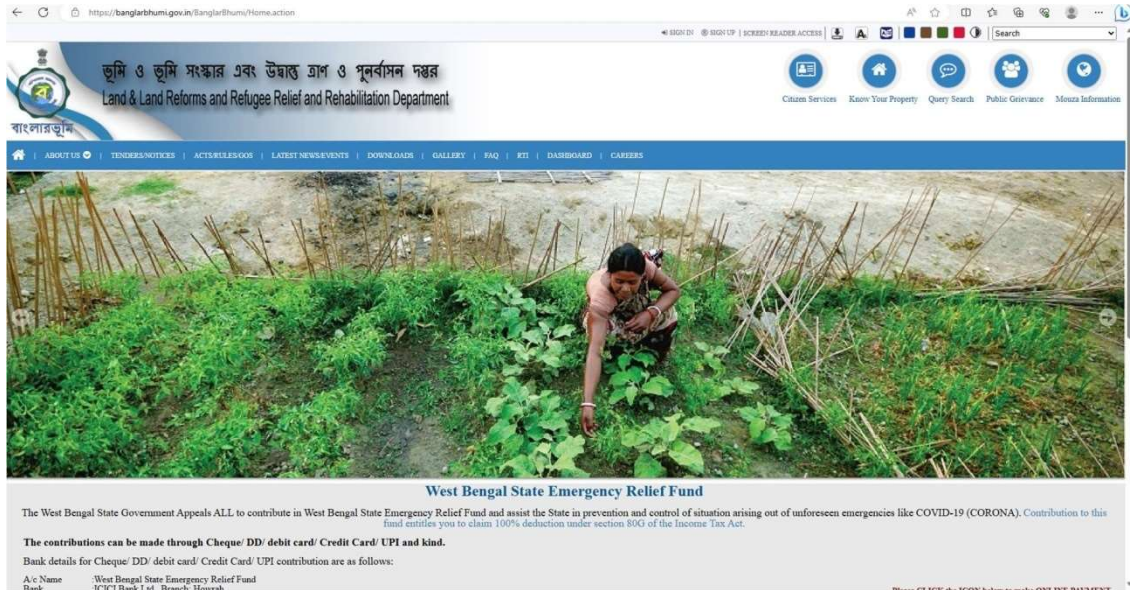


## SOP- to submit application of Mutation

Step-1:-Visit website [www.banglarbhumigov.in](http://www.banglarbhumigov.in)



Step-2:-Click on Sign In



Step-3:- Put USER ID and Password and log in to account.

