

STANDARD OPERATING PROCEDURE FOR INDUSTRIAL LAND ALLOTMENT AT UPSIC

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1.1. ALLOTMENT/DOCUMENTATION/POSSESSION OF INDUSTRIAL PLOTS

1.1.1. ALLOTMENT PROCEDURES

- i. RM office prepares marketing proposal (available plots, advertising proposal, draft of advertisement, media plan/media cost, prevailing rate, approach for distribution & submission of form, interview/other shortlisting method etc.) for the vacant plots in their region and submits to the HO for approval.



- ii. MD, at HO provides approval on the marketing proposal based on the parameters such as availability, cost, shortlisting criteria etc. if satisfied and file is sent back to the RM office with his approval.
- iii. RM Office receives the file along with proposal and advertisement is published in the leading & widely circulated newspaper as well as displayed on the website of the UPSIDC.
- iv. Interested entrepreneurs apply on the prescribed form for allotment of industrial plots/shed. Application form can be purchased from the location mentioned in the advertisement or can be downloaded from website.
- v. Entrepreneur submits the application referring the advertisement along with the supporting documents and necessary cost at different bank branches or UPSIDC Head Office/Concerned Regional/Project/Area Office.
- vi. Applications are received in the RM office & entered in the dak receipt register then put up before the RM.
- vii. RM marks the application to the manager/deputy manager who in turn forwards the application to the dealing assistant of the concerned industrial area who enters the application details in the application register within three days of the receipt & forwards the matter to the accounts section to verify whether the bank draft received against the earnest money and application fee are encashed within this limit and where bank challan has been submitted it is verified from the bank.

(Timelines: within 30 days from closing date of scheme)

- viii. The application, complete in all respects is processed and put up before RM who in turn arrange a meeting of the allotment committee constituted by the managing director.

(Timelines: within 30 days from the date of finalization of scrutiny)

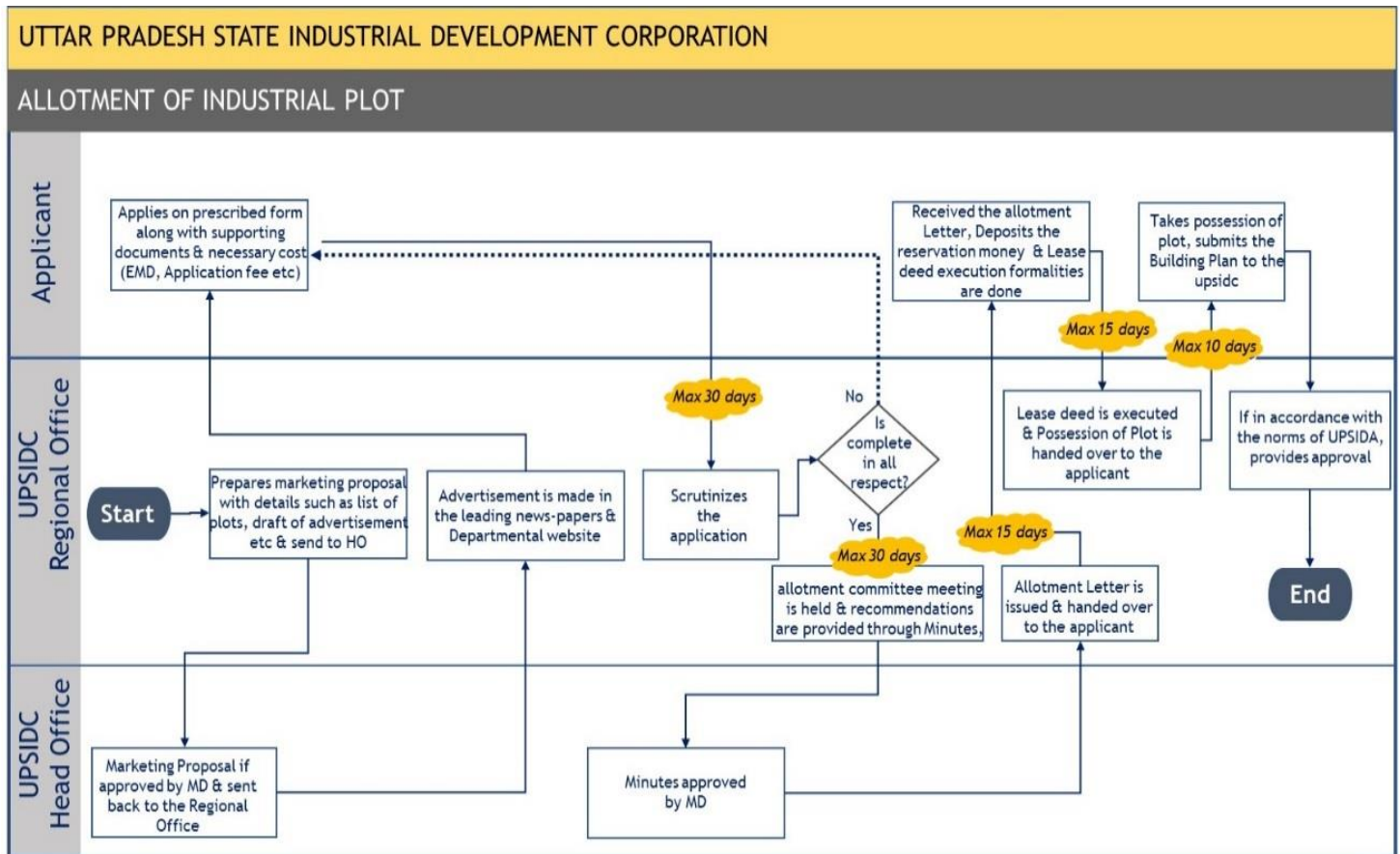
- ix. Committee provides the recommendations for the allotment to the successful applicants.
- x. Minutes of the meeting are drafted by the Dealing Assistant with clear recommendations and, through proper channel, approval is accorded from the MD-UPSIDC. Once approval of minutes is received at RM office, allotment letter is issued to the applicant.



The application for allotment of plots/sheds may be rejected by RM/AM on the following grounds:-

- If the proposed project to be set up is **hazardous** as categorized by UP pollution control board.
 - If the proposed industry is likely to **discharge heavy liquid effluents** like wet printing plant, paper manufacturing plant etc. These is allowed only in the Industrial Areas specifically categorized by the Corporation for the or in a zone earmarked for such industries.
 - If the proposed industry is likely to **create environmental nuisance** to the neighboring units like cement plant. These can be allowed only in Industrial Areas specifically categorized by the Corporation for the purpose.
 - If the proposed type of industry is **banned** by the Government in any specific Area/Region.
 - **Non-submission of documents** as defined even after request writing to do so.
 - **Non-acceptance of the area** proposed to be allotted by the Corporation.
 - For any other reason in conformity with the policy of the Government and Corporation as framed from time to time.
 - The Applicant not found fit for establishing unit by the allotment committee or other entrepreneurs in interview are found to be more suitable and in better readiness to establishment of unit.
 - Allotment for units such as paper project, poultry farm, dairy farm, slaughter house, tannery units, pesticides etc. may be considered with prior approval of the head office and on concurrence of the concerned pollution and district authorities.
 - Wherever the allotment is made by joining plots, the plot would be considered amalgamated. Normally the application for the size of individual plot shall hold precedence (preference) over the combined allotment. The case of application for combined plots can be only considered with specific reasons justifying such consideration and is got duly and separately approved from head office.
- xi. Once minutes with clear recommendations are approved by MD, allotment letter of the plot is issued on the prescribed proforma by the RM. The allotment letter is sent only through registered post/in person from the office (if requested in writing).
(Timelines: within 15 days from the last date of interview)
- xii. After receiving the allotment letter, allottee is required to pay the reservation money. Once the allottee deposits the reservation money and submits requisite stamp paper/other papers, lease deed of the plot is executed in favor of the allottee. RM calculates the stamp duty in accordance with the state policy. Allottee has to confirm

the stamp duty from the concerned sub registrar so as to avoid any confusion/ future complication.



- xiii. On receipt of the request of the allottee for execution of lease deed along with documentation fee, intimation is made about the documents required for its execution and registration.
- xiv. On receipt of the documents from the allottee the same are first entered into the dak-receipt register and are put up before RM who mark it to the concerned Dealing Assistant who ensure that data with respect to receipt of documents is entered in the documentation register.
- xv. The document is then checked and if any deficiency is found, allottee is informed about the same within 10 days of the receipt of the documents. If the documents are found in order, allottee is called upon to execute lease deed.

(Timelines: within 15 days after submission of stamp papers & other

Payment of Reservation Money	
The rate of reservation money is 25%	(10% in case of slow of slow moving areas) of the total premium of plot.
Recovery of Balance Premium	
The balance 75% (90% in case of slow moving areas) of the premium amount shall be recovered in twelve half yearly equated instalments along with interest as prevalent on the date of allotment on diminishing balance of the premium as per guideline for recovery of Corporation dues. The first such installment of premium shall be payable on subsequent 1st January or 1st July after expiry of six months from the date of allotment.	

Documents)

- xvi. If no response is made by allottee, a legal notice for execution is sent and action as per terms of the notice is taken. The concerned Dealing Assistant certifies that all the

conditions laid down by the Corporation from time to time have been incorporated in the lease deed.

