

# L&RR and RR&R:

Change in Land use (Land Conversion)

Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)

User Manual

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### Introduction

This document is intended to serve as a User Manual for grant of the service **Change in Land use (Land Conversion)** by L&LR and RR&R Govt. of West Bengal through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

#### **Salient Features of Silpasathi Portal:**

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State
  in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government
  department or office.

### **About the Service**

Change in Land use (Land Conversion) by L&LR and RR&R Govt. of West Bengal is a legal endorsement for converting an agricultural land into a non-agricultural one. Agricultural lands in the State of West Bengal could be converted for commercial, residential and industrial purposes by obtaining prior permission from West Bengal's Land & Land Reform Department. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

# Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

| #  | Documents Required   | Detailed Description   |
|----|--|--|
| 1. | Copy of Mutation Certificate/ Copy of current record of rights | A mutation certificate is a document that records the transfer of property ownership from one person to another  |
| 2. | Copy of Current Rent Receipt                                   | A current rent receipt typically includes essential information such as the name and address of the landlord and tenant, the rental period, the total rent amount, and the payment method. |

| #  | Documents Required  | Detailed Description   |
|----|---|--|
| 3. | Sketch map showing the plot in question with side measurement ad its surroundings including approach road (may not be to the scale) | A sketch map showing the plot in question with side measurement and surrounding features can be a useful tool for visualizing the terrain and identifying important landmarks  |
| 4. | Affidavit in Form 1B for creation of compensatory water body  | The Affidavit in Form 1B is a crucial document used for the creation of compensatory water body in India. As per the Environment (Protection) Act, 1986, and the Environmental Impact Assessment (EIA) Notification, 2006, this form is required to be submitted by the project proponent to the concerned authorities |
| 5. | Copy of NOC from WBPCB  | A NOC (No Objection Certificate) from WBPCB is required for various projects, operations, and activities that may have potential environmental implications.   |
| 6. | Copy of Detailed Project Report (DPR)   | A Detailed Project Report (DPR) is a comprehensive document that outlines the scope, objectives, methodology, and timeline of a project. It provides a detailed analysis of the project's goals, deliverables, risks, and resources required to achieve them.  |

# Timeline (WBRTPS)

Change in Land use (Land Conversion) by L&LR and RR&R Govt. of West Bengal has an WBRTPS timeline of 30 days till approval by the authorities.

# Instructions related to the application form

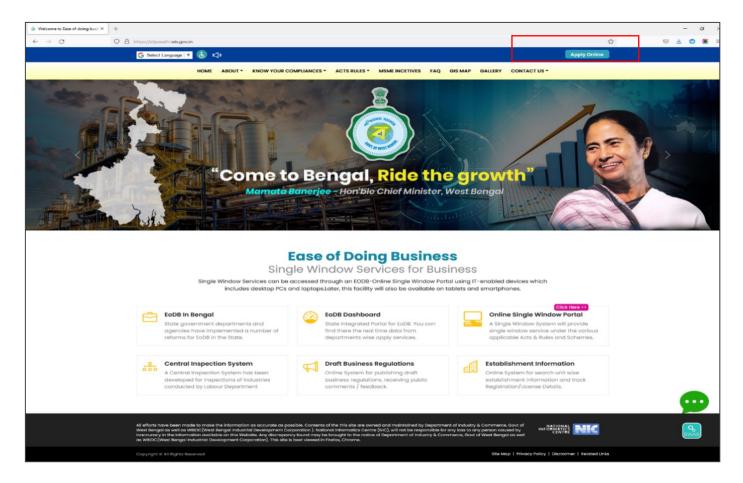
| SI. No.                      | Field Name     | Instructions                                   |  |
|------------------------------|----------------|--|--|
| Land Conversion Information  |                |  |  |
| 1.                           | District       | Select district name from drop down            |  |
| 2.                           | Block          | Select block where the plot belongs            |  |
| 3.                           | Mouza          | Select Mouza                                   |  |
| Particulars of the Applicant |                |  |  |
| 1.                           | Applicant Type | Select Self, Power of Attorney                 |  |
| 2.                           | Khatian No.    | Enter Khatian No as mentioned in the Land deed |  |
| 3.                           | First Name     | Enter First Name                               |  |
| 4.                           | Last Name      | Enter Last Name                                |  |
| 5.                           | Guardian       | Enter  |  |
| 6.                           | Address        | Enter  |  |

| SI. No.      | Field Name                | Instructions   |  |  |
|--------------|---------------------------|--|--|--|
| 7.           | Conversion Purpose        | Select whether Industrial / commercial/ other            |  |  |
| 8.           | Changeable Classification | Enter form number for the changeable purpose             |  |  |
| 9.           | Mobile Number             | Enter Mobile Number                                      |  |  |
| 10.          | Email                     | Enter Email  |  |  |
| 11.          | Aadhar No.                | Enter Aadhar No.   |  |  |
| 12.          | Gender                    | Select M/F   |  |  |
| 13.          | Caste                     | Select Caste (Gen/SC/ST/OBC)                             |  |  |
| 14.          | Religion                  | Select Religion (Hindu/Muslim/Christian/Other)           |  |  |
| 15.          | Industrial Purpose        | Select Yes / No  |  |  |
| Plot Details |                           |  |  |  |
| 1.           | Plot No.                  | Plot number as mentioned in Land Deed                    |  |  |
| 2.           | Existing Classification   | Current classification (agricultural / non-agricultural) |  |  |
| 3.           | Area                      | Enter area as mentioned in Land Deed                     |  |  |
| 4.           | Units                     | Enter units for calculation (acres /any other unit)      |  |  |

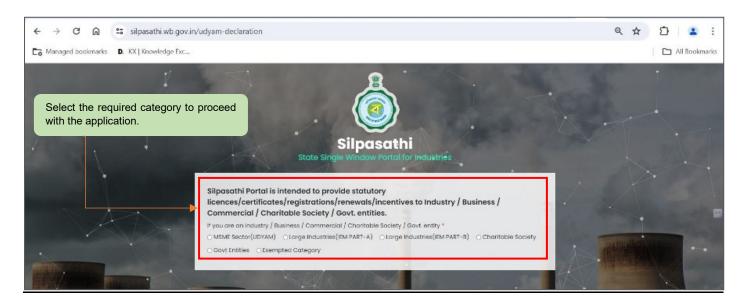
# **Application Process through SilpaSathi**

### 1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <a href="https://silpasathi.wb.gov.in">https://silpasathi.wb.gov.in</a>/ and click on 'Apply online' button.



