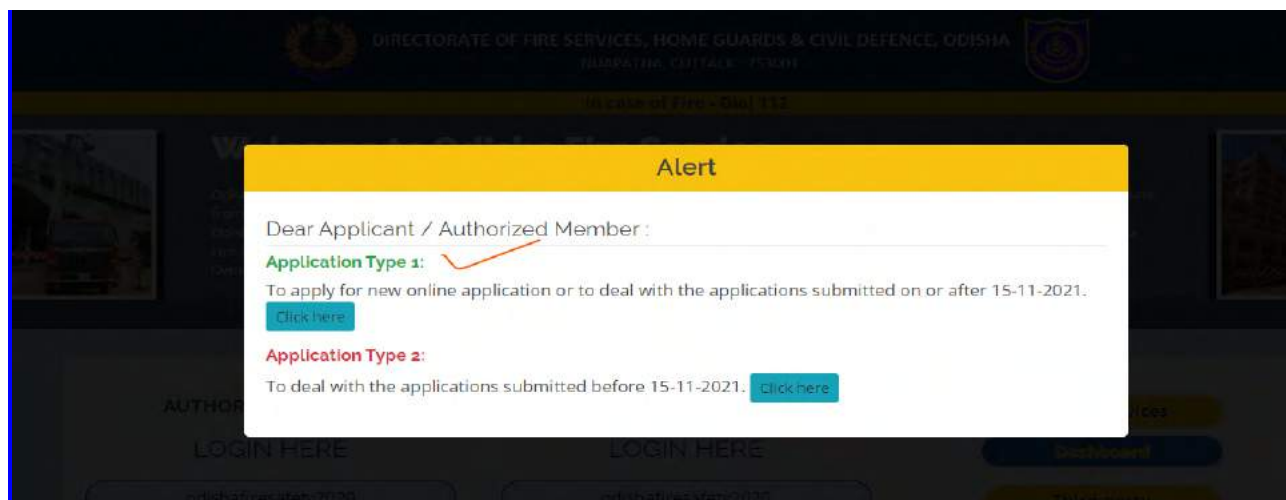
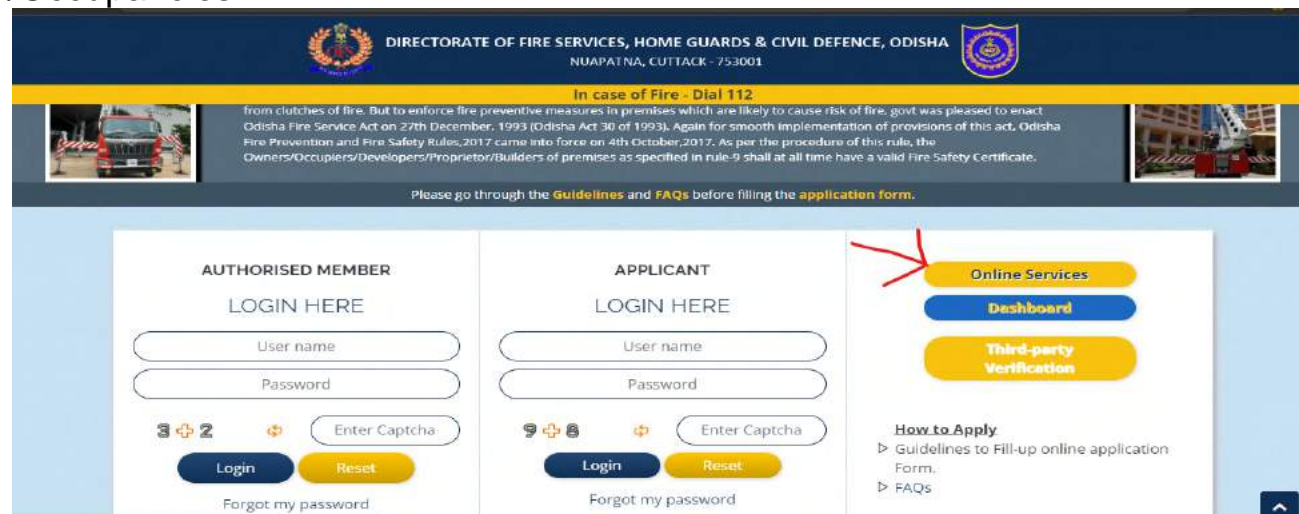


