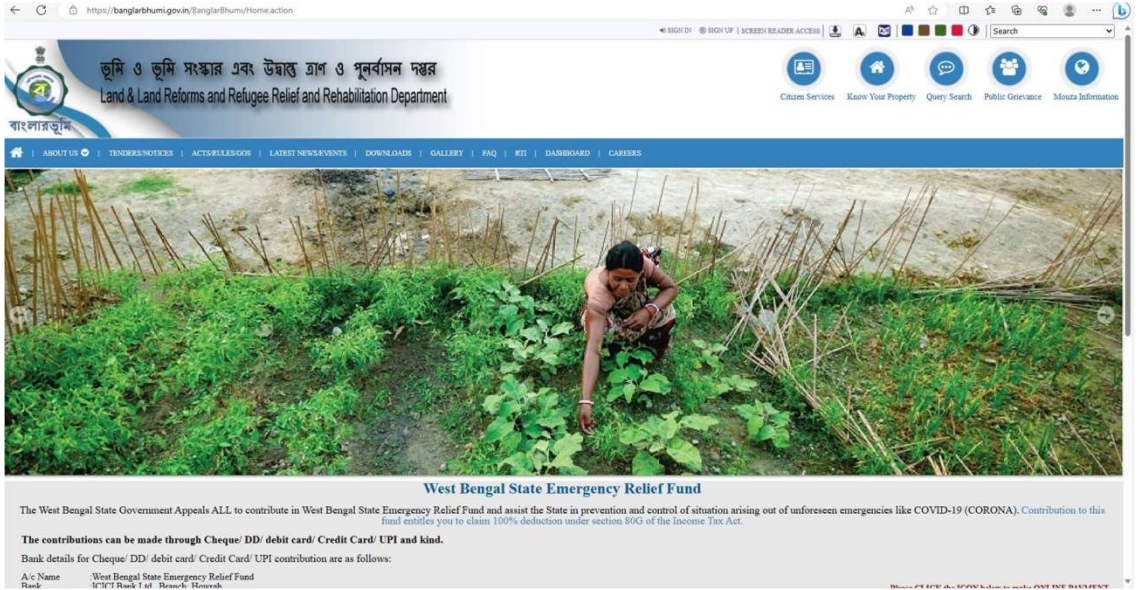


## SOP-জমির শ্রেণী পরিবর্তনের জন্য আবেদন

Step-1:-[www.banglarbhumigov.in](http://www.banglarbhumigov.in) ওয়েবসাইট এ যান।



Step-2:-সাইন ইন এ ক্লিক করুন।



Step:-3..ইউজার আইডি ,পাসওয়ার্ড ,ক্যাপচা দিন । লগ ইন করুন।

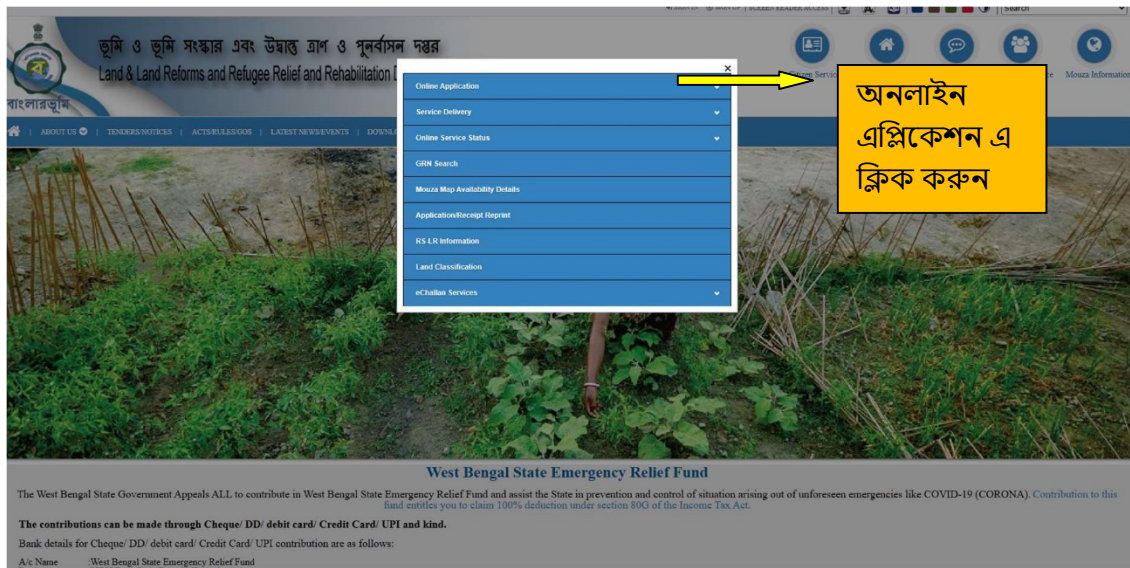
The screenshot shows the login interface of the West Bengal State Emergency Relief Fund website. The page has a header with the department name in Bengali and English, and a navigation bar with links like 'ABOUT US', 'TENDERS/NOTICES', etc. The main content area features a 'Login to Your Account' form. The form has two tabs: 'Departmental Users' and 'Citizens'. The 'Citizens' tab is active, showing fields for 'Username', 'Password', and a 'captcha' image. A yellow box labeled 'ইউজার আইডি' (User ID) points to the Username