

Government of West Bengal
Land & Land Reforms and RR & R Department
PAC Branch , Writers' Buildings, Kolkata-700001
Email: jsaudit.wb.llr@gmail.com

No. 4018 /LR-34011/32/2025-PAC-Dept of LR Date: 17.12.2025

To
The Director of Land Records & Surveys
West Bengal

Sub: Preventive and corrective measures to curb misuse of GRIPS challans

In pursuance of this Department's Internal Audit's findings relating to some instances of forgery, duplication and misuse of GRIPS challans resulting in loss of Government revenue and in line with established financial control principles, the following instructions are issued for immediate compliance by the Directorate of Land Records & Surveys and all subordinate offices.

- 1. Mandatory Verification:** No GRIPS challan shall be accepted from an individual/entity on face value without prior online verification of GRN, date, amount, Department, District and office through the GRIPS portal.
- 2. Restriction on Admissibility:** GRIPS challans generated under Heads of Account of other Departments shall not be accepted for transactions under L&LR & RR&R Department.
- 3. Defacement and Single-use Enforcement:** All accepted challans shall be compulsorily defaced (digitally and physically) with date, office seal and signature of the receiving official. DLR&S shall organise training on challan verification and defacement, in association with the GRIPS team of Finance Department.
- 4. Portal-based Collection of all Payments:** All departmental services, including collection of fines and penalties relating to minor minerals, shall be routed exclusively through Departmental portals integrated with GRIPS. Payment of challans directly through GRIPS portal shall be discontinued.

5. Centralised Digital Reconciliation: A real-time reconciliation mechanism with GRIPS portal shall be operationalised to detect duplicate GRNs, inter-district usage and cross-departmental challans with automated alerts to supervisory officers.

6. Fixation of Responsibility: Responsibility for acceptance of forged or re-used challans shall be fixed on the concerned Dealing Assistant/Supervisory Officer. Disciplinary action shall be initiated wherever negligence or complicity is established. Proper maintenance of Cash Books shall be ensured without exception.

7. Regular Inspections and Supervision: SDL&LROs / Dy. DL&LROs/ DL&LROs shall conduct focused inspections of GRIPS-related transactions and record their findings in inspection reports.

8. Criminal Proceedings : In cases where prima facie evidence of forgery or fraudulent use of GRIPS challans resulting in loss of Government revenue is detected, the concerned DL&LROs / ADM (LR) shall lodge FIR(s) immediately. District Magistrates shall ensure registration and monitoring of such cases as also initiate proposals for Departmental Proceedings against the delinquent officers and staff.

9. Compliance Reporting: All DL&LROs shall submit a compliance report within a month without fail.



Land Reforms Commissioner &
Additional Chief Secretary

No. 4018/1 (45) /LR-34011/32/2025-PAC-Dept of LR

Date: 17.12.2025

Copy forwarded for information to:

- 1) The Additional Chief Secretary, Finance Department, Nabanna.
- 2) The District Magistrate & Collector,(all District).
- 3) The ADM & DLLRO,(all District).



Land Reforms Commissioner &
Additional Chief Secretary