

Reference No. 1036-1041 SIDC IA/Policy V-16 (Amended) Dated 29-6-16

OFFICE ORDER

Timelines for processing of Applications for land allotment have been fixed in the Corporation for timely disposal of all applications for allotment, which are as follows.

A- For Industrial plots

1	Time line for submission of applications for land allotment	Application submitted in different bank branches or UPSIDC Head Office/ Regional/ Project/Area offices shall be received in the Corporation within specified date as mentioned in the advertisement of scheme, which is generally 30 days
2	Time line for deposition of earnest money & processing fee	Alongwith application form
3	Time line for scrutiny of documents	Within 30 days from closing date of the scheme.
4	Time line for calling and holding interview	Within 30 days from the date of finalisation of scrutiny
5	Time line for issue of allotment letter	Within 15 days from last date of interview by allotment committee.
6	Time line for execution of Lease Deed	Within 15 days after submission of stamp papers & other required documents.
7	Time line for handing over Possession of Plot	Within 10 days from the execution of lease deed.

B- For Housing plot - Through lottery

1	Time line for submission of applications for land allotment	Application submitted in different bank branches or UPSIDC Head Office/ Regional/ Project/Area offices shall be received in the Corporation within specified date as mentioned in the advertisement of scheme, which is generally 30 days
2	Time line for deposition of earnest money & processing fee	Alongwith application form
3	Time line for scrutiny of documents	Within 30 days from closing date of the scheme.
4	Time line for lottery	Within 30 days from the date of finalisation of scrutiny
5	Time line for issue of allotment letter	Within 15 days from the date of lottery.

6	Time line for execution of Lease Deed	Within 15 days after submission of stamp papers & other required documents
7	Time line for handing over Possession of Plot	Within 10 days from the execution of lease deed.

**C - Group Housing & Commercial plots - Through Bid system as mentioned in the Operating Manual**

1	Time line for submission of applications for land allotment	Application submitted in different bank branches or UPSIDC Head Office/ Regional/ Project/Area offices shall be received in the Corporation within specified date as mentioned in the advertisement of scheme, which is generally 30 days
2	Time line for deposition of earnest money of Bid amount & processing fee	Alongwith application form
3	Time line for opening of Bid by Bid Committee	Within 30 days from closing date of the scheme.
4	Time line for issue of allotment letter	Within 15 days from the date of opening Bid.
5	Time line for execution of Lease Deed	Within 15 days after submission of stamp papers & other required documents.
6	Time line for handing over Possession of Plot	Within 10 days from the execution of lease deed.

The above order shall be effective with immediate effect and is being issued after approval of Managing Director

(D.K. SINGH)  
Sr. Manager (IA)

Ref No 1036-04/SIDC/IA /Policy V-4-16 (Temp) dated 29-6-16

Copy to following for information and necessary action :-

- 1- Chief Engineer, UPSIDC Ltd., Kanpur.
- 2- M.D. Camp, UPSIDC Ltd., Kanpur
- 3- Secretary, UPSIDC Ltd., Kanpur
- 4- Shri M.P. GUPTA, Chief Manager (P), UPSIDC Ltd., Kanpur with the request to upload the above office order in UPSIDC website.
- 5- All Departmental Heads of UPSIDC Ltd., Kanpur.
- 6- All Regional Managers/Project Officers/Area Manager, UPSIDC Ltd. for compliance of above order.

(D.K. SINGH)  
Sr. Manager (IA)