

FORMAT FOR CITIZEN CHARTER –N.O.C. IN RESPECT OF FIRE PREVENTION & FIRE SAFETY MEASURES

Notified Public Service	Stipulated Time limit For providing the service (days)	Designation of Designated Public Servant	Designation of Appellate Authority	Time limit For disposal by Appellate Authority	Designation of Reviewing Authority	Time limit for Disposal by Reviewing Authority	Documents to be Enclosed With the Application	User Charge, If any (in Rupees)	Eligibility Criteria to obtain Service
1	2	3	4	5	6	7	8	9	10
Issue of No Objection Certificate (N.O.C.) in respect of Fire Prevention & Fire Safety Measures by the Director of Fire & Emergency Services, Assam or an officer authorised by him.	<p>On receipt of Application as per standard format (I to X)</p> <p>i) <u>Fire Prevention & Fire Safety Measures Inspection:-</u> Inspection of Premises/Buildings by Nominated Authority/Designated Public Servant under Rule- 5, The Assam Fire Service Rule-1989 within 7(seven) Working Days from the date of receipt of the application.</p> <p>ii) <u>Fire Prevention & Fire Safety Measures Suggestion :-</u> On the basis of Inspection, Suggestions for Fire Prevention & Fire safety Measures will be given within 7(seven) Working Days from the date of inspection to the Applicant for necessary implementation by him.</p> <p>iii) <u>Compliance Report &Inspection:-</u> On receipt of compliance Report -Standard Form – XI, from the Applicant Inspection of Fire Prevention & Fire safety Measures Suggestion are to be carried out by the nominated authority within 7(seven) working days from the date of receipt of the compliance report.</p>	Nominated Authority – an officer not below the rank of Station Officer of a Fire & Emergency Services Station nominated by the Director of Fire & Emergency Services, Assam, under Rule- 2 (vi) of Assam Fire Service Rule, 1989.	Deputy Director. F.&E.S., Assam. Govt. order Notification No. HMA.177/2 012/105 Dated 30.11.2012.	30 Days	Director of Fire & Emergency Services, Assam Govt. order Notification No. HMA.177/2 012/106 Dated 30.11.2012	30 Days	As given on Standard Formats of Application (I to X) .	<p>1. Free of cost service.</p> <p>2.Fees for Appeal to Appellate Authority is Rs.500/-, Form-E, Rule-15(a) of Assam Fire Service Rule-1989 and fees for Review of Appeal is Rs. 1000/- Form-F, Rule-15(b) of Assam Fire Service Rule-1989</p>	<p>i) General Citizens of India.</p> <p>ii) Fulfilment of required Documents given on the Standard form of Application Form No. I to X.</p> <p>iii)Compliance report to be submitted duly filled up Standard Format-XI</p>

	<p>iv) No Objection Certificate (N.O.C.) under Rule-18, Form-G, Assam Fire Service Rules-1989 is issued by the Director, Fire & Emergency Services, Assam or by an Officer authorised by him within 7(seven) working days subject to satisfactory inspection report submitted by the Nominated Authority/ Designated Public Servant.</p> <p>v) Unsatisfactory Inspection Report :- If the Fire Prevention & Fire Safety Inspection Report submitted by the nominated Authority is found to be unsatisfactory in respect of Fire Prevention & Fire Safety Measures; the Nominated Authority / Designated Public Servant will record in writing the reason for such unsatisfactory report, and a Notice under Rule – 6(1), The Assam Fire Service Rule-1989 is issued by the Director or by an Officer authorised by him to the Applicant on the basis of inspection report submitted by the nominated Authority for undertaking the measures for rectification of inadequacy of Fire Prevention & Fire safety Measures within a stipulated time given on the Notice.</p> <p>vi) On receipt of compliance report for rectification an Inspection is carried out again by the Nominated Authority or Designated public Servant and finally issues the N.O.C. if Inspection Report is satisfactory.</p>								
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- Notes:-**
1. Name of persons authorised to receive application in the office of the Designated Public Servant: - Nominated Authority or a person authorised by him to be acknowledge with office signature & seal.
 2. Enclosed herewith the list of Name of Nominated Authority of F.& E.S. Head Quarter and Fire Stations of Assam.

