

Notification
Industries and Mines Department
Sachivalaya, Gandhinagar,
Dated the

Gujarat Special
Economic Zone
Act,2004.

No.GHU/2005(4)/SEZ-10.2004-890-G:- In exercise of the powers conferred by section-25 of the Gujarat Special Economic Zone Act,2004 (Guj 11 of 2004), the Government of Gujarat hereby makes the following rules, namely:-

1. **Short Title** : These rules may be called the Gujarat Special Economic Zone Rules,2005.
2. **Definitions** : In these rules, unless the context otherwise requires
 - (a) “Act” means the Gujarat Special Economic Zone Act,2004 (hereinafter referred to as the Act)
 - (b) “section” means section of the Act,
3. **Application for establishment of Special Economic Zone** : (1) Any person desirous of establishing the special economic zone shall make an application to the State Government containing particulars and documents accompanied by application fee of Rs.5000/- in Form, as prescribed in Annexure-1.

(2) The Authority shall recommend the name of the Developer under section 6(2)(a) of the Act taking into account the viability of the project, past track record of the person or persons who have submitted application for such zone and capability of the applicant for developing the zone.

(3) The Developer may apply for the Government land to the Authority who shall approve the allotment of the land in the zone considering the prevalent rules, orders, the terms, conditions and the price fixed by the government.
4. **Single window clearance** :- After getting approval for setting up unit in the Special Economic Zone, the unit will be required to make an application in Common Application Form in Annexure-II for obtaining clearances and approvals as prescribed under section 10(1) of the Act.
5. **Annual reports and returns** :- The units in the zone shall furnish annual report in Form as prescribed in Annexure-III to the Development Commissioner.
6. **Certificate for fiscal benefits**:- (1) All SEZ units shall obtain approval of the Development Commissioner to avail exemption from all taxes, cess, duties, fees or any other levies under the State law as under section 21(1) and (2) of the Act, as per the format given in Annexure-IV.
(2) The Developer of the SEZ shall obtain approval from the Member Secretary of the Authority to avail of exemption from all taxes, cess, duties, fees or any other levies under section 21 of the Act as per the format given in Annexure-V

ANNEXURE-1

(See rule 3.1)

Application for setting up Special Economic Zone.

1 (For Office Use Only)

Application No.

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Application Date

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2 Details of Application Fee

Payment Details

Draft No. _____

Date

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Amount (In Rs.)

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Drawn on State Bank Of India, Gandhinagar (Name of the Bank)

3.0 Applicant

3.1 Name and Address of the Promoter
in Full (Block Letters):

(a)Registered Address:
Name of the Promoter

Postal Address _____

Pin Code _____

Tel. No. _____

Fax No. _____

E-mail _____

(b) Address for correspondence.

Name of the
Person and designation _____

Postal Address _____

Pin Code _____

Tel. No. _____ Cell Phone No. _____

Fax No. _____

E-mail _____

(c) Name and address of contact Person _____

3.2 Status of the Promoter Company

Central Government Undertaking/Corporation

State Government Undertaking/Corporation

Cooperative Undertaking/Societies

Joint Sector Undertaking

State Industrial Government Corporation

Private Sector Undertaking

Foreign/Non Resident Indian/OCB Company.

Foreign/ Non Resident Indian individual

Partnership Firm

Individual Promoter

Any other (please specify)

3.3 Registration No. _____

(If Registered with ROC/Other agency).

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4.0 Proposed Location of the Special Economic Zone.

4.1 Locational details

Location :

Village :

Taluka :

District _____

Pin Code _____

4.2 Distance from nearest Rail/Road/Sea port/Airport etc.

4.3 Whether proposed special Economic Zone location is free from Environment restrictions.

5.0 Proposed area of Special Economic Zone _____
(in Hectors)

5.1 Percentage of allocable area proposed
For industrial use.

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5.2 Percentage of Land earmarked for commercial use.

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6.0 Whether the zone will allow (A) certain
specific Industries or (B)will be a multi product zone.

6.1 Port/Airport based zone, please describe

7.0 Investment details .

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7.1 Total investment proposed
(Amount in Rs. in crores)

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7.1.1 Proposed investment on Built up space for industrial use
(Rs. in crores)

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7.1.2 Proposed investment on Infrastructure Development

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7.2 Means of Finance of the Project.

Equity

Term Loan

Other Borrowing

Total

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7.3 Details of Foreign Equity and repatriation of dividends etc. if any.

7.4 Viability Details (Please describe)

8.0 If Project Report submitted

Yes	No
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9.0 Land Related Matters :

9.1 Location of Special Economic Zone

9.2 Extent of Land required(in Square metres)

9.3 Survey Numbers

9.4 Government Land(Area in square Metre)

9.5 Survey Numbers of Government Land :

9.6 Private Land(Area in Square Metre)

9.7 Survey Numbers of Private Land :

9.8 Present requirement :

Expansion for Future

9.9 Proposed utilisation of Land :

Area

Built -up

Land

Processing area

Non-Processing Area

Non-factory Buildings

Storage Tanks

Effluent Treatment Plant

Open Space including Green Belt requirement as per Environment laws

Residential /Housing purpose

Any Other(Specify)

Place :

Date

Signature of Applicant :

Name:

Designation:

