



सर्वेषां विकासाय

# Standard Operating Procedure (SOP) For Industrial Use

**Service:** Surrender Of Plot

**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

<b>S.No.</b>	<b>Description</b>	<b>Page No.</b>
<b>1.</b>	<b>Procedure for Offline Surrender of Plot Application:</b>	<b>3</b>
<b>2.</b>	<b>Approval Process of Surrender of Plot Service and Issuance of Surrender of Plot Letter:</b>	<b>3</b>
<b>3</b>	<b>Processing Fees</b>	<b>3</b>
<b>4</b>	<b>Checklist of Documents for Surrender of Plot Service</b>	<b>4</b>

### **Procedure for Submission of Surrender of Plot Service Application:**

1. To apply for Surrender of Plot, the applicant would register himself/herself on Single Window Clearance system i.e. [www.investuttarakhand.com](http://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 Surrender of Plot 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 Surrender of Plot. Applicant will upload the documents and click on "Continue and Apply" then page will redirect to [www.eservicessiidcul.com](http://www.eservicessiidcul.com)
6. Property details would display. Applicant would select the property and click on "Proceed" Button.
7. Online Application form for Surrender of Plot would open. After filling all the required information applicant would click on "submit" button.
8. Reference Number will get generated.

### **Approval Process of Surrender of Plot service and Issuance of Surrender of Plot 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](http://www.investuttarakhand.com) dashboard and also receive in registered email id.

### **Processing Fee**

- NIL.

### **Checklist of documents for Surrender of plot**

- Request Letter
- Affidavit
- Allotment Letter
- NOC from Bank/FI in whose favor plot/shed was earlier mortgaged(if applicable)

#### **In case of Company**

- Certified Copy of Board Resolution

#### **In case of Partnership/ Govt. Department/Statutory Bodies/Trust/others**

- Power of Attorney /Authorization from all Partners

#### **In case of Society**

- Copy of resolution of the meeting of managing committee/General Body