



**West Bengal Industrial Infrastructure Development Corporation**  
(Established under West Bengal Act XXV of 1974)  
Block DJ, Plot No. 10, Sector II, Salt Lake City, Kolkata 700 091

*Infra/Gen/IL-Cooch-5/18/ 18/18*

*Date: 28.07.2023*

**ORDER**

**Standard Operating Procedure for execution of Agreement/Deed in respect of assignment of lease of WBIIDC land:**


It has come to the notice of the competent authority of this Corporation that, various cases of execution of agreements, deeds pertaining to leasing of WBIIDC land are pending for a considerable time without any justifiable cause. The pendency of the execution mostly results into non-utilisation of land which is a detrimental to the interests of this Corporation. In order to remove glitch, the following procedural modification is contemplated:

1. The applications for assignment along with enclosures shall be forwarded to the Head Office for necessary actions within 3 days from the receipt of the application at the Division Office, along with comments of the concerned Division in Charge in respect of sanction of Building Plan, existence of un-authorized bore-wells etc. within the subject land.
2. The respective Land Officers in the Head Office will process the assignment proposals and put their comments after obtaining the dues, if any, from the Accounts Section, within 15 days' time from the receipt of the application from the Division Office.
3. After obtaining approval from CEO, the 'in principle' approval letter containing all demands shall be issued from the Law Section with copies to the respective division offices, giving 15 days' time to comply.
4. After receiving the payments and such other documents as may be contemplated, an agreement of assignment or deed of assignment, authenticated by the Law Officer, shall be issued from the Law Section to the concerned Division Office within 15 days from the receipt of payment.
5. The Division in Charge shall thereafter make copies of the draft agreement/deed and forward them to the concerned allottee and the proposed assignee, in order to prepare the final instrument according to the draft issued.
6. At most 15 days' time shall be allowed by the Division in Charge to the allottee/assignee for necessary preparation towards execution and registration of the final instrument, in presence of all parties concerned.
7. In case if the deadline of 15 days is crossed, then the concerned Division in Charge shall communicate to applicant to approach the Head Office for further processing of their proposal.

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8. Upon receipt of the communication, notices in the form of show-cause shall be issued from the Law Section to the allottee as well as to the assignee concerned.
9. If no satisfactory reply is received, the assignment proposal shall stand cancelled. Accordingly, both the allottee and the proposed assignee shall be communicated.
10. The allottee or the proposed assignee, whosoever shall be entitled for the refund, if any, shall be refunded the applicable amount of the transfer fee deposited, after deduction of the taxes.

This shall take immediate effect and is issued in furtherance to the office circular *vide* no. Infra/Gen/IL-Cooch-5/18/1009 dated 10.06.2022, in the interest of the Corporation.

  
**C. Murugan**  
*Chief Executive Officer*