

Standard Operating Procedure (SoP)

Service: Land Allotment

Authority: Jharkhand Industrial Area Development authority

- Sub Service: Land Allotment
- Basis of Approval: JIADA Regulation, 2016
- Service Timeline for Approval: 75 days
- Lease period: 30 Yrs.
- Single Window Land Bank and Application Access URL:
<https://www.advantage.jharkhand.gov.in/jiada/Pages/allotmentreport>
- To go to Industry GIS through SWS JIADA page URL:
<http://gis1.jharkhand.gov.in/industry/>

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I. PROCESS FOR APPLICATION AND APPROVAL:

Steps	Track/ Monitor/Ver ification	Documents/Information needed	Timelines	Contact Person
Process of Application		- Two types of applying: Either through JIADA Land Bank service page or through Industry GIS land bank page. - To go to application page to click on below link on Single Window JIADA page: https://www.advantage.jharkhand.gov.in/jiada/Pages/allotmentreport - To go to Industry GIS through SWS JIADA page http://gis1.jharkhand.gov.in/industry/		
Criteria of Land Allotment		- The allotment of land shall be only for the purposes of setting up industry/institution/society and trust - The allotment of land/plot shall be made subject to availability and approval of project by the Project Clearance Committee (PCC) - Availability of land shall be notified on the notice board of Industrial Area Development Authority, two leading newspapers having wider circulation and website of the Authority or website of the Single Window System - The application for land allotment/shed can be done online only in the website of the Authority or Single Window System website. - If more than one applicant makes application for a particular plot, Industrial Area Development Authority shall take steps for allotment by way of closed-bidding process and highest bidder shall be allotted subject to fulfilment of other conditions. In case of tie after closed-bid auction process, the successful applicant will be decided through lottery. - The Regional Director on behalf of MD JIADA shall complete land allotment process within 75 days from the date of publication of notification of vacant plot. - The Project Clearance Committee meeting shall be held on 15th of every month or next working day. - All land available with Industrial Area Development Authority shall be treated at par for the purpose of allotment. No discrimination shall be made amongst available land with Industrial Area Development Authority on the basis of source of availability, except for such cases which are covered under any of the paragraphs of the Regulation and of the clauses of Industrial Policy.		
Creation of Wish List on SW		Applicant can create wish list after registering on Single Window for land allotment:		

		https://www.advantage.jharkhand.gov.in/jiada/pages/viewda/pages/view		
Land Bank and availability-GIS and Master Plan		Applicant can view the plot status infrastructure and facilities with location through Industry GIS (http://gis1.jharkhand.gov.in/industry/) and Master Lay out Plan Map on JIADA-SWS land bank page		
Reservation of plot/land		- ü The reservation of plot shall be subject to recommendation of the Project Clearance Committee and approval by the Regional Director on behalf of MD JIADA Industrial Area Development Authority. - ü At least 40% of the land in Authority will be reserved for micro and other small enterprises in its command area. - ü 10% of the available allot able land in any new Industrial Area (land acquired during the currency of the instant industrial policy) will be earmarked for allotment to land losers for a period of three years, measuring one acre or more is acquired by the Authority and after three years, if no demand for plots from land losers, such plots will be de-notified into general category. - ü The land will be offered to such land losers as mentioned above, at prevalent rate for setting up industry, subject to availability of land and their fulfilment of other criteria for allotment.		
Eligibility of Applicant		A. The applicant should be competent to contract who may be:- a) Individual b) Proprietorship firm c) Registered partnership firm d) Private Limited Company. e) Limited liability registered partnership firm f) Public Limited company g) Government company h) State/Central Public Sector undertaking i) Hindu Undivided Family (HUF) j) Society / Trust k) Consortium of above applicants B. Consortium of Applicant - ü Member of the consortium shall have to specify one lead member who shall be authorized to correspond with the Authority. - ü The lead member of the consortium shall necessarily be a firm/company registered in India with the appropriate statutory authority. - ü The members shall submit a notarized memorandum of understanding conveying their intent to jointly make application for allotment of land and, in case the plot is allotted to them, they shall form a Special Purpose Vehicle (SPV) to		

