



Government of West Bengal  
Department of Land & Land Reforms and Refugee, Relief & rehabilitation  
LA Branch, Nabanna, 6<sup>th</sup> Floor,  
325 Sarat Chatterjee Road, Howrah – 711102.

**Memo No. : Spl. Secy.-518 - LA/3M-35/24**

**dated : 25.06.2024**

From : Special secretary to the Government of West Bengal.

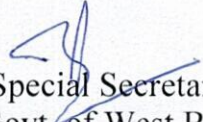
To : (1) The Addl. Dist. Magistrate (LA), \_\_\_\_\_,  
Office of the D.M.& Collector, \_\_\_\_\_,  
P.O. – \_\_\_\_\_, Dist. – \_\_\_\_\_,  
Pin - \_\_\_\_\_.

(2) The Special Land Acquisition Officer, \_\_\_\_\_,  
Office of the D.M.& Collector, \_\_\_\_\_,  
P.O. – \_\_\_\_\_, Dist. – \_\_\_\_\_,  
Pin - \_\_\_\_\_.

Sub : Standard Operating Procedure for mutation of lands acquired under the various land acquisition related Acts and Direct Land Purchase Policy in favour of Requiring Bodies, through LA Module in e-Bhuchitra.

In sending herewith a copy of SOP for Land Acquisition/ Direct Land Purchase related mutation cases clarifying the LA module in e-Bhuchitra application the undersigned is directed to request him to follow the procedure as stated therein for quick mutation of acquired land or directly purchased land in favour of the Requiring Bodies of the Government.

Enclo: - As stated above.

  
Special Secretary  
to the Govt. of West Bengal.

**Memo No. : Spl. Secy.-518/1(5) - LA/3M-35/24**

**dated :25.06.2024**

Copy forwarded for information and necessary action to:

1. The Secretary, Public works Department, Nabanna, 8<sup>th</sup> Floor, Howrah-711102.
2. The Secretary, Irrigation & Waterways Department, Jalsampad Bhawan, 1<sup>st</sup> Floor, DF Block, Sector I, Bidhannagar, Kolkata – 700091.
3. The Secretary, Public Health Engineering Department, Janaswasthya Karigari Bhawan, Street Number 18, CN Block, Sector V, Bidhannagar, Kolkata – 700091.
4. The Secretary, Housing department, New Secretariat Building, 1<sup>st</sup> Floor, 1 K S Ray Road, Kolkata – 700001.
5. Chief Executive Officer, KMDA, DJ-II, Sec-II, Saltlake, Kolkata – 700091.

Special Secretary  
to the Govt. of West Bengal.

A-284  
21-06-24

## **SOP for Land Acquisition/Direct Land Purchase related Mutation Cases through eBhuchitra Application**

### **Preface :-**

It has been observed that lands have been acquired by the **Land Acquisition (LA) Collectors/Competent Authority Land Acquisition nominated by State of various districts** in favour of different Requiring Bodies under the State and Union Governments over time all over the state. It has also been observed that lands are being purchased for infrastructure projects by different departments of the state Govt. and Union Government through **Direct Land Purchase Policy (DLP)** bearing Memo. No. 756-LP/1A-03/14(Pt-II) dtd. 25.02.16 of LR and R.R & R Deptt. But, in huge number of cases, Record of Rights (RoR) have not been framed in favour of such Requiring Bodies yet. It is needless to say that such non reflection of acquisition/Direct Purchase of land renders the land record misleading and may lead to subsequent unauthorised transaction and transfer of the affected lands and consequential civil litigation.

Considering the above facts and circumstances and to take necessary measures in order to overcome the issue, Directorate of Land Records and Surveys under the department of L & LR and RR&R, Government of West Bengal has introduced the **LA module** in e-Bhuchitra application and has been made available to the officials under ADM, LA of the district discarding the previous provision of entry of such cases in the BL&LRO offices.

### **Process Overview :-**

The process of recording acquired land or directly purchased land in favour of the Requiring Bodies comprises of six main parts,-

A. Application in hard copy is to be filed by the Requiring Bodies to the Special LAO.

**Preparation of Land Schedule by RB:** Requiring Bodies will collect project wise land acquisition scan data from Land Acquisition Section of DM Office, if they do not have the same with themselves. Block, Mouza wise plot schedule mentioning type of Plot (CS,RS,LR)with acquired area to be prepared from scan data in excel. If acquisition was done on CS or RS Plot then corresponding LR Plot No; acquired area in LR Plot No to be mentioned because mutation can be done on LR Plot only. CS/RS to LR Plot identification can be done superimposing of LA Map on LR Mouza map through AutoCAD or QGIS. Field verification may also be done with LA surveyors, if required.

