

## GOA RIGHT TO CITIZEN TO TIME BOUND DELIVERY OF PUBLIC SERVICES ACT, 2013

Ref. : Government Notification No. 1/22/2013 14/DPG/ GPGRAMS/ III/ 1(2)/1168 dated 21.12.2015

Sl. No.as per Notification No. 1/22/2013 14/ DPG/ GPGRAMS / III/ 1(2)/1168 dated 21.12.2015	Service	Suggested Alternative Entry			Documentary Requirement
		Designated Officer	Time Limit in working days	1 <sup>st</sup> Appellate Authority	
81	N.O.C. for Occupation of Building over 15 meter in height from the ground;	Director of Fire and Emergency Services	15 days	Addl. Secretary (Home)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of Initial NOC containing applicants address for correspondence, email address and contact telephone number(Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</li> <li>3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</li> <li>4. Declaration of the Architect and Owners of the building in the format provided by this Directorate (specimen attached as Annexure 'A').</li> <li>5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the Initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').</li> </ol>

82	N.O.C. for Factories and Establishments, where electrical motor capacity exceeds 5 H.P. and above;	Director of Fire and Emergency Services	15 days	Addl. Secretary (Home)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of Initial NOC containing applicants address for correspondence, email address and contact telephone number(Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</li> <li>3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</li> <li>4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A').</li> <li>5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').</li> </ol>
83	NOC for Shipyards and Workshops;	Director of Fire and Emergency Services	15 days	Addl. Secretary (Home)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of Initial NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</li> <li>3. One Set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</li> <li>4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A').</li> </ol>

					5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').
84	NOC for Tank Farm of Petroleum Products;	Director of Fire and Emergency Services	15 days	Addl. Secretary (Home)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of Initial NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</li> <li>3. One Set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</li> <li>4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A').</li> <li>5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').</li> </ol>
85	NOC for POL dispensing outlet;	Deputy Director (Fire)	15 days	Director of Fire and Emergency Services	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority signed by the owner and Architect/Engineer/ Consultant) of the site plan, Elevations, Section and all floor plans.</li> </ol>

					3. One set of Fire Protection Plans signed by the owner and consultants of the project indicating the fire prevention and fire protection provisions that are proposed to be incorporated in the project.
86	NOC for Flammable gas Godown/LPG Gas Godowns;	Director of Fire and Emergency Services	15 days	Addl. Secretary (Home)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority signed by the owner and Architect/Engineer/ Consultant) of the site plan, Elevations, Section and all floor plans.</li> </ol>
87	NOC for Non-dangerous petroleum upto 8,000 ltrs. And LPG/LNG upto 200 kgs. for commercial activities.	Divisional Officer	15 days	Deputy Director (Fire)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> <li>4. Pressure testing certificate from approved LPG Agency for LPG Manifold and pipeline.</li> </ol>
88	NOC for Non-dangerous petroleum upto 5,000 ltrs. And LPG/LNG upto 100 kgs. for commercial activities.	Asst. Divisional Officer	15 days	Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> <li>4. Pressure testing certificate from approved LPG Agency for LPG Manifold and pipeline.</li> </ol>

89	NOC for Storage and use of LPG upto 50 kgs. for commercial activities.	Station Fire Officer	5 days	Asst. Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>
90	NOC for Shops and Establishments falling under the jurisdiction of Village Panchayats.	Station Fire Officer	5 days	Asst. Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>
91	NOC for Shops and Establishments not covered by the Village Panchayat jurisdiction.	Asst. Divisional Officer	5 days	Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>
92	NOC for Godown and Warehouses (High Hazard)	Director of Fire and Emergency Services	15 days	Addl. Secretary (Home)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</li> <li>3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection</li> </ol>

					<p>Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</p> <p>4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A').</p> <p>5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').</p>
93	NOC for Godown and Warehouses (Moderate Hazard)	Deputy Director (Fire)	15 days	Director of Fire and Emergency Services	<p>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</p> <p>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</p> <p>3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</p> <p>4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A').</p> <p>5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').</p>
94	NOC for Godown and Warehouses (Low Hazard)	Divisional Officer	15 days	Deputy Director (Fire)	<p>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</p>