		carry out all the duties and responsibilities of the allottee. - ü The MoU shall clearly define the role and responsibilities of each member in the consortium, particularly, with regard to arranging debt and equity for the project and its implementation. The MoU shall state that all members shall be jointly and severally responsible for the successful implementation of the project. - ü Special Purpose Vehicle (SPV) shall either be a partnership firm registered with the Registrar of Firms or Company registered under the Companies Act, 2013. - ü Special Purpose Vehicle (SPV) shall be formed consisting of lead member and relevant member with their shareholding as on the date of application, before execution of lease deed. - ü Lease deed shall be executed in favour of Special Purpose Vehicle (SPV). - ü The lead member shall maintain its original shareholding in the SPV till the functional certificate is obtained from the competent authority.		
Change in the name of the applicant		Under no circumstances change in the name of the intending applicant shall be allowed.		
Issue of public notice corrigendum and availability of application forms		- ü A prior public notice by way of advertisement containing brief information on the upcoming schemes and inviting applications from the public should be published in two national Dailies (One English and one Hindi) by the Authority. - ü The same advertisement shall be uploaded on the website of the Authority and Application Forms shall also be provided on the website of the Authority and shall be filed online. Public Notice shall contain brief information of the upcoming schemes like: a) Last date for submission of the application b) Date of opening of schemes c) Application Processing Fee d) Place of obtaining Application forms. e) Website address of the Authority. f) Link address to download the Application Forms. g) Separate application form shall be required to be submitted for each Industrial plot. - ü Regional Director on behalf of MD JIADA reserves right to change the terms and conditions and if there is any change in the terms & conditions of the schemes, it shall be notified to the public, by issuing Corrigendum in the same manner as Public Notices are issued		RD of JIADA on Behalf of MD JIADA

Notification of plots available for allotment		- List of plots available for allotment shall be published in two national Dailies (One English and one Hindi) by the Authority and the same notification to be displayed on the Notice Board and Website of Single Window System Jharkhand Industrial Area Development Authority service page for 15 days. - Number of plots may increase or decrease depending on the availability of land. Regional Director on behalf of MD JIADA reserves the right to withdraw any plot from the allotment process after issuing speaking order and displaying such speaking order on the notice board and website of the authority.	Same date	RD of JIADA on Behalf of MD JIADA
Registration with Single Window Portal	SMS and Email to Applicant	https://www.advantage.jharkhand.gov.in/SingleWindow/		SWS system
Submission of application –Documents checklist		The applicant shall make application online for land allotment, including uploading of following information either through SWS JIADA Land bank or Industry GIS after notification of land allotment: - ü General Information - ü Applicant's Information - ü Details of payment towards scrutiny fee - ü Details of existing unit/s of the applicant either in Industrial Area or at any other place - ü Project details - ü Investment details - ü Financial arrangement - ü Land use pattern - ü Environment Management plan - ü Infrastructural requirement - ü Details of employment generation Along with the application, the intending applicant shall submit the following documents :- - ü Details of raw materials to be used. - ü Details of machineries to be used. - ü Manufacturing process/Process flow chart - ü Details of finished products - ü Proposed investment and financial planning of the project. - ü Any other project related information - ü Details of payment for non-refundable scrutiny/processing fee Rs. 10000.00 for land requirement up to 1.0 acres, Rs 25,000.00 for land requirement over 1.0 acres up to 3.0 acres and Rs. 50,000.00 for over 3.0 acres or as decided by the Authority, from time to time.	As announced through Notification	RD-JIADA on behalf of MD JIADA

