

Directorate name: L & LR and RR & R

Change in Land use(Land Conversion)

- 1) Affidavit in Form 1B for creation of compensatory water body (Applicable in cases where the application relates to change or conversion of the land having water body of any description or size) (Allowed Maximum file size-200 KB, pdf Only).
- 2) Copy of current rent receipt (Allowed Maximum file size-200 KB, pdf Only).
- 3) Copy of Detailed Project Report (DPR) duly vetted by the Competent Authority (Applicable only in cases where the application relates to change, conversion or alteration of land for industrial, commercial or housing complex) (Allowed Maximum file size-2048 KB, pdf Only).
- 4) Copy of mutation certificate / copy of current record-of-rights (Allowed Maximum file size-200 KB, pdf Only).
- 5) Copy of no objection certificate of the West Bengal Pollution Control Board (Applicable only in such cases wherever such certificate is required) (Allowed Maximum file size-200 KB, pdf Only).
- 6) Sketch map showing the plot in question with side measurement and its surroundings including approach road (may not be to the scale) (Allowed Maximum file size-200 KB, pdf Only).

Mutation of Land

- 1) Caste Certificate (Allowed Maximum file size-200 KB, pdf Only).
- 2) Copy / copies of chain deeds (Allowed Maximum file size-200 KB, pdf Only).
- 3) Copy / copies of legal heir certificate / hebanama etc (Allowed Maximum file size-400 KB, pdf Only).
- 4) Copy / copies of registered deed (Allowed Maximum file size-400 KB, pdf Only).
- 5) Copy of current rent receipt (Allowed Maximum file size-200 KB, pdf Only).
- 6) Court Case Judgment/Probate (Allowed Maximum file size-200 KB, pdf Only).
- 7) Death Certificate / Proof of death of ancestor (Allowed Maximum file size-200 KB, pdf Only).
- 8) Declaration in prescribed form with court fee stamp of Rs 10/- (Allowed Maximum file size-200 KB, pdf Only).

9) Duly signed application form (Allowed Maximum file size-200 KB, pdf Only).

10) Power of Attorney (Allowed Maximum file size-200 KB, pdf Only).

11) Will (Allowed Maximum file size-400 KB, pdf Only).

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