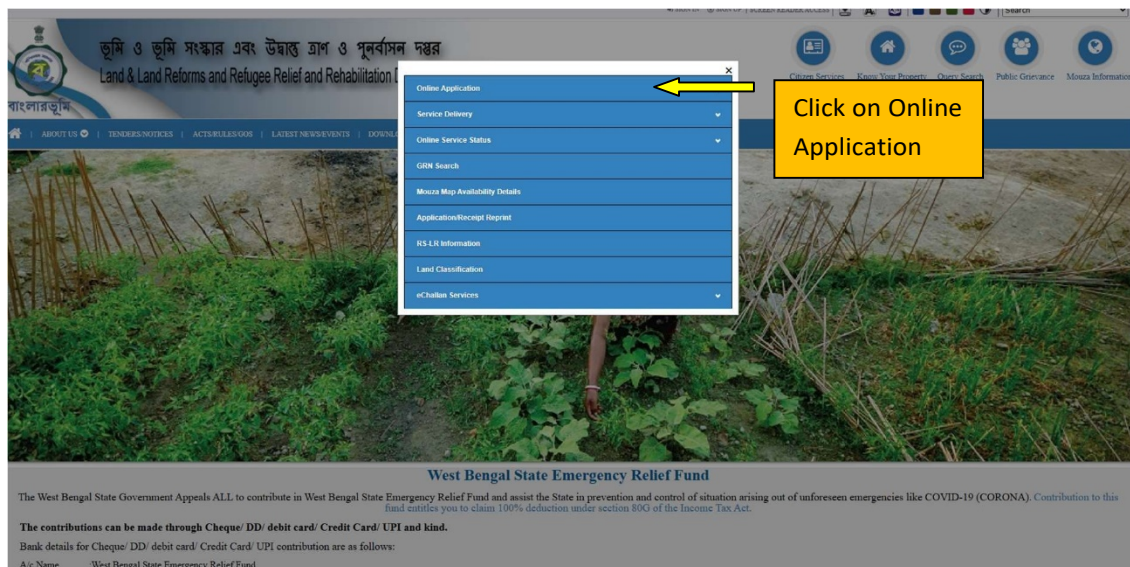


Step-4:-Click on Citizen Services

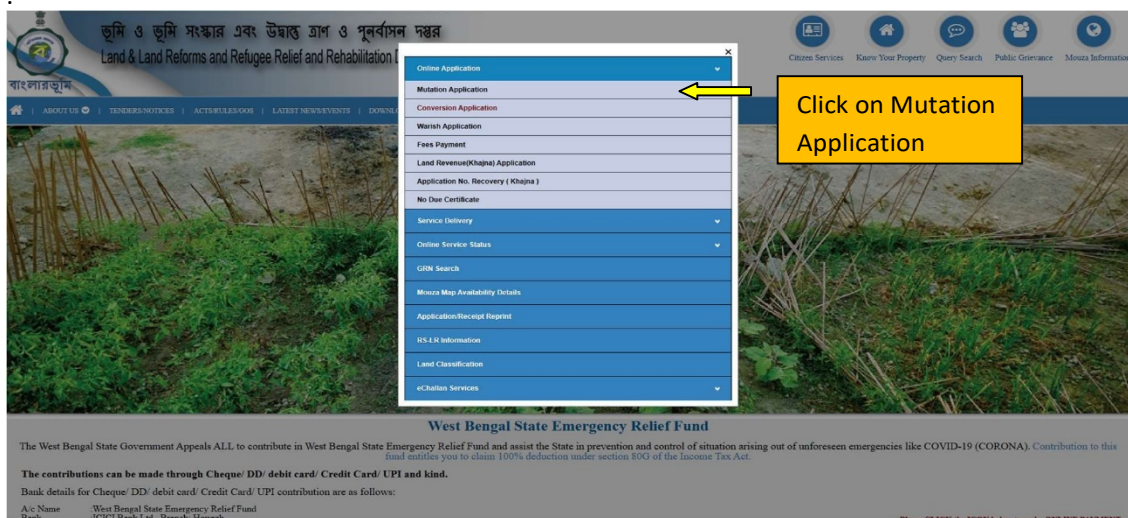




## Step-5:-Click on Online Application



## Step-6:- Click on mutation Application



Step-7:-Select District, Block, Mouza. Fill Applicant Details, Name, Address, Deed No, Registry Office etc.

**MUTATION APPLICATION**

District: \* [ 18 ] UTTAR DINAPUR Block: \* [ 02 ] ISLAMPUR Mouza: \* [ 015 ] Katohat

Reference Number: \*

Applicant Description Particulars of Transferor List of Enclosures Processing Fee SoP for disposal of Mutation

**Particulars of Applicant**

Applicant Type: ☒ Vendor(Sell) ☐ Power of Attorney ☐ Others

Khatian Present: ☐ Yes ☒ No

Industrial Purpose: ☐ Yes ☒ No

Recorded Owner: ☒ Yes ☐ No

First Name: \* Babla Last Name: \* Seikh ☐ Husband ☒ Father ☐ Others\*

Address: \* Islampur Address 2: Address 3: ☐ Husband ☒ Father ☐ Others\*

Mode Of Transfer: \* ☒ Sale ☐ Gift ☐ Will ☐ Exchange ☐ Others

Deed No: \* 2234 Date of Deed: \* 22/10/2008

Registry Office: \* [ 02 ] A.D.S.R. ISLAMPUR

Step-8:- Fill up Buyer details. If applicant and Buyer is same person then the detail filled up in particulars of Applicant will auto populate. Put aadhar no, Mobile no and eMail ID and verify OTP received in mobile no and eMail Id.

