

**Government of West Bengal**  
Department of Land & Land Reforms and Refugee Relief & Rehabilitation  
Land Policy Branch  
NABANNA  
325, Sarat Chatterjee Road  
P.O. Shibpur, Howrah-711102

No. 51- LP/1A-12/13

Dated: 05.01.2022

MEMORANDUM

Sub : Time-bound disposal of mutation & conversion for industrial purpose

**1. Disposal of mutation :**

The process will remain same as mentioned in Memorandum 324-LP/1A-12/13 dated 5<sup>th</sup> February,2015.

**2. Disposal of conversion:**

- i) the process and disposal of conversion petition, if it is otherwise found in order, be done within 30(thirty) days from the date of receipt of the petition.
- ii) the documents those are required to be submitted along with conversion applications are as follows:
  - a. Copy of record-of-rights;
  - b. Self-Declaration for proposed conversion (as per sub-rule(2) of rule 5A of WBLR Rules) in specified format;
  - c. Up-to-date rent receipt.
- iii) Plot map (in A4 size generated from e-Bhuchitra application), will be used as a sketch map by the RI/*Amins* for enquiry.
- iv) User accounts of Revenue Inspectors and *Amins* and enquiry module should be developed in e-Bhuchitra application so that the investigation notice and other field enquiry documents can be directly generated and accessed by the concerned RIs and *Amins* and the principle of FIFO(first-in-first-out) should be followed.
- v) The BL&LROs will continue to receive conversion applications( up to 10 decimals) as usual through both online and offline(manual) mode, but the SDL&LROs and DL&LROs will discontinue receiving offline(manual) conversion applications and receive such applications only through online mode as per their respective jurisdiction.

This order issues in partial modification of this Departments earlier Memorandum No. 324-LP/1A-12/13 dated 5<sup>th</sup> February,2015 with immediate effect.

**Smaraki Mahapatra**  
LRC & Secretary  
to the Government of West Bengal.

Dated: 05.01.2022.


No. 51/1(3)- LP/1A-12/13

Copy forwarded for information and necessary action to:

(1) The Director of Land Records and Survey, W.B.  
35, Gopal Nagar Road, Alipore, Kolkata- 700 027.

(2) All ADM and DL&LROs.

(3) The Technical Director , NIC.

  
Senior Special Secretary  
to the Government of West Bengal.

o/c