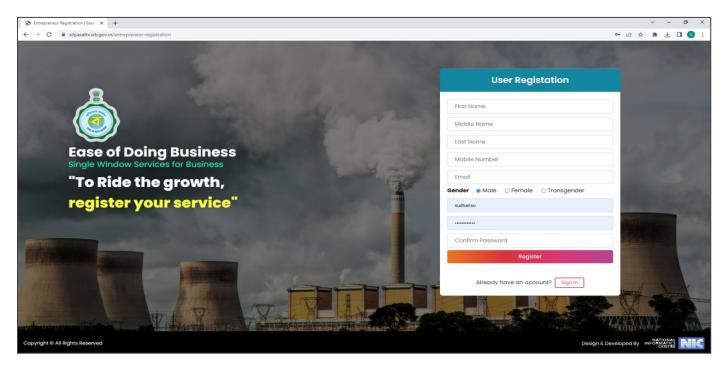
<u>Applicant Log-in</u>: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.



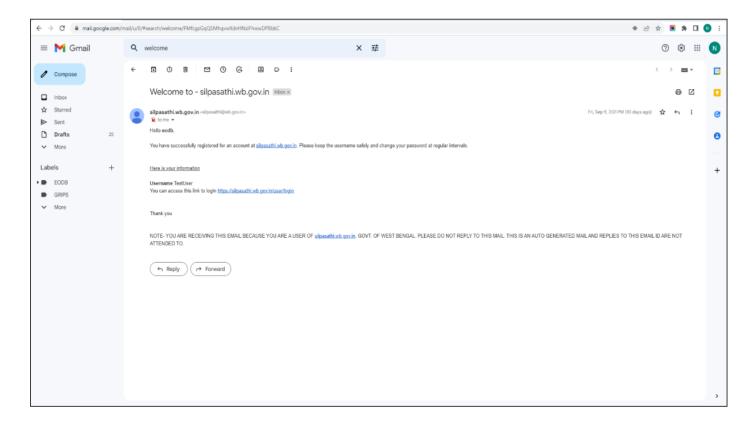
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The <u>'User Registration'</u> window will appear with the relevant fields that the applicant needs to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already has an account, click on the <u>'Sign In'</u> button and login using valid **User ID**, **password and Captcha**.

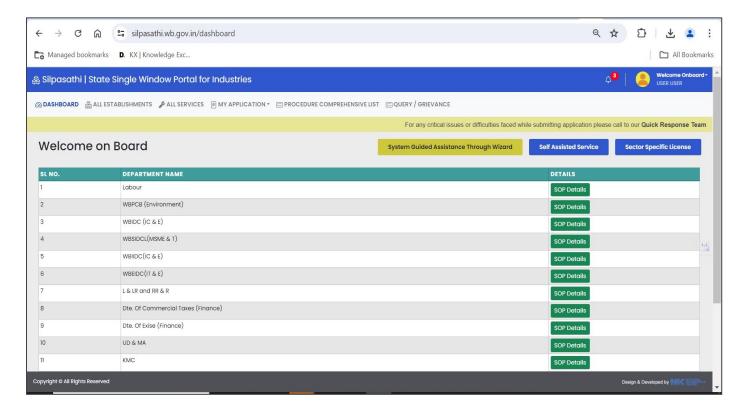


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

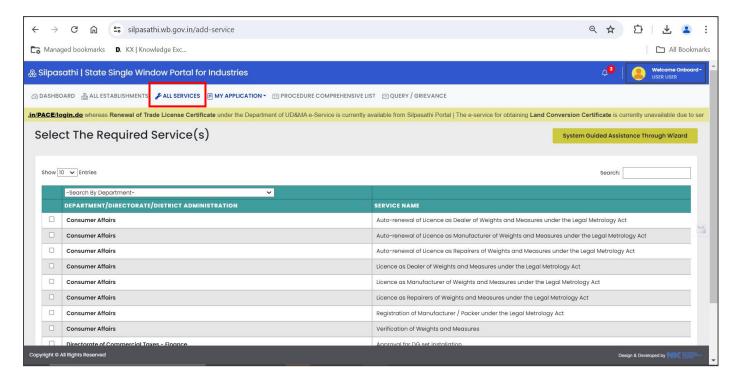


# **Online Application submission**

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

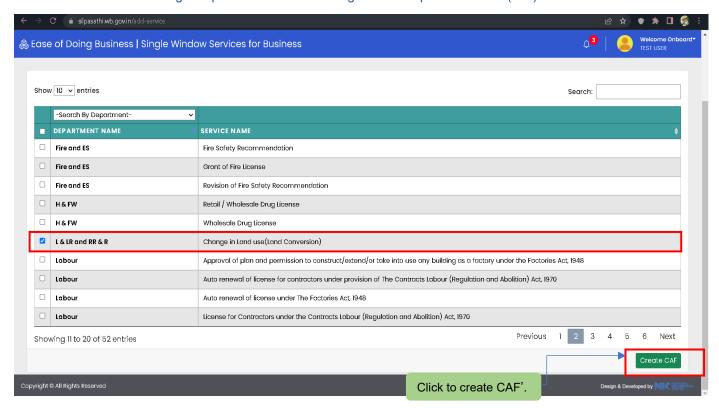


The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.



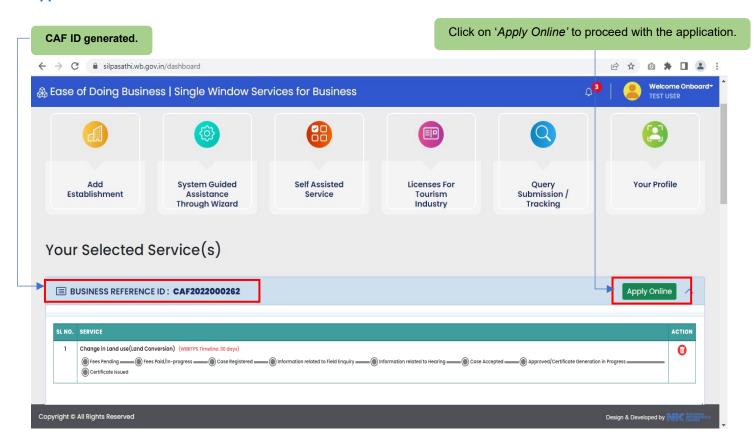
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named Change in Land use (Land Conversion) by L&LR and RR&R Govt. of West Bengal

