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Government of Bihar

Home Department

Notification

Bihar Fire Service Rules, 2021

The Government of Bihar
Home Department
Notification
Bihar Fire Service Rules, 2021

Dated.....

No.-6/Agni0Se0-01-11/2017(khand-III)H.P...../ In exercise of powers conferred by proviso of Article- 309 of the Constitution of India and section-63 of the Bihar Fire Service Act, 2014 (Bihar Act 6, of 2014), the Governor of Bihar hereby makes the following rules: -

Chapter - I –Preliminary

01. Short title, extent and commencement: -
- (i) These Rules may be called "Bihar Fire Service Rules, 2021".
 - (ii) It shall extend to the whole of the State of Bihar.
 - (iii) It shall come into force with immediate effect.
02. Definitions: - In this Rules, unless the context otherwise requires: -
- (a) "Act" means the Bihar Fire Service Act, 2014 (Bihar Act 6, of 2014);
 - (b) "Administrative Department" means the Home Department of Bihar Government;
 - (c) "Director General" means the Director General, Bihar Fire Service appointed by the Governor of Bihar State;
 - (d) "Director" means the Director, Bihar Fire Service appointed by the Government under sub-section (1) of section-8 of Bihar Fire Service Act, 2014;
 - (e) "District Magistrate" means the officer appointed by the Government as District Magistrate under sub-section 1 of Section 20 of the Criminal Procedure Code, 1973 (2 of 1974);
 - (f) "Police Superintendent" means Police Superintendent of revenue or police district;
 - (g) "State Fire Officer" means a class-A Officer appointed by the Government under section-7 of the Act;
 - (h) "Additional Director" means the Additional Director-cum-Assistant State Fire Officer appointed by the Government under section 7 of the Act;
 - (i) "Deputy Director" means the Deputy Director-cum-Divisional Fire Officer appointed by the Government under section 7 of the Act;
 - (j) "Principal" means the Principal of Fire Training Academy, Anandpur, Bihta of the level of Deputy Director-cum-Divisional Fire Officer, appointed by the Government under section 7 and 38 (1) of the Act;
 - (k) "Assistant Divisional Fire Officer" means the Assistant Divisional Fire Officer appointed by the Government under section 7 of the Act;
 - (l) "District Fire Officer" means the District Fire Officer appointed by the Government under section 7 of the Act;
 - (m) "Assistant District Fire Officer" means the Assistant District Fire Officer appointed by the Government under section 6 (3) of the Act;
 - (n) "Sub-Divisional Fire Officer" means the officer-in-charge of the sub divisional level fire station under Section 6 (3) of the Act;
 - (o) "Fire Station Officer" means the officer-in-charge of the fire station appointed under section 6 (3) of the Act;
 - (p) "Sub-Officer" means the officer, just below the rank of Fire Station Officer of Bihar Fire Service under the section 6 (3) of the Act,

- (q) "The Designated Officer" means the authorized officer / personnel of the fire service for the specified work under this Act;
- (r) "Controlling Authority" means the Director, Bihar Fire Service;
- (s) "Subordinate Operating Staff" means Fireman/Fireman Driver/Leading Fireman/ Leading Fireman Driver and any member of equivalent rank of the fire service;
- (t) "Permanent order and administrative instruction" means permanent order and administrative instruction issued by the Government/ Director General or by the Director with their prior approval ;
- (u) "Cadre" means a group of posts;
- (v) "Police Manual" means the Bihar Police Manual, 1978, and shall include Rules and Manual formulated by the State Government under Bihar Police Act, 2007 (Bihar Act-1, 2007).
- (w) "Indian National Building Code of India" means Part 4-"Fire and Life Safety" of the Indian National Building Code, 2016 as amended from time to time published by Bureau of Indian Standards;
- (x) "Fire Safety Certificate" means fire safety certificate issued by the authorized authority of Bihar Fire Service under this rule for compliance of standard level of fire prevention and safety of a building or premises;
- (y) "Commission" means Bihar Public Service Commission, in connection with the Gazetted posts and Bihar Police Subordinate Service Commission, in respect of non-gazetted posts;
- (z) "Local Authority" means authority declared under the Bihar Rajya Panchayati Raj Act, 2006, Bihar Rajya Panchayati Raj (Amendment) Act, 2015 and the Bihar Municipality Act, 2007 and under other related Acts for the time being in force;
- (A-1) The words unused / used but undefined in this rules , but the words and clauses defined in the Act, shall have the same meaning as assigned to them in the Bihar Fire Service Act, 2014;
- (B-1) "No Objection Certificate" means the fire prevention and fire protection certificate issued by the prescribed authority;
- (C-1) "Fire Audit" means the inspection by the designated authority to ensure the adequacy of fire prevention and fire safety measures in any building or premise;
- (D-1) "Rules" means the Bihar Fire Service Rules, 2021;

Chapter –II

Establishment and administration

03. **Organisation:-**Under section 5 and 9 of the Act, for the purpose of smooth functioning, professional efficiency, control and supervision of work, the Bihar Fire Service shall be extended at the level of headquarter, divisions, district, sub-divisions, police stations as follows:-

(a) At the state headquarter level, the office of the Director, Bihar Fire Service, will be under the control of the Director General, Bihar Fire Service, in which there shall be such number of officers of the rank of Additional Director-cum-Assistant Fire Officer as may be determined by the State Government, who will work for fire safety and management, accounting and administration, training and operation, materials and equipments (provision) and welfare. The State Government may appoint Deputy Director-cum-Divisional Fire Officer, as such as number it thinks fit, to assist them.

(b) For purpose of fire prevention and fire safety, all the revenue "divisions" of Bihar State shall be called "Fire Zones" of Bihar Fire Service. Each Fire Zone will be under the charge of Deputy Director-cum-Divisional Fire Officer, under whose control and supervision, as specified, shall be all the fire offices and fire stations situated in the division. The State Government may appoint the officers of the rank of the Assistant Divisional Fire Officer, as such as number it thinks fit, to assist them.

(c) The Principal of the Bihar Fire Training Academy shall be of the level of the Deputy Director, who shall put or in the work of control and management of the institute. The State Government may appoint the officers of the rank of Assistant Divisional Fire Officer, as such as number it thinks fit, to assist him.

(d) Each revenue district of the Bihar State shall be called a Fire Division of Bihar Fire Service. The in-charge of each fire division, shall be District Fire Officer, who shall be responsible for the control, according to prescribed of all fire stations of the district as well as the prescribed responsibilities. The State Government may appoint the officers of the rank of Assistant District Fire Officer, as such as number it thinks fit, to assist them.

(e) The revenue sub-division of each fire division shall be called "Fire Subdivision", which shall be under charge of the Sub-Divisional Fire Officer. The Sub-Divisional Fire Officer shall be officer of the rank of Fire Station Officer who shall be supervisory officer of all fire stations and police station level fire stations of the Fire Subdivision, in addition to the responsibilities of his own fire station.

(f) The number and posting of Fire Station Officers, Sub-Officers, Leading Fireman, Leading Fireman Drivers, Fireman, Fireman Drivers, etc. in all fire stations and in the offices of fire sub-division, fire division, fire zone, Training Institute and Director, shall be determined by the Director after approval of the Government, taking in view the standards laid down by the Standing Fire Advisory Council, ministry of Home Affairs Government of India and according to the assessment of local requirements.

04. Under section 3,4,5 (a) and 6, the officers and personnel of Bihar Fire Service shall be a single force (closed cadre), under the control and supervision of the Director General, Bihar Fire Service, which shall be divided in the cadres and posts mentioned below:-

Post/Cadre of Senior Service

(A) Senior Service Cadre(gazetted)

SL. No.	Name and designation	Direct appointment / promotional post	Post equivalence
01	Director-cum-State Fire Officer	Direct appointment/promotional post	Equivalent to Deputy Inspector General of Police
02.	Additional Director-cum-Assistant State Fire Officer	Promotional post	Equivalent to Staff Officer
03.	Deputy Director-cum-Divisional Fire Officer	Promotional post	Equivalent to Additional Superintendent of Police
04.	Assistant Divisional Fire Officer	Promotional post	Equivalent to Senior Deputy Superintendent of Police

05.	District Fire Officer	50%Direct appointment/50%Promotional post	Equivalent to Deputy Superintendent of Police
(b) Junior Service Cadre (Non-gazetted)			
(i) Fire Station Officer Cadre:-			
01	Assistant District Fire Officer	Promotional post	Equivalent to Inspector of Police
02.	Sub-Divisional Fire Officer	50% Direct appointment/ 50%Promotional post	Equivalent to Sub-Inspector of Police
03.	Fire Station Sub-Officer (Sub-Officer)	Promotional post	Equivalent to Assistant Sub-Inspector of Police
(ii) Fireman Cadre			
01	Leading Fireman	Promotional post	Equivalent to the rank of Havaldar
02	Leading Fireman Driver	Promotional post	Equivalent to the rank of Havaldar Driver
03	Fireman	Direct appointment	Equivalent to the rank of Police Constable
04	Fireman Driver	Direct appointment	Equivalent to the rank of Police Constable Driver
(c) Group "C" Non-uniformed post			
1. Steno Clerk Cadre-			
01.	Head Stenographer	Promotional post	
02.	Stenographer- Grade - I	Promotional post	
03.	Stenographer - Grade - II	Promotional post	
04.	Stenographer - Grade -III	Direct appointment	
2. Ministerial Cadre -			
01.	Office Supervisor	Promotional post	
02.	Head Clerk	Promotional post	
03.	Upper Division Clerk	Promotional post	
04.	Lower Division Clerk	Direct appointment	
(D) Parichari (suited) Cadre-			
<u>Non-Cadre Post-</u>			
01.	Fire Adviser and Consultant	He will directly advise Director General-cum-Commandant General of Home Guards & fire services, Bihar, Patna.	

(e) Under section-5 (b) of the Act, the officers and personnel of the Fire Service equivalent to the State Police Force, mentioned in rule-4, shall be eligible for same pay and allowance (including uniform allowance) in accordance with equivalence of the post of the State Police Force.

(f) All the members of Fire Service, below the rank of Fire Station Officer shall stay in Fire Station for 24 hours. Normally they will be entitled for one day rest after each six working days, but Fire Station Officer shall have discretion to deny it or change in it, in the interest of public service. Normally the period of rest will commence from six hour forenoon.

Appointment and promotion

05. Under section 4,5 (b), 7, 8, 10 of the Act appointment / promotion shall be as follows and the appointment certificate shall be issued in Form- "A" to every fire officer of the rank of Sub-Officer and of below rank, after his nomination as a member of the service-

(A) Senior Service Cadre (Gazetted)

01. Director-cum-State Fire Officer: -

(a) It shall be the apex post of the Fire Services Cadre and in usual course will be filled by promotion. Additional Director-cum-Assistant State Fire Officers may be promoted to this post on the basis of seniority-cum-merit on the advice of the Bihar Public Service Commission as per the procedure laid down by the Government. Eligibility tenure for promotion will be same as stated in the relevant rules of General Administrative Department for equivalent posts.

(b) Provided, in case there is no availability of eligible departmental officer for promotion to the post of Director-cum-State Fire Officer in the near future, the Director General shall send requisition to the Bihar Public Service Commission, Patna for direct appointment on the post of Director-cum-State Fire Officer .

(c) In special circumstances if required, the option of deputation of such officers of other states or of any other cadres/ undertakings having equivalent qualification shall be available.

(d) Promotions to the post of Director-cum-State Fire officer from the post of Additional Director-cum-Assistant State Fire Officer will be subject to the existing rules at the time of such promotion as framed by the General Administration Department. Eligibility tenure for promotion will be same as stated in the relevant rules of General Administrative Department for equivalent posts.

(d) Qualifications for direct appointment: -

(i) Age: - Minimum 50 years - Maximum 55 years on 1st August of the year of publication of advertisement;

(ii) Educational Qualification- Bachelor from science faculty from a recognized institution or Bachelor (Fire Engineering) or Engineering Bachelor degree in mechanical/ automobile subject with passed in Divisional Officer Course from the National Fire College, Nagpur, or completed the prescribed training for the senior supervisory officer of minimum three months from other institutions recognized by the Central Government.

(iii) Work experience - Work experience of at least 20 years in fire fighting area, in which the work experience of minimum two years should be of the Divisional Fire Officer or work experience of two years of the senior supervisory equivalent post.

(e) Selection Process: -

(i) Bihar Public Service Commission shall invite applications from eligible candidates. Keeping in mind the number of candidates, the Commission may in its discretion organize screening tests or determine other criteria. The Commission may in its discretion determine the number of candidates for interview on the basis of screening test or the criteria prescribed by the Commission.

(ii) Appointment on the post of Director-cum-State Fire Officer shall be made on the basis of academic qualification, work experience and marks obtained by the candidate out of total marks for interview.

(iii) The total 100 marks determined for the selection process shall be divided as follows: -

(a) Educational qualification - maximum 50 marks

(b) Work experience - Maximum 20 marks

(c) Interview - Maximum 30 marks

(iv) Maximum 50 points for the academic qualification shall be decided as follows:-

Sl. No.	Qualification	First Division	Second Division	Third Division
1	2	3	4	5
1.	Matric	12marks	08 marks	04 marks
2	Intermediate (+2)	16marks	12 marks	08 marks
3	Graduate	22 marks	18 marks	14 marks
4	Total :-	50marks	38 marks	26 marks

(v) For work experience over 20 years, two marks for each full year shall be maximum up to 20 marks shall be awarded.

02. Additional Director-cum-Assistant State Fire Officer

(a) It shall be the promotional post. Promotions and appointments on this post from the rank of the Deputy Director-cum-Divisional Fire Officer shall be made on the basis of seniority-cum-merit according to the procedure prescribed by the Government.

(b) Provided, in case there is no availability of eligible departmental officer for promotion to the post of Additional Director-cum-Assistant State Fire Officer in the near future the Director General shall send requisition to the Bihar Public Service Commission, Patna for direct appointment on the post of Additional Director-cum-Assistant State Fire Officer .

In special circumstances if required, the option of deputation of such officers of other states or of any other cadres/ undertakings having equivalent qualification shall be available.

(c) Promotions to the post of Additional Director-cum-Assistant State Fire officer from the post of Deputy Director-cum-Divisional Fire Officer will be subject to the existing rules at the time of such promotion as framed by the General Administration Department. Eligibility tenure for promotion will be same as stated in the relevant rules of General Administrative Department for equivalent posts.

(d) **Qualifications for direct appointment:-**

(i) **Age:** - Minimum 45 years - Maximum 55 years on 1st August of the year of publication of advertisement;

(ii) **Educational Qualification**- Bachelor from science faculty from a recognized institution or Bachelor (Fire Engineering) or Engineering Bachelor degree in mechanical/ automobile subject and must have passed in Divisional Officer Course from the National Fire College, Nagpur, or completed the prescribed training for the senior supervisory officer of minimum three months from other institutions recognized by the Central Government.

(iii) **Work experience** - Work experience of at least 15 years in fire fighting area, in which the work experience of minimum two years should be of the Divisional Fire Officer or work experience of two years of the senior supervisory equivalent post.

(e) **Selection Process:** -

(i) Bihar Public Service Commission shall invite applications from eligible candidates. Keeping in mind the number of candidates, the Commission may in its discretion organize screening tests or determine other criteria. The Commission may in its discretion determine the number of candidates for interview on the basis of screening test or the criteria prescribed by the Commission.

(ii) Appointment on the post of Additional Director-cum-Assistant State Fire Officer shall be made on the basis of academic qualification, work experience and marks obtained by the candidate out of total marks for interview.

(iii) The total 100 marks determined for the selection process shall be divided as follows: -

(a) Educational qualification - maximum 50 marks

(b) Work experience - Maximum 20 marks

(c) Interview - Maximum 30 marks

(iv) Maximum 50 points for the academic qualification shall be decided as follows:-

Sl. No.	Qualification	First Division	Second Division	Third Division
1	2	3	4	5
1.	Matric	12marks	08 marks	04 marks
2	Intermediate (+2)	16marks	12 marks	08 marks
3	Graduate	22 marks	18 marks	14 marks
4	Total :-	50marks	38 marks	26 marks

(v) For work experience of over 15 years, two marks for each full year maximum 20 marks shall be awarded.

03. Deputy Director-cum-Divisional Fire Officer

(a) It shall be the promotional post. Promotions and appointments on this post from the rank of the Assistant Divisional Fire Officer shall be made on the basis of seniority-cum-merit according to the procedure prescribed by the Government.

(b) Provided, in case there is no availability of eligible departmental officer for promotion to the post of Deputy Director-cum-Divisional Fire Officer in the near future the Director General shall send requisition to the Bihar Public Service Commission, Patna for direct appointment on the post of Deputy Director-cum-Divisional Fire Officer.

In special circumstances if required, the option of deputation of such officers of other states or of any other cadres/ undertakings having equivalent qualification shall be available.

(c) Promotions to the post of Deputy Director-cum-Divisional Fire Officer from the post of Assistant Divisional Fire Officer will be subject to the existing rules at the time of such promotion as framed by the General Administration Department. Eligibility tenure for promotion will be same as stated in the relevant rules of General Administrative Department for equivalent posts.

(d) Qualifications for direct appointment:-

(i) Age: - Minimum 40 years - Maximum 55 years on 1st August of the year of publication of advertisement;

(ii) Educational Qualification- Bachelor from science faculty from a recognized institution or Bachelor (Fire Engineering) or Engineering Bachelor degree in mechanical/ automobile subject and must have passed in Divisional Officer Course from the National Fire College, Nagpur, or completed the prescribed training for the senior supervisory officer of minimum three months from other institutions recognized by the Central Government.

(iii) Work experience - Work experience of at least 12 years in fire fighting area, in which the work experience of minimum two years of the senior supervisory equivalent post.

(e) Selection Process: -

(i) Bihar Public Service Commission shall invite applications from eligible candidates. Keeping in mind the number of candidates, the Commission may in its discretion organize screening tests or determine other criteria. The Commission may in its discretion determine the number of candidates for interview on the basis of screening test or the criteria prescribed by the Commission.

(ii) Appointment on the post of Deputy Director-cum-Divisional Fire Officer shall be made on the basis of academic qualification, work experience and marks obtained by the candidate out of total marks for interview.

(iii) The total 100 marks determined for the selection process shall be divided as follows: -

(a) Educational qualification - maximum 50 marks

(b) Work experience - Maximum 20 marks

(c) Interview - Maximum 30 marks

(iv) Maximum 50 points for the academic qualification shall be decided as follows:-

Sl. No.	Qualification	First Division	Second Division	Third Division
1	2	3	4	5
1.	Matric	12marks	08 marks	04 marks
2	Intermediate (+2)	16marks	12 marks	08 marks
3	Graduate	22 marks	18 marks	14 marks
4	Total :-	50marks	38 marks	26 marks

(v) For work experience of over 12 years, two marks for each full year maximum 20 marks shall be awarded.

04. Assistant Divisional Fire Officer

a) It shall be the promotional post. Promotions and appointments on this post from the rank of the District Fire Officer shall be made on the basis of seniority-cum-merit according to the procedure prescribed by the Government.
 (b) Provided, in case there is no availability of eligible departmental officer for promotion to the post of Assistant Divisional Fire Officer in the near future the Director General shall send requisition to the Bihar Public Service Commission, Patna for direct appointment on the post of Assistant Divisional Fire Officer.

In special circumstances if required, the option of deputation of such officers of other states or of any other cadres/ undertakings having equivalent qualification shall be available.

(c) Promotions to the post of Assistant Divisional Fire Officer from the post of District Fire Officer will be subject to the existing rules at the time of such promotions framed by the General Administration Department. Eligibility tenure for promotion will be same as stated in the relevant rules of General Administrative Department for equivalent posts.

(d) Qualifications for direct appointment:-

(i) Age: - Minimum 40 years - Maximum 55 years on 1st August of the year of publication of advertisement;

(ii) Educational Qualification- Bachelor from science faculty from a recognized institution or Bachelor (Fire Engineering) or Engineering Bachelor degree in mechanical/ automobile subject and must have passed in Divisional Officer Course from the National Fire College, Nagpur, or completed the prescribed training for the senior supervisory officer of minimum three months from other institutions recognized by the Central Government.

(iii) Work experience - Work experience of at least 10 years in fire fighting area, in which the work experience of minimum two years of the senior supervisory equivalent post.

(e) Selection Process: -

(i) Bihar Public Service Commission shall invite applications from eligible candidates. Keeping in mind the number of candidates, the Commission may in its discretion organize screening tests or determine other criteria. The Commission may in its discretion determine the number of candidates for interview on the basis of screening test or the criteria prescribed by the Commission.

(ii) Appointment on the post of Assistant Divisional Fire Officer shall be made on the basis of academic qualification, work experience and marks obtained by the candidate out of total marks for interview.

(iii) The total 100 marks determined for the selection process shall be divided as follows: -

(a) Educational qualification - maximum 50 marks

(b) Work experience - Maximum 20 marks

(c) Interview - Maximum 30 marks

(iv) Maximum 50 points for the academic qualification shall be decided as follows:-

Sl. No.	Qualification	First Division	Second Division	Third Division
1	2	3	4	5
1.	Matric	12marks	08 marks	04 marks
2	Intermediate (+2)	16marks	12 marks	08 marks
3	Graduate	22 marks	18 marks	14 marks
4	Total :-	50marks	38 marks	26 marks

(v) For work experience of over 10 years, two marks for each full year maximum 20 marks shall be awarded.

05. District Fire Officer

(1) In this cadre 50% appointment may be made by direct recruitment and 50% by promotion.

(2) (a) For direct appointment to this post, requisition shall be sent to the Administrative Department by the Director General. The Department may send requisition for direct appointment to this post to the Bihar Public Service Commission, Patna. In the light of the recommendation received from the Commission for appointment to the said post, the process of appointment of District Fire Officer may be completed by the Administrative Department.

(b) Provided, in case there is no availability of eligible departmental officer for promotion to the post of District Fire Officer in the near future the Director General shall send requisition to the Bihar Public Service Commission, Patna for direct appointment on the post of District Fire Officer.

In special circumstances if required, the option of deputation of such officers of other states or of any other cadres/ undertakings having equivalent qualification shall be available.

(c) Qualifications for direct appointment: -

(i) Age: - Age determined from time to time, by the General Administration Department for direct appointment to the post of Deputy Superintendent of Police.

(ii) Educational Qualification - Bachelor from science faculty from a recognized institution or Bachelor (Fire Engineering) or Engineering Bachelor degree in mechanical/ automobile subject.

(iii) The physical standard and efficiency of the candidates for direct appointment shall be the same, which is prescribed for direct appointment to the post of Deputy Superintendent of Police at that time.

(d) Selection Procedure for direct appointment: - (i) Bihar Public Service Commission shall select the eligible candidates through joint competitive examination.

(e) The probation period of appointment to the post of District Fire Officer shall be of 2 years. The newly appointed District Fire Officer shall have to pass the prescribed 1 year institutional and 1 year training at work place successfully.

(f) Training -The officers appointed on the post of District Fire Officer, through direct appointment, shall have to pass successfully the training course of one year period from the National Fire College, Nagpur / Fire Training Academy, Anandpur, Bihta, Patna. In case of training in Fire Training Academy, Anandpur, Bihta, Patna, the training syllabus shall be formulated by Director General, State Fire Service after consultation with the Principal, Fire Training Academy, Anandpur, Bihta. In addition, one year practical training shall be completed successfully in different units of Bihar Fire Service.

(3) The rules for the time being in force laid down by the General Administration Department regarding Promotion to the posts of equivalent rank shall be applicable for promotion on the post of District Fire Officer from Assistant District Fire Officer.

(4) Departmental Examination- The officer appointed through the direct appointment or promotions to the post of District Fire Officer shall have to pass departmental examination conducted for Gazetted Officers by the board of Revenue. In addition to Hindi & Accounts papers prescribed for the State Gazetted Officers in the departmental examination, subject related with provisions of fire prevention and safety as described in Fire Engineering and Building Byelaws shall also be included.

(5) Confirmation: -

(a) The service of officers appointed by direct recruitment to the post of District Fire Officer may be confirmed after successful completion of probation period prescribed training, and passing of the departmental examination. In case of not passing the departmental examination during probation period, the probation period may be extended for such period as the Director General, State Fire Service may think fit.

(b) The service of the officers appointed to the post of District Fire Officer by promotion may be confirmed after passing of the departmental examination.

(B) Junior Service Cadre (Non Gazetted) - Fire Station Officer Cadre

Post	Procedure and provision
01. Asst. District Fire Officer	<p>(a) It shall be promotional post. The Fire Station Officers eligible for this post may be promoted to the post of Assistant District Fire Officer on the interse seniority-cum-merit basis, on the recommendation of the Departmental Promotion Committee, as prescribed.</p> <p>(b) The tenure required for the promotion to the post of Assistant District Fire Officer will be of similar to that envisaged by the General Administration Department for the similar category of post at the time of such promotions.</p> <p>(c) Assistant District Fire officer, promoted from the rank of Fire Station Officer, shall remain on probation for one year.</p> <p>(d) The other rules, for the time being in force, in Police Department for promotion from Police Sub-Inspector to the rank of Police Inspector shall be applicable for promotion to the post of Assistant District Fire Officer from the rank of Fire Station Officer.</p> <p>(e) The rules for the time being in force laid down by the General Administration Department regarding promotion to the post of equivalent rank shall be applicable for promotion on the post of Assistant District Fire Officer from Fire Station Officer.</p>
02. Sub-Divisional Fire Station Officer	<p>(1) In this cadre 50% appointment may be made by direct recruitment and 50% by promotion.</p> <p>(a) The Director General may send requisition for direct recruitment on the post of Sub-Divisional Fire Station Officer to the Bihar Police Sub Ordinate Service Commission through the Administrative Department. The appointment to the post of Sub-Divisional Fire Station Officer will be done by the Director-cum-State Fire Officer in light of recommendation of the Commission for such posts.</p> <p>(b) Qualifications for direct appointment: -</p> <p>(i) Age: - Age determined from time to time, by the General Administration Department for direct appointment to the post of Police Sub-Inspector.</p> <p>(ii) Educational Qualification - Bachelor from a recognized institution.</p> <p>(iii) Physical standard and efficiency- The physical standard and efficiency of the candidates for direct appointment shall be the same, which is prescribed for direct appointment to the post of Police Sub-Inspector at that time.</p> <p>(c) Selection Procedure for direct appointment: -(i) Bihar Police Sub- Ordinate Service Commission shall invite the applications from eligible candidates. The selection procedure and syllabus shall be the same to the selection procedure and syllabus for the Police Sub-Inspector.</p> <p>(d) Training- The officers appointed on the post of Sub-Divisional Fire Station Officer, through direct appointment, shall have to pass successfully the training course of six months period from the National Fire College, Nagpur / Fire Training Academy, Anandpur, Bihta, Patna. In case of training in Fire Training Academy, Anandpur, Bihta, Patna, the training syllabus shall be formulated by Director General, State Fire Service after consultation with the Principal, Fire Training Academy, Anandpur, Bihta; In addition, six months practical training shall be completed successfully in different units of Bihar Fire Service.</p> <p>(2) (a) The promotion to the post of Sub-Divisional Fire Station Officers from Fire Station Sub-Officers may be given by Director General on the basis of interse seniority-cum- merit of Fire Station Sub-Officers on the recommendation of the Departmental Promotion Committee, as prescribed.</p> <p>(b) For promotion to the post of Sub-Divisional Fire station Officer, the personnel who have completed minimum length of service prescribed by the General Administration Department shall have to complete successfully the Station Officer Course organized by the Fire Training Academy, Bihta or Station Officer Course from N.F.S.C., Nagpur or Diploma in Fire Engineering or equivalent from aforesaid college, as per their seniority. The syllabus for the course of Station Fire Officer at Bihta will be prescribed by the Director General, State Fire Services in consultation with the Principal, Fire Training Academy, Bihta. Eligibility tenure for promotion</p>

	<p>will be same as stated in the relevant rules of General Administrative Department for equivalent posts.</p> <p>(c) Sub-Divisional Fire Station Officers, promoted from the rank of Fire Station Sub-Officers shall remain on probation for one year.</p> <p>(d) The others rules, for the time being in force, in Police Department for promotion from Assistant Sub-Inspector of Police to the rank of Police Sub-Inspector shall be applicable for promotion to the post of Fire Station Officers from the rank of Fire Station Sub-Officer.</p> <p>(e)The rules, for the time being in force, laid down by the General Administration Department for the posts of equivalent rank shall be applicable for promotion to the post of Fire Station Officer from Fire Station Sub-Officer.</p> <p>(f) Sub-Divisional Fire Station Officer may be posted on the post of Sub-Divisional Fire Officer at sub-division level fire stations, or at other fire stations but they may be posted by the Director-cum-State Fire Officer at any place as per requirement.</p> <p>(3)Officers appointed directly or by promotion on the post of Sub-Divisional Fire Station Officer, shall have to pass the Hindi noting and drafting examination organised by the Rajbhasha Department, if they have not passed this examination earlier. In additions, they have to pass accounts paper of the examination organised by the Board of Revenue for non-gazetted employees.</p> <p>(4) (a) The service of officers appointed by direct recruitment to the post of Sub-Divisional Fire Station Officer may be confirmed after, successful completion of probation period, prescribed training, and passing of the departmental examination. In case of not passing the departmental examination during probation period, the probation period may be extended for such period as the Director General, State Fire Service may think fit.</p> <p>(b) The service of the officers appointed to the post of Sub-Divisional Fire Station Officer by promotion shall be confirmed after passing of the departmental examination, if they have not passed this examination before the promotion to this post.</p>
<p>03.Fire Station Sub-Officer</p>	<p>(a)It shall be promotional post of Leading Fireman and Leading Fireman Driver.</p> <p>(b) For promotion to the post of Deputy Fire Station Officer, the personnel who have completed minimum length of service prescribed by the General Administration Department, shall have to pass successfully the training of Sub Officer Course from Fire Training Academy, Bihta (after getting affiliation from National Fire Service College, Nagpur as Regional Training Centre) or directly from N.F.S.C, Nagpur or Institution recognized by it, as per their seniority. The syllabus for such course of Sub-Officers at Fire Training Academy, Bihta will be prescribed by the Director General, State Fire Services in consultation with the Principal, Fire Training Academy, Bihta, the approval one which will be obtained from the Committee of the Ministry of Home Affairs, Government of India designated for such purpose. Eligibility tenure for promotion will be same as stated in the relevant rules of General Administrative Department for equivalent posts.</p> <p>(c) The promotion to the post of Fire Station Sub-Officer from Leading Fireman and Leading Fireman Driver may be given on the basis of passing of aforesaid training and joint gradation-cum-merit list of Leading Fireman and Leading Fireman Driver, on the recommendation of the Departmental Promotion Committee, as prescribed.</p> <p>(d)The probation period of the Fire Station Sub-Officer promoted from the rank of Leading Fireman/ Leading Fireman driver shall be of one year.</p> <p>(e) The other rules, for the time being in force, in Police Department for promotion from Havildar to the rank of Assistant Police Sub-Inspector shall be applicable for promotion to the post of Fire Station Sub-Officer from the rank of Leading Fireman/ Leading Fireman Driver.</p> <p>(f)The rules, for the time being in force, laid down by the General Administration Department for the post of equivalent rank shall be applicable for promotion to the</p>

	post of Fire Station Sub-Officer from the rank of Leading Fireman/ Leading Fireman Driver.
(c) Fireman Cadre -	
01. Leading Fireman	<p>(a) It shall be promotional post.</p> <p>(b) Minimum 06 years of service period must be completed from the date of appointment on original post by the concerned personnel for promotion to the post of Leading Fireman.</p> <p>(c) The promotion to the post of Leading Fireman from eligible Firemen may be given on the basis of inter-se seniority-cum-merit list of Fireman on the recommendation of the Departmental Promotion Committee, as prescribed.</p> <p>(d) For selection for the promotion to the post of Leading Fireman, Firemen, in order of seniority, shall have to complete compulsorily the training course successfully in the Fire Training Academy, for the prescribed period at that time, according to the syllabus as prescribed. The syllabus and duration of training shall be determined by the Principal after consultation with the Director or according to other instructions of Director General issued at that time for the time being. After completion of training period, it shall be necessary to pass the qualifying examination. The format of the concerned examination shall be determined by the Principal after consultation with the Director.</p> <p>(e) The probation period of Leading Fireman promoted from the rank of Fireman shall be of one year.</p> <p>(f) The other rules, for the time being in force, in Police Department for promotion from constable to the rank of Havildar shall be applicable for promotion to the post of Leading Fireman from the rank of Fireman.</p> <p>(g) The rules, for the time being in force, laid down by the General Administration Department for the post of equivalent rank shall be applicable for promotion to the post of Leading Fireman from Fireman.</p>
02. Leading Fireman Driver	<p>(a) It shall be promotional post.</p> <p>(b) Minimum 06 years of service period must be completed from the date of appointment on original post by the concerned personnel for promotion to the post of Leading Fireman Driver.</p> <p>(c) The promotion to the post of Leading Fireman driver from eligible Firemen drivers may be given on the basis of inter-se seniority-cum-merit of Fireman Driver on the recommendation of the Departmental Promotion Committee, as prescribed.</p> <p>(d) For selection for the promotion to the post of Leading Fireman Driver, Firemen Driver, in order of seniority, shall have to complete compulsorily the training course successfully in the Fire Training Academy, for the prescribed period at that time, according to the syllabus as prescribed. The syllabus and duration of training shall be determined by the Principal after consultation with the Director or according to other instructions of Director General for issued at that time. After completion of training period, it shall be necessary to pass the qualifying examination. The format of the concerned examination shall be determined by the Principal after consultation with the Director.</p> <p>(e) The probation period of Leading Fireman Driver promoted from the rank of Fireman Driver shall be of one year.</p> <p>(f) The other rules, for the time being in force, in Police Department for promotion from Constable Driver to the rank of Havildar Driver shall be applicable for promotion to the post of Leading Fireman Driver from the rank of Fireman Driver.</p> <p>(g) The rules, for the time being in force, laid down by the General Administration Department for the post of equivalent rank shall be applicable for promotion to the post of Leading Fireman Driver from the rank of Fireman Driver.</p>
03. Fireman	<p>(1) It shall be post of direct appointment.</p> <p>(2) For direct appointment to this post, requisition may be sent to the Administrative Department by the Director General. After giving consent by the Department, requisition for direct appointment to this post may be sent to the</p>