GUIDELINES TO FILL UP ONLINE APPLICATION FOR FIRE SAFETY CERTIFICATE IN RESPECT OF BUILDING(S)/ OCCUPANCIES

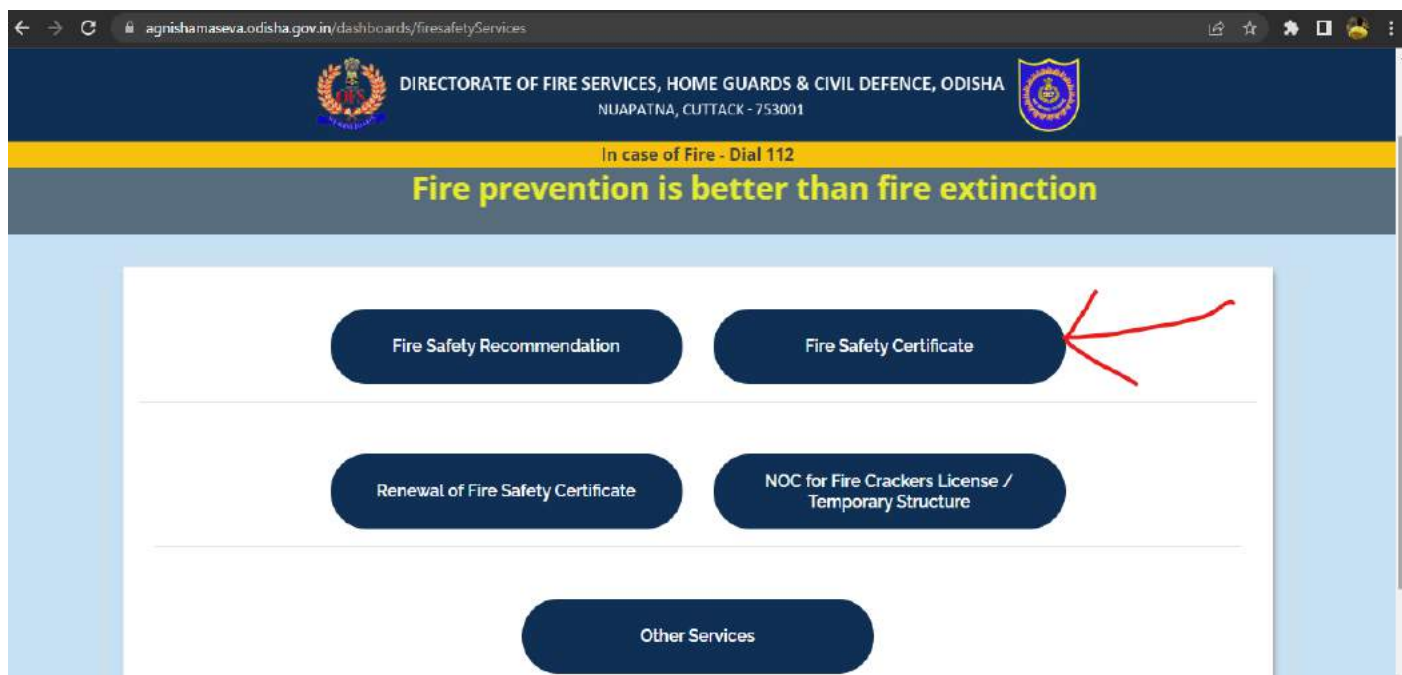
1. Before filling up the Application form please ensure that you have a valid e-mail ID, mobile number, scanned copy of your recent passport size photograph, signature and other documents (see FAQs for details of documents required for different services).
2. Select [Click here](#) for **Application 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.



