

2022

User Manual

Land Revenue(Khajna)

Banglarbhumi.gov.in



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USER MANUAL

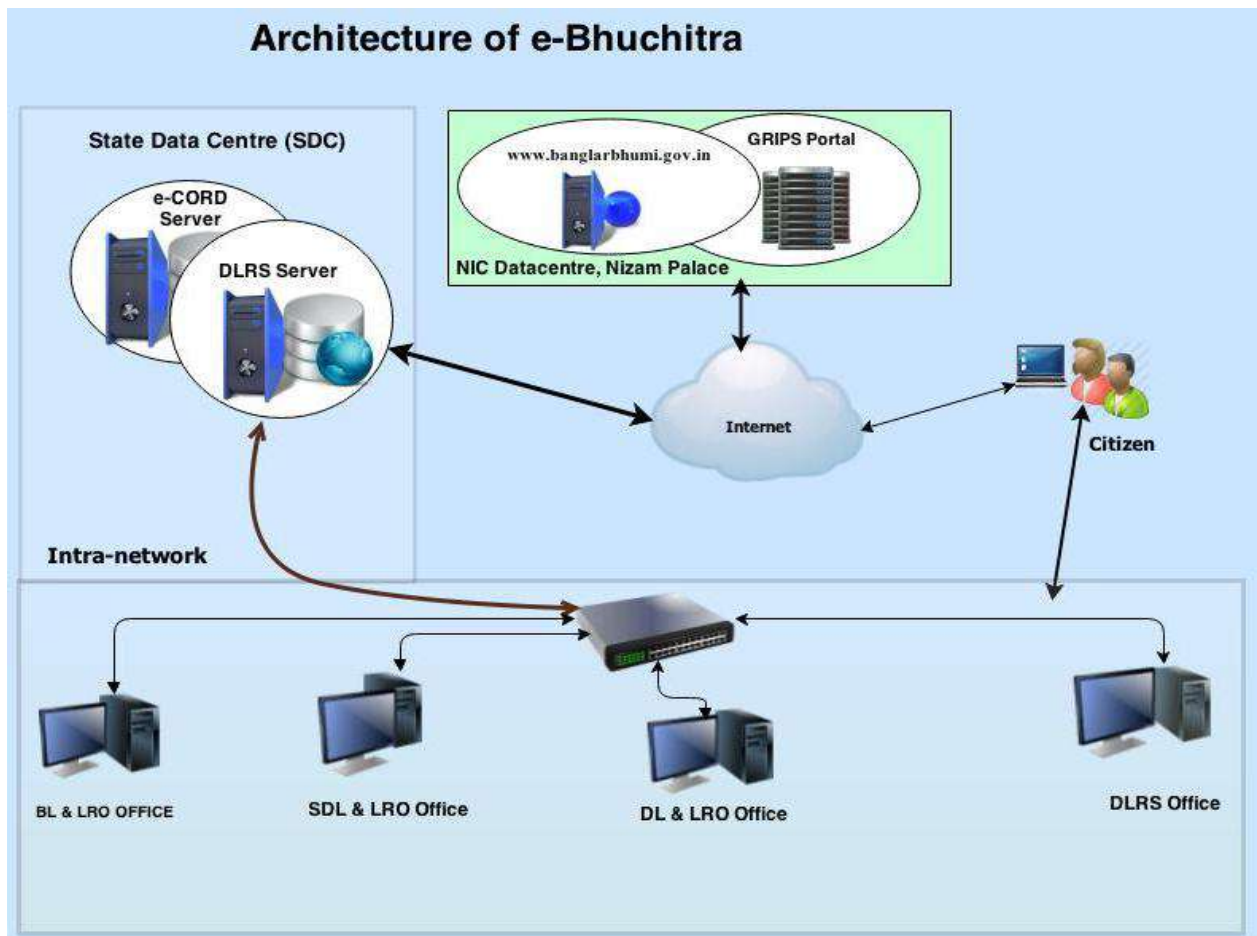
Revision History

Name	Date	Reason For Changes	Version
User Manual	05/04/2022		1.0.0

2.0 Introduction

Banglarbhumi.gov.in is official website of Land & Land Reforms and RR & R department. All citizen centric online services are provided from this portal. Current status of Land Records will be provided from this portal.

3.0 Application Architecture



4.0 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.

5.0 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.

6.0 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

7.0 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 Revenue Collection

Collection of Land Revenue is one of the major jobs of the department in the last financial year an amount of Rs.110,63,47,518/- was collected as land Revenue and cess. As per study, the amount has been collected from only 11 to 14% of the total rayats leaving behind most of them to whom we have failed to reach due to various constraints like shortage of manpower etc. Recently, the government was waived land revenue and cess for Land used for agriculture. But, due to lack of relevant data available with the field level functionaries like *Bhumi Sahayaks*, it is often seen that implementation of this waiver policy done arbitrarily.

Frequently, it is found that the rent receipts of previous years are not available with the rayate intending to pay land revenue and as such, they are compelled to pay land revenue from 1385 BS. The present system of collection of land revenue is entirely depend on *bhumi Sahayaks*. Most of the *bhumi sahayaks* are engaged in collection of land revenue for more than one Gram Panchayats and hence they are also not available for a single Revenue Inspector's office on all working days. Right now, the vacancy position of *Bhumi Sahayaks* in our state is to be extent of 38% i.e 1305 of sanctioned strenghts of 3456.

This has prompted us to make the whole process of Land revenue payment digital as computerisation of data of Land records of almost all mouzas in West Bengal barring a few has been completed. Digitisation of Land revenue payment will also be facilitate the rayatsto pay Land Revenue from the comfort of their home. Digitisation of Land revenue payment will also facilitate data of all rent receipts stored in the server for future use if required.

8.1.1 Primary Business Functions

This has prompted us to make the whole process of Land revenue payment digital as computerisation of data of Land records of almost all mouzas in West Bengal barring a few has been completed. Digitisation of Land revenue payment will also be facilitate the rayats to pay Land Revenue from the comfort of their home in 24 X 7 basis. Digitisation of Land revenue payment will also facilitate data of all rent receipts stored in the server for future use if required.

