

Guidelines for Implementation of "Nijo Griha Nijo Bhumi" Prakalpa (NGNB)

West Bengal

1. Objective of the scheme

The core mandate of Land Reform Programmes in Indian states including the State of West Bengal so far has been abolition of intermediaries, vesting of ceiling surplus land and acquisition of homestead for landless agricultural labourers, artisans and fishermen to ensure: (a) "Land to the Tillers," and (b) "providing homestead land to homesteadless families belonging to any vocation."

Despite most stringent implementation of land reform schemes in the past three decades, the State of West Bengal still has a large number of landless and homesteadless families in its rural as well as municipal areas. While the 59th round of NSSO report mentioned that 7.32 lakhs rural families are landless and homesteadless in West Bengal, the 60th round Report pointed out an improved figure of 4.27 lakh families. It would be reasonable to take this number to be 5.5 or 6 lakhs at present. This number is the universe for consideration under the new homestead land allocation scheme namely, Nijo Griha Nijo Bhumi.

2. Design of the Scheme

Deviating from the previous land reforms approach which focused mostly on agricultural land distributions in an on-going distribution mode, the Department of Land & Land Reforms has decided to address all rural families that are completely homesteadless and landless by providing each family a maximum of 3 kathas of land suitable for house construction and homegarden with a time-bound approach. By using their family labour and with support from other governmental schemes the families may construct their own house on this land and generate additional income, increase family consumption and calorie level by consuming crops, vegetables, fruits, eggs, and milk and meat from domestic animals, etc. as well as earn money by selling the excess in the market. Several such families would be given land in one single cluster plot to facilitate both overall economic and social benefits. This scheme seeks active linkage and convergence with important and popular developmental schemes of the State and Central governments meant for rural households. Indira Awas Yojana (IAY), Total Sanitation Campaign (TSC), Mahatma Gandhi National Rural Employment Guarantee Act, Rajiv Gandhi Vidyutayan Yojana, National Horticulture Mission and various similar developmental schemes under the Panchayats and Rural Development Department, Agriculture Department, Backward Classes Welfare Department, Minority Welfare and Development and Madrasah Department, Housing Department Self-Help Group & Self-Employment of the state government are some of them.

3 Official name of the scheme

3.1. The scheme is named in Bengali as **Nijo Griha Nijo Bhumi (NGNB)** and in English it may be termed as **My Home My Land**.

3.2 Estimated Project Cost

The Department will purchase land suitable for homestead purpose at market price. A rough cost of RS 15,000/- is considered as the average cost of 3 kathas of land in rural areas. Part funding to this or total cost could be explored from other sources including departmental allocations other than L & LR.

3.3 Funding Pattern

Currently this scheme is fully financed by the state Government. **However, Central Government may be requested to finance the scheme on 75:25 basis between the State Govt. and Central Govt.** so that all landless families can be helped through this initiative within a given time frame.

3.4 Eligibility of beneficiaries

Landless and homesteadless rural agricultural labourers, artisans and fishermen families who hold no other land in any capacity whatsoever and includes the heirs of such person and residing on the land of other person not having family relation (paternal or maternal or in-laws) will be eligible to get the benefit of this scheme. However a person or a member of the families of such person who is engaged or employed in any business, trade, undertaking manufacture, calling, service or industrial occupation will not be eligible to get the benefit of the scheme. The term artisan means a handicrafts man and includes potter, carpenter and blacksmith.

3.5 Priority during selection of beneficiaries

While the programme focuses on landless and homesteadless rural agricultural labourers, artisans and fisherman families, it is necessary to further focus and prioritise on families under this broad category in the following way.

- (i) Landless and homesteadless rural agricultural labourers, artisans and fishermen families headed by women belonging to Scheduled Tribe.
- (ii) Landless and homesteadless rural agricultural labourers, artisans and fishermen families headed by women belonging to Scheduled Caste.
- (iii) Landless and homesteadless rural agricultural labourers, artisans and fishermen families headed by women belonging to Minority Communities and Other Backward Classes Communities.
- (iv) Landless and homesteadless rural agricultural labourers, artisans and fishermen families headed by women belonging to castes other than Scheduled Tribe, Scheduled Caste, Minority and Other Backward Classes.

Scheduled Tribe, Scheduled Caste, Minority and Other Backward Classes.

- (v) Landless and homesteadless rural agricultural labourers, artisans and fishermen belonging to Scheduled Tribe.
- (vi) Landless and homesteadless rural agricultural labourers, artisans and fishermen belonging to Scheduled Caste
- (vii) Landless and homesteadless rural agricultural labourers, artisans and fishermen belonging to Minority Communities and Other Backward Classes Communities
- (viii) Landless and homesteadless rural agricultural labourers, rural artisans and fishermen other than Scheduled Caste, Scheduled Tribe, Minority Communities and Other Backward Classes Communities.

3.6. Preliminary identification of potential beneficiaries

In order to identify the deserving families as per criteria and priorities set above in section 3.5, Land Purchase and Land Distribution (LPLD) Committee shall use the following two-step approach.

(1) The first step is to collect the following lists of families from the respective authorities:

- a. SAHAY families list as updated, from the GP/BDO/DPRDO/DRDC;
- b. Complete landless families – list from Rural Household Survey (RHS)
- c. PROFLAL families list, from GP/BDO;
- d. Waiting list of IAY beneficiaries that have no land, from GP/BDO;
- e. Antyoday Anna Yojana list, from GP/Food Inspector at Block;
- f. Landless Bargadar list, from RI office;
- g. Any particular set of landless families known to the Gram Panchayat (GP) or known to elderly persons living in the villages.

