

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT & INVESTMENT
CORPORATION LTD.UDYOG BHAWAN TILAK MARG, JAIPUR-302005**

No: IPI/Land Module/2016/132/591 | 2918
Date: 21, Feb., 2023

CIRCULAR

Sub: Online Disposal of various applications related to Land Management Module under the IT Enablement Project in time bound manner.

The Corporation vide office order no. ID/CC/34/IV/119 dated 28.12.2015 had taken up Time bound roll-out of the 'IT Enablement Project' in all the Unit Offices of RIICO to RISL/c-Connect. The IT Enablement Project almost completed in 2016. Under this project, one of the important module is 'land Management Module' which is related to disposal of land allotment and subsequent post allotment activity related to entrepreneurs and for timely implementation and disposal of such day to day activity of entrepreneurs. Various office orders from time to time were issued in this regard the details of which are as under:-

1. Office Order No. ID/CC/34/VI/132 dated 08.09.2016 related to online disposal of various activities related to Land Management Module under the IT Management Project.
2. Office Order No. IPI/P.5/2016/114/2231 dated 27.12.2016 related to online receipt of land allotment applications for allotment of industrial plots in RIICO Industrial Areas.
3. Office Order No. ID/CC/34/VI/161 dated 25.01.2017 related to Online receipt of various application related to Land Management Module under the IT Enablement Project.
4. Office Order No. IPI/P.5/138/2017/03 dated 05.04.2017 related to Time frame for activation of Profile Entrepreneur and disposal of online applications related to various activities under Land Management Module in IT Enablement Project.
5. Circular No. IPI/Land Module/2016/132/591 dt. 24.03.2022 related to Online Disposal of various applications related to Land Management Module under the IT Enablement Project in time bound manner.

With the office order dt. 05.04.2017 a list of activities pertaining to Land Module Management which are to be performed online was enclosed with the time period of each activity and it was directed to execute the activities online only. A list of such activity along with prescribed time period is again annexed as **Annexure-A**. The Management of the

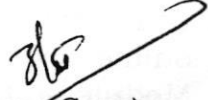


Corporation has issued directions from time to time to execute these activities only through online system; however, it is observed that the directions are not being complied. The issue was again discussed in the Review Meeting dt. 31.01.2023 and following was directed by Management:

1. No. off line applications shall be received from entrepreneurs. Unit Head shall ensure that only online applications are entertained. It shall also be ensured that the applications received online may be disposed online in prescribed time limit already defined. P&D Cell will issue the fresh circular mentioning the time line for disposal of activities.
2. The applications received in Unit Offices online shall be monitored in terms of the date of receipt, disposal date and pendency by IT Cell as well as M&C Cell and will weekly put-up to Management.

In view of the above directions, all Unit Heads are directed not to entertain any offline applications under the Management Module and disposal of applications received online should be executed through online system in prescribed time period as prescribed in **Annexure-A**.

It is being issued with the approval of Managing Director.


(Dr. Arun Garg)
Advisor (Infra)

Copy to:

1. All Controlling Officers
2. All Unit Head
3. GM (IT)
4. DGM (IT) for uploading on website
5. GM (P&D)/Addl.GM (P&D)/Sr. RM (P&D)-VK/LCM/AV/Dy.Mgr. (Infra)
6. Dy. Manager (IT) –Mukesh Sharma for monitoring of receipt, disposal and pending applications of each activity in prescribed time period through online system.

Copy also to:

1. Sr. PS to MD RIICO
2. Sr. PS to Advisor (Infra)


Addl. GM (M&C)

Annexure-'A'

**Time Frame for Disposal of Online Applications related to various activities under
Land Management Module in IT Enablement Project**

S.No.	Nature of Application/Activity	Prescribed Time Period (Working Days)
1.	Approval of highest Bids received in e-auction at Unit Level (Multiple Bids)	2 Days
2.	Sending proposal of Single Bids received in e-auction to HO	2 Days
3.	Issue of Offer Letter after approval of Multiple/Single Bids received in e-auction	2 Days
4.	Issue of allotment letter after deposition of Prerequisite 25% Premium and 1% S.M.	2 Days
5.	Permission for Mortgage of plot	3 days
6.	Execution of Lease Deed	3 days
7.	NO Dues Certificate	3 days
8.	Change of Product	3 days
9.	Handing over Original Lease Deed Documents	3 days
10.	Acceptance Of Surrender of plot	7 days
11.	Time Extension for deposition of Premium Amount/Utilization of plot (a) To be decided at Unit Office Level (b) Forwarded to HO, if any decision from HO is required	7 days
12.	Refund of Money(Security Money/Keeness Money/ Production Incentive/Cost of short land)	7 days
13.	Permission for amendment in set backs	7 days
14.	Change in constitution	7 days
15.	Sub Division of plot (a) To be decided at Unit Office Level (b) Forwarded to HO, if any decision from HO is required	15 Days
16.	Merger of Plot	15 Days
17.	Transfer of Plot	15 Days
18.	Regularization of excess land/strip of land (a) To be decided at Unit Office Level (b) Forwarded to HO, if any decision from HO is required	15 days
19.	Restoration of Plot (a) To be decided at Unit Office Level (b) Forwarded to HO, if any decision from HO is required	15 days



