



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

**Application to remove unauthorized encroachments/construction on  
Pune Municipal Corporation's road/footpath  
Application format no.-8**

Date:     /     / 20

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

Applicant Mr./Mrs. ....

Address :- .....

.....

Contact no.: .....

**Subject :- Application to remove unauthorized encroachments/construction on Pune Municipal Corporation's road/footpath**

Respected sir/madam,

I request you to remove unauthorized encroachments/construction on Pune Municipal Corporation's road/footpath on ..... road, .....peth which is causing traffic congestion.

Please take action as early as possible and make it free for citizen's facility.

I request you to take care that such encroachment will not happen again.

Yours sincerely

Signature/thumb

Date:     /     /

(Applicant full name: .....)

## **Citizen Charter**

### **Application format no. -8**

#### **Application to remove unauthorized encroachments/construction on Pune Municipal Corporation's road/footpath**

**Subject :- Application to remove unauthorized encroachments/construction on Pune Municipal Corporation's road/footpath**

- 1. Office to be filed** :- Respective ward office of Pune Municipal Corporation.
- 2. Work related Regulation, Order, GR, Circular, Resolution, etc.** :- As per departmental procedure.
- 3. Work will be executed based on the articles in Maharashtra Municipal Act 1949** :- Section 226, 228, 229, 230 & 231
- 4. Duration for final decision** :- Approximately 7 to 15 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                | 5 to 7 days                         |
| <b>Second</b> | Hon. Assistant Municipal Commissioner, Ward Office | 7 days                              |

- 6. Required fee and its circular** :- N.A.

**Note :-** It may take more than 15 days, in case of the nature of the complaint and the local conditions eg. if the controversial encroachments / permanent construction / If order of the Hon. Municipal commissioner is necessary.