2022

User Manual

FHTD

e-Bhuchitra (Ver 1.0.0)

Contents

1   AMENDMENT LOG

Version Number	Date	Change Number	Brief Description	Sections change
1.0.0	14.01.2022	--	FHTD user guide.	--

2   Introduction

e-Bhuchitra is a intranet based web-application which is using central repository of records at SDC available 24x7 basis. It manages day-to-day activities of 346 BLLRO offices in real time basis in a secured manner, and also integrated with registration offices for online mutation. It provides citizen centric services with respect to spatial and non-spatial data.

3   Application Architecture
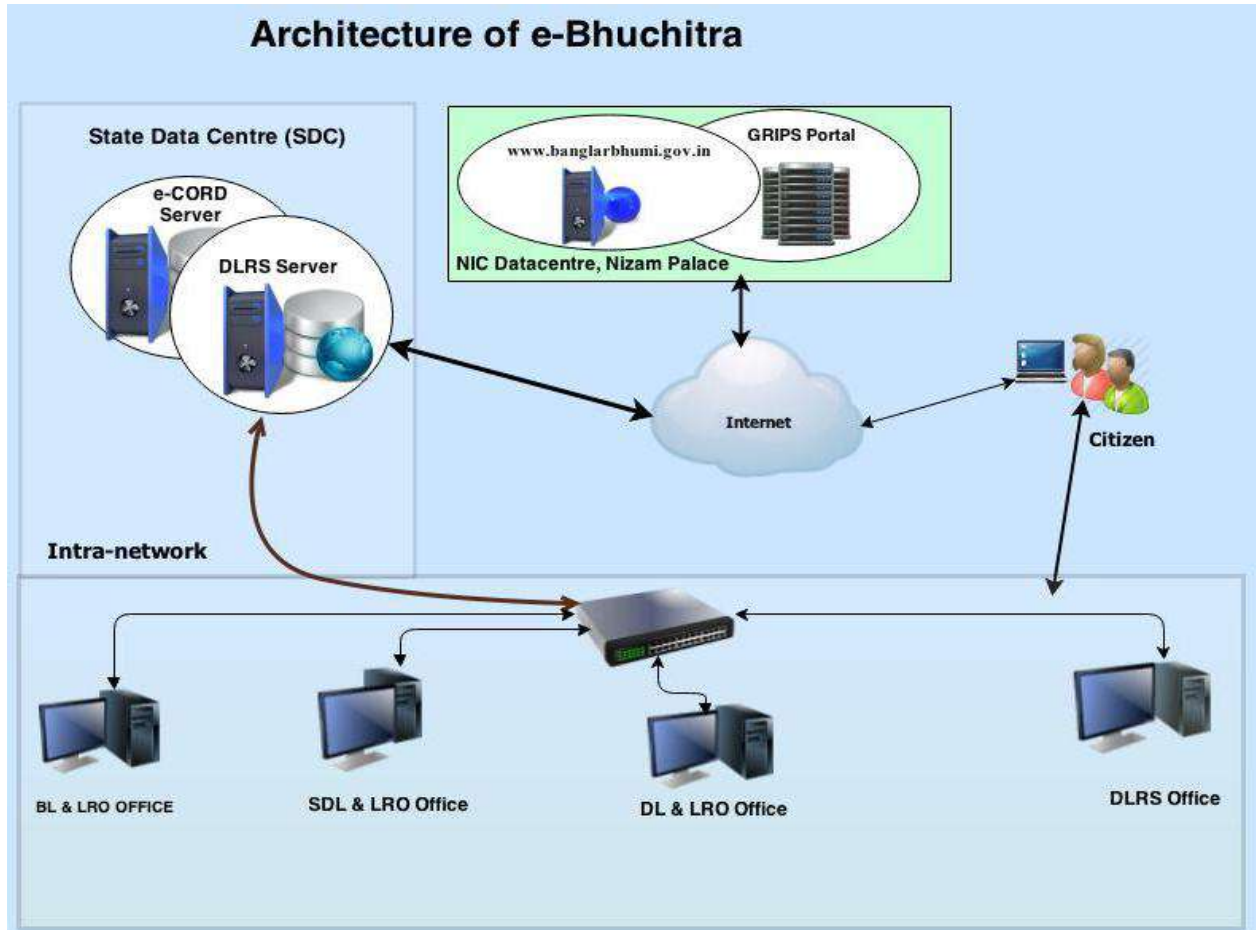
4   Organization

The **Land & Land Reforms Department**, **Government of West Bengal** is mainly responsible for the formulation of policies, Acts, Rules and procedures relating to land matters, namely, land records and survey, land revenue, land reforms, land use, management of government lands, requisition and acquisition of land as well as their implementation by way of preparation and revision of Records of right, including recording of share-croppers (bargadars); vesting and distribution of ceiling surplus land; determination of the requirement of land by tea gardens, factories etc.; mutation of ownership and conversion of classification of land; assessment and collection of land revenue and cesses; requisition and

acquisition of land administration of the Calcutta Thika and other Tenancies and Lands (Acquisition & Regulation) Act, 1981, the West Bengal Premises Tenancy Act, 1997, the West Bengal Public Demand Recovery, 1913 and other Acts.

5   About NIC

National Informatics Centre (NIC) was established in 1976, and has since emerged as a "prime builder" of e-Government / e-Governance applications up to the grassroots level as well as a promoter of digital opportunities for sustainable development. NIC, through its ICT Network, "NICNET", has institutional linkages with all the Ministries /Departments of the Central Government, 35 State Governments/ Union Territories, and about 625 District administrations of India. NIC has been instrumental in steering e-Government/e-Governance applications in government ministries/departments at the Centre, States, Districts and Blocks, facilitating improvement in government services, wider transparency, promoting decentralized planning and management, resulting in better efficiency and accountability to the people of India.

"Informatics-led-development" programme of the government has been spearheaded by NIC to derive competitive advantage by implementing ICT applications in social & public administration. The following major activities are being undertaken:

- Setting up of ICT Infrastructure
- Implementation of National and State Level e-Governance Projects
- Products and Services
- Consultancy to the government departments
- Research and Development
- Capacity Building

During the last three decades, NIC has implemented many "network centric" application software for Programme implementation in various ministries and departments, using state-of-the-technology software tools. During 1980s and early part of 1990s, the policy thrust was on creating "Management Information System (MIS)" and "Decision Support System (DSS)" for development , planning and responsive administration in governments which led to the genesis of present day "e-Governance" / "e-Government". "Bridging the Digital Divide", "Social and Financial Inclusion through ICT" and "Reaching- the-Unreached" concepts were tried and made operational in the late nineties. NIC has vast expertise and experience in the design, development and operationalisation of various e-Government projects in the areas of Public Administration and Governance like Agriculture & Food, Animal Husbandry, Fisheries, Forestry & Environment, Industry, Health, Education, Budget and Treasury, Fiscal Resources, Transport, Water Resources, Court Management, Rural Development, Land Records and Property registration, Culture & Tourism, Import & Exports facilitation, Social Welfare Services, Micro-level Planning, etc. With increasing awareness leading to demand and availability of ICT infrastructure with better capacities and programme framework, the governance space in the country witnessed a new round of projects and products, covering the entire spectrum of e-Governance including G2C, G2B, G2G, with emphasis on service delivery.

NIC provides Nationwide Common ICT Infrastructure to support e-Governance services to the citizen, Products and Solutions designed to address e-Governance Initiatives, Major e-Governance Projects, State/UT Informatics Support and district level services rendered.

NIC has set up state-of-the-art ICT infrastructure consisting of National and state Data Centres to manage the information systems and websites of Central Ministries/Departments, Disaster Recovery Centres, Network Operations facility to manage heterogeneous networks spread across Bhawans, States and Districts, Certifying Authority, Video-Conferencing and capacity building across the country. National Knowledge Network (NKN) has been set up to connect institutions/organizations carrying out research and development, Higher Education and Governance with speed of the order of multi Gigabits per second. Further, State Government secretariats are connected to the Central Government by very high speed links on Optical Fibre Cable (OFC). Districts are connected to respective State capitals through leased lines.

In executing all these activities, NIC has been given recognition in terms of awards and accolades in International as well as National levels.

Thus, NIC, a small program started by the external stimulus of an UNDP project, in the early 1970s, became fully functional in 1977 and since then has grown with tremendous momentum to become one of India's major S&T; organizations promoting informatics led development. This has helped to usher in the required transformation in government to ably meet the challenges of the new millennium.

6   Points of Contact

Office of the Director of Land Records & Surveys (DLRS).
Survey Building, 35 Gopal Nagar Road, Alipore
West Bengal, Kolkata – 700 035

Ph No:(033) 2479 5726/5727/7355/5991

Email : dlrswb@gmail.com, dlrs_wb@rediffmail.com

7   System Capabilities

- Required in Client System
  - Windows 7 or above
  - Should enable Unicode (Bengali)
  - Change in Browser PDF reader option
    - From Options → Applications Tab in content type
      - select 'Portable Document Format(PDF)' and choose 'Use Adobe Acrobat (in firefox)'
      - select 'Adobe Acrobat Forms Document' and choose 'Use Adobe Reader (default)'
  - Scanner and Biometric device.
  - Without License no software should be installed.
- Preferably Mozilla Firefox as default browser to be used

8   MODULE DETAILS

8.1   Free Hold Title Deed

8.1.1 Primary Business Functions

The influx of refugees from erstwhile East Pakistan (now Bangladesh) is a big phenomenon in Indian History. In consequence of partition of India in 1947, a large number of people were compelled to leave their homeland and come to India. From the very beginning of the exodus the primary task of the Government was to provide relief to the vast number of refugees. The Government has been trying to solve the Socio-economic problems arising from influx of refugee by undertaking various Relief and Rehabilitation measures. In order to tackle the massive task of providing relief and rehabilitation to millions of people, the Refugee Relief and Rehabilitation Department was created with offices at the District and Sub-Divisional level. The persons who migrated only from erstwhile East Pakistan (before 25.03.1971) are treated as REFUGEES by the RR & R Department (now R.R & R Section).

To solve the problem of displaced persons, the Govt. has set up some colonies, termed as Govt. Sponsored Colonies. Later the Govt. gave approval to the colonies, which were squatted upon by the refugees in large groups on blocks of private, Government and Semi-Governmental lands.These colonies are known as Squatters'Colonies which are categorized as – 149 group, 175 group, 607 group (these types are approved by Govt. of India) and 998 group (approved by the Govt. of West Bengal). Besides these types of colonies, there are Byananama Colonies and private Colonies under this department. The displaced persons residing only in the above mentioned colonies are considered for different rehabilitation measures taken by the department.

For settlement of Refugee Families, State Government has so far issued a considerable number of Free Hold Title Deed (FHTD). As per existing norms, such deed is conditional. Settled land cannot be transferred by the deed Holders within 10(ten) years from the date of issuance of such deed without permission from the State Government.