		- ü Declaration cum undertaking in the Proforma prescribed by the Authority on Rs. 100.00 non judicial stamp paper with two witnesses. The declaration cum undertaking must bear photograph of declaring and both the witnesses. - ü If the applicant is a company, furnish self-attested copy of company's profile along with the profile certificate of incorporation, article and memorandum of association and with the profiles of all its directors long with their photographs. - ü If the applicant is a proprietary firm, furnish self-attested certificate of registration under Shops & Establishment Act along with its profile and the profile of the proprietor and his/her photograph. - ü If the applicant is a partnership firm, furnish self-attested copy of registered deed of partnership or certificate of registration of partnership firm issued by the Registrar of Firms under the Partnership Act, 1932 or Limited Liability Partnership Act, 2008, along with profile of firm and its partners and their photographs. ii. Identity/address proof and two photographs be submitted for :- - ü Individual/Proprietary firm – of Proprietor - ü Partnership firm – of all partners - ü Private Limited company – of all present promoters/Directors - ü Public Limited company – of all present promoters/Directors on Board. - ü Unlimited company – of all present promoters/Directors on Board. - ü Hindu undivided Family (HUF) – of Karta - ü Government undertaking/Corporation – of all present members on Board - ü Promoter/Director of proposed private/Public limited company/ Unlimited Company or any other type of company as per Company's Act, 1956/2013 – of all proposed promoter/director. iii. Non submission of aforementioned documents/information shall result in non-entertainment of application by the Authority and process shall be initiated for allotment of concerned plot to another intending applicant.			
Application Processing Fee	Trough System/Applicant Dashboard	Category	Processing Fee/Application Fee (In Rs.)		
		A-Less Backward	Ø Up to 1 Acre-10000/- Ø Between 1-3 acre: 25000/- Ø More than three Acre: 50,000/-		
		B-Backward	Ø Up to 1 Acre-7,500/- Ø Between 1-3 acre: 17,500/-		

		Ø More than three Acre: 37,500/- C-Most Backward Ø Up to 1 Acre-5000/- Ø Between 1-3 acre: 12,000/- Ø More than three Acre: 25,000/-		
		Details of Category of Land area/Block is enclosed as Annexure-I		
Mode of deposit of scrutiny fee/processing fee	SMS, Email and System Dashboard to Applicant	The scrutiny fee/processing fee as stated above shall be deposited through online payment mode and receipt and status being generated online.		
Scrutiny of applications, Issuance of land allotment order and deposit for allotment	SMS, Email and System Dashboard to Applicant	(a) The application along with the requisite documents will be scrutinized by Project Clearance Committee or Agency engaged by Authority to assist PCC. Subsequent to evaluation and scrutiny and recommendation by LAC, Land Allotment Order shall be issued by the Regional Director on behalf of MD JIADA of the Authority to the Applicant. The applicant has to pay full premium amount of the land by way of online payment within 30 days, except in case of Clause 6(ii) (c), from the receipt of allotment order and submit a copy of deposit slip in the Authority. (b) The application for land allotment/shed can be done online only in the website of the authority or Single Window System website. However land can be allotted directly on recommendation by High Power Committee under Chief Secretary constituted under Jharkhand Single Window Clearance Act. 2015, exemption from public notification and online procedure in specific cases on receipt of proposal from MD, JIADA.	30 Days	
Non-entertainment of application	SMS, Email and System Dashboard to Applicant	Non submission of aforementioned documents/information shall result in non-entertainment of application by the Authority and process shall be initiated for allotment of concerned plot to another intending applicant.		
Bid for land	SMS, Email and System Dashboard to Applicant	Ø In the event of more than one applicant seeking allotment of any plot for the project cleared by the Project Clearance Committee (PCC), allotment of land shall be made through transparent closed bidding online process wherein a bid submission date shall be notified at least 10 days in advance of the bid and prevailing allotment rate shall be kept as Floor Price of land. Regional Director on behalf of MD JIADA of the Authority shall invite financial bids for PCC cleared projects from the applicants. Ø Authority shall invite financial bids from those applicants along with earnest money deposit	30 Days	