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



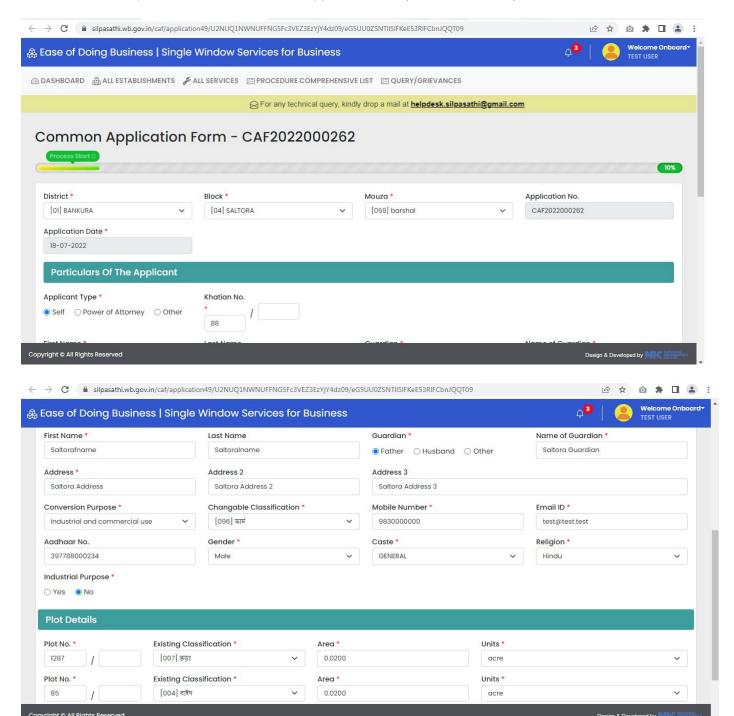
After selecting the service **Change in Land use (Land Conversion) by L&LR and RR&R Govt. of West Bengal**, the applicant has to click on 'Create CAF'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

#### Applicant's Dashboard

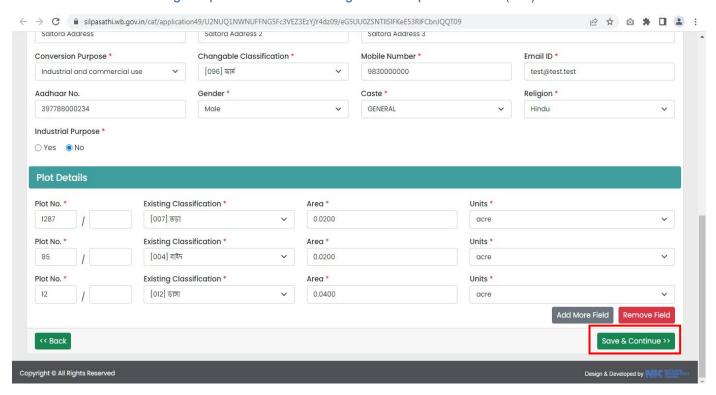


Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

After clicking on '<u>Apply Online'</u> option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

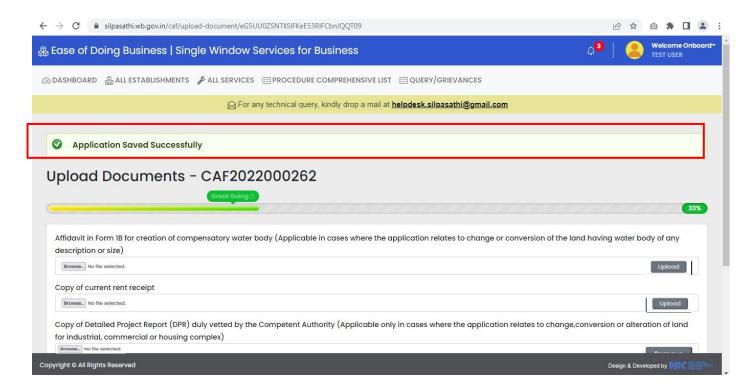


Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



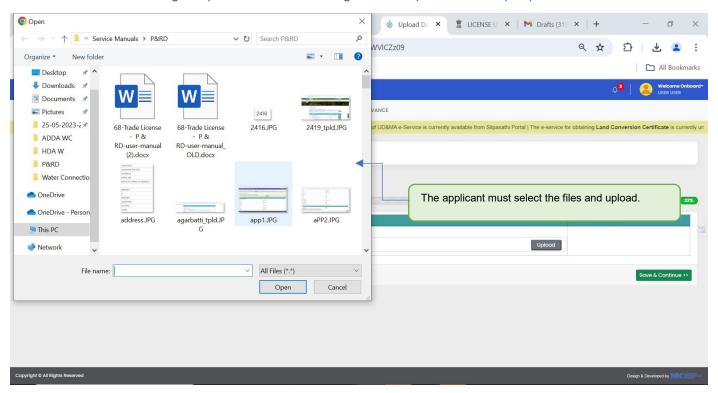
Upon completion of the application process along with document submission, the applicant clicks on the <u>'Submit'</u> button for final submission of the application.

The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.

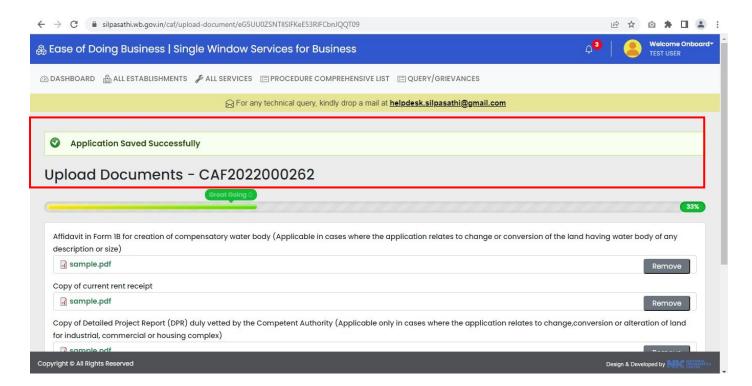


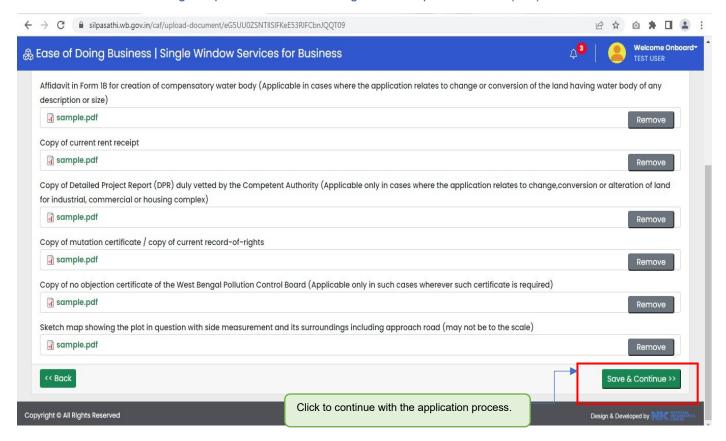
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse / Choose File'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



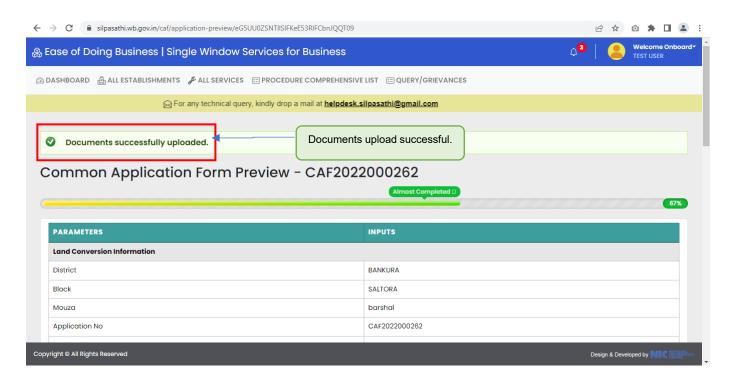
The applicant is required to upload <u>required documents</u> in <u>pdf format</u> as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '<u>Save and Continue</u>' to proceed with the application.



