



STATE INFRASTRUCTURE AND INDUSTRIAL DEVELOPMENT
CORPORATION OF UTTARAKHAND LIMITED (SIIDCUL)
29, IT Park, Dehradun-248001
Ph- 0135-2708100, 2608092,
Fax - 0135-2708109 Website:- www.siidcul.com

No: 890 /SIIDCUL/MD/2019

Date: 28 February, 2019

Office Order

Re: Implementation of part of Manual for Estate Management Activities and Procedure (EMAP-2018)

The Board of Directors in its 45th Meeting held on 06.06.2018 had approved the Manual containing therein policy, guidelines and procedures for various pre-allotment and post-allotment services to investors and allottees in Integrated Industrial Estates developed by SIIDCUL or which have been received from UPSIDC and had authorized the Managing Director to issue it from an appropriate date after necessary modification in online software for making applications. As necessary modification in online software would take some more time the Board in its 46th Meeting held on 09.01.2019 had directed that those parts of Manual which either does not require any change or which can be implemented without any major changes in software for online implementation should be made operational without waiting for complete change or modification in software.

In compliance of above direction and in exercise of powers delegated, following Chapters of the Manual are being made operational with effect from 01.03.2019:-

Chapter II - General


Chapter III - Guidelines for Allotment/Documentation/Possession

Chapter IV - Guidelines for Extension of time for Completion of Project

Chapter V - Guidelines for Recovery of Corporation Dues

Chapter VI - Guidelines for Cancellation/Surrender of Plots

All concerned shall take note of this and shall henceforth act and follow the procedures as per these policy guidelines in matters relating to above. The copies of these chapters of the Manual shall be circulated to all Regional Offices and other concerned along with this order and shall also be placed on our website for general information.


(C. Ravi Shankar)
Managing Director

Copy to,

1. Director (Planning)
2. General Manager / Finance Controller / Company Secretary
3. DGM (Commercial)
4. Architect Planner / AGM (HR)
5. All Regional Managers
6. Manager (IT) – for putting it on our website.
7. Manager (Accounts)

CHAPTER-II

General:

1. Online Application Process:

- (a) For availing various services provided by SIIDCUL, online application process has been prescribed. Wherever online application process has been prescribed the allottee/investor shall mandatorily follow the online process and make the application in the prescribed format.
- (b) For those services for which online process has not been prescribed and implemented allottee may use the offline procedure till such time the process has not been made online. However in such cases also the provisions prescribed in this Manual for that particular service and process/timelines for that shall, to the extent possible, remain the same.
- (c) To avoid any confusion/technical issues in processing of applications for various services it would be advisable that application for more than one service shall not be made simultaneously at one time. Suitable checks to the extent possible and desirable may be incorporated in this regard in the software of online application itself.

2. Right to modify/amend etc.:

- (a) SIIDCUL reserves the right to add, modify or delete any part of the manual/guidelines at any time.
- (b) SIIDCUL may in appropriate cases after careful consideration of pros and cons give relief as regard to application or non-application of any particular provision of this manual or any guideline.
- (c) SIIDCUL may, if it so wishes, add any additional condition or in appropriate cases after careful consideration decide to modify any process or procedure prescribed in the Manual.
- (d) All such addition, deletion, modification or any part of the manual/guidelines shall be notified on the website of the SIIDCUL.

3. Miscellaneous:

- (a) If any clarification would be required as regard to implementation of any provision of this Manual/ particular Guidelines Managing Director, SIIDCUL shall have the authority to issue necessary clarification in this regard.
- (b) Managing Director, SIIDCUL shall have the right to correctly interpret any provision of these guidelines in case of any ambiguity.
- (c) Forms prescribed for making various applications and formats of documents required to be attached with application as per this Manual may be modified, changed, added or deleted by SIIDCUL with the approval of Managing Director, SIIDCUL, as and when needed for the sake of convenience in implementation of the policy.
- (d) In case any specific direction/order is issued by the Government of Uttarakhand as regard to matters covered in this Manual, such direction/order, notwithstanding anything contrary in this Manual, shall prevail over the provision in this Manual.

