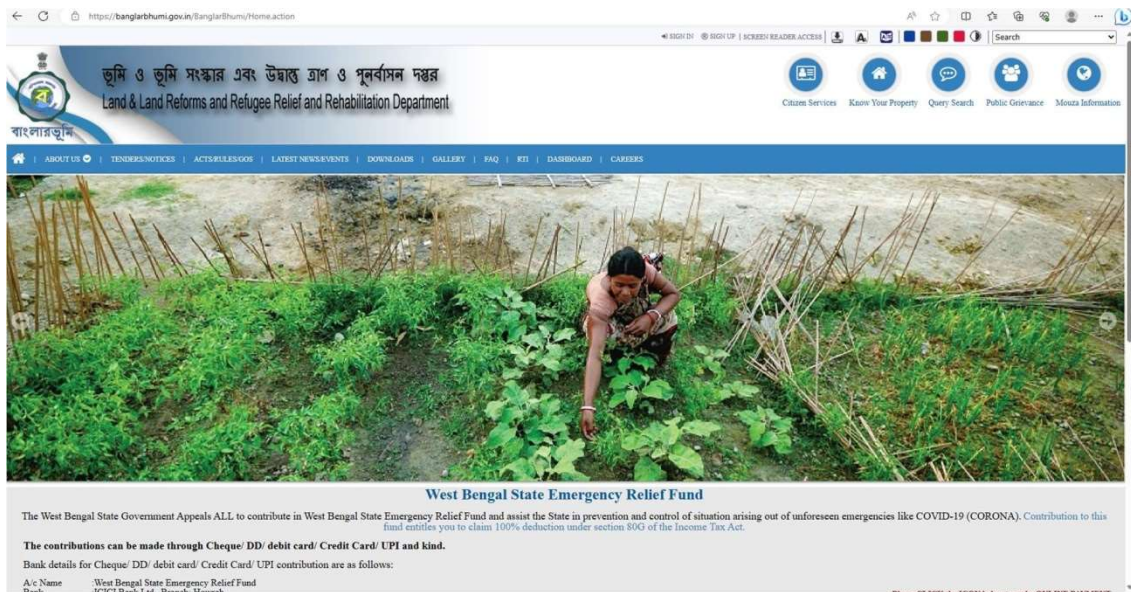


SOP to submit Application for Conversion

Step-1:-visit website www.banglarbhumigov.in



Step-2:- Click on Sign In



Step:-3..Put User ID,Password,Captcha..then click on log in

The screenshot shows the login interface of the West Bengal State Emergency Relief Fund website. A white login form is centered over a background image of a field. The form has a title "Login to Your Account" and two radio buttons: "Departmental Users" and "Citizens" (which is selected). Below these are input fields for "Username" and "Password". A captcha image showing the numbers "27564P" is displayed, with a "Refresh" button to its left. Below the captcha is a text input field for the captcha code. At the bottom of the form is a blue "Login" button. To the left of the button are links for "FORGET PASSWORD" and "SIGN UP". A red instruction "Press 'Esc' to close this Window." is at the very bottom. Yellow arrows point from text boxes to the form: "User ID" points to the Username field, "Password" points to the Password field, "Put Captcha" points to the captcha image, and "Click on Log In" points to the Login button.

