

## **Annexure-A**

### **Guideline/ Procedure for making allotment of plots in the upcoming industrial areas to be opened for allotment and in the existing industrial areas.**

Following guidelines/ procedures may be followed by the unit offices for making allotment of plot in the upcoming industrial areas / existing industrial areas:

1. In case of new industrial area, unit office will submit proposal to head office for approval for opening of plot allotments after completion of demarcation of plots and motorable roads.
2. After receiving the proposal from unit office, a team from head office comprising of officers of P&D / Technical/ Planning Cell will visit the industrial area within 15 days for physical verification of demarcation work.
3. The committee will submit its report within 7 days after inspection of the industrial area to the management.
4. After getting approval from the Management, Unit Office will be informed in next 7 days the decision to open the area for allotment.
5. After getting approval from head office, Unit Office will make public notification for the plots up to the extent of 50% of total salable area except corner plots within 10 days through two state level news papers in the prescribed format of advertisement. In case of Industrial Areas falling in NCR, advertisement has also to be published in Delhi Edition of one National level news paper apart from two state level news papers.
6. Corner plots will be kept reserved for auction.
7. The above notification will also be uploaded on website of RIICO.
8. The applications for land allotment will be invited upto a fixed date and time (minimum 45 days from the date of publication of advertisement). The application will be received through following modes:

(a)	Application having investment below Rs. 1.00 crores	Directly in the office concerned or through State Portal online
(b)	Application having investment above Rs. 1.00 crores and upto Rs. 10.00 crs	Through concerned DIC under Single Window Clearance System
(c)	Application having investment above Rs. 10.00 crs	Through BIP under Single Window Clearance System

9. The applicant will also required to deposit application fee (Non-refundable) in addition to the security money and required cost of land along with the application at the rate prescribed as below:

<b>Size of plot (Sqm.)</b>	<b>Industrial Areas of Jaipur Distt. &amp; NCR (In Rs.)</b>	<b>Other Industrial Areas (In Rs.)</b>
upto 500	2000/-	1000/-
501-1000	4000/-	2000/-
1001-4000	6000/-	3000/-
4001-10000	8000/-	4000/-
10001 and above	10000/-	5000/-

10. Plot allotment in favour of the eligible applicants will be decided by draw of lots at pre-decided place, date and time.
11. Lots should be drawn in presence of the committee constituted of representative of the Collector (not below the rank of SDM), GM, DIC, Local representative of RFC, Unit Head of RIICO. All the applicants should be given due opportunity to be present either in person or through representative at the time of draw of lots.
12. Allotment will be made to the successful applicants within 7 days from the date of draw of lots, by the unit office.
13. After deciding the applications as per the above procedure, if the industrial area does not attain saturation level, then a fresh

public notice will be issued in at least one state level news paper informing about availability of industrial plots for allotment on 'first come first serve' basis.

14. In case, if on account of change in lay out plan of the existing area, some new industrial plots have been created/ carved out for allotment, the unit office shall first demarcate these plots on ground and then will issue a public notification in two state level news paper indicating category of plots, plot number and its size. etc. This public notice will also be uploaded on website of RIICO.
15. In case, industrial area becomes saturated, unit office will follow the procedure for inviting sealed bids as per laid down procedure.
16. Plot allotment in favour of the successful bidder will be made by the unit office within 7 days of approval from the competent authority as per rules. The applications will be got completed before making allotment of plot as per the rules.

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