

6. CIRCULARS ON MUTATION OF NAME(S)

GOVERNMENT OF WEST BENGAL
Office of the Board of Revenue, West Bengal
Section - AI : Branch-GE.

No. 9092-GE
333/80

Dated, Calcutta, the 12th Sept. 1984.

To
The Additional District Magistrate (LR), Hooghly.

Sub: Whether ascertaining of land in excess of the ceiling under Urban Land Act. is necessary before mutation is allowed.

Ref : His memo No. 3211-LR, dated 18.6.84.

The undersigned is directed to say that mutation is done under L.R. Act and if the provisions under the said Act are complied with there should not be any bar in allowing mutation. As such reference to Urban Land (C.&R.) Act is not necessary in allowing mutation.

Sd/-
Special Officer & (ex-officio)
Secretary,
Board of Revenue, West Bengal.

Memo No. 9092/1(87)-G.E.

Copy forward for information to :

- 1) The Commissioner, Division
- 2) The Collector/Deputy Commissioner
- 3) The Addl. Dist. Magistrate, (LR)/The Addl. Deputy Commissioner (LR)

Government of West Bengal
Office of the Board of Revenue, West Bengal
Section - AI, Branch - GE.

No. 806(18)-GE
4/88

Dated, Calcutta, the 27th January'88.

From : Shri B.B.Adhya, I.A.S.,
Special Officer & (Ex-officio) Secretary,
Board of Revenue,
West Bengal.

To
The Additional District Magistrate (LR),

Sir,

It has been brought to the notice of the Board that many of the entrepreneurs, assisted by the West Bengal Industrial Development Corporation and West Bengal Financial Corporation apply to the Collectors for mutation and/or conversion in respect of the land where the industry is to be set up.

It has been decided at the highest level of the Govt. that all such cases of mutation / conversion should be disposed of within a period of three months without fail. If on any point specific instructions are required, such cases may be brought to the notice of the Board for clarification.

In certain cases it may be found that entrepreneurs have started construction of factory building before receiving the permission for conversion from the Collectors. Such cases should invariably be forwarded to the Board for necessary instructions.

A copy of the Board's Memo No.10426(18)-GE dt. 17.11.84 is attached herewith for your guidance.

Yours faithfully,
B. B. Adhya.
Special Officer & (Ex-officio) Secretary,
Board of Revenue, West Bengal.

●

GOVERNMENT OF WEST BENGAL
OFFICE OF THE BOARD OF REVENUE, WEST BENGAL
SECTION A(I), BRANCH - G.E.

Memo. No. 12062(17)-G.E.
282/89.

Dated, Calcutta, the 1st September, 1989

To
The District Land and Land Reforms Officer,

ORDER

It has been brought to the notice of the Board that much time is being taken in clearing the cases of mutation and conversion of land purchased by the entrepreneurs from private individuals for setting up industries, in spite of Board's instructions to that effect that priority should be given in such cases and mutation and conversion of such land should be completed within 90 days (Board's circular No.806(18) - GE dated 27.1.88).

This delay, it is understood, is mainly due to the fact that most of the Land for which mutation and conversion is sought for by the entrepreneurs lie within the areas covered by Urban Land (Ceiling and Regulation) Act, 1976 and delay occurs in obtaining the report/clearance from urban Land Ceiling Authorities. It is also seen that in most cases the report from the U.L.C. Authorities state that the land in question comes within the mischief of Urban Land (Ceiling and Regulation) Act, 1976. As the determination of the ceiling limit etc. under the Ceiling Act is likely to take sufficient time, it has been decided by Govt. that cases of mutation / conversion of land on which industry is to be set up, should be finalised without waiting for determination of the ceiling limit etc.

To ensure early disposal of mutation and conversion of such land it has been decided that on receipt of an application for mutation and conversion of land from an entrepreneur intending to set up an industry, a reference will be made to the ULC authorities in usual course requesting them for their report within 30 days. If report is received to the effect that the Land comes within the mischief of Urban Land (Ceiling and Regulation) Act, 1976 or if no report is received within the period of 30 days, then a declaration from the entrepreneurs will be taken (in triplicate-one original and two xerox copies) to the effect that if in future the Land in question is found to be vested, the entrepreneur will apply to the State Government for long term settlement of the same

under usual terms and conditions on payment of rent / salami etc. This "Declaration" should be accompanied by an appropriate affidavit to be sworn in by the concerned person. On receipt of such declaration from the entrepreneur mutation and conversion of the land should be cleared within the stipulated period of 90 days, if cases are otherwise found to be in order.

After mutation and conversion are granted, two xerox copies of the "Declaration Form" submitted by the entrepreneur should be sent to the Urban Land Ceiling Authorities with the request to communicate whether the land in question has been declared as vested after the determination of the ceiling limit under the Urban Land (Ceiling and Regulation) Act, 1976. The Urban Land Ceiling Authorities will also be requested to return one copy of the Declaration Form alongwith the report of vesting. On receipt of such report about vesting of the land on which the industry has been established, the entrepreneur should be directed to apply for long term settlement of the land in question to the appropriate Authority. Specimen copy of the "Declaration Form" is attached.

For following up the cases in future, a register in the proforma attached should be maintained.

B. B. Adhya.
Special Officer & (ex-officio)
Secretary, Board of Revenue, West Bengal.

FORM OF DECLARATION

I Shri _____ S/O Shri _____ residing at _____ (address) being the proprietor / partner / Director of _____ (Name of the Company), do hereby declare that if the land described below :

Area of the land _____
Plot No. _____
Khatian No. _____
J.L. No. _____
Touzi No. _____
Mouza No. _____
P.S. _____
District. _____

on which the industry by the name and style _____ (Name of the Company) is being set up, is found to be vested land under Urban Land (Ceiling and Regulation) Act, 1976, then I Shri _____ S/O Shri _____ residing at _____ being the proprietor / partner / Director of _____ shall apply to the Government of West Bengal or its authorised Officer for long term settlement of the said vested land on such terms and conditions (including payment of rent / selami etc.) as may be fixed by the Govt. of West Bengal within a period of one month from the date of receipt of the order directing me to apply for long term settlement of the land in question.

2. I further declare that in case of my failure to apply for long term settlement of the land in question within the period of one month, I shall be liable to be evicted from the land as a trespasser and shall also be liable to payment of damage for the use and occupation of the said land.

3. I understand that this will be without prejudice to my right for taking legal action against the seller of the land.

FOR PROFORMA REGISTER

Sl. No.	Name of the industry and name of the entrepreneur with full address.	Particulars about the initial reference made to U.L.C. authorities.	Particulars about the reply received from U.L.C. authorities in reply to the reference in Col. (3) (if no reply is received within 30 days the fact should be noted here.)	Order No. & Date granting mutation & conversion.	Particulars of the land for which mutation/conversion has been allowed.
1	2	3	4	5	6

Particulars of reference made to U.L.C. authorities with xerox copies of declaration submitted by the entrepreneur.	Whether the land is found to be vested on the basis of the report from U.L.C. authorities in reply to the ref. under Col. (7)	Particulars of letter addressed to the entrepreneur asking him to apply for long term settlement of the land in question.	Particulars about the application for long term settlement received from the entrepreneur.	Particulars about the action taken on the application for long term settlement as noted in Col. (10)	REMARKS
7	8	9	10	11	12



Government of West Bengal
Office of the Director of Land Records & Surveys &
Joint Land Reforms Commissioner, West Bengal.

CIRCULAR NO.51/925/c/89

Dated, Alipore, the 20th March, 1991.

Subject :- Disposal of Mutation, Barga, Homestead and Conversion petitions.

Detailed instructions for disposal of mutation, barga, homestead and conversion petitions under the Intergrated Set-up were issued in the Hand Book for Revenue Inspectors. According to the instructions, all these petitions are to be disposed of from R.I.'s office. But, unfortunately, the instructions are not being followed. Due stress on preparation of copies of finally published R-O-Rs which are an essential pre-requisite for making the system effective is not attached. What is more surprising is that the copies of R-O-Rs already prepared are not being sent to the R.I. Office and the work connected with disposal of above petitions is still being done at the B.L.L.R.O.s Office. As a result, the very purpose of opening of R.I. Offices at the Gram Panchayat level is being frustrated and the public are being put to the same harassment as was the case prior to the introduction of the Integrated Set-up.

In order to make the system of disposal of petitions from the R.I. Offices effective, the following instructions may be strictly followed :-

- (1) Authenticated copies of finally published R-O-Rs already prepared should immediately be sent to the R.I. Offices and great emphasis should be laid on speeding up copying of finally published R-O-Rs.
- (2) The above petitions received by the Offices other than the R.I. Office in respect of the finally published mouzas copies of which have already been supplied to the R.I. Offices should be sent to the R.I. Office for preliminary verification and enquiry.
- (3) The verification report and the enquiry report should be placed before the R.O. during his visit to the R.I. Office. Mutation petitions received by the R.I. Office should also be similarly dealt with.
- (4) If, on perusal of the verification report and the enquiry report, the Revenue Officer is satisfied that the prayer may be allowed without a hearing he will pass necessary orders and tamill the orders in the copy of R-O-Rs. and sign necessary certificate for delivery to the petitioner.
- (5) In cases, however, where the R.O. after perusal of the verification report and enquiry report, considers a hearing to be necessary, he will fix a date and sign the relevant notice to be issued for the purpose. He will take the hearing on the date fixed and pass necessary orders on the case. If the prayer is allowed, he will tamill the orders in the copy of the R-O-Rs. and sign the necessary Certificate for delivery to the petitioner.
- (6) Order Sheet should be maintained properly. After tamilling of the orders passed in cases where the petition has been allowed the case record containing the order-sheet and other papers should be sent to the B.L.L.R.O.'s Office.
- (7) On receipt of such case record by the B.L.L.R.O.'s Office, the orders passed will be tamilled in the mother copy of the R-O-Rs. by the R.O. dealing with the case. The case record will be preserved in the B.L.L.R.O.'s Office.

- (8) Case records containing order-sheet and other papers in respect of cases in which the petition has been rejected should also be sent to the B.L.L.R.O.'s office for preservation.
- (9) In cases, where copies of R-O-Rs could not be sent to the R.I. Office, the petitions should first be verified with reference to the R.O.Rs by the R.O. at the B.L.L.R.O. Office. For the purpose, the petitions received by the R.I. Office or other offices than the B.L.L.R.O.'s Office should be sent the B.L.L.R.O.'s Office. Petitions found in order on such verification should than be sent to the R.I. Office along with the order-sheet opened for the purpose for preliminary enquiry.