B. **Submission of Mutation Application:** RB will submit LA Case wise application to Spl LAO with land schedule mentioning Block, Mouza, JL No, LR Plot no with

- acquired area in LR Plot. RB will mention clearly name of Dept or organisation, Type of Organisation i.e Dept, Ministry, PSU, etc in whose name the land will be recorded. The last part of the application shall be a declaration that the plots mentioned have been utilised by the Requiring Body. If the Requiring Body needs any assistance from the Spl LAO, DLLRO, BLLRO in the matter of collecting any such information, then such authorities will extend that assistance.
- C. If any field enquiry is required to ascertain the exact plot and its area/part of area which has been acquired (this will be essentially required where part of a plot has been acquired), then such enquiry may be held jointly by the officials of the Requiring Body and the LA officials of LA Collector.
- D. Initiation of LA mutation cases from the end of officials under Special LAO of the district by entering requisite data in LA mutation module of e-Bhuchitra portal for the purpose of such mutation particularly because all acquisition documents are available at the end of Special LAO.
- E. Upon entry, mutation cases will be generated in e-Bhuchitra application with suitable LA mutation case number and will be forwarded for verification to the Special LAO's end.
- F. Upon verification the Special LAO will forward the case to the DL&LRO of the district for final approval, if the case is complete in all respect. On verification if any discrepancy/error is detected, the Special LAO can send back the case at the entry level officials for further modification.
- G. The DL&LRO after verification of documents will give final approval to the LA mutation case and the case will be forwarded to the BL&LRO for final execution. If any modification/correction is required, the DL&LRO can send back the LA mutation case to the end of Special LAO for such modification/correction.
- H. After final approval the BL&LRO will Tamil (execute) the case, in part or in whole, after receiving requisite fees or waiving fees.
- I. No mutation/process fee will be charged for LA cases for mutation through LA Module, where the Requiring Body was Government itself (e.g. Departments/Ministries of State or Union Govt like PWD, PHE, UDMA, Irrigation & Waterways, Food & Supply etc and Ministry of Road Transport & Highways, Ministry of Home Affairs, Ministry of Rail etc). Where the Requiring Body is a company under the Company Act under the State or Union (e.g. WBSEDCL, WBPDC, ECL, Power Grid Corporation of India Ltd etc) or a private entity, due fees are to be charged and realized.

### **Detailed Work Flow :-**

**Step – I :-** The Requiring Body (RB) will apply in hard copy to the Spl. LAO.

**Step - II :-** The entry level officials (Addl. LAO/Asst.LAO/RO etc.) under the Spl.LAO will go to the **Abedon** Menu to enter requisite data relating to the acquisition/direct purchase case including LA case No/Cabinet Memo, relevant Act, etc.

[ **eBhuchitra --> Record Sonsodhan --> Mutation(LA/DLP) -->Abedon** ]  
If any inconsistency in the current record is found (like total share of a plot exceeds 100% of its area) then that plot may be left for such entry till the correction of such record by the appropriate authority. The mutation case for the other plots of that LA case should not be halted for such difficulty or error.

**Step - III :- Prapok Protishthaner pokshe Dorkhastokarir Biboron-**

Details of the applicant on behalf of the RB are to be entered.

**Step - III :- Prapok Protishthaner Biboron**

Under this menu, **Dokhol karer Sreni** is to be selected from the dropdown carefully. The name of the RB is to be inserted along with mail ID.

**Step -IV :- Dager Biboron**

The details of plots involved in the acquisition / DLP case to be entered one after another. The plots so entered will be shown in a GRID just below the space provided for plot entry.

**Step - IV :- Nothi Upload**

Under this tab there are seven categories, (a) to (g) with browsing option for uploading different documents connected with the acquisition case. Any one of the four types of documents under category (a) is to be uploaded mandatorily.

Copy of mutation application in case of acquisition and deed of Direct Purchase in case of DLP is to be uploaded mandatorily.

After completion of entry click **SONJOJAN** button. An LA mutation case No. will be generated and automatically the case will be forwarded to the Spl.LAO with intimation to the RB through mail.

**Step - V :- Verification of LA mutation case by Spl. LAO**

Special LAO will verify all the entries of a case forwarded to him. He himself may revise any entry made by his subordinate officer or may send back the entire case with remarks for correction to the officer from whom he received the case.

On being satisfied with the entries made against an LA/DLP case, Special LAO will forward the case to DL&LRO of the district by clicking "**PAROBORTI**" button for "Opinion".

