

Government of West Bengal  
Department of Land & Land Reforms and Refugee, Relief & Rehabilitation  
1S Branch, Nabanna, 325, Sarat Chatterjee Road, P.O.-Shibpur  
District-Howrah, PIN-711102

No.I/691214/2025/LR-22012(11)/273/2025-1S SEC

Date 12.09.2025.

**Memorandum**

**Sub.: Standard Operating Procedure(SOP) for disposal of application in respect of change, conversion or alteration of any land having water body and creation of a compensatory water body**

Applications for change, conversion or alteration of any plot of land having a water body of any description or size and creation of a compensatory water body under the proviso to Section 4C(2) of the WBLR Act read with Rule 5A of the WBLR Rules, 1965 are processed by the DL&LRO, following prior consultation with the Fisheries, Aquaculture, Aquatic Resources & Fishing Harbour Department and the Environment Department. Such applications are generally disposed of by written orders within a period not exceeding 120 days. This Department has received requests from various quarters for an SOP to establish a uniform procedure for processing such applications.

Now after careful consideration and due consultation with the Fisheries, Aquaculture, Aquatic Resources & Fishing Harbour Department and the Environment Department, this SOP is brought out for the purpose of establishing a uniform procedure for disposal of applications in respect of filling up an existing water body and creation of a compensatory water body, within a specified timeframe across the state.

This SOP applies to the authorities of L&LR and RR&R Department, Fisheries, Aquaculture, Aquatic Resources & Fishing Harbour Department and Environment Department as well as the applicants.

***Detailed SOP:***

1. Applicants will submit their applications in the prescribed format, namely Form 1A and Form 1B (as specified in the WBLR Rules), along with the necessary documents mentioned in Form 1A.
2. If the application is found to be complete in all respects, the BL&LRO will cause a field enquiry of both the lands i.e., the water body proposed to be filled up and the land on which the compensatory/new water body is proposed to be created, and forward the same to the DL&LRO with all necessary documents including the photographs of both lands-in-question ordinarily within a period of 15 days from the receipt of the application.

3. The DL&LRO will verify the case records and upon being satisfied, he will refer it first to the Environment Department at the Block or regional level, for obtaining necessary clearance in this regard. The process will ordinarily be completed within 15 days.
4. The Environment Department will issue its clearance, as to whether the applicant will be allowed to create compensatory water body and the proposed filling up of the water body, after necessary enquiries of both the lands, ordinarily within a period of 15 days.
5. After receiving the NOC from the Environment Department, the DL&LRO will hear the applicant and upon being satisfied, he will make an order directing the applicant to create compensatory water body. Such process will ordinarily be completed within a period of 15 days.
6. After complying with such order for creation of compensatory water body, the applicant will intimate the BL&LRO in writing with documentary evidence and photographs.
7. The BL&LRO will cause a field enquiry, and send a report to the DL&LRO on the intimation of the applicant regarding creation of compensatory water body, ordinarily within a period of 15 days.
8. The DL&LRO will then refer the case records to the Fisheries, Aquaculture, Aquatic Resources & Fishing Harbour Department at the block or regional level for final clearance in respect of the compensatory water body created, ordinarily within a period of 15 days.
9. The Fisheries, Aquaculture, Aquatic Resources & Fishing Harbour Department will, after completion of its process including field inspection of the compensatory water body, issue clearance ordinarily within a period of 15 days.
10. The DL&LRO will dispose of the application (Form 1A) on the basis of reports of the BL&LRO and both the Departments, through a suitable written order on the conversion applied for, preferably within 15 days from the date of receipt of such reports from the two Departments.
11. Thereafter, The BL&LRO will record the compensatory water body in the RoR as a water body with comment '*vide section 4C(2) of WBLR Act, no further conversion will be allowed*' as per extant procedure. Also, the record of rights will be updated to reflect the filled up water body.



(S.Basu)

Additional Secretary  
to the Government of West Bengal




No.I/691214/1(6)/2025/LR-22012(11)/273/2025-1S SEC

Date 12.09.2025.

Copy forwarded for information and necessary action to :

1. The Additional Chief Secretary to the Government of West Bengal, Fisheries, Aquaculture, Aquatic Resources and Fishing Harbour Department /Environment Department
2. The Commissioner, .....Division(All)
3. The Director of Land Records & Surveys and Jt. Land Reforms Commissioner, W.B.
4. The District Magistrate & Collector, ..... District(All).
5. The District Land & Land Reforms Officer, .....District(All).
6. The P.S. to the Chief Secretary to the Government of West Bengal.

  
Additional Secretary  
to the Government of West Bengal