					<ol style="list-style-type: none"> <li>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</li> <li>3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</li> <li>4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A').</li> <li>5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').</li> </ol>
95	NOC for public places like exhibition halls entertainment places, dancing halls, theatres, assembly halls, seaport, airport, railway station, bus stations, stadium etc.	Director of Fire and Emergency Services	15 days	Addl. Secretary (Home)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</li> <li>3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</li> <li>4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A').</li> <li>5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').</li> </ol>

96	NOC for Video Cinema Houses	Asst. Divisional Officer	15 days	Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>
97	NOC for Educational and Institutional places	Deputy Director (Fire)	15 days	Director of Fire and Emergency Services	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</li> <li>3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</li> <li>4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A').</li> <li>5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').</li> </ol>
98	NOC for Restaurants and bakeries, eating house where the seating capacity does not exceed 100 persons.	Divisional Officer	10 days	Deputy Director (Fire)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>



99	NOC for Lodging Houses and Hotels under non-classified category less than Fifteen meters in height having upto 25 rooms.	Divisional Officer	10 days	Deputy Director (Fire)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>
100	NOC for Restaurants and bakeries, eating house where the seating capacity does not exceed 50 persons.	Asst. Divisional Officer	10 days	Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>
101	NOC for Restaurants and eating house where the seating capacity does not exceed 20 persons.	Station Fire Officer	10 days	Asst. Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>
102	NOC for Lodging Houses and Hotels under non-classified category less than 15 mtrs. in height having upto 15 rooms.	Asst. Divisional Officer	10 days	Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>

103	NOC for Temporary Shacks under Tourist Trade Act	Asst. Divisional Officer	10 days	Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>
104	NOC for Scrap Yards under Goa Waste (Scrap) Recycling Unit Scheme 2010.	Divisional Officer	10 days	Deputy Director (Fire)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> <li>4. Registration certificate under the Goa Waste (Scrap) Re-Cycling Units Scheme 2010 from Directorate of Industries, Trade &amp; Commerce.</li> </ol>
105	NOC for Printing, Composing, Binding etc. where Linotype or other allied machines are used such as Mono-type wherein the process of meeting and casting is involved or using above 10 horse power of motor.	Asst. Divisional Officer	10 days	Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>
106	NOC for Storing, Dumping, Curing, cleanmsing etc. of Cycle tyres and tubes above 500	Asst. Divisional Officer	10 days	Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. Documents to establish right over the ownership/lease of the property.</li> <li>3. Architectural Plan indicating the built up area of the premises signed by the Owner &amp; Architect.</li> </ol>

107	NOC for Steam engines and boilers to construct or establish any factory workshop or work place in which it is proposed to employ steam power, water power or other mechanical power or electrical power.	Asst. Divisional officer	10 days	Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</li> <li>3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</li> <li>4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A').</li> <li>5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').</li> </ol>
108	NOC for storage places of flammable and hazardous goods.	Director of Fire and Emergency Services	15 days	Addl. Secretary (Home)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority signed by the owner and Architect/Engineer/ Consultant) of the site plan, Elevations, Section and all floor plans.</li> <li>3. One set of Fire Protection Plans signed by the owner and consultants of the project indicating the fire prevention and fire protection provisions that are proposed to be incorporated in the project.</li> </ol>
109	NOC for Hotel under 3 & 4 starred Category as per National Building Code of India 2005, Part 4 (Fire and Life Safety)	Deputy Director (Fire)	10 days	Director of Fire and Emergency Services	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> </ol>

