 620                                           |
|       |                                                                                                                                              | 8.                                                                                                           | ANNAMMA K M        | ADC                          | 211                                           |
|       |                                                                                                                                              | 9.                                                                                                           | VINITHA V          | ADC                          | 201                                           |
|       |                                                                                                                                              | 10.                                                                                                          | JIJO V THOMAS      | ADC                          | 203                                           |
|       |                                                                                                                                              | 11.                                                                                                          | NEETHU HUSSAIN     | ADC                          | 305                                           |
|       |                                                                                                                                              | 12.                                                                                                          | SANDEEP K V        | ADC                          | 669                                           |
|       |                                                                                                                                              | 13.                                                                                                          | HARISHA K          | ASSISTANT                    | 231                                           |
|       |                                                                                                                                              | 14.                                                                                                          | ATHUL KUMAR M      | ADC                          | 667                                           |
|       |                                                                                                                                              | 15.                                                                                                          | TREESA TOMY        | ADC                          | 665                                           |
|       |                                                                                                                                              | 16.                                                                                                          | ROBIN VARGHEESE    | ADC                          | 666                                           |
|       |                                                                                                                                              | 17.                                                                                                          | RAJESH V           | ADC                          | 668                                           |
|       |                                                                                                                                              | 18.                                                                                                          | VIJITHA M S        | ASSISTANT                    | 214                                           |
|       |                                                                                                                                              | 19.                                                                                                          | GIREESH P          | UDC                          | 612                                           |
|       |                                                                                                                                              | 20.                                                                                                          | SLEEBA SIMON       | UDC                          | 213                                           |

