

Government of West Bengal
Department of Land & Land Reforms and Refugee Relief & Rehabilitation
Land Policy Branch
NABANNA

No. 3927 - LP/1A-12/13

Dated: 17.11.2025

MEMORANDUM

Sub: Disposal of conversion applications for industrial purpose

Under the Ease of Doing Business(EoDB) initiatives of this Department, in order to expedite the disposal of conversion applications for industrial purposes, henceforth, only the following documents shall be required to be submitted along with the conversion application:

1. Sketch map clearly showing the plot and the approach road; and
2. Indicative project information / Detailed Project Report (DPR) ensuring authenticity of the proposed activity.

Depending on the nature of the proposed activity and site-specific requirements, other documents may be sought on a case-to-case basis.

It is also clarified that submission of physical copies of Record-of-Rights (RoR) and up-to-date rent receipt by the applicant shall not be mandatory, these documents shall be verified online on the e-Bhuchitra system by the processing authority, at the time of disposal.

This order is issued in partial modification of this Department's earlier Memorandum No. 51-LP/1A-12/13 dated 05.01.2022.



(Jitin Yadav)

Special Secretary to the Government of West Bengal

No. 3927/1(4) - LP

Dated: 17.11.2025

Copy forwarded for information and necessary action to:

- (1) Additional Chief Secretary, Micro, Small & Medium Enterprises and Textiles Department
- (2) The Director of Land Records and Survey, W.B.
- (3) All ADM and DL&LROs
- (4) The Technical Director, NIC



Special Secretary to the Government of West Bengal

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