

No: IPI/P-5/282/2022/537
Dt: 28 June, 2023

CIRCULAR

Sub: Guidelines/procedure for making direct allotment of industrial plots upto 50% of saleable industrial land (including reserved plots) through on-line lottery process in the identified new industrial areas.

The Board of Director vide item (17) of its meeting held on 10.03.2023 had accorded approval for the Special Scheme for direct allotment of industrial plots upto 50% of saleable industrial land (including reserved plots) through on-line lottery process in the identified new industrial areas which may be opened during the financial year 2023-24 in different parts of the state. Accordingly, an Office Order No. 08/2023 dated 17.04.2023 was issued. The Special Scheme shall be operative during the financial year 2023-24 for the identified new industrial areas which may be opened for allotment during this period. In furtherance to the Office Order No. 08/2023 dated 17.04.2023, following guidelines & procedures are being issued for making direct allotment of industrial plots by the Unit Heads in the identified new industrial areas:

1. Identification of industrial areas and earmarking of plots under this scheme:

- (i) The identified new industrial areas may be any area which will be opened during financial year 2023-24 in the State and approved by the Management of the Corporation for this purpose. This shall be intimated by the Advisor (Infra) to the concerned unit office.
- (ii) The industrial plots upto 50% of the saleable industrial land (including reserved plots) will be taken for direct allotment under this scheme through lottery in the industrial areas identified and intimated to the concerned Unit Office.
- (iii) After approval from the Management of the Corporation for such identified industrial area, earmarking of industrial plots to be reserved for different categories (SC/ST, Women, Person with Benchmark disabilities, Ex-servicemen, dependents of deceased armed forces service personnel/Paramilitary personnel entrepreneurs) in the industrial area concerned shall be made through draw of lots for the respective categories by the constituted committee of Concerned Sub-

- Divisional Officer (SDO), General Manager (DIC) and concerned Unit Head of the corporation at Unit Level in accordance with provisions of Rule 3(A)(i)& (ii) of RIICO Disposal of Land Rules, 1979, as amended from time to time.
- (iv) After reserving the plot as per provision in Rule 3(A)(i) & (ii), Unit Office will submit the proposal of all size planned industrial plots along with a list of such industrial plots in each size (including reserved plots) as per **Annexure-A** and will also earmark such plots in lay out plan of industrial area.
- (v) After receiving the proposal at Head Office, industrial plots upto 50% of saleable area in all size from the list will be earmarked by a committee of Managing Director, Advisor (Infra), GM (Civil), STP and Unit Head concerned in phased manner, in the approved lay-out plan of the industrial area concerned for allotment through online lottery process.
- (vi) The Guidelines for earmarking the industrial plots in phase manner will be as under:
- a) In case, the industrial area is developed in phased manner, in that case, the phase which is under development and is opened for allotment will be the area for earmarking the industrial plots for allotment through e-lottery.
- b) Further in case of phase of industrial area which is opened for allotment, in that case the earmarked plots will be such plots in which demarcation has been completed and are ready for allotment.
- c) If during Financial Year 2023-24, industrial plots "ready for allotments" are less than 50% of saleable area in all sizes, then earmarking of plot for direct allotments will be done upto maximum extent in such a way that minimum one (1) no. of each size plot shall be available for e-auction.

2. Procedure for allotment of earmarked and identified industrial plots in industrial area:

- (i) The entire process of invitation of applications and subsequent allotment will be online.
- (ii) For allotment of plots, two separate online plans one for General category and another for Reserved category shall be prepared. Draw of lots for Reserved category shall be carried out first and then after draw of lots for General Category will be carried out.
- (iii) The details of plots along with marking on layout plan for making direct allotments shall be filled up in the prescribed format i.e. **Annexure-B**. The same will be made available to M&C Cell, Head Office so that combined advertisement in newspapers can be issued at the level of the Head Office.
- (iv) After identification and earmarking of industrial plots as mentioned in Point no. "1" above, applications will be invited through online mode only upto a fixed date and time and an

- advertisement will be published in two newspapers (one state level and one national level) widely circulated for information to public at large.
- (v) The time line for preparation of allotment plan for inviting & disposal of the applications shall be as per **Annexure-C**.
 - (vi) The application for allotment of such earmarked industrial plots will be received online through web portal riico.co.in. The application submitted other than online mode i.e. offline shall not be accepted by the Corporation.
 - (vii) The date of start of receiving online applications should be atleast 15 days beyond the date of issue of advertisement in the newspapers so that applicants may have sufficient time to prepare for applying online. The end date of submission of applications should be atleast 15 days beyond the start date. The above advertisement will also be uploaded on website of RIICO.
 - (viii) Every applicant shall be required to deposit participation fee (Non Refundable) amounting to Rs. 1,000/- + Applicable GST.
 - (ix) The application will be submitted through online portal along with self-attested documents as under:-
 - a) Copy of PAN Card & AADHAR Card of the applicant(s).
 - b) Brief Project Report.
 - c) Copy of relevant certificate for availing concessions in rate of allotment, if applied for the plot reserved for respective category.
 - d) Copy of partnership deed along with registration certificate.
 - e) Copy of Certificate of incorporation of Company/LLP, as the case may be.
 - (x) The applicant can apply only for one plot of any size in the same industrial area. In case of allotment of plot to applicant under this scheme, the applicant cannot apply for another plot in the subsequent e-lottery process in any of the industrial area in Rajasthan.

