

1799/DIG(L)

22/08/2025

(173)

Government of West Bengal
Office of the Commissioner of Police, Kolkata,
Law Section, Kolkata Police Directorate,
306, D. B. Ganguly Street,
Kolkata-700 012.

Memo No. 144/KPD/Law

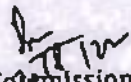
Date: 22.08.2025.

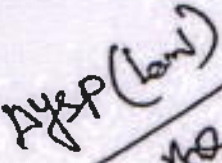
To
The Deputy Inspector General of Police (Legal)
West Bengal Police Directorate
Bhawani Bhawan, Alipore
Kolkata- 700027

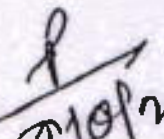
Sub: Request to send the draft guidelines as per the Judgement dated. 23.08.2024 of the Hon'ble High Court at Calcutta in c/w WPA (P) No. 360 of 2024.

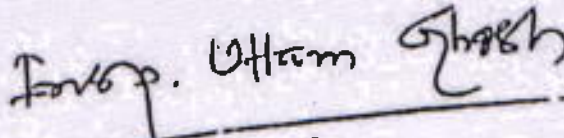
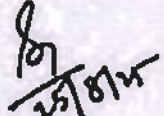
With reference to your letter bearing Memo No. 1393(2)/Law Cell dated 11.08.2025, it is stated that—

1. Guidelines for ensuring public peace, safety, and convenience in connection with any rally, procession, or meeting have already been framed and are available on the official website of Kolkata Police. A copy of the same is annexed herewith for ready reference.
2. Rallies, processions or meetings are conventionally held at designated locations such as Sahid Minar Maidan, "Y" Channel, Rani Rashmoni Avenue, and Raja Subodh Mullick Square etc. subject to prior approval from the respective stake holders, if any.


Additional Commissioner of Police (II),
Kolkata Police


DySP (Law)
18/8


DySP (Law)
21/08/24


DySP. Utham Ghosh

25/8/24

ADVISORY 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 Kolkata Police at [https:// kolkatapolice.gov.in](https://kolkatapolice.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 Kolkata Police Head Quarters at 18, Lalbazar Street, Kolkata-700001 on any working days during working hours on the above mentioned time frame.

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(To be applied on "Letterhead")

To,
The Joint Commissioner of Police (HQ),
18, Lalbazar Street,
Kolkata - 700001.

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

Sir, This is to inform that we have decided to organise 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 Point _____

c. Culminating Point _____

d. Route in Details: _____

e. Expected Number of Participants _____

f. Vehicle/s Details _____

g. Total number of volunteers deployed with their Name and Mobile Nos (attach separate sheet if required) _____

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 & CONDITIONS

1. The licensee/s or the applicant/s shall be present throughout the proposed programme and held accountable for any lapse;
2. The number of participants of the proposed Rally/Procession/Meeting should be in accordance with the declaration in the application;
3. The Rally/Procession/Meeting shall be held peacefully;
4. Loudspeakers, if used, shall be within the permissible limits as prescribed by the Hon'ble High Court, Calcutta and West Bengal Pollution Control Board;

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5. Use of loudspeaker in open air or use of any kind of vehicular horn in "the vicinity of "SILENCE ZONE" area like hospitals, nursing homes, courts, universities, colleges and schools is strictly prohibited.
 6. No fireworks should be discharged during the programme;
 7. The participants in such Rally/Procession/Meeting shall not carry any lathis, spears, firearms, swords or other articles that can be used as a weapon;
 8. Speeches capable of inciting violence, provocative speeches and abusive language will not be permitted;
 9. No obstruction is to be created to free flow of Traffic, free access to any thoroughfare or building, Ambulance, Fire Brigade or persons entitled thereto;
 10. The participants in such Rally/Procession/Meeting shall act in a manner to ensure that there is no damage to public property, assault on any Government Servant or any other transgression of law;
 11. The participants in such Rally/Procession/Meeting shall act in a manner to ensure that no inconvenience whatsoever shall be caused to the public at large;
 12. The participants should adhere to the existing Health Advisory issued by the State Govt. ;
 13. All Rally/Procession/Meeting car/tableau etc., if any, should obey traffic signal and should not violate 'One-Way' direction. The speed should be reasonable to avert any chance of accident;
 14. The Organizer should deploy sufficient number of volunteers to render necessary assistance to the police personnel on duty;
 15. The participants in such Rally/Procession/Meeting shall not do anything that will cause environmental pollution. Directives of the Hon'ble High Court, Calcutta, National Green Tribunal and West Bengal Pollution Control Board should strictly be adhered to in this regard;
 16. Prior N.O.Cs should be obtained from other utility services and land owners;
 17. The land that may be disturbed should be restored and the filth/left overs that may accumulate on the occasion should be removed at your own cost immediately after the event is over;
 18. No temporary gallery should be installed for sitting accommodation of the participants;
 19. Arrangements for adequate drinking water should be made;
 20. The ground and its adjoining area, if any, should be kept clean by all means. No leftover food materials/ disposable tea cups/ coconut shells/ food packets and other like uses articles should be left behind. No banned items of plastic should be used;
 21. The greeneries and the trees should not be damaged;
 22. No car should be parked at NO PARKING ZONE;
 23. All other existing rules in vogue should strictly be adhered to;
 24. The organiser shall not do any bike rally/procession.
 25. The organiser shall not allow any children to participate in their proposed programme except those event which is children oriented.
 26. The organiser shall ensure that there will be no DJ in their rally/procession.
 27. The participants shall abide by the directive/order of the Kolkata Police as & when asked for in order to combat law & order or other commitment;
 28. Kolkata Police authorities, reserve the right to withdraw this ,if situation so require;