

2022

User Manual

*Brick Field Monitoring System
Citizen*

Banglarbhumi.gov.in



Contents

| | | |
|----------------|--|----|
| 1 | Revision History..... | 3 |
| 2 | Introduction..... | 4 |
| 3 | Organization..... | 4 |
| 4 | About NIC..... | 4 |
| 5 | Module Details | 6 |
| 5.1 | Brick Field Monitoring----- | 6 |
| 5.1.1 | Primary Business Functions | 6 |
| 5.1.2 | User Access Level..... | 6 |
| 5.1.3 | Operating Instructions | 6 |
| <u>5.1.3.1</u> | banglarbhumi portal | 7 |
| 5.1.3.1.1 | Brick Field User Access | 7 |
| 5.1.3.1.1.1 | User Creation by Brick Field Owner | 7 |
| 5.1.3.2.1.2 | Application by Brick Field Owner | 8 |
| 5.1.3.2.1.3 | Demand sheet Generation | 12 |
| 5.1.3.2.1.4 | Payment of Fees | 13 |
| 5.1.3.2.1.5 | Application / Receipt Reprint | 15 |
| 5.1.3.2.1.6 | Location Update | 16 |

USER MANUAL

1 REVISION HISTORY

| Name | Date | Reason For Changes | Version |
|-------------|------------|--------------------|---------|
| User Manual | 31/03/2022 | | 1.0.0 |

2 Introduction

Banglarbhumi.gov.in is official website of Land & Land Reforms and RR & R department. All citizen centric online services are provided from this portal. Current status of Land Records will be provided from this portal.

3 Organization

The **Land & Land Reforms Department, Government of West Bengal** is mainly responsible for the formulation of policies, Acts, Rules and procedures relating to land matters, namely, land records and survey, land revenue, land reforms, land use, management of government lands, requisition and acquisition of land as well as their implementation by way of preparation and revision of Records of right, including recording of share-croppers (bargadars); vesting and distribution of ceiling surplus land; determination of the requirement of land by tea gardens, factories etc.; mutation of ownership and conversion of classification of land; assessment and collection of land revenue and cesses; requisition and acquisition of land administration of the Calcutta Thika and other Tenancies and Lands (Acquisition & Regulation) Act, 1981, the West Bengal Premises Tenancy Act, 1997, the West Bengal Public Demand Recovery, 1913 and other Acts.

4 About NIC

National Informatics Centre (NIC) was established in 1976, and has since emerged as a "prime builder" of e-Government / e-Governance applications up to the grassroots level as well as a promoter of digital opportunities for sustainable development. NIC, through its ICT Network, "NICNET", has institutional linkages with all the Ministries /Departments of the Central Government, 36 State Governments/ Union Territories, and about 718 District administrations of India. NIC has been instrumental in steering e-Government/e-Governance applications in government ministries/departments at the Centre, States, Districts and Blocks, facilitating improvement in government services, wider transparency, promoting decentralized planning and management, resulting in better efficiency and accountability to the people of India.

"Informatics-led-development" programme of the government has been spearheaded by NIC to derive competitive advantage by implementing ICT applications in social & public administration. The following major activities are being undertaken:

- Setting up of ICT Infrastructure
- Implementation of National and State Level e-Governance Projects
- Products and Services
- Consultancy to the government departments
- Research and Development
- Capacity Building

During the last three decades, NIC has implemented many "network centric" application software for Programme implementation in various ministries and departments, using state-of-the-technology software tools. During 1980s and early part of 1990s, the policy thrust was on creating "Management

Information System (MIS)" and "Decision Support System (DSS)" for development , planning and responsive administration in governments which led to the genesis of present day "e-Governance" / "e-Government". "Bridging the Digital Divide", "Social and Financial Inclusion through ICT" and "Reaching- the-Unreached" concepts were tried and made operational in the late nineties. NIC has vast expertise and experience in the design, development and operationalisation of various e-Government projects in the areas of Public Administration and Governance like Agriculture & Food, Animal Husbandry, Fisheries, Forestry & Environment, Industry, Health, Education, Budget and Treasury, Fiscal Resources, Transport, Water Resources, Court Management, Rural Development, Land Records and Property registration, Culture & Tourism, Import & Exports facilitation, Social Welfare Services, Micro-level Planning, etc. With increasing awareness leading to demand and availability of ICT infrastructure with better capacities and programme framework, the governance space in the country witnessed a new round of projects and products, covering the entire spectrum of e-Governance including G2C, G2B, G2G, with emphasis on service delivery.

NIC provides Nationwide Common ICT Infrastructure to support e-Governance services to the citizen, Products and Solutions designed to address e-Governance Initiatives, Major e-Governance Projects, State/UT Informatics Support and district level services rendered.

