

Government of West Bengal
Office of the Director of Land Records and Surveys and
Joint Land Reforms Commissioner, West Bengal
Survey buildings, 35-Gopal Nagar Road,
Kolkata – 700027

Memo No. 62/ 137(23)Comp/2017

Dated: 25th April, 2018

To
The District Land and Land Reforms Officers
_____ (All)

Sub: SOP for Flagging of Possessor Details in eBhuchitra application.

Kindly find enclosed herewith the Standard Operating Procedure (SOP) for Flagging of Possessor details in eBhuchitra application.

This is for his information and necessary action.

Encl- As stated.



(Shekhar Dutta)

Director of Land Records and Surveys
& Joint Land Reforms Commissioner
West Bengal



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Control Unit No : 1

Document/ Title	Standard Operating Procedure for Flagging of Possessor Details in eBhuchitra Application.		
Section Title	Procedure for Updation of Possessor Code of concerned R-o-R through eBhuchitra application:		
Section No.	Revision Date	Page	Issue Date
	25/04/2018	06	19/03/2018

1:0: Introduction: Government of West Bengal is contemplating for introduction of a new system of automated mutation in the near future. Accordingly the process of modifying both eBhuchitra and e-Nathikaran application software is under progress. Before the actual roll out of the proposed system, exiting land records data is required to be updated in all respect to facilitate the flawless performance of the proposed system. One major requirement in this regard is updation of possessor status against plots i.e. plots which have been opened through the system with wrong possessor code, without any possessor code and with mere noting about the possessor type in the '**Remarks**' column, are required to be updated through the system to assign appropriate possessor code against that plot in respective RoR.

1:1: Purpose: This SOP (Standard Operating Procedure) will describe the step-by-step process flow to be followed by the end user of eBhuchitra at block/service location level to update the possessor code of respective RoRs against the remarks noted in the remarks column. The entire interface is available in the eBhuchitra application in a separate sub-menu.

1:2: Possessor Types to be Flagged:

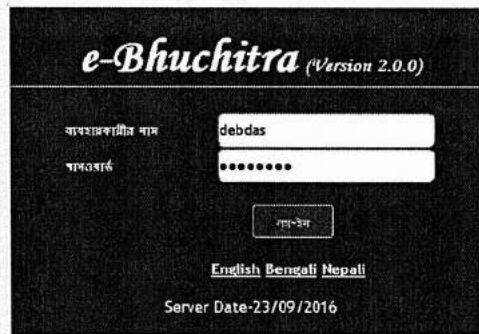
As per decision, the following Possessor Types have been required to be flagged from the said menu:-

- (i) [08] পাট্টামূলে বন্দোবস্ত
- (ii) [0C] বাস্তুজমি অধিগ্রহণ
- (iii) [0D] ভূ: সং আইনের 4B ধারা প্রযোজ্য
- (iv) [0E] ঠিকা প্রজা
- (v) [0F] আদিবাসী (14C ধারা মতে)
- (vi) [03] বর্গা

