

**Odisha Industrial Infrastructure
Development Corporation**

(A Government of Odisha Undertaking)
IDCO Towers, Janpath, Bhubaneswar - 751022, Odisha,
Phones: (0674) 2542784, 2540820, Fax: 2542956
Email: cmd@idco.in



ISO 9001 & 14001 CORPORATION

No. HO/ID/A/-

159951

Date 23.07.16

CIRCULAR

(Amended version)

The Board of Directors of IDCO in the 104th meeting held on 23.12.2015 observed that a number of circulars/office orders on land allotment and post allotment matters relating to MSMEs functioning in Industrial Estates/areas have been brought out basing on the decisions of IDCO Board from time to time. The Board thus felt the need to have a consolidated Master circular containing the relevant provisions/instructions which are in force to avoid confusion and consolidate all instructions at one place. This master circular supersedes all previous circulars .

1. Allotment of land/shed/shop in Industrial Estate to MSME units

IDCO shall not receive applications directly from the applicants for allotment of land/shed/shops /building etc either at Head Office or Division level. All applications shall be routed through the concerned District Level Single Window Clearance Authority (DLSWCA).IT/ITES related proposals shall be routed through OCAC. Similarly, Tourism related projects shall be routed through the Directorate of Tourism.

1.1 Nodal Agencies

The following officers have been nominated as Nodal Agencies for the purpose of recommendation of land to IDCO.

- | | |
|-----------------------------------|--|
| 1. DTET- | For Engineering/Technical Institution |
| 2. DMET- | For Medical Colleges/Para Medical Institutions |
| 3. Director, Higher Education- | For +2 College,+3 Colleges and Management discipline |
| 4. Director, Secondary Education- | For Schools |
| 5. I&PR Department- | Printing of news paper |
| 6. Director, Industries | Cold Storages and Ware Housing |

1.2 Filing applications for allotment of land/shed

The project proponent will file the Preliminary Assessment Form along with the connected documents with the District Level Nodal Agency (DIC) for project approval by the District Level Single Window Clearance Authority (DLSWCA).

The District Level Facilitation Cell headed by General Manager, D.I.C shall assess the land and utility requirements for each of the projects based on the information furnished by the proponent. In respect of applications of Green category of industries/projects to be established in IDCO Industrial Estates, the Facilitation Cell will process and dispose the applications which will be ratified in the next meeting of the DLSWCA.

1.3 Appraisal Format for assessment of different criteria

An appraisal format has been developed by the High Level Committee incorporating certain broad principles based on which fresh allotment of land shall be considered by the DLSWCA. A total of 50 marks have been assigned to assess the different criteria. In order to be eligible for recommendation by DLSWCA for considering allotment, the proposal must secure a minimum of 25 marks for making it eligible for allotment of land. In case there is more than one proposal for a given plot/shed in Industrial Estate, the unit who secures higher marks as per appraisal format shall be considered for allotment of land/shed. In case of Industrial Estates where 75% of the available land has already been allotted, a higher cut off of 35 marks may be applied.

1.4 Allotment of land/shed at Division Level of IDCO

After approval of DLSWCA, the proposals having requirement of land more than 1(One) acre shall be recommended to IDCO Head office for approval by state level Land Allotment Committee. The Project proposals having land requirement of less than 1(One) acre shall be recommended by DLFC to concern Division of IDCO for allotment of land.

1.5 Internal timeline for allotment till handing over possession

The internal time lines for disposal of proposals have been decided as mentioned hereunder.

Activity	Timeline
Placement of proposals for allotment of land/shed in Industrial Estate / Areas before LAC	To be placed in the next meeting of LAC after receipt of proposal from DLFC (After DLSWCA approval) / Nodal Agencies after assessment of land.
Date of holding LAC meeting	15 th of Every Month
Issue proceedings of LAC meeting	Within 5 days of holding of LAC
Issue of allotment letter	Within 03 days of issue of LAC Proceeding

Deposit of land cost	Within one month from the date of issue of allotment order.
Execution of Agreement to lease	Within 15 days of receipt of land cost
Handing over possession	Within 15 days of execution of Agreement

In case the land allotment is recommended by the DLFC after the approval of DLSWCA, the allotment letter shall be issued by the Divisional Head within 15 days. Thereafter the other timelines, as mentioned above, shall apply.

