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टेली फोन **120-2567268/69/70**

F. No. DC/NSEZ/2022/WFH

5936
19/07/22

dated the 19th July 2022

CIRCULAR

Subject: Procedure for seeking Work From Home (WFH) permission under newly inserted Rule 43 A of SEZ Rules, 2006-reg.

Attention of all SEZ units under the jurisdiction of Development Commissioner, Noida SEZ is hereby drawn to Rule 43A inserted through Special Economic Zone (Third Amendment) Rules, 2022 issued under GSR No.576(E) dated 14th July, 2022 by the Department of Commerce in connection with the Work from Home (WFH) provisions in Special Economic Zones (SEZs).

2. With a view to ensuring a smooth implementation of these new provisions specifically those reflected in the new Rule 43A, the issue has been examined and it has been decided to lay down following procedure to be followed by all units under the jurisdiction of DC NSEZ:

(a) The units would submit new applications for WFH, at least 15 days in advance, preferably by email, through the registered email ID of the unit, to the concerned Deputy Development Commissioner (ddc1@nsez.gov.in or ddc2@nsez.gov.in or ddc3@nsez.gov.in) with a copy to the Specified Officer concerned. However, in case, a physical copy is being submitted, a soft copy should also be provided through email. The application should contain a covering note signed by the authorized signatory of the unit mentioning the:

- i. date of permission
- ii. total number of employees
- iii. number of employees for whom WFH is being sought

iv, Duration for which permission for WFH is required

(b) The attachment with the covering note should be an excel sheet containing the following columns

- i. Name and designation of Employee availing of WFH facility
- ii. SEZ ID Card No. of the employee
- iii. Validity/ Expiry date of the SEZ ID Card
- iv. Duration for which the permission for WFH is required (in case it is different from the general duration for which permission is sought)

(c) The units would also give an undertaking on their letter head through authorized signatory that they would follow all the conditions and stipulations laid down in the new Rule 43A of SEZ Rules, 2006.

3. An Unit, where, its employees are working from home or from any place outside the Special Economic Zone on the date of commencement of the Special Economic Zones (Third Amendment) Rules, 2022 shall submit its proposal for permission to the Development Commissioner within ninety days from the date of such commencement (i.e. 14 July, 2022).

4. In view of insertion of rule 43 A in SEZ Rules, the circular No.10/311/2010-SEZ/4299 dated 27.05.2022 stands withdrawn with immediate effect.

5. This issues with the approval of the Development Commissioner, Noida SEZ.


19/07/2022

(Nitin Gupta)

Deputy Development Commissioner

To

1. All the units/Developers under the jurisdiction of DC Noida SEZ.
2. All Specified Officers under the jurisdiction of DC Noida SEZ.
3. Under Secretary (SEZ Division), Department of Commerce, Udyog Bhawan, New Delhi.
4. All DDCs/ADCs of Noida SEZ.
5. Noida SEZ website
6. Notice Board.