8.1.2 User Access Level

Rayats, unrecorded owner can access the module.

8.1.2.1 Banglarbhumi portal

Citizen who owned land can apply through banglarbhumi portal for deposition of rent of Land. Login is required for entering details for deposition of rent.

8.1.3 Operating Instructions

This section provides detailed, step-by-step system Operating Instructions.

Steps are as follows:

For Citizen

Step1: User Creation by Land owner (If not already created).

Step2: Login with his / her credentials.

Step3: Entry details of Land as well as family particulars.

Step4: Download Acknowledgement slip. Application Number will be generated against each request which contains rent to be deposited.

Step5: Deposition of Rent through GRIPS.

Step6: Check GRIPS (Using GRN search) for payment status.

Step7: Download Receipt of the Payment

8.1.3.1 Banglarbhum portal

This option shows operating instruction by the citizen and departmental user from banglarbhum portal

8.1.3.1.1 Citizen (Rayat) user Access

This option shows the operating instructions by the citizen for application of Khajna.

8.1.3.1.1.1 Login Creation by citizen for deposition of Rent

Step 1. User creation –Click on the Sign Up button. Select the User type as Citizen and fill up the necessary details in the next page as shown below.

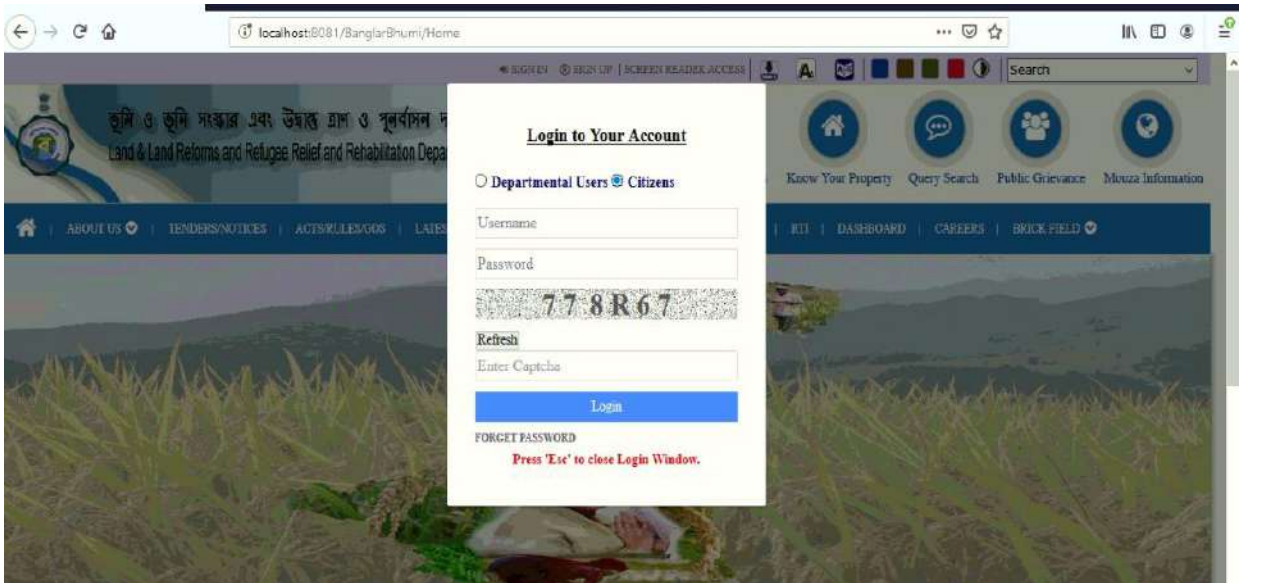


8.1.3.2.1.2 User (citizen) log in

Step 1: Click on the **Sign In** button

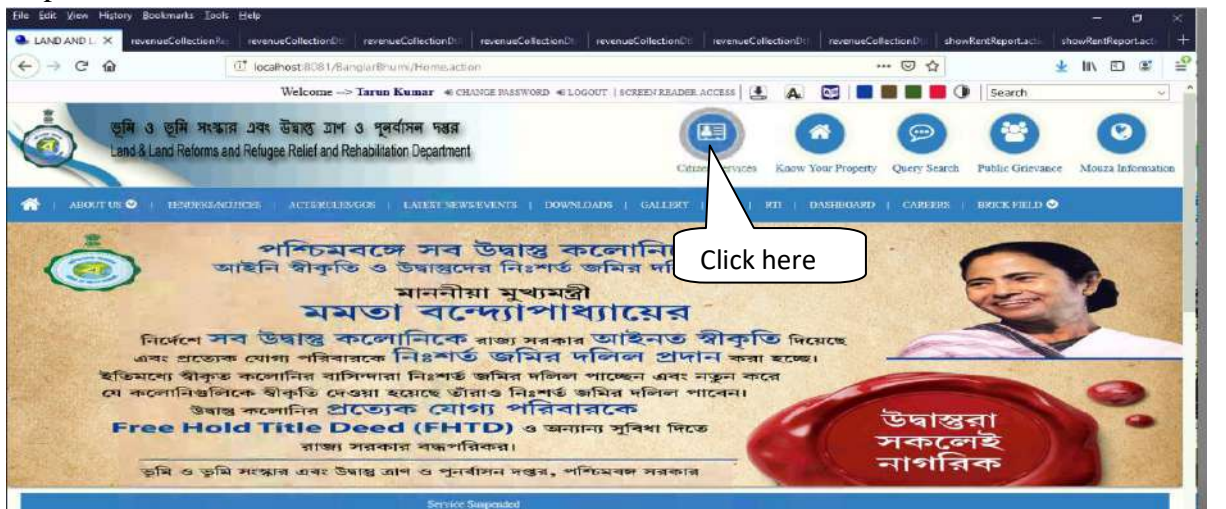


Step 2. Next Select the citizen option and fill up the user credentials.