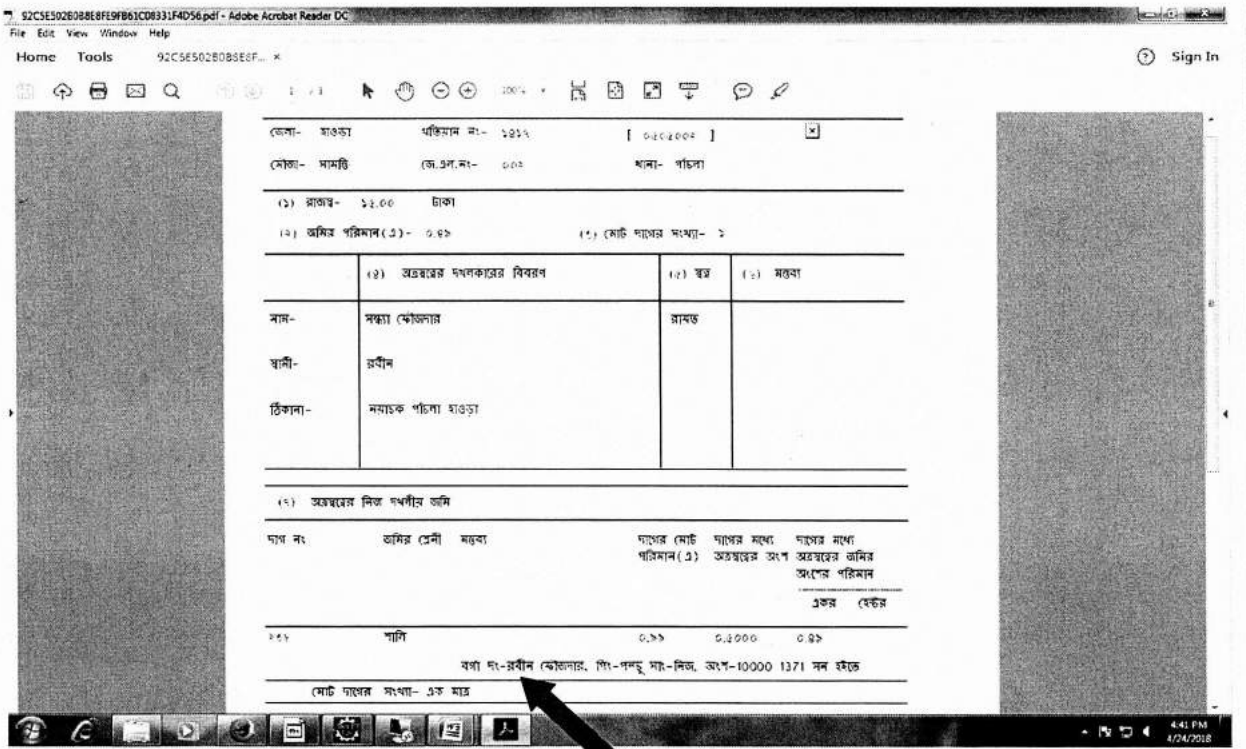
2:0: General Procedure for Flagging of Possessor Details in eBhuchitra:

The general process flow to be followed by the end user of eBhuchitra for Flagging of Possessor Codes against respective Khatians, is described in short below:

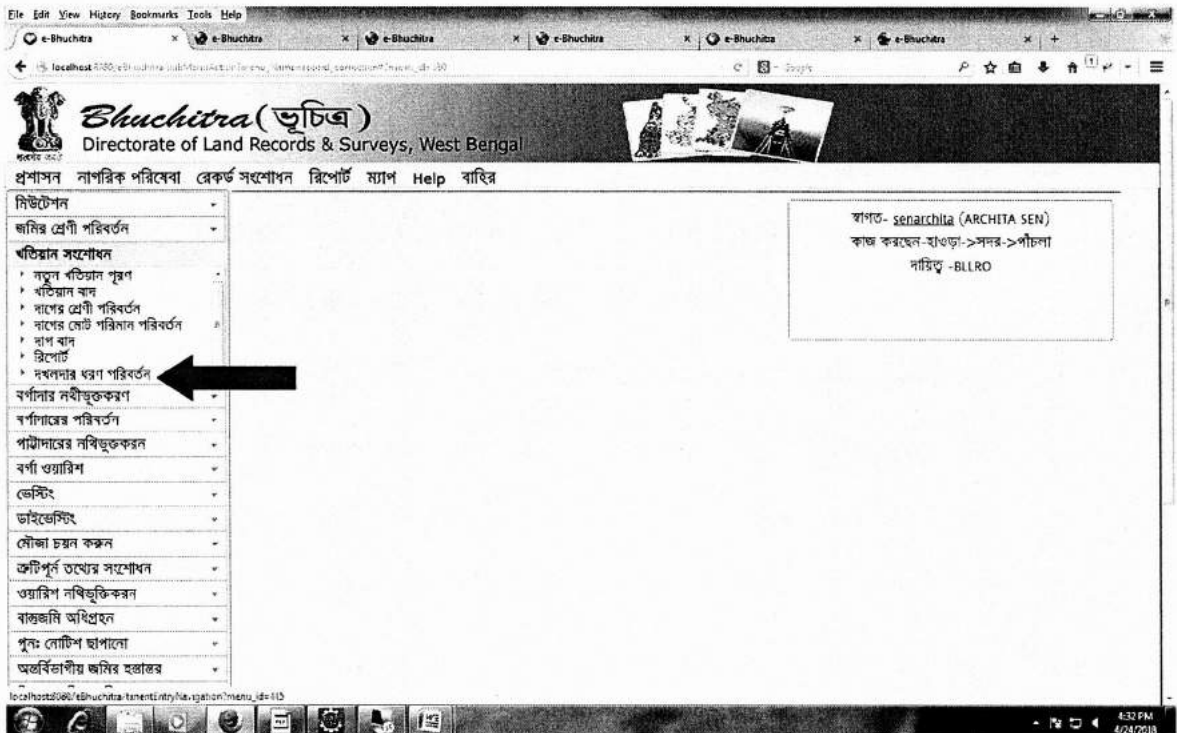
- 1) First, user have to Log into eBhuchitra with url <http://10.16.200.55/eBhuchitra/> (for Reliance MPLS link) or <http://10.3.0.40/eBhuchitra> (for WBSWAN link).



