

ANNEXURE-IV

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 st 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">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).2. One set of blue print (approved by Planning & Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer.3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active & passive) that are proposed to be incorporated in the building.4. Declaration of the Architect and Owners of the building in the format provided by this Directorate (specimen attached as Annexure 'A').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').

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"> 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). 2. One set of blue print (approved by Planning & Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer. 3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active & passive) that are proposed to be incorporated in the building. 4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A'). 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').
83	NOC for Shipyards and Workshops;	Director of Fire and Emergency Services	15 days	Addl. Secretary (Home)	<ol style="list-style-type: none"> 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). 2. One set of blue print (approved by Planning & Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer. 3. One Set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active & passive) that are proposed to be incorporated in the building. 4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A'). 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"> 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). 2. One set of blue print (approved by Planning & Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer. 3. One Set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active & passive) that are proposed to be incorporated in the building. 4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A'). 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').
85	NOC for POL dispensing outlet;	Deputy Director (Fire)	15 days	Director of Fire and Emergency Services	<ol style="list-style-type: none"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. One set of blue print (approved by Planning & Development Authority signed by the owner and Architect/Engineer/ Consultant) of the site plan, Elevations, Section and all floor plans. 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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact

					<p>telephone number (Landline/Mobile).</p> <p>2. One set of blue print (approved by Planning & Development Authority signed by the owner and Architect/Engineer/ Consultant) of the site plan, Elevations, Section and all floor plans.</p>
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)	<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. Documents to establish right over the ownership/lease of the property.</p> <p>3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.</p> <p>4. Pressure testing certificate from approved LPG Agency for LPG Manifold and pipeline.</p>
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	<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. Documents to establish right over the ownership/lease of the property.</p> <p>3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.</p> <p>4. Pressure testing certificate from approved LPG Agency for LPG Manifold and pipeline.</p>
89	NOC for Storage and use of LPG upto 50 kgs. for commercial activities.	Station Fire Officer	5 days	Asst. Divisional Officer	<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. Documents to establish right over the ownership/lease of the property.</p> <p>3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.</p>
90	NOC for Shops and Establishments falling under the jurisdiction of Village Panchayats.	Station Fire Officer	5 days	Asst. Divisional Officer	<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"> 2. Documents to establish right over the ownership/lease of the property. 3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.
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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. Documents to establish right over the ownership/lease of the property. 3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.
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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. One set of blue print (approved by Planning & Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer. 3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active & passive) that are proposed to be incorporated in the building. 4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A'). 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').
93	NOC for Godown and Warehouses (Moderate Hazard)	Deputy Director (Fire)	15 days	Director of Fire and Emergency Services	<ol style="list-style-type: none"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. One set of blue print (approved by Planning & Development Authority)

					<p>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 & 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> <p>2. One set of blue print (approved by Planning & 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 & 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>
95	NOC for public places like exhibition halls entertainment	Director of Fire and Emergency	15 days	Addl. Secretary (Home)	<p>1. An application (Online or hard copy) for issue of NOC containing</p>

	places, dancing halls, theatres, assembly halls, seaport, airport, railway station, bus stations, stadium etc.	Services			<p>applicants address for correspondence, email address and contact telephone number (Landline/Mobile).</p> <ol style="list-style-type: none"> 2. One set of blue print (approved by Planning & Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer. 3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active & passive) that are proposed to be incorporated in the building. 4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A'). 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').
96	NOC for Video Cinema Houses	Asst. Divisional Officer	15 days	Divisional Officer	<ol style="list-style-type: none"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. Documents to establish right over the ownership/lease of the property. 3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.
97	NOC for Educational and Institutional places	Deputy Director (Fire)	15 days	Director of Fire and Emergency Services	<ol style="list-style-type: none"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. One set of blue print (approved by Planning & Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer. 3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active & passive) that are proposed to be incorporated in

