

# **Procedure for allotment of land/shed under Assam Industrial Infrastructure Development Corporation**

## **Checklist:**

The activity should be a manufacturing activity.

The unit should have EM-I/EM-II, Acknowledgement of IEM , as applicable

New unit as well as existing unit may also apply for Shed/plot of land

Existing unit undergoing expansion/modernization/diversification, as the case may be , may also apply for new shed/plot of land

**Check if all the accompanying documents are submitted while applying :**

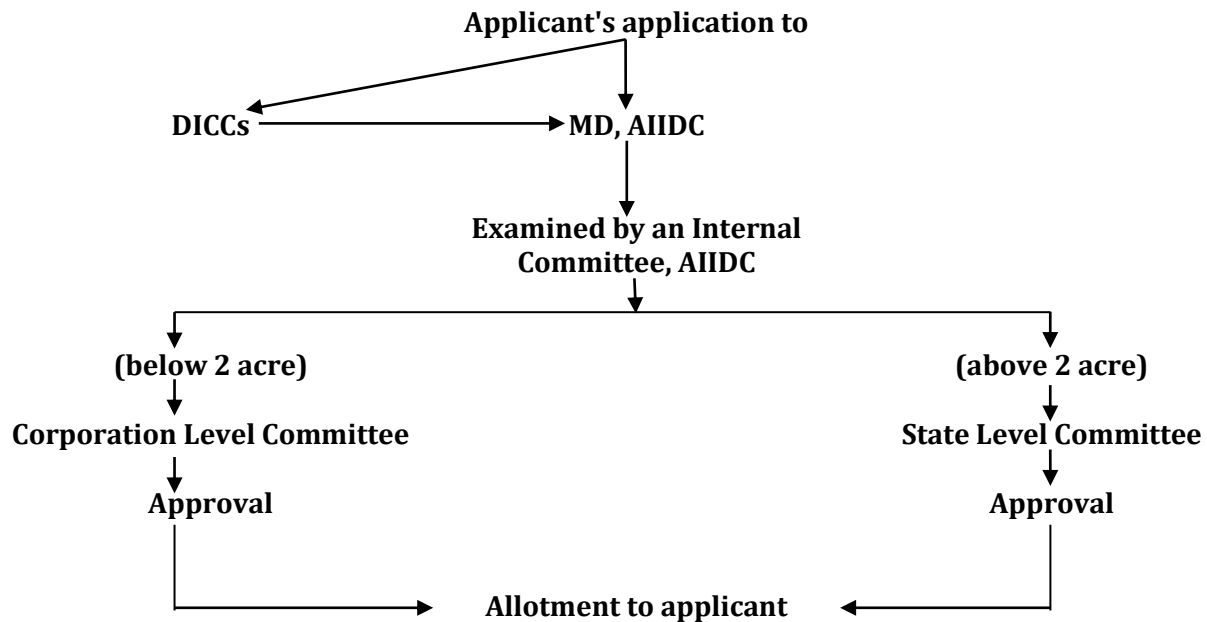
- Copy of EM-1/EM-II/IEM , as applicable
- Project Report , if the venture is new.
- Plant layout indicating the area for installation of machinery, space for raw material/finished products, generator set, utility services, etc.
- Company profile
- Last three years balance sheets in case of existing unit.

## **Salient features for approved guidelines for allotment:**

- Land and sheds available in the undivided Kamrup district shall be allotted through bidding process. The industrial infrastructures falls within this category are : (1)Industrial Estate , Bamunimaidam, (2) Industrial Estate, Rani, (3) Mini Industrial Estate, Kalapahar, (4) Industrial area Kalapahar, (5) IIDC Rangia and (6) Industrial Growth Centre Chaygaon-Patgaon-Jambhari.
- In case of other infrastructures , the allotment shall be made on First Cum First serve basis.
- There are two committees for allotment of shed/land in the industrial Infrastructure . These are (1) State level Committee under the Chairmanship of Senior most Secretary of Industries & Commerce Department , where the allocable area is more than 2 acres and (2) Corporation Level Committee under the Chairmanship of Managing Director , where the allocable land/shed area less than 2 acre.
- The application/s shall be disposed off within 30 days from the date of submission of application.
- After allotment , the unit should start its activities and should start commercial production within 6 months in case of allotment of shed and within 2 years in case of allotment of plot of land.

## **Over all process flow for service:**

Diagrammatic:



Description of the sequence of steps depicted in above diagram:

<b>A. Land/Shed area below 2 acres</b>	
1	Application in prescribed format shall be submitted to the Managing Director , AIIDC at Bamunimaidam, if the unit is located in undivided Kamrup district. In case of other district/s, the application shall be submitted to the concerned DICC and DICC will forward the same to AIIDC with their recommendation.
2	On receipt of the application , subject to availability of land/shed , application shall be examined and the same shall be placed before the corporation level committee for approval.
3	On receipt of the approval of the committee , allotment letter shall be issued to the applicant for execution of agreement.
4	On signing of Agreement Land/Shed shall be handed over to the applicant.
<b>B. Land/Shed area above 2 acres</b>	
1	On receipt of the application, same shall be examined and placed before the internal committee of AIIDC.
2	On approval of the internal committee of AIIDC , same shall be placed before the SLC for approval.
3	On receipt of the approval of the SLC, allotment letter shall be issued to the applicant for execution of agreement.
4	On signing of Agreement Land/Shed shall be handed over to the applicant.