8.1.2 User Access Level

Any Block based user can do the application process
Modification can be done by those who entered the application in the system before case allotment. After case allotment the case can only be modified by the user who has been allotted to the case.
Case Allotment can be done by BLLRO user.
Tamil can be done by the user who has been allotted to the case.
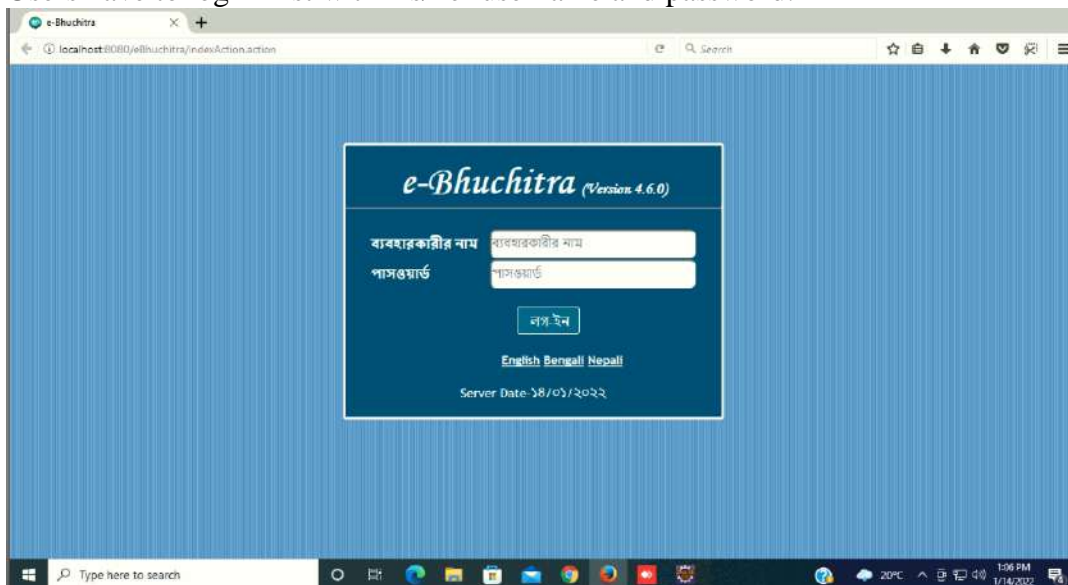
8.1.3 Operating Instructions

This section provides detailed, step-by-step system operating instructions.
Work Flow :
Log-in▯ FHTD Menu ▯ Application ▯Modification(if requires, before upto DL&LRO Approved) ▯ DL&LRO Approval▯Tamil

8.1.3.1 Log-In

Users have to login first with his/her username and password.

After successful login user will be forwarded to the below screen, which is the home page of this application. Here you have to select **রেকর্ড সংশোধন.**

After clicking on, **রেকর্ড সংশোধন** the menu belongs to the **রেকর্ড সংশোধন** will appear at left side of the screen.
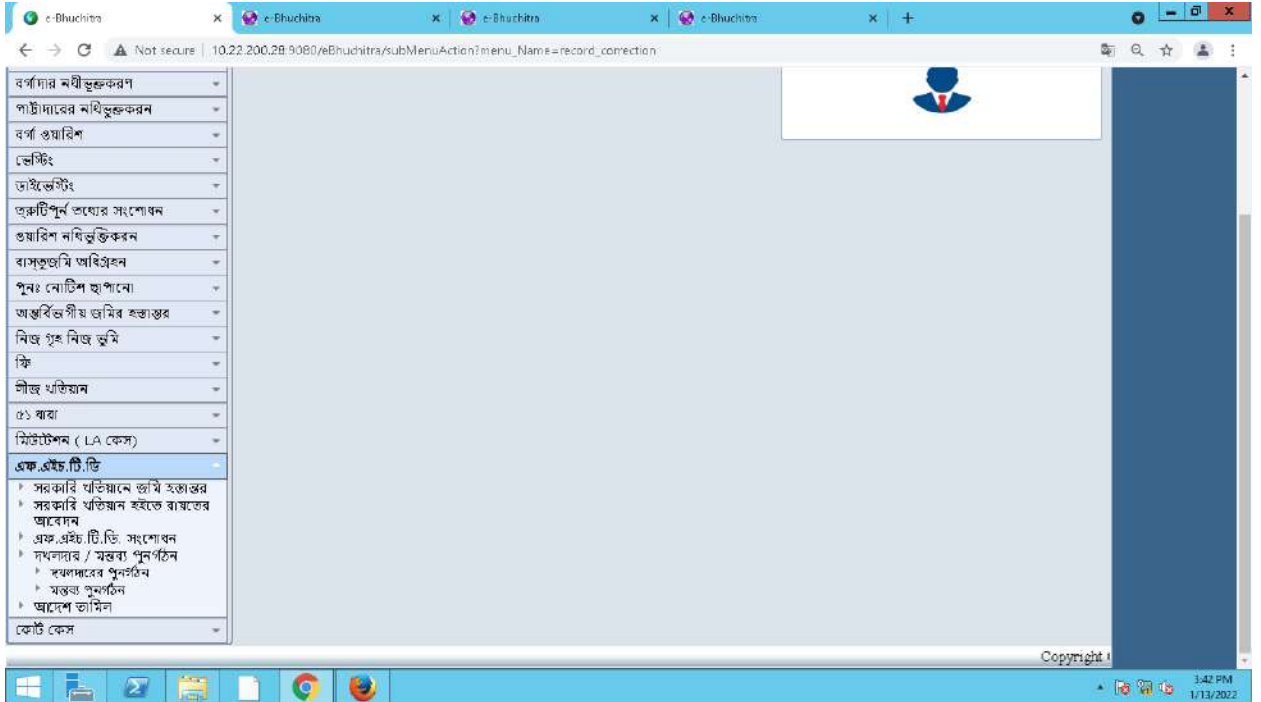
Now click on, **এফ.এইচ.টি.ডি** the following sub menu under **এফ.এইচ.টি.ডি** will appear.

8.1.3.1.1 সরকারি খতিয়ানে জমি হস্তান্তর :

Now click on **এফ.এইচ.টি.ডি→সরকারি খতিয়ানে জমি হস্তান্তর.**

Then below page will open.
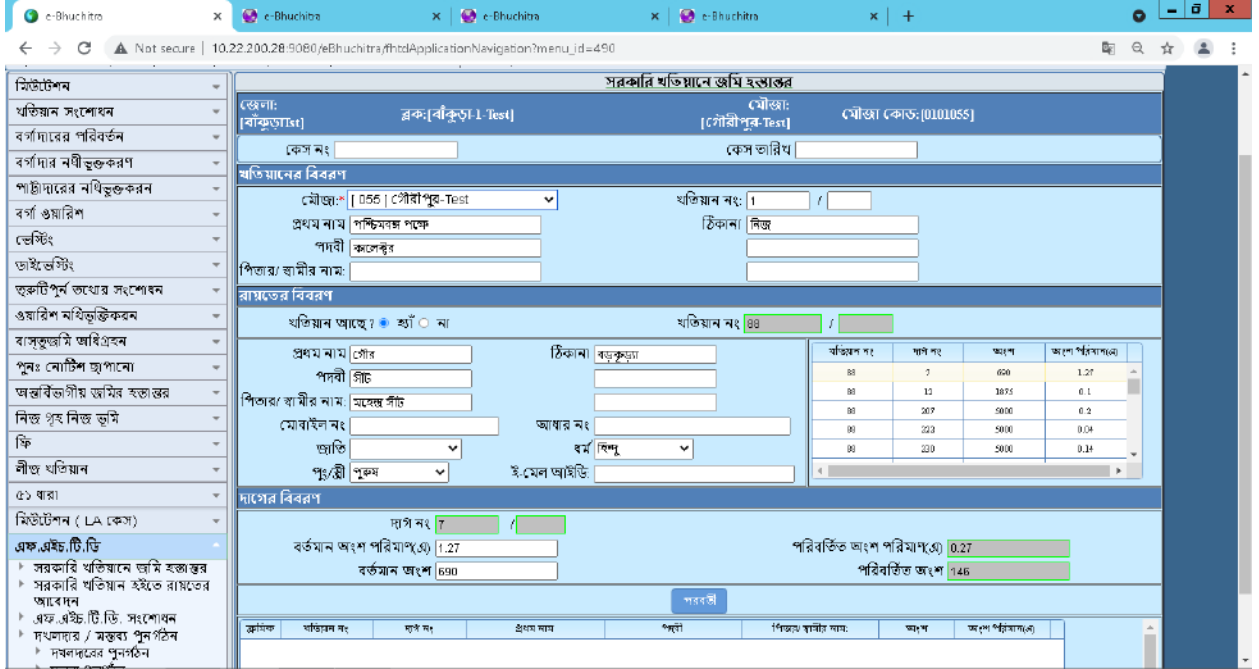
Here select mouza then enter khatian no in rayater biboran then press Tab button then plot schedule will be shown in right side, now enter plot no in dager biboron portion then press Tab button then enter share area. Then click on **পরবর্তী** button.
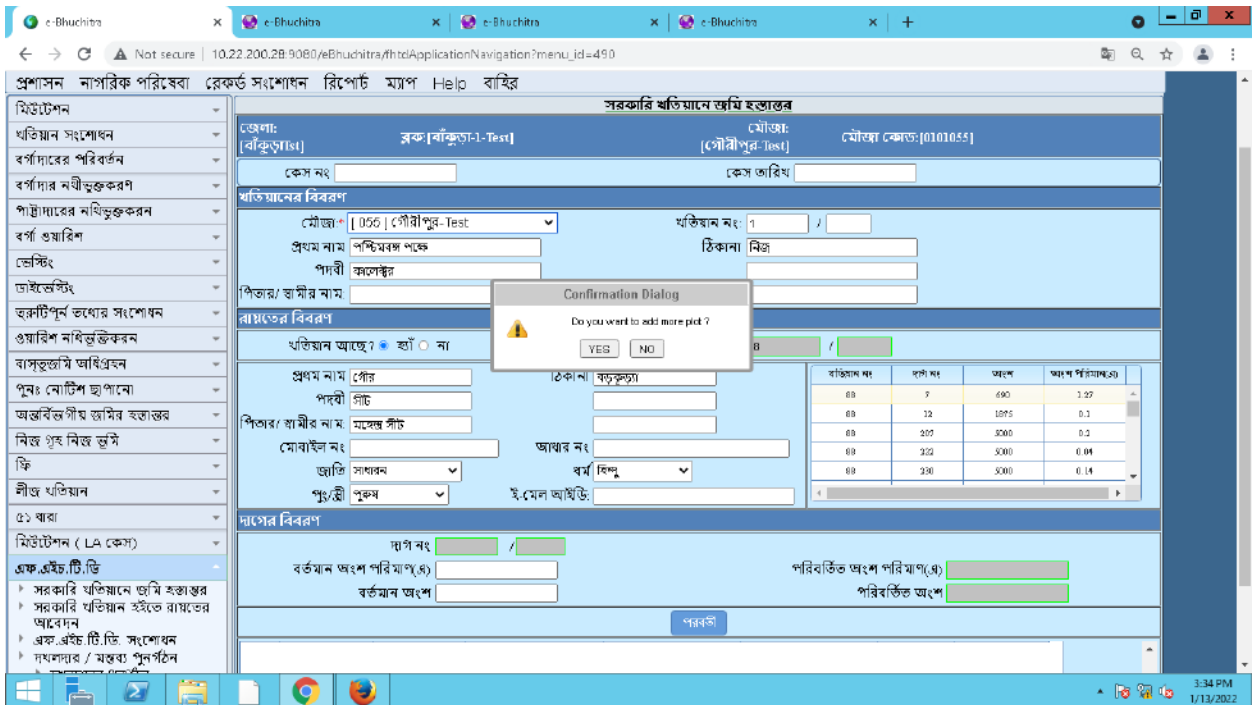
Now a confirmation message will be open for adding more plot or not, if click on YES then another plot have to be enter and if click on NO then plot schedule will be added in below grid.
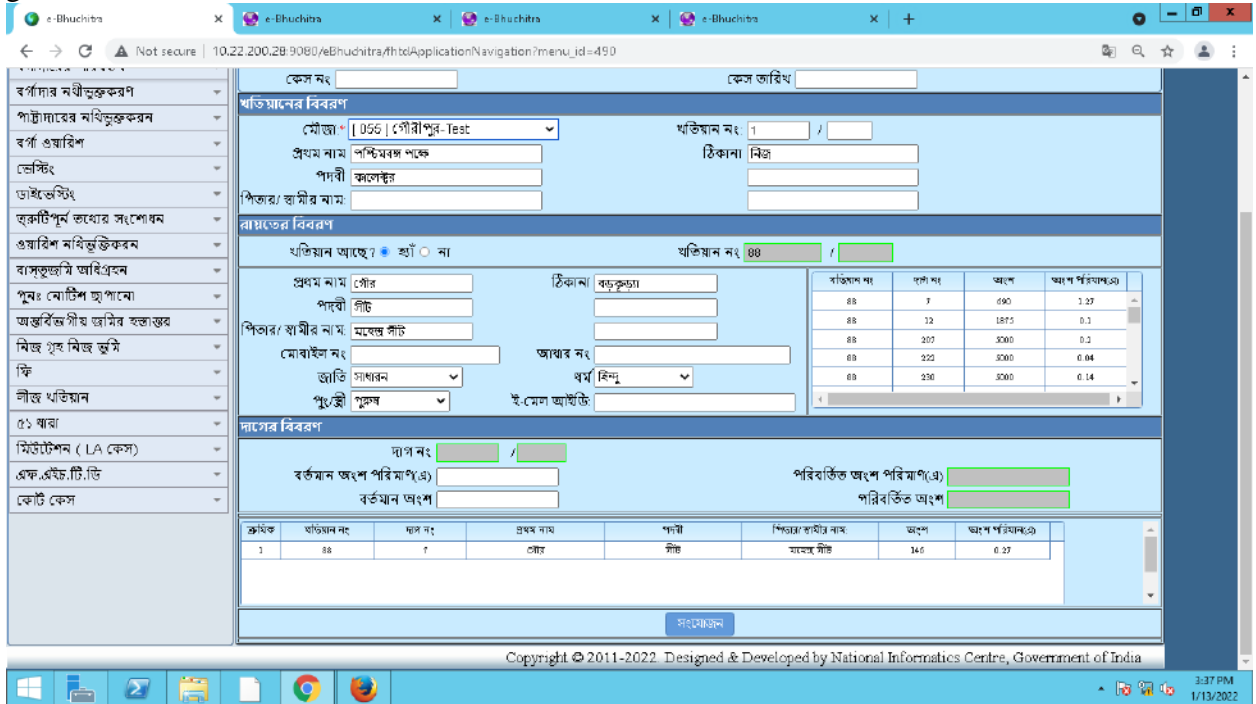
After adding plot schedule click on **সংযোজন** button.