1.7. Broad category of MSMEs

Land use for Industries in Industrial Estates/Areas shall be permitted to MSME units for broad category of MSME units such as 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 and 13. Repair and Service instead of specific product or services in line with Registration Certificate issued by DIC. IT & ITES projects will come under Electronics and Electrical Category.

1.8. Issue of allotment letter

IDCO will issue allotment letter as per approval of DLSWCA/LAC to the MSME unit in the prescribed format. The unit is required to pay processing Fees of Rs5000/-, land cost and statutory dues like IMC, Ground Rent and Cess at one go within 30 days of issue of allotment letter.

1.9. Agreement

IDCO shall allot land to the entrepreneurs/Industrial units in the Industrial Estate/Area on lease/license for 90 years or the residual lease period, whichever is less from the date of handing over possession as per terms and conditions decided by the Corporation. Subsequent to allotment, an agreement shall be executed by the Corporation with the allottee for land utilization for the project within the moratorium period i.e 3 years from the date of handing over possession of land. The Corporation shall allow the allottee/lessee for construction and utilization of the project within the moratorium period and shall consider to execute the lease deed with the lessee only after utilization of land for the project. After utilization of the land, lease deed shall be executed between the Corporation and the allottee for a period of 90 years or the residual lease period, whichever is less from the date of handing over possession.

1.10. Rate of IMC

The lessee is required to pay Annual Infrastructure Maintenance Charges as mentioned below.

SI No	Category of Industrial Estates/Areas	Rate of IMC per acre per annum (as on 1.04.2012)
1	AA	Rs10,000.00
2	A	Rs8,000.00
3	B	Rs 6,000.00
4	C	Rs 5,000.00

Further it has been decided that the above rate of IMC will be hiked @5% cumulatively per annum till its further revision.

1.11. Category of Industrial Estates in terms of infrastructure facilities

Industrial Estates have been categorized depending upon infrastructure facilities envisaged which is stated below.

SI No	Category	Infrastructure facilities envisaged
1	AA	2-lane paver road, Water supply, power infrastructure including sodium vapour street light, arboriculture and pucca drain
2	A	Blacktopped road, water supply and power infrastructure including street light. Drain could be provided in some of the area depending upon necessity and economics of the concerned area..
3	B	Road, either water supply or power infrastructure(Without street light)
4	C	Only approach road and some internal roads
5	D	Raw land with no development

1.12. Interest and penal interest on delayed payment of IDCO dues

All dues of IDCO including Land cost, HP dues, GR, Cess, IMC, Water dues etc. will carry simple interest @ 12% per annum. In case of default in payment of any type of dues, penal interest @ 2% per annum shall be charged on the defaulted amount for the defaulting period. Payment received will be first adjusted towards arrear penal interest, then towards arrear interest and balance if any towards the outstanding principal.

1.13. Long term agreement with reputed companies

The entrepreneurs are permitted to enter into long terms lease/agreement with reputed Companies in respect of social infrastructure projects. All such cases will be examined in Head Office for disposal.

1.14. Moratorium period for Land utilization

The allottee shall start civil constructions within 6 months of allotment and utilize the land within a period 3 years from date of possession. The Corporation may allow extension of moratorium period in spells of one year each with realization of penalty. The Corporation may decide the period of extension taking into account the extent of land to be utilized. In case the land has not been utilized in time and has been delayed for the reasons not attributable to the promoter, there will be no charge of penalty. However, if such delay in land utilization is attributed to the promoter, penalty @ 1% of prevailing land cost for each year of delay shall be charged for the said extension. Beyond such extended period the allotment of land shall stand cancelled and the land will be resumed without any refund of land cost.

All cases of delay in utilization of land will be examined by the Committee of CGMs and its recommendation submitted to CMD/MD. Divisional Heads will submit their views on the reasons of delay with full justification

1.15. Resumption of land/shed

IDCO shall have the right to resume the land, if the lease hold land/shed is not used for the purpose for which it was leased out beyond the moratorium period.

