

# Tamil Nadu e-District Application Training Manual

NOC for MSB Compliance (DFR-101)

Directorate of Fire & Rescue



राष्ट्रीय इ-गवर्नेंस योजना National e-Governance Plan



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## E-DISTRICT TAMIL NADU USER MANUAL (Government of Tamil Nadu)

## 1. Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

## 2. General Information

# Let's Start!!

## 2.1.Tools Required

You will be provided with the following basic infrastructure:

- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 37)
- Uninterrupted Power Supply (UPS)

### 2.2.Starting your Computer

#### <u>Steps</u>

- 1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
- 2. Plug the UPS to the electrical socket
- 3. Switch 'ON' the electrical socket
- 4. Switch 'ON' the UPS
- 5. Press the 🤎 (power button) on the computer
- 6. Allow the system to boot up.
  - 1. Switch 'ON' the UPS only after you have switched 'ON' the power socket
  - 2. Switch 'ON' the computer only after you have switched "ON' the UPS
  - 3. Switch 'OFF' the power socket in there is an electrical spark in the socket

MS	5	Tamil Nadu e-District Application User Manual
×		Do not start the computer in case the UPS is not fully charged Do not start the computer in case any of the wires are in contact with water sources / moisture
	6.	In case you are not sure whether the computer is connected in the right way – please contact the system engineer

### 3. Purpose

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to apply for NOC for MSB Compliance under Directorate of Fire & Rescue through the e-District Portal.

## 4. Scope

The scope of this document is to cover the 'NOC for MSB Compliance' service offered under the **Directorate of Fire & Rescue**.

## 5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/e-District application:

- User must have valid username and password
- Make relevant and correct entries only
- Recheck the entries before clicking on Submit button
- Mandatory fields cannot be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

## 6. Services Offered under Directorate of Fire & Rescue

Following services are offered under the Directorate of Fire & Rescue:

- 1. DFR-101: NOC for MSB Compliance
- 2. DFR-102: NOC for MSB Planning Permission
- 3. DFR-103: NOC for Non MSB Planning Permission
- 4. DFR-401: MSB Fire License Registration and Renewal
- 5. DFR-402: Non MSB Fire License Registration and Renewal

#### 7. NOC for MSB Compliance

CMS

#### 7.1. Applying for NOC for MSB Compliance

Following steps describe how to apply for NOC for MSB Compliance under Directorate of Fire & Rescue through the e-District Portal:

**STEP 1:** Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

**STEP 2:** Enter the login credentials.

Make sure 'Operator' is selected in the **Operator Type** field.

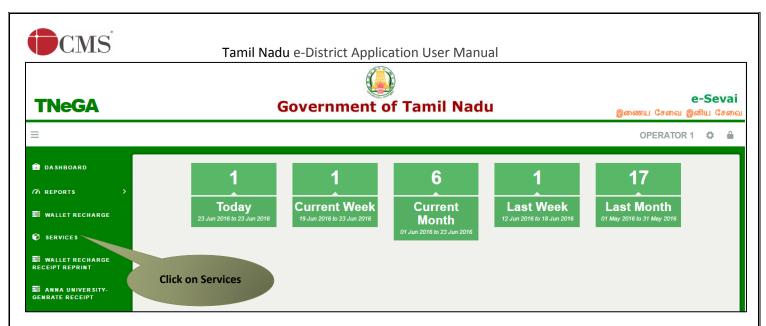
**STEP 3:** Enter Captcha code.

STEP 4:	Click on	Login.
---------	----------	--------

TNeGA	Go	vernment of Tamil Nadu		Enter Login ID and Password
@ TNeGA		nt Orders e-Sevai Contact Us Help -		
Tamil Nadu	Government Orders	Locate your near by e-Sevai.	Sign In     tnelcchn010-01	
	Tenders Documents	List of Services Offered in e-Sevai Centres.	ZNRJ2	, Operator v
	Job Opportunities Maps		sensitive ZNRJ2	Login Reset
tere		Enter Captcha		Forgot Password?
We	elcome to <b>eS</b>	evai	Click on Login	
eSevai	— தமிழ்நாடு அரசின் இ-சே	வை வலைதளம் உங்களை		

e-Sevai Dashboard will appear.

