

Process to obtain Online NOC

APPLICANT	Step 1: Registration	<ul style="list-style-type: none"> The Applicants shall first register themselves online in the portal using their contact information (Email ID and Mobile Number) and password. This Email ID and password can be used to login into the portal.
	Step 2: Application Entry	<ul style="list-style-type: none"> After logging into the portal, the Applicant can enter and upload their Application for pre construction NOC, post construction NOC and renewal of NOC.
	Step 3: Submission of Application	<ul style="list-style-type: none"> After the complete entry of the application, the applicant shall go ahead and submit the application. At this point of time, the system validates the application for correctness and completeness. In case of any deficiencies identified (required documents and equipments), the system will not allow the applicant to submit it, unless such deficiencies are rectified. List of application and status of application can be viewed in the dashboard of the applicant.
DIRECTOR	Step 4: Director Review (Time Required: 5 Days)	<ul style="list-style-type: none"> Once, the application is submitted it appears in the Dashboard of the Director. The Director shall review the application and assign an inspection team for the inspection of the premise.
FIRE OFFICER	Step 5: Inspection by Fire Officer & Report (Time Required: 20 Days)	<ul style="list-style-type: none"> The inspection team shall visit the premise and submit an inspection report after inspection. Inspection team shall submit a recommendation and Note.
DIRECTOR	Step 6 Issue / Rejection with Remark (Time Required: 5 Days)	<ul style="list-style-type: none"> The application and the inspection report are reviewed by the Director. Based on the Recommendations and the inspection report of the inspection team, the Director can either Issue or Reject the NOC. In case the NOC is to be issued, a system generated copy of the NOC is generated and printed from the Portal.
APPLICANT	Step 7 Download	<ul style="list-style-type: none"> The generated NOC may be downloaded by the Applicants from their dashboard by login into the Portal using their Email ID and Password. The process of NOC generation will take maximum 30 days for any valid application.