Divisional Heads are empowered to issue Show cause Notices/ Cancellation orders on the grounds of violation of lease conditions without referring to Head Office.

1.16. Modalities for calculation of Ground rent and Cess of different units in

Industrial Estates/Areas

The Board of Directors of IDCO in it's 106th meeting(Special) held on 17.05.2016 have approved the following modalities for calculation of Ground rent and Cess of different units in Industrial Estates / Areas of the State.

1. The Ground rent and Cess in Industrial Estates/Areas should be charged by IDCO as per the instructions of Govt. in Industries Department issued vide letter No.26186 dg.19.9.96 i.e. at the rate of 1% of the land value excluding the development cost pro rata.
2. In case of existing allottees, the Ground rent and Cess should be revised only on revision of the same by the Govt.
3. In case of new allotment, the Ground rent and Cess should be charged at the prevailing land value as envisaged in the Government Circular cited above.
4. The practice of charging enhanced Ground rent and Cess by IDCO from the lessee in Industrial Estates / Areas at the time of post allotment request like change of name, change of activities which does not entail, any enhancement in land rate should be stopped forthwith.
5. In case of change of activity and change of constitution where enhanced land rate is being charged from the lessee for such change as per the decisions of the Board of Directors, in that case, ground rent and cess should be charged as per the new enhanced land value as envisaged in the Government Circular cited above.

2. POST ALLOTMENT PROPOSALS

2.1 General conditions applicable for all post- allotment proposals

- i. All post-allotment proposals shall be accompanied with required documents as mentioned in the Annexure-2 with non-refundable processing fee of Rs 5000/- for industrial projects and Rs15000/- for social infrastructure projects
- ii. Lease deed must have been executed.
- iii. There should not be any encroachment of IDCO land/Road/Drain/Govt. land and violation of Zonal regulations
- iv. The proposals must be accompanied with all the required documents as mentioned in the Annexure attached to this circular.
- v. Proposals need to be accompanied with EM-I/EM-II/Udyog Aadhar Registration certificate from DIC

2.2 Transfer of lease hold property

- i. Application for transfer of lease hold property will be received at Division level. After due scrutiny the Divisional Head shall forward the proposal with the present status report of the unit along with documents as per the check list given in the Annexure.
- ii. Vacant land shall not be transferred under any circumstances.
- iii. Transfer of land without prior approval of the Corporation shall not be considered for regularization.
- iv. Transfer fee shall be realized on the prevailing land rate based on period of utilization, as follows:

15% on prevailing land cost if period of utilization is less than 5 years from the date of possession.

10% on prevailing land cost if period of utilization is more than 5 years and less than 10 years.

5% on prevailing land cost if period of utilization is more than 10 years.

2.3 . Transfer

- i. In case of transfer arising out of sale by OSFC/IPICOL/Financing Institutions U/s-29 of SFC Act-1951 and Court decree, the transfer Fee shall be 5% of the prevailing land cost. The transferee unit shall apply to the Corporation for transfer within one year of the sale. There will be penalty of 1% of prevailing land cost for each year of delay or part thereof.
- ii. In case of transfer arising within the immediate family members (Husband/wife/Son/Daughter), transfer fee shall be 1% of the prevailing land cost. No transfer fees shall be realized in case of transfer arising out of death of allottee provided that the transfer is made within the family.
- iii. In case of allotment to units belonging to Negative list in IPR, 15% additional land cost shall be added to the prevailing land cost for calculation of transfer fee.

2.4. Bi-partite lease deed

In case of transfer, bipartite lease agreement shall be executed with the transferee. Dues of the transferor will be borne by transferee, if detected after approval of transfer proposal.

2.5. Change of name of the unit

No fees shall be realized on change of name and style of the unit if there is no change in constitution and majority shareholding is not diluted.

2.6. Change of constitution of the unit

- i) Approval of IDCO will not be required for change of Directors if existing share holding pattern is not changed. However, intimation regarding change of Directors to be given to IDCO along with amended documents from Registrar of Companies for record within 90 days of effecting such change.
- ii) Approval shall be given for change of constitution on realization of following fee.
 1. If the main promoter retains more than 51% of total share in the new set up, transfer fees will be realized depending on the percentage of share diluted by him in the new set up.
 2. If the share of the main promoter is below 51% of the total share in the new set up, the proposal for change of constitution shall be treated as transfer and in this case Transfer fee will be realized as applicable to normal transfer as given in clause 2.2 .

