Step by Step procedure for Land/ module allotment by WBIDC through online system

1. Applicant will fill the form & upload necessary documents online and submit the application online.

2. Executive Director, WBIDC, will login and forward the submitted application to HOD concerned.

3. HOD concerned will send the application to OSD for verification of application details and the documents.

4. OSD will verify details and also check whether any changes are required by applicant. If change is required, he selects option 'change required' (from drop down tab) and enters details of the changes required. Otherwise, he selects the option 'No change required' and proceeds to next step.

5. OSD will now check whether any payment is required for further processing or not.

6. If payment is required for further processing, OSD will select option 'payment required for further processing' from a drop down list and the he will enter details of payment – i) application fee and ii) processing fee, which are required to be made for further processing by WBIDC.

7. If no payment is required before processing, OSD will select the remark 'No payment required for further processing' from drop down and submit. OSD will also have option to give additional remarks as text under 'Remarks'. OSD will then forward to HOD.

8. Once HOD receives details from OSD and HOD checks whether application is preliminarily okay & can payment be accepted. In case any changes are required by applicant, HOD will forward it to the Applicant.

9. If application is preliminarily okay, then

i) If there is any fee applicable for further processing, i.e. application fee, processing fee, with applicable

GST (applicable percentage of respective fee), then HOD will request the applicant to make online payment through the system.

ii) Otherwise, in case no payment required, the application will be forwarded by HOD to Socio-economic Appraiser and also to Financial Appraiser, simultaneously, for Appraisal by each.

10. In case payment is necessary, applicant will get a notification by email and sms for the payment request initiated by HOD.

11. Applicant will enter certain details and then make the payment for total amount i.e. processing fee, application fee and respective GST on each. (Note- Applicant also enters details of his Bank Account here, in case refund is required to be done later by WBIDC).

12. Once payment is received by WBIDC, the application will be forwarded by HOD to Socio-economic Appraiser and also to Financial Appraiser, simultaneously, for Appraisal by each.

13. Both Socio-economic Appraiser and Financial Appraiser will verify the documents and appraise the application according to requirements, and then each will send to HOD, report along with recommendation.

14. HOD will check whether the application is recommended by both the appraisers.

15. If recommendation for further processing is received by HOD from both the Appraisers, HOD will forward application to OSD with remarks for further processing, else HOD will send to Executive Director with request to reject and subsequently Executive Director rejects the application.

16. OSD will check whether application is eligible for consideration after the appraisals and selects from dropdown tab 'Recommended by Appraisal & CSR Divisions' or 'Not recommended by Appraisal & CSR Divisions' and additional remarks. In case OSD has entered 'Recommended by Appraisal & CSR Divisions', OSD will further add compulsory remark under heading-'Details regarding approval by Board and/or cabinet' and upload scanned copy of LOI with all details

then forward to HOD with details of payment required – i. balance lease premium & ii. Sanction fee for built-up area (in case of modules only).

17. HOD will log in and check remarks by OSD. In case OSD remark is 'Not recommended by Appraisal & CSR Divisions' HOD will enter the remark-'recommended for rejection' and enter additional remarks and will send the application with recommendation to Executive Director after which ED will reject application.

18. In case OSD remark is 'Recommended by Appraisal & CSR Divisions' and there is compulsory remark under heading-'Details regarding approval by Board and/or cabinet' by OSD, then HOD will enter remark 'Required to approve' and enter additional remarks and send application to Executive Director for issuing approval along with scanned copy of 'LOI'.

19. Executive Director will log in and either rejects application after writing reason for rejection under 'Reason for rejection' remarks or issue Final Signed Approval Certificate to applicant (i.e. the scanned copy of 'LOI' already as forwarded to him by HOD).

20. Applicant will be intimated regarding approval certificate issued. The applicant will then log in and download the final signed approval certificate ('LOI').

21. Applicant pays balance amount along with applicable GST for getting the Possession Certificate.

22. On payment of amount by the applicant, HOD will receive intimation and forward to OSD.

23. OSD will verify and generate the Possession certificate, upload scanned copy of signed certificate and send it to HOD.

24. HOD will then send this to Executive Director for issuing Possession Certificate to applicant and subsequently Executive Director issues Possession certificate to applicant online.

25. Applicant will log in and download the final signed Possession certificate.