

GOVERNMENT OF WEST BENGAL  
Department of Land & Land Reforms and Refugee  
Relief & Rehabilitation, Nabanna (6<sup>th</sup> Floor),  
325 Sarat Chatterjee Road,  
Shibpur, Howrah - 711 102



পশ্চিমবঙ্গ সরকার  
ভূমি ও ভূমি সংস্কার এবং উদ্বাস্তু আশ্রয় ও পুনর্বাসন দপ্তর,  
নবান্না (৬ষ্ঠ তলা), ৩২৫ শরৎ চ্যাটার্জি রোড,  
শিবপুর, হাওড়া - ৭১১১০২

Dated: 03/12/2025

From: The Deputy Secretary to the Govt. of W.B

To : The Additional Chief Secretary  
to the Government of West Bengal,  
Fisheries, Aquiculture, Aquatic Resource  
& Fishing Harbour Department.

**Sub:** Clarification related to the SOP issued by the L&LR and RR&R Department vide Memorandum No. I/691214/2025/LR-22012(11)/273/2025-1S SEC Dated 12.09.2025 for Disposal of Applications in Respect of Change, Conversion or Alteration of Any Land Having Waterbody and Creation of a Compensatory Waterbody.

**Ref:** Your No. 2782-FI-37015/4/2025-SEC(FI) Deptt. Of FI dated 13/11/2025.

Madam,

With reference to the above, a clarification has been requested by the Fisheries Department regarding the phrase '*across the State*' in the 2<sup>nd</sup> para of the SOP.

I am directed to clarify that creation of a compensatory water body is to be done in the same mouza or in the adjoining mouza as per provisions of Section 4C(2) of the WBLR Act, 1955 read with Rule 5A of the WBLR Rules, 1965. The phrase '*across the State*' means the SOP is for implementation in the whole of the State.

Yours faithfully,

Deputy Secretary to the Govt. of W.B

LR-22012(11)/273/2025-1SSEC-Dept.of LR

I/716540/2025

Dated: 03/12/2025

Copy along with the above Reference dated 13/11/2025, is forwarded for information and necessary action to:-

1. The Commissioner, All Divisions.
2. The DLR&S and Jt. LRC, W.B.
3. The DM and Collector, All Districts.
4. The DL&LRO, All Districts.

Encl: As stated.

Deputy Secretary to the Govt. of W.B

DESPATCHED  
Signature.....  
Date..... 04/12/25



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**Government of West Bengal**

DS(PB)  
2)

**Department of Fisheries, Aquaculture, Aquatic Resources & Fishing Harbours**  
IT Building (7<sup>th</sup> & 8<sup>th</sup> Floor), 31,  
GN Block, Sector-V, Salt Lake, Kolkata – 700 091

No. 2782 - FI-37015/4/2025-SECTION(FI)-Dept. of FI Dated, Kolkata, the 13<sup>th</sup> November, 2025.

From : The Additional Chief Secretary to the Govt. of West Bengal.

To : The Additional Chief Secretary and Land Reforms Commissioner,  
Land and Land Reforms Department, Govt. of West Bengal.

Sub: Clarification required in the matter of SOP issued vide Memo. No. 1/691214/2025/LR, dated 12/09/2025.

Sir,

In inviting your kind attention to the subject cited above, I am to state that under the provisions of the *West Bengal Land Reforms (WBLR) Act and the Rules*, a Standard Operating Procedure (SOP) for the disposal of applications relating to change, conversion, or alteration of any land containing a water body, and for the creation of a compensatory water body, has been issued vide Memo No. 1/691214/2025/LR, dated 12.09.2025, outlining the modus operandi for conversion of water bodies across the State.

It appears from Para-II of the said SOP that *"the 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."*

However, as per the amendments to the *WBLR Manual, 1991*, issued vide Notification No. 4297-LR/1A-0507 GE(M), dated 17.09.2009, under Rule 5A(2), it is clearly specified that the compensatory water body is required to be created either in the same mouza or in an adjoining mouza where the existing water body is proposed to be filled up. The phrase *'across the State'* is creating some confusion.

In this context, it is requested that the expression *"across the State"* in Para-II of the SOP may kindly be reconsidered and suitably modified or removed to align with the above-mentioned provision of the *WBLR Manual*.

Thanking you,

Yours faithfully,

*Ro Sini Sen*  
Additional Chief Secretary  
to the Govt. of West Bengal





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

No.I/691214/2025/I R-22012(11)/273/2025-IS 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 DL&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