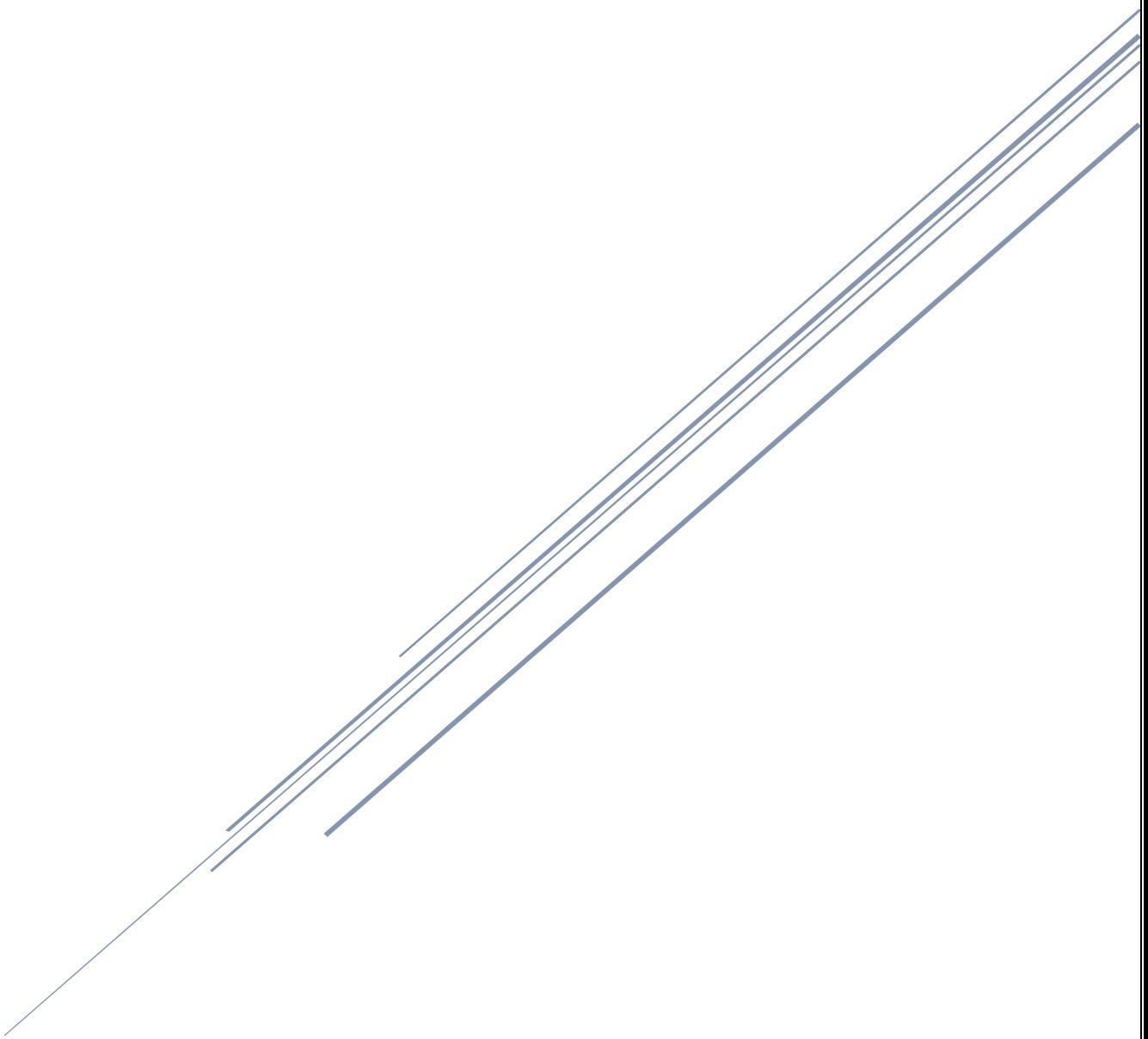


# **Procedure and Checklist for Online application for the No Objection Certificate (N.O.C) from Department of Fire Services**



