



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

Memo. No.: Infra/Gen/1/2024/ 353

Date: 22.02.2024

ORDER

Distribution of works regarding execution of Agreements/Deeds and issuance of "Possession Certificates" to allottees/assignees of WBIIDC lands

It has come to the notice of the undersigned that, the concerned Executive Engineer or the Division in Charge of various Industrial parks of the Corporation are showing reluctance in executing various agreements/deeds and issuing Certificates of Possession relating to new allotments, on the pretext of absence of the words- "**Possession Certificate**" in the two previous orders on the subject, viz. Order no. Infra/Land/1M-2/2018/1895 dated 07.09.2018 and no. Infra/Gen/IL-Cooch-5/18/2576 dated 25.11.2022.

It is therefore clarified here that the concerned Executive Engineer or the Division in Charge of various Industrial parks of the Corporation are the empowered Nodal Officers to represent the Corporation for the purpose of executing the lease agreements/lease deeds/deeds of assignments/agreements of assignments and issuing "**Possession Certificate**" to each of the new allottees, as per formats provided by the concerned Law Officer.

It is further to bring up that the respective Law Officers of the Corporation shall issue the drafts of the above instruments strictly under approval of the Chief Executive Officer, WBIIDC, and shall mandatorily write "*This is issued under approval of the Chief Executive Officer*" on the body of the letter, while forwarding such drafts to the various Division Offices.

The concerned Executive Engineer or the Division in Charge, as the case may be, shall take to peruse the drafts well and match up to with the final prints placed for execution. The verified instruments of agreements/deeds shall be executed by him on behalf of the Corporation as per procedure, and shall prepare "**Possession Certificate**" (two sets) on the Corporation's letterhead in respect of new allotments on the same day when the 'Agreement to Lease' (two sets) is executed. After completion of the process, one set of each of the 'Agreement to Lease' and "**Possession Certificate**" shall be handed over to the allottee, while the other set in original shall be forwarded to the Head Office of the Corporation for safe custody. Photocopies of the executed instruments should be retained by putting notes in appropriate file maintained in the Division Office.

Copies of this order along with photocopies of the aforementioned preceding are to be circulated to all the officers of the Corporation and all the staffs of the Engineering and Accounts Section of this Corporation immediately.

This is issued in the interest of the Corporation.


C. Murugan
Chief Executive Officer