

6-A. CIRCULARS ON MUTATION OF NAME(S)

**Government of West Bengal
Land and Land Reforms Department
Writers' Buildings, Kolkata**

No. 352-JS (LR)/2005

Dated The 28th Feb 2005

From: Shri Sukumar Banerjee, IAS
Joint Secretary to the Govt. of West Bengal

To: The D.L. & L.R.O.

The Revenue Officers have been empowered under different sections of the W.B.E.A Act, 1953 and W.B.L.R. Act, 1955 to deal with different incidents of land holdings of the raiyats. It is desirable that the Officers exercise those powers with due care and attention in a responsible and impartial manner with a view to rendering the appropriate services sought for by the citizen.

It has come to the notice of the Government that action of some Revenue Officers while dealing with mutation cases or with the proceedings related to correction of Record of Rights have deal with such cases in such a manner that not only grave mistakes are committed therein but also has led to social tension apart from forcing the affected raiyat to undergo prolonged harassment.

The D.L.&L.R.O.s are, therefore, directed to see that the Revenue Officers while dealing with proceedings for correction of a Record of Rights are extremely careful and decide the cases impartially and carefully following the prescribed procedure. It shall be the duty of the concerned B.L & L.R.Os to examine the cases disposed by Revenue Officers and to satisfy themselves that rules and procedure have been duly observed and due justice have been done to those cases. The superior Officers while inspecting the offices of B.L. & L.R.Os must make a test check of the disposed cases and ensure that land records are maintained correctly.

S. Banerjee
Joint Secretary to the Govt. of W.B.

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

ORDER

No. 643-LR/1A-01/2009

Dated, Kolkata, the 6th February, 2009

Whereas it has been brought to the notice of the State Government that realization of fees payable for processing the cases of mutation and conversation only on court fees stamp causing problem when the amount is large.

2. And whereas the State Government considered it necessary to prescribe such a manner for payment of such fees that there may not be any problem in this regard.
3. Now, the Governor, after careful consideration of the matter has been pleased to direct that, the fees for mutation and conversion shall be paid in the following manner:-
 - a) Application fee shall be paid through court fee stamp.
 - b) Fees for mutation and conversation shall be paid by way of Bank draft/pay order or treasury challan under the head of account "0029-LR-00-800-Other Receipts-006-Miscellaneous Receipts not connected with Govt. Estates-27-Other Receipts" which should have to be countersigned by the appropriate officer of the concerned offices or through DCR in cash up to a maximum of Rs.500/-
4. This issues in modification of all the circulars/orders issued in this regard.

By Order of the Governor,
Balbir Ram

Copy forwarded for information and necessary action to the :

1. Director of Land Records & Surveys, West Bengal 35, Gopalnagar Road, Alipore, Kolkata-700027.
2. Additional District Magistrate and District Land & Land Reforms Officer,, P.O.- Distt.-

He is also requested to circulate it to all the Sub-Divisional Land & Land Reforms Officers and Block Land & Land Reforms Officers in the districts immediately.

Sd/-Illegible
Special Secretary to the
Government of West Bengal.

— ● —
The Kolkata Gazette
Extraordinary
Published by Authority

MAGHA 17]

FRIDAY, FEBRUARY 6, 2009

[SAKA 1930

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

ORDER

No. 644-LR/1A-01/2009

Kolkata, the 6th February, 2009

Whereas it has been observed by the State Government that there are a considerable number of mutation cases lying pending for disposal due to various complications involved in disposing of such cases;

2. And Whereas the State Government have considered it necessary to simplify the procedure followed for disposal of mutation cases so that such cases are disposed of expeditiously;

3. Now, the Governor, after careful consideration of the matter, has been pleased to direct that the following principle and procedure should be followed for disposal of mutation cases :-

(1) Application for mutation shall be received in the office of the Block Land & Land Reforms Officer by one or two officials who will be entrusted to do the job by the Block Land & Land Reforms Officer depending upon the flow of such applications in that office from time to time. No such application shall be received unless the same is submitted in the proforma as prescribed below which may be either typed or handwritten with requisite application fee and process fee along with the following documents.

(a) Photocopy of registered deed of sale or gift or exchange or hebenama or such other transfer document by virtue of which the plot of land is transferred to the applicant concerned.

(b) Photocopy of Legal Heir Certificate if the plot of land is transferred by inheritance to the applicant concerned.

(c) Photocopies of chain of successive registered deeds of sale or gift or exchange or hebenama or such other transfer documents if the plot of land is transferred to the applicant concerned from the recorded raiyat after such intermediate transfers.

(d) Photocopy of rent receipt showing the payment of up-to-date revenue and cesses of the plot of land, in question.

(e) Declaration in the Form prescribed below which may be either typed or hand-written with court fee stamp Rs. 10/- affixed on it.

(f) Two envelopes each with postage stamp worth Rs. 5/- affixed on it.

The receiving official shall, not refuse to receive the mutation application for failure of the applicant concerned to submit the copies of chain deeds in respect of the cases where the plot of land is not transferred directly to the applicant concerned from the recorded raiyat. In case of inheritance, Legal Heir Certificate from Pradhan of the concerned Gram Panchayat or Councillor of the concerned Municipality or Municipal Corporation will also be accepted. Mutation application will be disposed of by the Revenue Officer attached to the office of the Block Land & Land Reforms Officer who is appointed as 'prescribed authority' under section 50 of the West Bengal Land Reforms Act, 1955.

(2) As soon as application is received complete in all respects as stated hereinabove it should be properly entered in Register-IX in the office of the Block Land & Land Reforms Officer and then notices shall be issued utilizing the envelopes submitted with the application to the applicant as well as the transferer concerned from whom the applicant concerned has got the plot of land transferred in his favour for giving them hearing specifying the date and time of such hearing. If, however, it is found that there are other interested parties in respect of the plot of land in question, notices shall also be issued to all such interested parties for giving them hearing specifying the date and time of such hearing. If the plot of land is found to be situated within the urban agglomeration as defined under the Urban Land (Ceiling & Regulation) Act, 1976, a letter should be issued immediately to the Competent Authority appointed under the provisions of the said Act requesting them for a report within 30 days whether there is any objection for mutation as so applied for or not and in case no such report is received within 30 days it shall be presumed that there is no objection of the Competent Authority for such mutation. Necessary verification of the records should also be made to ascertain whether the plot of land is vested or it is a patta land or it is already acquired under the provisions of any Land Acquisition Act or it comes under the purview of clause (g) of sub-section (1) read with sub-section (3) of section 6 of the West Bengal Estates Acquisition Act, 1953.

