

**Chapter-II-4(I)(b) of RTI Act,2005 prescribes voluntary disclosure of 17 points manual.**  
**Accordingly relevant information pertaining to this office is hosted on official website**  
**[www.vsez.gov.in](http://www.vsez.gov.in) for Public use.**

## **MANUAL-1**

### **ABOUT OUR ORGANISATION**

**Visakhapatnam Special Economic Zone**, popularly known as **VEPZ (Visakhapatnam Export Processing Zone)**, is one of the seven Central Government **SEZs** in the country under the jurisdiction of Andhra Pradesh, Telengana, Chhatisgarh and Yanam. **VSEZ** aims at providing an internationally competitive and hassle-free environment for investment in export production.

**VSEZ** is a subordinate office under the Ministry of Commerce & Industry, Department of Commerce, Govt. of India. Development Commissioner is the Head of the Organisation and is responsible for guiding Entrepreneurs for setting up of units in the SEZ, promotion of exports from the Zone in co-ordination with the Central & State Government Departments, monitor performance of the Developer(s) and units in the SEZs in Andhra Pradesh, Telangana, Chattisgarh & Yanam (part of Pondichery Union Territory).

Units under the 100% EOU scheme in these States/Union Territory. To cater to the needs of the SEZ and 100% EOUs set up in Telangana region, and for co-ordination work, a Sub-office of VSEZ is functional at Parishrama Bhavan, 5<sup>th</sup> fl., Basheerbagh, Hyderabad.

Zone Administration provides round the clock Customs services for units and security in VSEZ and private SEZs located in Andhra Pradesh, Telengana and Chhatisgarh under VSEZ.

### **The Special Economic Zone (SEZ) scheme**

SEZ objectives include generation of additional economic activity, Forex, promotion of exports of goods and services, promotion of investment from domestic and foreign sources, creation of employment opportunities and development of infrastructure facilities. The SEZ area is specially demarcated and stands outside the Customs territory of India. This unique status enables fast clearance of investment proposals as well as a hassle-free environment for running of the units in the SEZ.

The SEZ Act & Rules which came into force from February 2006 is a significant development. It provides a policy framework with minimum regulatory regime to provide expeditious and a single window clearance mechanism.

SEZ units have to fulfil net foreign exchange. Manufacturing and trading by way of imports and exports are permitted under a simplified approval mechanism. Foreign investment is permitted under automatic route except certain prohibited items, without restrictions on repatriation of profit, dividends, royalty, know how fee etc. SEZ units can maintain foreign currency and hold 100% of export proceeds in foreign currency. The units can also go in for external commercial borrowings for funding and running a

project without specific approvals. SEZ units can sell their goods in the local market on payment of applicable duties.

### **The Export Oriented Units (EOU) Scheme**

- **The Export Oriented units are entitled to:-**
- Duty-free imports of capital goods, spares, raw materials and consumables required for the approved activity.
- Duty-free access to Indian capital goods and inputs.
- Preferential access to the Indian market for their service/ product: Upto 50% of FOB value of exports can be sold in India at 50% of the usual duties. This is apart from sales in India to EOU/SEZ/EHTP/STP units, and other notified duty-free eligible categories, which are categorized as deemed exports: deemed exports count for export performance and NFE norms.
- Can subcontract production or part of production process to Indian/foreign units;

### **MANUAL-2**

#### **Functions and duties of officers and employees:-**

The Development Commissioner is the Head of the Department, supported by officers including those on deputation from Customs and Central Excise Department. SEZ Act, 2005 & SEZ Rules, 2006, came into force from 10<sup>th</sup> February, 2006 set out the Scheme objective and simplified procedures for Developers and Units in SEZs. Development Commissioner is the Zonal Labour Commissioner for the SEZs located under the jurisdiction of Andhra Pradesh, Telangana and Chhatisgarh.

Development Commissioner implements provision of SEZ Act & Rules and discharges other functions and duties provided under the SEZ Act. He exercises various powers delegated under these Acts and Rules and those delegated by the inter Ministerial Board and reports to the Ministry of Commerce & Industry, Department of Commerce. The Customs functions under the SEZ Act are discharged by officers of CBEC posted in the Zone. They work under the administrative control of the Development Commissioner.

The territorial jurisdiction of the office of VSEZ includes the States of Andhra Pradesh, Telangana, Chattisgarh & Yanam (part of Pondichery Union Territory). To discharge the afore-stated SEZ objectives O/o. Development Commissioner undertakes following functions: -

- Guide entrepreneurs for setting up of Units in the Special Economic Zones and Export oriented units in the jurisdiction of VSEZ.
- Ensure and take suitable steps for effective promotion of exports from the Special Economic Zones and Export oriented units in the jurisdiction of VSEZ in co-ordination with the Central Government and State Government Departments concerned.
- Monitor the performance of the Developer, Units in the Special Economic Zones

- Monitor the performance of the Export Oriented units.
- Discharge all other functions assigned or delegated by the Central Government and State Government under the SEZ Act, 2005 and the Rules and orders made there-under.
- Discharge such other functions as may be delegated by the Board of Approval, Department of Commerce.
- Discharge DGFT licensing work under the jurisdiction.

### MANUAL-3

#### **Procedure followed in the decision making process, including channels of supervision and accountability**

As part of official hierarchy, following channels of supervision/accountability is being practiced in this office:-

- 1) Any kind of document is received in the inward Dak section under proper acknowledgement.
- 2) After assigning a number, the Dak will be marked to the concerned section head.
- 3) Then the section head will mark the same to the concerned dealing Assistant.
- 4) The dealing Assistant will put the document to the section head in the file.
- 5) The Section head will examine the case, and after a detailed study put up his notes with proper recommendation to his superior officer Dy. Development Commissioner and Joint. Development Commissioner.
- 6) The Development Commissioner will again examine the issue at his level and put up to Jt. Development Commissioner. Wherever necessary he will obtain necessary clarification from the Section head, and strictly basing on the merits along with his recommendations, send the file to Development Commissioner.
- 7) Development Commissioner who is the ultimate decision maker, will once again examine the issue, strictly on merits at his level. After taking necessary clarification from any of his subordinates, wherever necessary, along with his recommendations/remarks/approval sends the file back.
- 8) File will travel back in the same channel, and decision of the office will be communicated to the applicant.
- 9) Files are also disposed of by electronic mode through E.mail and SEZ online services