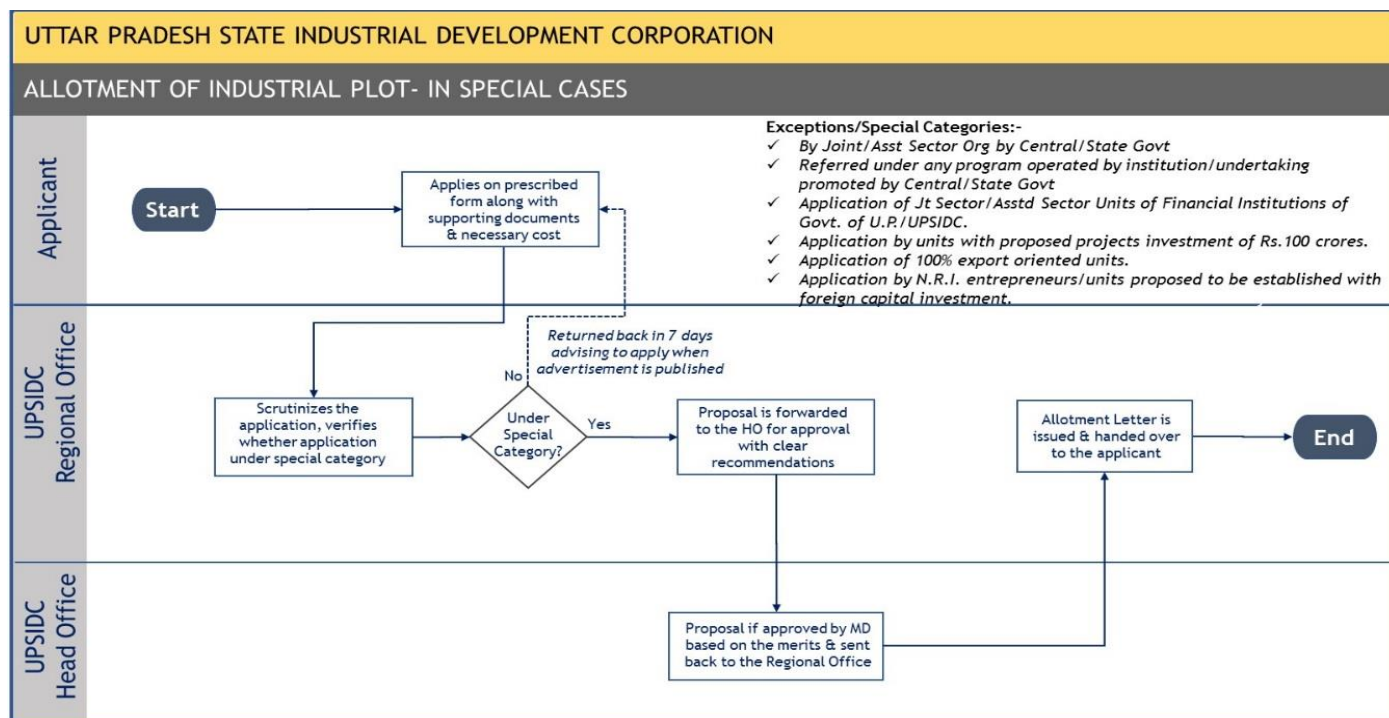
- xvii. Once the lease deed is executed by the allottee, the same is put up before the RM along with documentation register for his signatures. The RM in consultation with the allottee finalizes a date on which the power of attorney holder of the RM visits the concerned office of sub-registrar for registration of lease deed.
- xviii. The receipt issued by sub registrar is kept in safe custody till lease deed is obtained from the Sub-Registrar's office by power of attorney holder. The lease deed so obtained is kept in safe custody in the Regional Office till it is sent to financial institution/party.
- xix. Once lease deed is executed, Possession is handed over to the applicant. The Date of Possession of plots is fixed by the RM while signing the Lease Deed itself. The date so fixed is intimated to the lessee along with the second copy of the lease deed and the concerned JE for necessary action on their part.
- xx. Efforts are made to hand over possession within 10 days of the execution of the lease deed as far as practicable. If the lessee fails to take possession even after issuance of two letters, legal notice for the same is issued and action is taken accordingly.
(Timelines: within 10 days from execution of lease deed)
- xxi. After taking over possession of the plot, the allottee is required to seek approval of building plan before starting construction for which they have to submit the plans to the UPSIDC.
- xxii. After the receipt of the request for approval of the building plans from the allottee, it is first entered into the Dak Receipt Register and then it is put up before the RM. RM marks it to the concern officer.
- xxiii. If the allottee is a defaulter in payment of dues, a letter is sent to the allottee for recovery of dues. The concerned file along with the building plans is sent to the JE within 3 days of receipt of the request/clearance of all dues, through concerned officer, for examining the building plans.
- xxiv. JE has to enter the data pertaining to the receipt of building plans in "Register of Sanction of Building Plans" within 2 days of receipt of file. If the plans submitted by the allottee are not in accordance with the prescribed norms of UPSIDA a letter under the signatures of RM is sent by JE within one week to the allottee for compliance.
- xxv. If in the opinion of JE the plans submitted by the allottee are in accordance with the prescribed norms of UPSIDA, he puts up file to the RM along with his report within one week of receipt of file/removal of objections for the final approval.

1.1.2. ALLOTMENT OF INDUSTRIAL PLOTS- SPECIAL CASES

- i. Interested Organization (such as Joint/Asst. Sector Organizations Joint/Assisted Sector Organizations by Central/State Govt., Referred under any program operated by institution/undertaking promoted by Central/State Govt, Application of Joint Sector/Assisted Sector Units of Financial Institutions of Govt. of U.P./UPSIDC), units with investment of Rs.100 crores, 100% export oriented units, N.R.I. entrepreneurs/units with foreign capital investment) apply without any advertisement to the RM Office -UPSIDC with their complete proposal and supporting documents.

- ii. RM Office scrutinizes the application and verify whether the proposed project falls under the Special category as mentioned above. If not, the same is return back to the applicant within 7 days conveying him to apply whenever advertisement is published.
- iii. If the project falls under the special category as mentioned above, RM Offices sends the proposal to the HO_UPSIDC with clear recommendations specifying the category under which proposed project falls.

MD-UPSIDC at HO approves the application based on the merit



1.2. COMPREHENSIVE LIST OF DOCUMENTS REQUIRED TO BE SUBMITTED FOR LAND ALLOTMENT

1. Copy of Project profile
2. Bank draft or payment confirmation towards earnest money and application fees
3. Copy of proposed land utilization plan
4. Copy of Partnership deed/memorandum of association/article of association depending on constitution of the applicant.
5. Document showing net worth or turnover of previous year and relevant experience.
6. Certificate issued by Directorate of industry and Export promotion council in case of 100% EOU.
7. Certificate in case of reserved category i.e SC/ST/PH
8. Any other relevant document.

1.3. ALLOTMENT FORM

Application Form for Allotment of Industrial Plots/Sheds in Industrial Areas/Estate of UPSIDC

उ० प्र० राज्य औद्योगिक विकास निगम लि० के औद्योगिक क्षेत्रों / अस्थानों में
औद्योगिक भूखण्डों / निर्मित शेडों के आवंटन हेतु आवेदन पत्र

Note - The applicant is required to read the terms and conditions on pages 5 to 10 carefully and to fill each columns and give specific information and thereby help the Corporation in speedy consideration of his application. Applications with incomplete information will unnecessarily delay their processing.

नोट - आवेदक से अनुरोध है कि वे कृपया पृष्ठ 5 से 10 पर वर्णित शर्तों को ध्यानपूर्वक पढ़ लें और प्रत्येक स्तम्भ को भरें एवं वांछित सूचना देकर आवेदन पर त्वरित विचार करने में निगम की सहायता करें। अपूर्ण सूचना वाले आवेदन पत्रों के निस्तारण में अनावश्यक विलम्ब होगा।

To,

The Managing Director,
U.P. State Industrial Development Corporation Ltd.
A-1/4, Lakhampur, KANPUR - 208 024.

Dear Sir/प्रिय महोदय,

I apply for a plot/shed in Industrial Area/Estate of the Corporation. I am agreeable/not agreeable for a plot being allotted in any nearby Industrial Area. The details are given below :

मैं निगम के औद्योगिक क्षेत्र/आस्थान में भूखण्ड/निर्मित शेड के आवंटन हेतु आवेदन करता हूँ। यदि मुझे किसी अन्य निकटवर्ती औद्योगिक क्षेत्र में भूखण्ड का आवंटन होगा तो वह मुझे स्वीकार होगा/स्वीकार नहीं होगा। विवरण नीचे दिया गया है :

1. Particulars of the plot भूखण्ड का विवरण

(a) Name of the Industrial Area in which the plot is required

औद्योगिक क्षेत्र का नाम जिसमें भूखण्ड वांछित है

(b) Total Area of the plot

वांछित भूखण्ड का क्षेत्रफल

2. Full particulars of the applicant i.e. Individual/organisation in whose name the plot/shed is required to be allotted.

आवेदक का पूर्ण विवरण यथा व्यक्ति/संगठन जिसके नाम भूखण्ड/निर्मित शेड का आवंटन वांछित है।

(a) If an individual or a sole proprietorship firm, give father's name also.

यदि आवेदक व्यक्ति या एकल स्वामित्व वाली फर्म है, तो पिता का नाम भी लिखें।

(b) If a partnership firm (give also the names and addresses of partners)

यदि आवेदक साझेदारी फर्म है तो साझेदारों के नाम और पते भी लिखें।

- (c) If the proprietor/partner/promoter belongs to scheduled caste/scheduled tribe, please specify details and attach the relevant certificate in support thereof.
 यदि एकल स्वामी/साझीदार/प्रवर्तक अनुसूचित जाति/जनजाति का हो, तो विवरण दें और पुष्टि में आवश्यक प्रमाण पत्र संलग्न करें।
- (d) If a Private Limited Company क्या आवेदक प्राइवेट लिमिटेड कम्पनी है ?
- (e) If a Public Limited Company क्या आवेदक सार्वजनिक लिमिटेड कम्पनी है ?
- (f) If a Govt. Company or a Company in the Co-operative Sector क्या सरकारी कम्पनी है या सहकारी क्षेत्र की कम्पनी है ?
3. Full name and address of the person signing the application and his status/relationship with the applicant
 आवेदन पत्र पर हस्ताक्षर करने वाले व्यक्ति का पूरा नाम व पता और प्रस्थिति/आवेदक से उसका सम्बन्ध -
- (a) Name/नाम
- (b) Age/आयु
- (c) Present Address वर्तमान पता
- (d) Status/Relationship प्रस्थिति/आवेदक से सम्बन्ध
- (e) Telephone No./दूरभाष नं./Mobile No./मोबाइल नं.
- (f) E-Mail Address/ई. मेल पता
4. Type of industry proposed to be set up (enclose project report describing briefly the salient features of the industry)
 किस प्रकार के उद्योग को स्थापित करना प्रस्तावित है ?
 (प्रस्तावित उद्योग की प्रमुख प्रोजेक्ट रिपोर्ट संलग्न करें)
5. (a) Estimated cost of the project परियोजना की अनुमानित लागत
- (b) Estimated employment generation अनुमानित रोजगार सृजन
6. (a) Proposed layout plan of land indicating broadly
 भूमि का प्रस्तावित तलपट मानचित्र जिसमें मोटी तौर से निम्नलिखित दिखाया गया हो -
- (i) Covered Area/ आच्छादित क्षेत्रफल
- (ii) Open area required and its purpose
 वांछित खुला क्षेत्रफल और उसका उद्देश्य

NOTE : A copy of proposed layout plan must be attached.