2.7. Change of Activity

- i. It is decided that land use in the Industrial Estates/Areas shall be permitted to MSME units for a group or range of products or services instead of specific product or services in line with Registration certificate issued by District Industries Centers. Accordingly, broad category of MSME units such as 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 will be mentioned in the allotment letter.
- ii. Change of activity within the same category or others during the implementation period of the unit may be considered without any Fee.
- iii. In case the unit is allotted land in a specific industry cluster (for e.g. Plastic Park, Sea Food Park etc), the change of activity from one sector to other shall not be permitted.
- iv. Penalty
Change of activity beyond the extended moratorium period will attract penalty of 1% of prevailing land cost.
- v. Vacant land/shed
Change of activity beyond the implementation period shall not be considered if the allotted land/shed is lying vacant.
- vi. Change in activities in Industrial Estates, Chandaka and Mancheswar
Change in activities in Chandaka and Mancheswar I. E. shall be restricted to the area of IT, ITES, Services, Social infrastructure and Bio-technology sectors only. Existing unit applying for change of activity within the same category or another category will be allowed.
- vii. Activities under negative list of IPR
Additional land costs @15% of prevailing land rate shall be realized from the unit if the propose activity is in the Negative list under IPR.
- viii. Ware housing projects
More than 20% of the total area of any Industrial Estate will not be allowed for the purpose of Ware Housing project.
- ix. Social Infrastructure projects

Change of activities from Industries to Social infrastructure Projects :-

Sl.No.	Type of Social Infrastructure	Zones as per IPR 2007	Land cost/Transfer fees
1.	Educational Institution, Star Hotels, Ware Houses, Hospitals and Health Services	Applicable for entire state	1.5 times of prevailing land rate
2.	Multiplex, Leisure and Entertainment etc	Zone-C&D	Same rate applicable to Industries at prevailing land rate
		ZONE-B	1.5 times of prevailing Land rate for Industries
		Zone-A(Except Bhubaneswar Municipal Corporation Area)	2 times of prevailing land rate for Industries
		Zone-A(Bhubaneswar Municipal Corporation Area)	2.5 times of prevailing land rate for industries

x. Penalty for change of activity made without prior approval of IDCO

In case of change of activity made without prior approval of IDCO penalty shall be charged at Rs.4000/- , Rs.10,000/- and Rs.20, 000/- for Micro, Small and Medium Industries respectively.

2.8. Refund of deposit of the allottee against surrender of allotted land/shed.

- i) Amount paid by allottees / entrepreneurs towards processing fee, penalties, surcharges etc. against the allotted properties are not refundable.
- ii) In case allotted land/shed could not be handed over to the allottee by IDCO for reasons what so ever, full deposit (without accrued interest on the deposit) shall be refunded
- iii) The cost of repair, damages causing loss, theft of fittings and legal expenses if any shall be deducted from the refundable amount.
- iv. In case the request for refund of deposit is made within 90 days of allotment, having made payment either in part or full, deduction of 10% of land cost towards Administrative expenses along with cost of repair, damages causing loss, theft of fittings and legal expenses if any.

In case the request for refund comes after 90 days of allotment, deduction of 10% of land cost towards Administrative expenses for the 1st year and 5% of land cost per annum for the

subsequent years and along with cost of repair, damages causing loss, theft of fittings and legal expenses if any. In case water supply is provided to the allottee by IDCO, the outstanding dues if any against the allottee shall be deducted from the amount to be refunded after obtaining NOC from the concerned Division. The allottee has to also clear the up to date Electricity bills and obtain NDC from the concerned authority, after which refund shall be made.

In case there are additional structure constructed on the allotted property with due approval by the competent authority, IDCO shall refund the cost of such structures after evaluating the cost as per prevailing State PWD Code / Corporation norms. This will be refunded only after disposal of property by way of sale / auction by IDCO. 10% of sale proceeds along with normal deduction as explained in the aforementioned paras shall be deducted towards administrative charges.

