

Standard Operating Procedure (SoP)

Service: Land Allotment

Sub Service: Unit Existence and Operation Certificate

<https://www.advantage.jharkhand.gov.in/jiada/Pages/allotmentreport>

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I. Process for Application and Approval:

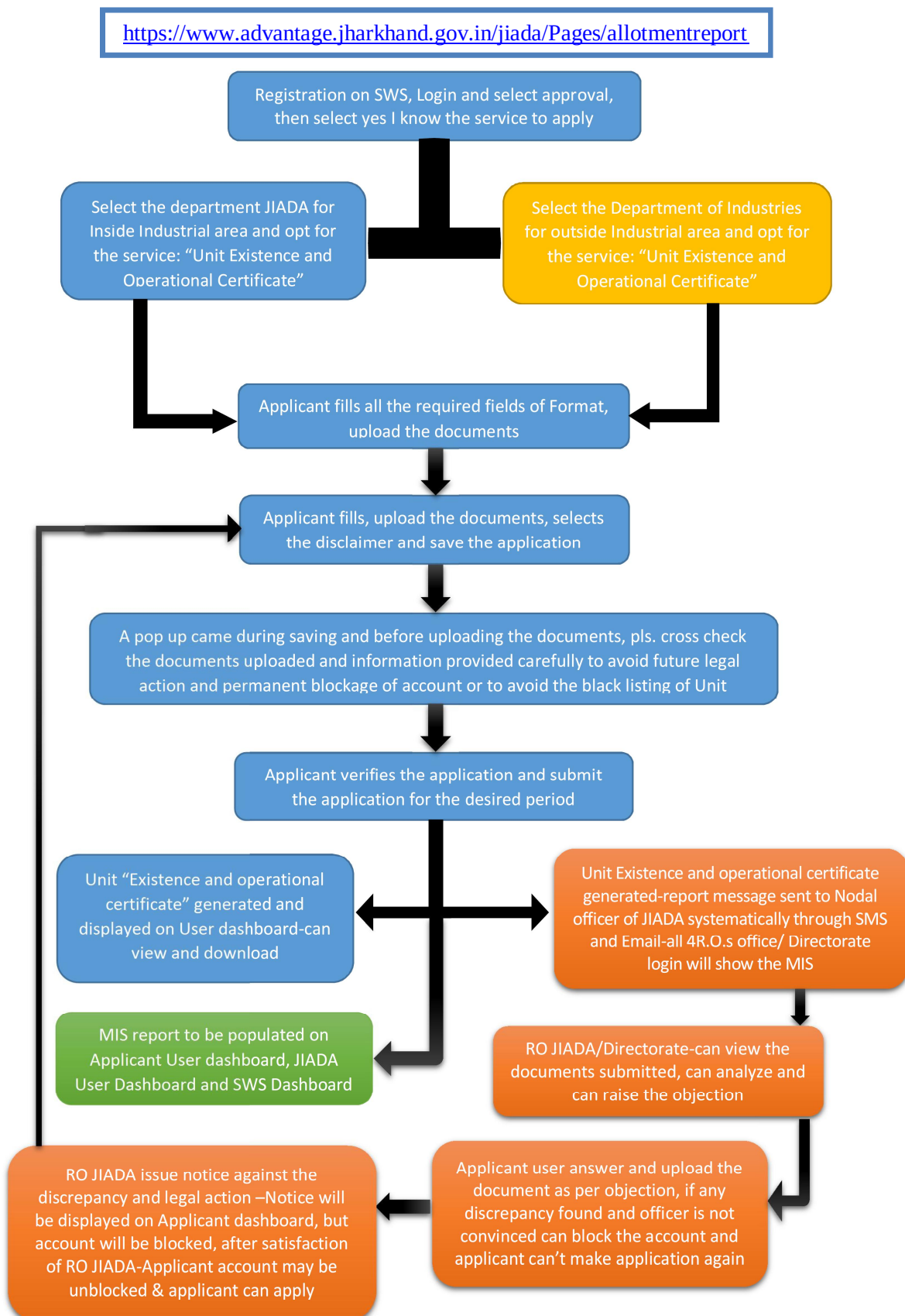
Standard Operating Procedure –AS-IS			
Name of Service: Land Allotment			
Sub services: Unit Existence and Operational Certificate Time for Approval-Instant (Self Cert.)			
JIADA Regulation, 2016 and regulation under Department of Industries			
Steps	Documents/Information needed	Timelines	Contact Person
Process of Application: Forwarded application and map of Building from concern ULBs/JIADA	- Two types of applying: Either through JIADA service page or through SWS Industry page. - Operational unit inside industrial area to be regulated by JIADA regulation and outside industrial area to be regulated by Department of Industries and inspection to be done by DICs. - All process are mandated to apply and approval online only. - To go to application page to click on below link: https://www.advantage.jharkhand.gov.in/jiada/Pages/allotmentreport		
Criteria of applicant and eligibility	An industrial unit after submission of consent to operate, as applicable from Pollution Control Board (PCB), regularly paying electricity bill on monthly basis, having sale and purchase activity and producing certified copy, shall be entitled to apply to get Unit Existence and Operational Certificate: (a) Certified copy of EM Part-II indicting date of production/ Trade Tax Exemption order/Trade Tax Assessment Order/STPI registration certificate along with documentary evidence of functioning. (b) Lease deed as applicable has been executed and registered. (c) In addition to the documents stated above, the following documents as applicable may also be required to be submitted by the allottee (s): - ESI registration certificate/ returns. - PF registration certificate/ returns. - Registration under Factories Act. - Electricity consumption bills for industrial usage		
Application by Land Holder/ Allottee/Partner/ Director /Proprietor	Applicant(Investor) apply for services- Fills all the required information of application, uploading the desired documents in PDF format(2 MB)-verify before submission and finally submit to generate the certificate.		
Documents required	A. One time: a) Certified copy of EM Part-II indicting date of production/ Trade Tax Exemption order/ Trade Tax Assessment Order/STPI registration certificate along with documentary evidence off functioning		