|                                 |                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------|-----|-----|-----|-------------|-----|--|-----|-----------|-----|-----|-----|--------------|-----|-----|-------------|--|--|--|---|----------|-------------|---------|---|---------|-------------|---------|---------------------------------|--|--|--|---|------------------|--------------------------------|--------------|---|----------------|---------------------------------|--------------|---|--------|------------------------------------|--------------|---|--------------|------------------------------------|--------------|---|-------------------|------------------------------------|--------------|---|-------------|------------------------------------|--------------|---|------------------|------------------------------------|--------------|---|----------------|-----------|--------------|
|                                 |                                                                                                                                 | <table><tr><td>21.</td><td>RAJESH ANIYERI</td><td>LDC</td><td>223</td></tr><tr><td>22.</td><td>MANOJ KUMAR</td><td>LDC</td><td></td></tr><tr><td>23.</td><td>INDU. V.R</td><td>LDC</td><td>221</td></tr><tr><td>24.</td><td>KRISHNADAS M</td><td>LDC</td><td>222</td></tr><tr><td colspan="4">GATE OFFICE</td></tr><tr><td>1</td><td>SECURITY</td><td>GATE OFFICE</td><td>2413058</td></tr><tr><td>2</td><td>CUSTOMS</td><td>GATE OFFICE</td><td>2413058</td></tr><tr><td colspan="4">Sub-OFFICE, CSEZ FOR 100% EOU's</td></tr><tr><td>1</td><td>HARISH VARMA A P</td><td>Joint Development Commissioner</td><td>080-41137543</td></tr><tr><td>2</td><td>HARSHANAND G A</td><td>Deputy Development Commissioner</td><td>080-41137543</td></tr><tr><td>3</td><td>RAVI K</td><td>Assistant Development Commissioner</td><td>080-41137543</td></tr><tr><td>4</td><td>SUBRATA PAUL</td><td>Assistant Development Commissioner</td><td>080-41137543</td></tr><tr><td>5</td><td>ANJALI A KULKARNI</td><td>Assistant Development Commissioner</td><td>080-41137543</td></tr><tr><td>6</td><td>MANJNATHA K</td><td>Assistant Development Commissioner</td><td>080-41137543</td></tr><tr><td>7</td><td>P M RAMACHANDRAN</td><td>Assistant Development Commissioner</td><td>080-41137543</td></tr><tr><td>8</td><td>SAKTHI ANAND S</td><td>Assistant</td><td>080-41137543</td></tr></table> | 21.          | RAJESH ANIYERI | LDC | 223 | 22. | MANOJ KUMAR | LDC |  | 23. | INDU. V.R | LDC | 221 | 24. | KRISHNADAS M | LDC | 222 | GATE OFFICE |  |  |  | 1 | SECURITY | GATE OFFICE | 2413058 | 2 | CUSTOMS | GATE OFFICE | 2413058 | Sub-OFFICE, CSEZ FOR 100% EOU's |  |  |  | 1 | HARISH VARMA A P | Joint Development Commissioner | 080-41137543 | 2 | HARSHANAND G A | Deputy Development Commissioner | 080-41137543 | 3 | RAVI K | Assistant Development Commissioner | 080-41137543 | 4 | SUBRATA PAUL | Assistant Development Commissioner | 080-41137543 | 5 | ANJALI A KULKARNI | Assistant Development Commissioner | 080-41137543 | 6 | MANJNATHA K | Assistant Development Commissioner | 080-41137543 | 7 | P M RAMACHANDRAN | Assistant Development Commissioner | 080-41137543 | 8 | SAKTHI ANAND S | Assistant | 080-41137543 |
| 21.                             | RAJESH ANIYERI                                                                                                                  | LDC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 223          |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 22.                             | MANOJ KUMAR                                                                                                                     | LDC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 23.                             | INDU. V.R                                                                                                                       | LDC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 221          |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 24.                             | KRISHNADAS M                                                                                                                    | LDC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 222          |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| GATE OFFICE                     |                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 1                               | SECURITY                                                                                                                        | GATE OFFICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2413058      |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 2                               | CUSTOMS                                                                                                                         | GATE OFFICE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2413058      |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| Sub-OFFICE, CSEZ FOR 100% EOU's |                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 1                               | HARISH VARMA A P                                                                                                                | Joint Development Commissioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 080-41137543 |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 2                               | HARSHANAND G A                                                                                                                  | Deputy Development Commissioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 080-41137543 |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 3                               | RAVI K                                                                                                                          | Assistant Development Commissioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 080-41137543 |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 4                               | SUBRATA PAUL                                                                                                                    | Assistant Development Commissioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 080-41137543 |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 5                               | ANJALI A KULKARNI                                                                                                               | Assistant Development Commissioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 080-41137543 |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 6                               | MANJNATHA K                                                                                                                     | Assistant Development Commissioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 080-41137543 |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 7                               | P M RAMACHANDRAN                                                                                                                | Assistant Development Commissioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 080-41137543 |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 8                               | SAKTHI ANAND S                                                                                                                  | Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 080-41137543 |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 1.9                             | Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 1.9.1                           | List of employees with Gross monthly remuneration                                                                               | The Monthly Remuneration of officials in CSEZ and Private SEZs in Kerala and Karnataka is available in link bellow: <a href="https://csez.com/rti/documents/PD/2526/pay.pdf">https://csez.com/rti/documents/PD/2526/pay.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 1.9.2                           | System of compensation as provided in its regulations                                                                           | Employees of <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> are entitled for LTC, Leave Encashment, Medical Benefit, Gratuity, Provident Fund, House Building Loan, Vehicle Loan and Pension Benefits, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 1.10                            | Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 1.10.1                          | Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer (APIO) & Appellate Authority | Detail is given below ( <a href="https://csez.com/rti/index.php">https://csez.com/rti/index.php</a> ):<br>a) Shri N S Dev, CPIO & Deputy Development Commissioner (ddc.cvo@csez.gov.in; Tel No.91-484-2413111 Ext. 203; Fax No.91-484-2413074)<br>b) Shri S. Pramodu, APIO & ADC and Secretary in Charge CSEZ Authority ( <a href="mailto:pramodcsez@gmail.com">pramodcsez@gmail.com</a> ;<br>c) Shri T M Thomas, APIO & Jr. Hindi Transalator ( <a href="mailto:thomascsez@gmail.com">thomascsez@gmail.com</a> ;<br>d) Shri P Hemalatha, IAS, First Appellate Authority and Development Commissioner ( <a href="mailto:dc@csez.gov.in">dc@csez.gov.in</a> )<br><br>Address:<br><b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 1.10.2                          | Address, telephone numbers & email ID of each designated official.                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |
| 1.11                            | No. of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |              |                |     |     |     |             |     |  |     |           |     |     |     |              |     |     |             |  |  |  |   |          |             |         |   |         |             |         |                                 |  |  |  |   |                  |                                |              |   |                |                                 |              |   |        |                                    |              |   |              |                                    |              |   |                   |                                    |              |   |             |                                    |              |   |                  |                                    |              |   |                |           |              |