**STEP 5:** Click on **Services** on the left panel.



Department Wise service listing will appear.

**STEP 6:** Click on Directorate of Fire & Rescue.

You can also switch to the Service Wise listing, or switch to Search and search a particular service using keywords.



STEP 7: Click on DFR-101 NOC for MSB Compliance.

CMS	Та	mil Nadu e-District Applicat	tion User Manual		
TNeGA		Government of	Tamil Nadu	இணைய	e-Sevai சேவை இனிய சேவை
=				0	PERATOR 🌣 🔒
DASHBOARD A REPORTS >	Services				
SWALLET RECHARGE	DEPARTMENT WISE	Directorate of Fire & Rescue	Back	Name:	Operator
SERVICES	SERVICE WISE	10 • records per page	Search:	Center:	COC Zone 13 Divn 179
SWALLET RECHARGE RECEIPT REPRINT	SEARCH	<ul> <li>DFR-101 NOC for MSB Compliance</li> <li>DFR-102 NOC for MSB Planning Permise</li> <li>DFR-103 NOC for Non - MSB Planning Permise</li> </ul>		Center Code: Counter:	Velachery ELCCHN009
록 ANNA UNIVERSITY- Genrate Receipt		<ul> <li>DFR-401 MSB Fire License Registration and F</li> <li>DFR-402 Non - MSB Fire License Registration</li> <li>Showing 1 to 5 of 5 entries</li> </ul>		Wallet Type: Wallet Amount:	Prepaid 17189.60
				Share:	0.00

You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

**STEP 8:** Fill up the registration form. Fields marked with **red** asterisk are mandatory while the fields marked with **green** asterisk are optional mandatory.

Compliance certificate for MSB: Enter compliance certificate details.

Building and address details: Enter building and address details.

Contact details: Enter contact details.

DFR-101 NOC for MSB Complia	ince					
Compliance certificate fo	r MSB					
NOC reference number from DFRS *	ABJ1541	Planning permission approval number from CMDA *	AOP0011			
Building and address details						
Applicant name *	Ajith Ganeshan	Building name *	The Fort House			
State	TAMIL NADU	District *	Ariyalur / அரியலூர்	•		
Taluk *	Ariyalur / அரியலூர் 🔹 🔻	Revenue village *	Varanavasi / வாரனவாசி	•		
Door / Flat no. (Provide all the door no's separated by comma) *	151 D	Pincode *	621704			
Street no. / name *	Trichy Main Road					
Contact details						
Phone / Landline no. with STD code		Mobile number				
Email Id *	ajithganeshan84@gmail.com					



Number of floors with floor area: Enter floor and floor area details.

Staircase details: Enter staircase details.

Number of floors with flo	oor area		
Plot area (Area in Sq.m) *	54300	Basement (Area in Sq.m) *	55000
Ground floor (Area in Sq.m) $^{\star}$	54300	Mezzanine (Area in Sq.m) *	20000
Total number of floors *	2	)	
Floor No-1st (Area in Sq.m) *	54300		
Floor No-2nd (Area in Sq.m) *	54300		
Total floor area (in Sq.m)	237900.00	Height of the building (in meters) $^{\star}$	650
Entrance (Width in meters) $^{\star}$	50	Approach road (Width in meters) $^{\star}$	5
Staircase details			
Number of staircase *	2		
Width of 1st staircase(in meter) *	2.5		
Width of 2nd staircase(in meter) *	2.5		

**No. of lifts and capacity of each, availability of service staircase, service lift etc. should be mentioned:** Enter requires details.

Canteen details: Enter canteen details.

Fire resistance of construction materials: Enter fire resistance of construction materials details.

