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HOME DEPARTMENT

NOTIFICATION

The 26th September, 2017

S.R.O. No.461/2017— In exercise of the powers conferred by Section 26 of the Odisha Fire Service Act, 1993 (Odisha Act 30 of 1993) and in supersession of any previous order or notification issued in this regard, the State Government do hereby make the following rules, namely:—

1. Short title and Commencement.— (1) These rules may be called the Odisha Fire Prevention and Fire Safety Rules, 2017.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. Definitions.— (1) In these rules, unless the context otherwise requires,—

- (a) “Act” means the Odisha Fire Service Act, 1993;
- (b) “authorised member” means an officer not below the rank of Station Officer authorised by Director of Odisha Fire Service.
- (c) “Common Application Form (CAF) Rules” means Odisha Development Authority (Common Application Form) Rules, 2016;
- (d) “clinical establishment” means the clinical establishment as defined under clause (b) of Section 2 of the Odisha Clinical Establishment (Control and Regulation) Act, 1991;
- (e) “Chief Fire Officer” means Chief Fire Officer, Odisha from Fire Service cadre as designated by Government from time to time and appointed under sub-section (3) of Section 4 of the Act;
- (f) “Directorate of Fire Service” means the office with officers and employees working under the administrative control of the Director;
- (g) “Director, Odisha Fire and Disaster Response Academy” means an Officer in the rank of Chief Fire Officer appointed as in-charge of training

arrangement of the Odisha Fire Service with the Headquarters at Bhubaneswar;

- (h) “Fire Prevention Wing” means the Fire Prevention Wing formed by the Director of Fire Service;
- (i) “Fire Safety Supervisor” means a qualified person appointed as a fire safety supervisor under rule-15 by the owner or occupier or association of owners, occupiers or any lawful authorised person, as the case may be, for certain specified classes of premises or occupancies;
- (j) “Fire Safety Certificate” means the Fire Safety Certificate issued under these rules on completion of project after fire safety inspection by the Competent Authority;
- (k) “Fire Safety Recommendation” means fire safety guidelines issued at the stage of plan approval or prior to the commencement of proposed project;
- (l) “Form” means the Form appended to these rules;
- (m) “Non-residential Building” means all types of buildings including hotels, lodgings and guest houses as defined in National Building Code of India excluding other residential buildings ;
- (n) “Occupier” means anybody who occupies a premises and includes,—
 - (i) a tenant;
 - (ii) an owner in occupation of or otherwise using land or building or part thereof;
 - (iii) a rent-free tenant of any land or building or part thereof;
 - (iv) a licensee in occupation of any land or building or part thereof;
 - (v) a member of a co-operative housing society or an apartment owner; and
 - (vi) any person who, or an association, corporation (whether incorporated or not) or an organisation which is liable to pay to the owner damages for the use and occupation of any land or building or part thereof;
- (o) “Owner” includes —
 - (i) a mortgagee in possession; or
 - (ii) a person who, for the time being, is receiving or is entitled to receive, the rent or premium or any other consideration for any land or building or part thereof whether on his own account or on account of himself and others; or

- (iii) an agent, a co-operative society, trustee, guardian or receiver or any other person who would so receive the rent or premium or any other consideration, if the land or building or part thereof were let out to a tenant; or
- (iv) a builder, developer, promoter or any lawful authorised person who constructs buildings for sale; or
- (v) the Head of Office and concerned officer of the Works Department, general manager of a railway, the principal officer of a local authority, statutory authority or company in respect of properties under their respective control, or
- (vi) head of any private or public institutions and establishments of any public utility.

Explanation.— In respect of an apartment building or complex ‘owner’ means the office bearers of the association of apartment owners formed under the provisions of the Odisha Apartment Ownership Act, 1982, and if no such association is in existence then, owners of all apartments in the said apartment building or complex;

- (p) “Planning Authority” means any Authority such as Development Authorities/ Urban Local Bodies (ULBs)/Special Planning Authorities/Regional Improvement Trusts which are constituted under the provisions of Odisha Development Authorities Act, 1982, Odisha Municipal Act, 1950 and Odisha Municipal Corporation Act, 2003 and Odisha Town Planning and Improvement Trust Act, 1956;
- (q) “Residential Building” means buildings in which sleeping accommodation for normal residential purposes with or without cooking or dining or both facilities available (other than hotels, lodgings and guest houses) ;
- (r) “State Government” means the Government of Odisha ;
- (s) “Temporary Structure” means a structure with roof or walls made of wood, bamboo, straw, hay, grass, mats, canvas, tarpaulin, cloth, polythene, thermoplastic or other like materials, for use as a place on temporary basis for a specific period, where public may assemble but not adopted for permanent or continuous occupancy;

(2) All other words and expressions used in these rules but not defined herein shall have the same meanings as respectively assigned to them in the Act.

3. Equipping the Members for Fire Fighting and Rescue.— The required fire fighting appliances, rescue gears and multi disaster response equipment as necessary for

effective fire fighting and rescue operation shall be supplied to each fire station on assessment by the State Government.

4. Training of Fire Fighting and Rescue.— (1) The Director shall organize various training courses for different levels in co-ordination with,—

- (a) the Chief Fire Officer, Odisha with Headquarters at Cuttack, Director, Odisha Fire and Disaster Response Academy with Headquarters at Bhubaneswar, Principal, Odisha Fire and Disaster Response Academy with Headquarters at Bhubaneswar, Principal, Odisha Fire and Disaster Response Institute with Headquarters at Cuttack and Principal, Odisha State Waterman-ship & Life guard Institute with Headquarters at Puri.
- (b) the State Government and other Departments on Administrative and Management topic, Seminars and Conferences.
- (c) the Fire Advisor, Ministry of Home Affairs and other Departments of Government and Private Organisation on quality control, research and development, latest know-how and technologies and purchase etc. for the betterment of service and to satisfy the safety need of the public from the fire hazard.

(2) The training fee will be charged from the trainees other than Firemen, Leading Firemen, Fireman Drivers, Driver Havildars, Assistant Station Officers, Station Officers, Assistant Fire Officers, Deputy Fire Officers and Fire Officers of Odisha Fire Service for undergoing training relating to the prevention and extinguishment of fire as fixed by the Director, from time to time and one-third of the fees so collected will go to the Unit Welfare Fund of Odisha Fire Service constituted and administered by the Director for development, management of infrastructure and training.

5. Manner of responding to Fire Calls.— On receipt of any information or alarm of fire or other emergencies, it shall be the duty of every member of Fire Service who is expected to respond to the said information or alarm, to attend such emergencies immediately, properly and efficiently and shall keep himself alert to attend to fires, special services, fire drills or other emergencies in the shortest possible time on alarm being sounded as contained in Odisha Fire Service Manual 1972.

6. Auxiliary Fire Force.— (1) The Director may organise the Auxiliary Fire Force on the pattern of Home Guards of the State and the expenditure thereof shall be borne by the State Government.

(2) The Director shall be the Recruiting Authority for the members of Auxiliary Fire Force.

(3) A member of the Auxiliary Fire Force, on appointment, shall receive a Certificate of appointment for a specified period of time as per Form-XVI attached to these rules, loss or damage of which shall render him liable for severe disciplinary action.

(4) The Director, may by special order, shall appoint outsiders, Home Guards and Civil Defence Volunteers for a specific period as Auxiliary Fire Force with a view to fight fires in their area and assist the fire service personnel in fire fighting and rescue operations and take steps for public awareness to prevent fire.

7. Other Agencies to assist on the occasion of fire.— Subject to the provisions contained in the Act on the occasion of fire, the Director or any authorized member in-charge of a Fire Station on the spot, if the situation so requires, can—

- (a) generally take such measures as may appear necessary like requisitioning police personnel, Magistrate for maintaining peace and law and order at the site of fire or rescue operation for protection of fire appliances and preservation of life and property;
- (b) take the assistance and co-operation from all Government Agencies like Health, Public Works Department, Public Health Department, Engineering Organisation, Municipal Corporation and Departments of Revenue, Agriculture, Veterinary, Forest and Excise who shall extend their co-operation with available resources at their disposal on the requisition of officer-in-charge of a Fire Station for effective execution of fire fighting, rescue and salvage operation;
- (c) Requisition fire fighting equipments and it will be lawful duty for all private and Government bodies to provide the available fire fighting equipments at their disposal;
- (d) file requisition with the Collector and the District Magistrate or the Sub-Divisional Magistrate, who shall hire equipments or machineries, as required, for effective fire fighting, rescue and salvage operations.

8. Rewards for assisting in fire fighting and rescue operations.— (1) Rewards shall be given to Fire Service personnel only when a member displays exceptional skill, courage, honesty, hard work and not merely for the efficient performance of ordinary duties.

(2) The rewards may be paper rewards like Good Service Marks, Parchment Certificates or money rewards or rewards in kind which shall be entered in Service Books or Gazette.

(3) On receipt of specific recommendations from sub-ordinate officers so authorised, the Director or any authorised member may nominate the names of eligible officers and other staff to the State Government or Central Government and other organisations as such, for rewards or awards as instituted, from time to time, for members of the fire service.

