

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

No: IPI/Land Module/2016/132/591
Date: 24 March, 2022

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/e-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. **(Annexure-1)**
4. Office Order No. IPI/P.5/138/2017/03 dated 05.04.2017 related to Time frame for activation of Profile of Entrepreneur and disposal of online applications related to various activities under Land Management Module in IT Enablement Project. **(Annexure-2)**

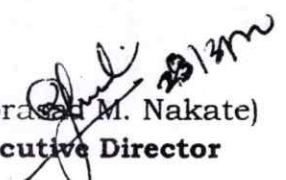
With the office order dated 25.01.2017, an Annexure-C defining, List of activities pertaining to Land Management Module for which applications will be filed by the applicant/entrepreneur online on RIICO Web Portal was enclosed and it was directed that all such activities should be performed online and further vide Office Order dated 05.04.2017 it was directed that

all the listed activities should be executed online in a time bound manner and time period of is activity was also mentioned in the said order dated 05.04.2017.

However, it has been observed that Unit Offices are not even receiving the online applications of various activities in Land Management Module and also not disposing the activities in a time bound manner. It is viewed very seriously.

It is therefore, directed that all Unit Offices shall complete scanning, enrollment and online verifications of land file latest by 31.05.2022 and thereafter w.e.f. 01.06.2022 all the defined activities in Land Management Module should be performed Online only. For this purpose in case any assistance is required regarding training of staff, scanning of files etc. then Unit Head may contact IT Cell at Head Office.

It may be treated as most urgent and may be taken up on Top Priority


(Shivprasad M. Nakate)
Executive Director

Copy to:

1. All controlling officers
2. All unit Head,
3. GM (IT)
- ✓ 4. DGM (IT) for uploading of website
5. GM (P&D)/Addl. GM (P&D)/ Sr. DGM (P&D)/ Sr. RM (P&D) /RM (P&D)/ Dy. Mgr. (Infra)
6. STP/DTP

Copy also to:

1. Sr. PS. to Chairman
2. Sr. PS. to MD, RIICO
3. PS. to ED, RIICO
4. PS. to Advisor (Infra)


General Manager (P&D)

Annexure - 1

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

No: ID/CC/34/VI/162
Dt: 25 Jan., 2017

OFFICE ORDER

Sub: Online receipt of various Applications related to Land Management Module under the IT Enablement Project.


An Office Order No. ID/CC/34/VI/132 dated 08.09.2016 was issued directing that the Applications related to Land Management Module under IT Enablement Project will be performed/disposed through Online system. The copy of said Office Order is annexed as **Annexure-A**. Further, an Office Order No. IPI/P.5/2016/114/2231 dated 27.12.2016 was issued directing the receipt of land allotment application for allotment of Industrial Plots in Industrial Areas through online portal only. The Copy of said Office Order is enclosed at **Annexure-B**.

Now, consequent upon development of RIICO Web Portal for receipt of other applications related to land activities under Land Management Module, the Management of the Corporation has decided to receive online applications of these land activities as annexed at **Annexure-C**.

It is therefore directed that the applications related to the Land Management Module will be received online w.e.f. 01.02.2017 and entrepreneur will apply online for these activities. To facilitate receipt of online applications, following directions are issued:

1. The applicant will enter the URL **sso.rajasthan.gov.in** in web address. After this, the applicant will register himself on Single Sign On (SSO) by clicking on "New Signup/Register Link". A page will open and select any option to register himself with SSO. The applicant will enter password to register himself with SSO and click on Register Button to register.
2. After registration, the applicant will click on RIICO Portal to create his Profile for filing the various applications.
3. After creating Profile, applicant will download the authority letter by clicking on My Profile → Action (Print) at RIICO Web Portal and after printing the format of authority letter, applicant will submit authority letter on the letter head of their Firm/Company to concerned Unit Office along with its request for activation of Profile.

4. The Unit Office will activate the profile of the applicant after verification of the documents submitted by the applicant.
5. After activation of the profile by the Unit Office, applicant will apply online through SSO → RIICO Portal for the activities as mentioned in Annexure-C.
6. Once the applications are received online, it will be responsibility of the Unit Office to view the RIICO Portal and download the application of applicant on day to day basis.
7. After viewing and receiving the applications online, the Unit Office will dispose of the application through online system as is being done earlier when the application were being received offline.
8. In case, applicant face any difficulty for filing the application online, then Unit Office will assist the applicant for filing online application.
9. All Unit Offices will have interaction with entrepreneur as well as Industrial Associations and will arrange Training Programme if required to educate them for process of applying online application through RIICO Web Portal.


