

## 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: 4295 -LP/5M-03/22**

**Dated, Howrah, 16<sup>th</sup> December, 2025.**

### **ORDER**

In supersession of this Department's Memo No. 197(22)-LP/5M-03/22 dated 16.01.2025, the undersigned is hereby directed to advise all Collectors under Section 4C of the West Bengal Land Reforms Act, 1955 (Collector, DL&LRO, SDL&LRO and BL&LRO, as the case may be) to obtain No Objection Certificate from the Labour Department as requested in its Memorandum No. LABR/07/L.A.C./L.A.C./3S-10/2024 dated 07.01.2025, prior to allowing Conversion on land with classification "Karkhana/ Mill/ Factory/ Industry". However, this order will not be applicable in respect of the land involving Section 6(3) of the West Bengal Estates Acquisition Act, 1953.

All concerned are being informed.



Deputy Secretary to the Govt. of West Bengal.

**No: 4295 /1(46) -LP/5M-03/22**

**Dated, Howrah, 16<sup>th</sup> December, 2025.**

Copy forwarded for information and necessary action to:

- (1) The Secretary to the Govt. of West Bengal, The Labour Department,  
12<sup>th</sup> floor, New Secretariat Building,  
1, K.S. Roy Road, Kolkata-700001.
- (2) The Director of Land Records and Surveys, West Bengal.  
Survey Building, 35, Gopal Nagar Road, Alipore, Kolkata-700027.
- (3) The District Magistrate and Collector,
- (4) The A.D.M. and D.L. &L.R.O.,

He is requested to circulate the matter among all the respective SDL&LROs and BL&LROs for necessary action accordingly.



Deputy Secretary to the Govt. of West Bengal.

AD28 (SR)

**GOVERNMENT OF WEST BENGAL  
LABOUR DEPARTMENT  
LAND ASSET CELL  
12<sup>TH</sup> FLOOR, N.S. BUILDING,  
1, K.S. RAY ROAD, KOLKATA - 700001**

No. LABR/ 07 /L.A.C.  
L.A.C./3S-10/2024

DATE: 07 / 01 /2025

**MEMORANDUM**

**Subject:** Standard Operating Procedure for issuance of NOC for conversion of factory/karkhana land

Whereas this Department has been receiving applications for issuance of 'No Objection Certificate' regarding conversion of Factory/Karkhana land;

And, whereas this Department has been considering for framing of a Standard Operating Procedure (S.O.P.) to deal with such cases of conversion of land for some time past;

Therefore, for issuance of 'No Objection Certificate (N.O.C.)' regarding conversion of factory/karkhana land in a systematic and expeditious manner a 'Standard Operating Procedure (S.O.P.)' has been framed and annexed hereto for dealing with, the cases henceforth phase-wisely as enumerated in the S.O.P.

sd/  
Joint Secretary to the  
Government of West Bengal

No. Labr/ 07 /1(9)/Dte(L.A.C.)

Date:- 07 / 01 /2025

Copy forwarded for information and taking necessary action to:-

1. The Additional Chief Secretary to the Govt. of West Bengal, Land & Land Reforms Department and L.R.C., Nabanna, Howrah;
2. The Labour Commissioner, West Bengal, N.S. Buildings (11<sup>th</sup> Floor), Kolkata-700001;
3. The Directorate of Factory & Boilers, N.S. Buildings (8<sup>th</sup> Floor), Kolkata-700001;
4. The D.M., (All Districts) \_\_\_\_\_;
5. The A.D.M & D.L. & L.R.O., (All Districts) \_\_\_\_\_;
6. The JLC/DLC/ALC, (All Districts) \_\_\_\_\_;
7. The P.S. to the Hon'ble Minister-in-Charge, Labour Department, Govt. of west Bengal;
8. The Sr. P.A./P.S. Secretary to the Govt. of West Bengal, Labour Department, Govt. of West Bengal;
9. The Deputy Secretary , Labour Department (IT Cell) for publishing in the Departmental Website.



Assistant Secretary to the  
Government of West Bengal



Government of West Bengal  
Department of Labour  
Land Asset Cell  
N.S. Building, 1, K.S. Roy Road, Kolkata-700001

Standard Operating Procedure for issuance of NOC for conversion of factory/karkhana land

<b>Purpose</b>	The purpose of the SOP is to create a guideline for dealing and disposal of the cases regarding issuance of No Objection Certificate for conversion of factory/karkhana land.
<b>Scope</b>	This will cover all such proposals of land conversion received by this department.
<b>Step 1</b>	Proposal for issuance of NOC for conversion of factory/karkhana land received by this Department directly from the concerned DL & LRO / Labour Commissionerate or directly from the applicant.
<b>Step 2</b>	<p>Prima facie scrutiny of the documents submitted.</p> <p>Application should contain at least:</p> <ol style="list-style-type: none"> <li>1. Formal application letter</li> <li>2. Any document establishing Identity (Aadhar Card, PAN Card etc)</li> <li>3. Details of land/ RoR</li> <li>4. Details of the Establishment</li> </ol>
<b>Step 3</b>	<p>All documents forwarded to the concerned DLC/ALC for:</p> <ol style="list-style-type: none"> <li>1. Physical inspection of the location (present infrastructure/buildings/sheds)</li> <li>2. Collection of all documents required as per existing norms               <ol style="list-style-type: none"> <li>(a) Whether the factory is operational /non- operational</li> <li>(b) If non- operational, factory /Karkhana Closure Report alongwith the reason thereof</li> <li>(c) Whether any dues/payment liabilities in respect of workers /labourers are pending</li> <li>(d) Any stipulatory dues (PF, ESI etc) pending / to be recovered</li> <li>(e) Is there any scope of revival of the factory/karkhana</li> <li>(f) Any other documents/records as may be applicable under provisions of Acts and Rules</li> <li>(g) Recommendation for N.O.C. by the concerned ALC/DLC/JLC</li> </ol> </li> <li>3. Scrutiny &amp; Verification of all documents submitted by the applicant</li> <li>4. Submission of Detailed report mentioning all details of the Inspection &amp; verification including their views /opinion.</li> </ol>
<b>Step 4</b>	On receipt of all necessary reports, scrutiny of the same done by the officials of concerned cell of this Department.
<b>Step 5</b>	If satisfied, NOC issued under the signature officer not below the rank of Joint Secretary of this Department subject to the approval of the competent authority.