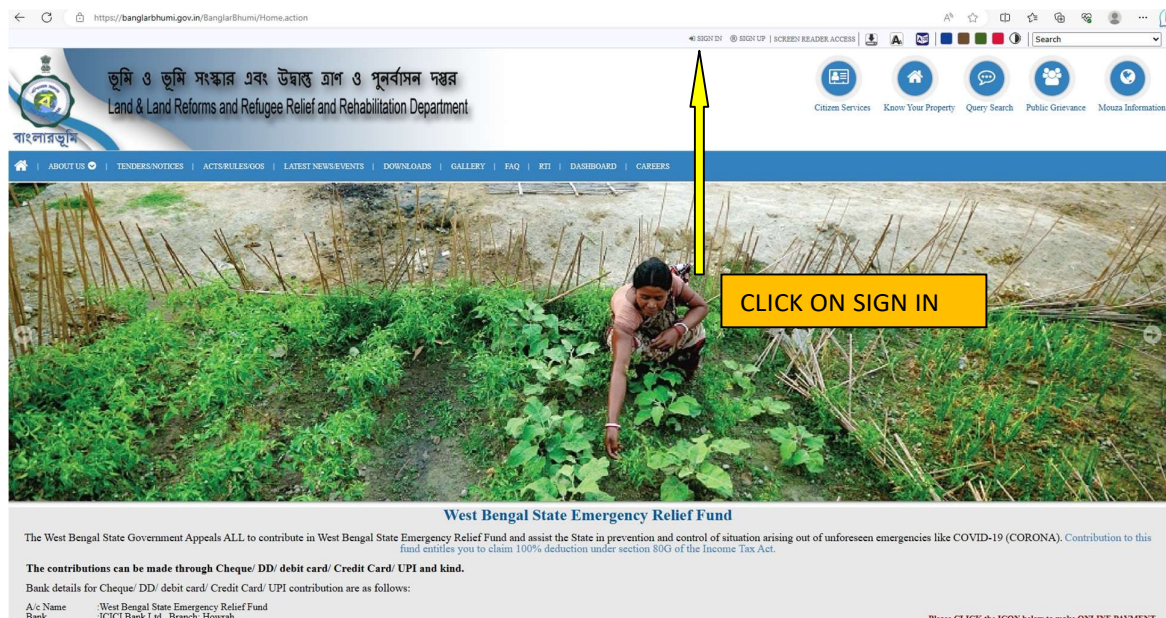# SOP-to apply for Plot Information and copy of R.O.R

