

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

No: IPI/P-5/52/2016/2223
Dt: 26, December, 2016

OFFICE ORDER

**Sub: Action plan to Organize Special Drive for Redressal of Grievances
and Disposal of pending works of entrepreneurs at Unit Offices.**

The Management of the Corporation has decided to organize a "Special Drive" from 16.01.2017 to 15.02.2017 for redressal of grievances and disposal of pending matters of the entrepreneurs in time bound manner. Following will be the action plan during the aforesaid period.


SNo.	Activity	Time Schedule	Implementation Authority
1.	Issuing public notice for inviting grievances/applications from entrepreneurs for registration	By 10.01.2017	GM (PR), HO
2.	Registration of Grievances/Applications received from entrepreneurs at Unit Offices	Upto 25 th Jan., 2017	Respective unit heads
3.	Camp for disposal of Grievances/pending issues	2 nd & 3 rd Feb., 2017	Respective unit heads
4.	Follow up camps at unit offices	13 th to 15 th Feb., 2017	Respective unit offices

It is enjoined upon all unit heads to ensure compliance of the above directions. All Unit Heads are further directed to inform the concerned Industrial Associations/Representing Bodies about the above mentioned time schedule of Special Drive for redressal of grievances.

Those cases which are not in competence of unit offices as per delegation of powers, will be sent to the Head Office as soon as they have received applications/grievances alongwith their recommendations.

The Unit Heads will submit the report of registration of grievances/applications to be received from the entrepreneurs in enclosed format "A" by 27th Jan., 2017

and report of disposal of grievances/pending matter at unit level in format "B" by 20th Feb., 2017 respectively to the undersigned positively.

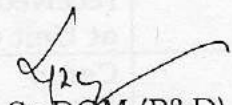

(Vijai Pal Singh)
Advisor (Infra)

Copy to:

1. FA/Advisor (A&M)
2. Secretary
3. CGM (BP)/ CGM (SEZ)
4. GM (Investment)/ GM (Infra/Fin/PR)
5. GM (Civil)/ AGM (Civil)
6. DGM (IT) – for uploading on website.
7. Sr. DGM (Law)
8. All Unit Heads -----
9. P&D Cell Officers:
Sr.DGM (P&D) (SKG)/(DKS)/ Sr.RM (P&D)
10. STP
11. RM (M&C) to monitor the progress.
12. SO (SRK)

Copy also to;

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


Sr.DGM (P&D)

Report of the Applications registered from the entrepreneurs

Name of Unit :

S. No.	Name of Activity	No. of Application received	Remarks
1.	A. Time extension cases for Payments B. Time extension cases for Utilization of plots		
2.	Approval of Building plans		
3.	Approval of Sub-division plans		
4.	Regularization of excess land		
5.	Change in Constitution/Transfer of plot		
6.	Handing over physical possession		
7.	Execution of Lease deed		
8.	Refund of Security money		
9.	Refund of cost of short land		
10.	Issuing of NOC for conversion of the agriculture land		
11.	Restoration of cancelled plots		
12.	Misc. Applications		
13.	Total		

Signature of Unit Head

Format 'B'

Progress report of disposal of grievances during 16.01.2017 to 15.02.2017

Name of Unit :

S. No.	Name of Activity	No. of Application received	No. of Application Disposed		Remarks	
			Accepted	Rejected	Pending	Reasons for pending
1.	A. Time extension cases for Payments B. Time extension cases for Utilization of plots					
2.	Approval of Building plans					
3.	Approval of Sub-division plans					
4.	Regularization of excess land					
5.	Change in Constitution/Transfer of plot					
6.	Handing over physical possession					
7.	Execution of Lease deed					
8.	Refund of Security money					
9.	Refund of cost of short land					
10.	Issuing of NOC for conversion of the agriculture land					
11.	Restoration of cancelled plots					
12.	Misc. Applications					
13.	Total					

Signature of Unit Head