

## **CITIZEN'S CHARTER OF GOA-IDC**

You may be keen to know the answers to many questions in connection with the allotment procedure. Here are some very pertinent questions and their answers.

**Q : Why should I come to GOA-IDC for industrial land?**

A : Because there are many advantages as follows, if you locate your industry in GOA-IDC area.

No separate permission for conversion of land for non-agricultural use is required.

Clear title of land is assured.

Speedy clearance issue of construction license, occupancy certificate, etc. Industrial Estates have been declared as Notified Areas.

The land is owned by the Corporation and allotted initially on 30 years on lease, extendable upto 95 years, on easy instalments.

Water supply is provided and distributed to the units directly by GOA-IDC without charging additional cost. Alternative arrangements are made when necessary.

Ample Power supply is easily available from Electricity Department of Govt. of Goa and from private sector companies.

Plots are carved out to accommodate small, medium and large scale industrial units with various amenities, in a well planned layout and congenial atmosphere and as per the needs of the units.

Strong institutional network with regard to easy availability of loan.

**Q : What kind of activities can I undertake in GOA-IDC Area?**

A : You can undertake any of the following activities in GOA-IDC Area.:

- New industrial venture in small, medium or large scale sector.
- Expansion or diversification of the existing industrial unit.
- Shifting of existing industrial unit.
- Service industry/commercial venture like industrial/Warehousing/Logistics, canteen, shop, health service which would support the industrial units.

**Q : Whom should I approach for allotment and where?**

A : Managing Director  
Goa-IDC,  
Corporate Office,  
Plot No.13-A/2,  
EDC Complex,  
Patto Plaza,  
Panaji-Goa. Ph. No.: 2437483

**Q : What are the preparations required to be made by me as an entrepreneur while applying for the plot in GOA-IDC area?**

A : Before making an application for a plot in GOA-IDC area, please prepare a brief project profile covering the following points:

- a) Brief details of the product to be manufactured.
- b) Requirement of area.
- c) Proposed built up area for the factory, godown, open storage space for raw material, if any.
- d) Future expansion, if any, and construction details for the same on the above lines.
- e) Water requirement for manufacturing/processing and domestic use.
- f) Quantity of effluent discharged in case of chemical unit (processing and domestic separately).
- g) Investment in land, plant and machinery.
- h) Obtain SSI Registration Certificate from Directorate of Industries Trade & Commerce (DITC).
- i) Power requirement.

**Q : How should I apply for a plot of land in GOA-IDC area?**

A : As a first step, you have to apply in the prescribed application form available at Corporate Office of GOA-IDC at Panaji-Goa alongwith the following documents:

- a) Covering letter.
- b) Project profile in brief/report.
- c) SSI Registration Certificate.
- d) Non Interest bearing Security deposit by Demand Draft in favour of GOA-IDC payable at Panaji-Goa. The security deposit to be made is @ Rs.5/- per m<sup>2</sup> with a minimum deposit of Rs.5,000/- and processing fees Rs.1,000/- (non-refundable). The security deposit is refundable in case you drop the idea to implement the project.

In case you are applying in the capacity of Chief Promoter of a proposed Private Limited or Limited or a Public Limited Company, you should clearly mention the same in your application.

Please get the acknowledgement receipt from the concerned authority when you submit your application for booking of plot/s.

**Q : When is the earmarking letter issued?**

A : The earmarking letter is normally issued within 15 days from the date of receipt of application in this office. Within this period, your requirement as well as availability of land and water is examined and decision is taken by the Committee to earmark the plot.

**Q : What are the conditions to be complied with to be eligible for allotment?**

A : The following conditions are to be complied with:

1. Letter from the Bank/financial institution agreeing to finance the project.
2. State the arrangements made for procurement of plant and machinery and marketing the products (attach relevant documents).