नोट : प्रस्तावित तलपट मानचित्र की प्रतिलिपि संलग्न करें।

7. Details of the proposed investment may be given on the following items :-

निम्नांकित मदों पर प्रस्तावित पूँजी विनियोजन का विवरण दें :-

- (a) Land/भूमि
- (b) Building/ भवन
- (c) Machinery and equipment (also attach list)
मशीनें तथा उपकरण (सूची संलग्न करें)

8. Will any fumes be generated in the process of manufacture and if so, their nature & quantity?

क्या उत्पादन प्रक्रिया में कोई गैस उत्पन्न होगी ? यदि हाँ, तो उसकी प्रकृति और मात्रा बतायें।

9. Industrial effluents/ औद्योगिक उत्स्रवाह

Name नाम	Quantity मात्रा	Chemical Composition रासायनिक संरचना
(i) Liquid/द्रव
(ii) Solid/ठोस
(iii) Gaseous/वाष्पीय

10. Proposed Effluent Treatment measures

उत्स्रवाहों के शोधन के प्रस्तावित तरीके

11. Power requirement (in KW)

विद्युत शक्ति की आवश्यकता (किलोवाट)

12. Telephone requirement

टेलीफोन की आवश्यकता

First year/प्रथम वर्ष

Ultimate requirement
कुल आवश्यकता

13. Is the applicant under priority category ? please specify clearly.

क्या आवेदक प्राथमिकता सूची में है ? यदि हो तो स्पष्ट उल्लिखित करें।

14. Amount and other details of the Bank Draft enclosed towards non-adjustable, non-refundable Application Free and Earnest Money and cost of form as given in the annexed Table.

संलग्न तालिका के अनुसार न समायोजित किए जाने वाले आवेदन शुल्क फार्म की कीमत सहित धरोहर राशि के संलग्न बैंक ड्राफ्ट की कुल धनराशि, उसकी संख्या, तिथि और अन्य विवरण।

Amount/धनराशि

Bank Draft No./बैंक ड्राफ्ट संख्या

Date/दिनांक

Name of Bank/बैंक का नाम

Payable at/कहाँ भुगतान मिलेगा

The information given in the above application is true to the best of my knowledge and belief and the general conditions for allotment of plot/shed and grant of lease indicated, in this application form for allotment of plots/sheds in Industrial Area have been read carefully and understood by me and are fully acceptable to me. I further agree to abide by any and all changes made in the general conditions by the Corporation from time to time.

ऊपर आवेदन में दी गई सूचना मेरे ज्ञान और विश्वास के अनुसार पूर्णतयः सत्य है। मैंने इस आवेदन पत्र में वर्णित औद्योगिक क्षेत्रों में भूखण्डों, शेडों, निर्मित शेडों के आवंटन सम्बन्धी सामान्य शर्तों को सावधानी से पढ़ा और समझा है जो मुझे पूर्णतयः स्वीकार है। साथ ही इन सामान्य शर्तों में निगम द्वारा समय-समय पर किए गए अन्य सभी परिवर्तन मुझे स्वीकार हैं जिनका मैं पालन करूँगा।

Date/दिनांक

Signature of the applicant

आवेदक के हस्ताक्षर

**GENERAL CONDITIONS FOR ALLOTMENT OF PLOTS/SHEDS
AND GRANT OF LEASE**

भूखण्डों/निर्मित शेडों के आवंटन तथा पट्टा देने की सामान्य शर्तें

1. Every application for allotment of plot/shed should be made in duplicate alongwith brief Project Report, Proposed land Utilisation Plan, copy of Partnership Deed, Memorandum and Articles of Association and certificate of incorporation, List of Directors with addresses, List of Shareholders with No. of shares as applicable and bank drafts in favour of U. P. State Industrial Development Corpn. Ltd. towards application fee and earnest money as per details below :

	For Very Fast/Fast moving Areas	For Slow moving Areas
Cost of Application Form	Rs. 500/-	Rs. 100/-
Earnest Money (Industrial)	10% of total premium	5% of total premium
Application processing fee upto one acre	Rs. 2,000/-	Rs. 1,000/-
Application processing fee from one acre upto five acres	Rs. 5,000/-	Rs. 2,500/-
Application processing fee above five acer	Rs. 10,000/-	Rs. 5,000/-
For Constructed Shed	Rs. 1,000/-	Rs. 200/-

भूखण्डों / निर्मित शेड के प्रत्येक आवेदन पत्र दो प्रतियों में परियोजना प्रतिवेदन, प्रस्तावित भू उपयोग मानचित्र, साझेदारी विलेख, संस्था की नियमावली, अर्न्तनियम तथा निगमन प्रमाणपत्र, अंशधारकों एवं निदेशकों की सूची, निदेशकों की सूची में पते तथा अंशधारकों की सूची में अंश पूंजी इंगित हो, जो भी संगत हों, निम्न विवरण अनुसार बयाना धनराशि / आवेदन शुल्क / ड्राफ्ट जो यू. पी. स्टेट इण्डस्ट्रियल डेवलपमेन्ट कारपोरेशन लि०, के पक्ष में देय हो, सहित प्रस्तुत किया जाना चाहिए।

	अति तीव्र/तीव्र गति औ० क्षेत्र हेतु	मन्द गति औ० क्षेत्र हेतु
आवंटन हेतु आवेदन फार्म	रु० 500/-	रु० 100/-
धरोहर धनराशि	कुल मूल्य का 10%	कुल मूल्य का 5%
आवंटन प्रार्थनापत्र की प्रोसेसिंग फीस		
एक एकड़ तक	रु० 2,000/-	रु० 1,000/-
एक एकड़ से पाँच एकड़ तक	रु० 5,000/-	रु० 2,500/-
पाँच एकड़ से अधिक	रु० 10,000/-	रु० 5,000/-
निर्मित शेडों हेतु	रु० 1,000/-	रु० 200/-

2. The plots are allotted in the Industrial Area on "as is where is" basis and leveling etc. if necessary is to be undertaken by the allottee himself at his own expenses. Arrangements for the discharge of industrial effluents have also to be made by the allottees themselves according to the laws in force and rules made thereunder from time to time.

औद्योगिक क्षेत्रों में भूखण्ड 'जैसा है जहाँ है' के आधार पर आवंटित किये जाते हैं और आवश्यकतानुसार समतल कराना आदि कार्य आवंटियों को अपने खर्च पर कराने होंगे। प्रचलित विधि तथा उसके अधीन समय-समय पर बनाये गये नियमों के अनुसार औद्योगिक उत्प्रवाह विर्सजन की व्यवस्था भी आवंटियों को स्वयं करनी होगी।

3. The Corporation does not normally provide facilities for housing in the Industrial Areas but subject to rules and bye-laws of local bodies, if any, 6% of the total plotted area or 10% of the covered area, whichever is less, in the plot at any time can be used for the residence of essential staff only, subject to the provisions of concerned authority.

सामान्यतः निगम औद्योगिक क्षेत्रों में आवासीय सुविधायें उपलब्ध नहीं कराता है, परन्तु स्थानीय निकायों के नियमों तथा उपनियमों के अर्न्तगत किसी समय भूखण्ड के कुल क्षेत्रफल के 6% या आच्छादित क्षेत्रफल के 10% जो भी कम हो, पर अनिवार्य कार्मिकों के लिए सम्बन्धित प्राधिकरण के नियमों के अर्न्तगत आवास बनाए जा सकते हैं।

4. The Corporation reserves the right to make its own assessment of the requirement of land and is not bound to make allotment according to the demand made in the application. However, if the difference in the area allotted by the corporation and the area demanded is more than 20% the allottee may refuse the allotment without loss of Earnest Money if such refusal is communicated within the time allowed in the allotment letter to deposit the allotment money.

भूमि की आवश्यकता के आंकलन का अधिकार निगम के पास सुरक्षित है और वह आवेदन पत्र में दी गई मांग के अनुसार आवंटन करने को बाध्य नहीं है। फिर भी, यदि माँगी गई भूमि और निगम द्वारा आवंटित भूमि में 20% से अधिक अन्तर हो

तो आवंटी आवंटन अस्वीकार कर सकता है और ऐसी दशा में उसे धरोहर राशि की हानि नहीं होगी बशर्ते कि आवंटन पत्र में आवंटन राशि के जमा करने की तिथि तक उक्त अस्वीकृति सूचित कर दी जाए।

5. Plots in the Industrial Area will first be given on lease for 90 years.

औद्योगिक क्षेत्रों में भूखण्ड 90 वर्ष पट्टे पर दिये जायेंगे।

6. The applicant will have to abide by the terms and conditions of the allotment letter and the lease Deed and such other terms as are laid down by the corporation from time to time.

आवेदक को आवंटन पत्र तथा पट्टा विलेख की तथा निगम द्वारा समय-समय पर लगाई गई अन्य शर्तों का पालन करना होगा।

7. The allottee will be required to deposit the allotment money which would be 5% to 15% of the total premium of the allotted land, depending on the Industrial Area, after adjusting the Earnest Money, within the time period stipulated in the allotment letter. In the event of failure to deposit the allotment money, within the stipulated period the allotment shall stand automatically cancelled and the Earnest money shall stand forfeited to the Corporation. The allottee will be required to execute Lease Deed in the prescribed form. In case the allottee does not execute Lease Deed within 90 days the corporation will have the right to cancel the allotment and forfeit the deposits of the allottee as per clause 18 below. The fee for the execution of lease deed will be Rs. 1000/- per plot in very fast/fast moving industrial area & Rs. 500/- in slow moving industrial area.

आवंटी को आवंटन पत्र में दी हुई निर्धारित तिथि तक आवंटन धनराशि जो विभिन्न औद्योगिक क्षेत्रों के लिए आवंटित भूमि के कुल प्रीमियम के 5% से 15% तक होगी, धरोहर धनराशि के समायोजन के बाद जमा करनी होगी। निर्धारित तिथि तक आवंटन धनराशि जमा न किये जाने की दशा में आवंटन स्वतः निरस्त हो जायेगा और धरोहर धनराशि निगम के पक्ष में जब्त हो जायेगी। आवंटी निर्धारित प्रपत्र पर पट्टा विलेख आवंटन के 90 दिनों में निष्पादित नहीं करेगा तो निगम को आवंटन निरस्त करने और नीचे प्रस्तर 18 के अनुसार आवंटी द्वारा जमा धनराशि जब्त करने के अधिकार होंगे। निष्पादन शुल्क रु० 1,000/- प्रति भूखण्ड अति तीव्र/तीव्र गति वाले औद्योगिक क्षेत्र में तथा रु० 500/- प्रति भूखण्ड धीमी गति औद्योगिक क्षेत्र में।

8. (a) The allottee shall take possession of the allotted land within three months of the date of allotment after execution of Lease Deed.