**Buyer Details**

First Name: \* Babla Last Name: \* Seikh ☐ Husband ☒ Father ☐ Others\*

Address: \* Islampur Address 2: Address 3: ☐ Husband ☒ Father ☐ Others\*

Caste: \* ---Selection--- Gender: \* ---Selection--- Tenant Type: \* ---Selection--- Religion: \* ---Selection---

Aadhaar No: \* Aadhaar No: Mobile No: \* Mobile No: Email ID: \* Email ID: OTP: \* OTP:

Step-9:- Click on particulars of Transferor and click on + sign to add plot.

Applicant Description **Particulars of Transferor** List of Enclosures Processing Fee SoP for disposal of Mutation

**Particulars of Transferor**

Serial No.	First Name*	Last Name	Plot No*	Khatian No.*	Share Area(as applied)*
+ Add seller detail					

+ Add seller detail Update seller detail Delete seller detail

Step-10:- Add record details (plot no,Khatian no,area of sellers sold and select present used classification. ThenClick on Submit.

Particulars of Transferor

First Name\* Last Name Plot No\* Khatian No.\* Share Area(as applied)\*

First Name\* Last Name Plot No\* Khatian No.\* Share Area(as applied)\*

Update seller detail Delete seller detail

Submit Edit

Get Started Profile About Land Reforms Site Map

Support FAQ Help Forum Web Information Manager

Legal Terms Of Use Privacy Policy Linking Policy Feedback

Contact Address Director of Land Records and Survey,35, Survey Building, Gopal Nagar Road, Kolkata-700027  
033-2479-5726  
dlr@dlr.gov.in  
dlr@dlr.gov.in

Step-11:-Record details will be added

Particulars of Transferor

Serial No.	First Name*	Last Name	Plot No*	Khatian No.*	Share Area(as applied)*
1	najrul	islam	25	297	0.0100

Add seller detail Update seller detail Delete seller detail

Step-12:- Click on List of Enclosurers. Tick appropriate check box. Upload documents viz.deed, declaration, up to date khajna receipt.

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

Registered Deed (হজতরের ফেরা)  
Copy / copies of registered deed.

Legal Heir Certificate / Behanama etc.  
Copy / copies of legal heir certificate / behanama etc.

Chain Deeds  
Copy / copies of chain deeds.

Up-to-date rent receipt  
Copy of up-to-date rent receipt.

Declaration in prescribed Form with court fee stamp of Rs. 100  
Declaration in prescribed Form with court fee stamp of Rs. 100

Tick Check box

Upload documents

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Step-13:- Put Captcha. Tick declaration check box. Then click on submit application.

First Name: \* Babla Last Name: \* Sekh ☐ Husband ☒ Father ☐ Others \*  
Address: \* Islampur Address 2: Address 3:   
Mode Of Transfer: \* ☒ Sale ☐ Gift ☐ Will ☐ Exchange ☐ Others District: \* [18] UTTAR DDAIPUR Registry Office: \* [02] J.A.D.S.R. ISLAMPUR  
Deed No: \* 2258 Date of Deed: \* 08/10/2023

**Buyer Details**

First Name: \* Babla Last Name: \* Sekh ☐ Husband ☒ Father ☐ Others \*  
Address: \* Islampur Address 2: Address 3:   
Caste: \* GENERAL Gender: \* MALE Tenant Type: \* বাড়ি Religion: \* MUSLIM  
Aadhaar No.: \* 40102651929 Mobile No.: \* 9836641206 EMail ID: \* adminrds@gmail.com PIN

**Click on submit**

Type The Characters Shown: [A]V[L]X[P] [A]V[L]X[P]

☒ 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-14:-Application No will be generated and pop up message box will reflect amount of Mutation fees. Click on OK.

Reference Number - 'MUTE2023010109825' (Please note down the Application Number.)