CMS	Tamil Nadu e-Distric	ct Application User Manual	
No. of lifts and capacity		ice staircase, service lift etc. should	be mentioned
Number of lifts *	1		
1st lift capacity (in Persons) *	6		
Canteen details			
Nature of occupancy *	Office Building	Total no. of canteens *	1
Canteen locality *	Within Building	LPG cylinders counts *	2
Floors (Provide list of canteen existing floors separated by comma) *	Ground Floor	)	
Total occupancy (No. of persons) *	4	Parking areas (In Sq.m) *	100
Sprinklers *	• Yes O No	Exposure hazard *	● Yes ○ No
Fire resistance of constru	uction materials		
Fire resistance of construction materials *	2 Hours	Self-closing fire/smoke check doors *	O To be provided  Provided
No. of doors *	1		
1st door *	Fire Rated Steel Door	)	
Fire resistance of door *	60 Minutes		
Partitions *	To be provided   Provided		
Type of material *	Steel	False ceiling *	To be provided I Provided
Lining for air-conditioning ducts $^{\star}$	To be provided     Provided	Insulation for air-conditioning ducts *	To be provided I Provided
Paneling *	To be provided I Provided	Surface finishes *	To be provided I Provided
Enclosures for panels for electrical switches, shafts etc., and access doors to such enclosures *	O To be provided  Provided		

Compartmentation details: Enter compartmentation details.

Means of entry: Enter details for means of entry.

Means of escape: Enter details for means of escape.

CMS	Tamil Nadu e-District	t Application User Manual		
Compartmentation detai	ils			
Compartmentation *	To be provided I Provided	Ventilation *	Natural Ventilation	Mechanical Ventilation
No. of partition *	2			
1st size of partition (in Sq.m) $^{\star}$	50			
2nd size of partition (in Sq.m) $\star$	50	)		
Means of entry				
Number of entires *	2			
1st entry width (in Meter) $^{\star}$	1.5			
2nd entry width (in Meter) *	1.5			
Means of escape				
Number of staircase *	2			
1st staircase width (in Meter) $^{\star}$	2			
2nd staircase width (in Meter) $^{\star}$	2			
Electric installations *	To be provided I Provided	Type of installation $^{\star}$	Concealed W	/iring •
Alternate lighting arrangements $^{\star}$	To be provided I Provided	Backup timing(In hours) *	05:00	
Rooms air-conditioners *	To be provided I Provided	Type of air conditioner *	Centralized	T

Fire protection: Enter fire protection details.

Fire pumps details: Enter pump details.

CMS	Tamil Nadu e-Distric	t Application User Manual	
Fire protection			
Drainage *	To be provided I Provided	Lighting protections *	To be provided I Provided
Down coner system with hose reel *	○ To be provided ● Provided	Wetriser corner system with hose reel *	To be provided I Provided
Yard hydrant system *	To be provided I Provided	Portable fire extinguishers $^{\star}$	To be provided • Provided
No. of fire extinguishers $^{\star}$	2	Type *	DCP 🔻
Capacity(In Kg) *	4	Ĵ	
Fire service inlet *	To be provided I Provided	Automatic sprinklers system *	To be provided I Provided
Smoke exhauster *	To be provided I Provided	Water curtains *	To be provided I Provided
Alarm system *	To be provided I Provided		
Type of alarm system *	Automatic Smoke/Heat Detect	Water supply *	Water Mains 🔹
Fire pumps details			
No. of main electrical pump *	1	Capacity of main electrical pump (In LPM)	50
No. of diesel driven pump $^{\star}$	1	Capacity of diesel driven pump (In LPM) *	70
No. of jockey pump *	1	Capacity of jockey pump (In LPM) $^{\star}$	50
Total number of pumps *	4	No. of terrace pump *	1
Capacity of terrace pump(In LPM) $\star$	30	Fire lift with separate generator $^{\star}$	To be provided I Provided
Storage or diesel(In Litre)/oil(In Litre)/LPG(In Kg) *	500 Litre		

Communication system: Enter communication details.

Details of generator: Enter details of generator.

Extent of site and set back around the building on all four directions (to be specified separately): Enter required details.