3. Rate of allotment:

- (i) The allotment rate will be prevailing rate of allotment of industrial area concerned. Applicable upfront concession in the rate of allotment shall be admissible as per rules for the plots reserved for SC/ST, Women, Persons with benchmark Disabilities, Ex-Serviceman, Dependents of deceased armed forces service personnel, Paramilitary personnel entrepreneurs, in accordance with provisions of RIICO Disposal of Land Rules, 1979, as amended from time to time.
- (ii) For corner plots, additional charges @ 10% of the prevailing rate of allotment of the concerned industrial area shall be

charged as corner charges as per RIICO Disposal of Land Rules, 1979.

4. Procedure/Guidelines after receiving online applications:

(i) The application received up to last date as provided in the advertisement shall be scrutinized by a Committee comprising of following officers:

- (a) Representative of District Collector not below the rank of SDM.
- (b) General Manager, District Industries & Commerce Centre
- (c) Branch Manager, RFC
- (d) Unit Head concerned – Convener

Explanation: In case, any discrepancy is found in the submitted document, the aforesaid committee will ask the applicant to submit his response.

- (ii) Applications not found eligible by the above constituted committee shall liable to be rejected and the list of such rejected applicants will be displayed by the concerned unit head on the notice board of the office.
- (iii) Plot allotment in favour of the eligible applicant will be decided by draw of lots at pre-decided place, date and time. Draw of lots shall be conducted in presence of the above constituted Committee and all the eligible applicants shall be given due opportunity to be present either in person or through his representative at the time of draw of lots.
- (iv) Before final draw of lots, demo lottery shall be done twice mandatorily on real data of applicants and results of demo draw of lots shall be kept on record duly signed by the committee members and atleast five (05) applicants/their representatives present during the demo lottery process.
- (v) Videography of entire lottery process shall be carried out by Unit Office concerned.

5. Terms of payment of Premium amount & Other charges:

- (i) After approval of the allotment of land by the Committee, an offer letter will be issued by the Unit Head concerned to the applicant to deposit pre-requisite payments i.e. 25% of premium amount, 1% security money (as per rules Minimum Rs. 2500/-) and one time economic rent within 30 days' time period from the date of issue of offer letter.



- and
- (ii) The Unit Head shall have power to accept the above payments maximum up to 15 days beyond the above stipulated period without interest and after that further time extension shall not be considered. In case of failure of payment of pre-requisite payment within extended time, the offer letter shall be treated as withdrawn.
 - (iii) After deposition of above pre-requisite payments, allotment letter will be issued by the Unit Office with the condition to deposit balance 75% premium amount within 120 days time period from the date of allotment without interest as provided under rule 12(1) of RIICO Disposal of Land Rules, 1979 (as amended from time to time).

6. Other terms & conditions:

Following special condition will also be incorporated in the allotment letter.


- (a) The Corporation will have full right to reject any application without assigning any reason.
- (b) Allottee of the plot under this scheme shall not be allowed to transfer their plot till three years from the date of allotment. In case of transfer of plot prior to the said period, then transferee shall pay the additional premium of land calculated as under along with transfer premium payable as per rules.

Addl. Premium of land = Area of plot x (last auction rate of allotment of industrial plot of nearest size – rate of allotment of the plot)

- 7. The Corporation shall have right to cancel allotment of all the plots, if it is found that one applicant has got allotment of more than one plot under this scheme in lottery process.
 - 8. In case earmarked plot(s) remained un-allotted through online lottery process after expiry of validity period of this scheme then same shall be allotted by e-auction process only as per prevailing policy.
 - 9. Allotment of plots will be made only for setting up of those types of industries which are permitted in the respective industrial areas.
 - 10. The land will be allotted for maximum 99 years on lease basis.
 - 11. The plots other than earmarked for lottery process can be allotted through e-auction process simultaneously.
 - 12. The other terms and condition which are not specifically covered in the aforesaid scheme shall be dealt in accordance with provision of the RIICO Disposal of Land Rules, 1979
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All the Unit Heads are directed to follow the above guidelines/procedures for direct allotment of industrial plots under the Special Scheme approved by the BoD to complete the process within the minimum time period.