आवंटी को आवंटन के 3 महीने के भीतर पट्टा विलेख निष्पादित करके आवंटित भूमि का कब्जा ले लेना होगा।

- (b) If the allottee fails to take over possession of the allotted plot within the period stipulated above the allotment shall stand automatically cancelled and the deposits forfeited as per clause 18 below unless extension in time is granted by the Managing Director of the corporation on the grounds of extra-ordinary circumstances beyond the control of the allottee, provided allottee's request in this regard is received well within the stipulated period.

यदि आवंटी निर्धारित अवधि के भीतर आवंटित भूमि का कब्जा नहीं ले लेगा, तो आवंटन स्वतः निरस्त हो जायेगा और नीचे प्रस्तर 18 के अनुसार जमा धनराशि जब्त हो जायेगी जब तक कि निगम के प्रबन्ध निदेशक, आवंटी के नियन्त्रण के बाहर की असाधारण परिस्थितियों के आधार पर निर्धारित अवधि न बढ़ा दें, बशर्ते समय बढ़ाने हेतु अनुरोध निर्धारित समयावधि समाप्त होने से पहले प्राप्त हो गया हो।

9. Within the time period stipulated in Lease Deed, the allottee will have to commence the construction of factory building, complete the same by covering at least 30% of the area of the plot by roof/permanent shed as also instal machinery and plant, and start commercial production therein, failing which allotment of plot is liable to be cancelled with forfeiture of deposits as per clause 18 below. Extension of time shall be considered on merit upon application by allottee. Time extension fee shall be payable additionally.

पट्टा विलेख में निर्धारित समयावधि के भीतर आवंटी को भूखण्ड पर कारखाना-भवन निर्माण कार्य प्रारम्भ करना होगा, आवंटित क्षेत्रफल के कम से कम 30% को छत / स्थायी शेड से आच्छादित करते हुये निर्माण कार्य पूरा करके मशीनों और सयंत्र को लगाना होगा और इकाई में वाणिज्यिक उत्पादन प्रारम्भ कर देना होगा अन्यथा आवंटन निरस्वीकरण योग्य होगा और तब नीचे प्रस्तर 18 के अनुसार जमा धनराशियाँ जब्त हो जायेंगी। आवंटी के अनुरोध पर समय विस्तारण गुण दोष के आधार पर निर्णीत किया जाएगा। निर्धारित समय विस्तारण शुल्क जमा करना होगा।

10. The allottee will pay use and occupation charges/lease rent of allotted land at the rate of Rs. 1.00/- per sq.mtr. per year during the first thirty years, Rs. 2.50/- per sq.mtr. per year during the next thirty years after expiry of the first thirty years and Rs.5.00/- per sq.mtr. per year during the next thirty years after expiry of first sixty years.

आवंटी पहले 30 वर्ष की अवधि में रु० 1.00/- प्रति वर्ग मीटर वार्षिक पहले 30 वर्षों की समाप्ति के बाद, अगले 30 वर्ष की अवधि में रु० 2.50/- प्रति वर्ग मीटर वार्षिक और 60 वर्षों की समाप्ति के बाद अगले 30 वर्षों की अवधि में रु० 5.0/- प्रति वर्ग मीटर वार्षिक की दर से आवंटित भूमि का उपयोग शुल्क/लीज रैन्ट अदा करेगा।

11. The transfer of plot(s) shall not be permitted except when approved under the existing policy of the corporation.

भूखण्डों का हस्तांतरण अनुमन्य नहीं होगा बशर्ते निगम की प्रचलित नीति में इसका प्राविधान किया गया हो।

12. The stamp duty, registration charges and legal expenses involved in the execution of Sale Deed, Lease Deed, etc. will have to be borne by the allottee.

आवंटी को विक्रय विलेख, पट्टा आदि के निष्पादन के सम्बन्ध में स्टाम्प शुल्क, निबन्धन शुल्क तथा विधिक व्यय का भार वहन करना होगा।

13. The interest at the prevailing rate which are subject to revision at any time without notice, is to be calculated on the total balance premium outstanding from time to time and is payable half yearly subject to rebate if the payments are made on or before the due dates and there are no arrears of Corporation dues. In the event of non-payment of dues, the allotment is liable to be cancelled with consequences stated in clause 18 below.

प्रचलित ब्याज दर जिसे पूर्व सूचना के बिना किसी समय भी पुनरीक्षित किया जा सकता है, के अनुसार समय-2 पर कुल शेष प्रीमियम पर हर छमाही ब्याज देय होगा जिसमें छूट अनुमन्य होगी बशर्ते नियत तिथि को या उसके पूर्व भुगतान कर दिया गया है और आवंटी पर निगम का कोई देय बकाया न हो। देयों की अदायगी न किए जाने की दशा में आवंटन निरस्त्रीकरण योग्य होगा जिसका प्रभाव नीचे प्रस्तर 18 के अनुसार होगा।

14. The total balance premium together with the stipulated interest will continue to be first charge on the allotted plot till fully paid.

कुल शेष भूमि प्रीमियम तथा उस पर निर्धारित दर से देय ब्याज तब तक भूखण्ड पर प्रथम प्रभार बने रहेंगे जब तक ये पूरे अदा नहीं हो जाते।

15. The date of the allotment letter will be the date of allotment of the plot.

आवंटन पत्र की तिथि ही भूखण्ड के आवंटन की तिथि होगी।

16. PRIORITY IN ALLOTMENT

आवंटन में प्राथमिकता की श्रेणी :-

- Units to which term loan has been sanctioned by UPFC, PICUP, IDBI, IFCI, ICICI, IRBI/Banks or the case has been recommended by any of these financial institutions for allotment of plots on priority basis.
ऐसी इकाईयाँ जिन्हे यूपीएफसी, पिकप, आईडीबीआई, आईएफसीआई, आईसीआईसीआई, आईआरबीआई/बैंकों द्वारा ऋण स्वीकृत हो अथवा ऐसे प्रकरण जिनमें उपरोक्त वित्तीय संस्थानों द्वारा आवंटन में प्राथमिकता हेतु संस्तुति की गई हो।
- NRI desiring to set up the unit with foreign exchange.
विदेशी मुद्रा से अप्रवासी भारतीयों द्वारा लगाई जाने वाली इकाई।
- Joint Sector Projects being set up by the State/Central Government Undertakings.
राज्य/केन्द्र सरकार के सरकारी उपक्रमों द्वारा लगाए जाने वाले ज्वाइंट सेक्टर परियोजनाओं हेतु।
- Units requiring land for expansion in the same industrial areas.
एक ही औद्योगिक क्षेत्र में इकाई द्वारा अतिरिक्त भूमि की मांग।
- Women Entrepreneurs.
महिला उद्यमी।
- Units running in non-conforming area and requiring land for shifting in industrial area with the same plant and machinery (Certificate from D.I. is required).
नान कानफर्मिंग क्षेत्रों से प्लांट एवं मशीन के साथ स्थानान्तरित होने वाली इकाई (उद्योग निदेशालय का प्रमाण पत्र आवश्यक)।
- 100% E.O.U.s (Certificate from D.I. and Export Promotion Council is required).
100% निर्यातान्मुख इकाई (उद्योग निदेशालय एवं निर्यात संवर्धन परिषद से प्रमाण पत्र आवश्यक)।
- Units for manufacture of Import Substitution item.
आयात वैकल्पिक उत्पाद (उत्पादन हेतु)।
- Ancillary Units : (Registration from D.I.).
सहायक इकाईयाँ।

- x. Applicants desiring to shift their units from other states.
अन्य राज्यों से स्थानान्तरित होने वाली इकाईयाँ।
- xi. Units being set up as fully owned by Engineering Graduates.
अभियंत्रण स्नातकों की पूर्ण स्वामित्व से स्थापित होने वाली इकाईयाँ।
- xii. Applicant intending to set up high technology industries (Certificate from D.I. is required).
उच्च तकनीकी उद्योग को लगाने में इच्छुक इकाईयाँ (उद्योग निदेशालय से प्रमाणपत्र आवश्यक)।
- xiii. Applicants who are ex-tenure holders/land owners of the same area.
औद्योगिक क्षेत्र की भूमि के पूर्ण भू-स्वामी/काश्तकार।
- xiv. Units being set up by Star Category Industries.
स्टार कैटेगोरी इकाईयाँ द्वारा लगाए जा रहे उद्योग।
- xv. Ex-servicemen/Schedule caste/Tribe & Handicapped entrepreneurs.
पूर्व-सैनिक/अनुसूचित जाति/जनजाति एवं विकलांग उद्यमी।
17. The payments made by the allottee/lessee shall be first adjusted towards the interest due if any then towards the premium due and then towards interest on maintenance charges and maintenance charge if any, and balance, if any, towards lease rent/use and occupation charges.
आवंटी/पट्टेदार द्वारा किये गये भूगतान की धनराशि का समायोजन सर्वप्रथम ब्याज की मद में यदि देय हो, तत्पश्चात भूमि प्रीमियम की मद में, यदि देय हो तथा तत्पश्चात रख रखाव शुल्क पर ब्याज तथा देय रख रखाव शुल्क और अवशिष्ट, यदि कुछ हो, लीज रेन्ट / उपयोग शुल्क की मद में किया जायेगा।
18. In the event of cancellation of allotment on account of any default on the part of the allottee, the following amounts will stand forfeited to UPSIDC.
यदि आवंटी की किसी त्रुटि के कारण आवंटन निरस्त हो जाता है, तो निम्नलिखित धनराशियाँ उ० प्र० राज्य औद्योगिक विकास निगम के पक्ष में जब्त हो जायेंगी।
- (a) Interest calculated from the date of allotment till the date of cancellation on total balance premium from time to time without any rebate in interest whether or not payments were made by the due dates;
समय-समय पर शेष कुल भूमि प्रीमियम पर आवंटन की तिथि से निरस्त होने की तिथि तक ब्याज जिसमें कोई छूट नहीं मिलेगी, चाहे भूगतान निर्धारित तिथि तक ही क्यों न कर दिये गये हों;
And/और
- (b) Use and Occupation Charges/Lease Rent, Maintenance levy / Service Charges are paid / outstanding interest thereon / other dues from the date of allotment upto the date of cancellation;
आवंटन की तिथि से आवंटन निरस्त होने की तिथि तक उपयोग शुल्क / लीज रेन्ट, अनुरक्षण लेवी / सर्विस चार्जेस एवं इस पर भूगतान / अतिदेय ब्याज / अन्य देय
And/और
- (c) In the case of constructed sheds allotted by UPSIDC Limited, 5% of the cost of the shed towards depreciation.
उ० प्र० राज्य औद्योगिक विकास निगम लि० द्वारा निर्मित एवं आवंटित शेडों की दशा में निर्मित शेड के कुल मूल्य का 5% मूल्य हास स्वरूप।
The balance of deposits, if any, after adjusting the amount aforesaid in sub-clauses (a) and (b) and also (c), if applicable, will be refundable. In case the total deposits of the allottee fall short of the total of the above deductions, the allottee is liable for payment of the balance which would be recoverable by the corporation from him.
ऊपर उप प्रस्तर (अ) तथा (ब) और यदि संगत हो तो, (स) के अनुसार धनराशियाँ समायोजित करने के बाद आवंटी द्वारा जमा धनराशियों में से जो भी शेष बचेगा वह उसे लौटाया जा सकेगा। यदि आवंटी द्वारा जमा कुल धनराशियाँ उपर्युक्त ढंग से काटी जाने वाली धनराशियों के योग से कम हुई तो इन दोनों के अन्तर को अदा करने का दायित्व आवंटी का होगा और जिसे यह निगम वसूल कर सकता है।
19. In the event of surrender of allotment, the following amounts will stand forfeited to U. P. State Industrial Development corporation Limited :