	<p>Central Selection Board of Constable, Patna or any other Selection Authority ordered by the Government. In the light of the recommendation received from the Selection Authority for appointment to the said post, the process of appointment of Firemen may be completed by the Director.</p> <p>(3) Qualifications for direct appointment:- Qualifications and selection procedure for direct appointment shall be the same to the qualifications and selection procedure for Police (Constable).</p> <p>(4) The persons appointed on the post of Firemen, through direct appointment, shall have to pass successfully the training course of six months duration from the Fire Training Academy, Anandpur, Bihta, Patna. The training syllabus shall be determined by Director General, State Fire Service after consultation with the Principal, Fire Training Academy, Anandpur, Bihta, In addition to this, six months practical training shall be completed successfully in different units of Bihar Fire Service.</p> <p>(5) The probation period in the rank of Firemen shall be of three years from the date of appointment.</p> <p>(6) Employees appointed on the post of Firemen shall have to pass Hindi Department Noting and Drafting examination organized by the Rajbhasha.</p> <p>(7) The service of the personnel appointed by direct recruitment to the post of Firemen may be confirmed after, successful completion of probation period, prescribed training, and after passing of the departmental examination. In case of not passing of the departmental examination during probation period, the probation period may be extended for such period as the Director General, State Fire Service may think fit.</p> <p>(8) Home guards can be deputed by providing fire fighting training under the temporary arrangement to meet the requirement of fireman, but no claim for permanent appointment shall be made on the basis of this deputation.</p>
04. Fireman Driver	<p>(1) It shall be post of direct appointment.</p> <p>(2) For direct appointment to this post, requisition may be sent to the Administrative Department by the Director General. After giving consent by the Department, requisition for direct appointment to this post may be sent to the Central Selection Board of Constable, Patna or any other Selection Authority ordered by the Government. In the light of the recommendation received from the Selection Authority for appointment to the said post, the process of appointment of Fireman Driver may be completed by the Director General.</p> <p>(3) Qualifications for direct appointment:- Qualifications and selection procedure for direct appointment shall be the same to the qualifications and selection procedure for Police Driver (Constable).</p> <p>(4) The persons appointed on the post of Firemen Driver, through direct appointment, shall have to pass successfully the training course of six months duration from the Fire Training Academy, Anandpur, Bihta, Patna. The training syllabus shall be formulated by Director General, State Fire Service, after consultation with the Principal, Fire Training Academy, Anandpur, Bihta, In addition to this, six months practical training shall be completed successfully in different units of Bihar Fire Service.</p> <p>(5) The probation period in the rank of Firemen Driver shall be of three years from the date of appointment.</p> <p>(6) Employees appointed on the post of Firemen Driver shall have to pass Hindi Department Noting and Drafting examination organized by the Rajbhasha.</p> <p>(7) The service of the personnel appointed by direct recruitment to the post of Firemen Driver may be confirmed after, successful completion of probation period, prescribed training, and after passing of the departmental examination. In case of not passing of the departmental examination during probation period, the probation period may be extended for such period as the Director General, State Fire Service may think fit.</p>

**(C) Non uniformed post
Group - "C"**

I. StenoGrapher Cadre -	
01. Head Stenographer	It shall be promotional post. The Stenographer-Grade-I may be promoted to the post of Head Stenographer on the basis of interse seniority-cum-merit of Stenographer- Grade-I on the recommendation of the Departmental Promotion Committee constituted under the chairmanship of Director General.
02. Stenographer-Grade I	It shall be promotional post. The Stenographer - Grade-II may be promoted to the post of Stenographer - Grade-I on the basis of interse seniority-cum-merit of Stenographer- Grade-II on the recommendation of the Departmental Promotion Committee constituted under the chairmanship of Director General.
03. Stenographer-Grade- II	It shall be promotional post. The Stenographer - Grade-III may be promoted to the post of Stenographer - Grade-II on the basis of interse seniority-cum-merit of Stenographer- Grade-III on the recommendation of the Departmental Promotion Committee constituted under the chairmanship of Director General.
04. Stenographer-Grade III	It shall be of direct appointment post. For appointment to this post, the educational and other qualifications, age limit and other criteria prescribed for appointment of the equivalent post by the General Administration Department, shall be applicable. The Appointment on this post shall be made through the Staff Selection Commission. The personnel appointed on the post of steno clerk cadre will have to pass the Hindi noting and drafting examination conducted by the Department of Rajbhasha, if they have not passed this examination earlier. In addition to this, they will have to pass the examination of Accounting subject, organised by the Revenue Board for non-gazetted personnel.
2. Ministerial Cadre -	
01. Office Supervisor	It shall be promotional post. The Head Clerk may be promoted to the post of Office Supervisor on the basis of interse seniority-cum-merit of Head Clerk on the recommendation of the Departmental Promotion Committee constituted under the chairmanship of Director General.
02. Head Clerk	It shall be promotional post. The Upper Division Clerk may be promoted to the post of Head Clerk on the basis of interse seniority- cum- merit of Upper Division Clerk on the recommendation of the Departmental Promotion Committee constituted under the chairmanship of Director General.
03. Upper Division Clerk	It shall be promotional post. The Lower Division Clerk may be promoted to the post of Upper Division Clerk on the basis of interse seniority- cum- merit of Lower Division Clerk on the recommendation of the Departmental Promotion Committee constituted under the chairmanship of Director General.
04. Lower Division Clerk	It shall be of direct appointment post. For appointment to this post, the educational and other qualifications, age limit and other criteria prescribed for appointment to the equivalent post by the General Administration Department, shall be applicable. The appointment on this post shall be made through the Staff Selection Commission. 25% of the total sanctioned strength of this post shall be filled up by promotion of working personnel of the grade form (group-D) of Bihar Fire Service, on basis of joint seniority, who had the minimum educational qualification prescribed for this post, on the recommendation of Promotional Committee constituted under the chairmanship of Director General. The personnel appointed on the post of Ministerial Cadre shall have to pass the Hindi Noting and Drafting examination conducted by the Rajbhasha Department, if they have not passed this examination earlier. In addition to this, they shall have to pass the examination of Account subject, organised by the Board of Revenue Board for non-gazetted employees.
Parichari (Special) Cadre-	
All these posts are of direct appointment. The direct recruitment on these posts shall be made under the directions of the Director General and by the Selection Committee constituted by him under the chairmanship	

of the Director. Age limit, physical / educational qualifications and technical qualifications for these posts shall be the same which the State Government may determine from time to time.

Non-Cadre Post: -

01. State Fire Advisor and Consultant

(a) Direct appointment on this post will be done under rules 2(a & f) and rule 32 of the Act. Besides this if the Director General is of the opinion that such, direct appointment to this post will be subject to inordinate delays, or even for other reasons too, proposal for appointment to this post on contract basis could be sent to the Administrative Department. On receipt of such proposal from the Director General, the department shall publish advertisement with respect to such proposal as per the provisions of circular No. 10000 dated 10.07.2015 (as amended from time to time), Such contractual selection will initially be done for a period of three years or till the regular appointment on this post, and the maximum age limit of 67 years, extension of one year at a time may be done as per requirement on the basis of his work appraisal. The process of selection on contractual basis and other rules shall be the same as prescribed by the General Administration Department vide Resolution No. 10000 dated 10.07.2015 (as amended from time to time) and the required qualification shall be the same as prescribed under the rules for direct appointment on this post.

(b) Eligibility Qualifications:-

(i) Age (for direct appointment)-No minimum and maximum limit.

Age (contractual appointment)-No minimum and maximum limit.

(ii) **Eligibility – Having minimum technical qualification Bachelor of Fire Engineering or M.I. Fire Engineering or equivalent with minimum 10 years experience.**

(iii) Other qualifications–Knowledge of determination of specifications of fire fighting equipments and additives and 5-10 years of experience of its operational activities.

(c) Selection Process for direct appointment : -

(i) Bihar Public Service Commission shall invite applications from eligible candidates. Keeping in mind the number of candidates, the Commission may, in its duration, organize screening tests or may determine other criteria. On the basis of screening test or the criteria set forth by the Commission, the Commission may determine the number of candidates for interview.

(ii) Appointment on the post of Fire Adviser and Consultant shall be made on the basis of academic qualification, work experience and the total marks obtained by the candidate out of prescribed marks for interview.

(iii) The division of total 100 marks determined for the selection process shall be as follows: -

(a) Educational qualification - maximum 50 marks

(b) Work experience - Maximum 20 marks

(c) Interview - Maximum 30 marks

(iv) Maximum 50 marks for the academic qualification shall be determined as follows:-

Sl. No.	Qualification	First Division	Second Division	Third Division
1	2	3	4	5
1.	Matric	12 marks	08 marks	04 marks
2	Intermediate (+2)	16 marks	12 marks	08 marks
3	Graduate	22 marks	18 marks	14 marks
4	Total :-	50 marks	38 marks	26 marks

(v) Work experience over 10 years, two points for each full year maximum up to 10 marks shall be awarded.

Chapter-III
Discipline, Duties and Responsibilities
(Section-4, 5 (a) and 12 of the Act)

6. The officers and employees of various ranks of Bihar Fire Service will discharge the prescribed duties and responsibilities, under the control and supervision of the Director General.

(a) Under the direction of Director General of Fire Services purchase of adequate fire fighting equipment up to Police Station Level and adequate protective kits for Fireman, project and maintenance.

7. **Director:** - Under the normal control and supervision of the Director General, the entire responsibilities of conducting operations, discipline and administration will be of the Director, under which mainly following responsibilities will be discharged by him.

(a) To provide safety for the protection of life and property, by using the powers conferred under the Act and Rules related to fire safety for the time being in force.

(b) Management of all the fire fighting equipments, machinery and additives.

(c) Training and supervision of Fire Training Academy and training of officers and staff of fire service.

(d) Communication of interpersonal relations of persons and incidents.

(e) Distribution of the works among the officers and the men.

(f) Execution of rules, orders and procedure of proceedings, as prescribed.

(g) Execution of duties and maintenance of discipline among officers and all men of Fire Service under all the subjects of executive details or under them and regularisation of those subject.

(h) To ensure the implementation of effective measures of fire safety.

8. **Additional Director-cum-Assistant State Fire Officer:** -

(a) The State Fire Officer will be assisted by him at the headquarter level of the State Fire Service.

(b) Their responsibilities shall be in the form of fire safety and management wing in-charge, accounting and administration wing in-charge and training and operation in-charge.

(c) To assist the Director in the determination of technical specifications for the purchase of fire fighting vehicles and equipment and in concerned purchase process.

(d) In case of Director on leave or on other duties, he will be in-charge of the Director and he will be able to discharge his prescribed duties by staying in his charge.

9. The duties and responsibilities of all the officers and men, except of officers mentioned in rule-6,7 & 8, will be according to the Schedule-A, in which the Director will have right to change after consultation with Director General.

10. **Standard Operating Procedure:**-The Fire Station Officers and operational members will discharge duties on the basis of standard operating procedures for fire fighting according to Schedule-"B".

11. In the light of section 14, 15, 16 and Section 61 of the Act (Bihar Act 6, 2014), all the members of the Bihar Fire Service shall be deemed to be public servants under the meaning of Section 21 of the Indian Penal Code, 1860 (45 of 1860) and he will have the powers and protection of the public servant in the discharge of his duties. Also, all the universal rule of Bihar state will be applicable to all the members of Bihar Fire Service. The amended provisions and changes made in original rules and supplementary rules by the Government from time to time will be extended to all the members of the Bihar Fire Service.

12. In the light of the National Disaster Management Policy 2007, Bihar Fire Service will be a fundamental unit of disaster management of the state, which will be extended to cover compulsorily

the disaster reduction and community awareness programme in addition to relief and rescue of all the fire disasters in the state.

13. Under section 17 of the Act (Bihar Act 6, 2014) and the National Disaster Management Policy, 2007, community of Bihar Fire Service will be a compulsory and special service. All personnel of the Fire Service will always be treated on duty.

Chapter – IV

Fire prevention and fire safety measures

(Sub-section-6 of section 2 of the Act)

14. Fire Prevention and Safety Wing: - At directorate level a Fire Prevention and Safety Wing under the control of Director shall act, in which one Additional Director-cum-Assistant State Fire Officer, one Deputy Director-cum-Divisional Fire Officer, one Assistant Divisional Fire Officer, one District Fire Officer, one Assistant District Fire Officer shall be member. In addition to this Fire Adviser-cum-Consultant shall be a member of this Wing. On the basis of availability, the Director General may nominate, Architect Consultant-cum-Advisor and Legal Consultant-cum-Advisor as a member of this Wing. In the work execution meeting to be conducted by the Wing, the attendance of half of the Members will be compulsory. The expansion of such Wings, as per requirement in future, at fire zones (revenue division) and fire division (revenue and police district) level may be decided by the Director General.

The responsibilities of this wing shall be as follows:-

- (a) Inspection of fire prevention and safety scheme of building construction and to recommend to issue concerned certificate.
- (b) Compliance of rules of the fire safety and prevention under the National Building Code, Bihar Building Byelaws and other prescribed rules, and to make recommendation in case of violation of rules, for taking necessary prescribed action and imposition of the punishment.
- (c) Recommend for formation of Policy for investigation and research in the field of new rules and scientific methods of fire prevention and safety.
- (d) All works related with court in respect of fire prevention and safety.
- (e) Formulation and execution of community awareness and capacity building programmes for minimising the disaster related to fire prevention and safety.
- (f) On request of local authority or other statutory authority, Fire Prevention and Safety Wing may give advice to the occupants for taking measures of fire prevention and safety, to be provided for safety of the building / premises.
- (g) Fire Prevention and Safety Wing, on any specified date may require for presentation of fire prevention and safety measures from the building owner or the occupant himself, or by the architect employed by him.
- (h) Fire Prevention and Safety Wing may direct the owner of the building or occupant himself or the architect employed by him, for modification in the building plans and the concerned building plan may be rejected in case of non-compliance of the instructions within 30 days.
- (i) To develop fire safety and evacuation plan for all commercial and public buildings especially for the critically sensitive buildings such as hospitals.

15. Fire Prevention and Safety No Objection Certificate:-

(a) Requirement of No Objection Certificate: - For the purpose of Part-IV of the National Building Code, 2016 as amended from time to time, related to fire and life safety, fire prevention and fire safety certificate shall be required for the following types of buildings: -

- (i) Multi-storey buildings of all categories (with height of 15 meters and above) (with height of 15 meters and above) or Ground coverage more than 500 Mtr. square (Any Floor).
- (ii) Special buildings like hotel, educational, institutional, business, mercantile, industrial, storage, hazardous and mixed occupancies, where the floor area of any one or more floors exceeds 500 Sq. meters in any such type of buildings.
- (iii) Educational, institutional building with a height of 9 meters or more

- (iv) All the assembly buildings.
- (v) Building having area more than 300 square meters on any floor, used for assembly or marked for the assembly.
- (vi) Building with two or more than two basements or building having one basement with an area of more than 500 square meters.
- (vii) In addition to the above, the decision may be taken by the owner of the other buildings for fire safety measures as per the provisions of Part-IV of the National Building Code, 2016 as amended from time to time related to Fire and Life Safety.

(b) It shall be compulsory to obtain No Objection Certificate by the owner of the buildings or premises, from the Director or authorized wing, for all the buildings concerned with sub-rule- (a) for ensuring compliance of the provisions of fire and life safety, as per National Building Code, 2016 as amended from time to time, Bihar Building Byelaws, 2014 as amended from time to time and other Act, rules, order for the time being in force.

(c) No Objection Certificate shall be given in three stages of building construction, as-

(i) Before the construction of the building, a provisional certificate will be given, which shall be considered as an advice for keeping the building safe from the fire disaster.

(ii) After construction of the building the final No Objection Certificate will be given after verification of the compliance of advice given in the provisional No Objection Certificate,

(iii) After issue of final No Objection Certificate, after expiry of the prescribed validity period of the certificates for the different category of buildings, it shall be compulsory to get the No Objection Certificate renewed within the stipulated period.

(iv) Inspection may be done even during construction, before issues of Final No Objection Certificate, to ensure, by the Fire Services, that the work is being carried down according to the proposed measures for fire safety on which No Objection Certificate has been issued before construction.

(d) **Fee for No Objection Certificate:** - Fee for provisional No Objection Certificate/ final No Objection Certificate/ renewal of No Objection Certificate shall be payable, in four categories, on the basis of category of building and total floor area of all floors (including basement)(Schedule - "C ")

(e) The process regarding No Objection Certificate shall be completed online (Schedule- 'D') through the prescribed single window clearance or according to the provisions and procedure prescribed by the Director General for the time being in force.

(f) **Provisional No Objection Certificate:** -

(i) Before starting the construction of the building, the building owner will have to submit, to the Director or the authorized officer addressed by the postname, according to the procedure for the time being in force, an application in prescribed format(Form-'B'), through the architect / engineer enrolled in Building Construction Department or local authority alongwith the map related to the building plan, prescribed check list(Form-'C'),undertakings regarding compliance of provisions of National Building Code, 2016 as amended from time to time, Bihar Building Byelaws, 2014 as amended from time to time and other rules for the time being in force, guarantee of expenditure in the fire safety system and equipments(Form-'D') and the prescribed fee,

(ii) The estimate for providing the required fire protection system in the building must be submitted. Bank guarantee for 15% of the estimated cost for five years shall be given along with an undertaking that the necessary fire safety measures shall be kept in effective condition, otherwise the

said bank guarantee may be spent by the Fire Department, for keeping the fire safety measures in effective condition in the building.

(iii) After finding the concerned building plan according to the rules, the provisional non-objection certificate shall be issued to the applicant within the time limit prescribed for the time being (Form-'E').

(iv) In case of finding of defect in the concerned building plan, the building plan shall be rejected and the applicant may be instructed, showing the reason for the disapproval, to submit application, after duly rectifying the defect, along with the necessary record (form-'F'). The Fee will not be payable again for this.

(v) The applicant shall be responsible to give information to the Director or the authorized officer before one week of the commencement of the building construction and at interval of every six month in case the building is under construction and work is in progress. (Form-'G')

(vi) The status of compliance of the advice in the building under construction, given in the provisional no-objection certificate shall be checked by the Director or authorized officer. In case of the lack of compliance of the conditions of the provisional no-objection certificate or deviation from conditions, instructions in writing shall be given to the builder to rectify the concerned deficiency. (Form-'H')

(g) **Final No Objection Certificate: -**

(i) After completion of building construction work in all respect, the information of completion of building construction shall be given by the owner /concerned paneled architect / engineer to the authority under rule 15(2) of Bihar Building Byelaws, 2014 **as amended from time to time** as well as to the Director or authorised officer in the light of provisional non-objection certificate. (Form-'I')

(ii) Fire safety measures and equipments installed in the said building shall be checked by the Director or the authorized officer himself or through the officers authorized by them in the light of the provisional no-objection certificate and other fire safety measures required for the time being. In case where fire safety arrangement is found satisfactory, final no objection certificate shall be issued (Form-'J') otherwise instructions may be given for taking necessary fire safety measures in which the installation of equipments is included, the compliance of which shall be compulsory. (Form-'K')

(iii) After receipt of the information of the completion of the building construction, the Director or other officer authorized by the Director General, will be in the committee constituted by the Authority for enquiry for issuance of the occupancy certificate who shall give written comment with respect to the necessary passive and active fire safety system for fire safety.

(h) The provisional or final no-objection certificate shall be valid only to the extent of concerned occupancy class, occupant load and details mentioned in the applicant's application form. In case of any change in the building category it shall be necessary to obtain fresh no-objection certificate.

(i) Any type of building, constructed or under construction, for which no-objection certificate is required, but the said certificate is not obtained, then Director General or any authorized member of the Fire Service shall take cognizance and after duly conducting the fire audit shall instruct the concerned builder to ensure the fire safety measures according to the provisions as well as shall inform the concerned body /Authority. (Form-'L')

(j) **Renewal of No-Objection Certificate: -**

(i) The fire prevention and safety no-objection certificates issued by the Director or other authorized wing, except in case of cancellation of the said certificate, shall be valid for five years for residential buildings (other than hotels) and three years for hotels, restaurants, shopping malls, educational institution, health institution and all other non-residential buildings. The said validity for the buildings of hazardous category shall be of two years. The renewal of license may be done for five years for residential buildings (other than hotels) and in another cases (except the buildings of hazardous category) for three years and for the buildings of hazardous category this period shall be of two years, but at the time of renewal, the validity period of license may be changed by the Director General. It shall be mandatory for renewal of the cinema hall's license to attach this no-objection certificate.

(ii) For the renewal of the no-objection certificate issued by the Director or other authorized wing, the building owner or occupant shall apply in the prescribed (form 'M') 45 days before the expiry of the license period, and the Director or other authorized wing, after necessary enquiry and inspection and being satisfied with the compliance of prescribed standards of fire prevention and safety, may renew the no-objection certificate. (Form-'N')

(k) **Cancellation of No Objection Certificate: -**

(i) The no objection certificates may be cancelled by issuing authority by order in writing in case of omission by the building owner / occupant, in maintenance of fire prevention and safety measures as per the condition of no-objection certificate, (form-'O'). A copy of the order shall be given free of cost to the owner or occupant of the building, as the case may be.

(ii) In case of cancellation of no-objection certificate, the building shall not be used for public or commercial purposes.

(iii) In case of cancellation of no-objection certificate, an appeal may be filed accompanied with the copy of the order, by the building owner or the occupant, within 90 days, to the Competent Appellate Authority, who after giving proper opportunity of hearing, may confirm, revoke or modify the order. (form-'P')

16. General remedies for fire prevention and self-regulation: -

(a) In case of buildings not constructed or used according to the provisions of the National Building Code, 2016 as amended from time to time and Bihar Building Byelaws, 2014 as amended from time to time, related to fire safety for buildings or premises of different categories; manufacture, processing, storage of various types of combustible, explosive, poisonous, irritant, corrosive, toxic materials in the occupancy; non-compliance of the IS 8758:1993 in the construction of pandal and non-compliance of other standards for the time being prescribed, shall be considered as factor of risk of fire under section 25 (1) of the Act.

(b) Director General may identify other related factors according to local conditions and immediate requirement.

(c) Government, after consultation with the Director General may declare in the Gazette, other related factors identified as risk of fire.

(d) The Director General, may instruct the owner of building or premises or occupant or both or erector of pandal, for compliance of measures to remove immediate related factors of fire risk under section 25 (2) of the Act.

(e) The Government, after consultation with the Director General, may issue general or specific instructions by notification regarding fire prevention and fire safety to be adopted by the

owner of building or premises or occupant or both or erector of pandal, as the case may be, under section 25 (2) of the Act,

17. Standards for fire prevention and safety of buildings and premises -

(a) For the purpose of section 25 (2), 27, 32, 34 and 35 of the Act, the National Building Code, 2016 as amended from time to time, Bihar Building Byelaws, 2014 as amended from time to time and the standard prescribed under other rules for fire prevention and safety of building and premises shall be applicable.

(b) Compliance of minimum standard for fire prevention and safety of building and premises shall be done by the owner or occupant or both of the concerned building himself. The information regarding status of compliance shall be made available to the concerned Fire Officer at prescribed interval in Self Assessment Form (Form-'Q'). The Director may modify the Self Assessment Form as per the requirement.

18. Standards for fire prevention and safety of Pandal-

(a) For the purpose of section 25, 26 and 27 of the Act, the standard prescribed under the IS 8758: 1993 published by the Bureau of Indian Standards, New Delhi and the standards prescribed under other rules for fire prevention and fire safety of pandal shall be applicable, compliance of which shall be done by the concerned pandal erector himself. (Schedule - 'E')

(b) For the purpose of section 26 (2) of the Act, the erector of pandal shall submit declaration regarding pandal safety to the Fire Station Officer as well as exhibit it, at the doors and other conspicuous places of the pandal. (Form-'R')

(c) (i) For Pandal upto 1000 sq. ft. area the verification of the declaration of the erector of pandal by the Director or Designated Officer shall not be mandatory.

(ii) For Pandal from 1001 sq. ft. to 5000 sq. ft. area the verification of the declaration of the erector of pandal may be carried out by the Director or Designated Officer if required.

(iii) For Pandal above 5001 sq. ft. area the verification of the declaration of the erector of pandal by the Director or Designated Officer shall be mandatory.

In case of finding of any type of deficiency in fire safety measures, notice for removing the deficiency found, otherwise pandal may be sealed after the stipulated period, shall be given (Form-'S').

The erector of the Pandal may upload his declaration on the website of Bihar Fire Service.

(d) The fire safety management such as securing clothes etc. to be used in erecting of pandal by using fire retardant solution, work related with safe installation of electrical appliances shall be part of the tender since the time of preparation for organizing of large public function in which arrangement for lodging and food for thousands of people, tent city and community kitchen (langer) is made. No Objection Certificate from Fire Services and energy Department is essential for such functions.

19. Removal of encroachment or things or goods as probable factor of any obstruction in fire fighting or fire risk: -

(a) If it appears to the Director or Designated Officer that presence of anything or goods or encroachment in any building or premises or pandal or in the vicinity, as probable factor of fire risk and will cause fire incident or obstruction in fire fighting, then he shall instruct the owner of the aforesaid building or premises or occupant or erector of pandal or owner of the things and goods to

remove the above things or goods or encroachment, immediately or within stipulated period under section 27 of the Act.(Form-'T')

(b) In case of failure to comply with the instructions of the Director or Authorized Officer, by the owner or occupant of the building or premises, or pandal maker, the information shall be given to the Sub-Divisional Magistrate of the concerned area for taking legal action against them.(Form-'U')

(c) The Sub-Divisional Magistrate, may pass a reasonable order and ask the owner or occupant of the building or premises, or pandal maker to show cause.(Form-'V')

(d) In the event of non-receipt of show cause from the owner or occupant of the concerned building or premises, or pandal maker, or show cause is found unsatisfactory, the Sub-Divisional Magistrate, enlisting the concerned encroachment or thing or goods or pandal, may order any public servant or personnel to confiscate or seize or remove.

(Form- 'W')

(e) After passing of the said order, the Sub-Divisional Magistrate caused the preparation of seizure list of those things and goods as per list for confiscation, may keep the seized things and goods at any place, where he deems fit. (Form - 'X')

(f) Thereafter, notice shall be given for auction, if the order for removal of seized things from the place where it is kept after seizure, will not be non-complied with within stipulated time. In case of non-receipt of reply of notice or reply is found unsatisfactory, the things or goods, will be auctioned and the sale proceed will be disposed of as per law. (Form - 'Y').

(g) An appeal against the order of Sub-Division Magistrate may be filed by the affected person before the Appellate Authority within 30 days.(Form - "Z").Fee for appeal shall be prescribed by the Appellate Authority.

20. Appointment and training of Fire Safety Officer: -

(a) The building and premises, for which provisions have been made under Section-29 of the Act, for appointment of Fire Safety Officer, shall be identified and default or negligence in appointment of Fire Safety Officer shall be inquired into by the Fire Department as well as the concerned Body/ Authority.

(b) Under the section 29 of the Act, the Director or the Nominated Authority may direct for appointment of Fire Safety Officer, within the period specified in the notice, by giving notice to the owner or occupant or the association of owner or occupants of the identified building or premises.(Form- A-1').

(c) Under Section 30 of the Act, the Fire Safety Officer appointed by the occupants of the building/premises or their association, who has not been trained, earlier, in National Fire Service College, Nagpur or in any equivalent institution recognized by the Government, if they do not get training in Fire Training Academy, Anandpur, Bihta, then the Director or the Nominated Authority shall give notice to the occupant or their association, of the building/premises for required training(Form - 'A-1').

(d) In case of default in making appointment of Fire Safety Officer, even after notice, under section 29 of the Act, the Director or the Nominated Authority, shall give notice to the concerned for imposition of penalty in the light of sub-section (2) of Section 31 of the Act, (Form - 'B-1').

(e) The imposed fine shall be recovered from the owner or occupant or their association, of the building, defaulting or neglecting in the appointment of Fire Safety Officer, as land revenue arrear by the Body or Authority of the concerned area, in the light of sub-section 3 of Section-31 of the Act, at the prescribed rate under sub-section-2 of Section-31 of the Act.

(f) In case of non-submission of certificate regarding Fire Safety Officer being trained, within 30 days of receipt of the notice, or in case of non-nomination for training in Fire Training Academy, Anandpur, Bihta, the penal fee at the rate of five thousand rupees per month shall be recoverable. The said penal fee shall be recovered by the Municipal Body/ Authority of the concerned area.

(g) Under Section 30 of the Act, the Fire Safety Officers in Fire Training Academy shall be imparted training on the basis of the syllabus formulated by the Principal after consultation with the Director General and on payment of training charge prescribed in Schedule-'F'. The training charge shall be paid by the concerned trainee or sponsoring person or institution.

21. Fire Adviser-

(a) The Fire Adviser to advise the Government or non-government institutions or person, for the fire prevention and fire safety in the building may be registered under section 32 of the Act (Schedule-'G').

(b) The consultation fee may be determined by the Director General, after consultation with the Director, on the basis of total floor area of all stories of building or premises and category of building.

(c) The Fire Adviser may give advice on the fire safety provisions in building plan, for providing required fire safety measures during building construction/ completion of building construction, fire audit report of buildings etc. The No-Objection Certificate may be renewed on the basis of his certificate.

22. Fire Audit: -

(a) Notice under section 33 & 43 (1) of the Act, shall be issued to the owner of the concerned building or premises by the Fire Station Officer or his superior officers, for inspection of the building or premises to determine the adequacy, inadequacy or violation of fire prevention and fire safety measures in the building or premises (Form- 'C-1') Notice may be served personally or by registered post or through the process prescribed in Criminal Procedure Code, 1973 for service of summons.

(b) Under section 33 and 43 (2) (3) of the Act, Fire Audit of the building may be conducted in the light of the National Building Code, 2016 as amended from time to time, Bihar Building Byelaws, 2014 as amended from time to time and other rules for the time being in force. **In different category of building, the Fire Audit should be done on the basis of priority, first of all hospitals and after that educational institutions.** In addition to this, the owner of the concerned building or premises may be required to take responsibility of deficiency found in fire prevention and fire safety and advised in Form-'D-1' to remove such deficiency. The concerned form may be modified by the Director.

(c) Old existing buildings:- Under section 33, 34, 35 & 43 (1)(2)(3) of the Act, it will be necessary for the owner or occupant or their association, of the concerned building or premises, to comply with the advice given by the Director or the Authorized Officer, for providing minimum fire safety measures in the old existing buildings for which no objection certificate regarding fire prevention and fire safety measures has not been obtained. (Schedule-'H').

(d) After Fire Audit of the building or premises by the Director or on receipt of the Fire Audit Report of Fire Station Officer or other officer, notice under the section 34, 35 & 43 (2) of the Act, shall be given, by the Director to the owner of the building or premises, after recording his opinion regarding deficiency in fire prevention and fire safety measures in the concerned building or

premises and advice regarding taking of the responsibility by the owner of the building and premises for the deficiency and the removal thereof within a reasonable period.(Form-"E-1")

(e) The person aggrieved with the order under sub-rule -"b" mentioned above may file an appeal, under section 36 of the Act. (Form - 'F-1')

(f) Under sub-section-2 of section 36 of the Act, Rs. 1000 /- shall be payable as appeal fee for each appeal, which shall be payable to the Director-cum-State Fire Officer, Bihar, Patna by his designation through Bank Draft or Treasury challan.

(g) It shall be responsibility of the builder to ensure that all the measures regarding fire prevention and fire safety has been provided in the concerned building/premises at the time of handing over the building or premises to the owner or occupant of the building/premises. In case of finding of default in this regard, action may be taken against the builder under the law and rules for the time being in force.