3. Bio-data of the Promoters/Directors/shareholders/Partners as applicable.
4. Memorandum & Articles of Association alongwith Incorporation Certificate from the Registrar of Companies, shareholding pattern and certified copy of Resolution.
5. Registered copy of Partnership Deed alongwith the certificate from Registrar of Firms.
6. NOC from the Goa State Pollution Control Board from the pollution point of view, if applicable.
7. NOC from the Directorate of Fire & Emergency Services, Panaji-Goa, if applicable.
8. NOC from the Chief Controller of Explosives, Nagpur, if applicable.
9. NOC from the Inspectorate of Factories & Boilers, Panaji, if applicable.
10. NOC from the Directorate of Food & Drugs Administration, Government of Goa, if applicable.
11. PAN Card/Income Tax returns filed by the assessee/assesseees.
12. A copy of the letter of Intent from the Government of India, Ministry of Industries, New Delhi or SIA acknowledgement, if applicable.
13. Approval from the High Powered Co-ordination Committee, in case of medium/large scale unit.
14. Annual report of the Company for the last three years, if applicable.
15. Licence under Fruit Products Order, if applicable.

**Q : What is the next step?**

A : After submission of above documents pertaining to your project requirement, the case is put up for approval of the Committee/Board's approval for allotment of plot.

**Q : When is the allotment order issued?**

A : After the approval the first instalment of plot alongwith the lease rent is required to be paid. As regards to the small scale unit the first instalment is 10% of the total premium amount of the plot and in case of medium/large scale unit it is 20 %. The lease rent is to be paid @ 2% on the total premium amount of the plot. After the payment of the above amount the allotment order is issued.

**Q : When can I get the possession of the plot?**

A : After allotment order is issued, the concerned Field Manager of the Estate hands over the possession of the plot. It is suggested that at the time of taking over the possession, the entrepreneur may verify the dimensions and boundaries of the plot/s.

**Q : When I can start the construction of factory building, do you have separate factory building guidelines? If yes, please give details.**

A : After taking the possession of the plot from the Field Manager, you can submit the building plans for his perusal. The building regulations are given below in brief:

1. Plot coverage permissible is maximum 50%. All the structures on the ground floor are to be considered while calculating the coverage excluding the open porch. The F.S.I. however is 1:1.
2. Front set back for plot and shed holders should be 5.00 mtrs.
3. Side set backs should be as given below:
  - a) Ground floor (upto height 4.9 mtrs.) = 3.00 mtrs.
  - b) Ground + one up (upto height 7.6 mtrs.) = 3.30 mtrs.
  - c) Ground floor + 2 (upto height 10.9 mtrs.) = 4.00 mtrs.
  - d) For height upto 14.2 mtrs. = 4.70 mtrs.

Normally the first and second floor is permitted only for office and rest rooms, etc.

4. Set backs to be left on the side of P.W.D. road:
  - a) National or State Highway - 8 mtrs.
  - b) Village road - 3 mtrs.
  - c) Major District road - 5 mtrs.
5. Rear set backs – should be minimum 3.00 mtrs. or half of height of the building whichever is more. In case of sloping roof the height is to be measured up to height of roof level.

6. Minimum floor area (sanitary block):
  - a) For bathroom – 2.60 sq.mtrs. and the smallest wall not less than 1.25 mtrs.
  - b) For water closet – 1.35 sq.mtrs. and the smallest wall not less than 1.00 mtr.
  - c) Height of walls should not be less than 2.10 mtrs. Every bathroom and W.C. should be so situated that at least one of its walls shall open to external air.
  - d) The area of ventilator of W.C. should be minimum 0.6 m<sup>2</sup> and of bathroom 0.8 m<sup>2</sup>.
7. The area of ventilation of the building excluding door opening should be minimum 20% of the floor area.
8. Height of sloped roof of office or store room should be minimum 2.5 mtrs. and 2.85 mtrs. for R.C.C. slab.
9. Height of walls above plinth level should be minimum 4.25 mtrs. for A.C. sheet roofing and 3.75 mtrs. for R.C.C. slab for factories.
10. Porch (in front of building): Front set back 2 mtrs. Maximum width 3 mtrs. Other three set backs shall be as applicable to buildings. It should be open from three sides and without side walls. This construction shall not be considered as covered area.
11. All the plans should be signed by Engineer/Architect and the owner.
12. In key plan, existing and proposed building/constructions have to be shown separately preferably in different colours. Also exact location of septic tank and soak pit should be indicated clearly.
13. The Architect/Engineer signing the plans should be registered with the PWD of the Govt. of Goa, and should sign the plans with his name, address and registered number.
14. The site plan should be drawn in scale of 1:500 indicating the plot no. and adjoining buildings.