					<ol style="list-style-type: none"> <li>2. One set of blue print (approved by Planning &amp; Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.</li> <li>3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active &amp; passive) that are proposed to be incorporated in the building.</li> <li>4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A').</li> <li>5. An undertaking signed by the Owner/Applicant on a Rs.50/- Stamp Paper for abiding with the fire prevention and fire protection measures as required in the initial NO Objection Certificate or as amended from time to time (specimen attached as Annexure 'B').</li> </ol>
110	NOC for Storing and/or selling of Fire Works more than 25 kgs. And up to 50 Kgs. under Explosive Act 1984 and Rules 1983.	Divisional Officer	10 days	Deputy Director (Fire)	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority signed by the owner and Architect/Engineer/ Consultant) of the site plan, Elevations, Section and all floor plans.</li> <li>3. One set of Fire Protection Plans signed by the owner and consultants of the project indicating the fire prevention and fire protection provisions that are proposed to be incorporated in the project.</li> </ol>
111	NOC for Storing and/or selling of Fire Works upto 25 kgs. Under Explosive Act 1884 and Rules 1983	Asst. Divisional Officer	10 days	Divisional Officer	<ol style="list-style-type: none"> <li>1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</li> <li>2. One set of blue print (approved by Planning &amp; Development Authority signed by the owner and Architect/Engineer/ Consultant) of the site plan, Elevations, Section and all floor plans.</li> </ol>

					3. One set of Fire Protection Plans signed by the owner and consultants of the project indicating the fire prevention and fire protection provisions that are proposed to be incorporated in the project.
112	Issue of Fire Report in cases where loss of property is assessed above Rs.20.00 Lakhs.	Director of Fire and Emergency Services	10 days	Addl. Secretary (Home)	1. Documents of ownership/lease of property. 2. Estimate of loss 3. Photographs of incident 4. Photographs of incident 5. Documents of Village Panchayat/Municipality 6. Certificate of Registration incase of Motor Vehicle involved in fire.
113	Issue of Fire Report in cases where loss of property is assessed more than Rs.10.00 Lakhs but less than 20.00 Lakhs.	Deputy Director (Fire)	10 days	Director of Fire and Emergency Services	1. Documents of ownership/lease of property. 2. Estimate of loss 3. Photographs of incident 4. Photographs of incident 5. Documents of Village Panchayat/Municipality 6. Certificate of Registration incase of Motor Vehicle involved in fire.
114	Issue of Fire Report in cases where loss of property is assessed more than Rs.5.00 Lakhs but less than 10.00 Lakhs.	Divisional Officer	10 days	Deputy Director (Fire)	1. Documents of ownership/lease of property. 2. Estimate of loss 3. Photographs of incident 4. Photographs of incident 5. Documents of Village Panchayat/Municipality 6. Certificate of Registration incase of Motor Vehicle involved in fire.
115	Issue of Fire Report in cases where loss of property is assessed more than Rs.1.00 Lakhs but less than 5.00 Lakhs.	Asst. Divisional Officer	10 days	Divisional Officer	1. Documents of ownership/lease of property. 2. Estimate of loss 3. Photographs of incident 4. Photographs of incident

					<ul style="list-style-type: none"> <li>5. Documents of Village Panchayat/Municipality</li> <li>6. Certificate of Registration incase of Motor Vehicle involved in fire.</li> </ul>
116	Issue of Fire Report in cases where loss of property is assessed more than Rs.1.00 Lakh.	Station Fire Officer	10 days	Asst. Divisional Officer	<ul style="list-style-type: none"> <li>1. Documents of ownership/lease of property.</li> <li>2. Estimate of loss</li> <li>3. Photographs of incident</li> <li>4. Photographs of incident</li> <li>5. Documents of Village Panchayat/Municipality</li> <li>6. Certificate of Registration incase of Motor Vehicle involved in fire.</li> </ul>

**“Those Public Services in the Directorate of Fire and Emergency Services referred from Sl.No. 81 to 109 are in the nature of first NOC’s. The NOC need to be renewed every year after due inspection by the Competent Authority. The renewal inspections shall be carried out by the Divisional Officer of the respective Zone for conforming the original conditions of NOC and the report to the effect of compliance shall be forwarded to the Officer who conducted the original inspection. In the case of discrepancies or short fall the competent Authority shall pass such orders as deemed necessary and the NOC shall be renewed after verifying compliance. In the cases where the Asst. Divisional Officer’s and Station Fire Officer’s is the Competent Authority the renewals shall be done at their level and cases disposed off within the prescribed time limit.”**

