

UNDERTAKING

I, _____ (***Name and Designation***),
_____ (***Name of the Company***)
Organiser of the _____ (***Name of the Event***)
with the tenancy from _____ to _____ and
event from _____ to _____ in the hall nos.
_____, do hereby undertake to submit that Organiser will obtain
following Certificates/Permissions/Licenses/NOCs from the concerned departments
of the State Government/Central Government/Municipal Corporation/Agencies –

Sr. No.	Certificates/Permissions/Licenses/NOCs	Issuing Authority
1	Casual Performance Licence (CPL)	Licensing Authority
2	Health Trade Licence (HTL)	Municipal Corporation of Delhi
3	Food Safety Licence	FSSAI
4	Public Liability and General Insurance Certificate	Insurance Company
5	Electrical Safety Certificate	Electrical Inspector / Electrical Work's Vendor
6	Fire Safety Certificate	Delhi Fire Service
7	Fire Retardant Material Certificate	Fabrication Work's Vendor
8	Structural Stability of Booth Certificate	Fabrication Work's Vendor
9	Any other Certificate/Licence/Permissions/NOC	

as stipulated in the Allotment Letter and License Agreement well before the start of the tenancy of the event.

If any untoward / unpleasant incident takes place for want of above documents, organizer shall be solely responsible/liable for it and will suitably indemnify ITPO for its act of negligence or omission.

Signature with Date: _____

Name: _____

Designation: _____

Company: _____

Note # 15

1. It has been stated that NoCs/licences/permissions are taken by the organisers for their events from the State & Central Government offices like Delhi Fire Services, Delhi Police, DCP (Traffic), Entertainment Tax Authority, Public Liability Insurance Certificate, Electric Certificate, etc., as indicated in allotment letter and licence agreement.
2. It would be appropriate that we may indicate all these licences as an Annexure to the self-declaration for better compliances by the Organisers. Hence, a list indicating (a) type of licences (b) licencing authority and (c) Remarks, etc., may be provided in a tabular form to the Organisers as an Annexure. An additional row may be kept for any other licence/permission/NoC which may be asked by any other authority in future.
3. It is understood that undertakings are already being taken from the organisers by the Convention Centre for all its meetings/conferences from Organisers since its inception of organising similar events. The sample proforma of undertaking may be used for improving the undertaking.
4. The responsibility for taking above mentioned licences/permissions/NoCs may be indicated with respect to organisers and ITPO (venue owner).
5. The updated self-declaration of undertaking and the above clarification may be re-submitted to take further necessary action in this regard.

03/06/2025 12:30 pm

प्रेमजीत लाल|**PREMJIT LAL**
कार्यकारी निदेशक|**EXECUTIVE DIRECTOR**

Note # 16

03/06/2025 05:27 pm

राकेश चंद्र शर्मा|**RAKESH CHANDRA SHARMA**
महा प्रबंधक (व्यवसाय विकास प्रभाग)|**GENERAL MANAGER**
(BDD)

Note # 17

Please put up as directed in note#15

04/07/2025 02:26 pm

राकेश चंद्र शर्मा|**RAKESH CHANDRA SHARMA**
महा प्रबंधक (व्यवसाय विकास प्रभाग)|**GENERAL MANAGER**
(BDD)

Note # 18

The [Draft "Undertaking"](#) is put up for kind perusal, please.

Submitted, please.

04/07/2025 07:39 pm

श्रेय राज श्रीवास्तव|**SHREY RAJ SHRIVASTAVA**
प्रबंधक (व्यवसाय विकास प्रभाग)|**MANAGER(BDD)**

Note # 19

pl discuss

08/07/2025 03:51 pm

राकेश चंद्र शर्मा|**RAKESH CHANDRA SHARMA**
महा प्रबंधक (व्यवसाय विकास प्रभाग)|**GENERAL MANAGER**
(BDD)

Note # 20

Discussed.

Revised Draft ([DFA/1537](#)) is **annexed** for kind perusal, please.

Submitted, please.

08/07/2025 05:08 pm

श्रेय राज श्रीवास्तव|**SHREY RAJ SHRIVASTAVA**
प्रबंधक (व्यवसाय विकास प्रभाग)|**MANAGER(BDD)**

Note # 21

Draft undertaking from organiser is submitted for approval before the start of event.

09/07/2025 12:57 pm

राकेश चंद्र शर्मा|**RAKESH CHANDRA SHARMA**
महा प्रबंधक (व्यवसाय विकास प्रभाग)|**GENERAL MANAGER**
(BDD)

Note # 22

1. Organisers are supposed to take various certificates/ NOC/ permissions for conducting the event in the exhibition halls.
2. We already take undertaking from organisers in case of convention centre.
3. Similarly, it is proposed to simplify the process as part of 'ease of doing business' by taking an undertaking from organisers that they will obtain all the necessary certificates/ permissions/ licenses/ NOCs from the concerned departments of the State Government/ Central Government/ Municipal Corporation/ Agencies.
4. Accordingly, the draft undertaking as per DFA is submitted for approval.

09/07/2025 03:03 pm

प्रेमजीत लाल|**PREMJIT LAL**
कार्यकारी निदेशक|**EXECUTIVE DIRECTOR**

Note # 23

अनुमोदित।

10/07/2025 05:11 pm

प्रदीप सिंह खरोला|**PRADEEP SINGH KHAROLA**
अध्यक्ष और प्रबंध निदेशक|**CHAIRMAN & MANAGING**
DIRECTOR

Note # 24

10/07/2025 05:40 pm

प्रेमजीत लाल|**PREMJIT LAL**
कार्यकारी निदेशक|**EXECUTIVE DIRECTOR**

Note # 25

11/07/2025 11:01 am

राकेश चंद्र शर्मा|**RAKESH CHANDRA SHARMA**
महा प्रबंधक (व्यवसाय विकास प्रभाग)|**GENERAL MANAGER**
(BDD)
