

Departmental Information

1. **Name of Dept. / Section** : Land & Land Reforms and Refugee Relief & Rehabilitation Department (Land Reforms Integrated set-up)
2. **Brief Description of the work done** : Disposing off citizen centric services like *mutation* and *conversion* of land. Preparing of record-of-rights based on survey. Delivering of certified copy of record-of-rights and plot information. *Vesting of ceiling surplus land* to the State and distribute the same among the landless through *not transferable pattas*, thus helping in eradicating social imbalance. Disposing off the applications for *homestead* beneficiary and various *barga* related prayers/disputes. Apart from these works, field enquiry / inspection in land related matters; socio-economic surveys like Agricultural Census & Crop Surveys are carried out by the field level officials.
- On the other hand, the department functions as one of the major revenue earning Government departments in the State.

3. Forms available

Sl. No.	Dept. Name	Process Name	Forms Name	Form No.	Downloaded form	Procedure in details	
i)	Land & Land Reforms and Refugee Relief & Rehabilitation Department	Mutation	Application for Mutation			It is about prayer to record one's name against plot(s). It may be through inheritance or by transfer on the basis of some registered documents.	
ii)		Mutation	Application for Mutation in Bengali				
iii)		Mutation	Declaration for Mutation				
iv)			Conversion	Application for Conversion	1-A		It is about prayer to convert a particular classification of land to another classification. Block Land & Land Reforms Officer is entitled to dispose the application involving the quantum of land upto 0.10 acres; for area of more than 0.10 acres to 1.00 acres Sub-Divisional Land & Land Reforms Officer is the disposing authority; in case of more than 1.00 acres District Land & Land Reforms Officer is authorized to dispose
v)			Conversion	Application for Conversion in bengali	1-A		
vi)			Conversion	Affidavit for Conversion	1-B		
vii)			Conversion	Application for Regularization of Conversion	1-C		

4.

Name of the Head of the Office (under this sub-Division)	Office Address	Landline No.	Mobile No.	E-mail id
Sri Ajoy Kumar Chakraborty, SDL&LRO, Tehatta	Tehatta Haulia More, Cinema Hall Para, PIN - 741160	03471-250601	8768751488	sdllrotehatta@gmail.com
Sri Jayanta Kumar Basak, BL&LRO, Tehatta-I	Haulia, P.O. & P.S. – Tehatta, PIN - 741160		8906502745	bllrotehatta1@gmail.com
Sri Dipankar Saha, BL&LRO, Tehatta-II	P.O. Palashipara, P.S. – Tehatta, Nadia, PIN - 741155			blrotehatta2@gmail.com
Sri Sudip Sarkar, BL&LRO, Karimpur-I	PO - Shikarpur, PS - Murutia, PIN - 741158	03471-269300		bllrokmp1@gmail.com
Sri Tarun Chowdhury, BL&LRO, Karimpur-II	Mahishbathan, PO - Rahamatpur, PIN - 741165			bllrokmp2@gmail.com

5. Mandatory disclosures under RTI (SPIO etc.).

Sl. No.	Name of Office	Name of SPIO	Name of Appellate Authority
i)	Office of SDL&LRO, Tehatta	SDL&LRO, Tehatta	ADM & DL&LRO, Nadia
ii)	Office of BL&LRO, Tehatta-I	BL&LRO, Tehatta-I	ADM & DL&LRO, Nadia
iii)	Office of BL&LRO, Tehatta-II	BL&LRO, Tehatta-II	ADM & DL&LRO, Nadia
iv)	Office of BL&LRO, Karimpur-I	BL&LRO, Karimpur-I	ADM & DL&LRO, Nadia
v)	Office of BL&LRO, Karimpur-II	BL&LRO, Karimpur-II	ADM & DL&LRO, Nadia