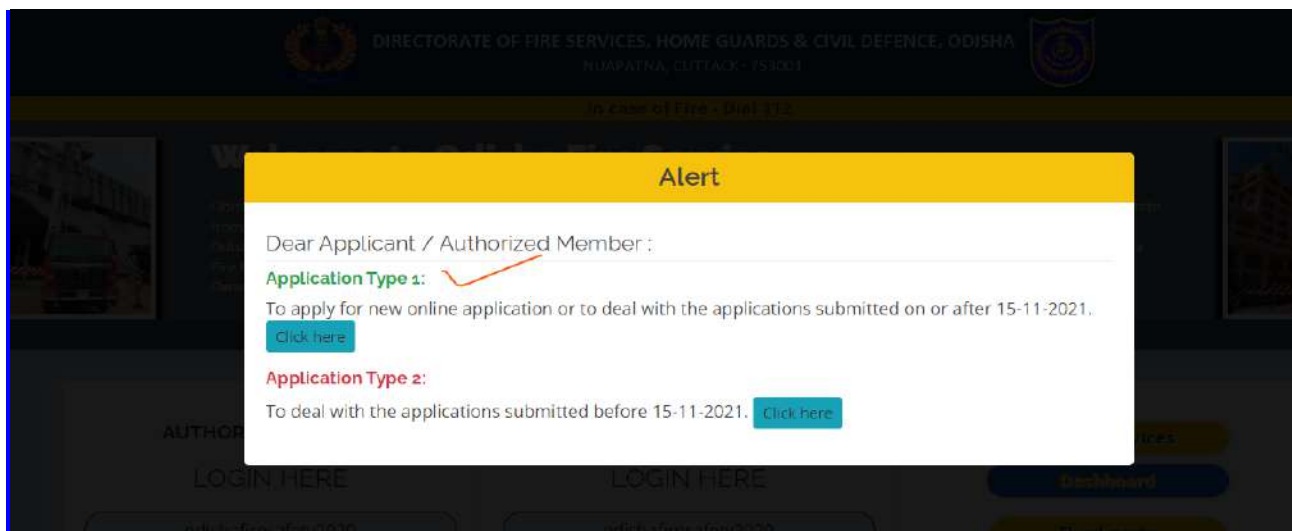
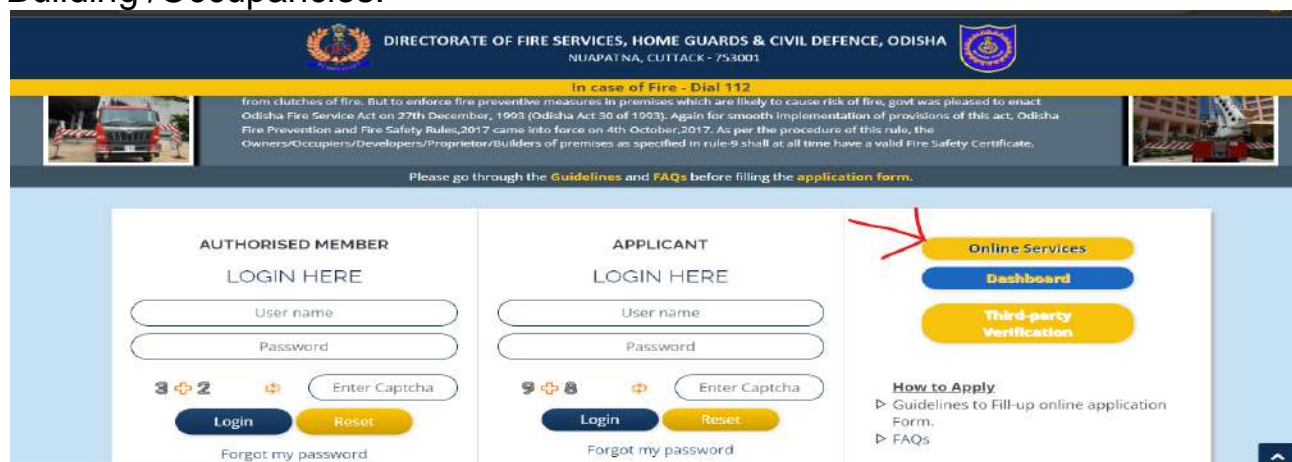


**GUIDELINES TO FILL UP ONLINE APPLICATION FOR
RENEWAL OF FIRE SAFETY CERTIFICATE IN RESPECT OF BUILDING(S)/ OCCUPANCIES**

1. Before filling up the Application form please ensure that you have a valid e-mail ID, mobile number, scanned copy of your recent passport size photograph, signature and other documents (see FAQs for details of documents required for different services).
2. Select [Click here](#) for **Application Type 1** to apply for new application or to deal with the application submitted on or after 15.11.2021 or Select [Click here](#) for **Application Type 2** to deal with the application submitted before 15.11.2021.