9. Classes of premises or occupancies likely to cause risk of fire.— (1) For the purposes of sub-section (1) of Section 10 of the Act, the following classes of premises or occupancies are likely to have risk of fire, namely:—

- (a) Aerodromes, airports and airstrips;
- (b) Places of Assembly like Auditoria, convention halls, Assembly halls, recreation halls where number of persons not less than fifty congregate or gather for amusement, recreation, social, religious etc and similar purposes;
- (c) Business or office buildings;
- (d) Cinema Halls and Multiplexes;
- (e) All Clinical Establishments;
- (f) All types of Educational Buildings;
- (g) Explosives or fireworks or hazardous substances (manufacturing, storage, transporting, display, sale etc.);
- (h) Factories and Industries;
- (i) Hotels, Lodgings and Guest Houses:
 - (i) of twelve meters or more in height from ground level; or
 - (ii) having four or more floors including all underground, basement, stilt and mezzanine floors; or
 - (iii) three star or above category; or
 - (iv) having twenty-five guest rooms and above; or
 - (v) having one or more convention or function or assembly halls of combined built-up area of two thousand square feet or more, or combined capacity of three hundred or more persons.
- (j) Malls, shopping complexes and mercantile buildings—
 - (i) of nine meters or more in height from ground level; or

- (ii) having three or more floors including all underground, basement, stilt and mezzanine floors;
- (k) Depot of Petroleum and other inflammable substances and refineries (storing, handling, refining, blending and retail outlets etc);
- (l) Residential (other than hotels, lodgings and guest houses)—
 - (i) of fifteen meters or more in height from ground level; or
 - (ii) having five or more floors including all underground, basement, stilt and mezzanine floors;
- (m) Temporary structures;
- (n) All underground or partially underground structures used for any purpose or occupancy;
- (o) Warehouses; or
- (p) any other classes of building or premises notified from time to time.

(2) The minimum fire prevention and fire safety measures to be provided in aerodromes, airports and airstrips shall be as prescribed from time to time by the Directorate General of Civil Aviation constituted under the Aircraft Act, 1934 (22 of 1934) and such other authorities as per the relevant laws and rules.

(3) The minimum fire prevention and fire safety measures including means of escape required in cinema halls and multiplexes shall be as prescribed in rules 15, 22, 26, 27, 33, 41, 50, 81, 82 and 95(1) of Odisha Cinemas (Regulation) Act, 1954, Odisha Cinemas (Regulation) Rules 1963 & Odisha Cinemas (Regulation) Appeal Rules, 1956, Bye-laws for construction of cinema buildings as prescribed in clause 1 to 19 of IS:4878-1986, part-III & IV of National Building Code of India and revised by the Bureau of Indian Standards from time to time. In case of discrepancy the minimum fire prevention & fire safety measures provided in these rules or guidelines shall be followed.

(4) The minimum fire prevention and fire safety measures including means of escape to be provided in factories shall be as prescribed in the Factories Act, 1948 (63 of 1948) and other relevant laws, rules, instructions etc governing the factories from time to time.

(5) The special precautionary measures including fire prevention and safety measures, means of escape etc to be provided in the premises used for manufacture, storage, sale and display of explosives, fireworks and other inflammable or hazardous materials shall be as prescribed in the Explosives Act, 1884, the Explosives Substances Act, 1908 and the Explosives Rules, 2008 and other relevant laws and rules made thereunder from time to time.

(6) The special precautionary measures including fire prevention and fire safety measures, the means of escape etc. to be provided in buildings, premises, vehicles and containers used for manufacturing, storing, handling, refining, blending, bottling, transporting etc. of petroleum, Liquefied Petroleum Gas (LPG), Compressed Natural Gas (CNG) and other inflammable substances shall be as prescribed in the Explosives Act, 1884, the Petroleum Act, 1934, the Inflammable Substances Act, 1952, the Petroleum Rules, 2002, the Gas Cylinders Rules, 2004, the Static and Mobile Pressure Vessels (Unfired) Rules, 1981 and other relevant laws and rules made thereunder from time to time.

(7) The minimum fire prevention and fire safety measures including means of escape to be provided in warehouses including cold storages shall be as prescribed in the Warehousing (Development and Regulation) Act, 2007 (Act, 37 of 2007) and rules made thereunder.

(8) The minimum fire prevention and fire safety measures to be provided in classes of buildings, premises and occupancies mentioned in sub-rule (1) but are not covered by any law or rules made thereunder, shall be as specified in the National Building Code of India.

(9) The requirement of open spaces or setbacks, means of access, entrance, exit and staircases for buildings premises and occupancies shall be as prescribed in the respective regulations or Bye-laws of the building plan Approving Authority and provisions of National Building Code of India shall apply to all such matters which are not specifically provided for in such regulations or bye-laws.

(10) The Director or any authorised member shall have power to specify the fire prevention and fire safety measures, as deemed necessary, for the classes of buildings or premises or occupancies for which fire prevention and fire safety measures are not specified in any law.

(11) Where the Director or any authorised member is of the opinion that due to any special circumstances additional fire prevention and fire safety measures over and above those prescribed in any law or rules made thereunder are necessary for any building or premises or occupancy, he may, by order, and for reasons to be recorded in writing, require the owner or occupier thereof to provide such additional measures within a specified time.

(12) In case of existing buildings constructed or occupied as per approval prior to commencement of these rules, on receipt of an application from the owner of the building,

without sacrificing reasonable safety, the Director may grant exemption from the conditions prescribed under these rules with reasons to be recorded in writing:

10. Fire prevention and fire safety measures in temporary structures.— (1)

The person desirous to erect temporary structures over an area of 1000 square meter or more or where the congregation of persons is more than 2000 for the purpose of observance of festivities, for holding commercial shows, melas, jatras, operas, temporary cinemas etc. or premises where highly flammable or explosive materials are proposed to be used shall apply along with the sketch map of proposed site with layout, means of access, entrance, exit along with fees @ Rs.2/- per square meter payable to Director of Fire Service before 7 days of construction for issue of Fire Safety Recommendation.

(2) On receipt of application under sub-rule (1), the premises shall be inspected in presence of applicant or his authorized representative by officers authorized by Director and if the site is found suitable, the applicant shall be issued with Fire Safety Recommendation as per IS: 8758-2013 (Clause 1 to 11) read with IS: 1646-1997 as published by the Bureaus of Indian Standards from time to time.

(3) On receipt of compliance from applicant the site will again be inspected by the officers authorized by the Director and on being satisfied about conformity of the structures or pandal as per Fire Safety Recommendation issued earlier, the authorized member shall issue Fire Safety Certificate for a specific period in Form-XVII within 3 days of receipt of compliance report requiring the applicant to rectify the deficiencies, if any, or provide such additional measures as may be necessary, within a specified time with intimation to licensing or permitting Authority.

(4) If compliance is not received within the specified time, the application may be rejected with reasons to be recorded in writing and in case of rejection the owner may make a fresh application in the same procedure as in sub-rule (1).

(5) The erector of temporary structure or pandal shall display the Fire Safety Certificate in prominent places of the temporary structures or pandal.

(6) It shall be lawful for the Director or nominated member or any other officer authorized by Government in this behalf to enter and inspect the structure or pandal with a view to verify the correctness of fire safety measures undertaken & point out the short comings, if any and direct to rectify or remove such short comings within specified time and if the direction of Inspecting Authority is not complied with within the time so given, the inspecting officer shall seal the structure or Pandal as per rule-20 with intimation to Licensing Authority to cancel the permission & initiate prosecution under these rules.

(7) Where any person or organizer of any public function or private institution, seeks services of Fire Service personnel in deployment of fire service unit or first-aid fire fighting

appliances for fire protection duties, shall pay necessary fees of Rs.10,000/- (Rupees ten thousand) only per day or part thereof and as amended by Director from time to time with approval of Government out of which one third of the revenue so collected shall be paid to the welfare fund of Odisha Fire Service and also the cost of the fuel for the journey and fire fighting, if any, shall be borne by the party. Subject to deployment made under the discretion of the Director or any authorised member.

(8) However, the erectors of temporary structures having an area of less than 1000 square meter or where the congregation is less than 2000 or where no flammable or explosive materials are proposed to be used shall be deemed to be self-regulators as per Fire Safety Recommendation for taking fire prevention and fire safety measures.

(9) The erector of a temporary structure or a pandal shall display at prominent places in the temporary structure a declaration in Form-I under his signature to the effect that he has taken all necessary fire prevention and fire safety measures and shall remain liable if any loss or damage caused on account of his negligence.

(10) It shall be lawful for an Officer in-charge not below the rank of Station Officer or an officer senior to him to enter and inspect the temporary structure with a view to verify the correctness of the declaration and direct rectification of deficiencies, if any, in fire prevention and fire safety measures within a specified time and if such directions are not complied within the time specified, he shall report to the Sub-divisional Magistrate and local Police for cancellation of permission and closure of function and initiation of prosecution under these rules.

(12) Any erector of a pandal who falsely declares that he has complied with the prescribed fire prevention and fire safety measures in the pandal shall be deemed to have committed an offence punishable under section 17 of the Act.

11. Requirement of Fire Safety Certificate.— (1) All buildings or premises or occupancies as specified in rule 9 shall, at all times, have a valid Fire Safety Certificate under rule 13.

(2) No owner, developer, promoter or builder of a building or premises or part thereof as specified in rule 9, shall sell, lease, occupy or allow its occupation without first obtaining a Fire Safety Certificate thereof issued by the Director or an officer authorized by him in this behalf.

(3) No Authority or Officer empowered to issue certificate of completion or permission for occupation in respect of classes of buildings or premises or part thereof as specified in rule 9, shall issue such Certificate or permission, except on production of Fire Safety Certificate issued by the Director or an officer authorized by him in this behalf.

