

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT  
& INVESTMENT CORPORATION LIMITED  
UDYOG BHAWAN: TILAK MARG: JAIPUR:5**

No. Legal/IPI/Misc.47/

Date: 12, October 2011

**CIRCULAR**

**Sub:- Requirement of authentication of the person making correspondence with RIICO on behalf of land allottee/ lessee/applicant.**

It has been observed that the Corporation sometimes receives representation/request etc. signed by a person who has no proper authorization/relation with the land allottee. Such representations/requests are processed and examined without going into the fact as to whether such representation/request etc. have been signed by an authorized person of the land allottee/lessee or not which sometimes results in disputes and may also lead to litigation against the Corporation.

In view to avoid litigation, it is felt appropriate that the Corporation should accept any correspondence vis-à-vis representation/letter including application for allotment of land in prescribed format etc. only when it has been signed by the applicant himself/herself in case of proprietorship firm or authorized person on behalf of partners in case of partnership firm or company/trust/society seeking land allotment/allottee/lessee. For this purpose, the person signing the letters/making correspondence with the Corporation should submit following documents :-

<b>S. No.</b>	<b>Nature of set up</b>	<b>Documents required</b>
1.	Proprietorship firm	Duly executed power of attorney on behalf of proprietor with signatures of the attorney holder attested by the applicant.
2.	Partnership firm	Authorization letter on letter head of the firms signed by all the partners on behalf of the firm.
3.	Company/Trust/Society	Resolution of the applicant company/ trust/ society authorizing the person for making correspondence with the Corporation as its authorized signatory duly attested by director/trustee/ secretary of the concern.

The office concerned will process the correspondence received from the allottee based on such authorization only. In case, authorization letter/resolution is not mentioned in the letter and copy is not enclosed by the applicant alongwith his request letter/representation etc. and such authorization is already not available on record, the office concerned will not entertain such correspondence and it will be returned back with the advise that a legal authorization of applicant/allottee/lessee be furnished to entertain the same.

It is enjoined upon all the Unit Heads and other concerned to observe the above directions strictly.

(Chetan Deora)  
Advisor (Infra)