

*HOW TO INSERT LAND DETAILS IN  
BANGLA SHASYA BIMA PORTAL  
FOR RABI SEASON*

DEVELOPED BY



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Step 1) Select the respective "District" & "Block" from the dropdown, as required.

**Crop Details For**  
District \*  
COOCHBEHAR  
Block \*  
HALDIBARI

**Crop Details**  
District name  
Block name  
Crop \*  
-----Select-----  
Notified unit  
Gram Panchayat \*  
Select Gram Panchayat  
**Add land+**  
Area(in Decimal) \*  
Area(in Acre)  
Area(in Ha)  
Sum insured(₹)  
Gross premium(₹)  
Farmer premium amount(₹)  
Instrument type  
Instrument  
Instrument amount  
Bank name  
Instrument date  
DD/MM/YYYY

Step 2) Select the required "CROP" from the dropdown, & then select desired "Gram Panchayat" from the dropdown.

**Crop Details**  
District name  
COOCHBEHAR  
Block name  
HALDIBARI  
Crop \*  
POTATO  
Notified unit  
GP  
Gram Panchayat \*  
DEWANGUNJ  
**Add land+**

Click on "ADD LAND".

Step 3) A new green sub-field opens. Select "Gram Panchayat" from the dropdown. Please refer the screenshot on the next page.

COOCHBEHAR HALDIBARI POTATO

Notified unit Gram PanChayat \*

GP DEWANGUNJ

Gram PanChayat \* Mouza \* Jl no Plot Number \*

DEWANGUNJ Select Mouza

Select Gram PanChayat Nature of Farmer \* Name of owner Relationship owner

DEWANGUNJ

Non Owner Cultivator Certificate(Annexure IX)

Browse... No file selected.

Remove Land

Add land+

Area(in Decimal) \* Area(in Acre) Area(in Ha)

Sum insured(₹) Gross premium(₹) Farmer premium amount(₹)

Instrument type Instrument Instrument amount

Step 4) Select "Mouza" from the dropdown list. The JL number will get automatically-fetched.

COOCHBEHAR HALDIBARI POTATO

Notified unit Gram PanChayat \*

GP DEWANGUNJ

Gram PanChayat \* Mouza \* Jl no Plot Number \*

DEWANGUNJ (004) DEBATTAR BOKSIGONJ 004

Area Insure(In Decimal) \* Nature of Farmer \* Name of owner Relationship owner

Non Owner Cultivator Certificate(Annexure IX)

Browse... No file selected.

Remove Land

Add land+

Area(in Decimal) \* Area(in Acre) Area(in Ha)

Sum insured(₹) Gross premium(₹) Farmer premium amount(₹)

Instrument type Instrument Instrument amount

Step 5) Enter a single 'plot' number, followed by the "area insured(in decimal)" under that plot .

The screenshot shows the 'loanees/new' form on the Banglashasyabima website. The form is partially filled with the following data:

- COOCHBEHAR** (District)
- HALDIBARI** (Upazila)
- POTATO** (Crop)
- Notified unit**: GP
- Gram Panchayat**: DEWANGUNJ
- Mouza**: (004) DEBATTAR BOKSIGONJ
- Jl no**: 004
- Plot Number**: 156
- Area Insure(In Decimal)**: 45
- Nature of Farmer**: (empty)
- Name of owner**: (empty)
- Relationship owner**: (empty)

Below the main form, there is a section for 'Non Owner Cultivator Certificate(Annexure IX)' with a 'Browse...' button and a 'Remove Land' button. At the bottom, there is an 'Add land+' button and a summary table:

Area(In Decimal)	Area(In Acre)	Area(In Ha)
45	0.4500	0.1822

The Windows taskbar at the bottom shows the time as 12:15 PM on 08-01-2020.

Step 6) Enter the "Nature of the farmer" field -to ensure the ownership of the land.