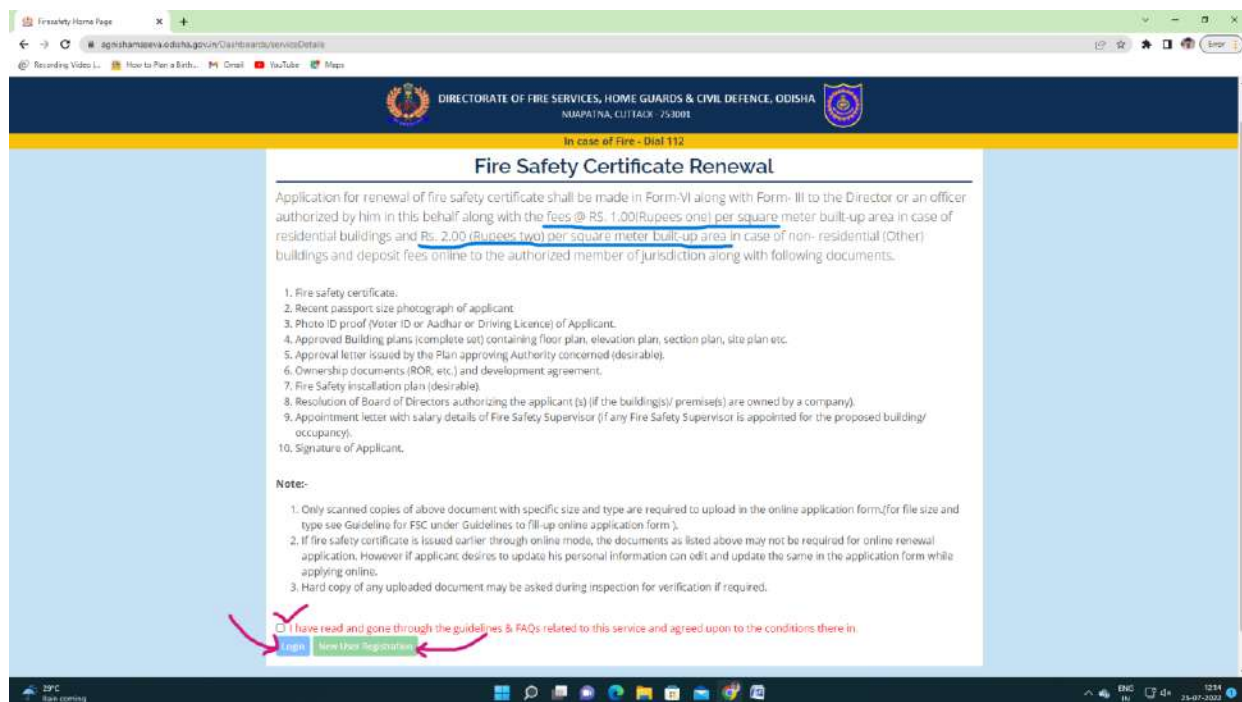
3. Click on the [Online Services](#) to apply for Renewal of Fire Safety Certificate for Building /Occupancies.



4. Select **Renewal of Fire Safety Certificate** the service you want to apply for.



5. Select the blank declaration box in the left lower corner if you are agreed upon to the conditions of this service specified. Then click on **New Users Registration** for new registration or **Login** if already registered.



6. **For New Users Registration-** Fill up the required fields and click on submit and get OTP in your registered mobile number and e-mail. After entering OTP, User name (same as your registered e-mail id) and password will be received in registered mobile number for login.

The screenshot shows the 'Applicant Registration Form' on the website. The header includes the logo of the Directorate of Fire Services, Home Guards & Civil Defence, Odisha, Nuapatna, Cuttack - 753001. Below the header, there are navigation links for 'Home' and 'I follow Fire Safety. I' with a 'Back' button. The form itself contains the following fields: Full Name (with a red asterisk), Address (with a red asterisk), Mobile (with a red asterisk), Email (with a red asterisk), and a Captcha field. Each field has a corresponding input box with a placeholder text like 'Enter User's Name'. At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

7. Login with that user name and password in the same process as mentioned above.

The screenshot shows the 'Fire Safety Certificate Renewal' page. The header is identical to the previous screenshot. The main content area contains a detailed description of the renewal process and a list of required documents:

1. Fire safety certificate.
2. Recent passport size photograph of applicant.
3. Photo ID proof (Voter ID or Aadhar or Driving License) of Applicant.
4. Approved Building plans (complete set) containing floor plan, elevation plan, section plan, site plan etc.
5. Approval letter issued by the Plan approving Authority concerned (desirable).
6. Ownership documents (ROR, etc.) and development agreement.
7. Fire Safety installation plan (desirable).
8. Resolution of Board of Directors authorizing the applicant (s) (if the building(s)/ premises) are owned by a company.
9. Appointment letter with salary details of Fire Safety Supervisor (if any Fire Safety Supervisor is appointed for the proposed building/ occupancy).
10. Signature of Applicant.

 Below the list, there is a 'Note-' section with three points. At the bottom of the page, there is a checkbox with the text 'I have read and gone through the guidelines & FAQs related to this service and agreed upon to the conditions there in.' and a 'Login' button highlighted with a red arrow. There is also a 'Download Application' button.

8. Enter User name, Password and Captcha value in the respective space provided and then Login.

The screenshot shows the 'Sign In' form. It has three input fields: 'User name', 'Password', and 'Enter Captcha'. The Captcha field contains the characters '6 + 5'. Below the input fields are 'Login' and 'Reset' buttons. At the bottom, there is a link that says 'Forgot my password'.