Step-1:-Visit website www.banglarbhumi.gov.in

Step-2:-Click on Sign In
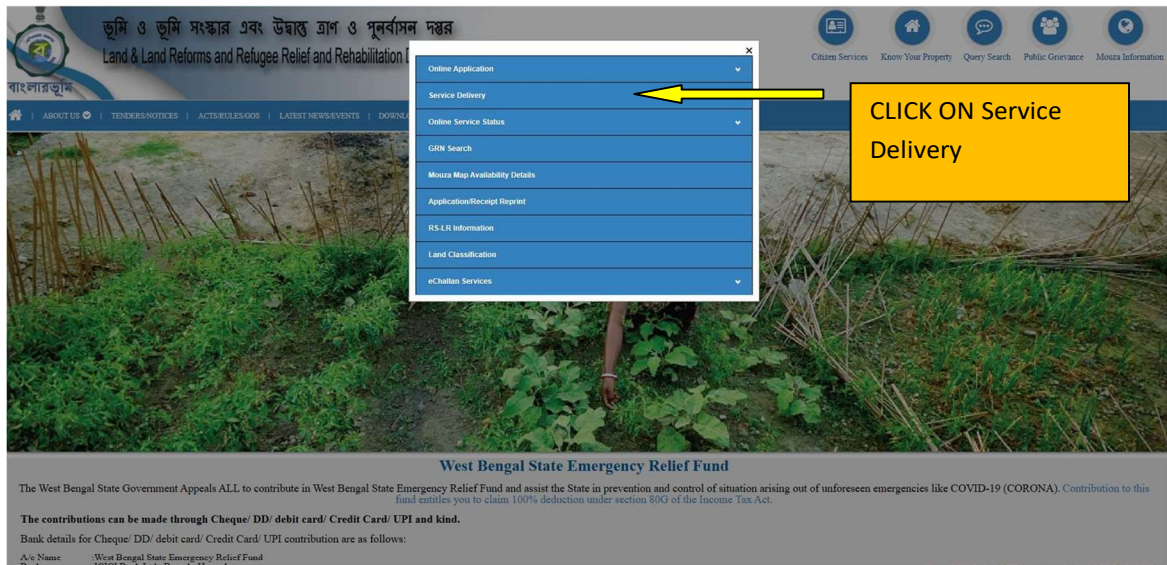
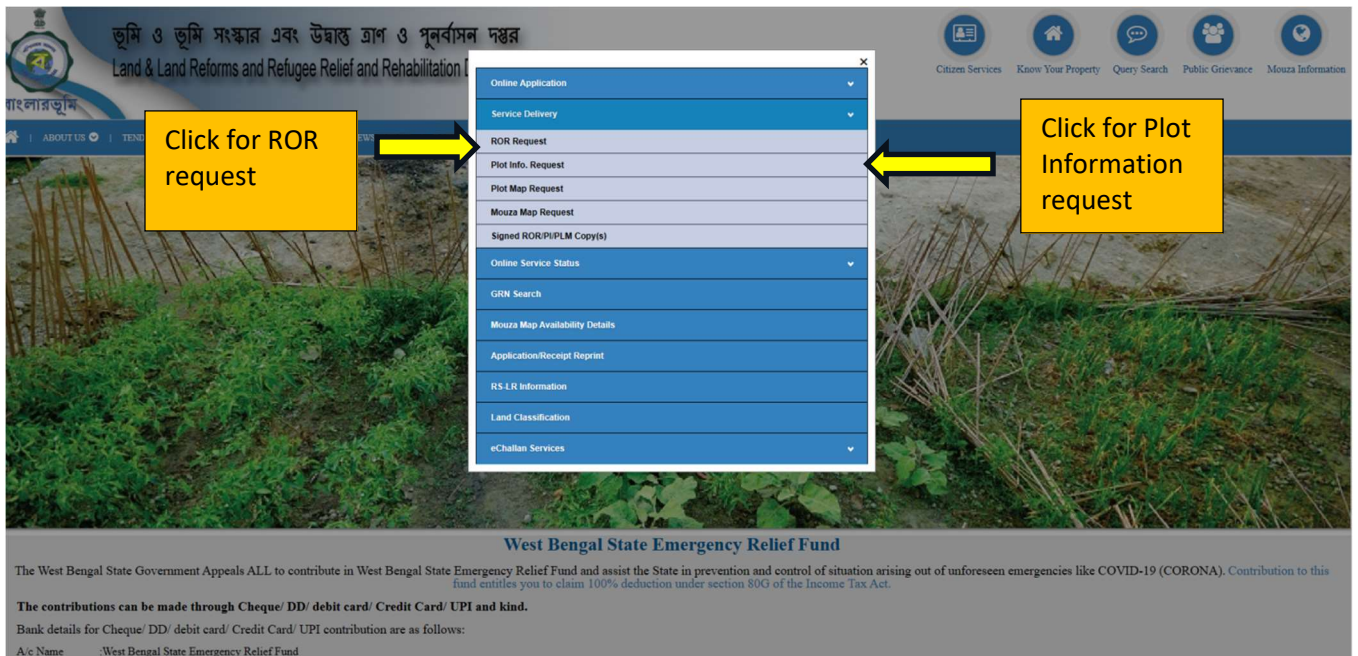Step-3:-Put USER ID and Password and log into account.

ENTER LOG IN ID ,PASSWORD AND CAPTCHA AND CLICK ON LOG IN

Step-4:-Click on Citizen Services.