These lists provide a starting point that the LPLD Committee shall physically identify the deserving families under this scheme according to the criteria set above in section 3.5. Inclusion of a family in one or more of these lists is not an entitlement for this programme; it only provides a starting point for creating the priority list of homestead recipients.

(2) The second step is for the LPLD Committee to physically verify whether the families in the foregoing lists fulfil the criteria set above in section 3.5. While physically verifying which families meet the criteria of section 3.5, the LPLD

corresponding to 3.5 (i), (ii), (iii), (iv), (v) (vi), (vii) & (viii) shall constitute the final GP and Block wise list of selected beneficiaries.

4. Beneficiary selection prior to selection of land

Since the beneficiaries who receive this land will be residing on it and using it to construct their own house, to produce food and otherwise improve their livelihoods, it is critical that the land is suitable and acceptable to them, in terms of its location, drainage, access to potable water, and other conditions that the beneficiaries considers to be essential. The selected beneficiaries must therefore be involved in identifying the land which the government will later purchase under this scheme. Therefore, it is absolutely mandatory that programme implementers finalise the list of selected beneficiaries before identifying land for purchase.

5. Land size and suitability

5.1 Suitability of land: It is hereby clarified that the land to be purchased under this scheme must be suitable for home plus kitchen garden, animal husbandry and household enterprise. Land that is merely suitable for cultivation shall not qualify for purchase under this scheme unless the land is also suitable for home, kitchen garden, animal husbandry and household enterprise. This means that, at a minimum, the land must be in a location near enough to existing habitations that the households will agree to inhabit this land, that the land is drained year-round, and that the land has access to potable water for household needs. The land shall not be in geographically hazardous locations or in locations prone to river erosion or other similar natural calamities. All lands purchased under this scheme must comply with these requirements.

5.2. Beneficiary participation in final selection of land:

Before programme implementers begin any negotiation for purchase of land, they shall first ensure that LPLD Committee has approved the selected beneficiary list. Further, before beginning any negotiation for purchase of the land, the LPLD Committee shall show each beneficiary household the land and shall obtain the each household's consent in writing to the effect that they agree that the land is suitable for their house construction and homegarden purpose.

5.3 Size of land for each family:

While the programme envisages allotment of 3 kathas plots, this must be treated as the maximum possible plot size to be allotted. If there is not enough land available to provide each deserving household with 3 kathas of homestead land in a given locality, the LPLD Committee shall approach the District Land & Land Reforms Officer & Additional District Magistrate (DL&LRO & ADM) and take written permission for exceptions. Before granting permission to allocate less than 3 kathas per family, the DL&LRO & ADM shall seek the advice of the Directorate of Land Records and Surveys, West Bengal.

6. Cluster approach for settling families

It is important that each such family that receives land under this scheme also enjoys an appropriate neighbourhood. Therefore, program implementers shall strive to ensure that the land to be purchased is large enough to provide homestead plots to a minimum of 10 to 15 families arranged in a cluster. The cluster of homestead plots must have necessary basic amenities like housing, drinking water, sanitation, raised internal roads, drainage, street lights, and livelihood extension services under various development schemes. All of these will enhance the usefulness of the allotted land. Therefore, programme implementers shall make all efforts to purchase land that is large enough to accommodate a number of families and also large enough to accommodate internal roads and other essential services.

7. Land allocation process

7.1. Land price

The District Magistrate & Collector shall assess and determine the price to be offered for purchase of land under this scheme. The District Magistrate and Collector shall adopt the land value, specified in the Indian Stamp Act, 1899, for the registration of sale deeds in the area, where the land is situated.

7.2 Land allocation process

Land allocation process has three parts: (a) preliminary identification of potential beneficiaries and finalisation of beneficiary list, (b) land identification and purchase, and (c) settlement of land in favour of the beneficiaries.

a) Preliminary identification of potential beneficiaries

Before identifying land for purchase, programme implementers shall finalise the final GP and Block wise list of potential beneficiaries following the procedure set forth in section 3.4 – 3.6.

b) Land identification and purchase

(i) The DL&LRO & ADM shall not advertise for purchase land under this scheme till the beneficiary list is finalised and approved by the LPLD Committee following the procedures set forth in section 3.4 – 3.6

(ii) Selected beneficiaries may also recommend land to the Block Land & Land Reforms Officer (BL&LRO) for purchase. Often such beneficiaries may know of suitable land in the vicinity that might be offered for sale. If selected beneficiaries recommend land for purchase, this is especially helpful since it also signals that the beneficiaries would likely be willing to use such land for their homestead.

(iii) The DL&LRO and ADM shall place open advertisement in the local news paper and offices in the local area inviting offers from willing land sellers for purchasing land after the beneficiary list is finalised as per section 3.4 – 3.6. Anyone offering land for sale must write to the BL&LRO to that effect enclosing copy of the Title

Deed (*Dalil*) in the offeror's favour and ROR (*Parcha*), if available, in offeror's name in support of the offeror's claim that the land belongs to the offeror and that the offeror is in possession of the land.

(iv) Using the inspection format annexed to this Guideline the BL&LRO shall conduct physical inspection of the land to confirm that each of the following criteria is satisfied:

- a. The land is dry year-round, level, not rocky, in a good geo-climatic zone which is not vulnerable to natural calamities like severe floods, river erosion, etc., and is not very close to urban area and is otherwise suitable for homestead plus kitchen garden, animal husbandry, and household enterprise;
- b. The land is large enough and otherwise suitable for settling at least 10 to 15 families on cluster basis;
- c. The land is in the vicinity of the local habitation;
- d. There is no dispute over area, demarcation, boundaries, possession or ownership of the land;
- e. The land is accessible through public road.

(v) Once the BL&LRO is satisfied on all of these above aspects, and he has consent of the selected beneficiaries for the land, only then BL&LRO shall place the file for consideration before the Land Purchase and Land Distribution Committee (LPLD) with the following papers.