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| 1.11.1 | No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings                        | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1.11.2 | (ii) Finalized for Minor penalty or major penalty proceedings                                                                                | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 1.12   | <b>Programmes to advance understanding of RTI (Section 26)</b>                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1.12.1 | Educational programs                                                                                                                         | There is a separate Room/Office for RTI Cell to handle these matters at <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> . The organization organizes RTI Awareness Programmes for employees from time to time. Last year, the CPIO arranged one Session on RTI on 11.08.2024 for employees of the institute.                                                                                                                |
| 1.12.2 | Efforts to encourage public authority to participate in these programmes                                                                     | <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> issues circulars/ emails to employees for participating in the RTI programmes. The Circulars and Notifications received from Central Information Commission from time to time are also shared and made available to the employees.                                                                                                                                          |
| 1.12.3 | Training of CPIO/APIO                                                                                                                        | Last 2 year no training has given to CPIO/APIO                                                                                                                                                                                                                                                                                                                                                                                           |
| 1.12.4 | Update & publish guidelines on RTI by the Public Authorities concerned                                                                       | <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> updates & publishes Guidelines on RTI on regular intervals and it is last updated in the website on 31.03.2025.                                                                                                                                                                                                                                                             |
| 1.13   | <b>Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]</b>                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1.13.1 | Transfer Policy and Transfer Orders [F No. 1/6/2011- IR Dt. 15.4.2013]                                                                       | <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> subordinate office under the Ministry of Commerce and Industry, Department of Commerce, Govt. of India, as such no external transfers are made. There is no Transfer Policy. However, internal transfers are made depending on need & requirements. Transfer orders are available at: <a href="https://csez.com/rti/php/rules.php">https://csez.com/rti/php/rules.php</a> ; |
| 2      | <b>Budget and Programme</b>                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.1    | <b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b)(xi)]</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.1.1  | Total Budget for the public authority                                                                                                        | Fund Allocation for the Year 2024-25:<br><a href="https://csez.com/rti/php/est_grants.php">https://csez.com/rti/php/est_grants.php</a> ;<br><a href="https://csez.com/rti/documents/PD/2526/BAE2526.pdf">https://csez.com/rti/documents/PD/2526/BAE2526.pdf</a>                                                                                                                                                                          |
| 2.1.2  | Budget for each agency and plan & programmes                                                                                                 | The budget is proposed by the HoD/Section Incharge based on their requirement which is then evaluated by the organization level committee and finally submitted to Approval Committee for consideration and approval. The activities approved by the Committee are carried out and budget allocated for activities are utilized by the sections/departments.                                                                             |
| 2.1.3  | Proposed expenditures                                                                                                                        | As detailed under 2.1.1 above                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.1.4  | Revised budget for each agency, if any                                                                                                       | As detailed under 2.1.1 above                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.1.5  | Report on disbursements made and place where the related reports are available                                                               | Report on disbursement are made available in Annual Report of 2023-24 (→) and the same is uploaded on <a href="https://csez.com/rti/php/est_funds.php">https://csez.com/rti/php/est_funds.php</a> ;                                                                                                                                                                                                                                      |
| 2.2    | <b>Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)</b>                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.2.1  | Budget                                                                                                                                       | There is no separate Budget for Foreign and domestic tours. It is met out of General Budget as detailed under 2.1.1 above.                                                                                                                                                                                                                                                                                                               |