(h) The whole responsibility to maintain the fire prevention and fire safety measures in building/ premises under Bihar Apartment Ownership Act, 2006,shall be of the owner/ occupants/ association of the occupants of the building.

(i) In the light of the above mentioned sub rule-'b', 'c' and 'd', in case of not removing the inadequacy found in fire prevention and fire safety measures by the building owner or the occupant,penalaction under section -37 of the Act, notice for vacating, sealing of the building or premises under section 44 of the Act, (Form-'G-1'),action to seal the building or premises (Form-'H-1') or action regarding submission of written report to the Body or Authority for taking lawful action for declaring the concerned building or premises unsafe under the provisions prescribed in sub rule (7) of rule 16 of Bihar Building Byelaws, 2014 **as amended from time to time** may be taken (Form-'I-1'). At the same time, action may be taken by the Prescribed Authority under the powers conferred by other Act / Rules for the time being in force or under the administrative order.

(J) In case of not providing required fire safety arrangements, collective fine shall be leviable on the owners/occupants or both of the multi-storied building, which shall be double of the fee prescribed for provisional no-objection certificate on the basis of the fire sensitivity category of the building.

(k) The fire audit of the buildings may be conducted by the owner of the building / premises by the Fire Consultant registered with the Fire Service, or by the authorized officer of the Fire Service at the pre fixed rate.

23. Sufficient and uninterrupted supply of water to control fire: -

(a) **To take care of environmental balance along with disaster management in the context of "Jal Jeevan Haryali" Program, firstly, surface water source like- River, Pond and well etc. will have to be used only.**

Ground water source will be used only in case of unavailability of the said water source.

(b)Not with standing any contrary Act or Rule for the time being in force, the Director may require for hydrant of minimum 100 mm diameter at the strategic location of the public or private water source, from the authority having jurisdiction over such area.

(c) Water pressure on hydrant will not be less than 3.5 bar.

(d) The identification plate exhibiting the size of each hydrant and water source shall be affixed by the owner or the occupant of the concerned building/ premises and all other hydrants and water source will be maintained by the concerned authority.

(e) Co-ordination with panchayats for identification of water resources(including public and private water resources) at village/panchayat level and in case of fire, for supply of water at adequate places through motor pumps.

(f) To ensure, the uninterrupted water supply for fire fighting in all government and publicbuildings.

24. Constitution of Fire Engineering cell:-

Fire Engineering Cell shall be constituted in the Departments/Units engaged in building construction work, such as Building Construction Department, Health Department, Urban Development Department, Education Department, Bihar Police Building Construction Corporation etc. There shall be one cadre for all departments which shall be constituted and controlled by the Fire Service. The members of Fire Service may be deputed in the concerned Department/Units. Technical advice and guidelines on fire safety may be provided by this Cell to the public and builders during the construction of the buildings. The DirectorGeneralmaychange the constitution and duty of the Fire Engineering Cell as per requirement.

25. Fire report-

(a) The fire report of each fire incident shall be uploaded by the Bihar Fire Service on its website **minimum 5 working days and maximum 10 working days** after the extinguishing of the fire.

(b) Any affected person may obtain this report from the Fire Directorate or Field Officer according to the direction of the Director General at that time within office period (Form-'J-1').

(c) If the building owner or the occupant desires any amendment in the fire report so issued, then he may give application, with reasons, to the Competent Authority within 15 days of the fire incident(Form-'H-1').The Competent Authority, after giving opportunity of hearing to the person concerned, within 30 days of the receipt of the application, may, with reasons in writing, allow the application and rectify the fire report or disallow the application.

Chapter -V

Fire tax, fees and other charges

26. Under the sub-section (2) of section 20 of the Act, at the rate of two and a half percent of the property tax charged by the local authority from all the buildings including all the residential and mercantile buildings situated in their jurisdiction, or at threat determined by the Government time to time. The fire tax will be charged under the procedure prescribed by the Body/Authority related to recovery of tax.

27. (a) Under rule 15 (d) and 22 (k) of the Rules, under sub-section (1) of section 20 and section 33/34/35 & 43 (2) (3) of the Act, Bihar Fire Service may collect fee at the rate prescribed in Schedule-'C', for the provisional no objection certificate, final no objection certificate, renewal of no objection certificate, annual fire audit and fire consultation from all the buildings of Government or semi Government or other under takings and non Government buildings, in its jurisdiction .

(b) The changes in the fixed fee rate may be done by the Government or Competent Authority. The collection of fee will be done under the procedure prescribed by the Government or the Competent Authority.

(c) The payment of the fee may be done through the bank draft or treasury challans in the name of the designation of the Director, State Fire Service, Bihar, Patna.

28. (a) Under sub-section -01 of section 22 of the Act, the prescribed fee will be payable in case of deputation of the members of the Bihar Fire Service, with the necessary equipments, outside of the State jurisdiction. A demand letter may be given in Form-'L-1' to the concerned Authority, regarding payment of deployment fee. (Schedule-"I")

(b) The changes in the fixed fee rate may be made by the Government or the Competent Authority.

(c) The payment of the fee may be done through the bank draft or treasury challans in the name of the designation of the Director, State Fire Service, Bihar, Patna.

(d) The recovery of fee may be done under provisions of Public Demand Recovery Act, 1914.

29. No charge will be levied under section 22 of the Act where a valid agreement for deployment on the proportionate basis of members or equipment or additives or both of them of Bihar Fire Service, is applicable.

30. Under Section 29 and 31 of the Act, in case of defaults or neglect in appointment of Fire Safety Officers, payment of fees and penalties will be given to the Prescribed Authority of local jurisdiction at prescribed rates and under prescribed procedure.

31. Under section 30 of the Act, fees may be collected, in the case of defaults or neglect in compliance of prescribed provisions regarding the training of Fire Safety Officers, underprescribed rates and prescribed procedure.

32. **Standby Charges on deputation at the individual level: -**

Fee will be payable, in case of deputation of members of Bihar Fire Service, along with equipments and additives, in any area where the Act is in force, as standby for a fixed period, during any public ceremony, at the request of any public or institution. (Schedule-'J')

33. **Compounding of offenses:-** Sections mentioned in section 54 of the Act and sub-section made under the Act, punishable offenses may be compounded by the officers of Fire Service as follow: -

(a) (i) District Fire Officer may compound the penalty of Rs. 5000 / - (five thousand) including and up to.

Chapter -VI
Miscellaneous

34. **Appeal-** Under this rule appeal against the order of any officer may be heard by the officers mentioned in column 3 of the list, against the order of officers mentioned in column 2, in case of non-availability of special provision regarding Appellate Authority for hearing of appeal.

Sl. No.	Officer against whose order appeal has been made	Appellate Authority
1	2	3
1.	District Fire Officer	Deputy Director-cum-Divisional Fire Officer
2.	Deputy Director-cum-Divisional Fire Officer	Director, State Fire Officer
3.	Director, State Fire Officer	Director General, Fire Service
4.	Director General, Fire Service	State Government

35. **Bihar Fire Service Welfare Fund:** - Bihar Fire Service Benevolent Fund will be constituted for the personal and family welfare of the personnel of Bihar Fire Service, which will be operated in accordance with the concerned byelaws made by the Director General.

36. **Administrative Instructions:** - After the prior permission of the Government, Director General may issue the administrative instructions in prescribed manner, as per necessity time to time, in respect of all the subjects related to the service.

37. **Repeal and Savings:** - All the rules / circulars and orders of the State Government, which are not covered under this Rule, will be applicable in toto. All other subjects which are not described in this Rule, the provisions of Bihar Police Manual, 1978 will be applicable. All the Rules / Orders / instructions before this will be deemed repealed but pending proceedings under all such Rules / Orders / instructions in force before, will continue as if this has not been repealed.

Memo No- 6/Agni0Se0-01-11/2017(khand-III)H.P...../Patna, Date

Copy to – Superintendent, Government Press Gulzarbagh, Patna for Publish in extra ordinary Gazette of the Government.

By order of Governor of Bihar

Sd/-

Under Secretary to the Government

Memo No- 6/Agni0Se0-01-11/2017(khand-III)H.P...../Patna, Date

Copy to-Development Commissioner, Bihar, Patna/Principal Secretary to the Chief Minister/Sri Uday Kant Misra, Member, Bihar State Disaster Management Authority, Patna/Shri P.N. Rai, Member, Bihar State Disaster Management Authority, Patna/Principal Secretary, Health Department, Bihar, Patna/ Principal Secretary, Building Construction Department, Bihar, Patna/ Principal Secretary, Finance Department, Bihar, Patna/ Principal Secretary, Rural Development and Housing Department, Bihar, Patna/D.G.P. Bihar, Patna/Director General-cum-Commandant General, Home Guard and Fire Services, Bihar, Patna/Chairman, Central Selection Board of Constable, Bihar, Patna/Chairman, Bihar Police Sub-ordinate Services Commission, Patna for information and necessary action.

Sd/-

Under Secretary to the Government

Memo No- 6/Agni0Se0-01-11/2017(khand-III)H.P...../Patna, Date

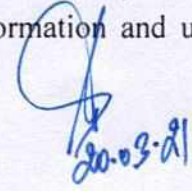
Copy to-Vice Chairman, Bihar State Disaster Management Authority, Patna/Chief Secretary,
Bihar for information.

Sd/-

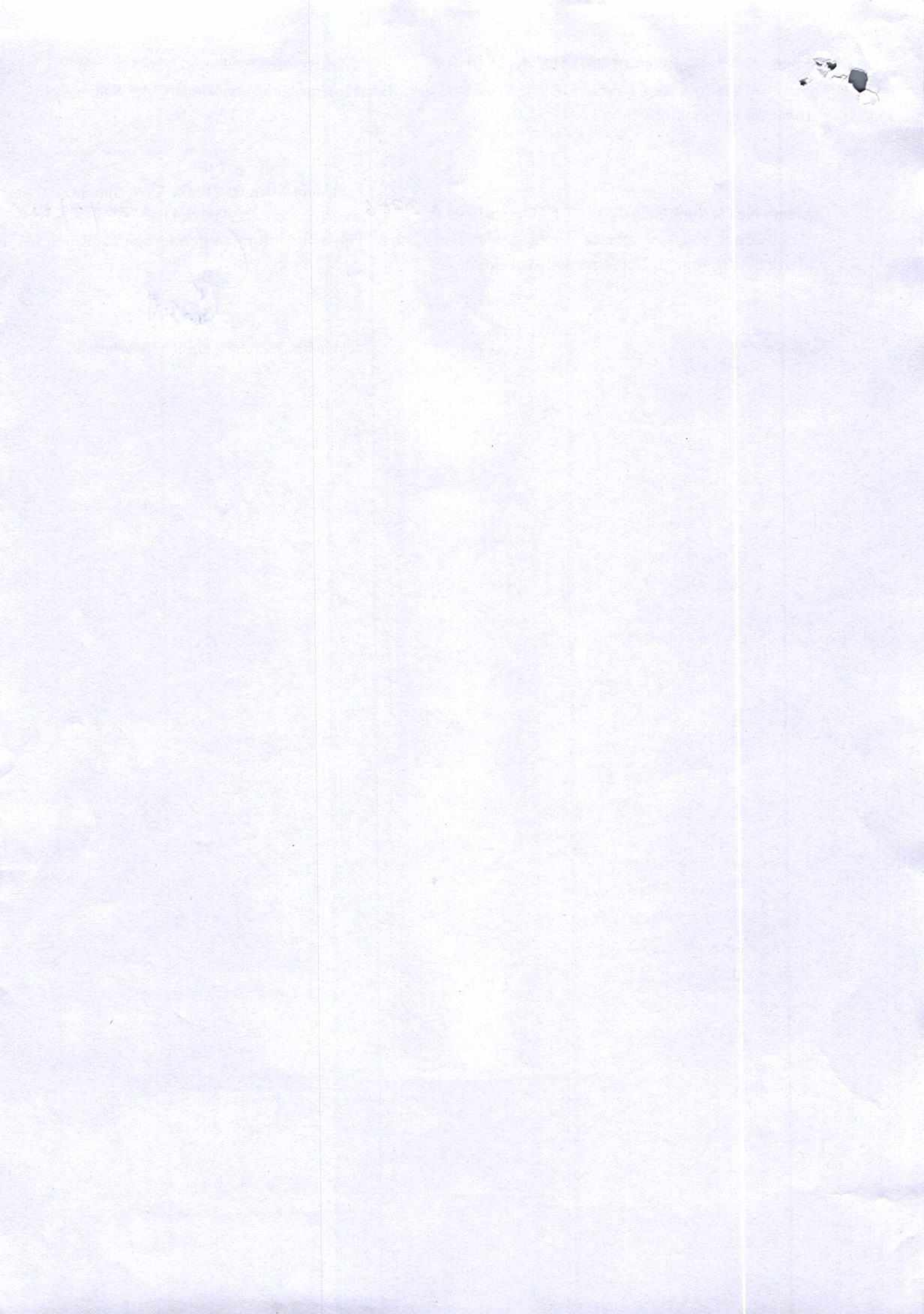
Under Secretary to the Government

Memo No- 6/Agni0Se0-01-11/2017(khand-III)H.P. 2706...../Patna, Date 20/3/21

Copy to-I.T. Manager, Home Department, Bihar, Patna for information and uploading the
above notification on Departmental Website.

A handwritten signature in blue ink, followed by the date '20-03-21' written in blue ink.

Under Secretary to the Government



Chapter -VII

Forms and Schedules

38. List of forms: -

(i) Under section-10(1) of the Act, under rule-06 of the Rules, appointment certificate will be given in Form-'A' .

(ii) Under section- 2 (g) of the Act, under rule-15 (f)(i) of the Rules, Application form for Provisional Fire Prevention and Fire Safety No Objection Certificate(with enclosures) will be given in Form-'B'.

(iii) Under section- 2 (g) of the Act, under rule-15 (f)(i) of the Rules, Map and prescribed Check list related to building plan with application will be given in Form-'C'.

(iv) Under section- 2 (g) of the Act, under rule-15 (f)(i) of the Rules, Undertaking regarding compliance of provisions in different Act and Rules, Guarantee of expenditure in fire safety system and equipments and regarding others will be given in Form-'D'.

(v) Under section- 2 (g) of the Act, under rule-15 (f)(iii) of the Rules, Provisional No Objection Certificate will be issued in Form-'E'.

(vi) Under section- 2 (g) of the Act, under rule-15 (f) (iv) of the Rules, Instructions for remedy of default if default found in building construction scheme will be given in Form-'F'.

(vii) Under section- 2 (g) of the Act, under rule-15 (f) (v) of the Rules, Information of work progress by the builder will be given in Form-'G'.

(viii) Under section- 2 (g) of the Act, under rule-15 (f) (vi) of the Rules, Instructions for remedy of default in case of finding of lapses in compliance of conditions in provisional no objection certificate or difference from conditions by the builder will be given in Form-'H'.

(ix) Under section- 2 (g) of the Act, under rule-15 (g) (i) of the Rules, Information regarding completion of building construction to be given by the builder for obtaining final No Objection Certificate will be given in Form-'I'.

(x) Under section- 2 (g) of the Act, under rule-15 (g) (ii) of the Rules, final No Objection Certificate will be given in Form-'J', after verification of the building following the receipt of information regarding completion of the building after finding that the construction is in accordance with the conditions of provisional No Objection Certificate.

(xi) Under section- 2 (g) of the Act, under rule-15 (g) (ii) of the Rules, Notice to be given to the builder for remedy in case of not constructing building according to the conditions of provisional no objection certificate, found after verification of building after receipt of building construction completion information will be given in Form-'K'.

(xii) Under section- 2 (g) of the Act, under rule-15 (i) of the Rules, Notice for ensuring fire safety measures, to the owner of the building, constructed or under construction, without NOC will be given in Form-'L'.

(xiii) Under section- 2 (g) of the Act, under rule-15 (j)(ii) of the Rules, Application format to be submitted by owner or occupant of building for Renewal of No Objection Certificate will be given in Form-'M'.

(xiv) Under section- 2 (g) of the Act, under rule-15 (j)(ii) of the Rules, Renewal of No Objection Certificate of building will be done in Form-'N'.

(xv) Under section- 2 (g) of the Act, under rule-15 (k)(i) of the Rules, Notice for cancellation of No Objection Certificate of building in case of failure in maintenance of fire safety measures according to NOC will be given in Form-'O'.

(xvi) Under section- 2 (g) of the Act, under rule-15 (k)(iii) of the Rules, Appeal by owner or occupants of the building after cancellation of No Objection Certificate of building will be done in Form-'P'.

(xvii) Under section- 2 (g) of the Act, under rule-17 (b) (i)of the Rules, Self- Appraisal Format to be submitted to the Fire Station Officer, by the owner or occupant or both of the building regarding minimum fire safety measures in the buildings will be given in Form-'Q'.

(xviii) Under section- 26(2) of the Act, under rule-18 (b) of the Rules, Declaration regarding Pandal safety, to be exhibited by the Pandal erectors at the gate of Pandal and at main visible places will be exhibited in Form-'R'.

(xix) Under section- 26(2) of the Act, under rule-18 (c) of the Rules, Notice to Pandal erectors for removing defaults or sealing of Pandal in case of defaults found in Fire Safety measures of Pandal will be given in Form-'S'.

(xx) Under section- 27(1) of the Act, under rule-19 (a) of the Rules, Notice for removing things or goods or encroachment which are probable factors of fire risk or causing obstruction in fire fighting will be given in Form-'T'.

(xxi) Under section- 27 of the Act, under rule-19 (b) of the Rules, Information to the Sub Divisional Magistrate, for legal action, in case of non-compliance of notice regarding removal of things or goods or encroachment which are probable factors of fire risk or causing obstruction in fire fighting will be given in Form-'U'.

(xxii) Under section- 27(2) of the Act, under rule-19 (c) of the Rules, Show cause to be asked from the owner or occupant of the building or premises or Pandal erectors by the Sub-Divisional Magistrate after receiving information regarding non-compliance of notice for removal of things or goods or encroachment which are probable factors of fire risk or causing obstruction in fire fighting in Form-'V'.

(xxiii) Under section- 27(2) of the Act, under rule-19 (d) of the Rules, Order of Sub-Divisional Magistrate regarding confiscation, detention or removal in case of non receipt of show cause served after default in removing probable factors of fire risk or received show cause found unsatisfactory will be given in Form-'W'.

(xxiv) Under section-27 of the Act, under rule-19 (e) of the Rules, Seizure list of probable fire risk factors will be prepared in Form-'X'.

(xxv) Under section-27(4)(5) of the Act, under rule-19 (f) of the Rules, Notice for auction of things or goods in case of non-removal of probable factors of fire risk from place kept after seizure and in case of non claim will be given in Form-'Y'.

(xxvi) Under section-27(6)(7) of the Act, under rule-19 (g) of the Rules, Appeal by the affected person against auction of probable factors of fire risk items .will be done in Form-'Z'.

(xxvii) Under section-29 of the Act, under rule-20 (b) of the Rules, Notice for appointment/ training of Fire Safety Officer will be given in Form-'A-1'.

(xxviii) Under section- 29 and 31 of the Act, under rule-20 (d) of the Rules, Notice regarding imposition of penalty in case of default in appointment of Fire Safety Officer, in spite of notice served for appointment of Fire Safety Officer will be given in Form-'B-1'.

(xxix) Under section- 33 and 43(i) of the Act, under rule-22 (a) of the Rules, Notice for fire audit of building or premises will be given in Form-'C-1'.

(xxx) Under section- 33 and 43(2)(3) of the Act, under rule-22 (b)of the Rules, Check points for Fire Auditor different categories of buildings and notice for necessary action regarding compliance of fire safety measures after the audit will be given in Form-'D-1'.

(xxxix) Under section- 34, 35 and 43(2) of the Act, under rule-22 (d) of the Rules, Notice to be given by the Director to the owner of the building or premises, after the fire audit conducted by the Director himself or by the Designated Officer, for removing the inadequacies found in fire prevention and fire safety measures, within appropriate period, after taking responsibility will be given in Form-'E-1'.

(xxxix) Under section- 36 of the Act, under rule-22 (d) of the Rules, Appeal by the person affected by the notice served to the owner or occupant of the building premises will be given in Form-'F-1'.

(xxxix) Under section- 34, 35, 37 & 44 of the Act, under rule-22 (i) of the Rules, Notice to the building owner or occupant regarding the evacuation / sealing of the building or premises, in case of not removing the inadequacy found in the fire prevention and fire safety measures, by the building owner or occupant will be given in Form-'G-1'.

(xxxix) Under section- 34,35 & 44 of the Act, under rule-22 (i) of the Rules, Notice regarding sealing of the building after service of notice for evacuation of the building or premises, in case of not removing the inadequacy found in the fire prevention and fire safety measures, by the building owner or occupant will be given in Form-'H-1'.

(xxxix) Under section 44 of the Act, under rule-22 (i) of the Rules, Notice to the building owner or occupant regarding further action for declaring the building or premises unsafe legally, under byelaws-16(7) of the Bihar Building Byelaws, 2014 **as amended from time to time**, in case of not removing the inadequacy found in the fire prevention and fire safety measures, by the building owner or occupant/ related report to the concerned Body or Authority for legal action will be given in Form-'I-1'.

(xxxix) Under section- 2(g) of the Act, under rule-25 (b) of the Rules, fire report regarding fire incident will be given in Form-'J-1'.

(xxxix) Under section- 2(g) of the Act, under rule-25 (c) of the Rules, Application to be submitted by the owner or occupant of the building for amendment in the fire report regarding fire incident will be given in Form-'K-1'.

(xxxix) Under section- 22(1) of the Act, under rule-28 (a) of the Rules, Demand note to be submitted to the authority for payment of increased fixed deployment charges for deployment of members of Bihar Fire Service with equipments out of State jurisdiction will be given in Form-'L-1'.

39. List of schedule:-

(i) Schedule - "A"- Under section-4, 5 (a) and 12 of the Act, under rule-9 of the Rules, Duties and Responsibilities of Officers / Employees of various cadres of Fire Service.

(ii) Schedule - "B"- Under section-4, 5(a) and 12 of the Act, under rule- 10 of the Rules, Standard Operating Procedure for Fire Station Officer & Operating Members.

(iii) Schedule - "C"- Under section-2 (g), 20 (1), 33/34/35/43 (2) (3) of the Act, under rule-15(d) , 22(k) & 27(a) of the Rules, prescribed rate of fee for provisional No Objection Certificate, final No Objection Certificate, renewal of No Objection Certificate, Annual Fire Audit & Fire consultation.

(iv) Schedule - "D"- Under section-2 (g) of the Act, under rule- 16(e) of the Rules, Procedure of Online No Objection Certificate.

(v) Schedule - "E"- Under section-25, 26 & 27 of the Act, under rule- 18(a) of the Rules, fire safety measures during construction of pandal & temporary structures (Indian Standard Bureau, I.S. 8758-1993) & procedure of preparation of fire retardant pandal/ availability of materials.

(vi) Schedule - "F"- Under section-30 of the Act, under rule- 20(g) of the Rules, prescribed rate of training fee for training of Fire Safety Officers in Fire Training Academy.

(vii) Schedule - "G"- Under section-32 of the Act, under rule-21 of the Rules, Rules / Application / Fee etc. for registration of fire consultant .

(viii) Schedule - "H"- Under section-33, 34,35 & 43 (1)(2)(3) of the Act, under rule-22(c) of the Rules, Advice regarding minimum fire safety measures in existing buildings.

(ix) Schedule - "I"- Under section-22(1) of the Act, under rule- 28(a) of the Rules, Prescribed charges payable in case of deputation of members of Bihar Fire Service with necessary equipments out of State jurisdiction .

(x) Schedule - "J"- Under rule- 32 of the Rules, standby duty charges on deputation of members of Bihar Fire Service with necessary equipments and instruments during any public ceremony, on request of any person or institution .

(xi) Schedule - "K"- Under section-3,4,5(a), 6 & 9 of the Act, under rule- 04 of the Rules, Organizational structure of Bihar Fire Service.

By the order of Governor, Bihar

(Amir Subhani)
Additional Chief Secretary
Home Department, Bihar

FORM--A

Appointment certificate

(Under sub-section (1) of section 10 of the Bihar Fire Service Act, 2014, under rule 06 of the Bihar Fire Service Rules,2021).

Office of the State Fire Officer-cum-Director, Bihar, Patna

Letter number.....

Dated

It is certified that Shri

Father's Name

Residence

Passport size
photo of the
member, attested
by the Assistant
Director

Whose photograph is located in the right part of the certificate, has been appointed on the post.....under the Bihar Fire Service Act, 2014 (Bihar Act 6, 2014) and has been vested with powers, privileges and immunities of the member of Bihar Fire Service with the effect from the date,

The date of compulsory retirement of is(date)

Name and signature of the member by whom attested

Location: Patna

Director
Bihar Fire Service.

FORM--B

Application for Provisional No Objection Certificate (with enclosures)

(Under section- 2 (g) of Bihar Fire Service Act, 2014, under rule-15 (f)(i) of Bihar Fire Service Rules, 2021)

Ref no.-

Date.....

From,

.....
.....

To,

The Director,
State Fire Service,
Bihar, Patna.

Sub:- For Provisional fire prevention and fire safety no objection certificate for building construction.

Sir,

I/We am/are proposing for building construction which shall be started only after clearance from concerned Authorities. As per requirement of Bihar Fire Service Act, 2014, Bihar Fire Service Rules, 2021, Bihar Building Bylaws 2014 **as amended from time to time**, National Building code, 2016 **as amended from time to time**, I / we require fire prevention & fire safety no objection certificate. I / We swear to abide by all the provisions of fire prevention and fire safety measures provided in all concerned Acts and Rules and follow the guidelines given as per local requirements.

I / We request for Provisional Fire prevention and fire safety no objection certificate for proposed construction of building as per following details-

1. Details of Plot marked for proposed building construction:-
 - (a) Area (in sq. meter)-
 - (b) Name of mauza/Ward No-
 - (c) MS/CS/Plot No.-
 - (d) Khata No./Sheet No-
 - (e) Tauji No./Circle No.-
 - (f) Thana No./Mohalla-
2. Name of concerned Police Station/District-
3. Name of concerned Fire Station-
4. Route details to approach on the proposed construction site-
5. Nearest source of water with distance (river/lake/pond/well/municipal water source/public-private water hydrants).
6. Designation and Address of Licensing Authority issuing building permit to whom NOC has to be sent-
7. Name and Address of Land Owner (property-own/rented/leased)
8. Name and Address of Architect with contact No./fax/e-mail id etc.-
9. Name and Address of Builder with contact No./fax/e-mail id etc.-

.....

Signature

Enclosure with application

A. Building Plan--

1. Two Sets of building plan (Not less than 1:200 scale) signed by a qualified Civil or Structural Engineer, an Architect and the Owner/Builder, showing abutting Street, dead end, occupancy of all parts/ floors, air-conditioner and dampers, stair cases, corridors, lifts, ramps.
2. 2 sets of Site plan duly marked open places on all sides.
3. 2 sets of Floor wise plans including Basements/ Stilts duly marked fire safety systems
4. 2 sets of Terrace plans
5. 2 sets of Section plans of two sides.
6. 2 sets of Elevation plans of two sides.
7. Two section drawings, through stairs (NBC-Part 2-12.2.5.1.b/c)
8. Bank draft of Fixed charges for NOC.

B. Checklist -

9. Neatly typed check list without any corrections and interpolations.

C. Undertakings-

10. Affidavit /Undertaking regarding followings-
 - (a) Compliance of instructions as per provisional NOC.
 - (b) Information regarding commencement of work.
 - (c) Submission of periodical progress report.
 - (d) Submission of completion certificate of construction in all respect.
 - (e) Receiving of final NOC for taking occupancy certificate.
 - (f) Maintenance of fire fighting equipments.
 - (g) Training of staff & occupants to carry out regular mock drill.
 - (h) Calling for periodical fire audit.
 - (i) Submission of estimates towards the provision of fire safety systems and 15% of the estimate of Fire Safety System as Bank Guarantee.
 - (j) Compliance of National Building Code of India, 2016 **as amended from time to time**, Bihar Building Byelaws, 2014 **as amended from time to time**, Bihar Fire Service Act, 2014, Bihar Fire Service Rules, 2021, Bihar Municipality Act, 2007 and all applicable Building Laws/ Rules/ Regulations/Guidelines as per local situations.

CHECK LIST RELATED TO BUILDING PLAN**(For provisional NOC/Final NOC)**

(Under section- 2 (g) of Bihar Fire Service Act, 2014, under rule-15 (f)(i) of Bihar Fire Service Rules, 2021)
Abbreviation-National Building Code of India, 2005 Part-4(NBC-p-4)/National Building Code of India, 2016 **as amended from time to time** Part-4(NBC-P-4)/Bihar Building Byelaws, 2014(BL) **as amended from time to time**, Provisions in National Building Code of India, 2016 **as amended from time to time** will prevail over National Building Code of India, 2005, which has been referred only for guidelines.

1	Type of proposed building occupancy-						Proposed / complete/ N.A.	
2	Type of Sub- Occupancy-							
3	Name of Proposed Building-							
4	Height of proposed building from ground level Ref- NBC-P-4-3.4.4 /Table-7				(in meters)		
5	Height of Construction in surroundings of proposed site (The minimum distance between two buildings will not be less than 1/3 of the height of the taller building or 18 meter whichever is lower(BL-7).						Direction	Meters
							North	
							South	
							East	
6	Distance of building from Electric Lines (BL-31)					VerticalMeters	
						HorizontalMeters	
7	Covered area of proposed building						Sq. meters	
	Total built- up area of all floors including basements and stilts (in sq meters)					sq. meter	
8	A Number of floors-							
	B Number of Basements-							
	C Number of Stilts/Ground Floor							
	D Number of Blocks-							
	E Average Occupant load per floor							
	F	Floor	Area in Sq. Meters.	Classification of occupancy	No. of Occupants as declared by the Builder	No. of Occupants based on Table of NBC i.e., floor area divided by occupant load	Total Aggregate width of Stair case in Meters. (as declared by the Builder)	
		Basement-1						
		Basement-2						
		Stilt-1						
		G Floor						
	Stilt-2							
	Floor-1							
	Floor-2							
	Floor-3							
	Floor-4							
	Others							
9	Means of Access							
	A	Building abutting to road- Number of Roads,the premises is abutting..						

	B	Abutting Street (Name and width) : (The Abutting Road width should be minimum 12 ft/20 ft.—BL-33, 34. (nbc-p-3-4.6.a;4.8/ p-4-7.4.1.a)	Abutting Street Name-	
			Abutting Street 1 (Width in meters)	
			Abutting Street 2 (Width in meters)	
	C	Whether it is hard surfaced and motorable :		
	D	Whether terminating in dead end (nbc-p-3-4.7;/ p-4-3.4.6)		
10	A	Access /Open space and set back front and other 3 sides of the Block: (BL-35,36,37)(nbc-p-3-4.6:4.2.4.6 8.2.3.1:8.4.1:9.4.1.a/p-4-3.4.6:5.1.6:7.4.1)	Side	Meters
			North	
			South	
			East	
			West	
			Front side direction	East/West/North/South
	B	Motorable access to and around building and turning radius at building Corners. (nbc-p-2-12.2.5.1.a / p-3-4.6/7)		
	C	Approach to building. and 6 meters access space on all sides shall be hard surfaced for movement of 45 ton fire vehicles. This space of 6 meters for access shall be maintained free of parking and kept free of any obstructions, structures or fixtures up to height of 4.5 meters above which 1.25 meters. Unenclosed balconies are allowed.		
	D	If water tank or bridge, has roof and it is in access route then the roof should withstand a load of 45 ton fire vehicle. (nbc-p-4-5.1.6)		
	E	The open space around a building shall be in accordance with building height. It shall be kept in mind that maneuvering of fire vehicle for fire fighting and rescue is ensured.		
	F	Minimum driveway for movement of fire tenders and aerial ladders around the building shall be available :		
	G	The compulsory open spaces around the building shall not be used as parking space.		
	H	In order to ensure easy entry and exit of fire vehicles the main entrance and exit gate shall be minimum 4.5 meters width and 5 meters height. There shall be no obstruction of required height clearance (5 meters.) all along the driveway. This is the minimum height needed for free movement of large fire tenders, and especially the large aerial ladders.		
11	Car parking : (nbc-p-2-12.2.51.g/ p-3-10/Appendix .B)		Details	No. of Cars
			Basement	
			Stilt	
			Ground floor	
12	Projections into open space:-		direction	Meters
			Front	
			Side 1	
			Side 2	
			Rear	
13	Entrances/Exit-(nbc-p-3-4.6)			
	A	Number of entry doors		
		Number of exit doors		
	B	Entrance/Exit details –	Entrance Abutting	Road side width in meters.
			Entrance 1	
			Entrance 2	
	C	Head room clearance.....meters.	

