

**Government of West Bengal**  
Department of Land & Land Reforms and Refugee Relief & Rehabilitation  
Land Policy Branch  
Nabanna(6<sup>th</sup> Floor)  
325, Sarat Chatterjee Road, Howrah-711102

No. 2990(22) - LP/1A-03/23

Date: 27-07-2023

From: The Secretary to the Govt. of West Bengal

To : The DM & Collector,

.....(All Districts)

Sub: Conversion of leasehold/vested land to freehold land

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With reference to above, the undersigned is hereby directed to send herewith a copy of 'SOP FOR FREEHOLD' and request him/her to send applications as per guidelines mentioned.

Encl: As stated above.

  
Secretary to the Government of West Bengal


Date: 27-07-2023

Memo No.: 2990(22)/1(22)-LP

Copy forwarded for information and necessary action to:

The ADM and DL&LRO,

.....(All districts)

  
Secretary to the Government of West Bengal

**DESPATCHED**

Signature..........

Date.....27/07/2023.....

*o/c*

## SOP FOR FREEHOLD

- **Who can Apply :**

1. Lessee of 4B(2) lease., Retainer/transferee of land retained under section 6(3) of the WBEA Act, 1953.
2. JVC/LLP/Company intending to pursue tea tourism, JVC/LLP/Company running tea tourism.
3. Lessee who paid salami @ 2% of Current Market Price for lease
4. Lessee of 30 years/99 years lease; lessee/transferee/assignee of Kolkata khasmahal land
5. Flat /apartment owner on leased land, lessee of unsold/ non-assigned part of land.

- **Process of Application:**

Eligible person ( include individual/company/ partnership-farm/JVC/LLP) shall apply to the Secretary to the Government of West Bengal, L&LR and RR&R Department for conversion from existing leasehold to freehold or directly to freehold ( applicable for category 1& 2 only) through the Collector of the district or straightway to this Department.

- **Enclosures/documents to be furnished:**

1. Copy of lease deed. In case of direct freehold conversion ( under category 1& 2 only), copy of lease deed of tea garden, documents showing proof as retainer or relationship with the retainer.
2. Declaration on present mode of use
3. Declaration to pay all outstanding dues, if any, and the fees payable for transforming to freehold.
4. Declaration for not-changing the usage pattern of the land after conversion to freehold without the formal permission of the State Government in the L&LR and RR&R Department.
5. Declaration that there is no court case involved on the land.

- **Processing of application:**

On getting the application by the DLLRO or forwarded by the Department to DLLRO of the district, he/she shall make field enquiry and verify the documents to ascertain the following, among others.

## SOP FOR FREEHOLD

- (a) The applicant is eligible for this application
- (b) Lease document is valid
- (c) There are no outstanding dues. If there is any outstanding dues, the amount to be determined and specified.
- (d) Present mode of use of the land.
- (e) There is no occupier /encroachment other than the applicant on the land. If so, details of encroachment/occupation.
- (f) Prepare the land schedule and duly filled in requisition Form 2 of the IGR & CSR, WB

After verification and examination, DLLRO shall forward/return the application/proposal with his/her recommendation/opinion to this Department.

Entire exercise should be processed in a time bound manner.

### ▪ Disposal of application by the Department :

- (a) Department after getting application from applicant shall forward the same to the DLLRO for verification and examination, if received directly by the Department.
- (b) After getting back the application from DLLRO or from the DLLRO on due verification and examination, current market valuation of the land shall have to be determined from IGR & CSR, WB.
- (c) The proposal shall be sent to Finance Department for concurrence.
- (d) On obtaining the views of Finance Department, applicant will be intimated the amount to be paid for freehold transformation for his formal consent.
- (e) On obtaining formal consent of the applicant to pay the amount, proposal will be placed before Hon'ble CM & MIC of this Department for consideration and approval.
- (f) Order will be issued where approval is obtained.
- (g) Applicant will be given 90 days time for making payment after which deed of conveyance in Form 10 or Form 11 as the case may be will be executed by the DM & Collector of the district on behalf of Governor of the State of West Bengal.
- (h) Land parcel will be flagged by the DLLRO concerned restricting conversion in e-bhuchitra.