(4) No Authority or Officer empowered to issue or renew a licence for operation of cinema hall and multiplex, clinical establishments, factory, hotel, warehouse and cold storage or any business, trade or profession, or any other activity whatsoever in a building or premises or part thereof as specified in rule 9, unless he is satisfied about the adequacy and operability of the fire prevention and safety measures therein & possession of valid Fire Safety Certificate.

12. Fire Safety Recommendation.— (1) Any person desirous to obtain Fire Safety Recommendation shall apply in plain paper being signed by applicant along with drawing containing site plan, layout plan, floor plan, elevation plan with such fees as prescribed in Rule-14(2) in the shape of bank draft or treasury challan to the Director, Fire Service or authorised member of jurisdiction either by Registered Post or in person or online for issue of Fire Safety Recommendation.

(2) The Fire Safety Recommendation shall be issued by the Director or authorised member in Form-II after document verification and site inspection by a team of officers of Fire Service appointed by the Director, Fire Service within thirty days of receipt of application:

Provided that when Common Application Form for the purpose of Building Plan approval as per CAF Rules is mandated by Planning Authorities in the State, the fire service inspection shall be conducted within 15 days of the receipt of the Common Application Form and the Fire Safety Recommendation shall be provided within 3 days after the common inspection.

(3) If the Director or authorised member is of the opinion that, the plan and sketch submitted along with the application are not in accordance with the requirement of the rules, he may direct the applicant within fifteen days of the date of receipt of application, to furnish more detailed particulars or any other matter that he may consider necessary in the interest of the fire safety of the premises.

(4) The Director or authorised member may, after giving the applicant a reasonable opportunity of being heard, by speaking order, refuse to issue Fire Safety Recommendation recording the reasons for such refusal and communicate to the applicant within fifteen days from the date of receipt of the revised application.

(5) If the application fulfils all requirements of rules, the Director or authorised member shall approve the plan and issue Fire Safety Recommendation in Form-II in favour of applicant.

13. Fire Safety Certificate.— (1) On completion of building or project and its fire safety installations as recommended under rule 12(5), the owner or developer or promoter

or builder or occupier of premises as specified in rule 9, shall apply in Form-III along with fire safety installation plan and documents as prescribed in rule 12(1) to the Director or an officer authorized by him in this behalf through the Licensing Authority along with fees as prescribed in rule 14(2) for issue of Fire Safety Certificate and such application may be made either by Registered Post or in person or online.

(2) On receipt of application under sub-rule (1), the premises shall be inspected in presence of owner or his authorized representative by a team of officers constituted by the Director to ascertain the adequacy and operability of the fire prevention and fire safety measures etc. and report to the Director or authorized member in Form-IV:

Provided that when Common Application Form for the purpose of occupancy of the building as per CAF Rules is mandated by Planning Authorities in the State, the fire service inspection shall be conducted within 15 days of the receipt of the Common Application Form and the Fire Safety Certificate shall be provided within 3 days after the common inspection.

(3) The Director or an officer authorised by him in this behalf, on being satisfied about the conformity of the building or premises or occupancy to the approved building plan etc, the adequacy and operability of fire prevention and fire safety measures, may issue a Fire Safety Certificate in Form-V within forty-five days of receipt of his application and if not satisfied, he may require the owner to rectify the deficiencies or provide such additional measures as may be necessary within a specified time.

(4) On receipt of satisfactory compliance, a Fire Safety Certificate may be issued and if compliance is not received within the time specified, the application may be rejected for reasons to be recorded in writing.

(5) In case of rejection of application, the owner may make a fresh application duly complying with the requirements in the same procedure as prescribed in sub-rule (1).

(6) In case of existing buildings and premises belonging to the classes mentioned in rule 9, the procedure for issue of Fire Safety Certificate shall be the same as prescribed in rules 12 & 13 with due regard to sub-rules (1), (2) & (3) of rule 13.

14. Validity and renewal of Fire Safety Certificate.— (1) The Fire Safety Certificate unless sooner cancelled is valid from the date of its issue for a period as decided by the Government from time to time and will be reflected in the Fire Safety Certificate.

(2) Application for renewal of Fire Safety Certificate shall be made in Form-VI to the Director or an officer authorized by him in this behalf, three months before expiry of the Fire Safety Certificate enclosing a copy thereof along with the fees @ Rs. 1.00 (rupees

one) per square meter built up area in case of residential buildings and Rs. 2.00 (rupees two) per square meter built up area in case of non- residential buildings.

(3) The procedure of renewal of Fire Safety Certificate is same as prescribed in rule-13.

15. Appointment of Fire Safety Supervisors for certain classes of buildings etc.— (1) The occupier of following classes of premises or buildings or occupancies shall appoint a Fire Safety Supervisor having the eligibility as mentioned in sub-rule (2) for assistance in compliance of fire prevention and fire safety measures and effective operation and maintenance thereof, namely :—

- (a) Cinema halls, multiplexes or premises or buildings with multiple cinema halls having:—
 - (i) three or more screens; or
 - (ii) individual or combined seating capacity of one thousand or more persons ;
- (b) Clinical establishments with one hundred or more beds;
- (c) Hotels with one hundred or more guest rooms;
- (d) Non-residential buildings including business, commercial or shopping complexes or malls or district centres;
 - (i) with built-up area of twenty thousand square meters or more including basements, stilts, mezzanines, underground and covered parking areas; or
 - (ii) thirty meters or above height; or
 - (iii) with ten or more floors including all basements, underground, stilt and mezzanine floors;
- (e) Residential buildings or complexes of forty-five meters or above height and having four hundred or more apartments or dwelling units (both the requirements have to be satisfied); and
- (f) Such other class of premises or buildings or occupancies as the Government may specify by notification from time to time.

(2) Only those persons who are imparted prescribed training by the Director of Fire Service and are below sixty-five years of age and physically and medically fit shall be eligible to be appointed as Fire Safety Supervisors:

Provided that no person shall be appointed as Fire Safety Supervisor for more than one building or premises or occupancies.

(3) The owner or occupier or any lawful authorised person shall report to the officer-in-charge of the local fire station concerned complete details of the Fire Safety Supervisor at the time of his appointment.

(4) If any owner or occupier or any lawful authorised person of premises or buildings under sub-rule (1) fails to appoint Fire Safety Supervisor within one year from the date of commencement of these rules, or one year from the date of notification under clause (f) of sub-rule (1), as the case may be and to report details thereof to the officer in-charge of the local Fire Station concerned, from time to time, each one of them shall, without prejudice to action under any law for the time being in force, be jointly and severally liable to be punished under the Act, and the Fire Safety Certificate of the said building or premises or occupancies may be cancelled.

(5) Appointment of Fire Safety Supervisor shall not, in any way, absolve or mitigate the occupier or owner or any lawful authorised person of his responsibility for maintaining the fire prevention and fire safety measures in good repair and working condition at all times as required under rule 16.

16. Owners' liability to provide and occupiers' liability to maintain fire prevention and fire safety measures etc.— (1) The owner of premises as specified under rule 9 shall provide fire prevention and fire safety measures and appliances in accordance with these rules:

Provided that, in case of such buildings or premises or part thereof the construction of which was completed before the date of commencement of these rules or which was under construction on such date, the owner shall provide fire prevention and fire safety measures within a period of one year thereof, in accordance with these rules.

(2) The occupier of building or premises as specified under rule 9 shall provide fire prevention and fire safety measures and maintain appliances in good repair and working condition at all times.

(3) No person, including the owner and the occupier, shall make any permanent or temporary structure or projection within the set-backs, escape ways or driveways or tamper with, alter, remove or cause any obstruction or injury or damage to any fire prevention and fire safety systems installed in any such premises or instigate any person to do so.

17. Public display of Fire Safety Certificate at conspicuous places in the premises.—Photo copies of the Fire Safety Certificate issued under rule 13 shall be framed and displayed at all conspicuous places including in all corridors and lobbies in all floors of all towers or blocks of the premises for information of general public.

18. Power of inspection etc.— (1) The Director or an authorised member by general or special order, may, after giving at least three days notice in Form-VII to the owner or the occupier or the lawful authorised person of the premises, by serving it through post or email or such other means as may be feasible or by affixing a copy thereof on the premises, enter and inspect such premises with a view to verify the correctness of the information furnished as required under sub-section (1) of Section 11 of the Act and to ascertain the adequacy and operability of fire prevention and fire safety measures or violation of any provision of the Act or these rules and direct the owner or occupier to rectify the deficiencies, if any, within such period as may be specified in the order.

(2) The inspecting officers shall be provided with all possible assistance and cooperation by the owner or occupier or any lawful authorised person of such premises for carrying out inspection under sub-rule (1).

(3) If the directions of the inspecting officer under sub-rule (1) are not complied with within the specified time, the Fire Safety Certificate of the said premises may be cancelled by the Issuing Authority with due intimation to concerned regulatory or Licensing Authority.

(4) The owner or the occupier or any lawful authorised person who gives inaccurate information under sub-section (1) of Section 11 of the Act shall, without prejudice to action under any law for the time being in force, be jointly and severally liable to be punished under the Act and the Fire Safety Certificate of the said building or premises may be cancelled by the Issuing Authority.

(5) Where the inspection is carried out by an authorised member under sub-rule (1), he shall submit a report of such inspection to the Director.