					<p>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>
98	NOC for Restaurants and bakeries, eating house where the seating capacity does not exceed 100 persons.	Divisional Officer	10 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> <p>2. Documents to establish right over the ownership/lease of the property.</p> <p>3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.</p>
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)	<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. Documents to establish right over the ownership/lease of the property.</p> <p>3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.</p>
100	NOC for Restaurants and bakeries, eating house where the seating capacity does not exceed 50 persons.	Asst. Divisional Officer	10 days	Divisional Officer	<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. Documents to establish right over the ownership/lease of the property.</p> <p>3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.</p>
101	NOC for Restaurants and eating house where the seating capacity does not exceed 20 persons.	Station Fire Officer	10 days	Asst. Divisional Officer	<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. Documents to establish right over the ownership/lease of the property.</p>

					3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.
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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. Documents to establish right over the ownership/lease of the property. 3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.
103	NOC for Temporary Shacks under Tourist Trade Act	Asst. Divisional Officer	10 days	Divisional Officer	<ol style="list-style-type: none"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. Documents to establish right over the ownership/lease of the property. 3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.
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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. Documents to establish right over the ownership/lease of the property. 3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect. 4. Registration certificate under the Goa Waste (Scrap) Re-Cycling Units Scheme 2010 from Directorate of Industries, Trade & Commerce.
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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. Documents to establish right over the ownership/lease of the property. 3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.

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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. Documents to establish right over the ownership/lease of the property. 3. Architectural Plan indicating the built up area of the premises signed by the Owner & Architect.
107	NOC for Steam engines and boilers to construct or establishe 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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. One set of blue print (approved by Planning & Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer. 3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active & passive) that are proposed to be incorporated in the building. 4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A'). 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').
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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. One set of blue print (approved by Planning & Development Authority signed by the owner and Architect/Engineer/ Consultant) of the site plan, Elevations, Section and all floor plans. 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.
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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. One set of blue print (approved by Planning & Development Authority) of the site plan, Elevations, Section and all floor plans signed by the owner and Architect/Engineer. 3. One set of Fire Protection Plans signed by the Owner and Architect/Consultant indicating the Fire Prevention and Fire Protection Provisions (Active & passive) that are proposed to be incorporated in the building. 4. Declaration of the Architect and Owners of the building in the format provided by the Directorate (specimen attached as Annexure 'A'). 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').
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"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact telephone number (Landline/Mobile). 2. One set of blue print (approved by Planning & Development Authority signed by the owner and Architect/Engineer/ Consultant) of the site plan, Elevations, Section and all floor plans. 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.
111	NOC for Storing and/or selling of Fire Works upto 25 kgs. Under Explosive Act 1884 and	Asst. Divisional Officer	10 days	Divisional Officer	<ol style="list-style-type: none"> 1. An application (Online or hard copy) for issue of NOC containing applicants address for correspondence, email address and contact

	Rules 1983				<p>telephone number (Landline/Mobile).</p> <ol style="list-style-type: none"> 2. One set of blue print (approved by Planning & Development Authority signed by the owner and Architect/Engineer/ Consultant) of the site plan, Elevations, Section and all floor plans. 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)	<ol style="list-style-type: none"> 1. Documents of ownership/lease of property. 2. Estimate of loss 3. Photographs of incident 4. Insurance documents if any 5. 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	<ol style="list-style-type: none"> 1. Documents of ownership/lease of property. 2. Estimate of loss 3. Photographs of incident 4. Insurance documents if any 5. 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)	<ol style="list-style-type: none"> 1. Documents of ownership/lease of property. 2. Estimate of loss 3. Photographs of incident 4. Insurance documents if any 5. 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	<ol style="list-style-type: none"> 1. Documents of ownership/lease of property. 2. Estimate of loss 3. Photographs of incident 4. Insurance documents if any 5. Certificate of Registration incase of Motor Vehicle involved in fire.

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	<ol style="list-style-type: none"> 1. Documents of ownership/lease of property. 2. Estimate of loss 3. Photographs of incident 4. Insurance documents if any 5. Certificate of Registration incase of Motor Vehicle involved in fire.
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“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.”

**(ASHOK MENON)
DIRECTOR
FIRE AND EMERGENCY SERVICES**

