

From

Director,
Urban Local Bodies-cum-Fire Service,
Haryana, Panchkula.

To

1. The Additional Chief Secretary to Govt. Haryana, Town & Country Planning Department.
2. The Principal Secretary to Govt. Haryana, Industries Department, Chandigarh
3. The Principal Secretary to Govt. Haryana, Urban Local Bodies, Chandigarh
4. The Director, Industries & Commerce Department, Haryana, Chandigarh

Memo No.DFS/FA/2016/12321-24
Dated:17.02.2016

Subject: Policy regarding approval of fire fighting scheme and issuance of Fire NOC for industrial units in the State of Haryana in view of Enterprises Promotion Policy-2015

In reference to the Enterprises Promotion Policy, 2015 (hereinafter referred as EPP-2015) issued by the Industries Department, Haryana, the following new policy/ guidelines are issued regarding approval of fire fighting scheme and issuance of Fire NOC for industrial units in the State of Haryana as per provisions of the Haryana Fire service Act, 2009:-

1.1

Competent Authority to approve fire fighting scheme and issuance of Fire NOC:

There will be two tier system as below:-

- (i) **Projects with investment of more than Rs. 10 crore or involving approval of fire fighting scheme and issuance of Fire NOC of more than one acre:-** The request for approval of fire fighting scheme and issuance of Fire NOC in such cases will be considered and decided by the Empowered Executive Committee (EEC) notified under the EPP-2015. After clearance by the committee, the permission under the provisions of section 15 of Act of 2009 will be issued by the Director, Fire Service, Haryana.
- (ii) **Projects with investment upto Rs. 10 crore or involving approval of fire fighting scheme and issuance of Fire NOC upto one acre:-** The request for approval of fire fighting scheme and issuance of Fire NOC in such cases will be considered and decided by the District Level Clearance Committee notified under the EPP-2015. After approval of the committee, the permission under the provisions of section 15 of Act of 2009 will be issued by the Deputy Commissioner concerned.

1.2

Procedure of submission of application:

Application for seeking approval of fire fighting scheme and issuance of Fire NOC under the provisions of section 15 of Act of 2009 will be applied online on www.ulbharyana.gov.in and documents will be submitted manually in the municipalities as per detail annexed as at Annexure 'A'.

1.2.1

In case of approval of fire fighting scheme, application form should be supported by following documents:-

- a) Completely filled Fire Questionnaire in Form FFS 1 for the building below 15 meters in height whereas in form FFS 2 for the buildings above 15 meter in height.
- b) Design calculation for Ventilation in basement, Lift well, lift lobby and stair case pressurisation.
- c) Compartmentation calculation.
- d) Design calculation of extended basement.
- e) Pump Head Calculation.
- f) Under ground water tank capacity calculation as per National Building code.
- g) Sprinkler design calculation.
- h) Electrical load calculation.
- i) Site plan in the scale 1 to 200 for sites not exceeding 1000 square meters, 1 to 400 for sites exceeding 1000 square meters but below 4500 square meters and 1 to 800 for sites of 4500 square meters and above
- j) The site plan should be prepared with sufficient accuracy to enable the site to be identified and shall be on distinct azo prints in triplicate. The site plan shall be dimensioned in metric system and shall show;
- k) Every person giving an application under these guidelines/Haryana Fire Act, 2009 shall appoint the agencies for designing and drawing up the various plans. The supervision of installing fire fighting system/equipment may be undertaken by the empanelled agencies and each empanelled agency shall sign the certificate taking responsibility for complete supervision. The agencies will be appointed for following:-
 - i. agency for fire fighting;
 - ii. agency for electrical & detection system;
 - iii. agency for ventilation, pressurization and air conditioning (HVAC);
 - iv. structural engineer for class of construction and designing;

The application, plans, design calculation, specifications and the certificates shall be signed by the applicant and their empanelled agency.

- l) The application shall be accompanied by the charges/fees prescribed by the government from time to time.
- m) Checklist to be submitted alongwith the documents as detailed below:

Check list for Fire Scheme (under 15 mtrs.)

Sr. No	Documents Required
01	Application form
02	02 Set of drawing with fire scheme marked & approved from concern authority
03	BR-III if any
04	Allotment Letter/CLU/Registry
05	Checklist as per NBC 2005
06	Authorization letter with Employee ID proof

Check list for Fire Scheme (Above 15 mtrs.)

Sr. No	Documents Required
01	Application form
02	Fire Consultant Certificate
03	Sanction of Building Plan/BR-III
04	Fire Questionnaire - 3Set (Duly signed by Owner, Architect, Fire Consultant)
05	Checklist as per NBC 2005
06	Three set of building plan with smoke/Ventilation in basement with calculation drawing (Duly signed by Owner, Architect, Fire Consultant)
07	Authorization letter with Employee ID proof

- n) The application shall be treated as the thirty days notice for start of construction. The construction can be started after thirty days, in case no objection is conveyed to the applicant.