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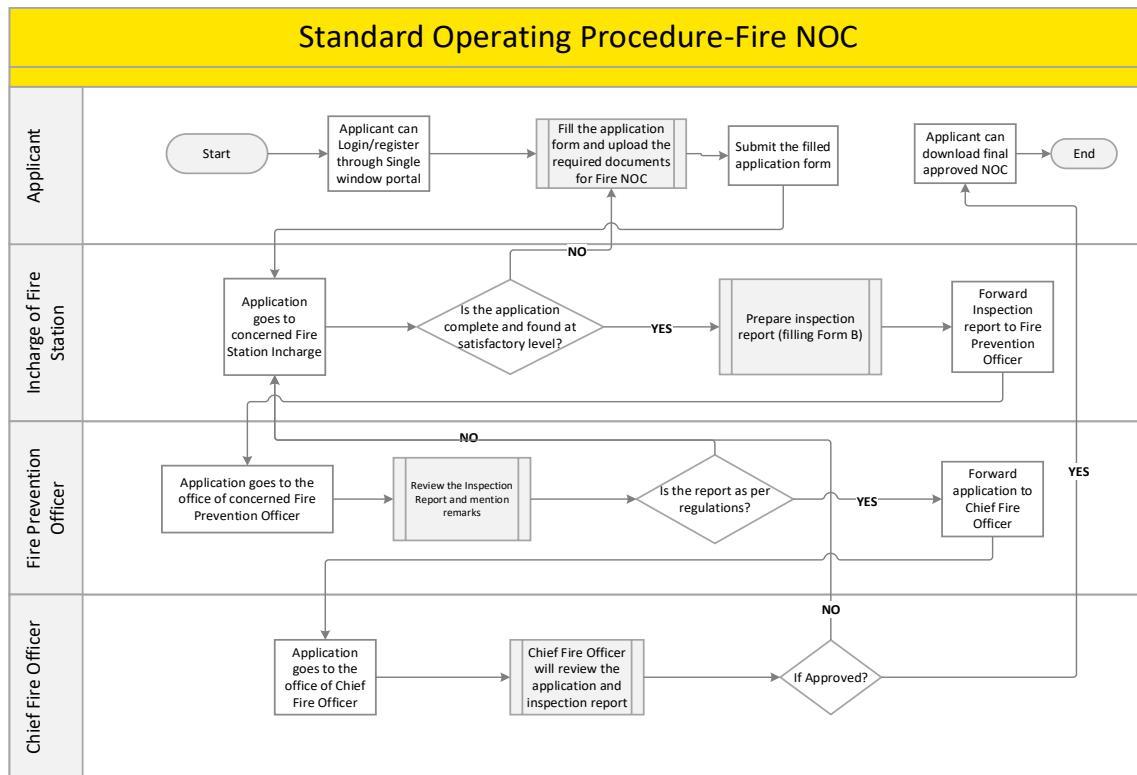
## A) Document Checklist

- 1) A copy of approved drawings of the building.
- 2) Whether the property is own/rented/leased. (documentary proof)
- 3) A copy of previous N.O.C. (in case of renewal)
- 4) i) Explosive Certificates of CO2 Extinguishers.  
ii) Hydraulic Pressure Test (HPT) report of all type of Fire Extinguishers along with certificate of manufacturing year for old extinguishers.  
iii) A copy of proof of mfg. year of fire extinguisher.  
iv) Detail of portable fire extinguishers showing location, manufacturing date, refilling date, Explosive number/Serial number, make and HPT etc.

## B) Procedure/ Service Delivery Process

Service delivery for No Objection Certificate			
S. No.	Process Description	Responsibility Centre	Time taken
1.	Applicant apply through Single Window Clearance System ( <a href="https://emerginghimachal.hp.gov.in/">https://emerginghimachal.hp.gov.in/</a> )	Applicant	--
2.	Applicant needs to get registered by providing email and mobile number. Registered applicant will fill the Form- "A" online through Single Window System.	Applicant	--
3.	Once application i.e. Form- "A" is submitted online it will be reflected in the official website of the Fire Station In-charge concerned.	Applicant	--
4.	Application will be dealt at Fire Station level by the In-charge Fire Station and if found in order, the Fire Officer/In-charge will get its printout for carry out the inspection of concerned premises. After inspection, if Fire & Life Safety measures provided in the premises are found satisfactory then the In-charge/Fire Officer will submit the report on Form- "B" to the Fire Prevention Officer, Fire Hdqrs. Shimla.	Fire Station Incharge	14 Days
5.	If the Fire Prevention Officer found the report in order, he will submit the case to the Chief Fire Officer, H.P. for issuing of NOC.	Fire Prevention Officer	09 Days
6.	The Chief Fire Officer, H.P. shall approve/reject the NOC.	Chief Fire Officer	07 Days
7.	Applicant can download the final approved recommendation/rejection of "No Objection Certificate"(NOC) from the online portal or can take print out.	Applicant	--

### C) Service Delivery Workflow



### D) Applicable Fees

No fee is charged for Fire license/ NOC.

[https://himachal.nic.in/WriteReadData/1892s/171\\_1892s/PSG-27559349.pdf](https://himachal.nic.in/WriteReadData/1892s/171_1892s/PSG-27559349.pdf)

### E) Timelines:

Timelines for the service delivery (30 days) are mandated under the Himachal Pradesh Public Service Guarantee Act, 2011.

Notification can be accessed by following the link

[https://himachal.nic.in/WriteReadData/1892s/171\\_1892s/PSG-27559349.pdf](https://himachal.nic.in/WriteReadData/1892s/171_1892s/PSG-27559349.pdf)