After click on **সংযোজন** button a successful message will be shown start with 'FG 'case no. like below.
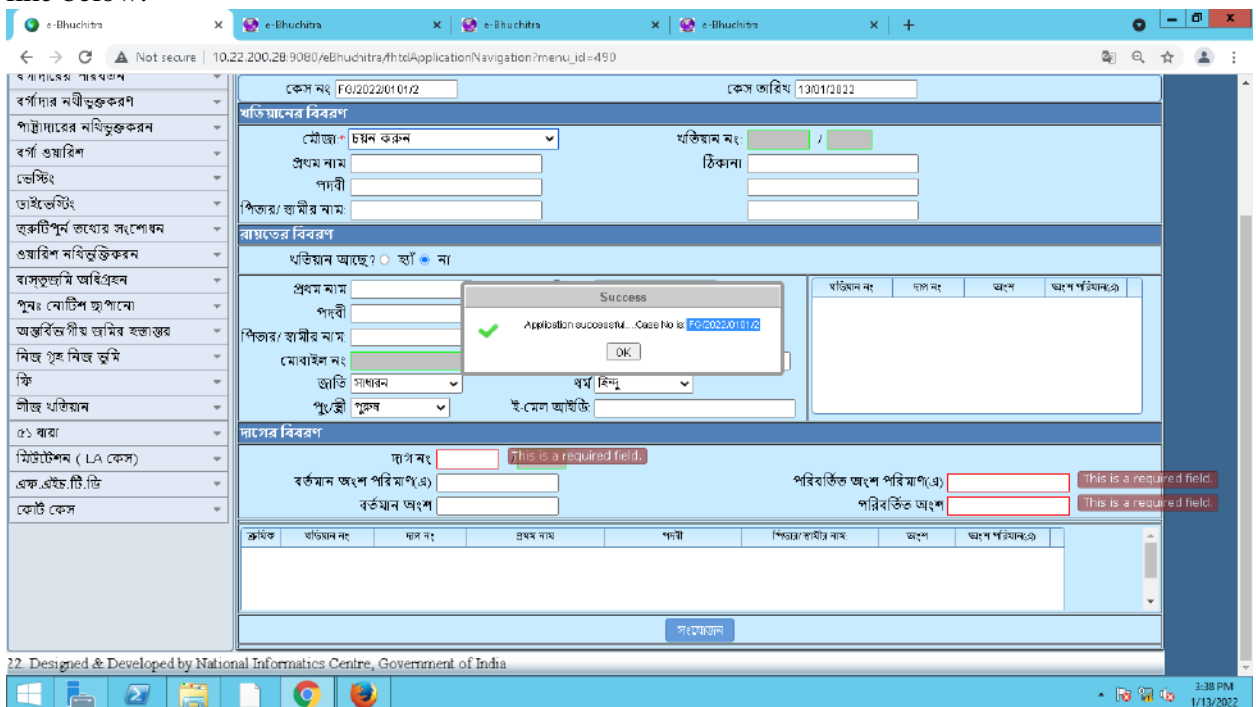
8.1.3.1.2 এফ.এইচ.টি.ডি. সংশোধন:

This modification is possible before DL&LRO Approval.

Now to Modify the Details click on→(এফ.এইচ.টি.ডি.-->এফ.এইচ.টি.ডি. সংশোধন).
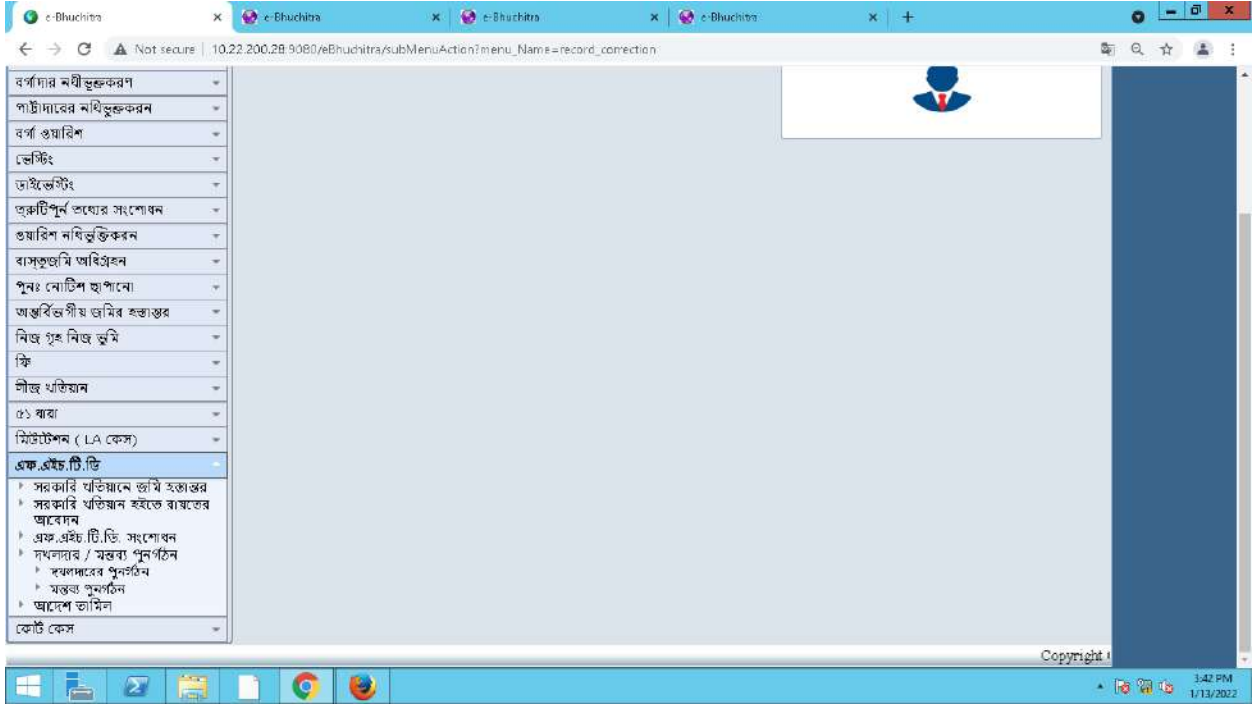
Then below page will be open.
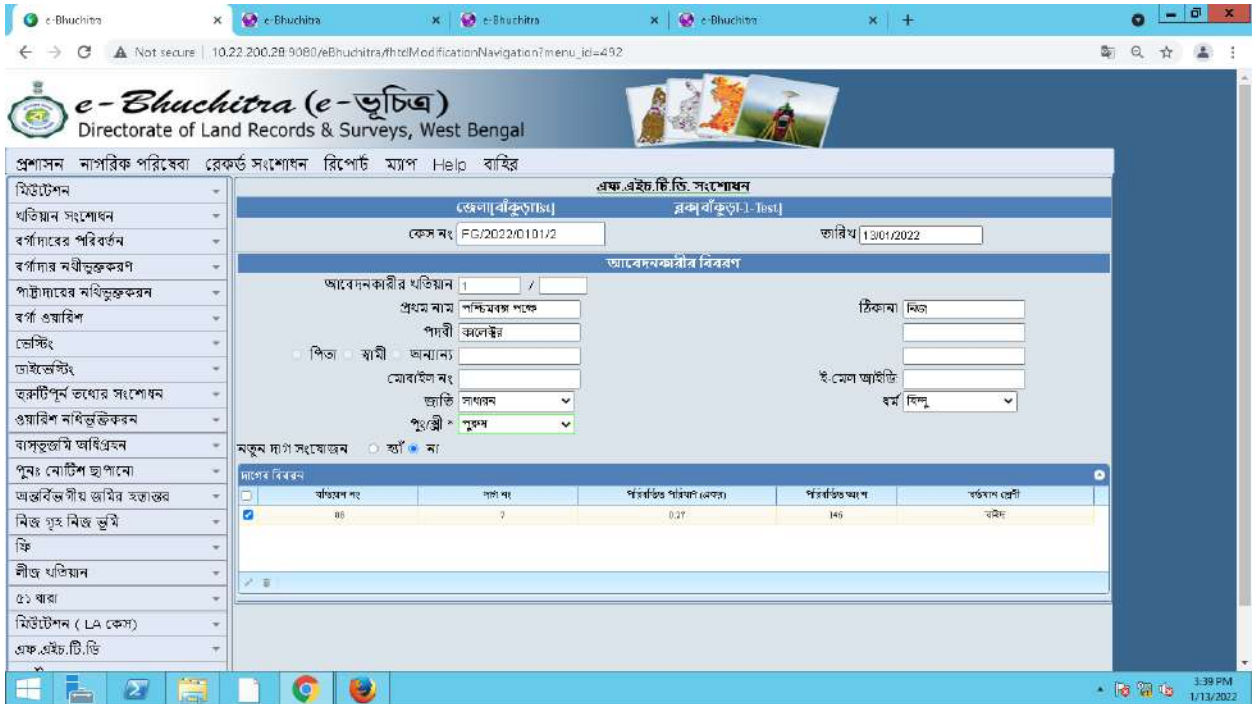
Here select the check box in plot schedule, then click on edit button (pencil sign), then a edit screen will be shown like below.
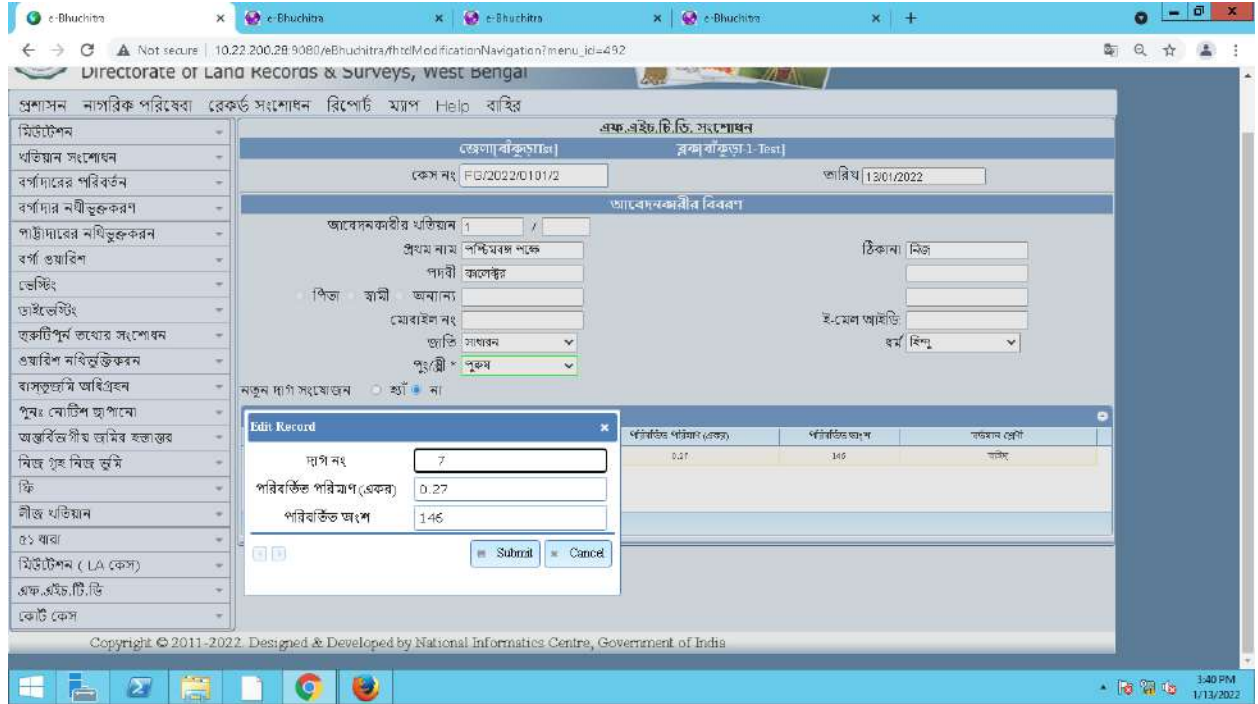
Here you can edit plot schedule. Then click on Submit button.