**SD/-  
(ASHOK MENON)  
DIRECTOR  
FIRE AND EMERGENCY SERVICE**

**GOVERNMENT OF GOA**  
**DIRECTORATE OF FIRE & EMERGENCY SERVICES**  
**ST. INEZ, PANAJI – GOA**

**CHECKLIST TO BE FILLED BY THE ARCHITECT & OWNER(S) OF THE**  
**BUILDING FOR ISSUE OF INITIAL NO OBJECTION CERTIFICATE**

(The CHECKLIST shall be forwarded with an application addressed to the Director, Directorate of Fire and Emergency Services, St. Inez, Panaji – Goa)

**INSTRUCTIONS FOR FILLING THE CHECK LIST**

1. Read carefully before filling the form.
2. The requirements listed need to be fulfilled to comply with Rules & Regulations.
3. Applicant shall submit documents to establish the right over the property.
4. Applicant has to submit One set of Architectural Plan (Blueprint Only) consisting of Site Plan, Elevation Plan, Section Plan & all Floor Plans, duly approved by Town & Country Planning Department or Planning & Development Authority.
5. Applicant has to submit Two sets of Fire Protection Plan indicating the Fire Prevention & Fire Fighting Provisions alongwith relevant documents ( Site Plan, Floor wise Plan, Elevation Plan & Section Plan) that are proposed to be incorporated in the building.
6. If more than one building is proposed, applicant should attach separate checklist for each building.
7. If an item in the checklist is complied with, mark ‘Yes’ and if an item is not complied with, mark ‘No’. If an item is not applicable to the particular building, mark ‘NA’ (Not Applicable).
8. In the pre-construction stage, relevant documents regarding Fire Prevention, Life Safety & Fire Protection Measures of the proposed building shall be attached as per **Annexure I**.
9. The checklist is not all-inclusive. The applicant should make sure that all applicable Rules & Regulations are fully complied with the National Building Code of India 2005 (Part 4 – Fire & Life Safety), The Goa (Regulation of Land Development & Building Construction) Act, 2008 and The Goa Land Development and Building Construction Regulation, 2010.
10. In terms of section 15.2.2(d) of the Goa Land Development and Building Construction Regulations, 2010, you shall furnish an undertaking on Rs. 50/- stamp paper to abide by the Fire Prevention and Fire Protection Measures recommended.

**ANNEXURE – I**  
(To be filled by the Applicant)

1.	Name of the Owner of the premises and address for correspondence (Provide Telephone Number, Fax, Email ID if any).	
2.	Authority approving the project and Approval Number	
3.	Name of the Building	
4.	Address of the Premises	
5.	Height of the Building	
6.	Area of the Plot	
7.	Number of the Floors	
8.	Floor Wise Built up Area	Basement - Sq. mtrs
		Stilt Floor - Sq. mtrs
		Ground Floor - Sq. mtrs
		Upper Ground Floor - Sq. mtrs
		First Floor - Sq. mtrs
		Second Floor - Sq. mtrs
		Third Floor - Sq. mtrs
		Fourth Floor - Sq. mtrs
		Fifth Floor - Sq. mtrs
		Sixth Floor - Sq. mtrs
		Seventh Floor - Sq. mtrs
Eight Floor - Sq. mtrs		
9.	Total built up Area	:Sq. mtrs
10.	Open Area	:Sq. mtrs
11.	Type of Building Occupancy	
12.	Sub – Occupancy Type	



13.	Set backs	<b>Required (Sq. mtrs)</b>	<b>Existing (Sq. mtrs)</b>
	Front		
	Rear		
	Side		
14.	Surrounding of the Premises	North -	
		South -	
		East -	
		West -	
15.	Whether adequate passageway clearance of not less than 4.5 mtrs required for Fire Fighting Vehicles to enter the premises is provided? Indicate on the drawing and give cross reference to the drawing number.		
16.	Whether an arch or covered gate if constructed is having a clear head-room of not less than 5 mtrs? Indicate on the drawing and give cross reference to the drawing number.		
17.	Whether the surrounding area / road of the building is hard surfaced to carry maximum weight of fire engine ?		
18.	Whether the Service Ducts have been enclosed by wall of atleast 2 hours Fire Resistant Rating? Give details with relevant documents and give cross reference to the drawing number.		
19.	Whether the inspection door of the electrical shaft / duct is provided with 2 hours Fire Resistance? Give technical details with relevant documents.		

