

**15-A. PRESERVATION, MAINTENANCE AND UPDATION OF FINALLY PUBLISHED R-O-Rs**

**Minutes of the meeting of the fourth State Level Committee  
to monitor the progress of Computerisation of Land Records  
held in the Chamber of the Principal Secretary, Land & Land Reforms  
Department on 09.02.2001**

MEMBERS PRESENT :

| Sl.No. | Name                       | Designation   |
|--------|----------------------------|---|
| 1      | Shri S. N. Ghosh, IAS      | Principal Secretary, Land & Land Reforms Department and Land Reforms Commissioner |
| 2      | Shri P. Bandyopadhyay, IAS | Jt. Secretary, Land & Land Reforms Department, WB.                                |
| 3      | Dr. Subir Roy              | Director, National Informatic Centre, WB State Unit                               |
| 4      | Shri P. K. Pramanik        | Technical Director, National Informatic Centre, WB State Unit                     |
| 5      | Shri S. Suresh Kumar, IAS  | Director of Land Records & Surveys & Jt. LRC, WB.                                 |

The meeting started with the Principal Secretary, Land & Land Reforms Department in the Chair. The progress made so far in the computerization of Land Records Project was reviewed. The Director of Land Records & Surveys, WB made a presentation as to the progress made and after discussion certain decisions were made.

- (1) Progress made in the validation of data was tardy. Even though the work of validation ought to have been completed by 31.12.2000 there still is a significant gap. The revised target for the validation of data of all attested mouzas within a district would be as follows:

|                   |            |                   |            |
|-------------------|------------|-------------------|------------|
| Burdwan           | 31.03.2001 | Purulia           | 30.04.2001 |
| Hooghly           | 31.03.2001 | Darjeeling        | 31.05.2001 |
| Nadia             | 31.03.2001 | Murshidabad       | 31.05.2001 |
| Jalpaiguri        | 30.04.2001 | Bankura           | 31.05.2001 |
| Howrah            | 30.04.2001 | Kochbehar         | 31.05.2001 |
| Malda             | 30.04.2001 | Dakshin Dinajpur  | 31.05.2001 |
| Birbhum           | 30.04.2001 | Medinipur         | 30.06.2001 |
| North 24 Parganas | 30.04.2001 | Tamluk            | 30.06.2001 |
| Uttar Dinajpur    | 30.04.2001 | South 24 Parganas | 30.06.2001 |

- (2) The mouzas pending for attestation except in Purulia and Uttar Dinajpur which are of urban nature would be taken up for the scanning of RS r-o-r project. The programme had already been taken up in the TM, ATM Blocks of South 24-Parganas, Howrah Town Survey, Chinsurah Block of Hooghly, Barrackpore I & II Blocks and Barasat I & II Blocks of North 24 Parganas with good success. This would help in the complete computerisation of all blocks even if survey and settlement work is pending for any reason. The work would be extended to other areas also.
- (3) The DL&LROs would ensure that an exclusive batch of people would be made available in each sub-division for the quick validation of data.
- (4) Regarding the coverage of all blocks with computers, the members were informed that the WEBEL would be supplying nearly 175 machines within the second week of March 2001 to the blocks and sub-divisions. For the districts a server with some nodes would be placed.
- (5) The maintenance of the existing computers by the WEBEL is not satisfactory and the arrangement would be reviewed. However, for the recent 125 machines tendered out the warranty period was for 3 years which precludes an annual maintenance after a one-year warranty. A separate budget provision for the maintenance of machines should be made in this respect.

- (6) Updation of data was reviewed and it was found to be not satisfactory. Members expressed their serious concern as to why the prescribed registers are not being started not to speak of updating the back log in corrections made to the original records after data entry. They expressed serious concern that the whole computerized data prepared at great expense could become infructuous if the updation was not done immediately. The DLR&S assured the members that immediate steps would be taken to remedy the problem.
- (7) The problem being faced in using fault prone GIST cards was discussed and the necessity of changeover to the Windows based operating system was discussed. The recent offer of Victor Informatics for their package which would cost Rs. 5000/- per site was raised. The NIC on its part offered to complete the job within 3 months positively as it had adequate manpower. It was hence decided that the NIC would undertake the job. The issue of protection of data from unauthorized use was also discussed. The members were informed that the encryption technology of Signotron Technology would be utilized and that it would cost Rs. 1100-1300/- per site.
- (8) The members agreed that an internal audit of the financial aspects of the CLR and SRAULR schemes should be taken up. The Audit Officer and his team in The Land & Land Reforms Department would be utilized for that purpose. The District Officers should have all the vouchers and data ready for that purpose.
- (9) The immediate concern of the general public being the disposal of petitions and the answering of queries, it was agreed that an e-governance solution was very much necessary to be implemented. DLR&S informed that the CMC had already made an offer for the implementation of the Pilot Project in Howrah District and that Hash Technologies was also making out an offer in this respect.
- (10) The progress made with respect to the Digitization of Cadastral Maps and Aerial Survey Pilot Project in Purulia District was discussed. The work of digitization was entrusted to the vendors but the number of 1:1 matches of the maps is only 68 out of 587 sheets. The progress though slow the quality considerations are however not being relaxed due to the low success rate. The members were also informed that a Mouza had been selected for settlement operation based on the aerial survey map prepared. The mouza map had a remarkable resemblance to the ground features and is expected to help in the exact depiction of the ground features.
- (11) It was also decided that the District level monitoring meetings should be held immediately to ensure proper compliance of the decisions.
- (12) The DLR&S proposed that there should be a budget provision for at least Rs. 10 lakhs for the maintenance of the computers. The L&LR Department will take steps for the provision in the next budget exercise.

The meeting ended with thanks to and from the chair.

S. N. Ghosh  
Principal Secretary to the Government of WB,  
Land & Land Reforms Department &  
Land Reforms Commissioner, WB.

Memo. No. 8/Comp/356-390/2000

Dated, 12<sup>th</sup> February, 2001

Copy forwarded to:

- 1) Joint Secretary, Land & Land Reforms Department, W.B.
- 2) Dr. Subir Roy, Director, NIC, West Bengal State Unit.
- 3) Shri P. K. Pramanik, Technical Director, NIC, West Bengal State Unit.
- 4) Director of Land Records & Surveys, West Bengal
- 5) District Magistrate, \_\_\_\_\_
- 6) District Land & Land Reforms Officer \_\_\_\_\_

S. Suresh Kumar  
Director of Land Records & Surveys &  
Jt. Land Reforms Commissioner, W.B.

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Joint Land Reforms Commissioner, West Bengal,**  
**35, Gopal Nagar Road, Alipore, Kolkata-700027**

Memo No. 5/Comp/520(7)/2000

Dated, Alipore, 26<sup>th</sup> June, 2001

From: S. Suresh Kumar, I.A.S  
Director of Land Records & Surveys and  
Joint Land Reforms Commissioner, West Bengal

To : District Land & Land Reforms Officer,  
South 24 Parganas/Purulia/Birbhum/Malda/  
Uttar Dinajpur/Dakshin Dinajpur/Hooghly

Sub : Air-conditioned Room for the Computer Centre at DL&LRO Office.

An air-conditioned room of 200-300 Sq.ft. is necessary to house the district level server and the map plan printer which would be supplied shortly. You are requested to take up the site preparation and complete the work within 30 days. Necessary funds would be placed shortly under the CLR Scheme.

S. Suresh Kumar  
Director of Land Records & Surveys  
and Joint Land Reforms Commissioner,  
West Bengal.

Memo No. 5.Com/521 (11)/2000

Dated, Alipore, 26<sup>th</sup> June, 2001

Copy forwarded for information to The District Land & Land Reforms Officer, ..... (Rest)

S. Suresh Kumar  
Director of Land Records & Surveys  
and Joint Land Reforms Commissioner,  
West Bengal.

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**& Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Calcutta-700027**

Memo No. 16/Comp/677/2000

Dated, Alipore, the 7<sup>th</sup> January, 2002

From: Director of Land Records & Surveys &  
Jt. Land Reforms Commissioner, W.B.

To: The District Land & Land Reforms Officer, \_\_\_\_\_

Sub : Updation work of Computerised LR records.

Sir,

You are requested to recall our different circulars and proceedings in connection with the updation programme of computerized LR records. Initially the programme was taken as Pilot Project in every district excepting South 24 Parganas, Purulia and Uttar Dinajpur at a beginning of the current year 2001-2002. The progress of the said work had been periodically reviewed. Another review meeting was held on 04.12.2001 in this Directorate in presence of Shri P. K. Pramanik, Technical Director, NIC. After threadbare discussion on different aspects of the updation programme the following decisions were taken:

- 1) Henceforth updation programme should be taken up in all districts selecting five or six BL&LRO offices at a time depending upon availability of reliable data entry vendors in the district. Blocks with maximum number of valid mouzas should be taken up first. After completing updation work in respect of blocks taken in the first phase, other four-five blocks should be selected in the 2<sup>nd</sup> phase and so on.
- 2) In each block one revenue officer should be deployed for supervision of the work who would supervise the vendor's work regarding updation of changed data from the original LR volumes and updation register maintained in the block.
- 3) After being satisfied that mouza had been corrected and updated, supervising RO would authenticate the records by a certificate which was issued in the proceedings of the meeting held on 04.09.2001. Once a mouza is declared validated with reference to a certain date action pursuant to provision under Section 50(2) of WBLR Act should be taken subject to the approval of Directorate.
- 4) The rate of data entry will be as follows:
  - a) 0.50 paisa per khatian when the operators enters data using with the departmental machines.
  - b) Rs. 1/- per khatian when the operators uses their own machines.
  - c) Rs. 1/- per khatian for opening new khatian irrespective of whether the machines belongs to the department or to the vendors.
- 5) During the time of data entry codification should be carefully checked and minor structural and other defects should be ignored. Copy of updated khatians and new khatians should be sent to RI offices.
- 6) Data back up should be preserved in a floppy first and after completion of all updation of mouzas in a block back up should be sent to the Directorate for preservation of records on CD.
- 7) Lastly a register should be maintained to record the details of correction made in a mouza.

In view of the above decisions, you are requested to kindly take follow up action with an intimation to the Directorate.

This is extremely urgent.

Yours faithfully,  
D.K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner, W.B.

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopal Nagar Road, Alipur, Kolkata-700027**

Memo No. 5/Com/691 (18)/2000

Dated, Alipur, the 26<sup>th</sup> March, 2002

From: Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner, West Bengal

To: The District Land and Land Reforms Officer,  
(All), \_\_\_\_\_

Sub: Regarding sending of validated data in one time CD

Ref: This office Memo. No. 5/Com/684 (18)/2000 dated 04.03.2002

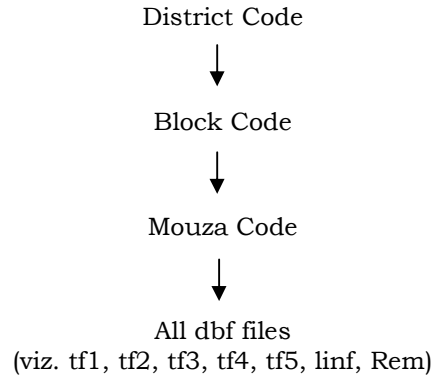
In response to our referred memo one or two districts has send the data in Re-writeable (RW-CD) CDs. This is not the procedure.

For sending the CD to Directorate the following procedure should strictly be followed:

- 1) Only validated data should be sent in one time CD-R.
- 2) CD, should be one time CD, not RW-CD (i.e. Re-Writeable CD)

- 3) CDs should be sent with a forwarding letter under the signature of DLLRO. This forwarding letter should also be incorporated in CD.
- 4) CDs should be prepared under proper Directory, viz

<http://wblroa.in>



He is requested to direct the O.C. Computer or Nodal Officer of his District to look into the matter as per guide line as noted above.

D.K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Calcutta-700027.**

Memo No. 7/2460-77/C/2002

Dated, Alipur the 17<sup>th</sup> April, 2002

From : Director of Land Records & Surveys and Joint Land Reforms Commissioner, West Bengal

To : The District Land & Land Reforms Officer,  
Bankura/Bardhaman/Birbhum/Darjeeling/Haora/Hugli/Jalpaiguri/Kochbehar/Malda/Purba  
Medinipur/Paschim Medinipur/Murshidabad/Nadia/Purulia/South 24 parganas/North 24  
Parganas/Dakshin Dinajpur/Uttar Dinajpur.

Sub : Circular regarding preservation and maintenance of up to date record-of-rights.

In view of the introduction of sub Section 2 of Section 50 of WBLR Act, a circular on the captioned subject has been drafted. The draft circular is being sent to you for perusal.

He is requested to opine and to suggest his views on the matter. His views/suggestions, if any, should be communicated to this end within 31<sup>st</sup> May, 2002 positively.

D. K. Chaudhuri  
Director of Land Records & Surveys &  
Jt. Land Reforms Commissioner,  
West Bengal

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopal Nagar Road, Alipur, Kolkata-700027**

Draft Circular regarding preservation and maintenance of up to date Record-or-Rights

Consequent upon the addition of sub-section 2 of section 50 of WBLR Act, it is expedient to issue guidelines regarding preservation of finally published mouza records prepared under section 51A (often referred to as mother copy of R-o-R) of the said act and updating of computerized of mouza records. Accordingly, following steps are prescribed for achieving the twin objectives viz (i) up-to-date maintenance of Record-of-Rights (2) Preservation of R-o-R.

**2. Validation of mouza records :** Initially mouza records were computerized with the help of data entry vendors and the computer print outs were compared, checked with original records and necessary corrections were made and the computerized data so generated were called valid data. The mouzas taken up for computerization were not necessarily finally published mouzas and therefore since the date of data entry, many changes have been made in mouza records due to Vesting, Barga & Homestead Recording, mutation, hearing of cases u/s 51A(1) and 51A(4) etc. without making corresponding changes in computerized data. Thus, the mother copy of mouza records in many cases does not tally with computerized records/data. In order to remove this inconsistency, it has been ordered vide this office memo. no. 677/16/Comp/2000 dated 31.01.2002 that each validated mouza would be taken up and changes made therein since data entry would be computerized with the help of Data Entry Vendors accompanied by usual checking and corrections. Once this up-dation in respect of a mouza record is done, Revenue Officer looking after computerisation in BLLRO, office will issue a certificate in the following terms declaring the mouza records valid and updated.

“Certified that Records-of-Rights in respect of Mouza..... J.L. No..... has been updated and validated upto..... (date).”

Once a mouza is declared valid & updated, all subsequent changes in mouza records shall have to be incorporated in the computer by the staff and officer of BLLRO office, as all BLLRO Offices have been equipped with a computer. During selection of mouzas for final validation & updation, the natural choice should be finally published mouza records. All DLLROs are requested to take up the work immediately in accordance with the directions given vide memo. no. 677/16/Comp/2000 dated 31.01.2002 and during inspections to BLLRO offices, DLLROs, Dy. DLLROs and SDLLROs will make it a point to see that this work is being done as directed.

**3. Preservation of finally published mouza Records:** The finally published mouza records that have been updated and declared valid will be enlisted and taken up for preservation as per provisions of section 50(2) of WBLR Act. BLLRO/RO under his signature and seal will certify that ..... (name of Mouza, J.L.No. date) is preserved in terms of Provision u/s 50(2) of WBLR Act with effect from..... (date). Simultaneously a computer print out of the mouza records is to be obtained and a certificate is to be given on the title page to the effect that the finally published R-o-R of mouza..... J.L. No..... has been preserved u/s 50(2) and this computer print out of the aforesaid mouza is presumed to be correct and at per with original.

R.O.  
&

Prescribed Authority u/s 50 of WBLR Act.

Any subsequent changes in R-o-R, shall be reflected in this authenticated computerized print out and simultaneously incorporated in computerized data. Under no circumstances, the original R-o-R preserved u/s 50(2) of WBLR Act should be changed/modified or altered. It can be referred to only if there arises any dispute/doubt as regards the correctness of an entry in the computerized copy. BLLRO shall maintain a separate register in the prescribed format as annexed herewith. Certified copies in respect of mouzas thus preserved and updated, can be instantly issued on demand as the need to compare it with original record will no longer be required. This is one of the important benefits of preservation u/s 50(2) of WBLR Act.

**4. Continuous updating through on line incorporation of changes in R-o-R.**

Under the present settlement operation, preparation of R-o-R under section 51A is nearing completion excepting in Purulia, Islampur Sub-division of U.Dinajpur and some urban mouzas. In the process, over 300 lakhs khatians (OMOK) have come into existence spreading over 41000 mouzas out of total 42000 nos. of mouzas in the State. A large number of incidences some of which are noted below, may render a finally published khatian prepared through years of labour & expenditure, obsolete and useless:

- 1 Change of title due to transfer or death.
- 2 Change in the present use of land
- 3 Recording of Bargadars & Homestead beneficiaries
- 4 Vesting of Ceiling surplus Land under WBLR Act & UL (C&R) Act.
- 5 Distribution of vested land & WBLR, WBEA Act.
- 6 Acquisition of Land under L.A. Act 1894

- 7 Deletion of the names of Bargadar
- 8 Proceedings pursuant to Court's/Tribunal's/Appellate Authority's order
- 9 Changes arising out of prayer for change of Revenue U/s 25
- 10 Correction of records u/s 51A(4)
- 11 Annulment of Patta.

This list is only illustrative not exhaustive.

In West Bengal, there are more than 250 number of Registration offices where transfers of land, gifts etc. are registered. Presuming that daily average turnover at each of such offices is fifty and each registration affects at least two raiyats, then every day 10,000 khatians become obsolete due to change of titles alone. Apart from changes of title, land is being acquired for development purposes, classification of land is being changed daily due to urbanization, land reforms e.g. vesting, recording of bargadar pursuant provisions of WBLR Act do change our records. All these together focus on the enormity of the problem of back datedness and the urgency with which department should find ways and means to address the problem adequately.

There is another angle to this topic. Government of West Bengal have initiated action regarding introduction of e-Governance in Government functions with a view to improving efficiency and productivity on the one hand and ensuring transparency and speed in disposal of Government business. The goal of this project is to render improved quality of services to citizens. In the first phase Government has identified seven departments, Land & Land Reforms Department being one of these seven departments and m/s Tata Consultancy Services has been employed to conduct SYSTEM ANALYSIS as a step preparatory to introduction e-Governance. The huge vacant data and infrastructure that we have created under CLR Scheme will be very useful in this regard provided the data base is updated.

The present prevailing outlook among Departmental officers is that raiyat should approach seeking changes in R-o-R. As a consequence the entire land on which Industrial township of Haldia is located remains in the name of persons not being owners. There are many such examples which tell upon badly on our maintenance of records system. The prevailing outlook needs to be changed radically and we must be pro-active in initiating proceeding u/s 50 of WBLR Act., in order to keep the records at par with actual status of land in the field.

In order to maintain upto date R-o-R it is directed that BLLROs

- 1) Would take cognizance of last Transfer notices sent by Sub-Registrar/District Registrar from time to time and distribute those notices among concerned R/I offices with the instruction to treat such notice as Mutation Petition u/s 50 provided the R-o-R in question related F.Pd Mouza. The resultant change in R-o-R should be reflected in computer print out as well as in computerized data.
- 2) Would collect Land Acquisition plan from L.A. Collector preferably when authorized person from L.A. Collector visits BLLRO office for verification of Land particulars in connection with acquisition and draw proceedings u/s 50 or under 51B as the case may be. DLLRO at district level will liaison with his counter part ADM in charge of Land Acquisition matter. Consequential change in R-o-R should be incorporated in computer print out of record and computerized data.
- 3) Would arrange to keep records of every mouza open for public verification at R.I. Office for one month, by turn, for receiving petition u/s 50 (presuming that average nos. of mouza per R/I office does not exceed 12. In case, it does, two small mouzas may be taken up in a month). The resultant change in R-o-R should be reflected in computer print out as well as in computerized data.
- 4) Would ensure that every change in R-o-R pursuant to steps taken under different provision of WBLR Act is reflected on the working copy of R-o-R (Computer print out) as well as in computerized data.

The Computer Section of Directorate in consultation with National Informatics Centre is working in a project for on line correction of R-o-R consequent to changes enlisted (1-11). This is ultimate solution to the problem of updating and soon it will be introduced and necessary instruction will follow.

Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner,  
West Bengal



**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Calcutta-700027**

Memo No. 1/324-339/COMP/2002

Dated, Alipur, the 15<sup>th</sup> May, 2002

From: Director of Land Records & Surveys and  
Joint Land Reforms Commissioner,  
West Bengal

To: The District Land & Land Reforms Officer,  
Bankura/Bardhaman/Birbhum/Darjeeling/Haora/  
Hugli/Jalpaiguri/Kochbehar/Malda/Purba Medinipur/  
Paschim Medinipur/Murshidabad/Nadia/Purulia/  
South 24 Parganas/North 24 Parganas/  
Dakshin Dinajpur/Uttar Dinajpur.

