



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

**Application to get hawkers license/identity card on the name of heir
Application format no.-9**

Date: / / 20

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

Applicant: Mr./Mrs.

Address :-

Hawker computer registration No.: Contact no.:

Subject :- Application to get hawkers license/identity card on the name of heir

Respected sir/madam,

My mother/father/son/daughter/brother/sister/husband/wife Mr./Mrs.
his/her name was registered in computerized registration for running stall/handcard/sitting business, done by
your department and issued business license at peth, Pune. License fee has been
paid before date / / .

However, I request to cancel Mr./Mrs., his/her name due
to reason and register my name as first heir Mr/Mrs.
and issue the license/identity card on for the same.

I assure that I will follow rules & regulations as per license policy and also office orders/instructions
coming time to time by your department. I have attached business related documents and I am ready to pay
the fee as per policy.

Yours sincerely

Signature/thumb

(Applicant full name:))

Enclosed documents :-

- 1) Original license/if it is lost then police FIR
- 2) If licensee is dead then attested copies of death certificate
- 3) Affidavit from all heirs to issue you license (Affidavit on Rs. 100/- stamp paper with all heirs photo)
- 4) Affidavit by applicant stating that in case of any dispute arising in his case, he will be solely responsible and resolve by his fee & he will not bring Pune Municipal Corporation in discussion if it happens license will be canceled.
- 5) Xerox copies of ration card & identity card of licensee and heir
- 6) Xerox copy of latest license fee receipt.
- 7) Basic income certificate (one year old).

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

Citizen Charter

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Subject :- Application to get hawkers license/identity card on the name of heir

- 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** :-

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)	7 days
Forth	Hon. Additional Municipal Commissioner (Estates)/Hon. Municipal Commissioner	7 days
Fifth	Entry in Computer/register	3 days

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