

# Government of West Bengal

Department of Land & Land Reforms and Refugee Relief & Rehabilitation  
Land Policy Branch, NABANNA (6<sup>th</sup> floor)  
325, Sarat Chatterjee Road, P.O. Shibpur, Howrah-711102.

No: 3922(22)-LP/5M-03/22

Dated, Howrah, 30<sup>th</sup> October, 2024.

From: The Deputy Secretary to the Govt. of West Bengal.  
To: The A.D.M. and D.L. & L.R.O., (ALL)  
Dist.-

**Sub:** Matter pertaining to the application for change of mode of use of the land with recorded classification of Mills/Factory/Karkhana/Industry (Industrial class of land) in LR RoR to other uses.

Sir/Madam,

With reference to the above referred subject I am directed to inform you that vide this Department's Letter no 118-LP/5M-03/22 dated 09.01.2023, you were requested to furnish the applications for conversion of land with recorded classification of Karkhana in LR RoR (other than land retained with or without order under Section 6(1)(g) read with 6(3) of the West Bengal Estates Acquisition Act, 1953) to other use, for examination and necessary approval on merit in case to case basis within the spirit of third para of IR Department's letter no. 521(3)-IR/0/5L-30/2006(Pt.) dated 16.04.2013. But it is observed that in many cases the applications are sent without proper documents.

I am, therefore, directed to request you to furnish the below mentioned checklist of documents with the case records for permission for such conversion of industrial land recorded in LR RoR to other use.

Sl. No.	Documents
1.	Copy of application for conversion by the applicant with copy of deed.
2.	Coloured copy of RS RoR and copy of RS map ( <b>full text</b> ) in respect of subject LR Plot.
3.	(A) Any noting in the RS as well as LR records to the effect that land was retained as per provision of Section 6(1)(g) read with Section 6(3) of the West Bengal Estates Acquisition Act, 1953. (B) Reconnaissance survey report/Proceeding under Section 6(3) of the West Bengal Estates Acquisition Act, 1953 for resumption, if any.
4.	Copy of CS Khatian in case of status in RS RoR was recorded as "Dakhalkar".
5.	Coloured copy of KB Khatian in respect of subject LR Plot.
6.	Copy of LR and CLR ( <b>both PI and Khatian</b> ) in respect of subject LR Plot.
7.	<b>Field Enquiry Report:</b> Apart from the proformawise report, the following points must be mentioned: (A) Possessor of the subject land, at present and status of such possessor. (B) Present Physical status and mode of use of subject land: (C) Whether physical status of subject land reveals remnant of any mill/factory/workshop: (D) Attach relevant photographs in support: (E) Whether there has been any change in mode of use as depicted in RS RoR and RS map. If so, particularly mention such change:

The report of ADM and DL&LRO must cover all the issues in respect of the above mentioned documents as well as the enquiry report with specific view over the matter.

Yours faithfully,

*[Signature]*  
30/10/24  
Deputy Secretary to the Govt. of West Bengal.

DESPATCHED  
Signature.....  
Date.....  
30/10/24  
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o/c