

बिहार सरकार

गृह (आरक्षी) विभाग

प्रेषक,

तारकेश्वर प्रसाद,  
संयुक्त निदेशक।

सेवा में,

प्रधान सचिव,  
उद्योग विभाग, बिहार, पटना।

पटना, दिनांक 25 फरवरी, 2016

विषय :- औद्योगिक नीति एवं संवर्धन विभाग (DIPP) से प्राप्त Business Reform Action Plan, 2016 के कार्यान्वयन के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषयक आपके पत्र सं0-209, दिनांक 28.01.2016 एवं पत्र सं0-336, दिनांक 17.02.2016 के प्रसंग में कहना है कि मुख्यालय, गृह रक्षा वाहिनी, बिहार, पटना के पत्रांक-56/गो0, दिनांक 22.02.2016 द्वारा औद्योगिक नीति एवं संवर्धन विभाग (DIPP) से प्राप्त Business Reform Action Plan, 2016 के कार्यान्वयन से संबंधित वांछित प्रतिवेदन उपलब्ध कराया गया है, जिसकी छाया प्रति (अनु0 सहित) आवश्यक कार्रवाई हेतु संलग्न है।

कृपया प्राप्ति स्वीकार की जाये।

अनु0-यथोक्त।

विश्वासभाजन

(तारकेश्वर प्रसाद)

संयुक्त निदेशक

ज्ञापांक-6/विविध-01-14/2015गृ0आ0.....1496 पटना, दिनांक 25 फरवरी, 2016  
प्रतिलिपि :- समादेष्टा, गृह रक्षा वाहिनी-सह-राज्य अग्निशमन पदाधिकारी, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

संयुक्त निदेशक

ज्ञापांक-6/विविध-01-14/2015गृ0आ0.....1496 पटना, दिनांक 25 फरवरी, 2016  
प्रतिलिपि :- निदेशक, उद्योग विभाग (तकनीकी विकास), बिहार, पटना को मुख्यालय, गृह रक्षा वाहिनी, बिहार, पटना के पत्रांक-56/गो0, दिनांक 22.02.2016 की छाया प्रति अनु0 सहित संलग्न करते हुए सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

अनु0-यथोक्त।

संयुक्त निदेशक

ज्ञापांक-6/विविध-01-14/2015गृ0आ0.....1496 पटना, दिनांक 25 फरवरी, 2016  
प्रतिलिपि :- आई0टी0 प्रबंधक, गृह विभाग, बिहार, पटना को मुख्यालय, गृह रक्षा वाहिनी, बिहार, पटना के पत्रांक-56/गो0, दिनांक 22.02.2016 की छाया प्रति अनु0 सहित संलग्न करते हुए विभागीय वेबसाईट पर अपलोड करने हेतु अग्रसारित।

अनु0-यथोक्त।

संयुक्त निदेशक

460  
23-02-16 मुख्यालय, गृह रक्षा वाहिनी, बिहार, पटना।  
पत्रांक.....56...../गो० दिनांक 22.02.2016

प्रेषक,

समादेष्टा, गृह रक्षा वाहिनी,  
-सह-  
राज्य अग्निशमन पदाधिकारी-सह-निदेशक  
बिहार, पटना।

सेवा में,

श्री तारकेश्वर प्रसाद,  
संयुक्त निदेशक,  
गृह (आरक्षी) विभाग,  
पटना।

प्रसंग:-

भवदीय का पत्र संख्या- 06/विविध-01-14/2015 गृ० आ० 985 दिनांक  
09.02.2016.

विषय:-

औद्योगिक नीति एवं संवर्द्धन विभाग (DIPP) से प्राप्त Business Reform Action  
Plan, 2016 के क्रियान्वयन के संबंध में।

महाशय,

उपरोक्त प्रसंग एवं विषय के संबंध में वांछित प्रतिवेदन संलग्न की जा रही  
है। भविष्य में इस प्रतिवेदन में आंशिक संशोधन की आवश्यकता पड़ सकती है।

अनुलग्नक यथोपरि।

विश्वासभाजन

22-2-16  
समादेष्टा, गृह रक्षा वाहिनी,  
-सह-  
राज्य अग्निशमन पदाधिकारी-सह-निदेशक  
बिहार, पटना।

6.30 PM  
23/2/16

523/5D  
23/2/16  
50-6

23/2/16  
23-2-10

72/90

**GUIDEBOOK ON APPLICATION & INSPECTION PROCEDURE FOR VARIOUS  
BUSINESS RELATED SERVICES**



**PUBLISHED BY: HOME (POLICE) DEPARTMENT, GOVT. OF BIHAR**

71 / 89

Guidelines for application & inspection procedure for fire safety approval

### LIST OF APPROVALS & COMPLIANCE INSPECTIONS

PARTICULARS	
Issue of Advisory for Fire Safety of Proposed Building	4-5
NOC for Fire Safety of Building	7-8