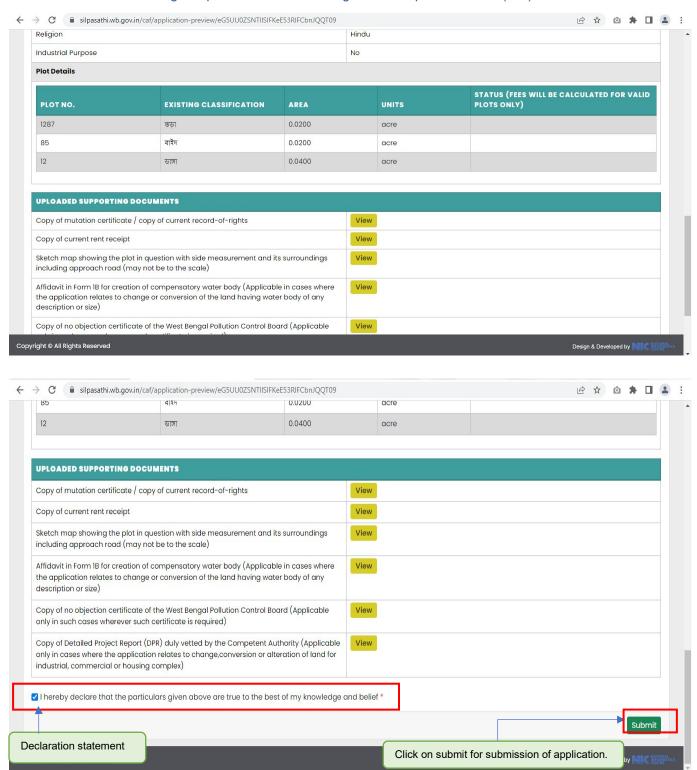


The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.

#### **Application Form**

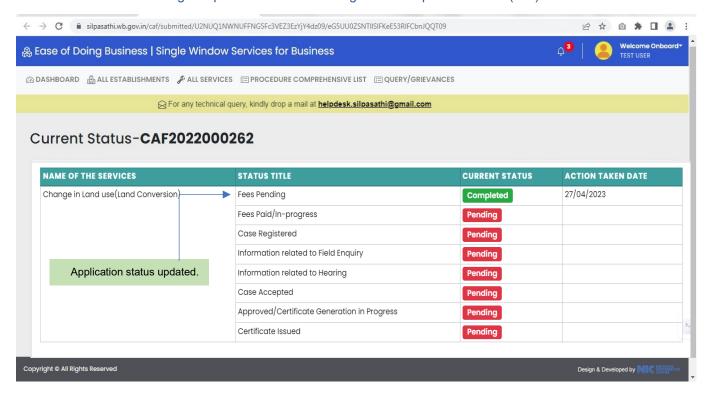


Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



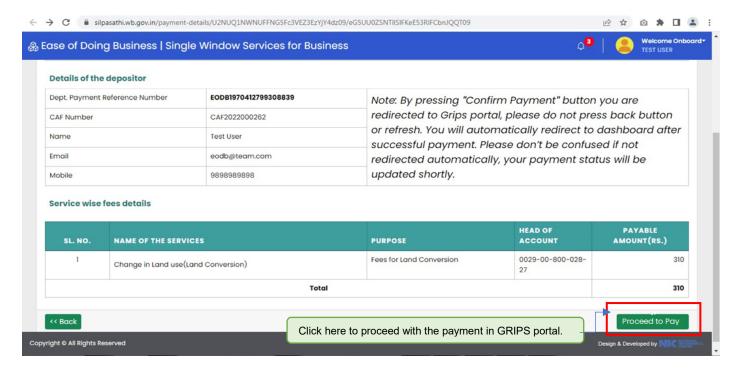
## 2. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

#### Applicant's Dashboard

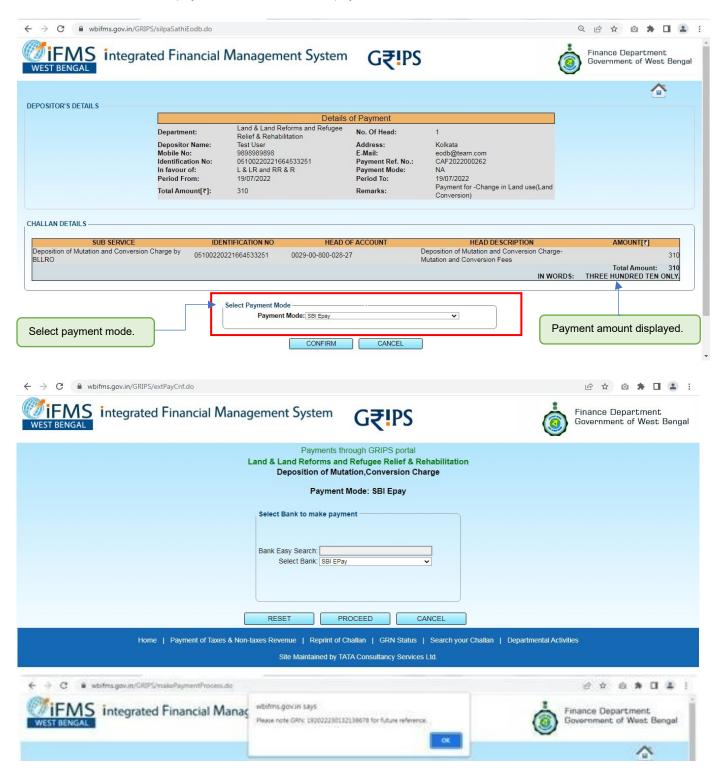


The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.