 25/01/2017
 (Gaurav Bajad)
 Advisor (A&M)

Copy to:

1. All Controlling Officers
2. All Unit Heads
3. DGM (IT) for uploading on website
4. P&D Cell Officers :
 Sr.DGM (P&D)(SKG)/(DKS)/Sr. RM (P&D)/RM(P&D)
 Dy.Mgr.(Infra)
5. RM (M&C)/Dy.Mgr.(Infra)
6. STP/ATP

Copy also to:

1. APS to Chairman
2. PS to MD
3. PS to Advisor (A&M)
4. PS to Advisor (Infra)

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

No: ID/CC/34/VI/132

Dt: 8th Sept., 2016

OFFICE ORDER

Sub: Online disposal of various activities related to Land Management Module under the IT Management Project.

The Corporation has taken up the work of IT Enablement Project and under this project for disposal of various activities through online under land management module, directions were issued vide letter no. IPI/P&D/IT/723 dated 06.04.2016 and further directions were issued by the Management in Video Conferencing from time to time. However, the information received from unit offices, it is observed that still unit offices are disposing the applications offline, which is viewed seriously by the Management.

Therefore, it is hereby directed that applications related to following activities under Land Management Module in IT Enablement Project must be performed online system:

1. New area to be opened for allotment (Industrial Plot)
2. Generation of allotment letter of all type of category of plots.
3. Transfer of plots
4. Change in constitution
5. NOC for sale of plot/water and power connection/mortgage of plot
6. No dues certificate
7. Demand Notices
8. Releasing original lease deed documents to allottee as well as financial institutions
9. Time extension applications (Deposition of cost of land as well as commencement of production activity)
10. Change of product
11. Refund of security money
12. Merger of plot
13. Sub letting and sub leasing
14. Show cause notice
15. Refund of cost of land on account of surrender/ cancellation of allotted plots.

Non compliance of the above order and disposal of applications related to above activities offline will be viewed seriously and disciplinary action shall be initiated against the concerned officer/official of the concerned unit office.

This bears approval of the Managing Director.

07/09/2016

(Gaurav Bajad)
Advisor (A&M)

Copy to:

- 1. All Unit Offices
- 2. FA
- 3. GM (Civil)

Copy also to:

- 1. APS to Chairman *BSingh C8/S/16*
- 2. APS to MD
- 3. PS to Advisor (A&M)
- 4. PS to Advisor (Infra) *819*

8/1/16

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Annexure B

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

No: IPI/P.5/2016/114/2231
Dt: 27, Dec., 2016

OFFICE ORDER

**Sub: Online receipt of land allotment applications for Allotment of
Industrial Plots in RIICO Industrial Areas.**

The Government of Rajasthan has amended the Rajasthan Enterprises Single Window Enabling and Clearance Rules, 2011 under the Rajasthan Enterprises Single Window Enabling and Clearance Act, 2011 vide gazette notification dated 24.05.2016 and the new Single Window Portal has been started w.e.f. 01.06.2016.

In the amended rules, the activity of allotment of plot in industrial area shall be filed electronically through portal of Single Window Clearance System under Single Sign-on. To enable, the filing of application electronically through portal of Single Window Clearance System, the Corporation has developed software enabling entrepreneur to file the application of land allotment online. In order to implement the provision of these rules, it has been decided by the Management of the Corporation that henceforth, the land allotment applications for allotment of industrial plots in industrial areas on '**first come first serve**' basis and **through draw of lots** will be accepted by the Corporation through online on new Single Window Clearance Portal. To facilitate the filing of land allotment application by entrepreneur through online portal, a manual defining the procedure of filing applications online is annexed as **Annexure-A**.

It is therefore directed to unit offices that application related to land allotment of industrial plots to be allotted on '**first come first serve**' basis and **through draw of lots** should be entertained through online portal only.

It is being issued with the approval of the Managing Director.

 27/12/2016
Advisor (Infra)

Copy to :

1. All Controlling Officers
2. Shri Sunil Gupta, GM (ID/Tech.)-Nodal Officer SWCS
3. All Unit Heads
4. DGM (IT) for uploading on website
5. P&D Cell Officers :
Sr.DGM (P&D)(SKG)/(DKS)/Sr. RM (P&D)/RM(P&D)
Dy.Mgr.(Infra)
6. RM (M&C)/Dy.Mgr.(Infra)
7. STP/ATP

Copy also to:

1. APS to Chairman
2. PS to MD
3. PS to Advisor (A&M)
4. PS to Advisor (Infra)

Annexure-C

List of activities pertaining to Land Management Module for which applications will be filed by the Applicant/Entrepreneur online on RIICO Web Portal