- a. Beneficiary list according to priorities, noting for each family whether it satisfies the first, second, third or fourth priority according to section 3.5;
- b. Consent letter by the beneficiaries expressing satisfaction to the quality of the land and their willingness to establish a house on the land;
- c. Offer letter of the willing seller
- d. Title Deed submitted by the willing seller, and ROR if submitted by the willing seller.
- e. Certificate by the BL&LRO to the effect that the land satisfies the criteria in (a) to (e) of 7.2 b (iv)
- f. Any other relevant document

4. Programme Implementation Committee

4.1 The programme implementation committee is named as Land Purchase and Land Distribution (LPLD) Committee for each block.

4.2 The LPLD Committee is empowered to approve the beneficiaries, approve the land purchase, recommend to the DL&LRO for purchase of land, take action for initiating infrastructural and livelihood convergence process (described in sections 11.1 - 11.4), and regularly monitor the progress of implementation described in section 12). The members of the LPLD Committee are:

- | | | | |
|----|---|---|-----------------|
| a. | Sub-divisional Officer - | 1 | In the Chair; |
| b. | Sabhapati of the Panchayati Samity | - | Member . |
| c. | Block Development Officer (BDO) | - | Member. |
| d. | Karmadhyakya, Bon-O-Bhumi- Sanskar Sthayee Samiti | - | Member |
| e. | Additional District Sub Registrar (ADSR) | - | Member |
| f. | Assistant Director, Agriculture | - | Member. |
| g. | Block Land & Land Reforms Officer | - | Member Convenor |

4.3 The LPLD Committee shall meet as convened by the BL&LRO to consider and act upon the following:

- a. Approval of list of beneficiaries as per priorities set in section 3.5
- b. Approval and recommendation of the land purchase to the DL&LRO;
- c. Physically inspect the land;
- d. Get the *Baynama* signed by the seller agreeing to agreed price;
- e. Initiate action for convergence of schemes of Govt. departments for providing basic amenities and extension support for development of homestead;
- f. Monitor the progress of implementation of land allocation;
- g. Any other relevant action to be taken in these regard.

4.4. Once the LPLD Committee approves the beneficiaries list and land purchase, and recommends to the DL&LRO to that effect, the BL&LRO shall immediately send the following papers through DL&LRO & ADM for final approval

and signature of the cheque to the District Magistrate & Collector. The papers to be sent by the BL&LRO are:

- a. Approved beneficiary list indicating, for each family, priority number according to criteria in section 3.5;
- b. Written confirmation by beneficiaries that they have visited the land and consent to live on the land;
- c. Baynama of the willing land seller;
- d. Certificate by the BL&LRO to the effect that the land satisfies the criteria in (a) to (e) of 7.2 b(iv);
- e. Approval of LPLD Committee for land purchase;
- f. Title Deed (*Dalil*) and ROR (*Parcha*), if any, in favour of the seller.

The District Magistrate & Collector on being satisfied with the papers submitted before him/ her by DL&LRO & ADM shall sign the Account Payee Cheque mentioning the value of land determined by him (Described in Sec.7.1) and send the cheque to DL&LRO & ADM for handing it over to BL&LRO.

Upon receipt of the cheque, the BL&LRO shall get the purchase deed for the land registered in the name of Government of West Bengal in the Land and Land Reforms Department and the payment shall be made by BL&LRO through Account Payee Cheque only to the owner cum seller of Land. The deed of purchase shall be in the format annexed. The BL&LRO shall be present in the Sub-Registrar's office and shall personally hand over the cheque to the seller and take receipt thereof.

8.5. No registration fee or stamp duty shall be required as this is a transaction in favour of Government of West Bengal. Land so purchased shall be recorded in the Collector's *Khatian* with specific entry of the Deed number and date of registration.

9. Land settlement (distribution)

9.1. BL&LRO shall now conduct the land settlement process. Settlement shall be made on permanent basis. Deed of settlement shall be executed in the woman's name in case of women headed family. In other cases deed of settlement should be in the name of women & men jointly. In case there is no woman in the family the same shall be executed in the name of the head of the family. Deed of Settlement (*Patta*) shall be executed in duplicate in the format annexed to this scheme. One copy shall be retained in the BL&LRO office and the other copy shall be handed over to the allottee. Deed of settlement shall be signed by the BL&LRO on behalf of Governor. A *Khatian* has to be opened in favour of each such beneficiary. A copy of ROR (*Parcha*) and a sketch map showing the area are also to be provided to each such beneficiary along with the Deed of

Settlement (*Patta*). The BL&LRO shall cause the boundaries of the land to be physically demarcated on spot in the presence of the allottee. The BL&LRO shall ensure that physical possession of the land is made over to each allottee along with a possession certificate.

The settlement of land is conditional. The beneficiary is not allowed to transfer the land in any manner, but it is heritable. In case the beneficiary does not settle in the allotted land within a maximum period of three years from the execution of *Patta* and/ or violates terms and conditions of settlement, the Government may cancel the Deed of Settlement (*Patta*) through a procedure as may be prescribed and allot the same land to other suitable beneficiary family under this scheme, following the priorities already set in Section 3.5.

9.2. No premium shall be charged for such settlement under this scheme. All records shall be maintained in accordance with the provisions as laid down in the West Bengal Land & Land Reforms Manual for this purpose. No Land Revenue is payable but Cess and other charges are payable.