		(EMD) equivalent to 10% of floor price of land or Rs. 1, 50,000.00 (Rupees one lakh fifty thousand) whichever is higher, which shall be deposited online and set off with the premium of land in case of selected bidder and the amount of earnest money shall be refunded to other bidders, EMD of second highest bidder shall be kept in reserve till receipt of full premium amount from the successful bidder. Subsequent to evaluation and recommendation by LAC, land allotment order shall be issued by the Regional Director on behalf of MD JIADA of the Authority to the bidder whosoever offers highest/maximum land premium over & above reserve price (hereafter referred as “highest bidder”). Ø The successful bidder shall have to pay full premium amount of the land (after adjusting EMD) by way of demand draft/online payment within 30 days of issuance of provisional allotment order.		
Land allotment cancel and issued to the second highest bidder	SMS, Email and System Dashboard to Applicant	Ø In the event of highest bidder being unable to deposit the entire amount of land premium within the aforesaid period of 30 days, the provisional allotment order shall stand withdrawn, earnest money shall be forfeited and allotment order shall be issued to the second highest bidder, who shall have to deposit the entire premium amount as in case of the first highest bidder.	30 Days	
Physical possession	SMS, Email and System Dashboard to Applicant	Ø The allottee shall pay full premium or 1st Instalment (If applicable: JIADA Regulations 2016-Special Preference to Enterprises/Industrial units labour intensive industries) of land within 30 (thirty) days from the date of receipt of letter of provisional allotment by way of demand draft or online payment in favour of the Authority. Any amount paid earlier by the allottee along with the application seeking allotment, except scrutiny fee, shall be set off with the amount of premium without interest. Ø On payment of full premium the allottee shall be handed over physical possession of the land/shed within 10 (ten) days from the date of receipt of the same.	10 Days	
Land Registry		Ø Applicant Received the Consent to Establish (CTE) and Applied Construction Permit through JIADA BPAMS-land registry process to be initiated.		
Services after Land allotment		Ø Through System JIADA has 11 other services as described in JIADA Regulation is completely online, all type of development charges, fees, levies, taxes are online-applicant apply through SW.		

IA Key Note:

- Land/Shed shall be allotted to the entrepreneur for setting up their industrial units on lease of 30 (thirty) years from the date of allotment on annual rent and other charges as decided by the Regional Director on behalf of MD JIADA/ Authority with option of renewal.
- The renewal of the lease shall be considered by the Regional Director on behalf of MD JIADA/Authority on written request of the lessee three months prior to the expiry date of the lease period, and renewal will be applied through SWS and renewed land to be registered on the name of the allottee, for units on payment of processing fee as mentioned in clause 13 (Along with Application Form, applicant shall deposit a Non-refundable & Non-adjustable scrutiny fee/Processing fee of Rs. 10,000.00 for land requirement up to 1.0 acres, Rs 25,000.00 for over 1.0 acres up to 3.0 acres and Rs. 50,000.00 for over 3.0 acres or as decided by the Authority, from time to time).
- The failure of the allottee in submitting factory/sheds plan or/and building plan for approval shall entail late action fee @ Rs.1.00 per sq. ft. per month.
- If the allottee fails to start construction within the stipulated time, late action charges shall be recovered @ 1.00 per sq. ft. per month from the last date of extended period.
- **The Regional Director on behalf of MD JIADA shall complete land allotment process within 75 days from the date of publication of notification of vacant plot.**

