



Docket No.: 7964
Date: 10/08/16

Government of West Bengal
Office of the Director of Land Records & Surveys &
Joint Land Reforms Commissioner, West Bengal
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etc Ent.
10/08/16

Circular

It has been come to the notice of the Department as well as the Directorate that undue delay in disposal of mutation / conversion application is still continuing in Block level offices. This is due to lack of awareness / communication gap regarding orders / circulars of the Department among the Revenue Officers / BLLROs.

In view of the above, it is being reiterated that specific guide-line issued by the Department vide memo. no. 324-LP/1A-12/13 & 325-LP/ 1A-12/13 dated 5.2.2015. should strictly be adhered to. The simplified procedure of mutation has also been circulated vide no: 644-LR/1A-01/2009 date Kolkata, the 6th February, 2009.

However, the principal points / criteria which are to be followed at the time of disposal of mutation / conversion are detailed herein under:

- (1) Original registered deed be normally produced at the time of hearing but certified copy should also be accepted.
- (2) Production of chain of successive deed of sale / gift / exchange should not be insisted upon. If any confusion arises, field verification be made.
- (3) In case of conversion, system of procuring no objection certificate from adjoining plot-holders have already been dispensed with. In no circumstances, BLLRO / SDLLRO / DLLRO will ask the applicant to produce such certificate.

This salient points / criteria for disposal of mutation / conversion (enclosed here) should be displayed (both Bengali / English) prominently on notice boards of all BLLRO / SDLLRO/ DLLRO offices.

Subscribed photo
for
11-08-16

(S. Dutta)

Director of Land Records & Surveys &
Joint Land Reforms Commissioner, West Bengal

Memo No. 7/ 1463 -1481 /C/16

Dated Alipore, the 10th August, 2016.

Copy forwarded to District Land & Land Reforms Officer, (L.H.).....
for information and taking necessary action.

(S. Dutta)

Director of Land Records & Surveys &
Joint Land Reforms Commissioner, West Bengal