

**Rajasthan State Industrial Development and Investment Corporation
Limited: Udyog Bhawan: Tilak Marg: Jaipur.**

No. IPI/P-6/Directions/10/6308
Dt. ~~June~~ 02, 2010

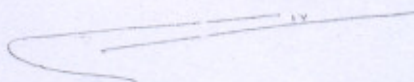
CIRCULAR

Sub: Standardization of the Possession Letter.

It was brought to the notice of the Management during review meeting held on 17.06.2010 that presently different Unit Offices are using different format of possession letters for handing over the physical possession of the plots. Unit Heads desired that the possession letter should be standardized and made uniform for future.

In view of above background, the format of possession letter for future use has been standardized and the copy of the same is being enclosed herewith. All the Unit Heads are directed that henceforth physical possession of the plot should be handed over to the allottee at site by an Officer not below the rank of ASE and copy of the site plan duly signed by both the persons should be enclosed with the above possession letter. It should also be ensured that the copy of the said possession letter is available in the file of concerned plot.

This bears approval of Managing Director.


Advisor (Infra)

Encl : As above.

Possession Letter

We have handed over/ taken over physical possession of the industrial/
commercial/ institutional/ residential plot No. at Industrial
Area measuring sq. mtrs. on
..... with our best satisfaction at site as per the enclosed
site plan.

Handed Over
On behalf of RIICO Ltd.

Taken Over
For M/s.....

Signature

Signature

(Name)
ASE/Sr. ASE/ARM/RM

(Name)
Proprietor/ Partner
Authorized Signatory

Encl : Site Plan