Other procedure for dealing with such petitions will be the same as outlined above.

The above instructions are in addition to those already issued in the Hand Book for Revenue Inspectors.

K. S. Rajendra Kumar
Director of Land Records and Surveys
and Joint Land Reforms Commissioner,
West Bengal.

————— ● —————
Copy of Memo. No. 5233(17)-GE/184/91 Dated Calcutta, the 7/13th August, 1991, from the Special Secretary, Board of Revenue, West Bengal, to the District Land & Land Reforms Officer, South 24-Parganas.

Sub : Mutation and conversion of land purchased by the Entrepreneurs for setting up Industries.

MEMORANDUM.

The undersigned is directed to say that in view of recent development, it is of the utmost importance to encourage the setting up of Industries in the State. Towards that purpose, all applications connected with the setting up of industries should be disposed of with due despatch.

The undersigned is to state in this connection that under Board's Circular No.806(18)-GE dt. 27.1.88 (copy enclosed) it was laid down that all cases of mutation and conversion of land purchased by the entrepreneurs for setting up industries should be completed within a period of three months without fail. Subsequently to avoid delay involved in obtaining U.L.C. clearance instructions were issued under Board's Circular No.12062(17) – GE dt. 1.9.89 (copy enclosed) for finalising such cases in the manner indicated therein within the stipulated period of three months. There should therefore, be apparently no reason for not being able to dispose of all such cases within the stipulated period of three months.

The undersigned is therefore, directed to request him to take all appropriate steps to ensure disposal of the mutation and conversion cases of Industrial units within the stipulated period of three months. In case of any delay caused by non-production of the required papers by the entrepreneurs the same may be forthwith brought to the notice of the concerned Sponsoring Agency, Viz. WBIDC/WBFC/SIDA, as the case may be, for taking necessary action from their end.

Government of West Bengal
Office of the Board of Revenue, West Bengal
Section – AI : Branch-GE

No. 945(17)-GE
364/91

Dated, Calcutta, the 4th Feb. 1992.

To
The District Land and Land Reforms Officer,

Sub: Instructions on Mutation.

The undersigned is directed to say that with the introduction of the Integrated set up of the Land Reforms Administration, it has been felt necessary to prepare a comprehensive Land Reforms Manual incorporating therein provisions of the existing manual and instructions issued from the Land & Land Reforms Deptt. and the Board of Revenue, from time to time. A Manual has been finalised and is awaiting publication.

2. As printing of the Manual is likely to take some time it has been decided by the Board that for guidance of the field officers detailed instructions in respect of certain subjects incorporated in the Manual should be prepared and issued. Accordingly an instruction on 'Mutation of names in record-of-rights' has been prepared a copy of which is enclosed.

3. The instructions come into force with immediate effect and should be followed by all the field officers concerned.

4. Instructions on other items will follow.

A.K.Chakrabarti,
Special Officer & (ex-officio)
Secretary,
Board of Revenue, West Bengal.

No.945/1(20)-GE

Copy with a copy of the instructions forwarded to :

1. The Commissioner, _____ Division _____
2. The Director of Land Records and Surveys, West Bengal.
3. The Collector.

Dated, Calcutta,
The 4/12th February, 1992.

A. K. Chakrabarti,
Spl. Officer & Secretary,
Board of Revenue, West Bengal.

CHAPTER - IV

Mutation of names in record-of-rights.

Preliminaries

- 56.** i) Mutation, meaning substitution of the name of a person by the name of another in the record of rights, may be done by a prescribed authority under section 50 of the West Bengal Land Reforms Act, 1955.
- ii) Mutation is done on the following grounds : a) Transfer by sale, gift or hebanama; b) Exchange, and c) Inheritance.
- iii) Mutation, claimed on the basis of transfer shall not be allowed without a registered deed.
- iv) Application for mutation requires no court fee stamps for filing. Applications may be made on plain paper.

Application for mutation.

- 57.** i) Applications for mutation should be accompanied by a copy of the deed of transfer. In case of inheritance, documents if any, in support of such inheritance should be furnished.

- ii) Copy of rent receipt showing the payment of upto date revenue and cess of the land in question should also be furnished.
- iii) In addition to the above, the applicant will have to furnish an undertaking to the effect that in case the mutation is allowed he will have no claim over the land if in future it vests in the State in any proceedings under any provision of law.
- iv) Applications for mutation may be filed in the office of the R.I./B.L. & L.R.O. or in higher offices. Where an application has been filed in offices other than that of the R.I., it should be immediately sent to the R.I. for enquiry.

Entry into Mutation Register.

58. As soon as an application has been received in the office of the R.I., it should be entered in Register – IX.

Enquiry and Verification.

- 59.**
- i) In respect of every application for mutation, the R.I will start a case and hold an enquiry with previous notice to the petitioner praying for mutation.
 - ii) During such enquiry, the R.I. should –
 - a) Verify physical possession of the applicant;
 - b) Examine the registered transfer-deeds; and
 - c) Where mutation has been claimed on ground of inheritance, collect necessary evidence in support of such inheritance from the locality.
 - iii) The R.I. will verify if the plot in respect of which mutation has been prayed is vested or it is a patta land. Such verification should also include examination of the copy of the R-O-Rs available with him. He will collect necessary information from the office of the B.L. & L.R.O.
 - iv) The R.I. will submit the report to the B.L. & L.R.O.

Officers who will dispose of mutation petitions.

60. Mutation applications will be disposed of by one of the Revenue Officers attached to the Office of the B.L. & L.R.O. (Block Land & Land Reforms Officer). For this purpose, all Revenue Officers have been appointed as 'Prescribed authority' under section 50 of the West Bengal Land Reforms Act.

Procedure for disposal of mutation petition.

61. The procedure for disposal of the mutation petitions will be as under :-

- a) Where the mouza has been finally published and the copies of record of rights are already available with the Revenue Inspector, he will after previous consultation with the concerned Revenue Officer, (the Prescribed Authority u/s 50 of the W.B.L.R. Act) fix a date for hearing in his office.
- b) Notice for hearing will be issued to the applicant under the signature of the Revenue Inspector.

- c) On the date fixed the Revenue Officer will attend the office of the Revenue Inspector and take the hearing.
- d) The Revenue Officer will carefully consider the memorandum of enquiry prepared by the Revenue Inspector and examine the original documents produced by the applicant.

Final Order and Correction of R-O-R.

- 62.** If after considering all aspects of the case the Revenue Officer is satisfied that mutation should be allowed, he should, as the Prescribed Authority pass an order to the above effect. On the very day the copy of the record of rights should be corrected to reflect the mutation.

Mutation Certificate

- 63.** A certificate of mutation should be issued to the applicant in form – A.

Entry in Register-IX

- 64.** Necessary entries should be made in Register IX immediately after the orders allowing the mutation have been passed by the Revenue Officer.

Intimation to B.L. & L.R.O.

- 65.** The Revenue Inspector should send an intimation to the Block Land & Land Reforms Officer along with a copy of the certificate of mutation for correction of the original records lying in the office of the Block Land & Land Reforms Officer,

Where finally published R-O-R has not been copied

- 66.**
- i) Where a mouza has been finally published but the copies of the record of rights are not available with the Revenue Inspector, he will send the mutation case records along with the enquiry report to the Block Land & Land Reforms Officer for disposal.
 - ii) On receipt of the case records the Block Land & Land Reforms Officer will assign the work to the concerned Revenue Officer.
 - iii) The Revenue Officer will fix up a date of hearing and issue a notice to the applicant.
 - iv) If after hearing the applicant and examining the relevant reports and documents the Revenue Officer is satisfied that mutation should be allowed, he will record an order to the above effect.
 - v) On the very day the case is heard and orders passed the Revenue Officer will issue a certificate of Mutation to the applicant.
 - vi) The original Record of rights lying in the office of the Block Land & Land Reforms Officer, should be corrected to reflect the mutation.

Correction of copy of R-O-R before despatch to R.I.

- 67.** i) It should be ensured by the Revenue Officer that any modification of records necessitated by mutation

cases are duly incorporated in the copy of record of rights when such copies are taken up for preparation.

- ii) When such copies have already been made and are awaiting despatch to the office of the Revenue Inspector, it should be ensured that the corrections have been duly incorporated before despatch.

Where Chain of transfers are involved.

- 68.**
- i) Sometimes the applicants are required to furnish Chain of successive deeds as proof of title of their vendors. Procurement of such chain deeds becomes difficult where the number of intermediate transfers is large.
 - ii) Such Chain deeds as may be made available by the petitioner should be examined.
 - iii) An application may not be rejected on the sole ground that the petitioner has failed to produce the chain deeds. In such cases mutation may be allowed, if the case is otherwise in order, provided the applicant furnishes a declaration that he has purchased / acquired the land from his vendor on being fully satisfied that the letter had good and transferable title over the land, and provided the land is found in possession of the applicant.

Correction of modified R-O-R in certain cases.

- 69.**
- In case of a mouza where Khanapuri – Bujharat has not yet been taken up, the corrections consequent on mutation orders should be made in the copy of the record of rights modified under the W.B.E.A., Act.

Treatment of mutation application where revision of R-O-R u/s 51 is in progress

- 70.**
- Applications for mutation in respect of lands in mouzas where work under section 51 has been taken up, but has not proceeded upto the stage of final publication should be dealt with in the following manner :-
- a) If on receipt of the mutation application it is found that the name of the applicant has already been incorporated at any stage of the preparation /revision u/s 51 of the W.B.L.R. Act, the applicant should be informed accordingly in Form – B. No further action will be necessary.
 - b) If the name does not stand recorded but the application can be conveniently considered within a reasonable period of time at any stage of preparation / revision, the petition should be disposed of at that stage. If the petition is allowed wholly or in part, the applicant should be informed as at (a) above.
 - c) In a case where the name of the applicant has not been recorded at any stage u/s. 51 of the W.B.L.R. Act and his application cannot be conveniently disposed of at any subsequent

stage, it should be disposed of u/s. 51B or Section 50 read with Sec. 50A of the Act.

Land Transfer Notice

71. Land Transfer Notice under rule 3 of the West Bengal (Transfer of holding) Rules, 1965 should be disposed of in the same manner as mutation petitions.