20.	Whether the Service Duct have been sealed at every floor with non-combustible materials with 1 hour fire Resistance Rating? Give technical details with relevant documents.	
21.	Whether the Air-Conditioning Ventilation System proposed to be installed confirm to Annex C (clause C-1.17) of National Building of Code India, 2005 (Part 4 – Fire & Life Safety). Give technical details with relevant documents and give cross reference to the drawing number.	
22.	Whether the High Rise Building is proposed to be provided with Glass Facade? Give technical details with relevant documents and give cross reference to the drawing number.	
23.	Whether two Means of Escape one remote to each other are provided ? Identify the Main staircase & Fire Escape Staircase on the drawing and give cross reference to the drawing number	
24.	<b><u>Means of Escape (Give Details)</u></b>	
	(a) Number of Internal Staircases :	
	(b) Number of External Staircases:	
	(c) Width of Internal Staircases (Mtrs) :	
	(d) Width of External/Fire Escape Staircases (Mtrs) :	
	(e) Tread & Riser of Internal Staircase (Cms) :	
	(f) Tread & Risers of External/ Fire Escape Staircase (Cms) :	
25.	Whether Fire Door of 2 hours Fire Resistance with Panic Bar is provided at appropriate places along the escape route? Indicate on the drawing and give cross reference to the drawing number.	

26.	Whether Pressurization of staircase is adopted to protect escape routes. Give details with relevant documents to confirm to Clause 4.10 of National Building Code of India, 2005 (Part 4 Fire & Life Safety).	
27.	Whether Refuge Area of 15 m <sup>2</sup> for building above 24 mtrs. to 39 mtrs. is provided ? Identify on the drawing and give cross reference to the drawing number.	
28.	Whether Fire Tower (above 8 storey or 24 mts height) is provided? Identify on the drawing and give cross reference to the drawing number.	
29.	Whether Fire Lift (with 8 Passengers) is provided ? Mention the numbers of Lifts provided. Identify on the drawing and give cross reference to the drawing number.	
30.	Whether Fire Lift operates on alternate Power supply? Indicate the source of Alternate Power supply with technical details.	
31.	Whether car parking at the Basement have minimum two Ramps / Exits one remote to the other ?	
32.	Whether the Basement Floor is Separatly Ventilated and Mechanical Extraction and Smoke Venting system proposed. Give details with relevant documnets to confirm to Annex C – (Clause C-1.6) of National Building Code of India 2005(Part 4, Fire and Life Safety).	

33.	<b>FIRE FIGHTING INSTALLATIONS</b>	
33.1	Whether Wet Riser of 100 mm of minimum internal diameter is being provided ? Give details on the drawing and give cross reference here to the drawing number.	
33.2	Whether Down Comer of 100 mm of minimum internal diameter is being provided ? Give details on the drawing and give cross reference here to the drawing number.	
33.3	Whether Wet Riser Cum Down Comer of 100 mm of minimum internal diameter is being provided ? Give details on the drawing and give cross reference here to the drawing number.	
33.4	Whether the Internal Hydrant / Landing Valves of 63 mm internal diameter is being provided on each floor with Hose Box having Reinforced Rubber Lined Hose (RRL) Type 'B' confirming to IS. 636/1988 and Hand Controlled Branch Pipe to cover each floor in the building. Give details on the drawing and give cross reference to the drawing number.	
33.5	Whether Hose Reel Hose confirming to IS: 884/1985 of not less than 19 mm diameter have been provided on the <b>Riser/ Down Comer</b> on every floor. Give details on the drawing and give cross reference to the drawing number.	
33.6	Whether Courtyard Fire Hydrants / External Hydrants of 150 mm are being provided ? Give details on the drawing and give cross reference to the drawing number.	