10. Shifting of beneficiaries to allotted plots

10.1 While allocation of land in itself is a very important step for implementation of the scheme, experience shows that making available of basic amenities and other additional support on site are helpful in shifting of beneficiary families to allotted plots. This has to be ensured through converged support from other departmental schemes meant for poor families. Multi-departmental efforts need to be drawn at State, District and Block levels and executed from block level. Some of these supports envisaged are:

- a. IAY and ASHRAY housing support or through other existing Govt. scheme ;
- b. MGNREGS support for constructing house and development of land;
- c. Internal road to each household;
- d. Sanitary toilets to each household;
- e. Drinking water facility;
- f. Street lights;
- g. Horticultural inputs for planting fruit trees, timber trees, etc.;
- h. Seeds / Saplings for creating kitchen garden;
- i. Small animals or chicks;
- j. Minikits for kitchen garden;
- k. Micro-irrigation for the kitchen garden;

- i. Small /micro enterprises
- j. Microcredit support to women's Self Help Groups for group enterprises based on inherent skills of group members.

All these inputs should be made available from Panchayat & Rural Development Department and other line Departments such as Agriculture, Food Processing Industry & Horticulture, Animal Resources Development, Water Investigation and Development Department, Medium, Small and Micro enterprises and Textile (MSME) Department, Fisheries Department etc. of the State and Central Governments. Therefore, it becomes imperative to make efforts to converge the above and similar activities of these Departments in favour of the beneficiaries.

11. Convergence

11.1. The LPLD Committee is empowered to take the lead in operationalizing and monitoring the provision of support to allottee families.

11.2. Once the land is allocated to a set of beneficiaries, the LPLD Committee shall take a special resolution requesting the Gram Panchayats, Panchayats Samity, the Line Departments such as Panchayats and Rural Development, Agriculture, Animal Resources Development, Food Processing Industry & Horticulture, Water Resources Investigation & Development Department., Backward Classes Welfare, Minority Welfare & Development & Madrasah Department, Housing Department and others to provide appropriate inputs to these beneficiaries, including housing and livelihoods support. The Block Development Officer (BDO) shall initiate the action in this regard. The LPLD Committee shall review the progress of convergence in every month.

11.3. The BDO, on behalf of the LPLD Committee, shall submit site-based convergence proposal to the District Magistrate & Collector through DL&LRO. The District Magistrate & Collector shall ensure participation of Line Departments and Bankers including National Bank for Agriculture and Rural Development (NABARD) for necessary convergence.

11.4 The Land & Land Reforms Department shall also officially request Panchayats and Rural Development Department, Agriculture Department, Food Processing Industries & Horticulture Department, Animal Resources Development Department, Medium, Micro & Small Enterprises & Textile Department, Water Resources Investigation & Development Department., Backward Classes Welfare Department, Minority Welfare & Development & Madrasah Department, Housing Department and others in this regard to specially adjust their guidelines to support the development of homesteads and homegardens on plots allocated under this scheme.

12. Monitoring and Evaluation of the Scheme

12.1. The DL&LRO & ADM in consultation with the District Magistrate & Collector in each district shall establish annual time-bound targets for allocation of land under this scheme so as to complete land allocation to all landless and homesteadless rural agricultural labourers, artisans and fishermen families in the district by the end of Financial Year 2015-16.

12.2 The DL&LRO & ADM shall monitor progress of the programme at the Block and District level on a monthly basis to track progress at the household level. Such tracking shall include:

- a. Number of potential beneficiary families identified in categories 3.5 (i) to (viii) ;
- b. Whether the beneficiary families have visited land to be purchased;
- c. Whether each beneficiary family has received the Deed of Settlement (*Patta*) in the manner as mentioned in Section 9.1.
- d. For each beneficiary family, amount of land received;
- e. For each beneficiary family, whether the land so allotted has been demarcated and possession handed over ;
- f. Whether each beneficiary family has shifted to the allotted land.;
- g. Whether each beneficiary family has begun using the land by building a house , planting a home garden or otherwise;
- h. Whether each beneficiary family has installed at least a low cost sanitary toilet;
- i. Whether for each beneficiary family potable water is available within the homestead cluster.

A format annexed with this Guideline for such purpose shall be used for monitoring the progress of the project every month. The BL&LRO shall submit the household list monthly to the DL&LRO & ADM , noting the year-to-date cumulative total for each item in (a) - (j) above.

12.3. The DL&LRO & ADM should nominate a senior Officer not below the rank of Senior Revenue Officer, Grade II in his office as Nodal officer for this Scheme. He/She shall monitor the implementation of the scheme and also conduct unannounced spot-checks of land allocated under the programme to compare the facts on the ground with facts reported in the household report described in section 12.2. The DL&LRO & ADM shall ask BL&LRO to correct errors discovered, and obtain a compliance report. The DL&LRO and ADM shall submit a monthly progress report to the District Magistrate and Collector on the progress

of implementation of the scheme in the format annexed to this guideline with a copy to the Director of Land Records & Surveys, W.B.

12.4. Similarly, the District Magistrate & Collector shall review the programme on monthly basis to ensure speed and quality, in the following aspects:

- a. Coverage of beneficiary across the district;
- b. Convergence issues ;
- c. Performance of the Blocks on allocation of land ;
- d. Performance of the Blocks on arranging for basic amenities and support for house construction and homegarden development through convergence from other departments;
- e. Pending cases for administrative action;
- f. Any particular issues and challenges that need DL&LRO and ADM and District Magistrate's intervention;
- g. Requisition and Utilization of Fund
- h. Quality of implementation
- i. Any other.

12.5: The District Magistrate & Collector shall record his comments on the monthly progress report on the scheme submitted by the DL&LRO & ADM and send the same to the Director of Land Records & Surveys, West Bengal in the annexed format. The report shall describe any persistent problems if any encountered during implementing the scheme. Director of Land Records & Surveys, West Bengal shall monitor implementation of the scheme at the State level on monthly basis. Such monitoring shall focus on a) achievement of overall State target, b) utilisation and requirement of fund c) performance of the District in allocation of land, in providing infrastructural and livelihood support d) quality and timeliness of implementation of the scheme in the State. Director of Land Records and Surveys shall submit a monthly report on the progress of the scheme to the Principal Secretary, Land & Land Reforms Department & Land Reforms Commissioner, West Bengal in the annexed format.

12.6. The Principal Secretary, L&LR Department & Land Reforms Commissioner shall conduct state level review meeting on quarterly basis. Such State level review meeting shall focus on:

- a. Policy issues and clarifications;
- b. Convergence issues at State level
- c. Achievement of State target;
- d. Allocation and utilisation of fund
- e. Quality and timeliness of implementation of the Scheme
- f. Any other

Annexure-I
[See Section 7.2 b (iv) of the scheme]
Points to be kept in mind during inspection of Land / Site for
Nijo Griha Nijo Bhumi (NGNB) Plot identification

District		Block		
Name of Gram Panchayat		Mouza		Plot No.
Mention the total area of land				
Documents to be examined		Deed	ROR	If ROR is not available, Chain Deed to be examined
How many families are being considered for this land			No. of families not yet decided	
Families				
How far is the proposed land from the following places (KM /Meter)				
Local Market	Primary School / SSK	ICDS Centre	Secondary school /MSK	Sub health centre:
Mention the distance from the current habitat of the beneficiaries				
Mention distance from the nearest approach road to the plot of land				
Mention the distance of the perennial source of water source from the proposed land (KM /Meter)				
Will the beneficiaries have to go through other private land to reach nearby road? Yes /No				
How far is the proposed land from main road (KM /Meter)				
How far is the proposed land from the present location of beneficiaries				
Maximum distance (KM /Meter)		Minimum distance (KM /Meter)		
Whether the land gets water logged in the rainy season Yes/ No				
Do the land gets flooded during rainy season? Yes/ No				
Put a (√) in the appropriate box. How is the land looking up now?				
Completely rocky surface		Partially rocky surface		
Completely undulated		Partially undulated		
Completely agricultural land		Partially agricultural land		
Completely up land		Partially upland		
Completely water logged		Partially water logged		
Completely weeded		Partially weeded		
Others				
Mention the type of land according to the slope up land/ medium land / low land				
Mention the type of soil: sandy / loamy / sandy -loam /clay / gritty / muddy				
Land is fit for housing Partially (%) , Fully (%)				
If it is partial, mention the area of the fit for housing				
Is the land fit for vegetable cultivation Partially (%) , Fully (%)				

If it is partial mention the area of land vegetable cultivation			
Is it possible to distribute 3 kathas of land amongst beneficiaries at a stretch - Yes / No.			
This land is adequate for how many families?			
Is it possible to leave space to construct linking roads amongst the plots Yes/ No			
Were the beneficiaries present at the time of land inspection to day - Yes /No			
Mention their comments on it			
Have the names of prospective beneficiaries already been selected -Yes / No If yes	Both of the names has been selected Yes / No	Only husband's Name has been selected Yes / No	Only wife's name has been selected Yes / No
Whether beneficiaries have seen the land before today's inspection:		Yes/ No	
If yes what do they think is this land fit for dwelling purpose		Yes/ No	
Put a (√) in the appropriate box How is the land being used now?			
Completely fallow land		Partially fallow land	
Agriculture is going on all over the land		Agriculture is going on in some portion of land	
There remains human habitation all over the land		There remains human habitation in some portion of land	
Completely weeded		Partially weeded	
Completely water logged		Partially water logged	
The entire land lying seasonal fallow		Partially the entire land lying seasonal fallow	
Recommendations			
<ul style="list-style-type: none"> • This land is unsuitable for dwelling and vegetable garden • This land is partially suitable for dwelling and vegetable garden • This land seems to be suitable for dwelling and vegetable garden the land has to be shown the beneficiaries, if they agree the land can be purchased. • Beneficiaries have seen the land and they are willing to come and settle on it so the land can be purchased • Linking road will be required to connect the plots with nearby roads 			
Remaining steps are			
<ul style="list-style-type: none"> • LPLD will have take decision to level the land. • Beneficiaries have to be included during land survey. Beneficiaries remarks regarding their settlement needs to be documented. • Beneficiaries list will be finalized only after the collection of wife's names • Space needs to be allocated for construction of link roads to connect the plots with main roads 			

These comments has been furnished after land inspection and consultation with local people

Signature
Name of the investigator
Designation

Signature
Name of the investigator
Designation

Signature
Name of the investigator
Designation

Signature
Name of the investigator
Designation

সংযোজন - ২

[প্রকল্পের ৮.৪ অনুচ্ছেদ অনুসারে]

পরিশিষ্ট

জমি কেনার দলিলের ব্যান

..... টাকা মূল্যের বিক্রয় কোবলা দলিল।

ক্রেতা : মাননীয় রাজ্যপাল,
পশ্চিমবঙ্গ সরকারের পক্ষে
সমষ্টি ভূমি ও ভূমি সংস্কার আধিকারিক

ব্লক

থানা জেলা

বিক্রেতা : শ্রী / শ্রীমতী

পিতা / স্বামী

সাং

থানা জেলা

নিম্ন তপশীল বর্ণিত খাস স্বত্ব দখলীয় শতক জমি বিক্রয় করিবার লিখিত প্রস্তাব করায় আপনি তাহা খরিদ করিতে ইচ্ছুক হইলে আপনার নিকট সর্বোচ্চ বাজার দর টাকা মূল্য গ্রহণে সম্পূর্ণ নির্দোষ, নির্দায় ও মামলা মকদ্দমা মুক্ত অবস্থায় সাফ বিক্রয় করিয়া এককালীন চিরতরে নিঃস্বত্ব হইলাম। আপনি অদ্য হইতে বিক্রীত সম্পত্তি নিজ অধিকারে লইয়া আমার / আমাদের স্বত্বে স্বত্ববান্ধও দখল অধিকার লইয়া নিজ নাম পত্তনে মালিক হইয়া উহা যথেষ্ট ভাবে দান, বিক্রয়, হস্তান্তর ও রূপান্তর করণের অবাধ ক্ষমতা যুক্তে নির্বিবাদে ভোগ দখল করিতে থাকুন ও থাকিবেন, তাহাতে আমি / আমরা বা আমার / আমাদের ওয়ারীশ বা হলাভিষিক্তগণ কেহ কখনও কোনওপ্রকার দাবী দাওয়া বা আপত্তি আদি করিব না বা করিলেও তাহা সর্বোভাবে বাতিল বা ন্যামাজুর হইবে।

বিক্রীত সম্পত্তির অংশের মালিক একমাত্র আমি / আমরা। ইহাতে অপর কেহ শরিক বা অংশীদার নাই। এই সম্পত্তি আমি / আমরা ইতঃপূর্বে অন্য কোন স্থানে কোন প্রকার দান, বিক্রয়, দায়বদ্ধ বা হস্তান্তর আদি করি নাই। যদি ঐরূপ কোনও প্রকার ঘটনা প্রকাশ পায় বা আমার / আমাদের স্বত্বের বা দখলের দোষে বা ক্রটিতে যদি আপনার খরিদা স্বত্বের বা খাসে স্বত্বদে ভোগদখলের পক্ষে কখনও কোনওপ্রকার হানি বা বিঘ্ন ঘটে তবে মূল্যের সমস্ত টাকা মায় আইন অনুযায়ী হারে যাবতীয় ক্ষতি খরচাদিসহ আদায় দিতে ওয়ারীশানক্রমে দায়ী ও বাধ্য থাকিলাম।

এতদার্থে মূল্যের সমস্ত টাকা বুঝিয়া পাইয়া, স্বেচ্ছায়, সুস্থ শরীরে, সরল মনে, অন্যের বিনা অনুরোধে, অন্যের বিনা প্ররোচনায়, স্বজ্ঞানে এই সাফ বিক্রয় কোবলাপত্র সম্পাদন করিয়া দিলাম।

ইতি,

.....
.....

তাং - ইংরাজী সালের মোতাবেক
বাংলা সনের

বিক্রীত তপশীল সম্পত্তি

জেলা
থানা
তোঁজি
মৌজা

সাব রেজিস্ট্রি
পরগণা
জে. এল. নং

বিক্রীত জমির দাগ নং -

সাবেক -

শ্রেণী

হাল -

খতিয়ান নং

পরিমাণ -

বিক্রীত দাগের চৌহদ্দি -

উত্তর

পূর্ব

দক্ষিণ

পশ্চিম

টাকার জায়

..... ব্যাঙ্কের শাখা হইতে
ইংরাজী তাং নং চেকমূলে টাকা
(কথায়) মাত্র বুঝিয়া পাইলাম।

টাইপ কারক :

স্বাক্ষর

ইসাদী

(১)

(২)

(৩)

সংযোজন - ৩

[প্রকল্পের ৯.১ অনুচ্ছেদ অনুসারে]

নিজ গৃহ নিজ ভূমি প্রকল্পের অধীনে
পশ্চিমবঙ্গের রাজ্যপাল কর্তৃক

শ্রীমতী.....এবং শ্রী.....

স্বামী..... পিতা.....

সাং.....

থানা

জিলা

এর অনুকূলে সম্পাদিত ভূমির স্থায়ী বন্দোবস্তপত্র

অদ্য সনের মাসের তারিখে অত্র স্থায়ী
বন্দোবস্তপত্র পশ্চিমবঙ্গের রাজ্যপাল (অতঃপর রাজ্যপাল বলিয়া উল্লিখিত) কর্তৃক প্রীমতী
..... স্বামী এবং শ্রী
..... পিতা সাং
থানা জিলা.....(অতঃপর রায়ত বলিয়া উল্লিখিত) এর অনুকূলে
সম্পাদিত হইল। প্রকাশ থাকে যে রাজ্যপাল বলিতে তাঁহার পদের উত্তরাধিকারী ও স্বত্বনিয়োগীদেরও বুঝাইবে এবং
অপ্রাসঙ্গিক ও প্রসঙ্গবিরোধী না হইলে রায়ত বলিতে তাঁহাদের উত্তরাধিকারী, নির্বাহক, স্বত্বনিয়োগী ও
হলাভিষিক্তগণকে বুঝাইবে।

২। যেহেতু রায়ত নিজ গৃহ নিজ ভূমি প্রকল্পের অধীনে নিম্ন তফসিল বর্ণিত ভূমিতে বাসগৃহ নির্মাণ সহ
সবজিবাগান, ফলবাগান, পশুপালন, ঘরোয়া ব্যবসা, চাষবাস ইত্যাদি করিবার উদ্দেশ্যে স্থায়ী বন্দোবস্ত প্রদানের নিমিত্ত
পশ্চিমবঙ্গ সরকারের (অতঃপর সরকার বলিয়া উল্লিখিত) নিকট যথাযথভাবে আবেদন করিয়াছেন এবং যেহেতু
রায়ত জিলা সমাহর্তা বা অতিরিক্ত জিলা সমাহর্তা কর্তৃক উক্ত ভূমির স্থায়ী বন্দোবস্ত গ্রহণের জন্য উপযুক্ত বলিয়া
বিবেচিত হইয়াছেন, সেই কারণে সরকার নিম্নলিখিত শর্ত ও চুক্তি পালন, সম্পাদন ও পূরণ করিবার সাপেক্ষে
রায়তের অনুকূলে অত্র স্থায়ী বন্দোবস্ত প্রদানে স্বীকৃত হইয়াছেন।

৩। এক্ষণে অত্র সম্পাদিত পত্রে প্রকাশ থাকে যে রাজ্যপাল এতদ্বারা নিম্ন তফসিলে বর্ণিত ১লা বৈশাখ
..... সন হইতে যথা নিয়মে সেসসমূহ, করসমূহ এবং অন্যান্য যাহা কিছু আইনত প্রদেয় বলিয়া
বিবেচিত হইবে তাহা সমস্তই রায়ত যথানিয়মে এবং যথাসময়ে আদায় দিবেন এবং অত্র বন্দোবস্তপত্রে উল্লিখিত শর্ত,
কড়ার ও চুক্তি পালন, সম্পাদন ও পূরণ করিতে অঙ্গীকারবদ্ধ হওয়ায় রায়তকে স্থায়ী বন্দোবস্তপত্র অর্পণ করিতেছেন।

৪। রাজ্যপালের নিকট রায়ত অঙ্গীকারবদ্ধ হইতেছেন যে উক্ত ভূমি ভোগদখলকালীন নিম্নলিখিত শর্ত,
কড়ার ও চুক্তি পালন, সম্পাদন ও পূরণে বাধ্য থাকিবেন :-

- (ক) উক্ত ভূমির জন্য প্রদেয় উপরোক্ত রাজস্ব ব্যতিত যে সেসসমূহ, করসমূহ এবং অন্যান্য যাহা
কিছু আইনত প্রদেয় বলিয়া বিবেচিত হইবে তাহা সমস্তই রায়ত যথানিয়মে এবং যথাসময়ে
আদায় দিবেন।
- (খ) রায়ত তাঁর নিজস্ব ও পরিবারস্থ ব্যক্তিদের জন্য উক্ত জমিটি বাসগৃহ নির্মাণ সহ
সবজিবাগান, ফলবাগান, পশুপালন, ঘরোয়া ব্যবসা, চাষবাস ইত্যাদি করিবার উদ্দেশ্যে
নিজ শ্রমের দ্বারা বা তাহার পরিবারস্থ ব্যক্তিদের সাহায্যে যত্ন সহকারে উক্ত ভূমি ব্যবহার
করিবেন।
- (গ) রায়ত উক্তভূমি বাসগৃহ নির্মাণ সহ সবজিবাগান, ফলবাগান, পশুপালন, ঘরোয়া ব্যবসা,
চাষবাস ইত্যাদি ভিন্ন অন্য আর কোন প্রকার উদ্দেশ্যে ব্যবহার করিবেন না।
- (ঘ) রায়ত অত্র বন্দোবস্তপত্র সম্পাদনের অনধিক তিন বৎসর কালের মধ্যে নিম্ন তফসিলবর্ণিত
ভূমিতে বাসগৃহ নির্মাণ সহ সবজিবাগান, ফলবাগান, পশুপালন, ঘরোয়া ব্যবসা, চাষবাস
ইত্যাদি করার উদ্দেশ্যে ব্যবহার করিবেন।
- (ঙ) রায়ত বাসগৃহ নির্মাণ সহ সবজিবাগান, ফলবাগান, পশুপালন, ঘরোয়া ব্যবসা, চাষবাস

ইত্যাদি করিবার জন্য স্বর্ণলাভের উদ্দেশ্যে কোন তালিকাভুক্ত ব্যাংক, বা কোন সমবায় সমিতি অথবা কেন্দ্রীয় বা রাজ্য সরকারের বা উভয়ের মালিকানাধীন বা নিয়ন্ত্রণাধীন কোন নিগমের অনুকূলে কোন সাধারণ বন্ধক বা বন্দোবস্তপত্র জমার দ্বারা বন্ধকরূপে ব্যতীত উক্তভূমি অন্য কোনভাবেই হস্তান্তর করিবেন না।

- (চ) রায়ত বা তার পরিবারস্থ ব্যক্তিগণ উক্ত ভূমি কেবলমাত্র বাসগৃহ নির্মাণ সহ সবজিবাগান, ফলবাগান, পশুপালন, ঘরোয়া ব্যবসা, চাষবাস ইত্যাদি করিবার নিমিত্ত বংশানুক্রমে ভোগদখল করিবেন।
- (ছ) রায়ত উক্তভূমি সম্পর্কে বা এতদ্বারা সৃষ্ট প্রজাবৃত্ত সম্পর্কে যে নিয়মাবলী বা প্রনিয়মাবলী প্রযোজ্য হইবে তাহা সমস্তই মানিয়া চলিবেন, পালন করিবেন এবং তদনুসারে কার্য করিবেন।
- (জ) রায়তের অবর্তমানে এই ভূমি তাঁদের কন্যা সন্তানগন ও পুত্র সন্তানগনের নামে উল্লিখিত উদ্দেশ্যেই নামাঙ্কিত হবে।

৫। রাজ্যপাল এত দ্বারা অঙ্গীকার করিতেছেন যে রায়ত উল্লিখিত সমস্ত শর্ত, কড়ার এবং চুক্তিসমূহ মানিয়া চলিলে, পালন করিলে এবং তদনুসারে কার্য করিলে রাজ্যপাল বা সরকার বা সরকারের কোন আধিকারিকের নিকট হইতে কোনরূপ বাধাপ্রাপ্ত না হইয়া তিনি একজন রায়ত হিসেবে উক্ত ভূমি ভোগদখল করিতে থাকিবেন।