आवंटन के समर्पण की दशा में निम्नलिखित धनराशियाँ उ०प्र० राज्य औद्योगिक विकास निगम लि०, के पक्ष में जम्ब हो जायेंगी :

- (a) Interest calculated from the date of allotment till the date of surrender of allotment on the total balance premium from time to time allowing rebate as per the allotment letter whether the payments were made or not by the due dates;

समय-समय पर शेष कुल भूमि प्रीमियम पर आवंटन की तिथि से समर्पण की तिथि तक ब्याज जिसमें आवंटन पत्र के अनुसार छूट अनुमत्य होगी, चाहे भुगतान निर्धारित तिथियों के बाद ही क्यों न किए गए हों;

AND/तथा

- (b) Use and Occupation charges/Lease Rent, Maintenance levy / Service Charges and paid / outstanding interest thereon / other dues from the date of allotment till the date of surrender;

आवंटन की तिथि से समर्पण की तिथि तक उपयोग शुल्क/लीज रेंट, अनुरक्षण लेवी/सर्विस चार्जेस एवं उस पर भुगतान/अतिदेय ब्याज/अन्य देय

AND/तथा

- (c) 5% cost of the shed towards depreciation in the case of sheds constructed and allotted by UPSIDC Ltd.

उ० प्र० राज्य औद्योगिक विकास निगम लि०, द्वारा निर्मित तथा आवंटित शेडों की दशा में निर्मित शेड के कुल मूल्य का 5% मूल्य ह्रास स्वरूप।

The balance of deposits of the allottee, if any after adjusting the amounts aforesaid in sub-clause (a) and (b) and also (c), if applicable, will be refundable. In case the total deposits of the allottee fall short of the total of the above deductions, the allottee is liable for payment of the balance which would be recoverable by the Corporation from him.

ऊपर उप प्रस्तर (अ) तथा (ब) और यदि संगत हो तो, (स) के अनुसार धनराशियाँ समायोजित करने के बाद, आवंटी द्वारा जमा धनराशियों में से जो भी शेष बचेगा वह उसे लौटाया जा सकेगा। यदि आवंटी द्वारा जमा कुल धनराशियाँ उपर्युक्त ढंग से काटी जाने वाली धनराशियों के योग से कम हुई तो इन दोनों के अन्तर को अदा करने का दायित्व आवंटी का होगा और जिसे निगम वसूल कर सकता है।

20. The premium for the allotted land will be chargeable at the rates which are in force on the date on which letter of allotment is issued and not at the rates in force on the date of application or of informal earmarking letter.

आवंटित भूमि का प्रीमियम उस दर पर देय होगा जो आवंटन-पत्र निर्गत करने की तिथि पर प्रभावी होगा न कि उन दरों पर जो आवेदन करने की तिथि या अनौपचारिक सुरक्षा पत्र निर्गत करने की तिथि पर प्रभावी रहे हों।

21. The allottee will have to make his own arrangements for discharge of effluents of his unit in accordance with the terms and conditions of the State Effluent Boards, U. P. Pollution Control Board/other Competent authority. The allotment will be liable to be cancelled if the effluent is obnoxious/hazardous to the others in vicinity. The allottee has also to obtain NOC from U. P. Pollution Control board.

आवंटी को अपनी इकाई के उत्स्रवाहों के विसर्जन की व्यवस्था स्वयं करनी होगी जिसके लिए उसे प्रदेशीय उत्स्रवाह परिषद / उ० प्र० प्रदूषण नियंत्रण परिषद/अन्य सक्षम प्राधिकारी की शर्तें मान्य होंगी। यदि इकाई का उत्स्रवाह आसपास के लोगों के लिए अहितकर या खतरनाक हुआ, तो आवंटन निरस्त किया जा सकता है। आवंटी को उ० प्र० प्रदूषण नियंत्रण परिषद से अनापत्ति प्रमाणपत्र भी प्राप्त करना होगा।

22. The allottee shall also be liable to pay maintenance charges as per details below demand made by the Corporation.

	For Very Fast moving Industrial Area	For Slow moving Industrial Area
a) For the years 2007 to 2011	@ Rs. 6/- per sq. mtr. per annum.	@ Rs. 1.50/- psq. p.a.
b) For the years 2012 to 2016	@ Rs. 8/- per sq. mtr. per annum.	@ Rs. 2.00/- psq. p.a.

Maintenance charges for subsequent years shall be decided by the corporation based on the Whole Sale Price Index prevailing in the previous year vis-a-vis average of the Whole Sale price Index in the 2015 & 2016 year and would be informed to the allottee. In case of non-payment of maintenance charges as above, the allottee shall have to bear interest @ 15% p.a. The Corporation further reserves the right to cancel the allotment on Non-payment of maintenance charges.

अन्य देयों के अतिरिक्त आवंटी को निगम द्वारा मांगे गये रख-रखाव शुल्क का भी भुगतान करना होगा जो कि निम्नवत है :-

	अति तीव्र गति औ० क्षेत्र हेतु	मंद गति औ० क्षेत्र हेतु
क. वर्ष 2007 से 2011 तक	रु० 6/- प्रति वर्ग मी० प्रति वर्ष	रु० 1.50/- प्रति वर्ग मी० प्रति वर्ष
ख. वर्ष 2012 से 2016 तक	रु० 8/- प्रति वर्ग मी० प्रति वर्ष	रु० 2.00/- प्रति वर्ग मी० प्रति वर्ष

आगामी वर्षों के लिए रख-रखाव शुल्क वर्ष 2015 एवं वर्ष 2016 के थोक मूल्य सूचकांक के अनुपात के आधार पर निर्धारित किया जायेगा। रख-रखाव शुल्क का समय से भुगतान न करने पर 15% ब्याज देय होगा। रख-रखाव शुल्क का भुगतान न करने पर भूखण्ड का आवंटन निरस्त करने का अधिकार निगम के पक्ष में सुरक्षित है।

24. The allottee/lessee will mention in the postal address of his correspondence/letters invariable the name of "UPSIDC Industrial Area".

आवंटी/पट्टेदार अपने पत्राचार/पत्रों के अपने डाक पते में "उ० प्र० राज्य औद्योगिक विकास निगम का औद्योगिक क्षेत्र" अनिवार्य रूप से लिखेंगे।

25. In employing labour for the unit, skilled, semi-skilled and unskilled, the allottee shall give preference to one or two able bodied persons from the families whose land has been acquired for the purpose of that Industrial area.

आवंटी अपनी इकाई में कुशल, अर्द्धकुशल कर्मचारियों की भर्ती में उन परिवारों के एक या दो शारीरिक रूप में समर्थ व्यक्तियों को वरीयता प्रदान करेगा, जिनकी भूमि उस औद्योगिक क्षेत्र में स्थापनार्थ अधिगृहीत की गई हो।

26. The allottee shall also be liable to pay maintenance/service etc. charges in addition to other dues as per the demand made by the Corporation.

अन्य देयों के अतिरिक्त आवंटी को निगम द्वारा मांगे गये रख-रखाव शुल्क/सेवा आदि शुल्क का भी भुगतान करना होगा।

27. The allottee shall have to seek power connection from the Captive power plant only if it is being put up by the Corporation in any Industrial Area. In that case he shall not be allowed to take power connection from any other agency.

यदि किसी औद्योगिक क्षेत्र में निगम द्वारा कैप्टिव पावर प्लांट लगाया जाता है तो आवंटी को विद्युत कनेक्शन इसी प्लांट से लेना होगा और उन्हें किसी अन्य एजेन्सी से विद्युत कनेक्शन लेने की अनुमति नहीं दी जायेगी।

28. The allotment shall be automatically cancelled and deposits forfeited if any misrepresentation is found in the facts stated by entrepreneur in the application form or any time later in any future correspondence with the corporation.

यह पाये जाने पर कि उद्यमी ने आवेदन पत्र अथवा निगम के साथ किसी भी अन्य पत्राचार में गलत तथ्यों को प्रस्तुत किया है तो आवंटन स्वतः निरस्त कर दिया जाएगा एवं जमा समस्त धनराशि जब्त कर ली जाएगी।

NOTE : The terms & conditions stipulated above are not exhaustive and are only illustrative and are subject to change at any time without notice.

