



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DIRECTOR OF LAND RECORDS AND SURVEYS**  
**AND JOINT LAND REFORMS COMMISSIONER, WEST BENGAL**  
**35, GOPAL NAGAR ROAD, ALIPORE, KOLKATA 700027**

Memo. No.71(23)/3017-3102/C/18 Dated Alipore, the 27<sup>th</sup> Aug. , 2018

To

1) The District Land & Land Reforms Officer,

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2) The Sub-Divisional Land & Land Reforms Officer,

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**Sub : Modified "Proforma for inspection of BL&LRO Offices"**

The **modified "Proforma for inspection of BL&LRO Offices"** is sent by the undersigned for uploading the inspection reports through e-Odhikaron henceforth.

**Enclo. : As stated above**

**(A. SANYAMATH)**

Additional Director of Land Records & Surveys and  
Ex-Officio Commissioner, L. & L. R. and R. R. & R. Deptt.  
West Bengal

**Proforma for inspection of BL&LRO offices**  
(to be uploaded through e-Odhikoron from DL&LRO office)

Name of the BL&LRO office : .....

Date of last inspection : .....

Name of the Inspecting Officer : .....

Date of inspection : .....

**Synopsis of Inspection report**

<ol style="list-style-type: none"><li>1. Total no. of mouzas in the block</li><li>3. No. of mouzas where LR work u/s51 is pending</li><li>5. No. of mutation cases pending</li><li>7. No. of conversion cases pending</li><li>9. No. of industrial conversion cases (Silpa Sathi) pending</li><li>11. No. of NGNB pattas distributed</li><li>13. Vested Area available for distribution (if any)</li><li>15. No. of WBLRTT / High Court cases pending in the block</li><li>17. Status on mining lease</li></ol>	<ol style="list-style-type: none"><li>2. Total no. of GPs in the block</li><li>4. Whether all mutation petitions are entered in the computer database</li><li>6. Whether all conversion petitions are entered in the computer database</li><li>8. No. of industrial mutation cases (Silpa Sathi) pending</li><li>10. No. of raiyati pattas distributed</li><li>12. No. of forest pattas distributed</li><li>14. Collection (up to date) made by the block against the target fixed by the authority</li><li>16. Whether all important registers like CO/CR register / Register-VIII are properly maintained</li><li>18. Status on recording of LT lease / IDT</li></ol>
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**COMMENTS OF THE INSPECTING OFFICER ABOUT OVERALL PERFORMANCE OF THE BLOCK :**

**1(A) Staff position**

Sl No.	Designation	Name	Home District & Block	Duration of stay in office	Specific duty entrusted with officer	Performance of officer in last three months	Remarks	Comments / instruction of the inspecting officer
1								
2								
3								
4								
5								
6								

**1(B) Office Management**

Sl. No.	Item	Yes / No	Remarks	Comments / instruction of the inspecting officer
i	Whether allotment of duties to staff has been made			
ii	Whether Receive, Issue and Movement Register are maintained properly	Receive Register	Yes / No	
		Issue Register	Yes / No	
		Movement Register	Yes / No	
iii	Whether Casual Leave Register maintained as per prescribed format Whether C.L. Register reconciled with Attendance Register in the last day of each month along with proper action on late attendance			
iv	Whether Stock Registers are maintained regularly			
v	Whether Court Fee Register is maintained			
	Maintenance of Cash Book			
	Date up to which Cash Book written			
vi	Date up to which Cash Book signed by BL&LRO			
	Cash in hand on the date of Inspection			
vii	Whether progress return sent in time (note the date of submission return of last three months)			

**1(C) Infrastructure Development**

	Whether office building is situated in (strike off whichever is not applicable)	Own building / rented building / Panchayat Samity building	Remarks	Comments / instruction of the inspecting officer
i	If in rented house, a) Rent paid up to			
ii	b) Whether suitable land for construction of the building is available, if yes then land schedule is to be mentioned :			
iii	c) Whether a proposal for construction of building has been submitted : Yes/No If in own house, is there any proposal for extension /development has been submitted : Yes/No If yes, fund required :			
iv	Number of R.I. office having own building			
v	Number of R.I. offices running in rented house :			
vi	Rent paid up to ( office-wise)			
vii	Whether suitable land are available for construction of new R.I. office building, if so, give land schedule.			
viii	Whether proposal for construction of R.I. office building submitted, if yes, latest status should be mentioned.			

