

GOVERNMENT OF WEST BENGAL
L&LR and R.R.&R Department
Sec: LR-A1, Br:1S
NABANNA, 6th Floor
325, Sarat Chatterjee Road, P.O-Shibpur, Howrah-711102

Date: 23.02.2022

Memo No. 665(23)-1S/161/20

From : The Special Secretary to the Govt. of W.B.

To : The ADM&DL&LRO, _____ (ALL)

Sub : Revised Check List in respect of Proposal for regularization of post facto conversion –Reg.

Sir / Madam,

It has been observed that a large number of cases in connection with the proposals for regularization of post-facto conversion are pending at Department or district levels due to non-submission of required documents alongwith proposals.

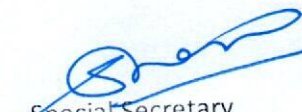
In view of the above, I am directed to request you to forward the post-facto conversion proposals with recommendation (wherever applicable) in compliance with the "REVISED CHECK LIST" enclosed herewith to this end for necessary approval by this Department.

Encl. : Copy of Check List


Special Secretary
to the Government of West Bengal

Check List for Post –Facto Conversion of Land u/s 4C(6) of WBLR Act.

Sl. No.	Documents to be submitted
1.	Application in Form -1D
2.	Recommendation or No-Recommendation should be clearly mentioned in the forwarding letter.
3.	Classification of land as per RoR
4.	Proposed classification for regularization
5.	Mode of present use (As per field Enquiry by BLLRO concerned)
6.	Copy of RoR
7.	R.I. Enquiry Report
8.	Sketch Map
9.	Tentative date of conversion when the land use was converted and the date of conversion should be between 24.03.1986 and 07.11.2017
10.	Current Colour Picture of the site and the construction area
11.	Income Tax Return for last 3 years (wherever is applicable)
12.	Current Clearance Certificate of WBPCB (wherever applicable)
13.	Sanctioned Building Plan / Site Plan / Factory Plan by the concerned Authority (whichever is applicable)
14.	Aadhar /EPIC / PAN /Driving License to establish identity
15.	Trade License from the Competent Authority (wherever is applicable)
16.	Approved Project / DPR vetted by the Relevant Department (As applicable)
17.	Updated MSME Certificate / Incorporation Certificate from ROC(wherever is applicable)
18.	Clearance from the Relevant Department like Irrigation Deptt. / A.R.D. Deptt./ H. & F.W. Deptt. etc. (wherever applicable)
19.	Relationship of the recorded owner with the company/Factory if land is recorded in the name of person but supporting documents such as MSME Certificate, Clearance of WBPCB are in name of company/Factory (only for the proposed classification of factory/ Karkhana/ Workshop etc.)


 Special Secretary
 to the Government of West Bengal