

Government of West Bengal
Office of the Director of Land Records and Surveys and
Joint Land Reforms Commissioner, West Bengal,
Survey Building, 35, Gopal Nagar Road, Kolkata 700 027.
Tel Ph: 2479-5727/5991/7355; Fax : 2479-8804/7361

Memo No.: 198/RTPS

Dated, Alipore, the 30th August, 2022

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

To : ADM & DLLRO (All),

Sub: West Bengal Right to Public Service Act, 2013

Sir,

Reference to above, you are all requested to maintain the Register of cases in **Form IV** (as enclosed) at all the level mentioned below under WBRTPS Act -

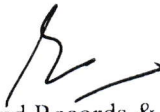
- A. Designated Officer
- B. Appellate Officer
- C. Receiving Officer

A monthly report (both in signed pdf and excel) may be submitted regularly by the receiving officer of the respective district as per given format by the commission (copy enclosed) on or before 10th day of every month.

Monthly report may only be sent to following given dedicated e-mail ID for WBRTPS Act:

dlrsrtps@gmail.com

Yours faithfully,


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

Monthly Reporting Format under West Bengal Right to Public Services Act

Month Reported: _____

Name of the District	Name Of Services	Number of Applications					Remarks
		Pending as on 1 st day of Month reported	Received during the Month reported	Service provided during the Month reported	Rejected during the Month reported	Disposed of within stipulated time period (Out of Col.5 + Col.6)	
Col.1	Col.2	Col.3	Col.4	Col.5	Col.6	Col.7	Col.8
	Plot Information						
	Certified Copy of ROR						
	Certified Copy of order passed under WBLR & WBEA Act						
	Mutation of Land						
	Conversion of land for industrial purpose						

Form IV

[see rule 16]

REGISTER OF CASES**A. To be maintained by the Designated Officer**

Sl. No.	Date of receipt of application	Name and address of the applicant	Nature of service requested	Date on which application is disposed of. If rejected the reasons there of	Whether service provided in time Yes/No
(1)	(2)	(3)	(4)	(5)	(6)

B. To be maintained by the Appellate Officer

Sl. No.	Date of receipt of first appeal	Date of acknowledgement of first appeal	Name and address of the applicant	Nature of service requested	Date on which appeal is disposed of. Rejection of the appeal and its reasons	Details of fine, if any, imposed / collected
(1)	(2)	(3)	(4)	(5)	(6)	(7)

C. To be maintained by Reviewing Officer

Sl. No.	Date of receipt of Second appeal	Date of acknowledgement of Second appeal	Name and address of the applicant	Nature of service requested	Date on which application is disposed of. Rejection of the appeal and its reasons	Details of fine, if any, imposed / collected
(1)	(2)	(3)	(4)	(5)	(6)	(7)