

Government of West Bengal
Department of Land & Land Reforms and Refugee Relief & Rehabilitation
L.R. AIII-GE(M) Branch
"Nabanna"
325, Sarat Chatterjee Road, Howrah-711102

Memo No-2087 –GE(M)/3M-78/2019

Date :23/05/2022

From: The Special Secretary to the Govt of West Bengal,

To: 1) The Additional Chief Secretaries/Principal Secretaries/ Secretaries,
All Departments, Government of West Bengal
2) District Magistrate & Collectors,
All Districts
3) ADM & DL&LROs,
All Districts

Sub: Guidelines related to the inter-departmental transfer proposals

Sir/Madam,

While processing proposals for inter departmental transfer of lands, it has come to the notice of the Land & Land Reforms and Refugee Relief & Rehabilitation Department that the Requiring Departments, in many cases, are taking longer time than usual in sending their views/consents in respect of the proposals pertaining to them. After careful observation in the matter, it has been found that either, the sub ordinate district offices, directorates, and parastatals under the control of the Departments are directly sending proposals to the districts without any prior intimation to, or, any prior approval of the their controlling Departments, resulting in delays by the Departments in sending the views/consents in respect of these proposals at this end.

Therefore, to resolve the issue, and to reduce the gestation period for approval of the IDT proposals, the following guidelines for ensuring swift and seamless inter departmental transfer of land have been framed:

1. The concerned sub ordinate district offices, directorates, parastatals, etc under the control of the Departments will send a requisition of land stating the purpose to the concerned District Magistrate & Collector/ADM & DLLRO under intimation to its parent Department.
2. The Collector/DLLRO of the district will send a formal proposal to the L&LR & RR&R Department in favour of the "Requiring Department" along with all requisite documents in terms of this Department's Circular No 1108-GE (M)/3M-35/09 dated 28.02.2013 in the matter after identification and selection of the land through a joint inspection conducted by the concerned district officials of L&LR and the requiring body of the concerned department.

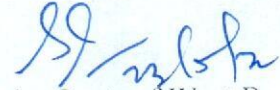
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3. The following should be checked and verified while submitting the formal proposal to the L&LR &RR&R Department:
- a) The subject land should be free from encumbrances, court cases, litigation, free form patta, or any encroachments.
 - b) If the subject land falls under CRZ, or East Kolkata Wetland Area, requisite clearances from the appropriate authority must be obtained and submitted.
 - c) If the subject land is included in Notified Forest/Reserve Forest/Protected Forest Area, an equal quantum of non forest land should be transferred to Forest Department for the purpose of compensatory afforestation.
 - d) If the subject land for the purpose is a water body, an equal quantum of compensatory water body will have to be created in the same or, adjacent mouza.
 - e) If subject land is classified as Graveyard, Smashan, Bhagar, or, an Orchard, a NOC of the Local Panchayat Authority or Chairman of the local Municipality, as the case may be, for utilisation of the subject land for the stated purpose will have to be furnished along with the proposal by the district.
 - f) The land should not be Agriculture Seed Farms belonging to Agriculture Department. As such land is inadmissible for the purpose of IDT in terms of Circular No 1927/AG/DEV/7L-05/2019 DT 01.11.2019 of the Agriculture Department.
 - g) **The land should preferably be a Govt. vested land recorded under Khatian No 1.** If it is possessed and owned by a government department other than this Department, the concerned requiring department will send proposal to the owning department for relinquishment of the land under intimation to the L&LR & RR&R Department.
 - h) Check list for documents to be sent along with the proposal for inter departmental transfer of land by the district is to be meticulously followed. *(Annexure -A)*
4. On receipt of the proposal from the district, The L&LR and RR&R Department will send the formal proposal along with supporting documents and **requisition letter of requiring body** at district level to the concerned Department for their views/consent.
5. The concerned Department will provide necessary consent to the L&LR&RR&R Department for approval of the proposal. **It is being emphasised that the requiring department need not send back the proposal again to the concerned DLLRO but should offer its specific recommendations on the basis of the proposal/s sent by the L&LR&RR&R Department.**
6. If all papers, documents, information, etc furnished in the matter are found to be in order, L&LR and RR&R Department will approve and issue sanction order in respect of the proposal at the earliest possible.
7. A copy of the Sanction Order will be sent to the concerned Department with a copy to the ADM & DL&LRO and the requiring body at the district level for intimation and necessary action.

8. A copy of the writ possession certificate along with an updated copy of the RoR must be sent to this Department after handing over the subject land to the Requiring Department by the concerned ADM and DL&LRO.

The concerned Departments are requested to circulate a copy of this order along with the checklist enclosed to all the district offices, directorates, and parastatals, under their control and the ADM and DL&LROs to circulate the same to the SDL&LROs and BLLROs under his jurisdiction.

Yours sincerely,



LRC & Secretary to the Govt. of West Bengal

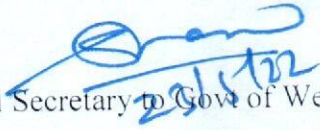
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Date :23/05/2022

Copy forwarded for intimation and necessary action to:

1. Commissioner, _____ Division. P.O _____
2DLR&S, WB, 35 Gopalnagar Road. Alipore, Kolkata-700027.
3. Special Secretary/ Joint Secretary to the Govt of West Bengal,
_____ Department
- 4.. Office Copy

Yours sincerely,



Special Secretary to Govt of West Bengal

(Annexure -A)

Check List for documents to be sent with the proposal for inter departmental transfer of land by the district.

- a) Formal proposal for inter departmental transfer of land of DM/ADM & DLLRO of the District.
- b) A copy of the Requisition Letter of the concerned district office, directorate, parastatal, etc under the control of the concerned Department.
- c) Joint Inspection Report of the subject plots involving the project.
- d) A copy of the BLLRO's Report of the concerned block on the subject plots involving the project.
- e) A copy of the Revenue Inspector/Amin/Field Enquiry Report of the subject plots involving the project.
- f) Updated Record of Rights (ROR) as per physical classification of land involving the project duly authenticated by the concerned BLLRO.
- g) Diaphanous sketch map of the subject plots involving the project duly authenticated by competent authority. Proper ingress and egress to the site must be shown.
- h) A copy of the Requisition Letter of the concerned district office, directorate, parastatal, etc under the control of the concerned Department.
- i) A copy of the Departmental Views/consent in respect of the proposal. (*if available*)
- j) Relinquishment order from the owning Department, if the land is not recorded in favour of Collector ie Khatian No1. (*if available*)
- k) A copy of the gift deed along with the consent of the donor in terms of Clause 3(gifted land) of this Department's Circular No 1108-GE(M)/3M-35/09 dated 28.02.2013, if the land is a gifted in favour of the DM & Collector of the district.


Special Secretary to the Govt. of West Bengal.