CLICK ON Citizen Services

Step-5:-Click on Service Delivery

Step-6:-Click on P.I request/ROR request(As per requirement)

Step-7:-Select District, Block, Mouza. Then put plot no (For P.I),Khatian no(For ROR),name and address and then click on calculate fees.

Step-8: Note the application number generated for future use. Choose payment gateway (GRIPS/Net Banking/Debit Card/Counter Payment).Click on continue.

Step-9:-Note the amount to be paid. Click on Continue.

Step-10:-Confirm the amount to be paid.Tick Verified and Checked box.Then Click on Next.

Step-11:-Select Payment Method and click on Next.

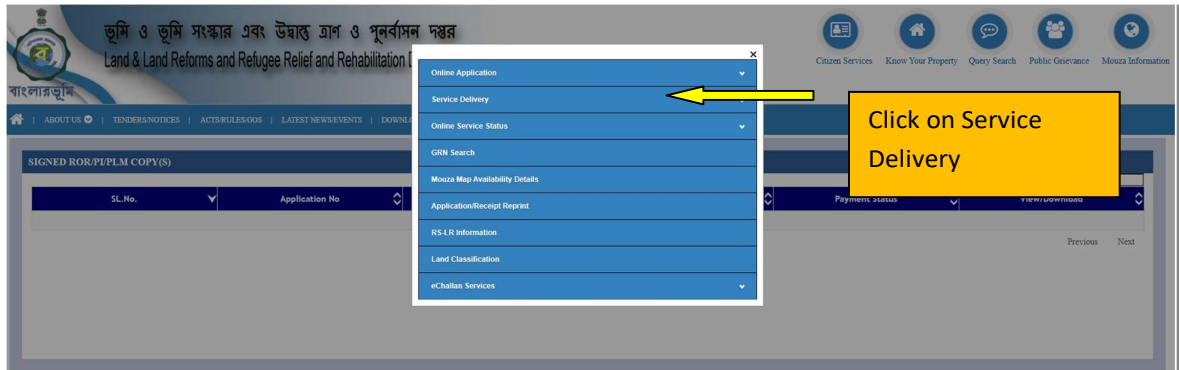Step-12:-Note the GRN No and Click on OK.