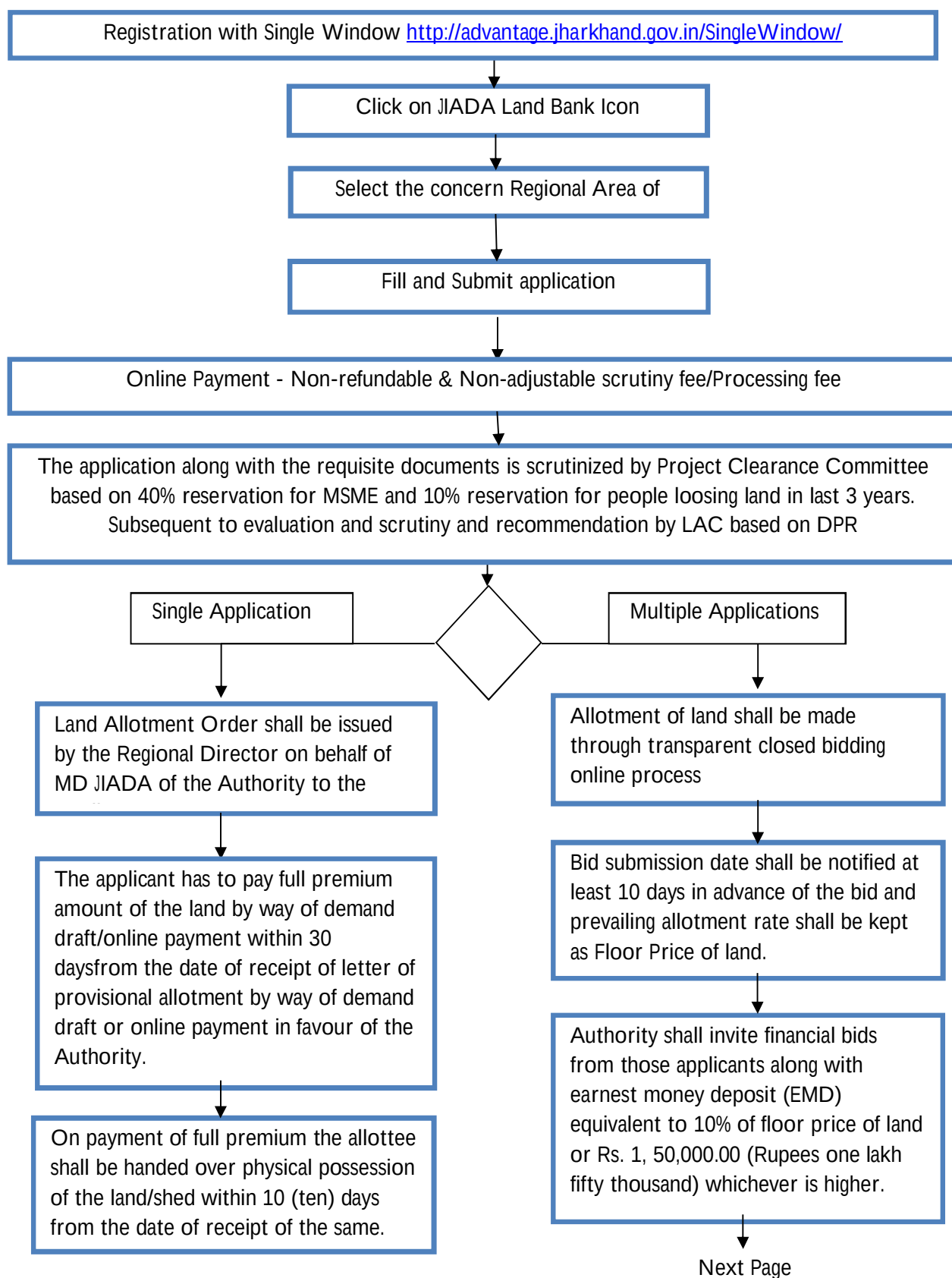
1B LAND ALLOTMENT STEPS, TIMELINE AND JURISDICTION:

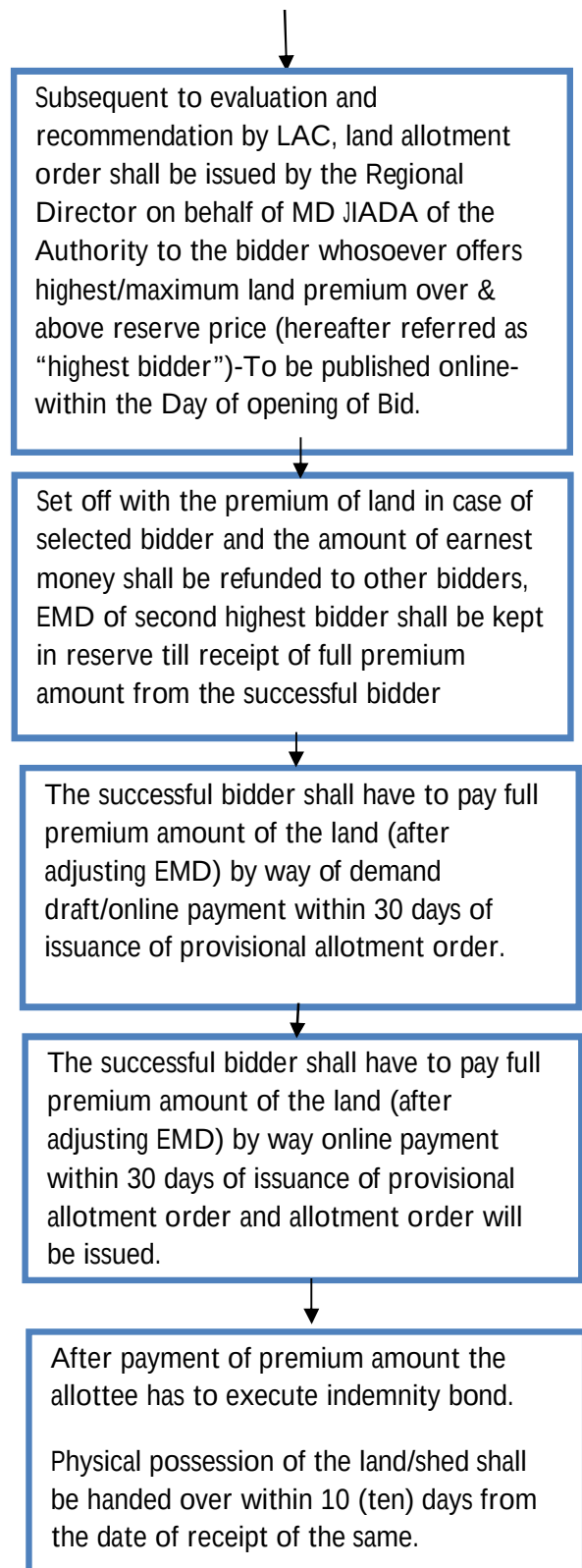
System monitors and notified console wise, as per timeline and role defined where applicant can track the application at each steps

Service/ Sub Service	Tot al Ti mel ine	Counter Clerk (CC) – Table 4		Industrial Extension Officer (IEO)		Development Officer (D.O./RDD)		Regional Director (R.D.)		Functional description and remarks
		Ti me to be giv en	Role: (1-11) refer table 4 attache d as Appen dix-I	Ti me to be giv en	Role: (1-11) refer table 4 attache d as Appen dix-I	Ti me to be giv en	Role: (1-11) refer table 4 attache d as Appen dix-I	Ti me to be giv en	Role: (1-11) refer table 4 attache d as Appen dix-I	
Land Allotme nt (Single Applica nt/ Multiple Applica nt)	75 days	3	1, 3, 4	5	1,2,3,4	30	1,2,3,4, 7	7	2, 7, 8, 9, 10, 11	45- provisional allotment + 30 Days up to Land Possession- Total 75 days (Notification to Land Possession to be counted within 75 days)
Role and responsibility information for CC/IEO/DO/RD										
1. Document Verification 2. Objection to applicant 3. Forward to Next Level 4. Will forward with remarks 5. Inspection to be done 6. Inspection report to be uploaded/ entered 7. RDD/D.O. revert back to IEO 8. RD Revert back to DO/RDD 9. RD Revert to IEO 10. Approve 11. Reject										

II. DO'S AND DON'TS:

System Usage	Do's	Don'ts
Registration on SWS	· New Users: If applicant is investor/proprietor/director/secretary-select –investor as new users to apply for services · If Applicant is Architect/Draftsman/Structural Engineer (LTP): select LTP as new users to apply for construction permit/building plan approval	· Investor/proprietor/director/secretary-select –investor as new users not LTP · Wrong pick-direct user choose LTP- Architect/Draftsman/ Structural Engineer
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 to upload documents	· 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
Payment of Instalment	· One time upfront payment is exempted from GST	· If paid 1st instalment-rest payment will be considered as instalments
Mandatory	· After land allotment and possession apply for construction permit	· Not applied for construction permit-registry will not be there and penalties to be imposed

III.**LAND ALLOTMENT: PROCESS FLOW**



Land Allotment process is completed within 75 days from the date of publication of notification of vacant plot