14	STAIRCASES :				
A	No. of Internal staircase	(Minimum 1)			
B	No. of External staircase	(Minimum 1)			
Internal Staircase (NBC-P-4-4.4.2.4.3.1/ 4.4.2.4.3.2 / 4.4.2.4.3.3)					
A	No. and width of internal staircases (nbc-p-4-4.9.6)	No. of Staircase	Location		Width of Staircase In meters.
			From floor no.	To floor no.	
		1			
		2			
		3			
		Others			
B	Width of the Treads (nbc-p-4-4.9.7)		cm	
C	Height of the riser (nbc-p-4-4.9.8)		cm	
D	Number of riser (nbc-p-4-4.9.9)		per flight	
E	Height of the hand rails (Hand rails at 100 cm height)(nbc-p-4-4.9.9)		meter.	
F	Gap between two verticals...		cm	
G	Head room clearancemeter.	
H	Construction should be with non-combustibles materials (NBC- p-4-4.9.1)				
I	There shall be a self contained unit along with at least one external wall and should be completely enclosed. (NBC- p-4-4.9.2)				
J	It shall not be around lift (NBC- p-4-4.9.3)				
K	It shall be so designed that the number. of people in between floor landings, is not less than those on each floor. (NBC- p-4-4.9.10)				
L	No electrical panels/ AC ducts or gas pipes shall be allowed in staircase(NBC- p-4-4.9.4/10f)				
M	Access to stairs shall be through two hours. rated fire/ smoke door (NBC- p-4-4.9.10b)				
N	Travel distance				
	1	Distance from the farthest pointmeter.	
	2	Distance from the turning dead-end of the corridor to the staircase.....	meter.	
External staircase (NBC-P-4-4.4.2.4.4.3)					
A	No. and width of staircase (minimum one)	No. of staircases	Location		Width of staircase in meters.
			From floor no.	To floor no.	
		1			
		2			
		3			
		Others			
B	Width of the Treadscm	
C	Height of the risercm	
D	Number of riserper flight	
E	Height of the hand railsmeter.	
F	The gap between two verticals...		cm	

	G	Head room clearancemeter.	
	H	It shall terminate at Ground/ Stilt floor only. It should not extend to the basement. It shall have remote and separate gate entrance from the internal staircase.		
	I	Pressurization of staircase : (NBC-P-4-4.2.5)		
		The pressurization of staircases shall be adopted for high rise buildings and building having mixed occupancy / multiplexes having covered area more than 500 m ² .		
15	Exit Doorways : (NBC-P-4-4.2.4.1)			
	Every exit doorway having width as per occupancy class requirements shall open into an enclosed stairway or a corridor or a horizontal exit for transit or providing continuous and protected means of egress.			
16	Ramps :(NBC-P-4-4.4.2.4.3.5) (NBC- p-4-4.14/ p-3-10)			
	A	Number of Ramps-		
	B	Width	Ramps	Width of ramp in meters.
			Ramp 1	
			Ramp 2	
	C	Steep should not be more than 1 in 10 and in no case 1 in 8. Surface to be skid proof		
17	Lift- (NBC-P-8-7.1. to 7.2.4/ NBC-P-2-Annexure-E) (NBC- p-4-Annax-C-1.5)			
	A	No. of passenger lift and capacity	No.	Capacity(kg)
			1	
			2	
			Others	
	B	No. of service lift and capacity	No.	Capacity(kg)
			1	
			2	
			Others	
	C	Lift motor room shall be located preferably on top of the shaft and separate from the shaft by the floor of the room. However, for M.R.L. Lifts, this is not applicable.		
	D	Landing doors in lift enclosures shall have a fire resistance of not less than 1 hour.		
	E	The number of lifts in one row for a lift bank shall not exceed 4 and the total number of lifts in the bank (of two rows) shall not exceed 8. A wall of 2 hour fire resistance shall separate individual shaft in a bank.		
	F	Lift car door shall have a fire resistance rating of half an hour.		
	G	Collapsible gates shall not be permitted for lifts and shall have solid lift doors with fire resistance of at least 1 hour.		
	H	If the lift shaft and lobby is in the main portion of the building, a positive pressure of 50 Pascal shall be maintained in the lift shaft. The mechanism for pressurization shall act automatically with the fire alarm; it shall be operable mechanically also.		
	I	Exit from the lift lobby, if located in the main portion of the building, shall be through a self-closing smoke stop door of half an hour fire resistance.		
	J	Lifts shall not normally communicate with the basement; if, however, lifts are in such communication, the lift lobby of the basements shall be pressurized with self-closing door as above.		
	K	Switch(es) at ground floor level, shall be provided on all the lifts to enable the fire		

	service from ground to the lifts.								
L	Telephone or other communication facilities shall be provided in lift cars for building of 30 m height and above. Communication system for lifts shall be connected to fire control room for the building.								
M	Suitable arrangements, for providing slope in the floor of lift lobby shall be made to prevent water, used during fire fighting at any landing, from entering the lift shafts.								
N	A sign shall be posted and maintained on every floor at or near the lift indicating that in case of fire, occupants shall use the stairs unless instructed otherwise. The sign shall also contain a plan for each floor showing the locations of the stairways.								
O	Alternate source of power supply shall be provided for all the lifts through a manually operated changeover switch.								
18	Fire Lift- (NBC-P-2-4.4.2.5)(NBC- p-4-annex-C-1.5)	No.-.....							
A	Minimum one Fire Lift with capacity not less than 545 kg/8 persons lift for every 1200 sq. meters. area.	<table border="1"> <thead> <tr> <th>Details</th> <th>Capacity</th> </tr> </thead> <tbody> <tr> <td>Fire Lift1</td> <td></td> </tr> <tr> <td>Fire Lift2</td> <td></td> </tr> </tbody> </table>	Details	Capacity	Fire Lift1		Fire Lift2		
Details	Capacity								
Fire Lift1									
Fire Lift2									
B	For every type of high rise buildings, fire lift is essential. Following details shall apply for a fire lift :-								
1	To enable fire services personnel to reach the upper floors with the minimum delay, one fire lift per 1200 sq meter of floor area shall be provided and shall be available for the exclusive use of the fireman in emergency.								
2	The lift shall have a floor area of not less than 1.4m ² . It shall have loading capacity of not less than 545 kg (8 persons lift) with automatic closing doors of minimum 0.8m width.								
3	The electric supply shall be on a separate service from electric supply mains in a building and the cables run in a route safe from fire, that is , within the lift shaft. Lights and fans in the elevators having wooden paneling or sheet steel construction shall be operated on 24 V supply.								
4	Fire fighting lift should be provided with a ceiling hatch for use in case of emergency, so that when the car gets stuck, it can be easily opened.								
5	In case of failure of normal electric supply, it shall automatically trip over to alternate supply. For apartment houses, this changeover of supply could be done through manually operated changeover switch. Alternatively, the lift shall be so wired that in case of power failure, it comes down at the ground level and comes to stand still with door open.								
6	The operation of a fire lift is by a simple toggle or two-button switch situated in a glass-fronted box adjacent to the lift at the entrance level. When the switch is on, landing call-points will become inoperative and the lift will be on car control only or on a priority control device. When the switch is off, the lift will return to normal working. This lift is usable by the occupants in normal times.								
7	The words 'Fire Lift' shall be conspicuously displayed in florescent paint on the lift landing doors at each floor level.								
8	The speed of the fire lift shall be such that it can reach the top floor or any refuge floor from ground level within 1 min.								
19	Refuge area : (NBC-P-2-3.4.5.5/Annexure-E-4) (NBC- p-4-4.12.3 & appendix-D) At floor No-.....Sq. Meters.							
20	Fire Tower- (NBC- p-4-3 and 4.13)At height-Meters								

21	Arrangement of Exits and Other Exit Requirements : (NBC-P-4.4.2 / 4-4.4.2.2 / 4.4.2.3) (NBC- p-4-4 Appendix-C)	
	A Exits shall be so arranged that the travel distance on the floor shall be within the stipulated limits as per National Building Code for a particular class of occupancy and should not be more than half of that travel distance from the dead end of a corridor with the exception that for assembly and institutional occupancies it shall not exceed 6 meters.	
	B Lift and escalators shall not be considered as exits.	
	C Every public place to have sufficient safe exits – without passing through another occupied unit.	
	D Capacity (aggregate width) of exits shall be based on occupant load (in the affected floor (s)) and occupants that can be safely evacuated per 50 cm of exit.	
	E Fire-check doors for fire resistance of two hour to prevent spread of fire/ smoke, in escape routes, particularly at entrance to lifts and stairs which are prone to fire /smoke effect.	
	F Number of persons within any floor area or occupant load shall be based on actual.	
	G Travel distance of exit stairs should be according to occupancy. These should be at distance to one another and should provide exit in different directions. For basements travel distance should not exceed 15 meters.	
	H For continuous safe exit, it shall open into corridor or in enclosed staircase through landing.	
	I Staircases shall be of enclosed type .	
	J Exit doors to be openable without keys.	
	K Route to be always free of any obstructions.	
22	Enclosed vertical openings : (NBC-P-3.4.5.6)	
	Every vertical opening between the floors of a building shall be suitably enclosed or protected to prevent spread of fire, smoke, or fumes through vertical openings from floor to floor so that occupants can use the same as means of egress in case of fire.	
23	Corridors and Passageways (NBC-P-4.4.2.4.2)(NBC- p-4-4.8.1/4.8.3)	
	A The width of the corridors and passageways shall not be less than the aggregate required width of exit doors .	
	B The above (and stairs/lifts) shall have fire/ smoke resistance doors.	
	C Exit corridors and passageways shall have adequate width as stipulated for a particular class of occupancy.	
	D Have adequate ventilation	
	E Adequate light to ensure safe travel	
24	Horizontal Exits (NBC-P-4-4.2.4/ Annexure-E-4) (NBC- p-4-4.12.1/2,5)	
	A To have with the same width at least one fire door of self closing type	
	B Doors to be openable at all times from served side(s)	
	C The width of horizontal exit shall be same as for the exit doorways. A horizontal exit shall be fitted with at least one fire/smoke check door of minimum 1 hr. fire rating.	
25	Escape Lighting and Exit Signage : (NBC-P-4-3.4.7)(NBC- p-4-4.2.7:4.16.3/4/10,C1.14b/4.16:appendx-D1.14)	
	A Emergency lighting shall be powered from a source independent of that supplying the normal lighting. Escape lighting shall be capable of : a) Indicating clearly the escape routes,	

	<p>b) Providing adequate illumination along such routes to allow safe movement of persons towards and through the exits,</p> <p>c) Ensuring the access of firemen or equipments to the fire alarm call points and the escape routes.</p> <p>d) The emergency lighting should automatically activate within 1 second of the failure of the normal lighting system.</p> <p>e) The emergency lighting system shall be capable of continuous operation for a minimum duration of 1 hour and 30 minutes even for the smallest premises.</p>	
	B All escape Exit routes to have clearly visible & illuminated signs (auto glow sinages) with battery backup emergency alternate power supply.	
	C It should be powered by source independent of normal power, for stairs/ exit routes & fire alarm with one and half hrs. battery backup.	
26	Basements (NBC-P-4-4.2.19) (NBC- p-3-12.9.3 & p-4-C.1.6)	
	A Every basement shall be, in every part, at least 2.4 m in height from the floor to the underside of the roof slab or ceiling.	
	B The minimum height of the ceiling of any basement shall be 0.9 m and the maximum 1.2 m above the average surrounding ground level.	
	C The access to the basement shall be separate from the main and alternative staircase providing access and exit from higher floors.	
	D Where the staircase is continuous in the case of buildings served by more than one staircase, the same shall be of enclosed type serving as a fire separation from the basement floor and higher floors.	
	E The staircase of basements shall be of enclosed type situated at the periphery of the basement to be entered at ground level only from the open air.	
	F It shall be in such positions that smoke from any fire in the basement shall not obstruct any exit serving the ground and upper store's of the building	
	G It shall be connected with basement through a lobby provided with fire resisting self closing doors of 1 hour resistance.	
	H Open ramps shall be permitted if they are constructed within the building line.	
	I If the travel distance exceeds as required, additional Staircases shall be provided at proper places.	
	J Adequate ventilation shall be provided for the basement. The ventilation requirements shall be the same as required by the particulars occupancy according to byelaws.	
	K Any deficiency may be met by providing adequate mechanical ventilation in the form of blowers, exhaust fans, air conditioning system etc.	
	L Each Basement shall be separately ventilated.	
	M Alternatively, a system of air inlets shall be provided at basement floor level and smoke outlets at basement ceiling level.	
	N Stall board and pavement lights should be in positions easily accessible to the fire brigade and clearly marked.	
	O In Multi-storey basements, intake ducts may serve all basement levels, but each basement level and basement compartment shall have separate smoke outlet duct or ducts.	
	P Ducts so provided shall have the same fire resistance rating as the compartment itself.	
	Q Smoke from basement fire shall in no case ingress into any exit path /stairs serving upper floors.	
	R Mechanical extractors for smoke venting system from lower basement levels shall also be provided.	
	S The system shall be of such design as to operate on actuation of heat/smoke sensitive detectors or sprinklers, if installed.	
	T Mechanical extractors shall have an internal locking arrangement, so that extractors shall continue to operate and supply fans shall stop automatically with the actuation of	

	fire detectors.	
	U It shall also have an arrangement to operate it manually.	
	V Use of LPG/Pressure stove in basement is prohibited, while in other areas 4 hours fire-resistant enclosures are permitted.	
	W Adequate arrangements shall be made so that surface drainage does not enter in tobasement.	
	X The walls and floors of the basement shall be water tight.	
27	Fire Rating- (NBC-P-4-Annexure-C) (NBC- p-4-3.4.7/3.4.8/3.4.8.1/3.4.8.2/3 and C1.9)	
	A If a building has more than one occupancy it shall comply with requirements of the most hazardous one, unless 4 hours rated separating wall is provided.	
	B There should be fire resistant doors of 1 hour rating, in escape routes, particularly at entrance to lifts, staircases.	
	C To prevent the spread of fire, there should be 2 hours rating fire resistance doors/ steel rolling shutters.	
	D There shall be 2 hour fire resistance cable of wall and floor inside the duct / shaft with 1 hour rating fire resistance in inspection door.	
	E All fire safety items like fire resistant doors shall be provided.	
	F Surface finishing on walls / ceilings/facade shall minimize the spread of fire or toxic fumes.	
	G Finishing material used for interior surfaces and decoration shall not generate toxic smoke.	
	H Use IS 2777 "Class 1 flame-spread", surfacing material, and fabric materials used for decoration, carpets curtains etc.	
	I Walls, partitions or floors lined with combustible material, to have surfaces conforming to IS 1642, to prevent rapid fire spread, hampering escape of occupants.	
28	Compartmentalization : (NBC-P-4-4.5)	
	A High Rise Buildings should be suitably compartmentalized so that fire/smoke remains confined to the area where fire incident has occurred and does not spread to the remaining part of the building.	
	B Compartmentation (if any), specify the specific detail of fire resistant doors/stops.	
	C All floors to be compartmented into 750 sq. meters area through 2 hours rated fire separation walls.	
	D Whether compartmentation is proposed to confine the fire/smoke to the area where fire incident has occurred (Cl C.9 Annexure C, Part 4, NBC, 2005)	
29	Smoke venting (NBC-P-4-4.4.2.5/4.6) (NBC- p-4-3.4.1/12.4.2.9,C.1.6,3.4.6.4.2.6,4.4,6.4.6.11,3.4,6.4.4,6.4.5)	
	A Automatic smoke vents, with minimum 3.3% of floor area, in assembly areas and balconies, shall be installed.	
	B Automatic smoke vent may be substituted with powered exhausters with department's permission.	
	C Automatic dampers should be closed, to prevent spreading of smoke in case of fire or smoke at AC's outlet.	
	D Mechanical ventilation & smoke exhaust system	
	E Vents for smoke to minimize their spread	
	F Vents should be minimum 2.5% of floor area of basement to prevent spread of smoke.	
30	Electrical Installation (NBC-P-4-3.4.6/3.4.5.4 and Part-8) Section-7 of National Electric Code, 2011(NBC- p-8-3.9.1.5/9.2)	
	A Electrical Installations shall be by licensed electrical contractor and supervised by the holder of competency-certificate/permit issued by Government.	
	B Complete drawings showing all circuits to enable functional checking.	

	C	The electric power distribution cable/ wiring shall be laid in a separate duct. The duct shall be sealed at every floor with non-combustible materials having the same fire resistance as that of the duct. Low and medium voltage wiring running in shaft and in false ceiling shall run in separate conduits.	
	D	Water mains, telephone lines, intercom lines, gas pipes or any other service line shall not be laid in the duct for electrical cable; use of bus ducts/ solid rising mains instead of cables is preferred.	
	E	Fire Alarm/PA. Systems (Note : Auto start and auto switch over from normal to emergency source should be ensured)	
	F	Separate circuits for firefighting pumps, lifts, staircases, corridor lighting and blowers for pressuring system shall be provided directly from the main switch gear panel and these circuits shall be laid in separate conduit pipes, so that fire in one circuit will not affect the others.	
	G	Such circuits shall protect as automatic circuit breaker at main point.	
	H	Master switches controlling essential service circuits shall be clearly labeled.	
	I	At every floor level seal space between cables etc and shaft with fillers, to stop fire.	
	J	The inspection panel doors and any other opening in the shaft shall be provided with airtight fire doors having fire resistance of not less than 1 hour.	
	K	Periodical verification of efficacy of emergency/alternate power supplies and related escape and fire safety equipment (IS- 1646-3.6 and 11.6)	
	L	Electrical fires being common cause of fires, strict compliance I.E.R.30 (ISI, electrical material) and IS-732 and NBC-P-8-2, (electrical wiring), is essential. Compliance with I.S. 1646; 732, 10028, regarding fire safety of buildings, electrical wiring and transformers as are mandatory. For electrical Safety compliance of Indian Electrical Rules, including related Indian standards/ Codes stipulated there in is also mandatory (N.E.C.-Part 3-3 and IS-4878-14; IS-1646 and 732).	
31	Sub- Station /Transformers (NBC-P-4-3.4.6.3/ Part-8)		
	A	Transformers room/ enclosure, location and ventilation/exhaust to be such that no smoke fumes there from can ingress into exit/escape routes or parking or other parts of the building.	
	B	Transformer plinth should be at least 15 cm. above grade and if oil filled, provision should be made to prevent egress of leaking oil into any parking area.	
	C	Indoor transformers should have auto high velocity water spray or emulsifying system (IS-15.10.3)	
	D	Transformer shall have soak pit, fencing and provided with 45 Ltr. foam trolley	
	E	A sub-station or a switch-station with oil filled equipment shall not be located in the building.	
	F	The sub-station structure shall have separate fire resisting walls/ surroundings	
	G	The sub-station structure shall necessarily be located at the periphery of the floor having separate access from fire escape staircase.	
	H	The outside walls, ceiling, floor, openings including doors and windows of the sub-station area shall be provided with a fire resisting door of 2 hours fire rating.	
	I	Direct access to the transformer room shall be provided, preferably from outside the fire escape staircase.	
32	Stand by source of power supply- (NBC-P-4-3.4.6.2) Automatic – Manual –		
33	Air-Conditioning System(NBC-P-4-3.4.8)		
	A	Escape routes like staircases, common corridors, lift lobbies, etc., shall not be used as return air passage.	
	B	The ducting shall be constructed of adequate gauge metal.	

C	Wherever the ducts pass through fire wall or floors, opening around the ducts shall be sealed with materials having fire resistance rating of the compartment ;	
D	Where a duct crosses a compartment, which is fire rated, the duct shall be fire rated for same fire rating.	
E	The materials used for insulating the duct system (inside or outside) shall be of non-combustible materials. Glass wool shall not be wrapped or secured by any material of combustible nature.	
F	Area more than 750 m ² on single floor shall be separated by a fire wall and automatic fire dampers.	
G	Air duct serving main floor area, corridors, etc., shall not pass through the staircase enclosure.	
H	The air-handling units shall be separate for each floor and air ducts for every floor shall be separated and in no case inter-connected with the ducting of any other floor.	
I	The vertical shaft for fresh air shall be of non-combustible materials.	
J	The air filters of the air-handling units shall be of non-combustible materials.	
K	The air handling unit rooms shall not be used for storage of any combustible materials.	
L	Inspection panels shall be provided in the main trunk to facilitate the cleaning of ducts.	
M	Fire Dampers	
	(a)These shall be located in conditioned air ducts and return air ducts/ passages at the following points: (i) at the fire separation wall ; (ii) where ducts pass through floors, and; (iii)at the inlet of supply air duct and the return air duct of each compartment on every floor; (b) The dampers shall operate automatically and shall simultaneously switch off the air-handling fans. Manual operation facilities shall also be provided.	
34	Provisions of Protection against lightning- (NBC-P-4-3.4.6.5)	
35	Minimum Fixed Fire Fighting installations (Table No. 07 of NBC-P-4) (minimum fixed fire fighting installations as prescribed in table 07 of NBC-Part 4 should be provided.	
A	Detector & Alarm System - (NBC-P-4-4.9)All building with height of 15 meters or above shall be equipped with Manually Operated Electrical Fire Alarm (MOEFA) system and automatic fire alarm system in accordance with good practice.	
A-1	Manually operated electrical fire alarm system (MOEFA) (Table-07)	
A-2	Manual Call Alarm Points in the entire building.	Total Number.....
A-3	MOEFA shall be installed in the building with one or more call boxes located at each floor. The call boxes shall conform to good practice	
A-4	The installation of call boxes in hostel and such other places where these are likely to be misuses shall be avoided. Location of all boxes in dwelling units shall preferably be inside the building.	
B	Automatic Detection & Alarm System (NBC-P-4-4.9 and Table-07)	
B-1	Smoke Detectors	Total Number.....
B-2	Heat detectors,	Total Number.....
B-3	Beam Detectors (Please refer IS 2189:1999)	Total Number.....
B-4	Fire detection control panel in floor-	Total Number.....
C	Automatic Sprinkler System (NBC-P-4-2.6.4.2/5.1.3 and Table-07)(Refer IS 15105:2002)	Total Number.....
D	Hose Reels. (NBC-P-4-5.1. and Table-07)	Total Number.....

E	Wet Risers (NBC-P-4-2.6.5 and Table-07)	Total Number.....		
F	Dry Risers (As per requirement of local authority dry risers may be used in hilly areas, industrial areas or as required).			
G	Down Comer			
H	Yard Hydrant (NBC-P-4-2.6.4.1and Table-07)For the building's fire pump	Total Number.....		
I	Internal Hydrants on each floor including basement(s) and terrace	Number		
J	State Water Storage Reservoirs (NBC-P-4-5.1.2.1 and Table-07) Adequate supply of water for the purpose of fire fighting shall always be available in the form of underground / terrace level static storage tank with specified capacity. There shall be arrangements for replenishment by means of alternative source of supply at the rate of 1000 liters per minute for underground static tank. When this is not practicable, the capacity of static storage tank (s) shall be increased proportionately in consultation with the local fire brigade.			
K	Underground static water tank/ tanks, Total capacityltrs..	Details	ltrs	
		Underground Static Water tank 1		
		Underground Static Water Tank 2		
L	Terrace tank/ tanks, total capacityltrs..	Details	Ltrs.	
		Terrace Tank 1		
		Terrace Tank 2		
M	Stationary Fire Pumps for pressurizing the wet risers (NBC-P-4-5.1.2.2 and Table-07)			
1	Pumps :	Details	ltrs./min.	capacity
		Jockey Pump 1		
		Jockey Pump 2		
2	Electrical Main Pump :	Details	ltrs./min	Capacity
		Pump 1		
		Pump 2		
3	Standby Diesel Pump	Details	ltrs./min.	Capacity
		Pump 1		
		Pump 2		
4	Electrical Pump for Sprinkler System	Details	ltrs./ min.	capacity
		ElectricalPump 1		
		ElectricalPump2		
5	Booster Pump	Details:	ltrs./min	capacity
		Booster Pump 1		
		Booster Pump 2		
36	First Aid Fire Fighting equipments / Extinguishers (NBC-P-4-5.1.1 and Table-07)	Number-		
First aid fire extinguishers should be provided as per IS 2190: 1992				
Note:- The following minimum number of fire extinguishers should be provided:-				
(1)One ABC powder extinguishers of 5 kgs. capacity and 2 no. of fire buckets filled with clean, dry, fine sand should be provided for every 8 cars.				
(2) One extinguishers of 2 kgs. capacity should be provided near the entrance to each main switch board room.				
(3) ABC powder extinguishers of 5 kgs. capacity should be provided near transformer, if installed.				
(4) ABC powder extinguishers of 5 kgs. capacity should be provided inside each lift room				
(5) water pipe gas cartridge extinguisher of 9 ltrs capacity should be kept near each staircase landing on every floor.				

(6) Scale of suitable extinguishers for other areas shall be fixed separately. After collection of the scales of suitable fire extinguishers for every areas and finalization of the shape of utility in each area final approval shall be obtained from the Fire Service.									
(7) All the extinguishers suggested above should be with BIS Mark and should be located at an easily accessible position without obstructing the normal passage									
Sr. No.	Type of Extinguishers	Capacity	Quality	Make	Sr.No./Explosive No.	Year of Manufacturing	Year of Purchase	ISI mark	Remarks/ Refilling Date
37	Helipad (NBC-P-4- Annexure-E-8) For Buildings of more than 200 meters. height, whether helipad is provided								
38	Fire Control Room: - (In the entrance lobby)(NBC-P-4-3.4.12) 1. with public address system between the various floors and the fire control room 2.Provision of intercom between various floors and the fire control room-								
39	Fire Safety Officer- (NBC-P-4-4.10.1/4.10.2)(under section 29 of the Bihar Fire Service Act, 2014) Provided individually- Provided with other builders-								
40	Fire Drills & Fire Orders :- (NBC-P-4-4.11 & Annexure-D)								
	A	Provision of systematic training of occupants in fire prevention							
	B	Fire notice / orders shall be prepared to fulfill the requirements of fire fighting and evacuation from the buildings in the event of emergency. The occupants shall be made thoroughly conversant with their actions in the event of emergency by displaying fire notices at vantage points and also through regular training. Such notices should be displayed prominently in broad letter.							
41	Fire and Life Safety Audit - (NBC-P-4- Annexure-E-7) Date of Fire Audit-								
42	Whether estimates for Fire Safety System (Certified by the architect) is submitted?								
43	Whether 15% of the estimates of Fire Safety System as Bank Guarantee is submitted?Rs								
44	Whether bank draft for obtaining NOC is submitted?								
45	Provide name, address, license No., signature of technical staff								
	A	Builder							
	B	Architect							
	C	Structural Engineer							
	D	Electrical Contractor							
	E	Fire Safety Systems Contractor							

It is certified that the information given above are correct. No information has been concealed, misrepresented or falsified. I understand that in the event of any wrong information provided in the above check list, the provisional/ final NOC is liable to be withdrawn/ cancelled by State Fire Service.

.....
**Signature of Architect/ Engineer/ Builder/
Electrical contractor/ Fire Safety System Coordinator.**

Affidavit / Undertaking regarding compliance of provisions of various Acts and Rules, guarantee of expenditure in fire safety system and equipments and others.

(Under section- 02 (g) of Bihar Fire Service Act, 2014, under rule-15 (f) (i) of Bihar Fire Service Rules, 2021)

Following undertaking is given in favour of the State Fire Officer-cum-Director, Bihar Fire Service:-

We declare that we are Builders, Promoters and Developers of the building situated at.....

1. We undertake to comply with all the passive & active fire system measures as stipulated in National Building Code, 2016 as amended from time to time, Multi storied Building Regulation, 1981, Bihar Building Byelaws, 2014 as amended from time to time, Bihar Fire Service Act, 2014, Bihar Fire Service Rules, 2021 and advice contained in provisional NOC.
2. We undertake to give information regarding commencement of work under section 10 of Bihar Building Byelaws, 2014 as amended from time to time.
3. We undertake to give periodic report of construction under section 12 of Bihar Building Byelaws, 2014 as amended from time to time.
4. We undertake to give notice to the Authorised officer in prescribed form, in pursuance of Section 15 of the Bihar Building Byelaws, 2014 as amended from time to time, after completion of building construction work.
5. We undertake to obtain Final NOC for taking occupancy certificate.
6. We undertake to impart training to 40% of the occupants and employees working at building in fire prevention and fire fighting at Bihar Fire Safety Training Academy, Anandpur, Bihta within 6 months from the date of occupation.
7. We undertake to call Fire Service for Fire Audit at regular intervals.
8. We undertake to maintain and keep the fire fighting equipments installed at building in good working condition at all times by regularly servicing and replacing the obsolete equipments.
9. We state that we have prepared the estimate of Rs..... towards the provision of all fire fighting systems and the estimate in original along with the check list of fire safety measures is being submitted for approval.
10. We undertake to furnish Bank Guarantee for 15% of the total estimated cost of fire safety systems as above in favour of Director, State Fire Services, obtained from the Nationalised Bank.
11. We agree that the above Bank Guarantee can be invoked by Director, State Fire Services at any time in the event of non-provision or non-maintenance of firefighting systems in our building as per concerned Code, Act, Rules, Regulations or in the event of non-compliance of any other fire safety measures suggested in the provisional no objection Certificate.

Signature of the

Builder/Promoter/Developer

Name :-

Designation:-

Address for Correspondence-

Contact Telephone number-

Place :-

Date:-

Provisional Fire Prevention and Fire Safety No Objection Certificate

(Under section- 2 (g) of Bihar Fire Service Act, 2014, under rule-15 (f)(iii) of Bihar Fire Service Rules, 2021)

Office of the Director, State Fire Service, Bihar, Patna

From,

To,

Director,
 State Fire Service
 Bihar, Patna.

Sl. No..... Dated.....

Application of M/s(Unique I.D. No.....)**Sub:- Issue of provisional No Objection Certificate for Construction of Building.**

Sir,

As per recommendations of Building Plan Advisory Committee of the State Fire Service, Bihar the **Provisional No Objection Certificate** is issued for construction of the Building / Block proposed by M/s.as per Rule 15 (f)(iii) of Bihar Fire Service Rules, 2021.

The name of the building of the proposed building plan isof **occupancy**....., **sub-occupancy**..... with a **height** of meters, **floor area**.....Sq meters,number of **Floors**.....,number of **basements**....., number of **stilts / ground floors**, number of **blocks**....., average **occupant load** per floor.....,number of **lift**, number of **Fire lift**, number of **ramp**, number of **refugee area**, number of **Fire tower**.....We approved the plan after giving following advice/suggestions/ recommendations based on NBC guideline, local building byelaws and the local circumstances which must be followed by the concerned Architect / Developer/ Land owner as the case may be.

The building plans are forwarded herewith after countersigning the same for your approval.

(1) The builder has proposed **open spaces** (in meters) for the building (North.....South.....East..... West.....) and for **Means of Escape** (Internal Staircases- number...., widthmeters/External Staircases- number...., widthmeters)

(2) Open Space & Approach:

(a) The open space around the building shall conform to the relevant building byelaws and other concerned Act/ Rules/ Regulations/ local requirement as well as permit the accessibility and maneuverability of Fire appliance with turning facility 3.60 m/s (minimum) (to be changed according to building categories and construction).

(b) The approach roads shall be wide and sufficiently strong to withstand the load of Fire Engine weighting up to 20 M.T.

(c) The width and height of the access gates into the premises shall not be less than 4.5 M and 5M respectively.

(3) **Construction:**

(a) The whole construction of the proposed building shall be carried out as per approved plan drawing conforming the relevant building rules of local Municipal Corporation and Bihar Building Byelaws, 2014 **as amended from time to time**.

(b) The floor area exceeds 750 m² shall be suitably compartmented by separation walls up to ceiling level having at least two hours Fire resisting capacity.

(c) The interior finish decoration of the building shall be made of low flame spread materials conforming I.S. specifications.

(d) Provision of ventilation at the crown of the central core-duct of the building shall be provided. Arrangements shall have to be made for sealing all the vertical ducts by the materials of adequate fire resisting capacity.

(4) **Staircase :-**

(a) The Staircase of the building shall be of enclosed type. Entire construction shall be made of brick / R.C.C. type having Fire resisting capacity not less than 4 hours.

(b) The Staircase of the building shall have permanent vents at the top equal to 5% of the cross sectional area of the staircase. Operable sashes at each floor level equal to 15% of the cross section area shall have to be provided in the external wall of the building.

(c) All the Staircase of the building shall be accessible to each other in each floor without entering into any room and shall be extended up to respective terrace. The roof of the Stair wall shall be 1 meter above the surrounding roof area.

(d) The width of the Staircases and corridor and travel distance of different categories of occupancies shall have to conform the relevant building rules.

(e) In case of two staircases, one must be on outer wall.

(f) Both staircases should not go down to basement floor, for approach to basement.

• There should be another staircase for approach.

(5) **Fire Safety Systems**-The approved plans are forwarded subject to provision of the following fire safety measures to be provided as per requirement in National Building Code, 2016 **as amended from time to time**-

(a) Hose Reel

(b) Wet Riser-cum-down comer system (.....Nos.)

(c) Yard Hydrant system.

