

Approval for Allotment of Land – WBIIDC

Online system for Allotment of Land in Industrial Parks

The Online single window system for land allotment has the following features without the requirement of physical visit to the department (i) Submission of application, (ii) Payment of application fee, (iii) Track status of application.

Procedure for approval for Allotment of Land

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).

A. Procedure to be followed by the applicant

I. Step by Step Procedure (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 to register from the registration link on the login page, URL:
<https://silpasathi.wb.gov.in/entrepreneur-registration>), where registration, applicant will be given a user ID and Password.
2. Click On “Self-Assisted Service” Button and you will see different nodal dropdown service windows.
3. Now Click On “Self-Assisted Service” Button and you will see different nodal dropdown service windows.
4. From that dropdown window select land allotment service of WBIIDC under I, C & E window by clicking checkbox.
5. Create CAF using basic data of applicant.
6. After CAF creation click to proceed and then on Proceed Button.
7. In your account you will see the following panel: Dashboard, Online Applications, and Application details
8. For applying for land, you click on “ONLINE APPLICATION” tab after expanding the tab you click on “ONLINE APPLY FOR LAND”.
9. As your requirement click on “VIEW PLOTS” that row. You will Select the checkbox. Click on “Apply Now” button.
10. Fill up Step-1 to Step-5 forms using required data and upload necessary documents at step-6.
11. After submitting successfully, you will get the Application ID.
12. The applicant can track his application through the online system

13. On approval for issuing offer letter, the offer letter will be generated and also payment link is generated in the online system. At this stage the following payment are required to be done by the applicant:

- i) Fee: Payment of non-refundable Application Charge along with 18% GST is to be made (for quantum of land <1-acre Application Charge is Rs. 10,000/- while for quantum of land >1-acre Application Charge is Rs.25,000/- excluding GST).
&
- ii) Payment related to Land:
 - a) in case of lease-hold:**
 - (i) 100% of Base Price, + 18% GST + (ii) (i) 100% of Base Price, + (ii) [Service Charge of @Rs.2.50 x applicable quantum of land in sq. m] + 18% GST + (iii) [one year lease rent @Rs.1000 x applicable quantum of land in acre]
 - b) in case of free-hold:**
 - (i) 115% of Base Price, + (ii) [Service Charge of @Rs.2.50 x applicable quantum of land in sq. m] + 18% GST

Note: No fees is charged in case application is rejected

- 14. After payment through online system by the applicant online intimation is given to applicant for execution of Deed, as applicable.
- 15. Applicant will be able to download possession certificate from own portal after lease deed is executed post notice from online system

User Manual for online system for Allotment of Land is as below, URL:

https://wbiiidc.wb.gov.in/assets/eodb/Land_Application_Manual.pdf

II. Comprehensive list of documents to be uploaded:

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

- 1) Memorandum & Articles of Associates of the company (PDF FILE).
- 2) Present Authorized & paid-up Capital of the Company (PDF FILE).
- 3) Copy of Last three Years Audited balance sheet/Profit & Loss Account of the Company (PDF FILE)
- 4) List of Directors with DOB Address, Qualification, DIN & PAN No, Experience & Other Directorship Held (PDF FILE).
- 5) Present Share Holding Pattern of the Company with List of Top ten Share Holders (PDF FILE).
- 6) details of the Associate Concerns: Last 3 Years Banker Sheet, Bankers Name & Branch & also Facilities Enjoyed if any (PDF FILE).
- 7) Details of Existing Credit Facilities enjoyed By the Company-Bank & Facilities wise any (PDF FILE).
- 8) Banker's Report on Main Promoter & Borrowing Company (PDF FILE).

- 9) Net Worth Statement Certified by Chartered Accounts for the project Sponsors (PDF FILE).
- 10) Details of Key Managerial Personal & Their Experience (PDF FILE).
- 11) Item wise Production details for Last Financial year (PDF FILE)
- 12) Performance of the company for Current year i.e. SALES, EBIDT, PBT&PAT etc. (PDF FILE).
- 13) Requirement of statutory Approvals & its status as on date (PDF FILE).
- 14) Details Project Report (WORD FILE)
- 15) Financial Module of DPR (EXCEL FILE).

