

DEPARTMENT OF INDUSTRY, MINES AND GEOLOGY

Standard Operating Procedure –AS-IS

Name of Service Land Allotment in JIADAs

Sub services:

Sub-service: Renewal of lease of allotted plots

Previous Approval: Land Allotment

Basis for approval: Industrial Area Development Authority Regulation, 2015 and amendment notification no.dated: 16/11/17

Steps	Verification	Documents/Information needed	Timelines* (Days)	Contact Person
Criteria		1) For industrial units whose lease agreement done after JIADA regulation 2015: The renewal of the lease shall be considered by the Regional Director of regional office on behalf of MD JIADA on written request of the lessee three months prior to the expiry date of the lease period, and renewal will be automatic for units on payment of processing fee as mentioned in clause 13. For land up to 1.0 acres-10,000/- For land over 1.0 acres up to 3.0 acres- 25,000/- For land over 3.0 acres- 50,000/- 2) For Industrial units whose lease agreement done before JIADA regulation 2015: The renewal of the lease shall be considered by the Regional Director of regional office on behalf of MD JIADA on written request of the lessee three months prior to the expiry date of the lease period, and renewal of lease will be done (amendment in JIADA regulation, dated: 16/11/17) for units on payment of processing fee as mentioned below: Lease agreement will be renewed from the ending date of lease period but MSME units have to pay 15% of land value for current Financial year and for other type of industries have to pay 25% of land value for current Financial year 3) If allottee/lessee does not apply for renewal of lease deed 3 months prior to the expiry date of the lease period along with the processing fee; then as per para no. 17 of JIADA Regulation 2015, MSME units have to pay 5% of land value for current Financial year and for other industries/units have to pay 10% of land value and for		Regional Director of regional office on behalf of MD JIADA

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		current Financial year and following conditions will be applicable on processing fee for renewal of lease : i. If Lessee/allottee apply for renewal of lease at the time of expiry of lease : lessee has to pay two times of processing fee ii. If Lessee/allottee apply for renewal of lease from date of expiry of lease up to three months : lessee has to pay three times of processing fee iii. If Lessee/allottee apply for renewal of lease from date of expiry of lease after Three months up to Six months: lessee has to pay four times of processing fee iv. If Lessee/allottee apply for renewal of lease from date of expiry of lease after Six months up to Nine months: lessee has to pay five times of processing fee v. If Lessee/allottee doesn't apply for renewal of lease from date of expiry of lease up to Nine months: lease cancellation process will be initiated. vi. In the meantime if lessee proposed for renewal of lease with a genuine reason in front of MD JIADA and after satisfaction MD may put the proposal in the board meeting to consider for renewal of lease to consider, after decision of board meeting the lease process only be initiated and applicant/allottee/lessee has to pay 5 times of processing fee or 15% of land value for current Financial year, whichever is higher or otherwise lease cancellation process will be initiated.		
Eligibility of Applicant		<u>1. For industrial units whose lease agreement done after JIADA regulation 2015:</u> The renewal of the lease shall be considered by the Regional Director of regional office on behalf of MD JIADA on written request of the lessee <u>three months prior</u> to the expiry date of the lease period, and renewal will be automatic for units on payment of processing fee as mentioned in clause 13. For land up to 1.0 acres-10,000/- For land over 1.0 acres up to 3.0 acres- 25,000/- For land over 3.0 acres- 50,000/- <u>2. For Industrial units whose lease agreement done before JIADA regulation 2015:</u> The renewal of the lease shall be considered by the Regional Director of regional office on behalf of MD JIADA on written request of the lessee <u>three months prior</u> to the expiry date of the lease period, and renewal of lease will be done(amendment in JIADA regulation, dated: 16/11/17) for units on payment of processing fee as		

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		mentioned below: - Lease agreement will be renewed from the ending date of lease period but MSME units have to pay 15% of land value for current Financial year and for other type of industries have to pay 25% of land value for current Financial year 3. If allottee/lessee done not apply for renewal of lease deed 3 months prior to the expiry date of the lease period along with the processing fee; then as per para no. 17 of JIADA Regulation 2015, MSME units have to pay 5% of land value for current Financial year and for other industries/units have to pay 10% of land value and for current Financial year and following conditions will be applicable on processing fee for renewal of lease : - If Lessee/allottee apply for renewal of lease at the time of expiry of lease : lessee has to pay two times of processing fee - If Lessee/allottee apply for renewal of lease from date of expiry of lease up to three months : lessee has to pay three times of processing fee - If Lessee/allottee apply for renewal of lease from date of expiry of lease after Three months up to Six months: lessee has to pay four times of processing fee - If Lessee/allottee apply for renewal of lease from date of expiry of lease after Six months up to Nine months: lessee has to pay five times of processing fee - If Lessee/allottee doesn't apply for renewal of lease from date of expiry of lease up to Nine months: lease cancellation process will be initiated. - In the meantime if lessee proposed for renewal of lease with a genuine reason in front of MD JIADA and after satisfaction MD may put the proposal in the board meeting to consider for renewal of lease to consider, after decision of board meeting the lease process only be initiated and applicant/allottee/lessee has to pay 5 times of processing fee or 15% of land value for current Financial year, whichever is higher or otherwise lease cancellation process will be initiated.		
Registration with Single Window Portal	SMS and Email to Applicant	✓ http://advantage.jharkhand.gov.in/SingleWindow/		
Application to Regional Office of JIADA	SMS and Email to Applicant	✓ Lessee three months prior to the expiry date of the lease period: otherwise eligibility criteria will be applicable.		