(3) The cases where the plot of land is found to have transferred directly from the recorded raiyat to the applicant concerned, it may not be necessary to conduct field enquiry to determine the possession of the plot of land, in question. But such field enquiry should necessarily be conducted in respect of the cases where the applicant concerned fails to submit the copies of chain deeds. However, such field enquiry may be conducted in respect of the cases where the applicant concerned submits the copies of all the chain deeds only if the Revenue Officer considers it necessary to do the same in a particular case. Necessary notice should be given to the applicant concerned as well as to the interested parties, if any, specifying the date and time of such enquiry.

(4) Every application for mutation shall be disposed of by written order either rejecting such application or allowing mutation within a period of not exceeding 60 days from the date of receiving such application. The cases where field enquiry is required to be conducted the application for mutation in such cases shall be disposed of by written order either rejecting such application or allowing mutation within a period of not exceeding 120 days from the date of receiving such application. When a mutation application has been rejected the applicant concerned should invariably be informed stating in brief the ground for such rejection. In case disposal of mutation application can not be made within time limit as specified above, reasons thereof should be recorded in the relevant order sheet of the case record and onus for not disposing of such application within the specified time limit will be on the official concerned involved in the process. No case shall, however, be decided finally without giving hearing to the applicant concerned and the interested parties, if any. In case of failure of the concerned applicant and the interested parties to avail the opportunity of hearing for the third time which shall be the last and final opportunity for them, then the case will be decided by the Revenue Officer ex-parte.

(5) Whenever an order is passed by the Revenue Officer allowing mutation, the record-of-rights should be corrected on the very day to reflect the mutation and a copy of the computerized record of rights signed by the revenue officer as 'prescribed authority' shall be issued in place of certificate of mutation in respect of the cases where the concerned mouza has been finally published under the West Bengal Land Reforms Act, 1955. In case mutation is allowed in respect of the plot of land in mouza where revision of record-of-rights under section 51 of the West Bengal Land Reforms Act, 1955 has been taken up and it is at the stage of Khanapuri-Bujharat (K.B.) or Attestation, then a certificate of mutation shall be issued in Form A prescribed below as soon as order is passed by the Revenue Officer allowing mutation and certified copy of the record-of-rights shall be issued only when Draft Publication of the Mouza under the said Act is to be done. If on receipt of the application for mutation, it is found on verification of the record-of-rights that the name of the applicant concerned has already been incorporated in K.B. or Attestation stage, the applicant concerned should be informed of the same as in

Form B prescribed below within seven days from the date of receipt of such application. In case mutation is allowed in respect of the plot of land in a mouza where K.B. has not yet been taken up, the corrections consequent on mutation order should be made in the copy of the record-of-rights modified under the West Bengal Estates Acquisition Act, 1953 and a certificate of mutation shall be issued in Form A prescribed below. However, in case mutation is allowed in respect of the plot of land in a mouza where Draft Publication has been made the record-of-rights so made should be corrected on the day to reflect the mutation and a copy of the computerized record-of-rights signed by the Revenue Officer as 'prescribed authority' shall be issued in place of certificate of mutation.

PROFORMA APPLICATION FOR MUTATION

1. Particulars of the applicant :-

- (a) Name :
- (b) Father's/Husband's Name:
- (c) Postal Address:
- (d) Phone/Mobile No. (if any) :
- (e) Existing khatian No. of the Applicant in the relevant mouza, if any :

2. Details of Transfer :-

- (a) Mode of Transfer (Purchase/Inheritance/Exchange/Hebanama etc.) :
- (b) Registered Deed No. and Date :
- (c) Whether transferred directly from the recorded raiyat : Yes/No.
If not, state whether copies of all chain deeds are available with him.

3. Particulars of transferer.

- (a) Name :
- (b) Father's/Husband's Name :
- (c) Postal Address:

4. Land Schedule for which mutation sought for :

Police Station	Mouza	J.L. No.	Khaitan No.	Plot No.	Area

.....
Signature of the Applicant with seal; if any

5. List of enclosures :-

- 1. Copy/copies of registered deed of sale or gift or exchange etc.
- 2. Copy/copies of legal heir certificate/hebanama etc.
- 3. Copy/copies of chain deeds.
- 4. Copy of up to date rent receipt.
- 5. Declaration in the prescribed Form with court fee stamp of Rs. 10/-
- 6. Proof of payments of requisite process fee.
- 7. Two envelopes each with postage stamp of Rs. 5/-

DECLARATION FORM

I, Sri/Smt. son of / daughter of Sri/Smt.residing at..... under Police Station in the district of do hereby affirm and declare as follows:

1. That I am the absolute owner of the plot of the land described in the Schedule below by way of transfer vide Registered Deed No. dated/inheritance being the legal heir of from whom it is so inherited on due to
2. That I have been possessing the said plot of land since uninterruptedly and it is free from all encumbrances.
3. That the said plot of land is neither vested nor acquired by the Government and there is no proceeding initiated in respect of the said plot of land for its vesting or acquisition till date.
4. That the said plot of land is not vested / does not fall under the purview of the Urban Land (Ceiling & Regulation) Act, 1976.
5. That the said plot of land is not involved in any Court Case.
6. That I shall apply for long term settlement of the said plot of land on such terms and condition and on payment of such salami and rent as the State Government may fix in this regard, if the said plot of land is found to have already been vested in the State at any point of time. In case of failure to do so, I shall forthwith make over vacant and peaceable possession of the said plot of land to the State Government.
7. That I shall make over possession of the said plot of land to the State Government without any claim, if the said plot of land is found to have already been acquired by the State Government at any point of time.
8. That I shall pay regularly the land revenue in respect of the said plot of land as may be fixed by the State Government in accordance with the provision of the West Bengal Land Reforms Act, 1955 as amended from time to time.
9. That I shall abide by all the terms and conditions as may be fixed by the State Government from time to time for holding the said plot of land as per provision of any law for the time being in force.
10. That the mutation granted shall be liable to be cancelled if any information provided with the mutation application, is found to be not true.
11. That the statements made hereinabove are true to the best of my information, knowledge and belief and nothing material has been concealed therein.