16)Plan Layout(.DWG Autocad file) 17) GST Return (3Years pdf file)

III. Fee Details

a) If Application is approved:

Non-refundable, either of the following

- i) For quantum of land <1-acre Rs. 10,000 INR + 18% GST
- ii) For quantum of land >1-acre Rs.25,000 INR + 18% GST
[payable at stage mentioned under i) in step no. 13 under I. Step by Step Procedure (applicant)]

b) If Application is rejected:

No fee is charged in case application is rejected

IV. Payment related to Land:

[payable at stage mentioned under in step no. 13 under I. Step by Step Procedure (applicant)].

LEASE PREMIUM/ RENT STRUCTURE:

a) in case of lease-hold:

(i) 100% of Base Price, + **(ii)** [Service Charge of @Rs.2.50 x applicable quantum of land in sq. m] + 18% GST + **(iii)** [one year lease rent @Rs.1000 x applicable quantum of land in acre]

b) in case of free-hold:

(i) 115% of Base Price, + **(ii)** [Service Charge of @Rs.2.50 x applicable quantum of land in sq. m] + 18% GST

Payment of Information of Lease Premium/Rent of land to be obtained from below:

https://wbiidc.wb.gov.in/assets/eodb/revised_Lease_premium_01_02_2023.pdf

B. Step by step movement of application at WBIIDC through online system for Approval for Allotment of Land :---

Step No	Official involved	Function of the Officials
1	CEO	CEO (WBIIDC) will login and forward the submitted application to Secretary (WBIIDC), concerned along with remarks.
2	Secretary	Secretary (WBIIDC) will login and forward the submitted application to OSD (Land), concerned along with remarks.
3	OSD LAND	OSD (Land) WBIIDC will login and forward the submitted application to OSD (Law), concerned along with remarks after verification of application details and the uploaded documents as required.
4	OSD LAW	OSD (Law) WBIIDC concerned will send the application to Executive Engineer (Head Quarter), Concerned along with remarks after verification of application details and the uploaded documents as required.
5	Executive Engineer	Executive Engineer (Head Quarter) will send the application to The Secretary, along with remarks after verification of application details and the uploaded documents.
6	Secretary	The Secretary will send the application to the CEO, along with remarks after observation the remarks of all predecessors.
7	CEO	If Board rejects the application, the CEO will reject and revert back to the applicant withy reason for Rejection.
8	CEO	On getting approval from Board, The CEO will send the application to The Principal Secretary (ICE) for onward action.
9	CEO	On getting approval from Cabinet, The CEO will send the application to The Secretary for onward action.
10	Secretary	The Secretary will send the application to OSD (LAND) WBIIDC for onward action.
11	OSD LAND	OSD (LAND) WBIIDC will send the application to Secretary along with measurement related recommendation for onward action.
12	Secretary	Then an offer letter along with demanding application fees (with GST), Lease premium, one year 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

Step No	Official involved	Function of the Officials
		<p>generated at the applicant portal.</p> <p>Payment Link Generation</p> <p>** Applicant will get a notification by email for the payment request to applicant is initiated by Secretary will send the requisition for payment to the applicant.</p> <p>*** Applicant will log in and make payment using online mode (Debit card/credit card/online bank or any other online method)</p> <p>**** Once payment is received by WBIIDC from the applicant, as applicable, the appraisal of the application shall be done.</p>
13	CAO	CAO (WBIIDC) will login and check either the payment is made or not. If any kind of discrepancy will find, the application will be rejected.
14	Secretary	Secretary (WBIIDC) will forward to the OSD (Land) with his recommendation.
15	OSD LAND	OSD (LAND) will forward to the Executive Engineer (Concerned Division) with his recommendation.
16	Executive Engineer	<p>The Executive Engineer (Concerned Division) will log in and then will issue Possession Certificate to applicant.</p> <p>* Applicant will log in and download the final signed Possession Certificate.</p>
		Total : 45 days