

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT & INVESTMENT  
CORPORATION LTD. UDYOG-BHAWAN,  
TILAK-MARG, JAIPUR-302005**

No: IPI/P.5/138/2017/03

Dated: 5 March, 2017

APRIL

**OFFICE ORDER**

**Sub: Time frame for activation of Profile of Entrepreneur and disposal of online applications related to various activities under Land Management Module in IT Enablement Project.**

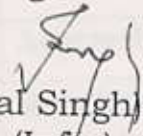
An Office Order vide No. ID/CC/34/VI/161 dated 25.01.2017 was issued directing all Unit Offices for receiving land related applications online w.e.f. 01.02.2017. In this Office Order, the procedure for creating profile by applicant entrepreneur, its activation by Unit Office and subsequently submission of application by entrepreneur was defined.

While viewing status of Profile detail submitted by entrepreneur as well as status of applications received online in various Unit Offices, it is observed that Unit Offices are not activating the Profile of the entrepreneurs as well as not disposing the applications for a long time. It is viewed seriously by the Management of the Corporation and following is decided for quick disposal of these activities:

1. As soon as the Profile is created by an entrepreneur, then it should be activated within 3 days from the date of creation of Profile & on submission of Authority Letter by the entrepreneur. In case entrepreneur does not submit Authority Letter, then mail may be sent to entrepreneur for submission of Authority Letter within 2 days and if it is not submitted within the said period, then the Profile may be rejected after 7 days from the date of creation of Profile by entrepreneur.
2. After activation of the Profile and submission of application for various activities by the entrepreneurs, the same be disposed (either accepted or rejected with reason) of within the prescribed time period as defined for each activity as per **Annexure-A**.

Non compliance of above directions will be viewed seriously.

It is being issued with the approval of the Managing Director.

  
(Vijai Pal Singh)  
Advisor (Infra)

**Annexure-'A'****Time Frame for Disposal of Online Applications related to various activities under Land Management Module in IT Enablement Project**

S.No.	Nature of Application/Activity	Prescribed Time Period
1.	NOC for Water/Power Connection/Road Cutting	3 days
2.	Permission for Mortgage of plot	3 days
3.	Execution of Lease Deed	3 days
4.	NO Dues Certificate	3 days
5.	Change of Product	3 days
6.	Handing over Original Lease Deed Documents	3 days
7.	Acceptance Of Surrender of plot	7 days
8.	Time Extension for deposition of Premium Amount/Utilization of plot (a) To be decided at Unit Office Level (b) Forwarded to HO, if any decision from HO is required	7 days
9.	Refund of Money(Security Money/Keenness Money/Production Incentive/Cost of short land)	7 days
10.	NOC for sale of plot	7 days
11.	Permission for amendment in set backs	7 days
12.	Change in constitution	7 days
13.	Forwarding the application of Change of Land Use to HO	7 days
14.	Permission of sub letting and sub leasing of plot	15 days
15.	Sub Division of plot (a) To be decided at Unit Office Level (b) Forwarded to HO, if any decision from HO is required	15 days
16.	Merger of Plot	15 days
17.	Regularization of excess land/strip of land (a) To be decided at Unit Office Level (b) Forwarded to HO, if any decision from HO is required	15 days
18.	Transfer of Plot	15 days
19.	Approval of Building Plan	15 days
20.	Restoration of Plot (a) To be decided at Unit Office Level (b) Forwarded to HO, if any decision from HO is required	15 days
21.	Rescheduling of Premium Amount	15 days