Time Frame

72. All mutation petitions should be disposed of within a period of three months from the date of receipt of the same.

Intimation of rejection of application.

73. Where a mutation application has been rejected, the applicant should be invariably informed stating in brief the ground for rejection.

Inspection

74. All inspecting officers shall, in course of their visit to the offices of Block Land & Land Reforms Officer and Revenue Inspector, conduct sample check of the case records relating to mutation and registers.

DLRS to issue detailed instructions

75. The Director of Land Records & Surveys, W.B. will issue detailed instructions regarding correction of maps and record of rights consequent upon orders under this chapter.

FORM - A

Certificate of Mutation:

To

(Name and address of the applicant)

Reference : His / Her prayer dated _____ for mutation.

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	

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

FORM - B

To

_____ **(Name and address of the applicant)**

Ref: His / Her prayer dated _____ for mutation.

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 _____

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

●

**Government of West Bengal
Office of the District Land & Land Reforms Officer,
South 24-Parganas, Alipore,
Survey Building, Calcutta - 27.**

No.89/3100 - 30/P/91

Dated 12.02.1993.

To

**The Block Land & Land Reforms Officer,
_____ Block.**

Sub : CMDA clearance in Mutation of names in R-O-Rs.
Ref : This office Circular No.89/20338/P/91 dt. 24.9.92.

His attention is invited to Para 2 of Page - 3 of Circular No. under reference in respect of CMDA Clearance wherein it was decided that CMDA would provide a comprehensive list of the acquired or requisitioned land for its different projects, but as the said agency could not make available such a list, further discussions were held with Secretary, C.M.D.A. It is now mutually decided that D.L. & L.R.O. / S.D.L & L.R.O. / B.L & L.R.O. would write to Secretary C.M.D.A stating particulars of land in order to obtain their clearance in connection with the Agency's interest over the land. If no response is obtained within a period of Sixty (60) days, it may be presumed that the Agency does not have any objection over the land and after expiry of Sixty (60) days, the C.R. may be processed as per law.

A. Bandyopadhyay
District Land & Land Reforms Officer,
South 24-Parganas.

Copy forwarded for information & necessary action to :-

1. Secretary, C.M.D.A., 3A, Auckland Place, Calcutta.
2. SDL & L.R.O.,
3. Guard file.

A. Bandyopadhyay
District Land & Land Reforms Officer,
South 24-Parganas.

K.L. Mukhopadhyay,

**Special Officer & Secretary
Board of Revenue, West Bengal,
Writers' Buildings, Cal - 1.**

D.O.No. $\frac{1681-G.E.}{46/93}$

Dated, the 15th March, 1993.

Kindly see your memo. no. Con/28/L&LR(N) dt. 1.2.93 on 'Mutation'.

I share your anxiety for the harassment to which the small purchasers are being put when they are approaching for getting their names mutated in the R-O-Rs. But it would not be wise to liberalise the laid down procedure for giving some relief to those people alone by any Circular from the Board in as much as such circular will run the risk of being struck down by the court on the ground that it is discriminatory. We should, therefore, try to deal with these cases within the framework of the existing circulars.

Mutation petitions will be entertained only in respect of the moujas which have not yet been taken up in K.B. and the records of which have been finally published under Sec. 51A(2) and also the petitions under Sec. 51A(4) have been disposed of. All other cases should fall within different stages of Revisional Operation. These cases should be dealt with at the appropriate stages of operation. Mutation under section 50 should not be allowed in such cases.

The following procedure may be followed for disposal of the either petitions for Mutation or objections / petitions under the stages of operation. Revenue Officers & Inspectors with their knowledge of the locality should be in a position to reasonably suspect which cases of purchases are 'benami' purchase of land which stands recorded as agricultural land but not used for the purpose of agriculture for quite a long time and which is going to be used for either raising a housing complex or selling out in plots. Purchase in different names (benamdars) has been made only to evade the ceiling under UL (C&R) Act. Provisions of Sec. 4E should be strictly applied in such cases and thorough enquiry made and action for either mutation or recording at the appropriate stage of the operation withheld. These cases should immediately be referred to the concerned Competent Authority under UL (C&R) Act for follow up action under that Act. In respect of other cases, mutation or recording may be done after following the procedure laid down in (i) and (ii) of para 173 of chapter - XI.

I think the procedure above put to use with some amount of discretion will enable us to thwart the promoters and land developers who have dodged the provisions of the UL(C&R) Act taking advantage of the old recording of the agricultural land, and at the same time lessening the harassment of those who have purchased small pieces of land for construction of residential buildings and those who want to use the land for industrial purpose.

Shri P. Bandyopadhyay
Addl. District Magistrate &
District Land & Land Reforms Officer,
North 24-Parganas, Barasat.

Yours sincerely,
K. L. Mukhopadhyay

Memo. No.1681/1(4)-G.E.

Dated, the $\frac{15^{\text{th}}}{31^{\text{st}}}$ March, 1993

Copy forwarded to :-

1. The Director of Land Records & Surveys, West Bengal – for information.
2. The Addl. District Magistrate & District Land & Land Reforms Officer, South 24-Parganas.
3. The District Land & Land Reforms Officer, Howrah.
4. The District Land & Land Reforms Officer, Hooghly.

K. L. Mukhopadhyay
Special Officer & Secretary,
Board of Revenue, West Bengal.

●

**Government of West Bengal
Land and Land Reforms Department
Section-LR(A1): GE Branch**

No. $\frac{5024-GE}{345/96}$

Dated Kolkata, the 28.7.1999

MEMORANDUM

The Government in the Land & Land Reforms Department has been pleased to modify the procedures in the following manner for expeditious disposal of Mutation and Conversion cases relating to applications for setting up industries/housing complexes.

1. Forms of Application for Mutation and/or Conversion along with its required enclosures will be supplied by the respective sanctioning authority i.e. the B.L.L.R.O. for Mutation cases and the DLLRO for conversion cases.

2. Application formats for Mutation and/or Conversion need to be furnished in light blue colour for such purposes, so as to distinguish them from other ordinary applications.

3. In case of application for Mutation of Land 2 (two) sets of application forms (specimen enclosed) along with the copy of following documents are to be furnished by the applicant/applicants.

- a) Registered Deed of Transfer
- b) Chain Deed of Transfer
- c) Up-to-date Rent Receipt
- d) Affidavit in the given format (Annexure-I)
- e) Declaration in the given format (Annexure – II)

4. In case of application for conversion for the purpose mentioned above 3 (three) sets of applications for municipal area and 4 sets for non municipal areas (specimen enclosed) have to be furnished with copy of the following documents:-

- a) Declaration (specimen enclosed).
- b) Mutation Certificate
- c) Site plan.
- d) Current R.O.R.
- e) Certificate for setting up of Industries issued by District Industries Centre/Directorate of Industries/Deptt. of Commerce & Industry, Govt. of India.
- f) Project Report Duly Vetted by the Competent Authority.

5. In case of numerous plots involved in an application for Mutation and/or Conversion the applicant may annex a list of such plots, classification area in a separate sheet.
6. In case of application for conversion a Court Fee of Rs.10/- (Rupees Ten) only to be affixed on the first copy of the application.
7. Application for conversion will have to be submitted to the office of the DLLRO while the application for Mutation will have to be submitted to the office of the BLLRO.
8. Applications for Mutation and/or Conversion should be received by the concerned authority under proper receipt.
9. Time limit for disposal of Mutation cases is 4 (four) weeks. In case of doubt, field enquiry will be required for verification of possession by that time. Concerned BLLROs should ensure that all the procedures are completed within time limit.
10. The DLLRO is advised to note that time limit for disposal of conversion cases is 8 (eight) weeks provided 'No Objection Certificate' from the Pollution Control Board is produced by the applicant suo-moto or received by that time.
11. All other conditions as laid down in the orders, circulars & memos currently in force shall remain the same.
12. The instant memorandum shall have immediate effect.

R. N. De
Secretary to the Govt. of
West Bengal
Land & Land Reforms Deptt.

Memo No.5024/1(50)-GE

Dated 28.7.1999

Copy forwarded for information and necessary action to:-

1. The Chief Secretary to the Govt. of West Bengal.
2. The Director of Land Records & Surveys, West Bengal.
3. The Collector,.....
4. The Dist. Land & Land Reforms Officer,.....
5. The Commissioner,.....
6. The Municipal Affairs Deptt.
7. The Urban Development Deptt.
8. The Panchayat & Rural Development Deptt.
9. The Cottage & Small Scale Industries Deptt.
10. The Commerce & Industries Deptt.
11. The Food Processing Deptt.
12. The West Bengal Industrial Development Corporation.
13. The Pollution Control Board.

Sd/- Illegible
Joint Secretary to the
Govt. of West Bengal
Land & Land Reforms Deptt.

APPLICATION FOR MUTATION OF LAND

To
The Block Land & Land Reforms Officer,
.....
District.....

Sir,

I/We like to mutate my name /our names in respect of the land purchased by me/us. Necessary particulars and documents are furnished below:-

1. Name of the applicant :
2. Full Address :
3. Schedule of Land :
 - a) Name of Mouza :
 - b) J.L. No. :
 - c) Khaitan No. (R.S. & L.R.) :
 - d) Plot No.(R.S.& L.R.) :
 - e) Recorded classification :
 - f) Area of land :
 - g) Police Station :
 - h) District :
4. Purpose for which mutation is required. :
5. Registered Deed No. & Date :
6. In case of inheritance, No. of Succession Certificate issued by the competent Authority with date. :
7. Whether the land is in possession of the applicant :
8. Xerox copies of the documents furnished :
 - a) Registered Deed of Transfer;
 - b) Chain deeds of transfer,
 - c) In case of inheritance, the Succession certificate of Competent Authority;
 - d) Upto date rent receipt showing the payment of land revenue and Cess of the land in question;
 - e) Affidavit in original as per Annexure – 1;
 - f) Three copies of declaration as per Annexure – II;
 - g) Sketch Map of the land in question, duly signed.;

Date :

Yours faithfully,

ANNEXURE – I
FORMAT OF AFFIDAVIT

I/We, Shri/Smt. M/s.
S/O., D/O., W/O. residing at
..... do hereby solemnly
affirm and declare as follows:-

1. That I/We have purchased/acquired the land having the following schedule:

Mouza	J.L. No.	Khatian No. (R.S.&L.R.)	Plot No. (R.S.&L.R.)	Recorded Classification	Area Purchased /Acquired	P.S.	Dist.
1	2	3	4	5	6	7	8

From Shri/Smt.
S/o., D/O., W/O. vide Registered Deed No. dated /through inheritance for purpose, on being fully satisfied that the aforesaid transferor had good and transferable title and possession over the land in question.