DESCRIPTION OF THE PLOT OF LAND

District	Police Station	Mouza with J.L.No.	Khatian No.	Plot No.	Total Area	Area owned

.....
Full Signature of the Declarant

FORM A

To

(Name and address of the applicant)

Reference.....

He/She is informed that his/her name has been mutated in respect of the land described in the schedule below.

The Schedule

1. District
2. Police Station
3. Mouza
4. J.L. No.
5. Khatian No.
6. Plot No.
7. Area
8. Classification

Prescribed Authority u/s 50 of the West Bengal Land Reforms Act, 1955.

FORM B

To

(Name and address of the applicant)

Reference.....

He/She is informed that his/her name has been recorded in respect of the land described in the schedule below.

The Schedule

1. District
2. Police Station
3. Mouza
4. J.L. No.
5. Khatian No.
6. Plot No.
7. Area
8. Classification

Prescribed Authority u/s 50 of the West Bengal Land Reforms Act, 1955.

4. This issues in cancellation of all previous orders/circulars issued in this regard.

By Order of the Governor,
Balbir Ram,
Principal Secretary to the Government of West Bengal.

●

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

ORDER

No.3614-LR/1A-02/09GE(M)

Dated, Kolkata, the 5th August, 2009

Whereas it has been noticed by the State Government in the recent past that mutation and conversion of land acquired under the provisions of the Land Acquisition Act, 1894 (Act I of 1894) (hereinafter refer to as the said Act) are delayed due to various complications involved in processing such cases.

2. And whereas the State Government have considered it necessary to make the procedure simplified for disposal of mutation and conversion cases within a time bound manner in respect of the land acquired under the said Act.

3. Now, the Governor, after careful consideration of the matter has been pleased to direct as follows :

1) The Requiring Body shall be asked to submit application in plain paper both for mutation and conversion of the land proposed for acquisition under the said Act at the time of submission of acquisition proposal before the Land Acquisition Collector concerned.

2) The Land Acquisition Collector concerned when calculating the administrative cost to be paid by the Requiring Body will include requisite fee towards application fee and process fee for mutation and conversion of such land at the rate specified in Circular No.4402-LR dated 28.12.2005 and No.4403-LR dated 28.12.2005.

3) As soon as the Land Acquisition Collector concerned make over possession of the land by way of 'writ of possession' to the Requiring Body after completion of acquisition under the said Act, the said 'writ of possession' along with copy of Notification and Declaration as well as the application for mutation and conversion as already received shall be forwarded by him to the Block Land & Land Reforms Officer concerned for necessary mutation and conversion of the land so acquired.

4) Land Acquisition Collector when sending the documents as stated in para (3) above shall make necessary payment of the requisite amount towards application fee and process fee for mutation and conversion of the land as already deposited with him in the manner as specified in Order No. 643-LR dated 06.02.2009.

5) The Land Acquisition Collector concerned shall furnish all the documents as mentioned in para (3) above to the Block Land & Land Reforms Officer concerned within seven days from the date of handing over possession to the Requiring Body as well as to make necessary payment of the requisite amount as stated in para (4) above.

6) The Block Land & Land Reforms Officer concerned shall complete the process of mutation in respect of such land within seven days from the date of receipt of the relevant documents along with requisite fees from the Land Acquisition collector concerned and make corrections in the Record-of-Rights in such manner as provided in sub-para (5) of para 3 of G.O. No.644-LR dated 06.02.2009.

7) As soon as mutation is completed the Block Land & Land Reforms Officer concerned shall send the case record to the District Land & Land Reforms Officer who will issue conversion order within seven days from the date of receipt of the case record from the Block Land & Land Reforms Officer concerned.

8) The entire amount towards application fee and process fee for mutation and conversion of such land shall be deposited with the Block Land & Land Reforms officer concerned who will maintain the account in the appropriate manner.

4. This issues in modification of G.O. No.1511-LR dated 06.06.2006.

By order of Governor,
Balbir Ram
Principal Secretary to the Govt. of West Bengal

Copy forwarded for information and necessary action to :

- 1) The Director of Land Records & Surveys, West Bengal,
35, Gopalnagar Road, Alipore, Kolkata-700027.
- 2) The District Magistrate & Collector,
- 3) 1st Land Acquisition Collector, Kolkata,
5, Bankshall Street, Kolkata-700001.
- 4) The Additional District Magistrate and District Land & Land Reforms Officer,
He is also requested to circulate the order to all SDDLROs and BLLROs in his district.
- 5) The Special Land Acquisition Officer,

Sd/-Illegible
Special Secretary to the Govt. of West Bengal

●

Government of West Bengal
Office of the Director of Land Records & Surveys, West Bengal,
Survey Building, 35, Gopalnagar Road, Alipore, Kolkata-700027

Memo No. 535/7334-51/C/12

Dated, Alipore, the 4th October, 2012

From : Director of Land Records & Surveys and Ex-Officio Special Secretary, L&LR Department, Government of West Bengal.

To: The ADM & District Land & Land Reforms Officer

_____ (All)

Sub : Guidelines for disposal of pending mutation cases.

Inspite of several Circulars and Orders issued from time to time from L & LR Department and this Directorate for disposal of huge number of pending mutation cases it is observed that a considerable number of mutation cases are still lying unattended to. It has further been brought to the notice of the undersigned that-

- (a) Block level serial in mutation Register-IX are being prioritized by the block officials at their sweet will, thereby violating the basic norms of first in first out and putting our credibility at stake.
- (b) Inspite of specific standing order from the L&LR Department vide no. 644-LR/1A-01/09 dated 06.02.09 regarding the stipulated period for disposal of mutation cases not exceeding 60 days for normal cases and 120 days for cases where enquiry is necessary, the same is not being followed; not even the reason for the inordinate delay is being cited.

Under these circumstances, it is hereby reiterated that henceforth following guidelines are to be observed scrupulously.

