

FORMAT FOR CITIZEN CHARTER –RENEWAL OF 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 |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Renewal of N.O.C. before 31 st of March in every year by the Director of Fire & Emergency Services, Assam or an Officer authorised by him. | <p>On receipt of Application as per Standard Form -XII</p> <p>i) <u>Fire Prevention & Fire Safety Measures Inspection within 7 days from the date of receipt of Renewal Application:-</u></p> <p>a) Inspection and testing of inbuilt/existing Fire Prevention & Fire Safety Measures by Nominated Authority for which N.O.C. was issued.</p> <p>b) On satisfactory inspection and test, N.O.C. is renewed within 7(seven) working days from the date of inspection under Rule-17, Form-G of Assam Fire Service Rules-1989.</p> <p>ii) <u>Unsatisfactory Inspection Report :-</u> If the Inbuilt/Existing Fire Prevention & Fire Safety Measures is found not in working condition during inspection the Nominated</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. | 30 Days | Director of Fire & Emergency Services, Assam | 30 Days | As given on Standard Formats of Application Form-XII | <p>1. No cost to obtain service of Renew of N.O.C.</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) The Services are free of cost to the General Citizens of India.</p> <p>ii) Duly Filled up of Standard Form –XII of Application.</p> |

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| | <p>Authority / Designated public servant will record in writing the facts stating the existing condition of the Fire Prevention & Fire Safety Measures and will report to the Director of Fire & Emergency Services, Assam for taking necessary action. And on the basis of the Inspection report submitted by the Nominated Authority / Designated Public Servant the Director or an Officer authorised by him will issue notice to Owner/occupier/Applicant for taking the measures for rectification of inadequacy of Fire Preventive & Fire Safety Measures within a stipulated time under Rule-10(4)-Form-D, The Assam Fire Service Rules-1989.</p> <p>iii)On receipt of compliance report for rectification an Inspection is carried out again by the Nominated Authority or Designated public Servant and finally Renews 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.