2. I/We further undertake to the effect that in case the mutation is allowed, I/We will have no claim over the said land if in future the land(s) vests in the State in any proceeding under any provision of law.

3. I/We also undertake to the effect that if the land in question is found to be vested.; I/We will apply to the State Government for Long Term Settlement of the same under usual terms and conditions on payment of Rent and Salami etc. as will be determined by the State Government.

4. That in case of my failure to apply for Long Term Settlement within the period of one month, I shall be liable to be evicted from the land as a trespasser and shall also be liable to payment of damage for the use and occupation of the said land.

5. That I have taken over possession of the land and the said land is free from encumbrances.

6. That I have submitted chain of successive deeds as proof of title/I declare that I have purchased land from vendor being fully satisfied that the latter had good and transferable title over the land.

7. That the statements made above are true to the best of my knowledge and belief.

Signature
Identified by me

Date :

Advocate

**ANNEXURE - II
DECLARATION**

I/We, Sri/Smt./M/s.
S/O./W/O. residing at
I/We will use the land for the purpose applied for mutation.

I/We further undertake to the effect that in case the mutation is allowed, I/We will have no claim over the said land if in future the land (s) vests in the State in any proceeding under any provision of law.

I/We also undertake to the effect that if the land in question is found to be vested, I/We will apply to the State Government for Long Term Settlement of the same

under usual terms and conditions on payment of Rent and Salami etc. as will be determined by the State Government.

Schedule of Land.

- a) Name of Mouza :
- b) J.L. No. :
- c) Khatian No. (R.S.& L.R.) :
- d) Plot No. (R.S.& L.R.) :
- e) Recorded classification :
- f) Area of Land :
- g) Police Station :
- h) District :

Date:

Signature of the Declarant)

**Application for Conversion of land for setting up of Industries/Housing Complex
(Court fee of Rs.10/- to be affixed)**

**To
The District Land & Land Reforms Officer,**

.....

Sub : Prayer for conversion of land

Dear Sir,

I/We shall be very much glad if you kindly arrange to convert the following schedule of land to Non-agri. land for setting up of Industries/Housing Complex.

Schedule of land

- a) Name of Mouza :
- b) J.L. No. :
- c) Khatian No. (R.S.& L.R.) :
- d) Plot No. (R.S. & L.R.) :
- e) Recorded classification :
- f) Area of land :
- g) Police Station :
- h) District :

The following documents in 5 copies are enclosed.

1. Declaration
2. Copy of Mutation Certificate
3. Copy of current Record-of-Rights
4. Site Plan in duplicate
5. Certificate regarding industries issued by the D.I.C./Dte. of Industries/Deptt. of Industry.
6. Copy of the Project report duly vetted by the Compent Authority.

I/We further undertake to the effect that I/We will have no claim over the said land if in future the land(s) vests in the State in any proceeding under any provision of law.

I/We also undertake to the effect that if the land in question is found to be vested, I/We will apply to the State Govt. for Long Term Settlement of the same under usual terms and conditions on payment of Rent and Salami etc. as will be determined by the State Govt.

That in case of my failure to apply Long Term Settlement within the period of one month, I shall be liable to be evicted from the land as a trespasser and shall also be liable to payment of damage for the use and occupation of the said land .

That I have taken over possession of the land and the said land is free from encumbrances.

I/We also declare that none of the land is recorded as Tank/Orchard or cultivated by Bargadar.

Date:.....

Yours faithfully,

DECLARATION

I/We, Shri/Smt./M/s.
S/o., D/o.,W/o. residing at
.....do hereby solemnly affirm and declare as follows :-

1. That I/We have purchased/acquired the land having the following schedule :

Mouza	J.L. No.	Khatian No. (R.S.&L.R.)	Plot No. (R.S.&L.R.)	Recorded Classification	Area Purchased /Acquired	P.S.	Dist.
1	2	3	4	5	6	7	8

From Shri/Smt.
S/o., D/O., W/O. vide Registered
Deed No. dated /through inheritance for
.....purpose, on being fully satisfied that the
aforesaid transferor had good and transferable title and possession over the land in
question.

2. I/We further undertake to the effect that in case the mutation is allowed, I/We will have no claim over the said land if in future the land(s) vests in the State in any proceeding under any provision of law.

3. I/We also undertake to the effect that if the land in question is found to be vested.; I/We will apply to the State Government for Long Term Settlement of the same under usual terms and conditions on payment of Rent and Salami etc. as will be determined by the State Government.

4. That in case of my failure to apply for Long Term Settlement within the period of one month, I shall be liable to be evicted from the land as a trespasser and shall also be liable to payment of damage for the use and occupation of the said land.

5. That I have taken over possession of the land and the said land is free from encumbrances.

6. That I have submitted chain of successive deeds as proof of title/I declare that I have purchased land from vendor being fully satisfied that the latter had good and transferable title over the land.

7. That the statements made above are true to the best of my knowledge and belief.

Signature
Identified by me
Advocate

Date :

Form – 7C

(See sub-rule (1) of rule 14GG)

From Date.....
.....
.....

(State Name and Address of the applicant)

To
The Secretary,
Land & Land Reforms Department
West Bengal.

Sub : Application for permission to hold land in excess of the ceiling limit.

Sir,

I/We intend to set up.....and require..... land for the purpose of.....I/We, therefore, request you to grant permission u/s 14Y of the W.B.L.R. Act, for acquisition and holding of land in excess of the ceiling limit under Section 14M of the said Act.

In support of this application, I/We enclose herewith the following particulars and documents for your consideration:

- A) A project profile
- B) Particulars of the Land
 - (i) Mouza with J.L. No., Khatian No. and Plot No. (with area of the plot)
 - (ii) Police station (iii) District.
- C) A plan showing therein the detailed use of the land proposed to be acquired.

I/We hereby declare that the information given above and in the enclosures are correct to the best of my/our knowledge and belief.

Yours faithfully,

●
Government of West Bengal
Land & Land Reforms Department
Section – LR(AI): GE Branch.

No.366-GE

Calcutta, Dated 24.1.2000

MEMORANDUM

The Government in the Land and Land Reforms Department has further been pleased to modify the Para 3. b) & c) of the Memorandum No.5024-GE dated 28.7.99 as under :-

- Para – 3. b)
- (i) In rural areas Mutation petitions be considered on the basis of Last Deed backed by possession if there is no reasonable ground for examination of chain deeds.
 - (ii) In urban areas chain deeds be examined during consideration of mutation petitions.

Para – 3. c) In the event of prayer for mutation on the ground of Inheritance, succession certificate need not be called for. Rule 59(ii)(c) of the West Bengal Land and Land Reforms Manual, 1991 be followed .

All other terms and conditions shall remain the same.

P. Banerjee
Joint Secretary to the Govt. of West Bengal
Land & Land Reforms Deptt.

Memo. No.366/1(48)-GE.

Copy forwarded for information and necessary action to :-

- 1-2) ***
4) the District Land & Land Reforms Officer, South 24-Parganas, Alipore, Calcutta – 27.
5) *****

Sd/- Illegible
Officer on Special Duty
& Deputy Secretary
Land & Land Reforms Deptt.,

●

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DIRECTOR OF LAND RECORDS AND SURVEYS
AND JOINT LAND REFORMS COMMISSIONER, WEST BENGAL,
35, GOPAL NAGAR ROAD, ALIPUR, KOLKATA - 700 027.**

No.73/6019/C/2002

Dated, Alipur, the $\frac{19^{\text{th}}}{27^{\text{th}}}$ Sept. 2002.

C I R C U L A R

It is observed that some B.L. & L.R.O's offices of different districts are using printed order sheets for hearing of the mutation cases while merit of all the cases are not identical. Moreover printed order sheets will be meant prejudiced and bad in the eye of law.

Further, on inspection of such case records in many districts it also has been witnessed that the R.I.s / R.O.s / B.L.&L.R.Os on many occasions do not apply their minds and put their signatures on the printed order sheets, the blank spaces are not filled up by the signing officers, unnecessary portion of orders are not struck off.

Hence the Revenue Officers / B.L.&L.R.Os are directed to discontinue the practice of using printed order sheets for mutation / conversion etc. cases immediately. Vis-à-vis the Inspecting Officers are instructed to examine the matters carefully.

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

Memo No.73/6020-37/C/02.

Dated, Alipur, the $\frac{19^{\text{th}}}{27^{\text{th}}}$ Sept. 2002.

Copy forwarded to the District Land & Land Reforms Officer for information. He is requested kindly to circulate it to the SDL&LROs and BL & LROs in his district with an instruction to follow the above instructions.

A. K. Bhattacharya
For Director of Land Records & Surveys
& Jt. Land Reforms Commissioner,
West Bengal.

**Government of West Bengal
Land and Land Reforms Deptt.,
Section AI : IS - Branch**

No. 7818-IS
534/2002

Dated, Kol. the 25th Oct., 2002

NOTIFICATION

It has been observed by the Government, for sometime past, that there has been a large scale speculation and sharp rise in the valuation of land along-side the National Highways running through the State of West Bengal, consequent upon the major improvement works of the highways undertaken by the Government. The speculators are also trying to take stock of as much land as possible and a tendency has grown to the conversion of agricultural land into non-agricultural use leading to the ribbon development alongside the highways causing damage to the efficiency of such high-speed corridors.

Considering all these facts, the Governor has been pleased in exercise of the powers, conferred under Section 62 of the West Bengal Land Reforms Act, 1955, to suspend all kinds of conversion of land, its use pattern and transfer of land by way of sale gift, lease etc., within a strip of 150 metre i.e. 75 metre from centre line of the existing road on either side along the National Highways, the stretch being mentioned against each of the Highways below, till the land use pattern on such strips are finalised by the Government.

<u>Road</u>	<u>Stretch</u>
1. National Highway No.2	From Dankuni to Barakar
2. National Highway No.6	From Dankuni to Kharagpur.
3. National Highway No.60	From Kharagpur to Orissa Border
4. National Highway No.31	From Islampur to Siliguri
5. National Highway No.31C	From Siliguri to Chalsa to Sankosh (border with Assam)
6. National Highway No.34	From Barasat to Raiganj.

By order of the Governor.

