



**Encroachment / Illegal Construction Removal Department  
Pune Municipal Corporation**

**Application to get permission for erection of pandal/stage/Arche/running pandal on  
PMC's public roads  
Application format no.-7**

Date:     /     / 20

To,  
Hon. Assistant Municipal Commissioner,  
..... Ward Office,  
Pune Municipal Corporation.

Applicant Mr./Mrs. ....

Address :- .....

.....

Contact no.: .....

Subject :- Application to get permission to erect pandal/stage/Arche/running pandal on Pune  
Municipal Corporation's public roads for celebration / festival / religious programs /  
national leader's birth anniversary / meeting /Private program

Respected sir/madam,

I request you to give me some space length .....m, width .....m & total area .....  
sq. m. on rent basis to erect pandal/stage/Arche/running pandal on Pune Municipal Corporation's public roads  
for celebration / festival / religious programs / national leader's birth anniversary / meeting /Private program  
in ..... peth, property no..... . I assure you that, I will take care of not damaging  
the concrete or bituminous roads and or footpath and drill any hole on roads & also not to cause any traffic  
congestion.

Herewith I have attached Xerox copies of all necessary documents and I am ready to pay the license  
fee as per policy.

Yours sincerely

Signature/thumb

Date:     /     /

(Applicant full name: .....)

Enclosed documents :-

- 1) Detailed map of respective location.
- 2) Local police station/ traffic police department's NOC from eligible person according to law and order.
- 3) Information (circular) about organized program.

Note :- Please write the necessary information in extra space and strike off unnecessary things.

## **Citizen Charter**

### **Application format no. -7**

**Action plan and duration for decision making of the municipal administration for the application**

**Subject :- Application to get permission for erection of pandal/stage/Arche/running pandal on PMC's public roads**

- 1. Office to be filed** :- Respective ward office of Pune Municipal Corporation.
- 2. Work related Regulation, Order, GR, Circular, Resolution, etc.** :- Hon. First session resolution no. 105, dated 23/07/2007
- 3. Work will be executed based on the articles in Maharashtra Municipal Act 1949** :- Section 234
- 4. Duration for final decision** :- Approximately 07 days
- 5. Levels of decision making officer** :-

| <b>Level</b>  | <b>Designation</b>                                                                       | <b>Duration for decision making</b> |
|---------------|------------------------------------------------------------------------------------------|-------------------------------------|
| <b>First</b>  | Encroachment Inspector, Ward Office                                                      | 3 days                              |
| <b>Second</b> | Hon. Assistant Municipal Commissioner, Ward Office                                       | 2 days                              |
| <b>Third</b>  | Hon. Dy. Municipal Commissioner (Encroachment / Illegal construction Removal Department) | 2 days                              |

- 6. Required fee and its circular** :- According to Hon. First session resolution no. 191, dated 18/09/1987