

FORM - I

FORM OF APPLICATION FOR "NO OBJECTION CERTIFICATE (NOC)" IN RESPECT OF FIRE SAFETY MEASURES IN ONE STOREY/MULTISTORIED/HIGH RISE BUILDING 'ASSAM FIRE SERVICE RULES 1989'.

To,

The Director  
Fire & Emergency Services, Assam.  
Through proper channel.

Sir,

I/We..... on behalf of ..... apply for N.O.C. in respect of Fire Prevention & Fire Safety Measures under 'Assam Fire Service Rules 1989' for the purpose of Existing/Proposed Multi-storeyed /High rise building. Required documents /information as per formate furnished below.

1. Name and address of the applicant :
2. Name and address of the owner of the premises :
3. Contact Number :
4. Name and Address of architect/consultation :
5. Number of blocks/ building :
6. Number of floor in each block/ buildings :
7. Floor-wise details of occupancy :
8. Height of the building :
9. Site area :
10. Total built up area floor :
11. Accessibility to the premises :
12. Surrounding properties: East :  
West :  
North :  
South :
13. Width of the abutting road/ roads and condition( Hard surfaced or not) :
14. Number of entrances and width of each entrance to the premises :
15. Height clearance :
16. Width of open space Front ( )  
Rear ( )  
Side ( )  
Side ( )
17. Canopy or balcony projection provided If so at what height:
18. Arrangement for parking the cars :
19. If basement is provided, number of rams available For the vehicles to reach the basement and it's location :
20. Number of Staircase :
21. Location of the staircases (extended to the basement or terminated at ground floor level) :
22. Width of staircase :
23. Width of treads :
24. Height of risers :
25. Number of risers in a flight :
26. Height of hand rails :
27. Headroom clearance :
28. Travel distance from the farthest point and from the dead end of the corridor to the staircase:
29. Number of lifts:
30. Capacity of each lift:
31. Type of door provided at lift car and at each landing :
32. Whether service ducts are provided. If so whether the ducts are sealed at each floor level :
33. Standby generator is available or not. If not what capacity: is required to provide service to all the emergency provisions in the building
34. Air conditioned or not. If air conditioned, the type:
35. Type and number of wet risers/down comer to be proposed to be provided in the building
36. Capacity of overhead/underground tanks proposed:
37. Type of fire alarm system proposed:
38. Type of detection system proposed:
39. Sprinkler system. If proposed where:
40. Area-wise details of the type and number of portable: extinguishers proposed to be provided in the building
41. Public address system proposed:
42. Nearest Fire & Emergency Service Station :
43. Any other information which is to be included in the N.O.C.
44. Documents to be Enclosed :-  
i) Site Plan showing all the legends ii) Lay Out Plan iii) Service Plan  
iv) Elevation Plan / Section Plan for proposed building v) In case of existing Building copy of Construction permission / Trade license issued by the concern authorities.

Place:  
Date :

Signature of the Applicant  
( Owner/ Signing Authority)

**Received By:-**

1. Name & Designation:-
2. Date & Time :-

**FORM -II**

**FORM OF APPLICATION FOR “NO OBJECTION CERTIFICATE (NOC)” IN RESPECT OF FIRE SAFETY MEASURES IN THE STORAGE AND HANDLING OF LPG/CNG/ OXYGEN/ HYDROGEN/METHANE/PROPANE/ BUTANE/ CHLORINE/AMMONIA ETC. ‘ASSAM FIRE SERVICE RULES 1989’.**

To,

The Director,  
Fire & Emergency Services, Assam.  
Through proper channel.

Sir,

I/We..... on behalf of .....  
apply for N.O.C. in respect of Fire Prevention & Fire Safety Measures under ‘Assam Fire Service Rules 1989’ for the purpose of Existing/Proposed the storage and handling of lpg/cng/ oxygen/ hydrogen/methane/propane/ butane/ chlorine/ammonia etc. Required documents /information as per format furnished below.

1. Name and address of the applicant :
2. Name and address of the owner of the premises :
3. Address of the premises :
4. Contact numbers of the applicant/ occupier/ owner :
5. Chemical name/s of the gas/gases proposed to be stored :
6. Quantity proposed to be Stored :
7. Type of the Storage :
8. Flash point/s of the product proposed to be Stored
9. Details of the electrification in the proposed area :
10. Total Storage Area/ Total area of the installation

Contd.

