

भारत सरकार/GOVERNMENT OF INDIA

विकास आयुक्त का कार्यालय/OFFICE OF THE DEVELOPMENT COMMISSIONER

कोच्चिन विशेष आर्थिक क्षेत्र /COCHIN SPECIAL ECONOMIC ZONE

काक्कनाड, कोच्चिन /KAKKANAD, COCHIN -682037

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No.14/01/2013:RPT:CSEZ

Dated 16/01/2015

**Circular No.1/2015**

The following instructions are issued for compliance in line with the MOC's instructions in digitalization and adherence of timeline for processing applications.

1) All the inward receipts (DAK) received in the office of the DC, CSEZ, Kakkanad and other offices of the DC located in Kerala and Karnataka to be entered in the DAK Software Module of CSEZ and the receipts shall be marked to the Branch Officer and Dealing Hand and processing status to be updated in the system as and when its processed. At time of registering the receipt the category of the receipt to be selected from the system.

The pendency status of the inward receipts will be weekly reviewed by the undersigned every Tuesday. Necessary help in using the DAK module will be provided by Shri. Sunil Kumar V S, Executive Assistant, CSEZ.

2) The Minutes of meeting of UACs shall be uploaded to the CSEZ Website through the SEZ Monitoring Module within 3 days of the UAC Meeting after obtaining approval. Any minutes left to be uploaded to the website till date may be uploaded to the website after verifying the list of minutes in the website against each SEZ. The updation of previous minutes shall be completed within 30<sup>th</sup> January 2015.

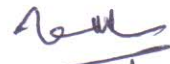
3) All the SEZ units shall submit the Annual Progress Reports directly to CSEZ Cochin Office and APR to be marked to Shri Sunil Kumar V S Executive Assistant, CSEZ. He shall verify the APR for its correctness in comparison with previous APR and available information in SEZ online regarding imports and exports. In case any deficiency is noted in the APR or any clarification is required regarding information furnished in the APR he may sent back the APR or seek clarification on the information submitted in the APR from the unit concerned. In case of APRs which are complete in all respects, the receipt of the APR shall be updated in the software module and the APR shall be kept in the Computer Cell, CSEZ.

All officials are requested to comply the above instructions. Any difficulty in implementing the above may please be brought to the notice of the undersigned.

To

All Officials of CSEZ.



  
(Dr. Safeena A.N.)  
Development Commissioner  
डा. सफीना ए.एन.  
Dr. Safeena A.N.  
विकास आयुक्त  
Development Commissioner  
भारत सरकार/Govt. of India  
कोच्चिन विशेष आर्थिक क्षेत्र  
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