**Online Puja Permission**

**Stakeholders : (LogIn ID needs to be created)**

1. Puja Committee (from Applicant part)

2. Sub Divisional Officer

3. Block Development Officer

4. Sub Divisional Police Officer/ Inspector/ Officer-in-Charge of local P.S.

(from Officials part)

5. Fire Brigade

6. West Bengal State Electricity Distribution Corporation

**User Credentials :**

All the offices as mentioned from Sl. No. 2 to 6 have separate user id for giving permission/ NOC

The Puja Committee gets an user id after registration

**Applicant’s Registration :**

Basic details entry :

(a) Name of Committee :

(b) Registration No. (if any) :

(c) Select District + Sub Division + Block/ Municipality + P.S. from respective drop-down list

(d) Address :

(e) User Name :

(f) User Id :

(g) Mobile No. :

(h) Identity Proof (EPIC/PAN/Ration Card) :

(i) Email id (optional) :

After clicking ‘Register’ the registration is completed with a system generated password sent to the registered mobile no. and email (if provided)

**Application for permission :**

Log in through registered user id and system generated password; after log in, change the password as per choice

The application for permission should consist of the following entries

(a) Select from drop-down menu the festival name which are

Permission for Durga Puja

Permission for Kali Puja

Other festival

On selecting Other Festival there should be separate box opened for enter the name of the festival

(b) Date of festival; Start Date & End Date (DD/MM/YYYY)

(c) Date of immersion

(d) Location of the Puja (address)

(e) Measurement of Puja Pandal (Height x Width)

(g) Nature of Electric Connection : Permanent/ Temporary

On selecting Temporary, enter the meter capacity required

(f) Name of Officer Bearers (any two) with phone no. (President & Secretary)

(g) Uploading of following documents

(i) Previous year puja permission from SDO/ BDO\*

(ii) NOC from Land Owner (in case of Private Land)

(iii) Committee details (includes all committee members’ names)

(iv) Treasury Challan for Fire Brigade permission

(v) Receipt of quotation for temporary connection/ last electric bill for permanent connection#

\* *For first entry into the online portal, the scanned copy previous permission needs to be uploaded. Once, the final permission is generated online, there is no need to upload in the subsequent years, rather it can be seen from all the official stakeholders’ log in*

(h) Click to ‘Submit’ and an application reference no. will be generated, through which the status of application can be tracked from committee log in

After submit, it will go to the inbox of Fire Brigade office

**Role of Fire Brigade :**

(a) After log in the Fire Brigade will check the details of the festival entered by the committee and verify the treasury challan

(b) After being satisfied, click on ‘Approve’ for which a system generated permission (Annexure-III) will be generated which can also be downloaded from committee log in

(c) Click on ‘Forward to next level’ and the application will go to the inbox of WBSEDCL

**Role of WBSEDCL :**

(a) After log in the WBSEDCL will check the details of the electric connection and check the receipt for temporary connection/ last paid electric bill for permanent connection, as the may be

(b) After being satisfied, click on ‘Approve’ for which a system generated permission will be generated which can also be downloaded from committee log in

(c) Click on ‘Forward to next level’ and the application will go to the inbox of local PS

**Role of Police Station :**

(a) After log in the respective P.S. will check the details of the festival entered by the committee and verify the previous permission

(b) After being satisfied, click on ‘Approve’ for which a system generated NOC will be generated which can also be downloaded from committee log in

(c) Click on ‘Forward to next level’ and the application will go to the inbox of BDO/ Municipality depending on the location of the festival

**Role of Block/ Municipality :**

For Block :

(a) After log in the BDO will check all the details and the permission/ NOCs received from Fire Brigade + WBSEDCL + P.S.

(b) After being satisfied, click on ‘Generate final permission’ for which a system generated permission will be generated which can also be downloaded from committee log in

(c) Click on ‘Forward to next level’ for mike permission from SDO and the application will go to the inbox of SDO

For Municipality

(a) After log in the Chairman will check all the details of the festival

(b) After being satisfied, click on ‘Approve’ for which a system generated NOC will be generated which can also be downloaded from committee log in

(c) Click on ‘Forward to next level’ for final permission from SDO and the application will go to the inbox of SDO

**Role of SDO :**

(a) After log in the SDO will check all the details and the permission/ NOCs received from Fire Brigade + WBSEDCL + P.S. + Block/ Municipality

(b) For applications received from Municipality, click on ‘Generate final permission’ for which a system generated permission will be generated which can also be downloaded from committee log in

(c) Click on ‘Generate mike permission’ for which a system generated permission will be generated which can also be downloaded from committee log in

(d) For applications received from Blocks, no tab for ‘Generate final permission’, only click on ‘Generate mike permission’ and the same process will be followed as above.

**Flow Chart of the Online Puja Permission**

Puja Committee

Forward

Forward

Forward

Forward

Sound permission

Apply for permission

SDO

Sound &

Final permission

NOC

NOC

Connection approval

Final permission

NOC

Permission

Submit

Registration

Municipality

Police Station

Block

Police Station

Police Station

Fire Brigade

WBSEDCL