11. Surrounding properties: East :  
West :  
North :  
South :

12. Accessibility to the premises

13. Open Space available around the Storage;

Eastern side :  
Western Side :  
Northern Side :  
Southern Side :

14. Provision made of segregate the premises

15. Name of the nearest Fire Station

16. Details of the Fire Fighting Equipments available in the premises

17. Details of the water storages available in the premises

18. Details of the personnel trained in basic fire fighting

(Sl No. of the training certificate)

19. License number ( not applicable for new applicants)

20. Any other information that the applicant desires to provide

21. **Documents to be Enclosed :-**

i) Site Plan ii) Lay Out Plan iii) Service Plan iv) Licence / Permission etc.

Place:  
Date :

Signature of the Applicant  
( Owner/ Signing Authority)

**Received By:-**

1. Name & Designation:-
2. Date & Time :-

**FORM -III**

**FORM OF APPLICATION FOR “NO OBJECTION CERTIFICATE (NOC)” IN RESPECT OF FIRE SAFETY MEASURES IN TRANSPORT GO-DOWNS AND OTHER GO-DOWNS ‘ASSAM FIRE SERVICE RULES 1989’.**

To,

The Director  
Fire & Emergency Services, Assam.  
Through proper channel.

Sir,

I/We..... on behalf of .....  
..... apply for N.O.C. in respect of Fire Prevention & Fire Safety Measures  
under ‘Assam Fire Service Rules 1989’ for the purpose of Existing/Proposed Transport Go-downs and other go-downs. Required documents  
/information as per format furnished below.

1. Name and Address of the Applicant
2. Name and address of the owner of the premises
3. Address of the premises
4. Contact numbers of the applicant/ occupier/ owner
5. License Number and date of issue
6. Total site area
7. Total built up area
8. Accessibility to the premises
9. Surrounding properties: East

West

North

South

10. Number of floors :
11. Occupancy in each floor :
12. Open Space available around the Structure:

Eastern side :

Western Side :

Northern Side :

Southern Side :

13. Access to the premises
14. Width of entry/exits
15. Number of emergency exits, sizes etc
16. Provision for parking 2 wheelers and 4 wheelers
17. Name of the nearest Fire Station and telephone number
18. Details of the Fire Fighting System/ Equipments available
19. Details of the water storages available in the premises
20. Details of the personnel trained basic fire fighting
21. License No./permission from the concerned land owner/ authority
22. Any other information that the applicant desires to provide:
23. Documents to be Enclosed :-

i) Site Plan ii) Lay Out Plan iii) Service Plan iv) Licence / Permission if any.

Place:

Date :

Signature of the Applicant

( Owner/ Signing Authority

**Received By:-**

1. Name & Designation:-
2. Date & Time :-

FORM - IV

FORM OF APPLICATION FOR "NO OBJECTION CERTIFICATE (NOC)" IN RESPECT OF FIRE SAFETY MEASURES IN CINEMA THEATERS ,MULTIPLEX ETC 'ASSAM FIRE SERVICE RULES 1989'.

To,

The Director  
Fire & Emergency Services, Assam.  
Through proper channel.

Sir,

I/We..... on behalf of .....  
apply for N.O.C. in respect of Fire Prevention & Fire Safety Measures under 'Assam Fire Service Rules 1989' for the purpose of Existing/Proposed cinema theatres, multiplex etc. Required documents /information as per formate furnished below.

1. Name and Address of the Applicant
2. Name and address of the owner of the premises
3. Address of the premises
4. Contact numbers of the applicant/ occupier/ owner
5. License Number and date of issue
6. Total site area
7. Total built up area
8. Accessibility to the premises
9. Surrounding properties: East
10. Number of floors
11. Occupancy in each floor
12. Open Space available around the Structure

West

North

South

Eastern side :

Western Side :

Northern Side :

Southern Side :

13. Access to the premises
14. Width of entry/exits
  - a. Premises
  - b. Building
15. Number of emergency exits, sizes etc
16. Provision for parking 2 wheelers and 4 wheelers
17. Name of the nearest Fire Station and telephone number
18. Details of the Fire Fighting System/ Equipments available
19. Details of the water storages available in the premises
20. Details of the personnel trained basic fire fighting  
(Sl No. of the training certificate)
21. Any other information that the applicant desires to provide:

22. Documents to be Enclosed :-

i) Site Plan, ii) Lay Out Plans, iii) Service Plan, iv) Elevation Plan, v) Section Plans, vi) Licence / Permission etc.

