



सर्वेषां विकासाय

Standard Operating Procedure (SOP) For Industrial Use

Service: Time Extension Service

Mode of Service: Online

Authority: State Infrastructure and Industrial Development Corporation of Uttarakhand Ltd.

- Service Timeline for Approval: 15 days
- Single Window System and Application Access URL:
<https://investuttarakhand.com/>
- SIIDCUL Websites:
<https://www.siidcul.com>

Content

S.No.	Description	Page No.
1.	Procedure for Time Extension Application:	3
2.	Approval Process of Time Extension Service and Issuance of Time Extension Letter:	3
3.	Processing Fees for Time Extension	3
4.	Time Schedule for Time Extension Charges	3
5.	Checklist of Documents for Time Extension Service	4

Procedure for Submission of Time Extension Service Application:

1. To apply for Time Extension of Plot, the applicant would register himself/herself on Single Window Clearance system i.e. www.investuttarakhand.com.
2. After registration, applicant would login in to "www.investuttarakhand.com" using his/her credentials.
3. After Login, a home page would display and the applicant would click on "Apply for Departmental services" Relevant List of all Departments would display under "Apply for pre establishment services" tab. The Applicant would select "SIIDCUL" from the available department list.
4. After Clicking "SIIDCUL", the applicant would select Application for Time Extension from the available list of services.
5. Applicant would select the CAF ID (In case of new unit) or EU ID (In case of existing Unit. applicant need to fill up the Existing Enterprise form under the **Apply for Departmental Services**. A page will open to upload all the required documents for Time Extension. Applicant will upload the documents and click on "Continue and Apply" then page will redirect to www.eservicessiidecul.com
6. Property details would display. Applicant would select the property and click on "Proceed" Button.
7. Online Application form for Time Extension would open. After filling all the required information applicant would click on "submit" button.
8. Reference Number will get generated.

Approval Process of Time Extension service and Issuance of Time Extension service approval Letter:

1. Applications are received in the Regional Manager console.
2. After scrutiny of applications, Regional Manager forwards the application to DGM.
3. DGM scrutinize the application and forward the application with recommendation to General Manager.
4. General Manager forwards the application to Managing Director for approval.
5. After Approval of Managing Director, Regional Manager issues the permission letter online.
6. Applicant can download Approval Letter from www.investuttarakhand.com dashboard and also receive in registered email id.

Processing Fee for Time Extension

- NIL.

Time Extension Charges:

<i>S.No</i>	<i>Particular</i>	<i>Amount</i>	<i>Time</i>
<i>1</i>	<i>Time Extension Charges</i>	<i>5 Rs/SQM per Month</i>	Time Extension fee will pay within 15 days from the issue of restoration of plot permission letter.

Checklist of Document

Check List of Documents for Time Extension

- Request from the allottee as per prescribed format (Annexure-B/I).
- Copy of the letter conveying approval of building plans or acknowledgement issued by concerned agency in case of self-certification.
- Photographs of the site, DPC certificate, Occupation Certificate etc. as the case may be.
- An affidavit affirming that the content of the application is correct and that the person making application on behalf of applicant allottee is authorized to make the application.
- General order or action of SIIDCUL or any State/Central Government Authority or any local authority or body having jurisdiction if applicable

In case of Company

- Copy of Board Resolution.

In case of Partnership and other:

- Copy of Authorization Letter where allottee himself is not the applicant.