19. Action for violation of provisions of the Act or Rules or directions issued thereunder.— (1) The Director or the authorized member may cancel the Fire Safety Certificate, after giving the owner or the occupier or any lawful authorized person as the case may be, an opportunity to show cause within fifteen days of service of the notice for,—

- (a) violation of any of the provisions of the Act or these rules or any of the conditions prescribed in the Fire Safety Certificate; or
- (b) non-compliance or incomplete compliance of directions issued under the Act or these rules; or
- (c) preventing inspection under Sub-rule (1) of Rule 18 either by obstruction or non-cooperation etc:

Provided that a Fire Safety Certificate cannot be cancelled by an officer lower in rank to the one who had issued or renewed the same.

(2) After cancellation of the Fire Safety Certificate of a building or premises, the Director or an authorised member shall report to,—

- (a) the Licensing Authority concerned to cancel the licence for operation of cinema hall and multiplex, clinical establishments, factory, hotel, warehouse and cold storage or any business, trade or profession or any other activity whatsoever for which a licence is required.
- (b) the Sub-divisional Magistrate or the District Magistrate concerned for taking action under section 133 of the Code of Criminal Procedure, 1973 (2 of 1974) and other relevant laws or ;
- (c) the Commissioner, Municipal Corporation if the said building or premises is situated within the limits of a Municipal Corporation, for taking action under sections 459 and 464 of the Odisha Municipal Corporation Act, 2003 (Odisha Act, 11 of 2003) as amended from time to time.

(3) The authorities responsible for supply of water and electricity shall disconnect the supply with immediate effect on getting information from Director or Officer authorised by him.

(4) If the Licensing Authority does not act as per the report, the Director or the authorised member may take steps for sealing and may start prosecution after recording the reasons thereof.

20. Procedure of sealing.— (1) Where it appears to the Director or the authorised member that the condition of any building or premises is dangerous to life or property and it is likely to cause risk of fire he or the authorised member shall, without prejudice to any action taken, may by order, require the owner or occupier of such premises to remove themselves from such premises forthwith.

(2) If the direction made by the Director or the authorised member under sub-rule (1) is not complied with, the Inspector in-charge of the Police Station having jurisdiction in the area shall provide necessary assistance to remove such persons from the premises and facilitate the process of sealing.

(3) After removal of the persons, the Director or authorised member shall seal the premises in the manner in which he deems fit with the help of the Magistrate and inform the local Police.

(4) The seal used for sealing the premises shall remain in custody of the Director or any authorised member.

(5) No person shall remove such seal except under the order made by the Director or the authorised member.

(6) If the premises, required to be sealed on receipt of the report from the authorised member, is found to be locked or inaccessible, he may break open the lock, enter the premises and after taking all necessary steps to be taken under the Act, relock and seal the premises :

Provided that, if any premises is forced open under this rule, an inventory of the material found in the premises shall be prepared in the presence of the Magistrate or two respectable independent witnesses and a copy thereof shall be delivered to the owner or occupier.

(7) Prior to sealing, a notice in Form-VIII shall be served on the owner or occupier of the premises indicating the reasons of sealing and in emergency cases such notice may be dispensed with.

(8) The Inspector in-charge of the concerned Police Station or the Magistrate having jurisdiction in the area in which the premises are situated shall provide all assistance to the Director or authorised member during sealing process.

(9) If the seal fixed under the rules on any premises is found to be broken or tampered with, the Inspector In-charge of the Police Station having the jurisdiction in the area shall be informed.

(10) It shall be the duty of the Police Officers of all ranks to aid the members of Fire Service in execution of their duties under this rule.

21. Prosecution Procedure.— (1) The officer not below the rank of Station Officer who issues Fire Safety Certificate within his jurisdiction shall submit a report in the prescribed Form-IX to his immediate superior for initiating prosecution against the offender and send a copy of the same to the Court of competent jurisdiction.

(2) The Investigating Officer shall maintain the case diary in Form-X and after completion of investigation, he will lodge complaint or final report in Form-XI against the offenders/defaulters before the Court of competent jurisdiction under section 10(1), 16,17,18,19 and 20 of the Odisha Fire Service Act, 1993.

(3) During investigation, the Investigating Officer will check, examine, test weigh, record and seize the properties which he has reasons to believe to be fire prone or endangering the safety of lives and properties and while making such seizure, he shall make a panchanama as prescribed in Form-XII and Seizure Memorandum in Form-XIII and shall submit complaint or final report within 60 (sixty) days from the date of filing of the case.

(4) The Investigating Officer shall also submit a copy of final form or complaint case to the Court of competent jurisdiction.

(5) The Investigating Officer may, if felt necessary, seek the assistance of the Police who will aid in execution of the investigation made by the authorised member of the Fire Service.

(6) All cases registered shall be recorded in a case register.

(7) The Director or authorised member shall serve a notice in Form-XIV on the occupier or owner or any lawful authorised person of the premises who is bound to obtain a Fire Safety Certificate under the provisions of the Act, but has failed to obtain the same or fails to comply with any of the conditions specified in the license, requiring him to obtain Fire Safety Certificate or comply with any of the conditions specified in the Fire Safety Certificate, as the case may be.

(8) If the owner or occupier of the premises does not comply with the notice, the Director or any authorised member shall serve a show cause notice in Form-XV and if the owner or occupier or any lawful authorised person further fails to comply with the notice, the Director or any authorised member shall initiate prosecution punishable under section 17 of the Odisha Fire Service Act, 1993.

22. General power of the Director and the State Government.— (1) Subject to the provisions of the Act and these rules, the Director may, from time to time, issue circulars and orders for effective implementation of the fire prevention and fire safety measures in various classes of buildings or premises and matters connected therewith or incidental thereto.

(2) The Director or the State Government may, at any time, call for an examination of the record of any action taken by any officer under the Act or these rules, for the purpose of satisfying themselves as to the legality or propriety of such action and pass such order as they may deem fit.

(3) Before passing an order, reasonable opportunity to show cause shall be given to the person likely to be affected by such order.

(4) If any question arises as to the interpretation of these rules, the decision of the State Government thereon shall be final.

[No. 36950–HOME-FS-RULE-0060/2017/H.]

By Order of the Governor

S.C. MAHAPATRA
Additional Chief Secretary

FORM-I

DECLARATION BY ERECTOR OF TEMPORARY STRUCTURE

[See rule-10(9) of the Odisha Fire Prevention and Fire Safety Rules, 2017]

I or We.....
.....(full name of the erector of temporary structure) son/daughter/wife of
..... residing at (give
complete address).....

..... do hereby declare that the
temporary structure or pandal measuring feet long and feet wide
erected at (mention exact location).....

shall remain in place with effect from date to date, and that fire
prevention and safety measures as required under rule 4 of the Odisha Fire Prevention and Safety
Rules, 2017 have been provided therein, and further that the complete erection of temporary
structure and electrical services are in conformity with the standards of IS:8758-1993 read with
IS:1646-1997.

I or We also, declare that the following persons (full name with their signatures and phone
numbers) shall remain on fire prevention and safety duty round the clock during the occupancy of
the above mentioned temporary structure:

- 1.
- 2
- 3.....

Dated:..... (Signature(s) of erector (s) of temporary structure)

- 1.
- 2
- 3.....

FORM-II

[See rule-12(5)]

Fire Safety Recommendation

1. Address of the proposed building/premises:
2. Name and Address of the Applicant:
3. Date of Receipt of Application:
4. Proposed occupancy (Type of building) :
5. Area with plot no and. khata no. :
6. Date of Inspection:
7. Recommendation:

Issuing Authority

FORM-III

APPLICATION FOR FIRE SAFETY CERTIFICATE

[See rule-13(1) of the Odisha Fire Prevention and Fire Safety Rules, 2017]

To

The Director, Fire Services,
Odisha, Cuttack

Sir/Madam,

I/We

(i).....son/daughter/wife of
.....address with phone number
.....

(ii)son/daughter/wife of
.....address with phone number
.....

(iii).....son/daughter/wife of
.....address with phone number
.....

(iv).....son/daughter/wife of
.....address with phone number
.....

are the owners/developers/builders/promoters of following buildings or premises:

2.1 Detailed location with full address of the buildings/premises (Plot No., Khata No., street,
Mouza/locality and Dist.):

.....
.....
.....

2.2 Plot area (with dimensions)

2.3 Width of the road abutting the building or premises:

2.4 Type of occupancy of the Building or Premises.....

.....

