**Standard operating procedure for allotment of land/ shed Time line**

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| **SL No** | **Particulars** | **Time line** |
| 1 | Online fling and submit the Application successfully by the Companies/ Firms, along with requisite Fees as per the Land Allotment Guidelines. | 0 (Zero) date |
| 2 | Application received | 0 (Zero) date |
| 3 | Checking and Scrutiny of the application by the concern agencies. | 7 (Seven) working days from the date of application |
| 4 | If any paper missing / required during securitizing period, inform the Company/ firms and the Company/ firms will have to submit the documents/ necessary papers via online or offline for further processing/ examine by the Department for Allotment of Land. |
| 5 | Proposal will be placed in State Level/ Land Allotment Committee for Land Allotment of the Corporation/ PSU which is headed by Chief Executive of concerned Corporation/ PSU if the area of the land required for allotment is 5 acres or less  AND  For allotment of land above 5 acres, the application will be placed in the State-Level Land Allotment Committee, which is headed by the senior-most Secretary of the Department of Industries and Commerce. | 7 (Seven) working days after fulfilment of all the criteria as per rule. |
| 6 | Based on the Land Allotment Guidelines, the Land Allotment Committees would approve or reject the application for land allotment | 7 (Seven) working days after fulfilment of all the criteria as per rule. |
| 7 | Once the approval is accorded by State Level or Corporation/ PSU/ Agency Level Land Allotment Committee, the respective Corporation/ PSU/ agency would issue the **Letter of Intimation along with Notices for Payment and Checking of Original Documents.** | 7 (Seven) working days |
| 8 | **In case of rejection or non-selection** at any level, the respective corporation/ PSU/ agency would issue a **Letter of Intimation** accordingly.  The letters and notices shall be sent online to the registered email id entered by the applicant; while an sms shall be sent immediately – intimating about the same – to the mobile number entered by the applicant through an sms gateway provider.  The Letter of Allotment/ Intimation of Rejection would be given to the applicant **within two weeks from the date of application marked by auto-generation of receipt.** | 7 (Seven) working days from the date of application marked by auto-generation of receipt. |
| 9 | After satisfactory checking of original documents, and payment of remaining development fees, the lease agreement deed would be executed between AIDC [or any other IDC (*i.e.* AIIDC/ ASIDC), PSU or Commissionerate of Industries & Commerce] & the applicant within 1 (one) week from date of issuance of the Allotment Letter. | 7 (Seven) working days from the date of issuance of the Allotment Letter. |
| 10 | After execution of other necessary formalities, the applicant is given possession of the Land within 1 (one) week. | 7 (Seven) working days from the date of execution of lease agreement of land / shed. |