



L09003720221

Sender Name: ED(E&A)

Received Date: 02/12/2014


ક્રમાંક: જીઆઈડીસી/ડીલીગેશન/  
તારીખ: / ૧૨ / ૨૦૧૪

**// પરિપત્ર //**

**વિષય: સત્તાની સોંપણી બાબત. (ડેલીગેશન ઓફ પાવર)**

નિગમની ૪૭૭મી સભામાં સત્તાની સોંપણી (ડેલીગેશન ઓફ પાવર) નો ઠરાવ ક્રમાંક: ૬૭/ઉપા. અને વ.સં.શ્રી/૪૭૭/૨૦૧૪ થી મંજૂર કરવામાં આવેલ છે. સભા ધ્વારા મંજૂર કરવામાં આવેલ સત્તાની સોંપણી (ડેલીગેશન ઓફ પાવર) આ સાથે "એનેક્ષર-એ" પર બિડાણ કરેલ છે. જેનો નિગમના તમામ અધિકારીશ્રીઓએ પરિપત્ર જારી થયાની તારીખથી તાત્કાલીક અમલ કરવાનો રહેશે.

ડેલીગેશન ઓફ પાવરમાં આવરી લેવામાં આવેલા વિષયો બાબતની જે કોઈ ફાઈલ / કેસ પરિપત્ર જારી કરવાની તારીખે હેડ ઓફીસ ખાતે નિર્ણય માટે પડતરમાં હોય તેવી તમામ ફાઈલ / કેસમાં વિના વિલંબે હેડ ઓફીસ સ્થિત સંબંધિત અધિકારીશ્રીઓએ તા. ૧૫-૦૧-૨૦૧૫ સુધીમાં અંતિમ નિર્ણય લઈ નિકાલ કરવાનો રહેશે.

  
કાર્યપાલક નિયામક (ઈએન્ડએ)

બિડાણ : ઉપર મુજબ

પ્રતિ,  
નિગમના તમામ અધિકારીશ્રીઓ... તરફ જાણ તથા કાર્યવાહી સારૂ.

## DELEGATION OF POWERS

### Amalgamation of property

SN.	Property type	Powers	Guidelines
1	Industrial property	<p>(A) Powers for the cases, where proposed amalgamation fulfills following conditions, are with Divisional Manager:</p> <p>1) Where relaxation in margin is not required;</p> <p>2) Where additional infrastructure facility is not required to be provided;</p> <p>3) where construction carried out is as per building bye laws;</p>	<p>1) Housing plot/property allotted in individual name cannot be amalgamated as per policy circular dated 04-03-2011.</p> <p>2) Once proposal for amalgamation is approved by VC&amp;MD, file shall be routed through ATP Branch for incorporation in DD plan and ATP Branch shall directly send file to FO after incorporation.</p> <p>3) For the cases where powers for approval are with DM, procedure mentioned in circular dated 02/05/2008 of ATP Branch with regards to incorporation of proposed changes in DD Plan requires to be followed strictly.</p> <p>4) For approval of such cases, guidelines mentioned in policy circulars dated 03/06/1994, 02/05/2008, 05/09/2009, 16/02/2010, 08/07/2010, 25/01/2011, &amp; 04/03/2011, 21/08/2012 shall be strictly adhered with.</p>
2	Commercial property	<p>(B) For all other cases, where either relaxation in margin is required OR where additional infrastructure facility is required to be provided OR where construction carried out is not as per building bye laws:-</p> <p>For these types of cases, DM should directly refer the file to Chief Engineer, HO. After his observation, CE may forward the file to Allotment Branch at HO which in turn shall put up the file for approval to VC&amp;MD.</p>	
3	Housing plot (Except the plots allotted in individuals capacity)	All powers with VC&MD	

### Sub Division of property

SN.	Property type	Powers	Guidelines
1	Industrial property	All powers with VC&MD	<p>1) Guidelines mentioned in policy circulars dated 08/07/2010, 21/08/2012, 03/10/2012, 01/11/2012, 31/01/2013, 07/06/2013.</p> <p>2) Once proposal for sub-division is approved by VC&amp;MD, file shall be routed through ATP Branch for incorporation in DD plan.</p>
2	Commercial property		
3	Housing property		

### Allotment of plot on Adjoining basis

SN.	Property type	Powers	Guidelines
1	Industrial property	All powers with VC&MD	Guidelines mentioned in policy circulars dated 28/08/2012, 05/11/2012, 15/03/2013, 13/11/2013, 01/02/2014.