CMS	Tamil Nadu e-Distric	t Application User Manual	
Communication system			
Communication system *	To be provided I Provided	Mode of communication $*$	O Wired O Wireless
Public address system *	To be provided I Provided	Inter-communication system $^{\star}$	To be provided I Provided
Illuminated signs *	To be provided I Provided	Maintenance of fire protection installation equipments *	To be provided I Provided
Equipment manufacturer name *	Universal Fire	Equipment manufacturer address *	Van Buren, AR
Fire fighting training to staff $^{\star}$	To be provided     Provided	Details of licenses *	Issued v
License number *	ABF1245	Total no. of HP machineries installed (In HP) *	1
Details of generator			
Have you provided generator? *	To be provided I Provided		
H.P / K.V of generator *	600	Quantity of diesel, furnace oil stored(In Litre) *	2500
Whether proper licence obtained for such storage *	● Yes ○ No		
Extent of site and set bac	k around the building on	all four directions ( to be specified sep	arately)
North(In metres) *	5	South(In metres) *	5
East(In metres) *	5	West(In metres) *	5

Fire lift details: Enter fire lift details

Details of present inspections to comply table 23 in part IV of NBC of India 2005: Enter required details.

Fire lift details				
Alternate power supply for fire lift $^{\star}$	Feeder line  Generat	or	No. of fire lifts available $^{\star}$	1
Location of 1st fire lift *	2nd Floor			
Whether alternative power supply is available for fire lifts, emergency lights and pumps of wetriser (their rated capacity) * Whether fire drill has been	🖲 Yes 🔘 No		Whether fire safety officer is available round the clock and if so, whether his subordinates are trained by the local fire services *	● Yes <sup>©</sup> No
onducted and joint evacuation drill has been conducted by the security officer and the local fire service officer *	● Yes ○ No			
Details of present inspec	tions to comply table	23 in part IV of I	NBC of India 2005	
Water supply details				
Water supply *	Underground tank	•	Capacity of tank (in Litre) *	1500
	To be provided I Prov	rided		
Fire buckets with stand $^{\star}$				
Fire buckets with stand * Number of fire buckets *	5			

#### STEP 9: Click on Submit.

Next screen will show options for document delivery.

**STEP 10**: Specify whether the applicant wants to attach soft copies of required documents or wants to deliver documents physically (manually at the center).

Government of Tamil N e-District	Nadu	Specify the mode of document delivery
Home Saved Application Submitte	d Application Check Status	Collection Amouy Reprint Receipt
Revenue Department	Upload Docs for Application No.	TN-322016080210
REV-106 Agricultural Income Certificate	Document Mode of Delivery	Attachment Physical
REV-111 Certificate for Loss of		
Educational Records		
REV-101 Community Certificate		



**STEP 11:** If the applicant opts for attachment, list of required documents will be shown. Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom.

Please note that the 'Upload' button will appear once you browse and add a document.

nload Dor	s for Application	No. TN-3220160802103	Reprint Receipt		
	ocuments	NO. IN-5220100002105		Enter document no.	
Cove	of Approved Plan ring Letter oof of Applicant ess Proof of Applic 's	-	Select a document	M	andatory andatory ptional ptional ptional
lect Docu	iment *	Copy of Approved	Plan of the ▼ Document No. *	AP5200	
Add	Upload	eg.jpg.png Brow	se and upload	Uploade	d documents
pported f	file size of docum file size of photo :	ent : 200 KB (	locument		
pported f pported f		ent : 200 KB (	Document Number	Fi' name	Delete

STEP 12: After uploading the documents, click on 'Make Payment'.

Serial No.	Document Name	Document Number	File Name	Delete
1	Covering Letter	CL1452	Covering Letter_1	×
2	C Click to make payment	AP5200	Copy of Approved Plan of the Building_2	×
		lake Payment Back		

Payments page will appear. Total Fees for the service will be shown.

**STEP 13:** Click on 'Confirm Payment'.

Application	Check Status	Collection Amount	Reprint Receipt			
Confire	n					
Applicat	ion Number			TN-3220160802103		
Applicar	t Name			Ajith Ganeshan		
Date of	Application			02-Aug-2016		
Service	Name			NOC for MSB Compliance		
Service	Charge			2.00		
Total				2.00 Click to confirm		
	Confirm payment					

Acknowledgement receipt will be shown.

