

GUIDELINES / APPLICATION FORM

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ADISORY FOR THE PETITIONER /APPLICANT

- Henceforth, applications for all kind of procession / rally / meeting etc. shall only be accepted in the following format ;
- Such application format can be downloaded from the official website of Barrackpore Police Commissionerate at <https://barrackporepolice.wb.gov.in>
- Application shall only be taken into consideration, if applied in between 02 to 03 weeks (neither before nor after) prior to the schedule programme.
- The application can also be submitted physically in Barrackpore Police Commissionerate Head Quarters at Police Office (New Building)

GUIDELINES / APPLICATION FORM

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(To be applied on "Letterhead")

To,
The Commissioner of Police,
Barrackpore Police Commissionerate,
Kolkata - 700120.

Sub.: Prayer for NOC for Meeting/Rally/Procession.

Sir,

This is to inform that we have decided to organize a Meeting /Rally / Procession [Tick (✓) whichever is applicable] on __ (Date of programme/event).

Details of the programme are given below:

1. Name of the Applicant/s : _____
2. Complete Address : _____

3. Contact No./s. : _____
4. E-mail ID : _____
5. Name & Address of the Organisation/s : _____

6. Email ID : _____
7. **Details of Procession/Rally/Meeting** :
 - a. Time from _____ hrs. to _____ hrs.
 - b. Starting/assembly Point _____
 - c. Culminating/ending Point _____
 - d. Route in Details (mention atleast 05 important points / important junctures of the route of rally/procession)
: _____
 - e. Expected Number of Participants _____
 - f. Vehicle/s Details _____
 - g. Total number of volunteers deployed with their Name and Mobile Nos (attached in separate sheet if required):

 - h. Any other point of interest _____

I/We acknowledge that I/We have read the "Terms & Conditions" given below fully and undertake to abide by these conditions, as applicable, during our programme, failing which police has the liberty to take penal action in accordance to law.

Date:

(SIGNATURE)

SEAL :

TERMS AND CONDITIONS / GUIDELINES FOR RALLY/PROCESSION/MEETING

1. The Organiser(s) or licensee(s) or applicant(s) shall be present throughout the proposed programme and shall be held accountable for all and any lapses by him/them and/or the participants of the said programme.
2. The number of participants in the proposed Rally/Procession/Meeting shall not exceed the number declared in the application and the organiser shall maintain a record of all volunteers and participants, to be produced before the authorities, on demand, if required.
3. The Rally/Procession/Meeting shall be conducted in a peaceful manner.
4. Use of Loudspeakers, if any, shall strictly be operate within the permissible limits as prescribed by the Hon'ble High Court, Calcutta and the West Bengal Pollution Control Board.
5. Use of Loudspeakers in open air or the use of any vehicular horn in the vicinity of "SILENCE ZONE" areas such as hospitals, nursing homes, courts, universities, colleges and schools shall be strictly prohibited.
6. The carry, use and discharge of fireworks during the programme shall be strictly prohibited.
7. Speeches or statements capable of inciting violence, provocative speeches, hate speeches or the use of abusive language are strictly prohibited.
8. The Organiser(s) or licensee(s) or applicant(s) and/or the Participants in the Rally/Procession/Meeting shall not carry any lathis, spears, firearms, swords, or any other articles that can be used as weapons.
9. The organiser shall ensure that no discriminatory or unlawful activity takes place during the event.
10. No obstruction shall be created to the free flow of traffic, or to free access to any thoroughfare, building, ambulance, fire brigade, or to any persons entitled thereto.
11. The Organiser(s) or licensee(s) or applicant(s) and/or Participants shall ensure that there is no damage to public property and/or Government Property, no assault on any government servant and/or any individual or private person and no violation of any law.
12. The Organiser(s) or licensee(s) or applicant(s) and/or Participants shall ensure that no damage shall be caused to greenery or trees in and around the venue.
13. Participants shall act in a manner that ensures no inconvenience is caused to the public at large.
14. All participants shall adhere to the existing health advisories issued by the State Government.
15. All vehicles, tableaux, etc., participating in the Rally/Procession/Meeting shall obey traffic signals, shall not violate "One-Way" directions and shall maintain a reasonable speed to avert any chance of accident.
16. The organiser shall deploy a sufficient number of volunteers to render necessary assistance to the police personnel on duty.
17. Participants shall not engage in any activity that may cause environmental pollution. All directives of the Hon'ble High Court, Calcutta, the National Green Tribunal and the West Bengal Pollution Control Board must be strictly adhered to in this regard.

18. Prior No Objection Certificates (NOCs) must be obtained from relevant utility service providers and landowners, wherever applicable.
19. The organiser shall obtain all other permissions, if required, from relevant authorities prior to the event.
20. No temporary gallery or structure shall be installed for the seating accommodation of participants without prior permission from the competent authority.
21. Adequate arrangements for drinking water and First Aid shall be made for the participants.
22. The ground and its adjoining areas, if any, shall be kept clean at all times. No leftover food materials, disposable cups, coconut shells, food packets, water bottles, or other similar articles shall be left behind. The use of banned plastic items is strictly prohibited. Any land that may be disturbed during the event must be restored to its original condition and all waste or leftovers must be removed at the behest of the organiser(s) at his/their own cost immediately after the event.
23. No vehicle shall be parked in any "No Parking" zone.
24. The organiser and/or the participants shall not conduct any bike rally or bike procession.
25. The organiser shall not allow any children, below the age of 18 years to participate in the proposed programme, except in events specifically oriented towards children.
26. The organiser shall ensure that no DJ or similar sound system is used during the rally/procession.
27. The organiser shall ensure compliance with all applicable local municipal laws, fire safety regulations and disaster management guidelines.
28. All other existing rules, regulations and guidelines in force shall be strictly adhered to.
29. All participants shall abide by any directive or order issued by the Police authorities of the Barrackpore Police Commissionerate as and when required to maintain law and order or for any other official commitment.
30. The Barrackpore Police Authorities reserve the right to withdraw or cancel the license/permission at any time if the situation so requires.

DECLARATION REQUIRED TO BE SUBMITTED ALONG WITH THE APPLICATION FORM

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I, _____ (AADHAAR NO. _____), aged about ____ years, by faith: _____, by occupation: _____ Son/Daughter/Wife of _____ residing at _____, do hereby declare as follows:

31. That I am a Citizen of India and resident of the above noted address.
32. That I am the _____ (mention designation) of _____ (mention name of organisation) having its office at _____ (mention address of organisation).
33. That I have submitted an application before The Commissioner of Police, Barrackpore Police Commissionerate praying for permission to hold a Rally / Procession / Meeting.
34. That I state that the statements and declarations made in the said application for permission to hold a Rally / Procession / Meeting have been entered by me/at my instructions and the contents therein are true, correct and best of my knowledge belief and information.
35. That prior to the submission of the said application I have also gone through the Terms and Conditions / Guidelines for Rally/Procession/Meeting, as published and available on the official website of the Commissioner of Police, Barrackpore Police Commissionerate.
36. That I undertake to comply with the Terms and Conditions / Guidelines for Rally/Procession/Meeting, as published and available on the official website of the Commissioner of Police, Barrackpore Police Commissionerate.

That the statements made above are true to the best of my knowledge, belief and information and that I have not concealed anything material and any deviation and disobedience to the same shall liable me to be prosecuted as per the law of the land.

Date.

Declarant Signature