- Annotation:**
- 1 Delegation of powers is made to provide quick and simplified services to allottees. However, before deciding any application of any allottee, eligibility for proposal, documents required for processing the proposal and financial implications are required to be assessed and implemented as per the applicable policy of particular subject.
  - 2 Before passing any type of order, required financial charges are to be collected as per prevailing policy.
  - 3 Wherever any questions regarding interpretation of circular arises, file should be referred to Head Office for suitable guidance/decision.

*B.M.L*

*B.M.L*

## DELEGATION OF POWERS

### Time Limit Extension for utilization of property

SN.	Property type	Powers	Guidelines
1	Industrial property	<b>Within 6 years from the date of allotment/date of possession:</b>	1) The cases, where possession is handed over on or before 31/12/2011, shall be governed as per policy circular dated 31/05/2008 for calculation of moratorium period and non utilisation penalty.  2) The cases, where possession is handed over on or after 1/1/2012, shall be governed as per policy circular dated 21/08/2012 & 3/10/2012 for calculation of moratorium period and non utilisation penalty.
		(i) Area upto 20,000 sm.- with Regional Manager	
		(ii) Area above 20,000 sm. - with Divisional Manager	
2	Commercial property	<b>Within 6 years from the date of allotment/date of possession:</b>	
		(i) Area upto 1,000 sm.- with Regional Manager	
		(ii) Area above 1,000 sm. - with Divisional Manager	
3	Residential/Housing Property (cases where property is allotted to GIDC Employees)	All powers with Joint MD/Executive Director (Allotment)/General Manager (Allotment)	
4	Residential/Housing Property (except the cases where property is allotted to GIDC Employees)	<b>Up to 6 years from the date of allotment/date of possession:</b>	
		(i) Area upto 500 sm.- with Regional Manager	
		(ii) Area above 500sm. - with Divisional Manager	

### Sub letting of property

SN.	Property type	Powers	Guidelines
1	Industrial plot	<b>(A) If purpose for which plot is allotted remains same, i.e. Industrial to industrial OR Commercial to Commercial and likewise.</b> i) For subletting period upto 5 years:- With Regional Manager	1) Guidelines mentioned in policy circulars dated 10/09/2007, 31/08/2009, 09/12/2009, 17/09/2010, 13/05/2011 & 21/04/2012 shall be strictly adhered with.  2) In case of subletting, change in purpose cannot be allowed under any circumstances except mentioned at (B) [i.e. For erection of mobile tower]
2	Industrial Shed	ii) For subletting period beyond 5 yrs :- With Divisional Manager	
3	Commercial Property	<b>(B) If plot is to be sublet for the purpose of erection of Mobile Tower:-</b> All powers with VC&MD	

**Annotation:** 1 Delegation of powers is made to provide quick and simplified services to allottees. However, before deciding any application of any allottee, eligibility for proposal, documents required for processing the proposal and financial implications are required to be assessed and implemented as per the applicable policy of particular subject.

2 Before passing any type of order, required financial charges are to be collected as per prevailing policy.

3 Wherever any questions regarding interpretation of circular arises, file should be referred to Head Office for suitable guidance/decision.

# DELEGATION OF POWERS

## Transfer of property

(Note: Only utilised plots shall be transferred as per policy of Corporation. Non-utilised plots cannot be transferred except in case of Export Oriented Unit or FDI as per provisions of policy circular dated 03/10/2012)

### (a) All types of Formal transfer

SN.	Property type	Powers	Guidelines
1	All type of property	All powers with Divisional Manager (Except in case of death of original allottee with no legal heir)	1) Cases involving transfer of property to legal heirs due to death of original allottee, guidelines as per policy circular dated 24/08/2012 should be strictly adhered with.  2) In case where there is no legal heirs of the deceased allottee, as per the policy of GIDC, such property requires to be put into auction. Power to dispose of such property rests with VC & MD.  3) For other cases of formal transfer, guidelines as per policy circular dated 31/05/2008 should be strictly adhered with.  4) Policy circular dated 10/09/1996, 8/11/2006 should be referred for guidance regarding classification of case as formal or informal.

