

**General Instructions for online submission of application form for Puja
Permission for the year 2021 under Howrah City Police**

1. The form is divided into two pages.
2. First page contains general information of the organizers and festival details.
3. Second page contains information specific to other government/private authorities.
4. Both the pages can be filled in more than one login sessions. Form can be saved after filling up of first page.
5. Few fields are mandatory and few are non mandatory.
7. The scanned signature should be **in JPEG format and less than 30KB in size.**
8. The PCB declaration required fields are in the second page of the form.
9. It is requested that the applicants fill the non mandatory fields as well wherever applicable and possible.
10. The following scanned copy of the documents are required to be submitted in **PDF format (each file should be less than 4MB)** at the end of second page as applicable and required by different authorities:
 - Previous year's N.O.C received from Howrah Police Commissionerate
 - Previous Year N.O.C from respective Municipality/respective Land authority. In case of private land - N.O.C from land owner
 - Previous Year N.O.C from W.B. Fire Service
 - Previous year electricity consumption bill/payment receipt
 - Sketch Map / Pandal design
 - Committee / Society / Trust / organisation related documents
 - Documents related to Puja Committee, President/Secretary
 - Previous year balance sheet of Puja Committee / Budget related documents
 - Electrician's certificate
 - Decorator's certificate
 - Fire extinguisher certificate
 - Self declaration for new Puja Committees
 - Apart from above any other requisite documents as required by respective authorities