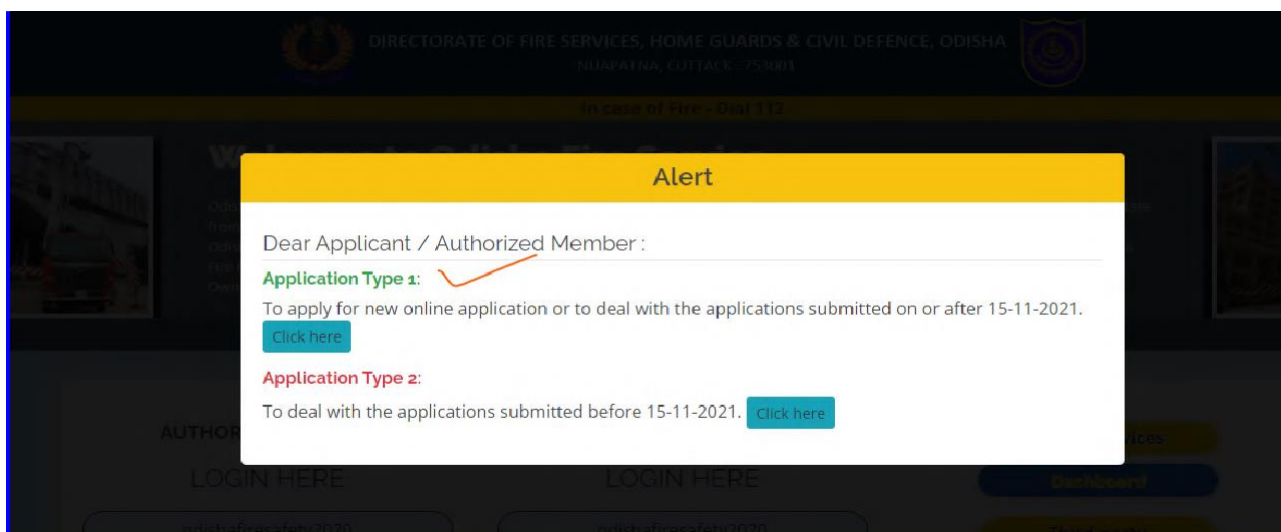


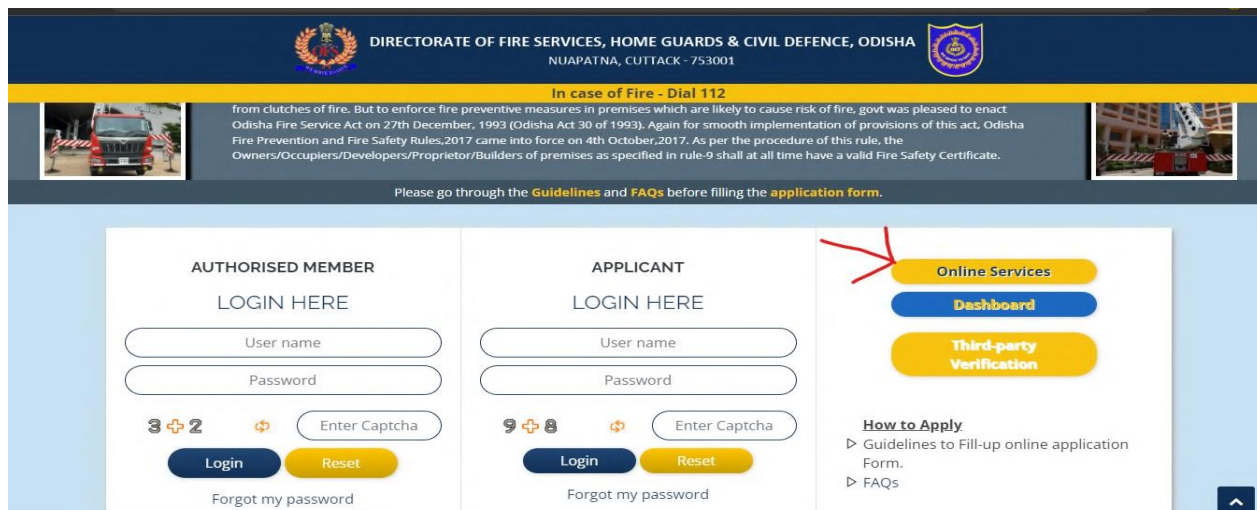
## GUIDELINES TO FILL UP ONLINE APPLICATION FOR FIRE SAFETY RECOMMENDATION IN RESPECT OF PROPOSED BUILDING(S)/ OCCUPANCIES

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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 Recommendation for Temporary Structure.



4. Click on NOC for **Firecrackers License/ Temporary Structure**

DIRECTORATE OF FIRE SERVICES, HOME GUARDS & CIVIL DEFENCE, ODISHA  
NUAPATNA, CUTTACK - 753001

In case of Fire - Dial 112

Welcome to Odisha Fire Service

Fire prevention is better than fire extinction

Fire Safety Recommendation

Fire Safety Certificate

Renewal of Fire Safety Certificate

NOC for Fire Crackers License / Temporary Structure

Other Services

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. In case existing user click on **Login**.

