

# Odisha Industrial Infrastructure Development Corporation

(A Government of Odisha Undertaking)  
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ISO 9001& 14001 CORPORATION

No:IDCO/MSME/A/8839/01/96(P-IV)/

Date:

## C I R C U L A R

### **SUB: Delegation of powers to Divisional Heads on allotment & post-allotment matters of MSME Units in Industrial Estates / Areas.**

In pursuance to the decisions of Board of Directors in it's 103<sup>rd</sup> meeting held on 31.10.2015, some powers regarding allotment and post-allotment matters of MSME Units in different Industrial Estates / Areas of State are delegated to the Divisional Heads.

The Divisional Heads are required to dispose the proposals at their level with due diligence and verification of required documents as per the check-list indicated against each post-allotment activities. All cases disposed at Division Level shall be verified by Internal Auditors. The CGMs in course of their tour to different divisions will also conduct test check. The Divisional Heads shall furnish monthly report on the cases disposed as per the prescribed format at the end of each month for record at Head Office.

This circular shall come into force with immediate effect.

By order of CMD

**Chief General Manager(MSME)**

Memo No. \_\_\_\_\_/Date:

Copy to PS to CMD, IDCO for kind information of Chairman-Cum-Managing Director.

**Chief General Manager(MSME)**

Memo No. 25684 /Date: 20.11.15

Copy to all CGMs / All Divisional Heads / GM(MSME) / All Land Officers, IDCO / All General Managers, DICs for information and necessary action.

✓ Copy to Manager (MIS), IDCO for information with a request to launch this circular in IDCO website for general information.

Copy to All Officers & Dealing Assistants of MSME Wing, Head Office, IDCO, Bhubaneswar for information and necessary action.

**Chief General Manager(MSME)**

Memo No. \_\_\_\_\_/Date:

Copy to the President / Secretary, Orissa Small Scales Industries Association, Cuttack / Orissa Young Entrepreneurs Association, Cuttack & Rourkela / Odisha Assembly of Small Medium Enterprises, Cuttack / Odisha Industries Federation, Jagatpur / Utkal Chamber of Commerce & Industry, Bhubaneswar & Rourkela / Association of Industrial Entrepreneurs of Bhubaneswar / NOCCI, Balasore for information with a request to circulate the above guidelines to all concerned.

**Chief General Manager(MSME)**

**Delegation of power to Divisional Heads on post allotment matter  
in respect of MSME units**

Sl. No.	Allotment/Post allotment activity	Documents required
1.	Allotment of land / shed in Industrial Estates measuring up to Ac.1.00 to units coming under manufacturing sector.	1. Approval of DLSWCA 2. Land assessment by DLSWCA 3. Project report 4. EM-I from DIC 5. Land use plan 6. Evaluation sheet
2.	Issue of NOC for Mortgage right to Units-on allotted land / shed	1. Check list and Data sheet. 2. Project report 3. Bank Sanction letter 4. NOC of bank if mortgaged earlier. 5. In case of existing units document in support of utilization of allotted land / shed i.e. copy of EM-II from DIC, Balance sheets for last 3 years, Electric bills, Sales tax returns etc 6. Resolution of Board of Directors / Partners
3.	Change of Name & Style of the Unit	(i) NOC from the Bank / Financial Institution, if any (ii) Amended DIC Registration Certificate. (iii) Consent of Partners in case of partnership (iv) Resolution of Board of Directors in case of Private Limited Company (v) Documents in support of change of name by Registrar of Companies.
4.	Change of Constitution of Units where the main Promoter, after constitution change, will continue to have majority share i.e. more than 51%.	(i) DIC Registration certificate. (ii) NOC of Banks (iii) Resolution of Board of Directors (iv) Share holding pattern (v) Memorandum of Article of Association of Company (vi) Partnership deed in case of partnership unit
5.	Change of industrial activity under the same category or different category, provided the original Promoter continues to hold more than 51% share	(i) EM-I from DIC for proposed activity (ii) EM-II from DIC in case of existing units (iii) Document in support of performance of the Unit /Balance sheets for last 3 years, Electricity bill, Sales tax returns etc. (iv) Revised project report (vi) Revised land use plan (vii) NOC from Bank
6.	Inclusion of additional industrial activity under the same category or different category.	(i) EM-I of DIC (ii) Revised project report (iii) Revised land use plan (iv) NOC from Bank

**N.B. Broad category of MSME units**

1. Agro & Food based 2. Engineering and Metal based 3. Chemical based 4. Forest and Wood based 5. Paper and paper based 6. Live stock and Leather based 7. Plastic and Rubber based. 8. Textile based 9. Electrical and Electronics based 10. Glass and Ceramic based 11. Miscellaneous manufacturing, 12. Miscellaneous Servicing 13. Repair and Service

FORMAT FOR REPORTING MONTHLY PROGRESS REPORT ON DISPOSAL OF ALLOTMENT / POST-ALLOTMENT MATTERS

1

Allotment

Sl.No.	Name & Address of the Unit with Contact Number	Activity	Investment (Rs. In Lakh)	Dt. Of approval of DLSWCA	Date of meeting of District Facilitation Cell	Area recommended by DLFC	Area allotted in Sq.ft.	Lr. No. & Date of issue of allotment letter
1	2	3	4	5	6	7	8	9

2      NOC for Mortgage right permission									
Sl.No.	Dt. Of receipt of application	Name & Address of the Unit with Contact Number	Activity	Project Cost (Rs. in Lakh)	Name of Bank to whom mortgage right permission issued	Amount of Bank Loan	Details of Plot No. / Area for which Mortgage right permission issued.	Amount of NOC issued	Lr. No. & Date of issue of Mortgage right permission
1	2	3	4	5	6	7	8	9	10

3

## Change of Name &amp; Style of Unit

Sl.No.	Date of receipt of application	Name & Address of the Unit with Contact Number	Activity	New Name & Style of Unit	Letter No. & Date of approval.
1	2	3	4	5	6

4 Change of activities / inclusion of new activities					
Sl.No.	Dt. Of receipt of application	Name & Address the Unit with Contact Number	Present Category and Activity	Proposed Category and Activity	Letter No. & Date of approval.
1	2	3	4	5	6



5 Change of Constitution / Reconstitution of Partners or Directors							
Sl.No.	Dt. Of receipt of application	Name & Address the Unit with Contact Number	Activity	Present Constitutions (partnership /Proprietorship /Pvt. Ltd. Company / Limited Company etc.)	Share holding pattern of present Directors / Partners	Shareholding pattern of Directors / Partners after approval of change of Constitution	Letter No. & Date of approval
1	2	3	4	5	6	7	8