## MANUAL-4

O/o DC,VSEZ strives to facilitate proper working of SEZs and EOUs in the jurisdiction. Specific timelines have been prescribed by Deptt.of Commerce for processing of various activities. This office follows the same. Details of the same are furnished below:-

### **PROPOSED TIMELINE FOR DISPOSAL OF VARIOUS PROCESS**

#### **Works related to SEZ Developers**

| Sl. No. | Works related to SEZ Developers   | Prescribed Time limits for disposal (in working days) |
|---------|---|---|
| 1.      | Examination of the proposals for setting up of Special Economic Zone.   | Total 15 days for all three activities                |
| 2.      | Site inspection of land proposed for SEZ.   |   |
| 3.      | Processing the proposal along with site inspection report to DOC for consideration by Board of Approval (BoA).  |   |
| 4.      | Execution of Bond-Cum-LUT by the developer.<br>With regard to their obligations regarding proper utilization and accountal of goods, including goods procured or imported by a contractor duly authorized by the Developer or Co-developer, as the case may be. | 7   |
| 5.      | Demarcation of processing & non-processing area of SEZ  | 7   |
| 6.      | Examination and forwarding the proposal for approval of co-developer of SEZ to DOC for consideration by BoA.  | 15  |
| 7.      | Examination and forwarding the proposal for approval of additional authorised operations to DOC for consideration by BoA.   | 7   |
| 8.      | Examination of the proposal for addition/ deletion of land in notified SEZ's.   | Total 15 days for all three activities                |
| 9.      | Site inspection of the proposed additional land.  |   |
| 10.     | Forwarding the proposal along with site inspection report to DOC for consideration by BoA.  |   |
| 11.     | Examination of the proposal for change of sector of SEZ.  | 7   |
| 12.     | Forwarding of the proposal of extension in the validity period of formal LOA to DOC.  | 15  |
| 13.     | Proposal of the SEZ developers for approval of list of materials and services to carry on authorised operation in SEZ. <b>(UAC matter)</b>  | 30  |
| 14.     | Approval of Job-work (Sub-contracting) <b>(UAC matter)</b>  | 15  |
| 15.     | Approval to lease out space for setting up of canteen etc. facilities in processing area <b>(UAC matter)</b>  | 15  |
| 16.     | Issuance of Form-I for CST Exemption.   | 5   |
| 17.     | Issuance of Functional/Operational Certificate.   | 3   |
| 18.     | Monitoring of performance with regards to utilization of material for construction and maintenance of SEZ through quarterly/half yearly reports by UAC.   | 30  |

|     |  |    |
|-----|--|----|
| 19. | Various miscellaneous Operational issues of SEZ Developers / Units.  |    |
| 20. | Collection / compilation of various data from SEZ Developers required by DOC & other Department & State Government.      | 7  |
| 21. | Submission of Monthly Report in respect of Export/ employment/ Investment of all SEZ under the jurisdiction of Zonal DC. |    |
| 22. | Forwarding the proposal for de-notification along with DC's Certificate.   | 15 |

**PROPOSED TIMELINE FOR DISPOSAL OF VARIOUS PROCESS Works related to SEZ Units**

| <b>Sl. No.</b> | <b>Works related to SEZ Units</b>  | <b>Prescribed Time limits for disposal (in working days)</b> |
|----------------|--|--|
| 1.             | Examination of the application for setting up of units.  | 15   |
| 2.             | Preparation of agenda items and minutes of UAC meeting.  | 15   |
| 3.             | Issuance of Letter of Approval after approval by UAC.  | 15   |
| 4.             | Application for allotment of space / possession of the unit in case of Central Government SEZs.  | 60   |
| 5.             | Execution of Bond-Cum-LUT. with regard to its obligations regarding proper utilization and accountal of goods, including capital goods, spares, raw materials, components and consumables including fuels, imported or procured duty free and regarding achievement of positive net foreign exchange earnings  | 7  |
| 6.             | Execution of lease deed between units & SEZ developer:<br>(a) Submission of draft lease/vetting of draft<br>(b) Execution of lease deeds   | 5<br>5   |
| 7.             | Approval for registration of unit at SEZ Online System.  | Same day   |
| 8.             | Issuance of Importer Exporter Code.  | 3  |
| 9.             | Issuance of Registration-Cum-Membership Certificate.   | 3  |
| 10.            | Issuance of Form-I for CST Exemption & examination of its Utilisation.   | 5  |
| 11.            | Extension of LOA upto 4 <sup>th</sup> year.  | 7  |
| 12.            | Proposal of units for amendment in LOA like ( <b>UAC matters</b> )<br><input type="checkbox"/> Broad banding (addition of authorized operations)<br><input type="checkbox"/> Capacity enhancement.<br><input type="checkbox"/> Diversification/change in the items of manufacture or service activity<br><input type="checkbox"/> Change of entrepreneur, change of name and change in shareholding pattern. | 30   |

|     |  |          |
|-----|--|----------|
|     | □ Addition / deletion of area of unit.   |          |
| 13. | Renewal of LOA after completion of five years of operation by the unit.                          | 15       |
| 14. | Permission for Jewellery exhibitions abroad.   | 2        |
| 15. | Permission for setting up of a DR/BCP centre by IT units.  | 7        |
| 16. | Permission for movement of Data backup tape by IT units.   | 7        |
| 17. | Proposal of units for approval of list of services. (UAC matter)                                 | 30       |
| 18. | In-Principle Exit Order  | 7        |
| 19. | Final Exit Order from SEZ Scheme after receiving of requisite NOC / documents.                   | 15       |
| 20. | Monitoring of performance of the units as per Annual Performance Report submitted by them by UAC | 30       |
| 21. | GSP Certification  | 2        |
| 22. | SCNs including Adjudication Orders under FTDR Act.   | 75       |
| 23. | Data compilation, reply of parliament questions and report/returns to DoC.                       | Same day |

**Time schedule as specified under Sec.6.39 of FTP shall normally be followed to dispose of cases, provided the application in prescribed format complete in all respects accompanied by prescribed documents is received.**

#### MANUAL-5

#### Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

- 1) As far as SEZ is concerned, this office functions within the framework of SEZ Act & Rules.
- 2) As far as EOUs are concerned, this office functions within the framework Foreign Trade Policy & Procedures.
- 3) This office also abides by the latest amendments/instructions to the above issued from time to time.
- 4) This office also ensures implementation of various labour related enactments by the SEZ Units and Developers.

