



GOVERNMENT OF WEST BENGAL
**OFFICE OF THE DIRECTOR OF LAND RECORDS & SURVEYS
AND JOINT LAND REFORMS COMMISSIONER, WEST BENGAL**
35, GOPAL NAGAR ROAD, ALIPORE, KOLKATA - 700027
Tel. Ph. 2479-5727/5991/7355 ; Fax : 2779 - 8804/7361

Memo. No. 134 / 573(22) / C / 2019

Dated, Alipore, the 18th April, 2024

To
**The Additional District Magistrate and
District Land & Land Reforms Officer (All Districts)**

SUB : SOP for **REFUND of excess land revenue paid** – Regarding.
REF : Letter No. 430 - Budget(General)/LR-13099/39/2023-BUDGET SEC- Dept of LR dated 06.11.2023 of the L&LR&RR&R Department.
&
Memo No. 134/1557/C/2019 dated 13.10.2023 of the DLR&S, West Bengal.

Apropos to the above mentioned subject matter and reference, **refund of excess amount of land revenue** paid by a raiyat was under consideration of this Directorate for quite some time. The L&LR&RR&R Department has approved the process of refunding excess land revenue paid as proposed by this Directorate.

For refund of excess land revenue paid by any raiyat the following Standard Operating Procedure (SOP) to be followed,-

1. The raiyat will submit an **application with necessary documents to the Block Land & Land Reforms Officer** for refund of excess amount,
2. Application in plain paper should be accompanied by the applicant's **mobile no., email id, Photo ID (AADHAAR/EPIC/PAN), bank name, bank account number & IFS code, Cancelled cheque of the bank** account in which he desires to receive the refund ;
3. Copy of **Land Revenue Application & Revenue (Khajna) receipt;**
4. **GRIPS** e Challan (two or more as the case may be);
5. Block Land & Land Reforms Officer will verify the claim from the departmental portal & GRIPS portal;
6. Being satisfied about the claim, Block Land & Land Reforms Officer will forward the application to District Land & Land Reforms Officer for recommendation;
7. District Land & Land Reforms Officer will verify the claim from the departmental portal. Being satisfied about the claim, DL&LRO will recommend & forward the claim to Department of L&LR and RR&R through the Director of Land Records & Surveys;
8. On approval of the Finance Deptt. and on authorization of the L&LR&RR&R Deptt., the amount will be refunded to the raiyat by drawing bills from treasury.

You are further requested to suitably inform all concerned offices under your administrative control about the above procedure and spread awareness among raiyats by displaying the process of refund at suitable places.

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

Memo. No. 134 / 574 / C / 2019

Dated, Alipore, the 18th April, 2024

Copy forwarded to-

1. The Additional Chief Secretary & Land Reforms Commissioner, L&LR&RR&R Department for kind information.

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