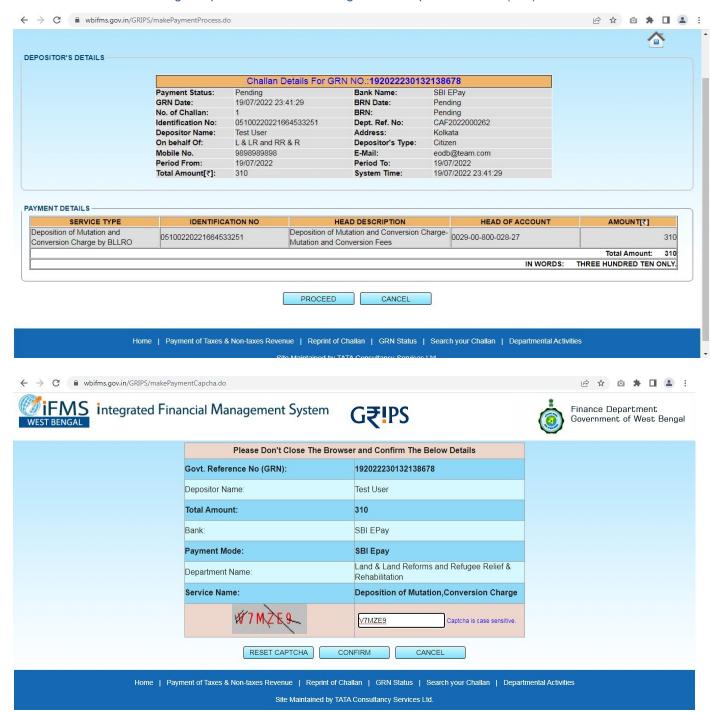
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

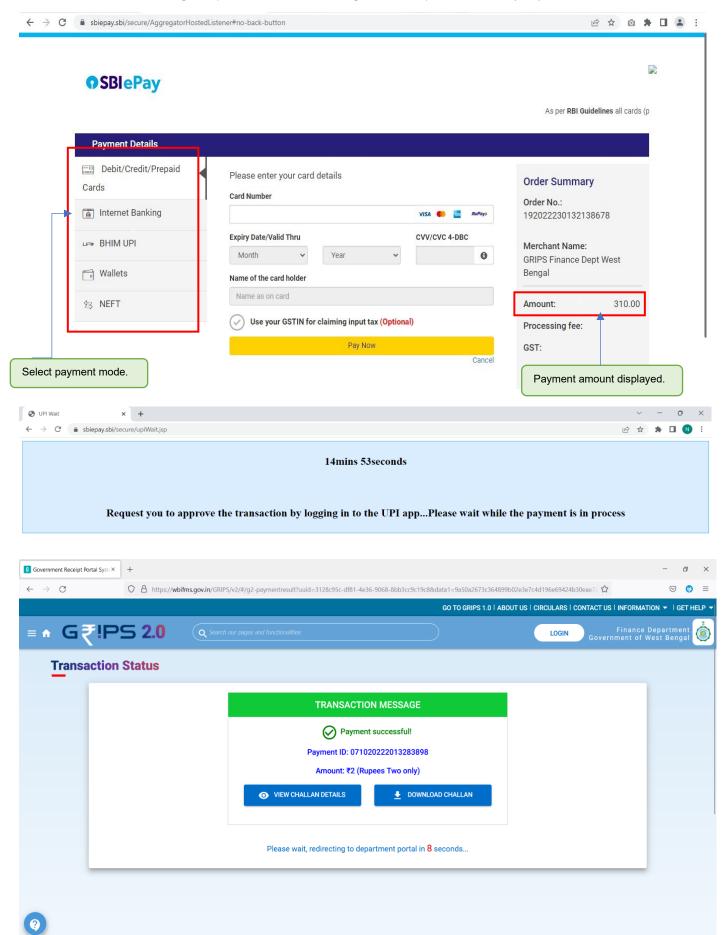
The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

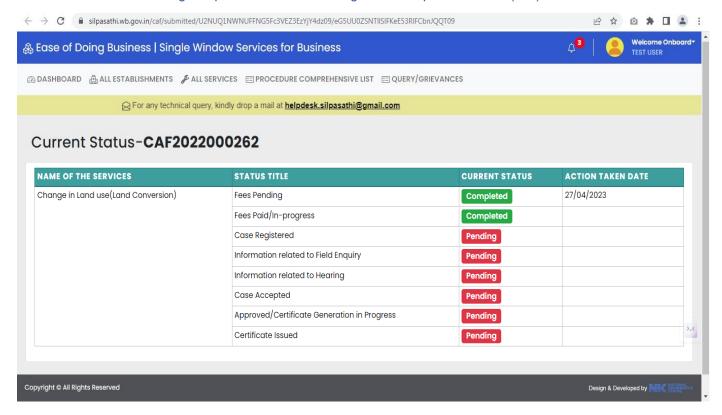


## User Manual

# Change in Land use (Land Conversion)

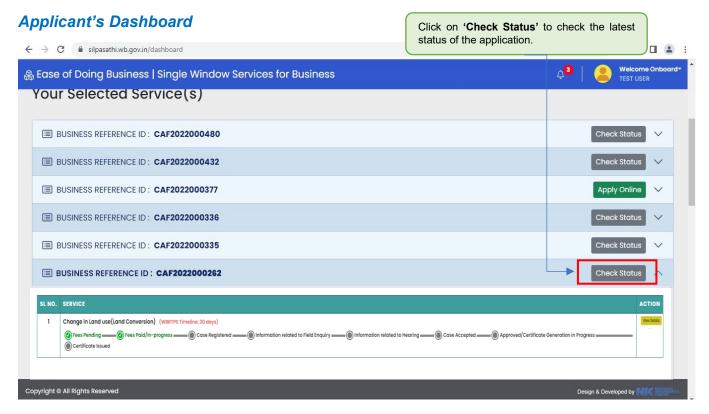






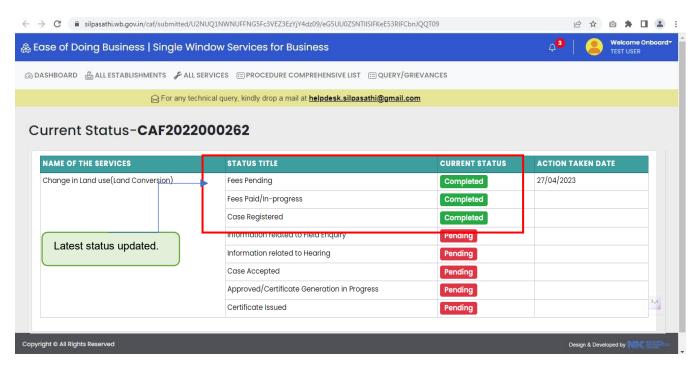
### 3. Track Status of Application

The applicant has to click on 'Check Status' to view the latest status of the application.



#### Note: Latest status can be seen any time through Applicant's Dashboard

Current status appears in the Status Dashboard (Screenshot below).



