



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

**Application for change of business period category of street hawker  
Application format no.-3**

Date:     /     / 20

By,  
Hon. Ward vending Committee Chairman,  
P.M.C.

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

Hawker applicant: Mr./Mrs. ....

Address :- .....  
.....

Hawker computer registration No.: ..... Contact no.: .....

Subject: Application for change of business period category of street hawker

Respected sir/madam,

I resides in ..... area which come under your boundary since ..... years and running business by sitting/handcart/stall/*gatai*. My registration is completed by Pune Municipal Corporation and the Business Registration Certificate No. ....

However, at the time of registration I was running business since ..... years which is mentioned on the Business Registration Certificate registered to your system for which I have attached/ newly attaching documents. According to this registered ..... years business category I may suffer loss in the rehabilitation project.

I request you to change my old registered business ..... category to ..... Category for which I have attached business related documents and I am ready to pay the fee.

Yours sincerely

(Applicant full name: .....) )

Enclosed documents:-

- 1) Xerox copy license certificate.
- 2) Xerox copy of biometric survey fee receipt Rs. 200/-.
- 3) Attested xerox copies old documents/newly attached documents related to business duration.

(Page 1 to )

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

From date 05/10/2015

## Citizen Charter

### Application format no.-3

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

**Subject:** Application for change of business period category of street hawker.

- 1. Office to be filed** :- Related ward office of Pune Municipal Corporation.
- 2. Work related Regulation, Order, GR, Circular, Resolution, etc.** :- The Street Vendors (Protection of livelihood and Regulation of Street Vending) Act, 2014, Hon. Ward vending Committee resolution.
- 3. Work will be executed based on the articles in Maharashtra Municipal Act 1949** :- Not applicable.
- 4. Duration for final decision** :- Approximately one month
- 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	7 days
<b>Second</b>	Hon. Assistant Municipal Commissioner, Ward Office	7 days
<b>Third</b>	Hon. Dy. Municipal Commissioner (Encroachment / Illegal construction Removal Department)	15 days
<b>Forth</b>	Computer registration	3 days

- 6. Required fee and its circular** :- Rate according to Hon. Ward Vending Committee resolution.