15. The building plans, section and elevation should be drawn to a scale of 1:100.
16. Sectional drawings showing clearly the material used, sizes of footing, the thickness of the basement, walls, roofing, floor slabs, and walls, the sizes and spacing of framing members and the ceiling and parapet height are to be submitted.
17. At least one section has to be taken through the staircase.
18. All buildings shall be constructed in accordance with the Building Regulations of GOA-IDC and regulations in force from time to time as well as any other laws, rules and regulations in force regulating construction as required by the officers authorized by the Corporation.
19. No construction work shall be commenced unless the plans have been approved by the officer authorized by the Corporation. No additions, alterations to original construction shall be carried out unless and until the plans are approved by the officer authorized by the Corporation.
20. All survey boundary marks demarcating the boundaries of plot shall be properly preserved and kept in good conditions by the Lessee during the period of construction of building where more than one Lessee is concerned with the same boundary.
21. No temporary, semi-permanent structure shall be built on the plot, except during the period of construction for which a separate approval will have to be taken from the Corporation.
22. The above mentioned drawings and specifications shall be submitted in triplicate within three months from the date of issue of allotment order of plot.
23. The Corporation reserves the right to inspect the site to check the building construction with the respect of plan approved by the Corporation and take action as necessary if any violation is observed.

**Q : When is the balance premium amount of the plot to be paid and in how many instalments and what is the rate of interest?**

A : The premium amount should be paid in 7 annual instalments. The first instalment shall be of 10% and balance 6 instalments shall be of 15% in case of small scale units and in case of Medium/Large scale units, the first three instalments shall be of 20% each and balance shall be of 10% each. Interest @ 14% is charged on the balance amount.

**Q : Can I mortgage the plot for getting the financial assistance?**

A : Yes, you can. You may approach us and we will issue No Objection Certificate after getting a copy of the term loan sanction letter from the financial institution. Mortgage of GOA-IDC plot is normally permitted in favour of State Level Financial Institutions, National Financial Institutions, Nationalized Banks and Co-operative Banks after receipt of the full payment of the cost of the plot. However, permission for mortgage of GOA-IDC plot in favour of individual persons or private money lending institutions is not granted.

Sometimes requests for “Second Charge” are received from Banks in respect of Working Capital Loans sanctioned by them. Such requests are granted on production of No Objection Certificate from the first charge holder.

**Q : Who can execute the Agreement to lease?**

A : a) Proprietary Firm:

In case of Proprietary Firm, Proprietor himself has to execute in his individual capacity.

b) Partnership Firm:

i) In case of an existing and registered partnership firm, all the partners except minors will have to remain present for the execution of Agreement to Lease.

- ii) If any one or more partners are not available, remaining partners can execute the Agreement to Lease provided they hold duly authenticated and specific power of attorney.
  - iii) If the application is made in the name of Promoter of proposed Partnership firm, a certified copy of Partnership Deed alongwith proof of registration and a specific letter from the applicant (i.e. Promoter) regarding transfer and execution of Agreement to Lease in the name of partnership Firm should be produced.
- c)
- i) In case of Companies incorporated under Companies Act, 1956, a Director or Directors or any other person authorized by the Board of Directors of the Company can affix Company's seal to the Lease.
  - ii) Authorisation of the Directors is to be in accordance with the provisions of the seal, clause contained in Memorandum and Articles of Association of the Company.
  - iii) Company's resolution to the effect to be furnished.

