

**APPLICATION FORM FOR ALLOTMENT OF LAND / PLOT(S) IN INDUSTRIAL AREA DEVELOPED BY RAJASTHAN STATE INDUSTRIAL DEVELOPMENT AND INVESTMENT CORPORATION LIMITED (RIICO)**

To:

The Sr. Dy. General Manager/ Sr. Regional Manager/Regional Manager,  
Rajasthan State Industrial Development &  
Investment Corporation Ltd.,



Application for allotment of land at Industrial Area:

Tehsil:

District:

1. I/We \_\_\_\_\_ request that I/We may be allotted Industrial plot/ Industrial shed in the Industrial Area \_\_\_\_\_ on lease basis of approx. size of \_\_\_\_\_ Sq. m. I/We agree to take the plot on lease on terms & conditions of RIICO Disposal of Land Rules, 1979, and also agree to abide by said rules and amendments made therein from time to time and agree to pay all taxes, charges etc. as fixed & revised by RIICO from time to time.
2. I/We hereby enclose a bank draft/ Bankers' cheque No \_\_\_\_\_ drawn on \_\_\_\_\_ bank of Rs \_\_\_\_\_ in favour of RIICO Ltd.
3. The above amount includes 25% of reserve price as applicable to this area and security money. I/We understand that no interest shall occur to me against this payment.
4. I/We agree that Lease period and all liabilities and obligations under the lease agreement shall commence from the date of allotment of land by RIICO to me/us.

1.	Name of Applicant	
2.	Full address	
3.	PAN No.	
4.	Telephone	(O) (R) (M)
5.	E-mail address	
6.	Status of applicant (Please tick the relevant)	Proprietorship firm <input type="checkbox"/> Partnership firm <input type="checkbox"/> Private Ltd. Company <input type="checkbox"/> Public Ltd. Company <input type="checkbox"/> Co-operative society <input type="checkbox"/> Other <input type="checkbox"/>
	(a) Name of proprietor (for proprietorship firm)	Name: <input type="checkbox"/> Father's Name: <input type="checkbox"/> Address: <input type="checkbox"/>
	(b) Details of partners/ promoters (for partnership firm/ Private Ltd. Company)	S. No. Name of Partners / Promoters 1. 2. 3. 4.

7.	Project details	
	Nature of project	Export oriented / Import substitute / Other
	Product proposed to be manufactured	
	Proposed installed capacity	
8.	Proposed investment	INR _____
9.	Whether eligible under any of the category for any concession(s) against cost of land (please tick mark relevant category)	Schedule Caste <input type="checkbox"/> Tribe <input type="checkbox"/> War widow <input type="checkbox"/> Ex-serviceman <input type="checkbox"/> Physically handicapped <input type="checkbox"/> Women entrepreneur <input type="checkbox"/> Electronic Industries <input type="checkbox"/> Solar Energy Industry <input type="checkbox"/>
10.	Details and justification of land required for the project: (1) Production shed (2) Godowns (3) Office (4) Residence (5) Others– Please specify	
11.	Requirement of Power	MWh _____
12.	Requirement of Water (Please indicate water recharging/ water recycling)	
13.	Is there any effluent: (If yes, please indicate type of quantity & quality of effluent & manner of treatment of effluent)	
14.	NOC from State Pollution Board (please tick mark relevant category)	<input type="radio"/> Not required <input type="radio"/> Taken & enclosed <input type="radio"/> Applied & under process
15.	Employment proposed to be generated: (i) Skilled person (ii) Semi-skilled person (iii) Unskilled person	
16.	Copies of Documents enclosed:	1. _____ 4. _____ 2. _____ 5. _____ 3. _____ 6. _____

**Applicant(s)**

	Name and Designation	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**BIO-DATA OF THE APPLICANT**

1.	Name of the applicant	
2.	Father's Name	
3.	Permanent Address in India (attach supporting documents)	
4.	Correspondence Address in India	
5.	Permanent/ correspondence address in Foreign country (if any)	
6.	E-mail address (if any)	
7.	Age/ Date of birth	
8.	Educational Qualifications: (a) Academic Qualifications. (b) Professional/ technical qualifications	
9.	Whether you are employed, if yes, give details of position held and name of employer, place of employment, period of employment etc.	
10.	Whether engaged in own business. if yes, give details	
11.	Total experience clearly indicating experience related to the project.	

Date: ..... Signature of the Applicant: .....

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**CHECK LIST**

**(Office copy)**

Please ensure whether the following documents have been enclosed with the application form (in duplicate):

		<b>Yes</b>	<b>No</b>
1.	Bank Draft for ^ _____ towards application money.		
2.	Bank Draft ^ _____ towards processing fee		
3.	Copy of detailed project report		
4.	Copy of Partnership Deed/ Memorandum and Articles of Association and Certificate of Incorporation		
5.	Other relevant documents: (a) _____ (b) _____		

Checked and received .....

