

To  
The Sub-Divisional Officer  
\_\_\_\_\_Sub-Division

Through The Officer in-Charge,  
\_\_\_\_\_Police Station

Subject: Application for first time Kartick Puja Permission 2025

Sir/Madam,

We are organizing Kartick Puja this year (2025) for the first time in our locality. The details of the Puja are submitted herewith on the stipulated format for your consideration along with all required documents.

Signature of President / Secretary (with Seal/Stamp)

Note: The application form shall be accompanied with the following documents for consideration of puja permission:

*[Please Tick Mark on Documents attached]*

1. Land permission by local authority
2. Receipt of payment by electric supply
3. Site plan of puja pandal attested by LBS
4. Previous year permission copy (not applicable)
5. Certificate of preliminary fire safety measure
6. Decorator declaration
7. Electric contractor license certificate [current year, with validity]
8. Electric contractor declaration.
9. Green puja permission certificate provided by West Bengal Pollution Control Board. [<https://greenpuja.wbpcb.gov.in/>]

Puja Committee ID: \_\_\_\_\_

## NEW KARTICK PUJA PERMISSION FORM

Name of the Puja Committee :

Address :

Pin Code :

Name of Panchayet / Municipality :

Name of Block :

Name of Sub-Division :

Name of Police Station : :

Name of Fire Brigade Station :

Name of the WBSIEDCL CCC :

Name of the President :

Mobile No of the President :

Name of the Secretary :

Whatsapp No of the Secretary :

Email address of Puja Committee :

Approval of puja committee to apply for Kartick Puja Permission through web portal for the year \_\_\_\_\_.

B.D.O / S.D.O. Approval

Police Station Approval