

**General Instructions for online submission of application form for Puja
Permission for the year 2022 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

Guidelines for Puja Organizers and instructions for Police –

- Covid-19 guidelines to be followed strictly.
- Pandals should be spacious, and be open from at least 3 sides.
- There should be separate entry and exit gates for the visitors.
- Exit point must be wider than the entry point.
- Gradient of slope on entry & exist points of Puja Pandals should be low and smooth.
- Floor markings and signages should be present to delineate entry and exit routes and assembly points.
- Fireproof materials should be used for construction of the pandals.
- Cooking arrangements should be strictly restricted within 200 metres radius of the pandal.
- Please ensure that the idols are made from bio-degradable materials.
- Please ensure separate toilets for males and females to the extent possible.
- The height of idol and super structure should be limited to 20 feet and 40 feet respectively.
- Please ensure proper CCTV coverage at and around the Pandals covering entry/exit gates and places of public gatherings.
- Overhead gates should be avoided.
- Only 'L'- shaped gate will be allowed.
- Forcible collection of Puja Subscription is illegal and it should be stopped.
- Fire extinguishers for all pandals - should be tested before the Puja begins.
- Buckets of sand to be kept in all pandals.
- Adequate lighting within the pandals.
- Arrangements for backup generator etc. in case of electricity failure.
- No unauthorised electricity connections - CESC/WBSEDCL to be contacted for proper electricity connection.
- Public address system should be installed at every puja pandal and surrounding areas.
- First aid box should be there at every puja place.
- A separate counter should be created for distribution of prasad - with adequate space around.
- Please ensure that electrical appliances are shielded from rains.
- Drinking water facilities for visitors at every pandal.
- Identify parking spaces and designate them. Proper signages to ensure dissemination of information on parking spaces - Separate parking arrangements for 2-3 wheelers and 4 wheelers.
- Proper barricading on the road to avoid any untoward incident.

- Proper crowd circulation plan should be there and it should be strictly implemented.
- Police Assistant Booth should be there at strategic locations.
- A list of volunteers to be sent to the police station along with their contact numbers - with ID cards. Volunteers to be briefed before the Puja commences by the Police Officers.
- Police, fire and ambulance (Emergency) numbers should be displayed prominently within the pandal.
- Approach roads to the Puja Pandals to be checked thoroughly.
- Awareness campaign regarding safe drive and save life and prohibitions of use of plastic can be done by the Puja Organisers.
- Keep an eye on Pujas with special events like celebration of 25yrs., 50yrs. etc. and plan crowd circulation accordingly.
- To verify whether there is any special celebrity person (Political/Non-Political) who will inaugurate the puja or will visit during puja. Make plan accordingly.
- Use of loudspeakers should be strictly in compliance with Hon'ble High Courts directions.
- No fireworks within the pandal or around it.
- Please ensure that the idol or Puja Pandal is not left unguarded at night. At least 2 volunteers of the Puja committee should be detailed - their numbers should be communicated to the PS well in advance.
- Local PS will collect contact numbers of the detailed staff of CESC/ Municipality/Fire/ Department / Hospital/Ambulance Driver/BD Van who are available round the clock in case of any exigency.
- Detailed officers and force should look out for theft and eve teasing.
- DJ system is strictly prohibited during the immersion procession.
- DMG Teams to be deployed on the ghats.
- Teams from Municipality should be there to collect puja materials on the ghats.
- Adequate lighting at the ghats should be ensured with the help of HMC and other agencies.
- PA system should be placed at the ghats.
- Information on immersion ghats to be collected from Puja committees well in advance, along with the route to be chosen by them and number of vehicles, which will participate in the procession.
- Route to be visited well in advance to address issues of low lying wires, tree branches and dilapidated roads.