

Order

Sub: Standard Operating Procedure (SOP) from identification to the advertisement of plots for various Land-Uses.

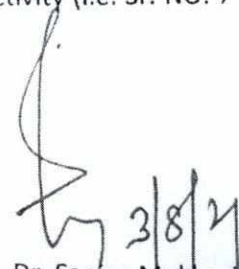
The following SOP shall henceforth be followed by the specified officers in order to achieve the timely delivery of plots for disposal by marketing section.

Sr. No.	Activity	Concerned officer	Time Line in Working Days	Activity schedule	Remarks
1	Request for plot identification for advertisement	MM (Plots) / GM (SS) / M(Rehab)	As per schedule		
2	Identification of Plot for advertisement	CP (NM) / ACP (A+R)	3 Days	Day 1 to Day 3	
3	Verification/Status of identified Plots:		12 Days	Day 4 to Day 15	
	A. Demarcation of identified Plots	ASO	5 Days	Day 4 to Day 8	
	B. Superimposition of Nodal Plan on revenue plan	ASO	2 Days	Day 9 to Day 10	
	C. Land Acquisition Status along with court matter, if any.	CLSO (Lands)	5 Days	Day 11 to Day 15	
	D. Encroachment Status	CCUC	5 Days	Day 4 to Day 8	Shall go concurrent to activity 3A
	E. Allotment Status	MM (Plots) GM (Estate) GM (SS) M (Rehab)	5 Days	Day 4 to Day 8	Shall go concurrent to activity 3A
	F. Infrastructure readiness verification	SE (Design) in coordination with SE of respective Nodes	2 Days	Day 4 to Day 5	Shall go concurrent to activity 3A
4	Preparation and finalisation of Confirmation drawing	CP (NM) / ACP (A+R)	5 Days	Day 16 to Day 20	
5	Preparation of Marketing Drawings with dimensions along with geotag.	CP (NM) / ACP (A+R)	2 Days	Day 21 to Day 22	

6	Plots without Encumbrance: Fencing along with placement of Display Board and informing Planning for release of Marketing	SE (Design) in coordination with SE of respective Nodes	7 Days	Day 21 to Day 27	Shall go concurrent to activity 5
7	Release of Marketing drawing along with dimensions for tender of Plots	CP (NM) / ACP (A+R)	2 Days	Day 28 to Day 29	
8	Preparation of proposal and Sending it to economist for pricing determination	MM (Plots) / GM (SS) / M(Rehab)	2 Days	Day 30 to Day 31	
9	Finalisation of pricing of plots	Senior Economist	2 Days	Day 32 to Day 33	
10	Preparation of proposal & put-up for approval of management advertisement for	MM (Plots) / GM (SS) / M(Rehab)	2 Days	Day 34 to Day 35	
11	Approval of proposals from management	MM (Plots) / GM (SS) / M(Rehab)	7 Days	Day 36 to Day 42	
12	Preparation of Advertisement and time schedule and sending it for publication to PRO	MM (Plots) / GM (SS) / M(Rehab)	1 days	Day 43	
12	Release of Advertisement	PRO	1 Days	Day 44	

For the plots with Encumbrance, CCUC shall remove the Temporary and/or Permanent nature encroachment within time of 15 and/or 30 days respectively from 21st day of activity scheduled at Sr. No. 6 above followed by 'Fencing along with placement of Display Board and informing Planning for release of Marketing' in 2 Days. The time line and schedule for subsequent activity (i.e. Sr. NO. 7 to 12) shall deemed to be deferred till completion of above activity.

This order shall come into force with immediate effect.


3/8/21
Dr. Sanjay Mukherjee
Vice Chairman & Managing Director

To,

JMD(I), JMD(II), JMD(III), All HODs.