

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

No.HMA.177/2012/

Dated Dispur, the March, 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) General Citizen of India
  - ii) Subject to fulfilment of required Documents as per Standard Form of Application **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 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 a  
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.

Contd...

7. Citizen Charter : Annexed.
8. User Charge : Free of cost.
9. Standard F.A.C. format : Form-H, Rule-19, Assam Fire service Rules-1989.

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

No.HMA.177/2012/

Dated Dispur, the March, 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.

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