Procedure for Land/ module allotment by WBIIDC through online system

1. Applicant will fill the form & upload necessary documents online and submit the application online.
2. CEO (WBIIDC) will login and forward the submitted application to Secretary (WBIIDC), concerned along with remarks.
3. Secretary (WBIIDC) will login and forward the submitted application to OSD (Land), concerned along with remarks.
4. OSD (Land) WBIIDC will login and forward the submitted application to OSD (Law), concerned along with remarks afterverification of application details and the uploaded documents (if required).
5. OSD (Law) WBIIDC concerned will send the application to Executive Engineer (Head Quarter), Concerned along with remarksafter verification of application details and the uploaded documents (if required).
6. Executive Engineer (Head Quarter) will send the application to The Secretary, along with remarks after verification ofapplication details and the uploaded documents.
7. The Secretary will send the application to The CEO, along with remarks after observation the remarks of all predecessors.
8. If Board will reject the application, The CEO will return back the prayer to applicant.
9. After getting approval from Board and Cabinet, The CEO will send the application to The Secretary for onward action.
10. The Secretary will send the application to OSD (LAND) WBIIDC for onward action.
11. OSD (LAND) WBIIDC will send the application to Secretary along with measurement related recommendation for onward action.
12. Then an offer letter along with demanding application fees (with GST), Lease premium, 20years lease rent (with GST) & service charge for one year in advance (with GST) will be issued by the Secretary of WBIIDC. A payment link will also be generated at the applicant portal.
13. Applicant will get a notification by email for the payment request to applicant is initiated by Secretary will send the requisitionfor payment to the applicant.
14. Applicant will log in and make payment using online mode (Debit card/credit card/online bank or any other online method)
15. Once payment is received by WBIIDC from the applicant, as applicable, the appraisal of the application shall be done.
16. CAO (WBIIDC) will login and checks either the payment is made or not. If any kind of discrepancy will found, the application will be rejected.
17. If the application is found recommendable on appraisal, CAO (WBIIDC) will forward to Secretary (WBIIDC) with remarks for further processing.
18. Secretary (WBIIDC) will forward to the OSD (Land) with his recommendation.
19. OSD (LAND) will forward to the Executive Engineer (Concerned Division) with his recommendation.
20. The Executive Engineer (Concerned Division) will log in and then will issue Possession Certificate to applicant.
21. Applicant will log in and download the final signed Possession Certificate.