NIC has set up state-of-the-art ICT infrastructure consisting of National and state Data Centres to manage the information systems and websites of Central Ministries/Departments, Disaster Recovery Centres, Network Operations facility to manage heterogeneous networks spread across Bhawans, States and Districts, Certifying Authority, Video-Conferencing and capacity building across the country. National Knowledge Network (NKN) has been set up to connect institutions/organizations carrying out research and development, Higher Education and Governance with speed of the order of multi Gigabits per second. Further, State Government secretariats are connected to the Central Government by very high speed links on Optical Fibre Cable (OFC). Districts are connected to respective State capitals through leased lines.

In executing all these activities, NIC has been given recognition in terms of awards and accolades in International as well as National levels.

Thus, NIC, a small program started by the external stimulus of an UNDP project, in the early 1970s, became fully functional in 1977 and since then has grown with tremendous momentum to become one of India's major S&T; organizations promoting informatics led development. This has helped to usher in the required transformation in government to ably meet the challenges of the new millennium.

5 Module Details

5.1 Brick Field Monitoring

Bricks are an important component of the construction industry and there is a growing demand of bricks for development of infrastructure including Housing. Whereas unplanned and unauthorized manufacture of bricks destroy top soil of agricultural land beyond reclamation and makes it un-usable for agriculture practices. Also un-planned and un-scientific brick manufacturing may have adverse impact on environment and human health.

There are more than 1500 brick fields in operation across the state of West Bengal, utilizing a large quantum of earth as their basic and primary raw material for manufacturing bricks. The royalty and cess levied on earth is one of the major revenue earning section for the L&LR and RR&R Department.

Hence, it was felt by the L&LR and RR&R Department that a self assessment mechanism by the brick-fields owners may be introduced so that the operation of the Brick Fields across the state becomes completely transparent and the Revenue Collection thereon can be assessed and monitored more precisely through an online portal.

5.1.1 Primary Business Functions

Brick Field owners across the State of West Bengal can self register themselves and provide their own details, land schedules, necessary permissions to operate. Also they can upload the related copies of their legal documents. Thereafter, they may provide the details of their operative details per season, in terms an automatic calculation and assessment can be possible to assess the quantum of earth used by that brick field in a particular season.

5.1.2 User Access Level

Brick Field owners have different level of access in banglarbhumi portal for handling brick Field related operations.

5.1.3 Operating Instructions

This section provides detailed, step-by-step system Operating Instructions.

Steps are as follows:

Step1 : User Creation by Brick Field Owner .

Step2 : Applied user approved by DL&LRO.

Step3 : If user have Brick Field in different district then each DL&LRO of the concern district have to give approval of the brick field user.

Step4 : Brick field owner feed details of Brick field into the system.

Step5 : There is option to modify the request (It is optional).

Step6 : Request available to BL&LRO for backlog entry of the applied Brick Field Owner.

Step 7: DL& LRO approves the backlog data entered by BL&LRO.

Step 8 : Download the demand slip. This will show total due .

Step 9: Make online payment through GRIPS. Without making the payment of backlog (If there is any), Running year payment will not be allowed.

Step 10: Download Receipt.

5.1.3.1 Banglarbhumi portal

Brick Field owners can apply through banglarbhumi portal for BrickField application through 'Brick Field'.