3. Details of the buildings/premises:

Sl. No.	Particulars	Requirement as per National Building Code of India	Requirement as per the approved plan	Provision made in the building	Deviation/ Shortfall/ deficiency if any
1.	Plot area with dimensions				
2.	Total covered /constructed area (at ground level)				
3.	No. of buildings (occupancy wise)				
4.	Height of each building from ground level				
5.	Total number (including all underground, basement, stilt, mezzanine and ground) of floors				
6.	Covered area of a Typical floor (total).				
7.	No. of underground or basements (indicate level below ground in each case).				
8.	Area of each underground or basement floor				
9.	If underground or basement extends beyond the building line please indicate the load bearing strength of the roof or basement.				
10.	Occupancy (usage) (mention separately for each underground, basement, stilt , mezzanine, ground and other floors).				
11.	Details of Parking areas (mention separately the underground, covered and open parking areas)				
12.	Details of property/features surrounding the premises				
13.	No. of gates provided at the boundary for entrance and exit. (indicate their width and height)				
14.	Open spaces around each of the buildings or blocks or towers. Note: <i>If there is no interconnection between any two blocks or towers at every floor level, then each of those blocks or towers will be treated as separate buildings for the purpose of fire safety measures.</i>				

	Front				
	Rear				
	Left				
	Right				
15.	Has drive way been provided around each building? If so, indicate its width, turning radius and load bearing capacity.				
16.	How many staircases have been provided in the building? Please indicate in each case.				
	a)The width of the stairway				
	b)The width of treads				
	c)The height of riser				
17.	Has "Fire tower" been provided in the building? If so, please indicate.				
	a)Fire rating of the walls.				
	b)Fire rating of the Exit doors at each floor.				
18.	What is the average occupant load per floor?				
19.	Number and details of all lifts? Please indicate in each case.				
	a) The floor between which lift runs.				
	b) The type of doors fitted to the lift car and each landing.				
	c) Fire resistance rating of lift car landing doors if known.				
	d)Floor area of the lift car				
	e) Loading capacity of the lift car.				
	f) Has communication system installed in the lift car.				
	g) Has a "Fireman" switch been installed in the lift for grounding it in the event of fire?				
20.	Where more than one lift are installed in the common enclosure, have individual lifts been separated by fire rating?				
21.	Has the lift shafts, lift lobby or stair well been pressurized?				

22.	Have the lift lobby and stair cases been effectively enclosed to prevent fire/smoke entering them from outside at any floor?				
23.	Have all the "Exits" and "Way to Exits" been signposted with illuminated signages?				
24.	Has Wet Riser(s) /Dry Riser(s) been provided? If so please indicate the no. of risers and internal diameter of each.				
25.	Has Down Comer(s) been provided? If so please give details.				
26.	Have internal hydrants been provided? If so, please indicate.				
	a) No. of hydrants on each floor(Indicate whether single or twin out lets).				
27.	Have first-aid hose reels been provided? If so, please indicate.				
	a) No. of hose reels in each floor including basement(s).				
	b) Bore and length of hose reel tubing on each reel drum.				
	c) Size (Bore) and type of nozzle fitted to each hose reel.				
	d) Is the hose reel connected directly to the riser or to the hydrant outlet?				
28.	Has fire hose been provided near each hydrant in hose box? If so, please indicate.				
	a)The type of hose				
	b)The size of (bore) of hoses.				
	c)The length of each hose				
	d) Total no of hoses provided in each hydrant.				
29.	Have branch pipe been provided? If so, please indicate.				
	a)The type of branch pipe				
	b) Size of nozzle fitted to each branch.				
30.	Is the building equipped with automatic fire detection and alarm system? If so, please indicate.				

	a) The type of detectors used.				
	b) The standard to which it conforms.				
	c) Whether detectors provided above false ceiling.				
	d) The code to which the installation conforms.				
31.	Have manual call boxes been installed in building for raising an alarm in the event of an outbreak of fire? If so, please give details.				
32.	Have public address system been installed in the building with loudspeakers on each floor?				
33.	Has any yard hydrant been provided from the building's fire pump?				
34.	Is the building sprinklered? If so, indicate.				
	a) The type of sprinklers used.				
	b) Standard to which it conforms.				
	c) Whether sprinklers provided above false ceiling.				
	d) Has the basement been sprinklered?				
	e) The code to which the installation conforms.				
35.	Have any stationary fire pumps been installed for pressurizing the Wet Riser? If so, please indicate.				
	a) The number of pumps				
	b) The size of suction and delivery connections of each pump.				
	i) Suction (mm)				
	ii) Delivery (mm)				
	c) The output of each pump				
	d) The maximum head against which the pump can operate at the output mentioned at (C) above.				
	e) Is the pump automatic in action?				
36.	Please give the capacity and size of the underground static tank if any exclusively for fire fighting.				
37.	Please indicate the present arrangements for				

	replenishment of the underground tank.				
38.	Is any public or other water storage facility available nearby? If so, please give the capacity and distance from the building. Is it readily accessible?				
39.	Number and type of fire extinguishers provided at various locations (building wise).				
40.	Whether all fire extinguishers bear the ISI certification mark.				
41.	Has a stand by source of power been provided? If it is through a generator, please indicate.				
	a)The capacity (output)				
	b)The functions that can be maintained simultaneously by the use of generator such as operating lifts, fire pumps, emergency lighting etc.				
	c) Is the generator automatic in action or has to be started manually?				
42.	Provision of fire control room and its location.				
43.	Is the building centrally air conditioned? If so, please indicate.				
	a) The material used for construction of ducts and its fittings.				
	b) The type of lining used for ducts if any.				
	c) Type of legging used, if any for insulating any portion of ducts and indicate how the legging is secured.				
	d) If false ceiling is provided please give the fire resistance rating of the ceiling material.				
	e) If plenum is used as returned air passage, has it been protected with fire detectors? Please give details.				
	f) Has a separate AHU been provided for each floor?				
	g) Is the AHU having auto shut off system in case of actuation of detector.				

	h) Has fire dampers been provided inside ducts, if so indicate the no. and type of dampers.				
44.	Is the ducting for each floor effectively isolated or is it continuous for more than one floor?				
45.	Basement ventilation detail: -				
	a) Whether natural ventilation is relied upon? If so, give details of vents with area for the stairwell, lift shafts.				
	b) Whether mechanical ventilation has been provided If so, give details of the system indicating the numbers of air changes for the basement and other floors.				
	c) Whether mechanical ventilation is coupled with automatic detection system? Please give details of the system.				
46.	Where are the switch gear and transformers located? If inside the building, please indicate.				
	a) If the switch gear and transformer(s) have been housed in separate compartments effectively separated from each other and from portion of the buildings by 04 hrs. fire resistive wall?				
	b) What precautions have been taken to prevent a possible fire in transformer (s) from spreading?				
47.	Where electric cables, telephone cables, dry/wet risers/down comers pass through a floor or wall, have the spaces (apertures) round the cables /pipes been effectively sealed/plugged with non combustible, fire resistive materials?				
48.	Are the occupants of the building periodically trained in use and operation of fire safety measures and emergency procedure? If so, please give details of training. If not, why?				

49.	Does an emergency organization exist in the building? If so, please give detail and append a copy of emergency (Fire) orders.				
50.	Has a qualified fire safety supervisor been appointed for the building or premises? If so, his full details. If not, why?				
51.	Has the building been protected against lightning? If so, does the lightning protector conform to any code? Please indicate details.				
52.	Has Helipad been provided over the building? If so, whether it has been approved by the authority?				

4. Self-attested copies of the following documents are enclosed herewith (originals should be produced for inspection and comparison as and when asked for):

- (i) Approved building plans (complete set) and approval letter issued by the Development Authority/Regional Improvement Trust/ Planning Authority.
- (ii) Ownership documents and development agreement if any.
- (iii) Resolution of Board of Directors authorising the applicant(s) (If the building or premises is owned by a Company).
- (iv) Photo Identification proof of all owners(s) or all applicant(s).
- (v) Appointment letter with salary details of Fire Safety Supervisor, if any, appointed under rule 9 of the Fire Prevention and Safety Rules.

5. You are requested to take necessary action for issue of Fire Safety Certificate for occupancy of the aforementioned buildings or premises.

- 1.
- 2.
- 3.
- 4.

Date: (Signatures of all applicants)

Contact person details:

Name in full.....

Tel. No.

Mobile No.

FORM-IV

[See rule-13(2)]

FIRE PREVENTION AND SAFETY INSPECTION REPORT

Sl. No.	Details of premises etc.	Requirement as per National Building Code of India	Requirement as per the approved plan	Provision made in the building	Deviation/ Shortfall/ deficiency if any
(1)	(2)	(3)	(4)	(5)	(6)
1.	Plot area with dimensions				
2.	Total covered /constructed area (at ground level)				
3.	No. of buildings, towers, blocks etc (occupancy wise)				
4.	Height of each building, tower or block etc. from ground level				
5.	Total number (including all underground, basement, stilt, mezzanine and ground) of floors in each building, tower or blocks etc.				
6.	Total built up area of all floors (including all underground, basement, stilt, mezzanine and ground) of each building or tower or block etc.				
7.	Total built up area of all floors (including all underground, basement, stilt, mezzanine and ground) of all buildings, towers, blocks etc.				
8.	No. of underground or basement floors (indicate the level below the ground of each floor).				
9.	Area of each underground or basement floor				
10.	Occupancy (usage) (mention separately for each underground, basement, stilt, mezzanine, ground and other floors).				
11.	Details of parking areas (mention separately underground, roof-top, covered and open parking areas)				
12.	Width and height of all boundary gates provided for entry and exit.				

13.	<p>Open spaces and drive ways around each of the buildings or blocks or towers etc. within the premises.</p> <p>Notes:-</p> <p>1. If there is no interconnection at every floor level between any two buildings or blocks or towers, then each of those buildings or blocks or towers are deemed to be separate buildings for the purpose of open spaces & drive ways.</p> <p>2. The requirement of open spaces or set-backs for various classes of buildings, premises and occupancies shall be as prescribed in the respective regulations or bye-laws of the building plan approval authority concerned.</p>				
	Front				
	Rear				
	Left				
	Right				
14.	Has drive way been provided around each building or tower or block? If so, indicate its width, turning radius and load bearing capacity.				
15.	If underground or basement extends beyond the plinth line in to the drive way, please indicate whether the roof of basement has the capacity to bear minimum forty-five ton load of fire service vehicles/appliances.				
16.	No. of Exits and their width				
17.	How many staircases have been provided in the building? Please indicate in each case.				
	a) Width of stairway				
	b) Width of treads				
	c) Height of riser				
18.	Has "Fire tower" been provided in all buildings or towers or blocks?				
	a) Fire rating of the walls of fire tower.				
	b) Fire rating of Exit doors at each floor of fire tower.				

