

GIDC/Co-ordination/Estate visit/48  
GIDC, UdyogBhavan  
Gandhinagar  
December 05, 2015  
08

**//CIRCULAR//**

Following HoDs are district in-charge officers and instructed to visit industrial estates coming under districts as follows at regular interval and submit comprehensive report to VC&MD.

HoD	Name of District
Executive Director (E&A/MIS/Finance/Co-ordination/Recovery/GG/Inquiry)	Rajkot, Morbi, Surat, Tapi, Anand, Kheda, Kutch
Executive Director (Pre-alt, Land & Planning/Projects)	Bansakantha, Jamnagar, Devbhumi Dwarka, Valsad, Navsari, Dang
CAO	Patan, Mehsana, Gandhinagar
Chief Engineer	Vadodara, Dahod, Panchmahal, Chhota Udepur, Mahisagar, Bharuch, Narmada
General Manager (Law & LRC/ S&A)	Junagadh, Gir somnath, Porbandar, Surendranagar, Bhavnagar, Amreli, Botad
Sr. ATP	Ahmedabad, Sabarkantha, Arvali

Every HoD shall submit a tour programme 7 days advance to VC&MD. During the visit of HoD, concerned DM, RM, DEE and President of Association shall remain present.

Following shall be reviewed during visit by HoDs.

1. Allotment:

❖ Pre- allotment:

- Review of pending application and available inventory
- Review of auction proceedings for disposal of inventory

❖ Post- allotment:

- Pending applications (Tumaar) for transfer, sub-division, sub-letting etc.

2. Engineering:

- ❖ Infrastructure facilities (Road, Drainage, Sewage, Tree plantations, any other pending request by association) in the estate
- ❖ Cleanliness and maintenance of estate
- ❖ Random site verifications by DEE for type of activities carried out by plot holder



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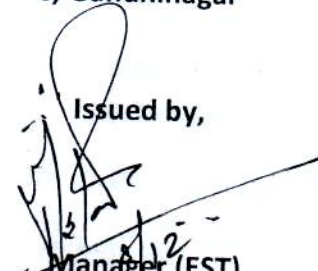
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3. Recovery:
  - ❖ Review of recovery progress
  - ❖ Review of type of notices issued every month for non-payment
  - ❖ Action taken against defaulters
  - ❖ Review of recovery camps
4. Town planning:
  - ❖ Pending issues for estate boundary
  - ❖ Matters related to approach road etc.
5. Good Governance:
  - ❖ Review of 2 (R)/Lease application
  - ❖ Pending Grievance applications
6. Inquiry:
  - ❖ Review of pending inquiry reports
7. Court cases/LRC cases:
  - ❖ Review of pending court/LRC cases
8. Open house with Association:
  - ❖ Review of regular open house conducted at Divisional level and pending issues of same, if any
9. Any other current important issues.

Sd/-  
Vice chairman & Managing Director  
GIDC, Gandhinagar

Issued by,  
  
Manager (EST)  
GIDC, Gandhinagar

To,  
All officers of GIDC

**Copy to:**

1. President, FIA, Ahmedabad.....for information.
2. President, All Industries Association.....for information.
3. GM (S&A), GIDC, Gandhinagar.....for uploading the same on website of the Corporation

G.M (S&A)



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Branch : E&A  
Office : Head Office  
Priority : Routine Letters