Place:

Date :

Signature of the Applicant  
( Owner/ Signing Authority

**Received By:-**

1.Name & Designation:-

2.Date & Time :-

FORM-V

FORM OF APPLICATION FOR "NO OBJECTION CERTIFICATE (NOC)" IN RESPECT OF FIRE SAFETY MEASURES IN FUNCTION HALLS & BIBAH BHAWAN/ BUILDING BELOW 15 M. 'ASSAM FIRE SERVICE RULES 1989'.

To,

The Director
Fire & Emergency Services, Assam.
Through proper channel.

Sir,

I/We..... on behalf of .....
apply for N.O.C. in respect of Fire Safety Measures under 'Assam Fire Service Rules 1989' for the purpose of Existing/Proposed function halls/ building below 15 m.. Required documents /information as per format furnished below.

- 1. Name and address of the applicant
2. Name and address of the owner of the premises
3. Address of the premises
4. Contact numbers of the applicant/ occupier/ owner
5. Total site area
6. Total built up area
7. Accessibility to the premises
8. Surrounding properties: East West North South
9. Number of floors
10. Occupancy in each floor
11. Open Space available around the Structure Eastern side Western Side Northern Side Southern Side
12. Access to the premises
13. Width of entry/ exits
14. Number of emergency exits, size etc
15. Provision for parking 2 wheelers and 4 wheelers
16. Name of the nearest Fire Station and telephone number
17. Details of the Fire Fighting Equipments available
18. Details of the water storages available in the premises
19. Details of the personnel trained basic fire fighting
20. License number /Permission from the concerned Land Owner/ Authority
21. Any other information that the applicant desires to provide
22. Documents to be Enclosed :-

i) Site Plan ii) Lay Out Plan iii) Service Plan iv) Licence / Permission if any.

Place:
Date :

Signature of the Applicant
( Owner/ Signing Authority)

Received By:-

1.Name & Designation:-
2.Date & Time :-

**FORM -VI**

**FORM OF APPLICATION FOR “NO OBJECTION CERTIFICATE (NOC)” IN RESPECT OF FIRE SAFETY MEASURES IN ERECTING TEMPORARY STRUCTURES/ CIRCUS/ MOVEABLE THEATRE/ EXHIBITION ‘ASSAM FIRE SERVICE RULES 1989’.**

To,

The Director  
Fire & Emergency Services, Assam.  
Through proper channel.

Sir,

I/We..... on behalf of .....  
..... apply for N.O.C. in respect of Fire Prevention & Fire Safety Measures under ‘Assam Fire Service Rules 1989’ for the purpose of erecting Temporary Structures/ Circus/ Moveable Theatre/ Exhibition. Required documents /information as per formate furnished below.

**Self Appraisal for erecting Temporary Structures/Circus/ Moveable Theatre/ Exhibition**

1. Name and address of the applicant :
2. Name and address of the owner of the premises :
3. Address of the premises :
4. Contact numbers of the applicant/ occupier/ owner :
5. Total area proposed to be utilized :
6. Purpose for erecting temporary structures :
7. Accessibility to the premises :
  - a. Distance from motor-able road :
  - b. Width of the road :
8. Surrounding properties: East :  
West :  
North :  
South :
9. Open Space available around the Structure  
Eastern side : Western Side :  
Northern Side : Southern Side :
10. Provision for parking of 2 wheelers and 4 wheelers :
11. Arrangements for cooking/ restaurants/stalls in the premises and their distances form the main structure :
12. Distance to the nearest overhead electric line & height of ceiling of the structures :
13. Name of the nearest Fire Station and telephone number :
14. Details of the Fire Fighting Equipments available in the Premises/ temporary pandel :
15. Details of the water storages available in the premises :
16. Details of the personnel trained basic fire fighting (Sl No. of the training certificate) :
17. Name and license number of electrician :
17. License number/Permission from the concerned Land Owner/ Authority :
18. Any other information that the applicant desires to provide :
19. Documents to be Enclosed :-
  - i) Site Plan
  - ii) Lay Out Plan
  - iii) Service Plan
  - iv) Licence / Permission if any.