(d) Manually operated electrical fire alarm system

(e) Automatic Detection and Alarm System in the entire building

(f) Sprinkler System (as required)

(g) The Underground static water tank oflitres capacity

(h) Overhead tank of litres capacity

(i) A pump house..... LPM Electrical and Diesel, LPM, Jockey Pump and LPM Booster pump

(j) Fire Extinguisher

(6) Other conditions to be followed as per the relevant Act/Rules/Regulations like Bihar Building Byelaws, 2014 **as amended from time to time**, National Building Code of India, 2016 **as amended from time to time**, Multi-Storied Building Regulations, 1981, Bihar Fire Service Act, 2014, Bihar Fire Service Rules, 2021, as required in concerned occupancy. Some of the conditions are as follows-

(a) **LIFT:-**

(i) The walls of the Lift enclosure of the building shall be at least of two hours fire resisting type.

(ii) The lift of the building shall be designed at high speed "Fire Lift" and clearly marked in the plan.

(iii) In case of failure of normal electric supply, there should be automatic alternate arrangement. For apartment houses these changeover of supply could be done through manually operated change over switch. Alternatively, the lift shall be so wired that in case of power failure, it comes down at the ground level and comes to stand still with door open.

(iv) Arrangement shall be provided for extraction of smoke in the entire lift shaft by incorporating smoke venting system designed to permit 30 air changes per hour in case of fire. It shall be so designed as to operate on actuation of sprinkler or Fire Alarm. In case of failure of normal electric supply, it shall automatically trip to alternate supply.

(v) All other requirements shall conform the I.S. specification including the communication facility in the lift cars connecting to the Fire Control Room of the building.

(vi) Fire Lifts, complying with concerned clause of National Building Code of India, 2016 **as amended from time to time** shall be provided i.e. one Fire Lift for 1200 sq. meters of floor area.

(b) There should be active fire protection system such as down comer system with landing valve and hose reel at each floor with 900 LPM pump at Terrace level. ISI marked fire extinguishers as per relevant specification and I.S 2190/1992, firecheck door, manual call alarm point, fire safety luminescent sign and other fire precautionary measures as mentioned in NBC should be provided before occupancy.

(c) The basement should be equipped with automatic sprinkler's installation and must have two separate exits.

(d) An underground water static tank of not less than 20,000 Ltrs. capacity with automatic refilling arrangements where Fire Brigade vehicles can reach easily. Overhead water static tank of not less than 10,000 Ltrs. capacity should be made available before occupancy (may exceed as per construction).

(e) The electric cables must be sealed at each floor.

(f) The building shall be suitably compartmentalized so that fire/smoke remain confined to the area where fire incident has occurred and does not spread to the other parts of the building.

(g) **Openings in separating walls and floors**-Attention shall be paid to all such factors as they will limit fire spreading to these openings and maintain fire rating of the structure. Every wall opening shall be protected with fire resisting doors having fire rating of not less than two hours. All openings in the floors shall be protected by vertical enclosures and the wall of such enclosures shall be of a fire resistance of not less than two hours.

(h) Every vertical opening of the floors shall be suitably enclosed and protected, and following shall be provided:-

(i) Adequate safety has to be provided to prevent spread of fire and smoke from floor to floor open space for the occupant while using the escape path. Further it shall be ensured to provide a clear height of 21.00 MM in the escape path of the occupants.

(ii) Fire doors with 2 hours fire resistance shall be provided at appropriate places of the escape route, and particularly at the entrance to the lift lobby and on stair to prevent spread of fire and smoke

(iii) Smoke venting facilities for safe use of exits shall be provided.

(iv) Smoke retardant material only should be used for interior decoration to prevent generation of toxic smoke.

(v) Illumination of means of exit in staircase and corridors, pressurization of stair cases and basements ventilation shall comply with National Building Code of India, 2016 **as amended from time to time.**

(vi) Air conditioning and ventilating systems shall be so installed that spread of fire, smoke or fumes from one floor to other or from outside to any occupied building or structure could be restricted. In case of fire in air filter, there should be smoke sensitive device in the building for restricting the spread of smoke. There should be separate air handling unit on each floor for protection from smoke hazard on each floor. Fire dampers should be provided in the AC system so that in case fire it might be closed automatically and spread of fire and smoke can be kept within limit.

(vii) **Electrical Installation-** Electrical safety shall comply with Indian Electrical Rules, including related Indian standards / Codes stipulated therein. Electrical installation shall be done by licensed electrical contractor. Special attention should be given to cable / wiring in a separate duct, separate circuits, automatic circuit breaker, master switches, inspection panel doors, periodical verification of emergency / alternate power supplies etc.

(viii) That Fire exit drill be carried out regularly at least twice in a year after occupation

(ix) Fire Safety Officer- as per NBC-2016 and Bihar Fire Service Act, 2014.

(x) AMC should be done by a qualified firm or person for the maintenance of Fire equipments.

(xi) The setback shall be checked by the Architect / Passing authority as per the established rule. If anything wrong, the Architect / Passing authority shall be held responsible.

(xii) It is hereby made clear that in case of any legal dispute arising in future, in which above recommendations have not been complied, the responsibility will fall entirely upon the Developers/ Architect/ Landowner and not on the Govt. authority(i.e. State Fire Office, Bihar).

(xiii) It is hereby made also clear that this office (i.e. the office of the State Fire Officer-cum-Director, Bihar, Patna) is not responsible for any legal dispute of the land upon which the proposed building shall be constructed.

(7) Shall compulsorily follow the undertakings.

(8) This shall be treated as provisional. On compliance of all the above Fire and Life Safety recommendations, this office shall be approached for necessary inspection and testing of the installation. Final no objection certificate shall be issued on being satisfied on all points.

(9) Any deviation or changes in respect of the approved plan drawing, without obtaining prior permission from this office, this provisional NOC will be treated as cancelled.

(10) The maps are being returned with sign and stamp/ being cleared online.

Yours faithfully,

(.....)

Director, State Fire Services
Bihar, Patna.

Copies to(as required):

i) M/s.

ii) The Chairman Municipal Corporation.....

(With a set of countersigned plans)

Instructions for remedy of default, if default found in building construction scheme

(Under section 2(g) of the Bihar Fire Service Act, 2014, under rule 15 (f) (IV) of Bihar Fire Service Rules, 2021)

Letter No

Office of the State Fire Officer-cum-Director, Bihar, Patna.

Date

To,

.....

.....

Ref: - Your letter noDate

Sub: - For remedy of default found in building construction plan.

Sir,

With respect to the above reference and subject, it is said that the records related to the building construction plan submitted by you, has been examined by the building construction plan advisory committee. Following defaults have been found after examination: -

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

Hence all the records related to the building construction plan submitted by you are being returned. Please submit the fair and clear copy of the related records, without any type of cutting / overwriting / interpolation, after remedy of defaults found, to the State Fire Headquarter within 10 days, so that the issue of fire prevention and fire safety no-objection certificate related to your building construction plan may be considered by the building construction plan advisory committee.

**State Fire officer-cum-Director,
Bihar, Patna.**

Information of work progress by the builder

(Under section-2(g) of Bihar Fire Service Act, 2014, under rule-15 (f) (v) of Bihar Fire Service Rules, 2021)

To,

The State Fire Officer-cum-Director
Bihar, Patna.

Ref.: - Your Letter No Date

Sub: - Notice of progress in building construction on the basis of fire prevention and fire safety provisional no-objection certificate.

Sir,

With respect to the above subject, it is to inform that the provisional fire prevention and fire safety no objection certificate no.date..... has been issued, vide your above referred letter, on the basis of which the proposed building is being constructed from date, keeping in mind the provisions related to fire safety measures. The present condition of construction of the said building is as follows: -

(a) Building construction: - Construction completed up to the bottom / plinth / basement / surface floor /

(b) Fire Safety measures in the building construction: - Underground tank / is constructed/ under construction.

Yours faithfully,

Address of Building under construction: -

Signature of the Architect
Name -
Listing number -

Signature of the Engineer
Name -
Listing number -

Signature of Structural Engineer
Name-
Listing number -

Date: -

Owner / Applicant's Name: -
Owner / Applicant Signature

Instructions to the builder for remedy of default in case of finding of lapses in compliance of conditions in provisional no objection certificate or difference from conditions by the builder.

(Under section- 2(g) of Bihar Fire Service Act, 2014, under rule-15 (f) (vi) of Bihar Fire Service Rules, 2021)

Letter no..... /

Office of the State Fire Officer-cum-Director, Bihar, Patna

Date /

To,

.....
.....

Ref. - Your letter no.-..... date.....

Sub: - **For remedy of defaults in building construction, found after verification of work progress.**

Sir,

With respect to the above reference and subject, it is to say that progress in building construction work has been informed by you. After verification,short comings in compliance of certain conditions of provisional no objection certificate / variations in conditions has been found, which are follows:-

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

So please inform the undersigned quickly after resolving the above defaults found in the order of building construction, otherwise the final fire prevention and fire safety no objection certificate may not be issued.

State Fire Officer-cum-Director,
Bihar, Patna.

Information regarding completion of building construction to be given by the builder for obtaining final fire prevention and fire safety no objection certificate.

(Under section-2(g) of Bihar Fire Service Act, 2014, under rule-15 (g) (i) of Bihar Fire Service Rules, 2021)

To,

The State Fire Officer-cum-Director,
Bihar, Patna.

Ref: - Your letter no.-..... date.....

Sub:- **Information of completion of building construction work on the basis of provisional fire prevention and fire safety no objection certificate.**

Sir,

With respect to the above mentioned subject, it is to be informed that the provisional fire prevention and fire safety no objection certificate no.-..... date.....had been issued vide the referred letter, for construction of the building, on the basis of which the construction of the proposed building was started from date....., keeping in view the concerned provisions of fire safety measures. The information of progress in building construction work had been given vide letter no.-.....date....., The construction work of that building has been completed.

It is certified that the provisions of fire safety measures has been done according to the advice and conditions mentioned in provisional fire prevention and fire safety no objection certificate and in the light of the provisions of National Building Code, 2016 (Part-4). The concerned check list with up to date position is attached for convenience.

It is requested to issue final fire prevention and fire safety no objection certificate after checking of arrangements regarding fire safety measures in the constructed building, so that further action might be done in the direction of obtaining the occupancy certificate.

Enclosure- checklist

Yours faithfully

Signature of the Architect-

Name: -

Listing number: -

Signature of the Engineer: -

Name: -

Listing number: -

Signature of the Structural engineer -

Name: -

Listing number: -

Address of the building under-construction

date :-

Name of the Owner / Applicant: -

Signature of the Owner / Applicant: -

Contd.-

Checklist for final no objection certificate

- (1) Copy of the previously passed map concerned with provisional no objection certificate.
- (2) Approval of the municipal authority for construction of the building in which following points concerned with the site should be clearly mentioned-
 - (a) Open space and parking place
 - (b) Access path of 6 meters with vertical clearance of 5 meters for approach to the building (required as per building category).
 - (c) Section sketch of the stairs, from which its construction and arrangement of smoke extraction might be clear.
 - (d) Actual site of check doors for preventing the fire and smoke to the evacuation path, lift, stair and compartmentalization.
 - (e) Location of fire indicator, manual call points, sprinklers, hose reel, yard hydrant and wet riser.
 - (f) Basement ventilation, smoke extraction / extractor, exit stair.
 - (g) Location of transformer and generator and arrangement of drainage of air/smoke out.
 - (h) Capacity and location of water tank and pump for firefighting.
 - (i) means of approach to higher floors and refuge area of buildings without windows, for fire fighting and rescue work.
- (3) Regarding technical statement, specifications, related papers of the vendor and related records for confirmation of ISI in the following: -
 - (a) The various models of fire resistant doors used to prevent the spread of fire and smoke.
 - (b) Pump, hose reel, fire/smoke detectors, sprinkler, hydrant system, fire extinguisher.
 - (c) The smoke evacuation system, written documents of engineers/technical persons related to installation of ventilation/air conditioning system.
- (4) Diagram of single electric line for showing separate circuit (certified by the electrical engineer/contractor)-
 - (a) Fire pump, fire alarm lift and PA system.
 - (b) Smoke control/extraction equipment and related ventilation .
 - (c) Illumination of the evacuation route showing battery back up.
 - (d) Emergency generator system changeable from normal to an emergency situation.
- (5) Certificate of electrical engineer/contractor regarding compliance of electrical regulations.
- (6) Fire control rooms and fire personnels -
 - (a) Alarm detection and communication systems for warning the occupants and Fire service.
 - (b) Emergency evacuation plan .
 - (c) Display at conspicuous locations regarding do's / don'ts, in case of fire incidents.
 - (d) Instructions for firefighting.
 - (e) Organization of fire personnel/ trained occupants for fire fighting.
 - (f) Conduction of fire drills and list of responsible persons for maintenance of concerned records.
- (7) Name/telephone no/license number/signature of the builder/architect/engineer/electrical contractor/contractor of fire protection system.

Final No Objection Certificate

(Under section- 2(g) of Bihar Fire Service Act, 2014, under rule-15 (g) (ii) of Bihar Fire Service Rules, 2021)

Office of the State Fire Officer-cum-Director, Bihar, Patna.

.....(Authorized officer).....

Letter no.-.....

Date.....

From,

State Fire Officer-cum-Director,
Bihar, Patna/
Authorized Officer.....

To,

.....
.....

Ref:-

your letter no.-..... date.-.....

Letter no.-..... date.-..... of provisional fire prevention & fire safety no objection certificate.

Sub:-

For Final fire prevention & fire Safety no objection certificate .

Sir,

With respect to the above mentioned reference and subject, it is to inform that the information of completion of building construction submitted by you, has been checked in the light of check list enclosed by you. Final fire prevention & fire safety no objection certificate is being issued, in the event of fire safety measures found satisfactory, with following conditions: -

(1) The compliance shall be done of the provisions of National Building Code, 2016 **as amended from time to time**, Bihar Building Byelaws, 2014 **as amended from time to time**, Bihar Fire Service Act, 2014, Bihar Fire Service Rules, 2021, Bihar Municipality Act, 2007, Bihar Apartment Ownership Act, 2006, Multi-storied Building Act, 1981 and other Act / Rules / Instructions for the time being in force in the light of category of building.

(2) The compliance shall be done of check list/ undertakings enclosed with the application related to provisional fire prevention & fire safety no objection certificate.

(3) A minimum 6 meters (according to building category and building construction) wide access for approach to the building line around the building, shall always be maintained free of any parking obstruction / generator / transformer / security forces / post office / petty vendors / miscellaneous/ other constructions / fixtures / 5 meters height of balcony (legally as required).

(4) The capacity and width of exit stairs shall be ensured for safe evacuation of the occupants, in the light of the provisions of National Building Code, 2016 **as amended from time to time**.

(5) The fire resistant doors shall be kept in good condition for limiting the spread of fire and for preventing the entry of smoke in the external stairs / lift.

(6) The sprinklers of parking in ground floor / basement shall be kept in perfect working condition.

(7) The stairs and lift shall be kept in perfect working condition.

(8) The installed fire extinguishers, alarm etc shall be kept in working condition, by regular checking on the basis of the concerned provisions.

(9) Fire safety drills shall be done trimonthly in the first 2 years and after that half yearly.

(10) The emergency generator etc and the concerned equipments shall be checked according to the National Building Code, 2016 as amended from time to time and IS-1644.

(11) Installed fire equipments (according to the table no.- 7 of part-4 the National Building Code, 2016 as amended from time to time).

- (a) Capacity of the ground water tank-
- (b) Capacity of terrace water tank-
- (c) Capacity of electric / diesel / jockey pump at the ground-
- (d) Capacity of electric / other pump at the roof-
- (e) Automatic fire detector and alarm system-
- (f) Manually operated fire alarm system-
- (g) Automatic sprinkler system-
- (h) Hose reel-
- (i) wetriser-
- (j) Down comer-

(12) Number of portable fire extinguishers (separate according to the type and capacity).

(13) Evacuation plan showing exit routes shall be displayed at conspicuous locations.

(14) Fire Safety Officer shall be kept (according to the category of the building).

(15) Fire Control Room.

(16) In the event of any type of change to be done in the category of the building, no objection certificate shall be obtained afresh.

State Fire Officer-cum-Director,
Bihar, Patna

Authorized Officer.....

FORM--K

Notice to be given to the builder for remedy in case of not constructing building according to the conditions of provisional no objection certificate, found after verification of building after receipt of building construction completion information.

(Under section- 2(g) of Bihar Fire Service Act, 2014, under rule-15 (g) (ii) of Bihar Fire Service Rules, 2021)

Letter no.-.....

Office of the State Fire Officer-cum-Director, Bihar, Patna

Date...../

To,

.....
.....

Ref:- Letter no.-.....date.-.....of this office and
your letter no.-.....date.-.....

Sub: - Regarding removal of default found in fire safety measures , after verification of the building, after receipt of information of completion of building construction.

Sir,

With respect to the above mentioned subject it is to say that the provisional fire prevention and fire safety no objection certificate for building constructions had been issued vide the above referred letter. The information of completion of building construction work was given by you and it has been certified by you that the provisions of fire safety measures has been done in that building according to the advice and conditions mentioned in the provisional fire prevention and fire safety no objection certificate and in the light of the provisions of National Building Code, 2016, but after verifications of the arrangements regarding the fire safety measures in that constructed building, following deficiencies have been found in compliance of advice and conditions mentioned in provisional fire prevention and fire safety no objection certificate:-

So please inform the undersigned after immediate remedy of the above mentioned deficiencies found in the construction of the building , so that final fire prevention and fire safety no objection certificate may be issued properly after re- verification.

State Fire Officer-cum- Director,
Bihar, Patna

Notice for ensuring fire safety measures, to the owner of the building, constructed or under construction, without NOC

(Under section-2(g) of Bihar Fire Service Act, 2014, under rule-15 (i) of Bihar Fire Service Rules, 2021)

Letter no.-...../

Office of the State Fire Officer-cum-Director, Bihar, Patna.

Date.-...../

To,

.....
.....

Sub: - Notice to ensure the desired firesafety measures due to construction of the building without obtaining fire prevention and fire safety no objection certificate and remaining of occupants in risky conditions.

Sir,

With respect to the above subject it is to inform that-

1. You are the owner / occupant / builder / office bearer of the association of the apartment (building).....
2. The fire prevention and fire safety no objection certificate has not been obtained by you for the construction of the above mentioned building.
3. After the fire audit of that building, it has been found that there is severe lackings is arrangements regarding fire safety measures in the buildings, due to which the risk of life & property of the occupants of the building, in the light of fire disaster, in continuing .

Under section-35 of the Bihar Fire Services Act, 2014, it is directed to ensure the installation of fire safety measures according to the advice written in the enclosed fire audit report, withindays. After that, submit formal application form for obtaining fire prevention and fire safety certificate regarding fire safety measures in that building under rule 15 (f)(i) of Bihar Fire Service Rules, 2021.

In the event of non-compliance of instructions, legal action shall be done under section-37 and 44 of Bihar Fire Service Act, 2014 and byelaws- 16 (7) of Bihar Building Byelaws, 2014 and rules 22 (c) (g) (h) (i) of Bihar Fire Service Rules, 2021.

Enclosure-Fire audit report

State Fire Officer-cum-Director,
Bihar, Patna.

Application format to be submitted by owner or occupant of building for Renewal of Fire Prevention and Fire Safety No Objection Certificate

(Under section- 2 (g) of Bihar Fire Service Act, 2014, under rule-15 (j)(ii) of Bihar Fire Service Rules, 2021)

To,

The State Fire Officer-cum-Director,
Bihar, Patna.

Sub: - For renewal of Final prevention and fire safety no objection certificate.
Sir,

With respect to the above mentioned subject, it is to inform that the final fire prevention and fire safety no objection certificate had been issued vide your office letter no.-.....date.-....., after checking of the site of building construction, in the light of the information of completion of building construction work, whose validity period is fixed till date.-.....

It is certified that the provisions of the fire safety measures had been done according to the advice and conditions mentioned in final fire prevention and fire safety no objection certificate and in the light of provisions of National Building Code, 2005 (part-4)/ National Building Code, 2016(part-4) which is in working condition. It has been checked by the fire expert. The check list (in check list format prescribed for provisional and final fire prevention and fire safety no objection certificate) related to present arrangements of fire safety measures has been prepared by filling in it. The checking report of the fire expert and check list are being enclosed. The photocopy of the check list, submitted earlier, for obtaining final fire prevention and fire safety no objection certificate, is also attached for convenience.

It is certified that no change has been done in the category of the building after issue of the final fire prevention and fire safety no objection certificate.

It is requested kindly to renew the final fire prevention and fire safety no objection certificate after checking of arrangements relate d to fire safety measures in the subjected building.

Enclosure: -

- 1.Checklist
- 2.The checking report of the fire expert

Yours faithfully

Signature of building owner /manager

Address of the building: -

Name-
Address -

date :-

Renewal of No Objection Certificate of building

(Under section- 02 (g) of Bihar Fire Service Act, 2014, under rule-15 (j) (ii) of Bihar Fire Service Rules, 2021)

Letter no.-...../

Office of the State Fire Officer-cum-Director, Bihar, Patna

Date.-/

To,

.....
.....

Ref: - Your letter no.-..... date-.....

Sub: - **Renewal of the fire prevention and fire safety no objection certificate.**

Sir,

With respect to the above mentioned reference and subject, it is to inform that the application form submitted by you, with check list in prescribed format and checking report of fire expert related to fire safety measures, for renewal of fire prevention and fire safety no objection certificate, has been checked / made checked. After checking, the renewal of fire prevention and fire safety no objection certificate related to your building is being done with conditions forperiod.

Please, the advice and conditions mentioned in the fire prevention and fire safety no objection certificate shall be complied with and the fire safety measures, according to the check list submitted, shall be kept in working condition. In additions to this, the provisions related to fire safety measures of National Building Code, 2005, (part-4)/ National Building Code, 2016 part-4), Bihar Building Byelaws, 2014, Bihar Fire Service Act, 2014, Bihar Fire Service Rules, 2021 and related other Act/ Rules/ Regulations shall be complied with. Especially, the checking of fire safety measures by fire expert and checking of electrification by electrical engineer or competent authority shall be done at regular interval.

Again, it will be compulsory to obtain no objection certificate from the Fire Service, in the light of fire safety, before any type of change in the category of the building.

State Fire Officer-cum-Director
Bihar, Patna.

FORM--O

Notice for cancellation of No Objection Certificate of building in case of failure in maintenance of fire safety measures according to NOC.

(Under section- 2 (g) of Bihar Fire Service Act, 2014, under rule-15 (k) (i) of Bihar Fire Service Rules, 2021)

Letter no.-...../

Office of the State Fire Officer-cum-Director, Bihar, Patna

Date-...../

To,

.....
.....

Sub: - Notice regarding cancellation of no objection certificate due to default in maintaining fire prevention and fire safety measures.

Sir,

With respect to the above mentioned subject, it is to say that the fire prevention and fire safety no objection certificate, related to your building/ premises, had been issued vide letter no.-..... date-.....Renewal had been done vide letter no.-.....date-.....The fire audit of your building, in the light of fire safety, has been done/ made done, from which it has been found that default has been done by you in compliance of advice related to fire safety measures, which are as follows:-

- (1)
- (2)
- (3)
- (4)

Due to lapses done by you in compliance of fire safety measures, there is probability of risk of life and property of the occupants of that building / premises and nearby building / premises from fire disaster.

Please, explain within..... days that why not the fire prevention and fire safety no objection certificate related to your building / premises, should be cancelled. In case of cancellation of theno objection certificate, the public or commercial uses of that building will not be done.

State Fire Officer-cum-Director
Bihar, Patna.

Appeal by owner or occupants of the building after cancellation of No Objection Certificate of building.

(Under section- 2 (g) of Bihar Fire Service Act, 2014, under rule-15 (k) (iii) of Bihar Fire Service Rules, 2021)

To,

The Director General,
Bihar fire service,
Bihar, Patna.
The State Fire Officer-cum-Director,
Bihar, Patna.

Ref :- Letter no.-.....date-.....of the State Fire Officer-cum- Director, Bihar, Patna.

Letter no.-.....date-.....of the (Authorized Officer).....

Sub:- **Appeal against notice regarding cancellation of no objection certificate, due to default in maintaining fire prevention and fire safety measures.**

Sir,

With respect to the above mentioned subject, it is to say that the notice has been given by thevide letter no.-.....date-..... for cancellation of fire prevention and fire safety no objection certificate (letter no.-..... date-.....) / renewal (letter no.-..... date-.....) related to the building/ premises of the undersigned (name/ address.....)

In that notice, it has been mentioned to cancel the no objection certificate on the basis of default in maintaining the fire prevention and fire safety measures, after the fire audit done/ made done in the light of fire safety, of the building / premises of the undersigned. The time limit ofdays has been fixed for reply of the concerned notice. It is hereby appealed against that notice for hearing on the following points:-

- (1)
- (2)
- (3)
- (4)

It is requested please to take necessary action after hearing immediately, on the above mentioned points.

Name / address / contact telephone and mobile no.
of the applicant.

FORM--Q

Self- appraisal format to be submitted to the Fire Station Officer, by the owner or occupant or both of the building regarding minimum fire safety measures in the buildings.

(Under section- 2 (g) of Bihar Fire Service Act, 2014, under rule-17 (b) of Bihar Fire Service Rules, 2021)

(The building owner / occupants/ manager / society is responsible for the safety from fire, of the life and property of occupants of the building. The Fire Service will give advice after fire audit, which is to be complied with. The maximum fire safety arrangements can be done vide monthly self appraisal by the building owner / occupants/ manager / society, before the fire audit done by the Fire Station Officer. Please provide the following format after filling it, every month to the Fire Station Officer of your area and take necessary advice from him, so that maximum fire safety arrangements in the building/ premises might be operational)

To.

.....

- (1) Name of the building owner: -
 (In case of apartment, the name of the secretary of the Association of occupants of the apartment)
- (2) Name of the building / address / year of construction: -
- (3) Type of building (residential / commercial / educational / institutional, etc.): -
- (4) Height of the building and floor (basement present or not):-
- (5) Approach of firefighting vehicles to the building (whether all-around or just near the building): -
- (6) Number of stairs in the building: -

Sl. No	The fire fighting systems done in the building	Month		
		First	Second	Third
1	Type / capacity of fire extinguishers:-..... Expiry date / Refilling date :-.....			
2	Down comer system active (Yes or No): -			
3	Wet risingsystem active (Yes or No):-			
4	Hose reel working (Yes or No): -			
5	Number of Fire Hydrant valve (.....) / Number of yard hydrants (.....) and effective (Yes or No): -			
6	Number of hose and branch in the hose box: -			
7	Sprinkler working (Yes or No): -			
8	Smoke detection system active (Yes or No): -			
9	Fire alarm system active (Yes or No): -			
10	Public Address system (Yes or No): -			
11	Fire Control Room (Yes or No): -			
12	Glow signage (EXIT sign, etc) in the building (Yes or No): -			
13	Capacity of under ground water tank (.....ltr) with water (Yes or No): -			
14	Capacity of over head water tank (.....ltr) with water (Yes or No): -			
15	Number of types of air conditioners (split / window / centralize): -			
16	Electric connection according to power load capacity (..... KVA) in the building (Yes or No): -			
17	Alternate electrical system (Yes or No): -			
18	Date of fire safety mock drill to be done with occupants/ workers			

- (7) Number of lifts in the building: -
- (8) Distance of the electric wire from the building: -
- (9) Whether advice has been taken from the Fire Service before construction of the building or not: -
- (10) Date of checking by the Fire Station Officer: -

Signature of owner/.....

Date: -

Declaration regarding Pandal safety, to be exhibited by the Pandal erectors at the gate of Pandal and at main visible places.

(Under section- 26(2) of Bihar Fire Service Act, 2014, under rule-18 (b) of Bihar Fire Service Rules, 2021)

To,

.....
.....

I (name of the pandal maker), place of registered office....., registration no.....declare that the pandal/ temporary structure of square meters made at(Place) will remain on that place from (Date) to.....(Date). The arrangements for fire prevention and fire safety measures has been done during pandal construction as per instructions in Bihar Fire Service Act, 2014 and Indian Standard Bureau, IS-8758-1993. In addition to this, the provisions of Explosive Substances Act and Indian Electricity Rules has been fully complied. It is also declared that following trained personnel will be present in pandal/ temporary structure for fire safety:-

1.
2.
3.

Date

Place

Signature of Pandal maker/ owner

Copy : - Fire Station Officer, sent for information please.

Notice to Pandal erectors for removing defaults or sealing of Pandal in case of defaults found in Fire Safety measures of Pandal.

(Under section-26(2) of Bihar Fire Service Act, 2014, under rule-18 (c) of Bihar Fire Service Rules, 2021)

Letter no.-...../

Office of the State Fire Officer-cum-Director, Bihar, Patna .

Office of (Authorized Officer)

Date-.....

To,

.....

.....

Ref:- Letter no .-..... date-..... of this office.

Sub: - **For remedy of default found after enquiry about the veracity of displayed declaration regarding safety of pandal.**

Sir,

With respectto the above reference and subject it is to say that the pandal has been constructed by you at..... (sites) and declaration in respect of fire safety in pandal has been made available to the undersigned. Checking of the built pandal was done by After checking, it has been found that the declaration is not true and the following defaults have been found in it: -

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

So,it is directed to inform immediately after resolving the default found above within..... hours,otherwise action like legally removal/ seizure/ auction etc of your pandal will be done under rules 19 of Bihar Fire Service Rules, 2021 under section -27 of the Bihar Fire Service Act, 2014.

Signature of
Director / Authorized officer
Name :-
Designation -
Seal -

Notice for removing things or goods or encroachment which are probable factors of Fire risk or causing obstruction in fire fighting.

(Under section- 27 of Bihar Fire Service Act, 2014, under rule-19 (a) of Bihar Fire Service Rules, 2021)

Letter no.-.....

Office of the State Fire Officer-cum-Director, Bihar, Patna.

Office of (Authorized Officer).-.....

Date-.....

To,

.....
.....

(Name and address of the owner/ occupants of the buildings,premises,pandal)

Ref: - Letter no.-.....date- of this office.

Sub: - **Instructions for removing probable factors of fire risk.**

Sir,

With respect to the above reference and subject it is to saythat-

(1)stuff/objects are present in building/ premises owned/ occupied by you/ pandal made by you, due to which there is probability of fire risk in that premises/ building/ pandal or nearby premises/ building/ pandal or will be the reason of obstruction in controlling fire in case of fire incident.

(2) Under the powers conferred vide section-27(1) of the Bihar Fire Service Act, 2014, and rule – 19(a) of Bihar Fire Service Rules, 2021, it is directed that remove those stuffs/ objects or encroachment immediately / withinhours/ days.

(3) In case of non-compliance of the above instruction, report will be submitted to Sub- Divisional Magistrate for legal action under section 27 (2)(3)(4)(5) & (6) of Bihar Fire Service Act, 2014.

Signature of the Director /

Authorised officer

Name :-

Designation -

Seal-

Information to the Sub Divisional Magistrate, for legal action, in case of non-compliance of notice regarding removal of things or goods or encroachment which are probable factors of Fire risk or causing obstruction in fire fighting.

(Under section- 27 of Bihar Fire Service Act, 2014, under rule-19 (b) of Bihar Fire Service Rules, 2021)

Letter no.-.....

Office of the State Fire Officer-cum-Director, Bihar, Patna .

Office of (Authorized Officer)

Date-.....

To,

The Sub-Divisional Magistrate

.....

Sub:-

Request for legal action due to lapses in compliance of instructions, given to the owner/ occupant of the building, premises, pandal for removal of probable factors of fire risk.

Sir,

With respect to the above subject, it is to say that-

(1) stuff/ goods have been found during checking on date-.....at.....hours, in the premises/ building / pandal under ownership / occupancy of / erected by, due to which there is probability of fire risk in that premises/ building / pandal or nearby premises/ building / pandal or will be the reason of obstruction in controlling fire in case of fire incident.

(2) Under the powers conferred vide section 27(1) of the Bihar Fire Service Act, 2014 and rule 19(b) of Bihar Fire Service Rules, 2021 direction was given to the owner/ occupant of the premises/ building / pandal vide letter no.-..... date-..... to remove those stuffs/ objects or encroachment immediately/ withinhours/ days. In addition to this, he was made acquainted with the report to be submitted to the Sub-Divisional Magistrate for legal action under section- 27 (2) (3) (4) (5) & (6) of the Bihar Fire Service Act, 2014, in case of non-compliance of the above direction but the above probable factors of fire / encroachment has not been removed by him. The petition submitted by him vide letter no.-.....date-.....has been found unsatisfactory. The probable factors of fire risk or encroachments are still present on that site, due to which risk of security of life and property of the common people has arisen.

(3) Requested for legal action under section- 27 (2) (3) (4) (5) & (6) of the Bihar Fire Service Act, 2014.

Signature of

Director / authorized officer

Name :-

Designation: -

Seal :-

FORM-V

Show cause to be asked from the owner or occupant of the building or premises or Pandal erectors by the Sub-Divisional Magistrate after receiving information regarding non-compliance of notice for removal of things or goods or encroachment which are probable factors of Fire risk or causing obstruction in fire fighting.

(Under section- 27 of Bihar Fire Service Act, 2014, under rule-19 (c) of Bihar Fire Service Rules, 2021)

Letter no.-.....

