

Procedure for Land/ module allotment by WBIIDC through online system

1. Applicant will fill the form & upload necessary documents online and submit the application online.
2. OSD(Land) WBIIDC, will login and forward the submitted application to OSD(Law), concerned along with remarks after verification of application details and the uploaded documents.
3. OSD(Law) concerned will send the application to Executive Engineer (Head Quarter),concerned along with remarks after verification of application details and the uploaded documents.
4. Executive Engineer (Head Quarter) will send the application to The Secretary, along with remarks after verification of application details and the uploaded documents.
5. The Secretary will send the application to The CEO, along with remarks after observation the remarks of all predecessors.
6. If Board will reject the application, The CEO will return back the prayer to applicant.
7. After getting approval from Board and Cabinet, The CEO will send the application to The Secretary for onward action.
8. The Secretary will send the application to ALA & LDO/Surveyor for onward action.
9. ALA & LDO/Surveyor will send the application to Executive Engineer (Head Quarter) along with measurement related recommendation for onward action.
10. If application is preliminarily okay, then :

If there is any fee applicable for further processing, i.e. application fee, processing fee, with applicable GST (applicable percentage of respective fee), then Executive Engineer (Head Quarter) will send the requisition for payment to the applicant.

 - i) 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.
11. In case payment is necessary, applicant will get a notification by email and SMS for the payment request to applicant is initiated by Executive Engineer (Head Quarter) will send the requisition for payment to the applicant.
12. 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.
13. Once payment is received by WBIIDC from the applicant, as applicable, the appraisal of the application shall be done.
14. CAO will login and checks either the payment is made or not. If any kind of discrepancy will found , the application will be rejected.
15. If the application is found recommendable on appraisal, CAO will forward to Executive Engineer (Head Quarter) with remarks for further processing.
16. Executive Engineer (Head Quarter) will forward to the Secretary with his recommendation.
17. The Secretary will log in and then will issue Possession Certificate to applicant.
18. Applicant will log in and download the final signed Possession Certificate.