

ANNEXURE –A

1. **Name of the Organization** :- Directorate of Fire & Emergency Services.
2. **Notified Public Service:-** Issuance of No Objection Certificate (NOC)/ Renewal of No Objection Certificate (NOC) in respect of Fire Prevention & Fire Safety Measures by the Director General/Director, Fire & Emergency Services, Tripura or an officer authorized by him.
3. **Eligibility criteria to obtain service:-** Implementation of Fire Prevention & Fire Safety Measures as per the latest NBC, Part-IV (Fire & Life Safety) & the latest Tripura Building Rules and other related Act & Rules and Bye Laws in force in Tripura.
4. **Procedure to be followed for online mode of application:-** The procedure for processing of service request is as follows:

- a) Applicant first gets registered on the website of Single Window Clearance System -SWAAGAT portal (**URL: <http://swaagat.tripura.gov.in>**) and then fill the common application form.
- b) Uploading required documents.
- c) Online payment of fee as calculated by the system.
- d) If the application is found to be in order, the application is received by the official of Directorate of Fire & Emergency Services for necessary actions.
- e) The Divisional Fire Officer shall act as the verification officer.
- f) The application may be sent for field verification, if required.
- g) The Station Officer assigned for physical verification/ inspection, shall record all the details required, forward the inspection report to the concerned Divisional Fire Officer.
- h) The Divisional Fire Officer shall then forward the application to the competent authority Director General/Director, Fire & Emergency Services for final decision.
- i) If the application is found to be correct and completed, the competent authority Director General/Director, Fire & Emergency Services approves the delivery of the service to the applicant or else rejects the service request providing reason for rejection. The service output (certificate / rejection letter) shall be signed and uploaded to the portal by the Director General/Director, Fire & Emergency Services or any Officer authorized by him.
- j) The applicant can view and download the documents/certificates in his login.

2. Checklist for applying for the service:-

A. Pre –Establishment Stage

- a) Application requesting for Provisional NOC in Form –A.
- b) Proposed building plans (all floor plans, section plan, location/site plan, terrace plan, elevation plan) and in proposed plans duly marking fire fighting systems in red complying with requirements as per the conditions laid down in the latest NBC –Part-IV & Tripura Building Rules. These must be certified by competent Architect, Engineer and Licensed Agency.

- c) Copy of valid Trade License / Registration Certificate in case of Commercial establishment.
- d) General Information & Check list in Form -1
- e) Receipt of fee paid through online in applicable cases.

B. Post –Operative Stage

- a) Application requesting for NOC in Form –B
- b) In built/approved Building Plans (all floor plans, section plan, location/site plan, terrace plan, elevation plan) and in proposed plans duly marking fire fighting systems in red complying with requirements as per the conditions laid down in the latest NBC –Part-IV & Tripura Building Rules. These must be certified by competent Architect, Engineer and Licensed Agency.
- c) Copy of valid Trade License in case of Commercial establishment.
- d) General Information & Check list in Form -2
- e) Self –Certification: Non-Deviation fulfilling the terms and conditions in prescribed format.
- f) Receipt of fee paid through online in applicable cases.
- g) Third party safety audit report on the industry obtained from a third party technical expert/agency duly mentioning the various fire safety measures provided in respect of medium & large scale industries.

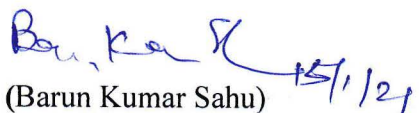
C. Renewal

- a) Application requesting for Renewal of Fire NOC in Form-C.
- b) Last issued Fire NOC.
- c) General Information and Check list.
- d) Copy of valid Trade License /Registration Certificate in case of Commercial establishment.
- h) Self –Certification: Non-Deviation fulfilling the terms and conditions in prescribed format.
- i) Receipt of fee paid through online in applicable cases.

3. Timeline for delivery of service:

- A. Provisional Fire NOC – 21 working days.
- B. Fire NOC – 28 working days.
- C. Renewal of Fire NOC – 21 working days.

4. Fees: As decided by the Government.


 (Barun Kumar Sahu) 15/1/21
 Principal Secretary
 Home (F & ES) Department
Government of Tripura.