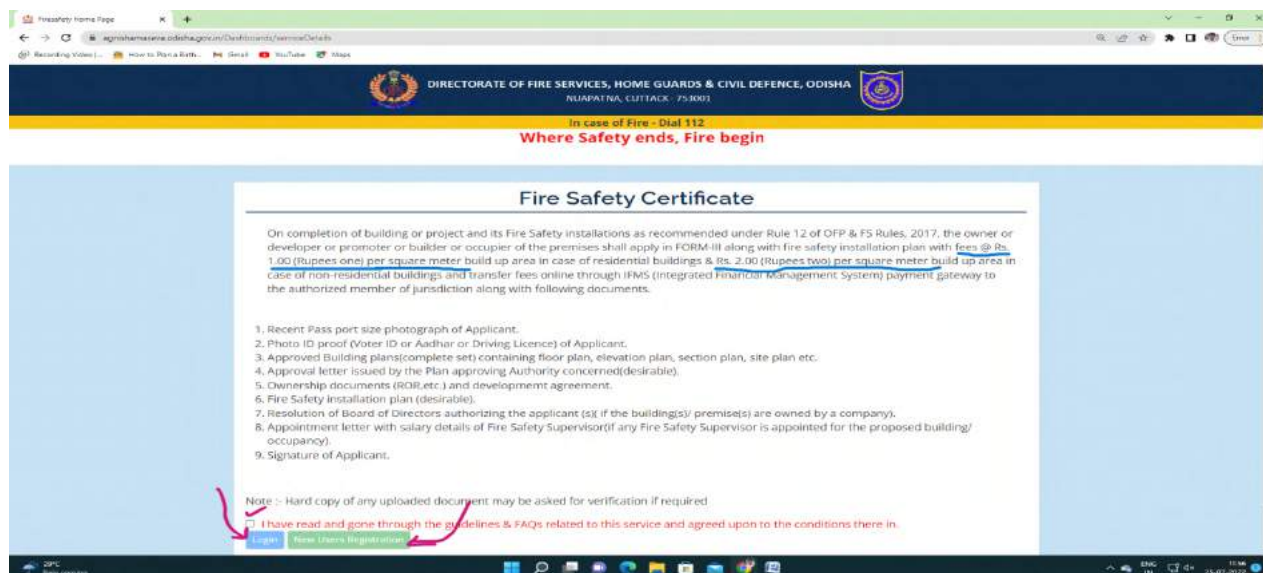
3. Click on the [Online Services](#) to apply for Fire Safety Certificate for Building /Occupancies.



4. Select **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.

Applicant Registration Form

Full Name: *	<input type="text" value="Enter User's Name"/>
Address: *	<input type="text" value="Enter Address"/>
Mobile: *	<input type="text" value="Enter Mobile"/>
Email Address: *	<input type="text" value="Enter Email Address"/>

[Back to Login](#)

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

Fire Safety Certificate

On completion of building or project and its Fire Safety installations as recommended under Rule 12 of OFP & FS Rules, 2017, the owner or developer or promoter or builder or occupier of the premises shall apply in FORM-III along with fire safety installation plan with fees @ Rs. 1.00 (Rupees one) per square meter build up area in case of residential buildings & Rs. 2.00 (Rupees two) per square meter build up area in case of non-residential buildings and transfer fees online through IFMS (Integrated Financial Management System) payment gateway to the authorized member of jurisdiction along with following documents.

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

Note: Hard copy of any uploaded document may be asked for verification if required

I have read and gone through the guidelines & FAQs related to this service and agreed upon to the conditions there in.

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

Sign In:

<input type="text" value="User name"/>	<input type="button" value=""/>
<input type="text" value="Password"/>	<input type="button" value=""/>
6 + 5 = 11	
<input type="text" value="Enter Captcha"/>	<input type="button" value=""/>

[Forgot my password](#)

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

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

Recommendation No.

