STANDARD OPERATING PROCEDURE OF FIRE AND EMERGENCY SERVICES, MC CHANDIGARH
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“STANDARAD OPERATING PROCEDURE FOR ISSUANCE OF FIRE SAFETY NOC”

1. **Reciept of an Application on Prescribed Proforma from the Applicant by the Office of Chief Fire Officer**

2. Application will further down-marked to the SFO concerned under whose jurisdiction the occupancy of applicant falls.

3. **Scrutiny of Application by the Station Fire Officer**

4. **Application In Order**
   - Yes: Station Fire Officer checks/inspects the site.
   - No: Resubmit application after attending observations and removal of discrepancy.

5. Discrepancies observed
   - Yes: Intimation by SFO concerned to applicant for removal of discrepancies.
   - No: Station Fire Officer recommends the case for issuance of NOC to the Applicant and forward the same to the Office of Chief Fire Officer.

6. Issuance of NOC to the Applicant by the Office of the Chief Fire Officer

7. 30 Days time is given under Citizen Charter for the issuance of Fire Safety NOC.
STANDARAD OPERATING PROCEDURE FOR ISSUANCE OF FIRE OCCURRENCE REPORT

1. Receipt of an application on prescribed proforma from the applicant by the office of Chief Fire Officer.

2. Down-marking of application/proforma to the concerned station fire officer by the Chief Fire Officer.

3. Scrutiny of application and available relevant record i.e. occurrence book & fire call report etc. by the station fire officer.

4. Preparation and recommendation of fire occurrence report by the station fire officer to the office of the Chief Fire Officer.

5. Issuance of fire occurrence report to the applicant by the office of Chief Fire Officer.

10 Days time is given under citizen charter for the issuance of fire occurrence report.
“STANDARD OPERATING PROCEDURE FOR APPROVAL OF FIRE SAFETY LAYOUT PLAN”

1. Receipt of an application on prescribed proforma along with proposed drawings/plans from the applicant/building authorities by the office of the chief fire officer.

2. Down-marking of application/proforma/proposed plans to the concerned station fire officer (member plan approval committee) by the chief fire officer.

3. Scrutiny of application and proposed drawing plans by the concerned station fire officer.

4. Application/proposed plans in order:
   - Yes: Approval and recommendation of fire safety layout plan forwarded by the station fire officer (member plan approval committee) to the office of the chief fire officer.
   - No: Intimation to applicant/building authority for removal of discrepancies.

5. Approval and recommendation of fire safety layout plan forwarded by the station fire officer (member plan approval committee) to the office of the chief fire officer.

6. Issuance of fire safety layout plan to the applicant/building authority by the office of the chief fire officer.

7. 30 days time is given under citizen charter for the approval of fire safety layout plan.