

## Categories of Documents Held by the Authority Under its Control [Section 4(1)(b) (vi)]

- Application for Setting up of Special Economic Zones submitted by the Developers / SEZ Units
- Letter of Approval Issued to the SEZ Developer Form D
- Bond-Cum-Legal Undertaking for Developer
- Format for Quarterly and Half-Yearly Report for SEZ Developer or Co-Developer to be Furnished to Development Commissioner
- Application for Setting up of Units in SEZ
- Format for Letter of Approval for Unit
- Bond-Cum-Legal Undertaking for Special Economic Zone Unit
- Annual Performance Report for Units
- Form for Appeal
- Permanent Identity Card
- Shipping Bills
- Bills of Entries
- Bills of Exports
- Gate Passes
- Applications for MEIS/ Notes / Approvals / Sanctions
- Applications for Reimbursement of CST / DBK / TED with Notes / Approvals / Sanctions
- GSP Applications / IEC Applications
- Expenditure Control Register
- Contingency Bills
- Pay Bill Register
- Service Book of all the Employees
- Application for Casual / Earned / Medical Leave of Officers / Staff
- Annual Performance Report (APAR) of Officers and Staff
- Circulars / Office Memorandums

### **CUSTODIAN OF DOCUMENTS :-**

The current records are maintained by the respective branch officers of the concerned division / Sections. Old Volumes files and old records are sent to record room after making necessary entries in the respective registers.