



WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LTD.

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

"PROTITI", 23, Abanindranath Thakur Sarani (Camac Street), Kolkata - 700 017

Phone : +91 33 2255 3700-705, Fax : +91 33 2255 3737

E-mail : wbidc@wbidc.com Web : www.wbidc.com

Corporate Identity Number : U75142WB1967SGC026988

No.: WBIDC/IP/2025/IP-EODB/ 723

Date: 10/08/2026

ORDER

In alignment with the newly upgraded WBIDC online land allotment system, the Standard Operating Procedure (SOP) as provided below shall be followed:

Approved SOP for Land Allotment by WBIDC from application by the applicant up to signing of deed by WBIDC for presentation to the concerned Registration office for issuance of lease or title transfer:

I. Procedure details for the applicant:-

Procedure to be followed by the applicant and step by step movement of the application within the Department along with timelines for completion of each step is the same, irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

A. Step-by-step procedure to be followed by the applicant:

1. The applicant shall login into the Single Window for Land Allotment, URL: <https://silpasathi.wb.gov.in/user/login> (If not registered, applicant is required to register from the registration link on the login page, URL: <https://silpasathi.wb.gov.in/entrepreneur-registration>), where upon registration, applicant will be given a user ID and Password by the system).
 2. Applicants will submit complete application form online along with the entire requisite documents required for appraisal/ assessment of project proposal which are to be submitted online.
 3. Upon scrutiny of documents and approval of appraisal report, payment link will be sent to applicant as token application money which is a part amount of lease premium (to be adjustable with full lease premium post issue of Letter of Intent (LoI)/ Offer letter) of land. Application money will be as follows:

▪ Land upto 2 Acres	:	Rs. 2 Lakhs
▪ Above 2 Acres to 5 Acres	:	Rs. 5 Lakhs
▪ Above 5 Acres to 20 Acres	:	Rs. 10 Lakhs
▪ Above 20 Acres to 50 Acres	:	Rs. 15 Lakhs
▪ Above 50 Acres	:	Rs. 25 Lakhs
- Note:** For modules (super built up area) in Industrial Parks, where applicable, application money will be:
- | | | |
|---|---|--------------|
| ▪ For super built up area up to 2,500 sq ft. | : | Rs. 7 Lakhs |
| ▪ For super built up area above 2,500 sq. ft. | : | Rs. 10 Lakhs |
4. On receipt of Board approval, proposals shall be forwarded to Department for obtaining Cabinet Approval.
 5. On receipt of Cabinet Approval from the Department, WBIDCL upon approval of competent authority will issue LOI through online portal and link for final lease premium shall be issued online to applicant.
 6. Applicants can download the final signed LOI from online portal.
 7. Applicants will transfer the final premium through online mode, after which Possession will be delivered.
 8. Signing of deed by WBIDC for presentation to the Registration office concerned, for issuance of title transfer, shall be done by the Designated Officer of Industrial Park Division concerned, within 4 (four) working days from the date of submission of deed at the office of WBIDC.



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B. Comprehensive list of documents:

Comprehensive list of documents required for application are the same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

- a. Detailed Project Report
- b. Shareholding pattern of the company as on date.
- c. CA certified personal Net Worth statement of all the Directors of the company as on date.
- d. IT return for last three Assessment Years and Annual GST return for last three financial years of the company (Audited)
- e. PAN & AADHAR of all the promoters /Directors of the company
- f. Present Business activity of the company
- g. Background and business experience of the Directors of the company in detail
- h. MGT 9 and Audited balance sheets of the company for last three Financial Years.
- i. INC 20A, PAN of the company, GST Certificate of the company.
- j. Trade License.
- k. Udyam Registration Certificate of the company
- l. Copy of MOA & AOA
- m. Certificate of Incorporation, Corporate Identification Number.
- n. Certified copy of Board Resolution passed by Board of Directors in support of application for allotment of land.
- o. A self-declaration in company's letterhead that none of the Promoter/Director of the organization or the Organization itself, do not contravene the provision of the Companies ACT, 2013, PF, ESI, Income Tax, GST and any other Statutory compliances/ law as applicable.

C. Fee details:

Fees required is same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

Fee (i.e., Processing fee) = NIL

D. User manual of the online system for Land Allotment

User manual of the online system for Land Allotment showing all following features without the requirement of physical visit to the Department:

- i) Online submission of application along with online submission of documents,
- ii) Online payment of fee
- iii) Tracking of status of application through the Online system,
- iv) Download of the final signed certificate/permission by the ULB from the Online system, and
- v) Online verification of the genuineness of the signed certificate by any third party through the Online system,

The User Manual for Land Allotment by WBIDC (as mentioned above) is available on the 'Silpasathi' portal the Online Single Window of the State, in the section for user manuals, URL: <https://silpasathi.wb.gov.in/service-wise-user-manual>
(Note: User Manual specific to WBIDC can be accessed by typing WBIDC in Search box given on this webpage)



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II. Step by step movement of application within the department along with break-up of timeline:

Procedure to be followed by the applicant and step by step movement of the application within the Department along with timelines for completion of each step (which is the same, irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban)).

Table I.