19.	Average peak occupant load per floor in all buildings or towers or blocks.				
20.	Number and details of all lifts? Please indicate in respect of each lift:				
	a) Floors between which the lift runs.				
	b) Type of doors fitted to the lift car and each landing.				
	c) Fire resistance rating of lift car landing doors.				
	d) Floor area of the lift car				
	e) Load capacity of the lift car.				
	f) Type of communication system installed in the lift car.				
	g) Has "Fireman" switch been installed in the lift for grounding it in the event of fire?				
21.	If more than one lift is installed adjacent to each other, whether or not adjacent lifts wells/ducts are separated by fire resistant walls?				
22.	Have lift wells/ducts, lift lobby and stair wells been pressurized?				
23.	Have lift lobby and stair cases been effectively enclosed to prevent fire/smoke entering them from outside at any floor including basement(s)?				
24.	Have all the "Exits" and "Way to Exits" been signposted with self-illuminated sign ages?				
25.	No. of Wet Riser(s) and Dry Riser(s) and internal diameter of each riser.				
26.	No. and details of Down Comer(s)				
27.	No. of single and twin outlet internal hydrants in each floor including basement(s).				
28.	No. and details of first-aid hose reels in each floor including basement(s).				
	b) Bore and length of hose reel tubing on each reel drum.				
	c) Size (Bore) and type of nozzle fitted to each hose reel.				

	d) Is the hose reel connected directly to the riser or to the hydrant outlet?				
29.	Has fire hose been provided near each hydrant in hose box? If so, please indicate:				
	a)The type of hose				
	b)The size of (bore) of hose.				
	c)The length of each hose				
30.	d) Total no of hoses provided to each hydrant.				
	Have branch pipes been provided? If so, please indicate:				
	a)The type of branch pipe				
31.	b) Size of nozzle of each branch				
	Are all buildings, towers or blocks equipped with automatic fire detection and alarm system? If so, please indicate:				
	a) No. and type of detectors (smoke or heat) installed.				
32.	b) Whether detectors provided both above and below the false ceiling.				
	Have manual fire alarm systems been installed in all floors including basement(s) of all buildings, towers or blocks? If so, give details.				
33.	Has public address system been installed in all floors including basement(s) of all buildings, towers or blocks?				
34.	No. and details of yard hydrants?				
35.	Details of automatic sprinkler system installed both above and below the false ceiling in all floors including basement(s) of all buildings, towers or blocks.				
36.	Have stationary fire pumps been installed? If so, please indicate:				
	a) The number of pumps				
	b) Sizes of suction diameter (mm) and delivery diameter (mm) of each pump.				

	c) The output of each pump in LPM				
	d) The maximum head against which the pump can operate at the output mentioned at (c) above.				
	e) Is the pump automatic in action?				
37.	Capacity and size of the underground static tank if any, exclusively for firefighting purpose and provisions for replenishing the same.				
38.	Capacity and size of the terrace tank and its connectivity to the wet riser/down comer/hose reel.				
39.	Number and type of fire extinguishers (bearing ISI certification) provided at various locations in each floor including basement(s) building/tower/ block-wise.				
40.	Details of stand-by source of power provided? If so, please indicate:				
	(a)The capacity (output)				
	b)The functions that can be maintained simultaneously such as operating lifts, fire pumps, emergency lighting etc.				
	(c) Is the standby source automatic in action or has to be started manually?				
41.	Details of fire control room and its location.				
42.	Is the building centrally air conditioned? If so, please indicate.				
	(a) The material used for construction of ducts and its fittings.				
	(b) The type of lining used for ducts				
	(c) Type of legging used, if any for insulating any portion of ducts and indicate how the legging is secured.				
	(d) Fire resistance rating of false ceiling material.				
	(e) If plenum is used as returned air passage, has it				

	been protected with fire detectors? Please give details.				
	(f) Has a separate air handling unit (AHU) been provided for each floor?				
	(g) Is the AHU having auto shut off system in case of actuation of detector?				
	(h) Have fire dampers been provided inside ducts? If so indicate the no. and type of dampers.				
	(i) Is the ducting for each floor effectively isolated or is it continuous for more than one floor?				
43.	Basement ventilation details:				
	(a) Whether natural ventilation is relied upon? If so, give details of vents with area for the stairwell, lift shafts.				
	(b) Whether mechanical ventilation has been provided? If so, give details of the system indicating the number of air changes for the basement and other floors.				
	(c) Whether mechanical ventilation is coupled with automatic detection system? Give details of the system.				
44.	Location of the switch gear and transformers? If inside the building, please indicate.				
	(a) Are the switchgears and transformers housed in separate compartments effectively? If so, are they separated from each other and from portion of the building by four hrs fire resistive wall?				
	(b) What precautions have been taken to prevent a possible fire in transformers from spreading?				
45.	Where electric cables, telephone cables, dry/wet risers/down comers pass through a floor or wall, have the spaces (apertures) round the cables/pipes been effectively sealed/ plugged with non combustible, fire resistive materials?				

46.	Are the occupants of the building periodically trained in use and operation of fire safety measures and emergency procedure? If so, give periodicity and details of training. If not, why?				
47.	Whether, emergency drills/rehearsals conducted regularly? If so, how often and whether local Fire Station is involved? If not, why?				
48.	Has a qualified fire safety supervisor been appointed for the premises? If so, his full details. If not, why?				
49.	Has the building been protected against lightning? If so, indicate its details including its periodical testing. If not, why?				
50.	Any other information.				

Signature of Inspecting Officer

FORM-V**FIRE SAFETY CERTIFICATE****(See rule-13(3) of the Odisha Fire Prevention and Fire Safety Rules, 2017)**

File No.

Certificate No...../FPW Dated:

This Certificate is valid up to:.....

(Apply for renewal at least three months before expiry)

Certified that (name of building/premises) situated at (address)

.....consisting of total.....number of Towers/Blocks, was inspected by officers of the Fire Service on in presence of (name of owner or his representative) and it has been found to comply with the fire prevention and safety requirements in accordance with the Odisha Fire Prevention and Fire Safety Rules, 2017 and that its various floors are fit for occupancy or usage as noted hereunder against each subject to compliance to the conditions as prescribed herein below:

1. Lower Basement/Underground in Tower/Block.....usage.....
2. Upper Basement/ Underground in Tower/Block.....usage.....
3. Ground floor in Tower/Block.....usage.....
4. Stilt in Tower/Block.....usage.....
5. Mezzanine in Tower/Block.....usage.....
6. Upper Floors in Tower/Block.....usage.....
7. Upper Floors in Tower/Block.....usage.....
8. Upper Floors in Tower/Block.....usage.....

CONDITIONS:

1. Fire prevention and safety measures and appliances, availability of water supplies and means of access thereto etc provided in the building or premises, should be maintained by the occupier(s) in best repairs and efficient working condition at all times for use by the occupants or the members of the Fire Service or both in the event of outbreak of fire.
2. The set-backs, driveways, entrance gates, exits, staircases, corridors and escape ways should not be changed, obstructed or modified in any way.
3. The occupiers(s) shall train all staff and occupants periodically to make them well conversant in use and operation of the fire prevention and safety measures.
4. Fire drills/rehearsals should be organised at least once in six months by involving Local Fire Station.
5. The occupier(s) shall appoint Fire Safety Supervisor exclusively for this building or premises.
6. Photocopies of this Certificate should be framed and displayed at all conspicuous places in all lobbies/corridors in all floors of all Towers/Blocks of building/premises.

By order of the Director of Fire Service

Signature with Seal

Name and Designation of Issuing Officer

FORM-VI**[See rule-14(2)]****APPLICATION FOR RENEWAL OF FIRE SAFETY CERTIFICATE**

(Has to be attached with Form-III)

1. Name & Address of the Premises / Building :.....
2. Name of the Firm / Company or Factory / Buisness :.....
3. Name of the Owner / Occupier :
4. Full Postal Address for Communication :
5. Description of :

 - a. Nature of the Business, Trade or Process
 - b. Communities and Quantities Stored / Handled
 - c. Position of Storage in relation to No of Rooms / Floor Area
 - d. Inflammable Liquids and Explosive Materials.

6. Type of Occupancy :.....

 - a. Residential
 - b. Educational
 - c. Institutional
 - d. Assembly
 - e. Business
 - f. Merchantile
 - g. Industrial
 - h. Storage
 - i. Hazardous
 - j. Any other classes of building or premises notified from time to time

7. Existing Licence No. _____ and Date _____ and Designation of Issuing Authority
8. Particulars of Fee Remitted Challan No. _____ & Date _____
9. Details of Modification / Additions done if any

 - a. Structural
 - b. Storage
 - c. Quantity of Commodities / Inflammable Liquids / Explosive Materials
 - d. Business
 - e. Electrical Appliances
 - f. Means of Escape
 - g. Any other furnish details

Certified that the *above* particulars furnished are true to the best of my knowledge

Place _____

Date _____

Signature of the Applicant

FORM-VII

[See rule-18(1)]

NOTICE TO INSPECT THE PREMISES

I _____ empowered by rule-18 of the Fire prevention and Fire Safety Rules, 2017 do hereby give you notice that on _____ at _____, I shall enter and inspect your premises located at _____ for the purpose of ascertaining the adequacy or contravention of Fire Prevention and Fire Safety Measures as required under the Act and the thereunder rules framed.