Sub : Installation of one additional Computer at some of the BL & LRO Offices in his district.

With reference to the above subject this is to inform that one additional Computer will be installed in some of the blocks as per list mentioned below at the end of this month. You are requested to take necessary arrangements, like Computer connections, placement of the computer table etc. in the selected BL & LRO offices.

This is urgent.

Sd/-Illegible  
For Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner,  
West Bengal

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Calcutta-700027**

Memo No. 135/4297-314/C/99

Dated, Alipur the 26<sup>th</sup> July, 2002

From : Director of Land Records & Surveys and Joint Land Reforms Commissioner, West Bengal

To : The District Land & Land Reforms Officer,  
Bankura/Bardhaman/Birbhum/Darjeeling/Haora/  
Hugli/Jalpaiguri/Kochbehar/Malda/Purba Medinipur/  
Paschim Medinipur/Murshidabad/Nadia/Purulia/  
South 24 Parganas/North 24 Parganas/  
Dakshin Dinajpur/Uttar Dinajpur.

Sub : Preparation of rent roll.

Ref : This office memo no. 135/3961/C/99, dt. 28.06.2002

My attention has been drawn to certain anomalies in connection with preparation of the Revenue Rent Roll in the districts which is briefly stated below:

- 1) In some places rent rolls have been sent without signature of Revenue Officers.
- 2) Rent Rolls have been prepared in single/duplicate/triplicate copy contrary to our instructions.
- 3) Computers withdrawn from BL&LRO offices to district or Sub-divisional Headquarters for preparation of rent rolls had not been returned.

In regard the above points, this is to inform you that each and every rent roll of a mouza should be signed by Revenue Officer and you must have noted that the certificates have been pointed at the end of each rent roll without which rent roll should not be published. Regarding preparation of rent roll

in more than one copy, it is categorically stated that under no circumstances rent rolls should be printed not more than one copy. Lastly, Computer machines meant for BL&LRO offices should not be withdrawn under any pretext. In every district there are three or more than three machines supplied to make buffer stock and those machines should be used for additional work, if any in the district.

D. K. Chaudhuri  
Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner, West Bengal

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**Government of West Bengal  
Office of the Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner, West Bengal,  
35, Gopalnagar Road, Kolkata-700027**

Memo. No. 7/4833/C/2002

Dated, Alipore, the 26<sup>th</sup> August, 2002

**Circular regarding preservation and maintenance of  
upto date Record-of-Rights u/s 50 of WBLR Act.**

Consequent upon the addition of sub-section 2 of section 50 of WBLR Act, it is expedient to issue guidelines regarding preservation of finally published mouza records (often referred to as mother copy of R-o-R) prepared under section 51A of the said act and updating of computerized mouza records. Accordingly, following steps are prescribed for achieving the twin objectives viz. (1) up-to-date maintenance of Record-of-Rights (2) Preservation of R-o-R.

**2.0 Validation of mouza records:** initially mouza records were computerized with the help of data entry Vendors and the computer print outs were compared, checked with original records and necessary corrections were made and the computerized data so generated were called valid data. The mouzas taken up for computerization were not necessarily finally published mouzas and therefore since the date of data entry, many changes have been made in mouza records due to Vesting, Barga & Homestead Recording, mutation, hearing of cases u/s 51A (1) and 51A (4) etc. without making corresponding changes in computerized data. Thus, the mother copy of mouza records in many cases does not tally with computerized records. In order to remove this inconsistency, it has been ordered vide this office memo. No. 677/16/Comp/2000 dated 31.01.2002 that each validated mouza would be taken up and changes made therein since data entry would be computerized with the help of Data Entry Vendors accompanied by usual checking and corrections. After this up-dation in respect of a mouza record is done, Revenue Officer looking after computerization in BLLRO office will issue a certificate in the following terms declaring the mouza records valid and updated.

“Certified that Record-of-Rights in respect of Mouza..... J.L. No..... has been updated and validated upto..... (date).”

Once a mouza is declared valid & updated, all subsequent changes in mouza records shall have to be incorporated in the computer by the staff and officer of BLLRO office, as all BLLRO offices have been equipped with a computer. During selection of mouzas for final validation & updation, the natural choice should be finally published mouza records. All DLLROs are requested to take up the work immediately in accordance with the directions given vide memo. No. 677/16/Comp/2000 dated 31.01.2002 and during inspections to BLLRO offices, DLLROs, Dy. DLLROs and SDLLROs will make it a point to see that this work is being done as directed.

**3. Preservation of finally published mouza Records:** The finally published mouza records that have been updated and declared valid will be enlisted and taken up for preservation as per provision of section 50(2) of WBLR Act. Concerned BLLRO/RO under his signature and seal will certify that “..... (name of Mouza, J.L. No. date) is preserved in terms of Provision u/s 50(2) of WBLR Act with effect from..... (Date)”. Simultaneously a computer print out of the mouza records is to be obtained and a certificate is to be given on the title page to the effect that “the finally published R-o-R of mouza..... J.L. No..... has been preserved u/s 50(2) and this computer print out of the aforesaid mouza is presumed to be correct and at par with original.

R.O. & Prescribed Authority u/s 50  
of WBLR Act.”

**Care should be taken that before obtaining a fresh print out, the data should be converted from the present Status (DDEN02 or DDEN03) to DDEN04 (This is a must) and run the Revenue Package programme to incorporate Land Revenue in the khatian.**

Any subsequent changes in R-o-R, shall be reflected in this authenticated computerized print out and simultaneously incorporated in computerized data. Under no circumstances, the original R-o-r preserved u/s 50(2) of WBLR Act. should be changed/modified or altered. It can be referred to only if there arises any dispute/doubt as regards the correctness of an entry in the computerized copy. BLLRO shall maintain a separate register for this purpose. Certified copies in respect of mouzas thus preserved and updated, can be instantly issued on demand as the need to compare it with original record will no longer be required. This is one of the important benefits of preservation u/s 50(2) of WBLR Act.

#### **4. Continuous updating through on line incorporation of changes in R-o-R.**

Under the present settlement operation, preparation of R-o-R under section 51A is nearing completion excepting in Purulia, Islampur Sub-division of U.Dinajpur and some urban mouzas. In the process, over 200 lakhs khatians (OMOK) have come into existence spreading over 41000 mouzas out of total 42000 nos of mouzas in the State. A large number of incidences some of which are noted below, may render a finally published khatian prepared through years of labour & expenditure, obsolete:

- 1) Change of title due to transfer or inheritance.
- 2) Change in the present use of land
- 3) Recording of Bargadars & Homestead beneficiaries
- 4) Vesting of Ceiling surplus Land under UL(C&R) Act.
- 5) Distribution of vested land & WBLR, WBEA.
- 6) Acquisition of Land under L.A. Act 1894
- 7) Deletion of the name of Bargadar
- 8) Proceedings pursuant to Court's/Tribunal's/Appellate Authority's order
- 9) Changes arising out of prayer for change of Revenue U/s 25
- 10) Correction of records u/s 51A(4)
- 11) Annulment of Patta.

In West Bengal, there are more than 250 number of Registration offices where transfers of land, gifts are registered. Presuming that daily average turnover at each of such offices is fifty and each registration affects at least two raiyats, then every day 10,000 khatians become obsolete due to change of titles alone. Apart from changes of title, land are being acquired for development purposes, classification of land are being changed daily due to urbanization, Land Reforms measures like vesting, recording of bargadar pursuant provisions of WBLR Act do change records. All this together focus on the enormity of the problem of back datedness of records and the urgency with which department should find ways and means to address the problem timely of updation.

4.1 There is another angle to this topic. Government of West Bengal have initiated action regarding introduction of e-governance in Government functions with a view to improving efficiency and productivity on the one hand and ensuring transparency and speed in disposal of Government business. The goal of this project is to render improved quality of services to citizens. In the first phase Government has identified seven departments, Land & Land Reforms Department being one of these seven departments and m/s Tata Consultancy Services has been employed to conduct SYSTEM ANALYSIS as a step preparatory to introduction e-governance. The huge vacant data and infrastructure that we have created under CLR Scheme will be very useful in this regard provided the data base is updated.

4.2 The present prevailing outlook among Departmental officer is that raiyats should approach seeking changes in R-o-R. As a consequence the entire land on which Industrial township of Haldia is located remains in the name of persons not being end users/owners. There are many such examples which tell upon badly on our maintenance of records system. The prevailing outlook needs to be changed radically and we must be pro-active in initiating proceedings u/s 50 of WBLR Act in order to keep the records at par with actual status of land in the field.

#### **4.3 In order to maintain upto date R-o-R it is directed that BLLROs.**

- 1) Would take cognizance of last Transfer notices sent by Sub-Registrar/District Registrar from time to time and distribute those notices among concerned R/I offices with the instruction to treat such notice as Mutation Petition u/s 50 provided the R-o-R in question related F.Pd

Mouza. The resultant change in R-o-R should be reflected in computer print out as well as in computerized data.

- 2) Would collect Land Acquisition plan from L.A. Collector preferably when authorized person from L.A. Collector visits BLLRO office for verification of Land particulars in connection with acquisition and draw proceedings u/s 50 or under 51B as the as the case may be. DLLRO at district level will liason with his counter part ADM in charge of Land Acquisition matter. Consequential change in R-o-R should be incorporated in computer print out of record and computerized data.
  - 3) Would arrange to keep records of every mouza open for public verification at R.I Office for one month, by turn, for receiving petition u/s 50 (presuming that average nos. of mouza per R/I office does not exceed 12. In case, it does, two small mouzas may be taken up in a month) The resultant change in R-o-R should be reflected in computer print out as well as in computerized data.
  - 4) Would ensure that every change in R-o-R pursuant to steps taken under different provision of WBLR Act is reflected on the working copy of R-o-R (Computer print out) as well as in computerized data.
- 4.4 DLLROs and SDLLRO, would monitor the progress of the programme closely and during their inspection to BLLRO and R.I offices they will note down about actions taken pursuant to this circular.

D.K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

Memo. No. 7/4834-5225/C/2002

Dated, Alipur, the 26<sup>th</sup> August, 2002

Copy forwarded for information and compliance to :

1. District Land & Land Reforms Officer,
2. Sub-divisional Land & Land Reforms Officer,
3. Block Land & Land Reforms Officer,
4. A.D. (Tr.) ARTI/Library, Shalboni.

D.K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Kolkata-700027**

Memo. No. 5/Comp/793 (18)/2000

Dated, Alipur, the 11<sup>th</sup> September, 2002

From : Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

To : The District Land & Land Reforms Officer,

Sub : Regarding Software

This is to inform you that the following Software have been developed by the Computer Section of the Directorate for smooth running of CLR Scheme.

You are requested to direct the O/C, Computer of District Head Quarter for collecting the packages from the Directorate Computer Cell within shortly. The person authorized to receive the softwares should have knowledge about the matter. The packages are as follows:

1. Conversion of data from **Ddent03** to **Dednt04** and **Repo04** with revenue.
2. Post facto Mutation in DOS
3. Listing of Part Vested water bodies.
4. Sabek-hal list of R.S. & L.R. R-o-Rs.

This may kindly be treated as urgent .

P. Lahiri

For Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner,  
West Bengal

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Kolkata-700027**

Memo. No. 5/Comp/798 (18)/2000

Dated, Alipur, the 24<sup>th</sup> September, 2002

From : Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner,  
West Bengal

To: The District Land & Land Reforms Officer,

Sub : Regarding sending of validated data in one time CD

Ref : This office memo no. 5/Comp/684(18)/2000 dt.04.03.2002 & memo. no.  
5/Comp/691(18)/ 2000 dt. 26.03.2002

With reference to this office memo. no. as noted above this is to inform that this office has not yet received the computerized validated data in one time CD from the DLLROs of the District viz. Darjeeling, Malda, South 24-Pgs. and Uttar Dinajpur.

Further from the district Bardhaman, Kochbehar, Paschim Midnapur, Purba Midnapur, Murshidabad and North 24-Pgs, we have received the validated data in one time CD of Mouza 643, 526, 471, 1186, 1719 & 1403 out of total validated mouza 2625, 694, 7373, 1830, 2042 & 1520 respectively.

DLLROs of the concerned districts are hereby requested to direct the O/C Computers of the District Head Quarters for sending validated data in CD to Directorate without any further delay.

Further a tentative programme is attached showing different date for different districts for verification of quality of data. Concerned officers of the district who has been authorized to handle and maintained data in the district should be asked to attain the Computer Cell of the Directorate on the date so fixed.

| Name of the District | Date with time from 11:00 A.M. |
|----------------------|--------------------------------|
| 1. Birbhum           | 07.10.02 & 08.10.02            |
| 2. Hugli             | 22.10.02 & 23.10.02            |
| 3. Bankura           | 28.10.02 & 29.10.02            |
| 4. Howrah            | 07.11.02 & 08.11.02            |
| 5. Nadia             | 13.11.02 & 14.11.02            |
| 6. Murshidabad       | 21.11.02 & 22.11.02            |
| 7. North 24-Pgs      | 25.11.02 & 26.11.02            |
| 8. D. Dinajpur       | 28.11.02 & 29.11.02            |

This may kindly be treated as urgent.

D.K. Chaudhuri  
Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner, West Bengal

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Kolkata-700027**

Memo. No. 5/7562-79/A/02

Dated, Alipur, the 22<sup>nd</sup>/25<sup>th</sup> November, 2002

From : Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

To : The District Land & Land Reforms Officer,

Sub : Utilisation report regarding expenditure of allotted money on CLR Scheme from beginning of the work.

It is to inform that Accountant General, West Bengal is pressing hard for the utilization of allotted money on CLR scheme till to day (i.e. on Nov. 2002).

You are hereby requested to submit the aforesaid report as per below mentioned proforma to this Directorate within a fortnight.

Name of the District.....

| Years | Amount Allotted | Allotment Order No. | Details of Fund Drawn |              |        | Date of Disbursement |
|-------|-----------------|---------------------|-----------------------|--------------|--------|----------------------|
|       |                 |                     | Bill No. with Date    | Amount Drawn | TV No. |                      |
| 1     | 2               | 3                   | 4                     | 5            | 6      | 7                    |
|       |                 |                     |                       |              |        |                      |

This may kindly be treated as urgent.

D.K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Kolkata-700027**

Memo. No. 5/23-40/02/Comp

Dated, Alipur, the 14<sup>th</sup> January, 2003

To : The District Land & Land Reforms Officer,  
..... (All)

After making considerable progress in Computerisation of Land Records, the present **status** in this regard is **not quite encouraging**. All the BL&LROs, SDL&LROs and DL&LROs have been provided with Computer and for their maintenance, we enter into Annual Maintenance Contract (AMC) with either WEBEL or any other local agency as recommended by the DL&LRO. The primary objective was to computerize all the available records and to **give certified copies** to the public **on demand**. This objectives could be fulfilled only if.

- a) **the machine down time could be kept at minimum**; and
- b) **data entry of all attested mouzas are completed with the help of the private vendors.**

Recent field reports suggests that a sizeable number of machines at block level remains out of order and delivery of certified copies to public pends for days. BL&LROs, Revenue Officers are seldom found aware of their role in the Computerisation programme. Similarly, SDL&LROs are not involved in this matter. This is unfortunate.

In this connection, it may be mentioned that the Chief Secretary to the Government of West Bengal took a meeting on 13.01.2003 and advised all concerned to get personally involved in the aforesaid programme so that quality of public services like issuing of certified copies, updation of records and mutation could be improved.

In view of the above you are requested to lead your district in this regard and ensure that all officers and staff remains responsible and alert in this regard. Regular monitoring during conferences and tours DL&LROs & SDL&LROs would have to collect information from each block under his jurisdiction regarding status of the Computer (whether active or out of order) and pending data entry of mouza records, pending data validation and pending numbers of certified copies.

The BL&LRO(s) are to be directed to report everyday, alongwith the attendance report. The status report of functioning/non-functioning of the Computer to be mentioned.

D. K. Chaudhuri

Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

— ● —  
**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Kolkata-700027**

Memo. No. 5/Comp/87/2000

Dated, Alipur, the 25<sup>th</sup> March, 2003

From : Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

To: The District Land & Land Reforms Officer,  
Bankura/Barddhaman/Birbhum/Darjeeling/Haora/  
Hugli/Jalpaiguri/Kochbehar/Malda/Purba Medinipur/  
Paschim Medinipur/Murshidabad/Nadia/Purulia/  
South 24 Parganas/North 24 Parganas/  
Dakshin Dinajpur/Uttar Dinajpur.

Sub : Priority in On-Line Mutation

In some Blocks on-line Mutation work is running, which is a great achievement of Computerisation of Land Records Scheme (CLR)

BL&LROs of those Blocks where On-line Mutation work is running may be directed to give priority to the petitioner, where petitions are received on On-Line Mutation process.

D.K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

— ● —  
**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Kolkata-700027**

Memo. No. 5/Comp/88/2000

Dated, Alipur, the 25<sup>th</sup> March, 2003

From : Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

To : The District Land & Land Reforms Officer,  
Bankura/Barddhaman/Birbhum/Darjeeling/Haora/Hugli/  
Jalpaiguri/Kochbehar/Malda/Purba Medinipur/  
Paschim Medinipur/Murshidabad/Nadia/Purulia/  
South 24 Parganas/North 24 Parganas/Dakshin Dinajpur/  
Uttar Dinajpur.

Sub : Regarding lifting of Gist Card from the Dos Version Computer Machines at Block Level Offices.

You are aware of the fact that Bhumi Package has been converted form Dos to Windows-2000 version. In some Blocks the Server Concept machines have been installed. So it is necessary to lift the Gist Card from the Dos version machines.

Hence DL&LROs are requested to direct the BL&LROs to allow the authorized engineers of WEBEL who are engaged for installing the Windows 2000 machines at Blocks for lifting the Gist Card from the Dos Version machines.

This may kindly be treated as urgent.

D.K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Kolkata-700027**

Memo. No. 5/Comp/89/2000

Dated, Alipur, the 25<sup>th</sup> March, 2003

From : Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

To : The District Land & Land Reforms Officer,  
Bankura/Bardhaman/Birbhum/Darjeeling/Haora/  
Hugli/Jalpaiguri/Kochbehar/Malda/Purba Medinipur/  
Paschim Medinipur/Murshidabad/Nadia/Purulia/  
South 24 Parganas/North 24 Parganas/  
Dakshin Dinajpur/Uttar Dinajpur.

Sub : Regarding users Pass-wards for the machines with Windows 2000, at Block Level Offices.

In some Blocks a Server machine has been installed for running of Windows-2000 based Bhumi Programme. The existing Dos based machine is being attached with that Server. In the Blocks where the **updation** work is running by the Vendor, there the Vendors are directed to get them prepared for their machines to be hooked with the Server through a Card (**Ethernet card**). For these cases the existing pass word protection has a very important role to play here. BL&LRO should take the charge the sanction and preservation of password.

Immediate action by instructing all BLLROs may be made.

D.K. Choudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys and**  
**Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Kolkata-700027.**

Memo. No. 7/2267/C/2002

Dated, Alipur, the 2<sup>nd</sup> June, 2004

From : Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner,  
West Bengal

To : The District Land & Land Reforms Officer,  
Purba Medinipur at Tamruk.

Sub : Tampering of records, theft of Computer from the BL&LRO's Office etc.

You may kindly recall that from one Block in your district, the Computer set-up and the Printer were stolen two months back. Some enquiries were done but detailed report as sought for from your end was not received. It has also not been explained why shifting of the said Block in Government Building was delayed and in fact the shifting was done only after the Computer etc. was stolen.



In another Block, unauthorized staff of the Office got access to the Computer Room at odd hours with mala fide interest for tampering of the records, certified copies of fake khatians were also issued. Some enquiries were made from your end but still after that no action has yet been taken against any staff of the Office. It is learnt that the O/C, Computer detected the time/date when the unauthorized hands made access to the Computer Room but no written submission was received yet.

On 01.06.04, I was speaking to the SDL&LRO, Kanthi. I asked him to call BL&LRO, Kantih-I after 2/3 hours and to speak to me at about 4-30 P.M. But at about 3-00 P.M. the SDL&LRO reported that the said BL&LRO though joined in the Office on 01.06.04 but subsequently left the office and proceeded on 3/4 days' leave. It indicates that the BL&LRO's Office, being situated at a distance of 100 yards from the Office of the SDL&LRO's Office, does not bother to inform the SDL&LRO and not to speak of seeking his permission before proceeding on leave. This shows an instance of indiscipline which in the greater scale result in tampering of khatians etc.

I would request you to pull up the BL&LRO, Kanthi-I and all concerned staff suitably in writing and ensure that no officer goes on leave without seeking permission from his superior authority.