9. Fill up the required fields in the application form with uploading required documents.

Fire Safety Services | Welcome: [Redacted] | Log out

Please enter the offline Fire Safety certificate no./Letter no. | Date of Expiry of Certificate : | Upload Offline Certificate

Enter offline fire safety Certificate/letter no. | Select Date | Browse

FORM-III
APPLICATION FOR FIRE SAFETY CERTIFICATE
 [See rule-13(1) of the Odisha Fire Prevention and Fire Safety Rules.2017]

To,
The Director, Fire Services,
Odisha, Cuttack.
 Sir/Madam,
 I/We

(i) *Enter Name of Applicant | Applicant Photo | Browse

Son Daughter Wife Husband of

Enter guardian name

Applicant's address:

Son Daughter Wife Husband of

Enter guardian name

Applicant's address:

*Locality: Enter Locality

*Land Mark: Enter landmark

*City: Enter city

*District: Enter District

*State: Enter State

*Pin Code: Enter pincode

*Mobile No.: Enter mobile number

Applicant's Photo ID Proof: (must be pdf or jpg)

-Select- | IDENTITY PROOF NO. | ID Proof | Browse

Applicant's address:

*Locality: cuttack

*Land Mark: [Redacted]

*City: [Redacted]

*District: [Redacted]

*State: [Redacted]

*Pin Code: [Redacted]

*Mobile No.: [Redacted]

Applicant's Photo ID Proof: (must be pdf or jpg)

Voter Id | [Redacted] | Untitled-1 (1).jpg | Browse

Is the: Owner

- My Profile
 - Change Password
 - View/Update
- Fire Safety Recommendation
 - For Proposed Building(s)
 - For Temporary Structure
- Fire Safety Certificate
 - For Building(s) or Premises
 - For Temporary Structures
- Renewal Firesafety Certificate
 - My Application(s) List
- Other Services
 - Copy of Fire Report
 - Fire Incident Certificate for insured premises

If there is more than one applicant Add More

of following Buildings/Premises:

* Approved building plans (complete set) containing floor plan, elevation plan, section plan, site plan etc:

Untitled-1 (1).jpg Browse Add more

Approval letter issued by the Plan approving Authority concerned:

Untitled-1 (1).jpg Browse Add more

* Ownership documents and development agreement if any:

Untitled-1 (1).jpg Browse Add more

Fire Safety installation plan:

Untitled-1.jpg Browse Add more

* Whether the building(s)/ premise(s) are owned by a company?

- My Profile
 - Change Password
 - View/Update
- Fire Safety Recommendation
 - For Proposed Building(s)
 - For Temporary Structure
- Fire Safety Certificate
 - For Building(s) or Premises
 - For Temporary Structures
- Renewal Firesafety Certificate
 - My Application(s) List
- Other Services
 - Copy of Fire Report

2.1 Detailed Location & full address of the buildings / Premises:

*Plot No.

*khata No.

*Street

*Mouza

*Police Station

*Fire District

*Fire Station

2.2 * Plot area:

- My Profile
 - Change Password
 - View/Update
- Fire Safety Recommendation
 - For Proposed Building(s)
 - For Temporary Structure
- Fire Safety Certificate
 - For Building(s) or Premises
 - For Temporary Structures
- Renewal Firesafety Certificate
 - My Application(s) List
- Other Services
 - Copy of Fire Report
 - Fire Incident Certificate for insured premises

FORM-VI
APPLICATION FOR RENEWAL OF FIRE SAFETY CERTIFICATE
[See rules-14(2)of Odisha Fire Prevention & Fire Safety Rules, 2017]

1. * Name of the premises/Building/Project

2. * Address of the premises/Building/Project:

*Plot No.

*khata No.

*Street

*Mouza

*Police Station

*Fire District

The screenshot displays the Fire Safety Services web application interface. The top navigation bar includes the logo, the text 'Fire Safety Services', and a user profile section with 'Welcome: [redacted] (User)' and a 'Log out' link. A left sidebar contains a user profile icon and a menu with options: 'My Profile' (Change Password, View/Update), 'Fire Safety Recommendation' (For Proposed Building(s), For Temporary Structure), 'Fire Safety Certificate' (For Building(s) or Premises, For Temporary Structures), 'Renewal Firesafety Certificate' (My Application(s) List), and 'Other Services' (Copy of Fire Report). The main content area shows a form with the following fields:

- 3. * Name of the Firm/ Company/ Factory/ Business: [redacted]
- 4. * Name of the Owner/Occupier: (i) [redacted]
- 5. * Full postal address of Applicant for Communication: (i) [redacted] (iv) [redacted]
- 6. * Description of: Nature of the Business, Trade or Process: [redacted]

Below this, section 10. 'Details of modifications/additions done in building (if any):' is shown with radio buttons for 'Yes' (selected) and 'No'. It contains four sub-sections, each with a text area:

- *Structural: [redacted]
- *Storage: [redacted]
- *Quantities of Commodities/ Inflammable Liquids/ Explosive materials: [redacted]
- *Business: [redacted]

10. Uploading of documents :-

- Details of the documents required to be uploaded for different services have been mentioned in **FAQs**.
- The applicant has to upload the scanned copy of required documents.
- The applicant must keep the originals of such documents with him for verification during inspection.
- Documents shall be scanned properly in the true colour before uploading.
- The admissible documents format and size shall be as under-
 - Passport size photograph (**jpg** up to 1MB)
 - Signature (**jpg** up to 300KB)
 - Photo ID proof (Voter-ID or Aadhar card or Driving License) (**pdf** or **jpg** up to 2MB)
 - Building Plans (**pdf**, **jpg** or **dwg** up to 10MB)
 - and all other documents (**pdf** up to 2MB)

11. Fees required:-

If application is made for Renewal of Fire Safety Certificate for Building(s)/Occupancies, then fees @ Rs. 1.00 (Rupees one) per square meter built up area (built up area means total covered area of all floors of the building Including underground, basement, Stilt, mezzanine and ground floors) in case of **Residential buildings** and @ Rs. 2.00 (Rupees two) per square meter built up area (built up area means total covered area of all floors of the building Including underground, basement, Stilt, mezzanine and ground floors) in case of **Non-residential** buildings are required to be deposited.