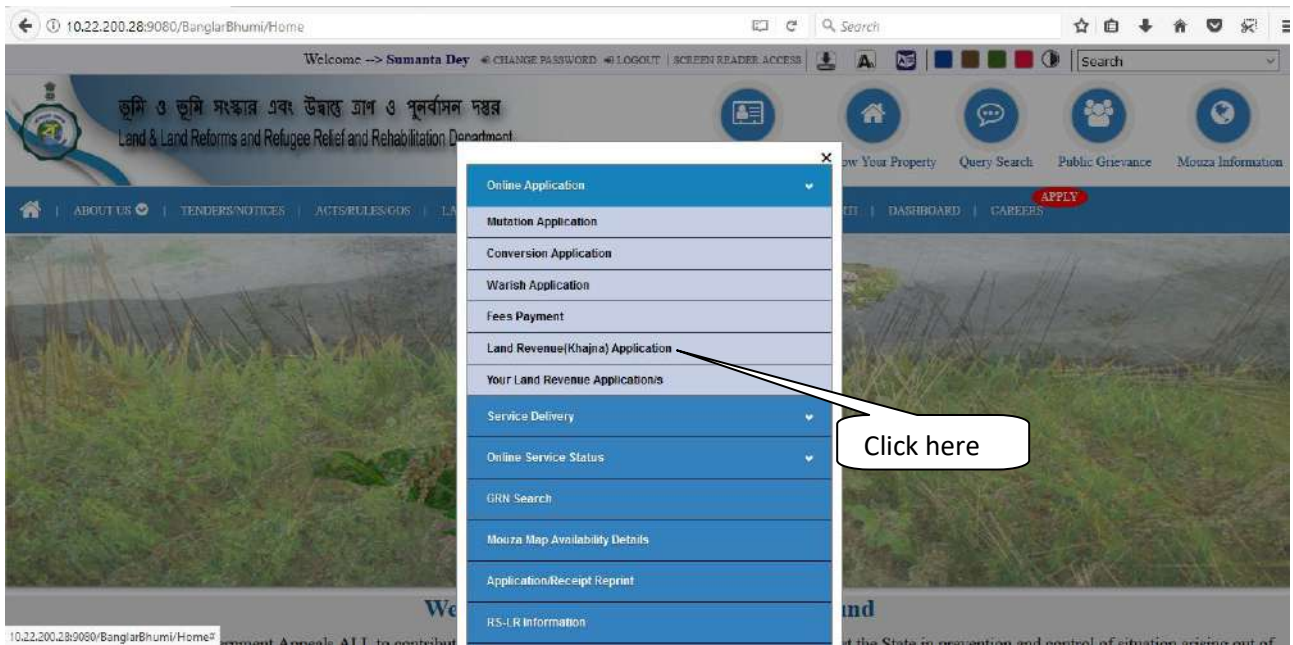


8.1.3.2.1.3 Application for revenue deposition

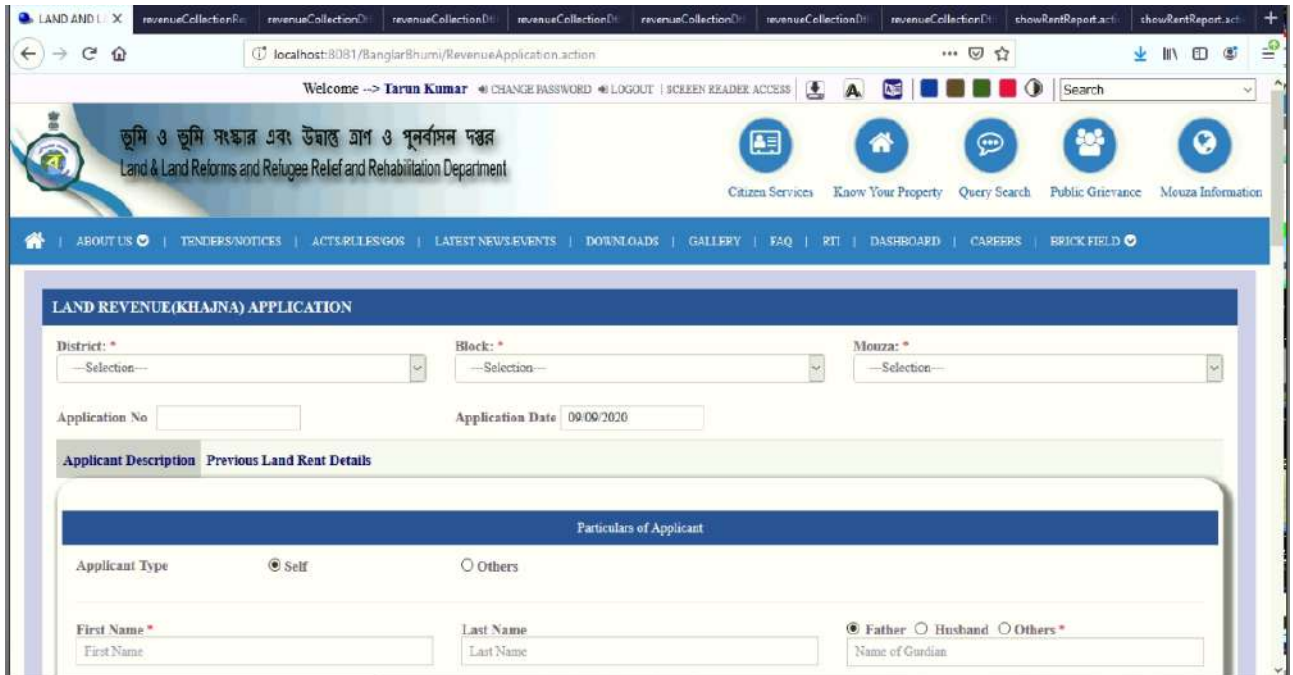
Step1: Click on Citizen Service



Step2: Select Land revenue (khajna) application to fill up the family information and plot details for khajna Payment



Step 3: Fill up the Application



Step 4. Select Distict,Block,Mouza ,next Fill up the Applicant Detail or Family head detail.

