

**Government of West Bengal  
Finance (Revenue) Department  
Nabanna, Howrah**

No. 836-F.T.

Dated 22<sup>nd</sup> May, 2026

**MEMORANDUM**

**Subject: Introduction of VNR Module by IGR & CSR, West Bengal for use of Departments, Parastatals, Autonomous Bodies, etc. for requests of IGR Valuation assessment of immovable properties for public purposes other than Registration**

The Government of West Bengal has been undertaking various initiatives since the last few years to streamline the process and manner of providing the applicable IGR Value for different specific requirements of various requisitioning authorities under the State Government's Departments, Public Sector Organizations, Autonomous Bodies, Parastatals, etc. for purposes other than Registration.

2. In supersession of all previous orders in this regard, to facilitate the assessment of IGR Valuation with higher efficiency in a seamless, system-driven, and time-bound manner, for better coordination for field inspections, and for ensuring that required details are provided by requisitioning authorities for appropriate assessment of valuation, an online module "Valuation for Non-Registration Purposes" (VNR Module) is hereby introduced. The Module can be accessed from the official website of the Directorate of Registration & Stamp Revenue, West Bengal (<https://igr.wb.gov.in>).

3. To seek the appropriate valuation from the Directorate of Registration & Stamp Revenue, all Requisitioning Authorities are requested to prepare their Requisition Forms in the VNR Module and thereafter submit their requests enclosing their system-generated signed Requisition Forms through proper channel i.e. in case of entities under the Government of West Bengal through concerned Administrative Departments as per extant procedure which shall in turn send it in File through Finance Department to the Directorate of Registration & Stamp Revenue, and in case of Entities under other Governments in Letter to the Inspector General of Registration & Commissioner of Stamp Revenue, West Bengal.

4. The SOP of the VNR Module is enclosed herewith.

5. This is issued with immediate effect in the interest of public service.



Additional Chief Secretary to the  
Government of West Bengal

# **Valuation for Non-Registration Purposes (VNR Module)**

## **Standard Operating Procedure For Requisitioning Authority**

**Directorate of Registration and Stamp Revenue  
Finance Department  
Government of W.B.**

## Creation of Login Credentials:

1. Open Directorate's Website <https://igr.wb.gov.in/>
2. Go to Non-Registration Services in the homepage.

**Directorate of Registration and Stamp Revenue**  
Finance Department, Government of West Bengal

Home About Us Act & Rules Citizen Information Directory Login

English

Welcome to the official website of  
**Directorate of Registration and Stamp Revenue, West Bengal**

**e-Requisition Form**  
New e-Requisition Form, Printing, Application for Extension of Validity, Verify your Mobile Number

**e-Payment and Refund**  
Stamp Duty & Registration Fees, Status, Application for Refund of e-Payment

**Calculation Assistance**  
Value of Land, Land with Structure, Flat, Stamp Duty & Registration Fees

**Searching Deed**  
Transacted Property Details, Searching Deed, Mortgage Information

**e-নথিকরণ Digital Workplace**

**Non Registration Services**


**e-Services Summary of Current**

Certified Copy of Deed Locate Registration Office Jurisdiction of RO Legacy Deed Verification Appointment for Deed Registration of Deed Marriage Registration Grievance & Suggestion EODB

3. Navigate to the menu: **Non-Registration Services** → **Valuation for Non-Registration Purposes** → **Create Requisitioning Authority Login**

4. Following screen will open:

### Create Requisitioning Authority Login

Mobile Number:	<input type="text" value="Mobile Number"/>	<input type="button" value="Send Mobile OTP"/>	<input type="text" value="Mobile OTP"/>	<input type="button" value="Submit OTP"/>
e-Mail ID:	<input type="text" value="e-Mail ID"/>	<input type="button" value="Send e-Mail OTP"/>	<input type="text" value="e-Mail OTP"/>	<input type="button" value="Submit OTP"/>
Government Office Name:	<input type="text" value="Government Office Name"/>			
Officer Name: 	<input type="text" value="Mr"/> ▾	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	
Mobile No. of the Officer:	<input type="text" value="Mobile No. of the Officer"/>			
Password:	<input type="text" value="Type Password"/>	Re-Type Password:	<input type="text" value="Re-Type Password"/>	

(Note: Password should be 8-15 characters long and contains an Upper Case, Numeric and Special Character)

- This is the first step and is mandatory, if not already created/exists.
- In this step, a valid Mobile No and Email ID are required.
- Please note that further communications will be made to this registered Mobile No and Email ID.
- In the 'Officer Name' field, the name of the officer should be of the one who can be contacted in case of any clarification or requirement.
- This is one time process.

