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**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT  
AND INVESTMENT CORPORATION LIMITED:  
UDYOG BHAWAN, TILAK MARG, JAIPUR 302 005**

No. CGM/CP/53  
August 20, 1998

**OFFICE ORDER**

**Sub : Constitution of Empowered Settlement Committees at the Field level,  
Head Office level and the State level**

The Board of the Directors in the meeting held on July 31, 1998 accorded approval for certain modifications in coverage, working modalities and quorum of the Empowered Settlement Committees constituted in compliance of the decision of the Board of Directors in the meeting held on February 20, 1998. In this backdrop and in supersession to all previous Office Order(s)/Circular(s) issued on the subject, the functioning of the Committees will henceforth be governed by the following guidelines:

**I. COMPOSITION AND QUORUM**

**i) Field Level Settlement Committee (FLSC)**

*For land related cases having financial implication upto Rs. 2.0 lac*

- i. GM, DIC - Member
- ii. Concerned RM/SRM, RIICO - Convenor
- iii. Concerned Branch Manager of RFC - Member

**Quorum** : Apart from the Convenor, atleast one other member.

**ii) Head Office Level Settlement Committee (HOLSC)**

*For cases having financial implication up to Rs. 20.0 lac*

- i. ED - Chairperson
- ii. Concerned CGM - Member
- iii. Financial Advisor - Member
- iv. Advisor (Infra) - Member (for land related cases)
- v. Advisor (Law) - Member
- vi. Cell Incharge (F&R) - Member (for term loan related cases)
- vii. Concerned SRM/RM - Member (for land related cases)

**Quorum** : Apart from the Chairperson, atleast two other members

**Convenor** : For Infrastructure matters, Advisor (Infra) would be the Convenor, whereas for other cases, FA would be the Convenor.

**iii) State Level Settlement Committee (SLSC)**

*For cases having financial implication of more than Rs. 20.0 lac*

- i. Chairman, RIICO - Member
- ii. CMD, RFC - Member
- iii. MD, RIICO - Member
- iv. Commissioner Industries - Member

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v. Executive Director, RIICO- Member Secretary  
Senior most member of the Committee would be the Chairman of the Committee. In the absence of ED, MD, RIICO may nominate another senior officer to act as Member Secretary.  
**Quorum** : 3 including Chairman

## II. SUBMISSION OF APPLICATION

Application should be submitted to the Convenor/Member Secretary of the Committee.

## III. APPLICATION FEE:

A non-refundable fee will be deposited by the applicant as indicated below:

1. Field Level Settlement Committee	Rs. 500/- per case (Rs. 250/- for tiny sector)
2. Head Office Level Settlement Committee	Rs. 2,000/- per case (Rs. 1000/- for tiny sector)
3. State Level Settlement Committee	Rs. 4,000/- per case (Rs. 2000/- for tiny sector)

Note: Tiny Sector would mean a unit where investment in plant and machinery upto Rs. 25 lac

**Note:** In case of Field Level Settlement Committee, fee would be deposited by applicant with concerned RM/SRM of RIICO. In case of Head Office Level Empowered Committee, and State Level Empowered Committee, the fee would be deposited in RIICO Head Office.

The fee deposited will not be refunded except in cases of appeal. However, HOLSC/SLSC may order refund in exceptional cases.

## IV. WHO CAN APPROACH THE COMMITTEE

- i. If an entrepreneur's request for land related matter has earlier been not approved by the concerned RM/SRM, he may approach the FLSC subject to monetary limitation set out above.
- ii. If an entrepreneur's request for land related matter or financial assistance related matter (waiver of interest/penal interest, reschedulement, OTS etc.) has earlier been not approved by Head Office, he may approach the HOLSC subject to a monetary limitation set out above.
- iii. If an entrepreneur's request for land related matter or financial assistance related matter (waiver of interest/penal interest, reschedulement, OTS etc.) has earlier been not approved by Head Office, he may approach the SLSC without any monetary limit.

Provided that fresh OTS cases/grievances etc can be placed before the respective Committees as per monetary limits.

## V. APPEAL

In case the applicant is not satisfied with the decision of the Lower Level Committee, he can go in appeal to the next Higher Level Committee. In each case the applicant will be required to deposit the fee as indicated above. An appeal will

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be filed within 60 days from the date of order of the Committee. However, in exceptional cases, the Committee may waive the limitation period by a maximum of another 60 days. The applicant in the FLSC may also file second appeal within 60 days to SLSC, if not satisfied with order in first appeal.

**VI. DECISIONS TO BE UNANIMOUS**

The decisions at the lower level of Settlement Committees shall be unanimous. In the event of difference of opinion of the members, the Convenor of the Committee shall refer the matter to the next higher level Committee. However, in case of State Level Settlement Committee the decision shall be taken with the consent of majority of members present including the consent of the Managing Director of the Corporation.

**VII. APPLICANT TO APPEAL IN PERSON**

No advocate, practising C.A. or any person other than the applicant shall be permitted to appear before the Committee on behalf of the applicant. However, in appropriate cases, where applicant is not in a position to personally explain the case, he may be allowed by the Committee to be represented by an authorised person who should not be an Advocate.

**VIII. AGENDA AND MINUTES**

Agenda for the meeting of the Committee will be circulated in advance (preferably 7 days). The decision of the Committee will be recorded/minutes by the Convenor/Member Secretary of the Committee. The minutes will be signed by each member of the Committee.

**IX. PENDING LITIGATION**

If a case is already pending in any court/forum, the entrepreneur can approach the Settlement Committee for an out of Court settlement, even without first withdrawing the case from such Court/forum. However, the settlement arrived at would be subject to withdrawal of case etc. and will be recorded as such in the minutes. In such cases no fees shall be charged.

**X. GENERAL POINTS**

The working of the Committee will be subject to the following :

- a) The present system of disposal of cases will continue as per the existing delegation of powers;
- b) If a case has been decided by the Head Office, the same cannot be reopened by the Field Level Settlement Committee (FLSC);
- c) MD, RICO can refer any matter to the appropriate Settlement Committee;
- d) Matters falling under the purview of any Statutory Committee, like Sales-tax Incentive/Deferment, Capital Investment Subsidy, Octroi Exemption, etc. will not be considered by the Settlement Committees;
- e) Decision taken by the Field Level Settlement Committee can also be reviewed suo-moto by the HOFSC;

- f) If the party is aggrieved against the decision of any Committee, it should appeal to the next higher Committee without availing relief granted by the lower Committee;
- g) No appeal shall be entertained by any Committee against the decision taken by the Board of Directors of the Corporation; and
- h) An entrepreneur aggrieved by the order/decision of MD, RIICO may also apply for relief to the HOI/SC but the Committee will be presided by the MD RIICO to have a special HOI/SC meeting for such cases

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(M.L. Bhargava)  
Chief General Manager

Copy to :

1. Sr. PS to Chairman for information of the Chairman.
2. Sr. PS. to MD for information of the Managing Director.
3. Executive Director.
4. Chief General Manager (U)/Chief General Manager (P)
5. Financial Advisor/Advisor (Infra)/Advisor (Law).
6. Sr. DGM (Appraisal)/Sr. DGM (PH)/DGM (I&R)/DGM (Internal Audit)/DGM (I & A)
7. Secretary
8. RM(P&D)/OSD(Infra)/DTP
- ✓ 9. All Sr. RM/RM/PM, RIICO
10. Office Order File