



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

Application to get duplicate business license/identity card for hawkers
Application format no.-4

Date: / / 20

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

Hawker applicant: Mr./Mrs.

Address :-

.....

Hawker computer registration No.:Contact no.:

Subject :- Application to get duplicate business license/identity card for hawkers.

Respected sir/madam,

An encroachment department, Pune Municipal Corporation has done my computerised registration for running the stall/handcart/sitting business and issued me a business license/identity card. But due to this reason I have lost/someone has stolen/damaged my business license/identity card. For which I have already paid license fee as per policy.

I request you to issue me duplicate license/identity card from your department. Herewith I have attached all the necessary Xerox copies of all necessary documents.

Yours sincerely

Applicant's signature/thumb
(Applicant full name:))

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

From date 05/10/2015

Citizen Charter

Application format no.-4

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

Subject: Application to get duplicate business license/identity card for hawkers.

1. **Office to be filed** :- Respective 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, Hon. First session resolution No. 374, dated 24/ 3/2005
3. **Work will be executed based on the articles in Maharashtra Municipal Act 1949** :- Not applicable.
4. **Duration for final decision** :- Approximately 1 month.
5. **Levels of decision making officer** :-

Level	Designation	Duration for decision making
First	Encroachment Inspector, Ward Office	7 days
Second	Hon. Assistant Municipal Commissioner, Ward Office	3 days
Third	Hon. Dy. Municipal Commissioner (Encroachment / Illegal construction Removal Department)	15 days
Forth	Computerized registration	3 days

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