- (1) At the time of receiving mutation petitions one senior UDA must be entrusted with checking of all papers. If any defect is detected it should be returned immediately.
- (2) Notice of hearing has to be generated and handed over to the petitioner through computer at the time of receipt of application if the mutation application is found on order.
- (3) In rural areas where ULC Act is not applicable such mutation petitions are to be disposed of within 60 days positively and for ULC areas and in case of field enquiry the time period is 120 days.
- (4) Situation may so arise that the applicant fails to submit Chain Deeds. In those cases, the factum of possession is to be determined by field enquiry following which petition shall be disposed of.
- (5) Last but not the least, the Revenue Officer after allowing mutation has to ensure that certified copy of newly opened khatian be handed over to the petitioner, on the date of disposal.

Any deviation from the above guidelines will be viewed seriously.

T K Shome
Director of Land Records & Surveys and
Ex-officio Special Secretary, L&LR Department
Government of West Bengal

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

No. 3297(37)-111/13-15

Dated the 14th May, 2013.

From : Additional Secretary to the Govt. of West Bengal

To : 1) The District Magistrate & Collector (All)
2) The Additional District Magistrate &
District Land and Land Reforms Officer (All)

Sub : Restriction on mutation and conversion of land owned by some companies indulging in Ponzi/MLM Scheme.

Sir/Madam,

I am directed to send herewith a list of 73 Companies dealing with real estates and alleged chit funds. They are under government scrutiny/involved in court cases.

I am further directed to communicate the following instructions of this department for compliance in letter and spirit on an urgent basis :-

i) The conversion and mutation in respect of the land owned by the aforesaid companies should not be allowed as per the provisions of Section 4C and Section 50 respectively of the West Bengal Land Reforms Act, 1955, until further orders.

Yours faithfully

Sd/-Illegible

Additional Secretary to the Govt. of West Bengal

Annexure-C

**Annexure Referred to in Reply to Parts (A) & (B) of the starred
Question No.244 for Answer in Lok Sabha on 14.03.2013.**

State wise list of companies against whom complaints received for indulging in Ponzi/MLM Schemes.

West Bengal

- (1) M/s. Vibgyour Allied infrastructure Ltd.
- (2) M/s. Rose Valley Real Estates Constructions Ltd.
- (3) M/s. Rose Valley Industries Ltd.
- (4) M/s. Silver Valley Communications Ltd.
- (5) M/s. Rose Valley Food Beverage Ltd.
- (6) M/s. Rose Valley Marketing India Ltd.
- (7) M/s. Rose Valley Infotech Pvt. Ltd.
- (8) M/s. Rose Valley Hotels and Entertainments Ltd.
- (9) M/s. Rose Valley Projects Ltd.
- (10) M/s. Rose Valley Patrika Ltd.
- (11) M/s. Rose Valley Films Ltd.
- (12) M/s. Modern Investment Traders Pvt. Ltd.
- (13) M/s. Rose Valley Travels Pvt. Ltd.
- (14) M/s. Brand Value Communications Ltd.
- (15) M/s. Rose Valley Housing Development Finance Corporation Ltd.
- (16) M/s. Rose Valley Airlinez Ltd.
- (17) M/s. Rose Valley Fashions Ltd.
- (18) M/s. Rupasi Bangla Projects India Ltd.
- (19) M/s. Rupasi Bangla media and Entertainments Ltd.
- (20) M/s. Rose Valley Real com Ltd.
- (21) M/s. Saradha Realty India Ltd.
- (22) M/s. RTC Properties India Ltd.
- (23) M/s. RTC Real Trade India Ltd.
- (24) M/s. Jasoda Real Estate Ltd.
- (25) M/s. Saradha Printing & Publication Pvt. Ltd.
- (26) M/s. Saradha Agro Development Ltd.

- (27) M/s. Saradha Blogas Production Pvt. Ltd.
- (28) M/s. Saradha Tour and Travels Pvt. Ltd.
- (29) M/s. Saradha Automobiles India Ltd.
- (30) M/s. Saradha Constructions Company Pvt. Ltd.
- (31) M/s. Saradha Shopping Mail Pvt. Ltd.
- (32) M/s. Saradha Education Enterprise Ltd.
- (33) M/s. Saradha Exports Ltd.
- (34) M/s. Goldmine Agro Ltd.
- (35) M/s. Tower Infotech Pvt. Ltd.
- (36) M/s. Chakra-Infrastructure Ltd.
- (37) M/s. Gold Pariwar Holding and Developers India Ltd.
- (38) M/s. Golden Life Agro India Ltd.
- (39) M/s. Gold Pariwar Holding and Developers India Ltd.
- (40) M/s. Goldmine Food Products Ltd.
- (41) M/s. Hallo India Express Sales Ltd.
- (42) M/s. Happy Life Realty (India) Ltd.
- (43) M/s. ICore E-Service Ltd.
- (44) M/s. MPS Aqua Marine Products Ltd.
- (45) M/s. MPS Greenery Developers Ltd.
- (46) M/s. MPS Industries & Agro Research Ltd.
- (47) M/s. MPS Resorts and Hotels Ltd.
- (48) M/s. Prayag Agrotech Pvt. Ltd.
- (49) M/s. Prayag Infotech Hi-Rise Ltd.
- (50) M/s. Prayag Infra Realtors Ltd.
- (52) M/s. Rahul Heights Ltd.
- (53) M/s. Rahul Hi-Rise Ltd.
- (54) M/s. Ramel Industries Ltd.
- (55) M/s. Shine India Agro Industries Ltd.
- (56) M/s. Silicon Projects India Ltd.
- (57) M/s. Sunshine Agro-Infra Ltd.
- (58) M/s. Sunshine India Land Developers Ltd.
- (59) M/s. URO Agro India Ltd.
- (60) M/s. URO Autotech Ltd.
- (61) M/s. URO Hotels and Roserts India Ltd.
- (62) M/s. URO Hygenic Goods Ltd.
- (63) M/s. URO Infotech Ltd.
- (64) M/s. URO Infra Realty India Ltd.
- (65) M/s. URO Life Care Ltd.
- (66) M/s. URO Trexim Ltd.
- (67) M/s. URO Walkers Ltd.
- (68) M/s. Vasundhara Realcon Ltd.
- (69) M/s. Vibgyor Allied Industries Ltd.
- (70) M/s. Vishwamitra India Consultancy Services Ltd.
- (71) M/s. Vishwamitra India Multi-Developers Ltd.
- (72) M/s. Waris Hospital & Diagnostic Centre Ltd. (New Waris Healthcare Ltd.)
- (73) M/s. Waris Telecom Services Ltd. (Waris Tel International Ltd.)