field. Another yellow box labeled 'পাসওয়ার্ড' (Password) points to the Password field. A third yellow box labeled 'ক্যাপচা দিন' (Enter captcha) points to the captcha image. A fourth yellow box labeled 'লগইন এ ক্লিক করুন।' (Click on login) points to the 'Login' button. Below the login form, there is a link to 'FORGOT PASSWORD' and a note to 'Press 'Esc' to close this Window.' The background of the page shows a field with green plants.

Step-4:-সিটিজেন সার্ভিসেস এ যান।

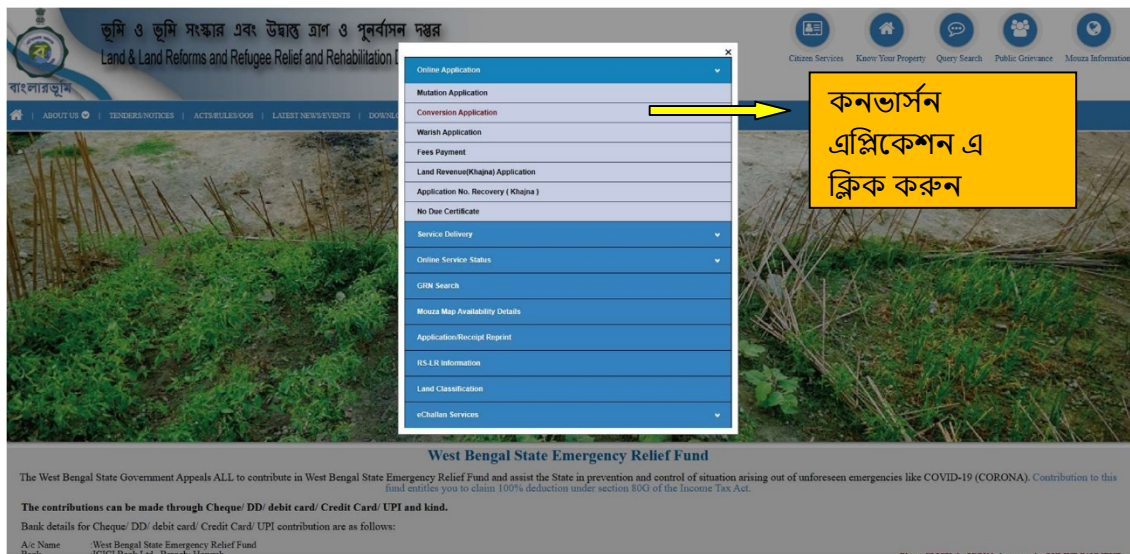




Step-5:-অনলাইন এপ্লিকেশন এ ক্লিক করুন।



Step-6:-কনভার্সন এপ্লিকেশন এ ক্লিক করুন।



Step-7:-জেলা, ব্লক, মৌজা সিলেক্ট করুন।ব্যক্তিগত তথ্য পূরণ করুন।মোবাইল নম্বর, ইমেইল আইডি দিন।ইমেইল ও মোবাইল নম্বর ভেরিফাই করুন প্রাপ্ত OTP দিয়ে।দাগের পরিবর্তিত শ্রেণী এবং শ্রেণী পরিবর্তনের উদ্দেশ্য সিলেক্ট করুন ড্রপডাউন লিস্ট থেকে।