P. Bandyopadhyay
Special Secretary,
Land and Land Reforms Deptt., W.B.

●

**Government of West Bengal
Land and Land Reforms Deptt.
LR/A II (M&M) Branch.**

No. 7907 - M & M.
LR/A II/2C-8/2002

Dated : Kolkata, the 30th Oct. 2002.

C I R C U L A R

In the areas where Record of Rights for the interests have been framed and finally published under W.B.L.R. Act. 1955 and Rules made thereunder, mutation is done for any subsequent transfer of land in favour of the purchaser u/s 50 of WBLR Act, 1955. In respect of areas where the process of preparation of RORs is still going on, mutation is

allowed, in special cases, u/s 50A of WBLR Act, 1955. WBLR Act, 1955 envisages change of classification i.e. conversion from one classification to other subject to observance of certain formalities like permission u/s 4A, 4C and 4E of WBLR Act, no objection certificate from competent authority, declaration for handing over peaceful possession in the event of vesting, sketch map showing a plot or a part thereof to be converted etc.

2. Every Mutation / Conversion case required field inspection, examination of documents like Registered Deeds, RORs, Rent Receipts etc., issue of notices of hearing, correction of records and ultimately issue of certificates. So every such case involves lot of administrative and stationery cost. It has thus been felt expedient to recover at least a part of such expenditure from the petitioners by charging reasonable amount of fees for mutation and conversion.

3. It has thus been decided that charges of mutation and conversion should be made in the following manner :-

A. MUTATION :

- i) In rural areas for mutation of agricultural land the rate is Re. 1/- per decimal.
- ii) In municipal areas other than the areas covered under Urban Land (Ceiling & Regulation) Act the rate is Rs.5/- per decimal.
- iii) In areas within urban agglomeration under UL (C&R) Act the rate is Rs.10/- per decimal.

B. CONVERSION:

- i) In rural areas, the rate is Rs.10/- per decimal for non-commercial use and Rs.20/- per decimal for commercial use.
- ii) In urban areas, the rate is Rs.20/- per decimal for non-commercial use and Rs.50/- per decimal for commercial use.

4. In all cases the fees should be realised in the form of Court fee stamp.

5. The order takes immediate effect.

Sd/- Illegible
Principal Secretary,
Land and Land Reforms Deptt., W.B.

Memo. No.7907/1(40) – M &M

Dated : Kol. the 30th October, 2002.

Copy forwarded for information and necessary action to :-

- 1-3) *****
- 4) The District Land and Land Reforms Officer,

Sd/- Illegible
Deputy Secretary
Land and Land Reforms Deptt., W.B.

**Government of West Bengal
Land and Land Reforms Department
LR/A II(M & M) Branch.**

No. $\frac{8174-M \& M}{LR/A II/2C-8/2002}$

Dated Kolkata, the 14th November, 2002.

C I R C U L A R

(In continuation of this Department Circular No.7907-M & M dated 30.10.02).

1. Every mutation case, whether in rural areas or urban areas, has to be disposed of within 8 (eight) weeks from the date of submission excepting in industrial cases where mutation cases must be disposed of within 4 (four) weeks since receipt of petition. It should be scrupulously ensured that no member of public faces undue harrassment for securing disposal of his case. In respect of mutation cases, field inspection has to be avoided as far as practicable. Utmost stress should be given to examine relevant records like deeds, agreements, khatian, rent receipts etc. as is done at the time of framing of RORs during revisional settlement operation under WBLR Act, 1955.

2. In rural areas a copy of the notice issued to the petitioner fixing the date and time of hearing should be displayed in a conspicuous place in the concerned R.I. Office where the petition for mutation has been received.

In urban areas petitioners submit their petition in the SDL&LRO's office and notices are issued by the Revenue Officer from that office only. In this case also copy of the notice should be displayed in a conspicuous place.

3. Utmost effort should be taken to dispose of every conversion case within 8 (eight) weeks from the date of submission to the SDL&LRO concerned. In case the land to be converted exceeds 10 decimel in area the case is required to be sent to the DL&LRO concerned for disposal. In this case maximum time permissible is sixty (60) days from the date of submission by the petitioner. If on account of any unavoidable circumstances, it becomes difficult to follow the time schedule as prescribed above, petitioner should be informed of the reason for delay.

4. It should be kept in mind that in case of conversion also no member of public suffers any undue harrassment in getting his case done.

5. In case of both mutation and conversion cases Chain deeds and affidavits from the petitioners must not be insisted upon. If all other papers are found in order, there is no necessity for examination of any such deed. Declaration of the petitioner as regards handing over of peaceful possession of his land in case of vesting is sufficient enough and hence submission of any affidavit with the application for mutation / conversion is dispensed with.

6. It has already been clarified in Para 4 of this Department Circular No.7907-M & M dt.30.10.02 that in all cases of mutation and conversion the fees should be realised in the form of Court fee stamp. So proper maintenance of Court fee Stamp Registers in BL&LRO's office is of prime importance. A responsible member of staff should be entrusted with the duties for maintenance of Court fee Stamp Register. It is the responsibility of BL&LRO or RO concerned in the Block Level Offices to exercise proper supervision for maintenance of Court fee Stamp Register in respect of the Court fee Stamps affixed with the mutation application submitted by the member of public.

7. Under rule 169 of WBL&LR Manual, 1991 Registers for conversion are required be maintained in each BL&LRO and each DL&LRO's office. Such Registers are also required to be maintained in each SDL&LRO's office; as an SDL&LRO has been authorised to grant conversion of land within his jurisdiction upto 10 decimel in area. Except in municipal areas all conversion applications are received at the BL&LRO's offices. Hence it is the responsibility of BL&LRO concerned to ascertain whether appropriate Court fee stamps have been affixed with each conversion application. In the Court fee Stamp Register maintained at the BL&LRO's office, necessary entries as regards realisation of Court fee stamp shall be made. In municipal area such Register, for Court fee stamp shall be maintained at the SDL&LRO's office, as applications seeking conversion of land are received in those offices. In this case also responsible member of staff should be entrusted with the duties of maintenance of Court fee stamp Registers under the supervision of an SRO-II or R.O. as conversion of land above 10 (ten) decimels is allowed by the DL&LRO. But as all applications seeking conversion of land below 10 (ten) decimel or above are received at the SDL&LRO's / BL&LRO's office, there is no necessity to maintain the Court fee stamps Register in the office of the D.L. & L.R.O.

8. Necessary amendments of WBL&LR Manual, 1991 in this regard will be done in due course.

P. Bandyopadhyay
Special Secretary
to the Government of West Bengal.

No.8174/1(40) – M & M

Dated Kolkata, the 14th / 22nd November, 2002.

Copy forwarded for information and necessary action to :-

1. The Director of Land Records & Surveys and Joint Land Reforms Commissioner, West Bengal, 35, Gopalnagar Road, Alipore, Kolkata – 700 027.
2. The Commissioner, _____ Division.
3. The District Magistrate & Collector, _____.
4. The District Land & Land Reforms Officer, _____.

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

●

GOVERNMENT OF WEST BENGAL
LAND AND LAND REFORMS DEPARTMENT
LR/A-II (M&M) – Branch

No. 8280-M & M
LR/A-II/2C-8/2002

November 22, 2002.

C I R C U L A R

In partial modification of this Department Circular No.7907-M&M dt. 30.10.02, the undersigned is directed to state the following :-

1. As mutation is done for any subsequent purchase, inheritance or otherwise the word 'purchaser' should be replaced by the word "Transferee" in favour whom the rights are transferred.
2. For mutation of agricultural land in rural areas, the rate Re.1/- per decimel has been specified. In respect of non-agricultural land in such areas, the rate shall be Rs.2/- per decimel.
3. In respect of agricultural land under any Municipality not covered by UL (C&R) Act 1976 the mutation charge shall be Re.1/- per decimel.
4. In case of non-availability of court fee stamp even after utmost effort, the fees for mutation and conversion as specified in the circular No.7907-M&M dt. 30.10.02 and in this circular shall be realized in cash and deposited by Treasury Challan under the Head of A/c "0029-LR-00-800-Other Receipts -006-Miscellaneous receipts not connected with Govt. Estates-27-Other Receipts."

P. Bandyopadhyay
Special Secretary to the
Govt. of West Bengal.

No.8280/1(40)-M&M

November 22/25th 2002.

Copy forwarded for information and necessary action to :

- 1) The DLR&S and Joint L.R.C., West bengal, 35, Gopalnagar Road, Alipore, Kolkata – 700 027.
- 2) The Commissioner _____ Division.
- 3) The D.M. & Collector, South 24-Parganas.
- 4) The DL & LRO _____

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

Memo No.500-IS Dated, Kolkata, the 22nd / 30th January, 2003 of Special Secretary, Land & Land Reforms Deptt., Government of West Bengal, addressed to the Director of Land Records & Surveys, West Bengal and Joint Land Reforms Commissioner, West Bengal, 35, Gopal Nagar road, Kolkata - 27.

Ref : Directorate's Memo No.47/1252/C/2000 Dated: 8.3.02.
Sub : **Proposal for Mutation and Conversion in Directorate Order Vide No.11/6362-63/C/2000, prohibiting Mutation & Conversion in 26 mouzas of South & North 24-Parganas.**

The undersigned is directed to state that Section 62 of the W.B.L.R. Act has empowered the State Govt. to issue direction as may appear to be necessary for carrying out the purposes of this act or any rule made, thereunder. The protection of the character of land is definitely a purpose of this act as enjoined in Section 4B of the said act. But it is nowhere mentioned in the act excepting in chapter IIB, that the transfer should be prohibited to carry out any purpose of this act, on the other hand, stopping of mutation is inconsistent with Section 51 and Section 50 of the W.B.L.R. Act 1955. Secondly, transfer takes place under the transfer of property Act, 1882 as well as legalized under Indian Registration Act. Both these acts are Government of India Acts and beyond the ambit of West Bengal L.R. Act. Therefore, prohibiting mutations probably does not hold any justification under any provisions of W.B.L.R. Act. Moreover, the Section 50 and Sec. 51 of the W.B.L.R. Act directs the carrying out of mutation for up to date maintenance of records of rights.

2. The order passed by the Green Bench, Hon'ble High Court, Kolkata, also has hinted at for formulating a statutory provision prohibiting mutation in the area, in question. Such statutory provision is yet to be made. But in terms of the order passed by the Hon'ble High Court, the character of the land in the Wetland area cannot under any circumstances be changed. Therefore, the Hon'ble Court's Order only reinforces the stand of the Govt. as well, as the essence of section 4B of the Act.