Note: Applicant can click on 'Check Status' at periodic intervals and can view the latest status of the application

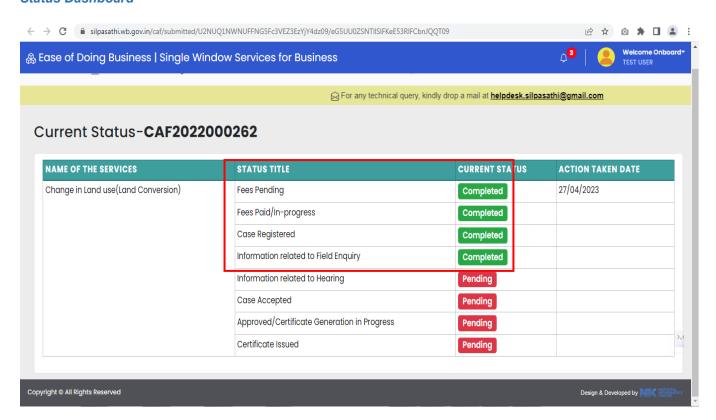
Applicant's Dashboard

# User Manual

# Change in Land use (Land Conversion)

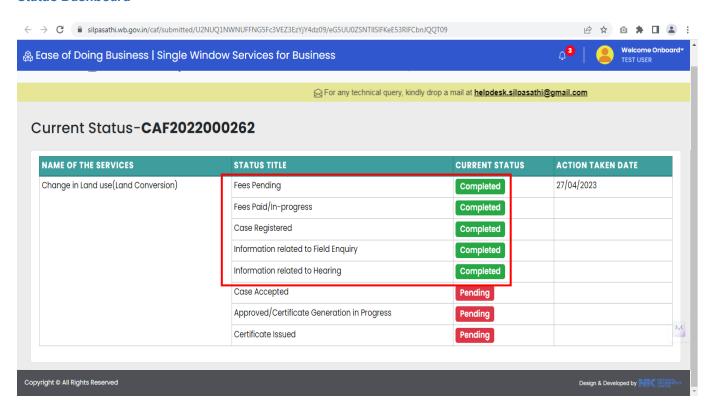
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)





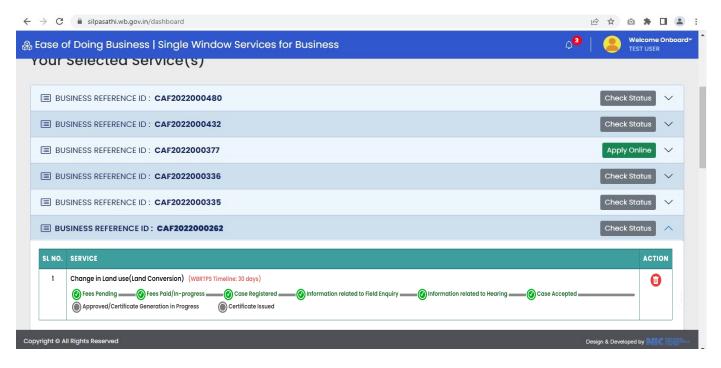
#### Applicant's Dashboard

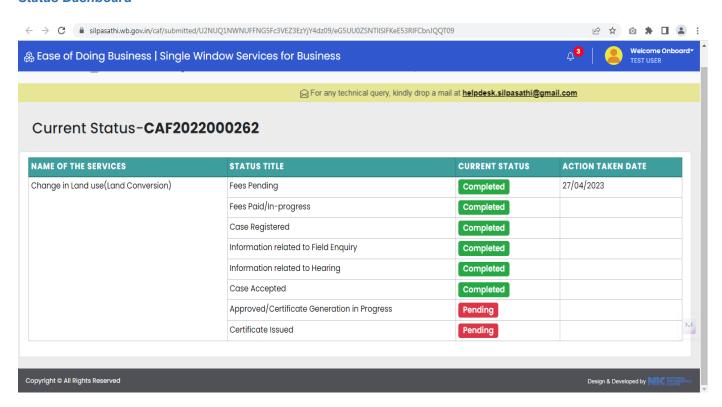




Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

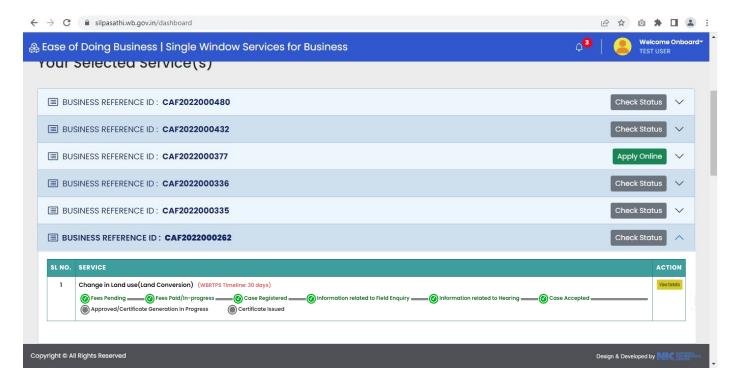
#### Applicant's Dashboard

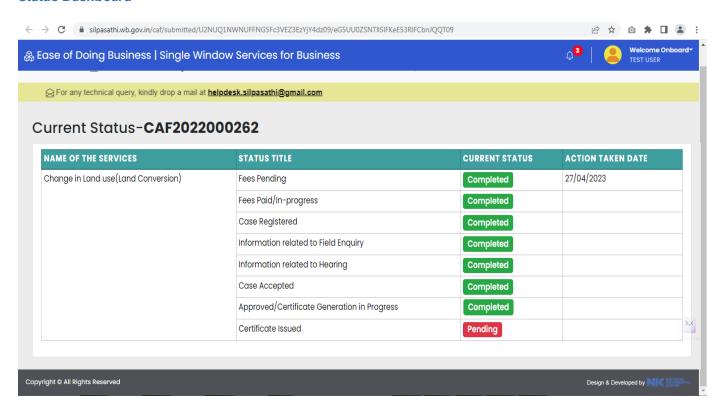




Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

#### Applicant's Dashboard





### 4. Online Download of final approval certificate

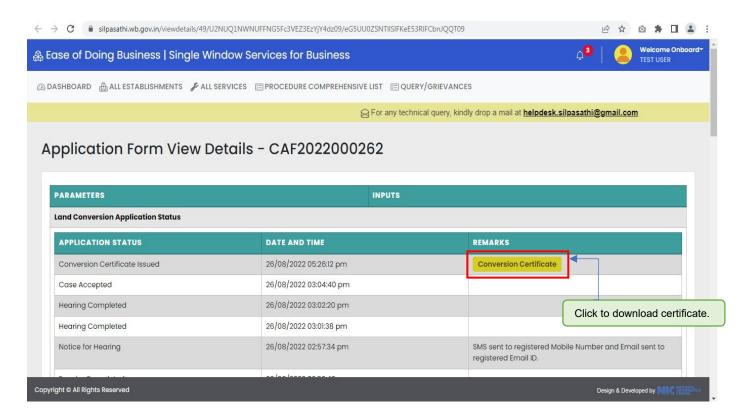
The applicant has to 'Download Certificate' to view further.