### (b) Transfer involving change in constitution of Co-operative Society or change in Individual members

SN.	Property type	Powers	Guidelines
1	Residential/commercial plot	<p><b>Case 1: Where proposal is for transfer from any type of constitution (i.e. Individual/Partnership/LLP/Company/HUF etc.) to Co-operative Society:-</b> All powers with VC&amp;MD</p> <p><b>Case 2:- Where proposal is for transfer from Co-operative society to any other constitution:-</b> All powers with VC&amp;MD</p> <p><b>Case 3:- Where proposal is for addition of new members or change in existing members of Co-operative Society :-</b> All powers with RM*. (*Such changes shall be permitted only after charging applicable fees as per circular dated 1/1/2011 &amp; any amended policy thereof.)</p>	1) Said cases shall be governed as per policy circulars dated 08/03/2007, 25/09/2007 & 01/01/2011.  2) Applicable transfer charges are required to be collected as per policy circular dated 03/10/2012.

### (c) Cases involving transfer of non utilised plot in favor of FDI unit or EOU unit

SN.	Property type	Powers	Guidelines
1	All Types of Properties	All powers with VC&MD	Guidelines mentioned in policy circulars dated 03/10/2012.

### (d) Informal transfer by virtue of auction done by DRT/Financial instituton/Bank/O.L.

SN.	Property type	Powers	Guidelines
1	All Types of Properties	All powers with VC&MD	-

- Annotation:** 1 Delegation of powers is made to provide quick and simplified services to allottees. However, before deciding any application of any allottee, eligibility for proposal, documents required for processing the proposal and financial implications are required to be assessed and implemented as per the applicable policy of particular subject.  
 2 Before passing any type of order, required financial charges are to be collected as per prevailing policy.  
 3 Wherever any questions regarding interpretation of circular arises, file should be referred to Head Office for suitable guidance/decision.



## DELEGATION OF POWERS

(e) Informal type of transfer except transfer by virtue of auction done by DRT/Financial institution/Bank/O.L.

SN.	Property type	Powers	Guidelines
1	Industrial Properties	(A) Area upto 20000 sm-With Regional Manager (B) Area above 20000 sm.- With Divisional Manager	1) Guidelines as per policy circular dated 16/03/1992, 28/09/2004, 31/05/2008 & amended circular thereof, if any, should be strictly adhered with.  2) Policy circular dated 10/09/1996 should be referred for guidance regarding classification of case as formal or informal.  3) Policy circular dated 3/10/2012.
2	Commercial properties	(A) Area upto 1000 sm-With Regional Manager (B) Area above 1000 sm.- With Divisional Manager	
3	Residential/Housing Property ( cases where property is allotted to GIDC Employees)	All powers with Joint MD/Executive Director (Allotment)/General Manager (Allotment)	
4	Residential/Housing Property (except the cases where property is allotted to GIDC Employees)	(A) Where proposed transferee's constitution is same as transferor's constitution:- (For example: For transfer from Individual to Individual, Company to Company, Co-operative Society to Co-operative Society and likewise & vice-versa ) (i) Area upto 500 sm-With Regional Manager (ii) Area above 500 sm.- With Divisional Manager (B) Where proposed transferee's constitution is different than transferor's constitution:- (For example: For transfer from Individual to Company or Co-operative Society or likewise & vice-versa ) All powers with VC&MD	

### Reduction in area of property resulting into corrigendum of area allotted

SN.	Property type	Powers	Guidelines
1	Industrial property	All powers with VC & MD	Such cases shall be governed as per policy circular dated 05/11/1997, 07/01/1998 & 19/05/2010.
2	Housing plot		
3	Commercial plot		