#### MANUAL-6

**Statement of the categories of documents that are held under control.**

**The Zone Administration maintains the following records:-**

- (1) Records pertaining to approvals granted to Developers and Units of SEZs and EOUs under its jurisdiction.
- (2) Quarterly Progress Reports (QPR) and Annual Performance Reports (APR) submitted by the Units.
- (3) Records pertaining to development, construction and maintenance of various utilities in VSEZ.
- (4) Records pertaining to administrative matters of employees of the Zone Administration.
- (5) Records pertaining to import and export documentation of the Units located in the VSEZ.
- (6) Records pertaining to re-imburement of Central Sales Tax (CST), Duty Draw back (DBK) and Terminal Excise Duty (TED) to 100% EOUs under its jurisdiction etc.

**MANUAL-7**

**Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof**

The interactive meetings including Open Houses are held from time to time with Trade Associations and industries located in the Zone as well as EOUs to discuss operational problems, if any and to receive suggestions in relation to amendments and simplification of procedures required in the Foreign Trade Policy. Periodical meetings are also held by the Development Commissioner at the Zone level to resolve operational problems of Zone units and EOUs, if any.

**MANUAL-8**

**Statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.**

- 1) The Approval Committee has been constituted under SEZ Act, 2005 comprising of the following members:-

|   |   |                         |
|---|---|-------------------------|
| a | the Development Commissioner  | Chairperson, ex officio |
| b | two officers of the Central Government to be nominated by the Central Government                    | Members, ex officio;    |
| c | two officers of the Central Government to represent the Ministry or Department dealing with revenue | Members, ex officio     |

|   |   |                     |
|---|---|---------------------|
| d | one officer of the Central Government to be nominated by that Government to represent the Ministry or Department dealing with the economic affairs (financial services) | Members, ex officio |
| e | two officers of the State Government concerned to be nominated by that Stated Government  | Member, ex officio; |
| f | a representative of the Developer concerned   | Special invitee     |

For the purpose of exercising its powers and performing its functions, the Approval Committee may invite to its meetings, such persons as the Committee deems fit, whose assistance or advice it may consider necessary.

**Powers and functions of the Approval Committee (AC):**

- (1) Every Approval Committee may discharge the functions and exercise the powers in respect of the following matters, namely:-
- (a) approve the import or procurement of goods from the Domestic Tariff Area, in the Special Economic Zone for carrying on the authorized operations by a Developer;
  - (b) approve the providing of services by a service provider, from outside India, or from the Domestic Tariff Area, for carrying on the authorized operations by the Developer, in the Special Economic Zone;
  - (c) monitor the utilisation of goods or services or warehousing or trading in the Special Economic Zone;
  - (d) approve, modify or reject proposals for setting up Units for manufacturing or rendering services or warehousing or trading in the Special Economic Zone [other than the grant of licence under clause (e) of sub-section (2) of section 9] in accordance with the provisions of sub-section (8) of section 15 of SEZ Act; Provided that where the Approval Committee is unable to decide whether a particular process constitutes manufacture or not, it shall refer the same to the Board of Approval for a decision.
  - (e) allow, on receipt of approval under clause (c) of sub-section (2) of section 9 of SEZ Act, foreign collaborations and foreign direct investments (including investments by a person outside India) for setting up a Unit;
  - (f) monitor and supervise compliance of conditions subject to which the letter of approval or permission, if any, has been granted to the Developer or entrepreneur; and
  - (g) perform such other functions as may be entrusted to it by the Central Government or the State Government concerned, as the case may be.
- (2) The Approval Committee shall not discharge such functions and exercise such powers in relation to a Developer, being the Central Government, as may be specified by notification by the Central Government. Provided that till such time, the Approval Committee is constituted, the concerned



Development Commissioner shall discharge all functions and exercise all powers of the Approval Committee.

The Unit Approval Committee for EOUs has been constituted comprising of the following members:-

(1) Development Commissioner : Chairperson

(2) Jurisdictional Commissioner of Central Excise & Customs or nominee : Member

(3) Joint DGFT or nominee: : Member

(4) Joint / Deputy Development :  
Commissioner of the Zone : Member

Any other nominee of any Department / Agency as special invitee

The Development Commissioner may co-opt nominees of any Department, agency, and interested group as special invitees as he deems fit.

### **Approval requests of 100% EOUs**

Proposals for setting up of units under EOU scheme under automatic route shall be considered by the Unit Approval Committee taking into account the following: -

- (i) Residence proof in respect of individual/partnership firms of all Directors/Partners. (Passport/ration card/driving licence/voter identity card or any other proof to the satisfaction of Development Commissioner);
- (ii) Income Tax return of all the promoters for the last three years;
- (iii) Experience of the promoters;
- (iv) Marketing tie-ups
- (v) Inspection of the project site by designated Officer
- (vi) A report from other DCs as to whether any case under EOU/SEZ Scheme in regard to diversion of goods etc. is pending.

Wherever necessary, the above may be verified through personal interview with the promoters of the project. In the event of the promoters being a well-established entity, the procedure of personal interview may be dispensed with.

The Unit Approval Committee shall generally meet once in a Month.

2) VSEZ Authority has been constituted under SEZ Act, 2005 comprising of the following members:-

|   |  |                         |
|---|--|-------------------------|
| a | the Development Commissioner   | Chairperson, ex officio |
| b | Jt. Director General of Foreign Trade, Visakhapatnam or his nominee not below the rank of Dy.DGFT.               | Members, ex officio;    |
| c | Jt. Development Commissioner, VSEZ or in his absence Dy.Development Commissioner                                 | Members, ex officio     |
| d | Jt.Secretary, Deptt.of Commerce dealing with matters of SEZ or his nominee not below the rank of Under Secretary | Members, ex officio     |
| e | A Representative of VSEZ Units   | Member                  |
| f | A Representative of VSEZ Units   | Member                  |

VSEZ Authority Meetings are to be held four times in a year, but it is mandatory to have one meeting in the month of March every year.

