

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

No: IPI/P.6/Policy/223/2019/Pt.-II/1006

Dated: 24.10.2025

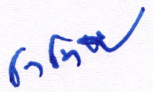
ORDER (44/2025)

Sub: Substitution of existing rule of 20 (C) of RIICO Disposal of Land Rules, 1979.

An agenda item (19) was placed before the Board of Directors (BoD) in meeting held on 10.07.2025 for substitution of existing Rule 20(C) of RIICO Disposal of Land Rules, 1979. After detailed discussions, the Board of Directors (BoD) accorded approval for the following:-

- (i) The definition of industry (as annexed to the agenda note) be introduced at appropriate place in the RIICO Disposal of Land Rules, 1979 and also recommended to the State Government to insert the said definition of making suitable changes therein in the relevant act/rules wherever required.
- (ii) The proposal given in the agenda note be submitted to the State Government through Administrative Department with covering note that Board of Directors has accorded approval to frame afresh policy for allowing change of one permitted activity to another permitted activity including residential activities within its industrial areas subject to payment of requisite charges as indicated in the annexure with the agenda note and riders imposed thereon. It was directed that the proposal be sent to the State Government in response to its earlier communication dated 22.02.2003.
- (iii) Depending upon the response of the State Government existing provisions of Rule 20(C) of RIICO Disposal of Land Rules, 1979 be changed thereafter.
- (iv) Managing Director, RIICO be authorized to issue necessary guidelines whenever necessary to implement that said policy in consonance with the main principles of the said policy and the directives of the Hon'ble Court/State Government if any.

In compliance of directions of the Board of Directors, the proposal was submitted to Principal Secretary to the State Government, Department of Industries & Commerce, Secretariate Jaipur vide letter dated 20.08.2025 for substitution of existing Rule 20-C of RIICO Disposal of Land Rules, 1979. The State Government has accorded approval on the proposal of RIICO vide letter dated 18.09.2025.



On approval of the State Government, and as per the decision BoD dated 10.07.2025, the existing Rule 20(C) of RIICO Disposal of Land Rules, 1979 is substituted as under:

Substitution of Rule 20(C) as under:

Rule 20(C) :- Change of one permitted activity to another permitted activity on the allotted plot.

1. Charges for permitting change from one permitted activity to another permitted activity:

S. No.	From	To	Permission Charges
1	Industrial	Commercial	Twice the prevailing rate applicable to the industrial area concerned.
2	Industrial	Residential	One and a half times the prevailing rate applicable to the industrial area concerned.
3	Industrial	Institutional	One and a half times the prevailing rate applicable to the industrial area concerned.
4.	Present Use	Mixed Use	The maximum applicable rate for the intended use over the entire parcel of land proposed for conversion.
5	Commercial	Industrial/Residential/ Institutional	0.10 times the prevailing rate applicable to the industrial area concerned.

Explanation:

- (1) In cases where prior permission has not been obtained for change of activity from one industrial use to another (as per classifications existing before the insertion of the definition of "Industry"), the Lessee shall be liable to pay additional charges at the rate of 0.10% of the prevailing rate

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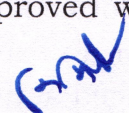
of industrial area concerned, in addition to the applicable permission charges as indicated above.

- (2) In cases where prior permission has not been obtained for change of activity from industrial use to such industrial use which was not defined as Industries earlier in RIICO Disposal of Land Rules, 1979, the Lessee shall be liable to pay additional one-time charges at the prevailing rate of industrial area concerned, in addition to the applicable permission charges as indicated above.

