



**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. : DS - 600(5) - LA/3M-35/24**

**dated : 15.07.2024**


**From : Deputy Secretary to the Government of West Bengal.**

- To :**
1. The Secretary, Public works Department, Nabanna, 8<sup>th</sup> Floor, Howrah-711102.
  2. The Secretary, Irrigation & Waterways Department, Jalasampad 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.

**Sub : Proforma application for Land Acquisition / Direct Purchase Mutation**

In sending herewith a proforma application for Land Acquisition / Direct Purchase Mutation the undersigned is directed to request him to utilize the proforma in submitting application through LA module for mutation of acquired / directly purchased land.

Enclo: - As stated above.

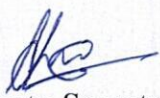
  
Deputy Secretary  
to the Govt. of West Bengal.

**Memo No. : DS - 600/1 - LA/3M-35/24**

**dated : 15.07.2024**

Copy forwarded for information and necessary action to:

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

  
Deputy Secretary  
to the Govt. of West Bengal.

o/c



**PROFORMA APPLICATION FOR Land Acquisition/Direct Land Purchase MUTATION**

[ To be submitted by the Requiring Body in Hard Copy ]

**1 Particulars of the Applicant**

a)	Name of the Designated Officer	
b)	Designation	
c)	Office Address	
d)	Mobile No.	
e)	E-mail ( mandatory )	

**2 Particulars of the Department**

a)	Name of the Department/Organisation	
b)	Official Address	
c)	Existing Khatian (if any)	
d)	Name of the Project	
e)	Purpose of Acquiring land	

**3 Particulars of Transfer**

i)	Grounds of Mutation (put tick)	1. LAND ACQUISITION 2. DIRECT LAND PURCHASE(DLP)
j)	Information on Acquisition/DLP	1. Notification No ..... Date ..... 2. Declaration(of acquisition) No ..... Date ..... 3. Admin Dept Order (allowing direct purchase) No ..... Date ..... 4. Public Notice No ..... Date .....
k)	DLP Deed No & Date	No. .... Date .....
l)	District & Registration Office	District ..... Reg. Office.....

**4 Land Schedule for which Mutation is sought for**

To be filled up by LA Office

Name of District / Block / Mouza	Plot No(s)		Presently recorded in Khatian No(s)	Acquired /DLP plot share	Acquired /DLP plot area (acre)
	CS/RS	LR			
1. District .....					
2. Block .....					
3. Mouza with J.L.no. ....					

NB :- (i) Please add additional sheet for land schedule if required. (ii)Presently recorded khatian no, acquired area share, acquired area etc are to be filled up preferably by LA Authority

Signature &amp; Seal of the Applicant