34	<b>Capacity of Water Tanks</b>		
34.1	Underground Water Tank (capacity in litres). Give Technical details on the drawing and give cross reference to the drawing number.		
34.2	Overhead Water Tank (capacity in litres). Give Technical details on the drawing and give cross reference to the drawing number .		
35	<b>Fire Pump Details</b>	Details	Capacity in Litre/Min.
35.1	Jockey Pump. (Give details on the drawing and give cross reference to the drawing number).		
35.2	Electric Main Pump. (Give details on the drawing and give cross reference to the drawing number).		
35.3	Sprinkler Pump. (Give details on the drawing and give cross reference to the drawing number).		
35.4	Stand-by Diesel Pump. (Give details on the drawing and give cross reference to the drawing number).		
36.	Whether Fire Brigade inlet are provided? Give details on the drawing and give cross reference to the drawing number.		
37.	<p>Whether Fire Alarm Warning System conforming to BIS : 2189 / 1988 is being provided in the building? Give details on the drawing and cross reference to the drawing number</p> <p>(a) Whether the Alarm System is being provided in the Control Room or Other conspicuous place on the Ground Floor and connected to both main and alternative power supply?</p> <p>(b) Whether Manual Call Point of Break Glass Type and Hooter is being provided near each staircase landing on every floor?</p>		

38.	Whether suitable Smoke/ Heat/ Beam detectors is being provided and connected to the Fire Alarm System based on the class of occupancy and risk in the building. Give Technical details on the drawing and cross reference to the drawing number	
39.	Whether Automatic Sprinkler System is being provided wherever required as per class of of occupancy and risk in the building? Give Technical details on the drawing and cross reference to the drawing number.	
40.	Whether the Automatic Sprinkler system is connected to separate water tank with deetails of pump capable of delivering water at adequate pressure? Give Technical details on the drawing and cross reference to the drawing number.	
41.	Whether Means of Escape is marked with Fire Safety Signages having Colour & Size confirming to IS:12349/1988. Indicate on the drawing and give cross reference to the drawing number.	
42.	Whether suitable First Aid Fire Extinguishers is being provided on each floor confirming to IS:15683/2006. Indicate on the drawing and give cross reference to the drawing number.	
43.	Whether Lighting protection is being provided as required under Section II of Part 8 – section 2 of National Building Code of India 2005 also confirm to Indian Standard (IS): 2309/1989.	
44.	Whether Barrier Free Access for disabled persons is being provided? Indicate on the drawing and give cross reference to the drawing number.	
<b>Name of the Architect and Signature with Seal</b>		<b>Name of the Proprietor and Signature with Seal</b>

**ANNEXURE - B**

**UNDERTAKING**

I Shri \_\_\_\_\_, major in age, Partner/ Proprietor of M/s. \_\_\_\_\_ (address), do hereby state on oath as below:-

1. I am the developer of the proposed **Residential/Commercial/Residential cum Commercial building** situated at property bearing Survey No. \_\_\_\_\_ of P.T Sheet No. \_\_\_\_\_/ Chalta No. \_\_\_\_\_ within Municipal limits of \_\_\_\_\_.
  
2. I hereby undertake to abide by the in-built fire protection arrangements as per National Building Code Rules Part IV, Fire Protection for **Residential/Commercial/Residential cum Commercial building** as indicated in Annexure attached herewith.

**(ANNEXURE - "A" & "B")**

1. ....
2. ....

I say that the contents of the above paras are true to my knowledge and nothing is suppressed.

Deponent.

( \_\_\_\_\_ )  
For M/s.

Place:-  
Date:-

**GOVERNMENT OF GOA**  
**DIRECTORATE OF FIRE & EMERGENCY SERVICES**  
**ST. INEZ, PANAJI – GOA**

**CHECKLIST TO BE FILLED BY THE ARCHITECT/CONSULTANT & OWNER(S)**  
**FOR ISSUE OF FINAL NO OBJECTION CERTIFICATE**

(The CHECKLIST shall be forwarded with an application addressed to the Director, Directorate of Fire and Emergency Services, St. Inez, Panaji – Goa for issue of Final No Objection Certificate)