**CONVERSION APPLICATION**

*The investors requesting for industrial conversion are requested to please Click Here.*

District: \*  
[ 01 ] BANGKURA

Block: \*  
[ 01 ] BANGKURA - I

Mouza: \*  
[ 061 ] Kanihadota

Application No [ ]

Application Date 08/10/2023

Whether the land is already converted? \* ☐ Yes ☒ No

Particulars of the Applicant	List of Enclosures	Processing Fee	SoP for disposal of Conversion
<p style="text-align: center;"><b>Particulars of Applicant</b></p> <p>Applicant Type <input checked="" type="radio"/> Self <input type="radio"/> Power Of Attorney <input type="radio"/> Others</p> <p>Applicant Khattian * [ ] / [ ]</p> <p>First Name * Chhotu Last Name Maghi Father <input checked="" type="radio"/> Husband <input type="radio"/> Others * Matia Majhi</p> <p>Address * mj Address 2 Address 3</p> <p>Conversion purpose * Homestead Changable Classification * [013] गृह Mobile No. * 9836641206 RTI</p> <p>E-Mail ID * admiro@gmail.com 1998 Aadhaar No. 4010208022222 Gender * MALE</p> <p>Caste * GENERAL Religion * HINDU</p>			

Step-8:- “+” সাইন এ ক্লিক করে দাগ এবং দাগের তথ্য যোগ করুন।

Plot Details		Plot No.		Existing Classification		Changeable Area(as applied)	
Khatian No.							
<div style="border: 2px solid yellow; padding: 10px; text-align: center;"> <span style="font-size: 24px; font-weight: bold;">+ সাইন এ ক্লিক করুন</span> </div>							
No records to view							
+ :Add Plot Detail		✍ :Update Plot Detail		🗑 :Delete Plot Detail			

Type The Characters Shown \*

The information furnished herein above is true and correct to the best of my /our knowledge and I/ We have not concealed or misrepresented any fact and the documents uploaded herewith. I/We shall bear full responsibility of any factual error(s) of the information supplied/ uploaded by me/us and also shall bear criminal and civil consequences, if any. I/We shall produce the original documents, copy of which uploaded as and when demanded by the authority.

Submit
Reset
Exit

Step-9:-দাগ নাম্বার ,খতিয়ান নাম্বার ও এরিয়া পূরণ করুন।

**Plot Details**

**Add Record**

Khatian No.

Plot No

Existing Classification:

Area

Plot No. Existing Classification: Changeable Area(as applied)

**দাগের তথ্য যোগ করুন**

No records to view

Type The Characters shown in

☐ The information furnished herein above is true and correct to the best of my / our knowledge and I/ We have not concealed or misrepresented any fact and the documents uploaded herewith. I/We shall bear full responsibility of any factual error(s) of the information supplied/ uploaded by me/us and also shall bear criminal and civil consequences, if any. I/We shall produce the original documents, copy of which uploaded as and when demanded by the authority.

## Step-10:-দাগের তথ্য যোগ হলো।

Plot Details	Khatian No.	Plot No.	Existing Classification:	Changeable Area(as applied)
9	2	পের	0.08	

দাগের তথ্য যোগ হলো

+ :-Add Plot Detail    :-Update Plot Detail    :-Delete Plot Detail

Type The Characters Shown \*  31ANSE

☐ The information furnished herein above is true and correct to the best of my/ our knowledge and I/ We have not concealed or misrepresented any fact and the documents uploaded herewith. I/We shall bear full responsibility of any factual error(s) of the information supplied/ uploaded by me/us and also shall bear criminal and civil consequences, if any. I/We shall produce the original documents, copy of which uploaded as and when demanded by the authority.