To,

**The Director, Fire Services,
Odisha, Cuttack.**

Sir/Madam,
I/We

Son Daughter Wife Husband of

Applicant Photo

Applicant's address:

Locality

Land Mark

Activate Windows
Go to Settings to activate Windows.

10. Uploading of documents :-
- a. Details of the documents required to be uploaded for different services have been mentioned in **FAQs**.
 - b. The applicant has to upload the scanned copy of required documents.
 - c. The applicant must keep the originals of such documents with him for verification during inspection.
 - d. Documents shall be scanned properly in the true colour before uploading.
 - e. 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 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 'SABIR BISHAL'. The form is titled 'ENTER NAME IN CAPITAL LETTER ONLY' and 'APPLICANT DESIGNATION'. The 'Name and Address of Building/Project' section has a large text area. The 'Contact person's detail' section includes fields for Name, Email, Mobile No., and Alternative Mobile No. / Telephone No. A red arrow points to the 'Submit' button. There are also 'Save as Draft' and 'Reset' buttons. A declaration box at the bottom states 'We do hereby declare that the above mentioned information entered is true to belief and best of my/our knowledge.' with 'I Agree' and 'I Disagree' options.

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

The screenshot shows the 'Fire Safety Services' application form. The user is logged in as 'SABIR BISHAL'. The form is titled 'SIGNATURE OF APPLICANT'. The 'Signature of Applicant' section includes a signature field, 'Application Name', 'Application Designation', and 'Application Photo'. The 'Name and Address of Building/Project' section has a text area. The 'Contact person's detail' section includes fields for Name, Email, Mobile No., and Alternative Mobile No. / Telephone No. A pink arrow points to the 'Make Payment' button. There are also 'Track' and 'Post' buttons. A declaration box at the bottom states 'We do hereby declare that the above mentioned information entered is true to belief and best of my/our knowledge.' with 'I Agree' and 'I Disagree' options.

Fire Safety Services

Welcome: SAMIR BISWAL (User)

SAMIR BISWAL

My Profile

Change Password

View/Update

Fire Safety Recommendation

For Proposed Building(s)

Fire Safety Certificate

For Building(s) Constructed after: 04.10.2017

Payment Mode

Home / Payment Mode

Payment Mode

Payment Mode: Online

Back Proceed

Fire Safety Services

Welcome: SAMIR BISWAL (User)

SAMIR BISWAL

My Profile

Change Password

View/Update

Fire Safety Recommendation

For Proposed Building(s)

Fire Safety Certificate

For Building(s) Constructed after: 04.10.2017

Recommendation Payment

Home / Recommendation Payment

Recommendation Payment

Amount (in INR): 3000

Back Submit

- 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/echallan/challan-details?sessionId=CGHacSH_tKhgDjBjfnDrCd60FfJbZRFy_zop11.htm

FMS | Odisha ECHALLAN Guest User

Progress bar: 1 Challan Details, 2 Depositor Details, 3 Confirm Details, 4 Make Payment

Confirm Details

Please check the entered details before proceeding to payment

Challan Purpose

Head of Account	Purpose	Amount
0070-60-109-0097-02082-000	Online Payment transaction	10000.00

[Back to previous step](#)

Department Specific Information

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
8904481601392671			
Additional Information 4	Additional Information 5	Additional Information 6	

Activate Windows
Go to Settings to activate Windows.

Browser address bar: https://www.odishatreasury.gov.in/echallan/challan-details?sessionId=CGHacSH_tKhgDjBjfnDrCd60FfJbZRFy_zop11.htm

FMS | Odisha ECHALLAN Guest User

Progress bar: 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

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

 SBI ePay
5824 Transactions
70% Success

[Back to previous step](#)

Activate Windows
Go to Settings to activate Windows.