## ANNUAL REPORT 2019-20 OF VSEZ AUTHORITY

### VISAKHAPATNAM SPECIAL ECONOMIC ZONE AUTHORITY, ADMINISTRATIVE BUILDING, DUVVADA, VISAKHAPATNAM-530049

#### **Background:**

Govt. of India, with a view to overcome the shortcomings experienced on account of the multiplicity of control and clearances; absence of world-class infrastructure, and an unstable fiscal regime and with a view to attract larger foreign investments in India, introduced the Special Economic Zone (SEZs) policy in the year 2000.

SEZ policy was mainly intended to make SEZs an engine for economic growth supported by quality infrastructure complemented by an attractive fiscal package.

Both at the Center and the State level, with the minimum possible regulations.

To instill confidence in investors and signal the Government's commitment to a stable SEZ policy regime and to impart stability to the SEZ regime thereby generating greater economic activity and employment through the establishment of SEZs. The Special Economic Zones Act, 2005, was enacted by the Parliament in the year 2005 supported by SEZ Rules, which came into effect on 10<sup>th</sup> February 2006.

The SEZ Act & Rules provides for drastic simplification of procedures and for single window clearance on matters relating to central as well as state governments. The main objectives of the SEZ Act are:

- (a) Generation of additional economic activity;
- (b) Promotion of exports of goods and services;
- (c) Promotion of investment from domestic and foreign sources;
- (d) Creation of employment opportunities'
- (e) Development of infrastructure facilities;

### **Setting up of Special Economic Zones in the Country:**

Govt. of India had initially set up seven export processing zones at Kandla (Gujarat), Santa Cruz (Maharashtra), Cochin (Kerala), Noida (UP), Chennai (Tamil nadu), Falta (West Bengal), Visakhapatnam (Andhra Pradesh) and Surat (Gujarat) during the period 1965 to 1997 which were later converted to SEZs during 2000-2003.

### **Visakhapatnam Special Economic Zone Authority (VSEZA)**

Visakhapatnam Special Economic Zone, formerly known as Visakhapatnam Export Processing Zone, was established in the year 1989 in a total area of 360.50 acres of land with a view to attract foreign investment, earn foreign exchange, create state of the art infrastructure facility and generate employment. Following adoption of the SEZ Policy'2000 by the Govt. of India, VEPZ was converted into VSEZ in 2003.

VSEZ is a Zonal office under the Ministry of Commerce & Industry, Govt. of India with its jurisdiction over Special Economic Zones (SEZs) and Export Oriented Units (EOUs) in Andhra Pradesh, Telangana, Chhattisgarh & Yanam. Development Commissioner (DC) is the Head of the office. Role of VSEZ is to :-

- Guide entrepreneurs in setting up of SEZs and EOUs and grant/ recommend approvals,
- Promote exports from SEZs and EOUs
- Coordinate with Central and State Government departments and facilitate statutory clearances for SEZs and EOUs
- Monitor the performance of SEZs and EOUs

The entire 360.50 acres of land was developed in three phases. In the initial stages, the response for setting up of units in the EPZ regime was slow. After announcement of the SEZ Policy, the response gradually increased. VEPZ has recorded its first exports in the year 1996-97. The zone has made a steady progress in exports from Rs.5.45 lakhs in 1996-97 to Rs.1641.66 crores in the year 2019-2020. As on 31.03.2020, there are 62 operational units and 09 units under implementation. The units in VSEZ are providing direct employment to 3921 persons, in addition to indirect employment to nearly 1214 persons and business opportunities to many others. VSEZ Authority is also providing indirect employment to 125 members.

### **SEZ Authority:**

The SEZ Act provides for creation of an Authority for each SEZ set up by the Govt. of India. Vide notification dated: 1<sup>st</sup> October 2008, Sec.31 to 41 of the SEZ Act'2005 relating to SEZ Authority was made effective.

VSEZ Authority was constituted by Central Government vide Notification No.2/1/2008-SEZ dated 27.02.2009 headed by the Development Commissioner of the Zone who shall act as the Chairman and Chief Executive Office of the Authority. VSEZ Authority has autonomous powers, in respect of development of zone, creation of utilities and maintenance of the zone.

VSEZ Authority's role is to develop VSEZ into a major export hub. VSEZ has made significant progress in the field of export promotion and serves as a single point of service. The entrepreneurs have the comfort of having all the approvals/clearance under single window clearance mechanism. VSEZ has created an environment conducive to private investment due to which it has been able to attract 71 units till 31.03.2020.

### **1.Structure and Functions:**

The officials associated with the VSEZ Authority are:

| <b>Officer's name</b>                                    | <b>Designation</b>                       |
|--|--|
| Shri A.Rama Mohan Reddy, IFS<br>Development Commissioner | Chief Executive Officer of the Authority |
| Jt.DGFT ,<br>Visakhapatnam                               | Member of the Authority                  |
| Shri V.Kiran Babu, IFS<br>Jt. Development Commissioner   | Member of the Authority                  |
| Smt. O.Phani,<br>Dy Development Commissioner             | Secretary VSEZ Authority                 |

### **Functions of VSEZ Authority:**

- Overall supervision of the Zone
- Development and maintenance of infrastructure facilities

- Realization of Lease Rent, Water charges, Maintenance charges
- Employment Generation
- Promotion of investment from domestic and foreign source by offering world class infrastructure
- Raising overall level of economic activity
- Safety and Security of the Zone

## **2.EXPORT PERFORMANCE OF THE ZONE:**

Year wise Export Performance of the Visakhapatnam Special Economic Zone is furnished hereunder:

| <b>Financial Year</b> | <b>Exports (Rs. In crores)</b> |
|-----------------------|--------------------------------|
| 2005-2006             | 612.80                         |
| 2006-2007             | 750.00                         |
| 2007-2008             | 746.47                         |
| 2008-2009             | 658.00                         |
| 2009-2010             | 917.85                         |
| 2010-2011             | 1582.75                        |
| 2011-2012             | 2404.15                        |
| 2012-2013             | 3123.00                        |
| 2013-2014             | 2155.41                        |
| 2014-2015             | 1707.99                        |
| 2015-2016             | 972.55                         |
| 2016-2017             | 1064.01                        |
| 2017-2018             | 1302.93                        |
| 2018-2019             | 2016.99                        |
| 2019-2020             | 1641.66                        |