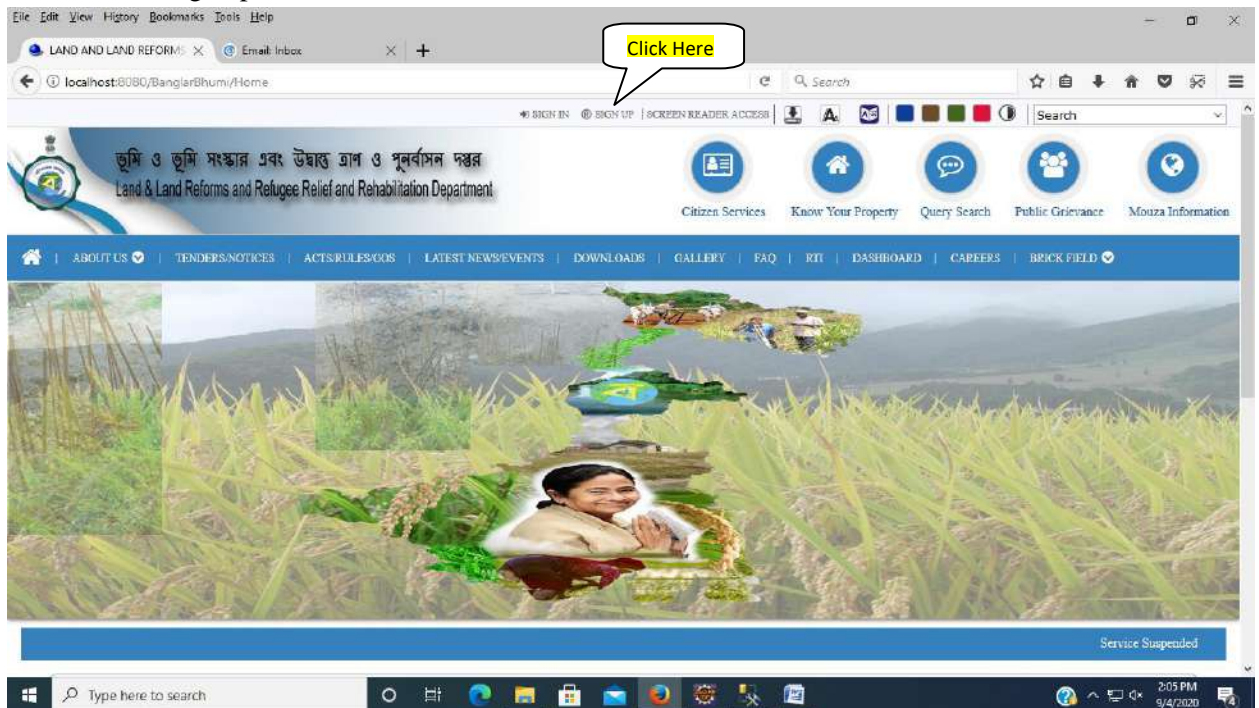
5.1.3.1.1 **Brick Field user Access**

This option shows the operating instructions by the citizen for application of Brick Field.

Login is required for application, Payment & Receipt reprint.

5.1.3.1.1.1 **User Creation by Brick Field Owner.**

First click on Sign up –



Select User Type as **Brick Field User** and fill up all details then click on Submit button.

Public Registration Form

First Name*
Enter First Name Here

Middle Name*
Enter Middle Name Here

Last Name*
Enter Last Name Here

Guardians Name*
Enter Guardians Name Here

Address*
Enter Address Here

User Type*
Citizen
Brick Field User

Municipality*
Enter Municipality Name Here

P.S.*
Enter P.S. Name Here

PIN*
Enter Pin Code Here

Email*
Enter Email ID Here

Email OTP*
Enter Email OTP Here

Mobile*
Enter Mobile No. Here

Mobile OTP*
Enter Mobile OTP Here

Password*
Enter Your Password Here

Confirm Password*
Confirm Password Here

Enter Captcha Code*
Enter Captcha Code Here

Captcha Code
1 N 4 3 7 1

Submit

Press 'Esc' to close Registration Window.

West Bengal State Emergency Relief Fund

After successfully submit this Registration it will be forwarded automatically to DL&LRO for login Approval.

5.1.3.1.1.2 Application by Brick Field owner.

In this page separate five tab is available and all the page have to be fill up.

- Applicant Description— Here must have to be fill up all the mandatory field.

GENERAL INFORMATION

District: *
--Selection--

Block: *
--Selection--

Mouza: *
--Selection--

Season *
--Selection--

Applicant Description | Plot Details(Of The Brick Field Establishment) | Operational Information | Kiln Information | Other Information

Particulars of Applicant

Brick Field Name* :
Brick Field Name

Brand Name* :
Brand Name

Proprietor/Firm/Company Name* :
Proprietor/Firm/Company Name

Proprietor/Firm/Company Office Address* :
Address 1

PIN Code* :
PIN Code

Police Station Name* :
Police Station Name

PAN No.* :
PAN No.

Aadhaar No. :
Aadhaar No.

GST No. :
GST No.

Gram Panchayat Municipality

Type The Characters Shown *
J X P Y W H

- Plot Details— Here must have to be fill up all the mandatory field.

GENERAL INFORMATION

District: * Block: * Mouza: *

Season *

Applicant Description
Plot Details(Of The Brick Field Establishment)
Operational Information
Kiln Information
Other Information

Plot Details

Plot No. : Khatian No. : Share Area :

| Sl.No. | Plot No. | Khatian No. | Land Classification | Share Area | Operation |
|--------|----------|-------------|---------------------|------------|-----------|
| | | | | | |

PFR Approved : Yes No

Approved Mining Plan* : [Allow File type PDF & File size 2 MB Maximum]

Latitude* :

Approved PFR Document* : [Allow File type PDF & File size 2 MB Maximum]

NOC from Plot Holders* : [Allow File type PDF & File size 2 MB Maximum]

Longitude* :

Complete Layout Map of Brick Field including Green Belt Development/3MT High Wall * : [Allow File type PDF & File size 2 MB Maximum]

Updated Land Revenue Receipt* : [Allow File type PDF & File size 2 MB Maximum]

Registered Purchase Deed : Date of Deed : Registry Office :

| Sl.No. | Registered Purchase Deed | Date of Deed | Registry Office | Operation |
|--------|--------------------------|--------------|-----------------|-----------|
| | | | | |

- Operational Information— Here must have to be fill up all the mandatory field.