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


(Dr. Arun Garg)
Advisor (Infra)

Copy to:

1. FA/Advisor (A&M)
2. Secretary
3. CGM (Infra/Fin/PR)/
4. GM (IT/PR/Inv)/GM(BP)/ GM (Civil)/
5. OSD (Land)/Addl. GM (EM)
6. DGM (IT)- for uploading on website.
7. Sr. DGM (Law) /DGM (Law)
8. STP/DTP
9. All Unit Heads -----

P&D Cell Officers:

10. Addl. GM (P&D)
11. Sr. DGM (P&D)
12. Sr.RM (P&D)(VK/LCM/AV)
13. Manager (P&D)

Copy also to:

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


Addl. General Manager (P&D)

Annexure "A"

DETAILS OF TOTAL PLANNED INDUSTRIAL PLOTS & AVAILABLE INDUSTRIAL PLOTS FOR ALLOTMENTS IN FIN YEAR 2023-24

| S.No | Name of Unit Office | Name of Identified I/A | Total Saleable Area of Industrial plots in Sqm | Details of Planned Industrial Plots | | Total Industrial Plots Reserved as per Rule 3 A(I) in Round numbers | *50 percent of Total Industrial Plot (Including all Reserved Plots) in Round Numbers Identified for direct Allotments in Fin. Year 2023-24 | Total Industrial plots available for allotments in Fin. Year 2023-24 | Total industrial plots proposed for Direct Allotment in Fin Year 2023-24 | Total industrial Plots proposed for e-Auction in Fin. Year 2023-24 | Remark |
|------|---------------------|------------------------|--|-------------------------------------|-----------------------|---|--|--|--|--|--------|
| | | | | Size | Total Number of Plots | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | | | 250 | | | | | | | |
| | | | | 500 | | | | | | | |
| | | | | 700 | | | | | | | |
| | | | | 1000 | | | | | | | |
| | | | | 1500 | | | | | | | |
| | | | | 2000 | | | | | | | |
| | | | | 3000 | | | | | | | |
| | | | | 4000 | | | | | | | |
| | | | | 5000 | | | | | | | |
| | | | | 6000 | | | | | | | |
| | | | | 8000 | | | | | | | |
| | | | | 10000 | | | | | | | |
| | | | | Special Type | | | | | | | |
| | | | | Total | | | | | | | |

* Detailed list of plots showing plot Number, actual area, Reservation category shall be provided by Unit Head separately with this Annexure along with marking on layout plan.

Unit Head
Name of Unit Office

Annexure-B**Details of various size of industrial plots for direct allotment
under special scheme as per office order 8/2023 dated
17.04.2023**

| S. No | Name of Unit Office | Name of I/A | Size of plot | Plot No. | Area of plot (in Sqm.) | Reserve rate per sqm. (in Rs.) | Remarks (Plots reserved for) | Date & time of submitting application Total plots available for allotment |
|-------|---------------------|-------------|--------------|----------|------------------------|--------------------------------|------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | | | | | | | | a. Date & time of start of online applications..... b. Closing date & time of applications..... |
| 2 | | | | | | | | |
| 3 | | | | | | | | |

Note:-

1. The applicant shall be required to register on RIICO website www.riico.co.in or <http://sso.rajasthan.gov.in> for participation in process of direct allotments under the said special scheme.
2. One applicant is eligible for allotment of one plot of desired size under the above scheme in the new industrial area.
3. The details of number of plots of various size category such as applications start & end date & time, terms & conditions, special conditions, type of industries permitted, allotment rate, draw of lots date etc. can be seen on www.riico.co.in
4. The details of number of plots reserved for various category can be seen on www.riico.co.in

ABSTRAT:**Details of size of plots**

| S.No | Size of plots | Total number of plots for e-lottery |
|------|---------------|-------------------------------------|
| 1. | | |
| 2. | | |

Unit Head
Name of Unit Office

Annexure-C

TIME LINE FOR ONLINE APPLICATIONS TO MAKE DIRECT ALLOTMENT OF INDUSTRIAL PLOTS IN IDENTIFIED NEW INDUSTRIAL AREAS UNDER SPECIAL SCHEME AS PER OFFICE ORDER 8/2023 DATED 17.04.2023

| S.No | Activity | Time Period (days) | Remark |
|------|---|--------------------|---|
| 1 | Date of publicity of allotment notice in Newspaper and on website | T | T= date of publicity |
| 2 | Registration Start date & time | T | The applicant can start registration |
| 3 | Start date & time for receiving applications | T+15 | 15 days given as per guidelines-procedure issued |
| 4 | End date & time for receiving applications | T+30 | 15 days given after start date as per guideline/procedure issued. |
| 5 | Scrutiny End date & time for verification of documents | T+37* | 7 working days given after end date & time. (In the days 3 working days of clarification date & time included if clarification is required from applicants) |
| 6 | Date & Time for draw of lots | T+40 | 3 working days given after scrutiny end date & time |

* Working days means working days as per official calendar of the Govt. of Rajasthan excluding holidays. However, the days on which half day holiday is declared by GoR or District Collector, the same will be treated as full working days for this purpose.

Unit Head
Name of Unit Office