Office of the Sub Divisional Magistrate,.....

Date-.....

To,

.....
.....

(Name and address of the owner/occupant of the building/ premises / pandal)

Ref:- Letter no.-..... Date-.....of this office.

Sub:- Show-cause for default in compliance of instructions, given by the Fire Service, for removing the probable factors of risk of fire.

Sir,

With respect to the above mentioned reference and subject, it is informed that-

(1) The premises/ building under your ownership/ occupancy/ the pandal erected by you was verified by the Director/ authorized officer, Bihar Fire Service on date-..... at.....hour, regarding which a report has been submitted by him vide letter no.-..... date-.....During verification by him,..... stuff/ goods have been found in the premises/ building under your ownership/ occupancy/ in the pandal erected by you or encroachment has been found, due to which there is probability of risk of fire in that premises/ building/ pandal or nearby premises/ building/ pandal or will be reason of obstacles in control of fire in case of fire incident.

(2) Under the powers conferred vide section 27 (1) of the Bihar Fire Service Act, 2014, and rule 19 (c) of Bihar Fire Service Rules, 2021, the direction was given by him to you to remove those stuffs or goods or encroachment immediately/ within..... hours/ days. In addition to this, you were made acquainted with the report to be submitted to the Sub-Divisional Magistrate for legal action under section-27 (2)(3)(4)(5) & (6) of the Bihar Fire Service Act, 2014 in case of non-compliance of the above direction, but the above probable factors of fire incident/ encroachment has not been removed by you. The petition submitted by you vide letter no.-..... date-.....was found unsatisfactory by the authorized officer.

(3) Under section- 27(2) of the Bihar Fire Service Act, 2014, submit your own show cause within..... days from the receipt of this notice, that why not action related to removal etc, of that stuff or goods or encroachment be taken under section- 27 (2)(3)(4)(5) & (6) of Bihar Fire Service Act, 2014.

Sub-Divisional Magistrate,

.....

Order of Sub-Divisional Magistrate regarding confiscation, detention or removal in case of non-receipt of show cause served after default in removing probable factors of fire risk or show cause received found unsatisfactory.

(Under section- 27 of Bihar Fire Service Act, 2014, under rule-19 (d) of Bihar Fire Service Rules, 2021)

Letter no.-.....

Office of the Sub-Divisional Magistrate.....

Date-.....

To,

.....
.....

(Name and address of owner/ occupant of the building/ premises/ pandal)

Sub:- Order for confiscation, detention or removal of probable factors of fire risk, due to non receipt / finding unsatisfactory the show cause asked due to default in compliance of directions given by Fire Service for removal of probable factors of fire risk.

Sir,

With respect to the above mentioned reference and subject, it is informed that-

(1) The premises/building under your ownership/ occupancy/ the pandal erected by you was verified by the Director/AuthorizedOfficer, State Fire Service on date-..... at.....hours, regarding which a report has been submitted by him vide letter no.-..... date-..... During verification by him, thestuffs/ object were found in the premises/building under your ownership/ occupancy/in the pandal erected by you, due to which there is probability of risk of fire incident in that premises/building/pandal or nearby premises/ building/pandal or will be reason of obstacles in control of fire in case of fire incident.

(2) Under the powers conferred vide sub-section-1 of section- 27 of Bihar Fire Service Act, 2014 and rule 19(a) of Bihar Fire Service Rules, 2021, the direction was given by him to you for removing those stuffs or goods or encroachment immediately/ within..... hours/days. In addition to this, you were made acquainted with the report to be submitted to the Sub-Divisional Magistrate for legal action under section 27 (2)(3)(4)(5) & (6)of Bihar Fire Service Act, 2014 in case of non-compliance of the above direction, but the above probable factors of fire incident/ encroachment has not been removed by you. The petition submitted by you vide letter no.-..... date-..... was found unsatisfactory by the authorized officer.

(3) You had been informed under section 27 (2) of Bihar Fire Service Act, 2014, to submit your own show cause within..... days from the date of receipt of the notice that why not action related to removal etc of that stuff or goods or encroachment be taken under section- 27 (2)(3)(4)(5) & (6) of Bihar Fire Service Act, 2014.

(4) The show cause has not been filed by you/the show cause submitted by you has been found unsatisfactory after proper consideration. Due to keeping of factor of fire risk in that building/premises/pandal/encroachment done by you, the risk of life and property of common people has arisen.

(5) By using powers conferred under rule 19 (d) of Bihar Fire Service Rules, 2021, under section 27 (3) of Bihar Fire Service Act, 2014, I (name of the authority.....(designation)....., hereby give order to seize/keep detained the following stuffs/ goods/ to remove the encroachment due to the above mentioned reasons:-

Sl no.	Place of seizure	Details of seized goods/ movable properties (with amount/ number)	Reason of seizure or keeping detained

Sub-Divisional Magistrate.

.....

Seizure list of probable Fire risk factors

(Under section- 27 of Bihar Fire Service Act, 2014, under rule-19 (e) of Bihar Fire Service Rules, 2021)

1. Case no-.....
2. Place-.....
3. Date-.....
4. Time-.....
5. Name & address of the owner / occupant-.....
6. Name & address of the persons present-
7. Name & address of witnesses-.....
 - (A) (a) Sri/smt.....
 - (b) Son/ daughter/ wife of.....
 - (c) Resident of
 - (d) Age (in year)-.....
 - (e) Business -.....
 - (B) (a) Sri/smt.....
 - (b) Son/ daughter/ wife of.....
 - (c) Resident of.....
 - (d) Age (in year)-.....
 - (e) Business -.....

We, the above written all the witnesses Sri/smt..... called by (designation)at the address (place)..... of the building/premises/pandal are witnesses during seizure of certain movable properties or goods, which was kept by the owner/occupant in the premises/building/pandal and brought before us. That (The name and address of the office) has seized the following stuffs/goods, in our presence, which we found correct:-

Sl. no.	Place of seizure	List of seized movable properties/goods	Amount	Reason to seize & keeping detained

The seizure list was read before us and made clear before us and it was bound correct in our sight.

Signature of the witnesses

(1).....

(2).....

Received the copy of the seizure list

(Signature of the officer seizing goods)

Signature of the owner/occupant

Notice for auction in case of non-removal of probable factors of Fire risk from place kept after seizure and default in claim

(Under section- 27 of Bihar Fire Service Act, 2014, under rule-19 (f) of Pihar Fire Service Rules, 2021)

Letter no.-...../

Office of the Sub-Divisional Magistrate.....

Date-...../

To,

.....
.....

Ref:- Letter no.-..... date-.....of this office.

Subject:- Notice for action in case of default in removing and claiming the probable factors of fire risk.

Sir,

With respect to the above mentioned reference and subject, it is to say that-

(1) Certain goods/ movable properties had been seized (from premises situated on the address of the premises) on date-.....in case no.-..... date-..... under seizure list no.-..... date-..... under section-27 of Bihar Fire Service Act, 2014.

(2) That movable properties/goods has been presently kept in- (address the premises).....

(3) Now, that's why I (Name)(designation)(office address)....., hereby instruct you to remove that goods/movable properties on any working day from hour to hours within..... days, at your own risk and cost. In case of default done in it by you, it will be understood that you have not any desire of claim on those goods/ movable properties and further, without giving any notice, the disposal of those goods/ movable properties will be done by public auction under sub section (5) of section-27 of Bihar Fire Service Act, 2014.

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

(Signature)
Name-.....
Designation-.....

FORM--Z

Appeal by the affected person against auction of probable factors of Fire risk items.

(Under section- 27 of Bihar Fire Service Act, 2014, under rule-19 (g) of Bihar Fire Service Rules, 2021)

To,

The Appellate Authority (should be officer of senior rank from Sub-Divisional Magistrate)

.....

Ref:- Letter no.-..... date.-.....of Sub- Divisional Magistrate.

Sub:- **Appeal against the auction on default done in removing or claiming the probable factors of fire risk.**

Sir,

With respect to the above mentioned reference and subject, it is to say that-

(1) The certain goods/ movable properties concerned with building/ premises under me has been seized in case no.....date.....under seizure list no..... date..... under section-27 of the Bihar Fire Service Act, 2014.

(2) The action of those movable properties / goods has been done/fixed to be done on date..... by the Sub-Divisional Magistrate.

(3) In this regard, I request for consideration on following facts and release of seized goods in my favour by cancellation of that auction procedure.

- (a)
- (b)
- (c)
- (d)

Name/address/date

Notice for appointment/ training of Fire Safety Officer.

(Under section-29of Bihar Fire Service Act, 2014, under rule-20 (b) of Bihar Fire Service Rules, 2021, under section- 30 of Bihar Fire Service Act, 2014, under rule-20 (c) of Bihar Fire Service Rules, 2021)

Letter no.-...../

Office of the State Fire Officer-cum-Director, Bihar, Patna.

Officeof the (Authorized Officer),.....

Date-...../

To,

.....
.....

(Name and address of the owner/ occupants of the building, premises)

Sub:- Regarding appointment/training of Fire Safety Officer.

Sir,

With respect to the above mentioned subject, it is to say that-

(1) Your building/ premises has..... basement andfloors which is covered by the provisions of section 29 and 30 of the Bihar Fire Service Act, 2014. It has been expected from the owner of the building or occupant or their association for appointment of Fire Safety Officer under section 29 and the Fire Safety Officer to be trained under section 30.

(2) The verification of your building/ premises has been done by..... officer on date.....After verification, it has been found that the Fire Safety Officer has not been appointed in that building/ premises.

(3) After verification of your building/ premises it has been found that the Fire Safety Officer appointed in that building/ premises is not properly trained.

So that, I expect from you that the Fire Safety Officer should be appointed for that building/ premises within 30 days from the date of receipt of the notice/ should make available the certificate concerned with the appointed Fire Safety Officer being trained or the appointed untrained Fire Safety Officer should be admitted for training in Fire Training Academy, Anandpur, Bihta. In case of not doing so, action for penalty will be done under section 31 of Bihar Fire Service Act, 2014 and rule 20(e)(f) of Bihar Fire Service Rules, 2021.

Signature of Director/ Authorized Officer,

Name-

Designation-

Seal-

FORM--B-1

Notice regarding imposition of penalty in case of default in appointment of Fire Safety Officer, in spite of notice served for appointment of Fire Safety Officer.

(Under section-29 and 31 of Bihar Fire Service Act, 2014, under rule-20 (d) (e)(f) of Bihar Fire Service Rules, 2021)

Letter no.-...../

Office of the State Fire Officer-cum-Director, Bihar, Patna.

Office of the..... (AuthorizedOfficer).....

Date-...../

To,

.....
.....

(Name and address of the owner/ occupants of the building, premises)

Ref:- Letter no.-..... date-..... of this office.

Sub:- Regarding non-compliance of the notice given, related to appointment / training of the Fire Safety Officer.

Sir,

With respect to the above mentioned reference and subject, it is to say that:-

(1) Your building/premises is covered by the provisions of section 29 and 30 of the Bihar Fire Service Act, 2014. The appointment of Fire Safety Officer under section-29 of the Bihar Fire Service Act, 2014 and the Fire Safety Officer being trained under section 30 of the Act had been expected.

(2) It had been directed lawfully on date-..... by the undersigned to appoint Fire Safety Officer in that building or for providing training to him, but the Fire Safety Officer has not been appointed in that building/premises by you till date, while the period of 30 days had been fixed in the notice.

(3) Neither any certificate has been made available, regarding being trained of Fire Safety Officer appointed in that building/premises nor has been admitted for training in Fire Training Academy, Bihta, within the stipulated period, by you.

(4) Action to be done for penalty under section 31 of Bihar Fire Service Act, 2014 and rule-20 (e) (f) of Bihar Fire Service Rules, 2021, in case of non-compliance of the above direction had been mentioned in the notice.

So, submit show cause that why not action should be done for recovery of prescribed penalty under rule 20 (d)(e)(f) of Bihar Fire Service Rules, 2021 under section 31 of Bihar Fire Service Act, 2014 due to non-compliance of notice served under rule 20 (b)(c) of Bihar Fire Service Rules, 2021, under section 29 and 30 of Bihar Fire Service Act, 2014. In case of non-receipt of your show cause, it will be understood that you have nothing to say regarding this and action for recovery of penalty will be started.

Signature of Director/

AuthorizedOfficer

Name-

Designation-

Seal-

Notice for Fire Audit of Building or Premises

(Under section- 33and 43(1) of Bihar Fire Service Act, 2014, under rule-22 (a) of Bihar Fire Service Rules, 2021)

Letter no.-...../

Office of the State Fire Officer- cum-Director, Bihar, Patna.

Office of the (Authorized Officer),

Date-...../

To,

.....

.....

(Name and address of the owner/ occupant of the building, premises)

Sub:-

Notice for fire audit of the building or premises.

Sir,

With respect to the above mentioned subject, it is to say that-

(1) There are basements and floors in your building/ premises.

(2) The fire audit of the building/ premises is necessary for verification of adequacy/inadequacy of the fire prevention and fire safety measures for the safety of life and property from fire disaster.

(3) Under rule-22(a) of Bihar Fire Service Rules, 2021 under section 33 and 43(1) of Bihar Fire Service Act, 2014, the power for fire audit is conferred, for ensuring the fire prevention and fire safety measures, after entering in any type of building or premises between sunrise to sunset, after notice of 3 hours or at any time without notice in case of thinking of urgency.

That's why, the fire audit of your building/ premises will be done on date..... at..... hours under the above mentioned conferred powers. Please, will remain/present for fire audit yourself /vide your representative with necessary documents.

Signature of Director /

Authorized Officer

Name-

Designation-

Seal-

Check points for Fire Audit of different categories of buildings and notice for necessary action regarding compliance of Fire Safety measures after the fire audit.

(Under section- 33 and 43(2) (3) of Bihar Fire Service Act, 2014, under rule-22 (b)(c) (d) (g) (h) (i)(j) of Bihar Fire Service Rules, 2021)

1. Name of the building / address / a specially marked building for the identification: -
2. Year of construction of the building: -
3. No objection certificate (year of provisional / final / renewal)
4. Date of last fire audit: -
5. Type of building occupancy: -
6. Types of sub-occupancy: -
7. Height of the building (in meters) from ground level: -
8. Height of constructions in the surroundings of the building: -
09. Distance of the building from the electric lines (vertical and horizontal distance- in meters): -
10. The covered area of the building (in square meters)(of floors including basement and stilt)
11. Number of floors: -
12. Number of basements: -
13. Number of stilts / ground floor: -
14. Number of blocks: -
15. Average occupants load per floor: -
16. Floor wise (area / number of occupants): -
17. Approach road / street (name and width): -
(Minimum width of approach road should be 12 feet - 20 feet)
18. Is this of hard surface and worthy for vehicle movement.
19. Is ending in the dead end.
20. Width of the approach/ open space and width in front of the block and the other three sides set back:-
21. Vehicle access all around the building and for movement at the angle of the building:-
22. Is there a minimum width and height of main entrance and exit door to ensure easy entry and exit of fire fighting vehicles?
23. Car parking (site and number of vehicles): -
24. Projection in the open space (distance from four sides of the building): -
25. Number of entrance doors: -
26. Number of exit doors: -
27. Open space above the head in entrance /exit door: -
28. Internal stair (height /width of treads/ height and number of risers /height of hand rail): -
29. Number of exit stair (height/width of treads/height and number of risers/ height of hand rail):-
30. Travel distance (distance from the farthest point / distance from turning end of corridor to the stair): -
31. Ramps (number /width /steep): -
32. Number and capacity of traveller lift: -
33. Number and capacity of service lift: -
34. Number and capacity of fire lift: -
35. Refugee Area (on which floor / area): -
36. Fire tower (on which floor / area): -
37. Closed vertical open space: -
38. Corridor and route (according to the desired width / path not affected): -
39. Position of horizontal exit: -

40. Illuminised exit symbol for exit: -
41. Roof distance in basement /route of entry/ventilation etc. : -
42. Papers related to fire rating: -
43. Compartmentalization: -
44. Smoke evacuation system: -
45. Electrical installation: -
46. Sub-station / Transformer: -
47. Alternate sources of power supply: -
48. Air conditioning systems: -
49. Provisions of protection from sky lightening: -
50. Minimum fixed fire fighting installation (as per table-7 of Part-4 of NBC-2016)
51. Automatic detection and alarm system (smoke detector, heat detector, beam detector, fire detector control panel in floor): -
52. Automatic sprinkler system: -
53. Hose reel: -
54. Wet risers: -
55. Dry risers: -
56. Down comer: -
57. Yard hydrant: -
58. Underground static water tank (number / total capacity - liters): -
59. Roof tanks (number / total capacity - liters): -
60. Details of pumps - Electrical main pump / standby diesel pump /electrical pump for sprinkler system /booster pump (number and capacity per minute): -
61. Portable fire extinguishers (number / capacity / quality / make / serial number / explosive number / year of manufacture / year of purchase / ISI mark / refilling date of each type): -
62. Fire control room: -
63. Fire drill and fire order (including emergency evacuation building plan): -
64. Fire Safety Officer: -
65. Other points can be included on the basis of form -C / I.

Some points for cinema halls for attention: -

- (a) Emergency Evacuation Plan has been made or not? If yes, whether approved by licensing authority or not?
- (b) Whether small documentary related to exits, emergency escape route, do'sanddon'tsin case of fire or other disaster, being exhibited by cinema hall during each show or not ?
- (c) Whether all employees of the cinema hall are trained or not in the fire drill and evacuation process? The exit door is used for the exit by the cinema hall leaving the entry door, but in no situation the entry gate is to be closed from outside because the entry gate can also be used as an exit door in an emergency. Whether at the end of the demonstration, the entrance door is blocked with easily movable obstruction and whether the entrance door from outside is not closed or closed?
- (d) Whether half yearly inspection has been done for checking the safety equipmentsetc by the Fire Services / Electricity department / licensing authority?
- (e) The fire safety rating given by the Fire Service to the cinema hall - green (fully compliance), yellow (satisfactory compliance), red (poor compliance) is clearly displayed?
- (F) Whether mock drill has been done least once in a year in the cinema hall or not?

Some important points for attention for hospital: -

Check list of advance preparations for fire safety

Sl. No.	Action to be done	Yes	No
1.	Repair / care of fire-related equipments (if pre-existing)		
2.	Arrangement of fire safety equipments to proper placements (if not previously available)		
3.	Identification of potential areas (sensitive) / places and preparation of map		
4.	Resource map		
5.	Repair and maintenance of electrical appliances, electric transmission line etc.		
6.	Transformer status for electrical transmission		
7.	Availability of generator, petromax, battery-powered lighting equipment etc. (under alternate arrangement for contingency)		
8.	Proper availability of related drugs.		
9.	Preparation of action plan for the evacuation of patients / families		
10.	Evacuation action plan including treatment of families and continuous treatment of patients		
11.	Identification of the safe place after the evacuation of patients / families		
12.	Availability of water resources and water storage		
13.	Emergency exit system		
14.	Recognition of the nodal officer / appointment of supervisor		
15.	Status of road access to hospitals (for systematic movement)		
16.	Implementation of emergency operations / control room		
17.	Communication plan		
18.	Contingency plan for deployment of trained personnel		
19.	Formation of Hospital Fire safety Committee		
20.	Preparation of fire safety plan (FRP)		
21.	Appointment of Fire Safety Officer (According to the National Building Code, 2016 as amended from time to time)		

The above fire audit report shows that deficiency in fire safety measures has been found on certain points. It is essential to solve the short comings found, for the safety of life and property of the occupants, from fire disaster. Therefore, the counseling / instructions are given for resolving the defaults within days, otherwise statutory action may be taken under section-37, 44 of Bihar Fire Service Act, 2014 and under rule-22 (b)(c)(d)(g)(h)(i)(j)of Bihar Fire Service Rules, 2021 and under byelaws 16 (7) of Bihar Building Byelaws, 2014 as amended from time to time. The consolidated details of the defaults found are as follows: -

- 1
- 2
- 3
- 4
- 5
- 6

State Fire Officer-cum-Director,
Bihar, Patna
..... nominated officer

Letter no.-..... /, Date- /

Office of the State Fire Officer-cum-Director, Bihar, Patna.

Office of (Nominated officer),

Copy to: - (sent for information to the building owner / occupant / manager / secretary-president of association of occupants/ person concerned. Please try to comply with the above counseling / instructions within the stipulated time, otherwise statutory proceedings may be done.

State Fire Officer-cum-Director,

Bihar, Patna /

..... nominated officer

FORM--E-1

Notice to be given by the Director to the owner of the building or premises, after the fire audit conducted by the Director himself or by the nominated officer, for removing the inadequacies found in fire prevention and fire safety measures, within appropriate period, after taking responsibility .

(Under section- 34, 35 and 43(2) of Bihar Fire Service Act, 2014, under rule-22 (d) of Bihar Fire Service Rules, 2021)

Letter no-...../

Office of the State Fire Officer-cum-Director, Bihar, Patna.

Office of the..... (Authorized Officer)

Date-.....

To,

.....
.....

(Name and address of the owner / occupant of the building, premises)

Ref. : - Letter no.-..... date-.....of the (nominated officer).....

Sub: - Notice for removing inadequacies found after fire audit of the building or premises, in arrangements related to fire prevention and fire safety.

Sir,

With respect to the above mentioned reference and subject, it is to say that-

(1) There arebasements and.....floors in your building/ premises.

(2) The fire audit of your building/premises, for verification of adequacy / inadequacy of fire prevention and fire safety measures for the safety of the life and property from the fire disaster, has been done by the undersigned/Fire Audit report has been submitted by the (nominated authority).....vide letter no.-.....date-.....(attached).

(3) It is the responsibility of the builder to ensure the arrangement of all the measures related to fire prevention and fire safety in the building/ premises before handing over of the building/ premises and after the receipt of the occupancy of the building/premises, the concerned responsibility is of the owner or occupants of the building / premises or their association.

(4) The inadequacies in the fire safety measures found after fire audit in that building/ premises are mentioned in the fire audit report, removal of which is your responsibility.

(5) Please, remove the inadequacies found in fire prevention and fire safety measures within..... days, otherwise legal action will be done under section-37 and 44 of Bihar Fire Service Act, 2014 and under byelaws-16(7) of Bihar Building Byelaws, 2014.

Director -
Authorized Officer-
Name :-
Designation: -
Seal: -

Appeal by the person affected by the notice served to the owner or occupant of the building premises.

(Under section- 36 of Bihar Fire Service Act, 2014, under rule-22 (e) of Bihar Fire Service Rules, 2021)

Letter no.-..... Date-.....

To,
The State Fire Officer-cum-Director,
Bihar, Patna.

Ref: - Your Letter no -..... Date,
Letter no.-..... Date..... of the (Nominated officer).....

Sub: - Appeal against the notice received for removing the inadequacies in the arrangements related to fire prevention and fire safety found after fire audit of the building or premises.

Sir,
With respect to the above mentioned reference and subject, it is to say that-
(1) There arebasements and.....floors in my/ our building/
premises.

(2) The verification of my/our building/premises was done for the safety of the life and property from fire disaster, by you/ by the nominated officer.

(3) The responsibility to ensure the arrangements of all the measures related to fire prevention and fire safety in my/our building/premises has been given to myself/ourselves, otherwise matter of legal action has been mentioned.

(4) In this regard, it is requested for consideration on following points:-

- (a)
- (b)
- (c)

Yours faithfully,

Address of the building: -

Signature/name/address of the
Building owner/occupants/member of association

Date: -

Signature/name/ address /listing number of the
architect/ engineer/ structural engineer/ builder.

Notice to the building owner or occupant regarding the evacuation / sealing of the building or premises, in case of not removing the inadequacy found in the fire prevention and fire safety measures, by the building owner or occupant.

(Under section-34, 35, 37 & 44 of Bihar Fire Service Act, 2014, under rule-22 (i) of Bihar Fire Service Rules, 2021)

Letter no.-

Office of the State Fire Officer-cum-Director, Bihar, Patna .

Office of(Authorized Officer).....

Date-

To,

.....

.....

(name and address of the owner / occupant of the building / premises)

Ref: - Letter No. - date-.....of this office .

Letter No.-..... ..date.....of the (nominated officer)

Sub: - Notice regarding evacuation / sealing of the building / premises due to non-compliance of notice given to remove inadequacies in the arrangements related to fire prevention and fire safety found after fire audit.

Sir,

With respect to the above mentioned reference and subject, it is to say that-

(1) The fire audit of your building/ premises, in which there are.....basements andfloors, had been done by the undersigned / by the (nominated officer)....., for verification of adequacy/ inadequacy of fire prevention and fire safety measures.

(2) The notice has been given to you by the undersigned / nominated officer, related to removing of inadequacies mentioned in the fire audit report within..... days, otherwise doing legal action under section-37 and 44 of the Bihar Fire Service, 2014 and under byelaws- 16(7) of Bihar Building Byelaws-2014, because of your responsibilities to ensure arrangements of all the measures related to fire prevention and fire safety in the building/ premises.

(3) The inadequacies related to fire safety, mentioned in the fire audit report has not been removed by you within the stipulated period.

(4) Please submit show cause that why not penal action against you be started under section- 37 of Bihar fire Service Act, 2014. In case of non- receipt of your show cause within 10 days, the penal action will be started lawfully.

(5) The status of the building/premises under your occupancy is dangerous for the life and property. So that submit show cause that why not direction under section-44 of Bihar Fire Service Act, 2014, be given to keep yourself along with all the occupants, in abeyance from that building/ premises otherwise direction to seal the building/premises, or why not further action be done under byelaws- 16(7) of Bihar Building Byelaws-2014 **as amended from time to time**, related to declaring the building/ premises legally unsafe.

Director: -
Authorized officer :-
Name :-
Designation:-
Seal:-

Notice regarding sealing of the building after service of notice for evacuation of the building or premises, in case of not removing the inadequacy found in the fire prevention and fire safety measures, by the building owner or occupant.

(Under section- 34,35 &44 of Bihar Fire Service Act, 2014, under rule-22 (i) of Bihar Fire Service Rules, 2021)

Letter no.-

Office of the State Fire Officer-cum-Director, Bihar, Patna.

Office of (Authorized Officer),.....

Date -.....

To,

.....

.....

(name and address of owner/ occupant of the building / premises)

Ref: - Letter no-..... date-..... of this office.

Letter no-..... date..... of the (nominated officer)

Sub:- Action for sealing the building/ premises due to not evacuating the building/ premises in spite of the notice given regarding evacuation of the building/ premises due to non-compliance of notice given to remove the inadequacies in the arrangements related to fire prevention and fire safety , found after the fire audit.

Sir,

With respect to the above mentioned reference and subject, it is to say that-

(1) The notice regarding removing the inadequacies in your building/ premises, mentioned in the fire audit report related to adequacies/ inadequacies of the fire prevention and fire safety measures, within.....days, otherwise doing legal action, had been given to you by the undersigned / nominated officer, but the inadequacies related to fire safety, mentioned in fire audit report, was not removed by you within stipulated time period.

(2) The show cause was asked from you that why not direction under section-44 of Bihar Fire Service Act, 2014, be given to keep in abeyance yourself along with all the occupants, from that building/ premises due to the status of the building/ premises under your occupancy being dangerous for life and property, otherwise the direction to seal the building/ premises, or why not further action, related to declaring the building / premises legally unsafe , be done under byelaws- 16(7) of Bihar Building Byelaws, 2014 **as amended from time to time.**

(3) The expectations regarding keeping in abeyance yourself along with the occupants, from the building/ premises has not been complied by you.

So that the building/ premises has been vacated from the occupants legally. After that the building/ premises is being sealed. The penal action will be done under section-44 (5) of the Bihar Fire Service Act, 2014, against the person removing this seal.

Director -
Authorized Officer-
Name-
Designation -
Seal-

Paste on the wall of the building / premises.

FORM--I-1

Notice to the building owner or occupant regarding further action for declaring the building or premises unsafe legally, under byelaws-16(7) of the Bihar Building Byelaws, 2014, in case of not removing the inadequacy found in the fire prevention and fire safety measures, by the building owner or occupant/ related report to the concerned body or authority for legal action.

(Under section 44 of the Bihar Fire Service Act, 2014, under rule 22 (i) of Bihar Fire Service Rules, 2021)

Letter no.-.....

**Office of the State Fire Officer-cum-Director, Bihar, Patna.
Office of (Nominated officer),**

Date-.....

To,

.....
.....

(Name and address of the owner/occupant of the building / premises)

Ref. :- Letter no.- date-.....of this office.
Letter no.-date-.....of the nominated officer.....

Sub: - Regarding the building / premises being declared unsafe due to non-compliance of the notice given to remove the inadequacy in the arrangement related to fire prevention and fire safety after the fire audit.

Sir,

With respect to the above mentioned reference and subject, it is to say that-

(1) The fire audit of your building / premises, in which there are..... basements and.....floors, was done by the undersigned/ (nominated officer), for verification of adequacy/ inadequacy of fire prevention and fire safety measures.

(2) The notice had been give to you by the undersigned / nominated officer, related to removing of inadequacies mentioned in the fire audit report within days, otherwise doing legal action under section- 37 and 44 of the Bihar Fire Service Act, 2014 and under byelaws-16(7) of Bihar Building Byelaws, 2014 **as amended from time to time**, due to your responsibilities to ensure arrangements of all the measures related to fire prevention and fire safety in the building / premises.

(3) The inadequacies related to fire safety, mentioned in the fire audit report has not been removed by you within the stipulated period.

(4) The show cause had been asked from you that why not penal action against you be started under section – 37 of Bihar Fire Service Act, 2014. Your show cause was not received / was found unsatisfactory.

(5) The show cause had been asked from you related to the direction under section – 44 of Bihar Fire Service Act, 2014, for keeping in abeyance yourself along with all the occupants, from that building/premises due to the status of the building / premises under your occupancy being dangerous for life and property, otherwise why not the direction be given to seal the building / premises, but the show cause was not submitted by you/ the show cause was found unsatisfactory. Even the expectations regarding keeping in abeyance yourself along with the occupants, from the building / premises was not complied, due to which the building / premises was sealed legally / action of sealing is being done.

(6) The show cause had been asked regarding why not further action related to declaring the building / premises legally unsafe under byelaws-16(7) of Bihar Building Byelaws, 2014 **as amended' from time to time**, but your show cause was not received/ was found unsatisfactory.

(7) Since due to major inadequacies in fire safety measures, the status of the building / premises is dangerous in the light of the safety of the life and property of the occupants, so that the further action related to declaring the building/ premises unsafe legally is being done under byelaws-16(7) of Bihar Building Byelaws, 2014 **as amended from time to time.**

Signature of the
Director/Nominated Officer
Name-

Copy: - (competent Authority/ Municipal Body)Designation-
For information with regards please and sent Seal-
For further action related to declaring the building/
Premises unsafe legally under byelaws-16(7) of
Bihar Building Byelaws, 2014 **as amended from time to time.**

Fire Report regarding fire incident.

(Under section- 2(g) of Bihar Fire Service Act, 2014, under rule-25 (b) of Bihar Fire Service Rules, 2021)

Fire report number -.....

1. Name of Fire Station: -
2. Date of fire incident: -
3. Address of the place of occurrence: -
Panchayat-.....Police station-.....Block-.....
4. Distance of place of occurrence from the fire station: -
5. Details of place of occurrence: -
Pucca (how many floors)-
Slum /hut /farm / barn-.....
6. Time of receipt of the information/medium/name and mobile number of the original informant:-.....
7. Time of starting of fire: -
8. Time of departure of fire fighting squad: -
9. Time of arrival of fire fighting squad at the place of occurrence:-
10. Timing of departure of fire fighting squad from the place of occurrence: -
11. Time of return of fire fighting squad to the fire station:-
12. Name of senior officials / personnel at the place of occurrence:-
.....
.....
13. Types of fire tender / portable pump (registration no.) and pumping kilo meters: -
.....
14. Type of fire (small/medium/large/severe): -.....
15. Name of damaged goods/percentage of damage caused by fire: -.....
16. Name of goods rescued from fire: -.....
17. Number of person / persons injured in fire: -
.....
18. Number of dead person / persons burnt from fire: -
.....
19. Details of injured / dead persons / animals from fire: -
.....
20. Clear reason of the fire incident (i.e. fire of the fireplace (chulha) / fire of ash / dhibri / candle / biri- cigarette / thrasher / gas cylinder / electric short circuit / transformer / spark of railway / brick-kiln spark / flammable material / sky lightening / spontaneous fire etc.): -
.....
.....
21. Name of the owner: -
22. Details of nearby water resources: -
23. Brief description of the incident and action taken: -

Letter no.-..... / Date-..... /

Office of the Fire Station Officer / in charge fire station officer.....

To,

State Fire Officer-cum-Director, Bihar, Patna, for necessary action.

Signature

Name of the officer.....

Fire Station Officer / In charge Fire Station Officer

Application to be submitted by the owner or occupant of the building for amendment in the Fire report regarding fire incident.

(Under section- 2(g) of Bihar Fire Service Act, 2014, under rule-25 (c) of Bihar Fire Service Rules, 2021)

To,

State Fire Officer-cum-Director,
Bihar, Patna .