- 2) Then the user have to select রিপোর্ট-→মৌজা ভিত্তিক-→ মন্তব্য সম্বলিত দাগের তথ্য and have to select Mouza name from the drop down menu and next, have to click the পরবর্তী button. This will generate the report of Khatian wise Plots of the selected Mouza against which any text is available in the 'Remarks' column. This report can be referred for identifying those plots which have been recorded in respective Khatian with mere noting of Possessor Status in the 'Remarks' column only, but appropriate Possessor Code may/ may not has been assigned against that entry. The print out of that report may be taken out to facilitate the Mouza wise completion of Possessor Flagging work in an exhaustive manner.
- 3) A specimen R-O-R is taken here as example for updation of possessor details (refer to the next image) where the there is a barga noting against the plot of that Khatian which is actually entered in the মন্তব্য instead of using the respective code for barga entry and বর্গা দা has been recorded in the 'Remarks' column of the said Khatian.

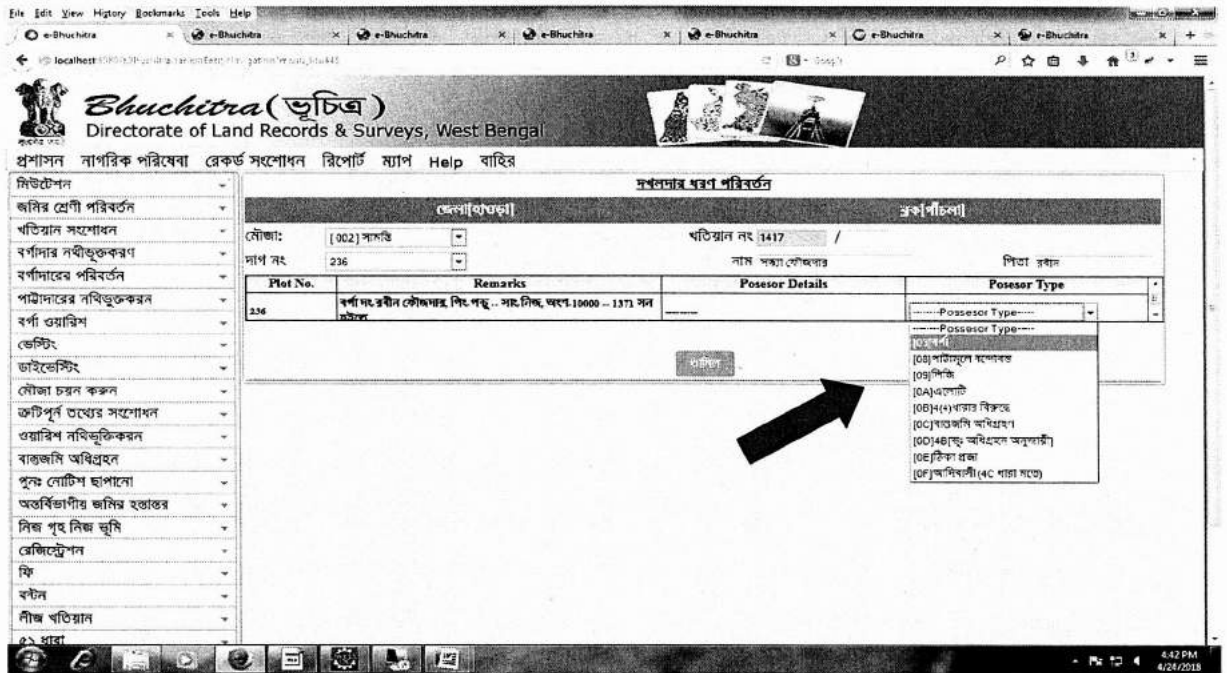


- 4) To update that possessor details, user have to proceed to **রেকর্ড সংশোধন** → **খতিয়ান সংশোধন** → **দখলদার ধরণ পরিবর্তন**