**Application No**

**Amount of Mutation Fees to be paid**

**Click on OK**

**Success**  
Application successfully received for Mutation.  
And Your Application No. is-MUTE2023010109825  
Proper Mutation-->Plot combinations are 228-->122-->Valid Plot  
Court Fee will be Rs.40  
Application Fee will be Rs.0

☐ রেজিস্ট্রিকৃত মসলি (হস্তান্তরের ক্ষেত্রে)  
Copy / copies of registered deed.  
☐ উত্তরাধিকার সংক্রান্ত শংসাপত্র (উত্তরাধিকারের ক্ষেত্রে)  
Copy / copies of legal heir certificate / hehanama etc.  
☐ শিঠি মসলি  
Copy / copies of chain deeds.  
☐ হাঙ্গল খাজনার রসিদ  
Copy of up-to-date rent receipt.  
☐ নির্দিষ্ট ফর্মে যোজনাপত্র (শেখ টাকার কোর্ট ফি সমেত)  
Declaration in prescribed Form with court fee stamp of Rs. 10/-

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

No file chosen

No file chosen

No file chosen

Step-15:-Click on Download Application. Keep a print copy of the application.

Reference Number - 'MUTE2023010109825' (Please note down the Application Number.)

**Click on Download Application**

**Download Application**

**Fees Payment**

**Declaration Form**

**Exit**

☐ রেজিস্ট্রিকৃত মসলি (হস্তান্তরের ক্ষেত্রে)  
Copy / copies of registered deed.  
☐ উত্তরাধিকার সংক্রান্ত শংসাপত্র (উত্তরাধিকারের ক্ষেত্রে)  
Copy / copies of legal heir certificate / hehanama etc.  
☐ শিঠি মসলি  
Copy / copies of chain deeds.  
☐ হাঙ্গল খাজনার রসিদ  
Copy of up-to-date rent receipt.  
☐ নির্দিষ্ট ফর্মে যোজনাপত্র (শেখ টাকার কোর্ট ফি সমেত)  
Declaration in prescribed Form with court fee stamp of Rs. 10/-

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

No file chosen

No file chosen

No file chosen

Type The Characters Shown: [C]F[Y]D[J]F

☐ 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-16:- Downloaded application be like this,



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

PROFORMA APPLICATION FOR MUTATION

Application No : MUTE2023010109825

Application Date : 08/10/2023

**1.Particulars of the Applicant :**

(a) Name :BirbalAtha  
(b) Father's/Husband's Name :Bholanath Atha  
(c) Postal Address :nij  
(d) Phone/Mobile No. (If Any) :9836641206  
(e) Existing Khatian No. of the Applicant in the relevant Mouza (If Any) :N/A

**2.Deatils of Transfer :**

(a) Mode of Transfer :Sale  
(b) Registered Deed No. and Date :2258,14/10/1998  
(c) Whether Transferred directly from recorded raiyat :YES  
If not, state whether copies of all chain deeds are available with him -

**3. Particular of transferer:**

Name :BholanathAtha  
Father's/Husband's Name :Gangadhar Atha  
Postal Address :nij

**4. Land Schedule for which mutation sought for:**

Police Station	Mouza	J.L. No.	Khatian No.	Plot No.	Area	Valid
Bankura	Gouripur	55	228	122	0.01 acre	YES

Signature of the Applicant with seal, if any

### Step-17:- Click on Make Payment to pay fees of Mutation

Reference Number - "MUTE2023010109825" (Please note down the Application Number.)

Applicant Description	Particulars of Transferor	List of Enclosures	Processing Fee	SoP for disposal of Mutation
<p>[Allow File type PDF &amp; File size 2 MB Maximum]</p> <div><input type="checkbox"/> রেজিস্ট্রিকৃত মরিশ (যেজাহাজের ক্ষেত্রে) Copy / copies of registered deed. <input type="button" value="Choose File"/> No file chosen</div> <div><input type="checkbox"/> উত্তরাধিকার সংক্রান্ত পশপত্র (উত্তরাধিকারের ক্ষেত্রে) Copy / copies of legal heir certificate / baharama etc. <input type="button" value="Choose File"/> No file chosen</div> <div><input type="checkbox"/> শিশু মরিশ Copy / copies of chain deeds. <input type="button" value="Choose File"/> No file chosen</div> <div><input type="checkbox"/> হাল খাজনার রসিদ Copy of up-to-date rent receipt. <input type="button" value="Choose File"/> No file chosen</div> <div><input type="checkbox"/> নির্দিষ্ট ফর্মে যোজনাপত্র (পেশ টাকার কোর্ট ফি স্টাম্প) Declaration in prescribed Form with court fee stamp of Rs. 10/- <input type="button" value="Choose File"/> No file chosen</div>				
<p>Type The Characters Show*</p> <div>CPYDJF</div>				
<p><input type="checkbox"/> 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.</p> <div><input type="button" value="Download Application"/> <input type="button" value="Fees Payment"/> <input type="button" value="Declaration Form"/> <input type="button" value="Exit"/></div>				

