

Procedure details for Land Allotment by WBIDC

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. Applicant 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 send to applicant as token application money which is a part amount of lease premium (to be adjustable with full lease premium post issue of LoI) 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
4. On receipt of Board approval, proposals will 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 will be send to applicant.
6. Applicant can download the final signed LOI from online portal.
7. Applicant will transfer the final lease premium through online mode.

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 details
- 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 the 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 = 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,

is as follows (**URL below**):

[https://www.wbidc.com/assets/doing_business/29-Allotment_of_land_in_Industrial_Area_\(WBIDC\)-user-manual1.pdf](https://www.wbidc.com/assets/doing_business/29-Allotment_of_land_in_Industrial_Area_(WBIDC)-user-manual1.pdf)

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 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).

Sl. No.	Stage-wise Description	Official involved	Actionable by the Official involved	Timeline (days)	Sub-total (days)
I	<i>The applicant will fill up the online application along with comprehensive list of documents and submit online.</i>	Executive Director(ED)	ED will log in and forward the submitted application to HOD concerned along with remarks.	1	15
		HOD/OSD	HOD will login and forward the submitted application to OSD concerned along with remarks.	1	
	OSD will login and forward the submitted application to HOD concerned along with remarks after verification of application details and the uploaded documents as required.				
	<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 send the application to Appraiser, along with remarks	1	
		Appraiser	Appraiser, will appraise the application and send to HOD with remarks	10	
	<i>After getting recommendation from the Appraiser proposal will be placed before Board.</i>	HOD	HOD will send the application to ED with remarks with recommendation for approval for placing to Board or for rejection along with specific reason for rejection as received from HOD	1	
		ED	<i>ED will send the application with his remarks to HOD/ OSD for placing for Board Approval, if recommended by HOD, else returns the application</i> (Note: If not eligible, ED will reject the application mentioning reason for rejection as received from HOD which shall be available in Applicant's Dashboard.)	1	

Sl. No.	Stage-wise Description	Official involved	Actionable by the Official involved	Timeline (days)	Sub-total (days)
II	<i>Post Approval from the Board, proposal is sent to Industry, Commerce & Enterprises (IC&E) Department for obtaining Cabinet approval for Allotment of Land in Industrial Parks/ Estates.</i>	OSD	Post receipt of Board Approval, OSD will send the application to HOD with all details.	2	5
		HOD	HOD will send the application to ED with all details and his remarks	2	
		ED	ED will send the application with his remarks to HOD/ OSD for placing to the Department for final Cabinet Approval	1	
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 by the applicant.)</i>	HOD	Post receipt of Cabinet Approval, HOD will send the application to OSD with all details	1	5
		OSD	OSD shall upload Letter of Intent (LoI) in the online system and send the online application to HOD	2	
		HOD	HOD will forward the application to ED with all details	1	
		Executive Director, WBIDC,	<i>ED will issue signed Letter of Intent (LoI) along with payment link to applicant for online payment of balance lease premium.</i> The final LoI shall be available to the applicant from the system from Applicant's Dashboard.	1	
IV	<i>Issue of Possession Certificate</i>	HOD	Post receipt of balance Lease Premium, HOD will send to OSD for final verification of payment.	3	15
		OSD	OSD will verify the online payment of balance lease premium and subsequently arrange for preparation of Possession Certificate.	8	
		HOD	HOD sends the Possession Certificate to ED with all details along with his remarks	3	
		Executive Director,	<i>ED issues the Final Signed Possession certificate.</i> The Possession Certificate shall be available to the applicant from the system from Applicant's Dashboard.	1	
				Total	40