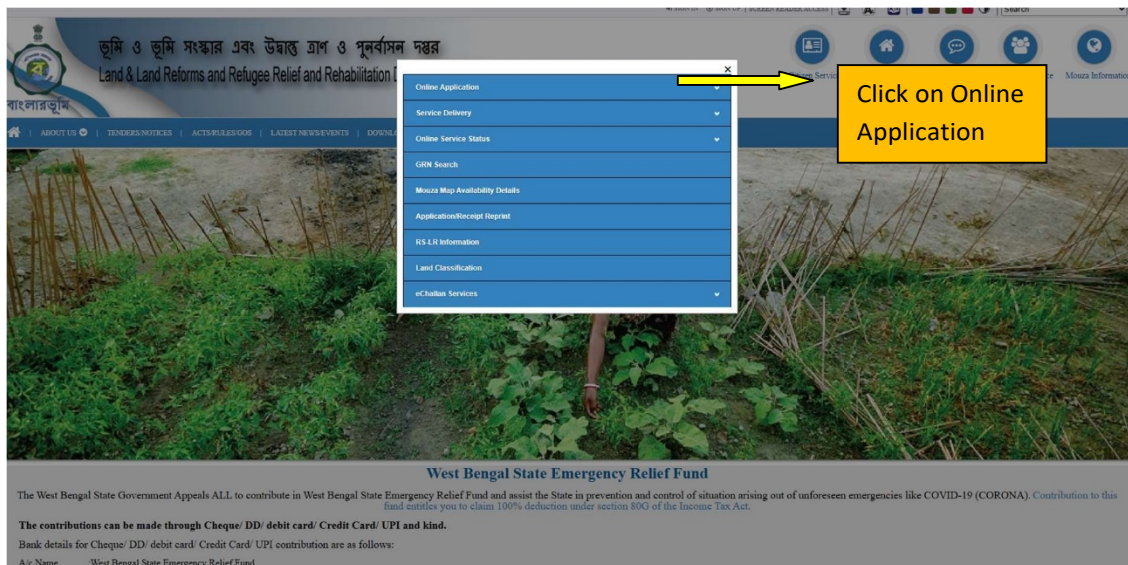
West Bengal State Emergency Relief Fund

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 80G of the Income Tax Act.

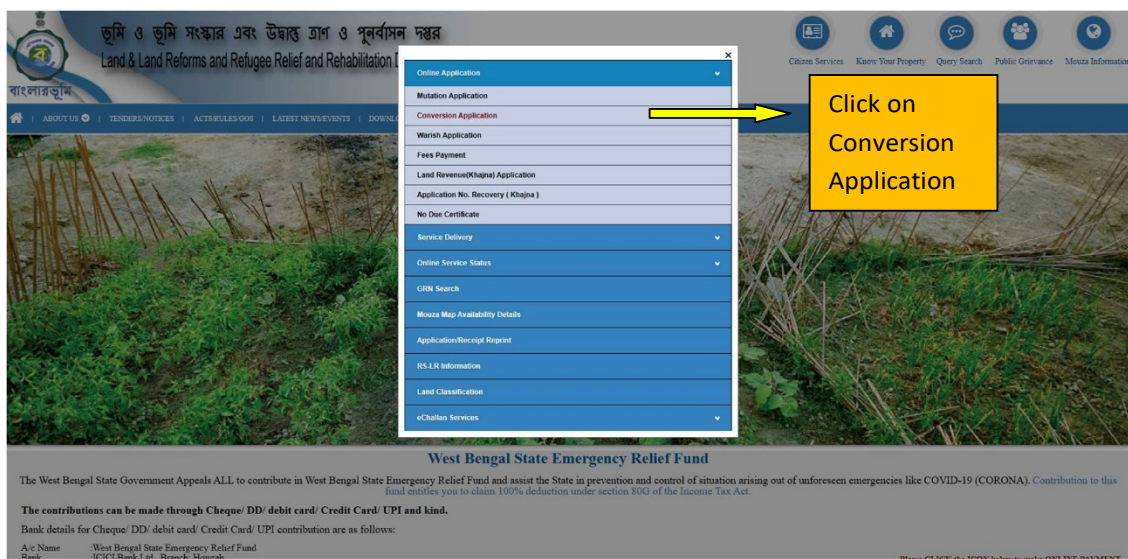
Step-4:-Click on Citizen Services



Step-5:-Click on online Application



Step-6:- Click on conversion Application.



Step-7:-Select District, Block, Mouza. Fill personal details. Enter mobile No,eMail ID and verify via OTP sent to Mobile no and eMail. Changeable classification to be entered and purpose of classification change to be selected from drop down list.

CONVERSION APPLICATION

The investors requesting for industrial conversion are requested to please [Click Here](#).

