

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT & INVESTMENT
CORPORATION LIMITED
UDYOG-BHAWAN, TILAK-MARG, JAIPUR-302005**

No: IPI/P-2(24)44/2019/08

Dated: 23/04/2019

OFFICE ORDER

Subject: General guidance for matters to be placed before Land Plan Committee (LPC)

As per office order dated 4.1.2017, matters related to change of land use, approval of building heights more than 15 m etc. are placed before Land Plan Committee (LPC). In regards to submit the matters before LPC and follow-up further, following steps shall be taken:

1. Concerned unit office shall provide information as per revised checklist (Proforma B) enclosed herewith.
2. Latest site report alongwith checklist shall be checked by Unit head.
3. Latest colour photographs showing status of plot and construction shall be submitted.
4. Unit office follow up the matter and ensure that applicant shall construct building as per Building Regulations/approved building plans.

(Gaurav Goyal)
Managing Director

Encl.: As above

Copy to:

1. FA/Advisor (A&M) /Advisor (Infra)
2. Secretary
3. CGM (Inv.)/GM (BP)
4. GM (Infra/Fin/PR)/GM (F-IPI)/GM (Civil)/GM (EM)
5. OSD (Land)
- ✓ 6. DGM (IT) – for uploading on website
7. Sr.DGM (Law)/ DGM (Law)
8. All Unit Heads -----
9. P&D Cell Officers:
Addl. GM/Sr.DGM/Sr.RM/Dy. Mgr
10. Sr. RM (M&C)
11. STP/ATP

Copy also to:

1. PS to Chairman, RIICO
2. PS to MD, RIICO
3. PS to Advisor (Infra)

(Advisor (Infra))

PROFORMA- B

**CHECK LIST FOR THE PURPOSE OF CHANGE OF LAND USE ON THE
ALLOTTED INDUSTRIAL PLOTS.**

(Unit Head to fill-up all the details before submitting matter to HO)

(strike √ whichever applicable)

A	Proposal:	
1	Applicant's Name	
2	Plot Number	
3	Name of Industrial Area	
4	Whether filled up Proforma 'A' enclosed	
5	Proposal of the applicant	Change of landuse to _____
6	Area of proposed plot for change of land use	_____ sq.mts. (Full area of plot/part area of plot measuring - sq.mts.)
7	If proposed, part area of allotted plot	
	a. Site Plan of plot duly signed by applicant showing proposed part area for change of land use with dimensions	Available at page no. /C of Unit file/ Not applicable
	b. Whether it fulfills change of land use provision/ subdivision condition as per prevailing rules	Yes/No /Not applicable
8	Project Report for proposed use with tentative plan, submitted by applicant (Essential to submit project report with time schedule)	Yes/No
9.	Submit latest colour photographs showing status of plot and construction	Available at page no. /C of Unit file
B. General Information regarding Industrial Area concern:		
1	a. Nature of Industrial Area e.g. saturated/ unsaturated/ developed/ undeveloped etc.	
	b. If plot located in EPIP/ SEZ /IT Park/ Agro Food Park/IIID Centre, change of land use would not be permitted {Rule 20-C-A0 (ix)}	Check
	c. Whether the plot falls in pre-defined industrial zones e.g. Chemical zone, Electronic zone, Mineral zone etc.	
2	Total area under scheme of concern Industrial Area	Area = _____ hect.
3	Area and its Percentage (w.r.t. scheme area of concern Industrial area) under following non-industrial use plots/land:	
	a. Planned (unallotted/unutilized) and allotted commercial, residential, institutional, services etc. (other than industrial plots, open/woodland, roads)	Area = _____ (_____ %)
	b. Converted plots, as per change of land use policy	Area = _____ (_____ %)
	c. Permitted plots for Hotel and other uses	Area = _____ (_____ %)
	d. Proposals of Plot(s) for CLU already submitted to HO (yet not finalized)	Area = _____ (_____ %)
	e. Proposed plot	Area = _____ (_____ %)
	f. Net (a+b+c+d+e)	Area = _____ (_____ %)

	g. Whether non-industrial area in concerned Industrial Area including this proposal within prescribed limit	(Limit of non-industrial use of concerned Industrial Area- 15% / 20%) Yes/No
C. General Information regarding proposed plot:		
1	Plot allotted to	Individual/ Partnership/ Proprietary/ Private limited firm/other
2	Name of Lessee of the plot	
3	Date of allotment	
4	Whether the plot is transferred, previously. If yes:	Yes/ No
	a. Name of previous allottee	
	b. Date of issuing orders for transfer	
5	Date of execution of Lease deed (latest in case of transfer)	
6	Whether the said plot is subdivided plot or original allotted plot	subdivided plot / original allotted plot
	If, subdivided, what was the area of original plot and its allotment date	Original plot area = _____sq.mts. Date of allotment of original plot: _____
7	Details of area of plot:	
	a. As per Lease deed	_____sq.mts.
	b. As per Site report	_____sq.mts.
	c. Any excess land	Yes/ No
	d. Whether excess land has been regularized	Yes/ No
	e. Land Encroachment, if any	Yes/ No
	f. Whether lease deed has been executed for regularized excess land	Yes/ No
8	Clear reporting on the area under possession of allottee	
9	Original lease deed /Sale deed of proposed plot, available -	With allottee or Bank or Unit Office
10	If, Lease deed is mortgaged to any financial institutions, NOC of any financial institutions has been obtained for specific use	Not applicable /Yes/No
11	Production verification:	
	a. Due date of commencement of construction and production of proposed plot	
	b. Extended date of commencement of construction and production of proposed plot (if any)	
	c. Date on which plot came under production	
	d. Whether allottee has adhere to the due /extended due date	Yes/ No
12	Status of industrial plot and type of Industry running at present in the plot	
13	Special allotment condition(s), if any	
14	Location of proposed plot shown in layout plan	Available at page no. /C of Unit file
15	Proposed part area of allotted plot marked in the issued site plan (with signature of applicant)	Available at page no. /C of Unit file/ Not applicable
16	Uses/condition of surrounding plots to the proposed plot	a. b. c. d.
17	Setback as per issued site plan	Setback: _____

		a. Front = _____ mts. b. Front = _____ mts. c. Front = _____ mts. d. Front = _____ mts. Site plan available at page no. /C of Unit file
18	Width of road(s) in front of proposed plot :	
	a. As per layout plan	
	b. Available at site	
19	Latest site report showing the exact dimensions of plot and existing construction in plot with prescribed setbacks.:	Available at page no. /C of Unit file
20	Whether there is any construction on the proposed plot ?	Yes/ No
	If Yes,	
	a. Details of construction	
	b. Is Construction as per byelaws (Specify referred byelaws)	
	c. If the construction is not as per byelaws, undertaking/affidavit to remove the same in specified time is provided.	
	d. Present use of the building	
21	Whether relevant land allotment related issue such as following pending against allottee?	
	a. Dues of RIICO (Dues should be cleared)	Yes/ No
	b. Violation	Yes/ No
	c. Litigation	Yes/ No
	d. Title	Yes/ No
	e. Any other: provide details	
D. Recommendation of Unit Head		
1	Any issue(s) to be submitted before the constituted committee	
2	Whether case is eligible for approval as per guidelines/provisions of rules	
3	Recommendation of Unit head	

Signature of Unit Head
Unit: ()