



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

Application for the Pune city street hawker Biometric survey
Application format no.-1

Date: / / 20

By
Hon. Ward vending Committee Chairman,
P.M.C.

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

Hawker applicant: Mr./Mrs.

Address: -

.....

Hawker computer registration No.: Contact no.:

Subject :- Application to demand Biometric survey and computerized registration for the
Pune city street hawker.

Respected sir/madam,

I resides in Area which come under your boundary from years and running old/new business. I am Physically Disabled/major disease patient/ destitute person/old authorized licensee and to support my livelihood I am running/ will run business by sitting/handcart. For that reason I am applying for the biometric survey and computerized registration by your department through this application. Herewith I have attached all the necessary Xerox copies of documents and also I am ready to pay the fee. Hereby I declare that after registration I will follow the rules and regulations described by your department.

I sincerely request you to consider this application and do the needful procedure to get my biometric survey and computerized registration.

Yours sincerely

(Applicant full name:)

Enclosed documents:

- 1) Xerox copy of AADHAR card, Election card, electricity bill etc. for residence proof.
- 2) Attested copies of your business related documents, (if already in business).
- 3) Diseased person should attach Xerox copy medical diagnosed certificate.
- 4) Authorized licensee should attach license fee documents.

Note: It is necessary to provide all the original documents whenever it required.

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

Citizen Charter

Application format no.-1

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

Subject :- Application to demand Biometric survey and computerized registration for the Pune city street hawker.

1. **Office to be filed** :- Related ward office of Pune Municipal Corporation.
2. **Work related Regulation, Order, GR, Circular, Resolution, etc.** :- The Street Vendors (Protection of livelihood and Regulation of Street Vending) Act, 2014
3. **Work will be executed based on the articles in Maharashtra Municipal Act 1949** :- Section 384, 385 and 386
4. **Duration for final decision** :- Approximately three months.
5. **Levels of decision making officer** :-

Level	Designation	Duration for decision making
First	Encroachment Inspector, Ward Office	7 days
Second	Hon. Assistant Municipal Commissioner, Ward Office	7 days
Third	Hon. Dy. Municipal Commissioner (Encroachment / Illegal construction Removal Department)	7 to 15 days
Forth	Hon. Additional Municipal Commissioner (Estates)	7 days
Fifth	Hon. Ward vending Committee	1 to 2 months

6. **Required fee and its circular** :- Biometric survey fee Rs. 100/- and Computerized registration fee Rs. 200/-

Note :- Biometric survey and computerized registration is done by contractor and requires prior permission from Hon. Ward vending Committee. Please note that according to work decision making period may vary.