Sl.	Stage-wise Description	Official involved	Actionable by the Official involved	Timeline (working days)
1.	<i>The applicant will fill up the online application along with comprehensive list of documents and submit it online.</i>	Executive Director (ED)	ED will log in and forward the submitted application to HOD concerned along with remarks.	20
	<i>After scrutiny, the applications complete in all respect along with the attached documents), the application is forwarded to Appraiser for Appraisal.</i>	HOD	HOD will login and forward the submitted application to OSD concerned, along with remarks (else send back the application to ED for returning it online to applicant, if application is incomplete.)	
		OSD	OSD will log in and enter details and forward the submitted application to HOD along with remarks after verification of application details and the uploaded documents as required.	
		HOD	HOD will login and send the application to Appraiser, along with remarks	
		Appraiser	Appraiser will appraise the application and send to HOD with remarks.	
	<i>After getting recommendation from the Appraiser proposal will be placed before Board.</i>	HOD	HOD enters the date of recommendation to Board If not eligible, HOD will send to ED for rejection. ED will reject the application mentioning reason for rejection as received from HOD.	



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Sl.	Stage-wise Description	Official involved	Actionable by the Official involved	Timeline (working days)
II.	<i>Post Approval from the Board, proposal is forwarded for obtaining Cabinet approval for Allotment of Land in Industrial Parks/ Estates.</i> <i>A token application money as part amount of total lease premium/ total premium based on the area of land (or module) is required to be paid online by the applicant, for which payment link with details is sent through the online system to the applicant.</i>	HOD	HOD logs in and enters related details post receipt of Board Approval. HOD sends the Payment link for application money to the applicant post acceptance by Board for sending the recommendation for final Cabinet approval. On receipt of payment of application money HOD enters remarks and related details related to further consideration for approval (or rejection, if so applicable).	5
III.	<i>Issue of Provisional offer letter [Letter of Intent (LOI)]</i> <i>(Note: Payment link is also sent through the online system for online payment of balance lease premium/ balance premium payable by the applicant.)</i>	HOD	HOD logs in and enters Project details and other related details post receipt of Cabinet Approval and sends to OSD with remarks related to approval (or rejection, as applicable).	5
		OSD	OSD uploads the offer letter and sends to HOD	
		HOD	HOD verifies the offer letter and forwards to ED for issuance of the offer letter/ LoI (Letter of Intent)	
		ED	ED will issue signed Letter of Intent (LoI) along with payment link to applicant for online payment of balance premium to be paid by the applicant. <i>The final LoI (Letter of Intent) / offer letter/ allotment letter (subject to payment) shall be available to the applicant from the system from Applicant's Dashboard along with link for balance payment.</i> [In case of rejection, ED rejects the application]	
IV.	<i>Issue of Possession Certificate</i>	HOD	Post receipt of balance payment, HOD will send details to OSD for final verification of payment.	15
		OSD	OSD will verify the online payment of balance lease premium and subsequently arrange for preparation of Possession Certificate and sends it to HOD.	



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Sl.	Stage-wise Description	Official involved	Actionable by the Official involved	Timeline (working days)
		HOD	HOD sends the Possession Certificate to ED with all details along with his remarks.	
		ED	ED issues the Final Signed Possession certificate. <i>The Possession Certificate shall be available to the applicant from the system on the Applicant's Dashboard.</i>	
V.	<i>Signing of deed for presentation to the concerned Registration office for issuance of title transfer/ lease</i>	HOD	HOD logs in and enters in the system the following data entries: (i) date of submission of deed at the office of WBIDC, (ii) the date of signing of deed by WBIDC for presentation to the Registration office concerned for issuance of title transfer/ lease, and (iii) the registration date.	4

III. Escalation matrix

The service-Allotment of Land in Industrial Parks Estates along with the stipulated time limit for rendering the service, the Designated Officer responsible for providing the service, the Appellate Officer and the Reviewing Officer, for the purpose of time bound disposal of land allotment cases for land earmarked for industrial use in various Industrial Parks / Estates under West Bengal Industrial Development Corporation Limited (WBIDC) under the Department of Industry, Commerce & Enterprises, Govt of WB, is as follows:

Table II

Allotment of Land by West Bengal Industrial Development Corporation Limited (WBIDC)

Sl. No.	Service (s)	Designated Officer & stipulated time limit	Appellate Officer & stipulated time limit	Reviewing Officer & stipulated time limit
1.	Recommendation to WBIDC Board	Advisor (Engg.), WBIDC 20 (twenty) working days post receipt of complete application	Executive Director, WBIDCL 15 (fifteen) working days	Managing Director, WBIDCL 15 (fifteen) working days
2.	Recommendation to Department for Cabinet approval for Allotment of Land in Industrial Parks/ Estates	Advisor (Engg.), WBIDC 5 (five) working days from Board approval	Executive Director, WBIDCL 15 (fifteen) working days	Managing Director, WBIDCL, 15 (fifteen) working days



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Sl. No.	Service (s)	Designated Officer & stipulated lime limit	Appellate Officer & stipulated time limit	Reviewing Officer & stipulated time limit
3.	Issue of Provisional offer letter [Letter of Intent (LoI)]	Advisor (Engg.), WBIDC 5 (five) working days from the date of receipt of Cabinet approval	Executive Director, WBIDCL 15 (fifteen) working days	Managing Director, WBIDCL 15 (fifteen) working days
4.	Issue of Possession Certificate(s)	Advisor (Engg.), WBIDC 15 (fifteen) working days from the date of receipt of payment of full premium amount from the applicant	Executive Director, WBIDCL 15 (fifteen) working days	Managing Director, WBIDCL 15 (fifteen) working days
5.	Signing of deed for presentation to the concerned Registration Office for issuance of title transfer/ lease	Advisor (Engg.), WBIDC 4 (four) working days from the date of submission of deed at the office of WBIDC.	Executive Director, WBIDCL 10 (ten) working days.	Managing Director, WBIDCL. 15 (fifteen) working days.

This Order will take immediate effect.

By Order

(Mahua Das)

Advisor

in the rank of Joint Secretary
to the Government of West Bengal