CHAPTER-III

Guidelines for Allotment/Documentation/Possession

Allotment Criteria:

1. In its Integrated Industrial Estates, SIIDCUL develops land parcels / plots for use under following broad categories :
 - a) Industrial
 - b) Commercial
 - c) Residential
 - d) Institutional
2. **Industrial Land / Plots shall be allotted, subject to availability, on the basis of process/procedure as prescribed here in below after considering all the applications received within a specified period (Monthly/Fortnightly/As may be specified) for a particular plot. In case the number of applicant is just one for a particular plot, the plot would be allotted to the applicant at the rate of Lease Premium fixed for that industrial area, if otherwise eligible. In case the number of applicants who have applied for a particular plot/plots within that specified period are more than one, all the applicants who had applied for that plot and are otherwise eligible shall be asked to submit bid specifying the extra lease premium over and above the specified lease premium that he is willing to pay for that particular plot. On submission of bids the applicant/bidder who has offered to pay the maximum extra lease premium shall be allotted that particular plot(s). In case of tie the allotment committee shall decide to whom the plot should be allotted.**
3. Commercial, Residential and Institutional Plots shall be allotted on the basis of bidding process undertaken for such identified plots from time to time to the qualified bidder quoting the highest lease premium, subject to minimum of set reserve price.
4. Normally single unit of plot, as created based on the development plan, shall be allotted, however SIIDCUL may at its own discretion allot two or more adjacent plots, considering the need, necessity and availability for a specific case.
5. In case of allotment of plot / land to any Government Department / Government Agency / PSU / Statutory Bodies etc., SIIDCUL may relax the normal procedure of land allotment on case to case basis.
6. SIIDCUL reserves the right to declare a particular industrial area or a specified part of it as dedicated to / for a particular type / sector of industry or for a particular class of industry or for a particular class of investment and allocate land parcel / plot in an industrial area accordingly.

Procedure for information Dissemination:

Information to be released regarding availability of Industrial Plots for allotment

- a) SIIDCUL on its website and / or through newspapers will periodically and as and when required provide the information on the available land parcels and plots for information to potential investors and general public and invite applications for allotment.

- b) The information / advertisement will provide detailed information on the area of each plot and whether the plot is available for any particular type of industry or investors.
- c) The application format and the other important information shall be provided to the prospective applicants through the SIIDCUL Offices and its website.

Application for Allotment

- a) The applicant has to apply online at www.investuttarakhand.com for allotment in the prescribed application as provided in the portal form along with the following :
 - a. Processing fee of Rs. 10,000 /- (for plot area up to 4000 sq. meters) plus Rs. 10,000/- (for every subsequent 4000 sq. meters or part thereof)

- b. Earnest Money Deposit (EMD) as under:-

For plots upto 4000 sq. mtrs.	Rs. 2.00 lakh
For plots above 4000 sq. mtrs. upto 8000 sq. mtrs.	Rs. 4.00 lakh
For plots above 8000 sq. mtrs.	Rs. 4 lakhs plus 2 lakhs for every 4000 sq. mtrs or part thereof

(All payments must be made out online through the payment gateway)

- c. Project report: The applicant has to submit a Detailed Project Report (DPR) online along with the application. The detailed project report must consist of the following points:- (An indicative format for DPR has been attached for reference)
 - Promoters' Background
 - Details of product to be manufactured and its market potential
 - Land area applied for and tentative break-up of possible uses
 - Layout Plan
 - Implementation Schedule
 - Product Process Flowchart
 - Projected Cash Flow Statements
 - Total Investments detail including investment in Technical and Non-Technical Civil Work, Plant & Machinery, Requirement of Working Capital
 - Sources of Finance for the Project
 - Projected Employment Detail
- d. Financial / Technical Support Documents: Balance Sheets for the last three years of the applicant company / promoters with necessary resolutions, IT returns and documents concerning financial / technical support

- e. The Registration documents depending on types of organization viz. Proprietorship, Partnership, Trust, Private / Public Limited Company, etc. along with certified copy of the Partnership Deed, Memorandum and Article of Association and relevant documents, as applicable.

