

Online Issuance of NOC (Provisional & Occupancy) for Multi-Storeyed Residential Buildings

APPLICANT	Step 1: Registration	<ul style="list-style-type: none"> The Applicants shall first register themselves online in the Online NOC Portal using their Contact Information (Email and Mobile Number). A password is generated for them and sent thru SMS to their Mobile Number. This password can be used to login into the Online NOC 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 Provisional NOC or Occupancy Certificate.
	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, the system will not allow the Applicant to Submit it, unless such deficiencies are rectified.
DEPARTMENT	Step 4: Inspection by DFO & Note by Section	<ul style="list-style-type: none"> Once, the application is submitted it appears in the Dashboard of the relevant Regional and District Fire Officers and the applicable Section. The RFO/DFO shall review the application and the site and submit an Inspection Report. The Section Officers shall review the submitted application and plans for completeness and submit a Note
	Step 5: Reviews & Recommendation	<ul style="list-style-type: none"> After the Section submitting note and the RFO/DFO submitting Inspection Report, the application is reviewed by Senior Officers.
	Step 6 Issue / Rejection with Remark	<ul style="list-style-type: none"> Based on the Recommendations of the Officers and the Inspection Report by RFO/DFO, the Office of DGFS can either Issue or Reject the Provisional NOC. In case the NOC is to be issued, a Copy of the NOC is generated and printed from the Portal. In case of Rejection, a Letter of Rejection is Prepared. The document is then signed by DGFS and then Scanned and Uploaded to the Portal. The Scanned Copy is also emailed to the Applicant and an SMS sent with information about the issuance/rejection.
APPLICANT	Step 7 Download	<ul style="list-style-type: none"> The uploaded NOC or Rejection Letter may be downloaded by the Applicant by logging into the Portal using his Login and Password.