**Sector wise Export performance from VSEZ**

**(Rs. in crores)**

| S.No. | Product Sector              | 2013-14        | 2013-14        | 2015-16       | 2016-17        | 2017-18        | 2018-19        | 2019-20        |
|-------|-----------------------------|----------------|----------------|---------------|----------------|----------------|----------------|----------------|
| 1     | Biotech                     | 160.12         | 160.12         | 80.16         | 0              | 0              | 0              | 0              |
| 2     | IT/TES                      | 35.16          | 35.16          | 76.62         | 61.55          | 64             | 34.12          | 42.02          |
| 3     | Electronic                  | 192.97         | 192.97         | 4.93          | 0.02           | 8.606          | 5.129          | 8.21           |
| 4     | Engineering                 | 25.01          | 25.01          | 53.60         | 48.54          | 110.245        | 122.95         | 70.12          |
| 5     | Gems & Jewellery            | 643.44         | 643.44         | 23.13         | 30.84          | 39.633         | 39.403         | 103.62         |
| 6     | Chemicals & pharmaceuticals | 204.78         | 204.78         | 381.09        | 638.89         | 756.096        | 1377.61        | 1005.86        |
| 7     | Handicrafts                 | 5.16           | 5.16           | 0.00          | 0              | 0              | 0              | 0              |
| 8     | Food and Agro               | 3.57           | 3.57           | 11.71         | 10.57          | 0              | 0              | 0              |
| 9     | Non-conventional Energy     | 0              | 0              | 0.13          | 0              | 46.986         | 0              | 0              |
| 10    | Service                     | 32.54          | 32.54          | 5.19          | 15.08          | 125.937        | 110.173        | 21.12          |
| 11    | Textiles & Garments         | 1.04           | 1.04           | 0.12          | 0.21           | 0.006          | 0              | 0              |
| 12    | Tobacco related products    | 0              | 0              | 0.00          | 0              | 0              | 0              | 0              |
| 12    | Miscellaneous               | 851.62         | 851.62         | 335.87        | 258.81         | 151.426        | 327.61         | 390.71         |
|       | <b>Total</b>                | <b>2155.41</b> | <b>2155.41</b> | <b>972.55</b> | <b>1064.01</b> | <b>1302.93</b> | <b>2016.99</b> | <b>1641.66</b> |

**Year-wise Imports:**

| S.No | Nature of Goods imported | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 |
|------|--------------------------|---------|---------|---------|---------|---------|---------|---------|
| 1    | Capital Goods            | 112.63  | 23.37   | 129.16  | 121.58  | 176.437 | 93.981  | 253.639 |

|   |                        |                |                |                |                |                     |                     |                     |
|---|------------------------|----------------|----------------|----------------|----------------|---------------------|---------------------|---------------------|
| 2 | Raw-material/component | 1921.67        | 1742.97        | 2126.74        | 2276.72        | 3065.62<br>1        | 3682.24<br>3        | 3518.80<br>6        |
|   | <b>Total</b>           | <b>2034.30</b> | <b>1766.34</b> | <b>2255.90</b> | <b>2398.30</b> | <b>3242.05</b><br>8 | <b>3776.22</b><br>4 | <b>3772.44</b><br>5 |

3. Performance during the year indicating existing and projected activities, programmers, continuing from the previous year and new programmers and their impact on Authority's revenue collection and impact on the Zone's export performance.

Revenue collected during the Financial Year 2011-2012 -Rs. 7.77 crores

Revenue collected during the Financial Year 2012-2013 -Rs. 8.98 crores

Revenue collected during the Financial Year 2013-2014 -Rs. 8.94 crores

Revenue collected during the Financial Year 2014-2015 -Rs. 8.65 crores

Revenue collected during the Financial Year 2015-2016 -Rs.11.36 crores

Revenue collected during the Financial Year 2016-2017 -Rs. 13.04 crores

Revenue collected during the Financial Year 2017-2018 -Rs. 14.04 crores

Revenue collected during the Financial Year 2018-2019 -Rs. 13.73crores

Revenue collected during the Financial Year 2019-2020 -Rs. 15.01crores

The overall employment generated by the Zone till date is as follows:

Total Employment : 3921

Men : 2790

Women : 1131

#### **4. Annual Statement of Accounts:**

Annual Accounts as per regulatory framework prepared and placed before the VSEZ Authority Members on 03.09.2020. Approved copy of the Annual Accounts of the VSEZ Authority is enclosed herewith. Copies of the Annual Accounts of VSEZ Authority have been forwarded to PDA for necessary certification.

#### **5. Relevant Information on labour front –strike, lockouts, accidents, litigation involving Authority's estate:**

During the Financial Year 2019-20, there were no incidences of strike, lockouts, accidents, and litigation involving VSEZ Authority.

#### **6.General Industrial trends in the Zone, broad details of sick, closed Units and their impact on the Zone's performance and Authority's estate including litigation:**

There are 62 functional units. The overall export performance and generation of employment opportunities of the functional units is impressive.

25 units are sick due to various reasons

#### **7. Annual plan:**

1. Construction of Foot Paths at VSEZ
2. Providing CC Road at Weigh Bridge, VSEZ
3. Repairs of SDF-II in the premises of VSEZ
4. Providing Incinerator services at VSEZ

Apart from the above, VSEZ Authority is taking steps for water and energy conservation and making the VSEZ a green SEZ. VSEZ Authority is also taking steps to develop a software module for Estate Management. Further certain other developmental works are also taken up to upgrade the infrastructure facilities.

#### **8. Seminars, Conferences, Training programmers organized by the Authority**

1. Regular meetings with the concerned Govt. Departments relating to implementation of Statutory requirements by the units were organized
2. Training programme on SEZ online Systems was organized.



**9. Events of national and international importance in which the Authority participated:**

Nil

**10. Agreements with other Countries/International organizations:**

Nil

**11. List of Publications brought out**

Nil

**12. Welfare measures**

As part of the Welfare measures, the zone has provided a Dining Hall-cum-Crèche, Canteen for the welfare of the employees working in the zone. The same are maintained by the VSEZ Authority. Regular health camps in coordination with Zone units were organized. Workers are trained in safety and security measures at work place.