	b) Lease deed as applicable has been executed and registered. c) GSTN No. Certificate d) ID Proof of Allottee/Partner/Director /Proprietor B. Monthly basis and periodical at the time of application: 1. Sale, Purchase & tax declaration-Notarized/CA certified copy of previous 1 months 2. Unit Existence & Operational Self-Certified copy (On Unit letter Head duly signed by authorized signatory/Land Holder) 3. Electricity bill payment receipt of last 2 month		
Final submission of documents after self-verification and declaration and opting disclaimer	Applicant fills format, upload one time and required monthly basis documents, verifies and submit with accepting disclaimer that information provided and documents uploaded is true.		Self Certification
Certificate generation	After final submission-self certified certificate generated that is valid for the operation purpose and procurement of material, sale and purchase.	Same date	Self Certification
Verification and audit of application and documents and action	Business unit/enterprise/industries inside industrial area to be monitored/audited/verified by JIADA and outside industrial area to be monitored/audited/verified by DIC (Department of Industries). If found any discrepancy-admin will raise an objection and will block the account.	Same date	Fire Station Officer
Blocking/Unblocking/Blacklisting applicant unit.	Admin raise objection on the basis of discrepancy and block the account-applicant provide clarification online with justified reason: admin verifies basis on clarification and take action: of satisfied unblock the account and other wise block the account or black list the unit. Ø If MD JIADA/GM DIC/Director Industries finds any discrepancy as per instruction given/inappropriate data submission, admin can block (1 Month) where applicant can appeal to MD in case of JIADA and to director Industries in case of DIC or Admin can also black list the applicant (ID) if not satisfied with the clarification given by applicant. Unit then cannot apply for service in future, without submitting the proper reason as objection raised by the admin.	One Month	JIADA/GM DIC/Director Industries

