

Site Inspection Report (Pre-establishment NOC)

Documents to be provided by the User Departments

A copy of following documents is to be handed over to the inspecting Fire Officer during inspection.

1. Site and Location plan.
2. Project Plan/Report.
3. Revenue proof of site (Jamabandi and Tatima)

Proposed workflow for the service delivery

1. Applicant be registered for the service online (Please Designing applicant Registration form as in case of general services having basic information and ID proof. Mobile no. Etc of a Citizen). After Successful registration applicant will get Log in ID and Password.
2. Registered applicant will fill the Form-A-1 Online and application acknowledgment will be generated for future reference.
3. Once application is submitted it will be available in the office of the concerned Commandant, Home Guards /Divisional Fire Officer for further necessary action.
4. Application is dealt at Commandant /Divisional Fire Officers' office level by the Fire Clerk/Assistant and if found not complete than return back to the applicant and in case of completion print out is taken and then sent by the Commandant, Home Guards/ Divisional Fire Officer to the concerned Fire Officer for inspection.
5. After Inspection, if the site found suitable for the project to be constructed then dully filled Form –“B-1” is submitted to the concerned Commandant Home Guards /Divisional Fire Officer. (in case of deficient Fire and Life Safety measures applicant is advised by the inspecting Officer to fulfill the norms)
6. Dealing hand in the office of the concerned the Commandant, Home Guards/ Divisional Fire Officer fills the Inspection report online in on service plus portal and also uploads the scanned copy of manually filled inspection report submitted by the Fire Officer for cross verification of information filled on the Service Plus Portal.
7. After completion of the above process this application will be forwarded to the concerned Commandant, Home Guards /Divisional Fire Officer for further necessary action.
8. Commandant, Home Guards/ Divisional Fire Officer forwards applications recommended for the grant of S.I.R.(i.e. Pre-Establishment N.O.C.) by the Fire officer to the Chief Fire Officer, H.P. Shimla.
9. Dealing Asstt. in Fire Prevention wing in the office of the Chief Fire officer in Shimla deals the applications forwarded by the commandant /Divisional Fire Officer and forwards to the Fire Prevention Officer for scrutinizing and final recommendation for the Grant of S.I.R.
10. The inspection report (Form-B-1) is forwarded by the Fire Prevention Officer after scrutiny to the Chief Fire Officer for approval, if approved then the dealing hand in the O/o the Chief Fire Officer generates the S.I.R. and takes a print out of the same with a unique number as per Departmental Numbering Scheme. (if not approved then case is sent back to inspecting officer to get the norms fulfilled).
11. Printed S.I.R.(i.e. Pre-Establishment N.O.C.) is submitted to the Chief Fire Officer, H.P. for signature .
12. Scanned copy of the duly signed and stamped S.I.R.(i.e. Pre-Establishment N.O.C.) is uploaded on the website. It can be downloaded or printout can be taken by the applicant for necessary usage.