

Mutation of Names in the R.O.R.s under section 50 of WBLR Act, 1955

Mutation is done on:

- a. Transfer by sale, gift or hebanama
- b. Exchange and
- c. Inheritance

How to apply:

Applications for mutation will have to be made online through

<http://banglarbhumi.gov.in/eDSS/MuteApplicationNavigation.action>

Applications for mutation can also be done by filling application in the prescribed form in the offices of the concerned Revenue Inspector at the Gram Panchayat level or in the Office of the concerned Block Land & Land Reforms Officer at the Block or Panchayat Samity level.

Fees for mutation:

Rate of processing fees for mutation of land, which also include the application fee as per circular No. 398-LP/5M-33/15 Date: 02.02.2017 of the L&LR and RR&R Department is as follows:

Classification of land	Rural Area	Municipal area other than KMDA	Municipal area within KMDA
Commercial and industrial land	Rs. 500/- per decimal where area is up to 10 decimals and Rs. 1,000/- per decimal where area exceeds 10 decimals	Rs. 1,500/- per decimal where area is up to 10 decimals and Rs. 3,000/- per decimal where area exceeds 10 decimals	Rs. 5,000/- per decimal where area is up to 10 decimals and Rs. 10,000/- per decimal where area exceeds 10 decimals

F. A. Q.

1. What is mutation of land?

Mutation means substitution of the name of a person by the name of another in the record-of rights.

2. Whom should I approach for mutation of my land and how should I apply?

You have to apply online through <http://banglarbhumi.gov.in/eDSS/MuteApplicationNavigation.action>

3. When should I apply for mutation of land?

An enterprise may apply for mutation when the land is acquired by way of purchase, gift etc.

4. What are the documents required for application for mutation of land?

Following documents are required to be uploaded [file size max. 2 MB in pdf] for online application for mutation

- i. Copy / copies of registered deed.
- ii. Copy / copies of legal heir certificate / hebanama etc.
- iii. Copy / copies of chain deeds.
- iv. Copy of up-to-date rent receipt.
- v. Declaration in prescribed Form with court fee stamp of Rs. 10/-

5. How to pay fee for the mutation of land?

You will have to Pay fee online while submitting application for mutation of land through <http://banglarbhumi.gov.in/eDSS/MuteApplicationNavigation.action>

6. What is the timeline for mutation of industrial land?

Time line for mutation of land in 21 days (order No. 324-LP/1A-12/13 dated 05.02.2015 of L&LR Dept.).

Can I have certified copy of “Record of Right” and Map online?

For the purpose please visit <https://edistrict.wb.gov.in/PACE/login.do>

7. What are the eligibility criteria for applying certified copy of “Record of Right”?

Applicant should have the Mouza No and RoR No.

8. What all supporting documents are required for applying certified copy of “Record of Right”?

Tax receipt of the requested RoR.

9. How much a citizen has to pay for applying RoR?

For RoR:

- i. Rs. 10/- for application fee
- ii. Rs. 10/- for authentication fee
- iii. Rs. 10/- for every extra page of RoR

for Map:

- i. Rs. 10/- for application fee
- ii. Rs. 10/- for authentication fee
- iii. Rs. 10/- for every extra page of RoR

10. Can I have information of a particular plot or Map online?

Yes. For the purpose please visit <https://edistrict.wb.gov.in/PACE/login.do>

11. What are the eligibility criteria for applying information of a particular plot online?

Applicant should have the valid Mouza No. and Plot No.

12. What all supporting documents are required for applying issuance of plot information?

Tax receipt of the requested plot.

13. How much a citizen has to pay for applying issue of plot information?

For plot information:

- i. Rs. 10/- for application fee
- ii. Rs. 10/- for authentication fee

for Map(if opted) :

- i. Rs. 10/- for application fee
- ii. Rs. 10/- for authentication fee

14. Can I have certified copy of registered deed online?

Yes. For the purpose please visit <https://edistrict.wb.gov.in/PACE/login.do>

15. What are the eligibility criteria for applying certified copy of Registered Deed?

Applicant should have the valid deed number.

16. What all supporting documents are required for applying issuance of certified copy of Registered Deed?

No document is required for this service.

17. How much a citizen has to pay for obtaining certified copy of Registered Deed?

As applicable based in the number of pages of copy of deed generated by the departmental application.
The fee details are :

Searching fee : Rs. 2/-

Estimation fee: Rs. 2/-

Urgent fee : Rs. 4/- (Optional)

Copying fee: No of page of the deed x Rs. 7.50/-

18. Can I have details of land particulars online?

Yes. Please visit <http://banglarbhumi.gov.in/eDSS/LrInfoNavigation.action>

19. Can I know mutation status online?

Yes. Please visit <http://banglarbhumi.gov.in/eDSS/MutationStatusNavigation.action>