



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

**Application to get permission for putting building materials on PMC Pune public roads/licence for
making mountains/renewal
Application format no.-6**

Date: / / 20

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

Hawker applicant: Mr./Mrs.

Address :-

.....

Contact no.:

**Subject :- Application to get permission for putting building materials on PMC Pune public
roads/licence for making mountains/renewal**

Respected sir/madam,

I request you to give me some space lengthm, widthm & total area
sq. m. on rent basis for putting building materials on PMC Pune public roads/licence for making
mountains in peth, property no. I assure you that, I will take care of
not damaging the concrete or bituminous roads or footpath and also not to cause any traffic congestion.

Yours sincerely

Signature/thumb

Date: / /

(Applicant full name:)

Enclosed documents:

- 1) Application with detail information in departmental format (Form -D)
- 2) Old license/receipt for renewal
- 3) Detailed map of respective location.

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

Citizen Charter

Application format no.-6

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

Subject :- Application to get permission for putting building materials on PMC Pune public roads/licence for making mountains/renewal

- 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. 191, dated 18/09/1987
- 3. Work will be executed based on the articles in Maharashtra Municipal Act 1949** :- Section 239
- 4. Duration for final decision** :- Approximately 05 days
- 5. Levels of decision making officer** :-

Level	Designation	Duration for decision making
First	Encroachment Inspector, Ward Office	2 days
Second	Hon. Assistant Municipal Commissioner, Ward Office	1 days
Third	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

Note :- In case of congested area or during festival season, "NOC" from traffic Police will be mandatory.