Place:  
Date :

Signature of the Applicant  
(Owner/ Signing Authority)

**Received By:-**

- 1.Name & Designation:-
- 2.Date & Time :-

FORM -VII

FORM OF APPLICATION FOR "NO OBJECTION CERTIFICATE (NOC)" IN RESPECT OF FIRE SAFETY MEASURES IN STORAGE & HANDLING OF PETROLEUM PRODUCTS/ INDUSTRY (CLASS- A, CLASS-B and CLASS- C UNDER 'ASSAM FIRE SERVICE RULES 1989'.

To,

The Director,
Fire & Emergency Services, Assam.
Through proper channel.

Sir,

I/We..... on behalf of .....
apply for N.O.C. in of Fire Prevention & Fire Safety Measures under 'Assam Fire Service Rules 1989' for the purpose of Existing/Proposed storage & handling of petroleum products(class- a class-b and class- c ) . Required documents /information as per formate furnished below.

- 1. Name and address of the applicant :
2. Name and address of the owner of the premises :
3. Address of the premises :
4. Contact numbers of the applicant/ occupier/ owner :
5. Classification of petroleum product :
6. Quantity proposed to be Stored : M.S HSD SK FO
7. Type of the Storage :under Ground/ Above the ground
8. Flash points of the product proposed to be Stored
9. Details of the electrification in the proposed area :
10. Total Storage Area/ Total area of the installation :
11. Surrounding properties: East :
West :
North :
South :
12. Accessibility to the premises:
13. Open Space available around the Storage;
Eastern side :
Western Side :
Northern Side :
Southern Side :
14. Provision made of segregate the premises
15. Name of the nearest Fire Station
16. Details of the Fire Fighting Equipments available in the premises
17. Details of the water storages available in the premises
18. Details of the personnel trained in basic fire fighting
(Training certificate number)
19. License number ( not applicable for new applicants)
20. Any other information that the applicant desires to provide
21. Documents to be Enclosed :-
i) Site Plan ii) Lay Out Plan iii) Service Plan iv) Licence / Permission etc.

Place:

Signature of the Applicant

Date :

( Owner/ Signing Authority)

Received By:-

- 1.Name & Designation:-
2.Date & Time :-

**FORM - VIII**

**FORM OF APPLICATION FOR "NO OBJECTION CERTIFICATE (NOC)" IN RESPECT OF FIRE SAFETY MEASURES IN THE STORAGE AND HANDLING OF CHEMICALS 'ASSAM FIRE SERVICE RULES 1989'.**

To,

The Director  
Fire & Emergency Services, Assam.  
Through proper channel.

Sir,

I/We..... on behalf of .....  
apply for N.O.C. in respect of Fire Prevention & Fire Safety Measures under 'Assam Fire Service Rules 1989' for the purpose of the  
Existing/Proposed storage and handling of chemicals. Required documents /information as per format furnished below.

1. Name and address of the applicant :
2. Name and address of the owner of the premises :
3. Address of the premises :
4. Contact numbers of the applicant/ occupier/ owner :
5. Chemicals proposed to be stored :
6. Quantity proposed to be stored :
7. Type of the Storage :
8. Flash point/s of the product proposed to be Stored
9. Details of the electrification in the proposed area :
10. Total Storage Area/ Total area of the installation :

Contd.