#### Applicant's Dashboard



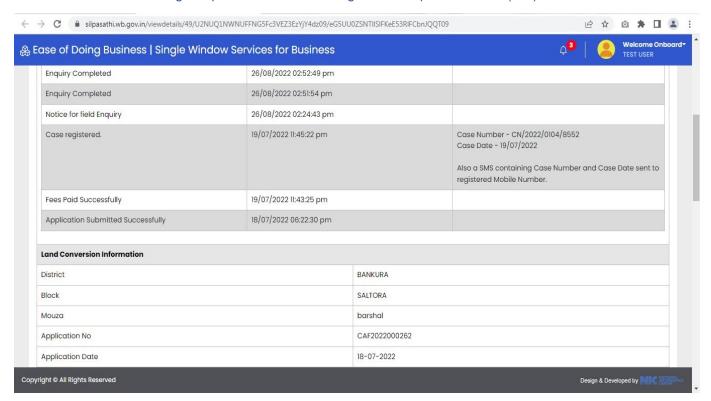
#### Note: Latest status can be seen any time through Applicant's Dashboard

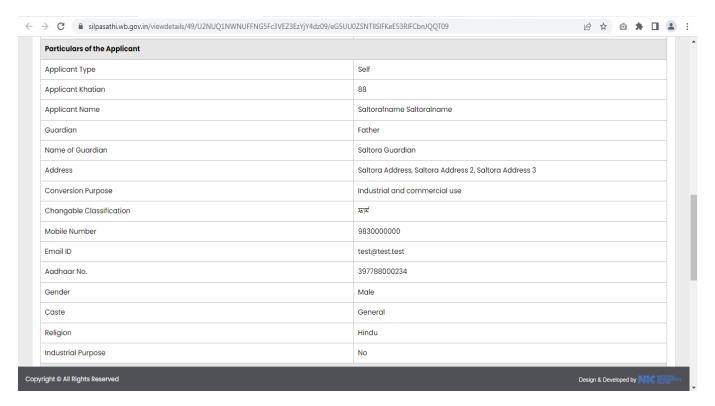
The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on 'Conversion Certificate' icon to download the Final Approval Certificate issued.



## **User Manual**

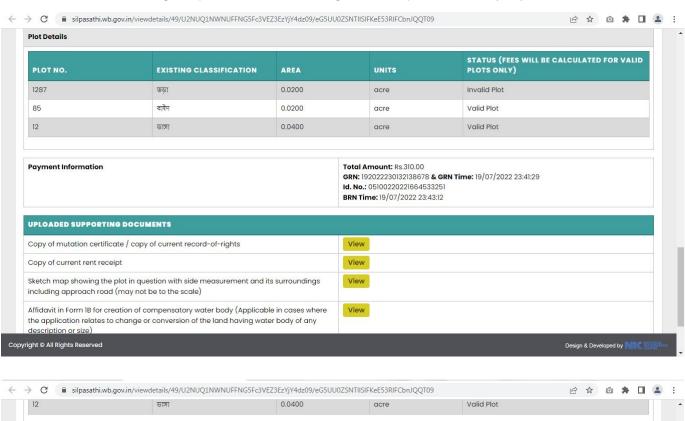
# Change in Land use (Land Conversion)

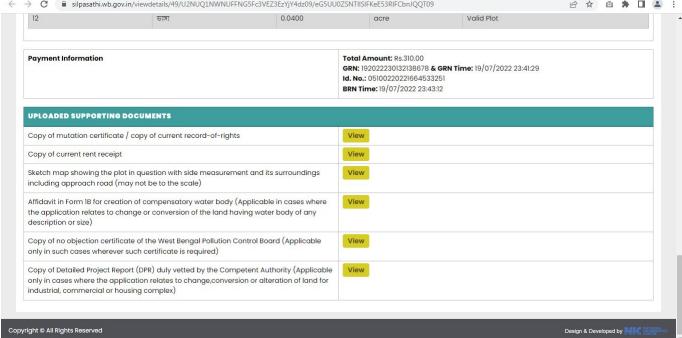




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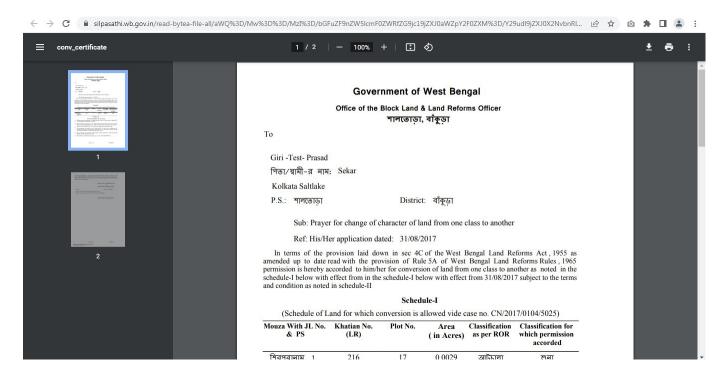
# Change in Land use (Land Conversion)