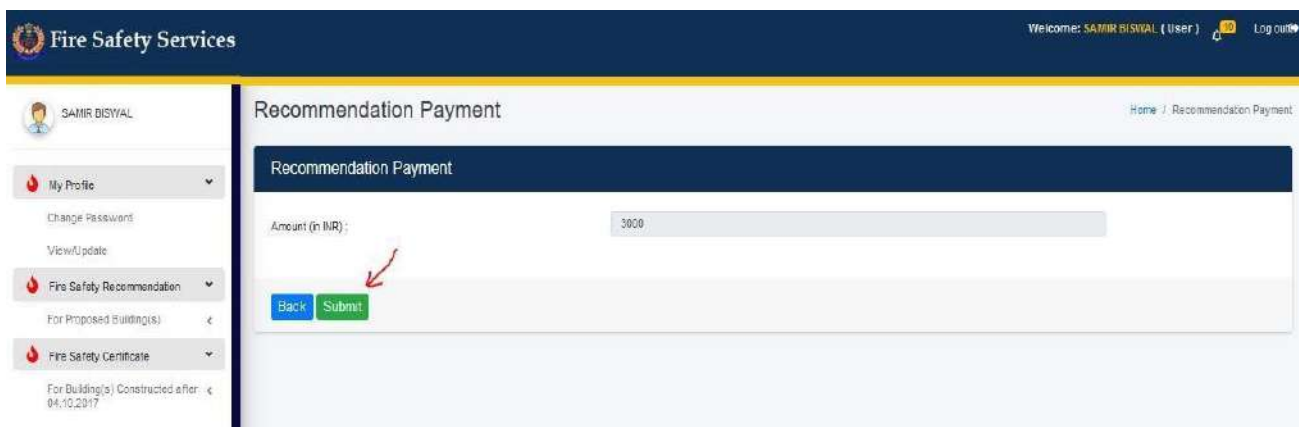
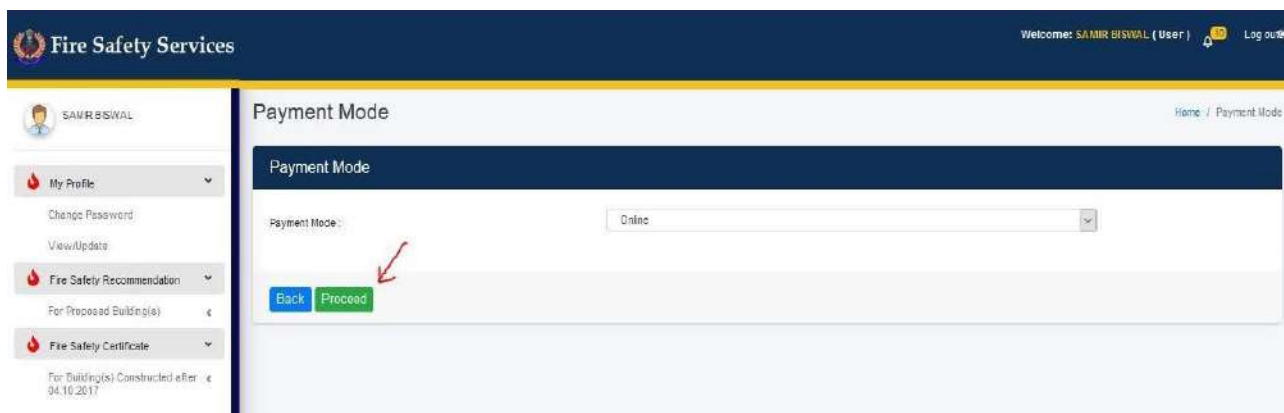
12. The fees will be **auto calculated** according to the total built-up area as calculated in the application form.

