



GOVERNMENT OF WEST BENGAL
Office of the Director of Land Records & Surveys and
Joint Land Reforms Commissioner, West Bengal
Survey Building, 35 Gopalnagar Road,
Kolkata - 700 027.

Memo No. 58/Comp/ 72(19) /P-II/2013 (RS Scan)

Dated, 21/22/03/2017

To

The District Land & Land Reforms Officer,

(All)

Sub. Scanning/indexing of newly created RS khatians.

Ref. SOP issued vide Dte. memo no. 58/Comp/229/P-II/2013 (RS Scan) dated 05/08/2016.

References have been made from a few districts regarding scanning and indexing of newly created RS khatians under section 44(2a) of the WBEA Act and inclusion of the same in the scanned *khatian* database. After careful consideration of the same it has been decided that all BL&LROs will maintain and preserve a separate file containing ink-to-ink copy of such newly created RS *khatians* and submit the softcopy of the same to the DL&LRO. After a considerable nos. of such khatians are created and accumulated in a district, the same will be handed over to WTL for scanning, indexing and inclusion of the same in the database of the concerned block and district.

The DL&LROs are hereby authorized to incur the cost of such work as per the following approved rates from the head of OC & OE henceforth.

Sl. No	Description of the work	Unit	Rate (Rs.)
1	Scanning, post scanning treatment, indexing, metadata (keyword) creation of (A4 size) & populating into the database	Sheet	2.65
2	Scanning, post scanning treatment, indexing, metadata (keyword) creation of (A3 size) & populating into the database	Sheet	3.00

(S. DUTTA)

Director of Land Records & Surveys and
Joint Land Reforms Commissioner, W.B.

Memo No. 58/Comp/ 72 /1(11)/P-II/2013 (RS Scan)

Dated, 21/22/03/17

Copy forwarded to:

1. The Principal Secretary to the Govt. of West Bengal, Land & Land Reforms and Refugee Relief & Rehabilitation Department and Land Reforms Commissioner, West Bengal for favour of kind information.
2. Sri Ajoy Sanyamath, WBCS (Exe), Additional Director of Land Records & Surveys, W.B. for information.
3. Smt. Dipika Sanyamath, WBCS (Exe), Additional Director (Compensation), W.B. for information.
4. Sri Sabujbaran Sarkar, WBCS (Exe), Additional Director (Administration), W.B. for information.
5. Sri Arindam Mani, WBCS (Exe), Additional Director (Surveys), W.B. for information.
6. Sri Samir Biswas, WBCS (Exe), Joint Director (Surveys), W.B. for information.
8. The Sub Divisional Land & Land Reforms Officer, (All) for guidance and adherence.
9. The Block Land & Land Reforms Officer, (All) for guidance and adherence.
10. Sri Aditya Majumdar, SRO-II, Computer Section with a direction to IMMEDIATELY upload legible copy of this memo to the departmental website.
11. File No. 109/D/2016.

(S. DUTTA)

Director of Land Records & Surveys and
Joint Land Reforms Commissioner, W.B.