8.1.3.1.3 আদেশ তামিল:

After DL&LRO approval user can Tamil the case.

Now to Tamil the case click on →(এফ.এইচ.টি.ডি.-->আদেশ তামিল).
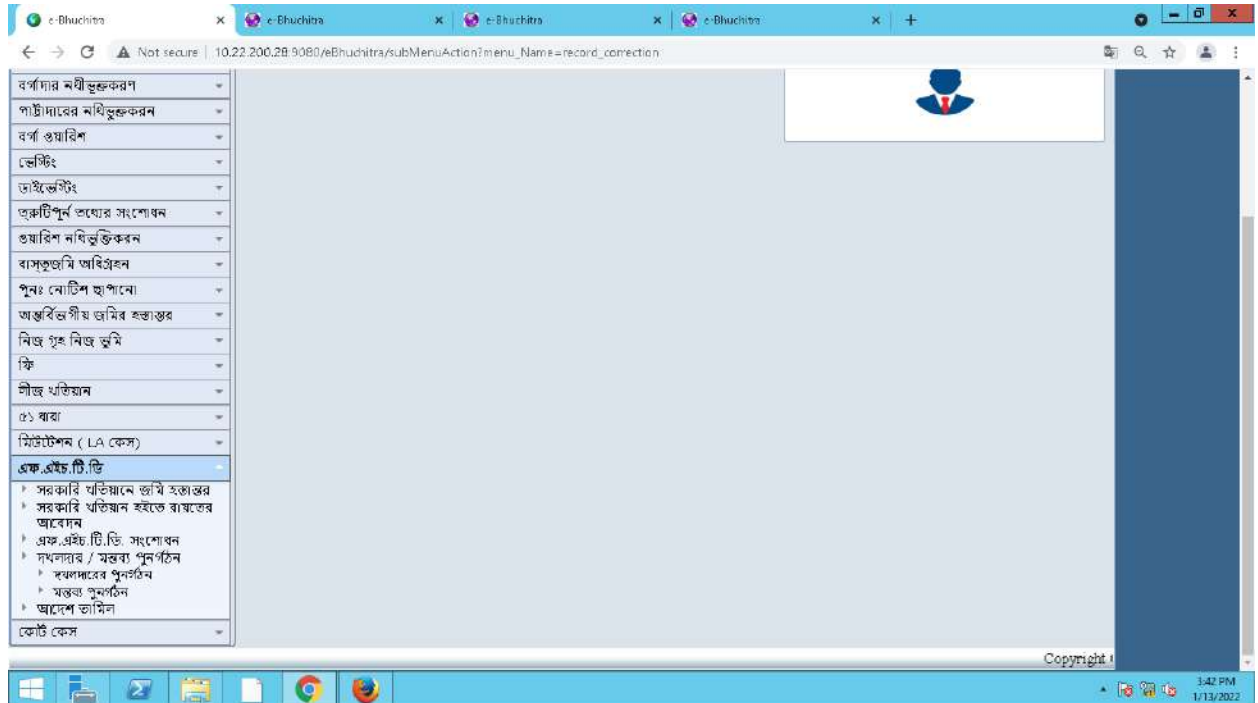
Then below page will be open.
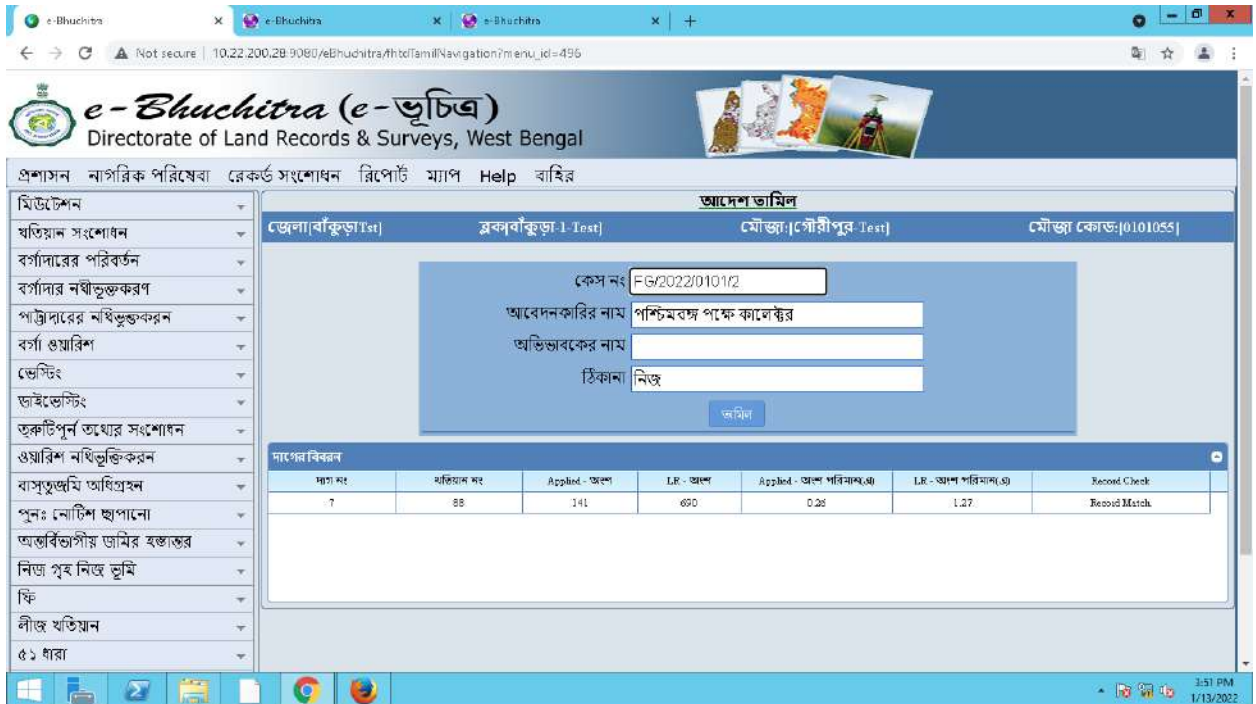
Here enter case no then details will be shown in below. Now click on **তামিল** button. Then a success message will be given like below.
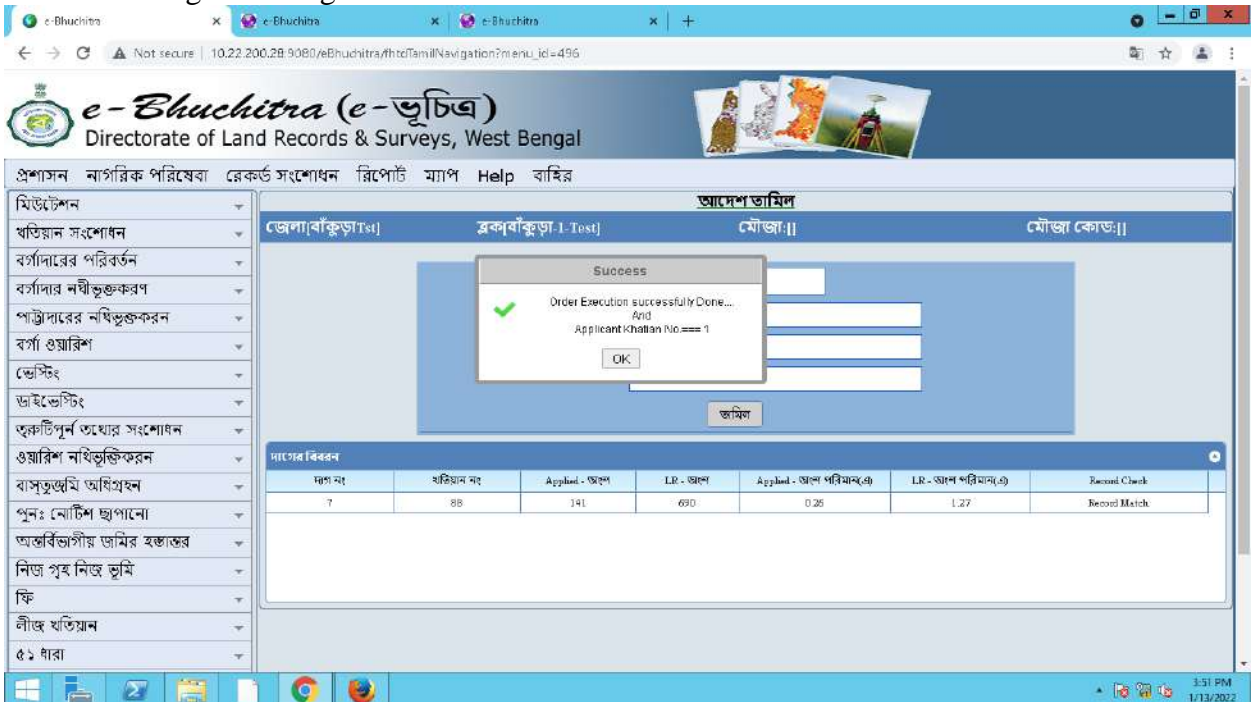
If any case is pending for DL&LRO approval but going to tamil then an alert will be shown like below.
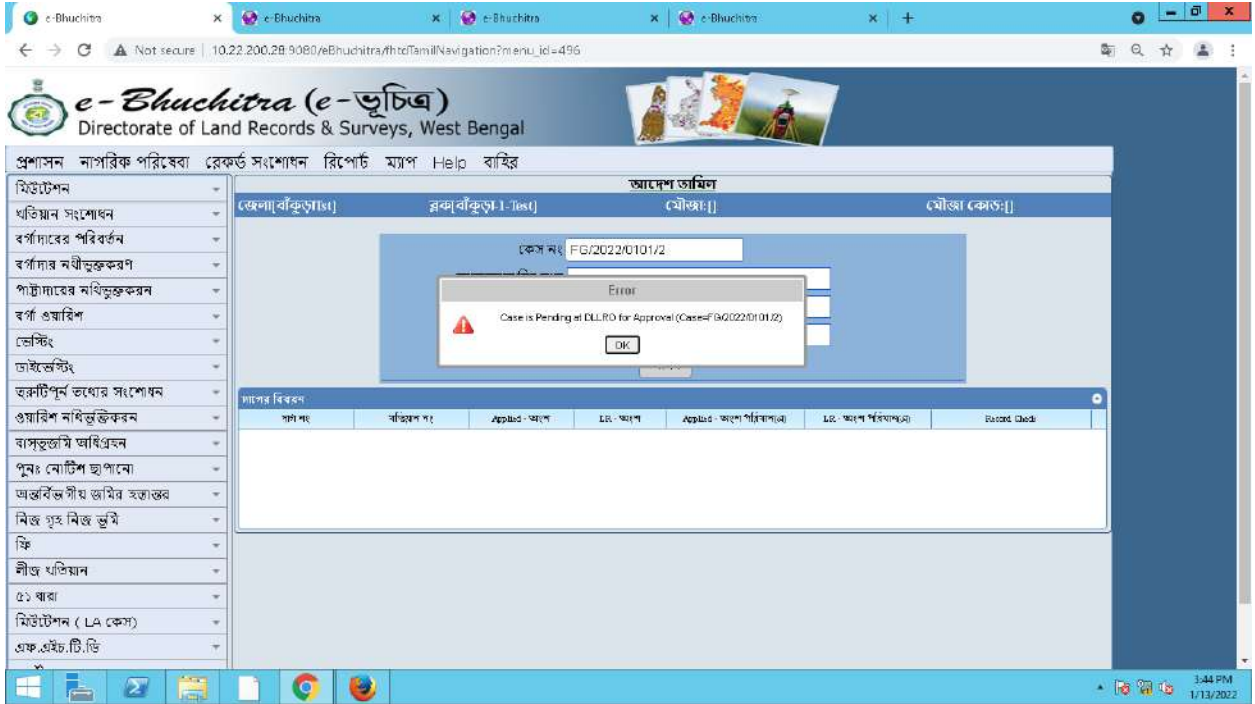
After tamil the case in plot details under khatian no 1 is showing a remarks for FHTD, like given below.
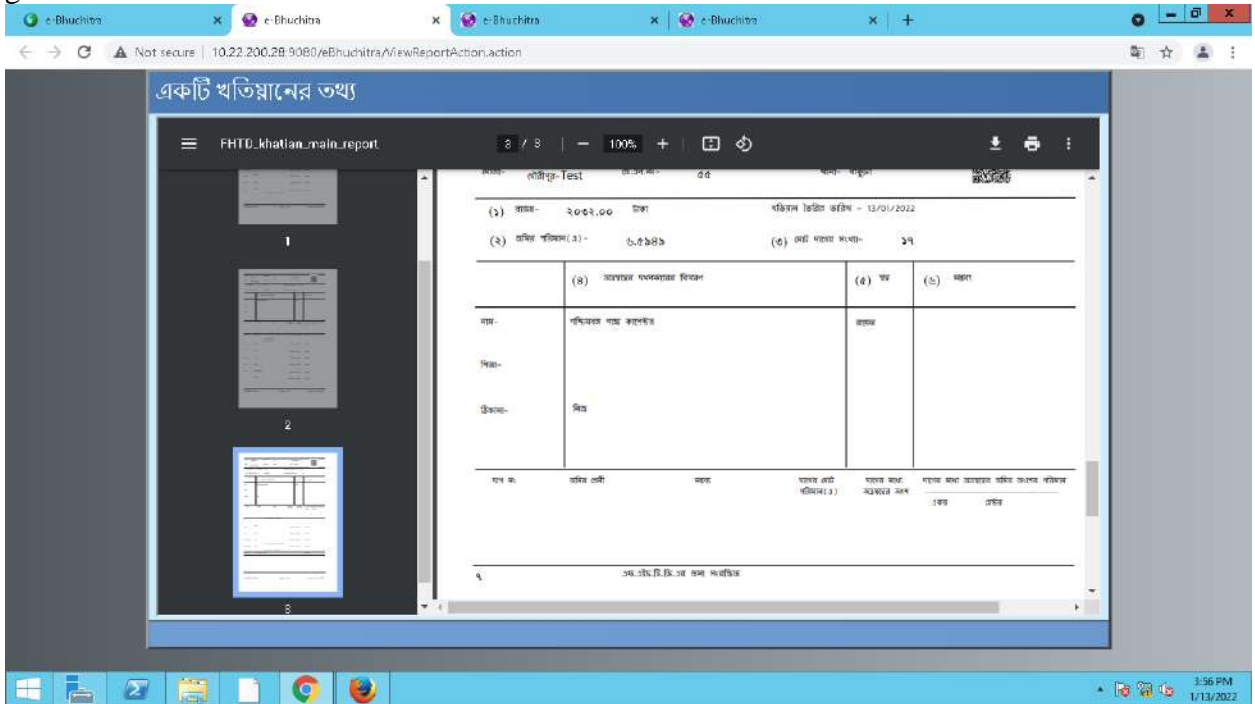
8.1.3.2 সরকারি খতিয়ান হইতে রায়তের আবেদন