70  
88

**PRE-ESTABLISHMENT STAGE: SETTING UP OF A BUSINESS**

**A. ISSUE OF ADVISORY FOR FIRE SAFETY OF PROPOSED BUILDING**

PROCEDURE	
<b>Name of Service</b>	Issue of advisory for fire safety of proposed building
<b>Authority/Department</b>	Home (Police) Department
<b>Regulatory Framework</b>	Bihar Fire Service Act, 2014, Bihar Building Bye-laws-2014 & Part-IV of National Building Code-2005
<b>Service Condition (i.e. Who requires this service?)</b>	Advisory for the fire safety is to be taken for all kinds of building in the state prior to construction.
<b>Application Method</b>	Manual
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Application</li> <li>2. Layout plan drawn to scale, showing site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains etc. elevation and necessary cross-section of the various buildings, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. It should also clearly indicate the position of plant and machinery, aisles and passage ways.</li> <li>3. Affidavit for the availability of access road of width 40' to the proposed building.</li> </ol>
<b>Application Processing Fee (if any) and Mode of Payment</b>	None
<b>Application to be submitted at: (Manual application)</b>	The office of the State Fire Officer
<b>Key Approving Authority</b>	State Fire Officer
<b>Whether prior inspection is required for this approval</b>	Yes
<b>Prescribed Timeline for service delivery (from date of application)</b>	15 days (Notified under Bihar Single Window Clearance Act, 2006 vide Notification No 1405, dated 04.09.2014).

**:- IMPORTANT NOTE:-**

- At present, the State does not have a prescribed format for application. Therefore a written request on behalf of investor is to be made by the builder or the registered architect engaged in the building construction/supervision of the building construction on her/his letter-head.

**II APPLICATION & APPROVAL PROCEDURE**

1. Please keep the hard copy ready of all the necessary documents.
- 2a. Please write an application requesting issue of advisory for fire safety of the proposed building.
- 2b. Please mention details the details of the land also i.e. Plot No (CS), Plot No (MSP), Khata No., Holding No., Village/Mohalla/Ward No., Municipal Corporations/Municipal Council/ Nagar Panchayats/ Metropolitan area/ Planning Area under.....Planning Authority/ Gram Panchayat areas covered under.....Development Plan/ Planning Authority/ or Planning Scheme notified under Bihar Urban Planning and Development Act 2012 where the construction of building is proposed.
- 2c. Please mention the purpose of the proposed building too.
3. Attach all the requisite documents with the application.
4. Submit the application with all the documents at the office the State Fire Officer.
5. The application and the documents will be scrutinized at the office of the State Fire Officer.
- 6a. An advisory, mentioning the details of arrangements to be made and/or measures to be taken in respect to the fire safety at the proposed building, will be issued by the authority and it will be communicated to the applicant within 15 days from the receipt of the application. Subsequent to this, the applicant can collect the copy of the advisory from the state fire office.

**PRE-OPERATION STAGE: STARTING BUSINESS OPERATION**



**A. NOC FOR FIRE SAFETY OF BUILDING**

**INTRODUCTION**

<b>Name of Service</b>	<b>NOC for Fire Safety of Building</b>
<b>Authority/Department</b>	Home (Police) Department
<b>Regulatory Framework</b>	Bihar Fire Service Act, 2014, Bihar Building Bye-laws-2014 & Part-IV of National Building Code-2005
<b>Service Condition (i.e. Who requires this service?)</b>	NOC for fire safety is mandatory for all kinds of building in the state after construction.
<b>Application Method</b>	Manual
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Application</li> <li>2. Three copies of completed building plans.</li> <li>3. Copy of approved plan based on which advisory was issued prior to the construction of building.</li> <li>4. Certificate from the manufacturer for the fire safety equipment installed at the building and</li> <li>5. Certificate for the proper installation of the fire safety equipment at the building by the installer</li> </ol>
<b>Application Processing Fee (if any) and Mode of Payment</b>	None
<b>Application to be submitted at: (Manual application)</b>	To the office of the State Fire Officer
<b>Key Approving Authority</b>	State Fire Officer
<b>Whether prior inspection of site is required for this approval</b>	Yes
<b>Timeline mandated for approval of complete application (from date of application)</b>	15 days (Notified under Bihar Single Window Clearance Act, 2006 vide Notification No 1405, dated 04.09.2014).

**:- IMPORTANT NOTE:-**

- At present, the State does not have a prescribed format for application. Therefore a written request on behalf of investor is to be made by the builder or the registered architect engaged in the building construction/supervision of the building construction on her/his letter-head.

**I. APPLICATION & APPROVAL PROCEDURE**

1. Please keep the hard copy ready of all the necessary documents.
  2. Please write an application requesting issue of NOC for fire safety for the concerned building referring to the details of the advisory issued earlier.
  3. Attach all the requisite documents with the application.
  4. Submit the application with all the documents at the office the State Fire Officer.
  5. The application and the documents will be scrutinized at the office of the State Fire Officer followed by a site inspection by the competent authority.
  - 6a. In case NOC for the proposed building is granted, it will be immediately communicated to the applicant within 15 days from the receipt of the application. Subsequent to this, the applicant can collect the NOC from the state fire office.
  - 6b. In case there is an objection pointed out, it will be immediately communicated to the applicant and a suitable timeline would be given to the applicant to resolve that. If the objection is resolved within the stipulated time, the NOC would be granted. If the objection is not resolved within the stipulated timeline by the applicant, the application would be summarily rejected.
- Also, in case of multi storied building (residential buildings greater than 15m in height) and other special building like educational, assembly, institutional, industrial, storage and hazardous and mixed occupancies with ground covered area more than 500 sq. meters if the building fails to comply with requirement of fire safety, the building shall be declared unsafe.