

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER : EAST KHASI HILLS DISTRICT : SHILLONG
APPLICATION FORM FOR HOLDING SPECIAL EVENTS

(Please use **CAPITAL** letters to fill in the application form)

Individual *Organisation* *New* *Extension*

Tick the Event

Fete/ Mela/ Housie/Trade Fair/ Procession/ Public Meeting/Rally/ Rock Show/ Religious Congregation/Religious Festival/Road Show/Awareness Run/Marathon/Exhibition/Collection of Donation/Marriage Ceremony/ Lucky Draw/Raffle Draw/ Others (Specify) _____

Applicant's Detail

1. Applicant's Name*: Shri/Smt/Kum/Dr _____
(First Name) (Middle Name) (Last Name)
2. Gender*: Male Female
3. Designation* (In case of Organisation/Committee/ Group): _____
4. Name of the Organisation/Committee* if any: _____
5. Head Quarter : _____
6. Address of the Applicant : _____
7. Contact Number of the applicant* : _____
8. Email ID : _____

Event Detail

8. Subject/ Purpose* : _____
9. Whether P.A System will be used for the event(Y/N)* : _____
10. Description of the Event*: _____

11. Address of the Location where Event will be held* : _____
12. Description of the Route *(In case of a Procession) : _____
13. Period of the Event *(Date): From _____ To _____
14. Timing of the Event *(Time): From _____AM/PM To _____AM/PM
15. Any other relevant Information _____
16. Indicate Letter No. & Date of Previous Orders
 in case of Extension/Alteration of the Event: _____

Date: _____

Signature of Applicant
 (Seal of the Organisation)

Important Note:

- All columns marked with * are mandatory fields to be filled in.
- Please see the checklist for the documents to be enclosed.

For Office Use:

Verification checks before accepting the application:

1. All mandatory fields (marked with *) are filled in properly
2. Signature of applicant & date of submission is mentioned
3. Following necessary documents to be submitted along with the Application.

- | | |
|---|--------------------------|
| (i) NOC from the DMHO for (Mela & Trade Fair) | <input type="checkbox"/> |
| (ii) NOC from PWD(Building) for (Mela & Trade Fair) | <input type="checkbox"/> |
| (iii) NOC from MeECL for (Mela & Trade Fair) | <input type="checkbox"/> |
| (iv) NOC from SP Fire Service for (Mela & Trade Fair) | <input type="checkbox"/> |
| (v) Any other Document asked by the Office | <input type="checkbox"/> |

Signature of Receiving Assistant & Date