

No.1/2/2008:Admn/CSEZ  
Office of the Development Commissioner,  
Cochin Special Economic Zone[CSEZ]  
Government of India,  
Department of Commerce  
Kakkanad, Cochin-30

Dated: 8<sup>th</sup> March, 2012.

**OFFICE MEMORANDUM**

**Sub: Cost recovery from Private SEZs – Change of procedure -reg**

At present the cost of officials posted in Private SEZs are recovered from the SEZs where the officers are posted originally and if additional charges are given to such officers the Zones where the officers are originally posted themselves will recover the proportionate share from the other Zones whose additional charge is given to the Officer. Feed backs from the Zones shows that they are facing difficulty in sharing the cost and often they are requesting for our interference in solving the issue. In order to avoid this, in future, the following procedure shall be adopted for recovering the cost of appointment of Govt. Officials in various Private SEZs where the officers are holding additional charge of different Zones.

An yearly assessment of proportionate work load of various Zones where officers are holding additional charge will be made available in advance by the Officials concerned and based on this two half yearly demands will be raised in accordance with the Government of India instructions in this regard recovering fully the amount of cost for operating each post of the Zone.

Accordingly, all officers posted in Private SEZs shall submit work load assessment report in the enclosed proforma to the undersigned on or before 20<sup>th</sup> March every year so as to enable preparation of half yearly demand for cost recovery charges from all Private SEZs under the jurisdiction of the Development Commissioner Cochin Special Economic Zone [CSEZ]

This is issued with the approval of the Zonal Development Commissioner.



(V Narayanan Potty)

Assistant Development Commissioner [Admn]

To

1. All Officers Posted in Private SEZs
2. All Private SEZs under the jurisdiction of Development Commissioner, CSEZ
3. Coputer Cell for uploading the OM to official website
4. Junior Hindi Translator.