

Business Reform Action Plan 2017 by DIPP

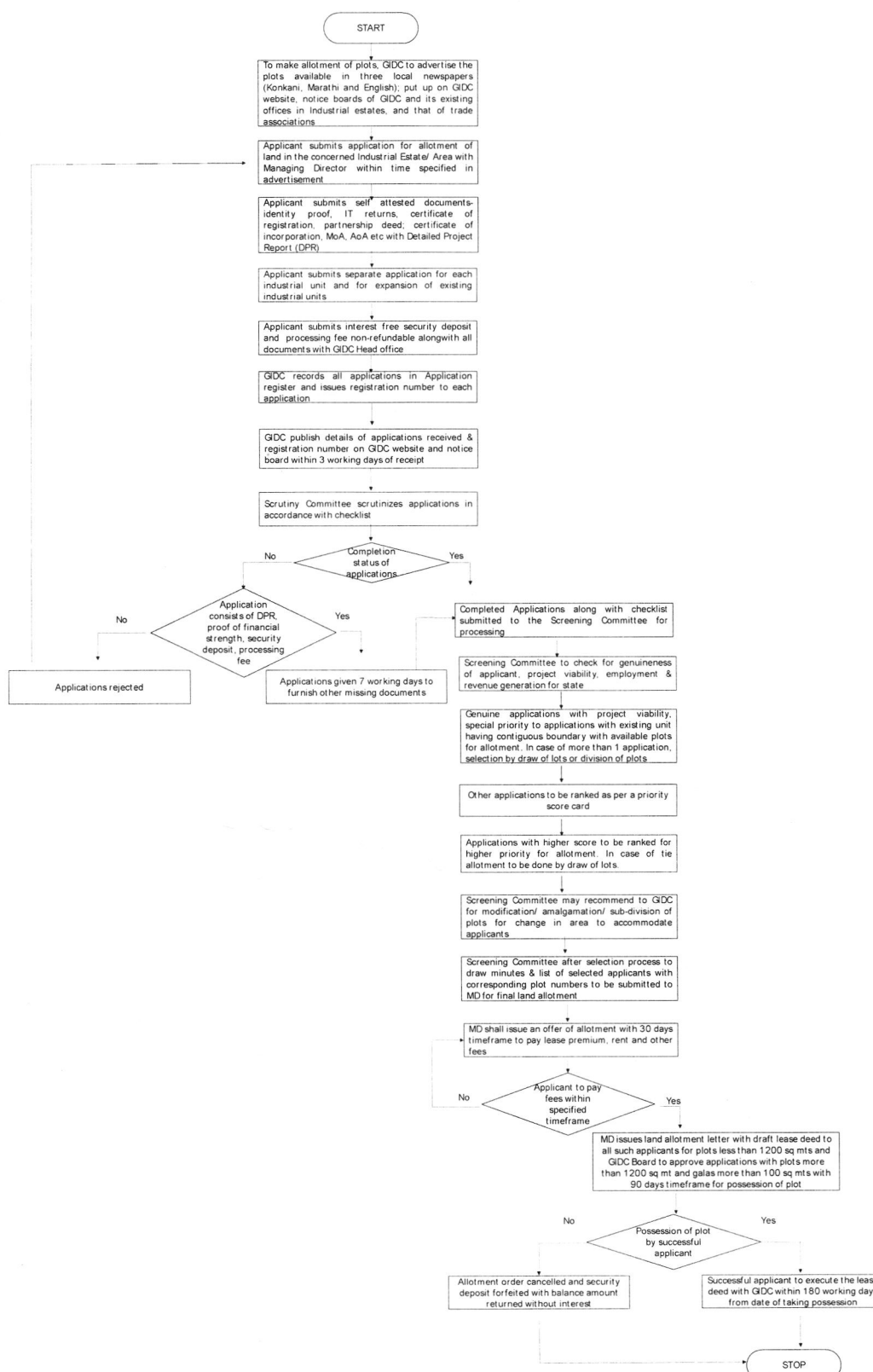
Area: Land Allotment

Recommendation 217: Publish information about the procedure and a comprehensive list of documents required to be submitted for land allotment on the web site

Procedure and comprehensive list to be submitted for land allotment in Industrial Estates.

Procedure for land allotment in Industrial Estate

a) Flowchart:



b) Document checklist for land allotment in industrial Estates

- Documents duly signed as provided in The Goa IDC Allotment Regulations 2014:
 - Application for allotment of land in the Industrial Estate/Area
 - Interest free Security Deposit of Rs. 20/- (Rupees twenty only) per sq. mts. (refundable and non-interest bearing)
 - Processing fee of Rs. 5/- (Rupees five only) per sq. mts. or Rs. 15,000/- (Rupees fifteen thousand only) whichever is higher (non-refundable) by means of Demand Draft or Pay Order drawn in favour of the Goa Industrial Development Corporation, payable at Panaji
 - Applicant to enclose following self-attested documents (wherever applicable) along with the application form
 - Photocopy of the identity proof such as voters identity card, driving license, passport of the applicant in case of individual proprietorship.
 - PAN Card/Income Tax returns filed by the assessee/assesseees for the last three financial years. (I.T. Returns only if applicable)
 - Copy of the Certificate of Registration of Firm and Partnership Deed. (As applicable).
 - Copy of Certificate of Incorporation and Memorandum and Articles of Association in case of Limited Companies and a copy of resolution authorizing the applicant to apply on behalf of the company (As applicable).
 - Co-operative Societies/ /Societies registered under the Societies Registration Act, 1860, the copy of proof of registration (As applicable).
 - Detailed Project Report for the project with the application in the format, as prescribed by the Corporation.
 - Copies of the following Certificates should be enclosed:
*Entrepreneurs Memorandum/SSI Registration Certificate issued by the Director of Industries, Trade and Commerce, Government of Goa. *Proof of financial strength/support certified by a Chartered Accountant or Bank/financial institution, as the case may be. *Technical Education/Qualification of the Entrepreneurs/Promoters.
 - Approval from the High Powered Co-ordination Committee or the Investment Promotion Board. (As applicable).
 - Birth Certificate and/or Residence Certificate in case of applicants who wish to avail the benefits of scores of the priority ranking.
 - Residence Certificate/Voters ID to support claim under clause 5 (4) (d) (i) A (a) (b) and (c).
 - A letter by the applicant or its authorized personnel confirming the non- applicability of any of the documents listed (i) to (x) above in his/her or its case
 - Separate application for each industrial unit and for expansion of the existing industrial unit shall be submitted
 - Issuance of allotment offer with thirty days timeframe for payment of lease premium, rent and other fees
 - All allotment orders shall be issued with a draft lease deed and the allottee shall also be notified of the value of non-judicial stamp paper on which the lease deed to be executed.
- Issuance of final land allotment order