

Government of West Bengal
Department of Land & Land Reforms and Refugee Relief & Rehabilitation
L.R. AIII-GE(M) Branch
“Nabanna”
325, Sarat Chatterjee Road, Howrah-711102

Memo No.-917(3)-GE(M)/3M-78/2019

Date : 09/03/2022.

From: The Special Secretary to the Govt of West Bengal,

To: ✓ 1) District Magistrate & Collectors,
All Districts.
2) Superintendents of Police,
All Districts.
3) ADM & DL&LROs,
All Districts.

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Sub: Guidelines related to the inter-departmental transfer proposals of Home & Hill Affairs
Department

Sir/Madam,

Pursuant to the resolution of the meeting held in the chamber of Secretary & LRC, of this Department on 24.02.2022 with the officials of H&HA Department in the above noted matter, the following guidelines for ensuring seamless inter departmental transfer of land have been framed:

1. The concerned Superintendent of Police of the district will send a requisition of land stating the purpose to the District Magistrate & Collector/ADM & DLLRO of his district under intimation to the Home & Hill affairs Department.
2. The Collector/DLLRO of the district will send a formal proposal to the L&LR & RR&R Department in favour of H&HA Department along with all requisite documents in terms of this Department's Circular No 1108-GE (M)/3M-35/09 dated 28.02.2013 in the matter after identification and selection of the land through a joint inspection conducted by the concerned district officials of L&LR and Police setup.
3. The following should be checked and verified while submitting the formal proposal to the L&LR & RR&R Department:
 - a) The subject land should be free from encumbrances, court cases, litigation, free form patta, or any encroachments.
 - b) If the subject land falls under CRZ, or East Kolkata Wetland Area, requisite clearances from the appropriate authority must be obtained and submitted.

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- c) If the subject land is included in Notified Forest/Reserve Forest/Protected Forest Area, an equal quantum of non forest land should be transferred to Forest Department for the purpose of compensatory afforestation.
 - d) If the subject land for the purpose is a water body, an equal quantum of compensatory water body will have to be created in the same or, adjacent mouza.
 - e) If subject land is classified as Graveyard, Smashan, Bhagar, or, an Orchard, a NOC of the Local Panchayat Authority or Chairman of the local Municipality, as the case may be, for utilisation of the subject land for the stated purpose will have to be furnished along with the proposal by the district.
 - f) The land should not be Agriculture Seed Farms belonging to Agriculture Department. As such land is inadmissible for the purpose of IDT in terms of Circular No 1927/AG/DEV/7L-05/2019 DT 01.11.2019 of the Agriculture Department.
 - g) **The land should preferably be a Govt. vested land recorded under Khatian No 1.** If it is possessed and owned by a government department other than this Department, the H&HA Department will send proposal to the owning department for relinquishment of the land with intimation to the L&LR & RR&R Department.
4. On receipt of the proposal from the district, The L&LR and RR&R Department will send the proposal to H&HA Department under intimation to the Police Directorate for views/consent.
 5. H&HA Department after due consultation with the Police Directorate in the matter will provide necessary consent to the L&LR&RR&R Department for approval of the proposal.
 6. If all papers, documents, information, etc furnished in the matter are found to be in order, L&LR and RR&R Department will approve and issue sanction order in respect of the proposal at the earliest possible. A copy of the Sanction Order must be sent to the H&HA Department and the Police Directorate for intimation and necessary action.

The concerned ADM and DL&LRO will circulate copy of this order to all the SDL&LROs and BLLROs under his jurisdiction.

Yours sincerely,



Special Secretary to Govt of West Bengal

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Memo No. 917(3)/1(3) –GE(M)/3M-78/2019

Date :09/03/2022

Copy forwarded for intimation and necessary action to:

- 1) The Additional Chief Secretary to Govt. of West Bengal,
Home & Hill Affairs Department, 4th & 5th Floor, Nabanna,
325, Sarat Chatterjee Road, Howrah-711102.
- 2 ADG(Welfare), West Bengal Police Directorate,
Bhabani Bhawan, Alipur, Kolkata- 700027.
3. Office Copy

Yours sincerely,

Sd/-

Special Secretary to Govt of West Bengal