

**GOVERNMENT OF WEST BENGAL**  
Office of the Director of Land Records and Surveys  
and Jt. Land Reforms Commissioner, West Bengal,  
35, Gopal Nagar Road, Alipur, Kolkata - 700 027.

No. 265/180/C

Dated: 08.01.2014

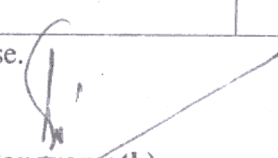
**-: C I R C U L A R :-**

It has been observed that a large number of proposal regarding unsealing of sealed mouza is being sent to the Directorate of Land Records & Surveys, West Bengal for necessary orders. In connection with smooth functioning of L.R work it is decided that for unsealing of sealed mouza the following procedure should be followed henceforth:-

- i) DLLRO will issue permission for unsealing of sealed mouza;
- ii) BLLRO of the respective block will seek permission to the DLLRO through SDLLRO for unsealing of sealed mouza;
- iii) Before sending proposal for unsealing of mouza other possible ways like consulting KB, Khasra, first copy of ROR or any other source should be explored by the BLLRO, DLLRO will satisfy him self before issuing such permission, that unsealing of mouza is unavoidable.
- iv) After obtaining permission from the DLLRO, BLLRO in consultation with the SDLLRO will fix up a date of unsealing of respective mouza. SDLLRO must be present at the time unsealing the mouza in the office of BLLRO. After necessary work the mouza record will be sealed again in presence of the SDLLRO.
- v) A register should be maintained for unsealing of mouzas by the BLLROs in the following format:-

Sl.No.	Date	Mouza	Jl.No.	Memo. Of the DLLRO, through which permission is obtained & particulars of record to be unsealed	Signature of BLLRO	Signature of SDLLRO


No proposal is required to be sent to this Directorate for the purpose.

  
(A. Sanayamath)  
Director of Land Records & Surveys  
and Joint Land Reforms Commissioner, West Bengal.

Memo. No. 265/181-198/C/12

Dated: 08.01.2014

Copy forwarded to the DLLRO, \_\_\_\_\_  
for information & necessary action. He is requested to follow the guideline strictly.

  
(A. Sanayamath)  
Director of Land Records & Surveys  
and Joint Land Reforms Commissioner, West Bengal.

  
2/1/14