

**No. C.8/3/2009-SEZ**  
Government of India  
Ministry of Commerce and Industry  
Department of Commerce  
(SEZ Division)

Udyog Bhawan, New Delhi  
Dated the 20<sup>th</sup> August 2009

To

All the Development Commissioners

**Subject: Time bound disposal of various categories of applications – reg**

Sir/Madam,

As was decided earlier during one of the review meeting taken by Commerce Secretary on 3rd June 2008 regarding functioning of the Special Economic Zones, 'Time Schedule', as per attached annexure, is hereby prescribed for disposal of different applications in the Special Economic Zones.

2. It is requested that the same be followed strictly while disposing of various applications received from units/developers.

Yours faithfully

**(T. Srinidhi)**  
Director  
Tel: 2306 3265  
E-mail: t.srinidhi@nic.in

Copy for information to DG EPC for SEZ and EOUs



S.No	Category of Application	Prescribed Time limit for disposal (in days)
1.	Issue of LoA excepting cases requiring approval of BoA.	For approval of all these activities, along with initial issuance of LoA - 15
2.	Annual permission for sub-contracting	
3.	Allotment of Importer-Exporter Code number	
4.	Allotment of land/industrial sheds in the special Economic Zone	
5.	Water connection	
6.	Registration - cum- Membership Certificate	
7.	Small Scale Industries Registration	
8.	Registration with Central Pollution Control Board	
9.	Power Connection	
10.	Building approval plan	
11.	Sales Tax Registration	
12.	Approval from inspectorate of factories	
13.	Pollution control clearance, wherever required	
14.	Amendment of LoA	15
15.	Acceptance of Bond cum LUT	7
16.	Renewal of Bond cum LUT	3



17.	Permission for broad banding / diversification	15
18.	Permission for Merger of Units	15
19.	Permission for enhancement of production capacity	7
20.	Cancellation LoA	15
21.	Permission for debonding / exit	15
22.	Eligibility certificate for employment visa for technicians	2
23.	Issue of Identity Card	2
24.	Renewal of Identity Card	Same day
25.	Permission for disposal of scrap/waste	2
26.	Permission for change in name	7
27.	Inter Unit Transfer	2
28.	Permission for re-import	Same day
29.	Permission for re-export	Same day
30.	Permission for replacement / repair of goods	Same day
31.	Authorization of softex form	Same day
32.	Issue of GSP Certificate	Same day