Ref: - Your letter no.- date-.....

Sub: - **Request for amendment in fire report related to computer ID no.-..... date-....., fire report no.-..... date-..... in case of building / premises named.....address.....**

Sir,

With respect to the above mentioned reference and subject, it is to say that:-

- (1) There are following factual inaccuracy / inaccuracies in the subjected fire report -
- (2) The actual fact behind the above mentioned factual inaccuracy / inaccuracies is / are the following –
- (3) In support of the above claims, I am attaching the following documents-

In the light of the above facts, it is requested to make necessary amendments in the subjected fire report.

Yours,

Appellant's signature and full address

FORM--'L-1'

Demand letter to be submitted to the concerned authority for payment of prescribed deployment charges for deployment of members of Bihar Fire Service with equipments out of State jurisdiction.

(Under section- 22(01) of Bihar Fire Service Act, 2014, under rule-28 (a) of Bihar Fire Service Rules, 2021)

Letter no.-.....

Office of the State Fire Officer-cum-Director, Bihar, Patna.

Date-.....

To,

.....
(concerned authority)

Ref.: - Your letter no. -.....date-.....
Letter no.-.....date-of this office.

Sub: - Demand letter for payment of deployment fee offire service out of state jurisdiction.

Sir,

With respect to the above mentioned reference and subject, it is to say that-

- (1) The deployment of the members of Bihar Fire Service with the necessary equipments was done on your request at (place)..... fordays.
- (2) The fire fighting was done by the members of Bihar Fire Service from date-..... till date-.....
- (3) n the fire fighting work, following vehicles and equipments were used. The details of the deployment fee on the basis of Schedule-'H' of the Bihar Fire Service Rules, 2021 are as follows:-

It is requested that the payment of the desired deployment fee should be paid through the bank draft by designation of Director, State Fire Service, Bihar, Patna.

State Fire Officer-cum-Director,
Bihar, Patna.

Schedule - "A"

Duties and Responsibilities of Officers/Employees of various cadres of Fire Service.

(Under Section-04, 05 (a) and 12 of the Bihar Fire Service Act, 2014, under Rule 09 of the Bihar Fire Service Rules, 2021)

(1) Deputy Director-cum-Divisional Fire Officer -

- (a) They will discharge the responsibilities of in-charge of the fire zone formed at the level of revenue division.
- (b) They will discharge the duties of the controlling and supervisory officer of all the district level fire divisions, sub-divisional fire stations and other fire stations under their jurisdiction.
- (c) They will discharge their duties, remaining normally in full charge of the operations to be done in the event of severe fire and emergency.
- (d) They will discharge the duties of the controlling and supervisory officer of the entire training of the officers and personnel, after being posted as the Principal of Fire Training Academy, Anandpur, Bihta.
- (e) They will discharge the duties and responsibilities according to the directions of the Director or Additional Director, after being posted/ deputed in the state fire headquarter.

(2) Assistant Divisional Fire Officer -

- (a) They will co-operate with the Deputy Director-cum-Divisional Fire Officer.
- (b) They will be in his charge, in case of his being on leave or other duty.
- (c) Upon posting in Fire Training Academy, Bihta, they will discharge duties as associate of the principal.
- (d) They will discharge the duties and responsibilities according to the direction of the Director or Additional Director, after being posted/ deputed in the state fire headquarter.

(3) District Fire Officer -

- (a) They will discharge the responsibilities of the in-charge of the Fire Division formed at the district level.
- (b) They will discharge the duties of the supervisory officer of all the district level, sub-divisional level fire stations and other fire stations under their jurisdiction.
- (c) They will discharge their duties, remaining normally in full charge of the operations to be done in the event of severe fire and emergency.
- (d) They will discharge the duties and responsibilities according to the directions of the Director or Additional Director, after being posted/ deputed in the state fire headquarter.

(4) Assistant District Fire Officer -

- (a) They will assist the District Fire Officer.
- (b) They will be in his charge in case of his being on leave or other duties.
- (c) They will discharge the duties and responsibilities according to the direction of the Director or Additional Director, after being posted in the state fire headquarter.

(5) Fire Station Officer -

They will discharge the duties and responsibilities as in-charge of fire station. The Fire Station Officer posted in the sub-division level fire station, will be called the Sub-Divisional Fire Officer, who will be the controlling and supervisory officer of all fire stations in the sub-division area, in addition to the responsibilities of his own fire station.

Their duties and responsibilities will be as follows: -

- (a) Being always ready for the safety of life and properties from fire disasters and other duties at any time and keep the subordinates ready and forthright.
- (b) Compliance with the orders of senior officials to be done promptly with courtesy.
- (c) To inform the senior officials about all the activities related to fire in their own fire station and other fire stations.
- (d) To take charge of all the appliances, stores and equipments etc. of the fire station and to keep it effective and report to the senior officials in relation to its functioning properly. Submission of report to senior officials in relation to other requirements as well.
- (e) Giving directions to all fire officers / all personnel about using and keeping fit the machinery and equipments available in the fire station and to carry out the related drills, so that there might not be any type of problem in immediate fire fighting duty on fire alert.
- (f) To conduct a parade at least once a month for the checking of the dress of the personnel, books and equipments in the fire station.
- (g) Checking the presence of personnel along with fire equipments.
- (h) To check the turnout of personnel at least once in a month. This work should also be done in a random manner.
- (i) To check office watch twice in a day at regular intervals.
- (j) To ensure the personnel present in proper dress for duty at the place of work and to be aware of the duties.
- (K) To ensure the communication system being effective. To familiarize himself and his personnel with the network of communication systems. Reporting to the concerned authority immediately if the status of the communication system is not correct.
- (l) Keeping the right information of all the cases related to accounting in the fire station.
- (m) Complete checking of water pump at least once in a week.
- (n) Informing immediately to the senior officials and concerned police station in connection with any kind of accident, loss of life and property.
- (o) To be aware of the water supply system in own area and to make his personnel aware. In case of fire hydrants in the area, checking them regularly and keeping / to make keeping them working.
- (p) To be aware of the fire disaster and geographical location of own area and border area and to make the sub-ordinates also aware.
- (q) Keeping updated all the registers, log book, incident register, attendance register etc of fire station. Simultaneously submission of fire report and other types of statements and reports, within 48 hours, excluding the government holidays.
- (r) Doing fire audit of the concerned building in presence of the owner / occupants of the building. To make them aware in writing regarding the need of fire extinguishers and other related equipments/measures related to fire safety. Submission of concerned report to the state fire headquarter and making complied the advice given to the owner/ occupants of the concerned building.
- (s) To organize the mock drill in the building in presence of the officers /personnel and to provide practical training to the owner/occupant of the building regarding method of safe escape practically, in the event of a fire disaster. To give them knowledge in the meeting about the work to be done/not to be done in the light of fire safety points.
- (t) Giving due training to own personnel regarding fire disaster / fire safety.

(u) Impartial recommendations for reward in case of commendable work and punishment in case of work being unsatisfactory of his subordinate personnel.

(v) To discharge duties and responsibilities as per the directives of the head of the office concerned in case of posting/deputation in state fire headquarter/ divisional fire office/ Fire Training Academy.

(6) Sub-Officer -

(a) The fire station, in which fire station officer and sub-officer will be posted, the fire station officer will be the in-charge of the concerned fire station and he will be assisted by the sub-officer in discharge of his duties.

(b) In the absence of the Fire Station Officer, the sub-officer, remaining in charge of the fire station, will discharge the duties and responsibilities prescribed for the Fire Station Officer.

(c) On posting/deputation in the office of the Divisional Fire Officer/Fire Training Academy, will discharge the duties and responsibilities according to the direction of the head of the office.

(d) On the posting/deputation as Fire Safety Officer, will discharge the duties and responsibilities according to the direction of the concerned Fire Station Officer.

(7) Leading Fireman -

He will be in-charge of the operating team and the daily in-charge of the general work of the fire station. His main duties and responsibilities will be as follows:-

(a) To be available at his place of duties.

(b) To comply with all the legal orders of his senior officers correctly and with courtesy.

(c) To prepare properly his on-duty subordinate personnel for duty. To make them aware of their duties and to give information about fire fighting equipments.

(d) To keep clean the station premises.

(e) Remaining in the charge of all the equipments of the fire station, keeping them systematic and useful.

(f) To look after all types of equipments, uniform clothes, records and other materials and to give report to the senior officer on any kind of loss.

(g) To carry out drill parade and other concerned works of his subordinate personnel.

(h) To keep acquainted the senior officers regarding the activities of the personnel of the fire station and all types of information affecting the fire service.

(i) On posting/deputation in Fire Training Academy, will discharge duties and responsibilities according to the direction of the Principal.

(8) Leading Driver -

He will be in-charge of the vehicle driving of the fire extinguishing operating team and related equipments. In the absence of the Leading Fireman, he will be the in-charge of the operating team and the daily in-charge of the normal works of the fire station. His main duties and responsibilities will be as follows:-

(a) To be available on duty for vehicle driving etc. at his place of duty.

(b) To comply with all the legal orders of his senior officers correctly and with courtesy.

(c) To prepare properly his on-duty subordinate personnel for duty. To make them aware of their duties and to give information about fire fighting equipments.

(d) To keep the fire station premises clean.

(e) Remaining in-charge of vehicles and equipments of the fire station, keeping them systematic and in working condition. To examine the vehicles at least two times in a day regarding the working condition and maintaining the concerned records,

(f) Remaining in the charge of the vehicle and the concerned fire fighting equipments, maintaining the records of work of the vehicle, mileage, consumption of fuel etc.

(g) To submit report to the senior officers concerned with any type of loss in the vehicle and related fire fighting equipments.

(h) To keep acquainted the senior officers regarding the activities of the personnel of the fire station and all types of information affecting the fire service.

(i) On posting/deputation in Fire Training Academy, will discharge duties and responsibilities according to the direction of the Principal.

9. Fireman:-

(a) To be available at his place of duties.

(b) To comply with all the legal orders of the senior officers correctly and with courtesy.

(c) To keep clean his quarter/barrack.

(d) To give his full time and attention on fire service during his duties.

(e) To place example for others regarding cleanliness, speed and duties.

(f) To keep clean the premises of the fire station, vehicle and pumps, instruments room, officer's room, drill yard, watch room, workshop, residence, drill tower, hazzard drying tower and to keep the equipments, gear etc clearly clean and systematic.

(g) To be present within minimum time on ringing of alarm for being present on fire incident, special service, fire fighting exercises etc.

(h) To keep remembered the geographical situation of his and nearby areas, along with the sites concerned with fire risk by identifying and to inform the senior officers.

(i) To assist the driver in maintenance of the equipments and vehicles.

(j) To discharge the duties related to guard / workshop/ control room/ telephone/ wireless according to the direction of the Fire Station Officer/ Daily in- charge.

(k) To report to the leading fireman by inspecting the fire fighting equipments. The honesty of the squad, cleanliness, maintenance of the allotted equipments, cleaning of the floor, wall, window, hazzard etc will be the responsibilities of the fireman of the concerned squad, separately and jointly.

(l) On posting/deputation in Fire Training Academy, will discharge his duties and responsibilities according to the direction of the Principal. On Posting/deputation with Fire Safety Officer, will discharge his duties according to his direction.

10. Fireman Driver-

(a) To be available for the duty of vehicle driving etc at his place of duty.

(b) To comply with all the legal orders of his senior officers correctly and with courtesy.

(c) To be prepared and attentive for his duties in the light of the direction given by the senior officers,

(d) To keep clean the fire station premises.

(e) To keep the vehicles and equipments of the fire station systematic and working according to the directions of the senior officers. To examine the working condition of the vehicle at least twice in a day and maintenance of the concerned records.

(f) Remaining in the charge of the vehicles and the concerned fire fighting equipments, maintaining the records regarding the work of the vehicle, mileage, consumption of fuel etc.

(g) To submit report to the senior officers concerned with any type of loss in the vehicle and related fire fighting equipments.

(h) To keep acquainted the senior officers regarding the activities of the personnel of the fire station and all types of information affecting the fire service.

11. State Fire consultant and fire Adviser-

Determination of the specifications of the fire fighting vehicles/instruments/personal protective equipments in the light of the different Act/Rules concerned with fire safety measures and other provisions for the time being in force and giving advice to the Director regarding purchase and fire safety measures in building construction plan and necessary advice in favour of fire Service.

12. Non uniformed post (Ministerial cadre)-

Maintenance of the records concerned with all the cases of the concerned office, according to the procedure prescribed by the administrative department.

13. Non uniformed post (Steno clerk cadre)-

Maintenance of the records concerned with the personal files and other works of the in-charge of the concerned office and doing work according to the procedure prescribed by the administrative department.

14. Non uniformed post (Fourth class cadre)-

Duties prescribed by the administrative department for different posts of this cadre, will be disposed. The compliance of directions given or the responsibilities assigned by their senior officers will be disposed promptly.

Schedule - "B"

Standard Operating Procedure for Fire Station Officer & Operating Members.

(Under section-4, 5(a) and 12 of the Bihar Fire Service Act, under rule 10 of the Bihar Fire Service Rules, 2021)

(A) Actions related to the records:-

01. **Communication Plan:- Preparation of communication plan by getting Revenue map and the name, address and mobile number of the Police station, representatives /distinguished persons of their area. Keeping the prepared communication plan in the fire station and keeping its copy safely in the fire fighting vehicles conspicuous to the eyes of the vehicle driver and others.**
02. **Water resources:- To keep prepared a list of all types of government and private water resources and to keep one copy of each in the fire fighting vehicles of fire station. To keep it up to date.**
03. **Maintenance of registers in fire station:-**
 - (a) Stock register/Tools and plant book/Clothing/Stationery/Consumable material/Fuel stock register/Condemned material stock book/ condemned material auction register.
 - (b) Hose card register.
 - (c) Log book- related full history of vehicle (purchase date/different mobility workplace/ spare parts/ tyre/ battery etc.)
 - (d) Order book for workshop.
 - (e) Leave register.
 - (f) Report writing register (report to the senior officers in relation to the sickness/leave/ absence etc.)
 - (g) Request room register.
 - (h) Orderly room register.
 - (i) Occurrence book (daily routine history of fire station in relation to vehicles, personnel, fire etc).
 - (j) Fire report.

(B) Related to preventive action:-

- (1) Creating close relationship with citizens of the area through regular interaction.
- (2) Circulation of the contact numbers of fire station in concerned area.
- (3) To keep in touch with officials of the local police stations/circle/block and other departments and get support from them.

- (4) Attend the scheduled meeting of police station/ circle/block/district level common public/ office bearers and make the common public and the officials aware by informing them about fire incident/fire fighting knowledge.
- (5) Fire audit and mock drills- Doing Fire audit of various slum areas/schools/colleges/hospitals/ cinema houses/multi-storey buildings etc. in own area under preventive action for being safe from fire disaster and make the common people aware of fire disaster by giving information to them related to safety from fire by doing mock drills. Giving oral and written information and advice regarding necessary fire preventive equipments.

Following actions to be done for fire audit and mock drill-

- (a) To prepare advance programme in which the site and date for programme should be marked. During marking of the venue, it should be taken care that different categories of buildings etc. are selected alternatively .
 - (b) To give prior information by contacting the peoples of the concerned venue, by distributing leaflets, by pasting pamphlets, by distributing balloons/ toffee among the children. To invite the people by giving information to them about the importance of the programme till the date of the programme and to be in their touch by obtaining the contact numbers. To invite the press representatives also by giving the information of the programme and making personal relations with them.
 - (c) Doing fire audit of the concerned building on the day of fire audit and mock drill and giving information in writing about the default found/ advice, to the manager/ owner of the building. After that convening formal meeting with the invited people. To mention the name, address and contact numbers of the peoples present, in the minutes related to the meeting. To give them knowledge of different types of fire disaster and different types of safety measures. To show practically on the spot about the procedure of fire extinguishing after ignition of fire flame. In addition, acquainting them practically with the procedure of exiting safely from fire spot in case of fire disaster.
 - (d) Providing information during mock drill regarding making of fire retardant huts/pandal and showing it practically.
 - (e) Photography of the programme.
 - (f) Submission of report after the programme, in which there should be full details about the programme along with the number of the participating common people, name and address of the officers. In addition, the photocopy of the concerned news in the newspaper /photocopy of the minutes of the meeting should be attached with the report.
6. Establishment of fire booth in rural areas:-

Establishment of fire booth should be done in every village with the help of panchyat, in which there should be arrangements of small fire extinguishing equipments and bell for information of fire along with fire beaters, fire tank, bucket, rope axe etc.

7. Publicity/dissemination against fire disaster.

In addition to giving oral information to the common people for safety from fire disaster and arson, they should be acquainted with the different types of information by distributing leaflets, by pasting pamphlets, by placing standee at public places, by organizing painting/slogan/quiz competition among children, with help of cinema slides, advertisement in newspapers etc.

(C) Preparation in advance before receipt of the information of fire incident-

(1) Regular action in the fire fighting centres:-

- (a) Daily drill, special fire drill, rescue drill to be done by the officers/personnel.
- (b) Keeping prepared healthy personnel in place of sick /disabled personnel.
- (c) Regular repair/supply action, after the breakdown or disappearance of vehicles and other furnishings concerned, for keeping the vehicle on road.
- (d) Cleaning, repairs, regular check- up of various furnishings.
- (e) Special cleaning and regular check-up of special type of instruments (like-breathing apparatus, first aid device etc.)
- (f) Testing periodically (weekly/monthly/trimonthly/half yearly/annual as prescribed) of different types of instruments (hydrant, fire alarms, haуз, ladder, pump , B.A. Set, chemical fire extinguishers etc.) and making entry in different types of registers and occurrence book.

(2) Immediate full repair of fire fighting vehicles in case of the vehicle being off-road.

(3) Always keeping sufficient water storage in the water tank of fire fighting vehicles.

(4) Always keeping sufficient fuel in the fuel tank of the fire fighting vehicles.

(D) Action after receipt of the information of fire incident-

In case of fire incident, the requirement of fire fighting vehicles/equipments for fire fighting and procedure of fire fighting depends on different facts like-How far the concerned spot is from the fire station? How is the way? Whether the fire caught is pucca building/pandal or huts or farm/ barn/ juggle? If the fire caught in the building, then the building is of what kind (Residential/.....)? What is the height of the building and at what height is the fire ? Whether the fire is from L.P.G, electric short circuit, or other reasons? Whether the fire caught in flammable materials/dangerous chemicals? What is the arrangement of human rescue in the building? What is the availability of fire fighting equipments in the building?

Whether the building has been constructed and maintained according to the provisions of the National Building Code, 2005/2016, Bihar Building Byelaws, 2014, Bihar Fire Service Act, 2014 ?Whether the prescribed directions are being followed?What is the situation of the adjoining buildings? What is the continuous range of fire of huts or farm/barn/jungle?What is the direction of wind blowing? What is the status of availability of water? Whether the fire caught in the vehicle? etc. So that, obtain concerned information.

- (2) The fire extinguishing unit is determined in the fire station. There are 6 personnel in each fire fighting unit of first or other team. The in-charge of the unit is the leading fireman and the 6 number personnel of the unit is the leading driver who drives the fire fighting vehicle. Other four firemen work regarding fire extinguishing in the light of pre-prescribed instructions of the in-charge of the unit.

The in-charge of the unit has to determine in advance that which fireman will do what duty, who will ring the bell / siren of the fire fighting vehicle, who will do the work of laying and fitting of delivery houz at the place of occurrence. The leading driver will do the work of operation of the pump. All the members of the squad will do the work related to fire extinguishing at the place of occurrence, according to the direction of the in-charge of the squad, in addition to their pre- prescribed duties.

- (3) All the personnel of the first squad shall always be ready in uniform.
- (4) The in-charge of the squad will determine in advance the responsibilities for members of the squad related to obtaining information from the informant, contacting with the people of the place of occurrence under communication plan, ringing the fire bell, giving information of call to the concerned establishments, entry in the message book etc.
- (5) After receipt of information of fire incident, the pre- directed fireman will ring the bell of fire call.
- (6) The in-charge of the squad will obtain the name, address and mobile number of the first informant / original informant from him.
- (7) The in-charge of the squad will obtain information from the informant regarding the type of fire, expansion of fire, full details of place of occurrence, actual route of approach, water resources etc.
- (8) Pre-directed fireman will give information of fire call immediately to the traffic, concerned police station, ambulance and control room.
- (9) Pre-directed fireman will make entry in the concerned register the time of receipt of information of fire incident, departure of fire extinguishing vehicles (with number) / personnel(with name)

- (10) It will be ensured that the period between the receipt of information of fire incident and departure of the fire vehicle should not be more than two minutes.
- (11) Before the departure of the fire extinguishing squad of the first community, the second squad of the fire station will do the work of exchanges of information in the fire station. In addition to this, they will also prepare for departure in emergency situation.
- (12) After departure of the fire extinguishing vehicle, the fireman will do the work of ringing the bell /siren in the vehicle.
- (13) Before the reaching of the fire fighting vehicle on the place of occurrence, the in-charge of the squad will continue, to take information on the way through the mobile set, about the status of fire, routes, water resources from the informant / the persons of the site concerned with the communication plan. In addition to this, they will continue to give the location of fire fighting vehicle and other information to the control room and will also take information, if any, from control room. If it seems from the information received that it will not be possible to control fire by the first community, then will demand immediately additional squad from other fire stations by giving its information to the control room. The necessary information will be exchanged on wireless set also.
- (14) After reaching at the place of occurrence, the in-charge of the squad will stop the fire fighting vehicle at safe and nearest place after perusal of the status of fire. The in-charge of the squad will immediately mark the fire point after looking the status of fire at the place of occurrence. The other members of the squad will do the pre-determined work at the signal of the in-charge of the squad and will start the action of fire extinguishing immediately.
- (15) According to the pre-determined duties, the leading fireman driver will take control of pump operation and all the four firemen will do the work of laying and fitting of delivery houz and other works related to fire fighting according to the direction of the in-charge of the squad. The in-charge of the squad will do the work of fire extinguishing fastly on the basis of his discretion and previous experience, with the help of the common people.
- (16) Looking at the status of fire, the in-charge of the squad will demand for other squads by contacting the control room / nearby fire station, according to the necessity.
- (17) The other fire fighting squad, reaching at the place of occurrence, will do the fire fighting work according to the direction of the in-charge of the squad reached before and by mutual consultation.
- (18) The photography / videography of the incident related to fire fighting, will also be done, so that the side of the fire fighters remains strong in case of any type of allegation.

- (19) After the complete extinguishing of the fire, the in-charge of the squad will ensure the keeping of fire fighting equipments in the fire fighting vehicle, with the help of all the personnel.
- (20) The control room will be informed immediately about the complete extinguishing of fire and departure from the place of occurrence (along with assessment of damage, data of injured/ dead animals / persons etc.).
- (21) In the meantime after receipt of information of fire incident at other site, will depart for that site according to the direction of the control room. It will be necessary to fill water in the water tank of the fire fighting vehicle from the water resources on the way.
- (22) The control room will be informed about the arrival in the fire station.
- (23) The necessary details related to fire incident will be entered in the concerned register.
- (24) The fire report regarding fire incident will be prepared immediately and will be sent to the office of the State Fire Office or to the office as prescribed.

Schedule "C"**Prescribed rate of fee for No Objection Certificate /renewal / fire audit /fire consultation.**

(Under section-2 (g), 20 (1), 33/34/35/43 (2) (3) of the Bihar Fire Service Act, 2014, under rule 15(d) , 22(k) & 27(a) of the Bihar Fire Service Rules, 2021)

Category of building	Fixation of charges on the basis of total floor area of all floors of the building (including basement) at the rate of rupees (.....) per square meter.				
	Provisional no objection certificate	Final no objection certificate	Renewal of no objection certificate	Fire audit	Fire consultancy
Residential	02	01	01	01	01
Assembly/Institutional	04	02	02	02	02
Academic	06	03	03	03	03
Commercial /Mercantile	08	04	04	04	04
Storage/Industrial /Hazardous building	10	05	05	05	05

Schedule-“D”

Online Fire prevention and fire safety No Objection Certificate to be given by the State Fire Service, Bihar, Patna for Building Construction.

(Under section-2 (g) of Bihar Fire Service Act, 2014, under rule-16(e) of Bihar Fire Service Rules, 2021)

1. Log in on Website www.biharfireservice.gov.in—Displayed Home Page- NOC.
2. Click Home Page – NOC—Displayed-Requirement of NOC.(Required type of NOC)
3. Click-- Requirement of NOC—Displayed-

Fire Safety is required positively in the following cases –

- a) all high rise buildings; and
- b) special building, those are,-
 - 1.) hotel, educational, institutional, business, mercantile, industrial, storage, hazardous and mixed occupancies, where any of these buildings have floor area more than 500 m² on any one or more floors.
 - 2.) educational buildings having height 9 m and above;
 - 3.) institutional buildings having height 9 m and above;
 - 4.) all assembly buildings;
 - 5.) buildings, having area more than 300 m² of occasional assembly occupancy on any floor; and
 - 6.) buildings with two basements or more, or with one basement of area more than 500 m².

Unless otherwise mentioned specifically in the provisions in National Building Code of India, 2016 (Part-IV Fire and Life safety).

4. Click-Required type of NOC—Displayed-Provisional /Final/Renewal .
5. Click- Provisional /Final/Renewal—
Displayed- Application format (of required type of NOC-fill up format)-
Enclosure with application format/
Submit application
NOC issue status
6. Click-Enclosure with application format—Displayed-
Required building plan/
Check list/
Undertaking format
7. Click- Required building plan—Enter- Scanned copy of building plan.
8. Click- Check list with guidelines- Displayed- Detailed Check list (fill up properly)
9. Click-Undertaking format-Displayed- Detailed Undertaking format(fill up properly)
10. Click-Submit application-A Slip will be displayed showing Unique Id (UID, date & time of submission of application. Along with UID submit hard copy of all requirements to the office of the Director, State Fire Service otherwise validity of slip will be void and in that situation applicant will have to apply again on returning user window by mentioning old UID.
11. Click-NOC issue status—Displayed- NOC Objection
NOC Issued
12. Click- NOC Objection-Displayed-Objections
Rectification

13. Click-Objections-Displayed-Points of objections(rectify them)
14. Click –Rectification-Enter-Rectification of objections.
15. Click –NOC issued-Displayed-Letter regarding issued NOC (download)
16. Any type of objection raised by State Fire Office may be obtained by opening website with reference to UID.
17. If all requirement/queries will be found in order then NOC will be uploaded on the website within 15 days.

Schedule-"E"

Fire safety measures during construction of pandal & temporary structures (Indian Standard Bureau, I.S. 8758-1993) and procedure for preparation of fire retardant pandal / availability of materials.

(Under section-25, 26 & 27 of Bihar Fire Service Act 2014, under rule-18(a) of Bihar Fire Service Rules, 2021)

1. Do not erect pandal of height less than 3 meters in any case.
2. Do not use cloth or rope made of synthetic material in making pandals.
3. There should be 4-5 meters open space around the pandal, so that people can get out safely.
4. Pandal should not be placed below the line of electricity in any condition.
5. Any Pandal should be installed at least 15 meters away from railway line, electric sub-station, fireplace or furnace.
6. The exit gate should not be less than 5 meters wide and if the way is made arched, the height of the arches should not be less than 5 meters from the ground level.
7. There should be at least two roads to exit. As far as possible, both roads should be in opposite direction of each other.
8. The exit gate should be made properly in sufficient number so that in any situation, no person should be compelled to travel more than 15 meters distance from any place in pandal.
9. Chairs should be kept leaving 1.2 m space from both shore and space of 1.5 meters should be left after twelve chairs and then again twelve chairs may be installed. Space of 1.5 meters (gangway) should be left after 10 rows of chairs.
10. Tie the chairs in lower side in the group of at least four and stabilize by dipping the iron rod in the ground, so that during chaos, those chairs may not block the exit routes after being unarranged.
11. The joint of the wire should not be open in any case. Porcelain connectors should be used as far as possible.
12. There should be arrangements of emergency lights.
13. Any of the circuit, bulb, tube light, etc. of electricity should be at least 15 centimeters away from any part of the pandal.
14. Halogen lamps should not be used in any condition in the pandal or temporary construction.
15. The furnace should not be used in any condition inside the pandal. If necessary to be used, should be done by putting a tin shed which should be separate from the pandal. **If the use of havankund is essential, then all prescribed norms of fire safety should be complied with on that spot and adjacent area.**
16. For fire safety of pandal, 0.75 liters of water for every square meter space should be kept safe in drums or buckets and it should never be used in any work other than fire fighting. Half of the total water should be kept inside the pandal and half outside of the pandal.
17. At least two buckets of water for each 50 square meters of space and fire extinguisher (water type of 9 liters capacity) for every 100 square meters of space should be provided for fire safety.
18. A carbon dioxide gas extinguisher or dry chemical powder extinguisher of appropriate standard capacity should be provided nearby the switch gear, main meter and stage, to protect from the fire of electricity.
19. Do not use crackers inside the pandal or nearby.
20. Do not smoke inside the pandal and nearby.
21. Treat the cloth used in pandal, with fire retardant solution.
22. Obtain suggestions from the Fire Service after informing them before construction of very large pandal or temporary construction.

Materials for Fire Retardant Solution, process of preparation and availability-

(A) Ratio of part of material for fire retardant solution -

- | | |
|-------------------------|--------------------|
| 1. Ammonium Sulphate - | 4 parts (by mass) |
| 2. Ammonium Carbonate - | 2 parts (by mass) |
| 3. Borax - | 1 part (by mass) |
| 4. Boric acid - | 1 part (by mass) |
| 5. Alum - | 2 parts (by mass) |
| 6. Water - | 35 parts (by mass) |

(B) Procedure to prepare fire retardant pandal.-

Prepare the fire retardant solution by mixing all the materials in the prescribed ratio mentioned above. After preparation of the solution, the cloth of the pandal should be left for soaking in that solution. After the soaking of the clothes fully, the pandal is to be prepared after drying it. The fire catches in such pandal with difficulty. If the fire catches, the cloth burns very slowly without flame. The cloth shrinks.

(C) Availability of fire retardant materials -

All the above materials may be obtained in the packet of 500 grams in the chemical shops.

Schedule-"F"

Rate of training fee for training of Fire Safety Officers in Fire Training Academy.

(Under section-30 of Bihar Fire Service Act 2014, underrule-20(g) of Bihar Fire Rules, 2021)

1. **Training fees:** - The training fees to be paid by each external trainee, at the time of enrollment in any course conducted in Fire Safety Training Academy or at any other place as decided by the Director, will be as per the period of the course, according to the following table:-

Sl. no.	Duration of course (one month) (Rupees)	Teaching fees (Rupees)	Laboratory fees (Rupees)	Training charges (in rupees)			
				Action charges based on fire incident	Lodging charges (in rupees per month)		Charges for facilities and amenities of trainees
					Barrack	Single	
1	500	-	500	250	1000	500	100
2	1000	-	1000	250	1000	500	200
3	1000	500	1000	250	1000	500	300
4	1500	500	1500	250	1000	500	400
6	2000	1000	3000	250	1000	500	600
7	4000	2000	4000	250	1000	500	1200
8	8000	2000	5000	250	1000	500	2400

2. **Payment of charges for trainee's facilities and amenities by the members of Bihar Fire Service** – All the members of Bihar Fire Service will pay the charges for facilities and amenities of trainees, at the time of enrollment in the course of Fire Safety Training Academy prescribed under sub-part (1)
3. **Revision of the trainee charges** - The trainee charges will be revised in every three years at the rate prescribed by the government.

Schedule-"G"

REGISTRATATION OF FIRE CONSULTANT

(Under section- 32 of Bihar Fire Service Act, 2014,under rule-21 of Bihar Fire Service Rules, 2021)

State Fire Service, Bihar, Patna

Notice No.

SFS/Registration/...../20.....---20.....

REGISTRATATION OF FIRE CONSULTANT

State Fire Service, Bihar, Patna intends to register Fire Consultant under Rule-21 of the Bihar Fire Rules, 2021and under Section-32 of the Bihar Fire Service Act, 2014 as per prescribed terms, conditions and procedure.

Applications are invited for empanelment as a Fire Consultant till...../...../20....., from individual or proprietor/partners of the Firm. Application form along with documents can be downloaded free of cost from website www.gov.bih.nic.in or can be obtained from the officer of State Fire Service, of which address is mentioned here under. Any queries may be addressed to the Director, State Fire Service, Bihar, and Patna on email- sfocumdirector.bihar01@gmail.com.

Director, State Fire Service, Bihar, and Patna reserves the right to accept or reject any application and to empanel or not to empanel without assigning any reasons thereof.