**Step – VI :- Approval of LA mutation case by DL & LRO**

DLLRO can view the documents uploaded in the module and may enter any Order No./file No. for reference, if he deems fit. On being satisfied DL&LRO will allow the case to proceed for the next stage by clicking the button "**PAROBORTI PORJYAYER AGROGOTIR ANUMODON**".

[The DL&LRO if not satisfied with the entries, may send back the case to the SPL. LAO for required modifications/corrections. ]

**Step – VII :-Execution of LA mutation case by BL&LRO**

Such a case allowed by DLLRO for further proceeding will appear in the BLLRO's interface for framing of ROR through "**AADESH TAMIL**" menu. All the uploaded documents will be available to BLLRO for consultation. Being satisfied BLLRO will first tick "**Allow**" check box against every plot and click the button "**TAMIL**" thereafter and RoR will be generated in the name of RB immediately. The No. of the RoR so generated will be transmitted through mail to the RB automatically.

If any Khatian already exists in the name of the RB in question, BLLRO can revise such Khatian No. at his end before tamilling (executing) the case. If BLLRO is not satisfied with some specific plots he will not select such plots before tamilling and such plots will remain excluded from mutation in the name of RB. BLLRO will pass a brief written order for each case in hard copy and preserve it carefully.

**N.B.**

- If a part of a plot lying in a particular khatian is uploaded in the module for LA mutation, the remaining part of it lying in the said khatian will remain blocked for normal mutation till disposal of the LA mutation case.
- All concerned officials can view the MIS report and download the same both in PDF and Excel formats

[ **eBhuchitra --> Record Sonsodhan --> Mutation(LA/DLP) -->Abedon ]**

বন্টন

মিউটেশন (LA/DLP কেস)

আবেদন

জানা: [বাড়ি/গ্যামাঃ]

নং --- Select ---

মোতাঃ

মোতা কোডঃ

মোতা:\*

LA কেস/Cabinet মোতা নম্বর (Old) চয়ন করুন

LA কেস/Cabinet মোতা নম্বর\*

আবেদন নং

আবেদন তারিখ

সংশ্লিষ্ট আইন \*

প্রাপক প্রতিষ্ঠানের পক্ষে দরখাস্তকারীর বিবরণ

প্রাপক প্রতিষ্ঠানের বিবরণ

দাগের বিবরণ

নথি আপলোড

দরখাস্তকারীর বিবরণ

দরখাস্তকারীর ধরণ

আমোক্তার

অন্যান্য

প্রকল্পের নাম\*

অধিগ্রহণের উদ্দেশ্য\*

নাম\*

ঠিকানা\*

পদ

মালিকানা পরিবর্তনের ধরণ

সরাসরি ক্রয়

ভূমি অধিগ্রহণ

অন্যান্য

বিস্তৃতি নম্বর\* অধিগ্রহণের মাধ্যম\* চয়ন করুন

বিস্তৃতি তারিখ\* 11/06/2024

সংযোজন

রেকর্ড সংশোধন রিপোর্ট বাহির

বন্টন	<b>আবেদন</b>						
মিউটেশন (LA/DLP কেস)	জানা/বাতিল/গ্যামাঃ	নং --- Select ---	মোতাঃ				
	মোতাঃ*	LA কেস/Cabinet মোতা নম্বর (Old) চয়ন করুন	LA কেস/Cabinet মোতা নম্বর*				
	আবেদন নং	আবেদন তারিখ	সংশ্লিষ্ট আইন *				
<table border="1"> <tr> <td>প্রাপক প্রতিষ্ঠানের পক্ষ দরখাস্তকারীর বিবরণ</td> <td>প্রাপক প্রতিষ্ঠানের বিবরণ</td> <td>দাগের বিবরণ</td> <td>নথি আপলোড</td> </tr> </table>				প্রাপক প্রতিষ্ঠানের পক্ষ দরখাস্তকারীর বিবরণ	প্রাপক প্রতিষ্ঠানের বিবরণ	দাগের বিবরণ	নথি আপলোড
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খতিয়ান আছে ? <input type="radio"/> হ্যাঁ <input type="radio"/> না							
দখলকারের শ্রেণী * <input type="text" value="---চয়ন করুন---"/>							
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<input type="text"/>		<input type="text"/>					
<input type="button" value="সংশোধন"/>							

