



**THE KOLKATA MUNICIPAL CORPORATION**  
**5, S.N. BANERJEE ROAD, KOLKATA-700013**

Format for application for co-ordination of ..... Puja  
 (To be submitted by the party to the concerned Executive Engineer)

To  
 The Executive Engineer,  
 Borough No.....  
 The Kolkata Municipal Corporation  
 Kolkata.....

N.O.C. From Local Police Station

Sir,  
 This year, we are also going to celebrate..... puja at the old site of  
 ..... I would request you to issue necessary permission as  
 we have already received Police No Objection to hold pujas. Necessary particulars for the function are  
 given below :-

1. Name of the Organization with address & Phone No.....  
 a) Name of the President of the Organization with address: .....  
 b) Name of the Secretary of the Organization with address: .....  
 c) Name of the Treasurer of the Organization with address: .....
2. Areas of puja pandal in sq. ft. ....  
 a) Name of the decorator for erection of the Pandal with full address and Phone No. : .....  
 b) Whether he has got professional license or not, if so, details should be given with reference  
 number of period of validity : .....  
 c) In the event of failure of removal of pandal after expiry of the due date, necessary action  
 will be taken to remove the pandal by the K.M.C. at the cost of the Decorator / Organizer.
3. Number of stalls & total area of stalls to be erected during puja function within Parks & Squares &  
 drawing : .....  
 a) Details of : .....
4. Whether approval of the Fire Brigade has since been obtained or not, if so, details should be  
 furnished : .....
5. Whether no objection from the Police Deptt. has been obtained or not, if so, details should be  
 furnished : .....
6. Whether clearance from C.E.S.C./W.B.S.E.D.C. is obtained or not, if so details, to be given : .....

Dated : Yours faithfully  
 Place : ( Full signature of the General Secretary )

**Undertaking**

I Shri ..... Secretary of the .....  
 Puja Committee hereby undertake that we shall not allow any stall to be erected without the written  
 permission of the K.M.C. within the K.M.C. Park/Roads/Footpath surrounding the puja pandal. If any stall  
 is erected within the K.M.C. Park/Roads/Footpath without permission of K.M.C. authority will take  
 necessary action for eviction/removal of it and we shall remain bound to co-operate with the K.M.C. for  
 eviction/removal of unauthorized stall.