**13. Use of Hindi as Official Language:**

All necessary steps are being taken to implement Hindi as Official Language. The correspondence is made in Hindi in respect of letters/ documents received in Hindi.

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**DETAILS OF ALL CONTRACTS ENTERED INTO INCLUDING NAME OF THE CONTRACTOR, AMOUNT OF CONTRACT AND PERIOD OF COMPETION OF CONTRACT**

| Sl.No. | Name of the Work  | Name of the Contractor   | Amount per Annum | Contract period          |
|--------|---|--------------------------|------------------|--------------------------|
| 01     | Operation and Maintenance of Electrical Installation and Mechanical Installations | M/s. CPWD, Visakhapatnam | Rs.45,36,751/-   | 01.04.2020 to 31.03.2021 |
| 02     | Day to Day House-keeping Services   | M/s. Yamini Engineering  | Rs.56,39,916/-   | 01-05-2020 to 31-03-2021 |
| 03     | Landscape & Plantations in VSEZ   | M/s. Hitech Horticulture | Rs.59,87,656/-   | 01-04-2020 to 31-03-2021 |
| 04     | Heavy Vehicle Parking & Weigh Bridge  | Smt. K. Devi             | Rs.7,84,188/-    | 21-06-2020 to 20-06-2021 |

|    |  |   |  |  |
|----|--|---|--|--|
| 05 | Accounting Services of VSEZ Authority  | M/s. SARC & Associates                                  | Rs.4,41,600/-                            | 01-04-2020 to 31-03-2020                 |
| 06 | Legal Adviser for Visakhapatnam Special Economic Zone Authority (VSEZA)                                | Shri T.V.S.K. Kanaka Raju, Advocate                     | Rs.1,20,000/-                            | 01-04-2020 to 31-03-2021                 |
| 07 | Maintenance of Executive Canteen   | Shri Suresh Kumar                                       | Rs. 47,000/-                             | 20.10.2020 to 19.10.2021                 |
| 08 | Hiring of Vehicle for VSEZ Authority   | M/s. Sri Ram Travels                                    | Rs.59,500/- (per month)                  | 19-04-2020 to 18-04-2021                 |
| 09 | Manpower on outsourcing basis  | M/s. Yamini Engineering                                 | Rs.77,992/- per month                    |  |
| 10 | Security Services in Administrative building and Surroundings, Main Security entrance at VSEZ premises | M/s. Arjun Security and Intelligence Services Pvt. Ltd. | Rs.10,53,970/- (per month )              | 01-04-2020 to 31-03-2021                 |
| 11 | AMC of CCTV Cameras  | M/s. Arine Systems                                      | Rs.60,000/-                              | 01.07.2020 to 30.06.2021                 |
| 12 | AMC of Solar Panels  | M/s. Power Solutions                                    | Rs.6,45,705/-                            | 08-09-2020 to 07-09-2021                 |
| 13 | AMC of 13 Passenger ESCON make Lift at SDF-IV Building   | M/s. Escon Elevators Pvt. Ltd                           | Rs.90,936/-                              | 01-07-2020 to 30-06-2021                 |
| 14 | AMC for Passenger/Goods lift at SDF-I Building   | M/s. Johnson Lifts Pvt. Ltd                             | Rs.1,50,000/-                            | 01-07-2020 to 30-06-2021                 |
| 15 | AMC for 13 Passenger Lift & 2 Ton Cargo lift at SDF-II Building  | M/s. Johnson Lifts Pvt. Ltd                             | 1,31,936/-                               | 01-09-2020 to 31-08-2021                 |
| 16 | Replacement of Goods Lift at SDF-I (WDM Block)   | M/s. Industrial Engg. Systems                           | Warranty Period 01-09-2020 to 31-08-2022 | Warranty Period 01-09-2020 to 31-08-2022 |

**MANUAL-9**

**DIRECTORY OF OFFICERS AND EMPLOYEES**

**EPABX No. 0891-2706143/FAX No.0891-2587352**

**INTERCOM NUMBERS**

| <b>Name/Sri/Smt.</b>     | <b>Designation</b>             | <b>Phone No.</b> | <b>Intercom No.</b> |
|--------------------------|--------------------------------|------------------|---------------------|
| A. Rama Mohan Reddy, IFS | Development Commissioner       | 2708255          | 200                 |
| V. Kiran Babu, IFS       | Jt. Development Commissioner   | 2587555          | 202                 |
| R.V. Pradhamesh, IRS     | Specified Officer, Customs     | 2587353          | 214                 |
| O. Phani                 | Dy. Development Commissioner   | 2743335          | 204                 |
| Priyanka Nashine, ICAS   | Pay & Accounts Officer         | 2587498          | 213                 |
| K.V. Prasanna Kumar      | Asst. Development Commissioner | 2768388          | 203                 |
| K.Srinivas               | Asst. Development Commissioner | 2753312          | 210                 |
| G.S.R.Murty              | Executive Assistant            | 2706143          | 207                 |
| R.K.Panda                | Stenographer Gr.I              | 2706143          | 205                 |
| Ch. Devayani             | Authorized Officer, Customs    | 2575449          | 218                 |
| Dr. Amrutha Rao          | Authorized Officer, Customs    | 2575449          | 218                 |
| Padma Kumar              | Preventive Officer, Customs    | 2706143          | -                   |
| M Nagamani               | Preventive Officer, Customs    | 2706143          | -                   |
| M.S. Prakash Rao         | Asst. Security Officer         | 2708254          | -                   |
| H.S. Rao Sangam          | Assistant                      | 2706143          | 221                 |
| Amulya Anurag Kujur      | Assistant                      | 2706143          | 221                 |
| A. Neelima               | Assistant                      | 2706143          | 221                 |
| J.S.Srikanth             | PA to DC                       | 2708255          | 201                 |
| Mohd. Nizam-ud-din       | Stenographer Gr.II             | 2706143          | 211                 |
| G. Sai Babu              | UDC                            | 2706143          | 206                 |
| P. Peddi Raju            | PA to JDC                      | 2587555          | 208                 |
| Section (Estt)           |                                | 2706143          | 211                 |
| Section (SEZ)            |                                | 2706143          | 221                 |
| Accounts Section         |                                | 2706143          | 206                 |