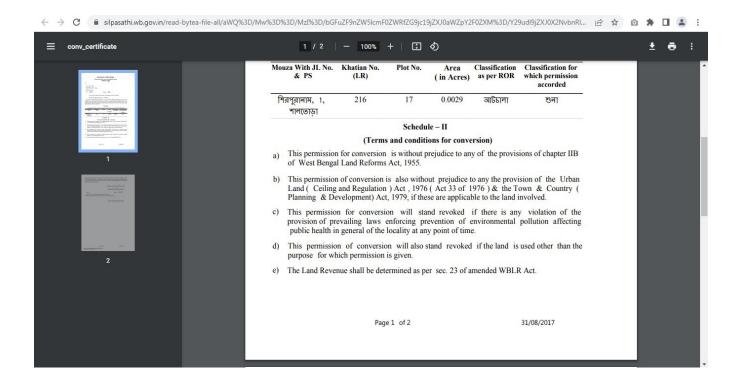


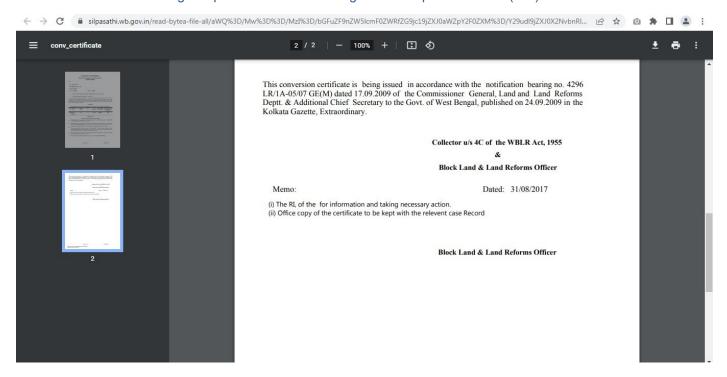


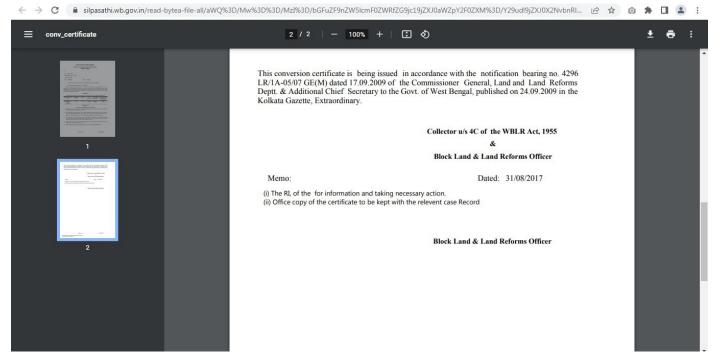
#### The certificate as downloaded has been illustrated in the screenshot below:

#### The Final Certificate gets downloaded (Screenshot)









#### One Approval certificate document has been illustrated below:

#### Government of West Bengal

Office of the Block Land & Land Reforms Officer শালভোড়া, বাঁকুড়া

To

Giri -Test- Prasad পিতা/স্বামী-র নাম: Sekar Kolkata Saltlake

P.S.: শালভোড়া District: বাঁকুড়া

Sub: Prayer for change of character of land from one class to another

Ref: His/Her application dated: 31/08/2017

In terms of the provision laid down in sec 4C of the West Bengal Land Reforms Act, 1955 as amended up to date read with the provision of Rule 5A of West Bengal Land Reforms Rules, 1965 permission is hereby accorded to him/her for conversion of land from one class to another as noted in the schedule-1 below with effect from in the schedule-1 below with effect from 31/08/2017 subject to the terms and condition as noted in schedule-II

#### Schedule-I

(Schedule of Land for which conversion is allowed vide case no. CN/2017/0104/5025)

| Mouza With JL No.<br>& PS  | Khatian No.<br>(LR) | Plot No. | Area<br>( in Acres) | Classification<br>as per ROR | Classification for<br>which permission<br>accorded |
|----------------------------|---------------------|----------|---------------------|------------------------------|--|
| শিরপুরানাম, 1,<br>শালতোড়া | 216                 | 17       | 0.0029              | আটচালা                       | শুৰা   |

#### Schedule - II

#### (Terms and conditions for conversion)

- This permission for conversion is without prejudice to any of the provisions of chapter IIB of West Bengal Land Reforms Act, 1955.
- b) This permission of conversion is also without prejudice to any the provision of the Urban Land (Ceiling and Regulation) Act, 1976 (Act 33 of 1976) & the Town & Country (Planning & Development) Act, 1979, if these are applicable to the land involved.
- c) This permission for conversion will stand revoked if there is any violation of the provision of prevailing laws enforcing prevention of environmental pollution affecting public health in general of the locality at any point of time.
- d) This permission of conversion will also stand revoked if the land is used other than the purpose for which permission is given.
- e) The Land Revenue shall be determined as per sec. 23 of amended WBLR Act.

Page 1 of 2 31/08/2017

## 5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the SilpaSathi Portal.

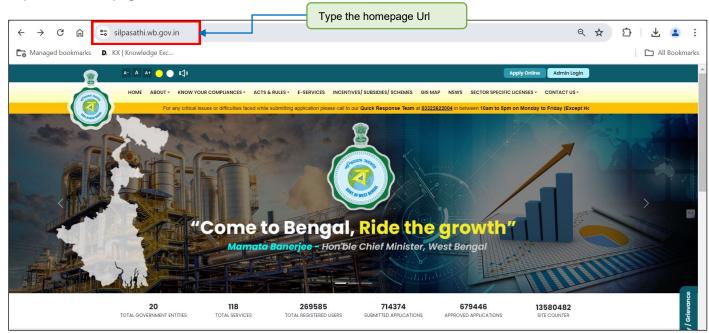
#### Third party verification process

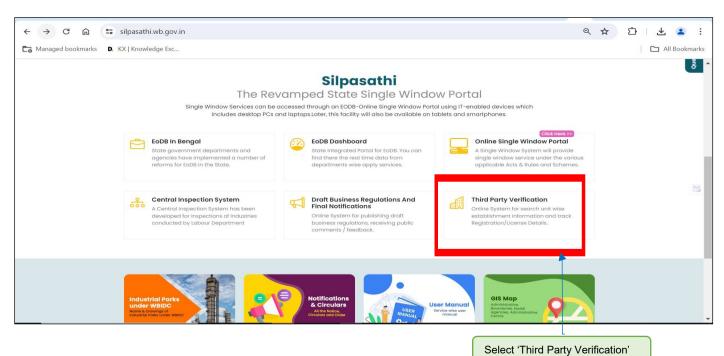
The applicant or any user has to log in to <a href="https://silpasathi.wsb.gov.in">https://silpasathi.wsb.gov.in</a>/.

A user (any third party) needs to click on 'Third party Verification' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

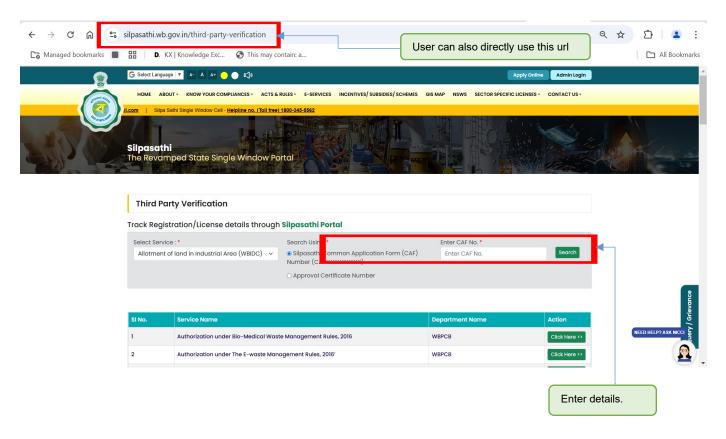
#### SilpaSathi Homepage





Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Applicant selects the service and then enter the CAF number or Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



#### The third party can view the details as illustrated below:

