



TELANGANA STATE INDUSTRIAL
INFRASTRUCTURE CORPORATION LIMITED
(A Government of Telangana undertaking)

Asset Management Wing, Head Office

Circular No. 24 /AMW/HO/Cancellations/TSIIC/2020,

Date: 11.11.2020.

Sub:-TSIIC Ltd - Head office - Asset Management – Monitoring of the implementation by the allottee proposals to be submitted to Head Office with proper documents and timelines for disposal of the explanations of the allottee – Standard operating procedure - Issued – Reg.

Ref :- TSIIC Allotment Regulation, 2012.

Kind attention of Zonal Managers is drawn to the TSIIC Allotment Regulation No.35.1 which states that, "The Zonal Manager shall submit the Report periodically as per the instructions issued from time to time He shall also conduct periodic inspections of all units which are allotted the premises and ensure that conditions of sale agreement/sale deed are not deviated or violated. If any such deviation or violation is found, the Zonal Manager must initiate corrective actions under intimation to the Head Office".

2. Whereas, it is noticed that, Zonal Managers are deviating from the Regulation No.35.1 in monitoring the implementation stages by the allottees, and also in deviation from the Allotment Regulations clause No. 20, cancellation orders are being made without following proper procedure in issuing a detailed show cause notice on the violations of the allottee in terms of allotment / agreement for sale and without proper reasoning on the explanation of the allottee by the field officers. In many cases action of the field officers is found contrary to the allotment regulations.

3. Such action by the field officers in issuing un-reasoned cancellation orders are being challenged in the court of law on the reasons that the cancellation orders are being issued without proper reasoning and on grounds conclusions / observations made by the TSIIC against the explanations received from allottees without proper analysis. These are the grounds of averment being challenged and our actions are stalled by the Courts.

4. Therefore the matter has been reviewed in detail and the following instructions are issued.

- a) The Zonal Managers shall monitor the payment of land cost by the allottees within the stipulated period of time.
- b) The site plan for the land allotted shall be confirmed within (10) days from the date of allotment. In case of any variation in the allotted land, modification orders shall be issued within (3) days.
- c) Notices shall be issued within the period for payment of the land cost and if the allottee fails to pay the cost, the allotment shall be withdrawn immediately after the stipulated period of time and amounts paid by the allottee shall be refunded within (7) days.
- d) On payment of the total land cost by the allottee, a final allotment order shall be issued within (2) days along with the draft Agreement for sale and the allottee should submit in (10) days.
- e) Agreement of sale in a prescribed format shall be executed and registered within (15) days from the date of Final Allotment order and deliver the Physical possession on the same day of registration of the agreement for sale.

- f) The Zonal Manager / Manager concerned, shall inspect the premises at least once in every (3) months to verify progress on the implementation and assess the progress of implementation timely. Proper notices / show cause notices shall be issued basing on the progress of implementation by the allottee.
- g) In spite of the stage wise - notices / show cause notices issued and if it is found that there is no progress / not been fully implemented, a final show cause notice shall be issued clearly mentioning the violation of clauses of the allotment / agreement for sale as to why allotment should not be cancelled and advising the allottee to surrender the vacant possession of the premises.
- h) The Zonal Manager shall ensure that a show cause notice(s) to the allottee shall clearly include lapses in terms of:
- i) the objects of the corporation in making allotments for promotion of rapid industrialization and provide employment for the by socio-economic development.
 - ii) promises / commitments made by the allottee at the time of allotment.
 - iii) optimum utilization of land.
 - iv) specific condition(s) nos of allotment / sale agreement and further conditions if any.
- i) If the allottee replies to the notice, explaining the reasons for the delay, the Zonal Manager, shall submit proposals to Head Office offering remarks on the explanation of the allottee, seeking further instructions.
- j) The Zonal Manger, while submitting the proposals to Head Office shall submit the proper justification and with recommendations under which provisions the delay / EOT can considered.
- k) On examining the replies received point wise with respect to the non-compliance noticed, the Zonal Manager, shall submit the proposals including the following information.
- i. Commitments of the allottee at the time of allotment on investment / employment and the line of activity proposed.
 - ii. Permissions obtained by the allottee along with copies (certified by ZM).
 - iii. Present status on ground which clearly define the structures taken up by the allottee (against the approval obtained), land utilized along with layout earmarking the structures on ground and with colour photographs and details of the plant and machinery erected.
 - iv. Percentage (%) of the land utilized (foot print) with details on utilization.
 - v. Achievements against the commitments made on investment / employment/ land utilization etc., as per DPR.
 - vi. The investment made by the allottee on each head duly certified by the Chartered Accountant.

- vii. Construction being taken up in accordance with the building permission obtained.
- viii. The reasons for delay whether beyond the control of the company or other any other reasons / issues shall be clearly mentioned.
- ix. Provisions/clauses of Allotment Regulations under which the delay can be considered.
- x. Details of connected legal cases if any pending (LA/Corporation/ Allottee /others).

5. The timelines for processing the explanation submitted by the allottee.

Process	Timeline
Issue of Final Show cause notice to the allottee for the delay if it is found no progress / not been fully implemented seeking explanation shall be called and to be submitted within (7) days from the date of notice. It shall be ensured that the notice shall be delivered through Regd. post with Ack Due / Regd. Mail. Such receipt of acknowledgement should be ensured and properly recorded.	Two months prior to the two years stipulated period of time (or) in case the balance available time for implementation / completion of the project as per DPR is not sufficient as per objective assessment
If the allottee fails to submit the explanation within the specified time allowed the Zonal Manager, shall proceed with cancellation of allotment clearly mentioning the violations of the clauses of the allotment / agreement by the allottee and under which clause the cancellation of allotment is made in form of speaking order with proper reasoning.	Immediately on completion of the stipulated period of two years.
If the allottee replies to the notice, explaining the reasons for the delay, the Zonal Manager, shall submit proposals to Head Office offering specific remarks on the explanation of the allottee (referring the regulations), seeking further instructions.	Within 3 days to Head Office
Disposal of the proposals received from the Zonal Manager by the Head Office	Within 3 days with proper reasoning
Cancellation / Extension of time	Within 3 days from the receipt of the orders of the Head Office

6. The Zonal Manager shall ensure that detailed reasoned Speaking order of cancellation cum resumption notice is issued with an option to surrender within (7) days period and if the allottee fails to surrender the same shall be resumed on the date mentioned without fail.

7. Any proposals to Head Office seeking further instructions, the above guidelines issued shall be followed scrupulously without fail.

8. Hence forth, allotments will be made through Allotment Tracker and entire data of old allotments / documents shall be incorporated / uploaded in the allotment tracker. The Zonal Managers or concerned shall monitor updation of the data as per the timelines.

9. The Zonal Managers are also directed that no sub division is allowed without prior approval of the Head Office / and prior to the sale deed. No proposals on sub division shall be submitted where the sub division is due to the sale of plot to third parties and where change in line of activity is proposed. Proposals shall only be submitted where the sub division is within the family members or proposal of the allottee for expansion as 2nd unit without change in the constitution.

10. The Zonal Managers shall submit the complete list of plots to Sub Registrar requesting not to register any sub divided plots without the NOC from the Competent Authority / TSIIC.

All the Zonal Managers shall scrupulously follow the above orders without fail, any deviations in the above, shall be viewed seriously and concerned Zonal Managers are solely held responsible.


**Vice Chairman &
Managing Director**

To
All the Zonal Managers in the state
All the HoDs

Copy to the CEO(Projects), Head Office and PS to VC & MD for information.