Director, State Fire Service,
Bihar, Patna

BIHAR FIRE SERVICE

Registration Procedures for Fire Consultant

(Under section- 32 of Bihar Fire Service Act, 2014, under rule-21 of Bihar Fire Service Rules, 2021)

GENERAL GUIDELINE AND DIRECTIONS

(1) **Qualification, Experience and Eligibility**

1. Successfully passed Matriculation or SSC or its equivalent examination.
2. (A) Bachelor Degree from Institute of Fire Engineers, England; OR
- (b) Bachelor Degree from Institute of Fire Engineers, India; OR
- (c) Advance Diploma from National Fire Service College, Nagpur and completed the course of Divisional Officer from National Fire Service College, Nagpur; OR
- (d) A.M.I.F.E, London (Associate Membership from Institute of Fire Engineer, London).
- (e) Having 3 years experience on the post of Director/Chief Fire Officer/State Fire Officer in any government or local bodies, OR
- (f) Having 5 years experience as Dy. Director/Dy Chief Fire Officer/Assistant State Fire Officer/Divisional Fire Officer or equivalent in any government/semi government/local bodies.
3. Five years experience as a Divisional Fire Officer or Ten years experience as Station Fire Officer in the field of Fire Services in the Government or Local Bodies or Government Undertaking Board or Corporation.
4. Should have sufficient knowledge of Hindi language and if not, he has to get it within 2 years up to satisfaction level of the State Fire Service.
5. Has not been blacklisted by any board, corporation or organisation owner or Controlled, government department or authority established under the law by the State Government or any other State Government or Government Department or Authority.

2) **Scope of work-** Scope of work of Fire consultant shall cover both the public and private sector. The range of work shall be as follows-

- (a) To recommend after verification of building Plan layout for Provisional Fire Prevention and Fire Safety No Objection Certificate with respect to provisions for passive and active fire safety measures in accordance with National Building Code, 2016 and Bihar Building Byelaws, 2014, for provision fire Prevention No Objection Certificate.

Installation of passive Fire protection system like electrification, fire resistance etc in building.

Installation of active Fire fighting system like hydrants, sprinklers, pumping etc in building.

Installation of Fire Detection and Alarm system in building.

- (b) To Supervision during construction work to ensure the compliance of provisions of the per Provisional Fire Prevention and Fire Safety No Objection Certificate.
- (c) To make recommendation for Final Fire Prevention and Fire Safety No Objection Certificate after duly verifying the constructed building with respect to fully compliance of provisions of Provisional Fire Prevention and Fire Safety No Objection Certificate.
- (d) To make recommendation for renewal of Fire Prevention and Fire Safety No Objection Certificate after examining the provisions for Fire Prevention and Fire Safety.
- (e) Fire Audit of buildings.

- (3) **Prescribed fee for fire consultancy-** The consultancy fee shall be fixed at the rate prescribed per square meters of total floor area of all floors based on category of the buildings.

Scope of work		Category of buildings and Rate per square meters (In Rupees)				
		Residential	Assembly	Educational and Institutional	Mercantile and Business	Industrial, Storage and Hazardous
01	Recommendation for provisional NOC	01	03	05	08	10
02	Installation of passive fire protection system	02	06	10	16	20
03	Installation of active fire protection system	02	06	10	16	20
04	Installation of fire detection system	02	06	10	16	20
05	Supervision during construction work to ensure the compliance of advice of provisional NOC	01	03	05	08	10
06	Recommendation for final NOC	01	03	05	08	10
07	Recommendation for Renewal of NOC	0.5	1.5	2.5	0.4	0.5
08	Fire Audit	0.5	1.5	2.5	0.4	0.5

(4) **Application and Selection Procedure-**

- For registration, the applicant (Individual or proprietor/partners of the firm) shall submit an application in the prescribed format accompanied by the necessary documents to the Director, State Fire Service, Bihar, and Patna.
- The Applicant applying for the Preliminary registration shall pay non refundable scrutiny fee (Rs. 1000/-) by D.D. along with the application form.
- After the scrutiny of the application, if the applicant is not found suitable for registration, the application shall be rejected by the Competent Authority.
- The final selection shall be based on experience, credential, technical and financial capability of the applicant.
- If the Individual/Proprietor/Partners of the firm seeking registration possess the requisite technical qualification, the number of the total minimum qualified engineers required shall be inclusive of him/them.
- Except in the Care, where the applicant is an individual or proprietorship firm, one of the Partners or the Director of the company must have required qualification and experience.
- After approval of the registration of Fire Consultant, the applicant shall depute experienced staff or associates with the consultant /persons, who have sufficient knowledge of civil/mechanical/ electrical engineering related to fire fighting system, installations, study and preparation of necessary drawings. Authority may call for Fire Consultant for discussion, required. Fire Consultant should have sufficient knowledge of building plan, mechanical installations, electrical installations and knowledge of fire fighting system and its installation.

8. Financial Capability-The Fire Consultant shall submit solvency certificate issued by a bank or solvency Certificate issued by revenue authority exceeding 10% of the value of required Bank solvency to prove his financial capability.
9. After approval of the applicants, the Applicant shall pay Rs.3,000 by D.D. as registration fee for Preliminary registration.
10. The registered Fire Consultant shall be eligible to work with State Fire Service, Bihar.
11. The Preliminary registration of Fire consultant shall be for a period of one year.
12. After Preliminary registration, the validity of registration may be extended for a period of five years or part thereof according to prescribed procedure for extension.
13. The registration shall be renewable for 5 years or part thereof according to the prescribed procedure on payment of renewal fee of Rs. 5,000 through bank draft. The application for renewal shall be submitted before three months of the expiry of the registration. Renewal for further 5 years will be according to prescribed procedure on payment of fee Rs.10000 through bank draft.
14. The Registering Authority shall review the registration granted by him every year. If any violation of any law or terms of the license is found the registration shall be cancelled.
15. If there is any change in their constitution, it shall be immediately brought into the notice of the Bihar State Fire Service. Similarly, any change in the technical personnel shall also be immediately brought into the notice of the State Fire Service, Bihar.
16. The black listed/ debarred Fire Consultant shall not be eligible for re-registration for the time for which they are blacklisted/ debarred. However, he may be re-registered after the expiry of the black listing /debaring period.
17. If the delay in the submission of the application is for the period exceeding three months, but up to one year, renewal shall be done on payment of the double amount of the registration fees. However, if there is a delay of over one year in submitting the application, the initial registration shall lapse and the Fire consultant shall have to submit an application for fresh registration.

(5) Removal of Fire Consultant-

1. If any registered Fire Consultant violates the terms of the license, encourages corrupt practices or causes monetary loss to the Bihar State Fire Service and/or obstructs it's work or instigates to do so, or if the financial condition or technical capacity of a Fire Consultant is found to have deteriorated, action shall be taken to removed temporarily or permanently or blacklisted his name from the register of the approved list. He shall be given a show cause notice and afforded reasonable opportunity of being heard by the Competent Authority for the purpose of these rules.
2. If a Fire Consultant whose name has been so removed from the register of the approved list and desires to be re-enroll, he should apply afresh. Such applications shall be considered on its merits.
3. Any Fire Consultant removed from register of approved list by the any competent officer, may file an appeal before the Director General, Fire Services, Bihar against the orders of removal and the decision of the Director General, Fire Services, Bihar shall be final and binding on both parties.

(A) Application format-

Application for empanelment of Fire Consultant

(Under section-32 of Bihar Fire Service Act, 2014, under rule-21 of Bihar Fire Service Rules, 2021)

FROM:

Date:

To,

Director, State Fire Service,
Bihar, Patna

SUBJECT: - Application for Registration as a Fire Consultant

Sir,

1. I / We / Our firm intend/intends to register my/ our name as a Fire Consultant.
2. A demand draft No. _____ Dt. _____ of Rs. 1000/- drawn from Bank _____ Branch _____ in favour of the Director, State Fire Service, Bihar, Patna as required .
3. Required Demand Draft No. _____ Dt. _____ of Rs.3000/- drawn from Bank _____ Branch _____ in favour of the Director, State Fire Service, Bihar, Patna as required registration fee for initial one year is enclosed.
4. Duly filled up form with necessary details along with required attested (true copies) documents are furnished herewith.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Annexure- 1 Registration(General Bio-data)

Annexure 2- Personal Bio-data regarding qualification and experience of Fire Consultant

Receipt

Scrutiny Fee: _____	Registration Fee: _____
Receipt No : _____	Receipt No : _____
Date : _____	Date : _____

Signature of receiving staff,
Office of the Director, State Fire Service,
Bihar, Patna

Annexure- 1

(GENERAL BIO- DATA FOR REGISTRATION)

1.	1. Name 2. Address of the Applicant / Agency 3. Contact details (a) Phone number (b) Fax Number (c) Email (d) Mobile	
2.	Status of the Applicant Individual/ Proprietor firm/ Partnership firm/etc.	
3.	Name of the person holding Power of attorney (Submit attested documents)	
4.	Name of partners with their present and permanent address, their liabilities in other firms, in which they are either employees or partners. (Submit attested documents)	
5.	1. PAN Card details 2. GST Registration details 3. Professional Tax details 4. ESI registration 5. PF Registration 6. Service Tax (Submit attested documents)	
6.	Details of the registration/enrolment /empanelled with any other organization. (Submit attested documents)	
7.	Applicant is capable of maintaining office in Patna, Bihar	
8.	Details of the Financial turnover of last three years duly certified by the Chartered Accountant along with balance sheet and audited reports. Year Year Year	
9.	Details of the Solvency Certificate/Revenue Certificate issued by the Concern Authority 1. Name 2. Branch 3. Date 4. Rs. (attested copy of the documents to be submitted)	
10.	Details of Banker 1. Name of bank 2. Branch 3. Address	
11.	Has the applicant or his partners or share-holder been blacklisted/ debarred, from any organisation. please give specific details Fire Consultant shall submit undertaking on his letter pad that, his or his firm is not blacklisted by any organization.	

12.	Details of the any work, abandoned by the Fire Expert or client.										
13.	Details of the Experience during last five years as per the Annexure (attested copy of the documents to be submitted)										
14.	Details of the present working status (attested copy of the documents to be submitted)										
15.	Photographs of proprietor/partners/power of attorney holder with signature and name <table border="1" data-bbox="347 544 916 765"> <tr> <td data-bbox="347 544 547 698"></td> <td data-bbox="547 544 703 698"></td> <td data-bbox="703 544 916 698"></td> </tr> <tr> <td data-bbox="347 698 547 727"></td> <td data-bbox="547 698 703 727"></td> <td data-bbox="703 698 916 727"></td> </tr> <tr> <td data-bbox="347 727 547 765"></td> <td data-bbox="547 727 703 765"></td> <td data-bbox="703 727 916 765"></td> </tr> </table>										

DECLARATION

I/We hereby certify that I/We am/ are not partner(s) in the Firm(s) suspended, removed or punished of banning of business or connected with the Firm(s) suspended, removed and punished of banning of business etc. with any organization.

We, the partners of this Firm, hereby give an undertaking that we are jointly and severally responsible to meet all the liabilities over and above the business of this Firm and make good the financial loss sustained by the State Fire Service, Bihar, Patna as a result of our abandoning the works entrusted to us i.e. this Firm.

I / We hereby certify that I / We are Indian citizens.

I hereby solemnly affirm and declare that the information as furnished above are true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage found to be false, my empanelment shall be liable to be cancelled without any prior notice in that regard and I shall not claim any compensation etc. for such a default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of law.

Date:

Place:

Signature

Name, Designation and Full Address
Of the Applicant, with date and stamp

Annexure 2

Personal Bio-data regarding Qualification and Experience of Fire Consultant

1. Name :-
2. Father/Husband Name:-
3. Permanent Address :-
4. Address for Correspondence:-
5. Mobile No/Telephone No:
6. Email ID:
7. Date of Birth:
8. Nationality:
9. General Educational Qualification (Year of Passing and Specific achievement):
 - (a) SSC Examination.....
 - (b) HSC/ Inter/equivalent Examination.....
 - (d) Bachelor Degree/equivalent.....
 - (e) Master Degree/equivalent.....
10. General work experience in Fire Service -.....years:
11. Specific Technical experience in Fire Service –

Post held	Place of posting	Period (From.....to)	Total monthly salary/remuneration	Other allowances/perks	

I, hereby declare that, the information furnished here in above is completely, correct and true to the best of my knowledge.

Signature of Fire Consultant
Date:

Note: Attested copy of last year mark sheet / certificate / work experience certificate is enclosed.

Application for re-registration/renewal of registration of Fire Consultant

(Under Section – 32 of the Bihar Fire Service Act, 2014 and Rule -21 of the Bihar Fire Service Rules, 2021)

FROM:

Date:

To,

Director, State Fire Service,
Bihar, Patna

SUBJECT: - Application for Registration for further 5 years after Initial Registration as a Fire Consultant/Application for renewal of registration for further 5 years as a Fire Consultant

Sir,

I want to say that,

1. I / We/Our firm have/has been registered initially for 1 year/ registered for 5 years
2. I /We/Our firm intend/intends to register/renew for further 5 years myself/our name as a Fire Consultant.
3. The necessary fee Rs. is enclosed as demand draft No. _____
Dt. _____ drawn from Bank _____ Branch _____ in favour of the Director,
State Fire Service, Bihar, Patna
4. I /We/Our firm have/has completed our assigned duties successfully.
5. The necessary details are filled up in the Form along with the attested (true copies) documents as required are also furnished herewith.
6. I /We/Our firm request to your kindness to register/renew for further 5 years me/our firm as a Fire Consultant.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

- Enclosures-**
1. General Biodata for registration,
 2. Personal Biodata along with qualification and experience
 3. Previous registration letter.

Receipt

Scrutiny Fee: _____	Registration Fee: _____
Receipt No : _____	Receipt No : _____
Date : _____	Date : _____

Signature of receiving staff,
Office of Director, State Fire Service,
Bihar, Patna

Schedule-"H"

Essential Fire Protection and Safety Measures for Existing Buildings.

(Under section- 33, 34,35& 43 (1)(2)(3) of Bihar Fire Service Act, 2014, under rule-22(c) of Bihar Fire Service Rules, 2021)

The fire safety measures are mandatory in existing buildings of following category:-

- i) All buildings of 15 meters and above height.
- ii) All assembly buildings
- iii) Institutional and Educational buildings of 9 meters and above height.
- iv) Special buildings (like hotel, educational, institutional, business, mercantile, industrial, storage, hazardous and mixed occupancies) of any light having floor area of 500 Sq. meters and above on any floor.
- v) Buildings with one basement (area more than 500 sq meters) or buildings with two or more basements.

In the above categories of buildings following Fire Safety Measure may be adopted-

I) Means of Access-

(1) Provide one entry and one exit with a width of minimum 4.50 meters with head clearance of 5.00 meters by removing cables, wires, arches, etc., to ensure access for the fire vehicles.

(2) Provide facility for external access to upper floors through conspicuously marked operable, windows in closed balconies and panels in glass facade, etc. to the firemen for facilitating rescue and fire fighting purposes.

II) Open Space-

Normally approximately 6 meters open space is required around the buildings for moments of the fire vehicles. The existing buildings may be deficient in 6 meters. open space on one side or three sides and on abutting road side. In such cases occupancy wise requirements and additional precautions shall be taken. Following guidelines should be followed as far as possible:-

(1) The available open spaces all round the building should be made obstruction-free to facilitate movement of fire fighting personnel and equipments.

(2) No-Parking Rule shall be strictly enforced in the 6 Meters access space for Fire Vehicles.

(3) Stilt Floor and Basement shall be used exclusively for parking purpose and permitted utilities only so as to help in preventing parking encroachment on the access space for Fire Vehicles .

(4) Provide drainage/ manhole/ water tank covers with adequate strength to bear the weight of Fire Vehicle (25 tons).

(5) Provide 6 Meters leveled, metal led, access passage (open to sky) by removing obstructions like fixtures, structures, parking, booths, cabins, generators, etc., to ensure movement of the fire vehicles around the building.

(6) In case it is not possible to provide required open space around the existing premises, Construct removable partition in place of masonry compound wall to provide joint access passage of 6 meters all round the building with a turning radius of 9 meters at corners.

(7) Where it is not feasible to provide for all round open space the builder/ building owner shall provide additional fire safety measures and install additional equipment in the sides having setback deficiencies (as stipulated by the Bihar Fire Service) .

III) **Means of Exit-**
External Staircase-

(1) Provide minimum one External Staircase with 1.25 meters width constructed either with RCC/ Fire resistance M.S.

(2) In case of commercial / business/ assembly / hotel and educational buildings which are deficient in 6 meters. open spaces on one side and on abutting road side, additional external staircase of R.C.C. or M.S. of 1.25 meters. width, from ground floor to terrace connecting all floors through a fire door and accessible from all parts of the floor on the side where there is deficiency (other than abutting road side). In cases, where it is not possible, the staircase from terrace to ground floor (roof exit) shall be provided at a strategic place in consultation with Bihar Fire Service to ensure safe evacuation of inmates.

(3) In case of commercial / business/ assembly / hotel and educational buildings which are deficient in 6 meters. Open spaces on three sides and on abutting road side, if the built-up area is less than 500 sq. meters, one additional external staircase of R.C.C. or M.S. with 1.25 meters. width from ground floor to terrace connecting all floors through a fire door and accessible from all parts of the floor shall be provided at a strategic place to ensure safe evacuation of inmates. If the built-up area is more than 500 sq. meters, it shall be provided on each side where open space is deficient (other than abutting road) to ensure safe evacuation of inmates. In cases, where it is not possible, the staircases from terrace to ground floor (roof exit) shall be provided at a strategic places in consultation with Bihar Fire Service to ensure safe evacuation of inmates.

(4) In case the above is not possible in the existing premises, provide horizontal emergency exit through adjacent buildings via suitable bridges preferably at terrace level. Fire resistant doors for emergency exit should be preferred.

(5) Where aggregate exit width requirement is deficient, additional minimum 1.50 meters width Internal Staircase(s) should be provided and travel distance should not exceed 30/ 45 Meters to facilitate means of exit. (For every 50 cm. of exit stair width, the number of occupants allowed is 50 in case of A, B,C& J category and 50 in case of E,F,G & H category of buildings/ occupancies, respectively).

(6) In case the above is not possible in existing premises, suitable enhanced horizontal exits shall be provided preferably through Fire doors leading to adjacent Fire compartment respectively. It is required if floor area exceeds 500 M²/750M² in case of Mercantile and other occupancies.

(7) In Industrial occupancies access to internal buildings and vulnerable fire locations to be ensured.

(8) **Emergency Lighting System**-Emergency lighting with battery backup of minimum 4 hours in corridors/ common passages and staircases shall be provided to facilitate means of exit.

(9) Generator for reliable alternate source of electric supply.

(10) **Public address system** with battery backup.

(11) Ventilation shall be provided at every landing space of the external staircase in all floors for to facilitate venting smoke.

(12) Corridors and staircases shall be kept free from obstructions like goods, merchandise, etc., to facilitate means of exit.

(13) Fire Doors with two hours fire resistance shall be provided at appropriate places along the escape route (particularly for preventing spread of fire and smoke in to lobby and staircase).

(14) If the floor area is more than 500 M²/750 M² fire resistant walls/doors at appropriate locations shall be provided to restrict spread of fire smoke.

(15) Smoke management measures in respect of internal staircases (protected Escape Routes) for all high rise buildings and buildings having mixed occupancy having covered area more than 500 M² area.

(16) Special smoke management measures shall be provided. If inter-floor compartmentation is not feasible in Multiplexes, large shopping malls.

(17) Safeguard against ingress of smoke or fumes from fires in transformers, fuel tanks, parked cars, cooking areas, etc., into building or exit paths.

(18) Provide smoke barriers in hospitals for every 280 M² Floor and ramps for evacuating patients from hospital.

(19) Smoke venting measures shall be provided particularly Cinema Hall, D-3 Assembly, Mercantile, Institutional and Industrial occupancies.

(20) Provide Fireman Lift for every 1200 M² of Floor area, if the building height exceeds 15 Meters., if necessary by suitable modification of the existing lift (s).

(21) A swing door shall be provided in all grill type and collapsible door type lifts to prevent smoke getting into the lift.

IV) Fire extinguishers:-

In case of deficiency in open space on each floor or for every built up area of 500 sq m minimum (a) One Dry Chemical Powder of 2 Kgor one Carbon-Di-Oxide of 2 Kg and (b) one water type 9 liters Fire Extinguisher should be provided.

But in case of commercial/business/assembly/hotel and educational deficient in 6 meters.open spaces on one or three sides and on abutting road side, the above set of fire extinguishers should be provide in each shop / room.

V) Fixed Fire fighting Installations-

Based on the heights and occupancy prescribed, fixed Fire Fighting Installations shall be provided, with period approval of the Bihar Fire Service. There installation can be shared between the neighbours.

(1) Wet riser -cum-Down Comer System-In case of commercial / business/ assembly / hotel and educational buildings which are deficient in 6 meters. open spaces on one or three sides and on abutting road side wet-riser cum down comer system with landing valve, 2 Nos. delivery hoses and one hose reel shall be provided on all floors on the additional staircase.

(2) Automatic Sprinkler System- In case of commercial / business/ assembly / hotel and educational buildings which are deficient in 6 meters. open spaces on one or three sides and on abutting road side automatic sprinkler system should be provided in the entire building.

(3) Manually Operated Electric Fire Alarm Systems- In case of commercial / business/ assembly / hotel and educational buildings which are deficient in 6 meters. open spaces on one sides and on abutting road side Manually operated Electric Fire Alarm Systems shall be provided on all floors.

(4) Automatic Detection and Alarm System- In entire building in case of commercial / business/ assembly / hotel and educational buildings which are deficient in 6 mtrs. open spaces on three sides and on abutting road side Automatic Detection and Alarm System should be provided.

(5) Yard Hydrant System- It should be provided on all sides of the buildings in case of residential apartment buildings.

In case of commercial / business/ assembly / hotel and educational buildings are deficient in 6 meters. open spaces on one or three sides and on abutting road side, it should be provided on all sides of the building with two numbers fixed monitors on the side where open space is deficient.

(6) Underground Static Water Storage Tank / Terrace Tank-

The high rise residential apartment buildings should have an additional static water supply storage either in the underground/ overhead tank of not less than 10,000 liters capacity and any deficit shall be made good and provided.

In case of commercial / business/ assembly / hotel and educational buildings deficient in 6 meters. open spaces on one side and on abutting road side, the additional static water supply storage shall not be less than 15,000 ltrs but if in the above categories of buildings (commercial/ etc.) deficiency in open spaces is on three sides, the additional static water supply storage shall not be less than 25,000 ltrs.

(7) Fire Pumps-In high rise residential apartment buildings a pump of minimum 5 HP capacity should be provided and connected to the fire fighting system.

If commercial / business/ assembly / hotel and educational buildings are deficient in 6 meters. open spaces on one side and on abutting road side one diesel pump of 2850 LPM capacity and one pump of 180 LPM capacity should be provided.

If commercial / business/ assembly / hotel and educational buildings are deficient in 6 meters. open spaces on three side and on abutting road side Two Electric and One Diesel Pump of 2850 LPM capacity and one Jockey pump of 180 LPM capacity should be provided.

(8) Water shower curtain- It should be provided to overcome the fire hazard to neighbouring property by covering entire side and all floors. It shall be provided on the side where there is deficiency in open space.

(9) In case of commercial / business/ assembly / hotel and educational buildings deficient in 6 meters. open spaces on one or three sides and on abutting road side compartmentation should be done by providing fire doors at one balcony per establishment

(VI) Electrical Safety –

(1) Electrical wiring and installations shall be certified by an Electrical Engineer once in 5 years for apartments and once in 2 years for the other occupancies. Particularly Fire Safety of batteries system in UPSs shall be checked.

(2) In all high rise residential complexes and in non-residential occupancies like mercantile, business, assembly, storage, provide:-

(a) Fast Action Miniature Circuit Breakers (MCBs) to step short circuits before they can develop into fires.

(b) Installation of external main power switches to enable to cut power and forestall short-circuits and consequent fires, in the premises, where the exit is not available.

(c) Security/ fire alarms and emergency lighting system shall be separated through separate low power well protected ancillary circuits.

(VII) Air-conditioning-

Air-conditioning shall have fire protection measures like automatic dampers, etc. to prevent spreading of smoke and fumes which could otherwise endanger life security.

(VIII) Transformers-

(1) Transformers shall be protected with 4 hours rating fire resistant construction with smoke vent to outside, unless separated from main building by 6 Meters distance.

(2) Transformers if installed indoor or in basement, shall be provided with automatic High Pressure Water Spray (Emulsifier) system.

(3) Prevent through Combustible oil used in Transformers or Diesel Engines, spreading of Fire to other areas, by providing soak pits and curbs.

(4) Transformer shall have access for firefighting from minimum three sides of it, especially if it is located outdoor within six meters of any building. This will enable overcome the serious deficiency in fire safety of the transformers and surroundings which are otherwise difficult and costly to rectify.

(5) One Foam Trolley of 22.5 liters capacity at Electrical Transformer as per specification IS 2190 shall be mandatory.

(IX) LPG-

(1) L P Gas pipe lines shall be run in separate shafts away from the staircase on external walls.

(2) Adequate ventilation shall be provided for storage of LPG cylinders.

(3) Periodical checking of LPG stoves/ pipes/ cylinders by authorized mechanic of gas distributor.

(X) Fire Safety Plan and Fire Drills-

(1) Fire Safety Plans should be prepared.

(2) Occupants shall be made thoroughly conversant with their action in the event of an emergency by displaying fire notices at exit points in broad letters.

(3) Fire Notices/ orders shall be prepared to fulfill the requirements of fire fighting and evacuation in the event of fire and other emergencies.

(4) Fire Drills shall be conducted once in three months for the first two years and subsequently once in six months.

(5) Training of selected security/ teaching/ medical staff and Employees in First Aid, Fire Fighting and Evacuation.

(XI) General:-

(1) Good Housekeeping shall be ensured.

(2) Terrace Door shall always be operable from inside, without keys.

(3) Automatic sprinkler system shall be provided in the basement if the basement area exceeds 200 M².

(4) Fire Crackergodowns, etc., should not be allowed in residential/ mercantile areas.

(5) The occupancy should be converted from, high hazard to low hazard especially in higher floors, wherever feasible.

(6) Provision of fire proofing on the side having deficiency in open space and also on the neighbouring building where there is hazard of fire exposure.

(7) Suitable portable monitors for fire fighting in the periphery or adjacent buildings have to be kept.

(8) For Hotels, Malls, Multiplexes and Institutional (Hospital) occupancies where there is considerable life risk due to presence of large number of occupants/ public the following shall be provided :

(a) A qualified Fire Officer with experience of not less than 3 years should be appointed as a caretaker for the entire premises. He should be entrusted with the responsibility of maintaining the system suggested above.

(b) A fire command station should be established in the lobby of building on the entrance floor and such command station should be adequately illuminated.

(c) The main control of the public address system, and fire alarm system should be at fire command station.

(d) A Fire Safety Director/ Building Evacuation Supervisor should be nominated for the building. He should nominate a Fire Warden for each floor of the building, who will initiate action as deemed fit to ensure fire safety in public interest.

(e) Trained fire fighting crew is to be deputed round the clock with at least minimum 2 Nos. of 9 liters Mist equipment. The required training may be imparted by the Bihar Fire Service on their request.

(f) Water Tender Type 'B' or 600 liters Mist equipment mounted on Trolley is to be kept.

Schedule - "I"

Prescribed fee payable in case of deputation of members of Bihar Fire Service with necessary equipments out of state jurisdiction.

(Under section-22(1) of Bihar Fire Service Act 2014, under rule-28(a) of Bihar Fire Service Rules, 2021)

(1) **Standby duty fee on the deployment of fire services out of state jurisdiction:-** The deployment of fire fighting unit with fire fighting equipments out of state jurisdiction, may be permitted by the Director or other officer authorised by him for this purpose, subject to the availability, in public interest, on receipt of the request of the concerned Director or equivalent officer or other officer authorized by him for this purpose or the District Authority or any other Authority, for the deployment of fire fighting unit with fire fighting equipments, out of Bihar state jurisdiction on payment of fee as mentioned in the following table:-

Sl. No.	Types of firefighting equipments	Deployment fee on each call (In Rs.)	Mileage fee (Rs. Per K.M)	Pumping operation (Rs. per hour)	Other fee (In Rs.)
1.	Water Tender/ Water Buzzer/ Foam Tender/ Dry Chemical Powder Tender	10,000.00	25.00	1,000.00	I. Consumed foam concentrate @ 50.00 per liter. II. @ 25,000.00 per kilo gram of consumed dry chemical powders subject to minimum of Rs. 25000 / - III. Rate of use of working equipment @ 200.00
2.	Swinging rope ladder/ Platform / Hazmet van / Rescue tender / Rescue responder	15,000.00	150.00	-	-
3.	Motor pump	2,000.00	25.00	500.00	
4.	Working Equipment Van	5,000.00	25.00	-	Rate of use of working equipment @ 200.00

(2) **Annual increase in deployment fee:** - Under sub-part (1), the deployment fee will be increased at the rate of 10% with effect from the first date of April every year.

(3) **Increase in deployment fee after return of fire fighting unit:-** After return of the in-charge officer with the fire fighting unit, from the place of deployment to the fire station, shall make available the increase in fee to the District Authority or other Authority who had requested for help, with details of action done there and mileage.

(4) **Deployment in additional state jurisdiction under control of fire station officer:** - Under sub part (1), the deployment in additional state jurisdiction will be in the charge of any such officer who is not below the rank of Fire Station Officer.

Schedule - "J"

Standby charges on deputation of members of Bihar Fire Service with necessary equipments and instruments during any public ceremony, on personal request.

(Under Bihar Fire Service Act, 2014, under rule-32 of Bihar Fire Service Rules, 2021)

(1) **Standby duty charges on the deployment of fire services:-** The deployment of firefighting unit with fire fighting equipments, may be permitted by the Director or other officer authorised by him for this purpose, subject to the availability, in public interest, on receipt of request for deployment of firefighting unit with firefighting equipments during public ceremony, on payment of charges as mentioned in the following table:-

Sl. no.	Types of equipments	Charges per six hours or part thereof (in rupees)	Pumping action (Rs per hour)	Other charges in rupees
1.	Water Tender / Foam Tender/ Water Bauser	5000.00	1000.00	Consumed foam concentrate @ 50
2.	Swinging rope ladder/ Platform	10000.00	2500.00	

(2) **Advance payment of standby charges:** -Under sub-part (1), the advance payment will be done by the bank draft / treasury chalan, in favour of drawing and disbursing officer, headquarter, Bihar Fire Service, payable in Patna.

(3) **Lodging for the members of the fire service:-** If the deployment of the members of the fire service, in the form of standby duty, is more than 24 hours continuously, then the party requesting deployment, shall make necessary arrangements for free lodging of the members of the fire service.

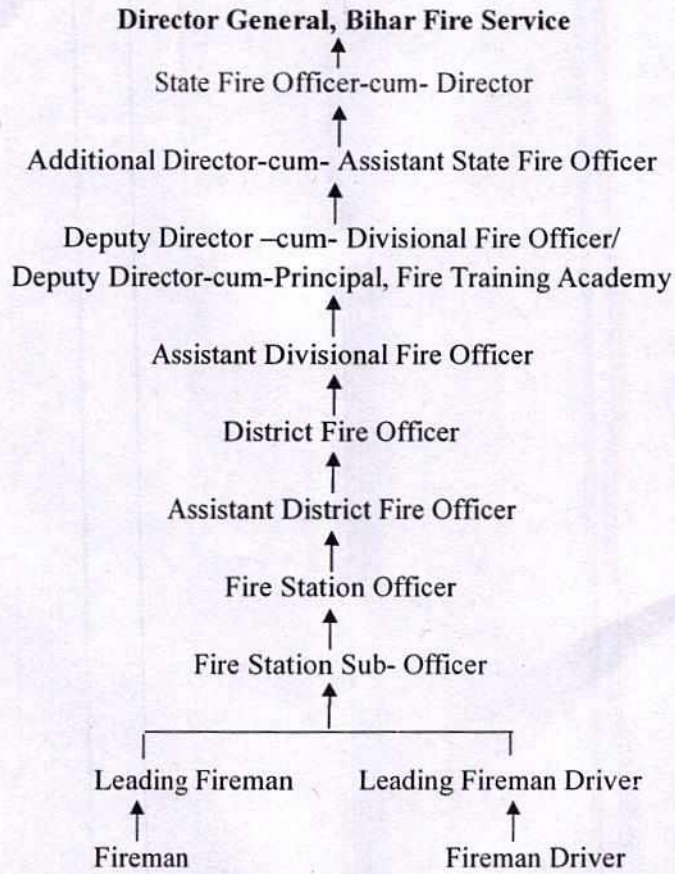
(4) **The standby duty under charge of Fire Sub-Officer:-** The standby duty will be under charge of a fire officer, who is not below the rank of Fire Sub-Officer,

(5) **Increase in standby charges:-** In case of increase in standby charges from the advance paid related to standby charges for the stipulated period, the Director or the nominated officer shall give notice, in prescribed form, for recovery of additional amount from the applicant.

Schedule - "K"

Organizational structure of Bihar Fire Service

(Under section- 3,4,5(a), 6 &9 of Bihar Fire Service Act 2014, under Rule-4 of Bihar Fire Service Rules, 2021)



B. K. Sharma

