

**ORDER**

No. DSIIDC/IEM/FFC-JW & OK/2024-25 / 2156

Dated:09.10.2024

**"Standard Operating Procedure (SOP)" in respect of "Change of Constitution(COC)" pertaining to Industrial Units located at "Flatted Factories Complex (FFC)" (Jhandewalan and Okhla) allotted on "Rental Basis".**

1. Cases where the Partnership/Dissolution deed(s) in the chain of change in hands of the property, executed after the date of issue of order no. DCI/Land -I/CI/2007/768-792 dated 08.08.2007, are not registered with the Registrar of Firms and Societies, GNCTD but the last change i.e. Partnership/Dissolution deed in the chain of change of hands of premises is duly registered with the Registrar of Firms and Societies, GNCTD, the Change of Constitution (COC) may be considered as per the duly approved policy notified vide no. F2 (4)/CI/LI/Policy/98/ issued by Joint Director Industries (Land), GNCTD.
2. However, in such cases, in addition to the requisite documents as mentioned in policy, the applicant has to furnish an indemnity bond duly registered so as to indemnify DSIIDC against any misrepresentation/manipulation in document(s) pertaining to change of hands of subject property and other requisite documents.
3. Further, all such cases will only be processed after receipt of all outstanding dues/charges on account of rent and interest thereon (if any), utility charges and interest thereon (if any), service charges (if applicable), maintenance charges (if applicable), any other pending due(s) on account of water/electricity and other utility service and any other dues recoverable in future.
4. Beside above, COC cases shall be processed after ascertaining that unit is functional and carrying out the permissible industrial activity in compliance with the provisions of the Master Plan MPD , 2021 and subject to furnishing the requisite documents of statutory compliance such as valid MCL and DPCC Consent.
5. There shall not be any encroachment on the public utility area/common area of the premises or any amalgamation in the FFC Units.
6. The relaxation granted in respect of unregistered documents as mentioned in S.No.1 above is one time measure and hence is applicable only to such documents executed prior to this order and not to any such unregistered document executed in future.
7. This issues with the prior approval of the Competent Authority.



(Vijit Singh)  
Chief Manager (IEM)

To,

1. Estate Manager (FFC Jhandewalan/ FFC Okhla)-For circulation at respective factory complexes.
2. DM (IT)- For uploading on website.

**Copy forwarded for kind information to :**

1. PS to MD, DSIIDC
2. PS to ED, DSIIDC