

Citizen Charter

Application format no.-5

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

Subject :- Application to release goods/materials captured by PMC on Municipality roads in an encroachment

1. **Office to be filed** :- Respective ward office of Pune Municipal Corporation.
2. **Work related Regulation, Order, GR, Circular, Resolution, etc.** :- Hon. First session resolution no. 405, dated 17/10/2003
3. **Work will be executed based on the articles in Maharashtra Municipal Act 1949** :- Section 438
4. **Duration for final decision** :- Approximately 10 days
5. **Levels of decision making officer** :-

Level	Designation	Duration for decision making
First	Encroachment Inspector, Ward Office	3 days
Second	Hon. Assistant Municipal Commissioner, Ward Office	2 days
Third	Hon. Dy. Municipal Commissioner (Encroachment / Illegal construction Removal Department)	3 days
Forth	Godown Clark	2 days

6. **Required fee and its circular** :- According to Hon. First session resolution no. 405, dated 17/10/2003

Note :- 1) It may take more than scheduled duration for serious case (controversial encroachments) /by order of ward office or Hon. Municipal Commissioner.

2) Degradable & explosive goods / materials will be released within 24 hours of working time.