Verification of Applications:

- a) All the applications which are received for Land Allotment will be recorded on the portal on the basis of submission date and time with detailed information filled in each of the fields of the form.
- b) A preliminary scrutiny of the application along with the attached documents and project report will be done at the respective Regional Office level to check whether the applications are complete in all respects and submitted in prescribed manner.
- c) The applications which are found to be incomplete in respect of submission of either project report or fees, are to be informed within three days of the application submission, shall be informed through official letter so as to provide another chance to the applicants to complete their applications by submitting the missing information within the specified time limit.
- d) After preliminary scrutiny of the application a detailed note shall be prepared by the Regional Manager / In-charge of the concerned Regional Office including noting his recommendation therein and the application along with his note shall be forwarded to the SIIDCUL Head Office through online medium for placing it before the Land Allotment Committee.

Evaluation of Application:

The Land Allotment Committee as defined through the G.O. Number 2986 / VII-II / 541 – Udyog / 07 / 2011 dated 01.12.2011 or as constituted in future would consider the application of allotment primarily taking into account the following:-

- a) Availability of particular land parcel / plot
- b) Legal and physical position of land
- c) Whether the area requested commensurate with the actual need of the project
- d) Whether the particular project matches with the nature of the particular Integrated Industrial Estate

In addition, the committee may also look into following factors before taking a decision on the application:-

- a) Proposed Investment in the Project
- b) Applicants Background, Similar Work Experience of the Organisation
- c) Techno Economic Viability of the Project
 - i. Source, Requirement and Process for Raw Material
 - ii. Type of Technology Used
 - iii. Production Capacity and Capacity Utilisation
 - iv. Built-up area required for this project
 - v. Movement of inventory, including the loaded trucks
 - vi. Warehouse requirement for the project
 - vii. Requirement of utility like electricity, water, and waste disposal

- d) Potential for Generating Employment
- e) Pollution
 - i. Categorisation – Green / Orange / Red
 - ii. Amount of Generation of Pollution / Wastage
 - iii. Mode of Waste Disposal
- f) Whether application is for setting up any restricted industry
- g) Marketing and Sales Strategy
- h) Financial Parameters
 - i. Cost of Project & Means of Finance
 - ii. Debt Contribution, Source & Cost of Debt
 - iii. IRR, Debt Coverage Ratio etc.

The applications which are found to be technically and economically viable based on above factors will be considered as eligible applications and accordingly recommendation for approval shall be made by the Land Allotment Committee. The applicants whose applications are found ineligible shall be informed of the reason for rejection. On the basis of recommendation made by the Land Allotment Committee, Managing Director, SIIDCUL, who has been authorised in this regard, shall approve the allotment. If for any specific reason, to be recorded in writing, Managing Director, SIIDCUL does not agree with the recommendation of the Land Allotment Committee he may return the application to Land Allotment Committee for reconsideration or may reject it. Possible reasons for reconsideration or rejection could be as follows:-

- (a) Land Allotment Committee has not made any clear recommendation.
- (b) If there is no consensus between the Land Allotment Committee members and any member has submitted his dissenting comment.
- (c) If in his view any material information which ought to have been considered by the Land Allotment Committee has not been considered by the committee.
- (d) If any procedural error in the allotment process has come to his notice.
- (e) If any direction has been received from the Government/Legal Authority for not allotting the land.

Despatch of Allotment Letter:

Based on the recommendation for approval by Land Allotment Committee and subsequent formal approval from the Managing Director, SIIDCUL the allotment letter will be issued by the Regional Manager through the portal www.investuttarakhand.com. The applicant would get the allotment letter on their email id and investor's dashboard in its login.