13. Ensure the correctness of all the information entered in the application and then **Submit**.

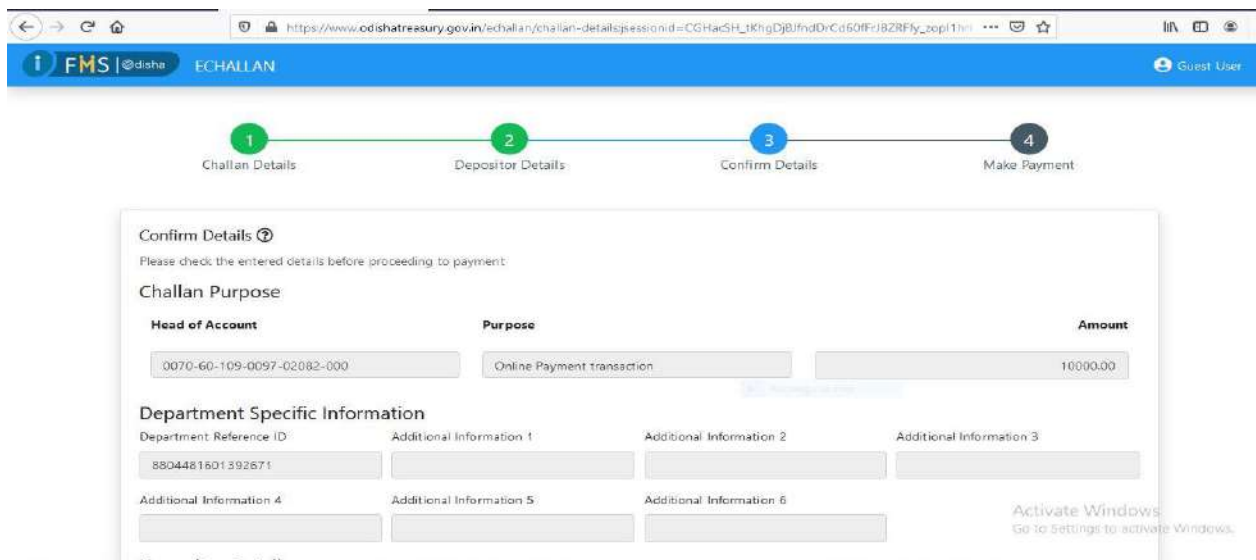
The screenshot shows the 'Fire Safety Services' application form. The user is logged in as 'User'. The form includes a sidebar with navigation options like 'My Profile', 'Fire Safety Recommendation', and 'Fire Safety Certificate'. The main content area shows a section for uploading documents, with a 'Submit' button highlighted in red. The form also includes a checkbox for certifying the information and a date of submission field.

14. After previewing the application, click on **Make Payment** to proceed for payment of fees.

The screenshot shows the 'Fire Safety Services' application form with the applicant's details. The user is logged in as 'SAMIR BIWAL'. The form displays the applicant's name, designation, and contact information. The 'Make Payment' button is highlighted in red. The form also includes a signature field and a date field.



15. Then the applicant shall have the various options to submit the fees through Online (IFMS payment gateway) in the agnishamaseva portal. After deposit of fees, the applicant will get a Payment Acknowledgement with an Application ID in the agnishamaseva portal.



Browser address bar: https://www.odishatreasury.gov.in/odha/lan/challan-details;sessionId=CGHacSH_UKqgDJB#ndDrCd60FFJ8ZRFfy_2op1Thr

FMS | @odisha ECHALLAN Guest User

1 Challan Details 2 Depositor Details 3 Confirm Details 4 Make Payment

Make Payment

Please select the convenient payment option:

Challan Reference Number 2EC85A9F74


Please note this number for future reference

Amount payable ₹ 10000.00

[Cancel Payment](#)

- All Debit Card, UPI, Netbanking
- Debit Card
- Net Banking
- Over the Counter

All Debit Card, UPI, Netbanking



Activate Windows
Go to Settings to activate Windows.

Browser address bar: <https://www.sbiepay.sbi/secure/goo/AggregatorHostedListener#no-back-button>

SBI ePay

Payment Details

- Debit/Credit Card
- Internet Banking
- BHIM UPI
- NEFT

Mobile Number *
NA

Email ID
NA

Use your GSTIN for claiming input tax (Optional)

[Pay Now](#) [Cancel](#)

**** NEFT is valid only for Non State Bank of India account holders.**

Order Summary

Order No.: 2EC85A9F74

Merchant Name: Odisha Cyber Treasury DTI

Amount:	10000.00
Processing fee:	0.00 INR
GST:	0.00 INR
Total:	10000.00 INR

APM ID: PG_TRANS_390

Activate Windows
Go to Settings to activate Windows.

Browser address bar: <https://www.sbiepay.sbi/secure/goo/AggregatorHostedListener#no-back-button>

SBI ePay

Payment Details

- Debit/Credit Card
- Internet Banking
- BHIM UPI
- NEFT

ENTER UPI ID *

Use your GSTIN for claiming input tax (Optional)

[Pay Now](#) [Cancel](#)

Order Summary

Order No.: 2EC85A9F74

Merchant Name: Odisha Cyber Treasury DTI

Amount:	10000.00
Processing fee:	0.00 INR
GST:	0.00 INR
Total:	10000.00 INR

APM ID: PG_TRANS_396

Activate Windows
Go to Settings to activate Windows.

The screenshot shows the SBI ePay payment interface. On the left, a sidebar lists payment methods: Debit/Credit Card, Internet Banking, BHIM UPI, and NEFT. The main area is titled 'Payment Details' and includes a 'Popular Banks' section with an SBI logo, an 'All Banks' dropdown menu, and a checkbox for 'Use your GSTIN for claiming input tax (Optional)'. A yellow 'Pay Now' button is prominent. On the right, the 'Order Summary' displays: Order No.: 2EC85A9F74, Merchant Name: Odisha Cyber Treasury DTI, Amount: 10000.00, Processing fee, GST, and Total. The APM ID is PG_TRANS_380. A Windows watermark is visible at the bottom right.

This screenshot shows the SBI ePay payment page with the 'Payment Details' section expanded to show card information. The sidebar remains the same. The main area prompts the user to 'Please enter your card details' and includes fields for Card Number, Expiry Date/Valid Thru (Month and Year), and CVV/CVC 4-DBC. The name of the card holder is also required. A yellow 'Pay Now' button is at the bottom. The 'Order Summary' on the right is identical to the previous screenshot, showing an amount of 10000.00 and APM ID PG_TRANS_396. A Windows watermark is present.