## Submission of Requisition of Valuation Assessment for Non-Registration Purposes

1. Open Directorate's Website <https://igr.wb.gov.in/>
2. Go to Non-Registration Services in the homepage.
3. Navigate to the menu: **Non-Registration Services** → **Valuation for Non-Registration Purposes** → **Seeking Valuation by Requisitioning Authority (VNR Module)**.
4. Following screen will open:

Home

**Login with your Mobile Number**  
Enter Mobile No. as User Name, Password (the password was given at the time of Creating Requisitioning Authority) & the Captcha shown below.

**Submit Requisition Details**  
Enter Overview, Select or enter Purpose of Requisition, Purpose of property proposed to be used, Nature of property for which valuation is sought, Type of Valuation Assessment Required, Select Type of Property and Upload related documents.

**Submit All Property Details**  
In case of Land, Land with Structure or Apartment submit all the required details properly.

**Upload Document and Finally Submit to the Directorate**  
Upload proper copy of Requisition Letter, enter e-Office File Details and mention Note/Comment and Finally Submit the Requisition.

User Name  
9614345432

Password  
.....

Captcha  
H7C4R2

H7C4R2

Login

[Forgot Password?](#)  
[New User? Register](#)

- Username will be the Mobile No given in the 'Mobile Number' field while filling the 'Create Requisitioning Authority Login'.
5. Enter login credentials and click on the Login button. If you do not have login credentials, please create login credentials using “**New User? Register**” and then proceed.
  6. Following screen will open:

**Requisition of Valuation Assessment for Non-Registration purposes**

**Time Remaining: 14:53** [Home](#) [LogOut](#)

- › Applicant & Requisition Details
- › Property Details
- › Finalise

**Type of Requisition:**  New Entry  Edit Existing

**Requisitioning Authority Details:**

Mobile No.: 7278123966 e-Mail ID: n.soumajit@gmail.com  
 Government Office Name: Navy Officer Name: Mr Rishi Nag

**Executive Summary:**

Overview:  Purpose of Requisition:

Purpose for which property is proposed to be used:  Nature of property for which Valuation is sought:

Valuation Assessment Required:  Present Valuation  Past Valuation

**Property Type:**

Land/ Land with Structure  Apartment/ Flat/ Shop

**Upload Document:**

Sl. No.	Document Type	File Upload	Actions	Description
1	<input type="text" value="Select"/>	<input type="text" value="No file chosen"/> <input type="button" value="Browse"/>	<input type="button" value="Upload"/> <input type="button" value="Preview"/> <input type="button" value="Delete"/>	<input type="text" value="Enter description"/>

- In this page, an executive summary of Rules and Administrative Modalities are required including overview and purpose to understand the context, in which the valuation is required.
- At least one Property type should be selected.
- Supporting document(s) are required to be uploaded (format supported: pdf only)
- On clicking 'Save Draft' or 'Proceed', a unique Requisition ID will be generated.
- This Requisition ID is to be noted for future references.
- An existing requisition which is not submitted can be modified by selecting 'Edit Existing' bubble option.
- On selecting 'Edit Existing', all the Requisition ID(s) generated against a login will be available in the dropdown. The appropriate Requisition ID needs to be selected from the dropdown.