11. Surrounding properties: East :  
West :  
North :  
South :
12. Accessibility to the premises
13. Open Space available around the Storage;  
Eastern side :  
Western Side :  
Northern Side :  
Southern Side :
14. Provision made of segregate the premises
15. Name, Type and size of the exits
16. Name of the nearest fire Station
17. Details of the Fire Fighting Equipments available
18. Details of the water storages available in the premises
19. Details of the personnel trained basic fire fighting  
(Sl No. of the training certificate)
20. License number ( not applicable for new applicants)
21. Any other information that the applicant desires to provide

**22. Documents to be Enclosed :-**

- i) Site Plan ii) Lay Out Plan iii) Service Plan iv) Licence / Permission etc.  
Place:  
Date :

Signature of the Applicant  
( Owner/ Signing Authority)

**Received By:-**

1. Name & Designation:-
2. Date & Time :-

FORM - IX

FORM OF APPLICATION FOR "NO OBJECTION CERTIFICATE (NOC)/RENEWAL OF N.O.C." IN RESPECT OF FIRE SAFETY MEASURES IN STORAGE & HANDLING OF EXPLOSIVES UNDER 'ASSAM FIRE SERVICE RULES 1989'.

To,

The Director,  
Fire & Emergency Services, Assam.  
Through proper channel.

Sir,

I/We..... on behalf of .....  
apply for N.O.C. in respect of Fire Prevention & Fire Safety Measures under 'Assam Fire Service Rules 1989' for the purpose of Existing/Proposed  
Storage & Handling of Explosives. Required documents /information as per formate furnished below.

1. Name and address of the applicant :
2. Name and address of the owner of the building :
3. Address of the premises :
4. Contact numbers of the applicant/ occupier/ owner :
5. Classification of explosives for which NOC is needed:
6. Quantity proposed to be Stored :
7. Type of the Storage/ Type of the Construction :
8. Size of room/ Magazine/ Shed etc :
9. Details of the electrification in the room/ shed etc :
10. Total Storage Area/ Total area of the Construction :
11. Surrounding properties: East :

West :  
North :  
South :

12. Accessibility to the premises
13. Open Space available around the Storage;

Eastern side :  
Western Side :  
Northern Side :  
Southern Side :

14. Provision made of segregate the premises
15. Name of the nearest Fire Station
16. Details of the Fire Fighting Equipments available in the premises
17. Details of the water storages available in the premises
18. Details of the personnel trained in basic fire fighting  
(Sl. No of the training certificate)
19. License number ( not applicable for new applicants)
20. Any other information that the applicant desires to provide
21. Documents to be Enclosed :-  
i) Site Plan ii) Lay Out Plan iii) Service Plan iv) Licence / Permission etc.

Place:  
Date :

Signature of the Applicant  
( Owner/ Signing Authority)

**Received By:-**

- 1.Name & Designation:-
- 2.Date & Time :-

**FORM -X**

**FORM OF APPLICATION FOR “NO OBJECTION CERTIFICATE (NOC)” IN RESPECT OF FIRE SAFETY MEASURES IN THE STORAGE AND HANDLING PHARMACEUTICAL PRODUCTS, CHEMICAL INDUSTRIES/ STORAGE OF SOLVENTS ETC. ‘ASSAM FIRE SERVICE RULES 1989’.**

To,

The Director  
Fire & Emergency Services, Assam.  
Through proper channel.

Sir,

I/We..... on behalf of .....  
apply for N.O.C. in respect of Fire Prevention & Fire Safety Measures under ‘Assam Fire Service Rules 1989’ for the purpose of the  
Existing/Proposed storage and handling pharmaceutical products, chemical industries/ storage of solvents etc. Required documents /information as per formate  
furnished below.

1. Name and address of the applicant :
2. Name and address of the owner of the premises :
3. Address of the premises :
4. Contact numbers of the applicant/ occupier/ owner :
5. Chemicals (Raw material) proposed to be stored :
6. Quantity proposed to be stored :
7. Type of the Storage :
8. Flash point/s of the product proposed to be Stored
9. Details of the electrification in the proposed area :
10. Total Storage Area/ Total area of the installation :
11. Surrounding properties: East :

West :

North :

South :

12. Accessibility to the premises
13. Open Space available around the Storage;  
Eastern side :  
Western Side :  
Northern Side :  
Southern Side :
14. Provision made of segregate the premises
15. Name of the nearest fire Station
16. Details of the Fire Fighting Equipments available
17. Details of the water storages available in the premises
18. Details of the personnel trained basic fire fighting  
(Sl No. of the training certificate)
19. License number ( not applicable for new applicants)
20. Any other information that the applicant desires to provide

**21. Documents to be Enclosed :-**

- i) Site Plan ii) Lay Out Plan iii) Service Plan iv) Licence / Permission etc. from the concerned authority.

