

**Maharashtra Industrial Development Corporation**  
(A government of Maharashtra undertaking)  
“Udyog Sarathi”, Marol Industrial Area, Mahakali Caves Road, Andheri (East), Mumbai-93

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no.MIDC/Land Department/M.V.(land)/D04733

Date : 13/09/2019

**Office Orders**

**Subject: Procedures to be followed for allotment of plots for Industrial Expansion.**

After allotment of plots in the industrial area by MIDC, the land holder develops the plot within the prescribed period / extension period and additional space may be required for the expansion of the industry on their original plot. Due to low availability of plots in industrial areas and lack of space for industrial expansion, entrepreneurs who are in dire need of industrial expansion are deprived of industrial expansion or migrate to other states.

In view of the above facts, for allotment of plots for expansion of industry to such entrepreneurs by allotting plots for expansion of industry by amending the Circulars dated 27.04.2012, 07.01.2013, 28.02.2019, 07.06.2019 (2 Circulars) from time to time. Terms and conditions as well as information / documents as well as guidelines to be obtained for making space available to the entrepreneur by issuing an immediate decision on the application received for allotment of plots for business expansion are issued. After scrutiny, complete proposals are submitted to the concerned Plot Allotment Committee. The following instructions are being issued regarding the procedure to be followed by the Plot Allocation Committee.

**1. Allotment of plots :**

- a. While allotment of plots for expansion of industry, as per the Circular dated 03.06.2014 of MIDC, the plots taken back in the possession of MIDC as well as the allotted plots available in the industrial area or available open space / amenity plots or other open space by industrial planning (with prior permission of competent authority), all these plots should be allotted for industrial expansion only after they are drawn in the industrial plots.
- b. Without further processing of individual applications for industrial expansion, allotment of plots in the respective industrial areas for industrial expansion, online allotment for industrial expansion should be proposed and will be open to all as per the prevailing policy of MIDC.
- c. The documents submitted by the applicants and the criteria of eligible entrepreneurs should be examined as per the Circulars issued by MIDC dated 27.04.2012, 07.01.2013, 28.02.2019, 07.06.2019 (2 circulars) amended from time to time. **Appendix 1** is being added.

2. **For ordering and publishing applications online :**

While allotting plots for business expansion, applications should be invited by publishing advertisements on the 1st of every month online in a straightforward manner. Universal publication (newspaper, MIDC website, etc.) should be given that, online facility is being started.

3. **Online Application Acceptance Period :**

Applications for allotment of plots for industrial expansion will be invited on the website of MIDC by placing advertisements online for 15 days every month for the plots available for allotment of industry in the industrial area of MIDC.

The online facility for allotment of plots in a straightforward manner for the expansion of the industry will be maintained on MIDC's website [www.midcindia.org](http://www.midcindia.org) for a period of 15 days.

4. **Proceedings on the application received online.**

Distribution should be completed within 45 days from the date of advertisement. The stages of action will be as follows.

Sr. no.	Subject	Duration (Working days)
1	To scrutinise the applications received and convene a meeting of the Plot Allotment Committee	15 Days
2	To issue minutes of the meeting of the Plot Allocation Committee	7 Days
3	Issuance of bids after issuance of minutes	3 Days
4	Issuance of allotment letter on receipt of warning amount	5 Days

5. **Plot allotment rates:**

The allotment of plots for industrial expansion should be done by charging a combined rate of 10% (+) Road Width Charges (if applicable) of prevailing rate (+) prevailing rate of allotment of plots.

(In industrial areas where plots are auctioned by tender, tender rates in industrial areas should not be taken into consideration while allocating plots for industrial expansion.)

If an application for allotment of land is received from more than one adjacent plot holder for a plot of land in an industrial area, such eligible applicants should be summoned and asked to mention the amount of premium in a sealed envelope and the landlord who mentions the maximum amount of premium should be allotted the land for the expansion of the industry. For allotment of such plots, the prevailing rate of allotment of plots (+) 10% of the prevailing rate (+) Road Width Charges (if applicable) aggregate rate or the rate in closed envelope whichever is higher should be considered for allotment of plots. The rate mentioned in the sealed envelope should not be less than the aggregate rate of prevailing industrial rate (+) 10% of the prevailing rate (+) Road Width Charges (if applicable).

