

## Procedure

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

Procedure to be followed by applicant:

1. Applicant will submit complete application form online with the entire requisite document required for appraisal/ assessment of project proposal.
2. 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) 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
3. On receipt of Board approval, proposals will be forwarded to Department for obtaining Cabinet Approval.
4. 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.
5. Applicant can download the final signed LOI from online portal
6. Applicant will transfer the final lease premium through online mode.

Step by step movement of application within department along with timeline

Step No	Procedure	Official involved	Timeline (Days)
<b>1</b>	The applicant will fill up the online application along with comprehensive list of documents and submit online. After scrutiny if the application is found ok (complete application with all attachment), application forwarded to Appraiser for Appraisal. After getting approval/ clearance from appraisal committee proposals will be placed before Board.. In the meantime token application money as part amount of lease premium based on the acres of land is collected through online.	Executive Director(ED)/ HOD/OSD/HOD/Appraiser /HOD/ ED, WBIDC,	<b>15</b>
<b>2</b>	Upon recommendation of the full Board and on receipt of MoM of Board, within 5 (five) days proposals sent to IC&E department for obtaining Cabinet approval for Allotment of Land in Industrial Parks/Estates .	OSD/HOD/ Executive Director, WBIDC,	<b>5</b>
<b>3</b>	Issue of Provisional offer letter [Letter of Intent(LOI)], 5 (five) days from the date of receipt Cabinet approval also payment link sent through online for transfer of lease premium	HOD/OSD/HOD/ Executive Director, WBIDC,	<b>15</b>
<b>4</b>	Possession Certificate will be issued within 15 (fifteen) days from the date of receipt of payment of full lease premium amount from the applicant.	HOD/OSD/HOD/ Executive Director, WBIDC	<b>5</b>