

Citizen Charter of TSIIC



| Sl No. | Subject | Stipulated Period |
|---------------|--|--------------------------|
| 1 | Replies to queries about information with regard to the Industrial plots/sheds etc | Within 3 days |
| 2 | Finalization of action on the valid applications for allotment of land/sheds | Within 7 days |
| 3 | Issue of Provisional Allotment letter along with site plan after taking decision on allotment | Within 7 days |
| 4 | Issue of Final Allotment letter on receipt of the entire cost of the plot/shed | Within 7 days |
| 5 | Execution and Registration of Agreement for Sale of the land on receipt of the documents in the prescribed form from the date of Final Allotment order | Within 21 days |
| 6 | Handing over of physical possession of the land after registration of Agreement for sale of the land. | Within one day |
| 7 | Change in Name of the Company / Firm on receipt of valid application | Within 7 days |
| 8 | Change in Line of Activity of the Company / Firm on receipt of application in full form | Within 7 days |
| 9 | Change in Constitution of the Company / Firm Transfer of allotment on receipt of application in full form | Within 30 days |
| 10 | No Objection Certificate for obtaining loans from Banks/ APSFC etc., NOC/NOC-cum-sale deed ... | Within 30 days |
| 11 | Execution and Registration of Sale Deed on receipt of the documents in the prescribed format | Within 30 days |
| 12 | Refund of money to the applicants / allottees from the date of request | Within 30 days |
| 13 | General grievances pertaining to other issues | Within 30 days |

*** The days are to be treated as working days.**