Rajasthan

- (1) M/s. PACL (India) Ltd.
- (2) M/s. Goldsukh Trade India Ltd.

Tamilnadu

- (1) M/s. Unipay 20 Marketing Pvt. Ltd.
- (2) M/s. Unipay Creative Business Pvt. Ltd.
- (3) M/s. Unipay 2U Production Pvt. Ltd.
- (4) M/s. Goldquest International Pvt. Ltd.
- (5) M/s. Questnet Enterprises India Pvt. Ltd.

Karnataka

- (1) M/s. Unigateway ZU Trading Pvt. Ltd.

Delhi

- (1) M/s. Speakasia Online Pte. (Unregistered)
(2) M/s. Basil International Ltd.
(3) M/s. Vamshi Chemicals Ltd.
(4) M/s. Appeline Cosmetics & Toiletries Ltd.
(5) M/s. Basil Express Ltd.

Uttarpradesh

- (1) M/s. Nixcil Pharmaceuticals Specialities Ltd.

●

**Government of West Bengal
Land & Land Reforms Department
LR-A1 / I.S. Branch
'NABANNA'
325, Sarat Chatterjee Road,
Sibpur, Howrah-711102.**

No. LRC/50/14-LP/1A-12/13

Date: 04.03.2014

ORDER

It has been observed that considerable time is being taken in clearing the cases of mutation and conversion of land purchased by the entrepreneurs for setting up industries. This delay, it is noticed, is mainly due to the fact that there is mounting pressure on disposal of mutation and conversion cases at block level offices. Besides there is a procedure for obtaining N.O.C. from the competent authority under UL(C&R) Act, 1976 where the land is situated within the jurisdiction of the said Act and also N.O.C. from LA Collector. It takes much time causing delay in setting up of industries.

In order to ensure early disposal of mutation and conversion of lands involved with setting up of industries and commercial institutions, it has been decided that on receipt of an application for mutation and conversion from an entrepreneur intending to set up an industry a reference will be made to the ULC Authorities/LA Collector/ Other Development Authorities requesting them to report within 15(fifteen) days. If report is received to the effect that land comes within the purview of UL(C & R) Act, 1976 or if no report is received within 15 days then a declaration (in triplicate-one original or two Xerox) from entrepreneur will be taken to the effect that if in future the land in question is found to be vested, the entrepreneur will apply to the State for L.T. Settlement as per existing rules.

On receipt of such declaration from the entrepreneur, mutation and conversion of land should be cleared within 21 days and 30 days respectively, if cases are otherwise found to be in order. After mutation and conversion is granted two photo copies of declaration submitted by the entrepreneur should be sent to the ULC Authority requesting him to communicate whether the land has been vested.

A certificate/reference from District Industrial Centre/WBSIDC/WBIDC/C&I Deptt./ MSSE & T Deptt. to the effect that the land in question will be utilized for setting up of industry will have to be procured and submitted by the entrepreneur along with his prayer. At the time of submission of prayer for mutation and conversion of land, the papers/ documents as are being taken will remain same.

This order supersedes the order No. 644/LR/1A-01/2009 dated Kolkata, the 6th February, 2009 only in the matter of industrial and commercial cases.

This order will take immediate effect.

A.K. Singh
Additional Chief Secretary &
Land Reforms Commissioner, West Bengal
Date : 04.03.2014

No. LRC/2(22)50/14-LP/1A-12/13

Copy for information to:

1. The District Magistrate & Collector

2. The ADM & DL & LRO

Sd/-Illegible
Additional Secretary to the
Government of West Bengal

List of 38 Blocks

District	Sl. No.	Name of Block
Howrah	01	Jagat Ballavpur
	02	Panchla
	03	Uluberia-I
	04	Sankrail
	05	Domjur
	06	Amta
Jalpaiguri	07	Rajganj
	08	Mal
	09	Dhupguri
	10	Mohitnagar
Nadia	11	Krishnanagar-I
	12	Kalyani
North 24 Parganas	13	Barrackpur-II
	14	Barasat-II
Burdwan	15	Jamalpur
	16	Kanksa
	17	Galsi-I
	18	Durgapur Faridpur
	19	Municipal areas of Asansol. Kulti
	20	Jamuria
	21	Raniganj
	22	Salanpur
Purulia	23	Balarampur
	24	Raghunathpur-I
	25	Raghunathpur-II
	26	Neturia
Bankura	27	Shaltora
	28	Barjora
Purba Medinipur	29	Contai
Paschim Medinipur	30	Jhargram
	31	Kharagpur-I
	32	Kharagpur-II
South 24 Parganas	33	Bishnupur-I
	34	Baruipur
	35	Thakurpukur Maheshtala
	36	Sonarpur
Hooghly	37	Serampur
	38	Chanditala-I



	Government of West Bengal Office of the Director of Land Records and Surveys & Jt. Land Reforms Commissioner, West Bengal 35, Gopal Nagar Road, Alipore, Kolkata-700027		Controlled Copy Copy No. 1
Document no./ Title	Standard Operating Procedure on disposing Mutation/ Conversion Petition through BHUCHITRA under WBLR Act, 1955		
Section Title	Procedure for engagement and working of Block Level Entrepreneurs (BLE): Computer Section, Directorate of Land Records & Surveys, West Bengal		
Section No.	Revision Date	Page	Issue Date
		6	22.05.2014

1.0. **Purpose** : This SoP envisages for engagement Block Level Entrepreneurs (BLE) to facilitate citizen centric services. Presently work processes of all 346 service locations are computerised and operating either in stand alone mode or central server base. The West Bengal Land Reforms Act, 1955 was suitably amended and section 50(2) of West Bengal Land Reforms Act, 1955 stipulates generation of computer generated Record of Rights abolishing manual/ handwritten records. The analysis of total service request of 2013-14 reveals that information service request like plot information and certified copy of RoR constitutes 79.81 per cent of total service requests and transaction service request like mutation and conversion, correction of RoR constitutes 20.18 per cent of total service request. Roll-out of OTC Information service has reduced the elapsed time into 5-15 minutes. But service level of transaction service requires improvement in terms of reduction of elapsed time and ensuring transparency. Therefore, basic purpose of this SoP is to reduce elapsed time for disposing mutation/ conversion petition into 45-60 days from existing 60-120 days and 90 days respectively through computer aided programme ensuring confidentiality, integrity and availability of digital land records progressively achieving mirroring principal of NLRMP.