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

SBIePay

Payment Details

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

Mobile Number *

Email 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

MasterCard Verified by VISA PCI Symantec

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

SBIePay

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

MasterCard Verified by VISA PCI Symantec

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

SBIePay

Payment Details

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

Popular Banks

SBI

All Banks

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:	
GST:	
Total:	

APM ID: PG_TRANS_396

MasterCard Verified by VISA PCI Symantec



Payment Details

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

Please enter your card details

Card Number

Expiry Date/Valid Thru
 Month: Year:

CVV/CVC 4-DBC

Name of the card holder

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:

GST:

Total: Activate Windows

APM ID: PG_TRANS_396gs to activate Windows.

FMS Odisha ECHALLAN Guest User

Please note this number for future reference

Amount payable ₹ 10000.00

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

Accept Terms and Conditions

Selected Payment Mode: All Debit Card, UPI, Netbanking

Selected Bank: SBI ePay

Remarks:

Accept the iFMS Odisha Portal's terms and conditions.

Proceed to Payment Cancel

Cancel Payment

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FMS Odisha ECHALLAN Guest User

Please note this number for future reference

Amount payable ₹ 10000.00

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

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 28 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

Cancel Payment

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Browser: https://www.odishatreasury.gov.in/echallan/challan-details?sessionId=CGHacSH_tKhgDjBjndDrCd60fFrjBZRfIy_zop11hr

FMS | @disha ECHALLAN Guest User

Debit Card
Net Banking
Over the Counter

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 847 Transactions 78% Success	ICICI BANK 627 Transactions 91% Success	IDBI BANK LTD 120 Transactions 81% Success	INDIAN BANK 12 Transactions 0% Success	INDIAN OVERSEAS BANK 52 Transactions 79% Success	ORIENTAL BANK OF COMMERCE 10 Transactions 0% Success
PUNJAB NATIONAL BANK	STATE BANK OF INDIA	UCO BANK 151 Transactions	UNION BANK OF INDIA	UNITED BANK OF INDIA	

Browser: https://www.odishatreasury.gov.in/echallan/challan-details?sessionId=CGHacSH_tKhgDjBjndDrCd60fFrjBZRfIy_zop11hr

FMS | @disha 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

Debit Card
ICICI BANK
228 Transactions
41% Success

Activate Windows
Go to Settings to activate Windows.

Browser: https://www.odishatreasury.gov.in/echallan/challan-details?sessionId=CGHacSH_tKhgDjBjndDrCd60fFrjBZRfIy_zop11hr

FMS | @disha ECHALLAN Guest User

Depositor Details

Depositor Name	Address Line1	Address Line2	State
<input type="text"/>	OFDRA BHUBANESWAR	<input type="text"/>	Odisha
District	Pin	Phone Number	Email
Bhubaneswar	751024	<input type="text"/>	<input type="text"/>

Total Amount:

Depositor Identification

Identification Type	ID number
<input type="text"/>	<input type="text"/>

ID description:

[Previous](#) [Next](#)

Activate Windows
Go to Settings to activate Windows.

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
	Online Payment transaction	

Department Specific Information


Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
Additional Information 4	Additional Information 5	Additional Information 6	