Step-13:- Click on Pay now.
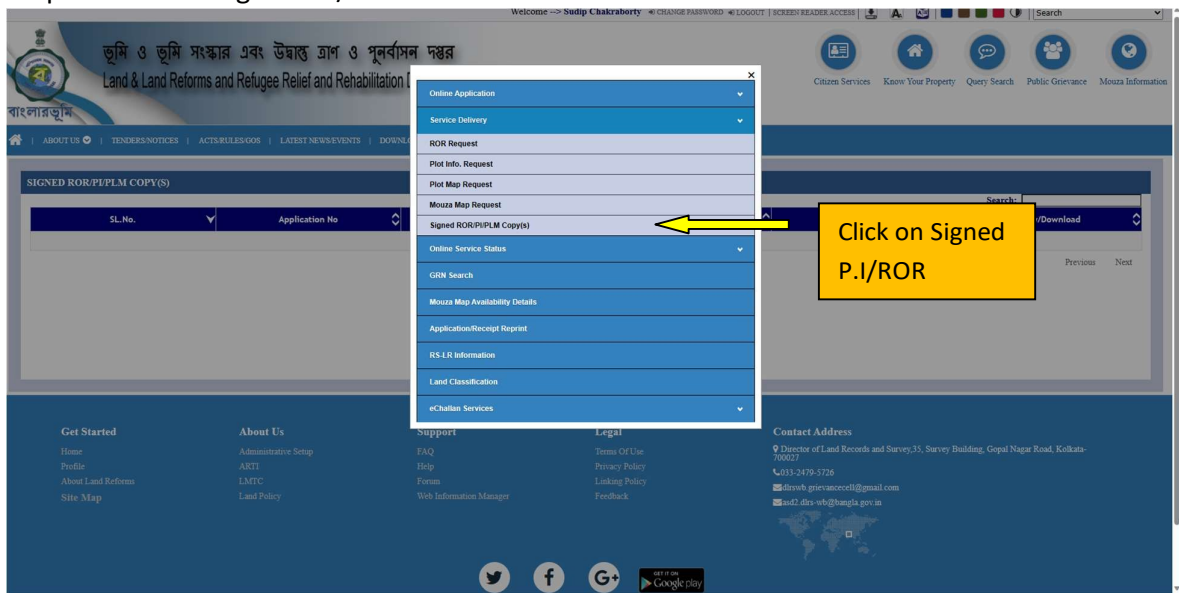
Step-14:-Go to Citizen Services and click on GRN Search.
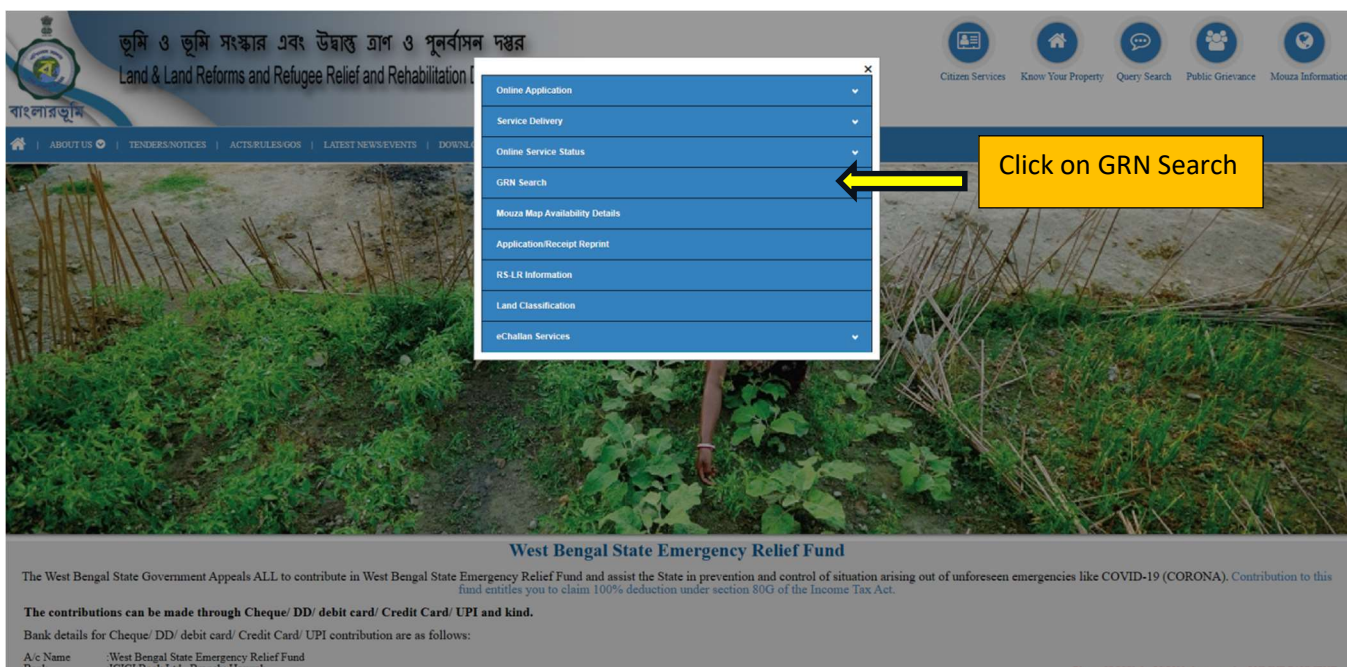
Step-15:-Choose Request type i.e. P.I Request/ROR Request. Fill all details (GRNNo,Application No and put Captcha) and click on Submit. Details will be populated download pdf(Paid Challan of requisite fees).

Step-16:-Click on Citizen services.Then Click on Service Delivery

Step17:-Click on Signe dP.I/ROR

Step-18:-Digitally signed P.I/ROR will be displayed in the list once signed and sent by concerned BL&LRO. Click on download to get pdf copy of PI/ROR.