## Step-11:-লিস্ট অফ এনক্লোজারেস এ ক্লিক করুন।

Particulars of the Applicant	List of Enclosures	Processing Fee	SoP for disposal of Conversion
<p>[Allow File type PDF &amp; File size 2 MB Maximum]</p> <p><input type="checkbox"/> Copy of mutation certificate / copy of current record-of-rights</p> <p><input type="checkbox"/> Copy of current rent receipt</p> <p><input type="checkbox"/> Sketch map showing the plot in question with side measurement and its surroundings including approach road (may not be to the scale)</p> <p><input type="checkbox"/> 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)</p> <p><input type="checkbox"/> Copy of no objection certificate of the West Bengal Pollution Control Board (Applicable only in such cases wherever such certificate is required)</p> <p><input type="checkbox"/> 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)</p>			

Type The Characters Shown \*  31ANSE

☐ The information furnished herein above is true and correct to the best of my/ our knowledge and I/ We have not concealed or misrepresented any fact and the documents uploaded herewith. I/We shall bear full responsibility of any factual error(s) of the information supplied/ uploaded by me/us and also shall bear criminal and civil consequences, if any. I/We shall produce the original documents, copy of which uploaded as and when demanded by the authority.

## Step-12:-চেকবাক্স এ টিক্ করুন এবং প্রয়োজনীয় ডকুমেন্টস আপলোড করুন।

Particulars of the Applicant	List of Enclosures	Processing Fee	SoP for disposal of Conversion
<p>[Allow File type PDF &amp; File size 2 MB Maximum]</p> <p><input checked="" type="checkbox"/> Copy of mutation certificate / copy of current record-of-rights</p> <p><input checked="" type="checkbox"/> Copy of current rent receipt</p> <p><input checked="" type="checkbox"/> Sketch map showing the plot in question with side measurement and its surroundings including approach road (may not be to the scale)</p> <p><input checked="" type="checkbox"/> 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)</p> <p><input checked="" type="checkbox"/> Copy of no objection certificate of the West Bengal Pollution Control Board (Applicable only in such cases wherever such certificate is required)</p> <p><input checked="" type="checkbox"/> 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)</p>			

Type The Characters Shown \*  31ANSE

ডকুমেন্টস আপলোড করুন।

### Step-13:-সাবমিট এ ক্লিক করুন।

Particulars of the Applicant | List of Enclosures | Processing Fee | SoP for disposal of Conversion

[Allow File type PDF & File size 2 MB Maximum]

<input checked="" type="checkbox"/> Copy of mutation certificate / copy of current record-of-rights	<a href="#">Choose File</a> Phone Bill...018401.pdf
<input checked="" type="checkbox"/> Copy of current rent receipt	<a href="#">Choose File</a> Phone Bill...018401.pdf
<input checked="" type="checkbox"/> Sketch map showing the plot in question with side measurement and its surroundings including approach road (may not be to the scale)	<a href="#">Choose File</a> Phone Bill...018401.pdf
<input checked="" type="checkbox"/> 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)	<a href="#">Choose File</a> Phone Bill...018401.pdf
<input checked="" type="checkbox"/> Copy of an objection certificate of the West Bengal Pollution Control Board (Applicable only in such cases wherever such certificate is required)	<a href="#">Choose File</a> Phone Bill...018401.pdf
<input checked="" type="checkbox"/> 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)	<a href="#">Choose File</a> Phone Bill...018401.pdf

Type The Characters Shown \* 3IANSE 3IANSE

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[Submit](#) [Exit](#)

### Step-14:-এপ্লিকেশন নাম্বার এবং প্রদেয় ফিস নোট করুন।তারপর “OK “তে ক্লিক করুন।

Plot Details

Khatian No.	Plot No.	Existing Classification:	Changeable Area(as applied)
No records to view			

+ : Add Plot Detail / - : Update Plot Detail # : Delete Plot Detail

Type The Characters Shown \* LPZSIG

☐ The information furnished herein above is true and correct to the best of my/ our knowledge and I/ We have not concealed or misrepresented any fact and the documents uploaded herewith. I/We shall bear full responsibility of any factual error(s) of the information supplied/ uploaded by me/us and also shall bear criminal and civil consequences, if any. I/ We shall produce the original documents, copy of which uploaded as and when demanded by the authority.