In order to tackle possible tampering it has been suggested from a section of staff and officers that the Record Room should normally be closed. And the Record Keeper should sit outside/nearer to the BL&LRO. Opening a Record Room is to be allowed only on specific written instruction from the BL&LRO. It has been argued that in our present stage of computerization this system will not lead to any dislocation of work. After the massive tampering done in the Block which have been committed just few days before the last election, it was found that in many cases some RI/Staffs were given access to the mouza volume for which there was no requisition. Only there was some noting in the Movement Register. It has also been found that in many RI's Office original volume of the mouza have been kept for unnecessarily longer period in the name of hearing. This should be stopped forthwith. Computerized copy of the Record-of-Rights be sent to all the RI's Offices if not already done. In no case, the movement of original copy of the R-o-R be done without a written approval of the SDL&LRO/DL&LRO.

Side by side sealing of the mother copy of LR ROR is to be ensured and issue of hand-written certified copy and information be stopped if not already done. Necessary orders have been communicated to all concerned long back vide this Office Memo. No. 7/4834-5225/C/2002 dated 26<sup>th</sup> August, 2002.

You are requested to take necessary action immediately and to send a compliance report within 15 days. You may hold a meeting with the SDL&LRO, some selected BL&LROs/Record Keepers of the Blocks where instances of tampering were detected.

D. K. Chaudhuri  
Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner,  
West Bengal

Memo. No. 7/2268-86/C/2002

Dated, Alipore, the 2<sup>nd</sup> June, 2004

Copy forwarded to :

1. Shri Sukumar Das, IAS, Principal Secretary to the Government of West Bengal, Land & Land Reforms Department and Land Reforms Commissioner, West Bengal for his kind information.
2. District Land & Land Reforms Officer,  
(all) .....

for information and necessary action with the request to ensure sealing of mother copies of LR RORs.

This may be communicated to all the SDL&LROs/BL&LROs and to ensure action and to send compliance report within 15 days.

D. K. Chaudhuri

Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner,  
West Bengal



<http://wblrda.in>

**Government of West Bengal  
Office of the Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner, West Bengal,  
35, Gopalnagar Road, Kolkata-700027**

**CIRCULAR**

This is regarding preservation of data stored in computer hard discs. Earlier in this office memo No. 57/1224-38/C/99 dated 11<sup>th</sup> May'99 and later on under this office No. 5/Comp/684(18)/2000, dated 04.03.2002 and 5/Comp/691(18), dated 26.03.2002 it was instructed that data stored in computer hard discs is to be preserved in compact discs also. It was further instructed that compact discs containing data are to be delivered to the DL & LRO & at the Directorate at regular interval. But it is observed that flow of back up in C.D. has become extremely irregular.

So, in partial modification of earlier orders it is instructed that henceforth all BL&LROS well send their LR data black up in CD to the SDL & LRO once in a month.

The S.D.L & L.R.O. will arrange to store the CDs in a safe place, will check and verify the changes of data against the previous back up and will send back-up of all Blocks under his jurisdiction to the DL & LRO by the last working day of each month. He will maintain an account of receipt & dispatch of data back up in a bound register. Data should not be stored in any way in zipped form.

The D.L. & L.R.O. will arrange to send data of all Blocks of the district to the Computer section of the Directorate in the first week of March, August and December. He will also ensure preservation of the data in his computer hard disc as well as in compact discs. All the authorities mentioned therein, i.e. the BL&LRO/SDL&LRO/DL&LRO will send their respective reports with their own signature.

Any deviation will be seriously viewed. Receipt of this instruction may be acknowledged by all concerned.

D. K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

Memo. No. 15/Comp/279(6)/2002

Dated, Alipore, the 29<sup>th</sup> July, 2004

Copy forwarded to:

1. The Land Reforms Commissioner, W.B. for favour of invormation.
2. The DL&LRO (All). He is requested to circulate the circular to the offices under his control.
3. DDS, DDC, DDA, DDLR, ADLR(Con), ADLR AD(H.Q.), ADC, ADS.
4. Dy. Director (Training) at Shalbani.
5. O.C., Computer
6. Guard File.

D. K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal

**Bengali Set-Out**

**[ See Separate Pagemaker File ]**

<http://wblroa.in>

**Bengali Set-Out**

**[ See Separate Pagemaker File ]**

<http://wblroa.in>

**Bengali Set-Out**

**[ See Separate Pagemaker File ]**

<http://wblroa.in>

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Kolkata-700027**

Memo No. 10/Comp/521/2000

Dated 1<sup>st</sup> February, 2005

To

M/s, WEBEL Technology Ltd.,  
Block BP-5, Sector-V,  
Salt Lake City Kolkata-91

Sub : Process to be maintained for call receiving and disposing regarding AMC of Computer machines and peripherals.

As per discussion made with you regarding AMC which will be going to be signed shortly with different districts the following points are to be taken care of.

1. Call for Computer machines is to be accepted at the **Directorate Computer Centre at Survey Building** from the site offices, that is, BL&LRO/SDL&LRO/DL&LRO offices. For Printers call should be made by the site office directly to the TVSE Help Line by quoting the Serial no. of the Printer machine at first and then the complain no. is to be relayed to the **Directorate Computer Centre at Survey Building**. For smooth operation of the said system a competent person with a separate fax machine and a dedicated telephone line are to be provided by you. Call will be received in this center from 10.30 A.M. to 4.30 P.M. with a break of one hour from 2.00 P.M. to 3.00 P.M. in normal working hours. All correspondence regarding maintenance from your end are to be performed by the **competent person** mentioned above and at the end of the day a status report is to be generated by him regarding position of calls both pending, attended and complied successfully. The **competent person** as mentioned above has also the responsibility to be a **Liaison Officer** with the TVSE Ltd. regarding maintenance of printers so that printers can be kept on line within 48 hours of complain excepting printers of QX 255 types which are to be done within a maximum period of 7 (seven) days and for this type of printers the reason for which it could not made on line within 48 hours is to be stated explicitly.

2. A drive is to be taken in a very short time for all the districts by which the CPUs of all the BL&LRO offices where SERVER CLIENT configuration are operative can be sealed with a paper seal bearing a unique number of nine digits. In this process our district code and block code can be used as the first four digit of the paper seal number and next three numbers are kept for no. of times the seals are broken and the last two numbers will imply the year. These seals are breakable only when the machines are to be opened by an authorized person from your end and a register regarding the paper seal is to be maintained at the block offices duly signed by both the call attending person and the custodian of the machine. If it is found broken without any reference made in the paper seal register the responsibility will lie upon the custodian of the machine. In this drive the serial no. of the printers are to be noted for all the blocks of all the districts. A plan to be made with District authority for this drive to be successful.

D. K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner, West Bengal

Memo No. 10/Comp/522/2000

Dated 1<sup>st</sup> February, 2005

Copy forwarded to :

The District Land and Land Reforms Officers Bankura / Howrah / Hugli / Jalpaiguri / Kochbehar / Paschim Med. / Purba Med. / Msd. / Nadia / Malda / North 24-Pgs. / South 24-Pgs. / Uttar Dinajpur / Dakshin Dinajpur / Burdwan / Birbhum / Darjeeling / Purulia

He is hereby requested to verify the use of the buffer stock of (i) printers (HD745 Model) six in numbers and (ii) PCs (P-III) and (iii) UPS both three in numbers which were supplied earlier from the Dte. It is reported that the defective printers once replaced by the printers from the buffer stock, were kept as it is. It is not desirable, effort should be made to repair the defective printers as early as possible to keep the buffer stock intact. Secondly, he is further requested to instruct all the officers in his control for rendering necessary help like transport, access to the authorized persons from WEBEL/TVSE for doing the work as described in the point (2) above. He is also requested to direct all the BL&LROs, SDL&LROs and O/C Computer (HQ) under his control to make necessary arrangement, so that **Log Book for each call be maintained regularly.**

D. K. Chaudhuri  
Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner, West Bengal

**Government of West Bengal  
Land & Land Reforms Department  
Budget Branch**

No. 1640-Budget LL/N/1B-10/2005

Dt. 07.03.2005

From: The Joint Secretary to the Government of West Bengal

To : The Director of Land Records & Surveys & Joint Land Reforms Commissioner, West Bengal,  
35, Gopalnagar Road, Alipore, Kolkata – 700 027

Sub : Making budget provision for providing fund for maintenance of computers etc. and other recurring expenditure in connection with CLR scheme.

The undersigned is directed to refer to his letter No. 8/Comp/516/2000 dt. 21.01.2005 on the subject noted above and to reproduce the views of the Finance Department as quoted below for his information and necessary action.

“The proposed charge in question may be met out of the provision under '13-04-other office expenses' relating to the respective offices under Non-plan”.

Sd/- Illegible

Joint Secretary to the Govt. of West Bengal

Memo. No. 8/1878-99/A/04

Dated, Alipore, the 21<sup>st</sup> March, 2005

Copy forwarded for information and necessary action to:

1. The District Land & Land Reforms Officer, .....
2. The Deputy Director, Training, Analysis - Research & Training Institute, Salboni.
3. The O/C, Computer.
4. The Head Asstt., Bill Section.
5. The Cashier, Dte.

D. K. Chaudhuri

Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner, West Bengal

●  
**Government of West Bengal  
Finance Department  
Audit Branch**

No. 3876-F

Date: 02.05.2005

**MEMORANDUM**

Sub : Policy for procurement, installation and maintenance of I.T. products by Government Departments.

With the introduction of Information Technology in Government functioning, the Departments & organizations under their administrative control are required to make procurement of I.T. products and also to arrange their installation and maintenance. Difficulties are often faced in the matter of determination of recifications, inviting tenders for procurement, installation and maintenance of IT products and evaluating such tenders as individual Departments do not always have necessary expertise in such matters. To overcome these problems appointment of a nodal agency to assist the Departments in procurement, installation and maintenance of IT products is considered necessary.

2. Under these circumstances, the undersigned is directed by order of the Governor to say that the Governor has been pleased to appoint Webel Technology Limited, a Government of West Bengal Undertaking as the Agency to assist the individual Departments for the purposes mentioned above, on their request, in the manner and subject to the conditions laid down hereunder:-

- (i) Webel Technology Limited (WTL) shall prepare approved “Vendors’ list” which shall be updated at least once every six months by selection through open advertisement.
- (ii) The Departments, which want to engage WTL for procurement, installation and maintenance of IT related products will place necessary requisition with WTL. WTL will determine the specifications of the products to be purchased having regard to the particular needs of the Department. It will hold limited tender among the Vendors of approved list when the estimated cost of procurement is upto



Rs.25 lakh and invite open Tender when the estimated cost exceeds Rs.25 lakh after giving wide circulation through advertisement in leading dailies as per existing tender polity and also in Govt. portals, whenever possible. The concerned Department will bear cost of such advertisement.

3. The evaluation of the tenders shall be made by a duly constituted Selection Committee in two parts, technical evaluation and financial evaluation. The representative of the Requiring Department would be invited to remain present during the evaluation.

4. After selection of Vendor on the basis of the lowest responsive bid, orders will be placed by WTL with the successful bidder with appropriate terms and conditions. The WTL will ensure delivery and installation of the product by the Vendor/Vendors and make sure that the delivered product conforms to the specifications as asked for in the bid. The WTL will also arrange maintenance and day-to-day support to the Department in the use of the IT products. On the whole, the WTL will provide 'single window service' to the department so that the department need not have to chase the Vendors.

5. For rendering these services, WTL will recover a service charge of 5 per cent of the value of the products procured, including the charges, if any, for maintenance, wherever applicable.

6. If any Government office requires other services like system integration, networking, etc. it will place requisition with Webel Technology Limited and the company will execute the job for which it will charge separately from the requiring body.

7. Necessary agreements will have to be entered into between WTL and the requisitioning department.

8. The Government reserves the right to modify or withdraw the policy at any time, Such modification or withdrawal will not affect the subsisting agreements.

9. This memorandum is issued in terms of Note 1 below rule 47 (8) of WBFR Vol.1, published under Finance Deptt. Notification No. 10500-F dated the 19<sup>th</sup> November, 2004.

Samar Ghosh  
Principal Secretary

●

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopal Nagar Road, Kolkata-700027**

Memo no. 6/Comp/671/2003

Dated, Alipur the 12<sup>th</sup> May, 2005

From : Director of Land Records & Surveys  
and Jt. Land Reforms Commissioner, WB

To: The District Land & Land Reforms Officer, (all)

Sub: Use of pre-printed paper for issuance Certified Copies of RORs.

Ref: This office memo no. 3/Comp/552, dated 21.02.05, 3/Comp/556, dated 01.03.05,  
3/Comp/580, dated 16.03.05 & 3/Comp/582, dated 16.03.05.

In the memo nos cited above he was asked to use 80GSM pre-printed paper (blue printed) for issuance of Certified Copies of RORs and also for printing of RORs for preservation u/s 50(2) of the WBLR Act. It is reiterated that henceforth issuance of Certified Copies using other papers excepting 80 GSM pre-printed (blue printed) paper will be treated as not only irregular but also illegal.

Hence he is requested to brief his BL&LROs accordingly.

The matter is extremely important and urgent.

D. K. Chaudhuri  
Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner,  
West Bengal

Memo no. 6/Com/672/2003

Dated, Alipur, the 12<sup>th</sup> May, 2005

Copy forwarded for information to SDL&LROs (all)

D. K. Chaudhuri  
Director of Land Records & Surveys and  
Jt. Land Reforms Commissioner,  
West Bengal

**Bengali Set-out**

**[ See Separate Pagemaker File ]**

<http://wblroa.in>

**Bengali Set-out**

**[ See Separate Pagemaker File ]**

<http://wblroa.in>

## BHUMI Version 2.2

By National Informatics Centre, Government of India, West Bengal State Centre

Dated: 11<sup>th</sup> August 2005

### I. Achievements:

#### 1) Prompt Delivery of Certified copy of ROR and Plot information

Indeed, citizen service can be improved to such an extent that one can get computerized certified copy of ROR and plot information across the counter within few minutes. Polba-Dadpur & Mogra and few other BL&LRO offices have set examples on this. Other Blocks can also achieve the same thing following the steps as below.

Setp 1: Making computerised records at per with the paper-based mouza volume and there after physically sealing the Mouza Volume.

Setp 2: Adopting all kinds of record corrections in the computerized environments. BHUMI 2.2 facilitates all kinds of record correction procedures.

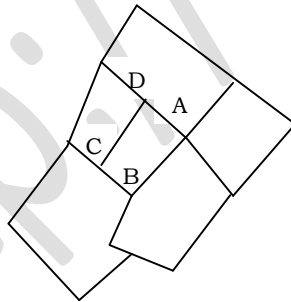
Step 3: Following the simplified procedure for providing certified copy system generates the ROR copy with its copy serial number and amount of court fee paid printed at the bottom of the ROR copy. Then office stamp is put at the back of the copy and the signature of the authority is all that is required to make the certified copy ready for delivery. There is no more requirement of keeping manual register as the electronic register is being automatically gets built up.

#### 2) Viewing of ROR, Plot information on the computer screen by the citizen

Citizen, on request, can view a ROR or plot information on the computer screen. He/She may submit petition if there is any mistake found. Accordingly steps are taken for disposal of the case.

#### 3) Providing Plot maps along with ROR

Bhumi 2.2 has been enriched with to provide sketch maps of plots involved in a ROR. The sketch maps contains the measurements of the sides of the plots, its all-neighboring plots.



| Edges | Linear Distance |         | Along the Line |         |
|-------|-----------------|---------|----------------|---------|
|       | In Feet         | In G.C. | In Feet        | In G.C. |
| A-B   | 81.757          | 1.239   | 83.012         | 1.258   |
| B-C   | 33.244          | 0.504   | 33.523         | 0.508   |
| C-D   | 76.857          | 1.165   | 77.523         | 1.175   |
| D-A   | 46.669          | 0.707   | 47.071         | 0.713   |

Area [308.539 Square Meter] OR [0.076 Acres]

#### 4) **Incremental sealing of Mouza Volume**

In order to migrate from paper first based record maintenance and service to a fully automated computer first based record maintenance and service, a Block office may adopt reaching such goal in stages. One can start with sealing a single mouza volume and subjecting it to computerized updation and maintenance. For other mouza volumes same process should be adopted. Software has all the facility to implement the steps as described.

To expedite the process, a number of mouza volumes may be taken at a time at the same Block or any other suitable central location for updating the computerized record and then the at par computerized records may be put in the corresponding Block system while physically sealing the corresponding Mouza Volumes. Then one needs to take up next set of mouza volumes. Then the next set. And so on. Following such strategy it is expected that within a very reasonable time all the mouzas under the Block can have completely updated computerized records.

## II. **BHUMI 2.2 Features**

### A) **Administration**

User management interface  
Creation/deletion of user and defining the roles.

Code file Maintenance  
Database backup  
Data conversion  
Data Export  
Import updated mouza data  
Database Utility

### B) **Service**

Certified copy  
Plot information  
Hal-Sabek Plot Information

### C) **Mouza based Activities**

Record Correction

Post-Facto Mode  
Mutation  
Conversion  
Barga Enrollment  
Homestead Beneficiary Enrollment  
Warish

On-line Mode  
Mutation  
Conversion  
Barga Enrollment  
Homestead Beneficiary Enrollment

Report

Khatian Information  
Bargadar List  
Possessor Report  
Tenant Report  
Name-wise, Surname-wise Khatian List  
Khatian-wise Revenue payable (as per old rent rate)  
Searching a Raiyat by providing a string of characters  
Chhut Khatian List

Plot Index  
Plot Information  
Bata Plot Information  
Plots under particular Land Classification  
Plots under a specified range of area  
List of plots having land classification not listed  
Inconsistent Plot Index (mismatch plots in share or area only)  
Chhut Dag List

Aras under all enlisted classifications

**D) Block Based Activities**

Record Correction  
Vesting  
Divesting  
Pattadar Enrollment

Reports

Bargadar Details  
List of plots under a particular land classification  
List of plots under a range of area  
List of a particular type of possessors  
List of Mouza-wise Revenue Demand

**E) Data Updation prior to Mouza sealing**

Preparing List of khatians to be edited  
Editing the khatians  
Printing of khatians  
All edited/new khatians  
30% of unedited khatians picked randomly  
All khatians of the mouza

**F) Rent/Crop Module**

**III. Highlights of enhanced process features included in BHUMI 2.2 Incorporated since June 2004**

1. Block based data updating procedure for Pattadar enrolment has been introduced considering all the available feature of Joint Patta, Single patta (Female/Male).
2. Process of Mutation (vide warish) (mouza based) has been introduced.
3. Addition of further plot(s) in a case detail involved in the process of Mutation and Bargadar enrolment before executing the case.
4. In the hearing form of Mutation process, provision of updating Deed particulars as well as to insert further deed details is made available.
5. The status of the plot(s) (whether heard or not) is incorporated at the hearing stage.
6. At the time of capturing petition details for Mutation process, while entering the plot number system will provide the corresponding sabek plot number(s) along with the related khatian number(s) with name of owner, share and share area and information regarding other pending case(s) where the plot number in petition is involved.  
(Facilitates proper speedy identification of plot)
7. Feature of porting of updated mouza data (in MS SQL Server) to the current active database is incorporated.

(Facilitates updated one or more Mouza records of a Block from remote data updation centre to be restored in the Block Office to resume services form those mouzas-Physical Mouza Volume can be sealed)

8. Feature of "Map delivery system" has been introduced integrated with the existing BHUMI software as a pilot case.
9. Report for pending cases, executed cases and case details for all online data updating procedure have been incorporated.
10. In the procedure of Pattadar enrolment and Mutation (vide warish), separate feature has been introduced to print the khatians individually to meet the requirement of printing khatians which may be interrupted in the process of printing.
11. Option for Inconsistent PI has been incorporated (mouza based report).
12. Option for Hal/Sabek report introduced (mouza based report).
13. Introduction of Bata plot report (mouza based report).
14. Report for plots where invalid land classification has been captured (mouza based report) is introduced.
15. Introduction of searching any string in the column of raiyat's name (first or last name) is made available.
16. Feature introduced for user details (full name, designation, GPF A/C No.) while creating any user in the BHUMI module to identify the user properly.
17. An option for doing data entry job only is introduced in the menu of allocating execution permission to the user(s) by the administrator who can only enter data of all type.
18. Permission control for Hal Sabek plot information module is introduced.
19. User status report with permission control is available for the administrator.
20. RI wise report for executed cases and pending cases as well for mutation.
21. Block synopsis report has been introduced contains mouza name, JL No., total number of khatians, total number of plots, total area etc.
22. Block based report for areas under different enlisted land classifications.
23. Incorporation of individual name and details in case of khatian other than individual for Plot information report.
24. Revenue collection report RI wise, Book number wise and serial number wise in a book for a particular year has been incorporated.
25. Provision for accepting land classification code in case of doing data updating process for Homestead beneficiary where the land classification code for 'BASTU' is not available.