Place:  
Date :

Signature of the Applicant  
( Owner/ Signing Authority)

**Received By:-**

- 1.Name & Designation:-
- 2.Date & Time :-

**FORM -XI**  
**FORM OF APPLICATION FOR COMPLIANCE REPORT OF FIRE SAFETY MEASURES**  
**SUGGESTIONS**

To,

The Director,  
Fire & Emergency Services, Assam.  
Panbazar, Guwahati – 1.

Sir,

I/We..... on behalf of .  
.....located at .....holding  
No..... ward No..... Dist..... do  
hereby inform you that Fire Prevention & Fire Safety Measures have been provided in the  
Building / Premises as per recommendation by you vide your letter no.  
.....dated..... and Para wise compliance report is  
enclosed.

You are requested kindly to take necessary action for grant of N.O.C. for the  
above premises/building.

Contact Details

3. Name in Full:-
4. Telephone No.:-
5. Mobile No.:-

Signature of the Applicant

**Received By:-**

1. Name & Designation:-
2. Date & Time :-

**FORM -XII**  
**FORM OF APPLICATION FOR RENEWAL OF N.O.C.**

To,

The Director,  
Fire & Emergency Services, Assam.  
Panbazar, Guwahati – 1.

Through .....Fire & Emergency Services Station.  
.....Dist:-.....(Assam)

Sir,

I/We..... on behalf of .  
.....located at .....holding  
No..... ward No..... Dist..... do  
hereby inform you that No Objection Certificate (N.O.C.) issued vide your Letter  
No.....Dated..... valid up to  
.....(**Copy of N.O.C. is Enclosed**) and is due for renewal for a period of  
another 1(one) Year with effect from 1<sup>st</sup> of April20\_\_\_\_\_ to 31<sup>st</sup> of March 20\_\_\_\_\_.

In this connection it is submitted that-

6. There is no change in trade for which license has been issued.
7. There is no any structural change of the Building either horizontally or vertically affecting means of escapes/Exits
8. There is no any change in existing Fire Fighting arrangement.
9. Fire Prevention & Fire Safety Measures /Arrangements have been tested and are in Good Working condition.

You are requested kindly to take necessary action for grant of Renewal of  
N.O.C. for the above premises/building.

Contact Details

3. Name in Full:-

Signature of the Applicant

4. Telephone No.:-

5. Mobile No.:-

.....

**Received By:-**

1. Name & Designation:-
2. Date & Time :-

**FORM –XIII**  
**Rule- 19**  
**Assam Fire Service Rules1989**

**FORM OF APPLICATION FOR FIRE ATTENDANCE/SPECIAL SERVICE ATTENDANCE CERTIFICATE**

To,

The Director,  
Fire & Emergency Services, Assam.  
Panbazar, Guwahati – 1.  
Through proper channel.

Sub:- Fire Attendance Certificate/Special Service Attendance Certificate.

Sir,

I/We..... may kindly be issued a Fire Attendance Certificate/Special Service Attendance Certificate of Fire Incident/ occurred on dated ..... at.....(Hrs.)

1. Name of caller with telephone / Mobile No.:-
2. Date & Time of Occurrence :-
3. Name of nearest Fire & Emergency Services Station :-
4. Distance from the Fire & E.S. Station to the place of occurrence in:- .....(Km.).....(Mtrs.)
5. Place of Occurrence :-
  1. Village/Town:-
  2. Ward No. :-
  3. Holding No.:-
  4. Police Station:-
  5. District:-
6. Name & Address of Owner of the Property:-
  1. Village/Town:-
  2. Ward No. :-
  3. Holding No.:-
  4. Police Station:-
  5. District:-
7. Name & Address of the occupants :-
  1. Village/Town:-
  2. Ward No. :-
  3. Holding No.:-
  4. Police Station:-
  5. District :-
8. Brief Description of Property involved and gutted in fire :
  2. Nature of construction of the building:-
  3. Height of the building:-
  4. Nos of Floor:-
  5. Covered Floor Area:-
  6. Description of internal contents:-
9. Documentary / Evidential proof of Property gutted/involved in Fire :
  1. Holding No. of the building:-
  2. Insurance policy:-
  3. Fire Safety N.O.C./ Trade License/ any other License or Permission etc. from concerned authority:-
10. Description of internal Content /Property :
11. (a) Property Insured :-  
(b) Property uninsured :-
12. If Human Life or Animal Life injured / lost if any, give details:-

**Received By:-**

1. Name & Designation:-
2. Date & Time :-

Signature of the applicant.