## রেকর্ড সংশোধন রিপোর্ট বাহির

বন্টন	<b>আবেদন</b>					
মিউটেশন (LA/DLP কেস)	জেলা/বাস্তানামাঃ	ব্লক	--- Select ---	মোতাঃ	মোতা কোডঃ	
	মোতাঃ*	LA কেস/Cabinet মোতা নম্বর (Old)	চয়ন কক্ষন	LA কেস/Cabinet মোতা নম্বর*		
	আবেদন নং	আবেদন তারিখ		সংশ্লিষ্ট আইন *		
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	নাম নং*	খতিয়ান নং*	স্বাক্ষর নং*	বর্তমান অংশ*	বর্তমান অংশ পরিমল*	অধিষ্টিত ভাগের পরিমল*
	সংরক্ষণ					
	সংরক্ষণ					



P-IV

রেকর্ড সংশোধন রিপোর্ট বাহির

বক্টন	আবেদন						
মিউটেশন ( LA/DLP কেস)	জেলা:[বাড়গামাঃ]	ব্লক --- Select ---	মোতাঃ[ মোতা কোডঃ]				
	মৌজা:*	LA কেস/Cabinet মেমো নম্বর (Old) চহর কহরন	LA কেস/Cabinet মেমো নম্বর*				
	আবেদন নং	আবেদন তারিখ	সংশ্লিষ্ট আইন *				
<table border="1"><thead><tr><th>প্রাপক প্রতিষ্ঠানের পক্ষে দরখাস্তকারীর বিবরণ</th><th>প্রাপক প্রতিষ্ঠানের বিবরণ</th><th>দাগের বিবরণ</th><th>নথি আপলোড</th></tr></thead></table>				প্রাপক প্রতিষ্ঠানের পক্ষে দরখাস্তকারীর বিবরণ	প্রাপক প্রতিষ্ঠানের বিবরণ	দাগের বিবরণ	নথি আপলোড
প্রাপক প্রতিষ্ঠানের পক্ষে দরখাস্তকারীর বিবরণ	প্রাপক প্রতিষ্ঠানের বিবরণ	দাগের বিবরণ	নথি আপলোড				
a. Gazette Publication of*							
1.Notification No	Browse...	No file selected.					
2.Declaration No	Browse...	No file selected.					
3. Order No	Browse...	No file selected.					
4. Public Notice No	Browse...	No file selected.					
b. Copy of LA plan	Browse...	No file selected.					
c. Copy of Awardee List	Browse...	No file selected.					
d. Copy of possession Certificate	Browse...	No file selected.					
e. Copy of Mutation application for acquired land*	Browse...	No file selected.					
f. Deed of Direct Purchase (only for DLP case) *	Browse...	No file selected.					
g. Investigation Report	Browse...	No file selected.					
<input type="button" value="সংরক্ষণ"/>							

After successful entry and submission of all requisite data, an LA mutation Case No. will be generated and the case will be forwarded to the Special LAO's end. A system generated mail will be sent through the mail ID provided by the Requiring Body.

Mutation\_LA Case Status for State Wise

Dated:-14/06/2024,11:17:23 am

Location Name	Received Cases	Accepted Cases	Rejected Cases	Pending Cases Upto Date	BL&LRO Pending	SDL&LRO Pending	DL&LRO Pending
BANKURA	52	24	0	28	20	0	8
PURBA BARDHAMAN	225	187	0	38	28	0	10
BIRBHUM	248	180	0	68	42	0	26
DARJEELING	264	178	0	86	66	0	20
HOWRAH	275	209	0	66	54	0	12
HOOGLI	573	221	0	352	63	0	289
JALPAIGURI	575	462	0	113	106	0	7
COOCH BEHAR	558	427	0	131	89	0	42
MALDA	671	583	0	88	76	0	12
PASCHIM MEDINIPUR	716	606	0	110	99	0	11
PURBA MEDINIPUR	248	187	1	60	31	0	29
MURSHIDABAD	282	200	0	82	81	0	1
NADIA	457	353	0	104	42	0	62
PURULIA	272	222	0	50	28	0	22
UTTAR 24 PARGANA	171	141	0	30	17	0	13
DAKSHIN 24 PARGANA	160	147	0	13	4	0	9
DAKSHIN DINAJPUR	860	769	0	91	90	0	1
UTTAR DINAJPUR	806	717	0	89	79	0	10
KOLKATA	0	0	0	0	0	0	0
ALIPURDUAR	57	18	0	39	29	0	10
KALIMPONG	92	73	0	19	7	0	12
JHARGRAM	25	4	0	21	2	0	19
PASCHIM BARDHAMAN	9914	8922	0	992	408	0	584
<b>TOTAL</b>	<b>17501</b>	<b>14830</b>	<b>1</b>	<b>2670</b>	<b>1461</b>	<b>0</b>	<b>1209</b>