Unauthorized structure shall not be valued and no refund shall be made for the same.

v. In case of cancellation made on account of non-compliance of the terms & conditions of the allotment offer in stipulated period even on extended time, deposit made by the allottee either in part or full, deduction of 10% of land cost towards administrative expenditure.

In case the cancellation is made after 90 days, deduction of 15% of land cost towards Administrative expenses along with cost of repair, damage causing loss, theft of fittings and legal expenses etc ,if any provided, the same is done within the first year of allotment / possession. In case of delay exceeding the first year of allotment / possession, additional

5% of the land cost shall be levied as penalty for non-utilization of the property for each subsequent year of delay

vi. In case of cancellation / surrender leading to refund after 90days of allotment , refund shall be made as mentioned in clause-iv above.

vii. In case the amount paid by the allottee is less than the amount to be deducted towards administrative charges, no refund shall be made.

viii) In case water supply is provided to the allottee by IDCO, the outstanding dues to be cleared by the allottee / entrepreneurs and NOC from the concerned Division shall be obtained before considering any refund.

ix) The allottee has to clear the Elect. Charges and obtained NDC from the concerned authority, after which refund shall be made.

x) In case there are additional structure constructed on the allotted property with due approval (building plan approval) by the competent authority, IDCO shall refund the cost of such structures as well evaluating the cost as per prevailing State PWD Code / Corporation norms but only after disposal of property by way of sale / auction deducting 10% towards administrative charges from the valuation of structures besides, normal deduction as explained above. Unauthorized structure should not be evaluated and no refund shall be made for the same.

xi) In case IDCO resumes the allotted property through process of eviction, refund of deposit shall be made after deducting 10% on the deposits made by the allottee towards administrative charges, arrear statutory dues for the entire period of occupation and total legal expense along with other dues, if any.

2.9 Subletting of lease hold property (land / shed/ building)

The Board of Directors of IDCO in it's 105th meeting held on 21.3.2016 have approved the following guidelines for giving permission for subletting by allottees only for industrial activities with the following conditions.

1. Subletting shall be limited to 50% of built-up area & allowed only for industrial activities. Subletting in case of Chandaka & Mancheswar Industrial Estate shall be limited only for IT, ITES & other green category industries.
2. Subletting of built-up shed may be allowed only with prior written permission of IDCO. The allottee should have completed at least 5 years of commercial production and justify need for subletting.
3. Subletting shall be allowed initially for 5 years.
4. Renewal for further period shall be allowed only after confirmation of proper utilization of subletted properties on case to case basis.
5. Subletting charges shall be levied @ 12.5% of annual rent on the basis of fair rent assessment as per PWD norms.
6. No mortgage permission shall be given to the tenant for mortgaging lease hold properties to the bank for availing loan for the project.
7. A standard agreement format shall be devised for agreement between the allottee and tenants which should contain tenant details, procedure to be followed in case of termination etc.

2.10. Regularization of encroachment

As per draft Land Regulation approved by Board in its 103rd meeting held on 31.10.2015, the Corporation shall pursue zero tolerance policy with regard to encroachment cases. Any excess land beyond allotment under the possession of the industrial unit shall be immediately surrendered to the Corporation and the same shall be considered for fresh allotment. Non-surrender of such excess land by the industrial Unit shall be treated as un-authorized encroachment and the same shall be evicted and resumed by the Corporation.

2.11. Revocation of cancellation of allotment

Revocation of cancellation of allotment may be allowed when the cause(s) of cancellation are duly complied provided there is no encroachment. In case of encroachment the revocation of cancellation shall not be considered till vacation of the encroachment duly verified by the Divisional Heads. The allottee shall pay damage charges @0.05% of the land value per day per acre from the date of cancellation till date of revocation without stipulating any minimum charge per day.

2.12. Issue of NOC for Mortgage right permission:

In pursuance to the Resolution No.31320/R&DM Dt.13th Nov. 2015 of Government of Odisha, Revenue & Disaster Management Department issue of NOC/Permission by IDCO in favour of the project proponents (Sub-lessees and subsequent sub-lessee) for creation of mortgage over leased out land for establishment of industry shall be allowed with the following conditions.