3. In view of the circumstances stated above, mutation may be allowed in the interest of up to date maintenance of records on examination of validity of right and title of the transferees within the Wetland area comprising the mouzas as annexed hereto, with the specific direction that no conversion under any circumstances shall be allowed on any plot of the area comprising mouzas as per annexure.

Memo No.47/1323-55/C/2000

Dated: 11.3.06

Copy forwarded for information and taking necessary action to :-

- 1) The D.L & L.R.O. _____
- 2) Shri _____ (Officers of this Dte)
- 3) The Librarian (Dte).
- 4) H.A. 'C' Group
- 5) Guard File 'C' Group.

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

●

**GOVERNMENT OF WEST BENGAL
LAND AND LAND REFORMS DEPARTMENT,
SECTION - LR(AI)-1, Branch - IS.**

No.5622-IS/534/2002

Dated, Kolkata, the 29th October, 2003.

ORDER

It has come to the notice of the Government in the Land & Land Reforms Department that the raiyats who hold land along the highways running through the

State are debarred from transferring their land, whether the Highway comes under the purview of the Notification No.7818-IS dated 25th october, 2002, or not, and in the case of Highway Nos. 2,6,60, 31, 31C & 34 where the effects of notification No.7818-IS dated 25.10.2002, actually applies, if a portion/part of the Dag No. of the plot of land a raiyat holds and intends to transfer falls within the line of 75 mtr. from the centre-line of the existing road, even though the proposed land to be transferred remains outside the line of 75 mtr.

Considering the hardship caused to the raiyats for the above reasons, the undersigned is directed, by order of the Governor, to make it clear that the Notification No.7818-IS dated 25.10.2002 has no application, whatsoever, along the highways other than the highway mentioned in the Notification, that too, between the stretches mentioned against each of them and also there is no restriction on transfer of land beyond the line of 75 mtr. from the centre of the existing roads, where the effect of the Notification persists, even though a portion / part of the land appertaining to a particular Dag No.falls within the line of 75 mtr.

However, as the 75 Mtr. line has not been demarcated in the event of transfer of land where a portion / part of the Dag No. of the land proposed to be transferred falls within the line of 75 mtr. from the centre line of the existing road, the Registering authority should obtain, i) an Affidavit from both the transferor & transferee to the effect that they have fully satisfied that the proposed land to be transferred / procured does not fall within the lane of 75 mtr. from the centre line of the existing road and if subsequently, it is found that the transferred land or part thereof falls within the line of 75 mtr. from the centre line of the existing road, they will abide by the instructions over the use of the land, to be issued by the Government time to time and they shall have no claim, otherwise, whatsoever over the said land, and ii) a sketch plan with area of each under the signature of the transferor, showing specifically in different colours the plot of land, its' distance upto 75 mtr. from the centre line of the existing road & the portion proposed for transfer, and allow registration making the affidavit & sketch plan as part and parcel of the instrument.

Mutation & conversion where necessary should also be allowed in accordance with the law after the Registration takes place.

S. Banerjee.
Joint Secretary to the
Govt. of West Bengal.

Memo No.5622/1(106)/534/2002-15

Dated : 29.10.2003 / 4.11.2003

Copy forwarded for information & necessary action to :-

The Director of Land Records & Surveys, W.B. & Jt. Land Reforms Commissioner W.B.,
35, Gopalnagar Road, Alipore,
Kolkata - 27.

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

●
Government of West Bengal
Land and Land Reforms Department
L.R. Branch
Writers' Buildings, Kolkata - 1.

ORDER

No.921-L.R./2C-8/02 (Pt. I).

Dated : 30.03.2004

Whereas the State Government decided to charge reasonable amount of fees for processing the cases of mutation of land whenever any transfer is effected as well as for processing the cases of conversion of land whenever change of classification takes place;

2. And whereas the State Government, pursuant to the said decision, prescribed different rates of such fees for processing the cases of mutation and conversion of land;

3. And whereas it has been brought to the notice of the State Government that the fees realised at the rate so prescribed is causing problem in the field of tea industry in so far as its present crisis is concerned;

4. And whereas the State Government have considered it necessary to re-examine the matter in the case of tea garden where mutation and conversion fees are applicable;

5. Now, the Governor, after careful examination of the matter, is pleased to direct that mutation fees shall be realised at the rate of Re.1/- per decimal for tea garden land and conversion fees shall be realised at the rate of Rs.60/- per acre of the land for use for tea garden purpose irrespective of area and classification of land.

6. The Governor is further pleased to direct that mutation and conversion fees so fixed may be reduced to such an extent as may be decided by the State Government on case to case basis in respect of sick tea gardens for its revival.

7. The Governor is also pleased to direct that the cases where mutation and conversion fees at the previous rates have already been charged and realised should not be reopened in any circumstances.

8. This issues in modification of this Department's circular no.7907-M&M dated 30th October, 2002 and no.8280-M&M dated 22nd November, 2002.

By Order of the Governor,
Sukumar Banerjee
Jt. Secy. To the Govt. of West Bengal

●

GOVERNMENT OF WEST BENGAL
Office of the Director of Land Records & Surveys and Joint Land
Reforms Commissioner, West Bengal, Survey Building,
35, Gopal Nagar Road, Alipore, Kolkata – 700 027.

Memo No.54/1101-118/C/04

Dated, Alipore, the 17th February, 2005.

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

To
The District Land & Land Reforms Officer,
Bankura / Bardhaman/Birbhum/Darjeeling/Howrah/
Hugli/Nadia/Coochbehar/Jalpaiguri/Malda/Purba Medinipore/
Paschim Medinipore / Murshidabad/Purulia / Uttar Dinajpur/
Dakshin Dinajpur / North 24-Parganas / South 24-Parganas.

Sub : Conversion and mutation / Inspection of Offices.

All the BL&LROs be directed to observe following procedure in respect of conversion of any land and also in cases of mutation of more than 1.00 acre of land at a time. All conversion cases must be dealt with by the BL&LRO himself and all mutation cases above one acre or more at a time should be dealt with by the BL&LRO personally. Proper enquiry in all cases to be done. In disposing of such cases the DL&LRO / SDL&LROs / BL&LROs shall consult the enquiry report and map of the mouza. It is to be kept in mind that mutation and conversion of a petition should be disposed on merit and mere payment of the process fee does not mean favourable disposal of the case.

In course of periodical inspections of offices the superior officers like Dy. DL&LRO, SDL&LROs and BL&LROs must inspect conversion and mutation cases along with other matters.

The BL&LRO shall submit a special report on conversion of land indicating case no., name of the raiyat, nature of conversion, quantum of land involved, etc. A separate appropriate register should be maintained in the offices of the SDL&LROs/BL&LROs.

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

Memo No.54/1101-1118/C/04

Dated, Alipore, the 17th February, 2005

Copy forwarded for information to –
The Principal Secretary, L&LR Department, Govt. of West Bengal.

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

————— ● —————
GOVERNMENT OF WEST BENGAL
LAND AND LAND REFORMS DEPARTMENT
Section – L.R.(A1)-1, Branch – IS

No.5819/534/2002-IS

Dated: Kolkata, the 8th October, 2005.

NOTIFICATION

The Governor, in exercise of the powers conferred under Section 62 of the West Bengal Land Reforms Act, 1955, has been pleased to lift / withdraw the ban / suspension, imposed under Notification No.7818-IS dated 25.10.2002, on conversion of land, its use pattern and transfer by way of sale, gift, lease etc. within a strip of 150 mt. i.e. 75 mtr. from the centre line of the existing road on either side along the National Highway Nos. 2, 6, 60, 31, 31C and 34 with immediate effect.

By order of the Governor
S. Banerjee
Joint Secretary to the Government of West Bengal,
Land and Land Reforms Department.

No.5819/1/534/2002-IS

Dated: Kolkata, the 8th October, 2005

Copy with 5 (five) extra copies is forwarded to :-

The Superintendent, Government Printing Press, Alipore, with the request kindly to publish the Notification in the Next issue of the Kolkata Gazette.

S. Banerjee
Joint Secretary to the Government of West Bengal
Land and Land Reforms Department

Copy forwarded for information and necessary action to :-

1. *****
4. The Director of Land Records & Surveys and Joint Land Reforms Commissioner, W.B.

S. Banerjee
Joint Secretary to the
Government of West Bengal,
Land and Land Reforms Department.

●

**Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan
Western Block, 3rd floor
Salt Lake City, Kolkata – 700091.**

MEMO NO. 53-IRC/411-2/05

Dated, Kolkata, the 10th Nov. 2005.

From: Shri D. Sarkar,
Secretary to the govt. of W.B.
1 & W Deptt.

**To
The Principal Secretary,
Land & Land Reforms Department,
Writers' Buildings, Kolkata – 700001.**

Sub : Mandatory production of Canal Revenue Payment Certificate/No Demand Certificate during mutation of all agricultural land within the command area.

Sir,

I am directed to invite your kind attention to the matter of augmentation of non-tax revenue in the shape of water rate (canal revenue) for the State and taking various measures for improvement of the same.

The Governor is now pleased to decide that production of "Canal Revenue Payment Certificate" shall be made mandatory during mutation of all agricultural land within the command area i.e. the area where irrigation water is being supplied by the Irrigation & Waterways Department and which is more specifically described in Annexure -1.

Such "Canal Revenue Payment Certificate" (CRPC) shall be issued by the respective Revenue Officers or the Assistant Canal Revenue Officers of the Revenue Divisions under the Irrigation & Waterways Department.

The Governor is further pleased to decide that for non-irrigated/non-irrigable land within the command area, a "No Demand Certificate" (NDC) shall be issued by the respective Revenue Officers or the Assistant Canal Revenue Officers.

District Authorities of the State in this regard and all D.L.&L.R.Os under your control may accordingly be instructed from your end in this respect.

This order issues with concurrence of Finance Department (Group-1),
U.O.No.199 dated 03.08.2005

Yours faithfully,
D. Sarkar
Secretary to the Govt. of West Bengal
I & W. Deptt.

Encl : 1(one) no. Annexure-1.

