

Government of West Bengal  
Office of the Director of Land Records & Surveys &  
Joint Land Reforms Commissioner, West Bengal  
35, Gopalnagar Road , Alipore, Kolkata-700027.  
Tel: 2479-5727/5991/7355.

Circular

Memo. no. 7 / 345 / C/19

Dated Alipore, the 10<sup>th</sup> June, 2020

It has been observed that part correction in land holding leading to corresponding change in mouza map for the citizen who purchased part of a plot and prayed for conversion for that part of a plot has been a long standing problem in view of securing financial assistance from any bank / financial institution for construction of dwelling house or setting up any Commercial / Industrial units etc. as part conversion is neither reflected in the RORs nor in the mouza map.

2. It has also been observed that non-reflection of such correction in mode of use of land in the corresponding ROR and mouza map creates a backlog in maintenance of updated land record.

3. In order to mitigate the hardship of the citizen and also to prepare real time updated record, a system for formation of bata plot in the mouza map is necessary in e-bhuchitra module as soon as the Collector u/s 4C(2) of the West Bengal Land Reforms Act, 1955 passes the order of conversion.

4. Now, therefore, it is ordered that:

- (i) For conversion of full plot, such change is to be featured in ROR forthwith.
- (ii) For conversion of part plot, as soon as conversion is allowed, creation of bata plot in the mouza map is to be done immediately. BLLRO concerned will obtain a printed mouza map in A4 size paper from e-bhuchitra and hand over to the enquiring Officer who will conduct field verification. At the time of field visit, the field official will take exact measurement of each side of the land in question in presence of the petitioner or his authorized representative. He will also obtain a signature / thumb impression of a petitioner / his representative on such plot map. At the time of submitting report to the BLLRO, he will enclose the plot map with the case records for further necessary action.

5. The NIC has developed a module for creation of bata plots in e-bhuchitra. A detailed SOP has been prepared and annexed with this circular for execution of the entire system.

6. This circular will be applicable for land with minimum area of 3 decimal of land and above.
7. It is to be mentioned here that for non-FP mouzas, process as described in the circular no. 9/7385/C/12 dated, Kolkata, the 10<sup>th</sup> October, 2012 should be followed.
8. This has the concurrence of the L&LR and RR&R Department vide letter no. 3753-LP / 5M-34 / 19 dated 25.11.2019.

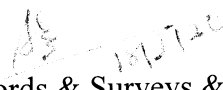
  
Director of Land Records & Surveys &  
Joint Land Reforms Commissioner, West Bengal

Memo. no. 7 / 346 - 368 / C/19

Dated Alipore, the 10<sup>th</sup> June, 2020

Copy forwarded to:

- i) Principal Secretary, L&LR and RR&R Department, Government of West Bengal, HRBC Building, 6<sup>th</sup> Floor, "Nabanna", 325, Sarat Chatterjee Street, Shibpur, Howrah-711102 for his kind information.
- ii) District Land & Land Reforms Officer,....(all)..... for information and taking necessary action. They are advised to assure strict compliance of this circular by the BLLROS /SDLLROs. They are further requested to dispose off all pending conversion cases preceding the date of issue of this circular positively under existing module.

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