



Bihar Industrial Area Development Authority

First Floor, Udyog Bhawan, East Gandhi Maidan, Patna- 800004

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OFFICE ORDER

In pursuance of the decision taken in the Agenda No. 03 of 53rd Meeting of the BIADA Board of Directors dated 26/06/2018 and the approval given by the Chairman dated 22/10/2018, it is circulated for information that a standard BIADA Survey Form and Online Annual Return Form has been approved to be followed by the allottees and the Concerned Officials.

The aforesaid forms shall be implemented with immediate effect with strict adherence to the provisions/conditions as specified therein.

Enclosure:- BIADA Survey Form, Online Annual Return Form

Memo No:- 5325/L

Copy to:- Executive Director, [Patna, Muzaffarpur, Bhagalpur, Darbhanga]/Law Officer/I.T. Officer/S.A.O/Executive Engineer/Establishment/ M.D Cell for information and necessary action.

Managing Director
BIADA, Patna

Date:- 26/10/18

Managing Director
BIADA, Patna

BIADA SURVEY FORM

Photograph of the
proprietor/
managing partner/
managing director
as the case may be

1. Name of the allottee: -
2. Status (Proprietor/Firm/Company/any other, specify):-
3. Registered Office address:-
4. Email registered with BIADA:-
5. Mobile registered with BIADA:-.....
6. Location/Address of the allottee's Unit:-
7. Manufacturing/Service Sector:-
8. Priority/Non-Priority Sector:-
9. Category of the Unit (Micro/Small/Medium/Large):-
10. Environmental Category of the Unit (white/green/ red/ yellow):-
11. GST Registration No:-
12. Udyog Aadhar No:-
13. Pan No. :-
14. In case the allottee is other than proprietor, the following details:-

Name of the Managing Partner (for firm)/Managing Director (for Company)	
Name and address of each Partner (for firm)/ Director (for Company)	
PAN of each Partner/ Director	
Name and contact details of the Factory Manager	
Name and contact details of the authorized person, (if different from factory manager)	

15. Details of the permitted products/services at the allottee's Unit.

Name of the Articles being manufactured/ Service rendered	
Plant Capacity in Quantity	
Capacity Utilization (%)	
Actual Production in the last year as per audited accounts	
Required Raw Materials at the Unit	

16. Details of Capital Investment under different heads (in Rs.)

Machines and Equipments	
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Land	
Building	

17. Details of the FSI of allotted Premise etc.

Total allotted Premise	
Covered Space:	
Open Space:	
%FSI used	
Whether setback norm has been followed? (Attach map)	
Approved Factory map of BIADA	

18. Details of workers at the allottee's Unit.

Total no of workers at the Unit	
Total no of Skilled workers	
Total no of Semi-skilled workers	
Total no of Unskilled workers	

19. Has the BIADA property been mortgaged against any loan by the allottee from any financial institution:-
If Yes,

Loan Amount raised by the allottee	
Name of the financial institution/bank	
Branch	
Address	
Has Permission/ Information/NOC sought by the Authority for raising the loan	

20. Bank details

Name of the Bank	
Branch	
Account No	
IFSC Code	

- 21. Total Unit of Electricity Consumed during last month as per electricity bill:-
- 22. Is the Unit functional at present:-
- 23. Is the Unit registered under Factory Act? (Wherever applicable):-
- 24. Whether all dues of BIADA is cleared up to the last month? If not, then the total outstanding dues against the Unit?:-
- 25. Whether all terms and conditions of BIADA allotment order has been complied with? If not, then details of non-compliance:-

Signature of the allottee/Authorized Representative

List of documents to be uploaded with the form:-

- a) Details of the Registration of the Unit, supported with documents (Partnership deed in case of Firm, MoA, AoA & Certificate of Incorporation in case of Company).
- b) GST Return/Sales Tax Return for the previous three financial years.
- c) Income Tax Return for the previous three financial years.
- d) Electricity Bills for the previous financial year.

Reporting Year 2017-2018
(to be filed before 15th July)

Online Annual Return Form

- 1. Name of the Allottee: -
- 2. Date of Allotment:-
- 3. Industrial Area:-
- 4. Location of the Unit [Plot No/Unit No. (in case of Industrial Shed or FFC)]:-.....
- 3A. Registered office of the Allottee:-

- 5. Allotted Area (in sq.ft.): -
- 6. Whether allotted property is registered, If yes, attach copy of registered lease:-.....
- 7. Details of the products manufactured/Services rendered as per DPR :-

Name of the products being manufactured/ Services rendered	
Details of all historical changes in the products/services upto the year of reporting.	
Capacity/quantity and capacity utilization	

- 8. Status of the allottee (Proprietorship/Partnership/ Private Co.): -

Ownership Detail	
Designation (proprietor/partner/shareholder)	
Percentage Shares	
Date of Joining the Organization	
Contact Details (email and mobile no)	

- 9. Has any loan been raised by the Allottee from any financial institution/mortgaged allotted property, if so:-

Loan Amount raised by the Allottee	
Name of the financial	

institution/bank	
Branch	
Address	
Has Permission/ Information/NOC sought by the Authority for raising the loan	
Details of property mortgaged	

10. Was the Unit under production/functional throughout the financial Year:-

11. If not, the period of idleness and reason:-

12. List of documents to be uploaded with the form:

- a) EM II/Udyog Aadhar No.
- b) Audited Balance sheet for the previous financial year
- c) GST Return for the previous financial year
- d) Electricity Bills for the previous financial year

I certify that the details furnished are true and correct to the best of my knowledge and I/we have not done or undertaken any activity which goes above and beyond the authorized activity at the allotted premises.

MD/Authorized Signatory