District: * [01] BANKURA Block: * [01] BANKURA-1 Mouza: * [061] Kashiadaha

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

Particulars of Applicant

Applicant Type: ☒ Self ☐ Power Of Attorney ☐ Others

Applicant Khatian * []

First Name * Chaitu Last Name * Majhi Father: ☒ Husband ☐ Others * []

Address * [] Address 2 [] Address 3 []


Conversion purpose * Homestead Changeable Classification * [013] ऋग् Mobile No. * 9836641206 [072]

E-Mail ID * ashirwadi@gmail.com [008] Andhaar No. 401026022222 Gender * MALE

Caste * GENERAL Religion * HINDU

Step-8:-Enter Plot details. Click on + sign to add plots

Plot Details

Khatian No.	Plot No.	Existing Classification	Changeable Area(as applied)
<div>  <div>Click on + Sign</div> </div>			

+ Add Plot Detail | Update Plot Detail | Delete Plot Detail

No records to view

Type The Characters Shown * [008] DSRM

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:- Enter plot no, Khatian No and area.

Plot Details

Add Record

Khatian No. 9 Plot No. 2 Existing Classification: [008] ऋग् Area: 0.08 acre

Submit | Cancel

Enter Plot details

+ Add Plot Detail | Update Plot Detail | Delete Plot Detail

No records to view

Type The Characters Shown * [008] 31ANSE

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Submit | Reset | Exit

Step-10:-Plot details added

Plot Details				
Khatian No.	Plot No.	Existing Classification	Changeable Area(as applied)	
9	2	NET	0.00	

Plot Detail sadded

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

Type The Characters Shown * 31ANSE

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Step-11:-Click on List of Enclosures.

Particulars of the Applicant	List of Enclosures	Processing Fee	SoP for disposal of Conversion
<p>[Allow File type PDF & 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

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Step-12:-Tick check box and upload required documents

Particulars of the Applicant	List of Enclosures	Processing Fee	SoP for disposal of Conversion
<p>[Allow File type PDF & 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

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Uploaded documents

Step-13:- Click on Submit.

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

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

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

Choose File Phone Bill...018401.pdf
Choose File Phone Bill...018401.pdf
Choose File Phone Bill...018401.pdf
Choose File Phone Bill...018401.pdf
Choose File Phone Bill...018401.pdf
Choose File Phone Bill...018401.pdf

Type The Characters Shown * 3IANSE 3IANSE

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Submit Click on Submit Reset Exit

Step-14:-Note Application No and note amount of fees to be paid. Then Click on OK

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

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Fee Payment Success Click on OK OK Exit

Application successfully received for Conversion.
And
Your Application No is-CONV2023010101430
Proper Khatian-Plot combinations are 9-32
Court Fee will be Rs.160
Application Fee will be Rs.10

Step-15:-Click on Download application. Download application and click on Make Payment.

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.

Fee Payment Reset Download Application Exit

Click on Make Payment Click on Download application

Step-16:- Downloaded application be like this,



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:-Select Request type "Conversion". Put application number and Captcha. Click on view.

The screenshot displays 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 for Citizen Services, Know Your Property, Query Search, Public Grievance, and Muzra Information. A blue navigation bar contains links for ABOUT US, TENDERS/NOTICES, ACTS/RULES/ORD, LATEST NEWS/EVENTS, DOWNLOADS, GALLERY, FAQ, RTI, DASHBOARD, and CAREERS.

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

- Request Type*: A dropdown menu with 'Conversion' selected.
- Application No.*: A text box containing 'CONV2023010001489'.
- Enter Captcha*: A text box containing '4JPR6' and a captcha image showing '4JPR61'.
- Buttons: 'VIEW' (blue) and 'Exit' (red).
- Fields: Three empty text boxes for 'Applicant Name', 'Application Date', 'Application Fee', and 'Processing Fee'.
- Disclaimer: A small link at the bottom right of the form.

A yellow callout box with the text 'Click on View' and an arrow points to the 'VIEW' button.

Step-18:- Make Payment. Select Payment option. Click on continue.

FEE COLLECTION

Request Type*

Application No.*

Enter Captcha*

Applicant Name Chhutu Majhi

Application Date 08/10/2023

Application Fee

Processing Fee

Proceed Payment through GRIPS:

☐ netBanking ☐ Counter Payment ☒ Debit Card ☐ SBI Epay

Click on continue

Step-19:-Click on continue

PAYMENT THROUGH GRIPS

Dept. Reference No.

