

Government of West Bengal
Department of Industry, Commerce & Enterprises.
4, Abanindranath Tagore Sarani, Kolkata – 700 016

No. 197(5) - ICE/O/PLI/GEN/LAND-021/2022

Dated the 18th March, 2024

From : Additional Secretary to the Govt. of W. B.

To : 1. Shri Biswanath Chakraborty, DI and Ex-Officio Special Secretary, West Bengal,
Department of IC & E
2. Shri Mriganka Biswas, Financial Advisor, Department of IC & E;
3. Smt. Reshma Banerjee, WBCS(Exe.) Advisor & Joint Secretary, WBIDC.,
4. Shri Anupam Chakraborty, Sr. Law Officer, Department of IC & E;
5. Shri Sanjib Kr. Biswas, Superintendant Engineer, WBIIDC

Subject : Circulation of SOP for observation/ Comments/ Views of this Department
in respect of LTS / Freehold land

Sir / Madam,

In terms of the decision taken in the meeting held on 7th March, 2024 in the Conference Hall of the Principal Secretary, Department of Industry, Commerce and Enterprises, an SOP (Standard Operating Procedure) has been finalized to accord observation/ Comments/ Views of this Department in respect of LTS / Freehold land for Industrial purpose. Accordingly, I am directed to forward a copy of the same for taking necessary action in this regards.

Enclosure : i. Copy of SOP
ii. Copy of Checklist
iii. Copy of Format of District Authorities' report.

Yours faithfully,

Sd/

Additional Secretary to the
Government of West Bengal

No.197 /1(3)- ICE/O/PLI/GEN/LAND-21/2022

Dated the 18th March, 2024

Copy forwarded for kind information and necessary action to :-

1. The Sr. P.A. to the Principal Secretary of this Department
- ✓ 2. Computer Cell of this Department with the request to upload a copy of the SOP along with Checklist and Format of DM's report in the website of this Department
3. Guard file.

R 18/03/24
Additional Secretary to the
Government of West Bengal

STANDARD OPERATING PROCEDURE (SOP)

(To accord observation of this Department in respect of LTS / Freehold Land for Industrial purpose)

STANDARD OPERATING PROCEDURE (SOP) to be followed when proposals come to this Department:

After receipt of the application by this Department from any Company directly along with copy of 7C or through L.& L. R. and R., R. & R. Department, following steps will be taken:-

1) Documents as per following list are to be collected from the applicant Company:

Proposal for Fresh projects / Expansion projects:

- a) **“Plan and drawing”** with proper dimension of land showing existing and proposed expansion components of the project.
- b) **DPR** of the proposed project containing the information of i) Proposed project details ii) Land details, iii) Proposed Investment with source, iv) Proposed employment (local & outsider), v) Timeline of completion, vi) Proposed Revenue generation of the State and vii) Social impact.
- c) **Land Schedule**(i. existing and ii. proposed to be possessed)
- d) Mouza Map and proposed project plan sketch
- e) Self-declaration regarding Pending Criminal Investigation for Economic Offences
- f) An affidavit regarding “Mode of Procurement and usage of land for bona-fide Industrial Purpose”
- g) Declaration and Documents of total Land holding in the State of West Bengal.

Additional documents for Expansion Projects:

- h) Approved Project Plan of existing units.
- i) Factory License of Existing units
- j) Copy of earlier 14Y permissions if any.
- k) Environment Clearance Certificate from WBPCB.
- l) Fire Clearance Certificate
- m) No. of existing employment.
- n) Production and Sale Returns for last 3 years in case of existing units.
- o) SGST Return for last 3 years in case of existing units.
- p) IT Return for last 3 years in case of existing units.
- q) And any other documents as to be decided on case to case basis.

Check List

Format for scrutiny for offering views of the Deptt. of IC&E.

Name of Company:

Proposal:

Sl. No.	Description	Status/Views / Comments	Remarks
1	Whether Application submitted to L & L.R. & R.R.R. Department in 7C form	Yes / No. If yes, Date of application: Quantum of land:	
2	Whether Application submitted to this Department by the Company:	Yes / No. If yes, Date of application : Quantum of land:	
3	New proposal / expansion of existing plant?		
4	Whether “ Plan and drawing ” with proper dimension of land attached?		
5	Whether submitted DPR? If yes, is the DPR contained with the details of : i) Proposed project: ii) Existing and proposed Land: iii) Proposed Investment with source: iv) Proposed employment: v) Timeline of completion: vi) Proposed Revenue generation vii) Social impact		
6	Land Schedule with the details : i) Is there any Existing land : ii) Have the company purchased land: iii) Is there proposal for LTS of Govt. vested land as ceiling surplus? iv) Whether Land to be purchased by the company? v) Whether Govt. land proposed for LTS? vi) Is there earlier 14Y permission, if any?	Yes / No If yes, land area ____ acres Yes / No If yes, land area ____ acres Yes / No If yes, land area ____ acres Yes / No If yes, land area ____ acres Yes / No If yes, land area ____ acres Yes / No If yes, land area ____ acres	
7	Mouza Map and proposed project plan sketch:		
8	Whether submitted “Self-declaration” regarding Pending Criminal Investigation for Economic Offences	Yes / No	
9	Whether submitted an affidavit regarding “Mode of Procurement and usage of land for bona-fide Industrial Purpose”	Yes / No	

Format for Report of District Magistrate

Sl. No.	Description	Information and Observation /Comments
1	Name of Company:	
2	Proposal:	
3.	Reference Memo No. and Date of IC&E Department	
4	New proposal / expansion of existing plant?	
5	If expansion of existing plant, i) Factory Licence of existing plant is there? ii) Is Approved Lay Out (vetted by Directorate of Factories) available?	
6	Land details(Quantum) : i) Existing land : ii) Land purchased : iii) Land vested by Government: iv) Land to be purchased: v) Govt. land proposed for LTS: vi) Earlier 14Y permission, if any: vii) Attachment of proposed land details with comments of BLRO:	
7	Proposed project Mouza MAP:	
8	Comments on the basis of DPR:	
9	Observation of DIC if any :	
10	<u>Views / Comments of District Authority:</u> i) On the basis of physical verification : ii) Regarding feasibility of Land: iii) Quantum of land recommended : iv) Regarding feasibility of the project: v) Regarding utilization of existing land.	

District Magistrate /
Additional District
Magistrate,
_____ District

Date : _____ .