Signature of the officer .....

Date: .....

**CHECK LIST**

**(Applicants copy)**

Please ensure whether the following documents have been enclosed with the application form (in duplicate):

		<b>Yes</b>	<b>No</b>
1.	Bank Draft for ^ _____ towards application money.		
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3.	Copy of detailed project report		
4.	Copy of Partnership Deed/ Memorandum and Articles of Association and Certificate of Incorporation		
5.	Other relevant documents: (a) _____ (b) _____		

Checked and received .....

Signature of the officer .....

Date: .....

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**DETAILS FOR ASSESSMENT OF REQUIREMENT OF LAND**

<b>S. NO.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1.	Name & Address	
2.	Registered Office Address	
3.	Site	
4.	Telephone	(O) (R) (M) Fax. (if any)
5.	E-mail address	
6.	Name of product & specification	
7.	Capacity	
8.	Sector	
9.	Employment Generation	
10.	Built up area required with justification	
11.	Requirement of open area	
12.	Tentative Building Layout Plan	
13.	Power Requirement	
14.	Requirement of water	
15.	(A) Cost of Project ( ^ lacs ) and means of Finance. a. Land & Site Dev. b. Building c. Plant & Machinery d. Other misc. Expenditure	
	(B) Means of Finance: a. Own funds b. Loans c. Unsecured loan if any.	
16.	Type of Effluent if any: Along with proposal to treat/ dispose the effluent.	
17.	Brief Details of Equipment & process of manufacture.	
18.	Land required for further expansion.	

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**GUIDELINES FOR DECIDING OF REASONABLE QUANTUM OF LAND FOR LAND ALLOTMENT ON 'FIRST COME FIRST SERVED BASIS' BY UNIT OFFICES (IN PERSUANCE OF IDC DECISION ON AGENDA ITEM NO.8 TAKEN IN ITS MEETING HELD ON 25.4.2005)**

- Regional Unit Heads would provide consultancy & assistance to interested entrepreneurs about the rules and procedures of land allotment.
- Regional Unit Heads will take utmost care for ensuring judicious use of land resource as the availability of the same in fast moving areas is less and at the same time through proper counseling, the entrepreneurs should be satisfied about the availability of land and its appropriate use and what is the reasonable quantum of land that they should consider getting allotted.
- Regional Unit Heads should follow prescribed guidelines for allotment of land in their industrial areas.
- Once the application is received in prescribed format, the unit head or his nominee will assess the requirement of land to the optimum level including expansion needs.
- In those cases where Regional Unit Head feels that land applied for is much more than reasonably appears to be required for the project, its future expansion and for reasonable and permitted in-house services within the proposed industrial unit, Regional Unit Heads would discuss size of land applied for with the applicant. In case Regional Unit Head is satisfied that quantum of land applied for is reasonable then he would make allotments as per existing delegations and procedures.
- As a rough indicative criteria around 1/3rd of plot area will be part of setbacks. About 1/3rd area can be kept for future expansion and rest 1/3rd can be presumed to cater to present requirements. Thus, if applicant has mentioned "X" square meter as proposed built up area and the same is found to be reasonable, he may be provided plot in the band approximately 3 - 3.5 "X". However, certain categories of industries need to be dealt within a more liberalized way wherein built up area is a smaller percentage of total plot area. Such industries for example marble gang-saw, steel rolling/fabrication, handicrafts, cement products (Hume pipes, PCC poles, tiles etc), mineral grinding etc may be allowed approximately 5"X" land if brief project profiles spells out "X" square meter built up area. Of course the proposed size of built up area or "X" would need to be in keeping with the type & capacity of the industry that the entrepreneur proposed to set up.
- Normally applications for land up to 2000 sqm. would be decided at Regional Unit level on the issue of reasonable quantum of land and for such applications for less than 2000 sqm. only in extreme cases should the applicants be referred to Advisor (Infra) for taking a view about quantum of land i.e. reasonable.

- Normally all applications for land allotment would be decided as regards to reasonableness of quantum of land at the regional unit head level.
- If regional unit office feels that land applied is more than the actual reasonable requirement (including land for future expansion etc.) then he may forward the cases to a committee as under:
  - (a) For a plot size of 2000-10000 sqm.:
    - (i) Advisor (Infra).
    - (ii) GM (BP)
    - (iii) Regional Unit Head.
  - (b) For a plot size of more than 10000 sqm.:
    - (i) ED
    - (ii) Advisor (Infra).
    - (iii) GM (BP)
    - (iv) One AGM(Technical) at HO and
    - (v) Regional Unit Head.
- The respective committees would examine and see that the applicant is not applying for unreasonably excessive land for speculative gain due to anticipated future rise in land price/development charges and would suggest the maximum quantum of land, which should be offered for allotment to the applicant.

The Regional Unit Head would then accordingly allot the plot as per existing prescribed procedures/norms.