MEMO NO.55/1(68)-IRC/411-2/05

Dated, Kolkata, the 10th Nov. 2005

Copy (extra copy of Annexure-1) forwarded for information and necessary action to the :-

- 1) Chief Engineer-1, I&W Dptt. Jalsampad Bhavan, Bidhan nagar, Kolkata-91.
- 2) Chief Engineer-II, I&W Deptt., Jalsampad Bhavan, Bidhan Nagar, Kolkata-91.
- 3) Director of Personnel & Ex-officio Chief Engineer, I&W Dte., Jalsampad Bhavan, Salt lake, Kolkata-91.
- 4) District Land & Land Reforms Officer, Burdwan / Hooghly / Howrah / Paschim Medinipur / Purba Medinipur / Bankura / Purulia / Birbhum / Murshidabad / Jalpaiguri.
- 5) Superintending Engineer, Damodar Irrigation Circle / Mayurakshi Canal Circle / Kangsabati Circle / Western Circle-1/Western Circle-II / Officer on Special Duty / Chairman-N.B.F.C.C., I & W Dte.
- 6) Revenue Officer, Headquarters/Damodar Canal Revenue Division, Court compound, Burdwan / Damodar Irrigation Revenue Division No.1, Purta Bhawan, Burdwan / Damodar Irrigation Revenue Division No.11, Durgapur-2, Dist. Burdwan / Damodar Irrigation Revenue Division No.111, Jeliapara, Chunchurah, Hooghly / Mayurakshi Revenue Division No.1, Suri, Birbhum/Mayurakshi Revenue Division No.11, Rampurhat, Birbhum / Canal Revenue Division, Medinipur, Dist. Paschim Madinipur / Kangsabati Revenue Division No.1, P.O. Amlagora, Dist Paschim Medinipur / Kangsabati Revenue Division No. II, P.O. Bishnupur, Dist. Bankura.
- 7) Assistant Canal Revenue Officer,
Burdwan Sadaar/Bhatar/Katowa-under DCRD.
Jaugram/Memari – under DIRD-I.
Durgapur/Sonamukhi/Guskara – under DIRD-II
Chunchura/Haripal/Boinchee – under DIRD-III
Suri/Ahmedpur/Kirnahar – under MRD-I
Rampurhat/Lalpur/Mayureshwar – under MRD-II
Amlagora/Binpur/Jhargram/Sarenga/Salboni – under KRD-I
Bishnupur/Taldangra/Kotulpur – under KRD-II
Medinipur – under KRD-I
Jalpaiguri – Jalpaiguri Revenue Unit
Purulia – Purulia revenue Unit

A. Datta
Deputy Secretary to the
Government of West Bengal
I.& W. Deptt.

Encl : As stated above.

ANNEXURE-I

Annexure showing Command areas to Memo No.53-IRC & Memo No.54-IRC both dated 10.11.05.

District and Police Station

CRPC and NDC Issuing authority Revenue Officers and Assistant Canal Revenue officers etc.

Hooghly

Dhaneakhali, Mogra, Polba, Dadpur, : Chinsurah, Singur, Haripal, Tarakeswar, Chanditala Pandua, Jangipra.	Damodar Irrigation Revenue Division No.III, Jeliapara, P.O. Chinsurah, Dist. - Hooghly. PH (033) 26802397
Arambagh :	Damodar Irrigation Revenue Division No.I, Purta Bhavan, P.O. & Dist. - Burdwan. Ph: (0342) 2646802
Goghat :	Kangsabati Revenue Division No.II, P.O. Bishnupur, Dist. Bankura. Ph: (03244) 252142.

Howrah

Amta, Udaynarayanpur. Jagatballavpur.	: Damodar Irrigation Revenue Division No.III, Jeliapara, P.O. - Chinsurah, Dist.- Hooghly, Ph: (033) 26802397
--	---

Burdwan

Kalna :	Damodar Irrigation Revenue Division No.III, Jeliapara, P.O. - Chinsurah, Dist. - Hooghly. Ph (033) 26802397
Katwa, Monteswar, Mongalkote, : Bhatar, Burdwan.	Damodar Canal Revenue Division, Court Compound, P.O. & Dist. - Burdwan Ph (0342) 2662348
Raina, Memari, Jamalpur, : Khandagosh, Modhabdihi, Satagachhia, Burdwan.	Damodar Irrigation Revenue Division No.I, Purta Bhawan, P.O. & Dist. - Burdwan. Ph: (0342) 2646802.
Galsi, Durgapur, Ausgram, Kanksa, : Budbud	Damodar Irrigation Revenue Division No.II, P.O. - Durgapur-2, Dist. - Burdwan, Ph (0343) 2556735.
Ketugar :	Mayurakshi Revenue Division No.I, P.O. - Suri Dist. - Birbhum. Ph: (03462) 255551.

Jalpaiguri

Rajganj :	Jalpaiguri Revenue Unit, Assam more, P.O. & Dist. - Jalpaiguri. Ph: (03561) 255722.
-----------	---

Purulia

Jhalda, Purulia, Arsha Santuri, : Purulia Revenue Unit, C/U Executive
Raghunathpur, Kashipur Engineer, Purulia Investigation & Planning
Division, P.O. & Dist.- Purulia, Phone
(03252) 222720

Bankura

Simlipal, Taldangra, Onda, Bankura, : Kangsabati Revenue Division NO.II, P.O.
Bishnupur, Joypur, Kotulpur Bishnupur, Dist. Bankura. Ph: (03244)
252142

Sonamukhi, Indus, Beliatore, : Damodar Irrigation Revenue Division,
Gangajalghati, Patrasayar, Barjora. No.II, P.O. Durgapur-2, Dist.- Burdwan,
Ph (0343) 2556735

Khatra, Simlapal, Raipur, Sarenga, : Kangsabati Revenue Division No.I, P.O.
Amlagora, Dist. - West Midnapore, Ph:
(03277) 265019.

West Midnapore

Chandrakana Town, Ghatal, Garbeta : Kangsabati Revenue Division No.II, P.O.
Bishnupur, Dist. - Bankura, Ph.(03244)
252142.

Binpur, Belpahari, Jambani, : Kangsabati Revenue Division No.1, P.O.
Gopiballavpur, Sankrail, Jhargram, Amlagora, Dist. West Midnapore, Ph:
Kharagpur (Rural), Keshiary, Salboni, (03277) 265015
Keshpur, Garbeta, Lalgah,
Chandrakona Town, Narayangarh,
Chandrakona Road, Midnapore,
Kharagpur town,

Binpur, Jhargram, Gopiballavpur, : Canal Revenue Division, P.O. Midnapore,
Nayagram, Kharagpur Town, Dist. - West Midnapore
Kharagpur Rural, Debra, Pingla, Ph: (03222) 275357
Panskura.

Birbhum

Rampurhat, Mayureswar, Nalhati, : Mayurakshi Revenue Division No.II, P.O.
Murarai Rampurhat, Dist. Birbhum,
Ph: (03461) 255089

Bolepur, Suri, Sainthia, Labpur, : Mayurakshi Revenue Division No.1, P.O.
Ilambazar, Dubrajpur, Parui, Suri, Dist. Birbhum Ph.(03462) 255551.
Sodaipur, Khoirasol, Nanor,
Mahammad Bazar.

Murshidabad

Suti, Sagardighi, Kandi, Khargram, : Mayurakshi Revenue Division No.II, P.O.
Buroan, Nabagram, Raghunathgunge Rampurhat, Dist. Birbhum Ph.(03461)
255089.

Bharatpur, Salar : Mayurakshi Revenue Division No.I, P.O.
Suri Dist. Birbhum. Ph: (03462) 255551.

----- **Bengali Matter** -----

<http://wbllroa.in>

----- **Bengali Matter** -----

<http://wbllroa.in>

REVISED PROCEDURE OF DISPOSAL OF CASES U/S. 50

- (1) The petition along with the enclosure will be received at the office of the Block Land & Land Reforms Officer.
- (2) The petition will be received from 10.00 A.M. to 2.00 P.M.
- (3) The BL&LRO/R.O. and one entrusted staff will receive the petition along with the enclosures.
- (4) R-O-R should be checked immediately after receipt of the petition.
- (5) Petitions with defect should be returned immediately mentioning defects in writing in the prescribed format.
- (6) The original deed should be checked on the first day.
- (7) The petitioner himself or a representative duly authorized by him will submit the petition and papers.
- (8) The photographs & signature of the petitioner in the petition to be checked with those in the deed at the time of receipt.
- (9) Field enquiry will be done in respect of complicated cases / purchase of land – inheritance, commercial, company, big housing complex, etc.
- (10) Copy of the order sheet along with notice to be issued through UCP for hearing on the date of receipt itself.
- (11) Copy of the order sheet is to be sent to the R.I./Municipality on the same day.
- (12) Copy of the ordersheet to be fixed in the Notice Board in the office of the BL & LRO on the same day.
- (13) Copies of all such ordersheets should be serially preserved in a separate register for inspection under Information Act.
- (14) There should be previously drawn up programme for hearing / disposal of cases and other officer [R.O./SRO-II] must maintain Bench Diary which will be tagged with the mouza.

D.K. Chaudhuri
27.11.2005.

----- **Bengali Form** -----

<http://wbllroa.in>

DECLARATION FORM
(To be affirmed before a Notary Public)

I, Sri / Smt. _____ S/O D/O W/O 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 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 involved in any Court Case.
5. That I shall apply for long term settlement of the said plot of land on such terms and conditions 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.
6. 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.
7. 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.
8. 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.
9. 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	Recorded Classification
			R.S.	L.R.	R.S.	L.R.			

Full Signature of the Declarant.

----- Bengali Matter -----

<http://wbllroa.in>

(Model)
ORDER SHEET
(Rule 129 of Records Manual, 1917)

Order Sheet from _____ to _____
District _____ No. _____ of _____

Nature of Case – Proceedings under Section 50 of the WBLR Act, 1955.

