

**Orissa Industrial Infrastructure
Development Corporation**

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

No. HO/ ID/A/8839/01-96(P-IV)/

25392

Date: 23.12.2010

C I R C U L A R

Sub:- Grant of permission to the entrepreneurs for sub-letting of IDCO allotted premises in Industrial Estates / Areas on temporary rental basis.

In supersession of this Office Circular No, 7746 dated 30.4.2007, The Board of Directors of IDCO in their 84th meeting held on 22.11.2010 (vide agenda item No. 3) have modified the guidelines for grant of permission to the entrepreneurs for sub-letting of IDCO allotted premises in Industrial Estates / Areas on temporary rental basis as under;

- 1) Permission for subletting of built up space on the allotted premises may be granted provided the allottee has utilized the allotted property by implementing the project for which it was allotted.
- 2) Allottee has to submit the valid PRC/EM-I/PMT/EM-Part-II from DIC.
- 3) Subletting from industry to industry, charges shall be levied @ 5% of the annual rent receivable by lessee from tenant in stead of 7.5%.
- 4) Subletting from industry to commercial purposes, charges shall be levied @ 25% of the annual rent on the basis of fare rent assessment as per PWD norms.
- 5) Rent agreement executed before the Notary shall be accepted.
- 6) Subletting permission should not affect the overall planning of Indl.Estate/Area as well as the neighboring unit.
- 7) The tenant shall not claim mortgage permission of the subletted area. The existing subletting premises would be settled on payment of necessary charges on the basis of the agreement already executed along with 12% simple interest per annum from the date of agreement with the tenant.
- 8) Subletting period shall be allowed for a maximum period of 5(five) years at a stretch. Further period may be allowed only after confirmation of proper utilization on case to case basis by IDCO authority.

This order shall come in to force with immediate effect.

By order

Pramod Chandra Palhan.
Chief General Manager (ID)

Memo No. 25393 Date: 23.12.2010

Copy to the Divisional Head, IDCO, Angul / BCD-I / BCD-II / Balasore/ Berhampur/ Bolangir / Cuttack / Keonjhar / Jajpur Road / Jharsuguda / Rourkela /Sunabeda for information and necessary action.

Copy to the President/Secretary, Orissa Small Scales Industries Association, Cuttack / Orissa Young Entrepreneurs Association, Cuttack & Rourkela / Utkal Chamber of Commerce and 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 / Sr. PS to CMD, IDCO for information.

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

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

Pranod Chandra Palhan.
Chief General Manager (ID)

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CHECK-LIST ON THE PROPOSAL OF GRANT OF PERMISSION TO THE ENTERPRISE FOR SUB-LETTING OF IDCO ALLOTTED PREMISES IN INDUSTRIAL ESTATES/AREAS ON TEMPORARY RENTAL BASIS.

SI	Item
1	Required Processing fees (in shape of Bank Draft/ Bankers cheque) (Non-refundable) drawn in favour of "OIIDC, Bhubaneswar".
2	Copy of lease agreement of the allotted property executed in the Sub-Registrar's office. / notary
3	As a proof of utilisation of the allotted property, the allottee has to submit utilisation certificate from the District Industries Centre / EM Part-II .
4	Proof towards clearance of IDCO dues in up-to-date like Ground rent, Cess, IMC & water charges if any.
5	Undertaking to regularise deviation of construction made on the property if any.
6	Copy of resolution passed by the Partners/ Directors / Trustee of the firm/company/trust etc.
7	Copy of valid PRC/ PMT or EM Part-I/ Part-II from DIC.
8	Copy of project report of unit wants to take built up space on rental basis.
9	Copy of valid PRC/ PMT or EM Part-I/ Part-II from DIC of unit wants to take built up space on rental basis.
10	Layout plan of the project duly drawn in scale showing the the built up area of 40% to be sub-let to another industry.