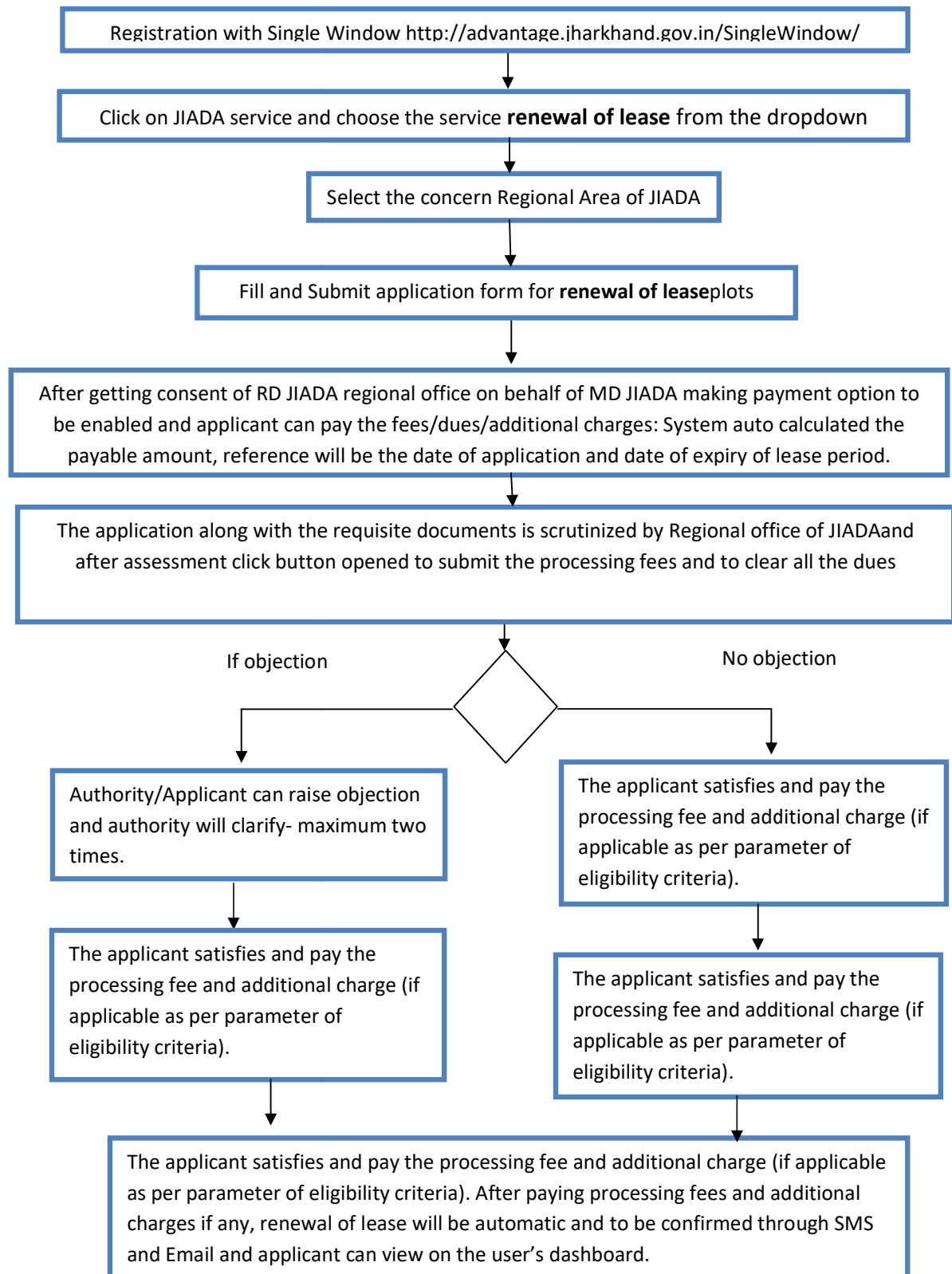
Steps	Verification	Documents/Information needed	Timelines* (Days)	Contact Person
Application is submitted by the applicant	SMS and Email to Applicant	The applicant shall make application online for renewal of lease with processing fee as described, including uploading of following information:- ✓ No dues certificate from the concerned financial institution, concerned statutory authorities or declaration affidavit ✓ Land allotment order/certificate ✓ Fills the format and submit. ii. Non submission of aforementioned documents/information shall result in non-entertainment of application by the Authority or eligibility criteria will be applicable: iii. Identity/address proof to be submitted for :- ✓ Individual/Proprietary firm – of Proprietor ✓ Partnership firm – of all partners ✓ Private Limited company – of all present promoters/Directors ✓ Public Limited company – of all present promoters/Directors on Board. ✓ Unlimited company – of all present promoters/Directors on Board. ✓ Hindu undivided Family (HUF) – of Karta ✓ Government undertaking/Corporation – of all present members on Board ✓ 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.	3 months prior to expiry of lease period	
Objection and Clarification-2 times from either side.		(a) If objection is there to be raised by Applicant/Authority and applicant/authority can clarify online and can upload documents on applicant dashboard- objection and clarification to be given 2 times. (b) Application to be considered by RD of Regional office of JIADA- 3 months prior to expiry of lease period up to 9 months after expiry of lease period (c) After 9 months of expiry of lease period: case to be referred to MD JIADA and after getting satisfactory explanation, MD may put the renewal proposal in the Board meeting and after getting the decision from board the renewal process to be initiated or	90 Days	Regional Director of regional office on behalf of MD JIADA

