



SIPCOT

O.O.No.25/2024

24-10-2024

OFFICE ORDER

Sub: Maintenance of Stock File for each Industrial Park
by Project Department at Head Office - Reg.

In order to expedite the services with respect to allotment of plots to the prospective investors, Allottee Management Services and to have adequate internal control over the Industrial Plots at each Industrial Park, it has been decided to maintain a Stock File in respect of each Industrial Park.

The file handling officer (AM/DM/Manager/Consultant) in the Project Department at Head Office has to maintain the Stock File in respect of the Industrial Park allocated to them and provide information to the Heads of Project Department/ED/MD/Guidance/Government and other departments.

The following details have to be maintained in respect of each Industrial Park:

1. Administrative Sanction issued by Government for the establishment of Industrial Park.
2. Scheme cost for the Industrial Park approved by the Board of SIPCOT/ Government. In case the Scheme cost is revised, the Original Scheme cost and the subsequent revised Scheme cost.
3. Government Order for sanction of Grant / loan for the implementation of the Industrial Park (If applicable).
4. Government Order issued for sanction of Structured Package of Assistance in favour of specified allottees besides any other Government Orders for the Industrial Park.
5. All Office Orders relating to Project Department which are in force.
6. Approved Layout copy/ layout based on which the allotment is presently made along with the extent of land in each plot
7. EC Copy (if applicable)
8. Allottee Details: Plot No wise Allottees with
 - a. Name of the Allottee
 - b. Date of Allotment
 - c. Extent Allotted
 - d. Rate at which the plot is allotted
 - e. Amount remitted by the Allottee

State Industries Promotion Corporation of Tamil Nadu Limited

(A Government of Tamil Nadu Undertaking)

CIN : U74999TN1971SGC005967

Regd. Office : 19-A, Rukmani Lakshmipathy Road, Post Box No. 7223, Egmore, Chennai - 600 008.

Phone : 4526 1777, Fax : 4526 1796 Website : www.sipcot.tn.gov.in



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NOTE1: In case Change in Management approval is given.

- i. Date of Approval
- ii. Extent Approved.
- iii. Date of Execution of Modified Lease Deed.
- iv. Differential Land Cost paid by the Allottee

NOTE2:

- i. Extent in Note 1(ii) will be subsumed in the Extent under 8.c.
- ii. The Details for Note 1 has to be incorporated below the Original Allottee in Sl. No. 8(a) to 8(e).
 - f. Investment made by the allottee
 - g. Employment generated with breakup details for Male and Female employees
 - h. Main Product manufactured
 - i. Industry to which the product is related.
 - j. If the Promoters of the Allottee Company belongs to Country other than India, mention the Name of the Country.
 - k. Functioning status of the allotted plot.
 - l. Whether the Allottee is eligible for Plot Cost Subsidy (For A & B District Industrial Parks). If so
 - m. Due Date for Subsidy
 - n. Amount of Subsidy payable
 - o. Date of payment of Subsidy
 - p. Amount of Subsidy paid.
 - q. Amount of Subsidy forfeited.
9. Plot Nos. and Extent of Un allotted plots.
10. Extent for OSR and other Utility Area with plot numbers (which is not earmarked for allotment).
11. Whether the sum total of Extent in Sl.No.8, Sl. No.9 and Sl. No. 10 equals to the Extent of Sl. No. 6. If not a reconciliation has to be done in this regard.

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12. Details for Sub-lease

- i. Name of the Allottee
- ii. Name of the Sub-lessee
- iii. Builtup area of the allottee
- iv. Builtup area for which sub-lease is approved
- v. Date of approval
- vi. Amount demanded
- vii. Period upto which sub-lease is permitted
- viii. Period upto which sub-lease charges are remitted

13. Details for Track Rent

- i. Name of the beneficiary
- ii. Date of Approval
- iii. Land Extent for which Track Rent is demanded
- iv. Amount of Track Rent demanded
- v. Date of remittance
- vi. Amount remitted
- vii. Annual License fee demanded (If applicable)
- viii. Period upto which the Annual License fee is remitted

14. Any other details as instructed by the Heads of Project Department.

15. Details in respect of Sl. No. 8 to Sl. No. 13 has to be maintained in excel file with separate columns for the details required and hard copy of the same shall be made available in the Stock File.

The stock File has to be updated by the file dealing officers in Project Department at Head Office as and when the transaction occurred for new allotment / Change in Management / Surrender of Plot/Track Rent /Sub-lease and periodically once in a month for Implementation status based on the Monthly Status Report of the Project Officer.

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The Stock File maintained by the File Handling Officers shall be reviewed by the Heads of Project Dept. periodically on or before 10th calendar day of every month. The first review shall be made on or before 12.11.2024 and a compliance report in this regard shall be submitted to MD on or before 15.11.2024.

The above Office Order has to be adopted scrupulously.

Sd/--
MANAGING DIRECTOR

To:

All GMs
All HoDs
All Projects Officers

Copy to:

PA to MD
PA to ED
IT Department

//Forwarded by Order//


Manager(HRD)

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