

Annexure A
Application for Permission to urgent Pre-Monsoon related works during Containment of COVID-19 in the State

Date: DD/MM/YYYY

The Commissioner
Pune Municipal Corporation

Sub: Essential urgent pre-monsoon related works at Pune Peth _____
Survey No./CTS/F.P.Number _____

Ref: 1. Govt of Maharashtra Order & Guidelines bearing No: DMU/2020/CR.92/DisM-1,
Dated 17th April 2020.
2. Revised Instruction from Principle Secretary urban Development Dept, Govt. of
Maharashtra bearing No: MRD-320/Pr.Kr.25/NAVI -7 dated 18th April 2020.

Details of Sanction Proposals: BCP No:

CC Number and Date:

Applicant Name & Address, Mobile Number, Email:

Architect Name & Address, Mobile Number, Email:

Address of Proposed Site:

Latitude and longitude of Site:

Dear Sir,

We here with submitting application for permission to start urgent pre monsoon related work which we need to carry out, at the above mentioned subject site as permissible under revised guideline published vide reference 1 & 2.

We have to complete the following works before the onset of monsoon:

_____ **(site specific situation as described)**

Our work was already underway from prior to lockdown and this work must be completed on priority to avoid problems during monsoon.

In view of the above we therefore request you to permit us to carry on with the pre monsoon work as per your circular which will enable us to get the work going on from date of permission.

The details of staff residing at site is as per table I & details of supervisory staff and machinery operator coming from outside area as per table II & machinery required is as per Table III attached to this letter.

Along with this email we have annexed the Aadhaar cards of the abovementioned staff/personnel and listed documents of machinery and their operators which will also require the exemption passes.

We request that the passes/exemption provided be made applicable for these necessary requirements.

We undertake to comply and follow all preparatory arrangements with regard to the standard operating procedures (SOPs) for social distancing as also other sectoral requirements at site, site office and place of work and shall also follow all mandatory requirements as per the circular.

We request you to grant the permission for said work and issue the necessary exemption passes as earliest please.

Thanking you,

Yours faithfully,

Name of Architect

Name of Applicant

Address:

Firm/Developer/Owner Name

Mobile No

Address:

Email

Mobile No

Lic No.

Email

First Person Responsible

Email

Mobile No

Second Person Responsible

Email

Mobile No

Copy to:

1. City Engineer

Pune Municipal Corporation.

2. Executive Engineer <Village Name>

Building Development Department,

Pune Municipal Corporation.