

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

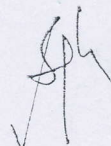
No: IPI/P-5/2013/46/570
Dt: 26, June 2018

CIRCULAR

Sub: To ensure handing over physical possession of the plot to the allottees in compliance of the provisions of Rule-8 of RIICO Disposal of Land Rules, 1979.

As per provisions of RIICO Disposal of Land Rules, 1979, physical possession of the allotted plot is to be taken by the allottee within the specified time period and the unit office has to intimate the allottee in this regard by a registered A/D post or by a Courier. However, it is observed that unit offices are not doing proper compliance of the above said provisions of the Rule, resulting the matter of excess/short land and disputes at site are reported later on by the allottees and claims are submitted for refund the amount of short land/ to regularize the excess land and for granting time extension without levy of retention charges for the disputed period. A.G.Audit while scrutinizing such cases has taken a serious view with regard to not handing over physical possession of plot at site so as to ensure actual size and area of plot and it is free from encumbrances .

Earlier directions have been issued to unit offices from HO time to time vide Circular No. IPI/P.6/Policy/07/2896 dt. 04.01.2010, Circular No. IPI/P-5/2013/46/1438 dated 27.07.2016 and letter of even no. 1446 dt. 07.12.2017 for proper demarcation of plots before allotment, enclosing site plan with allotment letter and to handover the physical possession of the allotted plots as per actual measurement at site to the allottees. Further, a Standardized format of Possession Letter was also sent to all unit offices vide



circular no. IPI/P-6/Directions/10/6308 dt. 02.07.2010 with the directions that physical possession of the plot should be handed over to the allottee at site by an Officer not below the rank of Asstt. Site Engineer and copy of the site plan duly signed by both the persons should be enclosed with the above possession letter. Moreover, it was also directed that the copy of the said possession letter should be available in the file of concerned plot.

It has been observed that in-spite of issuing directions from time to time by HO, the Unit Offices are not making proper compliance of the above directions which has been viewed seriously by the Management of the Corporation. Accordingly, following directions are hereby issued again to the all unit heads;

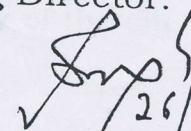
1. Henceforth, possession of the allotted plot shall be handed over to the allottee at site within the prescribed time period irrespective of the plot is allotted by auction or by normal procedure.
2. The measurement of the plot will be recorded and certified by the ASE/ARM and actual area of plot will be calculated.
3. At the time of handing over physical possession, the concerned ASE/ARM will also record that there is no encroachment on the plot/the plot is free from encumbrances/ no overhead electric lines/and about excess/short land area, if any.
4. In case area of plot is found excess/short then the allotted area, the entire block should be measured to determine the reasons of excess/short area.
5. The possession of the plot will be handed over to the allottee at site in the Standardized Format and copy of the revised Standardized Format is enclosed herewith.



6. The Possession Letter will be prepared in two copies and one copy will be handed over to the Allottee/its authorized representative and the second copy will be placed in the concerned plot allotment file and will be submitted to the Unit Head concerned for information.

All Unit Heads are directed to ensure compliance of the above directions in all respect and non-compliance shall be viewed seriously.

This bears approval of the Chairman & Managing Director.

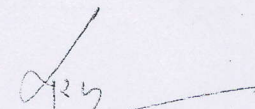

26/6/2018
(Vijai Pal Singh)
Advisor (Infra)

Copy to:

1. FA/Advisor (A&M)
2. Secretary
3. CGM (BP)/CGM(EM)/GM(Inv)
4. GM (Infra/Fin/PR)/ GM (Civil)
5. OSD (Land)
6. DGM (IT)- for uploading on website.
7. Sr. DGM (Law) /STP
8. All Unit Heads -----
9. P&D Cell Officers:
Sr. DGM (P&D) (SKG)/(DKS)/Sr.RM (P&D) (SJ)
10. RM (M&C)/RM (P&D) /Dy. Mgr (P&D)
11. SO (SRK)

Copy also to:

- (i) PS to Chairman, RIICO
- (ii) PS to MD, RIICO
- (ii) PS to Advisor (Infra)


Sr. DGM (P&D)

Rajasthan State Industrial Development & Investment Corporation Ltd., Unit Office -----

Dated:

POSSESSION LETTER

We have handed over/ Taken over the Physical Possession of the Industrial/ Commercial / Institutional/ Residential / ----- Plot No. ----- measuring -----sqm. at Industrial Area ----- on ----- with best of our satisfaction at site as per the site plan prepared after actual measurement at site. Copy of the site plan is also enclosed herewith.

It is understood that there is no encroachment on the plot/the plot is free from any encumbrances/no overhead electric lines.

HANDED OVER BY
On behalf of RIICO Ltd.

TAKEN OVER BY
On behalf of allottee
.....

Signature
Name of Officer Concerned
Designation

Mobile.....

Signature

Name

Relation with the allottee.....

Address.....

.....

E-mail ID:.....

Mobile No.

