

**Odisha Industrial Infrastructure  
Development Corporation**

(A Government of Odisha Undertaking)  
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ISO 9001& 14001 CORPORATION

No:IDCO/ID/A/8839/ 01/15/

7047

Date: 05.04.2016

**C I R C U L A R**

**Sub: Subletting of Industrial Units by allottees in Industrial Estates.**

The Board of Directors of IDCO in it's 105th meeting held on 21.3.2016 have approved the following guidelines for giving permission for subletting by allottees only for industrial activities with the following conditions.

1. Subletting shall be limited to 50% of built-up area & allowed only for industrial activities. Subletting in case of Chandaka & Mancheswar Industrial Estate shall be limited only for IT, ITES & other green category industries.
2. Subletting of built-up shed may be allowed only with prior written permission of IDCO. The allottee should have completed at least 5 years of commercial production and justify need for subletting.
3. Subletting shall be allowed initially for 5 years.
4. Renewal for further period shall be allowed only after confirmation of proper utilization of subletted properties on case to case basis.
5. Subletting charges shall be levied @ 12.5% of annual rent on the basis of fair rent assessment as per PWD norms.
6. No mortgage permission shall be given to the tenant for mortgaging lease hold properties to the bank for availing loan for the project.
7. A standard agreement format shall be devised for agreement between the allottee and tenants which should contain tenant details, procedure to be followed in case of termination etc.

This circular shall come into force with immediate effect

By order of MD

Chief General Manager(MSME)

P.T.O.

Memo No. 7048 /Date: 05.04.2016  
Copy to PA to Chairman, IDCO for kind information of Chairman.

*o/c*  
  
Chief General Manager (MSME)

Memo No. 7049 /Date: 05.04.2016  
Copy to PS to MD, IDCO for kind information of Managing Director.

*o/c*  
  
Chief General Manager (MSME)

Memo No. 7050 /Date: 05.04.2016  
Copy to the Divisional Head, MSME-I / MSME-II / Angul / Balasore / Berhampur / Bolangir / Cuttack / Jajpur Road / Sambalpur / Rourkela for information and necessary action.

Copy to the President / Secretary, Orissa Small Scales Industries Association, Cuttack / Orissa Young Entrepreneurs Association, Cuttack & Rourkela / Odisha Assembly of Small Medium Enterprises, Cuttack / Odisha Industries Federation, Jagatpur / Utkal Chamber of Commerce & Industry, Bhubaneswar & Rourkela / Association of Industrial Entrepreneurs of Bhubaneswar / NOCCI, Balasore for information with a request to circulate the above guidelines to all concerned.

Copy to all Chief General Managers, IDCO / All Land Officers, IDCO / GM (MSME), IDCO for information.

Copy to Manager (MIS), IDCO for information with a request to launch this circular in IDCO website for general information.

Copy to All Officers & Dealing Assistants of MSME Wing, Head Office, IDCO, Bhubaneswar for information and necessary action.

*o/c*  
  
Chief General Manager (MSME)