Name:-  
Date:-  
Place:-

F O R M - A

See Rule – 10(1)

Form of Notice to be served for Entry an Inspection.

**NOTICE**

I, ..... the Nominated authority appointed under the Assam Fire Service Rules, 1989, do hereby give you notice that on expiry of three hours from the time of service of this notice upon you, I shall enter and inspect your building/ premises.

bearing No. ....  
located

.....  
.....

for the purpose of ascertaining the adequacy or contravention of Fire Prevention and fire safety measures as required to be provided under rule framed under the aforesaid Act.

NOMINATED AUTHORITY

TO

..... Owner/ Occupier.  
.....  
.....  
.....

F O R M - B

See Rule – 10(2)

Form of Notice to be served for Carrying out the Direction of the Nominated Authority.

**NOTICE**

I, ..... the Nominated authority appointed under the Assam Fire Service Rules, 1989, on the basis of inspection conducted by me on ..... do hereby call upon you to undertake the following Fire Prevention and Fire Safety Measures in Building/ Premises No. ....

Above action should be completed  
latest by ..... (Date)

NOMINATED AUTHORITY

TO

..... Owner/ Occupier.  
.....  
.....  
.....

F O R M - C

See Rule – 10(3)

Form of Notice to be served for Carrying out Entry an inspection.

**NOTICE**

I, ..... Director of Fire & Emergency Services, Assam, Guwahati, empowered by the Assam Fire Service Rule, 1989 do hereby give you the notice that on expiry of 3(three) hours from the time of service of this notice upon you, I shall enter and inspect your building/ premises bearing No. .... located at ..... for the purpose of ascertaining the adequacy or contravention of Fire Prevention and Fire Safety Measures as required to be provided under rules framed under the aforesaid Act.

**DIRECTOR, FIRE & EMERGENCY SERVICES  
ASSAM, GUWAHATI.**

TO

..... Owner/ Occupier.  
.....  
.....  
.....

F O R M - D

See Rule – 10(4)

Form of Notice to be served for undertaking measures for rectification of the inadequacy in relation to Fire Prevention and Fire Safety Measures.

**NOTICE**

I, ..... Director of Fire & Emergency Services, Assam, Guwahati, empowered by the Assam Fire Service Rule, 1989 on the basis of inspection conducted by me on ..... do hereby call upon you to undertake the following Fire Prevention and Fire Safety Measures in Building/ Premises No. ....  
.....

Action should be completed

latest by ..... (Date)

**DIRECTOR, FIRE & EMERGENCY SERVICES  
ASSAM, GUWAHATI.**

TO

..... Owner/ Occupier.  
.....  
.....  
.....



2. Purpose of utilization: -

2. Purpose of utilization:-

NINETH FLOOR: -

1. Floor area: -

2. Purpose of utilization: -

TENTH FLOOR:-

1. Floor area:-

2. Purpose of utilization:-

Director of Fire & Emergency Services,  
Assam, Guwahati.

No. F & ES/FPW/

Dated Guwahati the \_\_\_\_\_

Copy to:-

1. The Deputy Commissioner, ..... for information and necessary action.

2. The Commissioner/ Chairman, ..... for information and necessary action.

Director of Fire & Emergency Services,  
Assam, Guwahati.

CONDITION :-

1. The N.O.C. is valid up to:-

2. There should not be any change of Trade for which this License has been issued.

3. There should not be any structural change in the building either horizontally or vertically.  
There should not also be any change in the existing arrangements.

4. The Fire Fighting equipments should be in serviceable condition at all time.

5. Water reservoir should always be kept full up to brim.

6. The entrance and exit and the water reservoir should always be free from any obstruction/  
projection.

7. The N.O.C.is liable to be cancelled if the premises (for which the N.O.C. is granted) when inspected are not found conforming to the description and condition under which this N.O.C.is granted and its violation also punishable under Rule 17 & 19 of the Assam Fire Service Rules' 1989.

