



GOVERNMENT OF INDIA
Ministry of Commerce & Industry,
Office of the Development Commissioner,
Surat Special Economic Zone,
Near Sachin Railway Station, Diamond Park,
Sachin, SURAT - 394 230.
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SSEZ/A/ESTT/91/2023-24/1021

Date:- 25th September, 2026

OFFICE MEMORANDUM

Subject: Dispatch of Letters of Approval (LoA's) and other approvals issued by the Development Commissioner's Office - Reg.

It has come to the notice of the Development Commissioner, Surat Special Economic Zone (SEZ), that there have been instances of delay in dispatching Letters of Approval (LoAs) and other letters/approvals issued by the office of the Development Commissioner to the concerned units/applicants.

2. In order to ensure good governance, transparency and ease of doing business, it is hereby ordered that, henceforth, all original copies of Letter of Approvals (LoAs) and other approvals issued by the office of the Development Commissioner shall be dispatched to the concerned applicant/unit through **Speed Post** at the registered office/SEZ office address of the unit, as available in the records.
3. Simultaneously, as per current practice, a scanned copy of the LoAs/approvals shall also be communicated to the applicant/unit through e-mail on the official e-mail address available in the records, wherever applicable.
4. Accordingly, the existing practice of physically handing over of original copy of Letters of Approvals (LoAs) and other approvals issued by the office of the Development Commissioner to the applicant/unit is hereby **discontinued with immediate effect.**
5. All concerned officers/officials of DC office are directed to ensure strict compliance with the above instructions and timely dispatch/communication of such LoAs, approvals and orders. Any deviation from the provisions of this order shall be viewed seriously and appropriate disciplinary action shall be initiated against the erring official(s).

This issues with the approval of the Development Commissioner, Surat SEZ.

SANJEET
KUMAR SINGH
Assistant Development Commissioner,
Surat Special Economic Zone
Sachin, Surat.

Digitally signed by
SANJEET KUMAR SINGH
Date: 2026.09.25
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Copy to:-

(1) The Developer M/s DGDC Ltd, is requested to upload the said office Memorandum on SurSEZ Website.

(2) Notice Board