

**FORMAT FOR CITIZEN CHARTER –F.A.C. (FIRE ATTENDANCE CERTIFICATE)**

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 Fire Attendance Certificate By the Director of Fire & Emergency Services, Assam or an Officer authorised by him.  Rule-19, Form-H, The Assam Fire Service Rule,1989.	Fire Attendance Certificate is issued within 7(seven) Working Days under Rule 19, Form-H of Assam Fire Service Rules-1989 subject to –  <b>i)</b> Receiving of duly filled up Application in standard <b>Format-XIII</b> , from the applicant through local Fire & Emergency Services Station. And <b>ii)</b> Receiving of Fire Report from the concerned Officer-in-Charge of Fire & Emergency Services Station. And <b>iii)</b> Receiving of copy of Fire report forwarded by concern District Supdtt. Of Police and Sub-Divisional police Officer,	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 <b>Form-XIII</b>	<b>1.</b> No cost to obtain service of F.A.C.  <b>2.</b> 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	i) The Services are free of cost to the General Citizens of India.  ii) Duly Filled up of <b>Standard Form –XIII</b> of Application with all required Documents submitted by the Applicant.

**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.