[Form Payment](#) [OK](#) [Exit](#)

Success

Application successfully received for Conversion.  
And Your Application No. is-CONV/2023010101480  
Proper Khatian-Plot combinations are 9-→2  
Court Fee will be Rs.160  
Application Fee will be Rs.10

[OK](#)

### Step-15:-ডাউনলোডএপ্লিকেশনএক্লিককরুন।এপ্লিকেশনডাউনলোডকরুন।মেকপেমেন্টএক্লিককরুন।

Plot Details

Khatian No.	Plot No.	Existing Classification:	Changeable Area(as applied)
No records to view			

+ : Add Plot Detail / - : Update Plot Detail # : Delete Plot Detail

Type The Characters Shown \* LPZSIG

☐ The information furnished herein above is true and correct to the best of my/ our knowledge and I/ We have not concealed or misrepresented any fact and the documents uploaded herewith. I/We shall bear full responsibility of any factual error(s) of the information supplied/ uploaded by me/us and also shall bear criminal and civil consequences, if any. I/ We shall produce the original documents, copy of which uploaded as and when demanded by the authority.

[Form Payment](#) [Reset](#) [Download Application](#) [Exit](#)

Step-16:-আবেদনটি এই রকম হবে ডাউনলোড হলে।



*Land & Land Reforms And Refugee Relief & Rehabilitation Department*

FORM 1A

Application for change of character, conversion or alteration in the mode of use land

(See sub-rule (1) of rule 5A)

Application No : CONV2023010101480	Application Date : 08/10/2023
------------------------------------	-------------------------------

From : Chhutu Majhi  
nij  
To : The District Land & Land Reforms Officer/  
The Sub-divisional Land & Land Reforms Officer/  
The Bolck Land & Land Reforms Officer.

Sub. Application for permission for chage of character, conversion or alteration in the mode of use of land.

Sir,

I / We have the honour to apply for permission for change of character , conversion or alteration in the mode of use of the land having water body for the purpose of Homestead

2. The particulars of the land / land having water body with respect to which such permission is required is furnished below:-

- |   |               |
|---|---------------|
| (1) Name of the District  | : BANKURA     |
| (2) Name of the Block   | : BANKURA - I |
| (3) Name of the police station  | : Bankura     |
| (4) Name of the mouza   | : Kashiadoba  |
| (5) Jurisdiction List No.   | : 61          |
| (6) Khatian No. (R.S & L.R)   | : 9           |
| (7) Plot No. (R.S & L.R)  | : 2           |
| (8) Area of the Plot (R.S & L.R) [If part plot, specify the area and portion] | : 0.08 acre   |
| (9) Existing classification of the Plot                                       | : Shole       |
| (1) Name of the District  | : BANKURA     |
| (2) Name of the Block   | : BANKURA - I |
| (3) Name of the police station  | : Bankura     |
| (4) Name of the mouza   | : Kashiadoba  |
| (5) Jurisdiction List No.   | : 61          |
| (6) Khatian No. (R.S & L.R)   | : 9           |
| (7) Plot No. (R.S & L.R)  | : 2           |



3. The following documents, in duplicate, are enclosed with this application:-

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

4. I / We also declare and undertake –

1. That the land, in question shall be used strictly for the purpose for which such permission shall be granted;
2. That there is no bargadar, in the land, in question;
3. That no work shall be done on the land, in question that may lead to conversion of the same unless permission as sought for is granted;
4. That necessary approval or permission or licence shall be obtained from the appropriate authority as required for execution of the work on the land, in question as soon as permission for conversion as sought for is granted;

5. I / We further declare –

1. That the land, in question is under peaceful possession of myself / ourselves and it is free from all encumbrances;
2. That the land, in question is not involved in any proceeding for vesting under the provisions of any law;
3. That the land, in question is not involved in any court case which prohibits such conversion, change or alteration in the mode of use of the land.