2. Terms & conditions for considering the change in permitted activity

- (1) In case of vacant/un-utilized industrial plot, change from one permitted activity to another permitted activity within a period of 3 years may be considered on payment of additional charges equivalent to 25% of the prevailing allotment rate, in addition to the applicable normal charges.
- (2) No change in the activity shall be allowed for plots allotted under the provisions of Rule 3(E) and Rule 3(W) of the RIICO Disposal of Land Rules, 1979, unless the land has been utilized for the purpose for which it was originally allotted.
- (3) Change in the permitted activity on any allotted plot/land shall be allowed only if the proposed use is in conformity with the prevailing Building Byelaws/Regulations of RIICO.
- (4) The application in prescribed Format-A for change of permitted activity shall be submitted through SSO Portal accompanied with non-refundable processing fee of Rs. 25,000+GST.
- (5) The Lessee shall also submit a copy of the title document (such as the Lease Deed, Sale Deed, or Sale Certificate) along with the application. In cases where the plot is mortgaged to a financial institution, a No Objection Certificate (NOC) from the respective institution must be submitted along with the application.
- (6) The time period for utilizing the plot/land for the newly permitted activity shall be reckoned from the original time period allowed for the initial activity, if plot is not utilized. In case of utilized plot, the allottee has to utilize the plot for the changed permitted activity within a period of 3 years from the date of issuance of in-principle approval. In case allottee fails to utilize the plot the allottee shall be required to apply for an extension of time to complete the intended use under the changed activity.

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- (7) The proposal for change of activity shall be placed before the Land Plan Committee (LPC) for approval. The LPC shall be headed by the Managing Director, and shall comprise the following members: Executive Director, Advisor (Infrastructure), Advisor (A&M), Concerned Unit Head, and Concerned Officer of Town Planning shall be the Member Secretary.
- (8) In cases where permission for change of activity has been granted and the lessee has deposited part or full permission charges, the amount so deposited shall be non-refundable, irrespective of whether the Lessee utilizes the permission or not. However, extensions may be granted by the Managing Director on a case-by-case basis depending upon merits, subject to the payment of the requisite charges.
- (9) The payment schedule for permission charges will be as under:
- I. In-principle permission for change of permitted activity shall be issued by the Unit Office, subject to the lessee depositing 25% of the permission charges, applicable betterment levy (if any), and full GST, within 30 days from the date of issuance of the letter.
 - II.
 - (i) The remaining 75% of the permission charges shall be payable in three quarterly instalments, with interest at 8.5% per annum or rates to be decided by the Corporation from time to time on a reducing balance basis. First instalment shall be due on 91st day from the date of issuance of in-principle permission. Thereafter subsequent Second and Third instalment will be due on 181st day and 271st day from the date of issuance of in-principle permission.
 - (ii) Delay in payment shall attract additional interest at 2% above the normal rate, calculated on the overdue principal from the due date until the actual date of payment.
 - (iii) The applicant will have option to deposit entire permission charges before the due date of last instalment.
 - (iv) Upon receipt of the initial 25% payment, building plans preferably will be approved within 30 days by unit office concerned;
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(v) Final permission for change of activity shall be issued only after receipt of full permission charges. Creation of third-party rights, including execution of a sub-lease, shall not be allowed until the entire payment of the requisite charges is made to RIICO.

(vi) In cases, where activities were carried out by the allottee without obtaining prior written permission, the requisite charges shall be paid by the allottee in one go along with additional charges @ 0.10% of the prevailing rate of industrial area concerned within 90 days from the date of issuance of demand by RIICO. In such cases:-

- The Lessee shall furnish an affidavit on a requisite non-judicial stamp paper to this effect that he will align his construction/use as per the building bye-laws/regulations of RIICO within a period of one year from the date of applying for such permission.
- Merely deposition of applicable charges in such case, shall not be construed as a regularization of any activity or permanent change in land use.
- The Lessee shall indemnify RIICO against any legal dispute, third-party claims, or liabilities arising out of such permission, including violations of local laws or regulations

III. Sub-leasing of built-up space, except for public amenities as per the approved building plan, shall be permissible

(10) If the allottee fails to deposit the charges within the prescribed time, a notice shall be issued. In case of non-response or reply is found unsatisfactory, in-principle permission will be withdrawn.

(11) The allottee of the plot will be required to execute a supplementary deed after permission for a change in permitted activity and get it registered with the registering authorities on his own expenses.

(12) To deal the matters related to the extension of time for utilization of land/plot after permission, including extension of time to deposit the installments on account of permission charges, the Managing Director shall be empowered, depending upon the merit of each case. In such a case, the charges shall be recovered in accordance with Rule 21 and Rule 23 of the RIICO Disposal of Land Rules, 1979,

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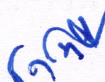
respectively or any other identical provision in force at that point of time.