CMS

**STEP 14:** Click on **Print Receipt** to print the receipt.

Application	Check Status	Collection Amount	Reprint Receipt				
Acknow	wledgement R	eceipt					
Applicati	on Number			TN-3220160802103			
Applican	t Name			Ajith Ganeshan			
Service	Name			DFR-101 NOC for MSB Compliance			
Service	Service Charge			2.00			
Total		Click to print	receipt	2.00			
	Print receipt						

The below figure shows the preview of the acknowledgement receipt.



ரசதீ எண் / Receipt No. : TN-32201 விண்ணப்பதாரர் / Applicant Name : Ajith Gana துறையின் பெயர் / Department Name : தயினை Directorate	60802103 ashan	விண்ணப்பித்த தே	Application No. : TN-3220160802103 ത്രി / Application date : 02-Aug-2016 തേഖ / Applied for Service : DFR-101 NOC for MSB Compliance
l	பணம் செலுத்திய எ	விவரம் / Paym	ent Details
விவரங்கள் / Particulars	செலுத்தும் முறை	/ Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid
விண்ணப்ப கட்டணம் / Application Fees இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges	Cash		2.00
ரூபாய் எழுத்துக்களில் / Amount in w	ords (Rs): Four Rupee	es Only	மொத்தம் / Total : 4.00
	& Type : ELCCHN009 - CMS		கையொப்பம் / Signature of the Centre Operator

#### **Please Note:**

CMS

After submission, the application will be saved as draft. You can find draft applications under the **Saved Application** section and upload documents or make payment as required.

Government of Tamil N e-District	adu					Last Lo	User Name:UCS gin   02-Aug-2016 17:
Home Saved Application Submitted	Applicatio	on Check Status Collection Amount	Reprint Receipt				
Revenue Department		Saved Application					
Directorate of Boilers		Application Number	Service Name	Applicant Name	Date of Request	Status	Document Status
Directorate of Fire and Rescue Service 🔻		TN-3220160802103	DFR-101 NOC for MSB Compliance	Ajith Ganeshan	02-Aug-2016	Saved	Pending
DFR-101 NOC for MSB Compliance							

Submitted applications can be viewed under the **Submitted Application** section.

CMS Tamil Nadu e-District Application User Manual User Name:UCSC-01 **Government of Tamil Nadu** Last Login | 02-Aug-2016 17:22:25 e-District Saved Application Submitted Application Check Status **Collection Amount** Reprint Receipt Home Revenue Department ٠ Submitted Application Application Number Sr. No. Applicant Name Date of Request Service Name Status Certificate Directorate of Boilers . Check Status DFR-101 NOC for MSB Compliance 1 TN-3220160802103 Ajith Ganeshan 02-Aug-2016 NA Directorate of Fire and Rescue Service 🍷 DFR-101 NOC for MSB Compliance

The current status of an application can be checked from the Check Status section.

Government of Tamil	Nadu					Last Login   02-Aug-2016 17:22
Home Saved Application Submitte	d Application Che	eck Status Collec	ction Amount	Reprint Receipt		
Revenue Department	Check S	tatus				
Directorate of Bollers	Application Num From date * Applicant Name	ber	TN-322016080	το	late * trict	-Select
DFR-101 NOC for MSB Compliance	•			Search		
DFR-102 NOC for MSB Planning Permission					-	
DFR-103 NOC for Non - MSB Planning	Application Num	iber	TN-322016080	2103		
Permission	Applicant Name		Ajith Ganeshar	1		
DFR-401 MSB Fire License Registration and Renewal	Service Name		DFR-101 NOC	for MSB Compliance		
DFR-402 Non - MSB Fire License	View Application	1	View Application	<u>on</u>		
Registration and Renewal	Current Status		Application sul	bmitted to Director		
Employment Training	Comment		Submitted			
ET-101 Application for Registration	Uploaded Docu	iments				
ET-102 Application for Profile Updation	Serial No.	Docum	ent Name	Document Numbe	r File Name	View Document
ET-103 Application for Renewal	1	Covering Letter		CL1452	Covering Letter_1	View Document
ET-104 Application for Print Id	2	Copy of Approved Plan	of the Building	AP5200	Copy of Approved Plan of the Build	ing_2 View Document

Acknowledgement receipts can be re-printed from the **Reprint Receipt** section.

