



GOVERNMENT OF WEST BENGAL
Office of the Director of Land Records and Survey and
Joint Land Records Commissioner, West Bengal
35, Gopal Nagar Road, Alipore, Kolkata- 700027.

Memo no. 103/ 021/22/C/23

Dated, Alipore, the 15th, July, 2026.

To,
The District Land & Land Reforms Officer (ALL).

Sub:- Regularisation of Classification in term of FHTD according to the purpose for which the FHTD was sanctioned.

It is observed that so many recipients of FHTD are praying for changing of recorded Classification into present mode of use of their respective allotted land parcel and this type of matters requires to be treated uniformly across the State. The matter was taken up with the Department and the following guidelines are hereby depicted below for immediate adherence-

1. Recorded Classification of land is to be altered inconsonance with the purpose specified in the FHTD, so that, there remains no discrepancy between the existing classification, as per R-O-R and for which the FHTD is being sanctioned. In case of "Water Body", regularization of non-existent tank the guidelines as envisaged in Order no. 1621-RK/O/18R-20/2007 dated 27th November, 2007 of the Refugee Relief & Rehabilitation Department, has to be followed.
2. In the matter of pervious cases wherein FHTD was delivered without alteration of Classification of the R-O-R, the matter have to be disposed of on case to case basis after drawing up proceeding as per provision of Section 51A(4) Suo-moto of the WBLR Act, 1955, as per norms. So that, the recorded Classification be altered according to the purpose for which FHTD was sanctioned to the beneficiaries.

15/7/2026
Additional Director of Land Records and Surveys
West Bengal.

GOVERNMENT OF WEST BENGAL
Refugee Relief & Rehabilitation Department
Writers' Buildings, Kolkata – 700001

No. 1621-RE/O/18R-20/2007

Dated : Kolkata, the 27th November, 2007

Sub : - Regularisation of non existant tank plot within the R.R. Colonies.

The undersigned is directed to state that there are some plot within different R.R. Colonies which have been recorded as tanks plots in the CONRIT Register and L.O.P. of the concerned Colony. On the other hand some plots recorded as Bastu have been converted in a pond/tank by digging or otherwise while developing some adjacent plots. In both the cases problems are being faced towards regularization of these plots with issuing of F.H.T.Ds.

The Government have been considering this matter for some time past. Even discussions have had on this issue in different meeting of the Advisory Committee of this Department.

After careful consideration of different aspects and on the recommendation of the Advisory Committee Government has decided that regularization of the plots mentioned above shall be made in the manner noted hereunder :-

- i) Where the tank plot is recorded as such in the R.O.R., then the L. & L.R. Deptt. shall be moved for necessary change of record/ conversion in individual case.
- ii) Where tank plot is recorded in the CONRIT Register and L.O.P. only but there is no mention in the R.O.R., then the concerned District Magistrate will initiate proposals for conversion of such tank plot into Bastu and send it to the R.R. Commissioner, West Bengal for approval.
- iii) F.H.T.D. will be issued for the entire plot where that plot or part thereof recorded as Bastu has been converted into tank/pond by digging or otherwise.

This procedure will be followed by all concerned with immediate effect.

Ab/- No. 1621/1(7)-Rehab.-I

Sd/- P.K. Chakraborty
Joint Secretary

Copy forwarded for information and necessary action to :-

1. The Deputy Refugee Rehabilitation Commissioner, West Bengal,
R.R. & R. Directorate, 10, Camac Street, Kolkata – 700017.
2. The District Magistrate, _____
P.O. _____, Dist. _____
3. The Additional District Magistrate (RR), _____
P.O. _____, Dist. _____
4. The Chairman, Advisory Committee, R.R. & R. Department.
5. The Land & Land Reforms Department of this Government.
6. P.S. to Minister of State, in-Charge of this Department.
7. P.A. to Secretary of this Department.

Dated, Kolkata,
the 27th November, 2007

Joint Secretary