**INSTRUCTIONS FOR FILLING THE CHECK LIST**

1. Read carefully before filling the form.
2. The applicant should make sure that all the Fire Prevention and Fire Protection Measures recommended in the Initial No Objection Certificate are fully complied with.
3. If more than one building is proposed for Final No Objection Certificate then applicant should attach separate checklist for each building.
4. If an item in the checklist is complied with, mark ‘Yes’ and if an item is not complied with, mark ‘No’. If an item is not applicable to the particular building, mark ‘NA’ (Not Applicable).
5. Relevant documents regarding Fire Prevention, Life Safety & Fire Protection Measures in the building wherever required shall be attached as per **Annexure - II**.
6. The Director, Fire & Emergency Services or any such Officer designated by Director of Fire & Emergency Services will Physically verify and test the Fire Protection Measures by fixing up an inspection on suitable date before issue of final No Objection Certificate.
7. Licensing fees @ Rs. 10/- per square meter of Built up area of the premises will be leviable as per Government Notification No.3/7/85-HD(G)Vol.II, dated; 18.05.2010.



**ANNEXURE – II**  
(To be filled by the Applicant)

1.	Name of the Owner of the premises and address for correspondence (Provide Telephone Number, Fax, Email ID if any).	
2.	Name of the person to be notified incase of Emergency and his Tel.No.	
3.	Name of the Building	
4.	Address of the Premises	
5.	Height of the Building	
6.	Area of the Plot	
7.	Number of the Floors	
8.	Floor Wise Built up Area	Basement - Sq. mtrs
		Stilt Floor - Sq. mtrs
		Ground Floor - Sq. mtrs
		Upper Ground Floor - Sq. mtrs
		First Floor - Sq. mtrs
		Second Floor - Sq. mtrs
		Third Floor - Sq. mtrs
		Fourth Floor - Sq. mtrs
		Fifth Floor - Sq. mtrs
		Sixth Floor - Sq. mtrs
		Seventh Floor - Sq. mtrs
Eight Floor - Sq. mtrs		
9.	Total built up Area	:Sq. mtrs
10.	Open Area	:Sq. mtrs
11.	Type of Building Occupancy	
12.	Sub – Occupancy Type	

13.	Set backs	<b>Required (Sq. mtrs)</b>	<b>Existing (Sq. mtrs)</b>
	Front		
	Rear		
	Side		
14.	Surrounding of the Premises	North -	
		South -	
		East -	
		West -	
15.	Whether adequate passageway clearance of not less than 4.5 mtrs required for Fire Fighting Vehicles to enter the premises is provided?		
16.	Whether an arch or covered gate if constructed is having a clear head-room of not less than 5 mtrs?		
17.	Whether the surrounding area / road of the building is hard surfaced to carry maximum weight of fire engine ?		
18.	Whether the Service Ducts have been enclosed by wall of atleast 2 hours Fire Resistant Rating?		
19.	Whether the inspection door of the electrical shaft / duct is provided with 2 hours Fire Resistance? Give details with relevant documents.		
20.	Whether the Service Duct have been sealed at every floor with non-combustible materials with 1 hour fire Resistance Rating? Give details with relevant documents.		

21.	Whether the Air-Conditioning Ventilation System installed confirms to Annex C (clause C-1.17) of National Building Code of India, 2005 (Part 4 – Fire & Life Safety).	
22.	Whether the High Rise Building is provided with Glass Facade?	
23.	Whether two Means of Escape one remote to each other are provided ?	
24.	<b><u>Means of Escape (Give Details)</u></b>	
	(a) Number of Internal Staircases :	
	(b) Number of External Staircases:	
	(c) Width of Internal Staircases (Mtrs) :	
	(d) Width of External/Fire Escape Staircases (Mtrs) :	
	(e) Tread & Riser of Internal Staircase (Cms) :	
	(f) Tread & Risers of External/ Fire Escape Staircase (Cms) :	
25.	Whether Fire Door of 2 hours Fire Resistance with Panic Bar is provided at appropriate places along the escape route? Give details with relevant documents.	
26.	Whether Pressurization of staircase is adopted to protect escape routes? Give details with relevant documents.	
27.	Whether Refuge Area of 15 m <sup>2</sup> for building above 24 mtrs. to 39 mtrs. is provided ?	
28.	Whether Fire Tower (above 8 storey or 24 mts height) is provided?	
29.	Whether Fire Lift (with 8 Passengers) is provided ? Mention the numbers of Lifts provided with Fireman switch.	
30.	Whether Fire Lift operates on alternate Power supply? Give details with relevant documents.	

