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Government of west Bengal
Land and Land Reforms Department
Writers' Buildings, Kolkata

CIRCULAR

No.1108-GE(M)/3M-35/09

Date: 28/2/2013

Whereas a meeting was taken by the Chief Secretary to the Govt. of West Bengal at Rotunda in the Writers' Buildings, Kolkata on 22/02/2013 to review the position of inter-departmental transfer of land;

2. And whereas the following guidelines relating to the inter-departmental transfer of land, have been framed in terms of the decisions taken in the said meeting dated 22/02/2013:

1. Vested Land : -

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In case of land vested under the provisions of the Acts in force, if any plot of such land in part or in full is needed for any public purpose by any department of the State of West Bengal, the requiring department will send the proposal for inter-departmental transfer of such land direct to the DM & Collector of the district concerned with intimation to the LRC & Principal Secretary, L & LR Department along with the following papers and documents as may be applicable:

- a) Copy of ROR.
- b) Sketch Map /site plan of land duly authenticated by the Collector.
- c) Spot verification report of Amin /R.I. regarding the present status of the land.
- d) Report whether the land is free from encroachment and other encumbrances.
- e) Whether the land is free of litigation/ court case.
- f) Whether the land is patta affected or not.

- g) Valuation of land as per latest order of the government.
- h) Whether the land proposed for transfer is included in any Notified Forest / Protected Forest / Reserve Forest.
- i) In case of land within CRZ (Coastal Regulation Zone) area, whether clearance from the appropriate authority has been obtained.

If any plot of vested land required by a government department is lying under khatian-1 of the Collector and it is suitable for inter-departmental transfer, the DM and Collector will send a formal proposal recommending inter-departmental transfer of land along with requisite papers and documents to the Land & Land Reforms department for sanction. But if such vested land is possessed and owned by a government department, the DM & Collector will send the proposal for inter-departmental transfer of land to the Land & Land Reforms department along with the order of relinquishment issued by the land owning department apart from other requisite documents.

2. Acquired land :-

In case of acquired land, where project / scheme is completed and surplus land is found available with the RB and it is also found suitable for any other public purposes of the state government, the administrative department (R.B.) will relinquish the land in favour of L & LR Department for its resumption and settlement in favour of other departments of the state government requiring the land for public purpose.

The department requiring such acquired land will obtain a relinquishment order from the administrative department (RB) well in time in favour of the Land & Land Reforms Department and thereafter send the proposal for inter-departmental transfer of such land direct to the DM & Collector concerned with intimation to the LRC & Principal Secretary, L & LR Department together with the following papers and documents as may be applicable:

- a) Copy of ROR.
- b) Copies of Gazette Notification u/s 4, Gazette Declaration u/s 6, Award in form 13 & 13A and possession certificate
- c) LA Plan and land schedule in respect of instant LA Case duly authenticated by the DM & Collector
- d) A copy of relinquishment order issued by the administrative department (RB).
- e) Plan for relinquished land – one on tracing cloth and six copies of ferro / ammonia print.
- f) Whether the land is free from litigation/court case.
- g) Whether the land is free from encroachment and other encumbrances.

On receipt of the proposal for inter-departmental transfer of acquired land from a government department requiring the land for a public purpose, the DM & Collector will examine the case and send the proposal along with requisite papers and documents to the Land & Land Reforms department recommending for inter-departmental transfer of land in favour of the government department requiring the land for sanction.

3. Gifted land : -

In case of land gifted/donated by a raiyat /institution for educational or charitable and other public purpose, the DM & Collector will send the proposal for transfer of such land through gift, to the Land & Land Reforms Department along with the following papers and documents in accordance with para 6 (4) under the chapter-I of the W.B. L.A. Manual, 1991, for issuance of order :-

- a) Copy ROR in respect of the gifted/donated land.
- b) Draft deed of gift to be executed between the doner (land owner) and the donee (Requiring department).
- c) Land Plan and land schedule duly authenticated by the DM & Collector of the district.
- d) Copy of application of the land doner intending to gift the land free of cost.

- e) Whether the land is free from litigation / encroachment / bargadars and other encumbrances.
- f) Proposal for exemption of stamp duty and registration fee for execution of gift deed, if any.
3. Now, therefore, all concerned are requested to follow the above guidelines.

Sd/- R. D. Meena
LRC & Pr. Secretary to the Govt. of West Bengal

No.1108/1(80)-GE(M)

Date :28/2/2013

Copy forwarded for information and necessary action to the :

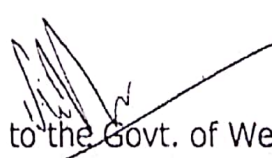
1. Addl. Chief Secretary/ Pr. Secretary/ Secretary to the Govt. of West Bengal
_____ Department

2. Commissioner, _____ Division. P.O.....,
Distt.....

3. D.L.R.& S. W.B., 35, Gopalnagar Road, Alipore, Kolkata- 700027

4. Sri....., Secretary/ Additional Secretary/Joint
Secretary, L&LR Deptt.

5. D.M. & Collector, _____ P.O.-.....,
Distt.....


Addl. Secy. to the Govt. of West Bengal