The screenshot shows the same 'loanees/new' form as in Step 5, but with the 'Nature of Farmer' field filled with 'Owner'. The 'Plot Number' field is also filled with '156'. The 'Area Insure(In Decimal)' field is filled with '45'. The 'Name of owner' and 'Relationship owner' fields are still empty. The summary table at the bottom remains the same:

Area(In Decimal)	Area(In Acre)	Area(In Ha)
45	0.4500	0.1822

The Windows taskbar at the bottom shows the time as 12:16 PM on 08-01-2020.

Step 7) Click on "ADD LAND" tab if any further plot number /area is required to be added.

Repeat the same steps till all plot numbers are completed. Availing this option will enable you to add area under multiple/different Mouzas or having different **plot numbers** but, all under a single Gram Panchayat / Block & Crop.

The screenshot shows a web application interface for adding land to a loan application. The browser address bar shows the URL <https://banglashasyabima.net/loanees/new>. The form is titled "Crop Details" and contains the following fields:

- District name: COOCHBEHAR
- Block name: HALDIBARI
- Crop: POTATO
- Notified unit: GP
- Gram Panchayat: DEWANGUNJ

Below these fields, there are two sections for adding land, each with a "Remove Land" button. A green bracket on the left side of the form indicates the "Add Land" section.

The first land entry has the following details:

- Gram Panchayat: DEWANGUNJ
- Mouza: (004) DEBATTAR BOKSI/GONJ
- JI no: 004
- Plot Number: 150
- Area Insured (in Decimal): 45
- Nature of Farmer: Owner
- Name of owner: [Empty]
- Relationship owner: [Empty]

The second land entry has the following details:

- Gram Panchayat: DEWANGUNJ
- Mouza: (010) TATTARAM
- JI no: 010
- Plot Number: 85
- Area Insured (in Decimal): 889
- Nature of Farmer: Owner
- Name of owner: [Empty]
- Relationship owner: [Empty]

At the bottom of the form, there is a summary section with the following fields:

- Area (in Decimal): 734
- Area (in Acre): 7.3400
- Area (in Ha): 2.9717
- Sum insured (₹): 527748
- Gross premium (₹): 25980
- Farmer premium amount (₹): 25598
- Instrument type: [Empty]
- Instrument amount: 25598

Step 8) For adding area under new "Gram Panchayat", select "ADD CROP" tab. You will be able to add new crop with new Gram panchayat altogether. See the screenshot below,

The screenshot shows the 'ADD CROP' tab in the loanee's new form. The form is divided into two main sections. The top section contains fields for 'Area (in Decimal)', 'Area (in Acre)', 'Area (in Ha)', 'Sum Insured (₹)', 'Gross premium (₹)', 'Farmer premium amount (₹)', 'Instrument type', 'Instrument', 'Instrument amount', 'Bank name', 'Instrument date', and 'Land Document Proof'. The bottom section contains fields for 'District name', 'Block name', 'Crop', 'Notified unit', 'Gram Panchayat', 'Area (in Decimal)', 'Sum Insured (₹)', 'Instrument type', 'Bank name', 'Instrument date', and 'Land Document Proof'. The 'Crop' dropdown menu is open, showing a list of crops including 'POTATO', 'DAKSHIN BARA HALDIBARI', 'DEWANGUNG', 'HEMKUMARI', 'PER MEKHLIGAND', and 'UTTAR BARA HALDIBARI'. The 'Gram Panchayat' dropdown menu is also open, showing a list of Gram Panchayats including 'BAKIGUAI', 'DAKSHIN BARA HALDIBARI', 'DEWANGUNG', 'HEMKUMARI', 'PER MEKHLIGAND', and 'UTTAR BARA HALDIBARI'. The 'Crop' dropdown menu is highlighted with a red box.

Step 9) Lastly, click on submit button to submit the form.

NOTE:- Adding crop details for a same farmer on a different (2<sup>nd</sup>) **BLOCK** will require filling a new application after submitting the 1<sup>st</sup> block.

The screenshot shows the 'ADD CROP' tab in the loanee's new form, with the 'Submit' button highlighted by a red box. The 'Submit' button is located at the bottom right of the form. An arrow points from the 'Submit' button in this screenshot to the 'Submit' button in the previous screenshot.