The screenshot displays the Odisha FMS ECHALLAN portal. The main heading is 'Amount payable ₹ 10000.00'. A modal dialog box titled 'Accept Terms and Conditions' is open in the center. The dialog shows 'Selected Payment Mode' as 'All Debit Card, UPI, Netbanking' and 'Selected Bank' as 'SBI ePay'. There is a checkbox for 'Accept the iFMS Odisha Portal's terms and conditions.' which is checked. Buttons for 'Proceed to Payment' and 'Cancel' are at the bottom of the dialog. The background shows a sidebar with icons for 'All Debit Card, UPI, Netbanking', 'Debit Card', 'Net Banking', and 'Over the Counter'. A 'Cancel Payment' button is visible in the top right. The footer contains copyright information for 2020 and contact details for the Directorate of Treasuries and Inspection, Odisha, along with a Windows watermark.

Amount payable ₹ 10000.00 Cancel Payment

Over the Counter

ANDHRA BANK 5 Transactions 0% Success	AXIS BANK LTD 70 Transactions 0% Success	CENTRAL BANK OF INDIA 25 Transactions 0% Success	HDFC BANK 4 Transactions 0% Success	ICICI BANK 20 Transactions 0% Success	IDBI BANK LTD 7 Transactions 29% Success
INDIAN BANK 5 Transactions 0% Success	PUNJAB NATIONAL BANK 1 Transactions 0% Success	STATE BANK OF INDIA 319 Transactions 0% Success	UCO BANK 5 Transactions 0% Success	UNION BANK OF INDIA 33 Transactions 0% Success	UNITED BANK OF INDIA 8 Transactions 0% Success

Net Banking

ALLAHABAD BANK 28 Transactions 0% Success	ANDHRA BANK 25 Transactions 0% Success	AXIS BANK LTD 339 Transactions 43% Success	BANK OF INDIA 52 Transactions 0% Success	CANARA BANK 31 Transactions 0% Success	CENTRAL BANK OF INDIA 8 Transactions 0% Success
HDFC BANK 947 Transactions 70% Success	ICICI BANK 627 Transactions 91% Success	IDBI BANK LTD 120 Transactions 91% Success	INDIAN BANK 12 Transactions 0% Success	INDIAN OVERSEAS BANK 52 Transactions 72% Success	ORIENTAL BANK OF COMMERCE 10 Transactions 0% Success
PUNJAB NATIONAL BANK 1 Transactions 0% Success	STATE BANK OF INDIA 151 Transactions 0% Success	UCO BANK 5 Transactions 0% Success	UNION BANK OF INDIA 33 Transactions 0% Success	UNITED BANK OF INDIA 8 Transactions 0% Success	

1 Challan Details 2 Depositor Details 3 Confirm Details 4 Make Payment

Make Payment
Please select the convenient payment option.

Challan Reference Number **2EC85A9F74**
Please note this number for future reference

Amount payable ₹ 10000.00 Cancel Payment

Debit Card

All Debit Card, UPI, Netbanking	Debit Card	Net Banking	Over the Counter
---------------------------------	------------	-------------	------------------

ICICI BANK
228 Transactions
41% Success

FMS | Odisha | ECHALLAN Guest User

Depositor Details

Depositor Name	Address Line1	Address Line2	State
[Redacted]	OFDRA BHUBANESWAR	[Redacted]	Odisha
District	Pin	Phone Number	Email
Bhubaneswar	751024	[Redacted]	[Redacted]
Total Amount		10000.00	

Depositor Identification

Identification Type: [Redacted] ID number: [Redacted]

ID description: [Redacted]

FMS | Odisha | ECHALLAN Guest User

You will be redirected to the department site in 30 seconds. To return immediately, click [here](#). Please do not press back or refresh button, your transaction will be terminated.

Successful transaction

Challan Details

Head of Account	Purpose	Amount
[Redacted]	Online Payment transaction	[Redacted]


Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
[Redacted]	[Redacted]	[Redacted]	[Redacted]
Additional Information 4	Additional Information 5	Additional Information 6	
[Redacted]	[Redacted]	[Redacted]	


Depositor Details

Depositor Name	Address Line1	Address Line2	State
[Redacted]	[Redacted]	[Redacted]	[Redacted]

16. After completion of transaction don't back or refresh at least for 5 minutes. The applicant can take a print out of the e-Challan soon after the successful payment for future reference.



Government of Odisha
Cyber Treasury
eChallan



1.	Name of the Depositor	SAMIR BISWAL		
2.	Depositor's Address	OFDRA BHUBANESWAR Odisha Cuttack 751024		
3.	District	Cuttack		
4.	e Challan Reference Id	[Redacted]		
5.	Total Transaction Amount (In Rs.)	Rs. 10000/- (echallan- Rs. 10000/- + agency- Rs. 0/-)		
6.	Amount (In words)	Ten thousand and 00/100 Only		

Department specific information (if any)

Department Reference ID	5067101525085108
-------------------------	------------------

Head of Account

Description	Head Of Account	Amount	Challan Number & Date
Online Payment transaction	0070-60-109-0067-02062-000	Rs. 10000/-	Not Generated
Total Amount		Rs. 10000/-	

