

GOVERNMENT OF WEST BENGAL
Department of Land & Land Reforms and Refugee Relief and
Rehabilitation
e – (Gov.) Branch
“NABANNA”, 325, Sarat Chatterjee Road, Howrah-711 102

No. : 3112 - LL/O/e-Gov-09/2024

Date: 22.08.2024

From: Land Reforms Commissioner
& Additional Chief Secretary
to the Govt. of West Bengal

To : The Director of Land Records & Surveys
& Joint Land Reforms Commissioner, West Bengal
Survey Building
35, Gopal Nagar Road, Alipore, Kol – 700 027.

Subject: Important instructions for all Districts.

Sir,

Some important action points are recapitulated in brief for all Districts. Please take time bound action with regard to each action point from your end.

A monthly report on these parameters may please be sent to this end.

Enclo: As stated

Yours faithfully,



Land Reforms Commissioner
& Additional Chief Secretary

Important action points to be completed immediately

1. Immediate correction of computerized land records in respect of all Leases and Inter-Departmental land transfers. Similarly, all acquired lands shall be updated in favour of Requiring Bodies .
2. Immediate reconciliation of Register X (Register of Leases) with Computerized Land Records.
3. Immediate reconciliation of Register VIII (Register of Government Lands) with computerized land records in respect to the Khatian 1 and incorporation of subsequent record corrections .
4. Proper flagging of Tenants and Possessors for all Patta khatians in computerized land records .
5. Proper Tenant and Possessor flagging of 6(3)/ 4(B) /Thika /Wakaf /Tribal /14Y/ Lessee/ Homestead Acquisition in computerized land records .
6. Identification and correction of shares in the plots where total share is erroneously more than 10000 and Khatian 1 exists in that plot.
7. Regular maintenance and verification of Cash Book and GRN related treasury verification and prompt reply/ liquidation of pending audit queries .
8. Immediate resolution of any complaint regarding Fake Deeds and restoration of record. (vide order No. 213-1S/10/2020 dated 17.01.2020 issued by LRC)
9. Regular monitoring and supervision of Modern Record Rooms.
10. Immediate incorporation of Hal-Sabek data in mouzas where Hal-Sabek entries are pending.
11. Reconciliation of computerized land records (CLR) with digitized LR Map regarding last plot number.
12. To complete the work of framing of land records in mouzas where final publication of Record of Rights (RoR) is pending.
13. Correction of records where Hat, Bazar ,etc. , are still recorded in Raiyati Khatian (Ref: Instruction issued vide memo No. 3278(23)-1S/269/23 dated 14.08.2023)



Land Reforms Commissioner
& Additional Chief Secretary
Land & Land Reforms and R,R & R Department