The screenshot shows a web browser window with the URL localhost:8081/BanglaBhumi/RevenueApplication.action. The page has two tabs: 'Applicant Description' and 'Previous Land Rent Details'. The 'Applicant Description' tab is active, showing a form titled 'Particulars of Applicant'. The form includes the following fields and options:

- Application No: [] Application Date: 09/09/2020
- Applicant Type: Self Others
- First Name *: test first name Last Name: test last name Father Husband Others * test gurdian
- Address *: test add1 Address 2: Address 3: []
- Mobile No. *: 8789898987 570 E-Mail-ID *: anurac@gmail.com 8911 Aadhar No.: Aadhar No. []
- Gender *: Male Caste: --Selection--

At the bottom of the form, there is a section titled 'Revenue Deposition of a Family' with a blue arrow button on the right. Below this section, there are labels for 'Relationshipin *' and 'Khatian Present : Yes No'.

Step 5. Next fill up Revenue Deposition Detail of a Family. First fill up the detail of self or head of family.

The screenshot shows the 'Revenue Deposition of a Family' form. The 'Relationship' dropdown menu is open, displaying the following options: [01]Self, [02]Wife, [03]Unmarried Daughter, and [04]Dependent Son. The 'Khatian Present' radio button is selected as 'Yes'. The form includes the following fields and options:

- Relationship *: [01]Self
- Khatian Present : Yes No
- Khatian No. *: [] / []
- Last Name: Last Name Father Husband Others * Name of Gurdian
- Address 2: Address 3: []

Below the form, there is a blue button labeled 'Add Family Member'. At the bottom of the page, there is a table header for 'Family Member' with the following columns: Relation, Name, Khatian No, Plot No, Share, Share Area, and Use Of Land.

Step 6. On selection of Self, Applicant detail will be populated. Next provide the khatian no. and press Tab then accordingly plot no will be populated.

Revenue Deposition of a Family

Relationship * Khatian Present : Yes No
 Khatian No.* /

First Name * Last Name Father Husband Others *

Address * Address 2 Address 3

Plot Details

Plot No.	Classification	Share	Share Area(Acre)	Land Uses
1153	☞	10000	0.0500	--Select Use Of Land--
1198	☞	10000	0.0200	--Select Use Of Land--

Step 7. Against each plot select the Land Use column.

Revenue Deposition of a Family

Relationship * Khatian Present : Yes No
 Khatian No.* /

First Name * Last Name

Address * Address 2

Plot Details

Plot No.	Classification	Share	Share Area(Acre)	Land Uses
1153	☞	10000	0.0500	--Select Use Of Land--
1198	☞	10000	0.0200	--Select Use Of Land--

--Select Use Of Land--

[R01]Kishhi

[R02]Okishi

[R03]Bastu

[R04]Commercial

[R31]Bastu used as Multistoried building by Co-operative society

[R32]Bastu used as Housing Complex developed by Private Company

[R41]ACTIVITIES

[R4101]Fisheries (Self)

[R4102]Fisheries (Private Company)

[R4103]Poultry (Self)

[R4104]Poultry (Private Company)

[R4105]Piggery (Self)

[R4106]Piggery (Private Company)

[R4107]Pottery (Self)

[R4108]Pottery (Private Company)

[R4109]Floriculture (Self)

[R4110]Floriculture (Private Company)

Step 8. After selecting land use for the entire plot combination click on add family member. It is to mention that one of the relations must be *self*.

Revenue Deposition of a Family

Plot Name Last Name Name of Guardian

Address * Address 2 Address 3

Plot Details

[Add Family Member](#)

Family Member						
Relation	Name	Khatian No	Plot No	Share	Share Area	Use Of Land
[0]Self	test fname test lname	56	1153	10000	0.0500	[R4101]Fisheries (Self)
[0]Self	test fname test lname	56	1198	10000	0.0200	[R4103]Poultry (Self)

Type The Characters Shown *

Step 9. Add the next Family member if any. If you want to add any unrecorded property details then click on Yes and fill up the details and click on 'Add Unrecorded Details'.

Un-Recorded Property Details

Un-Recorded Property Details : Yes No

Mode Of Transfer* : Sale Gift will Exchange Others

District*: Registry Office*:

Deed No.*: Date of Deed*: Plot No.*: /

Select The Khatian From the List

Khatian Details

Khatian No.*: / shareArea*: share*: use of Land*:

[Add UnRecorded Details](#)

UNRecorded Owner				
Khatian No	Plot No	Share	Share Area	Use Of Land

Now click on 'Proceed Further' to add all plot details.

[Proceed Further](#)

Family Member						
Relation	Name	Khatian No	Plot No	Share	Share Area	Use Of Land
[01]Self	S		257	4583	0.2300	[R02]Okrishti

Now enter if any Previous Land Revenue details available and upload the receipt copy of previous khajna.

Previous Land Revenue(Khajna) Details

Last Revenue Paid Upto(In Banglari Son)*:

Revenue Receipt No*:

Date*:

Upload the last receipt*: No file selected.
[Allow File type PDF & File size 2 MB Maximum]

Finally click on the **Submit** button. An alert will be shown as below to calculate the fee.

The screenshot shows a browser window with the URL `10.173.53.171:8080/BanglarBhumi/RevenueApplication.action`. A success alert is displayed in the center of the page:

Success

Application successfully received for Revenue(Khanna) And
Your Application No. is-RENT2020010100112
Revenue Payable Amount: ₹432/-
Please download the Acknowledgement
Please Pay the amount from our fee payment module.

[OK](#)

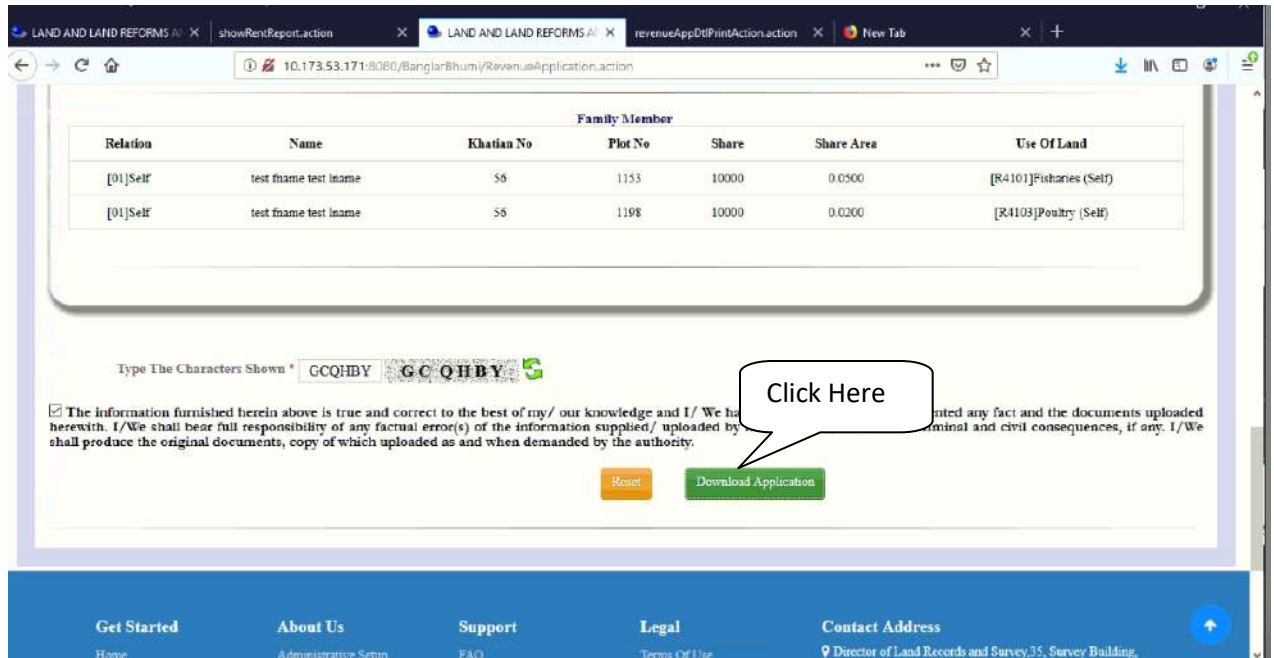
Below the alert, there is a table of family members:

Family Member						
Relation	Name	Khatian No	Plot No	Share	Share Area	Use Of Land
[01]Self	test fname test lname	56	1153	10000	0.0500	[R4101]Fisharies (Self)
[01]Self	test fname test lname	56	1198	10000	0.0200	[R4103]Foultry (Self)

At the bottom of the page, there are buttons for [Reset](#) and [Download Application](#), and a footer with links: [Get Started](#), [About Us](#), [Support](#), [Legal](#), and [Contact Address](#).

8.1.3.2.1.4 Acknowledgement Download

Click on the **Download Application** button to get the Acknowledgement.



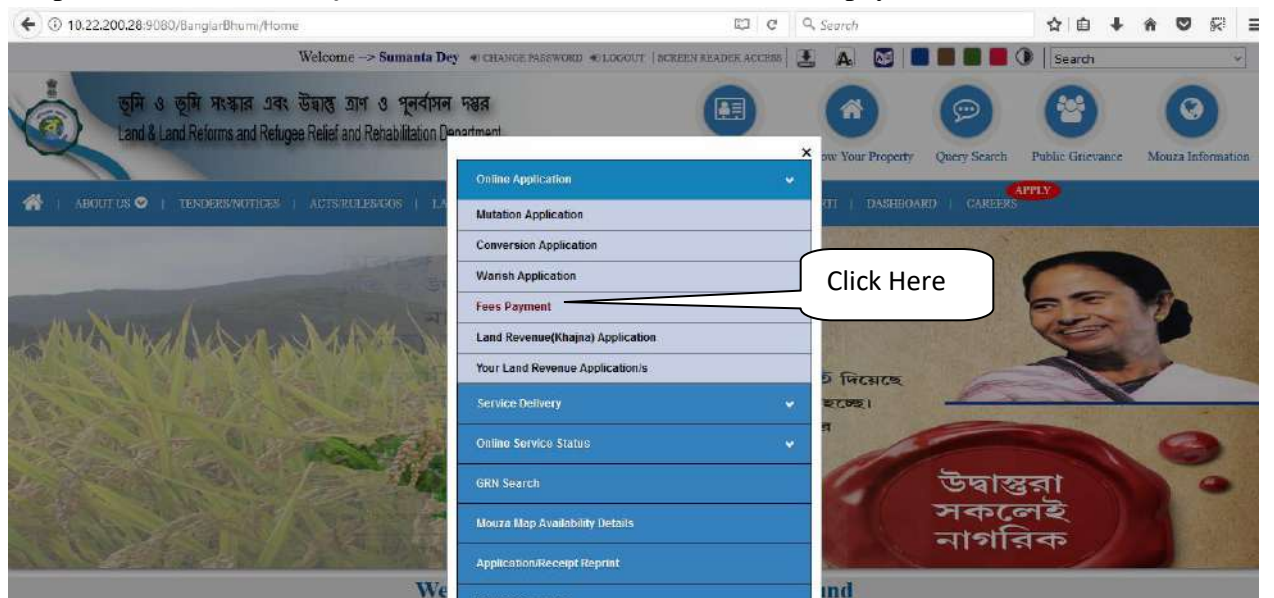
The screenshot shows a web browser window with the URL `10.173.53.171:8080/BanglarBhumi/RevenueApplication.action`. The main content area displays a table titled "Family Member" with the following data:

Relation	Name	Khatian No	Plot No	Share	Share Area	Use Of Land
[01]Self	test fname test lname	56	1153	10000	0.0500	[R4101]Fisheries (Self)
[01]Self	test fname test lname	56	1198	10000	0.0200	[R4103]Poultry (Self)

Below the table is a CAPTCHA field with the text "Type The Characters Shown" and the characters "GCQHBY". A checkbox is checked with the text: "The information furnished herein above is true and correct to the best of my/ our knowledge and I/ We ha herewith. I/We shall bear full responsibility of any factual error(s) of the information supplied/ uploaded by shall produce the original documents, copy of which uploaded as and when demanded by the authority." A green button labeled "Download Application" is highlighted with a callout box that says "Click Here".

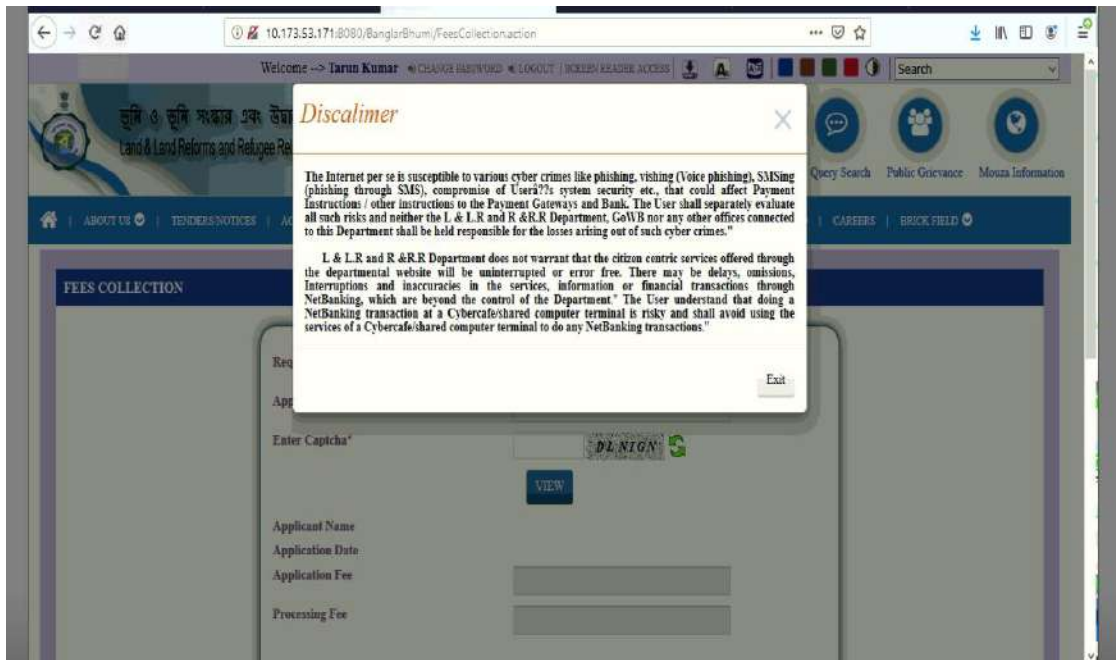
8.1.3.2.1.5 Deposition of Fees (Revenue)

Step1: Go to the **Fees Payment** menu under **Citizen Services** to pay the fee.

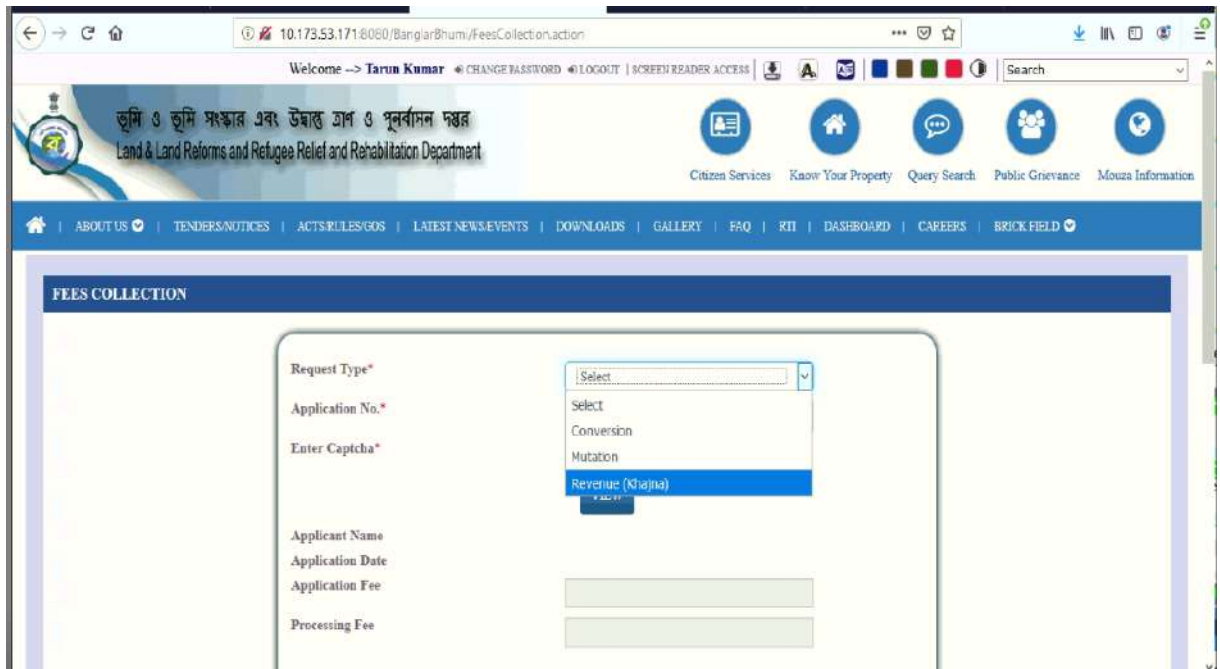


The screenshot shows a web browser window with the URL `10.22.200.28:9080/BanglarBhumi/Home`. The page header includes "Welcome -> Sumanta Dey" and navigation links like "CHANGE PASSWORD", "LOGOUT", and "SCREEN READER ACCESS". The main content area features a dropdown menu with the following options: "Online Application", "Mutation Application", "Conversion Application", "Wahish Application", "Fees Payment", "Land Revenue(Khajna) Application", "Your Land Revenue Applicationis", "Service Delivery", "Online Service Status", "GRN Search", "Mouza Map Availability Details", and "Application/Receipt Reprint". The "Fees Payment" option is highlighted with a callout box that says "Click Here".

Step 2: A Disclaimer will appear, click on the exit button to proceed with payment.



Step 3: Choose the request type as 'Revenue (Khajna)'



Step 4: Next fill up the application no. and captcha and click on the **View** button to get the payment details.

10.173.53.171:8080/BanglarBhumi/FeesCollection.action

Welcome --> **Tarun Kumar** | CHANGE PASSWORD | LOGOUT | SCREEN READER ACCESS

ভূমি ও ভূমি সংস্কার এবং উদ্বাস্তু ত্রাণ ও পুনর্বাসন দপ্তর
Land & Land Reforms and Refugee Relief and Rehabilitation Department

Citizen Services | Know Your Property | Query Search | Public Grievance | Mouza Information

ABOUT US | TENDERS/NOTICES | ACTS/RULES/GOS | LATEST NEWS/EVENTS | DOWNLOADS | GALLERY | FAQ | RIT | DASHBOARD | CAREERS | BRICK FIELD

FEES COLLECTION

Request Type*	Revenue (Khajna)
Application No.*	RENT2020010100112
Enter Captcha*	DLNIGN
<input type="button" value="VIEW"/>	
Applicant Name	
Application Date	
Application Fee	
Processing Fee	

Step 5: Select the payment option and click on the continue button

10.173.53.171:8080/BanglarBhumi/FeesCollection.action

FEES COLLECTION

Request Type*	Revenue (Khajna)
Application No.*	RENT2020010100112
Enter Captcha*	DLNIGN
<input type="button" value="VIEW"/>	
Applicant Name	test fname test lname
Application Date	09/09/2020
Application Fee	0
Processing Fee	432

Proceed Payment through GRIPS:

netBanking Counter Payment Debit Card SBI Epay

Disclaimer

Step 6: Details of the payment will be shown for confirmation click on **Continue** button to go to GRIPS site for final payment.

10.173.53.171:8060/BanglarBhumi/FeesCollection.action

Welcome --> **Tarun Kumar** | CHANGE PASSWORD | LOGOUT | SCREEN READER ACCESS

ভূমি ও ভূমি সংস্কার এবং উন্নয়ন ত্রাণ ও পুনর্বাসন দপ্তর
Land & Land Reforms and Refugee Relief and Rehabilitation Department

Citizen Services Know Your Property Query Search Public Grievance Mouza Information

ABOUT US | TENDERS/NOTICES | ACTS/RULES/GOS | LATEST NEWS/EVENTS | DOWNLOADS | GALLERY | FAQ | RTI | DASHBOARD | CAREERS | BRICK FIELD

PAYMENT THROUGH GRIPS

Dept. Reference No.	0512020010100149
Head Of Account	0029-00-800-029-27
Amount	432
Period From	Wed Sep 09 16:16:22 IST 2020
Period To	Wed Sep 09 16:16:22 IST 2020

[Continue](#)

Note:
Please note down Transaction Id and Govt Reference No (GRN) from GRIPS Portal before proceeding towards actual Payment.

Step7: After successful payment through GRIPS payment confirmation will come to banglarbhumi site as given below.

10.173.53.171:8080/BanglarBhumi/RORGRIPSReceipt.action?dmString=fEVlytzsXqvz1MXJbLUstR646syLr...

Welcome --> **Tarun Kumar** | CHANGE PASSWORD | LOGOUT | SCREEN READER ACCESS

ভূমি ও ভূমি সংস্কার এবং উন্নয়ন ত্রাণ ও পুনর্বাসন দপ্তর
Land & Land Reforms and Refugee Relief and Rehabilitation Department

Citizen Services Know Your Property Query Search Public Grievance Mouza Information

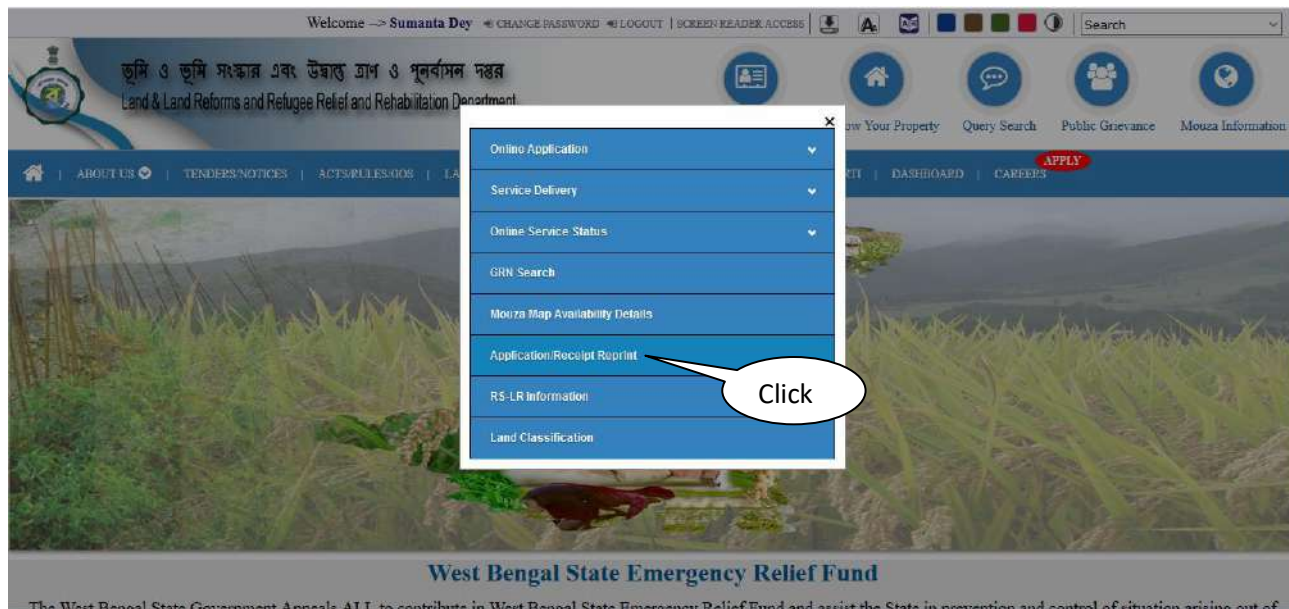
ABOUT US | TENDERS/NOTICES | ACTS/RULES/GOS | LATEST NEWS/EVENTS | DOWNLOADS | GALLERY | FAQ | RTI | DASHBOARD | CAREERS | BRICK FIELD

RECEIPT FROM GRIPS

TRANSACTION COMPLETED SUCCESSFULLY...
Your Reference No. is: RENT2020010100112 and GRN No. is: 192020210000000043 .
Please Download your Receipt(Khatian Wise) from our Receipt Reprint section.

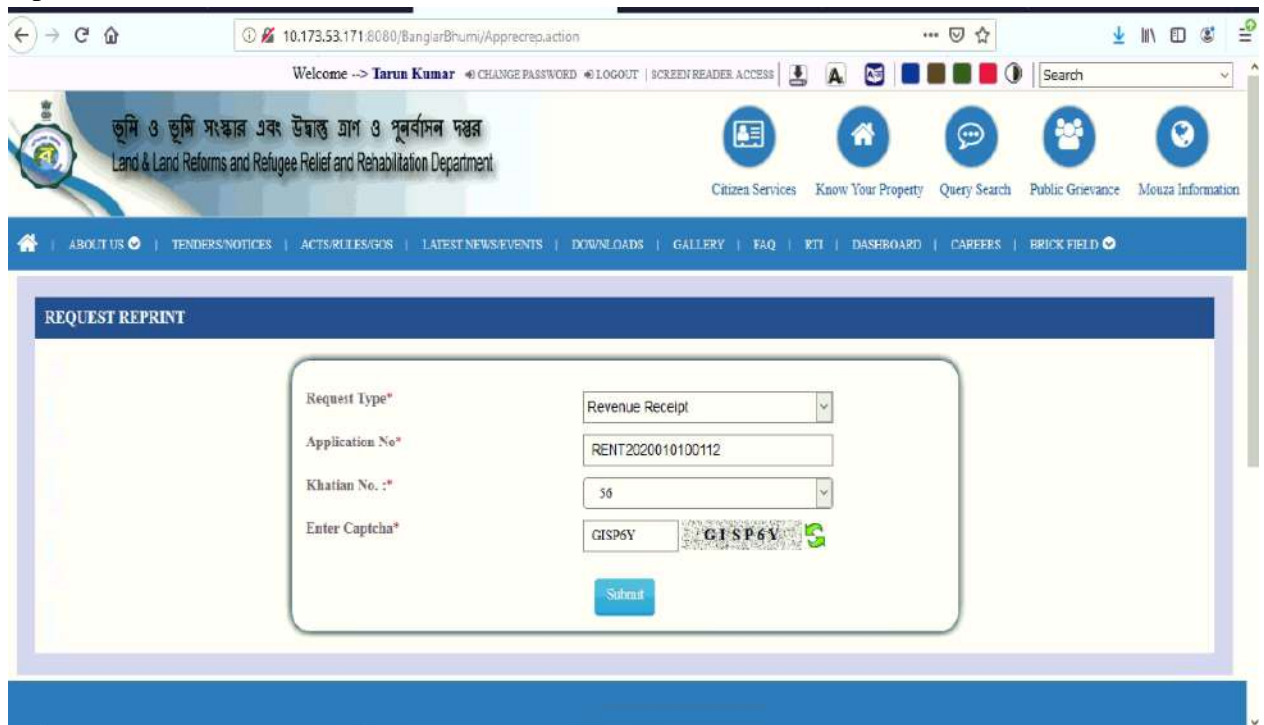
8.1.3.2.1.6 Application / Receipt Reprint

To view the different Report, go to Application/Receipt Reprint section under citizen service menu



8.1.3.2.1.6.1 Revenue Receipt Generation

To view Revenue Receipt Report type the application No. select the khatian and fill the captcha detail and click on the submit button as shown below:



রাজস্বের দাখিলা এবং বিবিধ তলব

নামেতের সংখ

১। জেপার নাম	২। পলার নাম ও রেজি নং	৩। মাকেপের নাম ও ওয়শীল রক নং	৪। জুমিমাফাকের রেজিডনং
নামেতা	নামেতা	নামেতা	
৫। মৌজার নাম ও (ক.এপ. নং)	৬। অসদাংশী নং	৭। খতিয়ান নং	৮। মাপ নং
গেরীপুর		৫৬	১১৫৩.১১৭৪
৯। নামেতের নাম ও পিতা/স্বামী/স্বামীর নাম ও সন্নিহিত	১০। কামরার হার (খাজনা) সন্নিহিত হইয়াছে		
মহাসুলে দা, পিতা- , ঠিকানা-	মহাসুলে দা/Name		

নামেতের উপর সালিয়ানা তলব

সাল খাজনা	সাল হার	স্বত্ব	পুত্র	পিতা	কর	বিবিধ		প্রাথমিক কর্মসংস্থান তালিকার তলব		মোট
						সাল জমি বাকস লাইসেন্স ফি ১৭(ক)	জমিমাফা ১৭(খ)	সাল হার ১৮(ক)	সেপ ১৮(খ)	
৩	০	১	০	১		০	০	০	০	৭

ওয়শীল

	দিন সনের পূর্বকার ১০	দ্বিতীয় সনের হাফি ১১	তৃতীয় সনের হাফি ১২	চতুর্থ সনের পূর্বকার ১৩	মাপ ১৪	মুদ্র ১৫	জরিম ১৬
খাজনা	২৫৪	৪	৪	৪	৪	৪	৫৭৪
সাল হার	২৫৪	৪	৪	৪	৪	৪	৫৭৪
স্বত্ব কর	২৫৪	৪	৪	৪	৪	৪	৫৭৪
পুত্র কর	২৫৪	৪	৪	৪	৪	৪	৫৭৪
পিতা কর	২৫৪	৪	৪	৪	৪	৪	৫৭৪
সাল জমি বাকস লাইসেন্স ফি	২৫৪	৪	৪	৪	৪	৪	৫৭৪

8.1.3.2.1.6.2 Revenue application Form

To view revenue application Form / Acknowledgement, enter the application No. select the khatian and fill the captcha detail and click on the submit button as shown below

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