

## PROFORMA APPLICATION FOR MUTATION

(revised in terms of No. 644/LR/1A-01/2009 dated 06.02.2009 of the Land & Land Reforms Department, GoWB)

Affix recent  
passport size  
photograph

### 1. Particulars of the applicant

- (a) Name :  
(b) Father's / Husband's Name :  
(c) Postal Address :  
(d) Phone / Mobile No. (if any) :  
(e) Existing khatian no. of the applicant  
in the relevant mouza, if any :

### 2. Details of Transfer:-

- (a) Mode of Transfer  
(purchase / inheritance / exchange / hebanama etc.) :  
(b) Registered Deed No. and Date :  
(c) Whether transferred directly from the recorded raiyat : Yes / No  
If not, state whether copies of all chain deeds are available with him.

### 3. Particulars of transferer.

- (a) Name :  
(b) Father's / Husband's Name :  
(c) Postal Address :

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

Police Station	Mouza	J. L. No.	Khatian No.	Plot No.	Area

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Signature of the Applicant with seal, if any

### 5. List of enclosures :-

1. Copy / copies of registered deed of Sale or gift or exchange etc.
2. Copy / copies of legal heir certificate / hebanama etc.
3. Copy / copies of chain deeds.
4. Copy of up-to-date rent receipt.
5. Declaration in prescribed Form with court fee stamp of Rs. 10/-
6. Proof of payment of requisite process fee.
7. Two envelopes each with postage stamp of Rs. 5/-.

### **DECLARATION FORM**

I, Sri / Smt. .... Son of / Daughter of Sri / Smt  
..... residing at .....  
under Police Station ..... in the district of ....., do  
hereby affirm and declare as follows:

1. That I am the absolute owner of the plot of the land in the Schedule below by way of transfer vide Registered Deed No. .... dated ...../ inheritance being legal heir of ..... from whom it is so inherited on ..... due to .....
2. That I have been possessing the said plot of land since ..... uninterruptedly and it is free from all encumbrances.
3. That the said plot of land is neither vested nor acquired by the Government and there is no proceeding initiated in respect of the said plot of land for its vesting or acquisition till date.
4. That the said plot of land is not vested / does not fall under the purview of the Urban Land (Ceiling & Regulation) Act, 1976
5. That the said plot of land is not involved in any Court Case.
6. That I shall apply for long term settlement of the said plot of land on such terms and conditions and on payment of such salami and rent as the State Government may fix in this regard, if the said plot of land is found to have already been vested in the State at any point of time. In case of failure to do so, I shall forthwith make over vacant and peaceable possession of the said plot of land to the State Government.
7. That I shall make over possession of the said plot of land to the State Government without any claim, if the said plot of land is found to have already been acquired by the State Government at any point of time.
8. That I shall pay regularly the land revenue in respect of the said plot of land as may be fixed by the State Government in accordance with the provisions of the West Bengal Land Reforms Act, 1955 as amended from time to time.
9. That I shall abide by all the terms and conditions as may be fixed by the State Government from time to time for holding the said plot of land as per provision of any law for the time being in force.
10. That the mutation granted shall be liable to be cancelled if any information provided with the mutation application, is found to be not true.
11. That the statements made hereinabove are true to the best of my information, knowledge and belief and nothing material has been concealed therein.

### **DESCRIPTION OF THE PLOT OF LAND**

District	Police Station	Mouza with J. L. No.	Khatian No.	Plot No.	Total area	Area owned

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Signature of the Declarant