

Relocation Division

Time schedule
for

Processing various Applications in r/o Lease Administration work in DSIIDC

S. No.	Name of Service	No. of days for service delivery
1.	Grant of extension of time for completion of construction of the plot allotted to the applicant (Subject to availability of extension of time from the Govt./Competent Authority)	45
2.	Grant of permission to the lessee for mortgaging the leased property to the Bank/Financial Institutions for raising financial Resources/credit facility	45
3.	Issuance of allotment-cum-demand letter after draw of allotment	30
4.	Refunds in r/o Rejected/Voluntarily withdrawal applications	60
5.	Issue of possession letter	60
6.	Issuance of 4 sets of lease deed for stamping	45
7.	Execution of lease deed (After receipt of 3 Sets duly stamped in token of payment of the stamp duty)	30
8.	Approval of Change of Constitution (After receipt of requisite documents as per LMG & clearance of all outstanding dues against the plot i) Cases where UEI is not applicable ii) Cases where UEI is applicable (subject to recommendation of ILMAC duly approved by competent authority)	90 120

Note: The time schedule shall be subject to completion of requisite formalities by the applicant in terms of documents and govt. fees.