Special Notes:

1. Change of permitted activity for Commercial/ Institutional purpose under this rule will be considered only for the plots located on the roads having Right of Way 18 mtr. or above. However, in cases wherein the criteria of minimum Right of Way 24 Mtr. or above is specified in the building regulation and parameters then the same will be observed while considering the case.
2. Change of permitted activity for non-industrial purpose beyond 20% of the total scheme area of the industrial area concerned shall be placed before the IDC for consideration and IDC will decide on case-to-case basis depending upon merit of the case.
3. Weigh bridges in allotted industrial plot for captive use will be considered without change of permitted activity. Construction of Weigh-bridge platform may be allowed within setback area. However, weigh bridges for captive use will be permitted only in industrial plot having area more than 1500 sq.mts. without charges by the committee constituted for change of permitted activity.
4. For change in activity on part plot, sub-division charges as applicable under the policy/rules for sub-division of plots will be charged in addition to applicable permission charges.
5. If the allottee fails to deposit the permission charges as per prescribed schedule or in extended period, the provisional/in-principle/final permission for change in permitted activity will be withdrawn and deposited permission charges will be refunded after deducting payable dues and charges equivalent to 0.10 times of prevailing rate of allotment of industrial area concerned.

Procedure for submitting application for change in permitted activity :-

- I. Allottee or its authorized representative of the plot will submit an online application on the SSO Portal in the prescribed format as FORMAT – A along with deposition of non-refundable processing fee of Rs. 25,000 + GST through SSO ID.



II. The allottee will submit following documents along with the application :

- a. A site plan indicating the dimensions and boundaries of the plot/land proposed for change of permitted activity (Total Station Survey)
- b. A project report containing details such as the proposed activity,
- c. project cost,
- d. Implementation schedule
- e. Copy of the Title documents (Lease Deed, Sale Deed or Sale Certificate etc.)
- f. Authorization document on behalf of applicant entity.
- g. Key Plan
- h. Constitution of the applicant.
- i. In case of mortgage, copy of NOC of financial institution.
- j. Affidavit on requisite non-judicial stamp paper of INR 100/- to this effect that he will align his construction/use as per the building bye-laws/regulations of RIICO within a period of one year from the date of applying for such permission.
- k. Indemnity bond on requisite non-judicial stamp paper of Rs. 500/- to indemnify RIICO against any legal dispute, third-party claims, or liabilities arising out of such permission, including violations of local laws or regulations.

III. After applying on SSO Portal, the applicant will also submit duly signed original application along with requisite documents in unit office concerned within 3 working days.

IV. The application so received will be entered the priority register and will be scrutinized in next 5 working days. In case, any discrepancies in application is found the same shall be communicated through SSO Portal within next 3 working days. The discrepancies will be removed by the applicant within next 5 working days.

V. In case of failure of the applicant for removal of the discrepancies within the prescribed period of 7 working days then, the application will be treated as cancelled.



- VI. The eligible application(s) shall be forwarded to HO within 3 days with prescribed **FORMAT B** and application so received shall be decided on first come first out (FIFO Rule) basis by the committee for the industrial area concerned.
- VII. The RIICO Building Regulation- 2025 or any other building regulation time being in force, as the case may be will be applicable while considering change of one permitted activity to another permitted activity.

(Nimisha Gupta)
Advisor (Infra)

Copy to:

1. units@riico.co.in
2. staff@riico.co.in

Format "A"

Annexure-1

(To be filled up on ERP)

**APPLICATION FOR CHANGE OF ONE PERMITTED ACTIVITY
TO ANOTHER PERMITTED ACTIVITY**

1. Industrial Area	
2. District	
3. Applicant Name (Company name should not be entered here)	
4. Firm/Company Name	
5. CIN/UAN No.	
6. Correspondence Address:	
Pin Code	
7. Permanent Address:	
Pin Code	
8. Registered Mobile No	
9. Registered e-mail ID	
10. Present activity details	
Area of the plot	
Type of activity on the plot	
11. Proposed change of activity on the plot	
Proposed area	
Type of activity	
Single/ Mixed Use	
12. Time period required for utilization for proposed activity :	
13. Single/ Mixed Use	

