

**SYSTEM NOTICE – SEZ ONLINE SYSTEM****No.: NDML/SEZ Online/2019/2****Date: 5<sup>th</sup> September, 2019****User Group: DC Office – Implementation of Module for Service Procurement from DTA****Subject: Implementation of Module for Service Procurement from DTA**

1. Issue Public Notice
2. Hierarchy setup for Approval / Endorsement of DTA Service Procurement Form (DSPF)

As you are aware, a New Module “DTA Service Procurement Form (DSPF)” has been introduced in SEZ Online System to facilitate recording of all Service Invoices for Services availed by SEZ Units / Developers from DTA Suppliers and review and approval of the same.

**Public Notice:** You are requested to issue “Public Notice” to SEZ Units & Developers to start filing details of all service procurement online through this form. This module may be implemented as a mandatory process for service procurement from October 2019 onwards.

**Approval Hierarchy:** DSPF can be approved by Authorized Officer or verified by Authorized Officer and referred to Specified Officer for approval. You are requested to inform the details of officers who would be approving DSPF online so that we can assign access for such officers. Kindly provide information of Authorized Officer / Specified Officer for assigning this functionality in the following form and send to [sezinfo@nsdl.co.in](mailto:sezinfo@nsdl.co.in) / [seemal@nsdl.co.in](mailto:seemal@nsdl.co.in) / [abhisheka@nsdl.co.in](mailto:abhisheka@nsdl.co.in) .

Sr. No.	Name Of Officer	User ID in SEZ Online	Designation (AO/PO/SO)	SEZ Name
1				
2				
3				
4				

Once you confirm this, we will facilitate assignment of functionality to desired users in System.

SEZ Online.