Director of Fire & Emergency Services,  
Assam, Guwahati.

**GOVT.OF ASSAM  
OFFICE OF THE DIRECTOR,  
FIRE & EMERGENCY SERVICES, ASSAM, GUWAHATI.**

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**FIRE ATTENDANCE CERTIFICATE**

**FORM – ‘H’**

**SEE RULE – ‘19’**

1. Address of the place of occurrence of the :  
Fire & Emergency Services Station.
  
2. The name(s) of the Fire &Emergency Service :  
Station
  
3. Date & time of receipt of Fire call :  
in the Fire & Emergency Service Station.
  
4. Brief description of the type of :  
properties involved in Fire.
  
- 5.(A) Owner’s name(s) with address :  
  
(B) Occupiers name(s) with address :
  
6. Duration of Fire Fighting operation :
7. Number & type of Fire Tenders pump :  
pressed in to service to extinguished  
the Fire.
  
8. Remarks if any. :

Director of Fire & Emergency Services,  
Assam, Guwahati.

No. F&E.S/ FPW/  
Copy to:-

Dated Guwahati, the

Director of  
Fire & Emergency Services,  
Assam, Guwahati.

**OFFICE USED ONLY.**

9. Fire Report No. & Date:-
10. S.P./ Addl. S.P./ S.D.P.O’s forwarding No. & Date:-

Fire Prevention Officer,  
F & ES, Assam, Guwahati.

F O R M - E

See Rule – 15(a)

Form of Appeal to the Appellate Authority under Rule 14(1) Framed under the Assam Fire & Emergency Service Act-1985 (as Amended in 2012)

Before Shri ..... Appellate Authority. Appeal No. .... of ..... 20..... Shri ..... S/o Shri ..... Resident of ..... Appellant.

**VERSUS**

**NOMINATED AUTHORITY/ DIRECTOR OF FIRE &EMERGENCY SERVICES RESPONDENT.** Appeal under Rule 14(1) Framed under the Assam Fire Service Rules, 1989 against the notice/ order of Shri ..... Nominate Authority/ Director of Fire & Emergency Services.

Dated .....

Sir,

The Appellant respectfully sheweth as under :-

1. Statement of facts.
2. Ground of Appeals.
3. Fee of Rs. 500.00 has been paid vide receipt No. .... Dated .....
4. Appeal is within time.
5. No other or any matter relating to the subject matter to this appeal is pending any Court of Law.
6. Relief claimed.

Signature of Appellant

**VERIFICATION**

I, ..... the appellant do hereby declared that what is stated above is true to best of my personal knowledge and belief and that I have not suppressed any material facts.

Verified today, the ..... day of ..... 200.....

Signature of the Authority Representative, if any.

Signature of Appellant

F O R M - F

See Rule – 15(b)

Form of Appeal to the Government of Assam against the order of the Appellate Authority under Rule 14(2) framed under the Assam Fire & Emergency Service Act-1985 (as Amended in 2012) Appeal No. .... of .....20.....

Shri ..... S/o of .....  
Resident of ..... Appellant.

**VERSUS**

**NOMINATED AUTHORITY/ DIRECTOR OF FIRE & EMERGENCY SERVICES,**  
Appeal under Rule 14(1) framed under the Assam Fire & Emergency Service Act-1985 (as Amended in 2012) against the order of Shri ..... Appellate Authority.

Sir,

The Appellant respectfully sheweth as under :-

2. Statement of facts.
3. Ground of Appeal.
4. Fee of Rs. 1,000.00 paid vide receipt No. .... Dated .....
5. Appeal is within time.
6. No other appeal or any matter relating to the subject matter to this appeal is pending any Court of Law.
7. Relief claimed.

Signature of the Authority  
Representative, if any.

Signature of Appellant

**VERIFICATION**

I, ..... the appellant do hereby declare that what is stated above is true to best of my personal knowledge and belief and that I have not suppressed any material facts.

Verified today, the ..... day of ..... 200.....

Place .....  
Date .....

Signature of the Authority

Representative, if any.

Appellant

Signature of