**Q : Can I construct residential quarters in the allotted area?**

A : GOA-IDC permits to utilize 5% of the area of land in case land allotted to the unit exceeds 10,000 m<sup>2</sup> and above for construction of residential quarters for the essential staff members of the unit.

**Q : Do you allot premises for any other purpose?**

A : Yes, the premises are allotted to service oriented units like Canteen, Health Care, Industrial Warehousing, Transport Agency, Banking Institution, Police Outpost, Post Office, and any other facilities which would provide support for the existing units established in the Estates.

**Q : Can I start another unit in the existing premises allotted to me?**

A : Yes, you can start/establish second unit in the existing premises provided the owner/partner/company remains the same and there is no change in constitution of whatsoever nature.

**Q : What are the documents required to be submitted to start second unit?**

A : Starting a second unit is permitted only if you have sufficient space and preferably if the activity is non polluting in nature. Following conditions are required to be satisfied.

1. A project report has to be submitted.
2. A separate power connection has to be obtained.
3. Necessary Agreement has to be executed between the Lessor and the Lessee.
4. No additional water supply will be made available to the new unit.
5. That the NOC from the Financial Institution will have to be submitted.
6. The Directorate of Industries, Trade & Commerce has to be informed about establishment of second unit.

**Q : Can I sub-lease my existing premises?**

A : Yes.

**Q : What are the conditions and norms required for sub-leasing?**

A : The various conditions to be complied with are listed below:

### **GUIDELINES FOR SUB-LEASING/SUB-LETTING**

**The pre-requisites to be compiled with for sub-leasing are as under :**

1. The permission of subleasing will be granted for an initial period of 5 years subject to a minimum of one year and renewable after the expiry of the same for a further period as desired and as per merits of the case.
2. That the approval charges for the sub lease area has to be paid in lump sum in advance subject to a maximum of Rs.10/- per square metre per year , except Verna Industrial Estate where it shall be Rs. 15/- per sq. mt. per year

3. The sub-lease charges shall be annually. The fees shall be payable at the time of application in lumpsum for the period mentioned in the application from the sublease.
4. That the Directorate of Industries, Trade & Commerce has to be informed about the sublease and the duly acknowledged copy from them has to be submitted to this office for records.
5. That the sub lessee has to submit all the details of the new unit such as SSI Registration Certificate, NOC from the health dept or Pollution Board, a copy of the project report etc. along with the application.
6. Agreement between the lessee and sub lessee mentioning area of sub lease and quantum of consideration for sub lease area has to be submitted.
7. That the Corporation will not accept any liability for eviction of sub lessee. The liability to evict will vest with the lessee / original allottee. Any dispute between the original allottee / lessee and sub lessee will have to be settled between themselves and the Corporation will not accept liability and or action to interfere and settle the difference and shall hold the original lessee responsible.
8. A rough sketch for the proposed sub lease area has to be submitted.
9. A tripartite agreement of sub lease has to be executed.
10. All applications for sub-lease shall be approved within 14 days on the basis of Self Declaration by both the parties to the lease deed.
11. All applications for sub-lease shall be allowed subject to the locational policy (to be finalized) for industries in each industrial estate.
12. Penalty for regularization of unauthorized sub-lease : In case of sub-lease/sub-letting by the party without prior approval of the Corporation, a penalty @ Rs. 10/- per sq. mt. shall be charged for every 3 months before regularization, in addition to the regular fees payable.

13. All the cases/ applications pending or already finalized for sub-lease will be disposed off as per the old/existing guidelines. However, the new guidelines shall be applicable to all past cases at the time of renewal.

**Q : Can I transfer the plot/shed/godown, etc. allotted to me?**

A : Yes, you can transfer plot/shed/godown, etc. allotted to you.