GENERAL INFORMATION

District: * Block: * Mouza: *

Season *

Applicant Description
 Plot Details(Of The Brick Field Establishment)
 Operational Information
 Kiln Information
 Other Information

Operational Information

Whether CTO Given : Yes No

From Date* : To Date* :

CTO Order No.(Memo of CTO)* : Order Date* : Date Of Expiry Of Present CTO* :

Date Of Expiry Of Previous CTO :

Acknowledgement of CTO application made to Authority : Date of such Application :

CTE Given : Yes No

CTE No.(Memo No.)* : CTE Issue Date (DD/MM/YYYY)* : CTE Valid Upto (DD/MM/YYYY)* :

Mining Permit Granted : Yes No

Mining Permit No.(Memo No.)* : Validity of Mining Permit(From date)* : Validity of Mining Permit(To date)* :

Environmental Clearance Document : EC No(Memo No.): EC Valid Upto (DD/MM/YYYY) :

Conversion Certificate :

Trade License No* : Trade License Valid Upto* : Trade License* :

Fire License No.* : Fire License* :

Testing Certificate No* : Testing Certificate Valid Upto* : Testing Certificate* :

Development Of Multi Layer Green Belt
 Three meter high wall

Self Declaration In Form Of Affidavit* :

- Kiln Information--- Here must have to be fill up all the mandatory field.

GENERAL INFORMATION

District: *

Block: *

Mouza: *

Season *

| Applicant Description | Plot Details(Of The Brick Field Establishment) | Operational Information | Kiln Information | Other Information |
|---|--|-------------------------|------------------|-------------------|
| Kiln Information | | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Kiln Type : *</p> <input type="text" value="--Selection--"/> </div> <div style="width: 30%;"> <p>No. Of Days Required Per Cycle* :</p> <input type="text" value="No. Of Days Required Per Cycle"/> </div> <div style="width: 30%;"> <p>No. of Rounds per Season* :</p> <input type="text" value="No. of Rounds per Season"/> </div> </div> | | | | |
| Kiln Details | | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Height Of Inner Wall (In Feet)* :</p> <input type="text" value="Height Of Inner Wall (In Feet)"/> </div> <div style="width: 30%;"> <p>Length Of Inner Wall (In Feet) :*</p> <input type="text" value="Length Of Inner Wall (In Feet)"/> </div> <div style="width: 30%;"> <p>Breadth Of Inner Wall (In Feet)* :</p> <input type="text" value="Breadth Of Inner Wall (In Feet)"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <p>Height Of Kiln (Solid Part) (In Feet)* :</p> <input type="text" value="Height Of Kiln (Solid Part) (In Feet)"/> </div> <div style="width: 30%;"> <p>Length Of Kiln (Solid Part) (In Feet)* :</p> <input type="text" value="Length Of Kiln (Solid Part) (In Feet)"/> </div> <div style="width: 30%;"> <p>Breadth Of Kiln (Solid Part) (In Feet)* :</p> <input type="text" value="Breadth Of Kiln (Solid Part) (In Feet)"/> </div> </div> | | | | |
| Chamber Details | | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Height Of Chamber(In Feet)* :</p> <input type="text" value="Height Of Chamber(In Feet)"/> </div> <div style="width: 30%;"> <p>Length Of Chamber(In Feet)* :</p> <input type="text" value="Length Of Chamber(In Feet)"/> </div> <div style="width: 30%;"> <p>Breadth Of Chamber(In Feet)* :</p> <input type="text" value="Breadth Of Chamber(In Feet)"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;"> <p>Inner Height Of Chamber Excluding GORIA & Red Brick + Rubbish On Top(In Feet) * :</p> <input type="text" value="Inner Height Of Chamber Excluding GORIA & Red Brick + Rub"/> </div> <div style="width: 30%;"> <p>Inner Length Of Chamber(In Feet)* :</p> <input type="text" value="Inner Length Of Chamber(In Feet)"/> </div> <div style="width: 30%;"> <p>Inner Breadth Of Chamber(In Feet)* :</p> <input type="text" value="Inner Breadth Of Chamber(In Feet)"/> </div> </div> | | | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Fly Ash Utilization Report : <input checked="" type="radio"/> Yes <input type="radio"/> No</p> </div> <div style="width: 30%;"> <p>Fly Ash Utilization(In Cft) : *</p> <input type="text" value="Fly Ash Utilization(In Cft)"/> </div> <div style="width: 30%;"> <p>Fly Ash Utilization Report Document(If no then Certificate from Coal Based Thermal Power Plant/Self Declaration) : *</p> <div style="display: flex; align-items: center;"> <input type="button" value="Browse..."/> <input type="text" value="No file selected."/> </div> <p style="font-size: small; color: red;">[Allow File type PDF & File size 2 MB Maximum]</p> </div> </div> | | | | |

- Other Information— here must have to be filling up the entire mandatory field.

GENERAL INFORMATION

District: *
--Selection--

Block: *
--Selection--

Mouza: *
--Selection--

Season *
--Selection--

Applicant Description

Plot Details(Of The Brick Field Establishment)

Operational Information

Kiln Information

Other Information

Other Information

Whether Court Case Exist: Yes No

Location of Court: *
--Selection--

Court Case No: *
Court Case No

Respondent No: *
Respondent No

Penalty Imposed by Court: * Yes No

Amount of Penalty (in Rs.): *
Amount of Penalty (in Rs.)