৬। অত্র সম্পাদিত স্থায়ী বন্দোবস্তপত্রে আরও প্রকাশ থাকে যে, রায়ত উল্লিখিত যে সমস্ত শর্ত, কড়ার ও চুক্তিসমূহ মান্য ও পালনে অঙ্গীকারবদ্ধ, তাহা ভঙ্গ করিলে এই বন্দোবস্ত পত্র বাতিল করিবার হক রাজ্যপালের থাকিবে এবং রায়তকে শুনানীর যথাযথ সুযোগপ্রদানের মাধ্যমে রাজ্যপাল অত্র সম্পাদিত পত্র বাতিল করিতে পারিবেন এবং উক্ত ভূমি নিজ দখলে আনিয়া উপযুক্ত ব্যক্তিকে পুনঃ বন্দোবস্ত প্রদান করিবেন।

পূর্বোল্লিখিত তফসিলঃ

..... জিলার মহকুমার
..... থানার মৌজায় (জে. এল. নং
.....) দাগ নং এর অন্তর্ভুক্ত কমবেশী পরিমিত

ভূমি যাহার চৌহদ্দি নিম্নরূপ :-

উত্তরে

দক্ষিণে

পূর্বে

পশ্চিমে

অত্র স্থায়ী বন্দোবস্তপত্র সম্পাদনে সংশ্লিষ্ট ব্যক্তিগণ প্রথমে উল্লিখিত তারিখে নিজের নিজের হস্তাক্ষরে ইহাতে নিজে স্বাক্ষর করিলেন।

পশ্চিমবঙ্গের রাজ্যপালের স্থলে ও পক্ষে -

পূর্ণস্বাক্ষর

পদ

সাক্ষী -

পূর্ণস্বাক্ষর

পদ

উক্ত রায়তের পূর্ণস্বাক্ষর -

শ্রী / শ্রীমতী পিতা / স্বামী

সাক্ষী -

পূর্ণস্বাক্ষর

পেশা

সাং

Annexure-4
[See Section 12.2 of the scheme]

FORMAT- A

MONTHLY REPORTING FORMAT ON NIJA GRIHA NIJA BHUMI FOR BL&LROs

Name of the block:

Month:

Year:

[To be submitted by BL&LROs to DL&LRO by 1st week of each month]

Name of the block	No. of the mouzas involved in this process		No. of eligible beneficiaries identified			Land purchased (In acres)			Total quantum of land distributed through patta				No. of beneficiaries benefitted on getting land through patta		
	Upto the previous month	During the month under report	Upto the previous month	During the month under report	Total	Upto the previous month	During the month under report	Total	Upto the previous month	During this month	Total	Purchased area pending for distribution	Upto the previous month	During this month	Total

Break up of Beneficiaries					No. of beneficiaries shifted to purchased plots			No. of beneficiaries covered under convergence programme			Quantum of land identified for purchase			
SC	ST	Minority	Others	Total	Upto the previous month	During this month	Total	Upto the previous month	During this month	Total	Upto the previous month	During this month	Total	Steps taken to purchase land so identified

Signature of the BL&LRO:

Date :

Annexure-5
[See Section 12.3 of the scheme]
FORMAT- B

MONTHLY REPORTING FORMAT ON NIJA GRIHA NIJA BHUMI PROKALPA FOR DL&LROs

Name of the District

Month:

Year :

[To be submitted by DL&LROs to DLR&S and Jt. LRC, WB through D.M. (by 10th of each month)]

Name of the District	Name of the block involved in this process			No. of eligible beneficiaries identified			Land purchased			Total land distributed through patta				No. of beneficiaries benefitted on getting land through patta		
	Upto the previous month	During this month	Total	Upto the previous month	During the month under report	Total	Upto the previous month	During the month under report	Total	Upto the previous month	During this month	Total	Purchased area pending for distribution	Upto the previous month	During this month	Total

Break up of Beneficiaries					No. of beneficiaries shifted			No. of beneficiaries covered under convergence programme			Utilization of Fund						Comments of D.M.	
SC	ST	Minority	Others	Total	Upto the previous month	During this month	Total	Upto the previous month	During this month	Total	Total fund received	Fund utilized upto the previous month	Fund utilized during this month	Total fund utilized	Unspent fund	Further Requirement of Fund Yes/No		If Yes, Amount required thereof

Remarks :

District Land & Land Reforms Officer
and
Additional District Magistrate

District Magistrate

Annexure-6
[See Section 12.5 of the scheme]
FORMAT- C

REPORTING FORMAT ON NIJA GRIHA NIJA BHUMI PROKALPA FOR DIRECTOR OF LAND RECORDS & SURVEYS ,WB

Month:

Year :

[To be submitted by DLR&S,WB and Jt. LRC, WB to Principal Secretary L&LR Deptt. and LRC, WB (by 15th of each month)]

Name of the District	No. of the Districts involved in this Prokalpa			Total no. of eligible beneficiaries identified			Land Purchased (in acres)			Total quantum of Land distributed through Patta				No. of beneficiaries benefitted on getting land through patta		
	Upto the previous month	During this month	Total	Upto the previous month	During the month under report	Total	Upto the previous month	During the month under report	Total	Upto the previous month	During this month	Total	Purchased area pending for distribution	Upto the previous month	During this month	Total

Break up of beneficiaries					No. of beneficiaries shifted			No. of beneficiaries covered under convergence programme			Utilization of fund					Further Requirement of Fund of the Districts	
SC	ST	Minority	Others	Total	Upto the previous month	During this month	Total	Upto the previous month	During this month	Total	Total fund received by the Districts	Fund utilized upto the previous month	Fund utilized during this month	Total fund utilized	Unspent fund at Districts	Name of the Districts	Amount of fund required

Remarks:

**Director of Land Records & Surveys and
 Jt. Land Reforms Commissioner, W.B.**