



Docket No.: 7264  
Date: 10/08/16

**Government of West Bengal**  
Office of the Director of Land Records & Surveys &  
Joint Land Reforms Commissioner, West Bengal  
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etc. Eff.  
10/08/16

### Circular

It has been come to the notice of the Department as well as the Directorate that undue delay in disposal of mutation / conversion application is still continuing in Block level offices. This is due to lack of awareness / communication gap regarding orders / circulars of the Department among the Revenue Officers / BLLROs.

In view of the above, it is being reiterated that specific guide-line issued by the Department vide memo. no. 324-LP/1A-12/13 & 325-LP/ 1A-12/13 dated 5.2.2015. should strictly be adhered to. The simplified procedure of mutation has also been circulated vide no: 644-LR/1A-01/2009 date Kolkata, the 6<sup>th</sup> February, 2009.

However, the principal points / criteria which are to be followed at the time of disposal of mutation / conversion are detailed herein under:

- (1) Original registered deed be normally produced at the time of hearing but certified copy should also be accepted.
- (2) Production of chain of successive deed of sale / gift / exchange should not be insisted upon. If any confusion arises, field verification be made.
- (3) In case of conversion, system of procuring no objection certificate from adjoining plot-holders have already been dispensed with. In no circumstances, BLLRO / SDLLRO / DLLRO will ask the applicant to produce such certificate.

This salient points / criteria for disposal of mutation / conversion (enclosed here) should be displayed (both Bengali / English) prominently on notice boards of all BLLRO / SDLLRO/ DLLRO offices.

Substantive check  
11-08-2016

10/8/16

(S. Dutta)  
Director of Land Records & Surveys &  
Joint Land Reforms Commissioner, West Bengal

Memo. No. 71/1463-148/1C/16

Dated Alipore, the 10<sup>th</sup> August, 2016.

Copy forwarded to District Land & Land Reforms Officer, ..... (all).....  
for information and taking necessary action.

10/8/16

(S. Dutta)  
Director of Land Records & Surveys &  
Joint Land Reforms Commissioner, West Bengal

## Salient points/criteria for disposal of mutation cases:

### A. Non industrial:

- If vendor is the recorded owner, then mutation petition must be disposed of within 45 days but in no case, that should exceed 60 days.
- Physical production of all chain deeds should not be insisted upon. Possession be confirmed by causing enquiry.
- If no reply from ULC/LA etc is received within 30 days, it should be presumed that the Department concerned has no objection in granting mutation.
- If transfer is occurred through power of attorney, production of Original Power of Attorney is not mandatory. Photo-copy duly authenticated may also be taken into consideration.
- DPR is not mandatory for this case.

### B. Industrial:

- If vendor is the recorded owner, then mutation petition must be disposed of within 21 days from the date of receipt of a complete petition. In other case, time limit is not more than 60 days.
- If no reply from ULC/LA etc is received within 14 days then it should be presumed that the Department concern has no objection in granting mutation.
- DPR is not mandatory for this case.

## Salient points/criteria for disposal of conversion cases:

### A. Non industrial:

- The conversion petition, if otherwise found in order, must be disposed of within 50 days from the date of receipt of the petition.
- If NOC from local body is not received within 30 days, it will be presumed that there is no objection of the said body similar to that U.L.C. clearance.
- NOC from WBSEDCL/G.M.D.L.C./WBPCB/NHAI/PWD/Fire & Emergency Services is not mandatory.
- An enquiry be done by the field level functionary and it be followed by a hearing of the petitioner concerned.
- The prevailing system of obtaining no objection from the adjacent plot holders should be immediately discounted. Instead, adjacent plot holders may be called for hearing.
- For individual non-commercial/non-industrial conversion, no DPR should be asked for.
- DPR is not mandatory for this case.

### B. Industrial:

- The conversion petition, if otherwise found in order, must be disposed of within 30 days from the date of receipt of the petition.
- If NOC from local body is not received within 14 days it will be presumed that there is no objection of the said body similar to that of U.L.C. clearance.
- NOC from WBSEDCL/G.M.D.L.C./WBPCB/NHAI/PWD/Fire & Emergency Services is not mandatory.
- Udyog Aadhar (UAM) Registration Certificate must be submitted by the petitioner.
- An enquiry be done by the field level functionary and it be followed by a hearing of the petitioner concerned.
- The prevailing system of obtaining no objection from the adjacent plot holders should be immediately discounted. Instead, adjacent plot holders may be called for hearing.
- DPR is not mandatory for this case.