Head Of Account

Amount

Period From

Period To

Click on continue

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 banglarijhumti 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:-Tick Check box and click on Next

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

Department Details

Organization Type	Organization Name	User Type	5
Government	Land & Land Reforms and Refugee Relief & Rehabilitation		
Debit Card Payment	Ref. No.	Identification No.	Frequency of Payment
	0512023010150472	CONV2023010101480	
Period From	Period To	Remarks	In Favour Of
08/10/2023	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

NEXT

Click on Next

You must complete this step in 4 minutes 51 seconds.

Step-21:- Click on Next.

GRIPS 2.0

Search our pages and functionalities

LOGIN

Finance Department Government of West Bengal

Home

Payment

Review and Confirmation

Payment Mode and Bank Selection

Transaction Details

You must complete this step in 4 minutes 52 seconds.

Payment Mode *

Debit Card Payment

Bank *

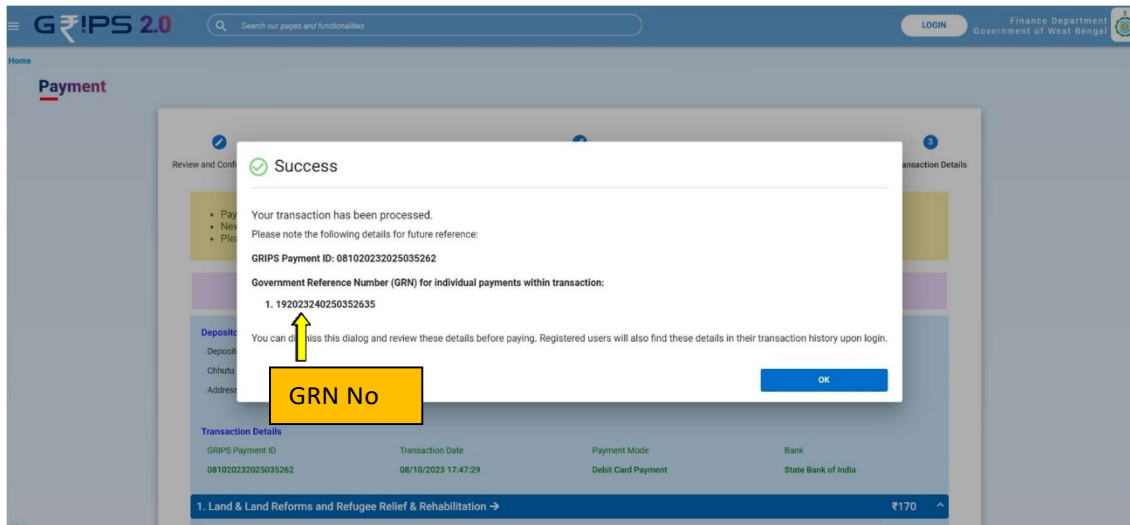
State Bank of India

BACK

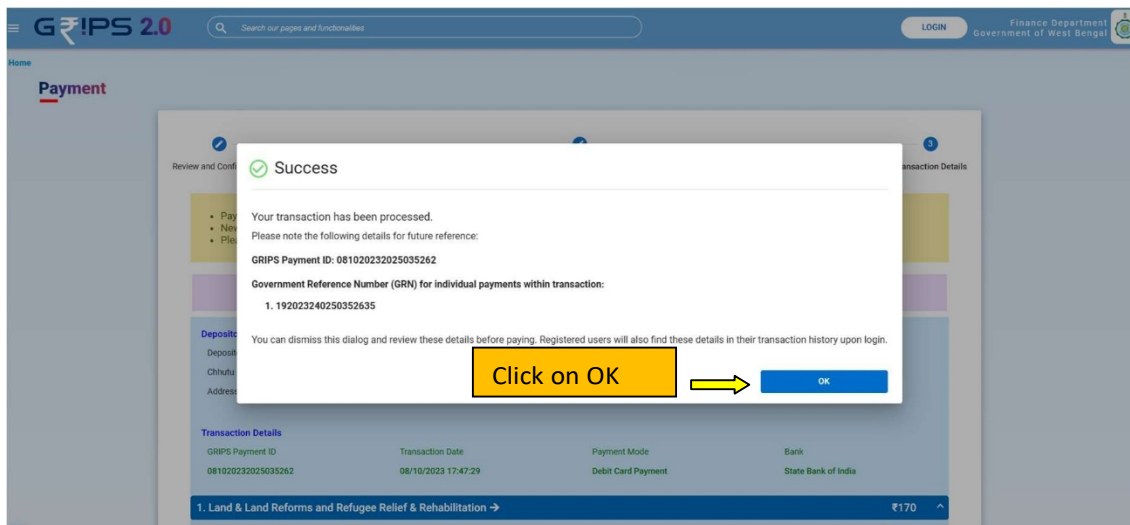
NEXT

Click on Next

Step-22:-Note GRN No for next step.