ऊपर बताई गई शर्तें केवल उदाहरण के लिए हैं और सम्पूर्ण नहीं हैं जिनमें सूचना दिए बिना ही किसी भी समय परिवर्तन किए जा सकते हैं।

Date/दिनांक

Signature of the applicant

आवेदक के हस्ताक्षर

CHECK LIST**जाँच सूची**

Please ensure whether the following documents have been enclosed with the application form (In duplicate)

कृपया सुनिश्चित कर लें कि निम्नलिखित सभी अभिलेख दो प्रतियों में आवेदन पत्र के साथ संलग्न कर दिए गए हैं)

	Yes	No
1. Bank Draft for Rs..... towards earnest money and application fee बयाना धनराशि और आवेदन शुल्क के लिए बैंक ड्राफ्ट	<input type="checkbox"/>	<input type="checkbox"/>
2. Copy of project profile संक्षिप्त परियोजना प्रतिवेदन की प्रति	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of the proposed land utilization plan प्रस्तावित भूमि उपयोग मानचित्र की प्रति	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of Partnership Deed/Memorandum and Articles of Association and Certificates of Incorporation. साझेदारी विलेख / संस्था की नियमावली व अन्तः नियम के साथ निगमन प्रमाण पत्र	<input type="checkbox"/>	<input type="checkbox"/>
5. Any other relevant document (please specify) कोई अन्य संगत अभिलेख (कृपया स्पष्ट उल्लेख करें)		
(a)	<input type="checkbox"/>	<input type="checkbox"/>
(b)	<input type="checkbox"/>	<input type="checkbox"/>
(c)	<input type="checkbox"/>	<input type="checkbox"/>
(d)	<input type="checkbox"/>	<input type="checkbox"/>

Signature of the applicant
आवेदक के हस्ताक्षर

Checked and received
जाँच की तथा प्राप्त किया

1.4. ALLOTMENT PROCEDURE AND GUIDELINES

ALLOTMENT / DOCUMENTATION / POSSESSION GUIDELINES/PROCEDURE FOR ALLOTMENT OF INDUSTRIAL PLOTS/STRUCTURES

Normally applications for industrial plots shall be received only against advertisements published after approval of the Head Office. However, exception, in following cases applications can be received even without advertisement.

- (a) Application of Joint /Assisted Sector Institutions of Central Govt./ State Govt.
- (b) Applications referred under any program operated by institutions/undertakings promoted by Central/ State Government.
- (c) Applications of Joint /Assisted Sector units of Financial Institutions of Govt. of U.P./UPSIDC.
- (d) Application by units with proposed projects investment of Rs.100 crores.
- (e) Application of 100% export oriented units.
- (f) Application by N.R.I. entrepreneurs/units proposed to be established with foreign capital investment.

The applications fulfilling any of above requirement may be accepted without advertisement and shall be forwarded to Head Office by the Regional Manager with recommendations clearly mentioning the category. Allotment in such cases shall be approved by Managing Directors on merits.

Applicants not falling in above categories and made *suo moto* shall be returned back to the applicant within 7 days advising him to apply when advertisements are published.

2.02 Application

Interested entrepreneur has to apply for industrial plots/shed in an industrial area of the corporation on prescribed form in duplicate. He should clearly refer the advertisement against which the application has been made. Application form can be purchased from the location mentioned in the advertisement. The application form is also available on website or with any other office specified in the advertisement. However if application is made on application form 10 from elsewhere copy of receipt of payment 2 word cost of form for the draft towards is payment should be in enclosed additionally. The cost of form is Rs.100 for slow moving areas and Rs.500 for fast moving industrial areas (present list of categorization is at Annexure – 1)

Along with application following documents duly authenticated should be submitted in duplicate-

- (a) Project profile duly signed by the applicant.
- (b) Application fee and earnest money as desired in the advertisement or as detailed in the application form. This has to be deposited through Demand Draft/Bank challan drawn in favour of UPSIDC Limited and payable at the place where concerned Regional Office is situated. At present the structure of charges are :

Application Fee (Non refundable)

For Fast & Very Fast Moving Areas -

Rs. 2000/- up to 1 Acre

Rs. 5000/- from 1 Acre to 5 Acres

Rs. 10000/- above 5 Acres

For Slow Moving Areas -

Rs. 1000/- up to 1 Acre

Rs. 2500/- from 1 Acre to 5 Acres

Rs. 5000/- above 5 Acres

Earnest Money – In case of Very Fast and Fast moving areas 10% of the total cost of the plot on the advertised rates/ rate prevailing at the time of application.

In case of Slow moving areas 5% of the total cost of the plot on the advertised rates/ rate prevailing at the time of application.

(c) Proposed land utilization plan, in duplicate, duly signed by the applicant. As per current policy the allottee should cover minimum 30% of allotted area.

(d) Document pertaining to status of applicant (in duplicate) who could be individual, proprietorship firm, partnership firm, registered society, private limited company or public limited company- in case of :-

(a) Partnership Firm - Copy of Partnership deed duly notarized.
(b) Registered Society -Certificate of Registration, Bye-laws of Society certified by Secretary / Chairman of Society, List of members with their addresses.

(c) Private limited Company - Certificate of Incorporation, Memorandum and Article of Association, List of shareholders and Directors along with their shareholding Authenticated by CA

(d) Public Limited Company - Certificate of incorporation, Memorandum and Articles of Association, list of directors and their shareholding authenticated by CA

2.03 Processing Of Applications

(i) On Receipt of application it will be first entered in the Dak Receipt Register Regional Manager may decide whether time of receipt also has to be entered. After

it is marked it will be entered in the application Register within three days of the receipt.

- (ii) The bank Draft received against the earnest Money and Application fee shall also be encashed within this limit and where Bank Challan has been submitted it should be verified from the Bank.

2.04 Approval of Allotment

The application complete in all respects shall be processed and steps shall be taken to get approval of the appropriate authority by the Regional Manager in following manner.

A Very Fast & Fast Moving Areas:

- (i) Industrial Plots up to 4000 Sq.mtr. The Applicants shall be interviewed by allotment committee approved by MD normally the committee shall comprise of Regional Manager (Chairman), Executive Engineer, Dy.Manager/ Asstt. Manager (A/cs.). The Committee shall be constituted by the Managing Director and the committee shall make recommendations for the allotment to the successful applicants and allotment shall be issued only after approval of the Managing Director. Allotment letters shall be issued thereafter.
- (ii) Industrial Plots having area more than 4000 Sq.mtr up to 25 Acres. The Applicants who have submitted applications which are complete in all respect shall be interviewed by allotment committee comprising of Jt. Managing Director (Chairman), Finance Controller, Divisional Head (Industrial Area) and Divisional Head (Project), Concerned Dy. Manager (Indl. Area). The Committee shall be constituted by the Managing Director which shall make recommendations for the allotment to the successful applicants and allotment shall be issued only after approval of the Managing Director. Allotment letters shall be issued thereafter.

B Slow Moving Areas:

The applicant shall be interviewed by the allotment committee comprising of Regional Manager (Chairman), Executive Engineer, Dy. Manager/ Asstt. Manager (A/cs.). The Committee shall make recommendation to Joint Managing Director and allotment shall be issued only after approval of Joint Managing Director. The committee meeting shall be held from time to time as per requirement.

2.05 REJECTION OF APPLICATIONS

The application for allotment of plots/sheds may be rejected by Regional Manager/Area Manager on the following grounds:-

- (i) If the proposed project to be set up is hazardous as categorized by UP Pollution Control Board.

- (ii) If the proposed industry is likely to discharge heavy liquid effluents like wet printing plant, paper manufacturing plant etc. These can be allowed only in the Industrial Areas specifically categorized by the Corporation for the or in a zone earmarked for such industries.
- (iii) If the proposed industry is likely to create environmental nuisance to the neighboring units like cement plant. These can be allowed only in Industrial Areas specifically categorised by the Corporation for the purpose.
- (iv) If the proposed type of industry is banned by the Government in any specific Area/Region.
- (v) Non-submission of documents as listed in para '1.01' even after request writing to do so.
- (vi) Non-acceptance of the area proposed to be allotted by the Corporation.
- (vii) For any other reason in conformity with the policy of the Government and Corporation as framed from time to time.
- (viii) The Applicant not found fit for establishing unit by the Allotment Committee or other entrepreneurs in interview are found to be more suitable and in better readiness to establishment of unit.

NOTE:-

1. Allotment for units such as Paper Project, Poultry Farm, Dairy Farm, Slaughter House. Tannery Units etc. may be considered with prior approval of the Head Office and on concurrence of the concerned pollution and district authorities.
2. Wherever the allotment is made by joining plots, the plot would be considered amalgamated. Normally the application for the size of individual plot shall hold precedence (preference) over the combined allotment. The case of application for combined plots can be only considered with specific reasons justifying such consideration and shall be got duly and separately approved from head office.
3. Where ever slab or telescopic rates ----- of the plots in case of combine allotment shall be worked out-----together. (missing matter)

2.06 ISSUE OF ALLOTMENT LETTER

- a) Procedure for allotment shall be initiated only after approval of head office after sanctioning of layout plan and fixation afraid of premium by the competent authority. Normally only those plots shall be taken up for marketing which have

tracing based on actual measurements, free of any stay or dispute or encroachment and are not already allotted.

- b) A copy of approves minute (or relevant portion containing the decision with regard to the plot under consideration in case the full minute. Is voluminous) of the allotment committee shall be kept in each allotment file. The noting containing the proposal for allotment should clearly refer to the decision or relevant portion of minute.
- c) After ensuring the above procedure, allotment letter of the plot shall be issued on the prescribed proforma within 30 days from the date of approval by the competent authority as per 2.04 above.
- d) The allotment letter shall be sent only registered post with acknowledgement due. Allotment letter can also be delivered to the allottee in person from the office upon his express request in writing and after obtaining his/her signatures.

Regional Managers have been authorised to issue formal allotment letters of land/constructed sheds all the Industrial Plots after approval of allotment from competent authority as above.

2.07 LOCATION CHARGES FOR INDUSTRIAL PLOTS

- a. Plots having access to two or more roads – 5 % of the premium rate subject to minimum of Rs 2.50 per sq. mtr.
- b. Location charges will be levied up to first 5 acres only. No location charges shall be levied in the industrial Areas of “No Industry District “as categories by the Government of India.”

Explanation – For a plot facing 30 meter of wider road and having access to two or more Road location charges @ 10% of the premium rates subject to a minimum of rupees 7. 50 per square meter **would be a payable.**

Note:

- 1. In case plots have been jointly allotted for giving a larger area and it attracts location advantage or is in corner, the charges be levied up to 5 acres, unless there is a telescopic / slab system of rates effective in the area.
- 2. Location charges are for advantageous location and shall be levied even if there is an intervening service road or green area.

2.08 ALLOTMENT OF BULK LAND

Following procedure shall be adopted for allotment of Bulk land for industrial purposes:-

- a) No land of the Corporation shall be treated as un-developed.
- b) Only those lands can be identified as bulk land whose area is minimum 10 acres in NCR & 25 acres in other areas i.e. in non-NCR.

