Procedure for Land/ module allotment by WBIDC through online system

1. Applicant will fill the form & upload necessary documents online and submit the application online.

2. Executive Director, WBIDC, will login and forward the submitted application to HOD concerned.

3. HOD concerned will send the application to OSD for verification of application details and the uploaded documents.

4. OSD will verify details and also check whether any changes are required by applicant. If change is required, OSD selects option 'change required' (from drop down tab) and enters details of the changes required. Otherwise, OSD selects the option 'No change required' and proceeds to next step.

5. OSD will now check whether any payment is required for further processing or not.

6. If payment is required for further processing, OSD will select option 'payment required for further processing' from a drop down list and the he will enter details of payment – i) application fee and ii) processing fee, which are required to be made for further processing by WBIDC.

7. If no payment is required before processing, OSD will select the remark 'No payment required for further processing' from drop down and submit. OSD will also have option to give additional remarks as text under 'Remarks'. OSD will then forward to HOD.

8. Once HOD receives details from OSD and HOD checks whether application is preliminarily okay & can payment be accepted. In case any changes are required by applicant, HOD will forward it to the Applicant.

9. If application is preliminarily okay, then:
    i)   If there is any fee applicable for further processing, i.e. application fee, processing fee, with applicable GST (applicable percentage of respective fee), then HOD will request the applicant to make online

payment through the system.

ii) Otherwise, in case no payment required, the appraisal of the application shall be done.

10. In case payment is necessary, applicant will get a notification by email and SMS for the payment request to applicant is initiated by HOD.

11. Applicant will log in and enter certain details, as required, including details of his Bank Account, GSTIN, etc. Applicant will also make the payment for total amount, as applicable, such as processing fee, application fee/ application money and respective GST on each.

12. Once payment is received by WBIDC from the applicant, as applicable, the appraisal of the application shall be done.

13. HOD will login and enter the appraisal details. HOD checks whether the application is recommendable on appraisal.

14. If the application is found recommendable on appraisal, HOD selects from drop-down tab 'Recommended on Appraisal', and will forward application to OSD with remarks for further processing.

15. If the application is found 'not recommendable on appraisal' HOD selects from drop-down tab 'Not recommended on Appraisal' and will send to Executive Director with remarks, requesting the Executive Director to reject the application.

16. OSD will log-in and view remarks after receiving details from HOD (if application is recommendable on appraisal). OSD will then add compulsory remark under heading-'Details of recommendation by Board and/or cabinet' and upload scanned copy of 'LOI' (final signed approval certificate)). OSD will also fill up details of payment required, such as balance lease premium, etc., as applicable, along with applicable GST, and forward the recommended application to HOD.

17. HOD will log in and enter remarks, 'Required to approve' and then send the application to Executive Director, along with the scanned copy of 'LOI', for

issuing the approval.

18. Executive Director will log in and view remarks of HOD. Executive Director then, as applicable, either approves the application and issues Final Signed Approval Certificate to applicant (i.e. the scanned copy of 'LOI' already as forwarded to him by HOD), or rejects the application and enters reason for rejection under remarks for 'Reason for rejection'.

19. In case Executive Director rejects the application, the system will initiate refund of fee etc. paid by the applicant, if any.

20. In case the application is approved by the Executive Director, the applicant will be intimated regarding approval certificate issued. The applicant will then log in and download the final signed approval certificate ('LOI') and view details of payment required to be made.

21. The applicant then pays the balance amount along with applicable GST for getting the Possession Certificate.

22. On payment of the required amount by the applicant, HOD will receive intimation and forward the same to OSD.

23. OSD will log in and view details. OSD will then enter remarks and upload the scanned copy of signed Possession Certificate and forward the same to HOD.

24. HOD will log in and then forward the same to Executive Director for issuing Possession Certificate to applicant and subsequently Executive Director will issue Possession Certificate to applicant.

25. Applicant will log in and download the final signed Possession Certificate.