- (i) IDCO may be allowed to mortgage its leased land in favour of any scheduled bank or a financial institution duly notified by RBI or set up under a Law for execution of its own projects.
- (ii) IDCO may be allowed to permit its lessees/sub-lessees, subject to the conditions of original lease, to mortgage the sub-leased land for availing financial assistance for setting up or running the project for which the land has been leased, to any scheduled bank or a statutory financial institution.
- (iii) For the leases/subleases to be executed in future, appropriate clauses as at (i) and/or, as the case may (ii) above shall be incorporated in the lease deeds.
- (iv) All NOCs/Permissions granted for mortgage shall be subject to condition that in the event of foreclosure of mortgage and taking over of assets by the mortgage bank or other financial institution, the land so taken shall be used only for the purpose for which it was originally leased/sub-leased or for similar purpose permissible under the Industrial Policy Resolution. Further, the transferee in whose favour the land is so transferred shall be required to pay the transfer fee as decided by Government along with such incidental/ administrative charges. On fulfillment of the above conditions, the IDCO may allot the land for the balance period of sub-lease to the transferee, on execution of a lease deed.
- (v) There are cases where Supplementary lease deeds have not been executed due to some technical reasons without fault of the Allottees. In such cases NOC for mortgage right will be issued in favour of lessee against the allotted lease hold property in Industrial Estate /

Area in anticipation of execution of supplementary lease deed of the land with G. A. / Revenue Department. The Divisional Heads will take prompt action to execute the Supplementary lease deeds after issue of such NOCs .

2.13. Delegation of allotment and post allotment matters to Division

Sl.No.	Allotment/Post allotment activities delegated to Division
1.	Allotment of land / shed in Industrial Estates measuring up to Ac.1.00 to units coming under manufacturing sector.
2.	Issue of NOC for Mortgage right to Units on allotted land /shed
3.	Change of Name & Style of the Unit
4.	Change of Constitution of Units where the main Promoter, after constitution change, will continue to have majority share i.e. more than 51%.
5.	Change of industrial activity under the same category or different category, provided the original Promoter continues to hold more than 51% share

2.14 Out of court settlement of disputes

In pursuance to the decision taken in the 103rd meeting of Board of Directors held on 31.10.2015, the following Committee is constituted to recommend for out of Court settlement of Cases in respect of MSME Units which are subjudice in different Courts.

1. CGM(Law), 2. CGM(MSME), 3. CGM(Land),4. Concerned Divisional Heads and 5. G.M.(MSME) – Convenor

1. The pending Court cases relating to post-allotment matters may be taken up for out of court settlement where the grounds of cancellations are not severe such as non-payment of IDCO dues or change of industrial activity other than the activities for which allotted or for reasons which can be attributed to IDCO, etc. However, cases involving gross violation of lease / allotment conditions by the Promoter such as encroachment, residential use, cement godown, waste materials godown, show rooms & un-authorized sub-letting etc. shall not be brought within the ambit of such settlement.
2. The request for out of court settlement must come in writing from the Petitioner.
3. Committee may request the petitioner to be present himself / herself to present his/her case before the Committee, if required.
4. The Committee will make recommendation to resolve the matter amicably which will be placed in the Board for approval.

By orders of Managing Director

CGM(MSME)

Annexure-1

CHECK LIST

Sl No	Allotment/Post allotment matter	Documents required
1	Allotment of land /shed in Industrial Estate/Area	i) Approval of DLSWCA ii) Land assessment by DLSWCA iii) Project report iv) EM-I/Udyog Aadhar Certificate from DIC v) Land use plan vi) Evaluation sheet
2	Change of name and style of the unit	(i) NOC from the Bank / Financial Institution with whom the lease hold property has been mortgaged, if applicable. (ii) Amended EM-I/Udyog Aadhar Certificate (iii) Consent of Partners for change of name & style of the unit in case of partnership concern (iv) Resolution of Board of Directors for change of name & style of the unit in case of Private Limited Company (V) Documents in support of change of name by Registrar of Companies. Vi) VAT Registration certificate from Commercial Tax Department Vii) Service Tax from Central Excise Department
3	Change of constitution	i) Memorandum of Article of Association of Company in case of Private Ltd Company ii) Partnership deed in case of partnership concern (iii) NOC from the Bank / Financial Institution with whom the lease hold property has been mortgaged, if applicable. (iv) Consent of partners or Resolution of Board of Directors regarding change in constitution (v) Share holding pattern of Directors/Partners (vi) EM-I/Udyog Aadhar Certificate from DIC duly amended for change of constitution.