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| 2.2.2 | Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Govt. and above, as well as the heads of the Department. (a) Places visited. (b) The period of visit. (c) The number of members in the official delegation. (d) Expenditure on the visit.                                                                                                          | <a href="https://csez.com/rti/php/tours.php">https://csez.com/rti/php/tours.php</a>                                                                                                                                                                                                                                                                                                                                                                                             |
| 2.2.3 | Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon. (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, (c) The works contracts concluded – in any such combination of the above- and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed. | Notice/tender are issued and available at: ( <a href="https://csez.com/rti/php/tenders.php">https://csez.com/rti/php/tenders.php</a> ). In addition, the purchases are also made through GEM portal. <a href="https://csez.com/rti/php/est_procurement.php">https://csez.com/rti/php/est_procurement.php</a> ;<br><br><b>Procurement of Goods and Services are being made through GEM portal for the year 2025-2026 Goods and Services purchase for Rs. <u>62,15,908/-</u>.</b> |
| 2.3   | <b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.3.1 | Name of the programme of activity                                                                                                                                                                                                                                                                                                                                                               | Not Applicable as <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> does not offer Subsidy Programme ( <a href="https://csez.com/rti/php/subsidy.php">https://csez.com/rti/php/subsidy.php</a> ).                                                                                                                                                                                                                                                                    |
| 2.3.2 | Objective of the programme                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.3.3 | Procedure to avail benefits                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.3.4 | Duration of the programme/ scheme                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.3.5 | Physical and financial targets of the programme                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.3.6 | Nature/ scale of subsidy /amount allotted                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.3.7 | Eligibility criteria for grant of subsidy                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.3.8 | Details of beneficiaries of subsidy programme (number, profile etc.)                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.4   | <b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.4.1 | Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions                                                                                                                                                                                                                                                                                                 | Not Applicable as <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> does not allocate any Discretionary and non-discretionary grants to State Govt./ NGOs/other institutions                                                                                                                                                                                                                                                                                         |
| 2.4.2 | Annual accounts of all legal entities who are provided grants by public authorities                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.5   | <b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.5.1 | Concessions, permits or authorizations granted by public authority                                                                                                                                                                                                                                                   | <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> has made available the requisite information at: <a href="https://csez.com/rti/php/recipient.php">https://csez.com/rti/php/recipient.php</a> ;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2.5.2 | For each concession, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorizations |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.6   | <b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.6.1 | CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.                                                                                                                                                                                      | <b>CAG Audit for the financial year 2023-24 is completed and Separate Audit Report is received from CAG office. Annual Report along with separate Audit Report for the financial year 2023-23 is uploaded on web portal. It is available in Audit and Annual Reports:</b><br><a href="https://csez.com/rti/documents/PD/2526/CAG2526.pdf">https://csez.com/rti/documents/PD/2526/CAG2526.pdf</a> ;                                                                                                                                                                                                                                                                                                                                                                            |
| 3.    | <b>Publicity Band Public Interface</b>                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.1   | Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.1.1 | Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens                                                                                                                                                                                                                              | Various appropriate forms/ committees' meetings/discussions with stakeholders are used to evolve consensus on relevant issues whenever called for. The list of Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens is available under 1.5.1 and 1.6.1 above                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.1.2 | Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants                  | The organization needs support, cooperation and suggestions of citizens of the country. Thus, the organization encourages public participation and guidance through members representing them in Approval Committee. The Approval Committee of <b>Cochin Special Economic Zone (CSEZ), Kakkanad,</b><br><br>Day & time allotted for visitors: From 09.30AM to 05.00PM<br>Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Name and designation of the public information officer (PIO), Assistant Public Information (s), Nodal Officer & Appellate Authority<br>Shri N S Dev, CPIO & Deputy Development Commissioner<br>(ddc.cvo@csez.gov.in; Tel No.91-484-2413235 Ext. 103; Fax No.91-484-2413074) |
| 3.1.3 | Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.1.4 | Public- private partnerships (PPP)- Detailed project reports (DPRs)                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.1.5 | Public- private partnerships (PPP)- Concession agreements                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.1.6 | Public- private partnerships                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|        | (PPP)- Operation and maintenance manuals                                                                                                                                                                                | Not Applicable                                                                                                                                   |
| 3.1.7  | Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP                                                                                                                 |                                                                                                                                                  |
| 3.1.8  | Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government                                                  |                                                                                                                                                  |
| 3.1.9  | Public- private partnerships (PPP) -Information relating to outputs and outcomes                                                                                                                                        |                                                                                                                                                  |
| 3.1.10 | Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)                                                                                                     |                                                                                                                                                  |
| 3.1.11 | Public- private partnerships (PPP) - All payment made under the PPP project                                                                                                                                             |                                                                                                                                                  |
| 3.2    | <b>Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]</b>                                                                                                                |                                                                                                                                                  |
| 3.2.1  | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year        | Detail is given under 1.5.1 and 1.6.1 above                                                                                                      |
| 3.2.2  | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process                              |                                                                                                                                                  |
| 3.2.3  | Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy |                                                                                                                                                  |
| 3.3    | <b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>                                                                                          |                                                                                                                                                  |
| 3.3.1  | Use of the most effective means of communication - Internet (website)                                                                                                                                                   | Information manual/handbook available in Electronic format – Yes <a href="https://csez.com/rti/index.php:">https://csez.com/rti/index.php:</a> ) |
| 3.4    | <b>Form of accessibility of information manual/ handbook [Section 4(1)(b)]</b>                                                                                                                                          |                                                                                                                                                  |

