

PROFORMA FOR FESTIVAL/ PUJA/ RITUAL PERMISSION IN CHITTARANJAN TOWNSHIP

1. Name of Festival/ Puja/ Ritual : _____

2. Period of Permission: From _____ to _____ total days _____

3. Location/ Site : _____ (Map of the proposed site demarcating area of land in sq. ft. to be used duly certified by Engg. Deptt to be enclosed)

4. Area No. _____

5. Name of organizing committee (in BLOCK LETTER) : _____

6. Name of Secretary (in BLOCK LETTER) : _____

7. (i) Designation _____ (ii) B.U.No. _____ (iii) Control No. _____
(iv) T/No. _____

8. Residential Address: _____

9. Budget Estimate of Current year Puja/ Festivals: _____

10. Photocopy of last year documents to be enclosed:

Sl. No.	Enclosed required documents	Yes/ No	Sl. No.	Enclosed required documents	Yes/No
i	Map of proposed site of Puja Pandal/Structure (Temporary)		v	No objection of fire service	
ii	Last year Puja/ Ritual permission		vi	Last year Budget	
iii	Last year BDO's permission		vii	First & Last page of bill book/ donation book	
iv	Photo copy of last year Electric bill		viii	Enclosed list of Puja Committee members with contact no.	

11. Whether Mela/ temporary stall / commercial activities to be done in or near Puja Premises (Yes/ No) : _____

12. If yes (sl. No. 11), then mention how much area of land to be used (in sq. ft) _____ duly obtaining NOC from Civil Engg. deptt with the certified copy of site plan to be enclosed.

13. Forwarding of Area Vice Warden with office seal: _____

Signature of Puja Secretary

TERMS & CONDITIONS

1. Puja committees has to submit site plan of the premises showing the detail of area required for puja Pandal/ Ritual structures, stalls, culture activities etc to be used , with NOC from Engg. deptt. duly certified by the Civil Engineering department.
2. The details of stalls holders and those manning it, along with their photographs, has to be provided to the Admn. before erection of any stall.
3. License fee as levied able @ _____ per sq.ft. per annum or as admissible has to be deposited for running stalls in the Puja/ Ritual premises. However, no license fee will be levied for the stall held by wards/ relatives of Railway employees. The declaration for this has to be furnished by the concerned employee & authenticated by Secretary of the Puja committee vice warden/ Staff Council member.
4. Security deposit of minimum ₹ 5000/- in the form of Bankers cheque in f/o FA&CAO/CLW/CRJ drawn on SBI/ BOI, Chittaranjan is to be deposited by Puja committee during obtaining permission. (The above SD will be refundable without any interest subject to certificated from area SSE (W) & vice warden) that area has been cleaned and the garbage removed by the Puja Committee.
5. The area/ premises used for said purpose will be cleaned and any Garbage's will be disposed off properly before leaving/ vacating the site to the satisfaction of concerned SSE (W) & Area vice warden.
6. Puja committee will take permission from Civil Authority, ASC/Fire and other as applicable from the concerned department.
7. Electrical safety certificate will be taken from any authorized licensed electrical contractor fro any electrical works carried out in Pandal, stalls etc.
8. Puja committee should ensure that any temporary stall/ structures will be erected not less than 05 mtr. Away from the road for free movement on the roads and Parking area to be made in such distance as to avoid congestion.
9. It will be the responsibility of the Puja Committee that any unsocial activity does not take place and damages to Rly. Assets avoided. Puja committee are also responsible for the safety security for the general public in the Puja premises.

DECLARATION

I hereby declare that above terms and conditions have been gone through and the same shall be abided by the Puja committee.

Signature of Puja Secretary

Date

Name:.....

Place

Design:.....

Contact No.:

UNDERTAKING

I _____ son/daughter/wife of
_____ residing at _____
do hereby undertake as below:

Particulars are given below:-

1. The name of the puja committee :
2. Location of the pandal (address) :
3. Name and address of the President :
4. Name and address of the Secretary :
5. Area of the pandal Sq. Ft :
6. Number of days :
7. The height of the Pandal :
8. Material used for construction of pandal in brief :
9. Number of persons expected to be present at a
time inside the Pandal :

Date: / /2018

Full Signature of the Secretary

Declaration

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

1. Government licence holder electric contractor with valid licence number will be appointed for the electrification of puja pandal.
2. Separate entrance and exit for cover 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 feet and 14 feet respectively and height of the super structure shall not be more than 40 feet.
5. No open flame can be used within 200 yards from pandal and no cooking arrangement could be allow within such radius.
6. Use of highly inflammable materials for erection of pandal is discarded.
7. Cloths used for the pandal to be dipped in fire retardant solution.
8. Provision of sufficient water for the fire fighting which shall not be shall than 75 liters per square meter of the floor area for each pandal/structure and ISI marked appropriated fire extinguisher @ minimum two (02) per two thousand square feet floor area, two numbers ceiling hook, ladder and sand bucket to be kept ready in the pandal for fire fighting.
9. There must be a 04(four) feet clear open space from the property line of any building, boundary wall or any other permanent structure as per judgement of Honourable High Court, Kolkata vide WP NO. 856 of 2009 dated 15/09/2009.

Seal

Full Signature of the Secretary