**VSEZ SUB-OFFICE, HYDERABAD**

| <b>Name/Sri/Smt.</b> | <b>Designation</b>           |          | <b>Intercom No.</b> |
|----------------------|------------------------------|----------|---------------------|
| K. Srinivasu         | Dy. Development Commissioner | 23296231 |                     |
| T.V.K. Kishore       | Assistant                    | 23296231 |                     |
| Y.V. Reddy           | MTS                          | 23296231 |                     |

**MANUAL-10****Monthly remuneration received by each of its officers and employees during the period 2019-20**

| <b>Sl.No.</b> | <b>Name of The Official</b> | <b>Designation</b> | <b>Total Gorss Monthly remuneration as on June'2019</b> |
|---------------|-----------------------------|--------------------|---|
| 1             | Shri A. Rama Mohan Reddy    | DC                 | 296808/-  |
| 2.            | Shri Vasanta Kiran Babu     | JDC                | 127335/-  |
| 3.            | Shri R.Muthuraj             | DC                 | 248875/-  |
| 4.            | Shri R.V.Pradhamesh         | DC(Customs)        | 113178  |
| 5.            | Smt. O.Phani                | DDC                | 123331/-  |
| 6.            | Shri V.K.K.Nadimpalli       | DDC                | 126906/-  |
| 7.            | Shri K.Srinivasu            | DDC                | 137982/-  |
| 8.            | Smt. Priyanka Nashine       | ACA                | 83347/-   |
| 9.            | Sh. C.Srinivas              | DC(Cust)           | 148719/-  |
| 10.           | Shri G.Sarveswara Rao       | AC(Cust)           | 123587/-  |
| 11.           | Shri J.V.S.Chakravarthy     | DC(Cust)           | 148719/-  |
| 12.           | Shri S.K.Bagchi             | AC(Cust)           | 123587/-  |
| 13.           | Shri B.Narendra Kumar       | AC(Cust)           | 120087/-  |
| 14.           | Shri P.Lakshmi Narayana     | AC(Cust)           | 128133/-  |
| 15.           | Shri B.Gopiah               | Supdt(Cust)        | 92231/-   |
| 16            | Shri B. Subhas Chandra Bose | Supdt(Cust)        | 135324/-  |
| 17.           | Shri D.V.Ramana Rao         | Supdt(Cust)        | 104462/-  |
| 18.           | Shri K. Srinivas            | ADC                | 77783/-   |
| 19.           | Shri K.V.Prasanna Kumar     | ADC                | 77783/-   |
| 20            | Shri AVSVR Ravi Babu        | Supdt(Cust)        | 104462/-  |
| 21            | Shri AVS Malligarjuna Rao   | Supdt(Cust)        | 113462/-  |
| 22.           | Shri. C.Charan Kumar Reddy  | Supdt(Cust)        | 113462/-  |

|     |                             |             |          |
|-----|-----------------------------|-------------|----------|
| 23. | Shri P.Gunsagar             | Supdt(Cust) | 123587/- |
| 24. | Shri G.Venkata Ramana       | Supdt(Cust) | 104462/- |
| 25. | Shri AVGK Murthy            | Supdt(Cust) | 120454/- |
| 26. | Shri K.Ranga Rao            | Supdt(Cust) | 104462/- |
| 27. | Shri R.Bhagavathi Rao       | Supdt(Cust) | 107462/- |
| 28. | Shri M. Papanna Sastry      | Supdt(Cust) | 98712/-  |
| 29. | Smt. Lakshmi Rajyam         | Supdt(Cust) | 135324/- |
| 30. | Shri S. Haranadh            | Supdt(Cust) | 120924/- |
| 31. | Shri S.Ramana Rao           | Supdt(Cust) | 135324/- |
| 32. | Shri N.Sreedhar             | Supdt(Cust) | 135324/- |
| 33. | Shri P.Vijay Kumar          | Supdt(Cust) | 128415/- |
| 34. | Shri D.S.Rawat              | Supdt(Cust) | 131658/- |
| 35. | Shri D J Vijayanand         | Supdt(Cust) | 135324/- |
| 36. | Shri G.J.Kiran Babu         | Supdt(Cust) | 118263/- |
| 37. | Shri Ch. Ramana Rao         | Supdt(Cust) | 135324/- |
| 38. | Shri K. Madhusudana Rao     | Supdt(Cust) | 135324/- |
| 39. | Shri N. Chakradhar          | Supdt(Cust) | 128415/- |
| 40. | Shri KVV Ravikumar          | Supdt(Cust) | 104462/- |
| 41. | Shri Ch. Naga Rajeshwar Rao | Supdt(Cust) | 107462/- |
| 42. | Shri K. Santosh Kumar       | Supdt(Cust) | 128412/- |
| 43. | Shri AVSS Viswanath         | Supdt(Cust) | 135324/- |
| 44. | Shri J. Ajay Kumar          | Supdt(Cust) | 135324/- |
| 45. | Shri M.Raj Kumar Jaiswal    | Supdt(Cust) | 135324/- |
| 46. | Shri A. Ravinder Singh      | Supdt(Cust) | 135324/- |
| 47. | Shri P. Sridhar             | Supdt(Cust) | 114888/- |
| 48. | Shri V.Ranga Rao            | Supdt(Cust) | 104462/- |
| 49. | Shri G.Narender Reddy       | Supdt(Cust) | 104462/- |
| 50. | Shri N.Venkateshwarlu       | Supdt(Cust) | 129545/- |
| 51. | Shri J. Srinivas            | Supdt(Cust) | 135324/- |