DIRECTORATE OF FIRE SERVICES, HOME GUARDS & CIVIL DEFENCE, ODISHA  
NUAPATNA, CUTTACK - 753001

In case of Fire - Dial 112

Any person desirous to obtain Fire Safety Recommendation under rule 12 of OFP & FS Rules, 2017 shall apply in plain paper being signed by applicant along with drawing containing site plan, layout plan, floor plan, elevation plan with fees @ 1.00 (Rupees one) per square meter built up area in case of residential buildings & Rs. 2.00 (Rupees two) per square meter built 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. Plain Application (written application) being signed by Applicant.
2. Letter of authorization ( if applicant is not the owner.)
3. Proposed Building plans containing Site Plan, Layout Plan, Floor Plan, Elevation Plan, etc.
4. Ownership documents (ROR, etc.).
5. Photo ID proof (Voter ID or Aadhar or Driving Licence) of Applicant
6. Signature of Applicant.
7. Recent Pass port size photograph of Applicant.

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

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

Login New Users Registration

6. **For New Users Registration-** Fill all the details and click on submit to get OTP for email and mobile number verification. After entering OTP, username and password will be received on registered mobile number for login. (**Note: - Registered email id is the username**)

The screenshot shows the 'Fire Safety Recommendation' page. The header includes the logo of the Directorate of Fire Services, Home Guards & Civil Defence, Odisha, and the text 'In case of Fire - Dial 112'. The main content area contains a paragraph explaining the process and a list of seven required documents:

1. Plain Application (written application) being signed by Applicant.
2. Letter of authorization (if applicant is not the owner.)
3. Proposed Building plans containing Site Plan, Layout Plan, Floor Plan, Elevation Plan, etc.
4. Ownership documents (ROR, etc.).
5. Photo ID proof (Voter ID or Aadhar or Driving Licence) of Applicant
6. Signature of Applicant.
7. Recent Pass port size photograph of Applicant.

Below the list, there is a note: 'Note: Hard copy of any uploaded document may be asked for verification if required'. A red arrow points to the 'Login' button, and a green box highlights the 'New Users Registration' button.

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

The screenshot shows the 'Applicant Registration Form' on the website. The form includes the following fields:

- Full Name: \* (Enter User's Name)
- Address: \* (Enter Address)
- Mobile: \* (Enter Mobile)
- Email: \* (Enter Email)
- Captcha: (Enter Captcha)

At the bottom of the form, there are 'Submit' and 'Cancel' buttons. Below the form, there is a link that says 'Back to Login'.

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

The screenshot shows the 'Applicant OTP' verification page on the website. The form includes the following fields:

- OTP: \* (Enter OTP)
- Email OTP: \* (Enter Email OTP)

At the bottom of the form, there are 'Submit' and 'Cancel' buttons. Below the form, there is a message: 'You can resend otp after' followed by a 'Resend OTP' button.

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

## 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/her for verification during site inspection.
- d. Documents shall be scanned properly in the true colour before uploading.
- e. The admissible documents format and size shall be as under-
  - Plain application (**pdf** or **jpg** up to 2MB)
  - 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)
  - Sketch map (**pdf**, **jpg** or **dwg** up to 10MB);
  - and all other documents (**pdf** up to 2MB)

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

12. 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.

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

Fire Safety Services

Welcome: SAWARMAL BANKA ( User ) Log out

Sawarmal Banka

Fire Safety Recommendation For Temporary Structure

Home / Fire Safety Recommendation For Temporary Structure

Fire Safety Recommendation For Temporary Structure List

Application No. :  Application Status :

SL#	Address of the premises/ Structure	Application No.	Applicant's Name	Application Submitted On	Application Accepted On	Current Status of Application	Action	Print/Download
1			I.	N/A		Save as Draft	<input type="button" value="Edit"/>	<input type="button" value="View"/> <input type="button" value="Application History"/>
2			I.	N/A		Save as Draft	<input type="button" value="Edit"/>	<input type="button" value="View"/> <input type="button" value="Application History"/>

Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2

17. 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 ) Log out

SAMIR BISWAL

Recommendation List

Application No. :  Application Status :

SL#	Building/Project With Address	Application No.	Applicant's Name	Application Submitted On	Application Accepted On	Current Status of Application	Action	Print/Download
1	SPARSH SPONGE IRON LTD, MANCHESWAR, BHUBANESWAR	FSR/2041308202000125	I. SAMIR BISWAL	01-10-2020		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"/>



18. 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.

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 30-06-2022	17-06-2022	21-06-2022
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			

[Print](#)

Buildings & its Designated Officer	5	04-07-2022	Query has been sent to applicant to comply correctly by 06-09-2022
Form III & IV	6	04-07-2022	Sent For Compliance

19. If any shortfall (s)/ deviation (s)/ deficiency (s) is/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.

20. 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 Officer shall issue the Fire Safety Recommendation for Temporary Structure in Form-II.

21. The applicant can download the Fire Safety Recommendation for Temporary Structure from his e-mail as well as from portal by login (APPLICANT LOGIN) to his account once it is issued.

22. 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 rejected application.

23. For any query related to online submission of application, the applicant can contact help line number **(0671-2304366)** provided at home page bottom of agnishamaseva portal between 10:00 hrs to 17:00 hrs on any govt. working day.

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