8.1.3.2.1 Application

This option is used for Sarkari Khatian to Rayat application.

Click on →(এফ.এইচ.টি.ডি.-->সরকারি খতিয়ান হইতে রায়তের আবেদন).
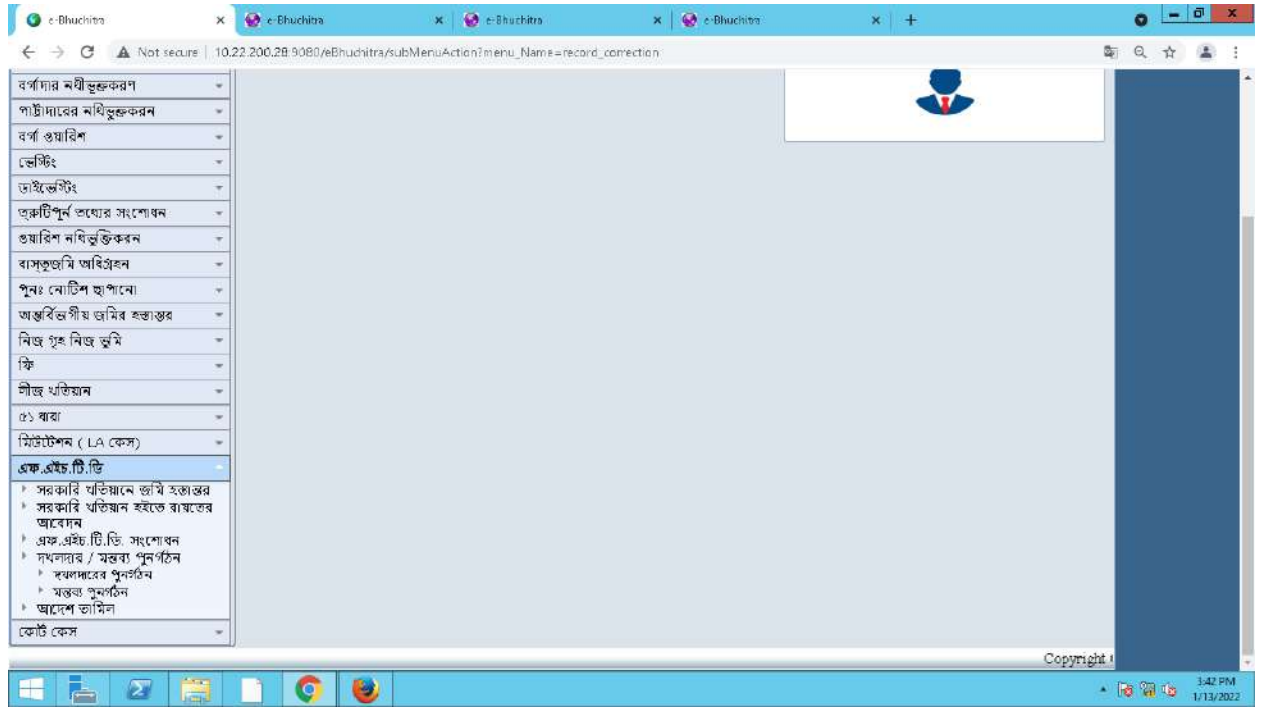
After click on → (এফ.এইচ.টি.ডি.-->সরকারি খতিয়ান হইতে রায়তের আবেদন) below page will be open.

Here select Mouza,FHTD Deed no,and Deed date. After selecting mouza FHTD plot schedule under khatian no 1 will be shown in right side. Now enter rayat details , for this select khatian present Yes or No, if select Yes then enter khatian no and press Tab then rayat detail will be shown from database. If rayat khatian not present then select No and enter rayat details.

Now enter plot no and press Tab then plot details will be shown in left side and enter the share area in right side, then click on **পরবর্তী** button. Then a confirmation alert will be shown like given below.
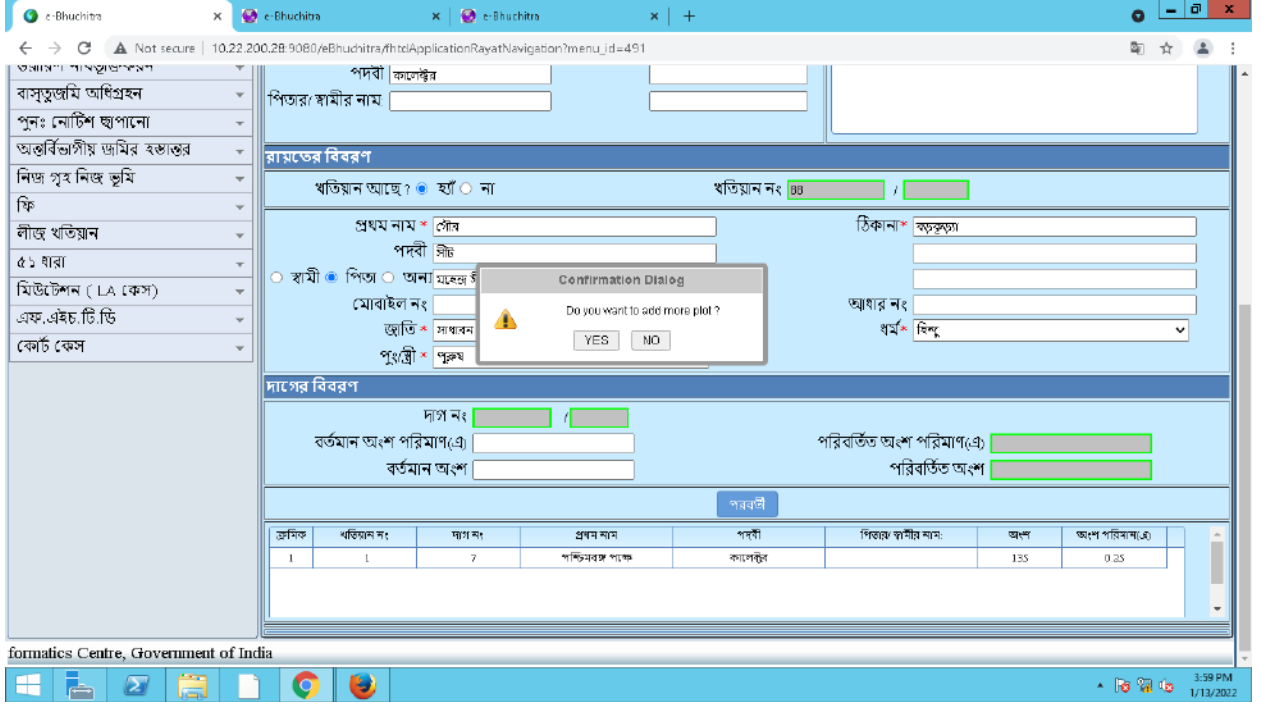
Here if you want to add more plot then click on Yes and add more plot and if not then click on No. Then click on সংযোজন button which is below the page.
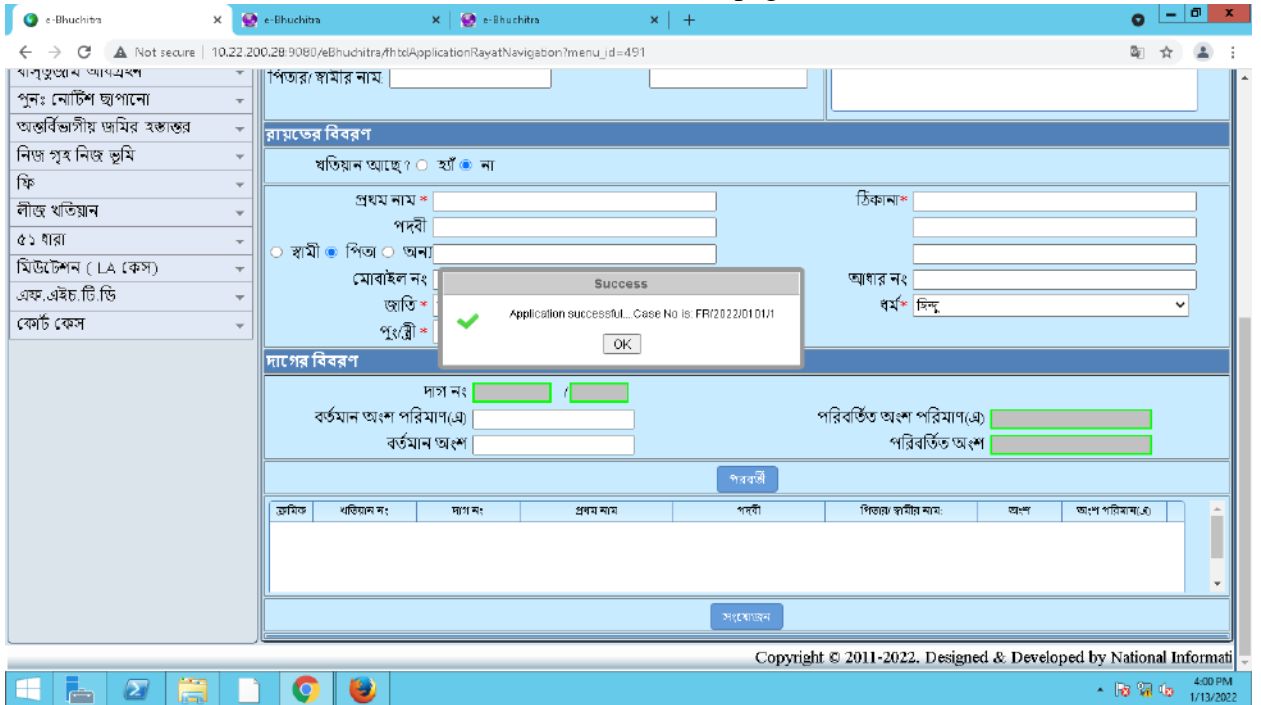
 After click on সংযোজন button a successful alert will be shown with case no, like above.

