

**Draft Policy for public comment/feedback**

**BIADA DELIVERY OF SERVICES POLICY, 2020**

In exercise of powers conferred U/s 3(a) of Bihar Industrial Area Development Authority (BIADA) Act, 1974 (hereinafter referred to as the Act), the Authority may issue the following directions regarding the Policy and Procedure for ensuring time bound delivery of services by BIADA in the industrial areas under its control:-

**1. Short Title, Extent and Commencement:-**

- 1.1 This Policy shall be called Delivery of Services Policy, 2020 and shall extent to the whole of Bihar.
- 1.2 This Policy comes into force with effect from the date of issue.
- 1.3 The Authority may amend any provision and the relevant condition as may be necessary from time to time particularly in the overall interest and efficacy of the delivery of services Policy, 2020.
- 1.4 If any question arises relating to the interpretation of this Policy it shall be referred to the Authority whose decision thereon shall be final.

**2. Time Limit for services:-**

- 2.1 The maximum time limit for rendering services in BIADA is listed as under:-

Sl. No.	Work	Time Limit for Execution of Work (submission of all the requisite documents)
1.	The handing over of physical possession	Within 3 working days from the deposition of amount
2.	Approval of lease deed	within 25 working days
3.	Change of name of the unit	within 20 working days
4.	Transfer of unit	within 30 working days
5.	Change of constitution of the unit	within 30 working days
6.	No objection certificate	within 05 working days

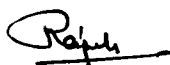
**3. Punitive Action:-**

If the aforesaid services are not executed within the stipulated time line as decided by the competent authority, the following punitive action may be taken considering the deviation. However, it is clarified that all the three punitive actions shouldn't be taken together, rather on repeated default of one after another, which are as under:-

- i. Monetary Penalty (First default)
- ii. Withholding of increment (Second default)
- iii. Termination of Contract (repeated default)

**4. Other Terms and Conditions:-**

- 4.1 This is clarified that for all purposes mentioned in this Policy, only online application complete in all aspects shall be entertained, no manual application shall be entertained and the applications which are incomplete, sent through email shall be treated as non est.
- 4.2 The complete online application shall be tracked through online tracking system and the same shall be subject to third party inspection by State Industrial Area Management Committee (SIMC) every quarter.
- 4.3 The applications filed during the month shall be intimated to SIMC on 1<sup>st</sup> day of the following month.
- 4.4 After the expiry of 30 days from the date of submission of online application complete in all aspect shall be treated as deemed clearance.
- 4.5 Any application submitted without requisite documents will be communicated deficiency/ reason thereof within 02(two) working days and the said application will be treated as rejected and the applicant is required to file application afresh.
- 4.6 If any false declaration or submissions are given by the applicant for the purpose of availing approval punitive action may be taken against such applicant as decided by the Authority.
- 4.7 Chief Administrative Officer will be Dispute Resolution Officer for any dispute arising pertaining to delivery of services and the appropriate authority in this Policy.
- 4.8 The delivery of services is subject to submission of all the requisite documents in entirety and the initiation of time limit shall be counted from the date of submission of the entire documents.



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- 5. Contents of this Policy may be brought to the notice of all the concerned in the Authority for the strict adherence.

By the Order of the BIADA Board in  
its.....Meeting dated.....

Managing Director  
BIADA, Patna

Memo No.-

Dated: \_\_/12/2020

Copy forwarded to- M.D. Cell/Executive Director, Patna/Executive Director, Bhagalpur/ Executive Director, Muzaffarpur/ Executive Director, Darbhanga/ Chief Administrative Officer/ Law Officer/S.A.O/ Executive Engineer/State Industrial Area Management Committee for information.

Rajiv

Managing Director  
BIADA, Patna