Features developed and waiting for formal testing and release:

1. Online data updating process for Mutation (vide warish).
2. Updating process due to data entry error (misc. case record)
3. Report for a plot number involved in any kind of data updating procedure.
4. Report for a khatian number involved in any kind of data updating procedure.

New Feature taken up for development

1. The BHUMI software in Devnagari script.
2. Demand preparation for Rent.
3. Kishan Pass Book.

**Contact Persons :**

1. Sri Prasanta Kumar Pramanik, Senior Technical Director,  
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2. Sri Subir Das, Principal Systems Analyst  
e-mail: subir@wbsu.wb.nic.in Tel No. (033) 23591969/0833

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal,**  
**35, Gopalnagar Road, Kolkata-700027**

Memo No./2252-79/C/2007

Dated, Alipore, the 29<sup>th</sup> June, 2007

To

The District Land & Land Reforms Officer, Bankura/Bardhaman/Darjeeling/Haora/Jalpaiguri/Malda/  
Pas.Medinipore/Murshidabad/North 24 Parganas/South 24 Parganas/Uttar Dinajpur/Birbhum/  
Hugli/Kochbehar/Pr.Medinipore/Nadia/Purulia/D.Dinajpur.

Sub : Guideline for updation of R.O.R

A copy of the Guideline for updation of R.O.R is sent herewith with the request kindly to instruct the SDL & LRO/BL&LRO under his control to follow the guideline strictly hence from.

This may be treated as extremely urgent .

N. Bandyopadhyay  
for Director of Land Records & Surveys and  
Joint Land Reforms Commissioner, West Bengal

**GUIDELINE FOR UPDATION OF R-O-Rs**

It is primary responsibility of the BL&LRO and his team to maintain an error free updated Record of Rights of all mouzas of the Block.

But due to different unavoidable reasons RORs maintained in Block offices—specially in Computer database could not be kept error free and updated.

Errors crept into RORs during opening of O.M.O.K.s and tamilling of mutation orders.

Moreover the BL&LRO offices are not properly equipped to feature daily changes in the ROR.

To remove those difficulties a scheme for updation of RORs is being introduced.

The BL&LRO and his companion officers should sincerely avail of this opportunity to rectify RORs.

Updation of RORs is to be done going through following stages

**Stage 1 : Primary scrutiny of existing LR RORs (Mother volume)**

Before sending a mouza for updation the BL&LRO should cause primary scrutiny of all finally published LR RORs of a mouza.

On scrutiny following defects may come to his notice. The BL&LRO should have to take personal effort to remove those defects without any loss of time.

- i) Amalgamation of 'krishi' and 'akrishi' khatians not yet done. It is to be done maintaining mistake list.
- ii) Torn and missing khatians:  
These khatians to be reconstructed as per norms. But the BL&LRO should keep it in mind that unnecessary delay in framing renovated khatian may deter the progress of the work of updation. So it should be done as expeditiously as possible.
- iii) OMOKs not opened against 'warish'. The R.O. should personally arrange to open OMOKs maintaining mistake list, which should be passed by the BL&LRO & should be preserved with mouza files. This should preferably be done through computer by the R.O./BL&LRO.
- iv) Similarly OMOKs for purchaser of land were not opened. Here also the R.O. should take up the matter personally and arrange to open OMOKs maintaining mistake lists. These mistake lists should be passed by the BL&LRO himself and to be preserved with mouza files. This should also be done in computer by the R.O./BL&LRO.



- v) During scrutiny anomalies about recording of vested land should be removed. All vested plots should be brought in Khatian No. 1 i.e. Collector's Khatian striking off the same from the concerned raiyat's khatian. The R.O. and the BL&LRO should carefully correct these errors maintaining mistake list. Abundant precaution is to be taken in this stage.
- vi) In some cases the Raiyats Khatian, which were vested, were only ringed (o) and khatian no. as 01 was written and thereafter another khatian with by no. of the original was opened in the name of the raiyat to reflect his retained land. This may create confusion to vendor's worker. So it is instructed that all vested plots should be brought to the Collector's khatian. Abundant precaution should be taken in this respect.

After completion of scrutiny of all khatians of a mouza they should be placed for updation.

### **Stage 2 : Allotment of mouza :**

The BL&LRO as the O/C of the normal updation centre who knows the pass word of the server will allow each of the operator of the client machine to start work of mouza. In no case more than one mouza should be allotted to one client at a time.

### **Stage 3 : Viewing and comparison of the mother ROR with computerized ROR :**

After getting permission the operator will compare each and every LR Khatian with that of the computerized khatian in screen. Discrepancy, if any noticed by the operator will be noted in correction slips and will be inserted in the mother volume. After viewing of each and every khatian of the mother ROR the Operator will place the matter before the R.O. seeking permission for correction. The R.O. will examine the discrepancies and if found OK allow the operator to correct the database.

But in this stage the R.O. should remain very careful about fraudulent entries and tampered records. If any doubt arises he should bring the matter to the notice of BL&LRO and arrange to resolve the issue expeditiously.

After removal of discrepancies the R.O. will ask the vendor to generate inconsistency list in the screen.

Thereafter the R.O. will take effective measure to remove minor inconsistencies regarding share and area, which are bonafide in nature. After rectification of inconsistencies the R.O. will direct the vendor to generate a printout of the inconsistency list.

### **Stage 4 : Examination of inconsistency list and removal of errors:**

After getting the inconsistency list of R.O. will examine the matter and pass necessary order in the mistake list for correction of data base and when necessary corrections of mother RORs. This should be done within the knowledge of the BL&LRO.

It may so happen that certain inconsistencies cannot be removed without hearing interested parties. In that case the BL&LRO will express his view accordingly and take back the mouza with the said inconsistency.

The R.O. will specially examine the cases of (i) Bargadars (ii) entries about casement rights (iii) patta khatians (iv) Homestead beneficiaries 'khatian'. He should ensure that no barga recording was deleted and no easement rights were left out. He will further see that statutory order "HASTANTAR NISIDDHA" in patta khatians and homestead beneficiaries khatians was duly reflected.

The R.O. will also collect from the vendor the list of missing plots and missing khatians. He will find out the missing plots and arrange to enter them in khatian. It is needless to mention that without reflecting all plots of a mouza in the khatian the record of rights is incomplete and meaningless.

### **Stage 5 : Checking of 10% khatian before final print:**

After correction of all errors as passed by the R.O. as per inconsistency list i.e. before taking final print the vendor will generate 10% khatian (at random) and will put up to R.O. for checking. The R.O. will expeditiously cause checking of these khatians meticulously. If errors are found in the computerized print out of ROR the vendors will be asked to remove such errors immediately. The R.O. will also pass order for deduction of an amount calculated @ Rs.8.00 (Rupees eight only) per khatian from the bill of the vendor.

**Stage 6 : Passing of area of mouza :**

After completion of above work the R.O. will compare the mouza area as per computerized ROR with that of geographical area of the mouza as maintained by the T.A. And arrange to tally it. Discrepancy if any should be recorded and area of the mouza is to be passed.

**Stage 7 : Final Printing :**

After passing of area of the mouza the R.O. will direct the vendor to generate print out of the entire mouza records along with P.I. and Khatian total form. The vendor will also hand over the soft copy of the ROR in duplicate in CDs for handing over this to the SDL&LRO and DL&LRO for preservation.

**Stage 8 : Sealing of mother RORs :**

On receipt of print out and Plot Index etc. the BL&LRO will declare the mouza as preserved u/s 50(2) of the WBLR Act.

The SDL&LRO/DL&LRO will arrange to seal the original set of RoR prepared u/s 51A of the WBLR Act and inform the DLR&S accordingly.

**Stage 9 : Registers and Return :**

The O.C. of the zonal centre is to maintain register in following formats and to submit performance report [daily] to the SDL&LRO and fortnightly to the DL&LRO with a copy to the DLR&S.

B. P. Gopalika  
Director of Land Records & Surveys and  
Joint Land Reforms Commissioner, West Bengal

**WORK ALLOTMENT REGISTER (10% CHECKING)**

Name of the District..... Name of the Block..... Name of the Centre.....

| Name of the Mouza | Name of the Staff with designation | Name of the R.O./SRO-II | No. of Khatians allotted (SL No. is to be mentioned) for checking | Date of allotment | Signature of the staff | SL No. of Khatians returned after checking without mistake | SL No. of Khatian with mistake | Remarks |
|-------------------|------------------------------------|-------------------------|---|-------------------|------------------------|--|--------------------------------|---------|
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### DAILY PERFORMANCE REPORT

Name of the District..... Name of the Block..... Date..... Name of the Centre.....

| Name of the Mouza with J.L. No. | Total no. of Khatian | Taken for updation on | Viewing complete on | Editing complete on | Final Print out on | Final Checking (10% by staff) on | Area as per CLR | Geographical area | 10% Officer's checking on | Mouza sealed on |
|---------------------------------|----------------------|-----------------------|---------------------|---------------------|--------------------|----------------------------------|-----------------|-------------------|---------------------------|-----------------|
|                                 |                      |                       |                     |                     |                    |                                  |                 |                   |                           |                 |
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### FORTNIGHTLY REPORT TO BE SENT TO DIRECTORATE

Name of the District..... Name of the Block..... From..... to..... Name of the Centre.....

| Name of the Block | No. of mouza | Total no. of Khatian | Taken for updation | Viewing complete | Editing complete | Final Print out taken | No. of khatians selected for checking by staff (10%) | Area as per CLR | Geographical area | Discrepancy | Final checking done by staff | 10% Officers checking complete | Sealed on |
|-------------------|--------------|----------------------|--------------------|------------------|------------------|-----------------------|--|-----------------|-------------------|-------------|------------------------------|--------------------------------|-----------|
|                   |              |                      |                    |                  |                  |                       |  |                 |                   |             |                              |                                |           |
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|                   |              |                      |                    |                  |                  |                       |  |                 |                   |             |                              |                                |           |

**MOUZA REGISTER**

Name of the District..... Name of the Block..... Name of the Centre.....  
 Name of the P.S.....

| SL No. | Name of the Mouza with J.L. No. | First Khatian No. | Last Khatian No. | Total Khatian No. | Chhut Khatian Nos. | First Plot No. | Last Plot No. | Total Plot Nos. | Chut Plot Nos. | Area as per CLR | Geographical Area |
|--------|---------------------------------|-------------------|------------------|-------------------|--------------------|----------------|---------------|-----------------|----------------|-----------------|-------------------|
| 1      | 2                               | 3                 | 4                | 5                 | 6                  | 7              | 8             | 9               | 10             | 11              | 12                |
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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Kolkata-700027**

Memo No.5/Comp/172(15)/2000

Dated, Alipore, the 31<sup>st</sup> August, 2007

To  
 The District Land and Land Reforms Officer  
 Bankura/Bardhaman/Birbhum/Darjeeling/Howrah/Jalpaiguri/Koochbehar/Malda/Paschim  
 Medinipur/Nadia/Purulia/N 24 Parganas/S 24 Parganas/D.Dinajpur/U.Dinajpur

Sub: Updation of Record of Rights.

The updation work in his district will be started soon. The Dy. Director of Land Records will discuss the entire matter with District Land & Land Reforms Officer, Dy. District Land & Land Reforms Officer, Nodal Officer and other officers of the district who will supervise the work in details before the updation work is taken up.

For smooth conduct of the work and completion of the same in short time as far as possible he is requested to make a working plan in respect of Block to be taken up for the work.

Before taking up the work of any Block the following points should be kept in view.

**Amalgamation of “krishi” and “akrishi” khatians:**

This should be done by maintaining mistake list.

**Torn & Missing Khatians:**

A list of such torn and missing khatian of all the volumes of khatian should be made and mouza wise report should be sent to the SDL&LRO and DL&LRO.

A Block wise mouza wise report of total number of such torn/missing khatian should be sent to the undersigned.

Framing of renovated khatian may be taken up immediately where possible otherwise the reconstruction work should be done after updation work.

**Opening of OMOK:**

Where such khatians against 'warish' has not been done, a mistake list should be prepared and passed by the BL&LRO/RO and preserved with the mouza files. The R.Os. concern should personally open OMOK through computer.

**Vested Plots:**

In some cases the raiyats khatians, which were vested, were only ringed and khatian no. as 01 was written and thereafter another khatian with by no. of the original was opened in the name of the raiyat to reflect his retained land. As this may create confusion during updation, it is instructed that all vested plots should be brought to the Collector's khatian taking abundant precaution.

**Rectification of mother volume:**

In some cases change of ownership through mutation or otherwise were done through different cases but that was not reflected in the Mother Volume (i.e. Tamiling was not done). A mistake list for the Mother volume should be prepared, verified and passed by the BL&LRO/RO. In some cases updation register was maintained but the data of the computer as well as the data of the mother volume were not modified. In these cases the data of the mother volume must be rectified as per the updation register by the BL&LRO/RO personally before handing over the mouza to the vendor for updation work.

He is also requested to prepare a report regarding the position of the mouzas as per the proforma enclosed.

The BL&LROs may be instructed to prepare the Hal Sabek list of the mouzas of their respective Block so that the Hal Sabek data can be entered by the Vendor during the updation work of the respective Block.

B.P. Gopalika  
Director of Land Records & Surveys and  
Joint Land Reforms Commissioner,  
West Bengal

**Report on Damaged Khatian**

Name of the District :

Name of the Block :

| SL. No | Name of the Mouza with J.L. no. | No of Damaged Khatians | No of Damaged Khatians reconstructed | Remarks |
|--------|---------------------------------|------------------------|--------------------------------------|---------|
| 1      | 2                               | 3                      | 4                                    | 5       |
|        |                                 |                        |                                      |         |
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**Daily Transaction Register (Mouza-wise)**

Name of the Vendor:  
Name of the Block:

Name of the District:  
Name of the centre:

Name of the Mouza with J.L. no.:

| Date | No of Volume received | Signature of the vendor | No of Volume checking complete | No of Volume pending for checking | Signature of the receiving Officer with Designation | Remarks |
|------|-----------------------|-------------------------|--------------------------------|-----------------------------------|---|---------|
| 1    | 2                     | 3                       | 4                              | 5                                 | 6   | 7       |
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**Allotment of Work Register**

Name of the District:  
Name of the Vendor:

Name of the Block:  
Name of the centre:

| SL.no | Name of the Mouza with J.L. no. | No of Volumes | No of Khatians | Date of delivery of the mouza to the Vendor | Target Date of Completion | Name of the representative of the vendor who received the mouza | Signature of the representative of the vendor | Date of Return of the Mouza after completion of Updation work | Signature of the receiving Officer with Designation | Remarks |
|-------|---------------------------------|---------------|----------------|---|---------------------------|---|---|---|---|---------|
| 1     | 2                               | 3             | 4              | 5   | 6                         | 7   | 8   | 9   | 10  | 11      |
|       |                                 |               |                |   |                           |   |   |   |   |         |
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**Mouza Register**

Name of the District:

Name of the Block:

| Sl. No | Name of the Mouza with J.L. no. | First Khatian No. | Last Khatian No. | Total Khatian Nos. | Chhut Khatian Nos. | First Plot No. | Last Plot No. | Total Plot Nos. | Chhut Plot Nos. | Area of the Mouza |
|--------|---------------------------------|-------------------|------------------|--------------------|--------------------|----------------|---------------|-----------------|-----------------|-------------------|
| 1      | 2                               | 3                 | 4                | 5                  | 6                  | 7              | 8             | 9               | 10              | 11                |
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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Kolkata-700027**

Memo No.19/Comp/173(15)/2000

Dated, Alipore, the 6<sup>th</sup> September, 2007

To

The District Land and Land Reforms Officer  
 Bankura/Bardhaman/Birbhum/Darjeeling/Howrah/Jalpaiguri/Koochbehar/Malda/Paschim  
 Medinipur/Nadia/Purulia/N 24 Parganas/S 24 Parganas/D.Dinajpur/U.Dinajpur

Sub: Guideline for updation of R.O.Rs.

Ref: Memo No./2252-79/C/2007 dt. 29.06.2007

In modification of the Guideline for updation of R.O.Rs. sent by vide this office memo number mentioned above, sending herewith the revised guideline for his information and taking necessary action. For any confusion or suggestion please inform the undersigned immediately.

G. K. Gupta Roy  
 for Director of Land Records & Surveys and  
 Joint Land Reforms Commissioner,  
 West Bengal

**GUIDELINE FOR UP-DATION OF R-O-Rs**

It is the primary responsibility of the BL&LRO and his team to maintain an error free updated Record of rights of all mouzas of the Block.

But due to different unavoidable reasons RORs maintained in Block offices—specially in Computer database could not be kept error free and updated.

Errors crept into RORs during opening of O.M.O.K.s and tamilling of mutation orders.

Moreover the BL&LRO offices are not properly equipped to feature daily changes in the RORs.

To remove those difficulties a scheme for updation of RORs is being introduced.

The BL&LRO and his companion officers should sincerely avail this opportunity to rectify RORs.

Updation of RORs is to be done by going through following stages.

### **Stage 1 : Primary scrutiny of existing LR RORs (Mother volumes)**

Before sending a mouza for updation the BL&LRO should cause primary scrutiny of all finally published LR RORs of mouza.

On scrutiny following defects may come to his notice. The BL&LRO should have to take personal effort to remove those defects without any loss of time.

i) Amalgamation of 'krishi' and 'akrishi' khatians not yet done. It is to be done maintaining mistake list.

ii) Torn and missing khatians.

These Khatians are to be reconstructed as per norms. But the BL&LRO should keep it in mind that unnecessary delay in framing renovated khatian may deter the progress of the work of updation. So it should be done as expeditiously as possible. If it is not possible to reconstruct all the khatian immediately, the reconstruction work may be done as far as practicable. Remaining work should be done after updation work.

iii) OMOKs not opened against 'warish'. The R.O. should personally arrange to open OMOKs maintaining a mistake list, which should be passed by the BL&LRO/RO and should be preserved with mouza file. This should preferably be done through computer by the RO/BL&LRO.

iv) In some cases change of ownership through mutation or otherwise were done through different cases but that was not reflected in the Mother Volume (i.e. Tamiling was not done). Here also the R.O. should take up the matter personally and arrange to rectify the Mother volume maintaining mistake lists. These mistake lists should be verified and passed by the BL&LRO/RO and preserved with mouza files. This should also be done in computer by the RO/BL&LRO. Also in some cases updation register was maintained but the data of the computer as well as the data of the mother volume were not modified. In those cases the data of the mother volume must be rectified as per the updation register before handing over the mouza to the vendor for updation work.

v) During scrutiny all vested plots should be brought in Khatian No. 1 i.e. Collector's Khatian and struck off from the concerned raiyat's khatian. In some cases the raiyat's khatians, which were vested, were only ringed (O) and khatian no. as 01 was written and thereafter another khatian with by no. of the original was opened in the name of the raiyat to reflect his retained land. This may create confusion to vendor's worker. So it is instructed that all vested plots should be brought to the Collector's khatian. Abundant precaution should be taken in this respect.

After completion of scrutiny of all khatians of a mouza they should be placed for updation.

### **Stage 2 : Allotment of Mouza:**

All Mouzas of selected Block for updation including the KB Volume are to be brought to the updation Center. The data of the Block is to be entered in the Server machine of the updation center. A copy of this data should be kept at the Block Office and another copy must be kept in the District Office. The BL&LRO as the O/C of the normal updation work, who knows the password of the server, will allow each of the operators of the client machine to start work of a mouza. In no case more than one mouza should be allotted to one client at a time.

### **Stage 3 : Viewing and comparison of the mother RORs with computerized RORs :**

After getting permission the operator will compare each and every LR Khatian with that of the computerized khatian in screen. Discrepancy, if any, noticed by the operator will be noted in correction slips and that slip be inserted in the mother volume as a tag for correction after ward. After viewing of each and every khatian of the mother ROR of a volume the operator will correct the electronic database (The operator should not be allowed to view the entire Mouza volume and then start correcting the same). If any confusion arises during correction the RO will help to resolve the confusion.

The R.O. should remain very careful about fraudulent entries and tampered records. If any doubt arises he should bring the matter to the notice of the BL&LRO and arrange to resolve the issue expeditiously.

The RO should also instruct the Vendor to enter the code properly. If any entry made in the existing electronic data without proper code that must be rectified during updation work (as for example code for tenant, possessor, easement rights should be properly entered during updation).

In any case if there is any entry in the computer record does not exists in the mother volume that should not be deleted from computer data by the Vendor. The RO/BL&LRO should verify these entries with



other ancillary records, taking enough precaution before deleting such entries. If the entry is found to be correct that should be entered into the mother volume.

After removal of all discrepancies the R.O. will ask the vendor to generate the printout of list of Chhut Khatian.

The R.O. will verify whether the khatians are actually chhut. If the Khatians are not actually chhut, the RO will help the vendor to enter those Khatians in the computer.

Then the RO will ask the vendor to generate the printout of list of Chhut Plot. Just like chhut khatian the RO will help to remove this problem by entering the plots which are not actually chhut in the computer database.

The RO will then ask the vendor to generate the inconsistency list on screen.

Thereafter the R.O. will take effective measure to remove minor inconsistencies regarding share and area, which are bonafide in nature. After rectification of the minor inconsistencies the R.O. will direct the vendor to generate a printout of the inconsistency list.

#### **Stage 4 : Examination of inconsistency list and removal of errors:**

After getting the inconsistency list the R.O. will examine the matter and pass necessary order in the mistake list for correction of database and when necessary corrections of mother RORs. This should be done with the knowledge of the BL&LRO.

It may so happen that certain inconsistencies cannot be removed without hearing interested parties. In that case the BL&LRO will express his view accordingly and take back the mouza with the said inconsistency.

The R.O. will instruct the vendor to specially examine the cases of entries about easement rights, patta khatians and homestead beneficiaries 'khatian' so that no entry related to easement rights are left out and the statutory order "HASTANTAR NISIDDHA" in patta khatians and homestead beneficiaries khatians are duly reflected in the database.

At the beginning the RO should inform the vendor that against homestead khatians instead of raiyat code, homestead beneficiary code should be entered.

#### **Stage 5 : Passing of area of mouza :**

After completion of above work the R.O. will compare the mouza area as per computerized ROR with that of geographical area of the mouza as maintained by the T.A. and arrange to tally it. Discrepancy if any should be recorded and area of the mouza is to be passed as per existing rule.

#### **Stage 6 : Checking of 10% khatian :**

After a Mouza is corrected in all respect as mentioned above, the RO will verify 10% of khatian on screen meticulously. If errors are found in the computerized record the vendors will be asked to remove such errors immediately. The R.O. will also pass order for deduction of an amount calculated @ Rs.8.00 (Rupees eight only) per khatian from the bill of the vendors if the error is more than 2% for a particular Mouza.

\*\* Vendors should not be asked to do any change which is not in the mother Volume.

#### **Stage 7 : Final Printing :**

After passing of area of the mouza the R.O. will direct the vendor to generate print out of the entire mouza records in 80 GSM pre-printed paper with Magenta coloured fonts along with P.I. and khatian total form. The vendor will also hand over the soft copy of the ROR in duplicate in CDs for handing over this to the SDL&LRO and DL&LRO for preservation.

#### **Stage 8 : Sealing of mother RORs :**

On receipt of print out and Plot Index etc. the BL&LRO will declare the mouza as preserved u/s 50(2) of the WBLR Act.

The SDL&LRO/DL&LRO will arrange to seal the original set of ROR prepared u/s 51A of the WBLR Act and inform the DLR&S accordingly.

The sealed mouza should not be opened without prior permission of the DL&LRO.

#### **Stage 9 : Registers and Return :**

The O.C. of the zonal center is to maintain register in following formats and to submit performance report [daily] to the SDL&LRO and fortnightly to the DL&LRO with a copy to the DLR&S.

B. P. Gopalika  
Director of Land Records & Surveys and  
Joint Land Reforms Commissioner,  
West Bengal

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Kolkata-700027**

Memo No.5/Comp/3/2000

Dated, Alipore, the 6<sup>th</sup> January, 2009

To

The District Land and Land Reforms Officer,  
Bankura/Bardhaman/Birbhum/Darjeeling/Howrah/Jalpaiguri/Koochbehar/Malda/Paschim  
Medinipur/Purba Medinipur/Nadia/N 24 Parganas/S 24 Parganas/U.Dinajpur

Sub: Modified guideline for updation of RORs

The Updation of R-o-R is going on in different districts at different updation centres. After carefully considering the progress of work and the feed back obtained from the DL&LROs and vendors it is clear that the progress of work is not at all satisfactory, the main reason behind is involvement of long time in checking and correcting the inconsistency list. For this delay the vendors are not getting data until the previous mouza is corrected in all respect as per the previous guideline consequent to which their operators are sitting idle for want of data.

Considering the above situation it was decided to modify the previous guideline to speed up the updation procedure as well as to maintain a steady flow of data to the vendors, without compromising with the quality of work. This guideline is in modification of stage-2 to stage-8 of the previous guideline circulated vide this office memo no. 19/Comp/173(15)/2000 dated 06.09.2007.

**Revised Procedure:**

Only one mouza is to be allotted for each computer at a time. The vendor will view the data volume-wise and will insert a error tag in the volume where error is detected and will correct the error immediately after completion of viewing of the volume.

1. At least 10% of the Khatian of each volume in a separate machine connected by LAN should be viewed and checked by the staff and officers of the checking team. If the error found is more than 2% then the volume should be returned for re-checking.
2. After completion of all the volumes of the mouza the vendor will give the print out of inconsistency lists. Such inconsistency lists should be verified by the official and those errors which can be corrected on the spot by verifying LR Records (i.e. From the mouza volume from where the data has been entered) will be corrected within three days.
3. The vendor will then correct those errors and give print out of the mouza and the Plot Information.
4. The inconsistencies which can not be corrected on the spot should be handed over to a separate team headed by an officer. They will rectify the errors which are possible within one month's time on consultation of all records and return the same to the vendor for re-entry, but print-out of the corrected khatians will be done from the SD&LRO/BL&LRO's end.
5. During this time the data may be transferred to block office for on-line use. During on-line operation while any application is processed in connection of a plot which has any inconsistency, the officer disposing the case should first rectify the inconsistency and then dispose of the case.

Finally the updated mouzas after incorporation of correction made in the inconsistency list will be transferred to the block office for use. All correction in the R-o-R shall be done by on-line method only. The DL&LROs, SDL&LROs and BL&LROs must ensure that there is no violation of this instruction. If for any correction, mother volume is required to be opened the BL&LRO must get written permission for opening the mouza from the DL&LRO and seal the mouza again after completion of the work under intimation to the DL&LRO. The mouza should be opened for the least possible time and preferably for not more than one or two days.

6. As soon as the vendor completes the printing of inconsistency list of a mouza he shall be supplied with the next mouza for entry/correction. When the vendor hands over the print out of a mouza and its P.I., he is entitled to raise bill for the mouza and will be paid 75% of the claimed amount. When the inconsistency list is corrected fully, the balance amount may be released.

B.P. Gopalika  
Director of Land Records & Surveys and  
Joint Land Reforms Commissioner,  
West Bengal

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Kolkata-700027**

Memo No.19/Comp/217/2000

Dated, Alipore, the 7<sup>th</sup> July, 2009

To

The District Land and Land Reforms Officer

Bankura / Bardhaman / Birbhum / Darjeeling / Howrah / Hugli / Jalpaiguri / Koochbehar / Malda / Paschim Medinipur / Purba Medinipur / Murshidabad / Nadia / Purulia / North 24-Parganas / South 24-Parganas / D.Dinajpur/U.Dinajpur

Sub : Computerisation of Land Records

It is observed that progress of updation work at different updation centres are not satisfactory. Consequently online correction of R-O-Rs have not yet been taken up in most of the blocks. Manual corrections of R-O-Rs still going on and these corrections are seldom incorporated in the computerized R-O-Rs. As a result the mismatch between the manual records and the computerized records is gradually increasing. In many blocks manual corrections are being done even after completion of the updation process. Therefore we are caught in a vicious circle. To stop this never ending process, it has been decided that all type of correction of R-O-Rs shall be done online only irrespective of the mouza is updated or not.

Hence all the BL&LRO are hereby directed to correct the R-O-Rs through online process only. Disciplinary action will be taken against the BL&LRO violating this guideline.

The DL&LRO and SDL&LRO should ensure that all correction in R-O-Rs should be done through online process. Any violation will be viewed very seriously. This order will take effect from the date of issue and manual correction of R-O-Rs shall not be done repeat shall not be done from the date of issue of this order. A copy of this order should be communicated to all SDL&LROs and BL&LROs of his district immediately on receipt of this order.

T. K. Shome

Director of Land Records & Surveys and  
Joint Land Reforms Commissioner, West Bengal

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Jt. Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Kolkata-700027**

Memo No.19/Comp/231/2000

Dated, Alipore, the 3<sup>rd</sup> August, 2010

To

The District Land & Land Reforms Officer,  
Malda.

Sub: Latest Guideline regarding computerisation of Land Records

Ref: His office memo no. Con/131/DLLRO(MLD) dated 27.07.2010

With reference to above mentioned memo he is requested to ensure that no. BL&LRO/RO dispose mutation cases manually. These cases must be disposed through online only. In respect of disposal of cases under Sec. 51A(1) and 51A(4), the cases may be disposed of manually in the prescribed proforma but correction of records in the computer must be done simultaneously without fail. If any one fails to correct the computerised records, it will be viewed very seriously.

However DL&LRO being the head of the Land Reforms administration in the district must realize the spirit of the instruction issued from the Directorate. The Govt. of India is pressing hard to introduce e-Governance for which huge amount of money under NLRMP Scheme has been allotted by the Govt. of India. Shortly all revenue offices will be connected through WBSWAN. Applications for record correction

will be received through common service centre (CSC). All registration offices will also be connected with the LR offices on completion of which every work will be done online. But inspite of repeated instruction from the DLR&S to incorporate all the correction in the computerized records, little efforts have been given by the DL&LRO/SDL&LRO to implement it. The DL&LROs must on their part take initiative so that all type of correction of record of rights is incorporated in the computerized records through online.

If there is any specific area of confusion, he may refer the same to this Directorate for instruction/clarification.

T.K. Shome  
Director of Land Records & Surveys and  
Joint Land Reforms Commissioner,  
West Bengal

Memo No. 19/Comp/232(17)/2000

Dated, Alipore, the 3<sup>rd</sup> August, 2010

Copy forwarded to DL&LROs for information and taking necessary action.

T.K. Shome  
Director of Land Records & Surveys and  
Joint Land Reforms Commissioner,  
West Bengal

●

**Government of West Bengal**  
**Office of the**  
**Additional District Magistrate &**  
**District Land & Land Reforms Officer**  
**North 24-Parganas, Barasat**

Memo. No. C/241 (26)/L&LR(N)

Dated: 13/09/2010

To  
The SDL & LRO  
Barasat / Barrackpore / Bongaon / Basirhat

The BL&LRO  
Barasat-I / Barasat-II / Habra-I / Habra-II / Amdanga / Deganga / Rajarhat / Barrackpore-I /  
Barrackpore- II / Bongaon / Bagdeh / Gaighata / Basirhat-I / Basirhat-II / Sandeshkhali-I /  
Sandeshkhali-II / Haroa / Hasnabad / Hingalganj / Swarupnager / Baduria / Minakhan.

Sub : Consolidated & Revised Guideline for Updation of RORs

The consolidated and revised guideline for updation of RORs prepared from the end of the Directorate is being sent herewith for his information, guidance and taking necessary action.

As stated

Sd/-Illegible  
ADM & DL&LRO  
North 24-Parganas, Barasat

**Consolidated and revised guideline for updation of R-O-Rs**

Guide line in respect of updation procedure and its time to time modification has been sent to the District Offices for smooth running of the updation process at the updation centres. But it appears that most of the Nodal Officers/Officers-in-Charge, Computer and supervisors of the updation centre do not have clear knowledge of the updation procedure. The updation procedure followed differs from centre to centre and in many cases it is different from the actual guidelines issued. To solve the problem a consolidated guide line for updation is given below.

1. Prepare a list of blocks to be updated at a particular updation centre
2. The BL&LRO of the block which is taken up for updation centre shall prepare a flow chart for sending the mouzas to the updation centre.

### **Pre-updation work at BL&LRO's Office**

Before sending a mouza for updation the BL&LRO should cause primary scrutiny of all finally published L.R. R-o-Rs of a mouza. For this the BL&LRO will form a team headed by an officer.

On scrutiny following defects may come to his notice. The BL&LRO should have to take personal effort to remove those defects without any loss of time.

- i) Amalgamation of 'krishi' and 'akrishi' khatians not yet done :

It is to be done maintaining a mistake list.

- ii) Torn and missing khatians :

These khatians are to be reconstructed as per norms. But the BL&LRO should keep it in mind that unnecessary delay in framing reconstructed khatians may deter the progress of the work of updation. So it should be done as expeditiously as possible. Only those khatians which can be reconstructed from the available torn part and by consulting the 2<sup>nd</sup> copy of R-o-R (i.e., J.L.R.O's copy) should be reconstructed immediately. The remaining khatians whose reconstruction require hearing should be noted in a register for information and in future this khatians are also to be reconstructed maintaining all legal formalities. This list is to be sent to the updation center for checking with the missing khatian list generated by the vendor.

- iii) Opening of 'WARISH' khatians :

In many cases OMOKs not opened against 'warish'. The BL&LRO/RO should personally arrange to open OMOKs against such 'warish' khatians maintaining all formalities viz. mistake list etc. This should preferably done through computer by the RO/BL&LRO. (This work may be done at the updation center with the help of vendor through software under the supervision of the RO/BL&LRO.)

- iv) In some cases change of ownership through mutation or otherwise were done through different cases but that was not reflected in the mother volume (i.e. Tamiling was not yet done). Here also the BL&LRO/RO should take up the matter personally and arrange to rectify the mother volume maintaining all formalities. This should also be done in computer by the RO/BL&LRO.

Also in some cases updation register was maintained but the data of the computer as well as the mother volume were not corrected accordingly. In those cases the mother volume must be rectified as per the updation register before handing over the mouza to the vendor for updation work.

- v) During scrutiny all vested plots should be brought in khatian no 1 i.e. Collector's khatian and struck off from the concerned raiyat's khatian. In some cases the raiyat's khatians, which were vested were only ringed (O) and khatian no 01 was written thereupon and thereafter another khatian with by no. of the original was opened in the name of the raiyat to reflect his retained land. This may create confusion to vendor's worker. So it is instructed that all vested plots should be brought under the Collector's khatian. Adequate precaution should be taken in this respect.

- vi) As per the recent order (Memo. No. 19/Comp/217/2000 Dated. Alipore, the 7<sup>th</sup> July, 2010) of the DLR&S, WB, all the correction should be done in online method only. Consequently there will be a considerable number of records which will be found in the computer database that are not existing in the mother volume. The BL&LRO is requested to generate the report in respect of changes incorporated through online methods from the computer itself and sent it to the updation centre along with the set of mouza.

(To generate the report select the option "**Online**" then select "**Mutation**" then select "**Report**" then select "**Tamil cases**" then select "**Tamiler tarikh anujai**" then select "**Surur tarikh**" and "**Sesh tarikh**" and then click "**Report**" and print the report)

After completion of scrutiny of all khatians of a mouza they should be placed for updation.

In this connection it may be mentioned that the BL&LRO will arrange to prepare the hal-sabek plot list and hand over the same to the vendor for entry during updation.

### **Updation Centre :**

1. Sufficient place for installing eight computers to update the computerized data
2. A secured room for keeping the mouza volumes
3. Sufficient place for checking staff

4. At least 4 machines should be installed at a updation centre initially. The number of machines should be increased gradually.

5. A checking team consisting record knowing people must be formed at every updation centre. The number of staff in a team should be double the number of machines installed at a centre. One Officer not below the rank of SRO-II having knowledge in computer should be entrusted to act as O.C. Computer. The O.C. Computer preferably should not be tagged with work of any other section.

Formal order specifying the entrusted work against the individual officer and staff should be issued under intimation to the Directorate.

6. This team should be exclusively engaged for updation centre.

7. For correction of records one RO should be engaged preferably for every two machines but if there is a shortage of RO, one RO may be engaged for every four machine. This RO shall be exclusively engaged for updation work only. This RO must have a good knowledge about the record of rights.

8. Attendance of all the officers and staff engaged at the updation centre should be maintained at the updation centre. Also daily performance of each staff at the updation centre should be maintained.

9. One officer of the rank of SRO-II from DL&LRO/SDL&LRO office must be engaged for supervision of each centre.

10. If the updation work is done at the District Office the DL&LRO/Dy. DL&LRO will supervise the entire work. In all other centres concerned SDL&LRO will supervise the entire work.

**Procedure to be followed at the updation centre:**

1. Mouzas from a block and relevant data backup should be brought to the updation centre. The number of mouzas brought to the updation centre should be equal to the number of machines installed by the vendor at the updation centre.

2. All the work relating to the mouzas brought at the updation centre should be suspended temporarily till such mouzas are properly updated and the updated data is restored at the block office.

3. The work for the other mouzas will continue normally on online at the block office.

4. After completion of all works relating to updation of the mouzas brought at the updation centre, the next set of mouza of the same block equaling the number of machines at the updation centre and the relevant data backup should be brought to the updation centre and the updated mouzas should be returned to the concerned Block Office after proper sealing from the updation centre itself.

5. The data of the updated mouza should be restored in the computer at the block office and all work of such updated mouzas must be done through online process only.

6. The second set of mouzas along with the current data backup should be sent to the updation centre. The work of those mouzas which has been sent to updation centre should then be stopped at the block office till these mouzas are updated returned and restored to the block office.

7. The work of all other mouzas not under the category mentioned in SL. No. 5 and 6 above will continue normally through online process at the block office.

This process shall continue till the completion of the entire updation work of a particular block.

The next block should be taken only after the updation work of the first block is completed in all respect.

The O/C of the updation center who knows the pass word of the server, will allow each of the operator of the client machine to start work of a mouza. In no case more than one mouza should be allotted to one client at a time. The O/C of the updation centre shall also ensure to take backup at the updation centre daily and keep the backup in a re-writeable CD.

**Viewing and comparison of the mother RORs with computerized RORs :**

After getting permission the operator will compare each and every L.R khatian with that of the computerized khatian on screen. Discrepancy, if any, noticed by the operator will be noted in correction slips and that slip is to be inserted in the mother volume as a tag for correction afterwards. After viewing of each and every khatians of the mother ROR of a volume the operator will correct the electronic database (The operator should not be allowed to view the all mouza volumes at a time and

then start correcting the same). If any confusion arise during correction the RO of the updation centre will help to resolve the confusion.

The RO should remain very careful about fraudulent entries and tampered records. If any doubt arises he should bring the matter to the notice of the BL&LRO and arrange to resolve the issue expeditiously.

The RO should also instruct the vendor to enter the codes properly. If any entry made in the existing electronic data without proper code that must be rectified during updation work (as for example code for tenant, possessor, easement rights should be properly entered during updation).

**If in any case there is any entry in the computer record that does not exist in the mother volume that should not be deleted from computer data by the vendor. The RO/BL&LRO should verify these entries with other ancillary records, taking enough precaution before deleting such entries.** In this context item no (vi) of pre-updation work at BL&LRO's Office may be consulted.

**\*\* Vendors should not be asked to do any change which is not in the mother volume.**

At least 10% of the khatians of each volume in a separate machine connected by LAN should be viewed and checked by the staff and officers of the checking team. If the error found is more than 2% then the volume should be returned for re-checking.

After removal of all discrepancies the RO of the updation centre will ask the vendor to generate the printout of list of **Chhut** khatian.

The RO of the updation centre will verify whether the khatians are actually chhut or not. If the khatians are not actually chhut, the RO of the updation centre will help the vendor to enter those khatians in the computer.

Then the RO of the updation centre will ask the vendor to generate the printout of list of **Chhut** plot. Just like chhut khatian the RO of the updation centre will help to remove this problem by entering the plots which are not actually chhut, in the computer database.

Then the vendor will give the print out of inconsistency lists. Such inconsistency lists should be verified by the officials and those errors which can be corrected on the spot by verifying L.R records will be corrected within **three days**.

The vendor will then correct those errors and give print out of the mouza in **80 GSM pre-printed paper with Magenta coloured fonts** and the plot index. The vendor will also supply a fresh inconsistency list of the mouza and will also hand over the soft copy of the ROR in duplicate in CDs for handing over the same to the SDL&LRO and DL&LRO for preservation after completion of updation work of a Block.

The remaining inconsistency list which can not be corrected on the spot should be handed over to a separate team headed by an officer of BL&LRO's offices for correction without disturbing the setup of the updation centre. The team will rectify the errors within one month's time on consultation of all records and return the same to the vendor for re-entry, but print-out of the corrected khatians will be done from the SDL&LRO/BL&LROs end.

If no team can be formed and the correction of the inconsistency list can not be done immediately, the mouzas are to be sealed. After completion of the updation of the entire block a list of remaining inconsistency list of the block will be send to the DL&LRO from the updation centre. The DL&LRO will arrange to remove the inconsistency of the mouzas by making a block wise proper plan as follows.