4	Reconstitution of Directors/Partners	<ul style="list-style-type: none"> i) Documents in support of induction/cession of Directors ii) Partnership deed iii) Shareholding pattern of Directors/Partners
5	Change of activity	<ul style="list-style-type: none"> (i) EM-I /Udyog Aadhar Certificate 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 (v) Revised land use plan (vi) NOC from the Bank / Financial Institution with whom the lease hold property has been mortgaged, if applicable. Vii) Consent of all partners/Directors for change of activities
6	NOC for mortgage right permission	<ul style="list-style-type: none"> i) Check list and Data sheet (To be prepared by Division). ii) Bank Sanction letter iii) NOC of bank with whom mortgage right issued earlier. iv) 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 v)Resolution of Board of Directors / Partners
7	Transfer	<ul style="list-style-type: none"> i) Documents in support of utilization of allotted land/shed by the transferor like Balance Sheets of the company for last 3 years, Electric Bills, Sales Tax and Income Tax Returns etc in support of period of operation ii) PMT/ EM-II certificate issued in favour for transferor unit & EM-I /EM-II/Udyog aadhar certificate issued in favour of transferee unit. iii) Indemnity Bond by the Transferor and Transferee Unit

		<p>iv) Detailed Project Report of Transferee unit.</p> <p>v) Copy of Partnership deed/ Trust deed/ Certificate of Incorporation & Memorandum & Articles of Association of the Company/ Trust/ Firm, as the case may be/ share patterns if any of the Transferee Unit.</p> <p>vi) Affidavit regarding present and permanent address of the Promoter(s)/ Partners/Directors/Trustees of the Unit/Firm/Company/Trust of the Transferee Unit.</p> <p>vii) Copy of resolution passed by all Partners/Directors/Trustee of the Transferor unit for disposal of the property in favour of transferee unit.</p> <p>viii) NOC from the concerned financing Institution if the property has been mortgaged earlier.</p>
8	Revocation of cancellation	<p>i) Documentary evidence in support of compliance on the grounds of cancellation.</p> <p>ii) Recommendation of Divisional Head</p>
9	Sub-letting	<p>i) Copy of lease agreement of Lessee</p> <p>ii) Proof of utilization of allotted property such as EM-II/PMT Registration Certificate from DIC</p> <p>iii) Copy of resolution passed by the Partners/Directors of the Firm</p> <p>iv) Copy of DPR of unit which propose to take built up space on rental basis.</p> <p>v) Copy of EM-I/Udyog aadhar from DIC for the unit which propose to take built up space on rental basis.</p> <p>vi) Lay out plan of the unit duly drawn in scale showing the built up area propose to be rented</p>

Memo No. 15996 /Date: 23.07.16

Copy to PA to Chairman, IDCO for kind information of Chairman.


Chief General Manager (MSME)

Memo No. 15997 /Date: 23.07.16

Copy to PS to Principal Secretary to Govt., Industries Department, Govt. of Odisha, Bhubaneswar for kind information of Principal Secretary.


Chief General Manager (MSME)

Memo No. 15998 /Date: 23.07.16

Copy to PS to MD, IDCO for kind information of Managing Director.


Chief General Manager (MSME)

Memo No. 15999 /Date: 23.07.16

Copy to Director, Industries, Odisha, Cuttack/all General Manager, DICs for kind information and necessary action.


Chief General Manager (MSME)

Memo No. 16000 /Date: 23.07.16

Copy to the Divisional Head, MSME-I / MSME-II / Angul / Balasore / Berhampur / Bolangir / Cuttack / Jajpur Road / Sambalpur / Rourkela for information and necessary action.

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 Association, Jagatpur, 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.

Copy to all Chief General Managers, IDCO / All Land Officers, IDCO / GM (MSME), IDCO for information.

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)