6. I / We also declare and undertake that in case it is proved at any point of time that the documents furnished and statements made hereinabove are not true and correct, I / We am / are liable for any legal action which will be taken by the competent authority in this regard including cancellation of order granting change of character, conversion or alteration in the mode of use of land as sought for.



Encl. As stated above

Yours faithfully,

Place :

Date :

(Full signature of the applicants(s) with seal, if any.)

Step-17:-রিকোয়েস্ট টাইপ কনভার্সন সিলেক্ট করুন।প্লিকেশন নম্বর দিন, ক্যাপচা দিন।ভিউতে ক্লিক করুন।

The screenshot shows the website of the Land & Land Reforms and Refugee Relief and Rehabilitation Department. The header includes the department's name in Bengali and English, along with navigation links like 'ABOUT US', 'TENDERS/NOTICES', 'ACTS/RULES/ORDS', 'LATEST NEWS/EVENTS', 'DOWNLOADS', 'GALLERY', 'FAQ', 'RTI', 'DASHBOARD', and 'CAREERS'. There are also icons for 'Citizen Services', 'Know Your Property', 'Query Search', 'Public Grievance', and 'Minara Information'.

The main content area is titled 'FEES COLLECTION'. It contains a form with the following fields:

- Request Type\* (Dropdown menu with 'Conversion' selected)
- Application No.\* (Text field with 'CONV2023010101480' entered)
- Enter Captcha\* (Text field with '4JPR6' and a captcha image showing '4JPR61' entered)
- Applicant Name (Text field)
- Application Date (Text field)
- Application Fee (Text field)
- Processing Fee (Text field)

Below the captcha field, there are 'VIEW' and 'Exit' buttons. A yellow arrow points from the 'VIEW' button to a yellow box containing the text 'ভিউতে ক্লিক করুন' (Click in View).

A 'Disclaimer' link is located at the bottom right of the form.

Step-18:-পেমেন্ট মেথড সিলেক্ট করুন।কন্টিনিউতে ক্লিক করুন।

**FEES COLLECTION**

Request Type\*

Application No.\*

Enter Captcha\*

Applicant Name

Application Date

Application Fee

Processing Fee

**Proceed Payment through GRIPS:**

☐ netBanking ☐ Counter Payment ☒ Debit Card ☐ SBI Epay

কন্টিনিউ তে ক্লিক করুন

Step-19:-কন্টিনিউতে ক্লিক করুন।

**PAYMENT THROUGH GRIPS**

Dept. Reference No.

Head Of Account

Amount

Period From

Period To

কন্টিনিউতে ক্লিক করুন

**Note:**  
Please note down Transaction Id. and Govt. Reference No (GRN) from GRIPS Portal before proceeding towards actual Payment.  
In Case of any Online Payment (Netbanking/Debit Card), if no response returns to banglartdhumi website, refer the following steps:  
**For Any Service:**  
Please use "Citizen Service" > "GRN Search" Menu  
Provide GRN No. and Application No (Transaction Id of GRIPS) to verify your payment.  
**Also Note That:**  
GRN search will be available for a particular GRN upto expiry of one month only from the date of application.  
[ In Case of any Transaction failure between Bank and GRIPS, please refer to instructions at GRIPS Portal ]

Step-20:-চেক বাক্স এ টিক করুন।নেক্সট এ ক্লিক করুন।

**1. Land & Land Reforms and Refugee Relief & Rehabilitation → ₹170**

**Department Details**

Organization Type	Organization Name	User Type	
Government	Land & Land Reforms and Refugee Relief & Rehabilitation		5

**Debit Card Payment**

Ref. No.	Identification No.	Frequency of Payment
0512023010150472	CONV2023010101480	
Period From	Remarks	In Favour Of
08/10/2023	Mutation/Conversion Request Fee Paid Online Through GRIPS	Land Records

**Service and Tax Details**

Subservice Name	HoA Description	Head of Account	Amount
Deposition of Mutation and Conversion Charge by BLLRO	Deposition of Mutation and Conversion Charge-Mutation and Conversion Fees	0029-00-800-028-27	170

**TOTAL ₹170**

Rupees One Hundred Seventy only

☐ Verified and checked

নেক্সট এ ক্লিক করুন

You must complete this step in 4 minutes 51 seconds.