Depositor Details

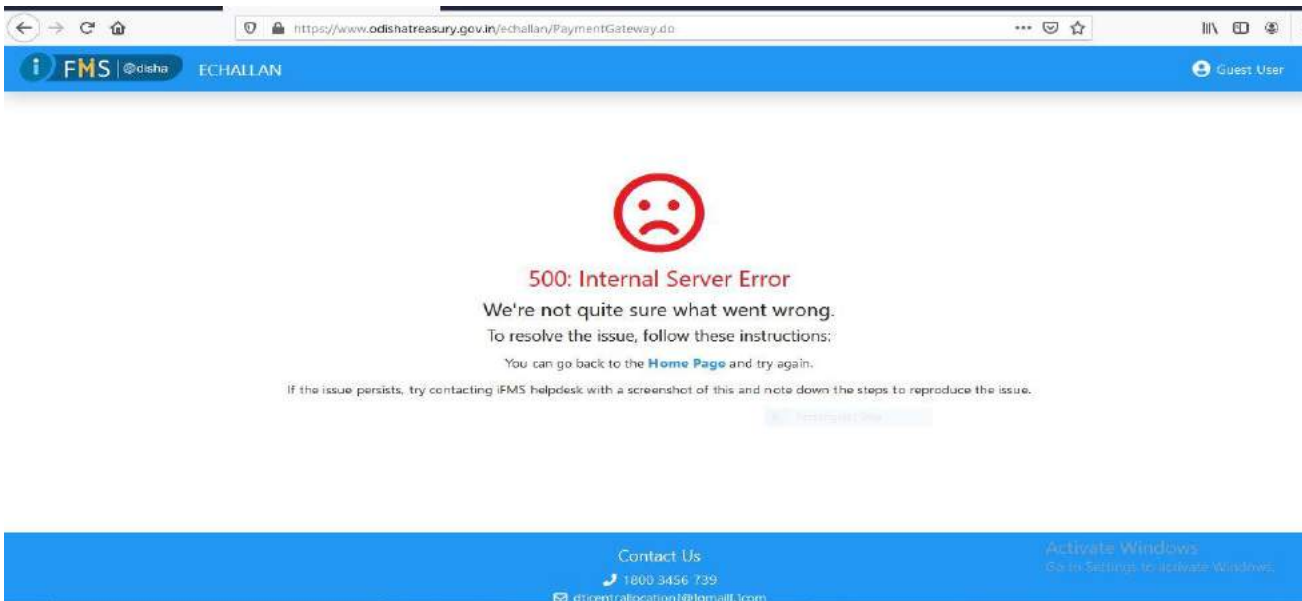
Depositor Name	Address Line1	Address Line2	State

Activate Windows
Go to Settings to activate Windows.

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	4444247000	
5.	Total Transaction Amount (In Rs.)	Rs. 1,000/- (echallan- Rs. 1000/- + agency- Rs. 0/-)	
6.	Amount (In words)	One thousand rupees Only	
Department specific information (if any)			
	Department Reference ID	5067101595685108	
Head of Account			
	Description	Head Of Account	Amount
	Online Payment transaction	0070-60-109-0097-02082-000	Rs. 1,000/-
			Challan Number & Date
			Not Generated
		Total Amount	Rs. 1,000/-
Bank Details			
	Name of the Bank	Test Bank	
	Mode of Transaction	Payment Gateway	
	Bank Transaction ID	TST2EBC247D60	
	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.			

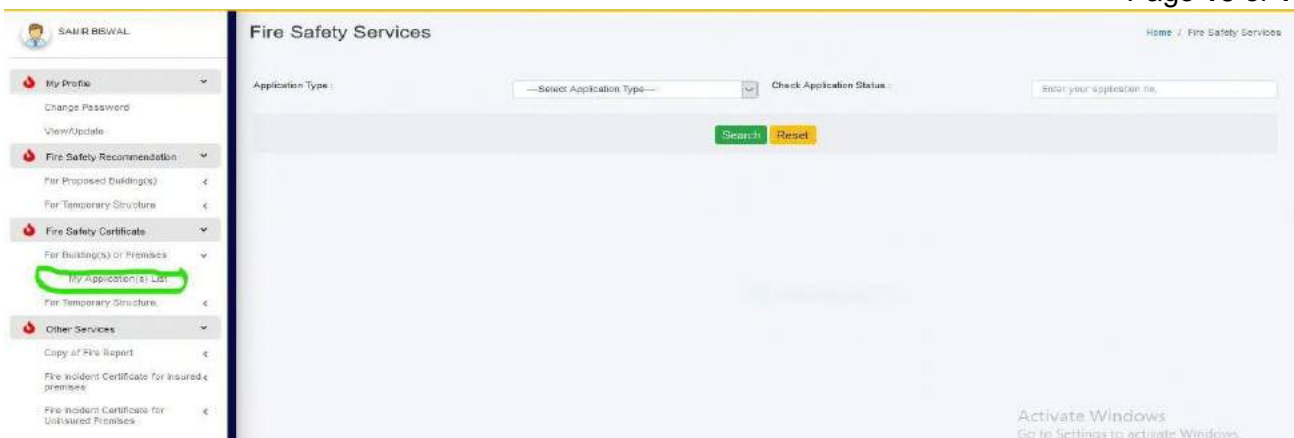
17. If found error in transaction while making payment online and money is debited from account then don't try to make re-payment. Please contact helpline number as provided in the agnishamaseva portal for assistance in this regard.