Court Case Document*:
Browse... No file selected.
[Allow File type PDF & File size 2 MB Maximum]

Bank Draft/Cheque No.(for penalty)*:
Bank Draft/Cheque No (for penalty)

Bank Draft Date*:
Bank Draft Date

Bank Draft Document*:
BROWSE... No file selected.
[Allow File type PDF & File size 2 MB Maximum]

Bank Name*:
Bank Name

IFSC Code*:
Bank Name

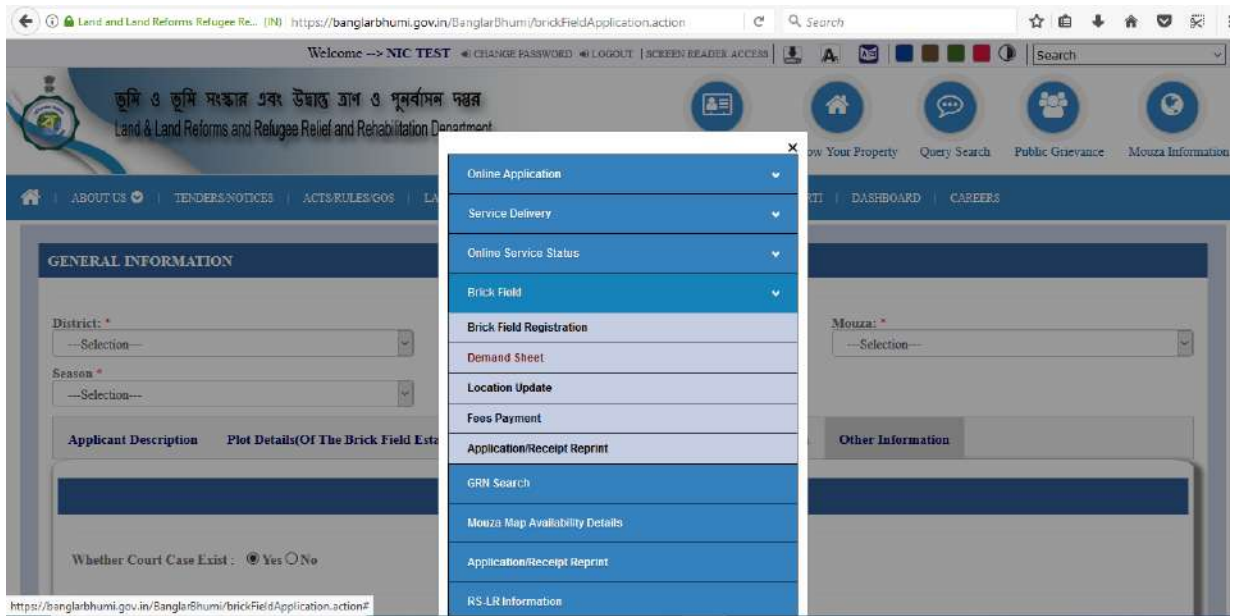
Type The Characters Shown *

The information furnished herein above is true and correct to the best of my/ our knowledge and I/ We have not concealed or misrepresented any fact and the documents uploaded herewith. I/We shall bear full responsibility of any factual error(s) of the information supplied/ uploaded by me/us and also shall bear criminal and civil consequences, if any. I/We shall produce the original documents, copy of which uploaded as and when demanded by the authority.

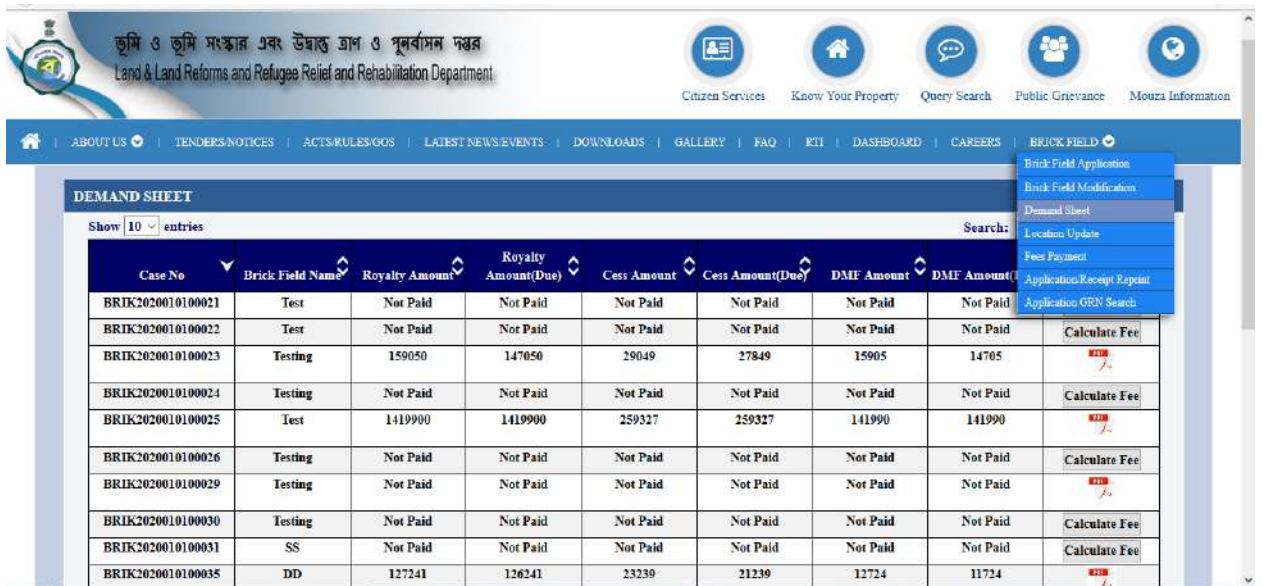
Now after fill up all the page details enter captcha and click on declaration then finally click on Submit button.