7. After saving the details on clicking "Proceed" button screen to enter property details will open as follows:

**✚ For Land:**

**Land Details for Non-Registration purpose**

Time Remaining: 14:51   [Home](#)   [LogOut](#)

**Requisition ID:** 2025000000441 (\*) Marked items are mandatory

Land Sequence: *	<input type="text" value="New Entry"/>	Thana *	<input type="text"/>
District *	<input type="text" value="Select"/>	Mouza	<input type="text"/>
Local Body	<input type="text"/>	Road Zone	<input type="text"/>
Road	<input type="text"/>	Ward No.	<input type="text"/>
Premises No.	<input type="text"/>	Localbody Name	<input type="text"/>
Jurisdiction of *	<input type="text"/>		
Project Name	<input type="text"/>		

Plot No \*  / RS Khatian No  /

Proposed Land Use	<input type="text"/>	Nature of Land <small>(as recorded in ROR)</small>	<input type="text"/>
Area of Land *	<input type="text" value="Acre"/> <input type="text" value="Bigha"/> <input type="text" value="Katha"/> <input type="text" value="Chatak"/>	<input type="text" value="Decimal"/> <input type="text" value="Sq. Feet"/>	<input type="text" value="Total Area of Land (in Decimal)"/>
Adjacent to Metal Road	<input type="text" value="No"/>	Approach Road Width <small>(in Feet)</small>	<input type="text"/>
Encumbered by Tenant	<input type="text" value="No"/>	Tenant is Purchaser ?	<input type="text" value="No"/>
Bargadar	<input type="text" value="No"/>	Bargadar is Purchaser?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Litigated Property	<input type="radio"/> Yes <input checked="" type="radio"/> No		

**If the property has any road access in any side, mention below:**

North Side	East Side	West Side	South Side
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

**For Land with Structure:**

**Structure Details/ Building Details for Non Registration purpose**
Time Remaining: 14:55 [Home](#) [LogOut](#)

**Requisition ID: 2025000000440** (\*) Marked items are mandatory

**[v] Tick to select the Land / Lands the structure is attached with:**

Land-1

Select Structure Type: \*

Structure  
 Covered Garage  
 Open Garage

Total Area of Floor (In Sq. Ft.) \*

Is building has more than two floors?  Set forth value (in Rs.)

Status of Completion  Encumbered by Tenant

Total No. of Floors \*  Whether Tenant is Purchaser?  Yes  No

No. of Shops in Building (If Any)  Lift Facility  Yes  No

Date of Completion of Structure  Litigated Property  Yes  No

Amount of Decorative Charges (in Rupees)  Is Audit Report?  Yes  No

Floor No	Structure Type	Floor Type	Roof Type	Extent of Completion	Whether Tenanted	Floor Area (In Sq. Ft.)	Age of floor (in year)
1	Residential	Cemented	Duplex Bungalow	Complete	No	300	2
2	Residential	Marble	Duplex Bungalow	Complete	No	400	2
3	Residential	Marble	Duplex Bungalow	Complete	No	300	2

Structure Details Saved Successfully!

## For Apartment:

**Apartment Details for Non-Registration purpose**

**Time Remaining: 12:08** [Home](#) [LogOut](#)

**Requisition ID:** 2025000000033 (\*) Marked items are mandatory

Apartment Sequence:	Apartment-1	Thana *	Dum Dum
District *	North 24-Parganas	Mouza	Dumdum House
Local Body *	Municipality	Road Zone	Not Available
Road	Tanwar Colony	Ward No.	
Premises No.		Municipality *	SOUTH DUM DUM
Jurisdiction of *	A.D.S.R. COSSIPORE DUMDUM		

Plot No. *	LR	00011 / 00022	Project Name	CLUBTOWN
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Apartment Type *	Flat/Apartment	Area <span style="color: blue;">i</span>	Carpet Area *	600
			Covered/Buildup Area *	800
			Super Buildup Area	1000

Use of Flat *	Residential	Floor Type *	Cemented
Flat Located on which Floor	2	Flat No.	2A
Age of the Flat (In Year)	2	Litigated Property ? *	No
Is Property on Road ? *	Yes	Width of Approach Road (in Feet)	0
Encumbered By Tenant ? *	No	Is Tenant a Purchaser *	No
No. of floor in Building*	4	Provision for Lift	Yes

Other Amenities :

Roof Garden     Swimming Pool     Club Facility     Gymnasium     Shopping Complex

[Save Draft](#)   [New Entry](#)   [Delete](#)   [Proceed](#)

- All the mandatory fields should be entered properly as and when required.
- Multiple Land/Land with Structure/Apartment can be entered by clicking “New Entry button”.