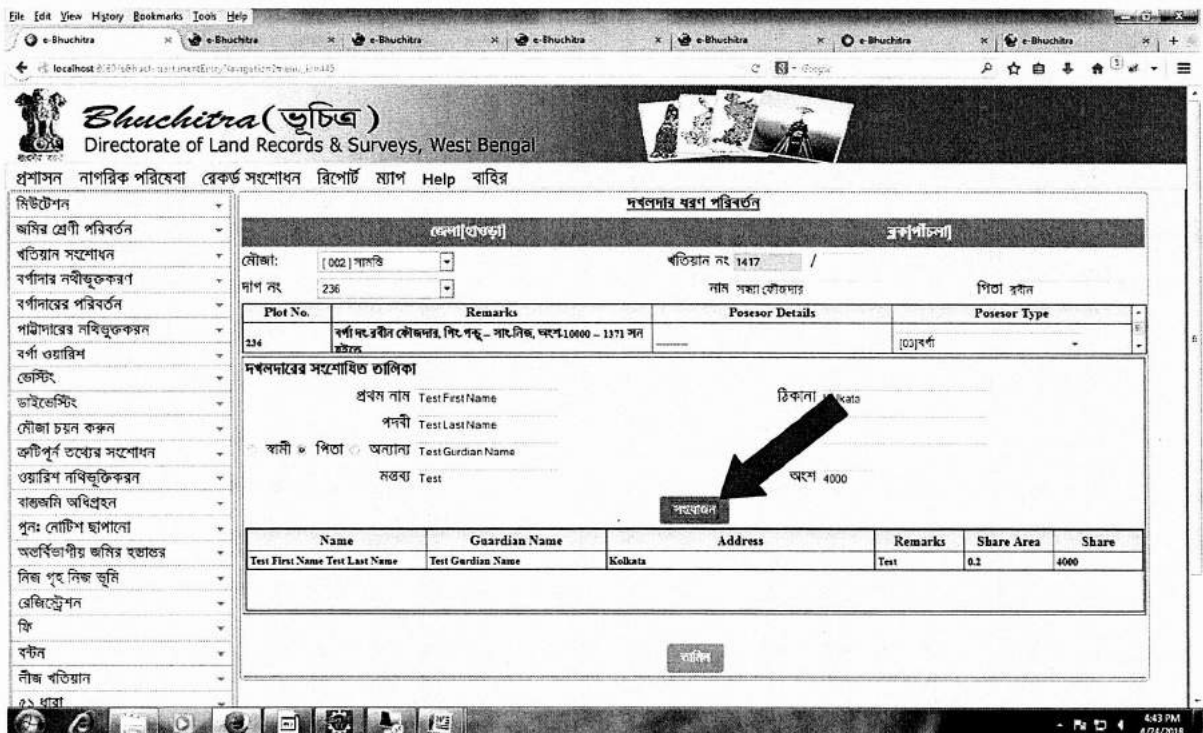


- 5) In the **দখলদার ধরণ পরিবর্তন** page, user have to provide the **মৌজা** and **খতিয়ান নং** and there will be the dropdown option of plot list where the plots which contains non-codified remarks of that khatian will only be populated. The user will select the plot and details of the **'Remarks'** column will be populated automatically in the respective fields (refer to the next image). **The existing text in the 'Remarks' column will be non-editable.** In the right hand side of the page, there will be a drop

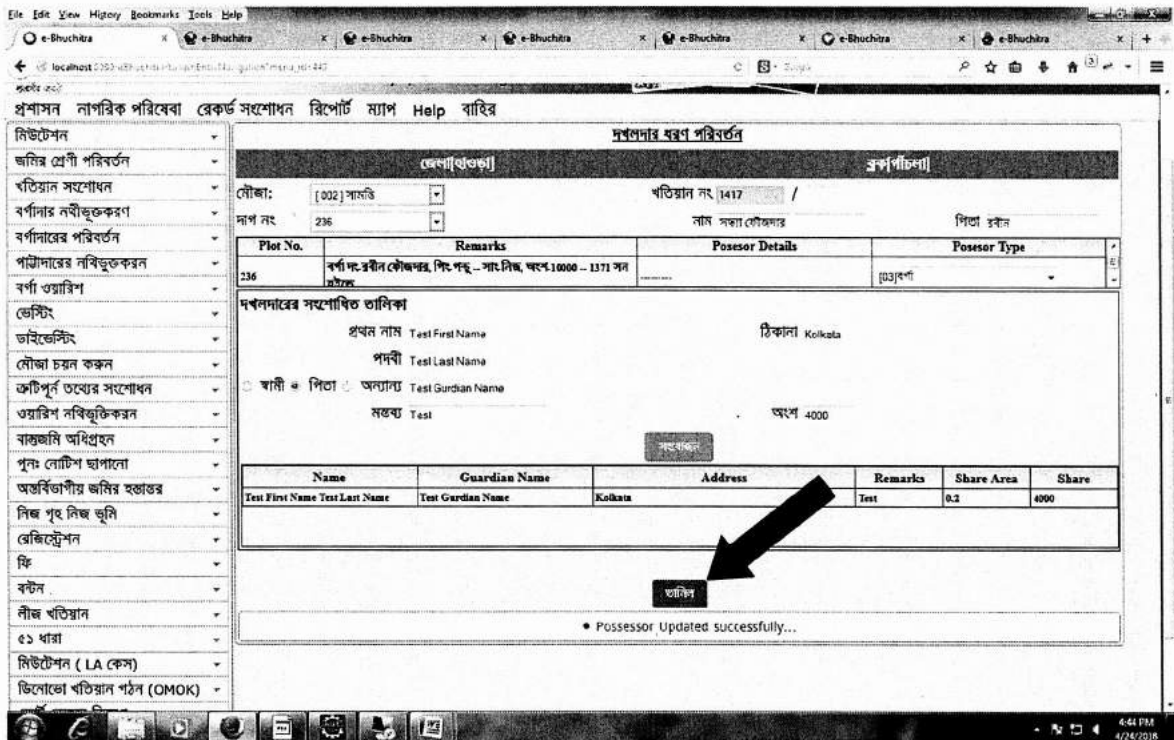
down menu for 'Possessor Details' from which, user have to select the appropriate Possessor Type (For this particular case, it will be [03]- বর্গা)