5.1.3.1.1.3 Demand Sheet Generation

Click on 'Brick Field' drop down menu then click 'Demand Sheet'.

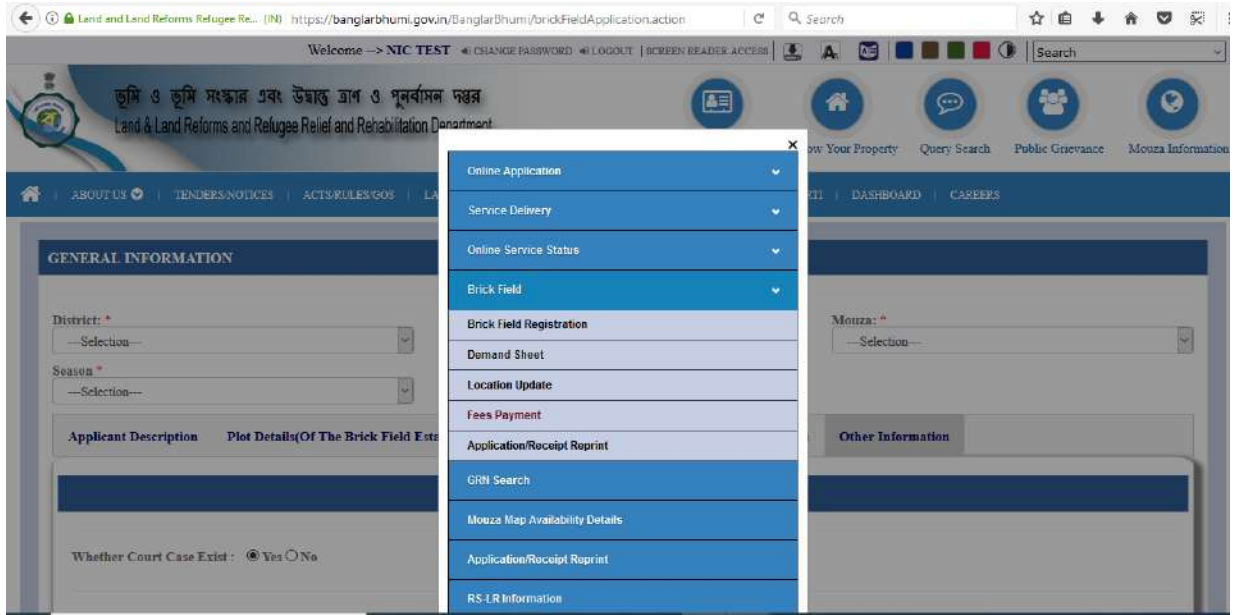


Here click on 'Calculate Fee', then calculation pdf will be available.



5.1.3.1.1.4 Payment of Fees

Click on Fees payment from Brick Field drop down menu.




Then below page will be open for fees payment.

FEES COLLECTION

Request Type*

Registration No.*

Enter Captcha* 

Applicant Name

Registration Date

Season

Royalty Amount(Due)

Cess Amount(Due)