Government of Tamil Nac e-District	lu					User Name:UCSC-01 02-Aug-2016 17:22:25
Home Saved Application Submitted App	plication	Check Status Collection Amount	Reprint Receipt			
Revenue Department	Re	print Receipt				
Directorate of Boilers	Sr. No.	Application Number TN-3220160802103	Service Name	Applicant Name	Date of Request	Print Receipt
	2	TN-3220160802103	DFR-101 NOC for MSB Compliance	Ajith Ganeshan	02-Aug-2016	Print Receipt
Directorate of Fire and Rescue Service 🔻			«««« « »»»»»»			

After submission, application goes to the officer in-charge (Director/Deputy Director) for approval.

# Tamil Nadu e-District Application User Manual 7.2.Downloading Certificate

Once the application is approved and digitally signed, the compliance certificate can be downloaded from the **Operator's desk** and handed over to the applicant.

**STEP 1:** Click on **Check Status**.

#### **STEP 2:** Enter **Application Number**.

#### STEP 3: Click on Search.

Application	Check Status	Collection Amount	Reprint Receipt					
Che	eck Stat	Click on Check Status						
Applicati	on Number	TN-322016080	2103					
From dat	te *		то	date *				
Applican	t Name		Di	strict		Select	•	
		Enter Application No.	Search		Click on Search			

The application will show up.

#### **STEP 4:** Click on **Download certificate** link.

Application Number	TN-3220160802103			
Applicant Name Ajith Ganeshan				
Service Name	DFR-101 NOC for M	\$B Compliance		
View Application	View Application			
Current Status	Application approve	d		
Comment	Application approve	ed.		
Certificate	Download certificate	<u>e</u>		
Uploaded Documents	Ì			
Serial No. Docum	ent Name	Click to download	File Name	View Document
1 Covering Letter		certificate	Letter_1	View Document
2 Copy of Approved Plan	of the Building	AP5200 COPY	of Approved Plan of the Building	_2 View Document
Notes				
Officer Name:	FSDIRECTOR	Date And Time:	03-	Aug-2016 01:00:50
Recommendation:	Yes	Enquiry Date		Aug-2016
Notes:	Application reviewed.			



The certificate will be downloaded.

The below figure shows the preview of the compliance certificate.

COMPLIANCE CERTIFICATE						
Directorate of Fire and Rescue Services,						
No.1, Grea Chennai –	ms Road, Thousand Light,					
Chennal -						
D.Dis.No. :	ARI	Date : 03/08/2016				
C.C. No. :	TN-3220160802103 / 2016					
height of e inspected to checked al in Part IV F recommen	550 meters at 151 D, The Fort House, Trichy Ma by the Multi-Storied Building Inspection Team un I the Fire and Life Safety Measures provided in t Fire and Life Safety 2005 and PP NOC issued vio	a in Sq.m), Mezzanine 20000 (Area in Sq.m) with the equa ain Road, Varanavasi, Ariyalur, Ariyalur-621704 was der the Chairmanship of Director Region . The team has he building as per the norms of the National Building Code, de Letter Dated: 03/08/2016 and the team has ngly, this Compliance Certificate is issued for this Building				
	1. Wet riser system along with hose reel asse	mbly and landing valve provided at all floors.				
	2. Manual fire alarm call point is provided at a	Il floors				
	3. Yard hydrant provided at all around the bui	lding				
	4. Fire service inlet fitted with NRV at ground	level.				
	5. Automatic Sprinkler system provided at all	floors.				
	6. First aid fire fighting extinguishers provided	at all floors.				
		ach capacity 2280 LPM and an electric motor of capacity 18 lore electrical pump of 2280 LPM for a operating the the issue of Fire Licence.				
	8. Underground static water storage of capac liters with refilling facilities.	ity 75000 liters and a terrace level tank of capacity 10000				
	9. Clear side set back area of 7 mts has been	provided all around the				
		Directo				
		Fire and Rescue Service				
То		Tamil Nad				
The second second	Member Secretary,					
100000000	I.D.A., Egmore, Chennai -8.					
	Fort House					
-/ 1110						
151	D, The Fort House, Trichy Main Road, Varanav	asi Arivalur				



### 8. Disclaimer

This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.