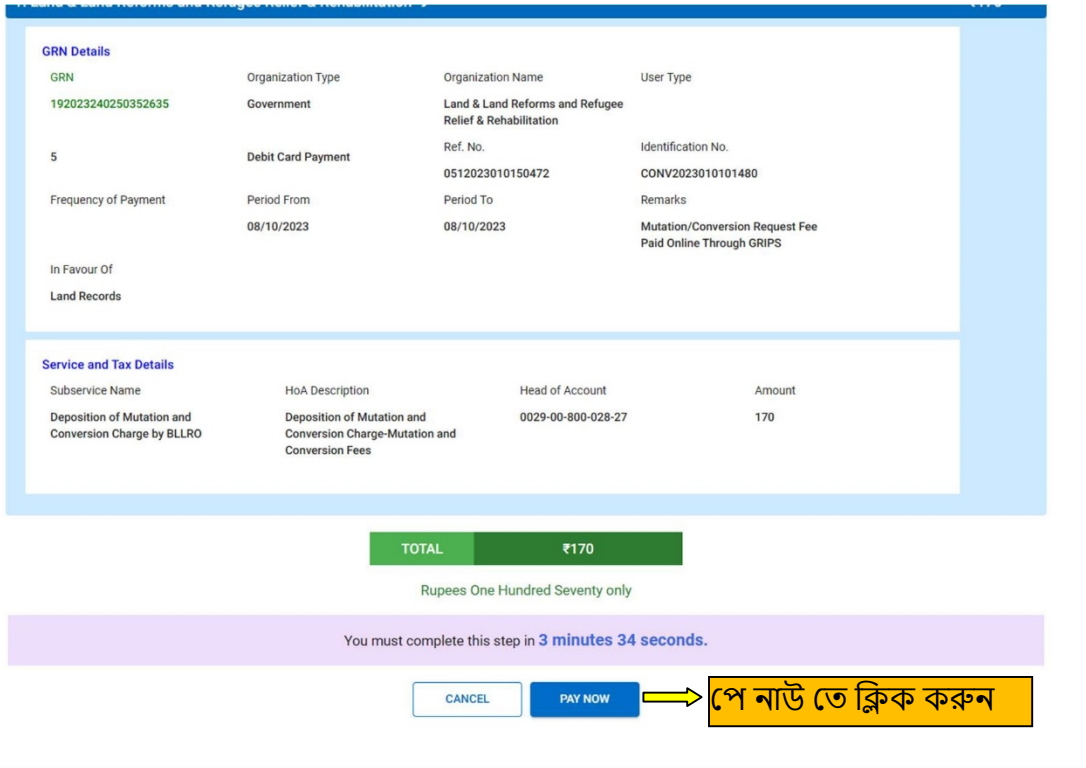
Step-21:-নেক্সট এ ক্লিক করুন।

Step-22:-GRN নম্বরটি নোট করুন পরে ব্যবহারের জন্য।

Step-23:-OK তে ক্লিক করুন।



Step-24:-পে নাউ তে ক্লিক করুন।



**GRN Details**

GRN	Organization Type	Organization Name	User Type
192023240250352635	Government	Land & Land Reforms and Refugee Relief & Rehabilitation	
5	Debit Card Payment	Ref. No.	Identification No.
		0512023010150472	CONV2023010101480
Frequency of Payment	Period From	Period To	Remarks
	08/10/2023	08/10/2023	Mutation/Conversion Request Fee Paid Online Through GRIPS
In Favour Of			
Land Records			

**Service and Tax Details**

Subservice Name	HoA Description	Head of Account	Amount
Deposition of Mutation and Conversion Charge by BLLRO	Deposition of Mutation and Conversion Charge-Mutation and Conversion Fees	0029-00-800-028-27	170