INDICATIVE FORMAT FOR DETAILED PROJECT REPORT TO BE SUBMITTED

- 1. Executive Summary–**
- 2. Background**
 - 2.1. Sector Background –
 - 2.2. Project Background –
 - 2.3. Promoter's Background –
- 3. Land Details & Logistics**
 - 3.1. Requirement of Land Area –
 - 3.2. Ownership of the Land –
 - 3.3. Location of Land –
- 4. Procurement Strategy of Raw Material & Other Inputs**
 - 4.1. Raw Material Availability –
 - 4.2. Sources of Procurement –
- 5. Techno-Commercial Viability Assessment**
 - 5.1. Technology Used –
 - 5.2. Possible Source of Equipment / Machine Suppliers –
 - 5.3. Installed Capacity & Projected Capacity Utilisation –
 - 5.4. Pollution Control –
 - 5.4.1. Amount of Generation of Pollution / Wastage
 - 5.4.2. Mode of Waste Disposal
 - 5.4.3. Machines to be installed for adhering to pollution norms
- 6. Process Flow Diagram**
 - 6.1. Machine Layout Plan–
 - 6.2. Process Flow Table–
- 7. Infrastructure Source**
 - 7.1. Power –
 - 7.2. Water–
 - 7.3. Manpower –
- 8. Marketing Strategy**
 - 8.1. Market Opportunities –
 - 8.2. Sales & Distribution Strategy –
- 9. Financial Analysis**
 - 9.1. Cost Estimates –
 - 9.2. Working Capital Requirement –
 - 9.3. Revenue Projections –
 - 9.4. Financial Ratios –
 - 9.5. Break Even –
 - 9.6. Term Loan –
 - 9.7. Internal Rate of Return –
- 10. Investment Details**
 - 10.1. Equity Contribution & Source -
 - 10.2. Debt Contribution, Source & Cost of Debt -
 - 10.3. Total Fixed Capital-
 - 10.4. Net Worth of the Company -

Documentation:

1. The Lease Deed/License Deed for the allotted plot shall be executed in favour of the allottee after minimum 50% or such other percentage, as prescribed, of the Lease Premium has been paid and requisite Stamp Paper and other papers have been submitted by the allottee. Regional Manager shall be responsible to take necessary action in this regard. However, the allottee shall confirm the stamp duty from the concerned sub-registrar so as to avoid any confusion/future complication.
2. The allottees are required to get lease deed/license deed executed within 60 days from the date of allotment. This period can be extended in appropriate cases up to 90 days from date of allotment, if sufficient reason for delay exists in a particular case.
3. In case allottee does not take any action to get lease deed/license deed executed in their favour within the prescribed period of 60 days, the Regional Manager shall issue a notice giving 15 days' time to allottee for getting the lease deed executed. Even after issue of this notice allottee fails to get the lease deed executed in their favour and also fails to provide sufficient reason for the same to the satisfaction of SIIDCUL, appropriate action for cancellation of allotment shall be initiated by the Regional Manager.
4. In case the stamp paper and documents submitted by the allottee are found in order after verification and allottee has not made any default in payment due to SIIDCUL, Regional Manager in consultation with the allottee shall finalise/fix a date on which allottee/power of attorney holder and the Regional Manager will visit the concerned office of Sub-Registrar for registration of the lease deed. The receipt issued by the Sub Registrar shall be kept in safe custody till lease deed is obtained from the Sub-Registrar's office. The Lease Deed so obtained shall be kept in safe custody in the Regional Office till it is sent to financial institution, in case of mortgage or the allottee after commencement of commercial operations.

Physical possession of the plots:

1. The physical possession of the plots shall normally be handed over to the allottee at the time or immediately after completion of necessary documentation as mentioned above within 60 days of allotment. In case allottee does not take initiative to take physical possession as mentioned above, Regional Manager shall immediately (normally within 7 days) after completion of documentation would send a written communication to allottee to take over the physical possession of the plot/land.
2. However in case for some valid reason it is not possible to complete the prescribed documentation within the prescribed period and allottee makes a written request for obtaining the physical possession of the plot of land on as is and where is basis, the possession may be given on provisional basis subject to fulfilment of conditions and submission of the documents as follows:-