31.	Whether car parking at the Basement is provided with minimum two Ramps / Exits one remote to the other ?	
32.	Whether the Basement Floor is Separately Ventilated and Mechanical Extraction and Smoke Venting system provided? Give details with relevant documents.	
33.	<b><u>FIRE FIGHTING INSTALLATIONS</u></b>	
33.1	Number of Wet Riser of 100 mm of minimum internal diameter provided.	
33.2	No. of Down Comer of 100 mm of minimum internal diameter provided.	
33.3	No. of Wet Riser-Cum-Down Comer of 100 mm of minimum internal diameter provided.	
33.4	(a) Number of Internal Hydrant / Landing Valves of 63 mm internal diameter provided.	
	(b) Number of Hose Boxes provided.	
	(c) Number of Reinforced Rubber Lined (RRL) Delivery Hoses provided.	
	(d) Number of Hand Controlled / Branch Pipes provided.	
33.5	Number of Hose Reel Hose provided on the <b>Riser/ Down Comer.</b>	
33.6	(a) Number of Courtyard Fire Hydrants / External Fire Hydrants provided.	
	(b) Number of Hose Boxes provided.	
	(c) No. of Reinforced Rubber Lined (RRL) Delivery Hoses provided.	
	(d) Number of Hand Controlled / Short Branch Pipes provided.	

34	<b>Capacity of Water Tanks</b>		
34.1	Underground Water Tank (capacity in litres).		
34.2	Overhead Water Tank (capacity in litres).		
35	<b>Fire Pump Details</b>	Details	Capacity in Litre/Min.
35.1	(a) Jockey Pump.		
	(b) Terrace Pump.		
35.2	Electric Main Pump.		
35.3	Sprinkler Pump.		
35.4	Stand-by Diesel Pump.		
36.	(a) Number of Fire Brigade inlet connection provided.		
	(b) Whether 2-Way or 4-Way		
37.	Whether Fire Alarm Warning System conforming to BIS : 2189 / 1988 is provided in the building?		
	(a) Location of Fire Alarm Panel (Control Room/Ground Floor/ Other)		
	(b) Number of Manual Call Points provided.		
	(c) Number of Hooters provided.		
38.	Whether suitable Smoke/ Heat/ Beam detectors is being provided and connected to the Fire Alarm System based on the class of occupancy and risk in the building?		
	(a) Number of Smoke Detectors floor wise.		
	(b) Number of Heat Detectors floor wise		
	(c) Number of Beam Detectors floor wise.  (Attach separate sheet if required)		

39.	Whether Automatic Sprinkler System is being provided wherever required as per class of occupancy and risk in the building?  (Attach separate sheet if required)	Floor	No. of Sprinklers	Type	Rating
40.	Whether the Automatic Sprinkler system is connected to separate water tank and details of pump capable of delivering water at adequate pressure.				
41.	Whether Means of Escape is marked with Fire Safety Signages having Colour & Size confirming to IS:12349/1988. Give floor wise details.				
42.	Whether the Portable First Aid Fire Extinguishers installed in the building are confirming to IS:15683/2006 provided in the building. Give details.	Type of Extinguisher	Capacity	Nos.	
43.	Whether Lighting protection is provided as required under Section II of Part 8 – section 2 of National Building Code of India 2005 also confirm to Indian Standard (IS): 2309/1989.				
44.	Whether Barrier Free Access for disabled persons is provided?				
45.	Type and Details of Fire Protection system provided for Electrical Room/ Server Room/ UPS Room/ Battery Room/ Record Room/ Kitchen an other critical Areas.				
<b>Name of the Architect/Consultant and Signature with Seal</b>		<b>Name of the Proprietor and Signature with Seal</b>			