

DEPARTMENT OF INDUSTRY, MINES AND GEOLOGY

Standard Operating Procedure –AS-IS

Name of Service Land Allotment in JIADAs

Sub services:

Sub-service: Surrender of Allotted plots

Previous Approval: Land Allotment

Basis for approval: Industrial Area Development Authority Regulation, 2015

Steps	Verification	Documents/Information needed	Timelines* (Days)	Contact Person
Criteria		- Any allottee shall be at liberty to surrender the allotted plot to the authority at any point of time by giving prior written application to the Chief Executive Officer of the region at least three months in advance - Authority shall refund/release partial payment of allotment price for the land (full or partial) surrendered as per following terms: ➤ 75% of allotment price, in case of surrender within one year from date of allotment of land. ➤ 65% of allotment price, in case of surrender within two years from date of allotment of land. ➤ 55% of allotment price, in case of surrender within three years from date of allotment of land. - The aforementioned payment by Authority shall be released only after peaceful surrender of full or partial land (unutilized land) by the allottee/lessee. - However, no request for surrender shall be accepted by the Authority beyond three years of allotment of land. In such cases Authority shall cancel the allotment order, terminate the lease deed and forfeit the lease premium and take possession by observing the principles of natural justice.		Regional Director of regional office on behalf of MD JIADA
Eligibility of Applicant		✓ The Authority shall accept the surrender subject to the condition that the surrender is not in default in paying dues of the Authority and he/she/it produces a no dues certificate from the concerned financial institution, concerned statutory authorities ✓ That he is not in default in payment of statutory due to its employees along with a declaration cum undertaking cum Indemnity bond on a non-judicial stamp paper of Rs. 100.00 along with self-attested photograph of all promoting stake holders, ✓ Authority shall refund/release partial payment of allotment price for the land (full or partial) surrendered as per following terms		
Registration with Single	SMS and	✓ http://advantage.jharkhand.gov.in/SingleWindow/		

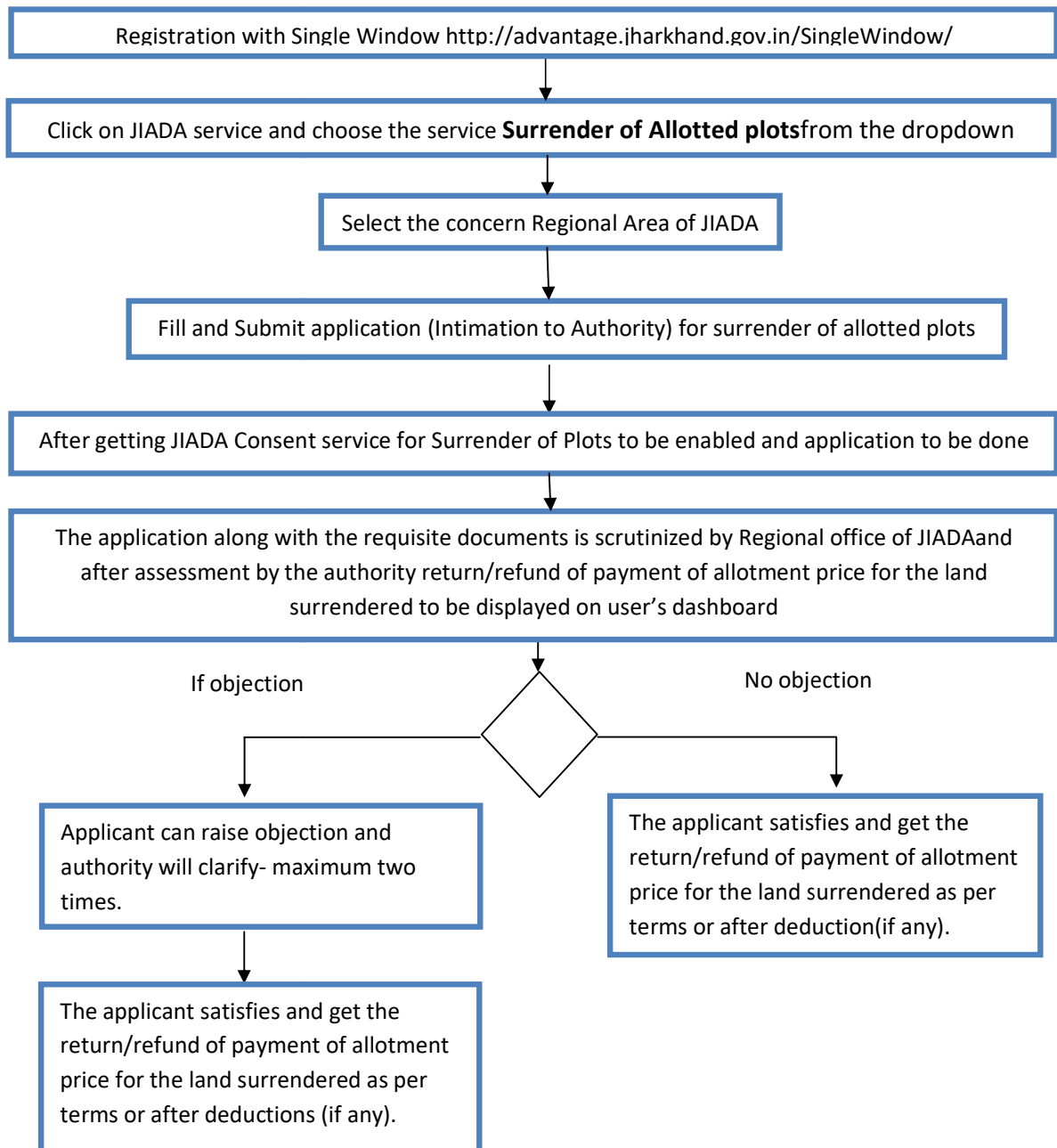
Steps	Verification	Documents/Information needed	Timelines* (Days)	Contact Person
Window Portal	Email to Applicant			
Intimation-Application to Regional Office of JIADA	SMS and Email to Applicant	✓ Allottee shall be at liberty to surrender the allotted plot to the authority at any point of time by giving prior written application to the RD of the region on behalf of MD JAIDA at least three months in advance.		
Intimation Application is submitted by the applicant	SMS and Email to Applicant	The applicant shall make application online for land allotment, including uploading of following information:- ✓ No dues certificate from the concerned financial institution, concerned statutory authorities or declaration affidavit ✓ Declaration cum undertaking cum Indemnity bond on a non-judicial stamp paper of Rs. 100.00 of default in payment of statutory due to its employees. ✓ Self-attested photograph of all promoting stake holders, ✓ Land allotment order/certificate ✓ Declaration of surrender of allotted plots on non judicial stamp paper of in letter head of the company/firm/business units -with validated Accounts details: as account no., IFSC code, Name of Bank, Address of Bank etc. and details as per declaration to be given to application format. ✓ Fills the format and submit. ii. Non submission of aforementioned documents/information shall result in non-entertainment of application by the Authority 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.		