### Step-18:-Select request type“Mutation”.Put application No,Captcha and Click on view.

FEES COLLECTION

Request Type\*

Application No.\*

Enter Captcha\*

Applicant Name

Application Date

Application Fee

Processing Fee

Mutation

MUTE2023010109825

N7SL6M

Click on view

### Step-19:-Select the payment method (net banking/Debit card/Counter Payment etc) and click on Continue.

FEES COLLECTION

Request Type\*

Application No.\*

Enter Captcha\*

Applicant Name

Application Date

Application Fee

Processing Fee

Mutation

MUTE2023010109825

61JFRW

Birbal Acha

08/10/2023

0

40

Proceed Payment through GRIPS:

☐ netBanking ☐ Counter Payment ☒ Debit Card ☐ SBI Epay

Click on Continue



Step-20:-Payment through GRIPS. Click on continue.

**PAYMENT THROUGH GRIPS**

Dept. Reference No.	0512023010150469
Head Of Account	0029-00-800-028-27
Amount	40
Period From	Sun Oct 08 15:23:55 IST 2023
Period To	Sun Oct 08 15:23:55 IST 2023

**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 banglarbhumi 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-21:- Tick the Check Box and click on Next

**1. Land & Land Reforms and Refugee Relief & Rehabilitation → ₹40**

**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
	0512023010150469	MUTE2023010109825	
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	40

**TOTAL ₹40**

Rupees Forty only

☒ Verified and checked

Step-22:-Select Payment Method, Bank Name and click on Next.

**Payment**

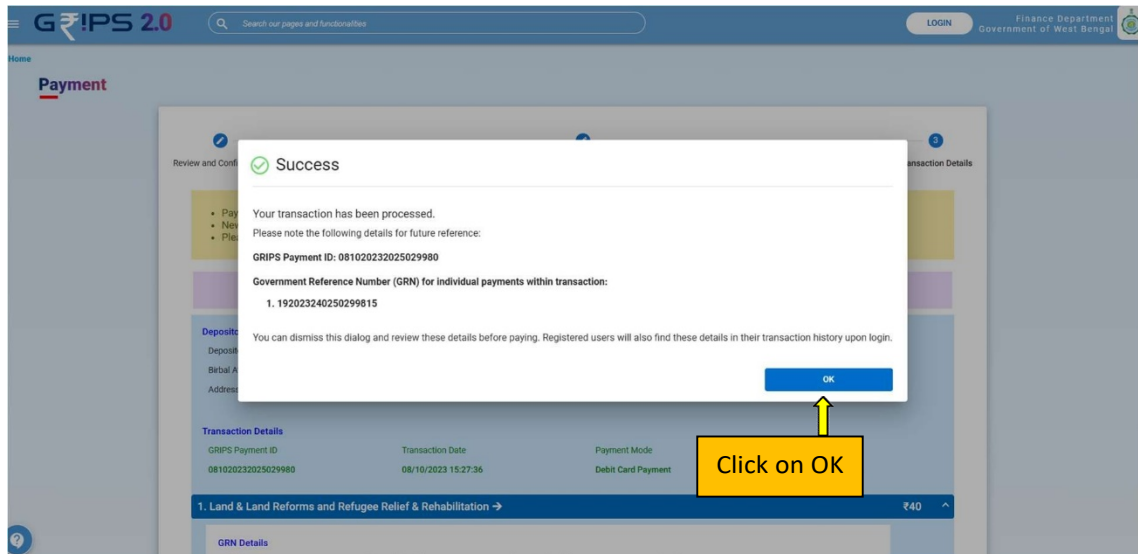
Review and Confirmation      Payment Mode and Bank Selection      Transaction Details

You must complete this step in 4 minutes 50 seconds.