|            |                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 3.4.1      | Information manual/handbook available in Electronic format                                            | Yes, it is available in the website of <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> : ( <a href="https://csez.com/rti/index.php">https://csez.com/rti/index.php</a> );                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3.4.2      | Information manual/handbook available in Printed format                                               | Yes, the printed format of Information manual/handbook is available in the office of FAA/CPIO/APIO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>3.5</b> | <b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3.5.1      | List of materials available Free of cost                                                              | Detail is given under 1.5.1 and 1.6.1 above. These documents are available free of cost from the website.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3.5.2      | List of materials available at a reasonable cost of the medium                                        | The certified copy of the above listed material can be obtained by citizen by paying reasonable fee as per RTI Act, 2005.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>4</b>   | <b>E-Governance</b>                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>4.1</b> | <b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.1.1      | English                                                                                               | Yes, it is uploaded in the website ( <a href="https://csez.com/rti/index.php">https://csez.com/rti/index.php</a> );                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4.1.2      | Vernacular/Local Language                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>4.2</b> | <b>When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]</b>        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.2.1      | Last date of Annual updation                                                                          | 31.03.2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>4.3</b> | <b>Information available in electronic form [Section 4(1)(b)(xiv)]</b>                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.3.1      | Details of information available in electronic form                                                   | Detail of Information is made available under 1.5.1 and 1.6.1 above. The information can be accessed at the organization's website: <a href="https://csez.com/rti/index.php">https://csez.com/rti/index.php</a> ;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4.3.2      | Name/ title of the document/record/ other information                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.3.3      | Location where available                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>4.4</b> | <b>Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.4.1      | Name & location of the facility                                                                       | There is RTI Cell at the <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> . Information pertaining to activities dealt by the organization is provided to the users who demand the information. Office Address: <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> . The information is also uploaded on the website of the institute, i.e., <a href="https://csez.com/rti/index.php">https://csez.com/rti/index.php</a> for general reference.                                                                                                                                                                                                                                                  |
| 4.4.2      | Details of information made available                                                                 | As listed under 1.5.1 and 1.6.1 above; Interested people can visit the website for desired information. If the required information is not available on the website, they can send email to CPIO at email id: <a href="mailto:ddc.cvo@csez.gov.in">ddc.cvo@csez.gov.in</a> seeking the required information as per RTI Act, 2005. If the required information is available, same shall be provided within prescribed time as per act. Any citizen of India who desires to obtain any information under the Right to Information Act, 2005 (Act) may make a request preferably in the application format in writing or through electronic means to the Public Information Officer/Assistant Public Information Officer. |
| 4.4.2      | Working hours of the facility                                                                         | 09:30 AM to 6:00 PM from Monday to Friday (except Public Holidays)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4.4.3      | Contact person & contact details (Phone, fax email)                                                   | Shri N S Dev, CPIO & Deputy Development Commissioner ( <a href="mailto:ddc.cvo@csez.gov.in">ddc.cvo@csez.gov.in</a> ; Tel No.91-484-2413235 Ext. 103; Fax No.91-484-2413074)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>4.5</b> | <b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.5.1      | Grievance Redressal Mechanism                                                                         | Grievances are redressed amicably. All aggrieved staff and others may approach to the Internal Committee of the institution in the first instance, and if they are not satisfied with the decision of the committee, they may send their appeals to the concerned authority and shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal. An Internal Complaint Committee constituted under Sexual Harassment of Women at Work                                                                                                                                                                                                                         |