IV. DEFINITIONS:

1. JIADA: Jharkhand Industrial Area Development Authority
2. MD: Managing Director of Jharkhand Industrial Area Development Authority
3. RD: Regional Director of JIADA
4. LTP: License Technical Person (Architect, Structural Engineer, Draftsman etc.)
5. JIADA R.O.: Jharkhand Industrial Area Development Authority-Regional Office
6. Applicant: Applying for land allotment service inside industrial area
(Industrial/Business/Service/Society/Trust/Institute Unit)
7. Admin: JIADA inside industrial area and DIC outside industrial area of Jharkhand
8. Third Party: Means authority/govt. department/banks/CCL/Financial Institution
9. SWS: Single Window System of Government of
Jharkhand(advantage.jharkhand.gov.in)
10. Objection: Raised by admin (JIADA) against any discrepancy in information/documents submitted by applicant.
11. Clarification: Compliance/answer given by applicant against objection

Annexure-I

A. JIADA Land Category as defined through JIADA board resolution no. 514, dated: 16.11.18

Category	Area: District wise Block/s		
A-Less Backward	Ø	Ranchi:	Ranchi Sadar, Nagadi, Ratu, Ormanjhi, Kanke and Namkum
	Ø	East Singhbhum:	Dhalbhum Garh, Potka, Ghatsila, Jugsalai, Golmuri blocks
	Ø	Dhanbad:	Govindpur, Jharia, Chirkunda blocks
	Ø	Saraikela-Kharsawan:	Chandil, Adityapur, Kharwawan, Gamharia blocks
	Ø	Bokaro:	Chas, Bermo, ChandanKiyari, Chandrapura and Petarwar
	Ø	Ramgarh:	Ramgarh, Patratu blocks
	Ø	Giridih:	Giridih block
B- Backward	Ø	West Singhbhum:	Jhinkpani, Chakardharpur blocks
	Ø	Ramgarh:	Mandu block
	Ø	Dhanbad:	Baliapur block
	Ø	Bokaro:	Gomia, Jaridih block
	Ø	Hazaribagh:	Katkamdag, Daru, Keredari, Barkagaon, Barhi blocks
	Ø	Giridih:	Saria block
	Ø	Kodma:	Chandwara block
	Ø	Chatra:	Tandwa block
	Ø	Dumka:	Dumka Sadar block block
	Ø	Godda:	Godda, Sadar Pahadi block
	Ø	Khunti:	Khunti block
	Ø	Deoghar:	Madhupur, Devipur, Deoghar block
	Ø	Latehar:	Chandwa block
	Ø	Garhwa:	Garhwa, Bhawnathpur block
	Ø	Palamu:	Daltenganj block
	Ø	Saraikela-Kharsawan:	Rajnagar block
	Ø	Rest all District Head quarter(24 Districts)	
C-Most Backward	All the blocks which is not included in Category A and B		

B. Applicable Fee for JIADA all regional office: Reference, JIADA Board Resolution, no. 514, dated: 16.11.18

Category	Land Price	Processing Fee/Application Fee (In Rs.)
A- Less Backward	Ø Production Sector-Land Price (Laid Down) Ø Service Sector-25% more than Land Price (Laid Down) Ø Commercial Sector-10 times of Land Price (Laid Down) Ø	Ø Up to 1 Acre-10000/- Ø Between 1-3 acre: 25000/- Ø More than three Acre: 50,000/-
B- Backward	Ø Production Sector-Land Price (Laid Down) Ø Service Sector-17% more than Land Price (Laid Down) Ø Commercial Sector-7.5 times of Land Price (Laid Down)	Ø Up to 1 Acre-7,500/- Ø Between 1-3 acre: 17,500/- Ø More than three Acre: 37,500/-
C- Most Backward	Ø Production Sector-Land Price (Laid Down) Ø Service Sector-7% more than Land Price (Laid Down) Ø Commercial Sector-2 times of Land Price (Laid Down)	Ø Up to 1 Acre-5000/- Ø Between 1-3 acre: 12,000/- Ø More than three Acre: 25,000/-

C. Flow of mapping of area and blocks: trigger is block which coming in district with concerned industrial area through dropdown:



D. Payment Calculation mechanism:

