

**Government of West Bengal**  
**Department of Information Technology and Electronics**  
**4, Abanindranath Tagore Sarani,**  
**Kolkata-700016**

No:513-IT/O/31/2015/Pt-I

Dated, Kolkata the 28<sup>th</sup> July, 2017

**NOTIFICATION**

In exercise of powers conferred by Section 3 of the West Bengal Right to Public Services Act, 2013, the Governor is pleased to notify the checklist and procedure for performing the functions and rendering the online services pertaining to Land Allotment provided through WBEIDC Ltd. (Webel), as follows:-

**Checklist (documents required for online application):**

Sl. No	Document	Required
1	Application Fee (2% of the land cost)	Mandatory
2	Brief Project Report	Mandatory
3	Firm Details	Mandatory
4	PAN Card	Mandatory
5	Income Details	Mandatory
6	Trade License	Mandatory
7	Income tax details	Mandatory
8	Balance Sheet	As applicable
9	GST Registration document	Mandatory

**Procedure:**

1. Applicant will be required to log in to the Online Single Window Platform for the State of West Bengal.
2. New applicant will have to create login credential for the website, this is one time activity, after creation of login credential, user may login to the system and apply for land by filling up the form and uploading relevant documents mentioned in the checklist.
3. A preliminary scrutiny of the application along with the attached documents and project report will be done by Junior Officer of WBEIDC Ltd. to check whether the applications are complete in all respects and submitted in prescribed manner. After checking the application and all documents, the same is to be shared to Deputy Manager (ID&M).
4. The Deputy Manager (ID&M) will verify the documents submitted by the applicant. If the documents are found to be alright, then the application will go to Deputy General Manager (ID&M) for further processing. DGM, ID&M then provides the approval and sends it for recommendation to RMC committee. Then as per land, the applicant is shortlisted and the application further goes down to executive director, finance, WBEIDC Ltd. for reviewing of the recommendation.
5. After getting reviewed by the executive director, finance, WBEIDC Ltd., the application has been sent to Managing Director, WBEIDC Ltd. for approval with digital signature.
6. From Managing Director, WBEIDC Ltd., the approval goes to WBEIDC Ltd. board for further approval. It is done on case to case basis.
7. Then the application is forwarded to cabinet for further approval.

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