|            |                                                                                                                                                                                                  | Place is available at:<br><a href="https://csez.com/rti/uploads/circulars/171748012534.pdf">https://csez.com/rti/uploads/circulars/171748012534.pdf</a> ;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------|------|------------------------|------------|----|---------------------------------|------|-------------------------------------|-------------|----|--|--|--|--|----|--|--|--|--|----|--|--|--|--|
| 4.5.2      | Details of applications received under RTI and information provided                                                                                                                              | Available at: <a href="https://csez.com/rti/php/rti_queries.php">https://csez.com/rti/php/rti_queries.php</a><br><a href="https://csez.com/rti/documents/PD/2526/RTI2526.pdf">https://csez.com/rti/documents/PD/2526/RTI2526.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 4.5.3      | List of completed schemes/ projects/ Programmes                                                                                                                                                  | <b>Zero Liquid Discharge Plant with Reverse Osmosis system, Standard Design Factory Building,</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 4.5.4      | List of schemes/ projects/ programme underway                                                                                                                                                    | <b>No Scheme or project or programme underway</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 4.5.5      | Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract                                                                  | <b>Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin</b> is procuring most of the services, goods from Government e Marketplace (GeM) and Central Public Procurement Portal (CPPP) which is publicly accessible to all the individuals.<br><a href="https://csez.com/rti/php/est_procurement.php">https://csez.com/rti/php/est_procurement.php</a> ; <table><tr><th>Sl. No.</th><th>Details of Contract</th><th>Type</th><th>Name of the Contractor</th><th>Cost (Rs.)</th></tr><tr><td>1.</td><td>Supply and Installation of CCTV</td><td>Work</td><td>Ariseson Business Solution Pvt. Ltd</td><td>11,08,468/-</td></tr><tr><td>2.</td><td></td><td></td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td><td></td><td></td></tr><tr><td>4.</td><td></td><td></td><td></td><td></td></tr></table> | Sl. No.                             | Details of Contract | Type | Name of the Contractor | Cost (Rs.) | 1. | Supply and Installation of CCTV | Work | Ariseson Business Solution Pvt. Ltd | 11,08,468/- | 2. |  |  |  |  | 3. |  |  |  |  | 4. |  |  |  |  |
| Sl. No.    | Details of Contract                                                                                                                                                                              | Type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Name of the Contractor              | Cost (Rs.)          |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 1.         | Supply and Installation of CCTV                                                                                                                                                                  | Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Ariseson Business Solution Pvt. Ltd | 11,08,468/-         |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 2.         |                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 3.         |                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 4.         |                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 4.5.6      | Annual Report                                                                                                                                                                                    | It is available at:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 4.5.7      | Frequently Asked Question (FAQs)                                                                                                                                                                 | Annexure – I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 4.5.8      | Any other information such as - (a) Citizen’s Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen’s Charter | A Citizens' Charter represents the commitment of the institute towards standard, quality and time frame of service delivery, grievance redress mechanism, transparency and accountability. As such the key components of a meaningful Citizen’s Charter are clear statement of Vision and Mission Statements, Programmes and Activities, Client Groups/Stakeholders, Specification of Time Frame for each service being rendered by the institute. It is available at: <a href="https://csez.com/rti/php/norms.php">https://csez.com/rti/php/norms.php</a> ;                                                                                                                                                                                                                                                  |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| <b>4.6</b> | Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 4.6.1      | Details of applications received and disposed                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 4.6.2      | Details of appeals received and orders issued                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| <b>4.7</b> | Replies to questions asked in the Parliament [Section 4(1)(d)(2)]                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 4.7.1      | Details of questions asked and replies given in the Parliament                                                                                                                                   | The Questions and Replies uploaded in the link:<br><a href="https://csez.com/rti/documents/PD/2526/PARL2526.pdf">https://csez.com/rti/documents/PD/2526/PARL2526.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| <b>5</b>   | <b>Information as may be prescribed</b>                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| <b>5.1</b> | <b>Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]</b>                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |
| 5.1.1      | Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015                                                                                                              | <b>Current CPIO &amp; FAA:</b><br>Detail is given below ( <a href="https://csez.com/rti/index.php">https://csez.com/rti/index.php</a> ):<br>a) Shri N S Dev, CPIO & Deputy Development Commissioner (ddc.cvo@csez.gov.in; Tel No.91-484-2413235 Ext. 103; Fax No.91-484-2413074) Shri S. Maheswariamma R, APIO & ADC and Secretary in Charge CSEZ Authority ( <a href="mailto:pramodcsez@gmail.com">pramodcsez@gmail.com</a> );<br>b) Shri T M Thomas, APIO & Jr. Hindi Transalator ( <a href="mailto:thomascsez@gmail.com">thomascsez@gmail.com</a> );<br>c) Shri P Hemalatha, IAS, First Appellate Authority and Development                                                                                                                                                                                |                                     |                     |      |                        |            |    |                                 |      |                                     |             |    |  |  |  |  |    |  |  |  |  |    |  |  |  |  |