14.A site plan indicating the dimensions and boundaries of the plot/land proposed for change of permitted activity (Total Station Survey)	
15.Project cost	
16. In case of mortgage, copy of NOC of financial institution	
17.Affidavit on requisite non-judicial stamp paper on Rs. 100/- to this effect that he will align his construction/use as per the building bye-laws/regulations of RIICO within a period of one year from the date of applying for such permission.	
18.Indemnity bond on requisite non-judicial stamp paper of Rs. 100/- to indemnify RIICO against any legal dispute, third-party claims, or liabilities arising out of such permission, including violations of local laws or regulations.	

Signature of Applicant



Application for change of permitted activity from _____ to -
by the allottee

I/We, the allottee of plot no. _____ at industrial area _____ allotted to us in the name & style of M/s _____ apply for change of permitted activity/mix use on the said plot in part/full for an area of _____ Sqm., out of the total land measuring _____ Sqm., in authorized possession of me/us. I/We declare as under while applying for the change of permitted activity that :

- a. The plot/plots in question are in valid possession of the applicant/applicant firm/company.
- b. Relevant documents related to authorization for making such request are enclosed.
- c. There are no dues against the applicant/applicant firm, company and no violations of any of the terms & condition of allotment letter & lease deed is reported against me/us.
- d. Site plan indicating change of permitted activity being requested is enclosed, duly signed by the authorized person.
- e. I we hereby declare that the lease deed of the plot is not mortgaged with any financial institutions/banks etc. and is free from all encumbrances.(If lease deed is mortgaged the NOC from the Financial institution is to be attached.)
- f. I we also undertake that necessary stamp duty, if any required under Stamp Act shall be paid by us as per rules & necessary correction/revision shall be carried out in the lease deed at our cost, as per the requirement of the said act.
- g. I/we are remitting processing fee of Rs. _____ as per rules through SSO ID along with the application.
- h. I/we undertake to abide by all building bye-laws/regulations/planning norms, as may be enforced on me/us by RIICO while considering change of permitted activity.
- i. In case, on account of sub-division and transfer of the land, any additional infrastructure facilities are required to be provided, that shall be made available by me/us at my/our cost and I/we shall pay sub-division & transfer charges as may be levied on us by RIICO on this account of change in permitted activity.
- j. We shall get the sub-lease Performa approved by RIICO, in case of sub-lease of the land is carried out by me/us.

Authorised signatory
For M/s _____



FORMAT "B"**CHECK LIST FOR THE PURPOSE OF CHANGE OF PERMITTED
ACTIVITY ON THE ALLOTTED PLOTS.****(Unit Head to fill-up all the details before submitting matter to HO)****(strike √ whichever applicable)**

A	Proposal:	
1	Applicant's Name	
2	Plot Number	
3	Name of Industrial Area	
4	Whether filled up Proforma 'A' enclosed	
5	Proposal of the applicant	Change of Permitted activity to _____
6	Area of proposed plot for change of permitted activity	_____ sq.mts. (Full area of plot/part area of plot measuring - _____ sq.mts.)
7	If proposed, part area of allotted plot _____	
	a. Site Plan of plot duly signed by applicant showing proposed part area for change of permitted activity with dimensions	Available at PUC _____ or Rajkaj E- file
	b. whether it fulfills change of permitted activity provision/ subdivision condition as per prevailing rules	Yes/No /Not applicable
8	Project Report for proposed use with tentative plan, submitted by applicant (Essential to submit project report with)	Yes/No
9.	Submit latest colour photographs showing status of plot and construction	Available at PUC _____ or Rajkaj E- file
B. General Information regarding Industrial Area concern:		
1	a. Nature of Industrial Area e.g. saturated/ unsaturated/ developed/ undeveloped etc.	
	b. If plot located in EPIP/ SEZ /IT Park/ Agro Food Park/IID Centre, change of permitted activity would not be permitted {Rule 20-C- as substituted}}	Check
	c. Whether the plot falls in pre-defined industrial zones e.g. Chemical zone, Electronic zone, Mineral zone etc.	
2	Total area under scheme of concern Industrial Area	Area = _____ hect.
3	Area and its Percentage (w.r.t. scheme area of concern Industrial area) under following non-industrial use plots/land:	
	a. Planned (unallotted/unutilised) and allotted commercial, residential, institutional, services etc. (other than industrial plots, open/woodland, roads)	Area = _____ (_____ %)
	b. Converted plots, as per change of permitted activity policy	Area = _____ (_____ %)
	c. Permitted plots for Hotel and other uses	Area = _____ (_____ %)
	d. Proposals of Plot(s) for Change in activity already submitted to HO (yet not finalized)	Area = _____ (_____ %)
	e. Proposed plot	Area = _____ (_____ %)
	f. Net (a+b+c+d+e)	Area = _____ (_____ %)