2.0. **Scope** : Presently data updation of 259 blocks, out of 346 blocks is fully complete and work process is mostly computerised. Under section 50(2) of West Bengal Land Reforms Act, 1955, computerised land records are legally sanctified and digitally signed records are valid. It is imperative to exercise GPR to improve quality of transaction service, i.e. mutation, conversion, record correction etc. Presently on an average elapsed time for disposal of mutation cases exceed more than six months, which is more than double the elapsed time as fixed in the existing notification. In 2013-14 (upto December), 10,50,433 mutation petition were disposed though 8,87,869 mutation petition were filed. But, as per MPR, 7,55,673 mutation petition is still pending undisposed. The reason for such pending service requests largely attributed to the shortage of revenue officers and also effective utilization of working hours by officers in disposing such service requests.

Upto Nov, 2013, 35.00 per cent of sanctioned post of Revenue Officers and 7.40 per cent Senior Revenue Officer are vacant. Therefore effective and efficient service utilization of working hours of those officers in work process of transaction based service requests is imperative for disposing such service requests within 60 days of receiving application. Examination of work flow reveals there is acute shortage of manpower to convert manual application into electronic form. Unless such applications are entered into the system, transparency, FIFO and effective utilization of work time cannot be fully explored.

Therefore BLE service was rolled out in November, 2013 in phased manner. BLEs are entering current applications into system and Rs. 10/- as service charge is being collected per case from citizens additionally. However, the situation analysis reveals that the disposal backlog applications are impeding the reduction of elapsed time for disposing the mutation cases. If the situation is allowed to continue, it will frustrate purpose for which BLE service was rolled out. Hence, this procedure addresses the legal and managerial problem of the situation so that elapsed time disposal of mutation petition can be reduced to 45-60 days from existing 60-120 days.

3.0. **Responsibilities** :

- (i) In service location, overall managerial responsibility of disposing mutation petition lies with the BL & LRO as he is not only the custodian of all computer hardware and system peripherals but also the “super user” having access to “User Management Module”.
- (ii) BL & LRO shall ensure installation of BHUCHITRA ver. 6r1 in all the clients.
- (iii) Upon requisition of the DL&LRS, WB, M/S WTL shall deploy one or more Block Level Entrepreneurs (BLEs) to the respective BL&LRO office depending upon volume of works. BLEs are expected to be well versed with data entry works in Bengali in BHUCHITRA. BL & LRO having ‘super user’ password shall open the user account in favour of the concerned BLE by giving full name and authorizing BLE to enter mutation/conversion petition only. The BL&LRO shall keep the bio data of BLE with full address, mobile no. and recent photograph. The BLE shall wear uniform of blue trouser and white shirt displaying his name in parson so that he can be easily identified.
- (iv) The BLE shall register his fingerprint while creating his password. BLE shall work through BLE module.

- (v) BLE shall not collect cash, draft etc. In terms of mutation fees, application fees and service charges etc. It is responsibility of the designated staff handling cash. Such designated staff shall besides collecting usual mutation fees and application fees, shall collect Rs. 10/- per application as service charges for BLE against DCR as per circular No. 4146-LP/5M-50/13 dt. 6.09.2013 of the ACS & LRC, WB from applicants. Service charge of BLE shall be deposited to the account of Project Management Unit, National Land Records Modernization Programme (A.C No. 32615220579; IFSC code SBIN0009884. Br. Code. 9884 of SBI, Alipore Court Treasury Branch) through NFT.
- (vi) Since service of BLE is chargeable there BL&LRO shall not allow BLE to enter backlog mutation/ conversion petition unless BL&LRO ensures such service charge is collected within same calendar month in which BLE enters such backlog mutation/ conversion petition.
- (vii) M/s WTL is responsible for billing along with 'User wise Performance Report' duly authenticated by BL&LRO.
- (viii) BLE is purely entrepreneur and to be engaged by M/S WTL as business partner. Directorate of Land Record & Surveys, West Bengal and its sub-ordinate offices shall not bear any responsibility for any pecuniary loss whatsoever on the part of BLE or M/S WTL for such engagement.

4.0. **Abbreviation :**

BLE	: Block Level Entrepreneur;	NLRMP	: National Land Record
BL&LRO	: Block Land and Land Reforms Officer;		Modernization Programme;
DLR&S	: Director of Land Records & Surveys;	WTL	: Webel Technology Ltd.;
FIFO	: First In, First Out;	SRO	: Special Revenue Officer;
		V6r1	: Version 6, Release 1;

5.0. **Reference :**

- a. Circular No. 4146-LP/5M-50/13 dt. 6.09.2013 of the ACS & LRC, WB.
- b. Section 50(2) of West Bengal Land Reforms Act, 1955
- c. Section 6(2)(b) of Information Technology Act, 2000

6.0. **Procedure :**

- (i) In the front desk upon the requisition of the applicant, the designated staff shall collect application fees amounting Rs. 10/- and mutation fees against DCR and he also collect the service charge amounting Rs. 10/- against separate DCR. Thereafter, he shall ask the applicant to proceed to BLE for submission of duly filled application form in prescribed form along with enclosures.
- (ii) Upon the receipt of application for mutation/ conversion along with copy of receipt of mutation/ conversion fees, application fees and service charges, the BLE shall enter the application into the system.
- (iii) The application of mutation shall contain (a) receipt of requisite fees, (b) service charges for BLE, (c) photocopy of registered deed of sale/ gift/ exchange/ hebanama or other transfer document by which plot of land is transferred, (d) photocopy of legal heir certificate if plot of land is transferred by inheritance, if applicable, (e) photocopies of chain of successive registered deeds, if applicable, (f) photocopy of up-to-date revenue & cess receipt, (g) duly filled declaration form with court fee stamp of Rs. 10/- (h) envelopes with A/D with postage stamp of sufficient values for sending notice for hearing.
- (iv) Similarly, application for conversion shall contain (a) receipt of requisite fees, (b) service charges for BLE, (c) Copy of mutation certificate or copy of current record-of-rights; (d) Copy of current rent receipt; (e) sketch map showing the plot in question with side measurement and its surrounding including approach road(may not be to the scale); (f) Affidavit for creation of compensatory water body, if applicable; (g) Copy of no objection certificate of the West Bengal Pollution Control Board, if applicable.
- (v) BLE shall subscribe receipt of the above mentioned enclosures both at body of the receipt and application form by affixing a rubber stamp to this effect. Sample of the rubber stamp is shown in annexure B. The rubber stamp shall also subscribe the rejection of application for non production of any enclosures at the time of hearing.