|            |                                                                                                                                                                                                                                                                                        | <p>Commissioner (<a href="mailto:dc@csez.gov.in">dc@csez.gov.in</a>)</p> <p><b>Earlier CPIO &amp; FAA:</b><br/>Earlier CPIOs and FAAs are given here:</p> <table> <tr> <th>Sl. No.</th><th>From – to</th><th>Central Public Information Officer</th></tr> <tr> <td>01.</td><td>Till 14.07.2025</td><td>Shri Boni Parasada Rao, Central Public Information Officer ADC</td></tr> <tr> <td>02.</td><td></td><td></td></tr> <tr> <td>03.</td><td></td><td></td></tr> </table> | Sl. No. | From – to | Central Public Information Officer | 01. | Till 14.07.2025 | Shri Boni Parasada Rao, Central Public Information Officer ADC | 02. |  |  | 03. |  |  |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|------------------------------------|-----|-----------------|----------------------------------------------------------------|-----|--|--|-----|--|--|
| Sl. No.    | From – to                                                                                                                                                                                                                                                                              | Central Public Information Officer                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| 01.        | Till 14.07.2025                                                                                                                                                                                                                                                                        | Shri Boni Parasada Rao, Central Public Information Officer ADC                                                                                                                                                                                                                                                                                                                                                                                                             |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| 02.        |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| 03.        |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| 5.1.2      | Details of Third Party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out                                                                                                                                                              | <p>Carried out on:</p> <p>The Audit Report is available in the link below:<br/><a href="https://csez.com/rti/documents/31032025-1.pdf">https://csez.com/rti/documents/31032025-1.pdf</a></p>                                                                                                                                                                                                                                                                               |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| 5.1.3      | Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers                                                                                                                                   | Deputy Development Commissioner is posted as the nodal officer for coordination of works related to RTI. The name and designation is N S Dev, Deputy Development Commissioner, CSEZ, Kakkanad.                                                                                                                                                                                                                                                                             |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| 5.1.4      | Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers                                                                                                                                | Consultancy Committee of key stake holders for advice on Suo-Motu Disclosure includes Deputy Development Commissioner, CSEZ Assistant Development Commissioner (Admin), Secretary CSEZ Authority and APIO                                                                                                                                                                                                                                                                  |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| 5.1.5      | Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers                                                                                                      | Shri N S Dev, Deputy Development Commissioner, Shri. E V Gokulnath CSEZ Assistant Development Commissioner (Admin), Smt. Maheswariamamma R Secretary CSEZ Authority and Shri. Thomas TM APIO                                                                                                                                                                                                                                                                               |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| <b>6</b>   | Information Disclosed on own Initiative                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| <b>6.1</b> | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| 6.1.1      | Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information                                                                                                                                                                                | Item / information, is disclosed in the website of Cochin Special Economic Zone (CSEZ), Kakkanad, Cochin which is updated on regular intervals ( <a href="https://csez.com/">https://csez.com/</a> ; <a href="https://csez.com/rti/index.php">https://csez.com/rti/index.php</a> );                                                                                                                                                                                        |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| <b>6.2</b> | Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances& Pensions |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| 6.2.1      | Whether STQC certification obtained and its validity                                                                                                                                                                                                                                   | Not yet obtained                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |
| 6.2.2      | Does the website show the certificate on the Website?                                                                                                                                                                                                                                  | Same as above                                                                                                                                                                                                                                                                                                                                                                                                                                                              |         |           |                                    |     |                 |                                                                |     |  |  |     |  |  |