Step-23:-Click on OK



Step-24:- Click on Pay now

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

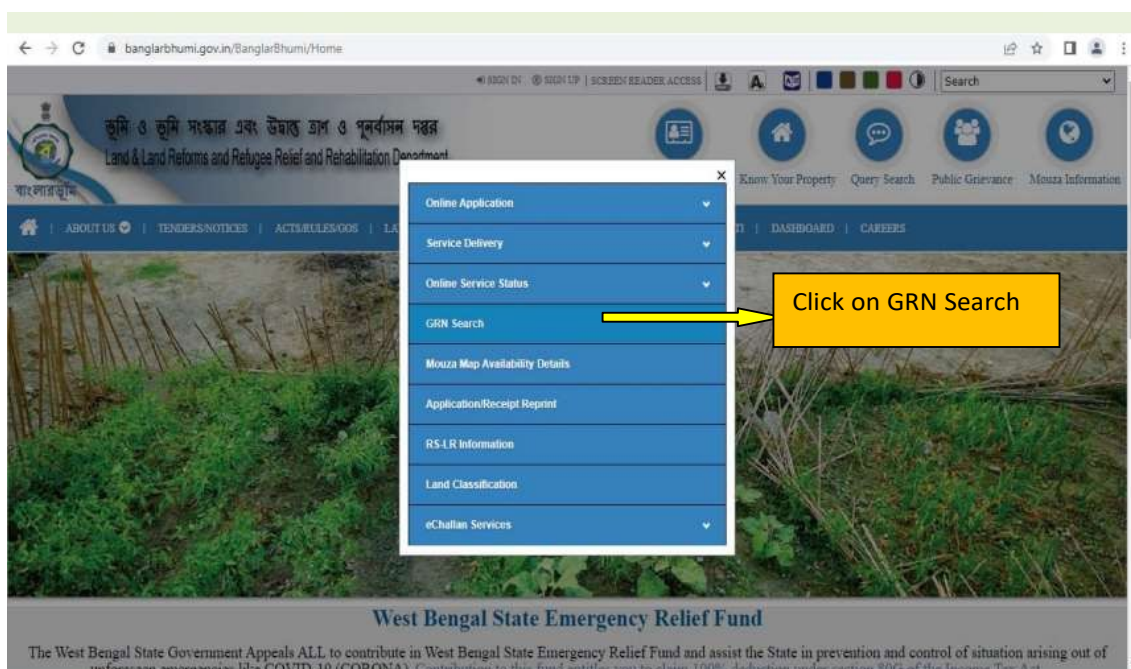
TOTAL ₹170

Rupees One Hundred Seventy only

You must complete this step in **3 minutes 34 seconds**.

Click on Pay Now

Step-25:-After making payment go to Citizen Services. Click on GRN Search to verify Payment Status.



Step-26:- Select Request Type “ conversion and enter GRN no, Application no, Captcha. Then Click on Submit. Payment Status will be displayed on right hand side. Download the Paid Challan.

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 *	<input type="text" value="Conversion"/>	Request type Conversion
Enter GRN No. *	<input type="text"/>	GRN No
Application No *	<input type="text"/>	Application No
Enter Captcha *	<input type="text" value="94 GPUS"/>	Captcha
<input type="button" value="Submit"/>		

Click on submit

Bank Name

Application Fee

Payment Date

Acco

Digitally Signed ROR Or Plot Information Can Be Best Viewed in Adobe Acrobat Reader 10.Check your popup blocker. Popup should not be blocked

Now visit concerned BL&LRO with a copy of application and other relevant document for further proceeding viz.,hearing etc.

Step-3:-PutUSERID>Password,Captcha.ThenClickonLogin