

**Instruction 2/2007:SEZ**

**Office of the Development Commissioner  
Special Economic Zones  
(Kerala, Karnataka, Mahe & Lakshadweep)**

1st March 2007

**CSEZ, Kakkanad  
Kochi – 682 037**

Sub: Security orders connected with entry into and exit from SEZs SECURITY ORDERS (General)

**A. GENERAL**

Special Economic Zone (SEZ) is a secured area, the processing area of which is surrounded by a compound wall and with number of entries and exist as are approved by the Development Commissioner. While units in an SEZ may have their own compound wall and security, the overall security of the SEZ shall be the responsibility of the SEZ Developer's Security Wing who are expected to man the zone and its gates round the clock in shifts. Though the entry into non-processing areas are not intended to be restricted, the same level of watchfulness is expected to be maintained over the non-processing area. In addition to compliance with the SEZ Act, 2005 and SEZ Rules, 2006, it also needs to be noted that these are soft targets and hence require intense vigilance at all times. These instructions are intended to cover movement of goods, vehicles and persons. It is also reiterated that security can be foolproof only with zero tolerance procedures and no movement shall be permitted to any person whatsoever except in accordance with these instructions.

2. It shall be the responsibility of the developer to get the processing area notified by the Development Commissioner under Rule 11 of SEZ Rules, 2006 and to construct the compound wall, as prescribed in SEZ Rules, before leasing out space to any unit within the SEZ. Ideally, each access point should have a separate system of admitting persons on foot.

3. An authorised person is one who has been issued with an identity card in accordance with Rule 70 of SEZ Rules, 2006. (Instruction 1/2006: SEZ may be referred to) Such persons are allowed entry into the zone on production of the card to security personnel at the gate. The Security staff will ensure that no person(s) enter(s) into the processing area without a valid Identity Card or Permit issued by the Development Commissioner of the Zone. Any other person seeking entry shall be covered by Para B of these instructions.

4. Random search of the persons and vehicles will be done as per specific instructions issued in this regard from time to time. Details of such searches should be registered in the diary by the duty officer of the security detail. The following procedure would be followed:-

- i) Personal search of females will be done only by women security guards.
- ii) Search shall be carried out with searched person between security staff and the exit to prevent escape under any circumstance.
- iii) The person should be asked to declare any item being carried and should any item be produced, explanations offered will have to be taken under signature in hand of the said person. He/she will be detained while the proper authorities are informed. If the property declared is not covered by a permission of authorised officer, it should be brought to the notice of Specified Officer. Should it be a case of theft, report may be made to the police.
- iv) If the person denies carrying any item unauthorisedly, personal search may be carried out by

running hands over the clothing of the suspect. In case any item is recovered, procedure as in (iii) above to be followed.

- v) If the search reveals nothing of interest allow the person to leave as quickly as possible..
- vi) The search should done in such manner that individual dignity is not compromised and utmost courtesy should be shown at all times.

5. The Security staff will ensure that there is no crowding at the Zone gate.

6. They will be always polite, courteous, and tactful in the discharge of their duties. In case of encounter with any argumentative individual, attention may be drawn to the boards placed at the gates.

7. Security staff are required to be punctual in reporting for duty. Appropriately uniformed, they shall sign the duty register when going on and off duty. They shall not go off duty unless properly handing over to replacement has taken place.

8. Units shall be required to furnish individual data sheets of all employees for whom identity cards are to be issued and they shall be in the custody of designated nodal officers approved by the Development Commissioner. It shall be the responsibility of such custodian to carry out necessary verifications to ascertain genuineness of information. Upon any employee ceasing to be on the rolls of the unit, the unit shall request for cancellation of identity card.

## **B. VISITORS**

SEZs being soft targets, damage that can be caused by terrorist activities may be prohibitively high in terms of life and property. It can also debilitate the industrial base of the state. Past instances have shown that no institution is free of this menace and there is no system that has not been attempted to be subverted for destructive ends. As all employees are properly vouched for, the potential danger comes from visitors. Terrorist attacks occur without notice and under many guises including apparently "highly official ones". The following practice shall therefore be adopted without any deviation.

- i) Units functioning in the Zone are required to give advance information to Security about their visitors and they shall be allowed entry after proper identification and issue of casual entry passes. Security shall maintain a register of such intimations indicating time of intimation, expected time of arrival and casual pass details.
- ii) Visitors who seek entry without prior intimation from units to shall be allowed entry only after a responsible person from the Unit personally identifies the visitor and gets entry pass issued. Security shall maintain a separate register of such visits
- iii) While the above applies also to government representatives who visit units upon their invitation, surprise visits to units may have to be made by government representatives in accordance with statutory requirements. Such representatives shall first be required to obtain clearance from DC (and in his absence from DDC) before entering the zone. Details of all visits by government representatives should be entered in a separate register. Since this can cause unpleasantness at all times, security staff are not to get into any argument but to draw attention to the instructions in the matter.

## **C. MATERIALS**

Movements of materials into and out of the Zone shall be regulated follows

#### Exempted Goods

The entry into and exit from the Zone of imported/procured goods and export goods will be regulated as per the SEZ Rules, 2006. Entry shall be made in a register containing details of procuring/despaching unit, transport document and vehicle number. Should there be any need to examine the goods at the gate, procedure laid down under SEZ Rules shall be followed by authorized officer. Security staff are required to render assistance to authorised officers.

#### Other goods

Materials belonging to the entrepreneurs and contractors not covered by SEZ Rules, 2006 will be allowed in or out only under their written authority with a copy marked to Specified Officer. Such written authority will give full description of the goods being taken out, and quantity thereof. *Bona fide* personal goods of employees and laptops/mobile phones shall be allowed free movement.

In case of situations not covered by above provision, security staff shall seek instructions from the Security Officer or any other competent officers of the Zone Administration.

### **D. VEHICLES**

- i) The Security staff will ensure that vehicles do not enter the Zone without a valid pass. Passes for regular vehicles shall be in the form of stickers issued against specific requisition made by responsible official of the units to the nodal officer. Each sticker shall have a distinctive number on the face with the vehicle number in full on the obverse. A register of such vehicles with details of ownership shall be maintained by security wing. All other vehicles shall be issued with casual entry passes only upon receipt of prior intimation from unit or by personal identification made by responsible official of the unit. This shall not apply to government vehicles carrying representatives invited by the unit or cleared by the DC/DDC.
- ii) It shall be the responsibility of the Security Guards to check all the vehicles entering the zone.
- iii) Separate registers in the format given should be maintained to record all inward and outward movement of vehicles.
- iv) Gate Passes shall be checked to ensure the goods bought in or taken out of the Zone are authorized and permitted as per para C..
- v) All outgoing vehicles shall be thoroughly searched except when goods are taken out under Customs seal.
- vi) If any vehicle is found to carry goods unauthorisedly, the same will be detained and handed over to the authorised officer after completing security formalities like noting the vehicle registration details, name of driver and any other relevant information. A written statement from the person so detained with his/her signature affixed may be taken.

### **E GENERAL**

- i) Any unusual occurrence in the vicinity of the Zone will be reported immediately to the

authorities concerned and prompt action taken by security staff to protect the zone.

- ii) Security shall ensure that stores, offices, etc are locked after working hours.
- iii) Security staff shall give special attention to costly materials left unattended where there is a possibility of theft.
- iv) Security shall pay attention to dangerous stacking of materials, littering or storage in common areas and shall take prescribed action.
- v) Security shall note any unauthorized personnel tampering with electricity, water, telephone and other installations.
- vi) Security shall take charge of any personal property found on Zone premises and record it in the diary with description of the property and all other relevant details. The entry should be signed by the finder of the property to attest its correctness.

#### **F. MISCELLENEOUS**

- i) The Security staff will not discuss instructions of confidential nature with anyone outside the Security department.
- ii) They shall always turn up smartly for duty.
- iii) During labour problems/strikes/unrest, Security staff should not become involved in any dispute with the striking employees.
- iv) During labour problems/strikes/unrest, Security staff should not become involved in any dispute with the striking employees.
- v) They shall render assistance to the authorised officers in the discharge of their duties.
- vi) They shall ensure that all regulations for security and safety of the Zone are properly enforced.
- vii) They will ensure that no one writes/sticks bills on the Security wall.
- viii) In case of Fire, or accidents the Security staff shall alert the authorities concerned and render all possible assistance to combat fire and save lives.
- ix) The Security staff shall keep a Log book (Diary) to record all occurrences concerning the Zone. It is essential that full and accurate information is recorded.
- x) The following acts of the Security staff will be taken as a very serious misdemeanour:-
  - a) Sleeping while on duty

- b) Attending duty after taking alcoholic drinks
- c) Willful negligence of duty;
- d) Help to take out materials from the Zone without proper authority
- e) Gambling; and
- f) Doing anything injurious to public order or displaying indecorous behaviour

#### G. SPECIAL PROVISIONS FOR IT ZONES

IT/ITES Zones are dedicated to IT companies. Physical exports are not made by the units and the nature of employees minimizes the scope of illicit removal of exempted goods. Moreover, internal security systems of the units are aimed at ensuring the total integrity of their material and data control system. In view of this, control over movement of personnel out of such zones shall be exercised without personal intrusion. Developers and units are advised to install CCTVs at vantage points and to which security staff and authorized officers shall have unlimited access. Special watch should be kept at the exit gate for individuals observed on CCTV to be carrying materials on their person.

#### H. CONCLUSION

- i) Additions or amendments to the above orders will be made in writing.

- ii) The above instructions do not touch on all circumstances, which may call for the attention of the Security staff. Where a situation arises and none of the specific instructions apply to it, members of the Security staff will be expected to use intelligence, imagination and discretion to ensure it is dealt with satisfactorily in consultation with the nodal officer.
- iii) Any violation of the above orders shall be construed as a breach of the SEZ Act, 2005 and SEZ Rules, 2006 with consequential actions.
- iv) Any difficulty faced in implementing the above may be brought to the notice of the undersigned for remedial action.

(C J Mathew)  
Development Commissioner