### Increase in area of property resulting into corrigendum of area allotted

SN.	Property type	Powers	Guidelines
1	Industrial plot	(A) Increase in area upto 5% of total allotted area:-  With Divisional Manager	1) Such cases shall be governed as per policy circular dated 05/11/1997, 07/01/1998 & 26/06/2002.
2	Industrial Shed		
3	Commercial plot		
4	Housing plot	(B) Increase in area above 5% of the total area:-  With VC&MD	2) In case of increase in originally allotted area, the increased area should be allotted as per provision of circular dated 26/06/2002.
5	Housing Quarter		
6	Commercial Property		

**Annotation:** 1 Delegation of powers is made to provide quick and simplified services to allottees. However, before deciding any application of any allottee, eligibility for proposal, documents required for processing the proposal and financial implications are required to be assessed and implemented as per the applicable policy of particular subject.

2 Before passing any type of order, required financial charges are to be collected as per prevailing policy.

3 Wherever any questions regarding interpretation of circular arises, file should be referred to Head Office for suitable guidance/decision.

## DELEGATION OF POWERS

### Exchange of plots OR Increase/reduction in area due to revision of estate boundary

SN.	Property type	Powers	Guidelines
1	All type of property	All powers with VC&MD	Such cases shall be governed as per policy circular dated 12/02/2014.

### Change in date of allotment of property

SN.	Property type	Powers	Guidelines
1	All types of properties	All powers with VC&MD	Such cases shall be governed as per policy circular dated 20/03/1998.

### ROU of property

SN.	Property type	Powers	Guidelines
1	ROU	<p><b>(A) If ROU permission is to be granted for non-allotable area, i.e. in dedicated corridors planned in DD plans &amp; roadside etc.</b></p> <p>All powers with Committee of Divisional Manager &amp; SE</p> <p><b>(B) If ROU permission is to be given in allotable area:</b></p> <p>All Powers with VC&amp;MD</p>	<p>(1) Guidelines mentioned in policy circulars dated 03/10/2012, 14/03/2013 &amp; 13/11/2013 shall be strictly adhered with.</p> <p>(2) In case where ROU is required to be granted in allotable area, the same is required to be granted by charging prevailing AP while other terms and conditions of policy governing ROU will remain the same.</p>

### Revival of Provisional Transfer/Extension Order

SN.	Property type	Powers	Guidelines
1	Industrial plot	<p><b>(A) Cases where there is no financial implications due to change in Allotment price:-</b></p> <p>All powers with Divisional Manager</p> <p><b>(B) Cases where there is financial implications due to change in Allotment price:-</b></p> <p>All powers with VC&amp;MD</p>	<p>Guidelines mentioned in policy circulars dated 21/08/2012 &amp; 20/05/2014 shall be strictly adhered with.</p>
2	Industrial Shed		
3	Commercial plot		
4	Housing plot		
5	Housing Quarter		
6	Commercial Property		

### Execution of Lease deed of property

SN.	Property type	Powers	Guidelines
1	All type of property	All powers with Regional Manager	-

### Revival of Offer cum Allotment

SN.	Property type	Powers	Guidelines
1	Industrial plot	<p><b>(A) Revival within 180 days from date of Offer:</b></p> <p>All powers with Regional Manager</p> <p><b>(B) Revival of offer from 180 to 240 days from date of Offer:</b></p> <p>All powers with Divisional Manager</p> <p><b>(c) Revival of offer from 240 days to 365 days from date of Offer:</b></p> <p>All powers with committee of Chairman &amp; MD</p>	<p>1) Guidelines issued vide policy circular dated 02/06/2012, 03/10/2012 &amp; 07/06/2013 shall be strictly adhered with.</p> <p>2) OCA for commercial property shall not be revived under any circumstances.</p>
2	Industrial Shed		
3	Housing Plot		
4	Housing Quarter		

**Annotation:** 1 Delegation of powers is made to provide quick and simplified services to allottees. However, before deciding any application of any allottee, eligibility for proposal, documents required for processing the proposal and financial implications are required to be assessed and implemented as per the applicable policy of particular subject.

2 Before passing any type of order, required financial charges are to be collected as per prevailing policy.

3 Wherever any questions regarding interpretation of circular arises, file should be referred to Head Office for suitable guidance/decision.

*B.K.L*