

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

No: IPI/P-5/2013/46 / 1095
Date: 14th September, 2020

OFFICE ORDER

The Management of the Corporation has developed formats as a checklist for regularization of delay in commencement of production activity/utilization of allotted plot (Format 'A') and for time extension for commencement of production extension activity/utilization of allotted plot (Format 'B'). All the Unit Heads are directed that henceforth, the land files of allottees for the purpose of seeking time extension/regularization of delay in commencement of production activity/utilization of allotted plot from the competent authority of the Corporation shall be submitted in these prescribed formats.

Unit Heads are further directed that the same format shall also be used in Unit Offices while granting time extension/regularizing the delay in commencement of production activity/utilization of allotted plot. Moreover, all files should be digitally verified before according any approval in such cases and in other matters to be decided as per Office Order (17/2020) dated 10.08.2020 related to relaxations in the existing rules of RIICO Disposal of Land Rules 1979 for implementation of Cabinet Order No. 74/2020 dated 22.07.2020

By Order.


(Pukhraj Sen) 14/9/2020
Advisor (Infra)

Encl.: Format 'A' & 'B'

Copy to:

1. Financial Advisor/Advisor (A&M)/ Advisor (Infra)
2. CGM (Investment)
3. GM (Civil)
4. OSD (Land)
5. AGM (P&D)/AGM (SEZ)
6. Sr. DGM (Law)/DGM (Law)
7. Sr. DGM (P&D)/Sr. RM (P&D)-SL/Sr. RM (P&D)-LC
8. Sr. RM (M&C)
9. Manager (Law)-PA/SKG/AG/NK
10. Sr. L.O. - N.S. /Sr. L.O. - S.G.
11. DGM (Computer)/Computer Cell for hoisting on the website.

Copy also to:

PS to MD

Format-A**Format for Regularization of delay period in commencement of production activity/Utilization of allotted plot****(To be sent on note sheet side in the file)****Sub: Regularization of delay period in commencement of production activity/ Utilization of allotted plot.**

S. No.	Particulars	Information	Remarks (Page No./Note Sheet Para of file)
1.	Name of Allottee Firm/Company		
2.	Name of Industrial Area		
3.	Plot No.		
4.	Area of the Plot		
5.	Date of Allotment		
6.	Date of Lease Deed		
7.	Date of Possession		
8.	Whether file online enrolled and verified	Yes/No	
9.	Date of declaration of industrial area as developed		
10.	Any specific terms & conditions of Allotment Letter/Lease Deed/Subsequent Office Order/Amnesty Scheme etc. for considering stipulated date of commencement of production, if any.		
11.	Stipulated date of commencement of production/utilization of plot		
12.	Details of earlier time extension(s) Granted (if any)	1	
		2	
		3	
13.	Whether applicable retention charges of time extension granted has been deposited by the allottee?	Yes/No/NA	
14.	Any specific terms & conditions of Allotment Letter/Lease Deed/Subsequent Office Order/Amnesty Scheme etc. for considering utilization of allotted plot, if yes, whether it has been fulfilled or not, if any.		
15.	Actual date of utilization of plot in case of regularization of old delay period.		
16.	Proof of utilization of plot as per the then prevailing rules (i.e. on the date of considering unit into production)	1	
		2	
		3	
		4	

17.	Relevant copy of rule/Office Order on the basis of which unit has been considered into production/under utilization	Enclosed/C
18.	Latest Site Report dated..... with name of inspecting officer in-charge of industrial area (RM/ARM/ASE) (In the prescribed format issued vide Circular dated 05.09.2017)		
19.	Whether Building Plan (if applicable) has been got approved by the allottee	Yes/No/Not Applicable	
20.	Product/activity as per allotment		
21.	Product/activity as per verification of unit under utilization		
22.	Whether any permission for change of product accorded	Yes/No/NA	
23.	If yes, whether application fee as per Form-"I" of RIICO Disposal of Land Rules, 1979 has been deposited	Yes/No	
24.	% coverage of built-up area upto the date of considering utilization of plot (excluding set back area)		
25.	Latest dated photographs of unit along with concern Officer of the Corporation.	1	Entire Unit showing construction etc. (to be taken from outside of plot area)
		2	Production activities including plant and machine
26.	A copy of relevant Electricity Bill in support of verification of utilization of plot (Industrial/Commercial)		
27.	Request of allottee applicant with cogent reasons for seeking regularization of delay period	Yes/No	
28.	Whether application fee for regularization of delay/time extension has been deposited by the allottee as per Form-"I" of RIICO Disposal of Land Rules, 1979	Yes/No	
29.	Consent of allottee for deposition of applicable retention charges	Yes/No	
30.	In case regularization of delay is requested by the allottee without RC i.e Special Time Extension under Rule 23-		

	C(3) of RIICO Disposal of Land Rules, 1979, then justification of the Unit Head with proper documents.		
31.	Recommendation of Unit Head for regularization of delay period with reference to applicable rule		
32.	Period of regularization of delay required	From	To
33.	Competent Authority for approval	Advisor(Infra)/ MD/IDC	

Signature of Unit Head

Format for time extension for commencement of production activity/Utilization of allotted plot

(To be sent on note sheet side in the file)

Sub: Time extension for commencement of production activity/Utilization of allotted plot.

S. No.	Particulars	Information	Remarks (Page No./Note Sheet para of file)
1.	Name of Allottee Firm/Company		
2.	Name of Industrial Area		
3.	Plot No.		
4.	Area of the Plot		
5.	Date of Allotment		
6.	Date of Lease Deed		
7.	Date of Possession		
8.	Whether file online enrolled and verified	Yes/No	
9.	Date of declaration of industrial area as developed		
10.	Any specific terms & conditions of Allotment Letter/Lease Deed/Subsequent Office Order/Amnesty Scheme etc. for considering stipulated date of commencement of production, if any.		
11.	Stipulated date of commencement of production/utilization of plot		
12.	Details of earlier time extension(s) Granted (if any)	1	
		2	
		3	
13.	Whether applicable retention charges of time extension granted has been deposited by the allottee?	Yes/No/NA	
14.	Latest Site Report dated..... with name of inspecting officer in-charge of industrial area (RM/ARM/ASE) (In the prescribed format issued vide Circular dated 05.09.2017)		
15.	Whether Building Plan (if applicable) has been got approved by the allottee?	Yes/No/NA	

16.	%age coverage of constructed area (excluding set back area)		
17.	Latest dated photographs of unit	Entire Unit showing construction etc. (to be taken from outside of plot area)	
18.	Request of allottee applicant with cogent reasons for seeking time extension.	Yes/No	
19.	Whether application fee for regularization of delay/time extension has been deposited by the allottee as per Form-"I" of RIICO Disposal of Land Rules, 1979	Yes/No	
20.	Consent of allottee for deposition of applicable retention charges	Yes/No	
21.	In case time extension is requested by the allottee without RC i.e. Special Time Extension under Rule 23-C(3) of RIICO Disposal of Land Rules, 1979, then justification of the Unit Head with proper documents.		
22.	Recommendation of Unit Head for time extension with reference to applicable rule		
23.	Period of time extension required	From	To
24.	Competent Authority for approval	Advisor(Infra) /MD/IDC	

Signature of Unit Head