8. After completion of entry on clicking “Proceed” button following screen will appear:

Upload Document for Non Registration purpose

Time Remaining: 14:58

Home LogOut

Requisition ID: 2025000000441

Requisition Letter, if any (as addressed to Appropriate Authority):  No file chosen

GoWB e-Office File Details  Yes  No

Additional Remarks:

- Requisition letter addressed to appropriate authority is required to be uploaded.
- Requisition ID generated to be mentioned in the requisition letter.
- In case of GoWB, if e-Office File exists, Computer No. or e-Office File No. is required to be given as follows:

Upload Document for Non Registration purpose

Time Remaining: 14:58

Home LogOut

Requisition ID: 2025000000441

Requisition Letter, if any (as addressed to Appropriate Authority):  No file chosen

GoWB e-Office File Details  Yes  No

**Note: Either e-Office File No. or Computer No.(Details) can be given.**

Computer No. (Details):

Additional Remarks:

- If e-Office File does not exist following screen will open:

Upload Document for Non Registration purpose

Time Remaining: 14:58 [Home](#) [LogOut](#)

**Requisition ID:** 2025000000441

Requisition Letter, if any (as addressed to Appropriate Authority):  No file chosen

GoWB e-Office File Details  Yes  No

**Note: Please enter e-Office File No. or Computer No. once initiated at your end.**

Additional Remarks:

- Either e-Office File details or Requisition Letter, at least one of these two, is required to be provided or uploaded.
- Requisition Form is required to be downloaded using 'Download Requisition Form' button and annexed along with the physical requisition letter addressed to the Directorate.

Upload Document for Non Registration purpose

Time Remaining: 14:56 [Home](#) [LogOut](#)

**Requisition ID:** 2025000000440

Requisition Letter, if any (as addressed to Appropriate Authority):  No file chosen

GoWB e-Office File Details  Yes  No

**Note: Either e-Office File No. or Computer No.(Details) can be given.**

Computer No. (Details):  GoWB e-Office File No.:

Additional Remarks:

**Requisition Details Submitted Successfully!**

9. Any supplementary **document** required for valuation can be added from this option after requisition details submission:

Upload Supplementary Document

Home

Apply

Track Status of Requisition

Upload Supplementary Document

Logout

List of Requisitions :

Sl. No.	Requisition ID	Date of Application	Name of the Govt. Office	Officer Name	Mobile No. of the Officer	View Details	Supplementary Document		
1	20250000000549	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">View</a>	Choose File	No file chosen	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Upload</a>
2	20250000000499	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">View</a>	Choose File	No file chosen	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Upload</a>
3	20250000000450	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">View</a>	Choose File	No file chosen	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Upload</a>
4	20250000000449	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">View</a>	Choose File	No file chosen	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Upload</a>
5	20250000000448	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">View</a>	Choose File	No file chosen	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Upload</a>
6	20250000000447	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">View</a>	Choose File	No file chosen	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Upload</a>
7	20250000000446	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">View</a>	Choose File	No file chosen	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Upload</a>
8	20250000000445	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">View</a>	Choose File	No file chosen	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Upload</a>
9	20250000000444	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">View</a>	Choose File	No file chosen	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Upload</a>
10	20250000000443	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">View</a>	Choose File	No file chosen	<a href="#" style="background-color: #0070C0; color: white; padding: 2px 5px;">Upload</a>
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- Please note that no supplementary document can be uploaded after submission of the Joint Inspection Report by the ADSR

10. Requisitioning Authority can check the status of the requisition through 'Track Status of Requisition' menu as follows:

Sl. No.	Requisition ID	Application Date	Name of the Govt. Office	Officer Name	Mobile No. of the Officer	Status of Requisition	Track Status
1	20250000000549	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Processing	<a href="#">View Status</a>
2	20250000000499	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>
3	20250000000450	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>
4	20250000000449	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>
5	20250000000448	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>
6	20250000000447	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>
7	20250000000446	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>
8	20250000000445	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>
9	20250000000444	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>
10	20250000000443	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>
11	20250000000442	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>
12	20250000000441	21-07-2025	Govt. Office Name	Mr Kuntal Patra	7980480895	Completed	<a href="#">View Status</a>

- Status: 'Accepted/Rejected/Supplementary Information Required/Forwarded for Joint Inspection/Joint Inspection Report submitted for approval of Competent Authority/ Valuation Provided' will be available to facilitate the tracking of the status of a requisition.