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অতিরিক্ত মুখ্য সচিব

অর্থ দপ্তর, পশ্চিমবঙ্গ সরকার

Additional Chief Secretary

Finance Department

Government of West Bengal



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No.FS-95/2023

28th April, 2023

To

The Additional Chief Secretary/ Principal Secretary/Secretary,

_____, Department,

Government of West Bengal

Subject: SOP in terms of Provision of Land Allotment Policy 2012, for monetization of Land and Property under possession of Admin Departments including autonomous organization and parastatals

Madam/Sir,

Please find the attached Standard Operating Procedure for monetization of Land and Property under possession of administrative departments including autonomous organization and parastatals under their administrative control to ensure coherent and smooth process of monetization of Government land and property for your reference and necessary action.

Thanking you,

Encl.: As stated.

Yours faithfully,

(Manoj Pant) 28/4/2023

**Government of West Bengal
Finance Department
Audit Branch**

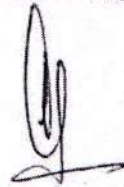
No. 2084-F(Y)

Date: 27th April, 2023

Government of West Bengal has decided to put in place a Standard Operating Procedure (SOP) in terms of the provisions of Land Allotment Policy-2012, for monetisation of unutilised land/ property lying under possession of the Administrative Departments including autonomous organisations and parastatals under their administrative control.

In order to ensure a coherent and smooth process of monetization of government land and property, the following Standard Operating Procedure is to be followed by the respective departments and/ or its parastatals:

1. The Departments will identify the monetizable quantum of the encumbrance free land/ property under their administrative control and place the proposal with all details for monetization of the same before the Committee of Secretaries (CoS) chaired by Chief Secretary. The CoS will examine the proposal and if found fit shall recommend the proposal for consideration of the Cabinet.
2. The administrative department shall place the proposal before the Cabinet for "in principle" approval for monetization of the proposed parcel(s) of land and property(ies). The proposal to be placed before the Cabinet shall have the concurrence of L&LR and RRR Department and Finance Department.
3. After getting "in principle" approval of the Cabinet, the admin department will seek the current market value of land / property from IGR West Bengal. The admin department shall provide the exact location and land specifications with site map showing roads and adjoining infrastructure, and proposed use of the land.
4. After receiving the current market value, the Department will float RFP within seven days specifying the current market value as the Starting bid price.
5. As specified in Land Department order No. 6686-LP/1A-18/2012 dated 26.12.2012, the concerned Administrative Department will fix the Reserve Price after closing of the bid submission period but before opening of the bids and keep it in a sealed cover. For fixing Reserve Price, the Department may consider the actual market price at which lands of similar nature in adjacent area have been sold / registered in the most proximate period also along with the IGR price already obtained for determining starting bid price.
6. In case the number of qualified bidders is less than 3, the financial bids shall not be opened and the RFP is to be floated again. However, in 2nd call, financial bids can be opened even if the number of technically qualified bids is less than 3. In case there are no bids in the 2nd call, a fresh bid will be called as 3rd call.
7. In case bid does not materialize even after 2nd/ 3rd call as in para 6 and the admin department considers it fit to review the bid conditions, the review can be done with the concurrence of Finance Department. With changed conditions, the bid process will start afresh and procedure as in para 6 will be followed.
8. After opening of financial bid, if the H1 bid value is more than Reserve Price, the Admin Department will forward the same with their recommendation to the Committee of Secretaries before sending it the Standing Committee of Cabinet after following usual procedure.
9. On receiving the approval of the Standing Committee of Cabinet, the admin department or the parastatal shall issue the LOA to the successful bidder and on receiving the confirmation of receipt of requisite payment, the deed of conveyance shall be executed.



**Additional Chief Secretary
Government of West Bengal**