Inspecting Officer

To,

_____ Owner/Occupier

Note : Separate sheet may be appended for reports/ observations.

FORM-VIII

[See rule-20(7)]

Show Cause notice against sealing

Whereas, it is necessary in public interest and safety, I hereby direct you, Sri / Smt.....M/S.....(Firm / Company / Business / Owner / Occupier) possessor of Fire Service License No..... Dated that you have violated the following conditions by not maintaining the fire fighting system in satisfactory working condition / defective having not provided the following there by endangering lives and properties of the inmates and public in and around your premises.

- 1.
- 2.
- 3.
- 4.
- 5.

Take notice hereby, that you are directed to rectify the above defects and re-set the fire protection system ensuring the safety within 15 days from the date of receipt of this notice lest, Fire Service license issued to you shall be cancelled / your renewal application refused. Besides, action will be taken to seal the building/premises and initiate prosecution against you in the Court of Law under Section-17 of Odisha Fire Service Act-1993.

You are directed to acknowledge receipt of this notice on its duplicate.

Signature of the Fire Prevention Officer

Date:

Place:

Sri.....
.....
.....

FORM-IX

[See rule-21(1)]

REPORT

(Strike out which is not applicable)

1. District.....
F.S.....

Year..... Report
No..... Date.....
2. (i) Act.....Sections.....
(ii) Act.....Sections.....
(III) Act.....Sections.....
(IV) Other Acts and Sections.....
3. (a) Station Diary Reference : Entry No..... Time.....
(b) Occurrence of Offence : Day.....Date.....Time.....
(c) Information received Date..... Time.....
At the Fire Station : S.D.E. No.
(d) Date of dispatch from
F.S.....
4. Type of information : Written/ Oral
Place of Occurrence :
5. (a) Direction and distance from
F.S.....
(b) Address.....
.....
.....
(c) In case outside limit of these Fire Station, then the name of F.S.....
District.....
6. Complainant/Informant :
(a) Name
.....
.....
(b) Father's/Mother's/Husband's Name
.....
(c) Date/Year of Birth.....
(d) Nationality
(e) Address.....
.....
.....
(f) Passport No./D. License /Voter I.D..... Date of
Issue.....
Place of Issue
(g) Occupation.....
.....

7. Details of known/suspected/unknown/accused (attach separate sheet, if necessary)

8. Reasons for delay in reporting by the Complainant/Informant

.....
.....

9. Particulars of properties stolen/Involved (attach separate sheet, if required).....

.....
.....

10. Approximate value of properties stolen/involved.....

11. Report Contents (attach separate sheets, if required)

12. Action taken : Since the above report reveals commission of offence (s) U/s..... (as mentioned at item No. 2) registered the case and refused investigation/and took up the investigation/directed/and.....has already taken upto take up/the investigation/transferred to F.S..... on point of Jurisdiction.

Report, read over to the Complainant/Informant, admitted to be correctly recorded and a copy given to the complainant/Informant free of cost.

.....
.....
Signature of the Officer in-charge, Fire Station with Name

Rank.....

Personal Number, if any.....

Date.....

Signature/Thump impression of the Complainant/Informant

FORM-X

[See rule-21(2)]

Case Diary

Fire Station _____ District _____

Information Report No. _____ of 20 _____ Case Diary No. _____

Sec _____

Date and Place of Occurrence _____

**Date (with hour) on which action was taken
and places visited**

Record of Investigation

--	--

Signature of Investigating Officer

FORM-XI**Final Report /Complaint****[See rule-21(2)]****Strike out which is not applicable**

- 1 In the Court of
District..... F.S.....
- Year.....Report No.....Date.....
- 2 Final Report /Charge Sheet No.....
- 3 Date
- 4 (i) Act..... Section.....
(ii) Act.....Section.....
(iii) Act.....Section.....
(iv) Other Acts and Sections.....
- 5 Type of final Form : Charge sheet/No Clue /Unocured/Not Charge sheeted
for want of evidence/ others.....
- 6 If Report required False/Mistake of fact/Mistake of Law/Non Cognizable
- 7 Refer Notice:-
(a) Served / Not Served.....
(b) Copy enclosed : Yes/No (if No, reasons thereof).....
- 8 If Supplementary or Original
- 9 Name, Rank and Number (if any) of the I.O (s).....
.....
- 10 (a) Name of the Complainant/Informant
(b) Father's /Mother's /Husband's Name
- 11 Date on which the Complainant/In formant was informed of the result

13. Particulars of accused persons Charge Sheeted

SL. No. (i) NameWhether Verified
.....Yes/No

(ii) Father's/Mother's/Husband's
Name.....

(iii) Date/Year of
Birth.....

(iv)
Sex.....

(V) Nationality
.....

(a) Passport/other ID.....(b) Date of
Issue.....

(c) Place of
issue.....

(VI) Realign.....

(VII) Whether S.C/S.T.....Caste/Tribe
.....

(VIII)
Occupation.....

(IX)Descriptive Particulars
.....

.....
.....
.....

(X) Address
.....

.....Whether verified
.....Yes/No

(XI) Previous convictions case with reference
.....
.....

(XII) Status of the accused:
Forwarded/Bailed by Police/ Bailed by court/under Police Custody under Judicial
Custody/ Absconding / Proclaimed offender / Not arrested
(Attach separate sheet, if necessary)

14. Particulars of accused persons not charged sheeted (suspected)

SL. No. NameWhether Verified
.....Yes/No

(ii) Father's/Mother's/Husband's
Name.....

(iii) Date/Year of Birth.....
.....

(iv) Sex.....
.....

(V) Nationality.....
.....

(vi) Passport/other ID..... Date of Issue.....

(VII) Place of issue.....
.....

(VIII) Realign.....
.....

(IX) Whether S.C/S.T..... Caste/Tribe.....
.....

(X) Occupation.....
.....

(XI) Address.....
.....

..... Whether verified Yes/No

(XII) Previous convictions case with reference.....
.....

(XIII) Status of the accused:
Forwarded/Bailed by Police/ Bailed by court/under Police Custody under Judicial Custody/ Absconding / Proclaimed offender / Not arrested
.....
.....

(xiv) Under Acts and Sections.....
.....

(xv) Any special remarks including reasons for not Charge sheeting.....
.....
.....

(Attach separate sheet, if necessary)

15. Particulars of witnesses to be examined

SL. No.	Name	Father's/Mothers/Husband's Name	Date/ year of Birth	Occupation	Address	Type of evidence to be tendered
1	2	3	4	5	6	7

16. If Report is false, indicate action taken or proposed to be taken

.....

17. Result of Labrotory Analysis.....

.....

18. Brief Facts of the Case

Dispatched
Sheet

Signature of the Investigating Officer
Submit the final Report/ Charge Sheet

Name.....

Signature of the O.I.C.
Rank.....

Personal No. if
any.....

Date.....

FORM-XII**[See rule-21(3)]****PANCHANAMA****Case No** _____**Place** _____**Date** _____**Time** _____

1. Name and Address of the Firm
2. Name and Address of the person in charge present
3. Name and Address of the Panchas

1. Sri/Smt _____
 S/O,D/O, W/O _____
 Resident of _____
 Age _____ Years _____
 Occupation _____

2. Sri/Smt _____
 S/O,D/O,W/O _____
 Resident of _____
 Age _____ Years _____
 Occupation _____

We the above Panchas are this day _____ called by Sri _____ Designation _____ Place _____ to witness the Act of seizing certain property from _____ address of the Firm _____ which were possessed and exposed into premises of the said Firm, in our presence, the said Fire Prevention Officer seized the following mentioned property which we testify to be correct.

SL. No.	Place from where seized	Particulars of seized property	Quantity	Reasons for Seizure and Detention

The Panchanama is read over and explained to us and it is correct account of when we saw.

Signature of the Panchas

Signature of the Investigating Officer

1.

2.

Received the copy of Panchanama

Signature of the person In-Charge

of the premises

FORM-XIII**[See rule-21(3)]****Seizure Memorandum**

To,

Name _____ Date & Time

Address _____ Place of Panchanama

_____ Case No

_____ Name & Address of

_____ Panchas

1.

2.

The following property belongs to you has been seized detained under section 14 (2) of Odisha Fire Service Act, 1993 for the cases stated below-

SL. No.	Place from where seized	Particulars of seized property	Quantity seizure and Detention	Reasons for
(1)	(2)	(3)	(4)	(5)

**Signature of the person from
Whom seized**

Signature of the Investigating Officer

Signature of witness

(1)

(2)

FORM-XIV**[See rule-21(7)]****Notice for Violation of Fire Prevention /Fire Safety measures**

I _____ empowered by rule, 18 of the Fire Prevention and Fire Safety rule, 2017 and Section 10 of the Odisha Fire Service Act, 1993 hereby bring to your notice that you have not adopted required fire prevention and fire safety measures in your Premises and violated the conditions of the Odisha Fire Prevention rule, 2017 endangering the lives and properties of the inmates and around your premises. It is hereby noticed that you are directed to obtain Fire Safety Certificate immediately failing which action will be taken against you as per provisions of law. You are also hereby informed to undertake the Fire Prevention and Fire Safety measures in your premises within days from the date of receipt of this notice failing which your Fire Safety Certificate shall be cancelled and action will be taken against you as per the rules.

