

**GOVERNMENT OF ASSAM
HOME (A) DEPARTMENT :: DISPUR**

No.HMA.177/2012/140

Dated Dispur, the 3rd April, 2013

OFFICE MEMORANDUM

The Director of Fire & Emergency Services, Assam renders service relating to issuance of Fire Attendance Certificate (FAC).

1. Notified Public Service : Issuance of Fire Attendance Certificate (FAC) by the Director, Fire & Emergency Services, Assam or an Officer authorised by him.
2. Eligibility Criteria to Obtain service :
 - i) Owner or occupier of the building or the premise for which Fire Attendance Certificate (FAC) is applied.
 - ii) Subject to fulfilment of required Documents as per Standard Form of Application i.e. **Format-XIII**.
3. Fees : Free of cost service.
4. Procedure to be followed :

Fire attendance Certificate (FAC) is issued within 7 (seven) working days , under Rule 19, Form-H of Assam Fire Service Rules, 1989 subject to:-

 - i) Receiving of duly filled up Application in standard **Format-XIII** submitted by the Applicant through local Fire & Emergency Services Station
And
 - ii) Receiving of Fire Report from the concerned Officer-in-Charge of Fire & Emergency Station
And
 - iii) Receiving of copy of Fire Report forwarded by concern District Superintendent of Police and Sub-Divisional Police Officer.
5. Standard Application Form: Standard Application Form **Format-XIII**.
6. List of Documents to be To be enclosed :
 - i) Brief description of the property gutted/involved in Fire-
 - a) Nature of construction of the building.

- b) Height of the building.
- c) Nos. of Floor.
- d) Covered Floor Area.
- e) Description of internal contents.
- ii) Documentary / Evidential proof of Property gutted/involved in Fire :-
 - a) Holding No. of the building
 - b) Insurance policy,
 - c) Fire Safety N.O.C./ Trade License/ any other License or Permission etc. from concerned authority.

8. Citizen Charter : Annexed.
9. Standard F.A.C. format : Form-H (annexed).

Sd/- Shri Sailesh

Principal Secretary to the Govt. of Assam
Home & Political Department

No.HMA.177/2012/140

Dated Dispur, the 3rd April, 2013

Copy to:-

1. The Director General of Police, Assam, Ulubari, Guwahati-7.
2. The Principal Secretary to the Govt. of Assam AR & T Department, Dispur, Guwahati-6.
3. The Commissioner & Secretary to Chief Minister, Assam, Chief Minister's Secretariat, Dispur, Guwahati-6.
4. The Director, Fire & Emergency Services, Assam, Panbazar, Guwahati-1.
5. The S.O. to Chief Secretary, Assam, Dispur, Guwahati-6.
6. P.S. to Principal Secretary, Home & Political Department, Dispur, Guwahati-6.
7. P.S. to Secretary, Home & Political Department, Dispur, Guwahati-6.
8. P.A. to Secretary, Home & Political Department, Dispur, Guwahati-6.

By order etc.,

Joint Secretary to the Govt. of Assam
Home(A) Department.

GOVERNMENT OF ASSAM
HOME (A) DEPARTMENT:: DISPUR

NO.HMA.177/2012/139

Dated Dispur, the 3rd April, 2013

OFFICE MEMORANDUM

The Director, Fire & Emergency Services, Assam renders service relating to Renewal of No Objection Certificate (NOC) for fire safety.

1. Notified Public Service : Renewal of NOC before 31st March of every calendar year by the Director, Fire & Emergency Services, Assam or an officer authorized by him.
2. Eligibility Criteria to Obtain service : Owner or occupier of the building or premise having NOC for Fire Prevention & Fire Safety issued by Director, Fire & Emergency Services, Assam or an Officer authorized by him.
3. Fees : Free of Cost Service.
4. Procedure to be followed :
 - (a) The applicant will have to apply in standard application format in **Format XII** to the Director, Fire & Emergency Services, Assam for Renewal of NOC.
 - (b) On receipt of application, inspection of the premises will be carried out by the Nominated Authority/ Designated Public Servant within 7(seven) Working Days from the date of receipt of Application.
 - (c) On receipt of satisfactory Inspection Report, Renewed NOC will be issued within 7 (seven) working days from the date of inspection.
 - (d) If the Inspection Report of inbuilt/existing Fire Prevention & Fire Safety Measure is found to be unsatisfactory the nominated authority/ designated public servant will record it in

writing and will give Notice to the Applicant for taking the measures for necessary rectification of inadequacy of Existing/Inbuilt Fire Prevention & Fire Safety Measures within a stipulated time under Rule-10(1), Form-A; 10(2), Form-B; 10(3) Form-C; 10(4); Form-D The Assam Fire Service Rules, 1989.

(e) After rectification of Fire Prevention & Fire Safety Measures and on receipt of compliance report for such rectification an inspection will be carried out again by the nominated authority or designated public servant and finally renews the N.O.C. if Inspection Report is satisfactory.

