

**STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LIMITED**

**19-A RUKMANI LAKSHMIPATHY ROAD, EGMORE, CHENNAI- 600008.**

**O.O.No.39/2020**

**Date: 11.09.2020.**

**OFFICE ORDER**

Sub: SIPCOT Industrial Complexes/Parks/Growth Centres –  
Procedure on surrender of plots – Reg.

Ref: 1. O.O. No.28 /2020 dated 31.7.2020.  
2. Circular No.59/2020 dt.18.8.2020.

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In the Office Order 1<sup>st</sup> cited, guidelines on the voluntary surrender of unutilized plots or parts thereof by the allottees was issued.

The procedure to be followed for the surrender of the plot are given as below:

- The allottee has to send a request letter addressed to the Managing Director, SIPCOT communicating their willingness to surrender their unutilized plots or part thereof, with details of extent to be surrendered.
- If the allottee has mortgaged the leasehold rights of their allotted plot in favour of Banks / Financial Institutions, with the due approval of SIPCOT, "No Due Certificate" or "No Objection Certificate" from the respective Banks / Financial Institutions should be submitted along with the request letter.
- On receipt of the request from the allottee, the Project Officer (PO) will be instructed to inspect the plot and send a detailed report on the extent of land utilized / unutilized along with sketch, pending dues position, remarks on legal issues, if any within 10 days.

- On receipt of the PO's report, approval letter will be issued to the allottee within 15 days, permitting to surrender the unutilized plots or part thereof and to execute / register the Surrender Deed within 30 days from the date of approval.
- On execution & registration of the Surrender Deed, the PO shall submit the refund proposal along with the registered Surrender Deed to Head Office within 7 days from the date of execution/registration.
- Surrender Deed will be verified by the Legal Department in Head Office for its correctness and eligible refund amount to the extent surrendered will be refunded to the allottee within 30 days from the date of execution / registration of Surrender Deed.

Sd/-  
MANAGING DIRECTOR

To

All General Managers  
All HODs  
All Project Officers

Copy to:

PS to MD  
PA to ED

// Forwarded by order //

*H. Pratharathy*  
GENERAL MANAGER (P-II)i/c.