Citizen's Charter of Amusement Department

Sl. No.	Specific Service Sought	Application Procedure	To whom application is to be submitted	Documents to be submitted with application	For queries Officer to be contacted	For complain Officer to be contacted	Time limit for providing the service	Remarks
1.	Casual	Form be collected from Deptt. (Xerox copy enclosed) *	Sr. Amusement Officer	Spot / Hall Booking letter issued by proper authority	Dy. Manager Ph. No. 033-2286-1000 Extn. 2608	Dy. Manager Ph. No. 033-2286-1000 Extn. 2608	5 to 10 Minutes Depending on queue	Subject to availability of proper documents and charges paid
2.	Annual	Plain/Letterhead pad, if a firm	Dy. Manager	1. Rent Receipt 2. NOC from land owner 3. Tax Bill (if owner) 4. Self declaration (if owner)	Dy. Manager Ph. No. 033-2286-1000 Extn. 2608	Dy. Manager Ph. No. 033-2286-1000 Extn. 2608	15 days (Inspection in between if need be)	Subject to availability of proper documents and charges paid

Sd/-
Dy. Mayor

Sd/-
Jt. Mpl. Commissioner (Rev. & Supply)

Sd/-
Chief Manager (Amusement)

* Form given on Page No. 10

To
The Senior Amusement Officer
The Kolkata Municipal Corporation
5, S. N. Banerjee Road, Kolkata - 700 013

Dear Sir,

Permission under Section 422 (read with Section 543) of the K. M. C. Act 1980, may please be issued in our favour for holding Show(s) [Performance] [Fair] [Fete] [Carnival] [Circus] etc., details of which are given below :

1. Name & Full Address of Organiser/Club (IN BLOCK CATITAL LETTERS)
2. Registration No., if any (please mention the No. & enclose a photocopy of Registration Certificate with up-to-date renewal receipt)
3. Whether Amateur of Professional
4. Nature of Function, Exhibition, Fair, Fete, Carnival, Circus etc. (with programme)
5. Names of well-known Artists
6. Whether there is any Guest Artist or any outsider participating in the Programme
7. Whether it is an 'Hired' show
8. Whether there is any hired artist participating in the show
9. Whether the show is Regular or Casual
10. Date(s) of show, exhibition, fair, fete, carnival, circus etc.
11. Time of show, exhibition, fair, fete, carnival, circus etc.
    (a) From : .....
    (b) Upto : .....
12. Place of show, exhibition, fair, fete, carnival, circus etc. (Full address with Ward No. & PIN Code)
13. Admission by invitation or by sale of tickets
14. Rate(s) of tickets
15. Cost of performance, show, exhibition, fair, fete, carnival, circus etc. incurred by donation and/ or subscription

Yours faithfully,

Place :

Date :

(Designation with Official Seal)