



सर्वेषां विकासाय

# Standard Operating Procedure (SOP) For Industrial Use

**Service:** Restoration 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>

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### Procedure for Submission of Restoration of cancelled Plot Application:

1. To apply for Restoration of cancelled 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 Restoration of cancelled 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 Restoration of cancelled Plot would open. After filling all the required information applicant would click on "submit" button.
8. Reference Number will get generated.

### Approval Process of Restoration of cancelled Plot service and Issuance of 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.

### Restoration of Plot Charges:

<i>S.No</i>	<i>Particular</i>	<i>Amount</i>	<i>Time</i>
<b>1</b>	<b>Restoration of Plot</b>	The restoration be allowed at the current base price for allotment or 7.5% of the current SIIDCUL base rate of allotment, whichever is higher.	Restoration levy will be paid within 15 days from the issue of restoration of plot permission letter.

## Checklist of Document

### Checklist of documents for Restoration of cancelled plot

- Application for Restoration of cancelled plot as per prescribed format (Annexure-C/I).
- A clear and unambiguous undertaking clearly stating that all outstanding dues payable to SIIDCUL as on the date of cancellation shall be paid before issuance of formal restoration order.
- Status of plot/construction made with proofs such as photographs of the site/DPC certificate/Occupation Certificate etc. as the case may be.
- Revised construction Plan from the date of Restoration Order showing clear time frame within which project would be completed.
- 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.
- Credible documentary evidence in support of reasons for delay in the implementation of the project like sanction from Financial Institutions/clearance from State Pollution Control Board /sanction of power from UPCL /or any other related agency both at the Centre and State if applicable.
- An undertaking on Rs100/ Non judicial stamp paper agreeing to complete the project within the stipulated time from the date of receipt of restoration orders

### 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