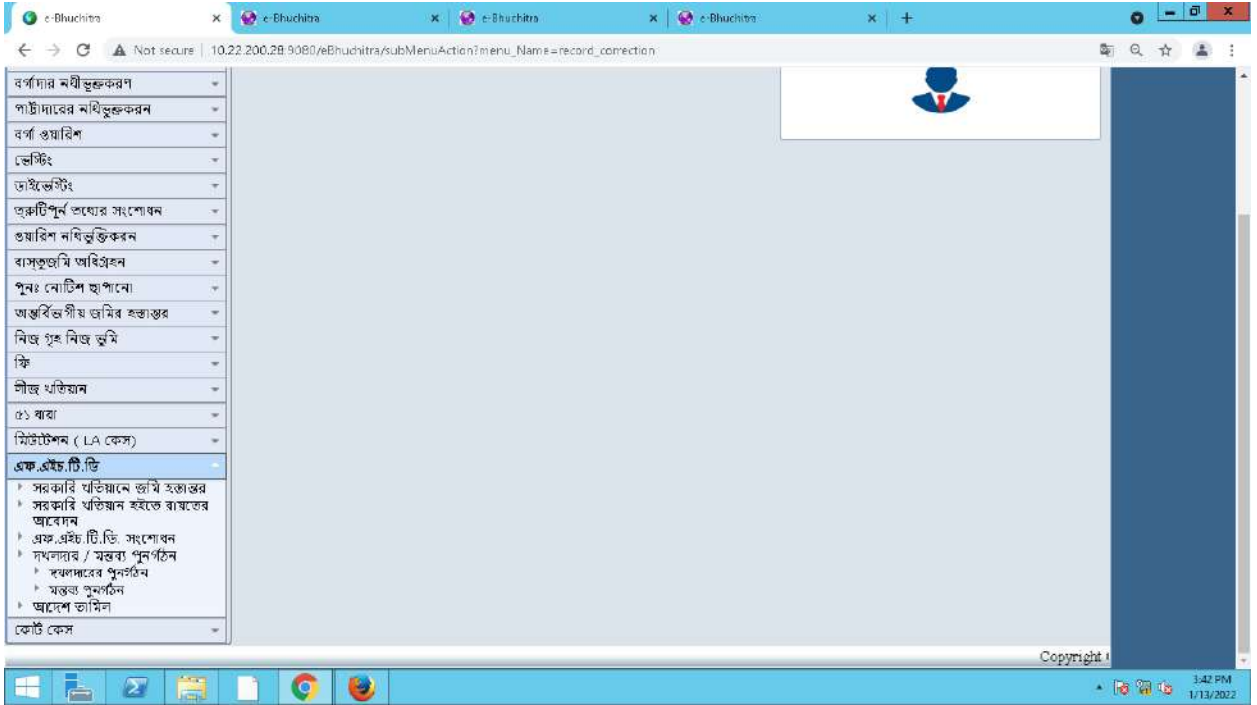Here case no will be start with 'FR'.

Now the case will be auto allot for DL&LRO approval.

Here if any correction required in application it can be corrected before DL&LRO approval from FHTD correction menu.
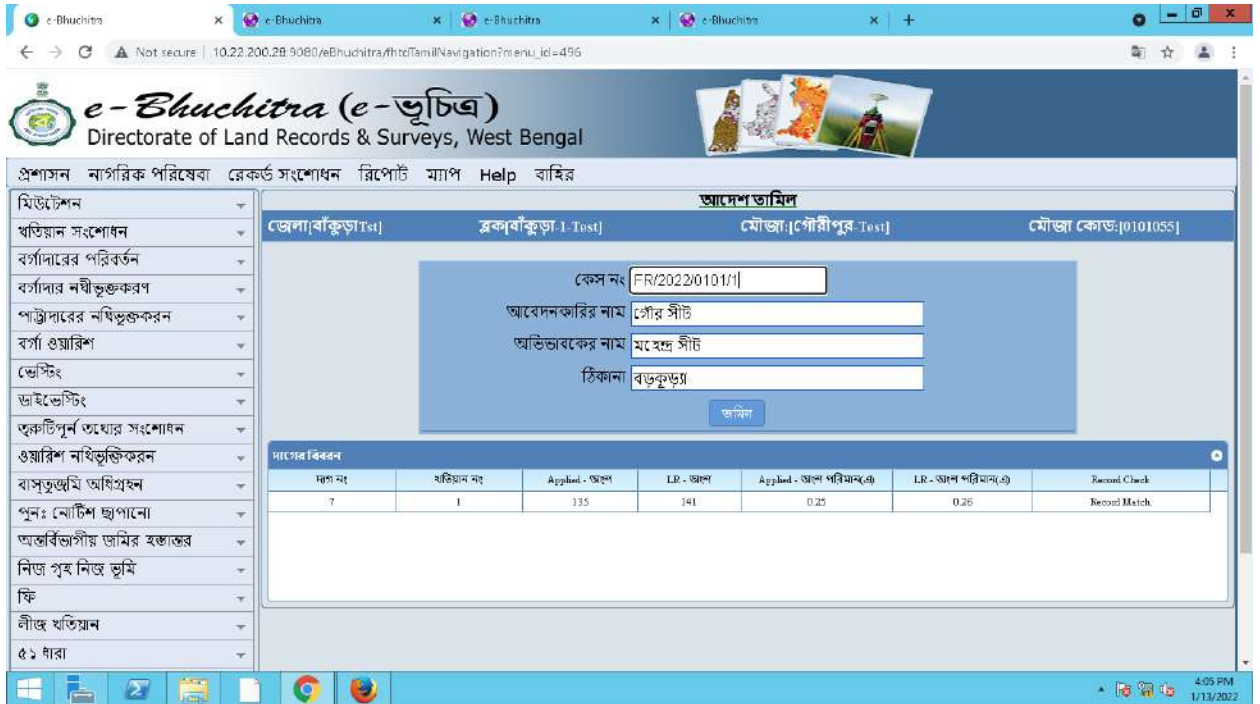
8.1.3.2.2 আদেশ তামিল
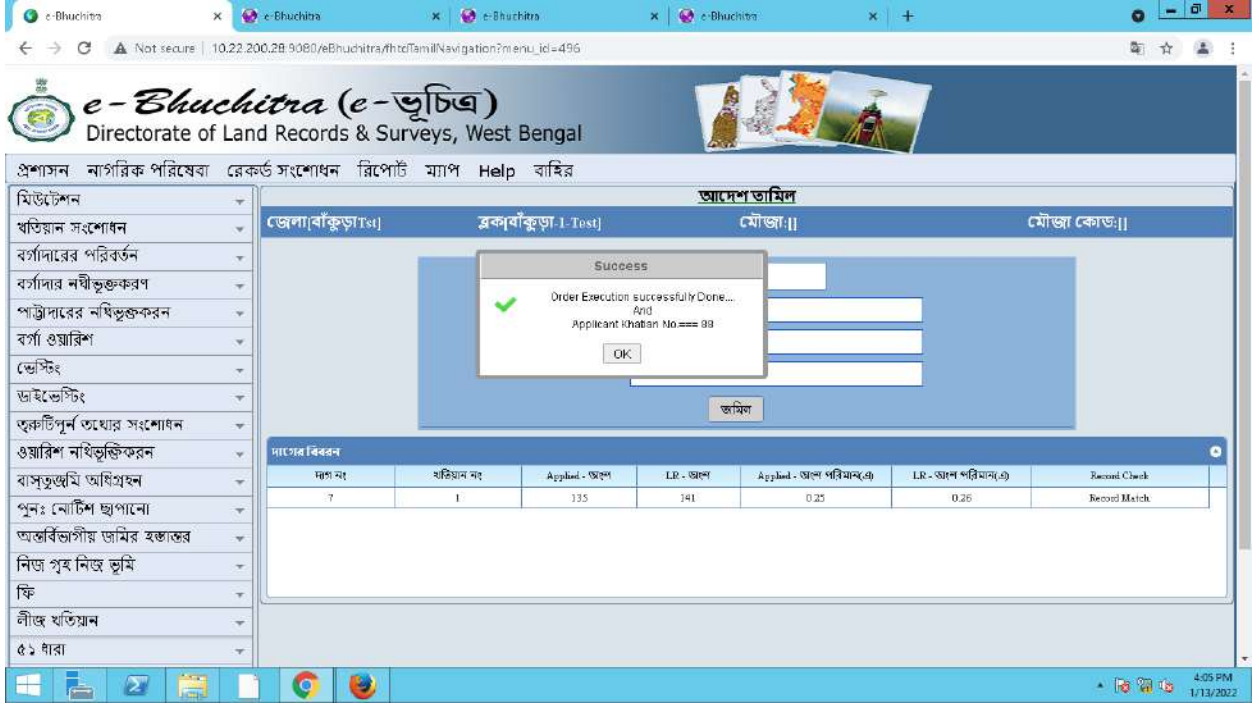
After DL&LRO approval user can Tamil the case.

Now to Tamil the case click on →(**এফ.এইচ.টি.ডি.**-->**আদেশ তামিল**).

After click on **আদেশ তামিল** below page will be open.

