

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

**GOVERNMENT OF WEST BENGAL  
Office of the Director of Land Records & Surveys  
And Jt. Land Reforms Commissioner, West Bengal  
35, Gopal Nagar Road, Alipur, Kolkata-700 027.**

Memo No.7/4833/C/2002

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

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

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

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

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

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

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

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

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

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

#### **4.0 Continuous updating through on line incorporation of changes in R-O-Rs.**

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

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

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

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

4.2 The present prevailing outlook among Departmental Officers is that raiyats should approach seeking changes in R-O-Rs. As a consequence the entire land on which Industrial township of Haldia is located remains in the name of persons not being the users/owners. There are many such examples which tell upon badly on our maintenance of records system. The prevailing outlook needs to be changed radically and we must be

pro-active in initiating proceedings u/s 50 of WBLR Act in order to keep the records at par with actual status of land in the field.

**4.3 In order to maintain upto date R-O-Rs it is directed that BLLROs**

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

4.4 DLLROs and SDLLROs, would monitor the progress of the programme closely and during their inspection to BLLRO and R.I. offices they will note down about actions taken pursuant to this circular.

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and Jt. Land Reforms Commissioner,  
West Bengal

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

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

Copy forwarded for information and compliance to:-

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

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