- (vi) The BLE upon entry of application for mutation/ conversion direct the applicant to proceed to designated Revenue Officer. He shall send the hard copy of applications and enclosures instantly to the designated Revenue Officer subscribing computer generated number (i.e. case no.) on body of application.
- (vii) The BL&LRO shall intimate before hand date of hearing designated RO who shall enter the date of hearing into the system for generating notice of hearing to the applicant and opposite party(ies) against each case no. On generating the notice of hearing, he shall cause to serve the notice to the applicant and opposite party(ies) with the envelope enclosed with application. Such date of hearing shall not fall beyond the existing service level for disposal of mutation/ conversion petition.
- (viii) In the work process, the designated RO shall be available at front desk along with BLE and fees receiving staff so that citizen need not to travel throughout the office.
- (ix) On each day end, the BL & LRO shall examine and tally the amount of service charges for BLE collected and number of allocation entered by BLE into system by generating the 'User Wise Performance Report' certify its correctness or otherwise. BL&LRO shall also tally entries from the print out of Register-IX generated from system. BL & LRO shall ensure that fees collected within a calender month are deposited no later than first working day of next calender month.
- (x) BL&LRO shall certify monthly 'user wise performance report' and hand it over to BLE for onward transmission to M/S WTL for billing.
- (xi) M/S WTL upon receipt the certified 'user wise performance report' of full calender month shall prefer the bill to the Directorate of Land Records & Surveys, West Bengal for payment. Upon verification of bank account, payment of Rs. 5/- per application shall be made to M/S WTL from the account of Project Management Unit, National Land Records Modernization Programme through cheque.

ENDNOTES :

1. This SoP is valid for system operating in standalone and central database structure. However, BHUCHITRA V6rI should be installed for operationalizing service of BLE;
2. BLE is a purely private person to be engaged by M/S WTL and will take all financial risk as per terms of engagement with M/S WTL. Directorate of Land Records & Surveys, West Bengal or its Sub-ordinate offices shall not bear any liability whatsoever. The service of BLE is purely need based and Directorate of Land Records & Surveys, West Bengal reserve the right to discontinue to such service from all or any location.

**Annexure-I
Sample Rubber Stamp**

Case No.	
Received application for mutation/Conversion and copy of	
1. Receipt of fees	Yes/No
2. Receipt service charges for BLE	Yes/No
3. Registered deed	Yes/No
4. Legal heir certificate	Yes/No
5. Chain deeds	Yes/No
6. Up-to-date revenue & cess receipt,	Yes/No
7. Declaration form with court fee stamp of Rs. 10/-	Yes/No
8. Envelopes with A/D with postage stamp	Yes/No
Caution: Application is liable to be rejected for non production of original document at hearing	
Signature of BLE	

Prepared by	Approved by
1. Dr. Dipankar Mandal, WBCS(Exe) Joint Director Land Records & Surveys, W.B.	Sri Sekhar Dutta Director of Land Records & Surveys, W.B. & Joint Land Reforms Commissioner
2. Sri Projjal Sengupta, SRO-II & O/C- Computer, Directorate of Land Records & Surveys, W.B.	

●

**Government of West Bengal
Land & Land Reforms Department
L.A Branch
Nabanna, 6th floor
Howrah- 711 102**

Memo No. 1931-LA/3M-14/14

Dated, the 16th July, 2014.

It has been observed that vested land acquired through process of Land Acquisition under LA Act 1894 in terms of G.O. No.1111-L.A-3M/04 dated 04.04.2006 by Govt. Organization could not be mutated.

2. Now, after careful consideration of the matter, it has been decided that such land should be recorded as "raiya". Mutation should be done accordingly.

This order will take immediate effect.

A.K. Singh
O.S.D. & E.O. ACS & LRC

Memo No. 1931/1(23)-LA

Dated, the 16th July, 2014.

Copy forwarded for information and necessary action to:

1. DLRS & Jt. LRC, West Bengal.
2. ADM & DL & LRO,
3. Addl. Chief Secretary, Commerce & Industries Department.
4. Pr. Secretary, Micro, Small & Medium Enterprises & Textiles Department.
5. Pr. Secretary, Information Technology & Electronics Department.

A.K. Singh
O.S.D. & E.O. ACS & LRC

●

**Government of West Bengal
Land & Land Reforms Department,
Nabanna, (HRBC Building). 6th Floor,
325, Sarat Chandra Chatterjee Road,
Shibpur, Howrah-711102.**

No.351/Com(III)-55/2012

Date : Thursday September 04.2014

Notification

It has been observed that in case of inter -Departmental land transfer, in absence of any specific direction, BL&LROs are often insisting for mutation fees from the State Govt. Department for disposing mutation petition in its favour .

2. Now, after careful consideration of the matter, it has been decided to exempt the mutation fees including application fees, and subsequent issuance of certified copy of RoR and Plot Information in respect of State Govt. Department only.

This order will take immediate effect.

A.K. Singh
OSD & EO Addl. Chief Secretary &
Land Reforms Commissioner,
West Bengal

No.351/Com (III)-55/1 (23)/2012

Date: Thursday, September 04.2014

Copy forwarded for information and necessary action to

1. The Addl. Chief Secretary , Commarce & Industries Department.
2. The Pr. Secretary , Micro, Small & Medium Enterprise & Textiles Department.
3. The Pr. Secretary, Information Technology & Electronics Department.
4. The Director of Land Records & Surveys, West Bengal,
Surveys Building, 35, Gopalnagar Road, Alipur, Kolkata-700027
- 5-23. ADM & DL&LRO.

