

**Office of the Development Commissioner  
Cochin Special Economic Zone (CSEZ)  
Ministry of Commerce & Industry,  
Government of India,  
Kakkanad, Cochin – 682 037**

Dated: 7.4.2006

CIRCULAR No.3/2006

SEZ Act (24 of 2005) and SEZ Rules have come into force w.e.f.10.2.2006. As per Section 46 of the SEZ Act and Rule 70 of SEZ Rules, entry of every person whether employed by any unit or required to be present in Special Economic Zone shall be regulated through issue of Identity cards.

The Identity Card issued to the entrepreneurs and employees of the units shall be valid for a period of five years. When any employee who has been issued with an identity Card ceases to be in the employment of the unit or Developer the said Identity Card shall be surrendered forthwith and shall be deemed to be invalid from such date. Entry of casual visitors and contractors shall be regulated through issue of Temporary Identity Cards and Visitor's Pass.

In the light of the above provisions of the SEZ Act and SEZ Rules, the procedure for issue of Identity Cards has been streamlined as under:

- i) CEO of all CSEZ units shall provide a list of employees along with their designation and photographs to the Security Officer, CSEZ for issue of Identity Cards.
- ii) All units shall designate a nodal officer, who shall maintain a database on all the ID card holders (Residential address, Father/Mother's name, Date of birth, Sex, Educational qualification etc.) of their respective units and shall furnish such information to the Security Officer or any authorized Officer on demand.
- iii) In respect of casual visitors including contractors and their workers, the concerned CSEZ unit shall forward the details of the visitors to the Security Officer, CSEZ for issue of temporary/visitor's pass.
- iv) The actual cost incurred for issue of the Identity Card shall be reimbursed by the concerned units.

The above instructions shall supersede all previous instructions issued in this regard. Rules governing issue of Identity Cards are annexed.

All units are requested to provide a list of employees along with their designation and photographs to the Security Officer, CSEZ by 21st April 2006 for issue of Identity Cards.

(Gowri S Nair)  
Dy. Development Commissioner

To  
All CSEZ Units.

## Annexure

### Rules Governing Issue of Identity Cards

1. Identity Card for permanent personnel in CSEZ will be issued by Security Officer, CSEZ.
2. The validity of the Identity Card shall be for up to 5 years from the date of issue.
3. The temporary Identity Cards shall be issued for three months and visitor's pass on daily basis.
4. The Identity Card is not transferable.
5. The Identity Card holder shall show the ID card to the security staff at the CSEZ Gate on his/her own volition at the time of entry into and exit from CSEZ. The ID card should be displayed on the person at all times when inside the Zone. The ID card should also be shown to the CSEZ/Customs officials as and when demanded.
6. Identity Card shall be surrendered to the Security Officer, CSEZ through the unit/contractor on expiry or on the person becoming ineligible for ID card.
7. The Identity Card is for entering into the CSEZ unit in which he/she works. He/she shall not enter into areas in the CSEZ (other than ESI Dispensary and the Canteen) or units in the CSEZ where his/her entry is not specifically authorized. No employee of one unit should visit any other unit without the permission of the CEO of the unit where he/she is employed. Entry without ID card tantamounts to trespassing and he/she is liable to prosecution and the Identity Card is liable to be withdrawn for such acts.
8. The ID card holder shall stop his/her vehicle in case he/she is traveling by a vehicle at the time of entry into and exit from the CSEZ for the purposes of security check. He/she should also comply with the speed restrictions and other road safety measures as imposed by the CSEZ Administration.
9. The ID card holder and the unit concerned should immediately report loss of the Identity Cards to the Security Officer, CSEZ. In such a case the person to whom the ID card had been issued will not be permitted to enter CSEZ without a written request from the unit concerned. A sum of Rs.100/- will be charged as penalty in case of loss of original ID card or the first time and issue of duplicate ID card. For subsequent issue of duplicate ID card, a sum of Rs.200/- will be charged as penalty each time.

10. The Identity Card issued should be surrendered in original to the Security Officer, CSEZ through the unit in the event of any ID card holder leaving his/her employment or being suspended, discharged or terminated/ dismissed from service. The unit's CEO shall report all such cases to the Security Officer, CSEZ immediately, and at any rate, by the next working day.

11. The Identity Card is liable to be suspended or cancelled, as the case may be, by the Security Officer, CSEZ if the ID card holder is served orders of suspension, removal, dismissal, etc. by the management of the CSEZ unit in which he/she works. The unit's CEO shall report all such cases to the Security Officer, CSEZ immediately, and at any rate, by the next working day.

12. The Identity Card is liable to be withdrawn on the spot by the Security Officer, CSEZ, and the ID card holder is liable to be stopped from entering the CSEZ in case:

- a)The ID card holder indulges in activity that is a nuisance to others in the CSEZ, or
- b)The ID card holder indulges in activity that is prejudicial to the orderly conduct of business in the CSEZ, or
- c)The ID card holder indulges in activity that is prejudicial to the security of the CSEZ, or
- d)The ID card holder is found involved in illegal or criminal activities, or
- e)The ID card holder is found by CSEZ to have caused loss or damage to property, installations or infrastructure in the CSEZ, or
- f)The ID card holder does not obey lawful instructions of the security personnel in CSEZ, or
- g)The Identity Card has been used for impersonation, or
- h)The CSEZ unit in which the ID card holder works has been evicted by the CSEZ Administration, or
- i)Any other Rules governing the issue of ID card have been violated.

In all such cases the Security Officer, CSEZ shall inform the CEO of the unit concerned.

13. If the Security Officer, CSEZ proposes to cancel the Identity Card permanently for violation of any of the above rules, he shall issue a notice to show cause to the person affected. The Security Officer, CSEZ may then consider the reply given to the show cause notice, give a personal hearing to the person and consider all evidence adduced before issuing a speaking order.

These rules may be brought to the notice of all employees of the units by the units.

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