Serial No. and Date of Order	Order and Signature of the Officer	Note of Action taken on Order
1	<p>Whereas it appears that _____ S/D/W/o _____ of _____ (address) submitted an application himself or through his authorized representative Sri _____ S/O _____ with letter of authority at the Office of the BL & LRO, _____ for mutation of his/her name against _____ acres of area in RS/LR Plot No. _____ of mouza - _____, J.L. No. _____, P.S. _____, District _____ on the ground of purchase.</p> <p>Verified the photograph and signature of the applicant with the signature on the original sale deed.</p> <p>Whereas it appears that Records-of-Rights of the said mouza has not been taken up for revision under chapter-VIIA of the WBLR Act, 1955.</p> <p>A proceeding under section 50 of the WBLR act is hereby drawn for updating the Record-of-Rights.</p> <p>Issue notice on all the interested parties, including the bargadars, if any, fixing date of hearing on _____. At the chamber of the Revenue Officer, _____ and put up. Let a copy of this order sheet be sent to the R.I./Executive Officer, _____ Municipality for display on their office notice board, for general information and for submission of claims and objections (if any). A copy of this order sheet be also affixed on the notice board of this office today.</p> <p style="text-align: center;">Prescribed Authority Appointed u/s 50 of WBLR Act, 1955</p> <p>Notices duly sent by post. Order sheets displayed at the offices as mentioned above.</p> <p style="text-align: center;">Prescribed Authority Appointed u/s 50 of WBLR Act, 1955</p>	

Serial No. and Date of Order	Order and Signature of the Officer	Note of Action taken on Order
	<p>The case is taken up for hearing today. The applicant himself and the second party Sri _____ and _____ are present at the time of hearing and submitted attendance which are filed with the case records.</p> <p>Their identity was verified.</p> <p>The petitioner submits a declaration that he has been possessing the land given in the schedule from the date of purchase, from Sri _____ till date.</p> <p>Perused the declaration and relevant papers including photocopies of the original sale deed and heard his oral submission. Duly verified photocopy of the sale deed is made part of the proceedings.</p> <p>Hence ordered</p> <p style="text-align: center;">Prescribed Authority Appointed u/s 50 of WBLR Act, 1955.</p>	

(Model)
ORDER SHEET
(Rule 129 of Records Manual, 1917)

Order Sheet from _____ to _____
District _____ No. _____ of _____
Nature of Case – Proceedings under section 50 of the WBLR Act, 1955.

Serial No. and Date of Order	Order and signature of the Officer	Note of Action taken on Order
1	<p>Whereas it appears that _____ S/D/W/O _____ of _____(address) submitted an application himself or through his authorized representative Sri _____ S/o _____ with letter of authority at the Office of the BL & LRO _____ for mutation of his/her name against _____ acres of area in RS/LR Plot No. _____ of mouza _____, J.L. No. _____, P.S. _____, District _____ on the ground of purchase. Verified the photograph and signature of the applicant with the signature on the original sale deed.</p> <p>Whereas it appears that preparation or revision of the Record-of-Rights of the said mouza has been taken up under the provisions of Chapter-VIIA of the said Act and though section 50 of the WBLR Act is not generally applicable in such circumstances but as the applicant sought relief to mitigate his/her hardship on a cogent reason and whereas explanation of the applicant appears to be satisfactory and deserves relief in terms of section 50A/51B of the WBLR Act, A proceeding under section 50A/51B of the said Act, is hereby drawn for updating the Record-of-Rights.</p> <p>Issue notice on all the interested parties, including the bargadars, if any, fixing date of hearing on _____ At the chamber of the Revenue Officer, _____ and put up.</p> <p>Let a copy of this order sheet be sent to the R.I./Executive Officer, _____ Municipality for display on their office notice board, for general information and for submission of claims and objections (if any). A copy of this order sheet be also affixed on the notice board of this office today.</p> <p style="text-align: center;">Prescribed Authority Appointed u/s 50 of WBLR Act, 1955</p>	

Serial No. and Date of Order	Order and signature of the Officer	Note of Action taken on Order
	<p>Notices duly sent by post. Order sheets displayed at the offices as mentioned above.</p> <p style="text-align: center;">Prescribed Authority Appointed u/s 50 of WBLR Act, 1955</p> <p>The case is taken up for hearing today. The applicant himself and the second party _____ and _____ are present at the time of hearing and submitted attendance. Their identity was verified.</p> <p>The petitioner submits a declaration that he has been possessing the land shown in the schedule from the date of purchase, i.e., from _____</p> <p>Perused the declaration and relevant papers including photocopies of the original sale deed and heard his oral submission. Duly verified photocopy of the sale deed is made part of the proceedings.</p> <p>Hence ordered</p> <p style="text-align: center;">Prescribed Authority Appointed u/s 50 of WBLR Act, 1955</p>	

(Model)
ORDER SHEET
(Rule 129 of Records Manual, 1917)

Order sheet from _____ to _____
District _____ No. _____ of _____

Nature of Case – Proceedings under Section 50 of the WBLR Act, 1955.

Serial No. and Date of Order	Order and signature of the Officer	Note of Action taken on Order
	<p>Whereas it appears that _____, S/D/W/o _____ of _____ (address) submitted an application himself or through his authorized representative Sri _____ S/O _____ with letter of authority at the Office of the BL & LRO, _____ for mutation of his/her name against _____ acres of area in RS/LR Plot No. _____ of Mouza _____, J.L. No. _____, P.S. _____, District _____ on the ground of purchase.</p> <p>Verified the photograph and signature of the applicant with the signature on the original sale deed.</p> <p>Whereas it appears that the preparation of the Record-of-Rights of the said mouza was finally published under section 51A(2) of the WBLR Act and whereas aforesaid transfer / acquisition, prima facie, took place after final publication of the Record – of – Rights of the mouza.</p> <p>A proceeding under section 50 of the WBLR Act is hereby drawn for updating the Record-of-Rights.</p> <p>Issue notice on all the interested parties, including the bargadars, if any, fixing date of hearing on _____ at the chamber of the Revenue Officer, _____ and put up.</p> <p>Let a copy of this order sheet be sent to the R.I./Executive Officer, _____ Municipality for display on their office notice board, for general information and for submission of claims and objections (if any). A copy of this order sheet be also affixed on the notice board of this office today.</p> <p style="text-align: right;">Prescribed Authority Appointed u/s 50 of WBLR Act, 1955</p> <p>Notices duly sent by post. Order sheets displayed at the offices as mentioned above.</p> <p style="text-align: right;">Prescribed Authority Appointed u/s 50 of WBLR Act, 1955</p>	

Serial No. and Date of Order	Order and signature of the Officer	Note of Action taken on Order
	<p>The case is taken up for hearing today. The applicant himself and the second party Sri _____ and _____ are present at the time of hearing and submitted attendance which are filed with the case records.</p> <p>Their identity was verified.</p> <p>The petitioner submits a declaration that he has been possessing the land shown in the schedule from the date of purchase, from Sri _____</p> <p>Perused the declaration and relevant papers including photocopies of the original sale deed and heard his oral submission. Duly verified copy of the sale deed is made part of the proceedings. Hence ordered</p> <p style="text-align: right;">Prescribed Authority Appointed u/s 50 of WBLR Act, 1955.</p>	

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DIRECTOR OF LAND RECORDS & SURVEYS AND
JT. LAND REFORMS COMMISSIONER, WEST BENGAL
35, GOPAL NAGAR ROAD, KOLKATA – 700 087.

Memo No.54/10650 – 67/C/2005

Dated, Alipur the 27th December, 2005.

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

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

Sub : Correction of Record of Rights u/s 50/50A of WBLR Act, 1955

Ref : This office memo no.54/9829-59/C/2005, dated 09/28.11.05.

CORRIGENDUM

In reference above, the words “to be affirmed before the Notary Public” be omitted from the Declaration Form and “stamp paper of Rs.10/-“ (Sl. No.5 in Check list) be substituted as “white paper with court fee stamp of Rs.10/-“.

Please inform all the BL&LROs accordingly immediately.

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

<http://wbllroa.in>

DECLARATION FORM

I, Sri/Smt. _____ S/O D/O W/O 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 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 involved in any Court Case.
5. That I shall apply for long term settlement of the said plot of land on such terms and conditions 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.
6. 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.
7. 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.
8. 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.
9. 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	Recorded Classification
			R.S.	L.R.	R.S.	L.R.			

Full Signature of the Declarant.

●

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

CIRCULAR

No.4402-LR/3M-135/05 GE(M)

Dated, 28th December, 2005

In modification of this Department Circular No.7907-M&N/Lr/AII/2C-8/2002 dated 30.10.02 and circular No.8280-M&M dated 22.11.2002 regarding fees for mutation and conversion, this is to inform that the charges for processing of mutation has been

refixed in a variable manner depending on the location of the plot of land and its classification as indicated below.

The application fee of Rs.5/- has to be paid with each application for mutation.

Rate of processing fees per decimal of land for Mutation

Classification of land	Rural Area	Municipal Area other than KMDA area	Municipal area within KMDA Area
Agriculture land	Rs. 1/-	Rs. 1/-	Rs. 1/-
Non-agricultural, Non Commercial land	Rs. 10/-	Rs. 15/-	Rs. 20/-
Commercial and industrial land	Rs. 20/-	Rs. 30/-	Rs. 50/-

2. In all the cases, the fees should be realised in the form of court fee stamp.
3. The order takes effect from 1st January 2006.

S.Das
Principal Secretary to the Govt. of
West Bengal.

No.4402/1(20)-LR/3M-135/05 GE(M)

Dated : 28th December, 2005.

Copy forwarded for information and necessary action to:

1. The Director of Land Records & Surveys and Joint Land Reforms Commissioner, West Bengal.
2. The District Land & Land Reforms Officer, _____ District.

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

No.4403/1(42)-LR/3M-135/05 GE(M)

December 28, 2005

Copy forwarded for information and necessary action to :

1. Director of Land Records and Surveys & Joint Land Reforms Commissioner, West Bengal, 35, Gopalnagar Road, Alipore, Kolkata – 700 027.
2. The Commissioner _____ Division
3. The DM & Collector _____
4. The DL & LRO _____

S. Das
Principal Secy. to the Govt. of
West Bengal.

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DIRECTOR OF LAND RECORDS & SURVEYS AND
JOINT LAND REFORMS COMMISSIONER, W.B.
35, GOPAL NAGAR ROAD, KOLKATA - 700027**

ORDER

In continuation to this Directorate memo no. 54/9829-59/C/2005, dated 9/28.11.2005 the affidavit sworn in the court of a Judicial Magistrate by the applicant may also be treated as a document for determination of legal heirs in addition to other documents/ certificates mentioned in column "3" of the check list.

B.P.Gopalika
Director of Land Records & Surveys and
Jt. Land Reforms Commissioner, WB.

Memo No. 54/1270-87/C/2005

Dated, Alipore, the 12th April, 2007

Copy to :

The District Land & Land Reforms Officer (all) for information and taking necessary action.

B.P.Gopalika
Director of Land Records & Surveys and
Jt. Land Reforms Commissioner, WB.