# **Cochin Special Economic Zone, Kakkanad, Cochin**

(Ministry of Commerce & Industry, Government of India)  
Administrative Building  
Kakkanad, Cochin-682 037

## **Annexure – I**

### **Frequently Asked Question (FAQs)**

#### **Q.1. What is Information?**

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

#### **Q.2. What is a Public Authority?**

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government and non-Government organizations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The financing of the body or the NGO by the Government may be direct or indirect.

#### **Q.3 What is a Public Information Officer?**

Public authorities have designated some of its officers as Public Information Officer. They are responsible to give information to a person who seeks information under the RTI Act.

#### **Q.4. What is the Fee for Seeking Information from Central Government Public Authorities?**

A person who desires to seek some information from a Central Government Public Authority is required to send, along with the application, a demand draft or a banker's cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the Accounts Officer of the public authority or to the Assistant Public Information Officer against proper receipt. However, the RTI Fee and the mode of payment may vary as under Section 27 and Section 28, of the RTI Act, 2005 the appropriate Government and the competent authority, respectively, by notification in the Official Gazette, make rules to carry out the provisions of this Act.

#### **Q.5. What is the Fee for the BPL applicant for Seeking Information?**

If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line.

**Q.6. Is there any specific Format of Application?**

There is no prescribed format of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant.

**Q.7. Is it required to give any reason for seeking information?**

The information seeker is not required to give reasons for seeking information.

**Q.8. Is there any provision for exemption from Disclosure of Information?**

Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section 3 (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure overweighs the harm to the protected interest.

**Q.9. Is there any assistance available to the Applicant for filing RTI application?**

If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

**Q.10. What is the Time Period for Supply of Information?**

In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

**Q.11. Is there any provision of Appeal under the RTI Act?**

If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal, should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

**Q.12. Is there any scope for second appeal under the RTI Act?**

If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Central Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

**Q.13. Whether Complaints can be made under this Act? If yes, under what conditions?**

If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has

not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

**Q.14. What is Third Party Information?**

Third party in relation to the Act means a person other than the citizen who has made request for information. The definition of third party includes a public authority other than the public authority to whom the request has been made.

**Q.15. What is the Method of Seeking Information?**

A citizen who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the Fee Rules.

**Q.16. Is there any organization(s) exempt from providing information under RTI Act?**

Yes, certain intelligence and security organizations specified in the Second Schedule, are exempted from providing information excepting the information pertaining to the allegations of corruption and human rights violations. Courtesy – Guide on Right to Information Act, 2005 issued by the department of personnel and training Ministry of Personnel, Public Grievances and Pension Government of India.