

**Rajasthan State Industrial Development & Investment Corporation  
Ltd., Udyog-Bhawan, Tilak-Marg, Jaipur-302005**

No: IPI/P-5/245/2020/651  
Dt: 21 July., 2020

**OFFICE ORDER**

All the Unit Heads were directed vide office order no. IPI/P-5/2013/46/Part-II/1068 dt. 24.09.2019 to ensure completion of Master Data Sheet for all plots of every industrial area with immediate effect. Further, Unit Head were also directed that while sending any land allotment file to Head Office, it should be clearly certified at the top of the note-sheet that the details of this file have been verified and copy of the enrolment detail of the plot entered in the 'Land Module Software' is being enclosed in the file. Moreover directions were also given that no file without this certification shall be referred to Head Office. However, in-spite of the above clear directions, it is noticed that no such certificate were submitted by some of the unit offices while sending land allotment file to Head Office. Non compliance of the above directions was viewed seriously by the Management and show cause notices have been issued to the concerned unit heads.

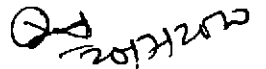
In order to ensure completion of Master Data Sheet for each allotted plot following directions are again issued to Unit Heads;

1. The details of every land allotment file send to Head Office should be verified and copy of the enrolment detail of the plot entered in the Land Module Software should also be enclosed in the file.
2. The details of every land allotment file processed for any approval/ permission etc. of the concerned unit head/ Officer In-Charge in the unit offices/sub-offices, shall also be got verified and copy of the enrolment detail of the plot entered in the Land Module Software shall be enclosed in the file before giving any approval/permission etc.

Non compliance of the above direction shall be viewed seriously and disciplinary action shall be initiated against the concerned Unit Head/ Officer-In-Charge, if file is sent to HO /processed in Unit office/ Sub-office without above verification.

It has also been decided by the Management of the Corporation that Nodal Officers of respective unit offices shall also verify the compliance of the above directions by the unit offices/ sub-offices at the time of their visits and shall provide comments in this regard in their inspection report.

By Order;

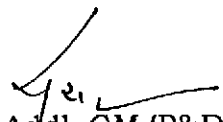
  
(Pukhraj Sen)  
Advisor (Infra)

Copy to:

1. Nodal Officer, -----
- ✓ 2. DGM (IT)- for uploading on website.
3. Sr. DGM (Law) /DGM (Law)
4. All Unit Heads -----  
P&D Cell Officers:
5. Addl.GM (P&D)
6. Sr.DGM(P&D)/Sr.RM (P&D) (SL) /(LCM)
7. Sr. RM (M&C)/Dy. Mgr (P&D)
8. SI (P&D)

Copy also to:

- (i) PS to MD, RIICO
- (ii) PS to Advisor (Infra)

  
Addl. GM (P&D)