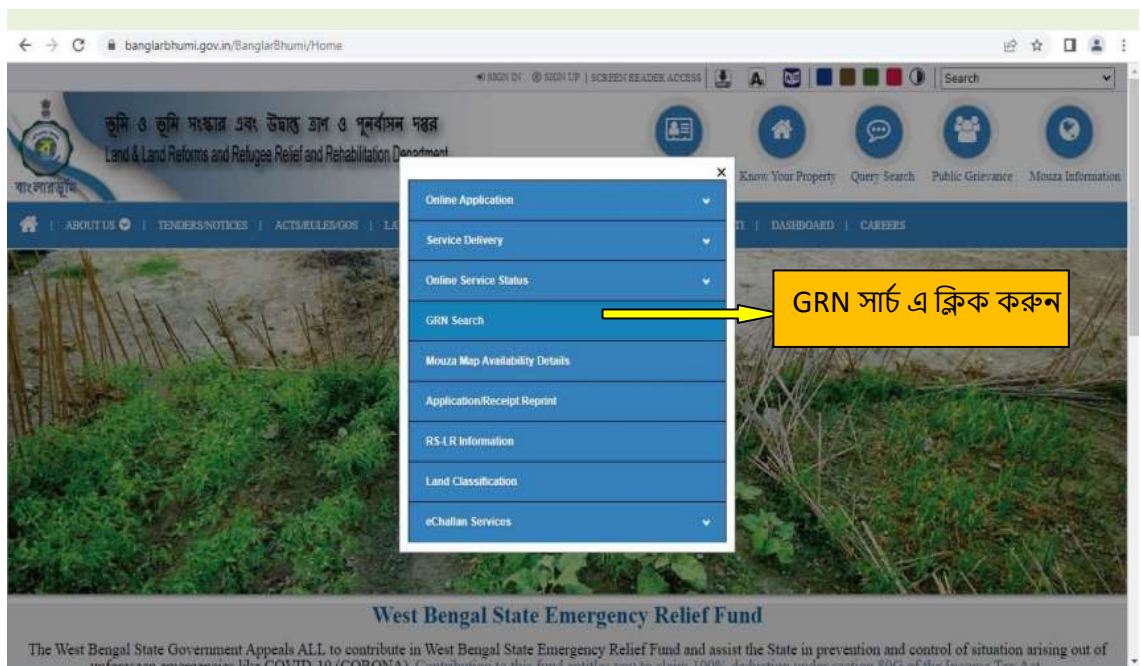
**TOTAL** ₹170

Rupees One Hundred Seventy only

You must complete this step in 3 minutes 34 seconds.

[CANCEL](#) [PAY NOW](#) → পে নাউ তে ক্লিক করুন

Step-25:-পেমেন্ট হয়ে যাবার পর সিটিজেন সার্ভিসেস এ যান।GRN সার্চ এ ক্লিক করুন।



banglarbhum.gov.in/BanglarBhum/Home

GRN Search

GRN সার্চ এ ক্লিক করুন

West Bengal State Emergency Relief Fund

The West Bengal State Government Appeals ALL to contribute in West Bengal State Emergency Relief Fund and assist the State in prevention and control of situation arising out of unforeseen emergencies like COVID-19 (CORONA). Contribution to this fund entitles you to claim 100% deduction under section 80C of the Income Tax Act.

Step-26:-রিকোয়েস্ট টাইপ কনভার্সন সিলেক্ট করুন।GRN নম্বর,এপ্লিকেশন নম্বর দিন, ক্যাপচা দিন।সাবমিট এ ক্লিক করুন।ডানদিকে পেমেন্ট স্টেটাস দেখা যাবে।পেইড চালান ডাউনলোড করুন।

**GRIPS PAYMENT DETAILS**

\*GRN search will be available for a particular GRN upto expiry of one month only from the Date of Application.  
 \*\*Certified Copy,PI,PLM will be available for one month from date of first download.

Request Type \*

Enter GRN No. \*

Application No. \*

Enter Captcha \*

Account Head

Application Fee

রিকোয়েস্ট টাইপ কনভার্সন

GRN নম্বর

এপ্লিকেশন নম্বর

ক্যাপচা

সাবমিট এ ক্লিক করুন

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