A. K. Singh
OSD & EO Addl. Chief Secretary &
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, Gopal Nagar Road, Alipore, Kolkata-700027.

Memo No.7/6060-6077/IC/14

Dated, Alipore, the 16th December, 2014

To
The District Land and Land Reforms Officer,
.....

Sub : Disposal of mutation and other cases.

In has been detected in course of holding inspection of the Block Land and Land Reforms Offices, that disposing officers who may be SRO-II or R.O. are not maintaining order sheet for passing necessary order. This practice is undoubtedly bad in law. When some order is passed there should be some reasons. Such reasons must be recorded. Besides, the respective office will fall in trouble in case of issuing certified copy when prayed for. Therefore, the practice of not maintaining order sheet in any proceeding viz. mutation, conversion etc. with or without any instruction must be discontinued and stopped forthwith.

The disposing officer is directed to maintain order sheet for recording observation and order for each case. The order must be signed by the disposing officer and preserved with the case records.

He is requested to ensure the compliance of this order in course of inspection.

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

●

Government of West Bengal
Land and Land Reforms Department
Land Policy Branch
Nabanna (6th floor),
325 Sarat Chatterjee Road, P.O. Shibpur, Howrah- 711102

No. 324-LP/1A-12/13

Dated, 5th February, 2015

MEMORANDUM

Sub : Time-bound disposal of mutation & conversion for industrial purpose.

1. **Disposal of mutation :**

- i) In order to expedite the process and disposal of mutation petition for setting up of industry, it is decided that disposal of mutation petitions where name of the vendor from whom the present petitioner purchased the land has already been recorded in the R-O-R(s) and it is in his possession, must be done within 21 days from the date of receipt of the petition.
- ii) Usual references be made to the ULC/LA etc. and if no reply is received within 14 days, then it will be presumed that the authority/ department concerned has no objection in granting the mutation.
- iii) If the condition given in sub- para (i) above is not fulfilled it should be disposed of as quickly as possible not exceeding 60 days.

2. **Disposal of conversion :**

- i) The process and disposal of conversion petition, if it is otherwise found in order, be done within 30 days from the date of receipt of the petition.
- ii) However, the following steps should be taken for timely disposal of the said cases:
 - a) If NOC from local body is not received within 14 days it will be presumed that there is no objection of the said body similar to that of U.L.C clearance.
 - b) NOC from WBSEDCL/ G.M. D.I.C./ WBPCB/ NHAI/ PWD/ Fire & Emergency Service is not mandatory.
 - c) E.M.-I/I.E.M-1 Registration Certificate must be submitted by the petitioner.
 - d) An enquiry be done by the field level functionary and it be followed by a hearing of the petitioner concerned.
 - e) The prevailing system of obtaining no objection from the adjacent plot-holders should be immediately discounted. Instead, adjacent plot holders may be called for hearing.
 - f) The industrial units coming up in industrial estate/park which have already got land conversion are no longer required to apply for land conversion separately. Necessary changes be effected in the R.O.R.s in due course.

3. This order regarding time-period of 21 days for disposal of mutation petitions and 30 days for conversion petitions will be applicable to all industry petitions in the entire State.

4. However, the order/memorandum relating to conversion of water body will remain in force.

This order issues in supersession of all earlier orders/memorandums in this regard with immediate effect.

A. K. Singh
O.S.D. & EX-Officio ACS & LRC
Government of West Bengal
Land & Land Reforms Department

No. 324()-LP/1A-12/13

Dated, 5th February, 2015

Copy forwarded for information & necessary action to:

1. Additional Chief Secretary/ Principal Secretary/ Secretary
_____ Deptt.
2. DLR&S, West Bengal, Survey Building, 35, Gopal Nagar Road, Alipore, Kolkata-700 027
3. ADM&DL&LRO _____
4. _____

Sd/-Illegible
Secretary to the
Government of West Bengal
Land & Land Reforms Department

**Government of West Bengal
Land and Land Reforms Department
Land Policy Branch
Nabanna (6th floor),
325 Sarat Chatterjee Road, P.O. Shibpur, Howrah- 711102**

No. 325-LP/1A-12/13

Dated, 5th February, 2015

MEMORANDUM

Sub.: Disposal of mutation & conversion for non-industrial land purposes.

1. Disposal of mutation :

- i) In order to expedite the process and disposal of mutation petition, it is decided that disposal of mutation petitions where name of the vender from whom the present petitioner purchased the land has already been recorded in the R-O-R(s) and it is in his possession, must be done within 45 days from the date of receipt of the petition.
- ii) Usual references be made to the ULC/LA etc. and if no reply is received within 30 days, then it will be presumed that the authority/ department concerned has no objection in granting the mutation.
- iii) If the condition given in sub- para (i) above is not fulfilled it should be disposed of as quickly as possible not exceeding 60 days.

2. Disposal of conversion :

- i) The process and disposal of conversion petition, if it is otherwise found in order, be done within 60 days from the date of receipt of the petition.
- ii) The following steps should be taken for timely disposal of the said cases:
 - a. If NOC from local body is not received within 30 days, it will be presumed that there is no objection of the said body similar to that of U.L.C clearance.
 - b. NOC from WBSEDCL/ G.M. D.I.C./ WBPCB/ NHAI/ PWD/ Fire & Emergency Service is not mandatory.
 - c. An enquiry be done by the field level functionary and it be followed by a hearing of the petitioner concerned.
 - d. The prevailing system of obtaining no objection from the adjacent plot-holders should be immediately discounted. Instead, adjacent plot holders may be called for hearing.
 - e. For individual non-commercial/ non-industrial conversion, no DPR should be asked for.
 - f. However, the order/memorandum relating to conversion of water body will remain in force.

This order issues in supersession of all earlier orders/memorandums in this regard with immediate effect.

A.K. Singh
O.S.D. & Ex-Officio ACS & LRC
Government of West Bengal
Land & Land Reforms Department

No.435/C/15

Dated Alipore, the 10th February, 2015

Copy forwarded to District Land & Land Reforms Officer.....for information and taking necessary action.

A. Sanyamath
Additional Director of Land Records Surveys
& Ex-Officio Joint Secretary
Land & Land Reforms Department, W.B.

<http://wbllroa.in>