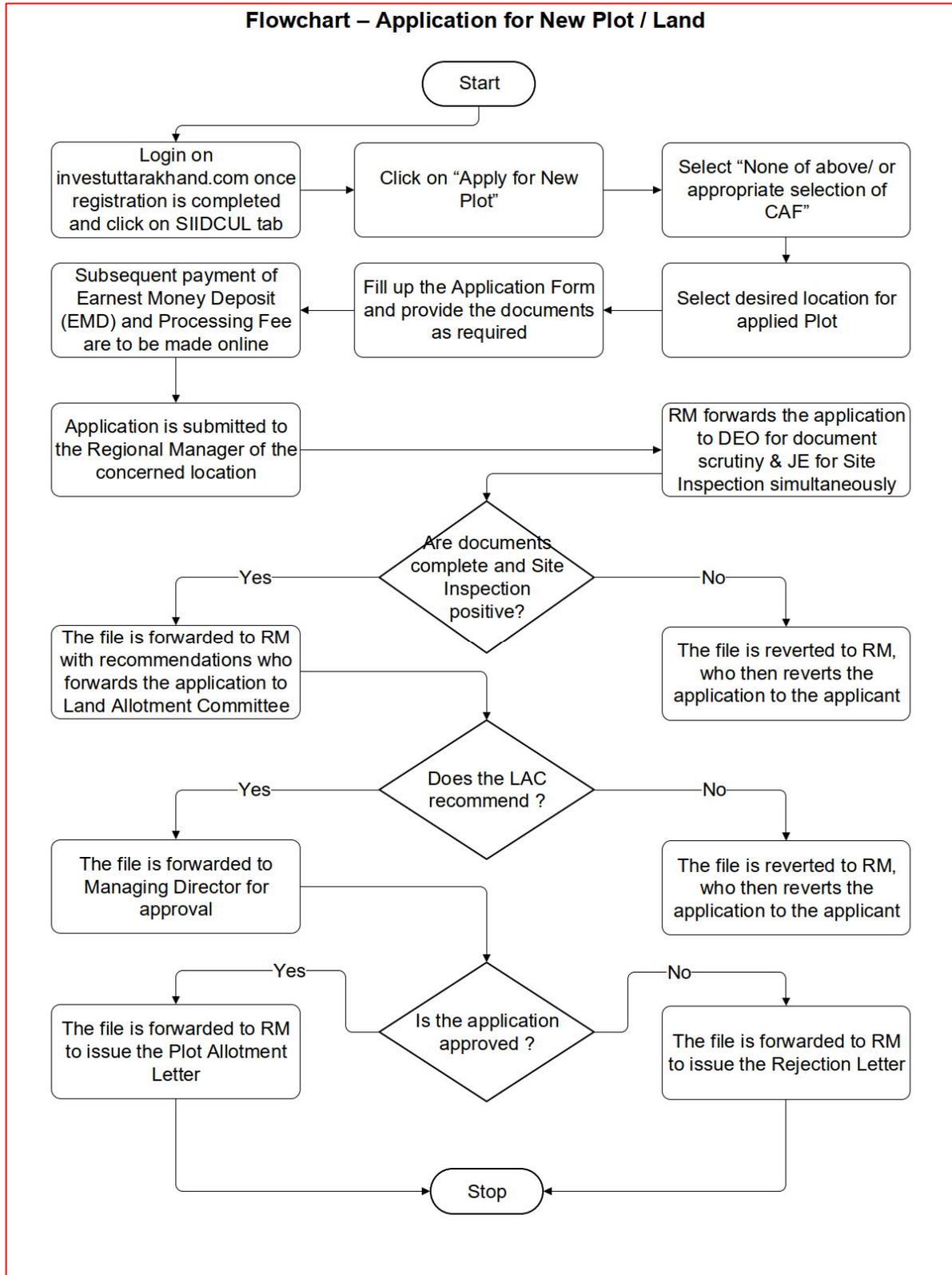




सर्वेषां विकासाय

Standard Operating Procedure (SOP): Process Flowchart

Flowchart – Application for New Plot / Land



Procedure for Submission of Online Land Allotment Application:

1. Advertisement is published periodically in SIIDCUL website i.e. www.siidcul.com
2. To apply for Land Allotment, the applicant would register himself/herself in Single Window Clearance system i.e. www.investuttarakhand.com.
3. After registration, applicant would login in "www.investuttarakhand.com" using his/her credentials.
4. After Login, a home page would display, and the applicant would click on "Apply for Departmental services" and Fill up the form for "In-principal approval (CAF)". Applicant will get CAF ID.
5. After getting CAF ID, Applicant would again click on "Apply for departmental services". Relevant list of all Departments would display under "Apply for pre establishment services" tab. The
Applicant would select "SIIDCUL" from the available department list.
6. After clicking on Land Allotment Service "Apply Now" button. A page will open to upload all the required documents for allotment. Applicant will upload the documents and click on "Continue and Apply" then page will redirect to www.eservicesiidcul.com .Applicant will select the Advertisement No. all the information will be displayed. Applicant will select the location and Plot No. in which he wants to apply.
7. Online Application form for Land allotment would open after filling all the required information applicant would click on "submit" button. Reference Number would get generated and Page will redirect to payment gateway and applicant would pay the Earnest Money Deposit (EMD) and processing fee amount online. After successful payment, application would be successfully submitted.

Approval Process of Land Allotment and Issuance of Allotment Letter:

1. Once the advertisement is closed, Applications will be received in DGM (Commercial) console. DGM (Commercial) will scrutinize the applications and will put up the applications before Land Allotment Committee.
2. In case the number of applicants is just one for a plot, the plot would be allotted to the applicant at the rate of Lease Premium which is filled by the applicant.
3. In case the numbers of applicants who have applied for particular plot/plots within that specified period is more than one, on submission of bids the applicant/bidder who has offered to pay the maximum extra lease premium shall be considered for allotment of that plot(s). In case of tie the allotment, committee shall forward the applications to applicants for submission of applications with extra land premium within specified time period.
4. Committee forwards the application further with recommendation to Managing Director for final approval.
5. After Approval of Managing Director, DGM (Commercial) issues the Allotment Letter online.
6. Applicant can download Allotment letter from www.investuttarakhand.com dashboard and also receive in registered email id.