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Government of West Bengal

Land and Land Reforms Department

Land Policy Branch

Nabanna

325, sarat Chatterjee road, P.O.- Shibpur, Howrah-711102

CIRCULAR

No.1135-LP/1A-12/13

Date: 24.04.2014

Subject: Mutation and conversion of industrial projects- procedure for implementation.

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In order to address the problem of mutation and conversion of land for industrial purpose, the State Government has decided to complete mutation in 21 days and conversion in 30 days for all industrial projects in the following manner:

1) The dedicated Revenue Officer/ Officers and engaged staff (2 Revenue Inspectors and 2 Amins) in each block will work as a 'Special Team for Mutation & Conversion (STMC)'.

The team will be dedicated to mutation and conversion cases for industrial purpose on first conversion have been disposed of.

The team will provide a 'check list' to the applicant and assist the applicant in filling up the application form.

- 4) Entrepreneurs have to file Entrepreneurs Memorandum Part I (EM-I) for proposed enterprises and Entrepreneurs Memorandum Part II (EM-II) for existing enterprises to the General Manager, District Industries Centre in respect of Micro, Small and Medium Enterprises. Therefore, submission of EM-I/ EM-II issued by General Manager, District Industries Centre is to be mandatorily included in the check list so as to ensure that the proposal is for industrial land only.
- 5) The team will screen all applications, verify that all columns of the application form are properly filled-in and all required papers are submitted before formal acceptance.
- 6) After screening, the applicant may be asked to deposit requisite fees.
- 7) After deposition of fees, the application to be received by the team. No incomplete application should be accepted by the team.
- 8) After receiving the application, the team will assist in the following:
 - i. Necessary computer entry and issue of 'Notice of Hearing' to applicant.
 - ii. Providing assistance to the 'Hearing Officer' during hearing with all relevant documents.
 - iii. Searching of the land.

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- Providing special advise to the applicant in case of land under 'Barga' and having iv. 'Water Body' and assist them in obtaining necessary clearance from the concerned
- 9) For cases under Urban Land (Ceiling & Regulation) Act, 1976, 15 days stipulation in respect of issuing report by the Urban Land Ceiling Authorities / Land Acquisition Collector / Other Development Authorities is to be strictly followed.
- 10) Interdepartmental co-ordination and monitoring of applicants / cases will be done by the

By C der, Sd/-A.K.Singh Land Reforms Commissioner and Addl. Chief Secy. to the Govt. of West Bengal

No.1135/1(26)-LP/1A-12/13

Date:24.04.2014

Copy forwarded for information and necessary action to the:

- 1. Commissioner,..... Division. P.O......, Dist......
- 2. Director of Land Records & Surveys, West Bengal.35, Gopalnagar Road, Alipore, Kolkata-
- 3. District Magistrate & Collector, Howrah/ Hooghly/ Burdwan/North-24-Parganas/South-24-Paraganas/ Nadia/Jalpaiguri/ Bankura/ Purulia/ Purba Medinipur/ Paschim Medinipur 4. A.D.M.&
- Howrah/ Hooghly/ Burdwan/North-24-Parganas/South-24-Paraganas/ Nadia/Jalpaiguri/ Bankura/ Purulia/ Purba Medinipur/ Paschim Medinipur.

Assistant Secretary to the Government of West Bengal