Steps	Verification	Documents/Information needed	Timelines* (Days)	Contact Person
Submission of scrutiny fee/processing fee		Not applicable		
Submission of Application after getting consent from the authority(JIADA-R.O.)		Applicant will apply for surrender of allotted plots after getting the consent from the RD of Regional office of JIADA and then process of evaluation of application and refund/release of partial payment of allotment price for the land (full or partial) surrendered as the terms:		
Terms of Refund/release partialpayment of allotment price forthe land (fullor partial)surrendered	SMS and Email to Applicant	❖ 75%of allotment price, in case of surrender within one year from date of allotment of land. ❖ 65%of allotment price, in case of surrender within two years from date of allotment of land. ❖ 55% of allotment price, in case of surrender within three years from date of allotment of land. • The aforementioned payment by Authority shall be released only after peaceful surrender of full or partial land (unutilized land) by the allottee/lessee. • However, no request for surrender shall be accepted by the Authority beyond three years of allotment of land. In such cases Authority shall cancel the allotment order, terminate the lease deed and forfeit the lease premium and take possession by observing the principles of natural justice.		Regional Director of regional office on behalf of MD JIADA
Penalty clauses	SMS and Email to Applicant	• In the event of any entrepreneur handing over physical possession of industrial plot allotted to it/him, to any other person or entity without having being authorized by the Authority, the Authority shall treat possession of that person or entity as unauthorized and take recourse for recovery of possession including invoking the provisions of Public Premises (Eviction and Unauthorized Occupants) Act, 1971 for recovery of possession, Original allottee shall be liable to pay irregularity charges @Rs. 5.00 (Rupees five) per sq. ft. per month to Jharkhand Industrial Area Development Authority besides initiation of cancellation proceeding. • In reply to the show cause, if the allottee gives undertaking with time frame to utilize the unutilized portion of land, then in the event of violation of undertaking, the allottee shall be liable for non-action charges @ Rs. 10=00 per sq. ft. per month. Even after imposition of non-action charges, if the allottee fails to abide by the undertaking, the concerned portion of other plot shall be cancelled by observing the principles of natural justice and action shall be taken for recovery of non'action charges under Public Demand Recovery act and Rules framed there under. • If an allottee continues to be in possession of the cancelled plot and carry out any activity either alone or with cooperation of somebody else, possession by such		Regional Director of regional office on behalf of MD JIADA

Steps	Verification	Documents/Information needed	Timelines* (Days)	Contact Person
		allottee shall be treated unauthorized for which he/it shall be liable for penalty @ Rs. 15=00 per sq. ft. per month until he/it hands over vacant possession of the allotted plot to the Authority		
Scrutiny of applications, & surrender of allotted plots		(a) The application along with the requisite documents will be scrutinized by Regional office of JIADA and confirmation to be given by Authority. (b) The application will get finally scrutinised and payment as per terms to be refunded to applicant authenticated account. Where applicant can view the payment details on applicant dashboard and admin dashboard (c) 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.	30 Days	Regional Director of regional office on behalf of MD JIADA
Objection and Clarification on refund/return against surrender of allotted plots		(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) if applicant do not object within 15 days of uploading of payment details on applicant dashboard, the same amount to be treated as accepted and the amount to be returned/refunded to applicant given account details	30 Days	Regional Director of regional office on behalf of MD JIADA
Non-entertainment of application		Non submission of aforementioned documents/information shall result in non-entertainment of application.		
Penalty for Violation of JIADA regulations		No allottee shall be permitted to use the allotted plot for any other purpose including residential or any other commercial activities, than for which the plot has been allotted. Violation of this condition shall be treated as violation of this regulation; conditions of allotment and lease deed and entail cancellation of plot.		

- 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.

IADA Land Allotment process flow



- Applicant need to submit the intimation of surrender of allotted plots to authority 3 months prior to surrender.
- Surrender of Allotted plots process is completed within 60 days from the date of publication of notification of vacant plot.