

Record of decisions taken in the meeting to review the pending inter-departmental transfer of land cases held at Rotunda, Writers' Buildings, Kolkata, on 22nd February, 2013, at 12.30 pm.

Officers present: In a separate sheet

1. On the basis of documents relating to inter-departmental transfer of land received from the DM & Collectors and the respective departments 23 cases have been finalized for inter-departmental transfer vide: Annexure- A. For the rest of the cases, the DM & Collectors and the respective departmental secretaries will submit the relevant papers and documents to the L & L R department within seven days to dispose of the pending transfer cases. The list of cases which are ready for disposal immediately on receipt of relinquishment orders from the land owning departments is given in Annexure B.
2. Departmental secretaries requiring land will send proposals for inter-departmental transfer of land specifying the exact location and minimum area of land required to the DM & Collectors concerned with intimation to the L&LR department. They should also instruct their local offices to contact the DM & Collectors if the particulars and location of land need to be identified on joint field verification to finalize the transfer proposals
3. Departmental secretaries requiring land should obtain the relinquishment orders containing the land schedule and site plan from the departments relinquishing the land and submit the proposals for inter-departmental transfer of land to the DM & Collectors along with requisite documents with intimation to the L & L R department
4. The LRC & Principal Secretary will issue detailed guidelines specifying the papers to be submitted and actions to be taken at different levels in respect of inter-departmental transfer of government vested land and acquired land and also the land gifted by an individual raiyat for a public purpose (a draft enclosed)
5. Departmental secretaries concerned may kindly ensure personal attendance in the monthly meetings to be taken by the Chief Secretary for inter-departmental transfer of land.
6. As regards any gift of land to the government for a public purpose by a private person the guidelines as laid down in para 6 (4) under the chapter-I of the West Bengal Land Acquisition Manual, 1991, may be followed mutatis mutandis.

Sd/ Sanjay Mitra
Chief Secretary to the Govt. of WB
&
Chairman of the meeting

Date :28/2/2013

No.1109(50)-GE(M)-35/09

Copy forwarded for information and necessary action to the :

1. Addl. Chief Secretary/ Pr. Secretary/ Secretary, _____

Department

**Government of west Bengal
Land and Land Reforms Department
Writers' Buildings, Kolkata**

CIRCULAR

Date: 28/2/2013

No.1108-GE(M)/3M-35/09

Whereas a meeting was taken by the Chief Secretary to the Govt. of West Bengal at Rotunda in the Writers' Buildings, Kolkata on 22/02/2013 to review the position of inter-departmental transfer of land;

2. And whereas the following guidelines relating to the inter-departmental transfer of land, have been framed in terms of the decisions taken in the said meeting dated 22/02/2013:

1. Vested Land : -

In case of land vested under the provisions of the Acts in force, if any plot of such land in part or in full is needed for any public purpose by any department of the State of West Bengal, the requiring department will send the proposal for inter-departmental transfer of such land direct to the DM & Collector of the district concerned with intimation to the LRC & Principal Secretary, L & LR Department along with the following papers and documents as may be applicable:

- a) Copy of ROR.
- b) Sketch Map /site plan of land duly authenticated by the Collector.
- c) Spot verification report of Amin /R.I. regarding the present status of the land.
- d) Report whether the land is free from encroachment and other encumbrances.
- e) Whether the land is free of litigation/ court case.
- f) Whether the land is patta affected or not.

- g) Valuation of land as per latest order of the government.
- h) Whether the land proposed for transfer is included in any Notified Forest / Protected Forest / Reserve Forest.
- i) In case of land within CRZ (Coastal Regulation Zone) area, whether clearance from the appropriate authority has been obtained.

If any plot of vested land required by a government department is lying under khatian-1 of the Collector and it is suitable for inter-departmental transfer, the DM and Collector will send a formal proposal recommending inter-departmental transfer of land along with requisite papers and documents to the Land & Land Reforms department for sanction. But if such vested land is possessed and owned by a government department, the DM & Collector will send the proposal for inter-departmental transfer of land to the Land & Land Reforms department along with the order of relinquishment issued by the land owning department apart from other requisite documents.

2. Acquired land :-

In case of acquired land, where project / scheme is completed and surplus land is found available with the RB and it is also found suitable for any other public purposes of the state government, the administrative department (R.B.) will relinquish the land in favour of L & LR Department for its resumption and settlement in favour of other departments of the state government requiring the land for public purpose.

The department requiring such acquired land will obtain a relinquishment order from the administrative department (RB) well in time in favour of the Land & Land Reforms Department and thereafter send the proposal for inter-departmental transfer of such land direct to the DM & Collector concerned with intimation to the LRC & Principal Secretary, L & LR Department together with the following papers and documents as may be applicable:

- e) Whether the land is free from litigation / encroachment / bargadars and other encumbrances.
- f) Proposal for exemption of stamp duty and registration fee for execution of gift deed, if any.
3. Now, therefore, all concerned are requested to follow the above guidelines.

Sd/- R. D. Meena

LRC & Pr. Secretary to the Govt. of West Bengal

No.1108/1(80)-GE(M)

Date :28/2/2013

Copy forwarded for information and necessary action to the :

1. Addl. Chief Secretary/ Pr. Secretary/ Secretary to the Govt. of West Bengal

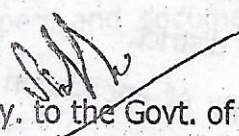
Department

2. Commissioner, _____ Division. P.O.....
Distt.....

3. D.L.R.& S. W.B., 35, Gopalnagar Road, Alipore, Kolkata- 700027

4. Sri....., Secretary/ Additional Secretary/Joint
Secretary, L&LR Deptt.

5. D.M. & Collector, Purbo Medinipur P.O.-.....
Distt.....


Addl. Secy. to the Govt. of West Bengal