



सत्यमेव जयते

**Office of the Development Commissioner  
Cochin Special Economic Zone (CSEZ)  
Government of India  
Ministry of Commerce & Industry  
Administrative Building  
Kakkanad, Cochin- 682037**

**File No:** CSEZ-CSZ0K(3)9/2022-SEZ Cochin

**Date:** 12.09.2022

**CIRCULAR**

**Sub:** Guidelines providing standard operating procedure for Work From Home (WFH) permission for implementation of Rule 43A of the Special Economic Zones (Third Amendment) Rules, 2022-reg.

The Department of Commerce vide Instruction No. 110 dated 12<sup>th</sup> August 2022 has issued guidelines providing therein standard operating procedure for Work From Home (WFH) permission for Implementation of the Rule 43A of the SEZ (Third Amendment) rule 2022. It is being circulated hereby for your information and compliance.

2. The request for WFH approval in respect of Units located in Karnataka may be submitted to [jdc.csezbangalore@gmail.com](mailto:jdc.csezbangalore@gmail.com) and in respect of Units located in Kerala may be submitted to [ddccochinsez@gmail.com](mailto:ddccochinsez@gmail.com). As per this instruction, units are to submit details in the form of a covering letter as well as an excel sheet.

3. The circular No. CSEZ-CSEZ0K(3)9/2022-SEZ Cochin dated 30.06.2022 issued by Cochin SEZ stands withdrawn.

**(Boni Prasada Rao)**

Dy. Development Commissioner

Email: [ddccochinsez@gmail.com](mailto:ddccochinsez@gmail.com)

All units are under DC, Cochin SEZ

Copy to:

1. All IT/ITES Units/Developers under the jurisdiction of DC. CSEZ
2. The Under Secretary, SEZ Division, Department of Commerce, Udyog Bhavan, New Delhi.
3. JDC/DDC/ACC/ Specified Officer/ Authorized Officers/ADCs of all SEZs in Kerala & Karnataka.
4. Notice Board