

**Rajasthan State Industrial Development & Investment Corporation Limited**  
**Udyog Bhawan, Tilak Marg, Jaipur-302005**

No. : IPI/P.5/Land Module/132/2016-06805-7382759-  
Part File(1)-9473060  
Date: As per E-signed

**Circular**

The allottees of the RIICO has to apply online on ERP Portal for various services related to their allotted plots under RIICO Disposal of Land Rules, 1979 for which guidelines and Circulars were issued from time to time. Under these guidelines, timelines are prescribed for disposal of the applications/services.

In order to simplify and facilitate the allottees, the existing prescribed timeline in ERP Modules has been revised. The revised timeline is enclosed as per **Annexure-A**.

It is, therefore, enjoined upon all the Unit Offices to strictly adhere with the revised timelines in ERP Modules to ensure timely disposal of the Online Applications/Services.

This bears approval of Managing Director.

(Nimisha Gupta)  
Advisor (Infra)

Copy to:

1. All Unit Heads for compliance
2. CGM (IT) for uploading the circular on the website and revising timelines in ERP Modules

Copy also to:

1. Sr. PS to Chairman
2. Sr. PS to MD
3. Sr. PS to ED
4. Sr. PS to Advisor (Infra)
5. Sr. PS to Financial Advisor

**Signature valid**

Digitally signed by Nimisha Gupta  
Designation: ADVISOR PERS  
Date: 2026.04.09 20:04:21 IST  
Reason: Approved

RajKaj Ref No.:  
21478182

M e-Sign



## Annexure-A

### Time frame for Disposal of Online Applications related to various activities under Land Management Module in IT Enable Project

Sr. No.	Nature of Application/Activity	Existing Time Frame	Revised Time Period
1	Application (Intimation) for Change in Directors in Company	3 Days	1 Day
2	Application for Change in Constitution due to Change Private Ltd. to Public Ltd. and Vice Versa	7 Days	3 Days
3	Application for Handing Over Original Document	7 Days	3 Days
4	Application for Merger of Plot	15 Days	10 Days
5	Application for Occupancy Certificate	15 Days	10 Days
6	Application for permission for Mortgage of plot with Multiple Financial Institutions for taking loan for itself	7 Days	3 Days
7	Application for permission for Transfer of Mortgage from one Financial Institution to other Financial Institution	7 Days	3 Days
8	Application for approval of Building Plan	15 Days	15 Days
9	Application for Change of Name of Company (Pvt./Public Ltd.)	3 Days	3 Days
10	Application for Change of Product	3 Days	3 Days
11	Application for permission for Mortgage of plot with Financial Institution for collateral security to other plot holder	3 Days	3 Days
12	Application for permission for Mortgage of plot with Financial Institution for taking loan for itself	3 Days	3 Days
13	Application for Intimation of construction on Roof Level	3 Days	1 Day
14	Application for Intimation Construction upto Plinth Level	3 Days	1 Day
15	Application for Intimation for Apply of EC Clearance	3 Days	1 Day
16	Application for Intimation for Approval of EC Clearance	3 Days	1 Day
17	Application for Intimation of registration of Execution of Lease Deed	3 Days	1 Day
18	Application for Intimation of 20%/30% Construction	3 Days	1 Day
19	Application for Intimation of Completion of Mortgage	3 Days	1 Day
20	Application for Intimation of Consent to Establishment	3 Days	1 Day
21	Application for Intimation of Power of Attorney Issued.	15 Days	1 Day
22	Application for Intimation of commencement of Production activity	3 Days	3 Days
23	Application for Intimation of Construction of Rain Water Harvesting System.	3 Days	3 Days
24	Application for Intimation of Commencement of		

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Sr. No.	Nature of Application/Activity	Existing Time Frame	Revised Time Period
	Production for Re-Sale		
25	Application for Relaxation /Amendments in Set Backs	15 Days	7 Days
26	Application for Restoration of Plot	15 Days	13 Days
27	Application for Sub Letting and Sub Leasing of Plot	7 Days	3 Days
28	Application for Refund of Cost of Short Land	7 Days	7 Days
29	Application for Refund of Keeness Money	7 Days	7 Days
30	Application for Refund of Production Incentive	7 Days	7 Days
31	Application for Refund of Security Money	7 Days	7 Days
32	Application for Regularization of excess land/strip of land	15 Days	15 Days
33	Application for Re-Scheduling of Premium Amount	3 Days	3 Days
34	Application for Sub-division of Plot	7 Days	7 Days
35	Application for Surrender of Plot	7 Days	7 Days
36	Application for Time Extension – for deposition of due amount	7 Days	7 Days
37	Application for NOC for Water/Power Connections	To be deleted	
38	Application for NOC for Road Cutting, Laying Power Cable, GBM Tower, Gas pipeline etc.	3 Days	3 Days
39	Application for Time Extension - for Utilization of Plot	15 Days	10 Days
40	Application for Transfer of plot- In case of Amalgamation through High Court	15 Days	12 Days
41	Application for Transfer of plot (Death)- In case of Death/Will	15 Days	12 Days
42	Application for Transfer of plot - In case of Gift Deed	15 Days	10 Days
43	Application for Transfer of plot - In case of Sale	15 Days	10 Days
44	Application for Transfer of plot due to change in constitution [Proprietor to Partner, Partner to Pvt Ltd./ Proprietor to Pvt. Ltd./LLP and Vice Versa)	15 Days	10 Days
45	Application for Transfer of subdivided plot	15 Days	10 Days
46	Application for issuing No Dues Certificate	3 Days	3 Days
47	Application for granting one permitted activity to another activity	5 Days	5 Days
48	Application for Transfer of plot - In case of Purchase of sick unit	To be deleted	
49	Application for obtaining duplicate allotment letter	-	3 Days (New Application)

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