	g. Whether non-industrial area in concerned Industrial Area including this proposal within prescribed limit	(Limit of non-industrial use of concerned Industrial Area– 15% / 20%) Yes/No
C. General Information regarding proposed plot:		
1	Plot allotted to	Individual/ Partnership/ Proprietary/ Private limited firm/other
2	Name of Lessee of the plot	
3	Date of allotment	
4	Whether the plot is transferred, previously. If yes:	Yes/ No
	a. Name of previous allottee	
	b. Date of issuing orders for transfer	
5	Date of execution of Lease deed (latest in case of transfer)	
6	Whether the said plot is subdivided plot or original allotted plot	subdivided plot / original allotted plot
	If, subdivided, what was the area of original plot and its allotment date	Original plot area = _____ sq.mts. Date of allotment of original plot: _____
7	Details of area of plot:	
	a. As per Lease deed	_____ sq.mts.
	b. As per Site report	_____ sq.mts.
	c. Any excess land	Yes/ No
	d. Whether excess land has been regularized	Yes/ No
	e. Land Encroachment, if any	Yes/ No
	f. Whether lease deed has been executed for regularized excess land	Yes/ No
8	Clear reporting on the area under possession of allottee	
9	Original lease deed /Sale deed of proposed plot, available -	With allottee or Bank or Unit Office
10	If, Lease deed is mortgaged to any financial institutions, NOC of any financial institutions has been obtained for specific use	Not applicable /Yes/No
11	Production verification:	
	a. Due date of commencement of construction and production of proposed plot	
	b. Extended date of commencement of construction and production of proposed plot (if any)	
	c. Date on which plot came under production	
	d. Whether allottee has adhere to the due /extended due date	Yes/ No
12	Status of plot and type of activity running at present in the plot	
13	Special allotment condition(s), if any	
14	Location of proposed plot shown in layout plan	Available at puc of Rajkaj E File
15	Proposed part area of allotted plot marked in the issued site plan (with signature of applicant)	Available at puc of Rajkaj E File/ Not applicable
16	Activities in surrounding to the proposed plot	a. b. c. d.
17	Setback as per issued site plan	Setback: a. Front = _____ mts. b. Front = _____ mts. c. Front = _____ mts. d. Front = _____ mts.

		Site plan available at PUC of Rajkaj E File
18	Width of road(s) in front of proposed plot :	
	a. As per layout plan	
	b. Available at site	
19	Latest site report showing the exact dimensions of plot and existing construction in plot with prescribed setbacks. With following area details (same may highlighted in site report):	Available at PUC- Rajkaj E File.
	a. Construction Within Utility area	sq.mts.
	b. In setback area (permitted facilities)	sq.mts.
	c. Unauthorized construction, (Unauthorized construction should be cleared)	sq.mts.
	d. Regularized unauthorized construction	sq.mts.
	e. Non-regularisable construction	sq.mts.
20	Whether relevant land allotment related issue such as following pending against allottee?	
	a. Dues (Dues should be cleared)	Yes/ No
	b. Violation	Yes/ No
	c. Litigation	Yes/ No
	d. Title	Yes/ No
	e. Any other: provide details	
D. Recommendation of Unit Head		
1	Any issue(s) to be submitted before the constituted committee	
2	Whether case is eligible for approval as per guidelines/provisions of rules	
3	Recommendation of Unit head	

Signature of Unit Head
Unit: ()