Here enter the case no then details will be shown in below, then click on **তামিল** button.
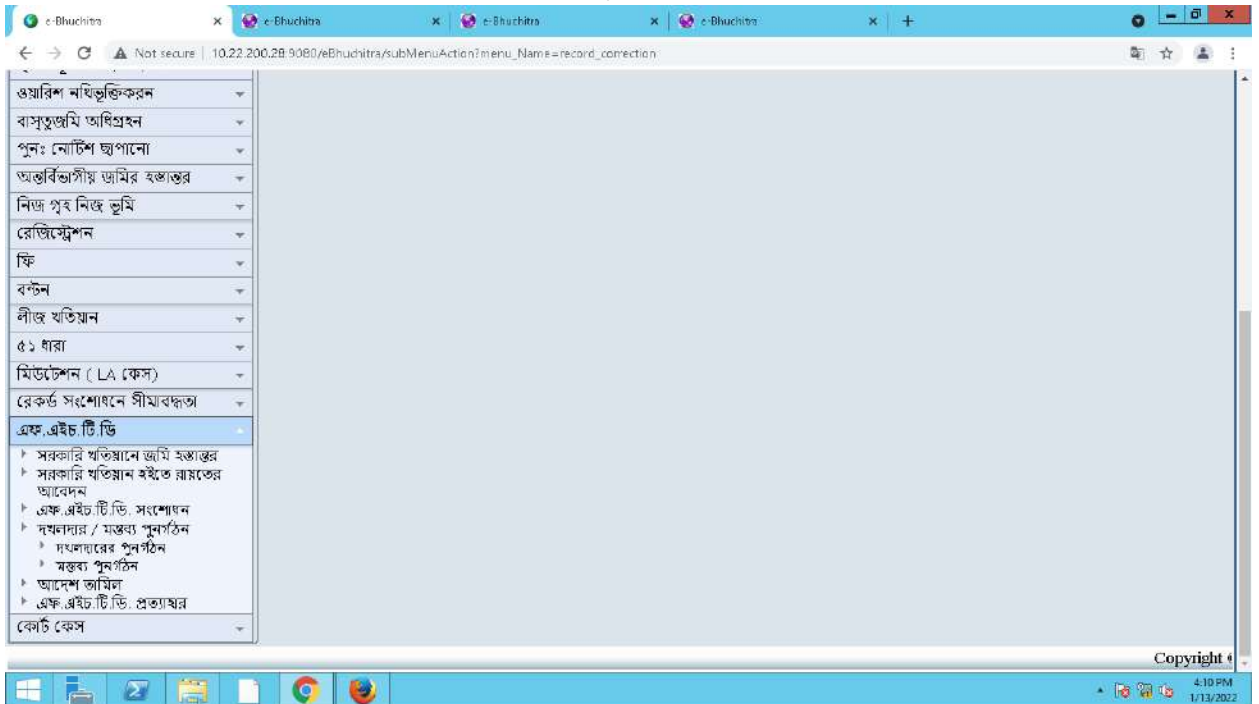
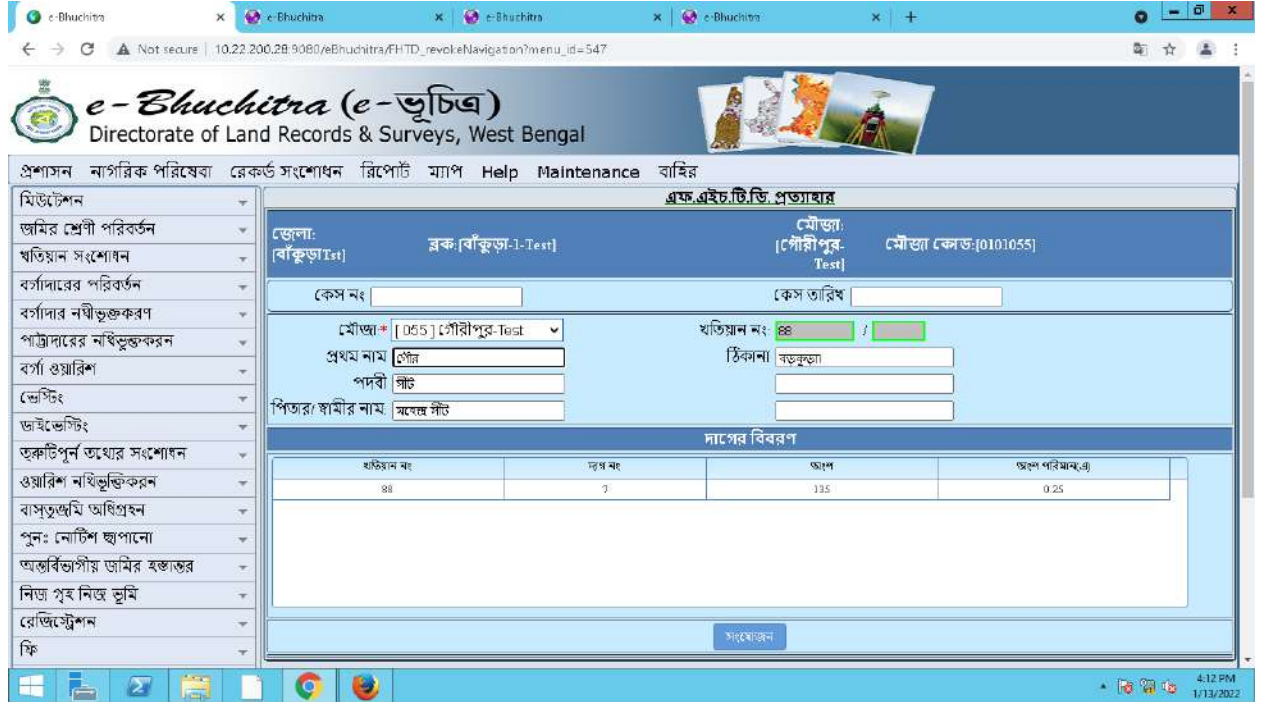After click on **তামিল** button a successful message will be shown like above.

8.1.3.3 এফ.এইচ.টি.ডি. প্রত্যাহার

8.1.3.3.1 Application
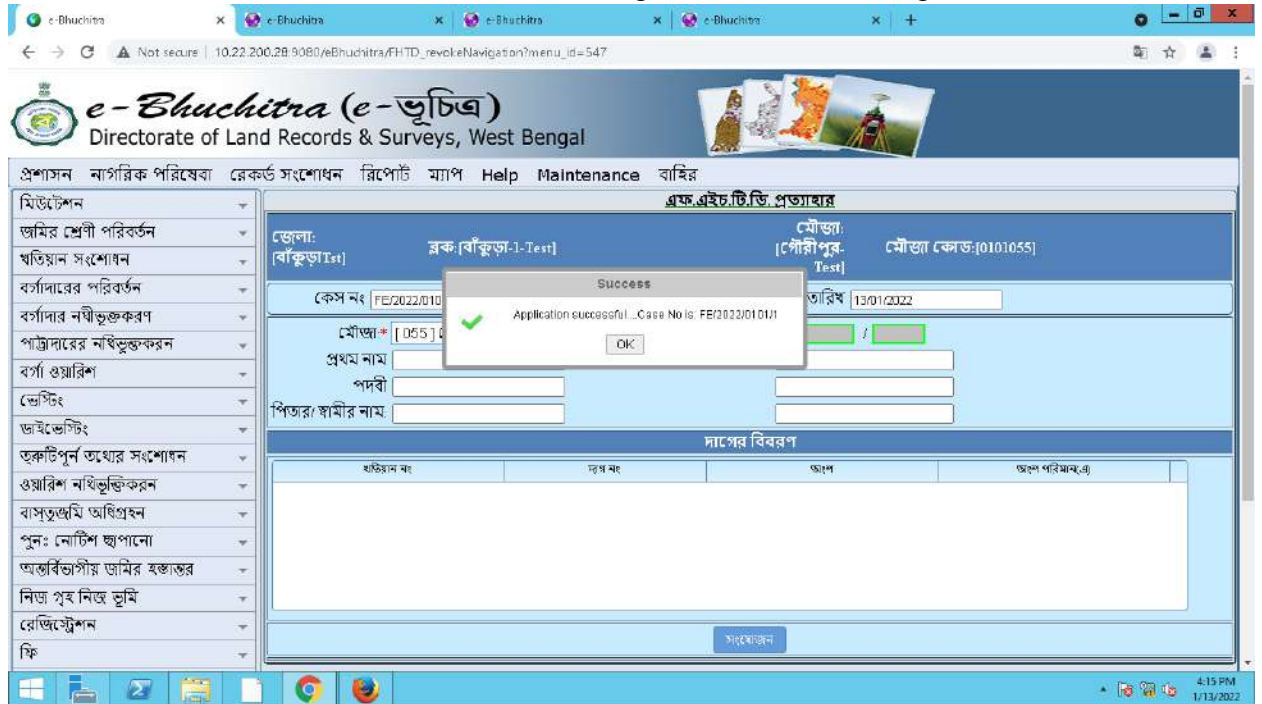
Click on →এফ.এইচ.টি.ডি. →এফ.এইচ.টি.ডি. প্রত্যাহার

After click on **এফ.এইচ.টি.ডি. প্রত্যাহার** below page will be open.

Here select Mouza then enter khatian no then press Tab button then the FHTD plot details will be shown in below grid. Then click on **সংযোজন** button.

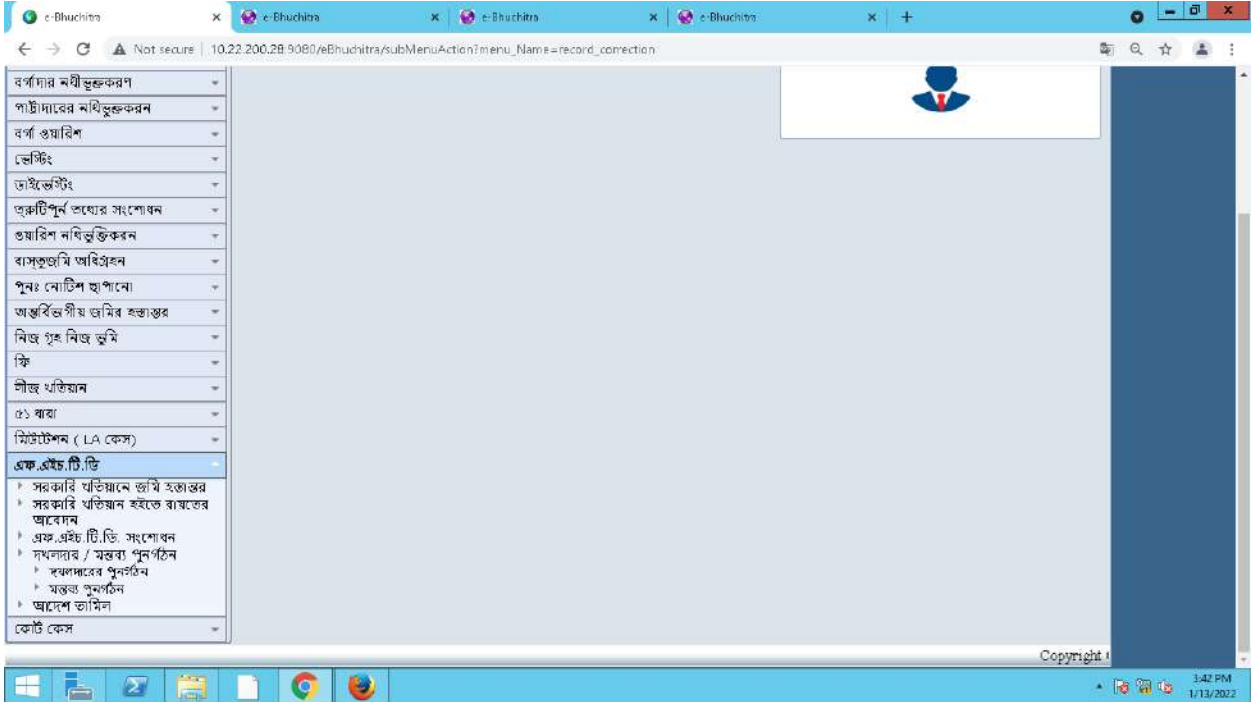After click on **সংযোজন** button a successful message will be shown like given below.
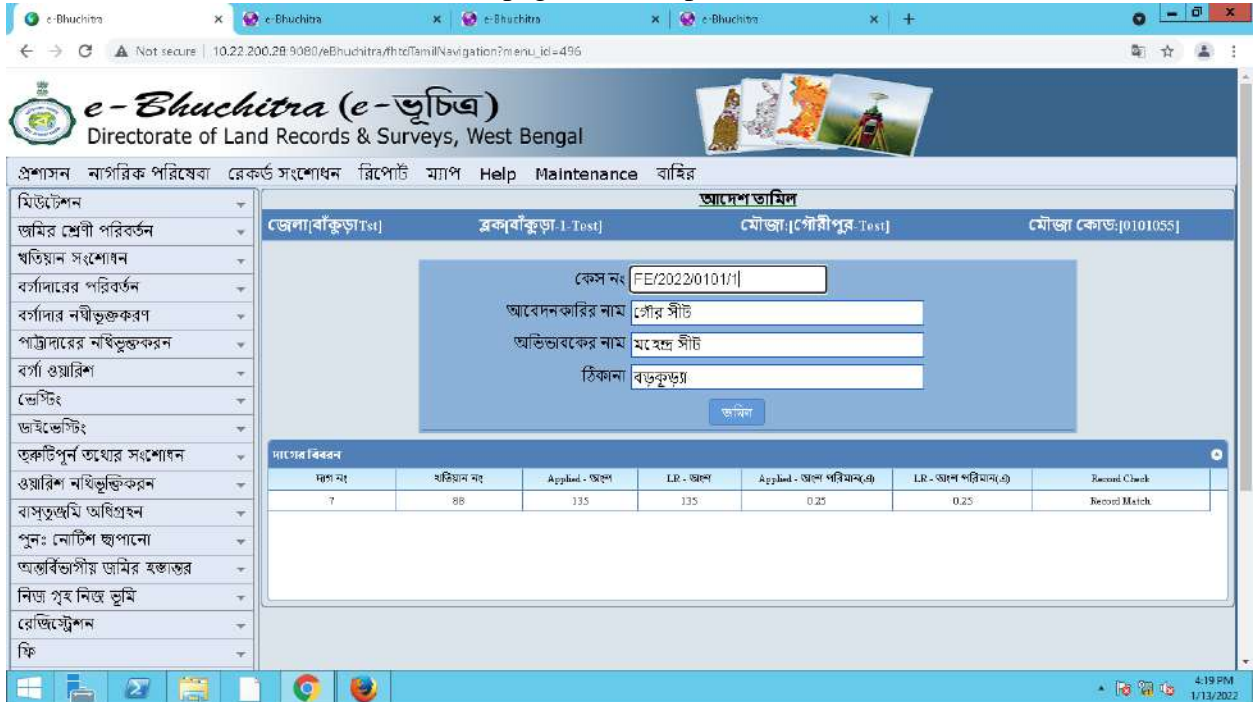