Place:

Date:

Director**Authorised Member**

FORM-XV

[See rule-21(8)]

Show Cause notice to be served on the defaulter

In the public interest and safety, I hereby direct you, Sri/Smt.
 M/S.
 (Firm/Company/ Business/ Owner/ Occupier) Possessor
 of Fire Safety certificate No. Dated that you
 have violated the conditions mentioned there in by not maintaining the Fire Fighting system in a
 satisfactory working condition endangering lives and properties of the inmates and public in and
 around your premises. The following defects have been noticed-

- 1.
- 2.
- 3.
- 4.

Take notice hereby, that you are directed to rectify the above defects and re-set the
 Fire Protection ensuring the safety within 15 days from the date of receipt of this notice
 lest, Fire Safety Certificate issued to you shall be cancelled or your renewal application
 shall be refused. Besides, action will be taken against you to prosecute in the Court of Law
 under section -17 of Odisha Fire Service Act,1993.

You are directed to acknowledge the receipt of this notice on its duplicate.

Signature of the Investigating Officers

Date:

Place:

Sri.....

.....

.....

FORM-XVI

[See rule-6(3)]

CERTIFICATE OF APPOINTMENT FOR MEMBERS OF AUXILIARY FIRE FORCE



This is to certify that SriS/O.....
.....At.....P.S.....
District..... has been appointed as a member of Auxiliary Fire Force in
the rank of on under Section 6 of
the Odisha Fire Service Act and is vested with the powers, functions and privileges of a member of
service as given in Rule-3 & 4 of the Odisha Fire Prevention & Fire Safety Rules, 2017.

N.B:- Mark of Identification

- 1.
- 2.

**Director Fire Services
or
Authorised Officer**

FORM-XVII

FIRE SAFETY CERTIFICATE FOR TEMPORARY STRUCTURE OR PANDALS

[See rule-10(3) of the Odisha Fire Prevention and Fire Safety Rules, 2017]

Certified that
(full name
 of the erector of temporary structure) son/daughter/wife of
residing at (give
 completeaddress).....
 do hereby
 declare that the temporary structure or pandal measuring square meter was
 inspected by officers of Fire Service on in presence of (name of owner or his
 representative).....
and it has been found to comply the fire prevention and safety requirements in accordance
 with the Odisha Fire Prevention and Safety Rules, 2017 and found the premises/structure is fit for
 occupancy or usage as noted hereunder

CONDITIONS:

1. Fire prevention and safety measures and first-aid fire fighting equipment, water availability, entrance and exits provided in the structure or premises, should be maintained by the occupier/organiser/applicant in best repairs and efficient working condition at all times for use by the occupants or the members of the Fire Service or both in the event of outbreak of fire.
2. The setbacks, entrance gates, exits, staircases and escape ways should not be changed, obstructed or modified in any way.
3. The organiser / applicant / occupiers shall train all staff and volunteers conversant in use and operation of the fire prevention and safety measures.
4. The organiser / applicant /occupier shall designate a person as Fire Safety Supervisor exclusively for this temporary structure or premises.
5. Photocopies of this Certificate should be framed and displayed at all conspicuous places in the structure.

By order of the Director of Fire Service

Signature with Seal

Name and Designation of issuing officer

Government of Odisha
Home Department

No. 40191 /CD, Dated, Bhubaneswar, the: 25-10-2017
HOME-FS-MISC-0001-2016(Pt.)

From

Shri A.K. Pruseth, IAS,
Additional Secretary to Government

To

The Principal Secretary to Government, Industries Department
The Commissioner-cum Secretary to Government, H & UD Department

Sub: Declaration of Nodal Officer of issuance of Fire Safety Recommendation and Fire Safety Certificate under ODA (Common Application Form) Rules, 2016 and Standard Operation Procedure (SOP) for Nodal Officers.

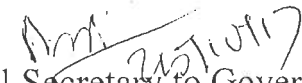
Sir,

I am directed to say that the following Officers of Directorate of Fire Service have been designated as Nodal Officers for disposal of applications online under ODA (CAF) Rules, 2016 vide D.G of Police, Fire Service Office Order No.12185/FS Dated 17.10.2017 (copy enclosed):

1. Sri Brajendhu Bhusan Das, Director-OFDRA-cum-CFO, FPW
2. Sri Bhabagrahi Ghadei, Fire Officer, Central Range, Cuttack
3. Sri Manoranjan Bhol, Fire Officer, Nothern Range, Sambalpur
4. Sri M.Jagga Rao, Fire Officer, Southern Range, Berhampur

A Copy of the said Office order and a copy of the Standard Operating Procedure (SOP) for Nodal Officers of Odisha Fire Service for disposal of applications online under ODA (CAF) Rules, 2016 are enclosed herewith for kind reference.

Yours Faithfully,


Additional Secretary to Government

Memo No 40192 /CD.,

Date: 25-10-2017

Copy forwarded to the D.G of Police, Fire Service, Odisha, Cuttack for information and necessary action.


Additional Secretary to Government

**STANDARD OPERATING PROCEDURE (SOP) FOR NODAL OFFICERS
OF ODISHA FIRE SERVICE UNDER ODA (CAF) RULES, 2016**

- (1) The Nodal Officer designated by Director, Fire Service vide Office Order No.12185/FS, Dated 17.10.2017 shall download the application and verify the required documents, Application Form, Plan and other papers.
- (2) After verification, if the Application Form is found to be Incomplete/ Incorrect the Nodal Officer shall communicate the same to the applicant. All objections to be raised in one instalment within 7 days of receipt of the Application Form.
- (3) If the Application Form, Plan, etc. are found to be in order, the Designated Nodal Officer shall inspect the premise/ building alongwith the team as per the circular order.
- (4) The Designated Nodal officer or member nominated by him shall attend to the common inspection programme along with the other agencies as per the ODA (CAF) Rules, 2016.
- (5) Based on the findings, a report shall be prepared and submitted to the approving authority as per the circular order.
- (6) The approving authority shall examine the findings of the inspecting team and provide approval or otherwise along with the remarks thereof.
- (7) The Nodal officer shall upload the Fire Safety Recommendation/ Fire Safety Certificate as approved by the approving authority within the stipulated period as per ODA(CAF) Rules, 2017.



Dy No. 608/FS
20-10-17

Dy.No-2021/ACSH
20/10/17

**DIRECTORATE GENERAL
FIRE SERVICE, HOME GUARDS & CIVIL DEFENCE, ODISHA
NUAPATNA, CUTTACK-753001**

Office Order No. 12185 /FS

Date. 17/10/2017

Sub: Declaration of Nodal Officers of issuance of Fire Safety Recommendation and Fire Safety Certificate under ODA (Common Application Form) Rules, 2016 by the Odisha Fire Service.

In pursuance of Government of Odisha has notified ODA (Common Application Form) Rules, 2016 vide Notification No.473/2016, dated 4th October, 2016 for streamlining the process for approval of building plans by Development Authorities in the State, the Directorate of Fire Services hereby designates the following Officers as Nodal a Officers. They will ensure the following procedure for issue of Fire Safety Recommendation and Fire Safety Certificate as prescribed in Odisha Fire Prevention and Fire Safety Rules, 2017.

1. They will be responsible for receipt of online Common Application Form from respective Development Authorities.
2. They will allot the application form to the respective designated Officer for field inspection and submission of report online within the specified timeline.
3. They will be responsible for coordinating all matters relating to inspection and issue of Fire Safety Recommendations and Fire Safety Certificates within their jurisdiction for sanction of building plan as per CAF Rules by concerned Development Authorities.
4. They will also attend or deploy a field officer of jurisdiction to attend joint inspection with building permission committee from time to time.

Sl. No.	Name & Designation of the Officer	Contact details with E-mail address	Jurisdiction
01	Sri Brajendu Bhusan Das, Director-OFDRA-cum- C.F.O, FPW	fireservicesodisha@gmail.com M – 9437271739 O – 0671-2303677	Over all supervision of all activities related to issue of Fire Safety Recommendations and Fire Safety Certificates throughout the State
02	Sri Bhabagrahi Ghadei, Fire Officer, Central Range, Cuttack	centralrangectc@gmail.com M – 9437276545 O – 0671-2307825 0671-2303688	For Districts - Puri, Khurda, Nayagarh, Cuttack, Kendrapara, Jagatsinghpur, Jajpur, Balasore, Bhadrak, Mayurbhanj
03	Sri Manoranjan Bhol, Fire Officer, Northern Range, Sambalpur	rangefireofficersbp@gmail.com M – 9861445717 O – 0663-2546056	For Districts – Sundargarh, Jharsuguda, Deogarh, Keonjhar, Dhenkanal, Angul, Sambalpur, Baragarh, Bolangir, Sonepur
04	Sri M. Jagga Rao, Fire Officer, Southern Range, Berhampur	fireofficerberhampur@gmail.com M – 9437616953 O – 0680-2220028	For Districts – Ganjam, Gajapati, Kandhamal, Boudh, Nuapada, Kalahandi, Koraput, Nawarangpur, Malakanagiri, Rayagada

This has been approved by DGP FS.


(C-457-2017)


17/10
I.G.P F.Ss, HGs & CD
Odisha Cuttack

Memo No. 12186 /FS

Dated: - 17/10/2017

Copy to Addl. Chief Secretary to Govt. of Odisha, Home Department, Bhubaneswar for information.


17/10
I.G.P F.Ss, HGs & CD
Odisha Cuttack