**1(D) Inspection of RI offices**

Sl.	Item	Remarks	Comments / instruction of the inspecting officer
i	No. of R.I. office under the jurisdiction		
ii	How many R.I. offices were inspected in last three months		
iii	How many follow up action has been taken		
iv	Whether inspection book is maintained		

2. Status of Survey-Settlement :

Total No. of mouza (i)	Total No. of sheets (ii)	No. of mouzas (iii)						No. of 51A(1) objections Pending for disposal (iv)	F.P. (v)		No. of 51A(1) petitions Pending for disposal (vi)	If LR records are being prepared through stage amalgamation under rule 22 sch. A of WBLR Rules, 1965 then mention present status of each such mouza (vii)	No. of mouzas collocated at state data center (e-Bhuchitra) (viii)	No. of sheets sent to Dist. Drawing office (ix)	Remarks (x)
		K.B.		Attestation		D.P.			Pending	Running					
		Pending	Running	Pending	Running	Pending	Running								

3. Land Revenue

i	Target for the current year		Comments / instruction of the inspecting officer
	a) Financial		
	b) Physical (Total no. of land revenue and cess paying <i>raiyyats</i> / interests under the block)		
ii	Achievement as on date of inspection		
	a) Financial b) Physical (coverage of <i>raiyyats</i> ) Corresponding figures of previous year a) Financial b) Physical		
iii	Whether panchayat bodies are linked with revenue collection process, if so, how ?		
iv	Whether R.I. wise year plan for coverage of 100% <i>raiyyats</i> has been framed. If so, state in detail		
v	Whether B.S. are maintaining Log book to record detail of their visit		
vi	Whether R.I. wise commercial units are properly surveyed and list prepared thereof		
vii	Whether R.I. wise list of big defaulters is prepared	a) Yes / No	
		b) Total number of such defaulters	
		c) Total demand	
	Whether hearing of such defaulters have been arranged at SDL&LRO(s) & DL&LRO office	Yes / No	

4. Status on collection of Minor-Minerals :

Sl.	Item	Amount collected (Rs.)	Comments / instruction of the inspecting officer
1	ROYALTY		
	ON SAND		
	ON BRICK EARTH		
	ON MORRUM		
	ON STONE		
2	OTHER MINOR MINERALS		
	ON STOWING SAND		
	ON SAND		
	ON BRICK EARTH		
	ON MORRUM		
3	CESS		
	ON STONE		
	OTHER MINOR MINERALS		
	ON SAND		
	ON BRICK EARTH		
4	DEAD RENT (FOR MINING LEASES)		
	ON MORRUM		
	ON STONE		
5	OTHER MINOR MINERALS		
	SURFACE RENT		
6	OTHER RENTS (For leases of all minor minerals)		
	WATER RENT		
7	OTHER COLLECTIONS (INCLUDING PRICE OF MINERAL)		
	INTEREST (ON ROYALTY/CESS/OTHER MINING DUES)		
8	CONTRIBUTION TO THE DISTRICT MINERAL FOUNDATION (Collection deposited on DMF A/C and not on any head of account)		
	APPLICATION FEE (IN FORM - G FOR STML)		

Sl.	Item	Amount collected (Rs.)	Comments / instruction of the inspecting officer
9	COLLECTION FROM AUCTION (Collection deposited on head of account - 0853 - Non Ferrous Mining & Metallurgical Industries - 00 - 102 - Mineral Concession Fees, Rents & Royalties - 001 - 16)	EARNEST MONEY (FORFEITED)	
	BID MONEY (INCLUDING EARNEST MONEY )		
	AUCTION FEES (NON -REFUNDABLE)		

**5. Status of Long Term Settlement / Sairati Interests / Inter departmental transfer (IDT) of land :**

Points to be inspected	Findings	Comments / instruction of the inspecting officer
1. Whether register X is properly maintained		
2. No. of LTS cases sanctioned		
3. For how many sanctioned LTS cases lease <i>khatians</i> have been opened		
4. In how many cases annual lease rent could not be realized		
5. Whether Register X is reconciled regularly with Register XII to assess the defaulting lessees		
6. How many <i>Sairati</i> Interests were settled		
7. How many defaulters are there (for <i>sairati</i> interest)		
8. How many <i>Sairati</i> interest are yet to be settled		
9. How many IDT cases have been sanctioned		
10. For how many sanctioned IDT cases <i>khatians</i> have been opened		