Here case no will be start by 'FE'.

After successful application it will be auto allot for DL&LRO approval. After DL&LRO approval done, you can find the case in Tamil page.

8.1.3.3.2 আদেশ তামিল

Now to Tamil the case click on →(এফ.এইচ.টি.ডি.-->আদেশ তামিল).

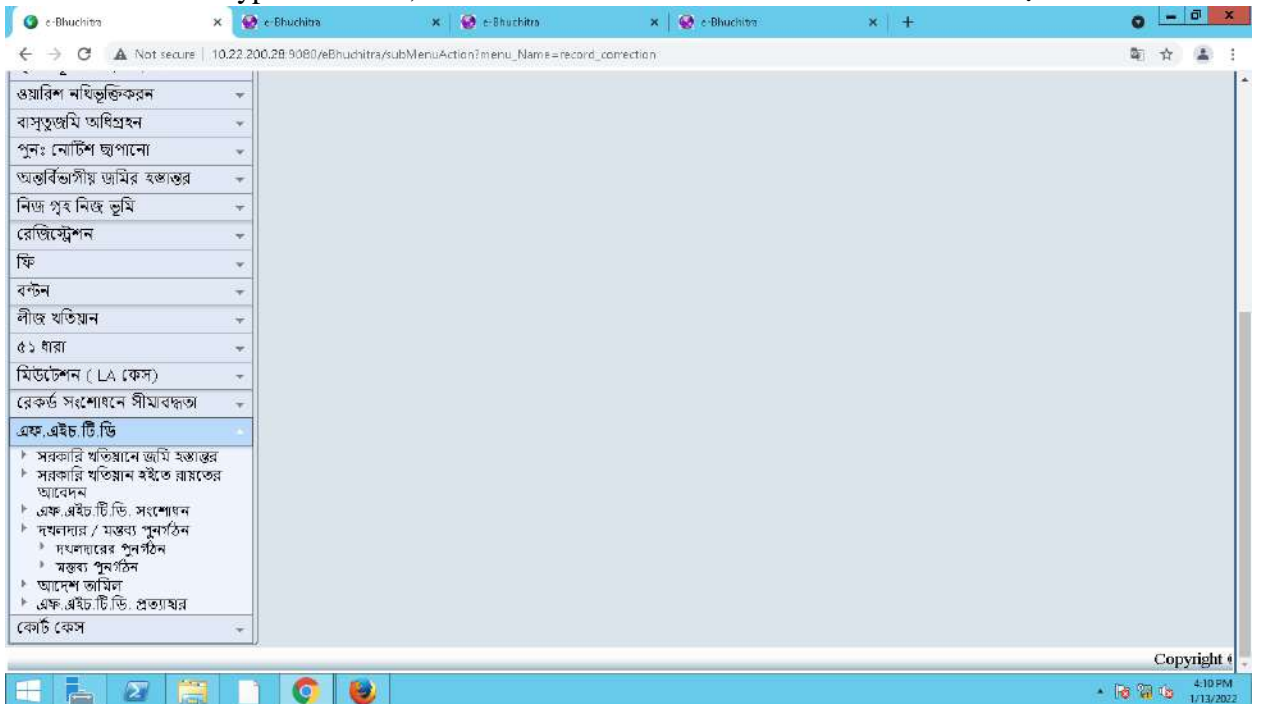After click on আদেশ তামিল menu below page will be open.

Here enter case no then details will be shown in below. Then click on তামিল button. Then a successful message will be shown like given below.
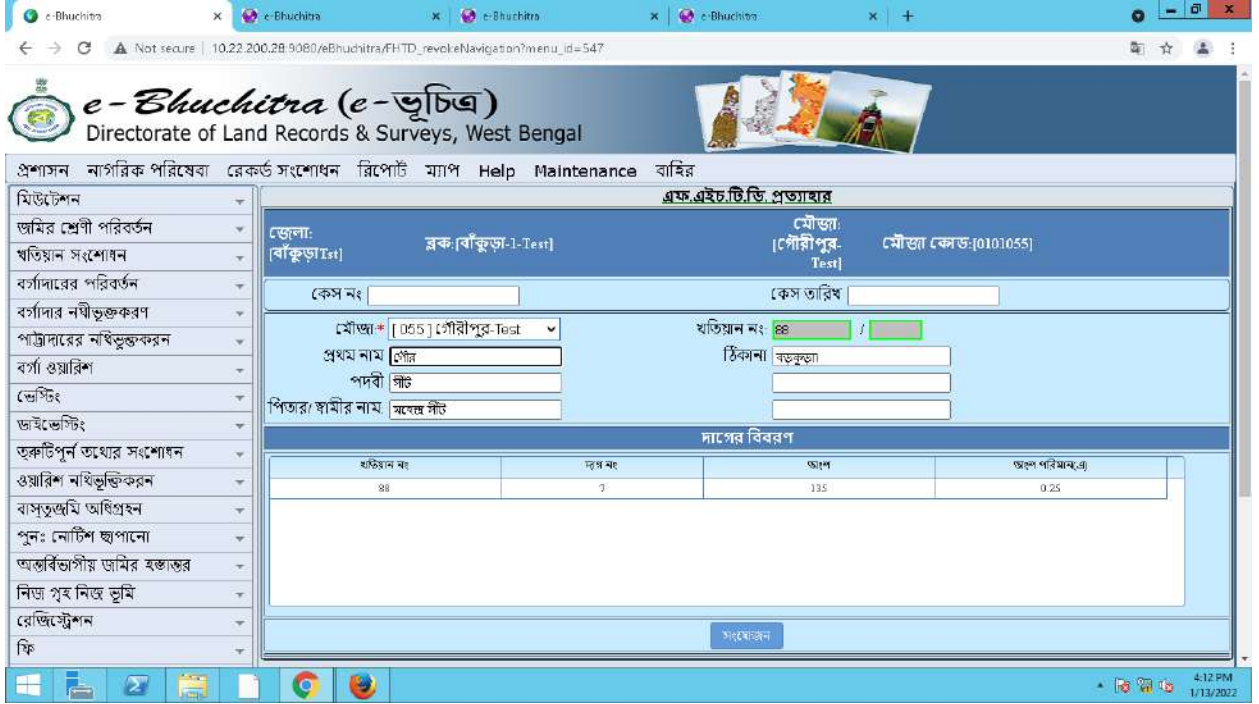
8.1.3.3.3 এফ.এইচ.টি.ডি. প্রত্যাহার after 10 years.

If any FHTD plot is over more than 10 years then for this no DL&LRO approval is required. To remove those type of FHTD, Click on →এফ.এইচ.টি.ডি. →এফ.এইচ.টি.ডি. প্রত্যাহার.
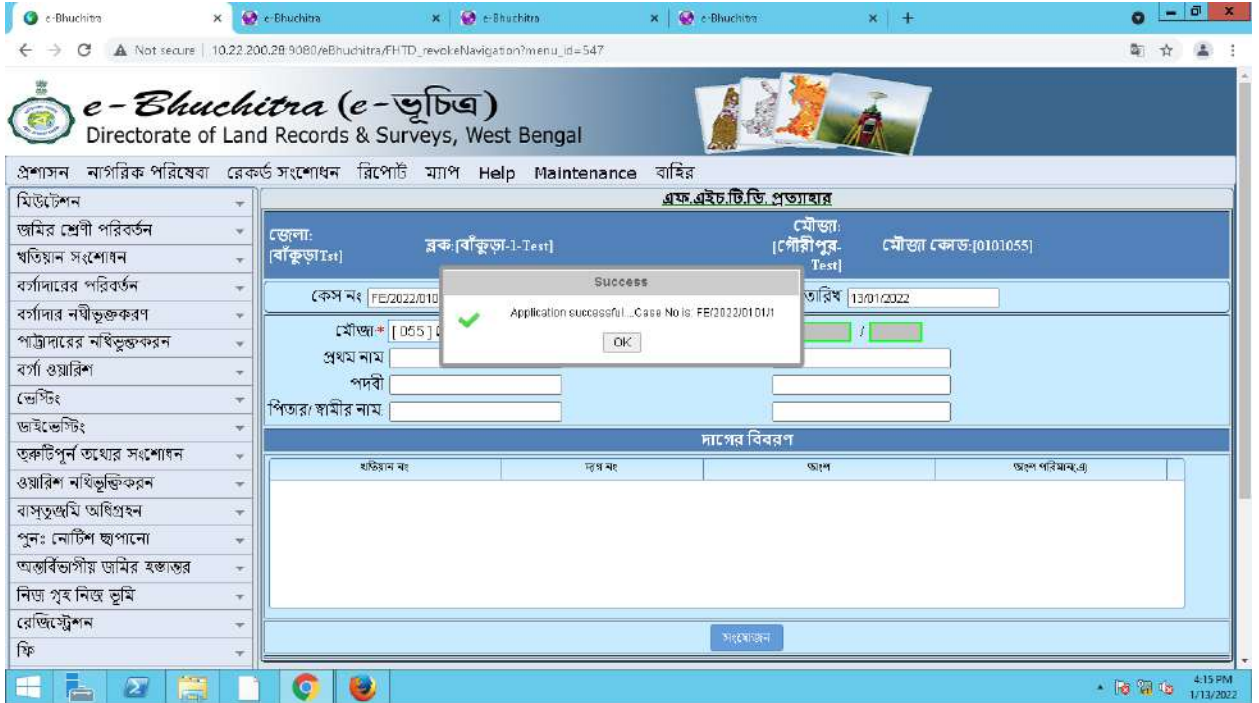

After click on **এফ.এইচ.টি.ডি. প্রত্যাহার** below page will be open.

Here select Mouza then enter khatian no then press Tab button then the FHTD plot details will be shown in below grid. Then click on **সংযোজন** button.

After click on **সংযোজন** button a successful message will be shown like given below.

Here case no will be start by 'FE'.

After that no DL&LRO approval is required for Tamil this case. Now the case is available in **আদেশ তামিল** Page.