

To
The Sub-Divisional Officer,
Siliguri

Sub: Application for granting permission through Single window system for Durga Puja / Kali Puja 2011

Sir,

We are organizing Durga Puja / Kali Puja for the year 2011. Accordingly, we are submitting herewith the following essential documents (i) Last Year Puja Permission, (ii) Land owner's No Objection Certificate, (iii) Site Plan, (iv) Declaration from recognized Electrician/Decorator, (v) Declaration of Sound System from the recognized supplier, (vi) Last year budget & current year budget, (vii) 1st & last Sl. No. of subscription receipt, (viii) List of Puja committee members/office bearer, (ix) Declaration for paying outstanding amount, if any against W.B.S.E.D.C.L., (x) Xerox copy of conservancy charge and permission fees issued by S.M.C., Siliguri.

Particulars of Puja Committee/Organization

1. The name of the Puja Committee (in Block letters) :
2. Location of the Pandal (Address) :
3. Name & Address of President with Phone No :
4. Name & Address of Secretary with Phone No :
5. Area of the Pandal in square feet :
6. Number of days : From To
7. The Height of the Pandal :
8. Material used for construction of the pandal (in brief) :
9. No. of person expected to be present at a time inside the pandal :

We shall be highly obliged if you kindly issue the necessary permission.

Date:

.....
Full Signature of the Secretary

DECLARATION

We hereby declare that we shall abide by the following rules and regulation for social security and safety in all respect and on behalf of the Puja Committee.

1. Govt. Licence holder Electric Contractor with valid licence number will be appointed for the electrification of Puja Pandal.
2. Separate **Entrance and Exit** for the covered Puja Pandal shall be provided.
3. Enough space for movement of Fire and Emergency Service vehicles shall be maintained.
4. Width and height of the Gate shall be minimum 12 ft. and 14 ft. respectively and height of the superstructure shall not be more than 40 ft.
5. No open flame can be used within 200 yards from the Pandal and no cooking arrangement would be allowed within such radius.
6. Use of highly inflammable materials for erection of the pandal is discarded.
7. Clothes used for the pandal to be dipped in fire retardant solution.
8. Provision of sufficient water for firefighting which shall not be less than 0.5 Ltrs. Per Sq. Mtrs. Of floor area for each pandal/structure and I.S.I. marked appropriate fire extinguisher @ minimum 2 (two) per 1000 Sq. ft. floor area, two nos. ceiling hook, ladder and sand bucket to be kept ready in the Pandal for fighting the small fire.
9. There must be 4 (four) clean open space from the property line of any building, boundary wall or any other permanent structure as per judgement of Hon'ble high Court, Kolkata vide W.P. No-856 of 2009 dated 15.09.2009
10. Puja Committee will not be allowed to display any commercial hoarding without permission from Siliguri Municipal Corporation.

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Full Signature of the Secretary

SEAL

Date:

No Objection Certificate

1. No Objection Certificate is hereby issued after verifying all requisite documents.

W.B.S.E.D.C.L Authority

2. No Objection Certificate is hereby issued after verifying all requisite documents.

W.B.F.& E.S Authority

3. No Objection Certificate is hereby issued after verifying all requisite documents.

S.M.C Authority

4. No Objection Certificate is hereby issued after verifying all requisite documents.

Phonographic Performance Limited Authority

5. No Objection Certificate is hereby issued after verifying all requisite documents.

Local Police Authority

6. Permission is hereby granted for Durga Puja / Kali Puja 2011.

SDO Siliguri

Schedule of Distribution and Receiving of Application Form:

1. Distribution of Application Form: From 05.09.2011 to 08.09.2011. (11 A.M to 3 P.M) at Siliguri Municipal Corporation.
2. Receiving of duly filled in Application Form along with requisite documents and issuing of permission through Single Window System at Rabindra Mancha near Baghajatin Park, Siliguri: From 14.09.2011 to 19.09.2011 (11 A.M. to 4 P.M)