Price Of Earth

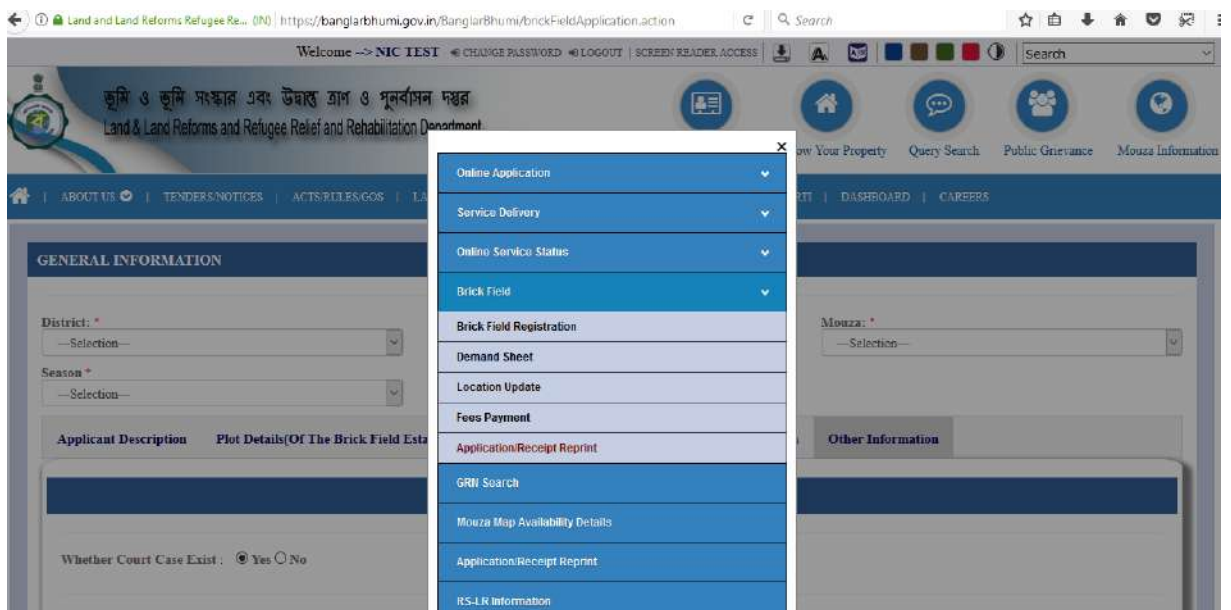
Royalty Penalty Amount

Disclaimer

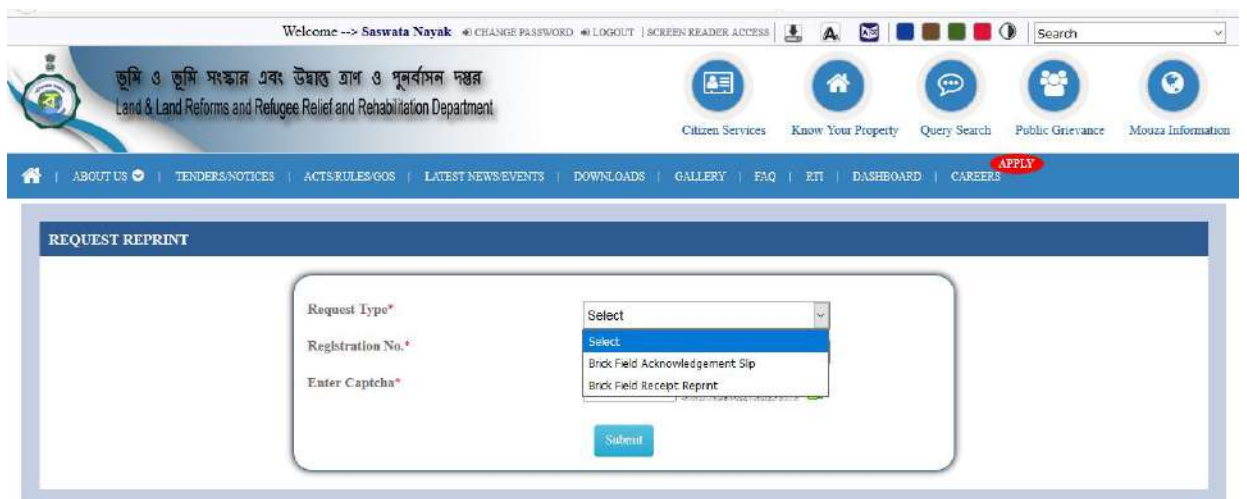
Here enter Registration No then enter Captcha code then click on View button, then fees details will be shown in below left side grid, now you have to be enter the payable amount in right side, then click on Proceed button. Then next payment process will be forwarded to GRIPS portal for completing the Fess Payment.

5.1.3.1.1.5 Application/Receipt Reprint

This Option helps to reprint the receipt and acknowledgement slip.