1. Application for intimation for execution of lease deed
2. Application for permission for mortgage of plot
 - a. Mortgage of plot with F.I. for taking loan for itself
 - b. Mortgage of plot with F.I. for collateral security to other plot holder.
 - c. Transfer of mortgage from one F.I. to other F.I.
3. Application for NOC for water/power connection/cable/GBM Tower/Road Cutting/Petroleum product.
4. Application for time extension
 - a. For utilization of plot
 - b. For deposition of due Premium Amount
5. Application for intimation of 20% construction
6. Application for intimation of commencement of production activity.
7. Application for intimation of construction of Rainwater Harvesting system
8. Application for refund of
 - a. Security Money
 - b. Keenness Money
 - c. Production Incentive
 - d. Cost of short land
9. Application for Re-scheduling of Premium Amount
10. Application for issuing No Dues Certificate
11. Application for intimation of Power of Attorney issued against the plot
12. Application for intimation regarding completion of mortgage by Financial Institution
13. Application for permission for sale of plot
14. Application for sub division of plot
15. Application for transfer of plot
 - a. Transfer of plot in case of sale
 - b. Transfer of plot in case of purchase of sick unit
 - c. Transfer of plot in case of death/Will
 - d. Transfer of plot in case of gift deed.
 - e. Transfer of sub divided plot.
 - f. Transfer of plot by amalgamation or by virtue of any order of

court of law.

g. Transfer of plot in case of change in constitution:

- (i) From Proprietor to Partnership and vice versa
- (ii) From Partnership to Pvt. Ltd./Ltd. company and vice versa.
- (iii) From Proprietor to Pvt. Ltd. Company/LLP company

16. Application for relaxation/amendments in set backs
17. Application for merger of plot.
18. Application for regularization of excess land/strip of land
19. Application for changes in company
 - a. For change of name of company (Pvt./Public Ltd.)
 - b. For change of Directors in the company
20. Application for change in constitution due to change from Pvt. Ltd. to Public Ltd. and vice versa
21. Application for handing over original documents
22. Application for Sub letting and Sub Leasing of plot
23. Application for change in Land Use
24. Application for restoration of plot
25. Application for surrender of plot
26. Application for change of product
27. Application for approval of building plan

Annexure - 2

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

No: IPI/P.5/138/2017/03

Dated: 5 March, 2017
APRIL

OFFICE ORDER

Sub: Time frame for activation of Profile of Entrepreneur and disposal of online applications related to various activities under Land Management Module in IT Enablement Project.

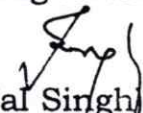
An Office Order vide No. ID/CC/34/VI/161 dated 25.01.2017 was issued directing all Unit Offices for receiving land related applications online w.e.f. 01.02.2017. In this Office Order, the procedure for creating profile by applicant entrepreneur, its activation by Unit Office and subsequently submission of application by entrepreneur was defined.

While viewing status of Profile detail submitted by entrepreneur as well as status of applications received online in various Unit Offices, it is observed that Unit Offices are not activating the Profile of the entrepreneurs as well as not disposing the applications for a long time. It is viewed seriously by the Management of the Corporation and following is decided for quick disposal of these activities:

1. As soon as the Profile is created by an entrepreneur, then it should be activated within 3 days from the date of creation of Profile & on submission of Authority Letter by the entrepreneur. In case entrepreneur does not submit Authority Letter, then mail may be sent to entrepreneur for submission of Authority Letter within 2 days and if it is not submitted within the said period, then the Profile may be rejected after 7 days from the date of creation of Profile by entrepreneur.
2. After activation of the Profile and submission of application for various activities by the entrepreneurs, the same be disposed (either accepted or rejected with reason) of within the prescribed time period as defined for each activity as per **Annexure-A**.

Non compliance of above directions will be viewed seriously.

It is being issued with the approval of the Managing Director.


(Vijai Pal Singh)
Advisor (Infra)

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
1.	NOC for Water/Power Connection/Road Cutting	3 days
2.	Permission for Mortgage of plot	3 days
3.	Execution of Lease Deed	3 days
4.	NO Dues Certificate	3 days
5.	Change of Product	3 days
6.	Handing over Original Lease Deed Documents	3 days
7.	Acceptance Of Surrender of plot	7 days
8.	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
9.	Refund of Money(Security Money/Keeness Money/ Production Incentive/Cost of short land)	7 days
10.	NOC for sale of plot	7 days
11.	Permission for amendment in set backs	7 days
12.	Change in constitution	7 days
13.	Forwarding the application of Change of Land Use to HO	7 days
14.	Permission of sub letting and sub leasing of plot	15 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.	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
18.	Transfer of Plot	15 days
19.	Approval of Building Plan	15 days
20.	Restoration of Plot (a) To be decided at Unit Office Level (b) Forwarded to HO, if any decision from HO is required	15 days
21.	Rescheduling of Premium Amount	15 days