- c) Any area less than above as (b) shall be allotted at the prevailing premium of Industrial Plots of the concerned industrial area.
- d) Separate rate shall be decided by the Costing Cell / Project Monitoring Section where the minimum criteria of bulk land is fulfilled as (b) above when referred by regional manager. Marketing shall be done on the rate of premium so calculated.
- e) Marketing of industrial bulk land in fast moving & very fast moving areas shall be done as per prevailing policy for that area. However, in slow moving areas marketing of land can be kept open-ended after issuing one advertisement for allotment in newspapers.
- f) Location charges if applicable shall be levied up to 5 acres area.

2.09 ALLOTMENT FOR USES OTHER THAN INDUSTRIAL PURPOSE

Allotment of plots can be made for uses other than industrial purpose in the manner detail below allotments in these cases can be made only upon the approval of head office. Proposal for search allotment should clearly mention about the availability/previous allotments of the facility house allotment are being proposed in the east industrial area under consideration.

I) POWER - SUBSTATION

Allotment to UPSEB can be made on their request in every industrial Area free of cost subject to following limit:

33/11 KV	-	2,000 sq. mtrs. #
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132/33 KV	-	Allotment can be made on prevailing industrial rate of premium after assessment of land requirement as per demand
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Beyond this limit premium shall be charged at the normal rate. Approval of the Head Office is necessary for allotment.

II) FIRE STATION

Allotment can be made free of cost on request of the department. However, area shall be limited between 1000 to 3000 sq.mtr Beyond this limit current industrial rate of premium shall be charged.

III) TELEPHONE EXCHANGE

After assessment of land requirement as per demand normal industrial rate of premium shall be charged.

IV) HOSPITAL/DISPENSARY

Land can be allotted at current rate prevailing on the date of allotment for above purpose subject to assessment of land requirement as per demand to E.S.I. Hospitals/Dispensary. Approval of Head Office is necessary before allotment is made. This facility will be available in all Industrial Areas uniformly.

V) ALLOTMENT OF LAND TO ASSOCIATION

Land measuring 500 mtr. can be allotted to representative association of Industrial Area on industrial rates. The purpose of this allotment shall be only for holding meetings and other association activities. Commercial use of the plot by association or its subletting will render the allotment liable for cancellation.

VI) ALLOTMENT LAND FOR PURPOSES OTHER THAN INDUSTRIAL

In all Industrial Areas land can be allotted for Commercial or other purposes like; Institutional, Group Housing etc. after specific approval of Head Office. The Rate of Premium, Terms of Allotment, and Procedure of Allotment shall be decided by the Head Office on case to case basis. However, reserve/minimum floor price shall be decided as per following:

LAND USE	INDUSTRIAL AREA		RESIDENTIAL AREA	
	NCR & V.F.AREA	OTHER AREA	NCR & V.F.AREA	OTHER AREA
	Factor of multiplication of prevalent industrial premium at the time of premium determination		Factor of multiplication of prevalent residential premium at the time of premium determination	
Industrial	1.00	1.00	1.00	
Residential	-	-	1.00	1.00
Group Housing	-	-	1.0 1.00	1.00 1.00
Institutional	1.00	1.00	1.00	1.00
Educational				
Others	1.25	1.00	1.25	1.00
Commercial	2.5	2.00	2.5	2.00

2.10 RESERVATION MONEY:

The rate of reservation money shall be 25% (10 % in case of slow of slow moving areas) of the total premium of plot. The allottee will be required to pay the same within period as specified in the allotment letter which normally is 30 days from the date of allotment. If the due date so specified is a public holiday the next working day shall be the last date for payment of reservation money.

The non-payment of reservation money renders the allotment incomplete, hence if such an allotment is cancelled restoration of allotment cannot be considered.

2.11 ACCEPTANCE OF RESERVATION MONEY AFTER DUE DATE

Regional Manager may on the request of the allottee extend the date for the payment of reservation money along with interest at prevalent rate without allowing any rebate up to 30 days from the expiry of due date. The maximum time limit to be allowed by Regional Manager cannot run beyond 60 days from the date of allotment in case of fast & very fast moving areas and 90 days in case of slow moving areas. Reservation money cannot be accepted beyond above time limit without approval of Managing Director and allotment shall be treated as cancelled as per clause 4 of the allotment letter. If the rate of industrial area consent is revised before extension of time could be approved issue on an application submitted along with requisite reservation money only one extension of 30 days with interest without rebate as above shall be allowed. Thereafter if request for extension is received new day shall be applicable and the date of issuance of such extension letter shall be treated as the date of allotment in all respect. This extension shall be allowed up to maximum period of 60 days if applied for by the applicant and thereafter the allotment shall be treated as cancel as per above.

If the reservation money amount has been sent by the allotment through the bank draft purchased within the stipulated period but the same is received in office after the stipulated date of payment as per allotment letter or as per extension given, the payment shall first be adjusted towards interest payable as per norms and thereafter towards reservation money and the balance reservation money can be accepted by Regional Manager subsequently. However, if the amount of reservation money paid falls short by 1% of total premium, it can be accepted by the Managing Director on the merits of the individual case. In such cases the rate of premium shall be treated as the rate prevalent on the date of allotment along with interest even if the rates of the area, go up, subject to the condition that such payment shall be accepted within the maximum period of six months from the date of allotment.

2.12 RECOVERY OF BALANCE PREMIUM

The balance 75% of the premium amount shall be recovered in twelve half yearly equated installments along with interest as prevalent on the date of allotment on diminishing balance of the premium as per guideline for recovery of Corporation dues. The first such installment of premium shall be payable on subsequent 1st January or 1st July after expiry of six months from the date of allotment.

EXPLANATION

If the allotment letter is issued on 1st July or thereafter but on or before 31st December, the first instalment of premium and interest shall fall due for payment on 1st July of subsequent year and likewise.

2.13 INTEREST RATE AND REBATE

The rate of interest to be charged and rebate to be allowed in respect of all allotment is as follows –

Category of indl. Area	Rate of Interest	Rebate
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a)	Fast Moving/Very Fast Moving	14% p.a.	2%
b)	Slow Moving	14% p.a.	3%

2.14 EXECUTION OF LEASE DEED

Lease deed of the plot in favour of (miss print)

The allottees are required to get lease deed executed within 90 days of the date of allotment. Necessary action for this shall be taken by Regional Manager Calculation of stamp duty shall be made in accordance with the state policy after consultation with district authority is required. However the allottees shall confirm the stamp duty from the concerned Sub Registrar so as to avoid any confusion/ future complication.

On receipt of the request of the allottee for execution of lease deed along with documentation fee of Rs 2000 (for VFMA's & FMs) and Rs 1000 (for SMA's), intimation shall be made about the documents required for its execution and registration within 10 days of receipt of such request as per Annexure: 2

On the date of execution of lease deed the allottee should not be a defaulter. On receipt of the documents from the allottee the same shall first be entered into the Dak-Receipt Register and will be put up before Regional Manager who will mark it to concerned person. The concerned Dealing Assistant shall ensure that the fact of receipt of documents is entered in the Documentation Register within 3 days of receipt.

The document will then be checked and if any deficiency is found, allottee shall be informed about the same within 10 days of the receipt of the documents. If the documents are found in order, allottee shall be called upon to execute lease deed within 15 days of the receipt of the complete documents, if no response is made by allottee, a 30 days legal notice for execution will be sent and action as per terms of the notice will be taken. The concerned Dealing Assistant/officer shall certify that all the conditions laid down by the Corporation from time to time have been incorporated in the lease deed. After the lease deed is executed by the allottee the same shall be put up before the Regional Manager along with Documentation Register for his signatures. The Regional Manager in consultation with the allottee shall finalize/fix a date on which the power of attorney holder of the Regional Manager will visit the concerned office of sub-Registrar for registration of lease deed. The receipt issued by Sub Registrar shall be kept in safe custody till lease deed is obtained from the Sub-Registrar's office by power of attorney holder. The lease deed so obtained shall be kept in safe custody in the Regional Office till it is sent to financial institution/party.

2.15 POSSESSION OF PLOTS

- (i) The Date of Possession of plots shall be fixed by the Regional Manager while signing the Lease Deed itself.
- (ii) The date so fixed shall be intimated to the lessee along with the second copy of the lease deed and the concerned Junior Engineer for necessary action on their part through a letter.
- (iii) Effort shall be made to hand over possession within 15 days of the registration of the lease deed as far as practicable.
- (iv) If the lessee fails to take possession even after issuance of two letters, legal notice for the same may be issued and action may be taken accordingly.

2.16 VARIATION IN THE AREA OF PLOT AT THE TIME OF POSSESSION

Effort should be made to make allotments after actual area measurements / tracing. If however a variation in the area of plot as mentioned in the allotment letter and on physical verification at the time possession is found, following rule shall apply:

- (I) Where the difference in the actual measured area and the area mentioned in the allotment letter/lease deed is up to 20% on upper side, the rate of premium to be charged in respect of excess found area, will be the rate of premium prevalent on the date of original allotment.
- (II) Where the difference in the actual measured area and the area mentioned in the allotment letter is more than 20% on upper side, the rate of premium to be realized in respect of excess found area shall be the rate of premium applicable on the date of communication of excess found area to the lessee. The premium of such excess found area as above will have to be paid by lessee within one month from the date of intimation falling which interest at the prevalent rate applicable on the date of intimation shall be charged without any rebate.

Note:

1. Area changes up to 10% of the allotted areas should be decided by regional manager where as if the difference is more than 10% of the allotted area shall be referred to head office.
2. In exception to about those cases where the area difference is observed after the allottee has not been deployed by way of transfer i.e the plot was not originally allotted by him the Corporation, the increased area in respective of the percentage of increase, can be allowed on new prevailing rates only Same process for approval of excess area shall be adopted as per 1 above.

2.17 APPROVAL OF BUILDING PLANS

Before raising the construction after taking over possession of the plot, the allottee are required to seek approval of building plan for which they have to submit the plans to the Corporation. The building plans must be in conformity with the bylaws of UPSIDA. The building plans must accompany the fees prescribed under various heads and the documents required. Before examining said plans the Regional Manager/Project Officer shall satisfied himself that the allottee is not a defaulter towards payment of corporation dues and other formalities. The maps received shall be examined in the Regional/Project Office and shall be approved / forwarded to H.O. for approval after ensuring that all byelaws requirements of UPSIDA has been followed and at the same time map approval fees etc. has been paid. The building plans shall be sanctioned as per byelaws of the UPSIDA. The allottees have to submit building plans in accordance with the byelaws along with the prescribed fees and other documents. Regional Manager/Project Officer has been authorized to approve building plans in case of industrial plots up to 1000 sq.mtr and in case of residential plots up to 500 sq.mtr Building maps of all other plots shall be forwarded to H.O. for approval after its proper examination. In case the plot is allotted for any purpose other than industrial / residential including Group Housing the map shall be approved by H.O. only.