**Q : Do you have any transfer guidelines? If so, kindly give details.**

A : Yes, the procedure to be followed for transfer is as below:

1. All transfers to be defined under **formal category** of transfer. Any transfer not covered under formal category will be treated as **Non-formal**.
2. All **formal transfer applications** shall be accompanied by an **application-fee** calculated @ Rs.5/- per sq. meter subject to a minimum of Rs. 10,000/- and maximum of Rs.50,000/-. However the **SSI Units** shall be **exempted** from such minimum fee criteria.
3. All applications for transfer shall be disposed of within **30 days** or shall be **deemed** to have been approved within 30 days after the due payment of appropriate fees, if they fall in the list of **formal cases**.
4. All applications for **amendment** to the **lease-deed** shall be charged at a flat fee of **Rs. 2000/-** for the SSI Units and **Rs. 5000/-** for the Non SSI Units. All such applications shall be disposed off within 30 days from the date of application & payment of the appropriate fees.
5. In case of Non-Formal transfers no application fee is payable, as the same would be liable to pay **actual transfer fees as specified at Sr. no 7**, subject to a minimum of Rs. 10,000/-
6. The **relevant date** for the applicability of **transfer fee** will be the date of application made by the party for transfer of plot. All cases which are presently **pending/processed & finalized** by GOA-IDC will however be disposed off under the **old/existing guidelines**.
7. In case of **non-formal** transfers the transfer fee applicable shall be calculated @**20%** of the prevailing premium amount of the land/plot except at Verna Industrial Estate which shall be calculated @**15%**. However, transfer of plots affected by **EDC** and its **Subsidiaries**, **whether by way of auction or otherwise**, shall be charged a transfer

fee @ 2.5% of the prevailing premium amount of the plot. However in no case the minimum transfer fee shall be less than Rs 10,000/-

8. All transfer of plots will be allowed subject to the **locational policy** of industrial units in a particular industrial estate. (List of restricted/prohibited industries at a particular Industrial Estate to be finalized.)

**Q : What are the formalities to be complied with to effect transfer order?**

**A :** To effect the transfer, the original allottee i.e. Transferor has to make a formal request for transfer stating the reasons for transfer and the transferee has to provide the information in the prescribed transfer/form. After scrutiny the case is placed for approval of the committee. Thereafter the following formalities are required to be fulfilled to accord approval for transfer order.

1. Latest paid water, electricity and house tax bills paid receipts.
2. That the annual lease rent is to be paid annually.
3. That the Directorate of Industries, Trade & Commerce has to be informed about this change & duly acknowledged copy from them has to be submitted to this office for our records.
4. A duly notarized copy of transfer agreement has to be submitted.
5. That the transferee has to submit all the details of the new unit such as a copy of the detailed project report, financial arrangement made, NOC from Goa State Pollution Control Board, if applicable, alongwith the prescribed application form and any other relevant details to implement the proposed project.
6. That the NOC from the financial institution from whom the loan is taken has to be submitted by the transferor. If not, an undertaking stating that no loan is outstanding to the financial institution has to be submitted.
7. That for any additions/alterations in future all the building rules shall be applicable and no construction shall be allowed on the basis of existing structure.
8. No additional water supply will be made available to the new unit under any circumstances.
9. Necessary documents have to be executed.

**Q : Can I surrender the plot in case I cannot implement the project?**

**A : Yes. However, Surrender charges** applicable/to be deducted for surrender of plot, shall be as under:-

In case of **SSIs** : 1% of the prevailing premium amount of the plot where the plot area is less than 5000 sq. mts and 5% in case of area equal to or more than 5000 Sq.mts.

In case of **MSIs/LSIs**: 5% of the prevailing premium amount of the plot.

**Q : In case of any grievances, whom can I approach?**

**A :** For redressal of grievances, you can approach Managing Director, Chief General Manager and General Manager (Engg) / Area Managers at Head Office and Dy. General Manager (E) / Regional Managers at our Industrial Estates.