

GOVERNMENT OF WEST BENGAL

Office of the Director of Land Records & Surveys
and Joint Land Reforms Commissioner, W.B.
35, Gopalnagar Road, Alipore, Kolkata – 700 027
TEL : 2479-5727/5994/7355, FAX : 2479-8840/7361

Memo No. 259/695 /C/15 (B/S)

Dated, Alipore, the 20th October, 2022.

CIRCULAR

On several occasions references have been made to this Directorate from different ends to formulate a simplified procedure for recording of ownership of flats in multi-storied buildings. Constructions of multi-storied buildings are no longer limited within the periphery of metropolitan cities only, but it has now spread over to apparently remote areas of the state. As a result, demand for recording such ownership of flats is increasing to the BL&LROs who are the authority to render such citizen centric services to the people at Block Level Offices.

To overcome this problem, a simplified procedure for recording of ownership of flat is prepared in the following way: -

$$\text{Land area of each flat owner} = \frac{\text{Flat carpet area}}{\text{Total sanctioned area of the building}} \times \frac{\text{Total Land area of the Plot / Plots}}$$

This formula is applicable to all ownership of flat subject to:

- 1) **Submission of Sanctioned Building Plan.**
- 2) **Completion Certificate (C.C) of the building.**

Example: -

There is a Building named 'Alaka Apartment' over 07 decimal of land on Plot No. 555 of Mouza – Chandnagar, J.L. No. 44 under Barasat – II BL&LRO, North 24 Parganas.

The Apartment comprising of 18 nos. of flats and it is G+4 storied building.

The flat is constructed on 7 decimal or $435.6 \times 7 = 3054.52 = 3050$ sq.ft. approximately. The distribution of area as per sanction plan is as follows (all carpet area): -

FLOOR	AREA	DESCRIPTION
Ground	1500 Sq.ft.	10 Car parking places with 150 Sq.ft. area each.
	1550 Sq.ft.	Godown
First	720 Sq.ft.	2 Flats
	805 Sq.ft.	2 Flats
Second	720 Sq.ft.	2 Flats
	805 Sq.ft.	2 Flats
Third	550 Sq.ft.	3 Flats
	700 Sq.ft.	2 Flats
Fourth	550 Sq.ft.	3 Flats
	700 Sq.ft.	2 Flats

We may use the ratio formula for calculating the land ratio for each flat and car parking area.

$$\begin{aligned} \text{Total sanction area} &= (3050 \text{ sq.ft.} \times 4) + 3050 \text{ sq.ft.} \\ &= 15250 \text{ sq.ft.} \end{aligned}$$

$$\text{Ratio} = 1500 : 1550 : 3050 : 3050 : 3050 : 3050 : 3050$$

$$\begin{aligned} \text{Land Area for Garage} &= (1500/15250) \times 3050 \text{ [For 7 decimal land]} \\ &= 300 \text{ Sq.ft.} \end{aligned}$$

$$\begin{aligned} \text{Land Area for Godown} &= (1550/15250) \times 3050 \\ &= 310 \text{ Sq.ft.} \end{aligned}$$

$$\begin{aligned} \text{Land Area for each floor} &= (3050/15250) \times 3050 \\ &= 610 \text{ Sq.ft} \end{aligned}$$

There are 10 car parking places with equal area.

$$\text{Hence, land area for each} = 300/10 = 30 \text{ sq.ft.}$$

If the car parking spaces are different then we may again use the ratio formula and distribute 300 sq.ft.

We distribute 610 sq.ft. for first floor, in the ratio mentioned below : -
720 : 720 : 805 : 805.

$$\text{Land Area for 720 sq.ft. flat} = (720/3050) \times 610 = 144 \text{ sq.ft.}$$

Land Area for 805 sq.ft. flat = $(805/3050) \times 610 = 161$ sq.ft.

The process for 2nd floor will be same.

We distribute 610 sq.ft. for third floor, in the ratio mentioned below :-

550 : 550 : 550 : 700 : 700.

Land Area for 550 sq.ft. flat = $(550/3050) \times 610 = 110$ sq.ft.


Land Area for 700 sq.ft. flat = $(700/3050) \times 610 = 140$ sq.ft.

The process for 4th floor will be same.

After calculating the land area, one can easily calculate the share.

- **The ratio must be on Carpet Area not on Super Built up Area.**
- **Completion Certificate for flat mutation is must.**
- **This has got the approval of L & L R and R. R & R Deptt. Govt. of West Bengal and duly vetted by the Deptt. of urban Development and Municipal Affairs.**

This is published in suppression of earlier order issued by this Dte. vide memo no 7/2626/C/2000 dated, Alipore, the 31st July, 2006.



Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

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Dated, Alipore, the 20th October, 2022.

Copy forwarded to:

LRC & Secretary, L & LR & R. R & R Department for her kind information.



Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

Memo No. 259/ 697(23)/C/15(B/S)

Dated, Alipur, the 20th October, 2022

Copy forwarded for information and necessary action to:

- 1) D.L.&L.R.O.(all).....
- 2) Shri Manas Bhattacharjee, TD, NIC at Survey Building.


Addl. Director of Land Records & Surveys,
West Bengal