

Procedure for issuing Change in Land Use (Land Conversion) Certificate

Procedure to be followed by the applicant and step by step movement of the application within the Department along with timelines for completion of each step is same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

Procedure to be followed by applicant:

1. The applicant will submit conversion application online along with all required documents and fees
2. After scrutiny of application, field enquiry and hearing, application will be approved and the applicant can download the Certificate from online system.

Step by step movement of application within department along with timeline

Step No	Procedure	Official involved	Timeline
1	Online application received and sent to Revenue Inspector online for scrutiny and inspection.	BL&LRO (up to 10 decimal) SDL&LRO (above 10 decimals to 100 decimal) DL&LRO (above 100 decimals)	Same day of submission of application.
2	Scrutiny of the application and conduct of field level inspection and Submission of inspection report.	Revenue Inspector of the concerned Mouza.	15 days
3	Conduct of hearing under 4C of the WBLR Act & approval of application and issue of Certificate online.	BL&LRO (upto 10 decimal) SDL&LRO (above 10 decimals to 100 decimal) DL&LRO (above 100 decimals)	15 days
	Total timeline in WBRTPS Act		30 days

Comprehensive list of documents for issuing Change in Land Use (Land Conversion) Certificate

Comprehensive list of documents required for application are same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

- 1. Copy of mutation certificate / copy of current record-of-rights**
- 2. Copy of current rent receipt**
- 3. Sketch map showing the plot in question with side measurement and its surroundings including approach road (may not be to the scale)**
- 4. 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)**
- 5. Copy of no objection certificate of the West Bengal Pollution Control Board (Applicable only in such cases wherever such certificate is required)**
- 6. 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)**

Fees required for issuing Change in Land Use (Land Conversion) Certificate

Fees required is same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), but it depends on Business location (Rural, Urban). Location specific fees are given below:

GOVERNMENT OF WEST BENGAL
LAND & LAND REFORMS DEPARTMENT
LR. BRANCH

No.4403-LR/3M-135/05 GE(M)

December 28, 2005

CIRCULAR

In partial modification of this Department Circular No.7907-M&M dated 30.10.2002 and Circular No.8280-M&M dated 22.11.2002, the undersigned is directed to convey that the application fee and processing fee for dealing with conversion cases shall be as prescribed below and the same shall come into effect from 1st January, 2006:-

- i) The application fee for any conversion petition shall be Rs.5/- only irrespective of the quantum and category of land.
- ii) The processing fee to be charged, for the purpose of necessary administrative actions required under law for disposal of any conversion petition in connection with different categories of land for various types of intended uses, at the variable rates, per decimal of land, as prescribed in three tables given below for land located in Rural, Municipal and KMDA areas:-

Table -1: Conversion Fee of Land in the Rural Areas (per decimal of land)

Current land use	Conversion to activities allied to agriculture	Conversion to Homestead (for personal use)	Conversion for Group housing, housing complex by cooperatives or property developers	Conversion to Industrial and commercial use and activities
Bastu, Patit, danga and any other land not currently in agricultural or other productive use	Rs.10.00	Rs.15.00	Rs. 20.00	Rs. 30.00
Agricultural land	Rs.15.00	Rs.20.00	Rs. 30.00	Rs. 50.00
Ponds, or any water body	Rs.30.00	Rs.40.00	Rs. 60.00	Rs.100.00
Industrial and commercial land unused or underused	Rs.50.00	Rs.75.00	Rs.150.00	Not applicable

Table-2: Conversion Fee of land in the Municipal Areas excluding KMDA area(per decimal of land)

Current land use	Conversion to Activities allied to agriculture	Conversion to Homestead (for personal use)	Conversion for Group housing, housing complex by cooperatives or property developers	Conversion to Industrial and commercial use and activities
Bastu, Patit, danga and any other land not currently in agricultural or other productive use	Rs. 15.00	Rs. 22.00	Rs. 30.00	Rs. 45.00
Agricultural land	Rs. 22.00	Rs. 30.00	Rs. 45.00	Rs. 75.00
Ponds, or any waterbody if allowed for conversion	Rs. 45.00	Rs. 60.00	Rs. 90.00	Rs.150.00
Industrial and commercial land unused or underused	Rs. 75.00	Rs.110.00	Rs.225.00	Not applicable

Table-3: Conversion Fee of land in the KMDA Areas (per decimal of land)

Current land use	Conversion to activities allied to agriculture	Conversion to Homestead (for personal use)	Conversion for Group housing, housing complex by cooperatives or property developers	Conversion to Industrial and commercial use and activities
Bastu, Patit, danga and any other land not currently in agricultural or other productive use	Rs. 20.00	Rs. 30.00	Rs. 40.00	Rs. 60.00
Agricultural land	Rs. 30.00	Rs. 40.00	Rs. 60.00	Rs.100.00
Ponds, or any waterbody if allowed for conversion	Rs. 60.00	Rs. 80.00	Rs.120.00	Rs.200.00
Industrial and commercial land unused or underused	Rs.100.00	Rs.150.00	Rs.300.00	Not applicable

The revised charts shall come into effect for those cases which will be submitted on and after 1st January, 2006

Sukumar Das
LRC & Pr. Secy. to the
Govt. of West Bengal

No.4403/1(42)-LR/3M-135/05GE(M)

December 28, 2005

Copy forwarded for information and necessary action to:

1. Director of Land Records and Surveys & Joint Land Reforms Commissioner, West Bengal, 35, Gopalnagar Road, Alipore, Kolkata-700027.
2. The Commissioner.....Division
3. The DM & Collector.....
4. The DL & LRO.....

Sukumar Das
Principal Secy.
to the Govt. of West Bengal

GOVERNMENT OF WEST BENGAL
LAND & LAND REFORMS DEPTT.
IS BRANCH.

No.5714-IS/223/07.

Dated : 30.08.2007.

From : The Asstt. Secy. to the Govt. of W. Bengal

To : The Director of Land Records & Surveys & JL. L.R.C., W.B.
35, Gopal Nagar Road, Kolkata-27.

The undersigned is directed to send herewith a copy of the Circular bearing No.LRC/150/07, dt.03.07.07, issued from this Deptt., for his kind information and necessary action and also for sending the same to all D.L.&L.R.Os for further necessary action.

P. Kundu
Assistant Secretary
Land & Land Reforms Dept.
Govt. of West Bengal.