

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
Tel: 2479-5727/5991/7355

Online Land Revenue Collection System

Guideline of Checking of Bhumi-Sahayak account

Collection at RI office:

1. The Revenue Inspector shall check the account of the Bhumi-Sahayak posted in his office on every 2nd Friday and 4th Friday of the every month. Every month, the Revenue- Inspector shall submit a report to the Block Land & Land Reforms Officer to the effect that all accounts of Bhumi-Sahayak of his office for the preceding months have been checked by himself and that all collection by Bhumi-Sahayak have been accounted for.
2. Before inspecting the account of Bhumi-Sahayak, the Revenue Inspector shall take note from Register No. 94 about the revenue receipt books issued to the Bhumi-Sahayak. He will check revenue receipts with the Register of Daily Collection (Register- III), Cash Book (Register -IV) & "Detailed Revenue Collection Report" generated from Banglar-Bhumi portal so as to ensure that the entire amount collected have been entered into the Register - III & Register - IV and acknowledged at Banglar-Bhumi portal. After checking, he will put a remark on the last used receipt a certificate as "Examined up-to-date" with his signature in full, designation & date. Similar certificate should be given in Daily Collection (Register- III), Cash Book (Register- IV) & "Detailed Revenue Collection Report".
3. The Revenue- Inspector shall also ensure that periodic deposition of cash by Bhumi-Sahayak must be made at office of the Block Land & Land Reforms Officer so that substantial cash in hand shall not be kept by Bhumi-Sahayak.
4. If any defalcation or irregularity is found by the Revenue- Inspector, he shall report it immediately to the Block Land & Land Reforms Officer in writing. Block Land & Land Reforms Officer shall follow Rule 316 of WBLR Manual to report & recover the amount involved therein.

Collection at BL&LRO office:

1. The official who is authorised by Block Land & Land Reforms Officer to receive cash from Bhumi-Sahayak, will check weekly collection of each user i.e. Bhumi-Sahayak from Banglar-Bhumi portal. He should see that all the collections at the office of the Block Land & Land Reforms Officer by Bhumi-Sahayak are deposited to him regularly. Being satisfied on this point, he shall record a certificate to that effect on the "Detailed Revenue Collection Report" submitted by Bhumi-Sahayak.
2. The official shall submit a report to the Block Land & Land Reforms Officer or the Revenue Officer authorised by the B.L&L.R.O. to the effect that all deposition of Bhumi-Sahayak to him have been checked by himself and that all collection by Bhumi-Sahayak have been accounted for.
3. If any defalcation is found by the official, he shall report immediately to Block Land & Land Reforms Officer in writing. Block Land & Land Reforms Officer shall follow Rule 316 of WBLR Manual to report & recover the defalcation.

Functions of Bhumi-Sahayak in Online Land Revenue Collection System

Non FP mouza ----> Present system

Finally Published mouza & available in Banglar- Bhumi portal



Citizen will apply in Banglar- Bhumi portal & application number generates

a) Online payment by net banking or Debit & Credit card

b) Offline payment to Bhumi Sahayak



(Citizen must show his/her application)



Collection at BL&LRO office by BS	Collection at RI office by BS
↓	↓
Cash payment received	Cash payment received
↓	↓
Acknowledge at Banglar-Bhumi portal at the real time through his log in	Manual revenue receipt issued mentioning application no.
↓	↓
Download digital revenue receipt	Register- III & Register- IV maintained
↓	↓
Print out & handed over to citizen	Log in at Banglar-Bhumi portal & acknowledge all the receipts
↓	↓
Detailed Revenue Collection Report generated at the end of day & cash handed over to the official of BL&LRO office	Detailed Revenue Collection Report generated for the period & cash handed over to the official of BL&LRO office

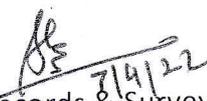
Memo No. 132/213(23)/C/19

Dated, Alipore, the 8th April, 2022.

Copy to:

1) The Secretary and Land Reforms Commissioner, L&LR Deptt. and RR&R, W.B., "NABANNA", HRBC Building, 6th Floor, 325, Sarat Chatterjee Street, PO-Shibpur, Howrah-711102 for kind information.

2) The D.L.&L.R.O. for information and taking necessary action.


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