For the approval of building plans following procedure is to be followed:

- I. After the receipt of the request for approval of the building plans from the allottees, it will be first entered into the Dak Receipt Register and then it will be put up before the Regional Manager. Regional Manager will mark it to the concertinaed officer/official.

- II. If the allottee is a defaulter in payment of dues, then first of all efforts shall be made to recover the dues. For this a letter may be sent to the allottee.
- III. The concerned file along with the building plans will be sent to the Junior Engineer within 3 days of receipt of the request/clearance of all dues, through concerned officer, for examining the building plans.
- IV. Junior Engineer has to enter the fact of receipt of building plans in “Register of Sanction of Building Plans” within 2 days of receipt of file.
- V. If the plans submitted by the allottee are not in accordance with the prescribed norms of UPSIDA a letter under the signatures of Regional Manager will be sent by Junior Engineer within one week to the allottee for compliance.
- VI. If in the opinion of Junior Engineer the plans submitted by the allottee are in accordance with the prescribed norms of UPSIDA, he shall be put up file to the Regional Manager along with his report within one week of receipt of file/removal of objections for the final approval.

2.18 CHANGE OF PLOT

- a. If an allottee has applied for change of plot within the same industrial Area due to some reason or other and there are no outstanding dues and plot of required size is available for allotment, his request shall be forwarded to Head Office for consideration and decision. In case the request of change of plot is allowed, the date of allotment shall remain the same and he will have to pay interest from the date of original allotment on the original premium up to date of change where from interest would be charged on the premium of the changed plot. If the area of the changed plot is more than the area of original plot, current rate of premium shall be charged for excess area as applicable on the date of change.
- b. Where for some reason like encroachment, litigation etc. the corporation is not able to hand over the possession of plot, the allottee can be offered alternate plot on following conditions:
 - I. Alternate plot shall be offered in the same industrial area in with the original allotment was made.
 - II. If the plot is not available in the concern industrial area as second priority change in the same category of Industrial Area shall be made subject to availability.
 - III. If plot is not available as per above then as third priority change shall be considered in the next lower category of Industrial Area like very fast to fast or slow, fast to slow.
 - IV. Alternate plots shall be the same as mentioned in allotment letter and in any case it shall not be more than 20% of the original allotted area.
 - V. Current premium rates as applicable for the order and plot and difference of the current premium rate shall be considered for determination of premium rate.
 - VI. Dues on the original allotted plot till the change of alternate plot shall be paid by the allottee. If the original premium of the plot is more than the premium of alternate plot then excess amount shall not be refunded rather it shall be adjusted against the dues of the plot.

- VII. All other terms & conditions of allotment of the changed industrial area shall be applicable as prevalent on the date of change.
- VIII. The allottee will have to get the lease deed executed at his cost even if lease deed of the original plot was executed.
- IX. If allottee has made any construction on the original plot the same shall not be compensated for by the corporation.
- X. The alternate plot shall be changed only on receipt of consent of the allottee on the above terms and conditions.

2.19 CHANGE OF PROJECT

If the allottee/lessee desires to change his project to any other industrial project at any stage after allotment then he can do so by submitting the following documents to the concerned regional office

1. Project report in duplicate duly signed by allottee.
2. An affidavit duly signed and notarized to the effect that
 - a. New project will require a covered area of 30% of the plot area.
 - b. New project will not discharge liquid effluent exceeding the discharge of old project.
 - c. New project will not discharge any obnoxious gaseous effluent to the detriment of surrounding units / area.
 - d. Allottee will arrange to obtain NOC from the pollution board control within 6 calendar month or start of production whichever is earlier and submit a copy there off to the Corporation.
 - e. Allottee will submit a provisional SSI registration/IEM to SIA within 90 days of its application

The allottee shall apply for change of the project giving reasons along with copies of the self-attested project reports. At present Regional Manager can allow such changes for plots having area up to 500 square metre only up to 4 years from the date of allotment. In other cases where the area of plot is more than 500 square metre the matter shall be referred to head office for decision.

2.20 ADDITION OF PRODUCTS

If the allottee lessee has implemented the project for which the land was allotted and desires to manufacture edition products implement additional projects on that the same constitution then he can do so by submitting the following documents:

1. Project report in duplicate duly signed by allottee.
2. An affidavit duly signed and notarized to the effect that
 - a. Constitution/ownership is the same as given in license/lease.
 - b. Additional projects item will not lead to discharge of any liquid effluent.

- c. Additional project/items will not discharge any obnoxious gaseous effluent to the detriment of surrounding units.
- d. The allottee will obtain NOC from pollution control board and submit the same value 6 month or startup production whichever is earlier.
- e. The allottee will obtain revised SSI registration/IEM and submit the same within 90 day of its application.
- f. The total covered Area on the plot shall not exceed the permissible limits.

2.21 ESTABLISHMENT OF UNIT NO-2

The permission for installation of more than one industrial unit on a plot of land, in case the same are proposed to be set up by the same allottee under the same constitution of firm or the company may be granted by the Head Office only. The request of allottee if found genuine, shall be referred to Head Office for decision.

2.22 TRANSFER OF LEASE DEED TO FINANCIAL INSTITUTION

In case the lease deed is required by any financial institution or any other bank (even private or foreign) recognized by RBI with a request to permit equitable mortgage the same shall be sent to them permitting creation of equitable mortgage provided :-

- i. The request has been made in writing by the concerned financial institution as well as by the lessee. The financial institution shall clearly mention that a loan has been sanctioned specifying its quantum and they need it to secure their loan amount, and
- ii. The financial institution undertakes to pay the balance premium, if any, of the plot under question along with interest till receipt of the payment. Alternatively, if the financial institution is ready to pay only premium portion, then the allottee will be required to pay 3 months advance interest on the balance premium, if the financial institution does not undertake to pay the premium/interest as above, the same shall be paid by the allottee beforehand, and
- iii. In case it is proposed to send the lease deed to any bank for mortgage, full payment of balance premium along with outstanding dues shall be paid beforehand either by bank or allottee.
- iv. The allottee has deposited duplicate copy of registered lease deed with the Corporation. In case the plot is fully paid, the lease deed may be sent to financial institution for securing its interest against other facilities provided to the allottee like cash credit limit, working capital etc.
- v. The loan has been sanctioned for the existing/ proposed unit on the plot.
- vi. The loan has been sanctioned to allottee and not to his/her sister firm/concern/Sublette.

In no case, lease deed shall be transferred to any financial institution if the allottee is defaulter in making the payment of dues of the Corporation. While sending lease deed to the financial institutions, it shall be ensured that:

1. Entry of this fact in the register kept for this purpose is made.
2. The amount to be received from the financial institution in the covering letter is clearly mentioned.
3. The date by which payment is to be received from financial institution is also shown clearly.

अपपद्ध The following conditions are included:

- a) That permission for mortgage is valid against the concerning financial institution only and on repayment of loan/termination of facility to the lessee, lease deed shall be returned to the UPSIDC only and shall in no case be handed over to the lessee/other financial institution. If this clause is violated the permission of mortgage shall stand automatically rescinded without any notice.
- b) That permission for mortgage will cease to have any effect if payment is not made within stipulated period.
- c) That mortgage permission is subject to the conditions of the lease deed. Format of the covering letter to be sent in this case is given at **Annexure-4**
- d) In case the F1 / Bank directly or by intervention of District authority/DRT/ any other court taken action for auction of the plot to recover their dues then prior notice shall be given to the Corporation. While dues, if any, shall remain the first charge additionally transfer levy etc. shall be payable by the auction purchaser.
- e) It shall clearly mentioned in the letter forwarding the lease deed to bank/financial institution that taking any action as mortgagee, the corporation shall be informed beforehand and its NOC shall be obtained so as to recover its due enforces the applicability levy. Otherwise any sale/ auction / transfer made by Bank financial institution shall not be recognized by the Corporation.

2.23 TRANSFER OF LEASE DEED TO THE LESSEES

In case lease deed has been executed and the premium of the plot is fully paid, the lease deed under question may be transferred to the lessee for safe custody on his request in following conditions:

- I) There are no dues against the plot/shed.
- II) The unit has been set up.
- III) Duplicate copy of the lease deed is deposited with the Corporation by lessee.
- IV) An undertaking in writing is submitted by the lessee.
- V) There is no charge against the plot.

After the request of the lessee is received for transfer of lease deed as above, it will be first entered into the Dak-Receipt Register and then will be put up before Regional Manager who will mark it to the concerned person. The concerned Dealing Assistant will check that request is accompanied by duplicate copy of the lease deed and undertaking. If it is not so, the same will be asked for within 10 days of the receipt of the request. On receipt of the complete documents and ensuring that there are no dues against the plot including up-to-date lease rent, the lessee will be asked to collect the lease deed. The original lease deed shall be handed over to the lessee with letter in prescribed format as at **Annexure-5** within one week from the date

of the complete documents are received/formalities are complete and after making entry in the register kept for this purpose. The lessee cannot mortgage the lease deed for any purpose without prior written permission of the Corporation.

2.24 PERMISSION FOR JOINT MORTGAGE

In case more than one financial institution are involved in financial the project, joint equitable mortgage can be allowed by the Corporation. For this one financial institution will work as lead institution with whom lease deed will be mortgaged. Other financial institutions will have pari-passu charge over the plot for which all of them will have to agree in writing and their consent must be received by the Corporation before such permission is granted. This permission can be granted by Head Office only. In this case, all the conditions of transferring lease deed to financial institutions as mentioned earlier shall apply except that the financial institution under question will be joint mortgage.

2.25 PERMISSION FOR CREATION OF SECOND CHARGE :

Permission may be accorded in following cases:

- (i) If the payment are up to date and any financial institution sanction loan/working capital for the unit set up/proposed to be set up over the plot.
- (ii) If first charge has been created in favour of any financial institution/bank who has made full payment to the corporation, second charge of another financial institution/bank may be noted provided the first F1/Bank gives its no objection for creation of second charge.