Give permission to the BL&LRO to unseal one mouza whose inconsistency is to be removed. Give one month time (or a reasonable time that the DL&LRO may deem fit for removal the inconsistency of the mouza) to the BL&LRO. After completion of the work of the entire mouza i.e. correction of inconsistency list and incorporation of such corrections in the computerized record by the BL&LRO/RO this mouza will again be sealed under proper intimation to the DL&LRO. In the same way the next mouza will be taken up and corrected. Following this method all the mouzas of all the block may be corrected.

During this correction remaining inconsistency list the data so updated may be transferred to block office for on-line use. **During on-line operation while any application is processed in connection of a plot which has any inconsistency, the officer disposing the case should first rectify the inconsistency and then dispose of the case.**

Finally the updated mouzas after incorporation of correction made in the inconsistency list will be transferred to the block office for use. **All correction in the R-o-Rs shall be done by on-line method only.** The DL&LROs, SD&LROs and BL&LROs must ensure that there is no violation of this instruction. If for any correction, mother volume is required to be opened the BL&LRO must get written permission for opening the mouza from the DL&LRO and seal the mouza again after completion of the work under intimation to the DL&LRO. The mouza should be opened for the least possible time and preferably for not more than one or two days.

#### **Instruction for Vendors for updation Work**

1. The vendors must install at least eight machines for each site. These machines must have LAN cards and Windows 98 or Windows XP as OS. The vendors must provide at least two printers for printing.
2. Vendors should update the mouza records only from the mother volume supplied to them.
3. Vendors should not modify the computerized records from any other register.
4. The vendors should update a particular mouza using a fixed machine by a specific operator deployed for that particular mouza.
5. The operators should take up a particular volume of a mouza, correct it in all respects and then go for the next volume. For any problem they should contact the concerned Officer immediately.
6. If any khatian is entered without code it must be rectified by giving proper code.
7. If any entry in the computer records is not found in the mother volume that entry should not be deleted by the vendor. Such entries should be brought to the notice of the concerned Officer immediately and correction should be made as per his written direction.
8. After editing is completed the vendor should verify whether the first and last khatian of the mouza have been entered and also whether the first plot and the last plot of the mouza have been entered.
9. The vendors should generate a list of missing khatians from the computer and rectify errors with the help of the concerned Officer. Then they should generate the list of missing plots and rectify the errors in the same way. After that they should generate the inconsistency list and rectify trivial errors on screen with the help of the concerned Officer. After that they should take a print out of the remaining inconsistencies and rectify the same with the help of the concerned Officer as far as practicable.
10. Then they should give the printout of the entire mouza and its PI.
11. After completion of the work of a particular Block, data backup should be supplied in two CDs. Also the print out of all the mouzas and the corresponding PI should be handed over to the Officials on proper receipt.
12. Vendor also input the **hal-sabek** nos. of the plots, if supplied to them during updation work of a particular Block as per the rate approved during the pilot project of updation work at Hugli District (i.e. @ 10 paise per plot.)

**The possessors and owners Code used in Land Records** are attached here with as Annexure.

Proforma to be maintained for the data which is already exists in the Computer but do not exists in the Mother Volume.



**Proforma**

Name of the Block:

Name of the Mouza:

| Sl No | Khatian No. | Plot no. | Details of the entry which is in the electronic data but not in the manual data | Decision given by the Officer | Signature of the Officer | Action taken by the vendor |
|-------|-------------|----------|---|-------------------------------|--------------------------|----------------------------|
|       |             |          |   |                               |                          |                            |

**All the formats supplied to the DL&LRO regarding maintaining of different reports at the updation center for supervision is given in the Annexure.**

T.K. Shome  
Director of Land Records and Surveys and  
Jt. Land Reforms Commissioner, West Bengal.

**Flow Chart of Updation Procedure  
Pre-updation work at BL&LRO Offices**

↓  
Make a road map of sending mouza to updation center  
Send a copy of it to updation center through DL&LRO/SDL&LRO

↓  
Form a team to check the mouzas

↓  
For each mouza a report should be sent to checking center in the following format

| Sl No. | Name of the Mouza | 1 <sup>st</sup> Khatian no. | Last khatian No. | Total Khatian no. | Chhut Khatian no. | 1 <sup>st</sup> Plot no. | Last Plot no. | Total Plot no. | Chhut Plot no. |
|--------|-------------------|-----------------------------|------------------|-------------------|-------------------|--------------------------|---------------|----------------|----------------|
|        |                   |                             |                  |                   |                   |                          |               |                |                |

↓  
Amalgamate the 'Krishi' and 'Akrishi' khatians

↓  
Detect torn and missing khatian and make a List

↓  
Reconstruct the khatian which can be easily reconstructed from the available torn khatian or from 1<sup>st</sup> copy of ROR (i.e. JLRO's copy)

↓  
Remaining list will be reconstructed afterwards maintaining proper procedure

A list of khatians should be prepared where “Mrita” has been written against name of the raiyat and the name(s) of the warish are written with share and share area on the deceased raiyat’s khatian. At the updation center these warish khatians should be prepared with the help of the vendor through software.



If the correction through different cases has been disposed but those are not corrected in the manual records (tamiling has not yet been done) that should be incorporated in the manual records maintaining all formalities.



Bring all the vested plots in Khatian no. 1



Generate the report in respect of changes incorporated through online methods from the computer itself and sent it to the updation centre along with the set of mouza. (To generate the report select the option “**Online**” then select “**Mutation**” then select “**Report**” then select “**Tamil cases**” then select “**Tamiler tarikh anujai**” then select “**Surur tarikh**” and “**Sesh tarikh**” and then click “**Report**” and print the report).



Prepare ‘hal-sabek’ plot list

#### **Manning at Updation Center**

##### **Updation Center (at District HQ)**



DL&LRO/Dy DL&LRO (controlling authority)



One SRO-II from HQ



Record Knowing supervising Officer (RO/SRO-III) (1 officer for each 4 computers)



Records knowing Checking Staff (preferably RI, Amin) (2 staff per computer)

##### **Updation Center (updation centre at other than District HQ)**



SDL&LRO (controlling authority)



One SRO-II from concerned SDL&LRO’s Office



Record knowing supervision Officer (RO/SRO-II) (1 officer for each 4 computers)



Records knowing Checking Staff (preferably RI, Amin) (2 staff per computer)

### **Work flow at the updation centre**

One Mouza is allotted to each Machine



The operator will take up the first volume of the mouza allotted & check each khatian of the manual volume with computerized khatian on screen



The error detected will be entered in the check list supplied by the District authority and put in the page where the error is located



After completion of the checking of 1<sup>st</sup> volume the correction will be incorporated in the computerized record



If any warish record required to be opened in this volume the vendor will open the same under the supervision of the supervising Officer



Then the next volume will be taken up by the operator and the above method to be followed for correction of the volume



The supervising Officer and the Checking Staff will check 10%-20% of the corrected volume on screen by connecting one machine in the LAN. If the error is more than 2% the volume shall be returned to concern operator for rechecking and correction



When all the volumes of a mouza is completed by above method the vendor will give the print out of chhut khatian. Before that the vendor should check from the BL&LRO's report whether first and last khatian entered in the computer record (if not entered the vendor should enter the 1<sup>st</sup> and /or last khatian with the help of the officer of the centre)



The Supervisor and Checking staff will verify the list and if any khatian is not actually a chhut khatian that should be entered by the operator in the computerized records.



Then the vendor will give the print out of chhut plot. Before that the vendor should check from the BL&LRO's report whether first and last plot entered in the computer record (if not entered the vendor should enter the 1<sup>st</sup> and/or last plot with the help of the officer of the centre).



The supervising and Checking staff will verify the list and if any plot is not actually a chhut plot that should be entered by the operator in the computerized records.



Then the vendor will give inconsistency list



Checking staff will check this list with the help of LR records only and necessary correction will be made on the inconsistency list within three days, these correction will be entered by the vendor in the computerized records



Then the vendor give 100% print out of the mouza and the PI and also give the printout of the remaining inconsistency list



Then the mouza and inconsistency list will go to a separate team who will rectify the inconsistency with the help of KB, RS records and other method within one month.



This correction shall also be done by the vendor on the data brought from the block office again by the supervising Officer of the updation centre. During this correction the work of the concerned mouza of the block remain suspended till the corrected data restored at the block computer.



The print out of the corrected khatian and PI should be done by our staff from BL&LRO/SDL&LRO/DL&LRO's office

**Annexure**  
**Mouza Register**

Name of the District:

Name of the Block :

| Sl No. | Name of the Mouza with J.L. No. | First Khatian No. | Last khatian No. | Total khatian Nos. | Chhut Khatian Nos. | First plot no. | Last Plot no. | Total Plot Nos. | Chut Plot Nos. | Area of the Mouza |
|--------|---------------------------------|-------------------|------------------|--------------------|--------------------|----------------|---------------|-----------------|----------------|-------------------|
| 1      | 2                               | 3                 | 4                | 5                  | 6                  | 7              | 8             | 9               | 10             | 11                |
|        |                                 |                   |                  |                    |                    |                |               |                 |                |                   |
|        |                                 |                   |                  |                    |                    |                |               |                 |                |                   |
|        |                                 |                   |                  |                    |                    |                |               |                 |                |                   |
|        |                                 |                   |                  |                    |                    |                |               |                 |                |                   |
|        |                                 |                   |                  |                    |                    |                |               |                 |                |                   |
|        |                                 |                   |                  |                    |                    |                |               |                 |                |                   |
|        |                                 |                   |                  |                    |                    |                |               |                 |                |                   |

### Report on Damaged Khatian

Name of the District:

Name of the Block :

| Sl No. | Name of the Mouza with J.L. No. | No of Damaged Khatians | No of Damaged Khatians reconstructed | Remarks |
|--------|---------------------------------|------------------------|--------------------------------------|---------|
| 1      | 2                               | 3                      | 4                                    | 5       |
|        |                                 |                        |                                      |         |
|        |                                 |                        |                                      |         |
|        |                                 |                        |                                      |         |
|        |                                 |                        |                                      |         |
|        |                                 |                        |                                      |         |
|        |                                 |                        |                                      |         |

### Allotment of Work Register

Name of the District :

Name of the Block :

Name of the Centre :

Name of the Vendor :

| Sl No. | Name of the Mouza with J.L. No. | No of Volumes | No of Khatians | Date of delivery of the mouza to the Vendor | Target Date of completion | Name of the representative of the vendor who received the mouza | Signature of the representative of the vendor | Date of Return of the Mouza after completion of Updation Work | Signature of the receiving Officer with Designation | Remarks |
|--------|---------------------------------|---------------|----------------|---|---------------------------|---|---|---|---|---------|
| 1      | 2                               | 3             | 4              | 5   | 6                         | 7   | 8   | 9   | 10  | 11      |
|        |                                 |               |                |   |                           |   |   |   |   |         |
|        |                                 |               |                |   |                           |   |   |   |   |         |
|        |                                 |               |                |   |                           |   |   |   |   |         |
|        |                                 |               |                |   |                           |   |   |   |   |         |
|        |                                 |               |                |   |                           |   |   |   |   |         |
|        |                                 |               |                |   |                           |   |   |   |   |         |

### Daily Transaction Register (Mouza-wise)

Name of the Vendor:

Name of the District:

Name of the Block:

Name of the Centre:

Name of the Mouza with J.L. no.

| Date | No. of the Volume received | Signature of the vendor | No. of the volume checking completed | No of the Volume pending for checking | Signature of the receiving Officer with Designation | Remarks |
|------|----------------------------|-------------------------|--------------------------------------|---------------------------------------|---|---------|
| 1    | 2                          | 3                       | 4                                    | 5                                     | 6   | 7       |
|      |                            |                         |                                      |                                       |   |         |
|      |                            |                         |                                      |                                       |   |         |
|      |                            |                         |                                      |                                       |   |         |
|      |                            |                         |                                      |                                       |   |         |
|      |                            |                         |                                      |                                       |   |         |

**Work allotment Register (10% checking)**

Name of the District:  
Name of the centre:

Name of the Block:

| Name of the Mouza | Name of the Staff with designation | Name of the RO/SRO-II | No. of khatian allotted for checking | Date of allotment | Signature of the Staff | No. of khatian returned without mistake | No. of khatian returned with mistake | Remarks (% of error) |
|-------------------|------------------------------------|-----------------------|--------------------------------------|-------------------|------------------------|---|--------------------------------------|----------------------|
| 1                 | 2                                  | 3                     | 4                                    | 5                 | 6                      | 7                                       | 8                                    | 9                    |
|                   |                                    |                       |                                      |                   |                        |   |                                      |                      |
|                   |                                    |                       |                                      |                   |                        |   |                                      |                      |
|                   |                                    |                       |                                      |                   |                        |   |                                      |                      |
|                   |                                    |                       |                                      |                   |                        |   |                                      |                      |
|                   |                                    |                       |                                      |                   |                        |   |                                      |                      |
|                   |                                    |                       |                                      |                   |                        |   |                                      |                      |

**Report of Updation (mouzawise)**

For of the Month of :

Year:

Name of the District:

Name of the Updation Centre:

Number of machines installed:

Name of the Block taken up for Updation:

Number of officer engaged:

Number of Staff engaged:

| Sl No. | Name of the mouza handed over to vendor for updation | Total no. of khatian as per mouza volume | Date of handing over the mouza to vendor | Date of completion of updation work | Date of completion of 10% checking | Date of Inconsistency report handed over by the vendor with total page nos. |                | Date of handing over of the corrected inconsistency report to the vendor | Date of handing over of the updated date to the block computer | Remarks |
|--------|--|--|--|-------------------------------------|------------------------------------|---|----------------|--|--|---------|
|        |  |  |  |                                     |                                    | Date  | Total Page no. |  |  |         |
| 1      | 2  | 3  | 4  | 5                                   | 6                                  | 7   | 8              | 9  | 10   | 11      |
|        |  |  |  |                                     |                                    |   |                |  |  |         |
|        |  |  |  |                                     |                                    |   |                |  |  |         |

**Report of Updation (Consolidated)**

For the Month of :

Year:

Name of the District:

| Sl No. | Name of the Updation centre | Name of the Bock taken up for updation with date | No. of Mouza                           |           |                                       |           |                        |           |                                  |           |                          |           |   |           |  |
|--------|-----------------------------|--|--|-----------|---------------------------------------|-----------|------------------------|-----------|----------------------------------|-----------|--------------------------|-----------|---|-----------|--|
|        |                             |  | Handed over to the vendor for updation |           | Returned by the vendor after updation |           | 10% checking completed |           | Inconsistency checking completed |           | Completed in all respect |           | Updated mouza transferred to Block Computer |           |  |
|        |                             |  | This month                             | Upto date | This month                            | Upto date | This month             | Upto date | This month                       | Upto date | This month               | Upto date | This month                                  | Upto date |  |
| 1      | 2                           | 3  | 4                                      | 5         | 6                                     | 7         | 8                      | 9         | 10                               | 11        | 12                       | 13        | 14  | 15        |  |
|        |                             |  |  |           |                                       |           |                        |           |                                  |           |                          |           |   |           |  |
|        |                             |  |  |           |                                       |           |                        |           |                                  |           |                          |           |   |           |  |

## Report of Manning of the Updation Centre

Name of the District: \_\_\_\_\_ Name of the Updation centre: \_\_\_\_\_

Name of Dy. DL&LRO/SDL&LRO in charge of the Centre: \_\_\_\_\_

Name of the SRO-II from DL&LRO/SDL&LRO Office : \_\_\_\_\_

posted for supervision of the Work of Updation Centre \_\_\_\_\_

Name and designation of the officer in charge of the Updation centre: \_\_\_\_\_

| Sl No. | Name of the Officer with designation engaged for updation work | Name of the Staff with designation engaged for updation work | Number of machine installed by the vendor at the updation centre |
|--------|--|--|--|
|        |  |  |  |
|        |  |  |  |
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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Joint Land Reforms Commissioner, West Bengal**  
**Survey Building, 35, Gopalnagar Road, Alipore, Kolkata-700027**

Memo No. 5/Comp/111/2000

Dated, Alipore the 15<sup>th</sup> July, 2011

To

The District Land and Land Reforms Officer

Bankura/Bardhaman/Birbhum/Darjeeling/Howrah/Hugli/Jalpaiguri/Koochbehar/

Malda/Paschim Medinipur/Purba Medinipur/Murshidabad/Nadia/Purulia/

North 24 Parganas/South 24 Parganas/Dakshin Dinajpur/Uttar Dinajpur

Sub : USER Creation and Maintenance of Password by the SUPERUSER (BL&LRO) in BHUCHITRA software.

It appears from analysis of the BACK UP of Land Data from different blocks that Users created by the SUPERUSER (BL&LRO) of the respective block are not as per the guide line given from this Directorate.

1. There are still fictitious names found in the databases created by the SUPERUSER (BL&LRO), such as 'abc' or 'xyz' or "bllro" or 'ddlr' etc. This irregular practice was strictly prohibited.

2. The User ID of the SUPERUSER (BL&LRO) is fixed as 'dlrs', but to start with the password was given as 'dlrs' also. The first duty of the SUPERUSER (BL&LRO) is to change the password instantly and this password should be sent to DL&LRO in a double sealed envelop. If the existing BL&LRO gets transferred he has to transmit the password in strict confidence in the time handing over charge to the new BL&LRO or the officer entrusted for the charge of BL&LRO by the authority. The duty of the new BL&LRO is then to change the password immediately after taking over the charge and send the new password to the DL&LRO in a double sealed envelop. Under no circumstances the password of superuser 'dlrs' can remain 'dlrs'. It should also be noted that after creation of a user the BL&LRO should allot work to the user. While granting permission to newly created user, permission for record correction i.e. "ORDER EXECUTION", "DATA ENTRY ERROR CORRECTION" and "ADMINISTRATION" should not be given to an employee below the rank of Revenue Officer as per existing law.

3. Several Instructions were given in past on this matter. But in spite of such instruction these types of irregularities have been observed in the present Back Up. It should be kept in mind that we are dealing with property record of raiyats and it is as good as cash. Data security is the basic requirement for maintaining computerized Land records and its updation.

4. This Directorate is keeping a strict vigil on tampering of User ID/Improper ID. He is requested to instruct his Nodal Officer/OC Computer to keep strict vigil in this matter. If any type of irregularities is

seen in the Data Back Up from August 2011 onwards, disciplinary action will be taken against BL&LRO/responsible employees as well as Nodal Officer/OC Computer at once, without any further reference.

He is also requested to send a copy of this instruction to all BL&LROs under his jurisdictions immediately as to direct them to act accordingly so that no irregularities is detected in their respective Data Back Ups in future.

This should be treated as extremely IMPORTANT.

T.K. Shome  
Director of Land Records and Surveys  
and Jt. Land Reforms Commissioner,  
West Bengal.

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**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Joint Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Alipore, Kolkata-700027**

Memo No. 19/Comp/113(15)/2000

Dated, Alipore the 25<sup>th</sup> July, 2011

To

The District Land and Land Reforms Officer  
Bankura/Bardhaman/Birbhum/Darjeeling/Howrah/Jalpaiguri/Koochbehar/  
Malda/ Murshidabad /Paschim Medinipur/Purba Medinipur/Nadia/  
N 24 Parganas/S 24 Parganas/U.Dinajpur

Sub : Revised Guideline for updation of R.O.Rs.

Sending herewith the Revised Guideline for updation of R.O.Rs. he is requested to communicate this guide line to all the updation centre and to all the officers under his jurisdiction for information. He is also requested to instruct all officer in charge of the updation centres under his jurisdiction to strictly follow the present guideline.

This guide line supersedes all the guidelines issued in this regard from this Directorate. In case of any confusion the same should be reported to this Directorate immediately.

T. K. Shome  
Director of Land Records and Surveys  
and Jt. Land Reforms Commissioner, West Bengal

**NEW GUIDELINE FOR UPDATION WORK**

Updation work of R-o-R is going on at different districts for more than three years. No district excepting Howrah is able to achieve the desired result. Assessment on yearly basis has been made in respect of updation work and revised guideline was made to simplify the process so as to speed up the updation procedure. But all efforts has failed.

The main problem of updation work is the shortage of manpower at the updation center and lack of proper supervision and delay in checking work (i.e. "16 Ana Mil")

A discussion was held at the Directorate on 22.06.2011 during a meeting with the Nodal Offices/OC Computers in this respect. It is the view of the majority of the participants that it is not possible to gear up the speed of the updation in the present circumstances mainly for shortage of manpower.

A proposal has been made in the meeting to modify the procedure of updation work again and to give major burden of correction work on the vendors and scrapping the "16 Ana Mil" at present i.e. the vendor will correct the computerized records as per the manual records only. Majority of the participants agreed with this procedure. Hence a fresh guide line is needed to be issued for this purpose. A new comprehensive guideline is given below:

1. Prepare a list of blocks to be updated at a particular updation centre
2. The BL&LRO of the block which is taken up for updation shall prepare a flow chart for sending the mouzas to the updation centre.



### Pre-updation work at BL&LRO's Office

Before sending a mouza for updation the BL&LRO should cause primary scrutiny of all finally published L.R. R-o-Rs of a mouza. For this the BL&LRO will form a team headed by an Revenue officer.

On scrutiny following defects may come to his notice. The BL&LRO should have to take personal effort to remove those defects without any loss of time.

i) Amalgamation of 'krishi' and 'akrishi' Khatians not yet done:

It is to be done maintaining a mistake list.

ii) Torn and missing khatians:

These khatians are to be reconstructed as per norms. But the BL&LRO should keep it in mind that unnecessary delay in framing reconstructed khatians may deter the progress of the work of updation. So it should be done as expeditiously as possible. Only those khatians which can be reconstructed from the available torn part and by consulting the 1<sup>st</sup> copy of R-o-Rs (i.e., JLRO's copy) should be reconstructed immediately. The remaining khatians whose reconstruction would require hearing should be noted in a register for information and in future these khatians are also to be reconstructed maintaining all legal formalities. This list is to be sent to the updation center for checking with the missing khatian list generated by the vendor.

iii) Opening of 'WARISH' khatians :

**In many cases OMOKs not opened against 'warish'.** The BL&LRO/RO should personally arrange to open OMOKs against such 'warish' khatians maintaining all formalities viz. mistake list etc. This should preferably be done through compouter by the RO/BL&LRO. (This work may be done at the updation center with the help of vendor through software under the supervision of the RO/BL&LRO.)

iv) In some cases change of ownership were done through mutation or otherwise but that was not reflected in the mother volume (i.e. tamiling was not yet done). Here also the BL&LRO/RO should take up the matter personally and arrange to rectify the mother volume maintaining all formalities. This should also be done in computer by the RO/BL&LRO.

Also in some cases updation register was maintained but the data of the computer as well as the mother volume were not corrected accordingly. In those cases the mother volume must be rectified as per the updation register before handing over the mouza to the vendor for updation work.

v) During scrutiny all vested plots should be brought in khatian no. 1 i.e. Collector's khatian and struck off from the concerned raiyat's khatian. In some cases the raiyat's khatians which were vested, were only ringed (O) and khatian no 01 was written thereupon and thereafter another khatian with by no. of original was opened in the name of the raiyat to reflect his retained land. **This may create confusion to vendor's worker. So it instructed that all vested plots should be brought under the Collector's khatian. Adequate precaution should be taken in this respect.**

vi) As per the recent order (Memo. No. 19/Comp/217/2000 dated, Alipore, the 7<sup>th</sup> July, 2010) of the DLR&S, WB, all the correction should be done in online method only. Consequently there will be a considerable number of records which will be found in the computer database that are not existing in the mother volume. The BL&LRO is requested to generate the report in respect of changes incorporated through online methods from the computer itself and send it to the updation centre along with the set of mouza.

(To generate the report select the option "Online" then select "Mutation" then select "Report" then select "Tamil cases" then select "Tamiler tarikh anujai" then select "Surur tarikh" and "Sesh tarikh" and then click "Report" and print the report).

After completion of scrutiny of all khatians of a mouza they should be placed for updation.

In this connection it may be mentioned that the BL&LRO will arrange to prepare the hal-sabek plot list and hand over the same to the vendor for entry during updation.

### Updation Centre:

Updation centre should be selected at all the Sub-Divisional Office and District Office. Data updation centre should not be selected at Block Offices.

The SDL&LRO are the Supervising authority at Sub-Divisional updation centre and DL&LRO/Dy. DL&LRO are the Supervising authority at the District updation centre.

1. Sufficient place for installing eight computers to update the computerized data
2. A secured room for keeping the mouza volumes
3. One Officer and one Staff should be deputed at the updation centre.

Procedure:

- 1) Mouzas from a block and relevant data backup should be brought to the updation centre. The number of mouza brought to the updation centre should be equal to double the number of machines installed by the vendor at the updation centre (i.e. not less than 16 mouza).
- 2) All the work relating to the mouzas brought at the updation centre should be suspended temporarily till such mouzas are properly updated and the updated data is restored at the block office.
- 3) The work for the other mouzas will continue normally through online process at the block office.
- 4) After completion of updation of a mouza in any one of the machines another mouza will be handed over to the operator for updation. The next set of mouza of the same block equaling the number mouza returned after updation work should be taken up, and the relevant data should be brought at the updation centre. The updated mouzas should be returned to the concerned Block Office **after proper sealing from the updation centre itself.**
- 5) The data of the updated mouza should be restored in the computer at the block office and all work of such **updated mouzas started through online process only.**
- 6) The work of all other mouzas continue normally through online process only at the block office.

This process shall continue till the completion of the entire updation work of a particular block.

The next block should be taken only after the updation work of the first block is completed in all respect.

The O/C of the updation center who knows the password of the server, will allow each of the operator of the client machine to start work of a mouza. In no case more than one mouza should be allotted to one client at a time. The O/C of the updation centre shall also ensure to take back up at the updation centre daily and keep the backup in a re-writeable CD.

#### **Viewing and comparison of the mother RORs with computerized RORs :**

After getting permission the operator will compare each and every L.R. khatian with that of the computerized khatian on screen. Discrepancy, if any, noticed by the operator will be noted in correction slips and that slip is to be inserted in the mother volume as a tag for correction afterwards. After viewing of each and every khatians of the mother RORs of a volume the operator will correct the electronic database (The operator should not be allowed to view the all mouza volumes at a time and then start correcting the same). If any confusion arises during correction the RO of the updation centre will help to resolve the confusion.

The RO should remain very careful about fraudulent entries and tampered records. If any doubt arises he should bring the matter to the notice of the BL&LRO and arrange to resolve the issue expeditiously.

The RO should also instruct the vendor to enter the codes properly. If any entry made in the existing electronic data without proper code that must be rectified during updation work (as for example, code for tenant, possessor, easement rights should be properly entered during updation).

**If in any case there is any entry in the computer record that does not exist in the mother volume that should not be deleted from computer data by the vendor. The RO/BL&LRO should verify these entries with other ancillary records, taking enough precaution before deleting such entries.** In this context item no. (vi) of pre-updation work at BL&LRO's Office may be consulted.

**\*\* Vendors should not be asked to do any change which is not in the mother volume.**

The checking staff of the updation centre verify whether all the khatians of a mouza have been incorporated in the updated data and whether new khatians opened in the manual volume entered in the updated records.

The vendor will hand over the soft copy of the RORs in duplicate to the DL&LRO for preservation after completion of updation work of a Block.

**Instruction for Vendors for updation Work**

The responsibility of proper and correct updation work lies on the Vendor. The Vendor should appoint a supervisor to monitor the work of the operator.

If error of entry/correction found to be more than 2% at any time of verification of the updated mouza, a demurrage charge of Rs.8/- per khatian will be charged against the vendor. The demurrage charge will be deducted from the subsequent bill of the vendor or from the earnest money of the vendor.

1. The vendors must install at least eight machines for each site. These machines must have LAN cards and Windows98 or WindowsXP as OS.
2. Vendors should update the mouza records only from the mother volume supplied to them.
3. Vendors should not modify the computerized records from any other register.
4. The vendors should update a particular mouza using a fixed machine by a specific operator deployed for that particular mouza.
5. The operators should take up a particular volume of a mouza, correct it in all respects and then go for the next volume. For any problem they should contact the concerned Officer immediately.
6. If any khatian is entered without proper owner/possessor code it must be rectified by giving proper code (**The list of code are attached as Annexure**).
7. If any entry in the computer records is not found in the mother volume that entry should not be deleted by the vendor. Such entries should be brought to the notice of the concerned Officer immediately **in a given proforma and correction should be made as per his written direction given in the proforma.**
8. After editing is completed the vendor should verify whether the first and last khatian of the mouza have been entered and also whether the first plot and the last plot of the mouza have been entered.
9. After completion of the work of a particular Block, data backup should be supplied in two CDs.
10. Vendor also input the *hal-sabek* nos. of the plots, if supplied to them during updation work of a particular Block, as per the rate approved during the pilot project of updation work at Hugli District (i.e. @10 paise per plot)

**Proforma to be maintained for the data which is already exist in the Computer but do not exist in the Mother Volume**

**Proforma**

Name of the Block:

Name of the Mouza:

| Sl No | Khatian No. | Plot no. | Details of the entry which is in the electronic data but not in the manual data | Decision given by the Officer | Signature of the Officer | Action taken by the vendor |
|-------|-------------|----------|---|-------------------------------|--------------------------|----------------------------|
|       |             |          |   |                               |                          |                            |

**The following reports are to be maintained at the updation center for supervision**

**Proforma-1**

Name of the Block:

Total No. of Mouza in the Block:  
Program of Updation of the Block

| Sl No. | Phase                 | No. of Mouza will be handed over to the Updation Centre | J.L. No. of the Mouzas |
|--------|-----------------------|---|------------------------|
| 1      | 1 <sup>st</sup> Phase |   |                        |
| 2      | 2 <sup>nd</sup> Phase |   |                        |
| 3      | 3 <sup>rd</sup> Phase |   |                        |
|        |                       |   |                        |
|        |                       |   |                        |
|        | Last Phase            |   |                        |

**Proforma - 2**

**Mouza handed over to the updation Centre**

Phase :

Date:

| Sl No | Name of the Mouza with J.L. no. | Total No. of Khatian | 1 <sup>st</sup> Khatian no. | Last Khatian No. | Total No. of Plots | 1 <sup>st</sup> Plot No. | Last Plot No. | Hal Sebek list handed over to the updation centre (Y/N) |
|-------|---------------------------------|----------------------|-----------------------------|------------------|--------------------|--------------------------|---------------|---|
|       |                                 |                      |                             |                  |                    |                          |               |   |
|       |                                 |                      |                             |                  |                    |                          |               |   |

**Proforma - 3**

**Date wise Machine wise performance report**

Name of the Updation Centre:

Name of the Block taken up for updation:

Name of the Vendor:

| Date | Machines No. | Name of mouza allotted | No. of khatians corrected | No of khatian Pending |
|------|--------------|------------------------|---------------------------|-----------------------|
|      |              |                        |                           |                       |
|      |              |                        |                           |                       |

**Proforma - 4**

**Consolidated performance Report**

Name of the Updation Centre:

Name of the Block taken up for updation:

Name of the Vendor:

| Sl No. | Name and J.L. No. of the Mouza handed over to the vendor | Total no of khatian of the mouza | Date of handing over to the vendor | Date of Completion of mouza | Remarks |
|--------|--|----------------------------------|------------------------------------|-----------------------------|---------|
|        |  |                                  |                                    |                             |         |
|        |  |                                  |                                    |                             |         |

No. of Mouza Pending for Updation :

T.K. Shome  
Director of Land Records and Surveys and  
Jt. Land Reforms Commissioner, West Bengal

**Government of West Bengal**  
**Office of the Director of Land Records & Surveys**  
**and Joint Land Reforms Commissioner, West Bengal**  
**35, Gopalnagar Road, Alipore, Kolkata-700027**

Memo No. 19/Comp/116(15)/2000

Dated, Alipore the 4<sup>th</sup> August, 2011

To

The District Land and Land Reforms Officer  
Bankura/Barddhaman/Birbhum/Darjeeling/Howrah/Jalpaiguri/Koochbehar/  
Malda/ Murshidabad /Paschim Medinipur/Purba Medinipur/Nadia/  
N 24 Parganas/S 24 Parganas/U.Dinajpur

Sub : Engagement of vendor for updation work

A new guideline for updation of R-o-Rs has been sent to all DL&LRO for implementation. According to this guideline updation will be made at all Sub-Division Offices and District Offices only. If any updation centre already setup at any block offices that should be shifted to the concerned Sub-Divisional level updation centre. At least Eight (8) machines must be installed at the updation centre. The vendors will correct the data as per the modified guide line. One Officer, one record knowing person (viz. Amin, RI) and one Group-D staff must be engaged at the updation centre. They will supervise the updation work as per the revised guide line. No "16 Ana mill" should be done at the updation centre. No print out should be taken at the updation centre. A weekly report in respect of performance of the updation centre should be sent from the updation centre through concerned SDL&LRO/District Land & Land Reforms officers. If the updation centres are at Sub-division Office, the centre will be under direct super vision of the concerned SDL&LRO and if the centre is at the District Office, the centre will be under direct supervision of the concerned DL&LRO.

As per the discussion with the DL&LROs. a list of vendors engaged or to be engaged at different updation centre is enclosed here to.

In this regard it may also be noted that in some district such as Nadia the volume of updation work is not such as to start updation centre at all Sub-division and District offices. In these cases the DL&LRO will decide to open updation centre as per requirement.

T. K. Shome  
Director of Land Records and Surveys and  
Jt. Land Reforms Commissioner, West Bengal

Memo No. 19/Comp/117(15)/2000

Dated, Alipore, the 4<sup>th</sup> August, 2011

Copy forwarded to DM, Bankura/Barddhaman/Birbhum/Darjeeling/Howrah/  
Jalpaiguri/Koochbehar/Malda/ Murshidabad /Paschim Medinipur/  
Purba Medinipur/Nadia/N 24 Parganas/S 24 Parganas/U.Dinajpur

for information and taking necessary action

T. K. Shome  
Director of Land Records and Surveys and  
Jt. Land Reforms Commissioner, West Bengal

|                    |  |      |                               |
|--------------------|--|------|-------------------------------|
|                    | <b>Government of West Bengal<br/>Office of the Director of Land Records &amp; Surveys,<br/>and Joint Land Reforms Commissioner, West Bengal,<br/>35, Gopalnagar Road, Alipore, Kolkata- 700027</b> |      | Controlled Copy<br>Copy no. 2 |
| Document no./Title | Standard Operating Practice on Updation of Record of rights  |      |                               |
| Section Title      | Procedure for updation of land records for BHUCHITRA: Computer Section, Directorate of Land Records & Surveys, West Bengal   |      |                               |
| Section No.        | Revision Date  | Page | Issue Date                    |
|                    | 27.07.2011   | 5    | 04.08.2011                    |

1. **Purpose:** Updation of land records so that citizen centric services can be provided through BHUCHITRA.
2. **Scope:** Updation of land records is going on for more than three years. But as yet out of 42042 mouzas only 14206 mouzas or 33.79 per cent mouzas are updated, which is alarmingly low. Such alarmingly low performance is attributed to large number vacancy where there is acute shortage of staff in deploying in updation centers for checking inconsistency list, proper monitoring, delay in 16 *anna mil* and of course poor performance of vendors in some places. Therefore, this Directorate to speed up the work of updation issues this operating practice so that the updation works completes latest by 31.12.2011, whereby the exercise of 16 *anna Mil* and printing of inconsistency list are abandoned. The revised procedure a more vendor focused and time bound programme.
3. **Responsibilities:**
  - (i) Overall responsibility lies with the SDL&LRO. However, one nodal officer in the rank of R.O. shall be responsible for day to day monitoring of this work. The SDL & LRO shall depute two staffs in the rank of R.I. or Amin for each shift for monitoring/assisting updation works in U.C. He shall be responsible for making arrangement for U.C. preferably in his office or any rented accommodation in the near vicinity of his office with uninterrupted power supply. He shall also plan in advance the supply of mouzas to U.C. from BL&LROs and after updation original mouzas shall be sealed and handed over to BL&LRO forthwith. He shall be responsible to maintain registers in FORM-II, FORM-III
  - (ii) The Vendor shall be responsible to install 8 computers having LAN cards and Windows98 or WindowsXP as OS along with sufficient data entry operators and one Supervisor so that such updation works can run in two shifts i.e. 8.00am to 2pm and 2pm to 8pm. Vendor also input the *hal-sabek* nos. of the plots, if supplied to them during updation work of a particular Block, as per the rate approved during the pilot project of updation work at Hugli District (i.e. @10 paise per plot). If any khatian is entered without proper owner/possessor code it must be rectified by giving proper code.
  - (iii) The Nodal Officer/O.C Computer shall be responsible to provide technical support to U.C. at the requisition of the Sub-Divisional Land and Land Reforms Officers. Both the Nodal Officer/O.C. Computer and Service Provider shall be responsible for restoration of data backup after updation.
4. **Abbreviations:**
  - BL & LRO : Block Land and Land Reforms Officer;
  - DL & LRO : District Land & Land Reforms Officer;
  - LR : Land Revenue
  - O/c : Non Conformance Report;
  - OMOK : One Man One Khatian
  - UC : Updation Centre;
  - R.O. : Revenue Officer
  - RoR : Record of Rights
  - R.I. : Revenue Inspector
  - SD & LRO : Sub-Divisional Land & Land Reforms Officer;
  - SRO : Senior Revenue Officer

**5. Reference:**

- a. Memo. No. 19/Comp/217/2000 dated, Alipore, the 7<sup>th</sup> July, 2010 of the DLR&S, WB, all the correction should be done in online method only.
- b. Section 50(2) of West Bengal Land Reforms Act, 1955

**6. Procedure:**

- (i) The SD & LRO shall prepare a list of blocks to be updated at a particular UC and the BL&LRO of the block which is taken up for updation shall prepare a flow chart for sending the mouzas to the UC.
- (ii) The BL & LROs before sending a mouza for updation he/she shall cause primary scrutiny of all finally published L.R. RoRs of a mouza to ensure (a) amalgamation of "krishi" and "akrishi" khatians (b) reconstructing torn and missing khatian as expeditiously as possible, (c) opening OMOKs against 'Warish' khatians as per rules, (d) taming the cases of change of ownership which were done through mutation or otherwise but that was not reflected in the mother volume (e) tallying updation register, computer database as well as the mother volume in FORM-1 (f) all vested plots are brought in khatian no. 1 (i.e. Collector's khatian) and struck off from the concerned raiyat's khatian (g) generation of report containing changes incorporated through online methods from database itself and send the same along with set of mouzas to the U.C. (h) preparation of *hal-sabek* plot. After incorporating the aforesaid changes the mouza sets shall be sent to UC for updation along with FORM-1
- (iii) Mouzas from a block and relevant data backup should be brought to the updation centre. The number of mouza brought to the UC should be equal to double the number of machines installed by the vendor at the updation centre. In the intervening time, such as dispatch of mouzas to UC and restoration updated database from U.C., all the work relating to that particular mouzas shall remain suspended, which shall not exceed 7 days including holidays.
- (iv) After completion of updation of a mouza in any one of the machines another mouza will be handed over to the operator for updation. In no case more than one mouza should be allotted to one client at a time and more than one block should be allotted at a time per U.C.
- (v) After getting permission the operator will compare each L.R. khatian with that of the computerized khatian on screen. Discrepancy, if any, noticed by shall be noted in correction slips, which shall be inserted in the mother volume for correction afterwards, which shall be corrected in the electronic database. If there is any confusion, the RO of the U.C shall resolve the issue. However, **if in any case there is any entry in the computer record that does not exist in the mother volume that should not be deleted from computer data by the vendor. The RO/BL&LRO should verify these entries with other ancillary records, taking enough precaution before deleting such entries. Vendors should not be asked to do any change which is not in the mother volume.**
- (vi) The staffs of the U.C shall verify whether all the khatians of a mouza have been incorporated in the updated data and whether new khatians opened in the manual volume entered in the updated records.
- (vii) On completion of updation, Nodal officer/O.C Computer shall cause to restore the updated database server at Block office to resume the normal work and keep a copy of such database to the DL&LRO and original mouzas should be sent to the concerned **BL&LROs after proper sealing from the U.C itself.** These steps shall continue for updating remaining mouzas.
- (viii) The SD&LRO shall ensure that daily backup is taken in U.C and keep the backup in a re-writeable CD.

**FORM-I**

**Proforma to be maintained for the data which is already exist in the Computer but do not exist in the Mother Volume**

Name of the Block:

Name of the Mouza:

| Sl No | Khatian No. | Plot no. | Details of the entry which is in the electronic data but not in the manual data | Decision given by the Officer | Signature of the Officer | Action taken by the vendor |
|-------|-------------|----------|---|-------------------------------|--------------------------|----------------------------|
|       |             |          |   |                               |                          |                            |

**FORM-II**

**Mouza handed over to the Updation Centre**

Phase:

Date:

| Sl No | Name of the Mouza with J.L. no | Total No. of Khatian | 1 <sup>st</sup> Khatian no. | Last Khatian No. | Total No. of Plots | 1 <sup>st</sup> Plot No. | Last Plot No. | Hal Sabek list handed over to the updation centre (Y/N) |
|-------|--------------------------------|----------------------|-----------------------------|------------------|--------------------|--------------------------|---------------|---|
|       |                                |                      |                             |                  |                    |                          |               |   |

**FORM-III**

**Program of Updation of the Block**

Name of the Block:

Total No. of Mouza in the Block:

| Sl No. | Phase                 | No. of Mouza will be handed over to the Updation Centre | J.L. No. of the Mouzas |
|--------|-----------------------|---|------------------------|
| 1      | 1 <sup>st</sup> Phase |   |                        |
| 2      | 2 <sup>nd</sup> Phase |   |                        |
| 3      | 3 <sup>rd</sup> Phase |   |                        |
|        | Last Phase            |   |                        |

**FORM-IV**

**Date wise Machine wise performance report**

Name of the Updation Centre:

Name of the Vendor:

Name of the Block taken up for updation:

| Date | Machines No. | Name of mouza allotted | No. of khatians corrected | Remarks |
|------|--------------|------------------------|---------------------------|---------|
|      |              |                        |                           |         |

**FORM-V**

**Consolidated performance Report**

Name of the Updation Centre:

Name of the Vendor:

Name of the Block taken up for updation:

| Sl No. | Name and J.L No. of the Mouza handed over to the vendor | Total no of khatian of the mouza | Date of handing over to the vendor | Date of Completion of mouza | Remarks |
|--------|---|----------------------------------|------------------------------------|-----------------------------|---------|
|        |   |                                  |                                    |                             |         |



**ENDNOTES :**

1. Only those khatians which can be reconstructed from the available torn part and by consulting the 1<sup>st</sup> copy of RoRs (i.e., JLRO's copy) should be reconstructed immediately. The remaining khatians whose reconstruction would require hearing should be noted in a register for information and in future these khatians are also to be reconstructed maintaining all legal formalities. This list is to be sent to the updation center for checking with the missing khatian list generated by the vendor.
2. It should be preferably done through computer by the RO/BL&LRO. However this can also be done at the U.C with the help of vendor through software under the supervision of the RO/BL&LRO.
3. Here also the BL&LRO/RO should take up the matter personally and arrange to rectify the mother volume maintaining all formalities. This should also be done in computer by the RO/BL&LRO.
4. In those cases the mother volume must be rectified as per the updation register before handing over the mouza to the vendor for updation work.
5. In some cases the raiyats' khatians, which were vested, were only ringed (O), and khatian no.01 was written thereupon and thereafter another khatian with by no. of the original was opened in the name of the raiyat to reflect his retained land. This may create confusion to vendor's worker. So it is instructed that all vested plots should be brought under the Collector's khatian. Adequate precaution should be taken in this respect.
6. To generate the report select the option "Online" then select "Mutation" then select "Report" then select "Tamil cases" then select "Tamiler tarikh anujai" then select "Surur tarikh" and "Sesh tarikh" and then click "Report" and print the report.
7. The RO of UC should remain extremely vigilante against any fraudulent entries and tampered records. If any doubt arises he should bring the matter to the notice of the BL&LRO and arrange to resolve the issue expeditiously. The RO should also instruct the vendor to enter the codes properly. If any entry made in the existing electronic data without proper code that must be rectified during updation work such as, code for tenant, possessor, and easement rights should be properly entered during updation.

|                              |   |
|------------------------------|---|
| Prepared by<br>Sd/-Illegible | Approved by<br>T.K. Shome<br>Director of Land Records & Surveys and<br>Joint Land Reforms Commissioner, West Bengal |
|------------------------------|---|

●

**Government of West Bengal**

**Office of the Director of Land Records & Surveys  
and Joint Land Reforms Commissioner, West Bengal  
35, Gopalnagar Road, Alipore, Kolkata-700027**

Memo No. Comp/55(III)/160/2012

Dated, Tuesday, September 03, 2013

To

The District Land and Land Reforms Officer

Darjeeling / Coachbehar/Uttar Dinajpur/Dakshin Dinajpur/Malda/

Murshidabad/Nadia/North 24 Parganas/South 24 Parganas/Hoogly/

Howrah/Purba Medinipur/Paschim Medinipur/Burdwan/Birbhum/Bankura/Purulia

**Sub : Standard Operating procedure on managing Information Security breaches**

As the land records are progressively digitized and process is getting computerized, many incidents are being reported pertaining to breach of information security. Often inept handling such incidents is raising further complicacy legally and administratively. Now, a SoP detailing the procedure of initiation of administrative and/or legal actions against breach of information security of land records so prepared and duly examined by NIC, WB Unit, is enclosed herewith for circulation upto block level and strict adherence.

Encl : As stated

T. K. Shome

OSD & Ex-officio Director of Land Records &  
Surveys & Joint Land Reforms Commissioner,

Copy forwarded for favour of information and necessary action to :

1. The Secretary to Govt. of West Bengal, Department of Information Technology and Electronics, 4, Camac Street Kolkata- 700 016 (Fax: 033-2282-1944)
2. Sri P. K. Pramanik, Sr. Technical Director, National Informatics Centre, West Bengal, Unit, Bidyut Bhavan (Gr.Fl.), D.J. Block, Sector-II, Salt Lake, Kolkata- 91 (Fax: 033-23591929)

T. K. Shome  
OSD & Ex-officio Director of Land Records &  
Surveys & Joint Land Reforms Commissioner,  
West Bengal

|                    |  |      |                               |
|--------------------|--|------|-------------------------------|
|                    | <b>Government of West Bengal<br/>Office of the Director of Land Records &amp; Surveys<br/>and Joint Land Reforms Commissioner, West Bengal<br/>35, Gopalnagar Road, Alipore, Kolkata- 700027</b> |      | Controlled Copy<br>Copy no. 1 |
| Document no./Title | Standard Operating Procedure on managing Information Security Breaches   |      |                               |
| Section Title      | Procedure for managing Information security breaches of computerized land records under BHUCHITRA: Computer Section, Directorate of Land Records & Surveys, West Bengal                          |      |                               |
| Section No.        | Revision Date  | Page | Issue Date                    |
|                    |  | 7    | 03.09.2013                    |

1. **Purpose:** Initiation of administrative and/or legal actions against breach of information security of land records under BHUCHITRA for ensuring confidentiality, integrity and availability of digital land records.

2. **Scope:** As land records are being updated and work process is now primarily based on computerized land records, under section 50(2) of West Bengal Land Reforms Act, 1955, computerized land records are legally sanctified. Present BHUCHITRA follows the principle of CIA triad (i.e. Confidentiality, Integrity and Availability) of information security in maintaining computerized land records. Any breach of information security on the part of public servant not only attracts penalty under section 166 (i.e. disobeying law), 167 (framing incorrect document), 192 (fabricating false evidence), 204 (Destruction of documents to prevent its production as evidence), 218 (framing incorrect record), 219 (corruptly making report), 466 (forgery of record of public register) of Indian Penal Code but also under section 43 (damage to computer, computer system etc), 45 (Residuary Penalty), 65 (tampering with computer source document) of Information Technology Act, 2000. Beside these, Departmental Proceeding under West Bengal Services (Classification, Control and Appeal) Rules, 1971 may be initiated concurrently. As land records are being increasingly virtualized, incidents of information security is also being reported. However, handing such incident requires persistency, prudence and precision. This SoP for managing information security breaches delineates the procedure for preventing, curbing and controlling information security breaches in computerized land record database under BHUCHITRA. As present BHUCHITRA operates as stand alone mode, its physical isolation from cyberspace ensures confidentiality of records to a great extent unless any unauthorized physical media is attached for data theft. However, this SoP aims towards progressive achievement of ISO 27001 certification or Information Security Management System (ISMS) as regards to computerization of land records under the guideline of Information Security Policy released by CERT-In.

### 3. Responsibilities:

(i) In service location, overall responsibility of information security lies with the BL & LRO as he is not only the custodian of all computer hardware and system peripherals but also he 'super user' having access to 'User Management Module'. It is mentioned earlier that information security of BHUCHITRA operates based on principle of CIA triad. Confidentiality is ensured by allowing access to database of computerized land records to authorized users only. Authorized users access database once password and finger print are validated. Further, since BHUCHITRA users are role based unless 'super user' is authorizing a user. S/he cannot access a particular module i.e. mutation module. Conversion module

record correction module etc. All these ensure confidentiality part of information security embedded in BHUCHITRA. Any breach of above is construed as breach of information security.

(ii) The user, who possesses the user id. and password is responsible for registering his fingerprint and access the database by these two factors authentication. All user is responsible for keeping his password for accessing database in safe custody. Any disclosure of password and thereby abetting another to unauthorized access to database may not only attract penalty under section 45 of Information Technology Act, 2000 but also all access as made by unauthorized person deemed to have been done by the user unless contrary is proved. BUCHITRA has the provision to record audit trails so that data cannot be modified in an unauthorized or undetected manner. All changes in computerized land records are easily detectable and users responsible for causing such change are identifiable. This ensures integrity of computerized land record.

(iii) The access control system (i.e. two factor authentication), role based user management, integrity of data base (i.e. audit trails of all changes), computer processed physical output (i.e. printing on pre-printed stationeries along with signature) ensures the authenticity of transaction at present level. All these ensures the principle of Non-repudiation, which implies that one party of a transaction cannot deny having received a transaction nor can the other party deny having sent a transaction. The users are expected to adhere all these process into work process as diligently as possible.

#### 4. **Abbreviations:**

|         |   |
|---------|---|
| BL&LRO  | : Block Land and Land Reforms Officer;      |
| CERT-In | : Indian Computer Emergency Team            |
| DL&LRO  | : District Land & Land Reforms Officer;     |
| DLR&S   | : Director of Land Records & Surveys;       |
| RoR     | : Record of Rights ;                        |
| SD&LRO  | : Sub-Division Land & Land Reforms Officer; |
| SRO     | : Special Revenue Officer;                  |
| V5R5    | : Version 5, Release 5;                     |

#### 5. **Reference:**

- a. Memo. No. 5/Comp/123(18)/12 dated, Alipore, the 11<sup>th</sup> July, 2013 of the OSD & Ex-Officio DLR&S, WB.
- b. Section 50(2) of West Bengal Land Reforms Act, 1955
- c. Section 29, 166, 167, 192, 204, 218, 219, 464, 466, 477A of India Penal Code, 1860 and amendments thereof
- d. Section 3(2), 22A, 35, 65A and 65B of Indian Evidence Act, 1872 and amendments thereof
- e. Section 43, 65, 72 of Information Technology Act, 2000
- f. Rule 22 and APPENDIX 2 of the West Bengal Financial Rules, 1979
- g. Rule 10 of Departmental proceeding for West Bengal Services (Classification, Control and Appeal) Rules, 1971
- h. Chapter-V (Section A)- 'Information Security requirements and Authentication Mechanism' of NLRMP Technical Manual, Pp. 135-141
- i. Chapter-V (Section B)- 'Data Security' of NLRMP Technical Manual, Pp. 142-144
- j. Information Security Policy for Protection of Critical Information Infrastructure (Doc. No. CERT-In/NISAP/01, Issue 01, May 2006) of Indian Computer Emergency Response Team (CERT-In), DoIT, GoI, New Delhi

#### 6. **Procedure:**

- (i) Since information security is a journey not a destination therefore prevention is stepping stone of information security. The BL&LRO being the super user shall audit the user management module regularly to detect any irregularity i.e. creation of spurious user, creation of multiple user accounts of single user; role assignments etc. and immediately rectify such irregularity.
- (ii) The access control system of BHUCHITRA operates on principle of two factors authentication i.e. password and finger identification. Therefore, the BL&LRO shall (a) ensure installation of BHUCHITRA v5r5; (b) ensure installation of finger print scanner against each clients and server and (c) ensure all user registers for accessing BHUCHITRA applications.

- (iii) In case of any prima facie detection of any breach of information security by any user, the BL&LRO as super user shall immediately detect the suspected user responsible for such violation. Thereafter, the BL&LRO shall take the backup of the BHUCHITRA Database from the 'administrative menu' of BHUCHITRA. Such backup has to be copied in 4 (four) separate CD-R/DCD-R (in single-session mode) subscribing signature of the BL&LRO with date & time and mentioning the name of the concerned Block and District clearly with non-erasable marker pen. Thereafter shall withdraw all the computerized record correction roles of the suspected user through the User Management Module of BHUCHITRA. The user-ID of said user shall not be deleted and the record correction power of the said user shall not be restored without the written direction with specific instruction from the concerned DL&LRO.
- (iv) Immediately after withdrawal of the record correction power of suspected user, the BL&LRO shall prepare a report detailing information security violations (i.e. the unauthorized modification/deletion of land records by suspected user(s) specifying land schedule, case nos. as found in computer against the said unauthorized modifications/deletion, whether the such case nos, mentioned in computer database exist in the concerned registers lying at the block, whether any proceeding was initiated against those modifications etc.)
- (v) The detailed report along with 3 (three) copies of the CD-R/DVD-R containing the backup of database in sealed cover is to be sent to the concerned DL&LRO. Since the response to the breach of information security is very urgent in nature, the BL&LRO shall ensure transmitting a copy of such detailed report to the computer section of the Directorate of Land Record & Surveys, West Bengal immediately by fastest mode of communication (i.e. fax, internet, speed post etc.) and a copy of such report to the SDL&LRO. The fourth copy of the CD-R/DVD-R will be preserved by the BL&LRO for further course of action.
- (vi) The DL&LRO on receiving the reports and copies of back-up in CD-R/DVD-R shall cause inquiry and issue show cause to suspected user(s) and obtain reply of suspected user(s) and with specific comments shall send the reports and two copies of the backup to the DLR&S, West Bengal in sealed cover. The DL&LRO may cause the SD&LRO to cause inquiry as he may deem fit to adduce evidences. One copy of the Backup will be preserved at his end for further course of action, if necessary. The DL&LRO may cause an enquiry from his end, if necessary, and in that case, that enquiry report should also be sent along with the other reports.
- (vii) If the BL&LRO is suspected to be responsible for breach of information security, the DL&LRO may cause enquiry and may even obtain assistance of the SDL&LRO or other officer under his jurisdiction to complete the enquiry, obtaining backup and deactivating role of concerned BL&LRO and obtaining power of super user by changing password and registering finger print of new user unless otherwise directed by the DLR&S, West Bengal. Reporting of such incident shall be done to the computer section of the Directorate of Land Record & Surveys, West Bengal immediately by fastest mode of communication (i.e. fax, internet, speed post etc.).
- (viii) On receiving the reports and the backup sets, the DLR&S, West Bengal, shall cause to check the reports and the database, and forward one of the backup in CD/DVD to National Informatics Centre, West Bengal State Centre in sealed cover for their examination, opinion and findings under section 45 of India Evidence Act, 1872.
- (ix) On receiving the opinion and findings along with the backup in CD/DVD from the National Informatics Centre, WBSC, the Director of Land Records & Surveys, West Bengal may direct (a) initiation of Departmental Proceeding under West Bengal Services (Classification, Control and Appeal) Rules, 1971 and/or (b) initiation of legal steps or(c) to pass any order as may be deemed fit.
- (x) In case of legal proceeding, upon direction of the DL&LRO and on receipt of original report of NIC, WB Unit and sealed back-up in CD/DVD, the concerned BL&LRO or SDL&LRO, as the case may be, shall lodge FIR to local police station. The original report of NIC, WB along with sealed back-up in CD/DVD which is an admissible electronic record under 65A and 65B of Indian Evidence Act, 1872 shall be kept ready for seizure. It is to be remembered if case is initiated under Information Technology Act, 2000, section 78 states notwithstanding anything contained in the Code of Criminal Procedure, 1973, a police officer not below the rank of Deputy Superintendent of Police shall investigate any offence under this Act. If case is initiated under Indian Penal Code, matter will be guided by Cr.PC as usual.

- (xi) If FIR is required to be lodged, it is advisable that such information report shall be precise and shall contain the ingredients of the sections only (without mentioning sections) as mentioned in para. 2.0. A copy of FIR shall be sent to the computer section of the Directorate of Land Records & Surveys, West Bengal for record.
- (xii) If sanction is required under section 197, Criminal Procedure Code by the circumstances of the case, it should be applied for after police investigation has been completed but before the investigating officer has taken action under section 170, Criminal Procedure Code. The application should be made by the senior officer of the department stationed in the district.
- (xiii) In lieu of legal action, the Director of Land Records & Surveys, West Bengal may recommend Departmental proceeding for RO/SRO-II/SRO-I to the Land Reforms Commissioner, West Bengal or may initiate Departmental proceeding for other staffs for violation of information security Or may take any other administrative measure as he may deem fit.

**ENDNOTES :**

1. The CIA triad consists of three objectives: confidentiality, integrity and availability. Confidentiality is assurance of data privacy. Only the intended and authorized recipients may read the data. Disclosure to unauthorized entities, for example using unauthorized network sniffing is a confidentiality violation. Integrity is assurance of data non-alteration. Data integrity is having assurance that the information has not been altered in transmission, from origin to reception. Availability is assurance in the timely and reliable access to data services for authorized users. It ensures that information or resources are available when required. BHUCHITRA adheres all the three principles of information security.

2. ISO 27001 or information Security Management System (ISMS): Technical Manual of NLRMP recommends for ISO 27001 certification for computerized land records system. The certification process can be set into motion as soon as even one component of land records system, such as test database has been put into production use C-TAG in Chapter-5 (Sec. A) of Technical Manual of NLRMP proposed steps for data security and this SoP also adheres the same.

3. Admissibility of Electronic Record (Section 65B of Indian Evidence Act. 1872) : Section 65B(1) states ‘..... any information contained in an electronic record which is printed on a paper, stored, recorded or copied in optical or magnetic media produced by a computer (hereinafter referred to as the computer output) shall be deemed to be also a document, if the conditions mentioned in this section are satisfied in relation to the information and computer in question and shall be admissible in any proceedings, without further proof or production of the original, as evidence of any contents of the original or of any fact stated therein of which direct evidence would be admissible’. However, the admissibility of such computer output subjected to following terms and condition, namely:-

- (a) The computer output containing the information was produced by the computer during the period over which the computer was used regularly to store or process information for the purposes of any activities regularly carried on over that period by the person having lawful control over the use of the computer
- (b) During the said period, information of the kind contained in the electronic record or of the kind from which the information so contained is derived was regularly fed into the computer in the ordinary course of the said activities;
- (c) Throughout the material part of the said period, the computer was operating properly or , if not then in respect of any period in which it was not operating properly or was out of operation during that part of the period, was not such as to affect the electronic record or the accuracy of its contents; and
- (d) The information contained in the electronic record reproduces or is derived from such information fed into the computer in the ordinary course of the said activities.

| Prepared by  | Approved by  |
|--|--|
| 1. Dr. Dipankar Mandal, WBCS (Exe) Joint Director Land Records & Surveys, W.B                  | Sri T. K. Shome  |
| 2. Sri Sambhu Bhattacharjee, SRO-II & O/C-Computer, Directorate of Land Records & Surveys, W.B | Director of Land Records & Surveys,<br>& Joint Land Reforms Commissioner, WB |
| 3. Sri Amit Chowdhury, SRO-II, Directorate of Land Records & Surveys, W.B                      |  |

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**Government of West Bengal  
Land and Land Reforms Department  
Land Policy Branch,  
Writers' Buildings, Kolkata-700001**

**C I R C U L A R**

No. 4146-LP/5M-50/13

Date: 6<sup>th</sup> September, 2013

In addition to all existing charges and fees, Rs. 10/- (Rupees ten) only shall be collected as service charge per petition under section 6(2) (b) of Information Technology Act. 2000 where Block Level Entrepreneurs (BLE) shall be engaged for providing services to citizens. Such service charges shall be collected in cash on computer generated receipt and shall be deposited to the account of Project Management Unit of National Land Records Modernisation Programme (NLRMP). Such fund so deposited shall be appropriated for sustaining ICT infrastructure and payment to BLEs based on incidence of service provided to citizens.

This circular will take immediate effect.

A. K. Singh

Addl. Chief Secy. to the Govt. Of West Bengal &  
Land Reforms Commissioner, West Bengal

No. 4146/1(21)-LP

Date: 06/09/2013

Copy forwarded for information and necessary action to :

1. The Pr. Secy. to the Govt. of West Bengal, Finance Department, Writers' Buildings, Kolkata-700001. This is in reference to U.O No. 42 dt. 19/06/2012
2. The Director of Land Records & Surveys and Jt. Land Reforms Commissioner, West Bengal, 35, Gopalnagar Road, Alipore, Kolkata-700027
3. The District Land and Land Reforms Officer, Darjeeling/Jalpaiguri/Coochbehar/  
Uttar Dinajpur/Dakshin Dinajpur/Malda/Murshidabad/Nadia/North 24-Parganas/  
South 24-Parganas/Hooghly/Howrah/Purba Medinipur/Paschim  
Medinipur/Burdwan/Asansol/Birbhum/Bankura/Purulia.

Sd/-Illegible

Addl. Secy. to the Govt. of West Bengal

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