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		cancellation process to be initiated.		
Scrutiny of applications, & processing of application		(a) The application along with the requisite documents will be scrutinized by Regional office of JIADA and eligibility criteria will be applicable. (b) System will auto calculate the fees/charges/late fees as applicable depending upon the date of application-from expiry date of lease period.		RD on behalf of MD JIADA
Non-entertainment of application		Non submission of aforementioned documents/information/fees within defined timeline as mentioned in eligibility criteria shall result in non-entertainment of application and cancellation of lease to be initiated after exceeding the grace timeline of 9 months or after final decision of board.		
Submission of scrutiny fee/processing fee/late charges-through online payment mode and systematic		<u>Through Online Payment mode: Payment to be done based on following criteria</u> <u>1. For industrial units whose lease agreement done after JIADA regulation 2015:</u> The renewal of the lease shall be considered by the Regional Director of regional office on behalf of MD JIADA on written request of the lessee <u>three months prior</u> to the expiry date of the lease period, and renewal will be automatic for units on payment of processing fee as mentioned in clause 13. For land up to 1.0 acres-10,000/- For land over 1.0 acres up to 3.0 acres- 25,000/- For land over 3.0 acres- 50,000/- <u>2. For Industrial units whose lease agreement done before JIADA regulation 2015:</u> The renewal of the lease shall be considered by the Regional Director of regional office on behalf of MD JIADA on written request of the lessee <u>three months prior</u> to the expiry date of the lease period, and renewal of lease will be done(amendment in JIADA regulation, dated: 16/11/17) for units on payment of processing fee as mentioned below: Lease agreement will be renewed from the ending date of lease period but MSME units have to pay 15% of land value for current Financial year and for other type of industries have to pay 25% of land value for current Financial year 3. If allottee/lessee done not apply for renewal of lease deed 3 months prior to the expiry	1 day-automatic	

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		date of the lease period along with the processing fee; then as per para no. 17 of JIADA Regulation 2015, MSME units have to pay 5% of land value for current Financial year and for other industries/units have to pay 10% of land value and for current Financial year and following conditions will be applicable on processing fee for renewal of lease : • If Lessee/allottee apply for renewal of lease at the time of expiry of lease : lessee has to pay two times of processing fee • If Lessee/allottee apply for renewal of lease from date of expiry of lease up to three months : lessee has to pay three times of processing fee • If Lessee/allottee apply for renewal of lease from date of expiry of lease after Three months up to Six months: lessee has to pay four times of processing fee • If Lessee/allottee apply for renewal of lease from date of expiry of lease after Six months up to Nine months: lessee has to pay five times of processing fee • If Lessee/allottee doesn't apply for renewal of lease from date of expiry of lease up to Nine months: lease cancellation process will be initiated. • In the meantime if lessee proposed for renewal of lease with a genuine reason in front of MD JIADA and after satisfaction MD may put the proposal in the board meeting to consider for renewal of lease to consider, after decision of board meeting the lease process only be initiated and applicant/allottee/lessee has to pay 5 times of processing fee or 15% of land value for current Financial year, whichever is higher or otherwise lease cancellation process will be initiated.		

- The Regional Director on behalf of MD JIADA shall complete process within 60 days from the date of application after getting consent for surrender of allotted plots from the authority.

JIADA renewal of lease process flow



- **Applicant need to submit the application three months prior to expiry of lease period.**