Enclosures :

General Instructions

(This part contains information for the guidance of entrepreneurs and may be retained by them; it need not accompany the application)

1. All applications for Special Economic Zone under the scheme notified by Ministry of Industry and Commerce, Govt. of India are to be submitted in Form-1 to the State Government through Industries Commissioner, Block No.1, Udyog Bhavan, Gandhiangar-382017 in 15 copies alongwith project report.
2. Application shall be necessarily accompanied by a Demand Draft for Rs. 5000/- (Rupees five thousand only) drawn in favour of "Industries Commissioner" payable at State Bank of India, Gandhinagar.
3.
 - i) The minimum size required for setting up special Economic Zone shall not be less than 1000 hectares for multi-product zone.
 - ii) The SEZ and units therein shall abide by laws, rules, regulations or by laws in regard to area planning, sewerage disposal, pollution control and like .
 - iii) Atleast 25% area of the SEZ shall be used for developing industrial area for setting up such units as processing area.
 - iv) Only units approved under the SEZ scheme would be permitted to be located in SEZ.
 - v) Infrastructure development shall include expenditure on common facilities like roads (including approach roads), water supply and sewerage, common effluent treatment plant facility, generation and distribution of power for use of the units to be located in the Special Economic Zone, telecom network etc. and such other facilities for common use for industrial activity and others which are identifiable and to be provided on commercial terms.
4. Approval of the Foreign Investment Promotion Board/Reserve Bank of India for Foreign Direct Investments/Non Resident Indian investment, wherever necessary, shall be taken separately as per the policy and procedures in force.

ANNEXTURE II
COMMON APPLICATION FORM
FOR SEZ UNITS

(See rule 4)
(Land, Power, Water, Environment Clearance)

1. Promoter Details :

1.1 Name of Main Project Promoter:

1.2 Name of the Company

1.3 Address of Registered Office:

1.4 Contact Address:

1.5 Nature of Proposed Undertaking (Please Tick ✓) :

Central Govt. Undertaking

Joint Sector Undertaking

State Govt. Undertaking

Private Sector Undertaking

Public Limited

Private Limited

Proprietary

Co-operative Society

Partnership

Others

1.6 Date of Incorporation of the company (DD/MM/YY) :

1.7 Registration No. with Registrar of Companies (If Registered):

1.8 Name of Directors/Partners/Owner with complete address:

Name	Address	Telephone	Fax	E-mail

1.9 Name of the Group / Company :

1.10 Details of company branches in other states/countries:

_____	_____	_____
_____	_____	_____

2. Project Details :

2.1 Registration for the project (Please fill the one applicable)

Special Economic Date :
Zone Unit Registration. No.

Foreign Investment Date :
Promotion Board / Reserve Bank of India
Approval No.

2.2 Special Economic Zone Location :

2.3 Activity : Manufacturing

: Trading

: Service

2.4 Item of Manufacture :

2.5 Capacity :

3. Details of Projects and Manufacturing Process:

3.1 Item(s) proposed to be manufactured:

National Industrial Classification Product Code No.	Name of Product	Proposed Capacity (Annual)	Value in Rs. in lacs	Mode of Storage & Handling

3.2 Manufacturing Process

(Please attach note on a separate sheet(s) including Flow Chart showing step-wise reaction, points of generation of waste water, gases, solid waste etc as well as water balance and material balance studies.)

3.3 Details of machinery and other assets:

Serial Number	Name of the Equipment Machinery	No.	Value (Rs in Lacs)	Horse Power

3.4 Requirement of Raw Materials (product wise)

Serial Number	Name of Product	Raw Material(s)	Yearly Requirement in quantity	Yearly requirement in Value (Rs. in lacs)	Imported/ Indigenous	Mode of Storage and Handling

4. Investment in Project:

Particular	Value (Rs. in lacs)
1. Land	
1(a) Land Development Charges	
2. Building	
3. Other Construction	
4. Plant and Machinery	
4.1 Indigenous	
4.2 Imported	
a) CIF Value	
b) Import Duty	
Landed Cost	
4.3 Other auxiliary equipments	
4.4 Electrification	
4.5 Expenditure for non-conventional source of energy	
4.6 Material Handling Equipment	
4.7 Expenditure for Purification/Desalination of Water	
4.8 Pollution Control Equipment	
Total	

5. Technical Know-how Fees	
6. Design and engineering fees	
7. Miscellaneous Fixed Assets	
8. Preliminary and Pre-operative Expenses	
9. Margin for Working Capital	
Total Project Cost	

5. Means of Finance:

Source	Total Value (Rs. in lacs)
Equity	
Promoters' Contribution	
Domestic Equity	
Foreign Equity	
Public Issue	
Term Loan	
Unsecured Deposits	
Other Sources	
TOTAL	

6. Proposed Employment:

Direct Employment

Particular	From within the State	Outside the State
1. Skilled Workers		
2. Unskilled Workers		
3. Supervisory		
4. Management		
TOTAL		

7. Foreign Collaboration : Yes/No

- 7.1 Foreign Technical Collaboration :**
- 7.2 Amount of Foreign Investment (Rs. in Million) :**
- 7.3 Foreign Equity (%) :**

8. Schedule of Project Implementation

8.1 Date of Commencement of construction:

(DD/MM/YY):

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8.2 Proposed Date of installation of Plant & Machinery :

(DD/MM/YY):

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8.3 Proposed Date of Commencement of Trial Production :

(DD/MM/YY):

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8.4 Proposed Date of Commencement of Commercial Production :

(DD/MM/YY):

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9. Land Related Matters:

9.1 Location of Special Economic Zone

9.2 Extent of land required :

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(In square metres)

9.3 Survey Numbers:

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10. Water Requirement:

10.1 State your water requirement: _____ per day
: _____ MM³ per year

10.2 Nature of water use : Litre/day MM3 Litre/year

Domestic

Sanitation

Industrial

10.3 Proposed Source for drawal of Water :

	Name	Yearly requirement	Will the industry make its own arrangements for drawal of water?
Special Economic Zone Supply			
De-salined Water			
Other Sources			

10.4 Has the industry proposed to provide

Water storage facilities (for drawal from canal) : for _____ days

10.5 Name of the Zone :

10.6 Nature of Water Treatment :

10.7 Recycling of Water envisaged : Yes / No.

10.8 Treated Waste Water : Yes / No.

11. Power Requirement :

11.1 Nature of Power Supply :

New connection

Temporary connection

11.2 Details of Power Connection:

Industrial Load required at Low Tension in Horse Power /Kilo Watt
LTP1 upto 125 Horse Power
LTP3 from 20 Kilo Watt to 80 Kilo Watt

Industrial Load required at High Tension in KVA
(if power requirement is 100 KVA and above)

Lighting and Non-Industrial Power requirement in Kilo Watt

The Hi Tension power requirement should be in the following multiples:

Serial Number	Contract Demand in KVA	In multiple of
1.	Upto 200	10
2.	From 200 to 500	25
3.	From 500 to 1000	50
4.	From 1000 to 5000	100
5.	Above 5000	250

If the quantum of power requirement is above 2400 KVA, the power supply will be catered at 66 KV or the higher voltage.

11.3 Probable date of requirement of power supply :

Temporary connection for Construction

Commercial Production :

12. Matters concerning Pollution

12.1 Waste Water details:

WASTE WATER	
Particular	Quantity
(a) Processing (Litres /day)	
(b) Boiler (Litres /day)	
(c) Cooling (Litres /day)	
(d) Washing (Litres /day)	
(e) Other Use (Litres /day)	
Total	

12.2 Details of Waste Water Treatment Facilities

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12.3 Probable quality of wastewater before & after treatment in respect of the following parameters (in mg/l except pH and Colour):-

PARTICULAR	BEFORE	AFTER
pH		
Colour		
Suspended Solid		
BOD		
COD		
TDS		
Fluorides		
Oil and Grease		
Cyanides		
Heavy Metal		
Exavalent – Chromium		
Trivalent – Chromium		
Copper		
Zinc		
Lead		
Phenolic-Compound		
Ammonical-Nitrogen		
Others		

12.4(a) Air Emission

FUEL		
Particular		Quantity
(a) Coal	(Metric Ton/day)	
(b) Oil	(Litre/day)	
(c) Diesel	(Litre/day)	
(d) Gas	(Cubic Metre /day)	
(e) Other		

12.4 (b) Details of Air Pollution Control Measures

Particular	From Stack attached to Boiler (in ppm or mg/Nm³)	From Stack attached to Process vent (in ppm or mg/Nm³)
Chimney height from ground level & roofs		
SOx		
NOx		
Ammonia		
Chlorine		
HCl		
HF		
Hydrocarbons		
SPM		
Others		

12.5 Details of Hazardous Wastes:

12.5.1 Please indicate treatment facilities covering collection, storage, transportation, recycling and disposal.

12.5.2 Please indicate composition and quality of the following:

- (a) Process Waste
- (b) Effluent Treatment Waste
- (c) Incineration Waste

13. Additional Facilities Required, if any:

14. Declaration by project promoters :

I, Mr /Ms _____ (name of the authorized signatory) _____ (Designation) of _____ (name of the Industry & address of registered office) hereby declare that the information furnished by us to the Unit Approval Committee of SEZ, by our company in this application are true to the best of my knowledge, belief and record. We indemnify the above agencies or any other agency under the jurisdiction of Government of Gujarat from liabilities of any nature that may arise from time to time due to the decision taken based on the information contained in this application form which may be inadequate, inaccurate, erroneous etc. and the management of my company assumes complete responsibility in this regard.

Further, my company undertakes to provide any additional information or clarification as required during and after processing of our application.

We undertake to pay the fees / charges payable to SEZ Development Committee and its agencies as prescribed under the rules for according approvals and royalty for water and other charges as fixed from time to time.

Applicant's Signature
(Authorized by Company)

Applicant's Name:

Designation:

Place

Date

Official Seal of the Company

ANNEXURE-III.

FORM FOR SELF CERTIFICATION AND CONSOLIDATED ANNUAL RETURN

TO BE SUBMITTED BY AN EMPLOYER
FOR COMPLIANCE OF LABOUR LAWS

(To be submitted on the Stamp Paper of Rs.20/-)

(See rule 5)

I, Mr./Mrs./Miss _____ hereby, certify that I am the Occupier/Employer/ Contractor of the factory/establishment whose identification and general details are as follows. I, hereby certify that the status of compliance of following labour laws and annual informations of my enterprise during the year _____ is as under :

- (i) The Payment of Wages Act, 1936 and Gujarat Payment of Wages Rules, 1963.
- (ii) The Minimum Wages Act, 1948 and Gujarat rule 21(4) 1961, thereunder
- (iii) The Contract Labour (Regulation and Abolition) Act, 1970 and Gujarat rules 82(1), 82 (2), 1972, thereunder
- (iv) The Factories Act, 1948 and Gujarat Factories Rules 1963 (GFR)
- (v) The Maternity Benefit Act, 1961 and Gujarat Maternity Benefit Rules, 1964.
- (vi) The Payment of Bonus Act, 1965 and Rule 5 thereunder
- (vii) The Payment of Gratuity Act, 1972 and Gujarat Rules, 1976, thereunder
- (viii) The Equal Remuneration act, 1976 and Gujarat rules, 1976, thereunder
- (ix) The Industrial Employment (Standing Orders) Act, 1946 and Gujarat rules thereunder 1982
- (x) The Physically Handicapped Persons (Employment in Factories) Act, 1982, and; Gujarat Physically Handicapped Persons (Employment in Factories) Rules, 1982.
- (xi) The Indian Boilers Act, 1923.

1. Name and address of the establishment/factory :
Tele. No. Mobile No. Fax No. e.mail address.
2. Name and residential address of the Employer/Occupier/Contractor :
Tele. No. Mobile No. Fax No. e.mail address.
3. Name and residential address of the manager or person responsible for supervision or control of the establishment/factory :
Tele. No. Mobile No. Fax No. e.mail address.
4. Registration No./License No. and Date of commencement of the establishment/Factory :
5. Nature of industry/activity :
6. Number of employees employed (including contract workers) :

PART C

Part A, B, & C are to be furnished, if the establishment has employed more than 9 contract labour on any day during the year under report. (Details to be provided by the Principal Employer)

My establishment is covered under the Contract Labour (Regulation and Abolition) Act, 1970 and the workers are paid wages and overtime wages as prescribed by the Government of Gujarat. I have maintained records and registers as per the Act.

- * Name and postal address of the contractor :
- * Nature of work/operations of contractor :
- * Total number of days during the year on which contract labour was employed. :
- * Total number of mandays worked during the year by contract labour. :
- * Total number of days during the year on which direct labour was employed. :
- * Total number of mandays worked by direct labour. :
- * Change, if any, the management of establishment its locations, or any other particulars furnished to the Registering Officer in the application for the registration (Details may be furnished with dates of changes)

Note: In case, the number of contractors are more the details of each Contractor may be furnished in same columns in separate sheet.

YEARLY RETURN to be submitted by the Contractors employing more than 9 workers.

- * Duration of contract :
Number of days worked during the year
- * Average number of contract labour worked on any day during the year.
- * Details of
 - (a) Working hours
 - (b) Over time work
 - (c) Weekly holidays
 - (d) Spread over
 - (e) Weekly holiday paid or not.

*	Number of mandays worked during the year.	Male	Female	Total
*	Amount of wages paid	Rs:		
*	Amount of deduction from wages	Rs.		
*	The following has been provided?			
	• Canteen		Yes/No	
	• Rest rooms		Yes/No	
	• Drinking water		Yes/No	
	• Creches		Yes/No	
	• First aid		Yes/No	

Part D

Details for self-certification under The Factories Act, 1948 and Rules made thereunder.

My factory is registered under the Factories Act, 1948 and provisions regarding Health, Safety, Welfare etc. are complied with.

(A) Factory Identification details :

FIN (Factory Identification Number):

NIC Code (Five digit) :

Sector (Public/Private/Co-operative/Joint venture):

Registration under Section {2m(i)/2m(ii)/85}:

Registration No.:

License No:

Licensed workers:

Licensed H.P.:

License renewal position (year) :

License renewal application submitted for the year:

Plan approval No:

Date:

Stability certificate

(i) obtained on date:

(ii) submitted on date :

Finished products:

Intermediates :

Raw materials :

(B) Details of employment

(i) Average daily workers : Male:_____ Female:_____

(ii) Number of days the factory worked during previous year:_____

(iii) Number of man days worked (i.e. aggregate attendance during the previous year)

(a) Adults: _____ (i) Men: _____ (ii) Women: _____ Total: _____

(b) Adolescents (i) Men: _____ (ii) Women: _____ Total: _____

Average number of workers employed daily. i.e. Mandays worked divided by number of days worked.

(a) Adults: (i) Men: _____ (ii) Women: _____ Total: _____

(b) Adolescents (i) Men: _____ (ii) Women: _____ Total: _____

(v) Total number of man-hours worked including overtime but excluding rest interval.

(a) Adults: (i) Men: _____ (ii) Women: _____ Total: _____

(b) Young Persons (i) Men: _____ (ii) Women: _____

Total: _____

(vi) In respect of factories carrying on processes or operation declared dangerous under section 87, furnish the following information. (See explanatory note 'A')

Name of the dangerous process or operation carried of (See explanatory note 'A')	Average number of persons employed daily in each of the process or operation given (See explanatory note 'B')	Number of persons			
		Medically examined		declared unfit	
		Male	Female	Male	Female
1	2	3	4	5	6
(i)					
(ii)					
(iii) etc.					

(vii) In respect of factories carrying on processes on "hazardous process" as defined in section 2(cb) furnish the following information.(See explanatory note 'C')

Name of the dangerous process or operation carried of (See explanatory note 'A')	Average number of persons employed daily in each of the process or operation given (See explanatory note 'B')	Number of persons			
		Medically examined		declared unfit	
		Male	Female	Male	Female
1	2	3	4	5	6
(i)					
(ii)					
(iii) etc.					

(C) Compliance Status for Health Provisions

(1) Measures taken for prevention of dust/fumes :
generated in the process.

- (2) Provision of wholesome drinking water :
(Sec.18, GFR 35 to 40)
- (3) Provision of Urinals, Latrines & Bathrooms facilities separately for men and women (give Number for each) (Sec.19, GFR 41 to 50)
- (4) Maintenance of health records in Form No.20, :
32 & 33 (as applicable) (GFR 15, 68T)
- (5) Provision of Occupation Health Center :
(GFR 68 U)
- (6) Provision of Factory Medical Officer :
if applicable (retainer ship base/Part time /Full time)
(GFR 68U)
- (7) Number of Industrial Hygienists employed :
to monitor work environment as required under
Section 7-A, 112.
- (D) Compliance status for Safety provisions**
- (1) Compliance of safety provisions prescribed :
under Schedules, including guarding of machinery.
(Sec.21, 22, Schedules under GFR 54 & 102)
- (2) Whether safe means of access provided to plants :
& machinery (Sec.32, 33)
- (3) Whether emergency fire exists provided :
(GFR 66 A)
- (4) Details of fire fighting equipments including :
water storage capacity & trained personal.
(GFR 66 A) & (GFR 102 Schedule-19, Part-3
as applicable)
- (5) Whether hoists, lifts, cranes, lifting tackles & :
lifting devices are certified duly by Competent
Person in prescribed forms ?
(Sec.28, GFR 58, 59: Sec.29 GFR 60,60 A)
- (6) Whether pressure vessels in use are tested by :
Competent Person & duly certified in prescribed
form. (Sec.31, GFR 61, 61 A)
- (7) Details of personal protective equipments provided :
and special safety equipments, if any.
(Sec.41, GFR 102 & 55-A)
- (8) Details of Safety Officers & Safety Supervisors :
(Sec.40 B GFR 68-H & 68-S)
- (9) Safety Committee functioning ? (if applicable) :
(GFR 68 F, 68 Y)
- (10) Whether provisions of Chapter-IV A and GFR :
there under complied with (if covered under Schedule-I
framed under Sec.2cb) (Sec.41 B to 41H)
- (11) Number of Safety programs for training & safety :
awareness arranged during last year.
- (12) For Major Accident Hazard Factories :

(a) Onsite emergency plan prepared/ amended date : _____

- (b) Rehearsals done for Onsite Emergency Plan :
during last year. (Give dates)
- (c) Details of Safety Policy, Safety audit & Safety :
Report. (if applicable) (GFR 68 J, 68O & 12-C)
- (d) Whether information regarding hazards and :
actions taken provided to public, workers and
authorities. (GFR 68 K, 68 L)

(E) Compliance status for Welfare provisions

- (1) Whether first aid facilities are provided as :
per rules. (sec. 45, GFR 70)
- (2) Provision of Ambulance Room, required staff, :
Ambulance Van (if applicable).
(Sec.45, GFR 68 U, 68-V & 71)
- (3)(a) Whether canteen facility provided as per :
standards prescribed if more than 250 workers
are employed.(Sec. 46, GFR 72 to 78)
- (b) Is canteen managed/run departmentally? : Yes/No.
through a contractor ? : Yes/No.
- (4) Whether Rest Rooms and Lunch Rooms are :
provided ? If more than 150 workers are employed.
(Sec.47, GFR 79)
- (5) Whether creche facilities are provided for the use :
of children of women employees ? (if more than 30
women are employed). (Sec.48, GFR 80 to 83A)
- (6) Whether Welfare Officer is appointed as per the :
provisions laid down (Sec.49)

(F) Compliance status of working Hours provisions

- (1) Compliance of provisions relating to working hours :
for adults i.e. 9 hours a day and 48 hours per week.
(Sec.51 to 66 GFR 84 TO 86)
- (2) Whether notice of period of work displayed on notice :
board? (Sec.61, GFR 87)
- (3) Shift timings :
1st shift from_____ to _____. 2nd shift from _____ to _____
3rd shift from_____ to _____. General shift from_____ to _____
- (4) (a) Normal working time for women workers :
In case of relaxation granted for working
hours of women workers, whether
return & transport and
security facilities provided.
(GFR 91-A)

(ii) Average number of workers employed daily
(i.e. mandays worked divided by number of days worked)
for persons earning more than Rs.1600/- per month.

(See explanatory note 'B')

(a) Adults

(b) Young Person

Total:

3. "Total wages paid" including 'deductions' under Section 7(2) of the Payment of Wages Act, 1936, for persons getting less than Rs.1600/- per month on the following accounts :

(a) Basic wages only Rs.

(b) Dearness Allowances Rs.

(c) Composite wages (i.e. if combined Basic wages
and dearness allowance paid)

(d) Overtime wages Rs.

(e) Non-profit sharing bonus Rs.

(f) Any other bonus (other than Rs.

Profit sharing bonus and non-profit

Sharing bonus) forming part of wages.

As defined under the Act.

(g) any other amount paid in cash

which may form part of wages

As defined under the Act.

(Please specify)

(h) Arrears of pay in respect of

previous year paid during the year.

(i) Total wages paid (total of (a+b) or c+d+e+f+g+h)

4. 'Gross amount paid as remuneration to person getting less than 1600/- per month including' deduction ' under section 7(2) of the Act on the following accounts :

(a) Total wages paid (item 3)
during the year. Rs.

(b) 'Bonus paid' during the year Rs.
(Including arrears also, if paid
during the year. This is statutory
Sharing Bonus)

(c) 'Amount of money value of _____ Rs.
Commission' given during the year.

(d) Deductions-number of cases and amount realised:

PART – F

Details for self certification under the Maternity Benefit Act-1961 & Rules made thereunder.

My establishment covered under The Maternity benefit Act. 1961 & the rules made there under.

All women who are entitled for medical benefits and medical bonus have been given such benefits and bonus amounts. I have maintained all the registers and record and displayed notices as required under the law.

1. Number of female workers employed on any day.
2. No. of women workers, claimed Maternity benefit/No. paid (Section 5)
3. No. of cases in which medical Bonus is claimed/paid (Section 8)
4. No. of cases of leave for miscarriage is applied/granted. (Section 9 & 9-A)
5. Number of cases of additional leave for illness applied/granted (Section 10)
6. Total amount of maternity benefit paid.
7. Whether Nursing breaks allowed to the eligible women employees? (under Section 11 & Rule 7)
8. Whether women employees are dismissed from service during their pregnancy depriving of their entitled maternity benefit or medical bonus- if so, number of women dismissed and reasons thereof. (Section 12)

PART - G

Gujarat Physically Handicapped persons (Employment in Factories) Act, 1982 and rules made there under.

My establishment is covered under The Gujarat Physically Handicapped Person (Employment in Factories) Act, 1982 and Rules made there under. I have already appointed physically handicapped persons as per law and maintained all registers and records as required under the law.

1. **Total No. of workers employed:** _____
2. Number of physically handicapped persons employed. _____
3. Certificates from Certifying Surgeon obtained from all workers? Yes/No.
4. Whether all physically handicapped persons are recruited from registered persons with employment exchange. Yes/No.
5. Record of physically handicapped persons maintained in Form No.II. Yes/No.
Rule-3.

Explanatory Note

- A All such 'dangerous processes or operations' as specified and declared in the Rules framed under section 87 of the Factories Act, 1948, should be checked. If the factory or even a part of the factory submitting returns falls under this Section, the fact should be mentioned against this item and request information furnished accordingly.
- B The average number of workers employed daily should be calculated by dividing the figures of Mandays worked by number of days worked in the year. For seasonal factories*, the average number of workers employed daily during the working season and off-season should be given separately. (Refer note B-2).
- C All such 'hazardous processes' in relation to the industries specified in the First Schedule to the Factories Act and defined under Section 2(cb) of the Act should be checked. If a factory or even a part of the factory submitting returns falls under this Section, the fact should be mentioned against this item and requisite information furnished accordingly.
- D Mandays worked should be the aggregate number of attendance of all the workers, covered under the Act, in all the working days. In reckoning attendance, attendance by the temporary as well as permanent employed should be counted and all employees should be included, whether they are employed directly or under contractors (Apprentices, who are not covered under the Apprentices Act, 1961, are also to be included). Attendance on separate shifts (e.g. night and day shifts) should be counted separately. Partial attendance for less than half a shift on a working day should be ignored while attendance for half a shift or more on such day should be treated as full attendance.

Exemption/Self Certification under The Indian Boilers Act, 1923.

Registry number of the Boiler/Economiser :

A. Name of owner :

Address where Boiler/Economiser installed:

B. Information of Boiler Proficiency Engineer reporting fitness of Boiler/Economiser :

Full Name :

Address :

Tel. No. :

Fax No.:

E-mail ID:

Type of Proficiency certificate :

No. & date of certificate and Issuing Authority :

Details of endorsement of Gujarat Boiler Inspectorate (if any):

C. Certificate of Boiler Proficiency Engineer :

I have inspected above boiler/Economiser on _____ at the request of boiler owner as required under Notification No.: _____ dated _____ of Government of Gujarat. I hereby certify that the Boiler/Economiser is fit for further use at the pressure approved by the Boiler Inspectorate for 12 months i.e. from _____ to _____.

Signature of Boiler Proficiency Engineer

Signature of Boiler Owner.

Remarks, if any .

I submit that I have also complied with the following provisions :

1. The wages were paid as per law and no deductions that are not authorized under the law have been made from the wages thereof of the workers.
2. That no child below the age of 14 years has been employed in the establishment and women workers have not been discriminated against in any manner.
3. That I have complied with the provisions of the Payment of Gratuity Act, 1972, that the arrangement is made to accept the nomination form of worker that the notice in Form U has been exhibited and _____ workers are paid Rs. _____ as gratuity under the Act during the year.
4. That _____ workers were removed or retrenched during the year and I have paid their legal dues as provided under labour laws.
5. That I have maintained the registers/records prescribed under these Acts and displayed the required notices.
6. That I have maintained all registers/records/displayed all notices/provided I-Cards/Leave Book to all workers as prescribed under the Factories Act, 1948 and rules made thereunder. I have provided required informations to workers and public in the vicinity and to concerned authorities under the Factories Act, 1948 and rules made there under.

I hereby state that the information given as above is true and correct to the best of my knowledge, information and belief and in case it is proved to be false, I will be liable for punishment as provided under concerned law.

Date: _____

SIGNATURE OF THE EMPLOYER
AND HIS OFFICIAL SEAL

Place: _____

Encl: receipted treasury challan for payment of
Rs. _____ on _____ as per Notification.

Signature with seal

Web Site Address : www.labourandemployment.gov.in
E-mail Address :
Postal Address : Office of the Commissioner of Labour, O-3, New Mental Hospi.
Compound, Meghaninagar, Ahmedabad-380016.

**FORM FOR CONSOLIDATED ANNUAL RETURN TO BE SUBMITTED BY AN
EMPLOYER WHO HAS NOT OPTED FOR SELF CERTIFICATION SCHEME.**

I, hereby certify that the annual informations under following labour laws, for my enterprise, during the year _____ is as under :

- (i) The Payment of Wages Act, 1936 and Gujarat Payment of Wages Rules, 1963.
- (ii) The Minimum Wages Act, 1948 and Gujarat rule 21(4) 1961, thereunder
- (iii) The Contract Labour (Regulation and Abolition) Act, 1970 and Gujarat rules 82(1), 82 (2), 1972, thereunder
- (iv) The Factories Act, 1948 and Gujarat Factories Rules 1963 (GFR)
- (v) The Maternity Benefit Act, 1961 and Gujarat Maternity Benefit Rules, 1964.
- (vi) The Payment of Bonus Act, 1965 and Rule 5 thereunder
- (vii) The Payment of Gratuity Act, 1972 and Gujarat Rules, 1976, thereunder
- (viii) The Equal Remuneration act, 1976 and Gujarat rules, 1976, thereunder
- (ix) The Industrial Employment (Standing Orders) Act, 1946 and Gujarat rules thereunder 1982
- (x) The Physically Handicapped Persons (Employment in Factories) Act, 1982, and; Gujarat Physically Handicapped Persons (Employment in Factories) Rules, 1982.
- (xi) The Indian Boilers Act, 1923.

1. Name and address of the establishment/factory :
Tele. No. Mobile No. Fax No. e.mail address.

2. Name and residential address of the Employer/Occupier/Contractor :
Tele. No. Mobile No. Fax No. e.mail address.

3. Name and residential address of the manager or person responsible for supervision or control of the establishment/factory :
Tele. No. Mobile No. Fax No. e.mail address.

4. Registration No./License No. and Date of commencement of the establishment/Factory :

5. Nature of industry/activity :

6. Number of employees employed (including contract workers) :

PART C

Part A, B, & C are to be furnished, if the establishment has employed more than 9 contract labour on any day during the year under report. (Details to be provided by the Principal Employer)

My establishment is covered under the Contract Labour (Regulation and Abolition) Act, 1970 and the workers are paid wages and overtime wages as prescribed by the Government of Gujarat. I have maintained records and registers as per the Act.

- * Name and postal address of the contractor :
- * Nature of work/operations of contractor :
- * Total number of days during the year on which contract labour was employed. :
- * Total number of mandays worked during the year by contract labour. :
- * Total number of days during the year on which direct labour was employed. :
- * Total number of mandays worked by direct labour. :
- * Change, if any, the management of establishment its locations, or any other particulars furnished to the Registering Officer in the application for the registration (Details may be furnished with dates of changes)

Note: In case, the number of contractors are more the details of each Contractor may be furnished in same columns in separate sheet.

4. 'Gross amount paid as remuneration to person getting less than 1600/- per month including' deduction ' under section 7(2) of the Act on the following accounts :
- (a) Total wages paid (item 3) during the year. Rs.
 - (b) 'Bonus paid' during the year Rs.
(Including arrears also, if paid during the year. This is statutory Sharing Bonus)
 - (c) 'Amount of money value of Commission' given during the year. Rs.
 - (d) Deductions-number of cases and amount realised:

PART – F

Annual information under the Maternity Benefit Act-1961 & Rules made thereunder.

(For the establishment covered under The Maternity benefit Act. 1961 & the rules made there under).

1. Number of female workers employed on any day.
2. No. of women workers, claimed Maternity benefit/No. paid (Section 5)
3. No. of cases in which medical Bonus is claimed/paid (Section 8)
4. No. of cases of leave for miscarriage is applied/granted. (Section 9 & 9-A)
5. Number of cases of additional leave for illness applied/granted (Section 10)
6. Total amount of maternity benefit paid.
7. Whether Nursing breaks allowed to the eligible women employees? (under Section 11 & Rule 7)
8. Whether women employees are dismissed from service during their pregnancy depriving of their entitled maternity benefit or medical bonus- if so, number of women dismissed and reasons thereof. (Section 12)

PART - G

Gujarat Physically Handicapped persons (Employment in Factories) Act, 1982 and rules made there under.

(For the establishment covered under The Gujarat Physically Handicapped Person (Employment in Factories) Act, 1982 and Rules made there under.)

1. **Total No. of workers employed:** _____
2. Number of physically handicapped persons employed. _____
3. Certificates from Certifying Surgeon obtained from all workers? Yes/No.
4. Whether all physically handicapped persons are recruited from registered persons with employment exchange. Yes/No.
5. Record of physically handicapped persons maintained in Form No.II. Yes/No. Rule-3.

PART-H

Annual Information under The Indian Boilers Act, 1923.
(for units having registered boiler/economiser)

Registry number of the Boiler/Economiser :

A. Name of owner :

Address where Boiler/Economiser installed:

B. Information of Boiler Proficiency Engineer reporting fitness of Boiler/Economiser :

Full Name :

Address :

Tel. No. :

Fax No.:

E-mail ID:

Type of Proficiency certificate :

No. & date of certificate and Issuing Authority :

Details of endorsement of Gujarat Boiler Inspectorate (if any):

C. Certificate of Boiler Proficiency Engineer :

I have inspected above boiler/Economiser on _____ at the request of boiler owner as required under Notification No.: _____ dated _____ of Government of Gujarat. I hereby certify that the Boiler/Economiser is fit for further use at the pressure approved by the Boiler Inspectorate for 12 months i.e. from _____ to _____.

Signature of Boiler Proficiency Engineer

Signature of Boiler Owner.

Date: _____

SIGNATURE OF THE
EMPLOYER/ENTERPRENEUR
AND OFFICIAL SEAL

Place: _____

Explanatory Note

- A All such 'dangerous processes or operations' as specified and declared in the Rules framed under section 87 of the Factories Act, 1948, should be checked. If the factory or even a part of the factory submitting returns falls under this Section, the fact should be mentioned against this item and request information furnished accordingly.
- B The average number of workers employed daily should be calculated by dividing the figures of Mandays worked by number of days worked in the year. For seasonal factories*, the average number of workers employed daily during the working season and off-season should be given separately. (Refer note B-2).
- C All such 'hazardous processes' in relation to the industries specified in the First Schedule to the Factories Act and defined under Section 2(cb) of the Act should be checked. If a factory or even a part of the factory submitting returns falls under this Section, the fact should be mentioned against this item and requisite information furnished accordingly.
- D Mandays worked should be the aggregate number of attendance of all the workers, covered under the Act, in all the working days. In reckoning attendance, attendance by the temporary as well as permanent employed should be counted and all employees should be included, whether they are employed directly or under contractors (Apprentices, who are not covered under the Apprentices Act, 1961, are also to be included). Attendance on separate shifts (e.g. night and day shifts) should be counted separately. Partial attendance for less than half a shift on a working day should be ignored while attendance for half a shift or more on such day should be treated as full attendance.

ANNEXURE IV

Eligibility Certificate for SEZ units to avail exemption of State Taxes

(See rule 6.1)

1. This is to certify that M/s._____has been granted approval for setting up a unit in processing area of_____SEZ for production of _____with an annual capacity_____ vide approval ref._____.
2. The unit will be located at Plot No._____and has been allotted land by unit Approval Committee vide order No._____to establish the facilities.
3. The unit has started taking effective steps to establish the project and is eligible to avail exemption from all taxes, cess, duties, fees or any other levies under the State laws, under section 21(1) of Gujarat Special Economic Zone Act 2004 and as specified below:
 - (a) Stamp duty and registration fees payable on transfer of land meant for approved units in the Zone.
 - (b) Levy of Stamp duty and registration fees on loan agreements, credit deeds and mortgages executed by the Unit.
 - (c) Sales Tax, Purchase Tax, Luxury Tax, Entertainment Tax and other taxes and cess payable on sales and transactions.
4. The unit is also eligible for exemption from payment of sales-tax and other taxes for purchase of goods and services from units in domestic tariff area under Section 21(2) of Gujarat Special Economic Zone Act 2004.

SEZ Development Commissioner

Date:

(Seal)

ANNEXURE V

Eligibility Certificate for SEZ units to avail exemption of State Taxes

(See rule 6.2)

1. This is to certify that M/s. _____ has been granted approval for developing Special Economic Zone at _____ in district, in Gujarat vide GOI order No. _____ dated _____.
2. The Developer has been allotted/acquired land and has commenced SEZ development activities.
3. The Developer is entitled to the benefits of exemption from all taxes, cess, duties, fees or any other levies under the State laws under section 21(3) of Gujarat Special Economic Zone Act 2004 and specified below:
 - (a) Stamp duty and registration fees payable on transfer of land for the Zone.
 - (b) Levy of Stamp duty and registration fees on loan agreements, credit deeds and mortgages executed by the Developer for development of Zone.
 - (c) Sales Tax, Purchase Tax, Luxury Tax, Entertainment Tax and other taxes and cess payable on sales and transactions within the Zone.
 - (d) The developer is also eligible for exemption from payment of sales-tax and other taxes for purchase of goods and services from units in domestic tariff area required for development of the Zone.

Member Secretary
Special Economic Zone
Development Authority
Gujarat

Date:

(Seal)