II. Do's and don'ts during application for "Fire Advisory Services":

	Do's	Don'ts
Registration on SWS	· New Users: If applicant is investor/proprietor/director/secretary-select –investor as new users · If Applicant is Architect or LTP: select LTP as new users	· Investor/proprietor/director/secretary-select –investor as new users not LTP · Wrong pick-direct user choose LTP
Add a new service or' select the service for application	· Create a single CAF ID and select service & apply one time for one unit · In one CAF -multiple services can be selected and applied · One service one time application to be done	· Avoid formation of multiple CAF and adding multiple services and multiple application for one service.
Contact Details	· Pls. use full name of applicant as per govt. ID proof, applicant name comes approval certificate · Pls. provide preferably permanent/authenticated Email ID and Mobile no.	· Avoid giving short name of applicant during application · Temporary or personal no
Mandatory Field during application	· Fill all mandatory filed marked with red star(*), use full form of any information	· Avoid leaving blank any field and short term of any information
Uploading documents and information	· Before uploading the document cross check-documents in visible PDF file and correct documents · Use PDF file of 2 MB to upload	· Wrong submission of documents and information will cause to block to account or may be blacklisted if found discrepancy.
Objection from admin and clarification	· Check the system, mail, SMS regularly read instructions carefully and comply · Submit clarification on time and with clear evidences	· Improper clarification may cause for objection again, blocking of accounts and blacklisting.
Documents order	· Make a separate folder in system with the name of application no. and applicant name/unit	· Avoid keeping files and documents as multiple sources. · This may cause for wrong submission of documents

III. Unit Existence and Operational Certificate: Process flow



IV. Sample of Certificates:

Certificate sample: 1



झारखण्ड सरकार

Jharkhand Industrial Area Development Authority
Department of Industries, Government of Jharkhand
JIADA Building, Namkum, Lovadih, Ranchi-834010

UNIT EXISTENCE AND OPERATIONAL CERTIFICATE

Date: **day/month/Year**

This is to certify, against the application no.....that the Unit.....**name should come here**.....is permanently registered under JIADA, who's permanent registration no.(under EM Part II) is dated..... for making the product , located in the Industrial area... ..

Plot no..... Khata No.....District.....in Regional area.....is found Existing and Operational (as per submitted documents and declaration) for the Period of : **Month Like January** **Year like 2017**

For, Jharkhand Industrial Area Development Authority

Red mark/words are only for indication, should be removed-including this line.

Note: System generated self-certified copy, signature is not required and third party can easily verify the certificate on the Single Window System-Dashboard.

Certificate sample: 2



झारखण्ड सरकार

District Industries Centre
Department of Industries, Government of Jharkhand

UNIT EXISTENCE AND OPERATIONAL CERTIFICATE

Date: **day/month/Year**

This is to certify, against the application no.....that the Unit.....**name should come here**.....is permanently registered under DIC.....(**name of District**), who's permanent registration no.(under EM Part II) is dated..... for making the product , located in the Industrial area... ..

Plot no..... Khata No.....District.....in Regional area.....is found Existing and Operational (as per submitted documents and declaration) for the Period of : **Month Like January** **Year like 2017**

For, District Industry Centre, **Name of District**

Red mark/words are only for indication, should be removed-including this line.

Note: System generated self-certified copy, signature is not required and third party can easily verify the certificate on the Single Window System-Dashboard.

V. Definitions:

1. JIADA: Jharkhand Industrial Area Development Authority
2. DIC: District Industries Centre
3. MD: Managing Director of Jharkhand Industrial Area Development Authority
4. JIADA R.O.: Jharkhand Industrial Area Development Authority-Regional Office
5. Applicant: Industrial Unit operational inside industrial area and outside industrial area in Jharkhand
6. Admin: JIADA inside industrial area and DIC outside industrial area of Jharkhand
7. Third Party: Means authority/govt. department/banks/CCL seeking “Unit Existence and Operational Certificate” from Industrial units/Business units/applicant
8. SWS: Single Window System of Government of Jharkhand
9. Objection: Raised by admin (JIADA/DIC) against any discrepancy in information/documents submitted by applicant.
10. Clarification: Compliance/answer given by applicant against objection