6. Citizen centric programmes :

(A) General points

Points to be inspected	Findings	Comments / instruction of the inspecting officer
1. Whether mutation register (register IX) is maintained		
2. Whether mutation cases are entered into the computer database		
3. Whether mutation cases are taken up / disposed serially		
4. Last serial number of mutation case entered in the register on the day of inspection		
5. Whether <i>mouza</i> wise all the petitions u/s 51A(1) & 51A(4) are maintained		
6. Whether conversion register of block is maintained		
7. Whether conversion cases are entered into the computer database		
8. Whether conversion cases are taken up / disposed serially		

(B) Physical progress

Sl. No.	Item	Total number of petition filed so far	Pending as on date of inspection	No. of officers engaged for disposal	Rate of disposal per day / officer	Comments / instruction of the inspecting officer
1	51A(4)					
2	Mutation case u/s 50					
3	Application for Certified copy					
4	Application for information					
5	Conversion application					
6	<i>Barga</i> Proceedings					
Whether crash programme is required to be taken up to liquidate the pending mutation petitions, please state in detail the disposal plan and time schedule for such plan to dispose the pending petitions						



**7. Vesting of ceiling surplus land and related information :**

**(A) Maintenance of the relevant Registers**

Points to be inspected	Findings	Comments / instruction of the inspecting officer
i) Whether B.R. register is available -		
ii) Number of B.R. as per register -		
iii) Whether corresponding 7A register is maintained		
iii) Whether corresponding 7AA register is maintained		
iv) Number of u/s 14T proceeding done as per 7A return		
v) Number of vesting proceeding pending as per 7A return		
vii) Number of vesting proceeding done as per 7AA register		
viii) Number of vesting proceeding pending as per 7AA register, reason thereof		

**(B) Proceeding involved in Court cases detail thereof**

Points to be inspected	Findings	Comments / instruction of the inspecting officer
i) Whether CO/CR register is maintained		
ii) Whether C.R. affected case as per B.R./ 7A / 7AA Register are properly identified and listed		
iii) Number of cases involved in - Lower/District Court       : WBLRTT                               : High Court                               : Supreme Court                               :		

**(C) Cases involved in LRTT**

Points to be inspected	Findings	Comments / instruction of the inspecting officer
i) Whether registers are maintained properly indicating details of cases and pending position		
ii) In how many cases orders of Learned WBLRTT have been intimated		
iii) In how many cases order of Learned WBLRTT are pending		

(D) Vested land and status thereof

Points to be inspected	Findings	Comments / instruction of the inspecting officer
i) Whether register-VIII is available?		
ii) Whether register VIII has been reconciled with relevant R.O.R.		
iii) Total vested land available as per Register-VIII		
iv) Total vested land available / suitable for distribution		
v) Tentative programme for distribution of available vested land as noted at Para IV above		
Problems regarding (point no. 7D) if any to be specified -		

(E) Initiation of vesting proceeding

Points to be inspected	Findings	Comments / instruction of the inspecting officer
i) Number of officer posted in the block		
ii) Whether each officer has been provided with pending vesting cases, (at least one officer for one case)		

**8. Sheet Checking :**

No. of sheets dispatched in last three months :	
Total no. of sheets yet to be sent to Dist. Drawing Section :	
Whether one / two Amin specially entrusted for sheet <i>junch</i> , if not why? [ with target of sending 10 sheets per month ] [ The DL&LRO will please arrange for posting of Amin from outside, if Amin is not available ]	
Comments / instruction of the inspecting officer :	

**9. NGNB**

Total No. of NGNB Beneficiaries in the block	Total quantum of land purchased for distribution amongst NGNB beneficiaries	No. of NGNB beneficiaries amongst whom purchased land has been distributed	Area distributed among NGNB beneficiaries from vested land	No. of NGNB beneficiaries amongst whom vested land has been distributed	No. of NGNB beneficiaries for whom <i>khatians</i> have been opened	Comments / instruction of the inspecting officer

**10. Problem of BL&LRO office, if any :**

**11. Suggestion of Inspecting Officer :**

**Name & Signature of the Inspecting Officer  
with designation**

Memo No.....

Dated,.....

Copy forwarded for favour of information to the :-

- 1) The Director of Land Records & Surveys and Joint Land Reforms Commissioner West Bengal.
- 2) The ADM & DL&LRO ..... to monitor the compliance by concerned officer.
- 3) The SDL&LRO / BL&LRO of ..... Block / ..... Sub-division/ . under ..... district for compliance by ..... (date).
- 4) Copy for inspecting officer to preservation for future guidance.

**Name & Signature of the Inspecting Officer  
with designation**