|     |                             |             |         |
|-----|-----------------------------|-------------|---------|
| 52. | Shri J.S.Srikanth           | Steno Gr.I  | 73394/- |
| 53. | Shri M.Suryanarayana Murthy | Insp(Cust)  | 71106/- |
| 54. | Shri Md. Ibrahim Shah       | Insp(Cust)  | 76074/- |
| 55. | Shri T.Srikanth             | Insp(Cust)  | 67106/- |
| 56. | Shri T. Venugopal           | Insp(Cust)  | 69106/- |
| 57. | Shri Y.Srinivasu            | Insp(Cust)  | 75356/- |
| 58. | Shri B. Sudhakar Rao        | Insp(Cust)  | 71106/- |
| 59. | Shri MV Subrahmanyam        | Insp(Cust)  | 77606/- |
| 60. | Smt. A. Neelima             | Asstt       | 52114/- |
| 61. | Shri G.S.R.Murty            | EA          | 89886/- |
| 62. | Shri R.K.Panda              | Steno Gr-I  | 82438/- |
| 63. | Smt A.A.Kujur               | Asst        | 52114/- |
| 64. | Shri D.Koteswara Rao        | SCD         | 59030/- |
| 65. | Shri D.Lakshman rao         | HSG         | 51981/- |
| 66. | Shri G.Saiabu               | UDC         | 47725/- |
| 67. | Shri J.N.Naik               | HSG         | 51981/- |
| 68. | Shri Md.Nizamud Din         | Steno Gr.II | 60759/- |
| 69. | Shri M.S.Prakash Rao        | ASO         | 84832/- |
| 70. | Shri H.S.Rao                | Asst        | 77783/- |
| 71. | Shri T.V.K.Kishore          | Asstt       | 57228/- |
| 72. | Shri Y.V.Reddy              | MTS         | 52152/- |
| 73. | Shri J.V.Nagaraju           | HSG         | 46395/- |
| 74. | Shri B.Krishna Rao          | MFTS        | 29808/- |

|     |                      |             |         |
|-----|----------------------|-------------|---------|
| 75. | Shri D.Sivaprasad    | Supdt(Cust) | 89886/- |
| 76  | Shri P.Peddi Raju    | MTS         | 41075/- |
| 77  | Shri S.Ammu Naidu    | SG          | 31377/- |
| 78. | Shri V.Nagaraju      | SG          | 29808/- |
| 79. | Shri Y.Suryanarayana | SG          | 32308/- |
| 80. | Shri Ananda Sukumar  | Insp(Cust)  | 69106/- |
|     |                      |             |         |

**MANUAL-11**

**BUDGET ALLOCATION AND EXPENDITURE UNDER SALARIES AND OTHER  
MICELLANEOUS ITEMS FOR THE FINANCIAL YEAR 2020-21. (upto June, 2020)**

| <b>HEADS</b>                          | <b>BUDGET<br/>ALLOCATION</b> | <b>Expenditure</b> |
|---------------------------------------|------------------------------|--------------------|
|                                       | <b>(Rs. In lakhs)</b>        |                    |
| Salaries                              | 1100                         | 345                |
| Medical                               | 20                           | 0                  |
| Over Time Allowance                   | 0.5                          | 0                  |
| Traveling Allowance                   | 42                           | 0                  |
| Traveling<br>Allowance(Foreign tours) | 0                            | 0                  |
| Office Expenses                       | 70                           | 10                 |
| Advt. & Publicity                     | 45                           | 0                  |
| R.R.T                                 | 50                           | 0                  |
| Other Administrative Exp.             | 1                            | 0                  |
| Professional Service                  | 5                            | 0.15               |
| Min Works                             | 24                           | 0                  |
| <b>Total</b>                          | <b>1357.5</b>                | <b>355.15</b>      |

**MANUAL-12**

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

This office is not extending any such subsidies to any beneficiaries.

**MANUAL-13**

**Particulars of recipients of concessions, permits or authorisations granted by Office of Development Commissioner, VSEZ**

**Permissions given to VSEZ/EOU units**

- Issue of Letter of Approval/Intent/Permission
- Allotment of space for VSEZ units
- Execution of Legal Undertaking
- Allotment of Importer-Exporter Code
- Issue of Green Card/Renewal of Green Card/Amendment of Green Card
- Enhancement in the Capital Goods import limit
- DTA Sale Permission in respect of non-status holder EOUs
- Re-export of Defective Items (GR Waiver)
- Re-export of Defective Items for EOUs
- Permission for Inter-unit Transfer of Capital Goods
- Permission for debonding of Capital Goods
- Permission for change of Location/inclusion of additional location
- Permission for Annual Capacity Enhancement
- Permission for broadbanding of Item of Manufacture
- CST reimbursement/DEPB /DBK claim/ Refund of TED
- Permission for sub contracting Abroad
- Permission for Broadbanding of Item of Manufacture
- Permission for de-bonding of units
- Fixation of wastage Norms (Adhoc fixation)
- Fixation of wastage Norms –regular with approval of BOA
- Cancellation of Letter of Approval/Intent
- Attestation of Softex Forms
- Eligibility Certificate for Employment of Foreign Technicians

**MANUAL-14**

**Details of information reduced in an electronic form**

The following details are available in the VSEZ website (www.vsez.gov.in) for the general public.

- Incentives offered by the SEZ/EOU Schemes
- SEZ/EOU Policy and Procedures



- Application form for setting up Units in VSEZ – Form F of SEZ Rules, 2006.
- Application form for setting up EOUs - Appendix – 14-I-A
- Format of Legal Undertaking (LUT) – Appendix 14-I-F for EOU and Form D for SEZ units
- List of SEZ/EOU units under the jurisdiction of Development Commissioner, VSEZ

Notifications/Circulars issued by the State Government and Central Government in respect of SEZ and EOU Schemes

### [MANUAL-15](#)

#### **Particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public.**

The information regarding the SEZ/EOU scheme and other details are published in our website ([www.vsez.gov.in](http://www.vsez.gov.in))

### [MANUAL-16](#)

#### **Names, designations and other particulars of the Public Information Officers**

| <b>S.No.</b> | <b>Name of the officer</b>                                  | <b>Details of appointment under RTI Act.</b> |
|--------------|---|--|
| 01.          | Shri A. Rama Mohan Reddy, IFS<br>Development Commissioner   | Public Authority                             |
| 02.          | Shri V. Kiran Babu, IFS<br>Jt. Development Commissioner     | First Appellate Authority                    |
| 03.          | Shri M. Balakrishnam Raju<br>Asst. Development Commissioner | CPIO, VSEZ, Visakhapatnam (Main office)      |
| 05.          | Smt. A. Neelima<br>Assistant                                | APIO, VSEZ, Visakhapatnam (Main office)      |
| 06.          | Shri K. Srinivasu<br>Dy. Development Commissioner           | CPIO, VSEZ sub-office, Hyderabad             |
| 07.          | Shri T.V.K.Kishore<br>Assistant                             | APIO, VSEZ Sub-office, Hyderabad             |

### [MANUAL-17](#)

#### **Such other information as may be prescribed**

NIL

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