

**Government of West Bengal**  
Department of Land & Land Reforms and R.R. & R.  
LR-All GE(M) Branch  
Nabanna, 6<sup>th</sup> Floor  
325, Sarat Chatterjee Road, Howrah-711102.

No. 1172(2) – GE(M)/1F-09/2020

Dated – 25/03/2022

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

To : 1. The District Magistrate & Collector ..... (All)  
2. The Additional District Magistrate & D.L. & L.R.O., .....(All)


**Sub: Guidelines for settlement of Govt. water bodies / Part vested water bodies.**

The undersigned is directed to send herewith a copy of Guidelines framed in the Departmental Committee meeting held on 03/03/2022, for settlement of Govt. water bodies / Part vested water bodies.

It is further requested to send formal proposals for settlement of Govt. water bodies / Part vested water bodies as per guidelines to this Department.

This has the approval of the Secretary and Land Reforms Commissioner of this Department.

Encl. As stated.

  
Special Secretary  
to the Govt. of West Bengal

**Guidelines framed regarding Settlement of the Government Water Bodies/Part vested Water Bodies etc.**

In terms of this Department Memo No.381-GE(M)/1F-09/2020 Dated – 03/02/2022, a Departmental Committee has been constituted to explore the possibility of framing some guidelines and other feedback in the matter of settlement of Govt. water bodies / Part vested water bodies.

The following guidelines have been framed : -

1. Data Base of all the Govt. vested water bodies / Part vested water bodies will be prepared. Spread sheet will be shared for updated status of settlement of the Govt. vested water bodies / part vested water bodies.
2. Tender process for settlement of Govt. vested water bodies / Part vested water bodies from the District Authority level should be initiated at least one year ago from the date of expiry of the previous settlement.
3. Settlement proposal complete in all respect along with the requisite documents containing in the check list should reach to this Dept. at least 4 months before the expiry of the previous settlement and specific comments , if any.
4. Date of execution of lease deed will be assumed as the date of handing over possession to the lessee.
5. Settlement period will be counted with effect from the date of execution of lease deed between the lessor and the lessee.
6. **Check list for the proposal for short term settlement of Govt. vested Water Bodies:**
  - i) Formal Proposal for settlement of Govt. vested Water Body.
  - ii) Copy of Notice inviting Tender for settlement of Govt. vested water bodies alongwith the status of the previous settlement of the water body.
  - iii) Copies of 2<sup>nd</sup> and subsequent Notice inviting Tender, if any, alongwith its reasons.
  - iv) Certified copy of ROR of the Govt. vested water bodies considered for tender process.
  - v) Resolution of the Tender committee / Proceedings of District Level Committee meeting.
  - vi) Copy of the detailed calculation sheet of Economic Lease Rent of Govt. vested water bodies assessed by the Concerned Authority.
  - vii) Application of participating Fishermen Cooperative Societies / Agencies with detailed information like Registration no., Postal address, rates offered and other related papers.
  - viii) Attendance Sheet of the participating Societies in the Tender Process.
  - ix) Copy of the comparative statements of the rates offered by the participating agencies.
  - x) Copy of Bank Cheque / Draft of Earnest Money Deposited by the participating Fishermen Cooperative Societies / Participating agencies
  - xi) Copy of duly filled in Annexure-1 modified vide Finance Department Memo No.6989-F(Y) Dated – 19/11/2018, in case, for accepting tenders with less than 3 Bids on 2<sup>nd</sup> or subsequent calls.
7. **Check list for the proposal for short term settlement of Part vested Water Bodies (More than 50%) :**
  - i) Formal Proposal for settlement of Part vested Water Body
  - ii) Certified copy of ROR of the Part vested water body.
  - iii) Resolution / Proceedings of District Level Committee meeting.
  - iv) Copy of the detailed calculation sheet of Economic Lease Rent of Part vested water body assessed by the Concerned Authority.
  - v) Application of the Fish Production Group with detailed information like Registration no., Postal address, rates offered and other related papers.
  - vi) Certificate of the District Authority regarding Formation of Fish Production Group with all the private co-sharer.

8. Check list for the proposal for Long Term Settlement of Part vested Water Bodies (Less than 50%):

- i) Formal Proposal for settlement of Part vested Water Body
- ii) Certified copy of R-O-R
- iii) BL&LRO/Amin/RI Enquiry Report
- iv) Sketch Map
- v) Updated ADSR's Market Valuation
- vi) Prayer of private Raiyat(s) of Non vested area
- vii) Declaration regarding Court case & encumbrance, if any
- viii) Consent of the applicant for payment of Salami and Annual Rent
- ix) Possibility of Auction as per Land Allotment Policy, 2012.
- x) Whether the applicants are in possession of the proposed water body for LTS and if so, the tenure of unauthorized occupation over the water body.

Special Secretary to the Govt. of West Bengal

  
25/5/22