## **Form to be filled up:**

**Annexure-A:** APPLICATION FORM FOR FACTORY SHED/PLOT OF LAND ETC. IN THE INDUSTRIAL ESTATE/INDUSTRIAL AREA/GROWTH CENTRE/ COMMERCIAL ESTATE AT THE DISPOSAL AIIDC

### **Guidelines for filling application form:**

- (a) All columns of the form are to be filled up.
- (b) Applicant may also put their digital signature in the specific column.
- (c) The application shall be filled as per information available in the Project Report .
- (d) If the column is not applicable , filled up with " Not Applicable".

### **Eligibility Criteria :**

The unit should have valid EM-I/EM-II/IEM as applicable, a copy of Project Report in case of new unit and three years balance sheets in case of exiting unit.

The unit should have clear site plan of the project.

The unit should not be in the red category under Pollution list.

### **Fees including the payment mode:**

There are no fee for applying allotment of shed/land.

### **Accompanying documents required including :**

- (a) Certificates, NOC,etc

EM-I/EM-2/IEM , Project Report and site plan should be submitted along with the application. If existing unit, three years balance sheet should be submitted with the application.

- (b) Photo ID, size, quality, signature , etc.

There is no Photo Identity card is necessary while submitting the application. However , applicant may put his digital signature in the application , if available.

### **Important Time line :**

- (a) Due date:

There is no due date of submission of application except if it mentioned in the bidding documents.

- (b) Time for processing:

The proposal shall be cleared within 30 days from the date of submission of application.

### **How to apply:**

- (a) Steps for applying.

- (i) Make sure that you are eligible for applying

1	The unit should have valid EM-I/EM-II/IEM as applicable, a copy of Project Report in case of new unit and three years balance sheets in case of exiting unit. The unit should have clear site plan of the project. The unit should not be in the red category under Pollution list.
2	Application in prescribed format ( Annexure-A) shall be submitted to the Managing Director , AIIDC at Bamunimaidam, if the unit is located in undivided Kamrup district. In case of other district/s, the application shall be submitted to the concerned DICC and DICC will forward the same to AIIDC with their recommendation.
3	If the Shed/Land area below 2 acre , the proposal shall be placed before the

	Corporation Level Committee. If the land area is above 2 acre, the proposal shall be placed before the State Level Committee for approval.
4	On receipt of the approval from the respective committee, shed/land shall be allotted to the applicant after execution of rent/leased deed agreement.

(ii) Complete forms to be filled.

(a) Link to form to be filled.

(b) Link to guidelines for filling form : [www.easeofdoingbusinessinassam.in](http://www.easeofdoingbusinessinassam.in)

(iii) Ensure that you attach the relevant documents

(iv) Pay the required fees: There is no fee for applying under the scheme.

#### Whom to contact for any queries:

For any quarries, the applicant may contact DGM, AIIDC in his telephone no 9864076890 OR may send mail. Addresses of General Managers with e-mail, phone no is as follows:

#### Addresses of District Industries & Commerce Centres (DICC), Assam

Sl n o	Name of DICC	Address of DICC with e-mail	Name of General Manager	Contact no of General Manager
1	Bongaigaon	The General Manager DICC, Bongaigaon, Industrial Estate, Bongaigaon e-mail: <a href="mailto:bongaigaon@diccassam.com">bongaigaon@diccassam.com</a>	Kalyan Basumatery	9706079474 03664-222314
2	Jorhat	The General Manager DICC, Jorhat, I/E Cinammora Jorhat-8 e-mail: <a href="mailto:jorhat@diccassam.com">jorhat@diccassam.com</a>	Rajib Savapandit	9101411716 0376-2360353
3	Kamrup (Metro)	The General Manager DICC, Kamrup, Guwahati-21 e-mail: <a href="mailto:kamrup@diccassam.com">kamrup@diccassam.com</a>	Pankaj Hazarika	9854052443 0361-2551952
4	Kokrajhar	The General Manager DICC, Kokrajhar e-mail: <a href="mailto:kokrajhar@diccassam.com">kokrajhar@diccassam.com</a>	Hemangadip Das	9435014772/6900711523 03661-270262/ 270966
5	Lakhimpur	The General Manager DICC, Lakhimpur e-mail: <a href="mailto:lakhimpur@diccassam.com">lakhimpur@diccassam.com</a>	Karuna Das	9435096677 03752-222405
6	Sivasagar	The General Manager DICC, Sivasagar e-mail: <a href="mailto:sivasagar@diccassam.com">sivasagar@diccassam.com</a>	Rajib Savapandit	9101411716 03772-223653
7	Sonitpur	The General Manager DICC, Sonitpur, Tezpur e-mail: <a href="mailto:sonitpur@diccassam.com">sonitpur@diccassam.com</a>	Ranjan Bhattacharyya	9435050665/9365286872 03712-220290
8	Tinsukia	The General Manager DICC, Tinsukia, Borguri e-mail: <a href="mailto:tinsukia@diccassam.com">tinsukia@diccassam.com</a>	Rajen Lagachu	9435035207 0374-2331960
9	Kamrup (Rural)	The General Manager DICC, Kamrup (Rural) Mirza, Dakshin Kamrup College Road, Mirza e-mail : <a href="mailto:kamrup_r@diccassam.com">kamrup_r@diccassam.com</a>	Gautam Kr Das	9435072939

#### 12. Whether the service is Offline or Online

(a) For Offline: Offline

- (b) For online: Through EODB Portal
- 13. Service outcome:**  
The investor may set up his venture in the Industrial Estate/IIDC/ Growth Centre.