1.2.3

In case of No objection certificate:

- a) Copy of approval of fire fighting scheme.
- b) Copy of approved questionnaire.
- c) Photographs of front, side and rear elevation of the building shall be submitted along with photographs in working condition of all provisions and equipments. A compact disc containing all photographs shall also be submitted.

- d) Checklist to be submitted alongwith the documents as detailed below:

Check list for Fire NOC (under 15 mtrs.)

Sr. No	Documents Required
01	Request Letter
02	Sanction of Building Plan/BR-III
03	Copy of allotment/CLU
04	Approval of fire scheme letter (with 1st of drawing if approved before June 2012)
05	Authorization letter
06	ID proof (Owner/Self attested)

Check list for Fire NOC (Above 15 mtrs.)

Sr. No	Documents Required
01	Application form
02	Approval of Fire Fighting Scheme
03	Permission Letter/BR-III
04	Checklist as per NBC 2005
05	Detail of dedicated fire staff, with name, Qualification & Contact Nos.
06	Detail of Building
	a) Total tower approved
	b) Applied for Nos. of towers (With tower nos. & name)
	c) Remaining for Nos. of towers (With tower nos. & name)
	d) Detail of already issued NOC (With tower nos. & name)
	e) Authorization letter with Employee ID proof
	f) Photographs of Basement (In case of Hotels)

- 1.3 a) In case of projects covered under 1.1(i) above, the Fire Station Officer shall forward the detailed report along with comments to the Director, Fire Service, Haryana on single file, within 10 working days. The recommendation of the department will be submitted before the Empowered Executive Committee for examining and taking decision thereof.
- b) For application falling under category 1.1(ii), the Fire Station Officer shall forward the application along with detailed report and comments to the District level Clearance Committee, within 10 working days for examining and taking decision thereof. The Deputy Commissioner in the State of Haryana is authorised to take cognizance of any application under Section 15 of the Haryana Fire Service Act, 2009 regarding approval of fire fighting scheme and issuance of fire no objection certificate after completion within their jurisdiction

1.4

If any entrepreneur wants to apply for seeking approval of fire fighting scheme and issuance of Fire NOC under the provisions of Section 15 of Act of 2009 for industrial purpose as per existing procedure of the department, without following the method prescribed under this policy, he would free to do so and the same would be decided as per existing levels of competency of the Department.

8d/-
Deputy Director (Fire),
for Director, Urban Local Bodies-
cum-Fire Service, Haryana,
Panchkula.

Endst. No. DFS/FA/2016/12325-12485

Dated: 17-2-2016

A copy of the above is forwarded to the following for information and necessary action:-

1. All Deputy Commissioners in the State.
2. All Executive Officer/Secretaries of Municipal Councils/Committees.
3. All the Fire Station Officers in Haryana State.

Deputy Director (Fire),
for Director, Urban Local Bodies-
cum-Fire Service, Haryana,
Panchkula.

C.C:-

Nodal Officer website

Sr. No.	Name of District	Name of Fire Station where files are to be submitted	Fire Office email address
1.	AMBALA	Ambala Cantt	hfs.ambala@gmail.com
2.	PANCHKULA	Panchkula	hfs.panchkual@gmail.com
3.	YAMUNA NAGAR	Yamuna Nagar	hfs.yamunanagar@gmail.com
4.	KURUKSHETRA	Kurukshetra	hfs.kurukshetra@gmail.com
5.	KAITHAL	Kaithal	hfs.kaithal@gmail.com
6.	ROHTAK	Rohtak	hfs.rohtak@gmail.com
7.	KARNAL	Karnal	hfs.karnal@gmail.com
8.	PANIPAT	Panipat Main	hfs.panipat@gmail.com
9.	SONIPAT	Sonipat	hfs.sonipat@gmail.com
10.	JHAJJAR	Jhajjar (Bahadurgarh main)	hfs.jhajjar@gmail.com
11.	GURGAON	Gurgaon Sector-29	Firestationsector29@yahoo.in
12.	FARIDABAD	Faridabad NIT	hfs.faridabad@gmail.com
13.	PALWAL	Palwal	hfs.palwal@gmail.com
14.	MEWAT	Nuh	hfs.nuh@gmail.com
15.	REWARI	Rewari	hfs.rewari@gmail.com
16.	NARNAUL	Mahendergarh (Narnaul)	hfs.mahendergarh@gmail.com
17.	HISAR	Hisar Main	hfs.hissar@gmail.com
		Hansi	
18.	JIND	Jind	hfs.jind@gmail.com
19.	FATEHABAD	Fatehabad	hfs.fatehabad@gmail.com
20.	SIRSA	Sirsa	hfs.sirsa@gmail.com
		Dabwali	
21.	BHIWANI	Bhiwani	hfs.bhiwani@gmail.com