- i. Allottee shall make a written request for handing over the physical possession on, as is where is basis, pending completion of necessary documentation.
 - ii. An undertaking shall be submitted by the allottee to the effect that necessary documentation shall be completed within a period of three months from the date of taking possession.
 - iii. Allottees should have paid minimum 50% or such minimum percentage as may be permissible, keeping in mind the payment schedule under any applicable policy/guidelines, of the lease premium of the plot.
3. Normally the Corporation will offer physical possession of the plot on completion of minimum infrastructure facilities i.e. motorable access roads, water supply systems, electricity distribution system and sewerage system. However, the allottee may suo-moto request the Company to give physical possession of the plot without completion of above facilities. The implementation period of 2/3 years as the case may be shall be effective from the date of offer of physical possession by the SIIDCUL or taking over of physical possession, with or without basic infrastructure facilities by the allottee, whichever is earlier.
4. The Regional Manager shall cause actual plot to be measured physically and boundaries of the plot shall be fixed on the ground, as per the site plan attached to the allotment order. Possession certificate in the prescribed format duly mentioning the exact area / Plot No. shall be signed by the allottee and Regional Manager.
5. In case at the time of handing over the possession of the plot, any difference is found as regard to exact area of the plot vis-à-vis that mentioned in the lease deed Regional Manager shall take necessary steps to resolve the matter including getting lease deed amended, if necessary, and getting the accounts corrected/adjusted as regard to premium amount due and instalment amount payable by the allottee. If on such adjustment/correction any amount becomes due to be returned to allottee the same may be returned or adjusted against future instalments, if any. Similarly in case any amount becomes due to be paid by allottee to SIIDCUL the same shall be demanded from the allottee.

Documents required to be submitted by the allottee(s) for taking over Physical Possession of the plot:

1. In case of Individual:

- a. Request from the allottee on letter head/plain paper for taking over possession of the plot as per prescribed format (Annexure-A/I).
- b. Photo identity proof.

2. In case of Partnership Firm:

- a. Request from the authorized partner on letter head/plain paper for taking over possession of the plot as per prescribed format (Annexure-A/I)
- b. Photo identity proof of the authorized partner.

- c. In case only one partner has approached for taking over possession of the plot, authorization letter from other partners in his/her favour and such one partner shall preferably be the majority stake holder in the firm.
- d. Self-certificate duly signed by all the partners that there are no changes in the partners since the date of allotment till date.

3. In case of Company:

- a. Request from the authorized person on letter head of the company for taking over possession of the plot as per prescribed format (Annexure-A/I).
- b. Photo identity proof of such authorized person.
- c. Board resolution of the company for taking over possession of the plot and authorization in favour of authorized person.
- d. Self / CA Certificate indicating the details of authorized & paid up capital, names of shareholders, No. of shares held by each shareholder and details of directors of the company at the time of allotment and all subsequent changes therein from time to time (date-wise) till date (*applicable in case the allottee approaches for physical possession of the plot after three months of offer of possession*).

(Application for taking over physical possession of the plot)

(In case any particular clause is not applicable in a particular case, same may be deleted or crossed.)

Annexure-A/I

Regional Manager,
SIIDCUL, (Name of Regional Office)

Date:

Sub.: Request for taking over physical possession of Plot No. _____, Sector _____,
Phase _____, I.I.E. _____.

Sir,

- i. The captioned plot was allotted by SIIDCUL in favour of Mr/Ms./M/s _____ vide Letter of Allotment No. _____ dated _____ for setting up a project of _____.
- ii. Physical possession of the plot was offered by SIIDCUL w.e.f. _____, which has been accepted by me/us/company;
or
Physical possession of the plot is yet to be offered by SIIDCUL, however, I/we intend to take over physical possession of the plot on 'as is where is basis' as I/we want to set up my/our project on the said plot at the earliest possible. In the absence of complete development work/ Infrastructure facilities, I/we would not lodge any claim whatsoever against SIIDCUL at any stage, as the SIIDCUL has not so far offered the physical possession to me/us.
- iii. I/we have already deposited all the due instalments towards lease premium/cost of the plot including enhancement and there is no default as of today.
- iv. I have been duly authorized by the other partners of the allottee firm vide authorization letter dated _____ (copy enclosed) to take physical possession of the plot from SIIDCUL on behalf of the firm (in case of partnership firm).
- v. I have been duly authorized by the BoD of the allottee company vide Board Resolution passed in its meeting held on _____ (copy enclosed) to take physical possession of the plot from SIIDCUL on behalf of the company (in case of company).

You are requested to please handover physical possession of the captioned plot to the undersigned & oblige. The prescribed documents in this regard are enclosed as under:

- i.
- ii.
- iii.

Thanking you,
Yours Sincerely,
For _____

Signature _____
(Allottee/Partner(s)/Authorized Representative)
Address: _____

Phone No. _____