Bank Details

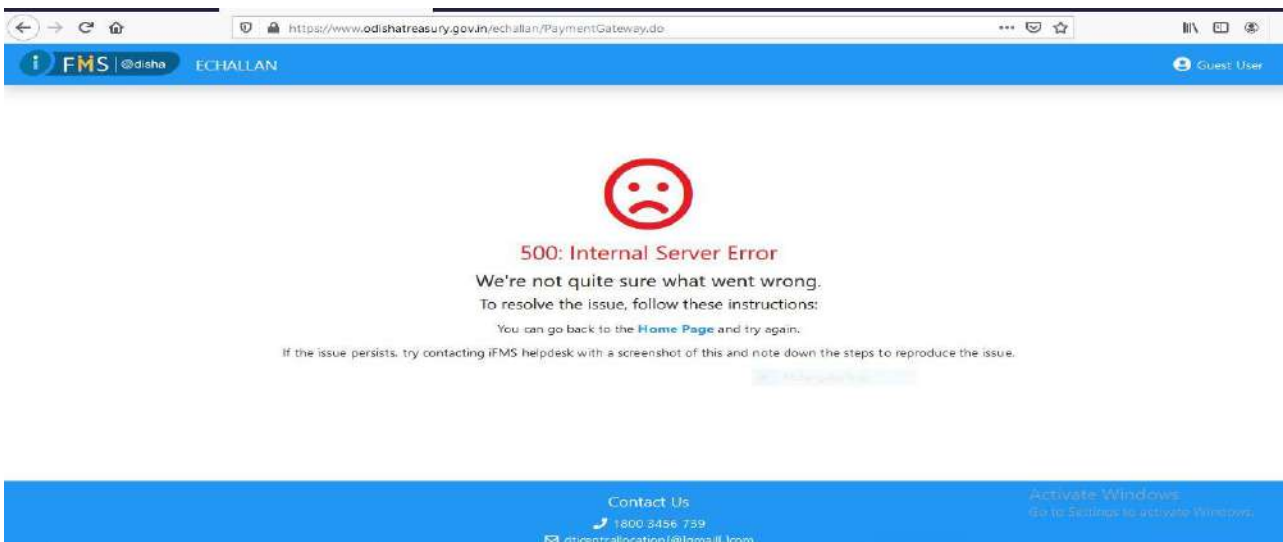
Name of the Bank	Test Bank
Mode of Transaction	Payment Gateway
Bank Transaction ID	TST2EBC247D00
Bank Transaction Date & Time	25/07/2020 07:21:50 PM
Bank Transaction Status	Successful: Confirmation Received from Bank as Success

Payment Remarks

FOR FSC 02

* This is a computer generated challan and doesn't require any signature or stamp.

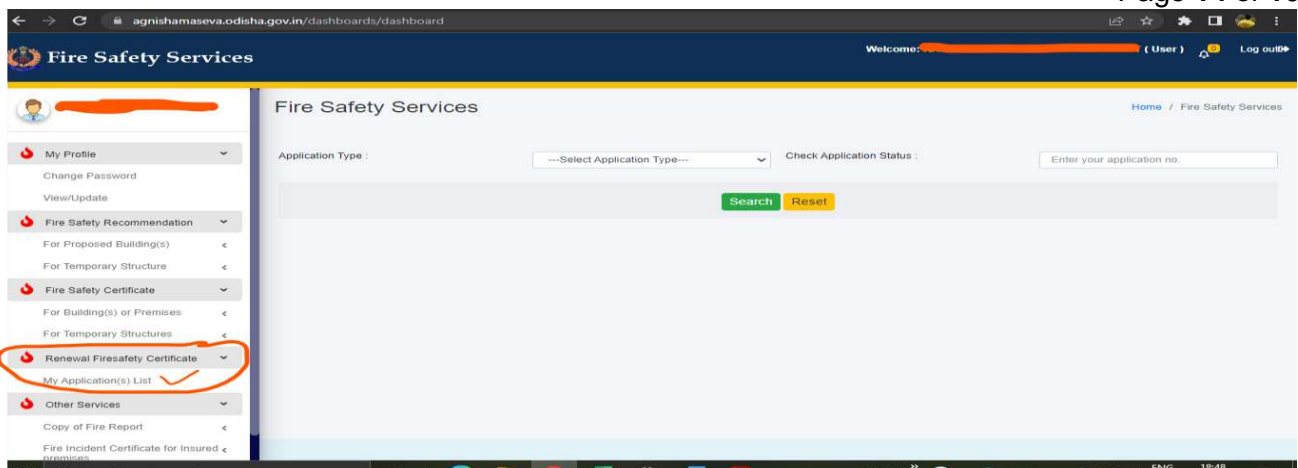
17. If found error in transaction while making payment online and money is debited from account then don't try to make re-payment. Please contact helpline number as provided in the agnishamaseva portal for assistance in this regard.



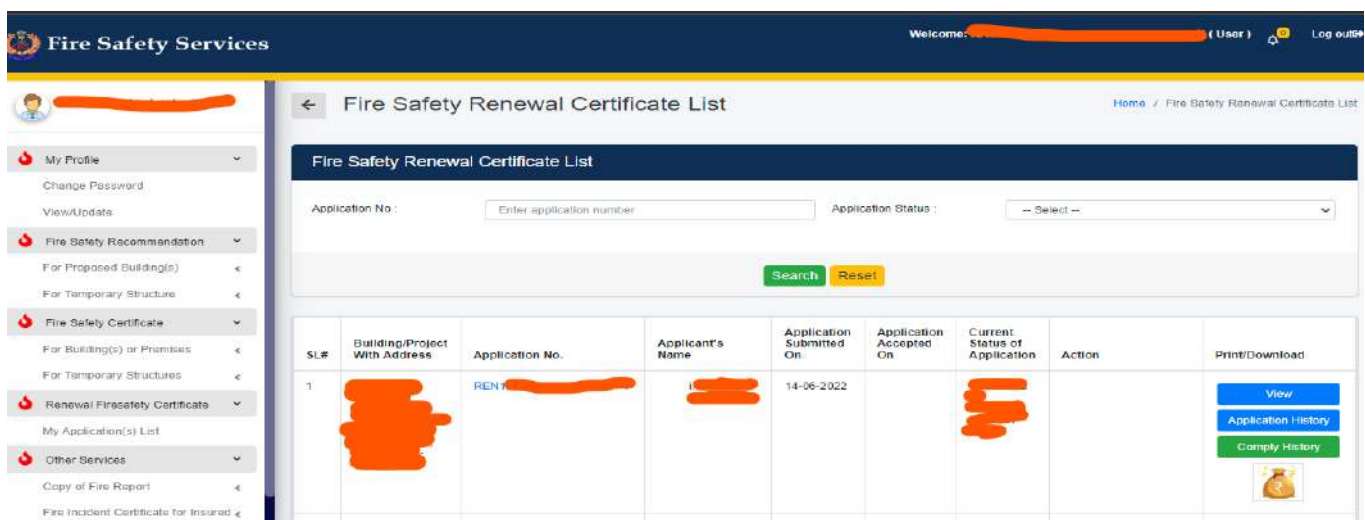
18. Soon after the successful submission of application, the applicant will be notified immediately with application number and the office of the concerned authorized Officer through his/her registered mobile (SMS) and e-mail.

19. Applicant can also check the current status of his application by login to his account in HOME page (APPLICANT LOGIN HERE) & then clicking on **My Application(s) List of the concerned service** from left side menus.

The screenshot shows the website for the Directorate of Fire Services, Home Guards & Civil Defence, Odisha. The header includes the organization's name and contact information. The main content area features a "Welcome to Odisha Fire Service" banner with a description of the service. Below the banner are two login forms: "AUTHORISED MEMBER LOGIN HERE" and "APPLICANT LOGIN HERE". The "APPLICANT LOGIN HERE" form is highlighted with a red arrow. To the right of the login forms are buttons for "Online Services", "Dashboard", and "Third-party Verification". At the bottom, there is a "How to Apply" section with links to "Guidelines to fill up online application Form" and "FAQs". A footer note provides contact information for queries related to online submission of application forms.



20. The applicant can track every status of his application through “**Application History**” under menu **My Application(s) List** in the portal.



21. If the application is found to be incomplete at the time of scrutiny or after the inspection, the concerned Authorized Officer shall return the application to the applicant online and applicant also gets notification about it through SMS and e-mail to edit/comply the query as required through login to his account (APPLICANT LOGIN HERE) on the portal. The applicant is advised to get in touch with his/her mobile SMS, e-mail always to know the updates of his application. Before Complying the Query raised by the authorized member, Applicant should go through the “Comply History” and “Inspection Report” folder (if any) in the listing thoroughly to know the details of query raised and then **Comply** accordingly.

Fire Safety Certificate for Buildings/Premises constructed without Fire Safety Recommendation Application Status

SL.No.	Level	Date line for Authorized Officer to complete the Level	Current Status	Details of Raised Query/Reminder	Query/Reminder sent on	Applicant Complied on
1.	Scrutiny of application and raising query there to (if any)		Completed	Query has been sent to applicant to comply correctly by 30-06-2022	17-06-2022	21-06-2022
2.	Schedule and completing site inspection and raising query there to (if any)		In progress	* Building(s)/Premises is/are scheduled for inspection on 03-07-2022. Query has been sent to applicant to comply correctly by 06-09-2022	04-07-2022	
3.	Issuance of Fire Safety Certificate		Pending			

[Print](#)

Fire Safety Certificate List

Application No: Application Status:

[Search](#) [Reset](#)

L#	Building/Project With Address	Application No.	Applicant's Name	Application Submitted On	Application Accepted On	Current Status of Application	Action	Print/Download
	SPARSH SPONGE IRON PVT. LTD. BALIKUDA, JAGAT SINGHPUR.	FSC1101050052020000103	I. SAMIR BISWAL	03-10-2020		Pending for Compliance	Comply	View Application History Comply History

22. The concerned authorized member shall schedule inspection of the premises. The applicant is advised to be available on date of inspection with all original documents.

23. If any shortfall/ deviation/ deficiency are found during inspection, the applicant is required to comply the same and resubmit it online within a specific time period as notified by the system under Query Management System.

24. The concerned authorized member may schedule for re-inspection and inspect the premises and if the application fulfills all requirements as per rules, the authorized member shall issue the Fire Safety Certificate in Form-V within 18 days.

25. The applicant can download the Fire Safety Certificate (Renewed) from his e-mail as well as from portal by login to his account once it is issued.

26. If the applicant does not comply with the requirements within specified time, the application may be rejected. Once rejected the applicant has to apply afresh using his/her same login credential and with same procedure. There is no provision of adjustment of fees or refund in case of a rejected application.

27. For any query related to online submission of application, the applicant can contact help line number **(0671-2304366)** provided in home page of agnishamaseva portal between 1000hrs to 1700hrs on any govt. working day.