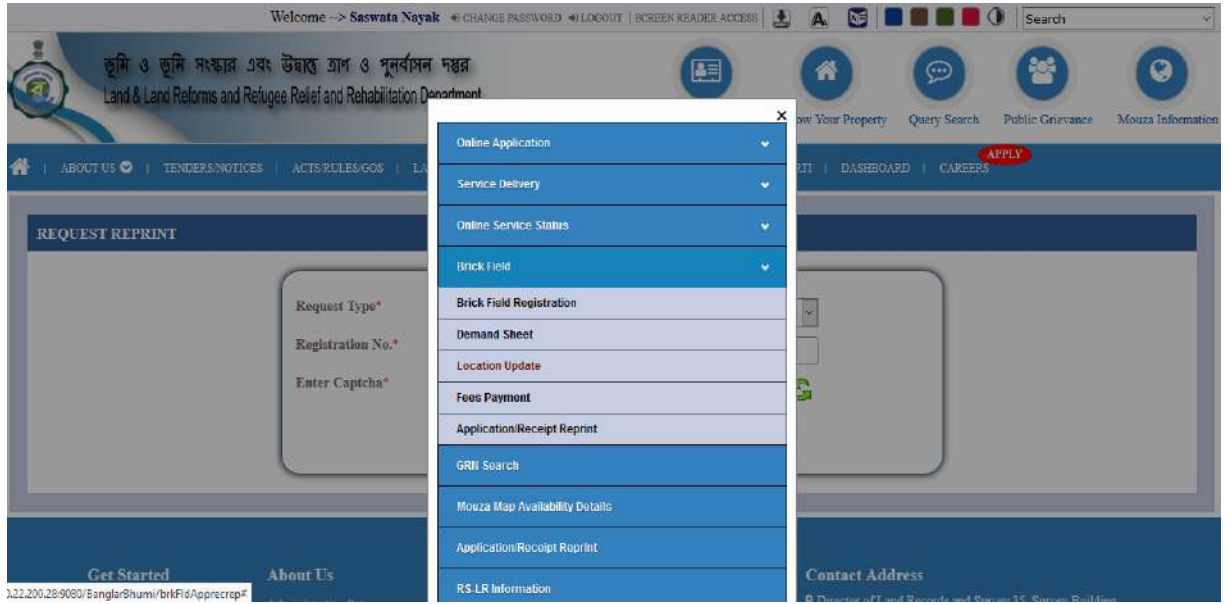
After click on Application /Receipt Reprint below page will be open.



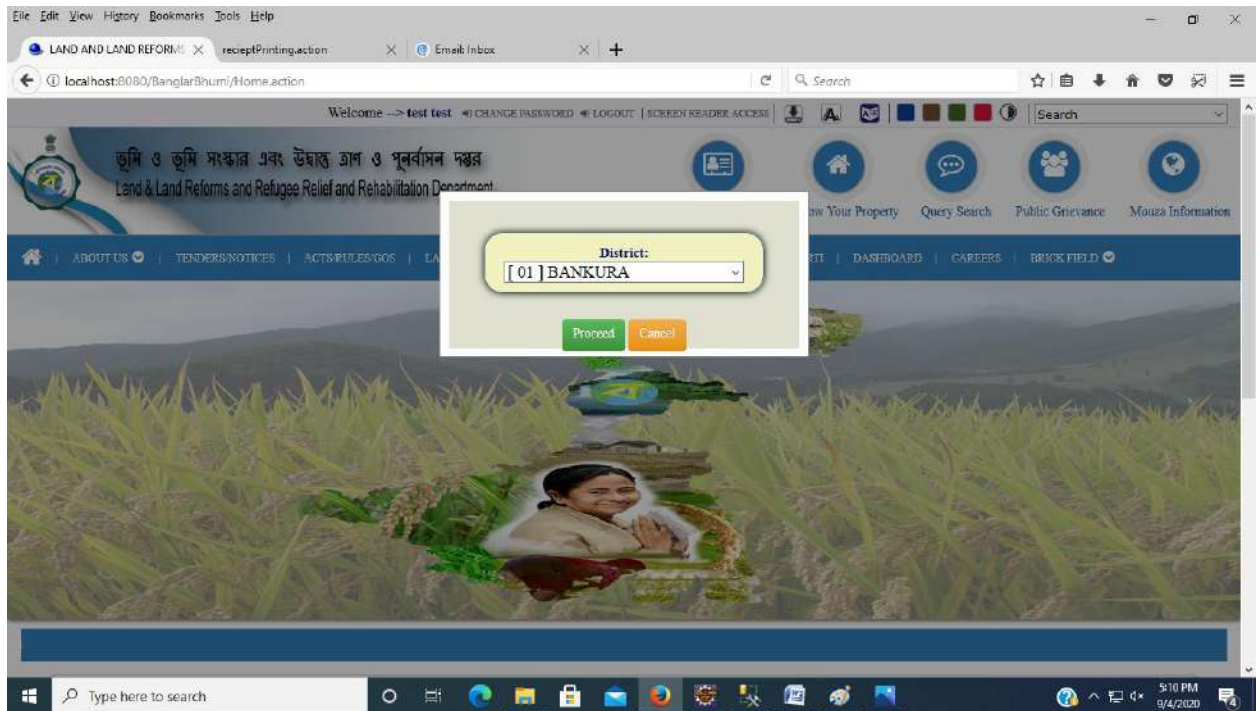
Here Acknowledgement Slip and Payment Receipt will be available for reprint.

5.1.3.1.1.6 Location Update

Click on location update from Brick Field drop down.



Now after selecting district click on Proceed.



This option will be used if Brick Field Owner have multiple Brick Field in multiple districts.