6. While allotting plots for industrial expansion, the authority will remain as per the Circular dated 26.09.2016. However, the Committee under the chairmanship of the concerned Regional Officer / Deputy Chief Executive Officer / Co-Chief Executive Officer should seek the approval of the Hon'ble Chief Executive Officer to publish the advertisement for online application for industry expansion.
7. The following procedure should be followed on the application received by the Plot Allocation Committee for allotment of plots for industrial expansion.
  - a. First of all, the application should be examined as per Appendix 2 (Checklist) attached.
  - b. If more than one application is received for the same plot, the Committee should follow the procedure given below while determining the priorities.
    - i. First of all the Committee should check the original plot usage of the applicant. Building Completion Certificate must be obtained using at least 40% carpet indicators on the original plot. Applicants who have obtained Building Completion Certificate using 60% or more carpet indicators on the original plots. Such land holder should be given priority for industry expansion.
    - ii. If the land holder has encroachment on the original plot and it has been / is being regularised as per the Development Control Regulations, then in such a case, priority should be given in allotment to the applicant who does not have encroachment.
    - iii. In cases where the applicant has received a waiver from the Chief Executive Officer regarding 40% development of his original plot, the applicant who has obtained Building Completion Certificate using 40% or more of his original plot of carpet indicator should be given priority in allotment.

- iv. If there is more than one eligible applicant for a plot, the Plot Allocation Committee should call the eligible applicant-plot holder as mentioned in point no. 5 above and ask him to mention the amount of premium in a sealed envelope.

Strict action should be taken by all concerned as mentioned above and should be implemented as per the authority given above.

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**Appendix “1”**

**Documents to be Submitted**

Sr. No.	Details	Documents submitted / not	Comments
1	Online application number		
2	Detailed project report of industry expansion		
3	Certified consolidated plan (Block Plan) showing the use of the original plot of land and the demand for space for industrial expansion.		
4	Annual audited report for the last three years		
5	Certified copy (Order in Hand) of the additional demand letter received for the goods produced on the original plot		
6 A)	Copy of EM Part - II/IEM Part B obtained for original plot for intended industries		
B)	Industrial Licence Certificate (if required)		
C)	Certificate of Maharashtra Pollution Control Board (Consent to operate)		
D)	Documents showing the factory went into production (For example electricity payments for the last six months, production and sales abstract, excise register abstract etc.)		
7	GST/ VAT Certificate		
8	Copy of product demand		
9	Production documents for the original land.		
10	Certificate of Arrears from Deputy Engineer		

**Appendix “2”**

**Checklist**

<b>Sr. No.</b>	<b>Details</b>	<b>Detailed information</b>	<b>Comments</b>
A) 1	Name of the industrial area		
2	Name of the applicant / company		
3	Current plot / shed space number and area		
4	Constitution		
5	Date of allotment of the plot		
6	Date of possession of the plot		
7	Plot development period		
8	Preliminary agreement		
9	Preliminary agreement registration		
10	Date of completion of construction		
11	Construction and use of carpet index		
12	Final agreement/ Premature Final Agreement		
13	Plot mortgage		
14	Tripartite agreement		
15	Current production		
16	Current Engineer's Status Report		
17	Chief Surveyor's Report		
18	Is there a sub-tenant on the original plot?		
19	Has the plot holder encroached?		

20	Terms and conditions of the final/ premature agreement are violated		
B) 1	Land and area sought for industrial expansion		
2	Current rates for allotment for industry expansion		
3	Proposed production on demanded plots		
4	Total investment in the required space		
5	Current status of the requested plot		
6	Has anyone else applied for the requested plot?		
7	What percentage of the total land investment is in the project demanded. (Land Cost/ Total Investment *100)		
8	Proposed construction on industrial expansion plot (Proposed B.U.A/ Area Demanded*100)		
9	Investment in plant and machinery		
10	Employment generation		
11	Electricity Need		
12	Need for water		
13	Investment Management (Self/ Bank/ Foreign/ Other)		
14	Self-explanatory opinion of the Regional Officer regarding allotment of plots		