5. Standard Application form : Standard form XII(Annexed)
6. Notices Under Assam Fire Service Rules-1989 : Annexed
 - i) Rule 10(1) – Form -A.
 - ii) Rule 10(2) – Form -B.
 - iii) Rule 10(3) – Form -C.
 - iv) Rule 10(4) – Form -D.
7. List of documents to be enclosed with renewal application form : Copy of NOC for Fire Prevention & Fire Safety Measures along with the duly filled up standard Form of Application Form-XII.
8. Citizen charter : Annexed
9. Standard Renewal of NOC format : Form-‘G’. (Annexed)

Sd/- Shri Sailesh

Principal Secretary to the Govt. of Assam
Home & Political Department.

Memo No. HMA.177/2012/139-A

Dated Guwahati, the 3rd April, 2013

Copy to:

9. The Director General of Police, Assam, Ulubari, Guwahati-7.
10. The Principal Secretary to the Govt. of Assam AR & T Department, Dispur, Guwahati-6.
11. The Commissioner & Secretary to Chief Minister, Assam, Chief Minister’s Secretariat, Dispur, Guwahati-6.
12. The Director, Fire & Emergency Services, Assam, Panbazar, Guwahati-1.

13. The S.O. to Chief Secretary, Assam, Dispur, Guwahati-6.
14. P.S. to Principal Secretary, Home & Political Department, Dispur, Guwahati-6.
15. P.S. to Secretary, Home & Political Department, Dispur, Guwahati-6.
16. P.A. to Secretary, Home & Political Department, Dispur, Guwahati-6.
- 17.

By order etc.

Joint Secretary to the Govt. of Assam
Home (A) Department.

GOVERNMENT OF ASSAM
HOME (A) DEPARTMENT :: DISPUR

NO.HMA.177/2012/138

Dated Dispur, the 3rd April, 2013

OFFICE MEMORANDUM

The Director, Fire & Emergency Services, Assam renders service relating to issuance of No Objection Certificate (NOC) for Fire Prevention & Fire Safety Measures as per under Rule-18(2) of the Assam Fire Service Rules, 1989.

1. Notified Public Service : Issuance of No Objection Certificate(NOC) in respect of Fire Prevention & Fire Safety Measures by the Director, Fire & Emergency Services, Assam or an officer authorized by him.

2. Eligibility Criteria to obtain service :
 - i) Owner or occupier of the building or premises for which NOC is applied
 - ii) Subject to fulfillment of required Documents as per Standard Form of Application **Format- I to X.**
 - iii) Implementation of Fire Prevention & Fire Safety Measures as per NBC, Part-IV(Fire Safety) 1983 & Assam Fire & Emergency Service Act-1985 (as Amended in 2012) & Assam Fire Service Rules-1989 and other related Act & Rules and Bye Laws.

- 3 Procedure to be followed : On receipt of Application duly filled up as per Standard **Format-I to X** from the Applicant :
 - i) **Inspection for Fire Prevention & Fire Safety Measures**
Inspection of Premises/Buildings by Nominated Authority/Designated Public Servant or by Director or by any Officer authorized by him as per Rules laid down in The Assam Fire Service Rule-1989 within 7(seven) working days from the date of receipt of the application.

 - ii) **Recommendations for Fire Prevention & Fire Safety Measures :**
On the basis of Inspection, recommendations on measures to be taken for Fire Prevention & Fire safety will be given within 7 (seven) working days from the

date of inspection to the Applicant for necessary implementation by him.

iii) Compliance Report after implementation of F.P & F.S Measures and Inspection thereafter

On receipt of Compliance Report of implementation of the recommendation in Standard **Form -XI** from the Applicant, Inspection of Fire Prevention & Fire safety Measures will be carried out again by the nominated authority or by the Director or an Officer authorized by him within 7 (seven) working days from the date of receipt of the compliance report.

iv) No Objection Certificate (N.O.C.) under Rule-18, Form-G, Assam Fire Service Rules-1989

On being satisfied with the Compliance Report, the Director, Fire & Emergency Services, Assam will issue the NOC within 7 days of receipt of the Compliance Report.

If the Compliance report is not satisfactory, the Director, Fire & Emergency Services, Assam may ask the applicant to rectify the defects within a stipulated period and only after receipt of the satisfactory Compliance Report will give the NOC.

- 4. Fees : Free of cost service.
- 5. Standard Application Format : Format I-XI . (Annexed).
- 6. Notices under Assam Fire Service Rules, 1989 : Annexed
 - (i) Rule 10 (1) – Form - A
 - (ii) Rule 10 (2) – Form - B
 - (iii) Rule 10 (3) – Form - C
 - (iv) Rule 10 (4) – Form - D

7. List of documents to be enclosed : As mentioned in the Standard Form of application with application form (Format I-XI)
8. Citizen Charter : Annexed
9. Standard NOC Format : Form 'G' (Annexed)

Sd/- Shri Sailesh
Principal Secretary to the Govt. of Assam
Home & Political Department.

Memo No. HMA.177/2012/138-A
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Dated Dispur, the 3rd April, 2013

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By order etc.
Joint Secretary to the Govt. of Assam
Home(A) Department.