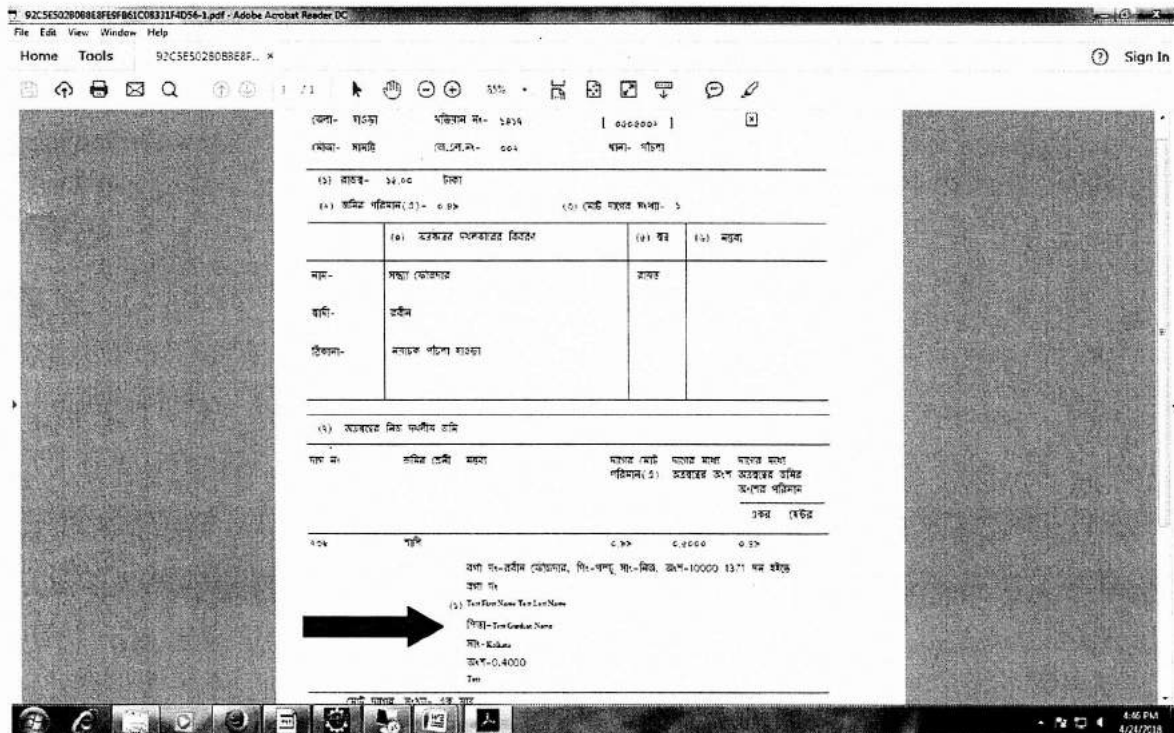
6) On selection of বর্গা, the text box will open for entering the names and other details of the bargadar (see below image). Then click সংযোজন for submission of details.



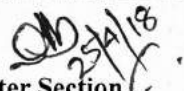
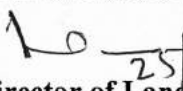
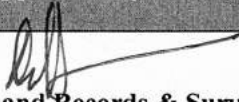
- 7) On clicking the তামিল button, a confirmation text in red colour showing 'Possessor Updated Successfully....' will be displayed at the bottom of the page and the respective khatian will be updated with the new Possessor Status:



- 8) The updated Khatian will reflect the new possessor status as per the figure below. The existing 'Remarks' column of the source Khatian will remain unchanged.



- 9) The similar procedure is to be followed for updating all other related Khatians with appropriate Possessor Types i.e. codes [08], [0C], [0D], [0E], [0F] & [03] respectively as mentioned in Point 1:2 above.

Prepared by	Reviewed by	Approved by
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