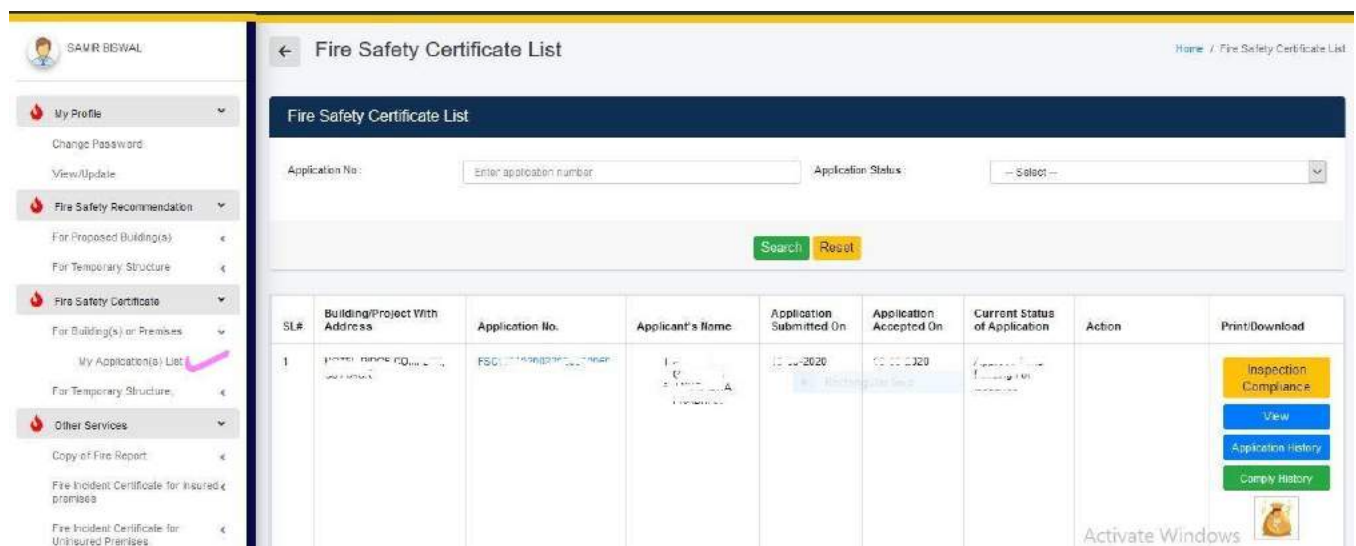
18. Soon after the successful submission of application, the applicant will be notified immediately with application number and the office of the concerned authorized Officer through his/her registered mobile (SMS) and e-mail.

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.





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 Services

Welcome: SAMIR BISWAL (User) 2000 Log out

SAMIR BISWAL

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

Other Services
Copy of Fire Report
Fire Incident Certificate for Insured Premises
Fire Incident Certificate for Uninsured Premises

Fire Safety Certificate List

Application No: Application Status:

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. BALUKUDA JAGAT SINGHPUR	FSC110105006202000103	i SAMIR BISWAL	03-10-2020		Pending for Compliance	<input type="button" value="Comply"/>	<input type="button" value="View"/> <input type="button" value="Application History"/> <input type="button" value="Comply History"/>

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 thereto (if any)		Completed	Query has been sent to applicant to comply correctly by 30-05-2022	17-05-2022	21-05-2022
2.	Schedule and completing site inspection and raising query thereto (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			

Buildings & its Designated Officer 5 04-07-2022 Query has been sent to applicant to comply correctly by 06-09-2022

Form III & IV 5 04-07-2022 Sent For Compliance

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 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.