Payment Mode \*  
Debit Card Payment

Bank \*  
State Bank of India

Step-23:- Note GRN no for future use. Then click on OK.



Step-24:-Click on Pay Now

1. Land & Land Reforms and Refugee Relief & Rehabilitation → ₹40

**GRN Details**

GRN	Organization Type	Organization Name	User Type
192023240250299815	Government	Land & Land Reforms and Refugee Relief & Rehabilitation	

5	Debit Card Payment	Ref. No.	Identification No.
		0512023010150469	MUTE2023010109825

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	40

**TOTAL** ₹40

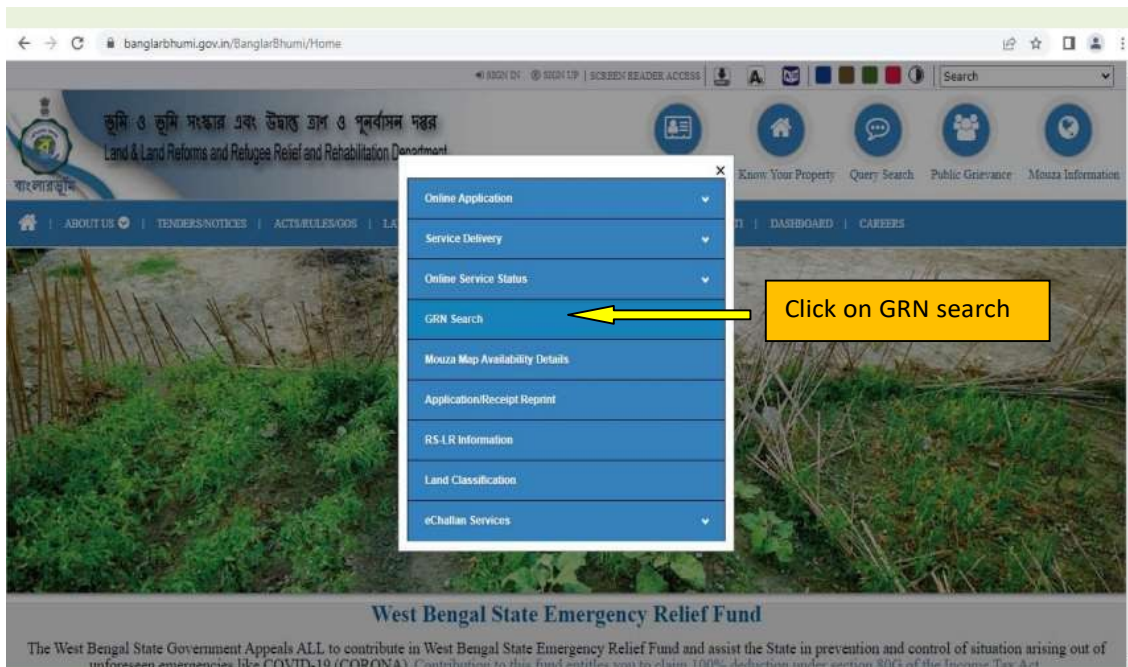
Rupees Forty only

You must complete this step in 3 minutes 27 seconds.

CANCEL PAY NOW

Click on Pay Now

Step-25:- After making payment go to Citizen Services and click on “GRN search”



Step-26:-Select Request type “Mutation” Put 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 *	REVENUE	Application No	
Enter GRN No. *		Enter GRN No.	
Application No *		Payment Date	
Enter Captcha *	94 GPUS	Account Head	
		Bank Name	
		Application Fee	

**Submit** Click on Submit

Put GRN No ,Application No, Captcha

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 please visit concerned BL&LRO office for next step viz., hearing etc.