Tamil Nadu e-District Application Training Manual

NOC for Non-MSB Planning Permission (DFR-103)

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

Steps

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

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	4. Do not start the computer in case the UPS is not fully charged 5. 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 Non-MSB Planning Permission under Directorate of Fire & Rescue through the e-District Portal.

4. Scope

The scope of this document is to cover the 'NOC for Non-MSB Planning Permission' 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

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7. NOC for Non-MSB Planning Permission

7.1.Applying for NOC for Non-MSB Planning Permission

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

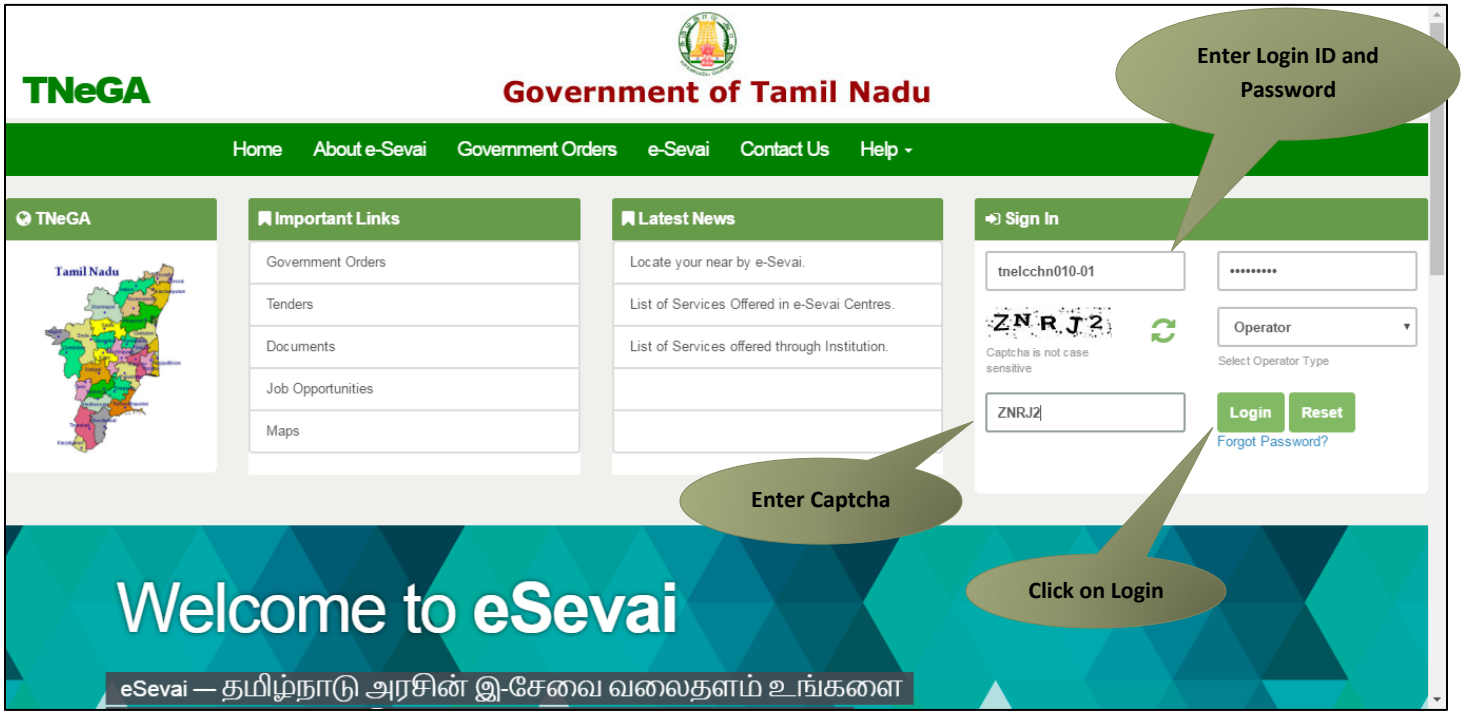
STEP 1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

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**.**



e-Sevai Dashboard will appear.

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

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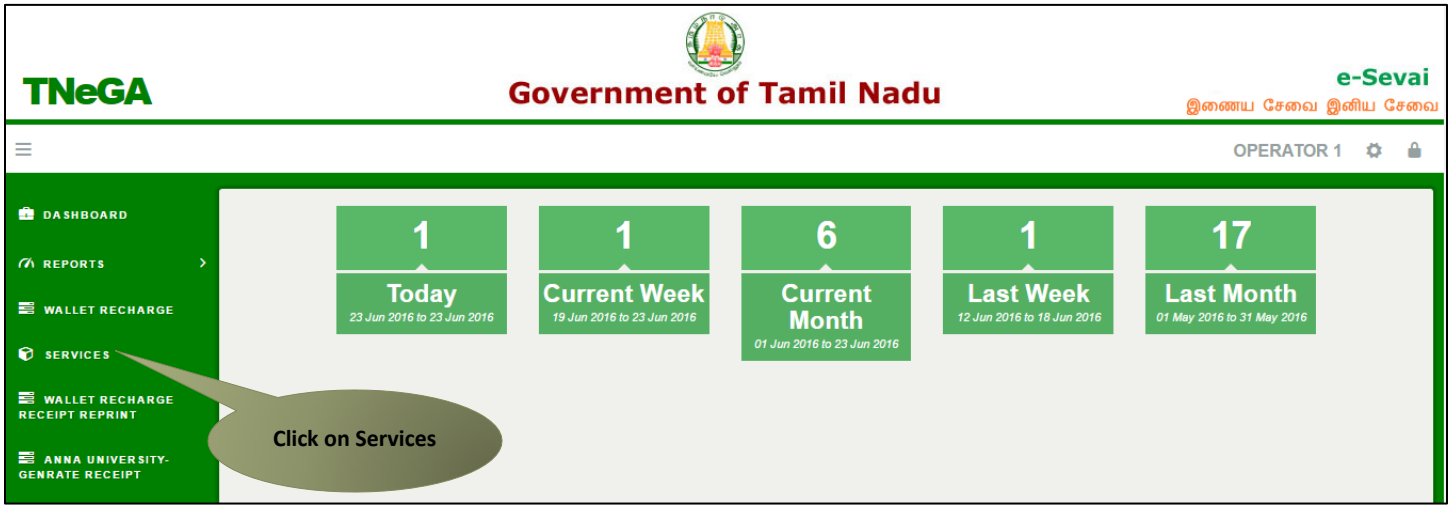
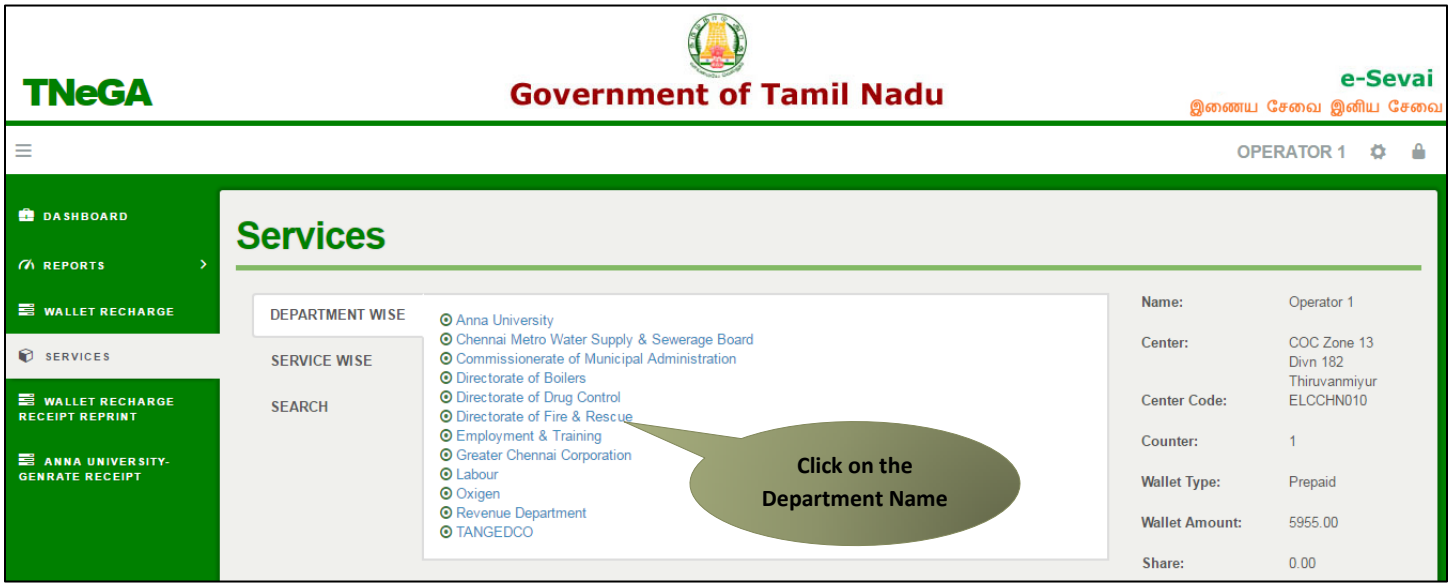


Department Wise service listing will appear.

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-103 NOC for Non-MSB Planning Permission**.

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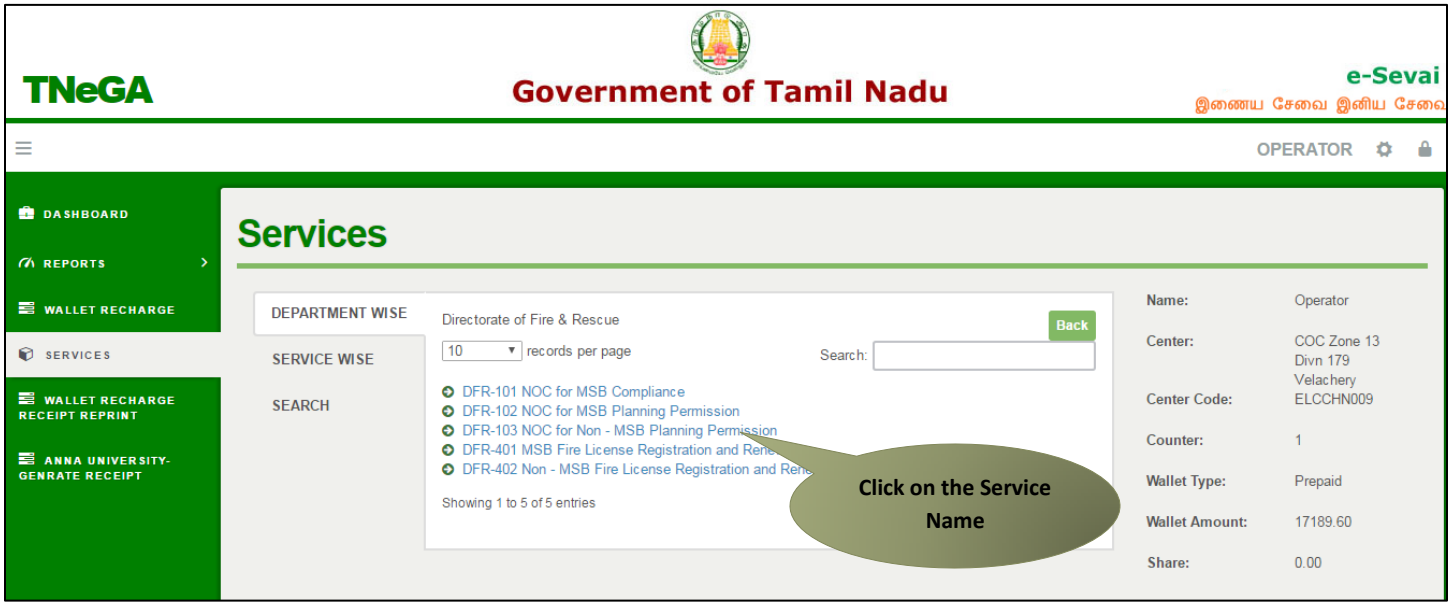
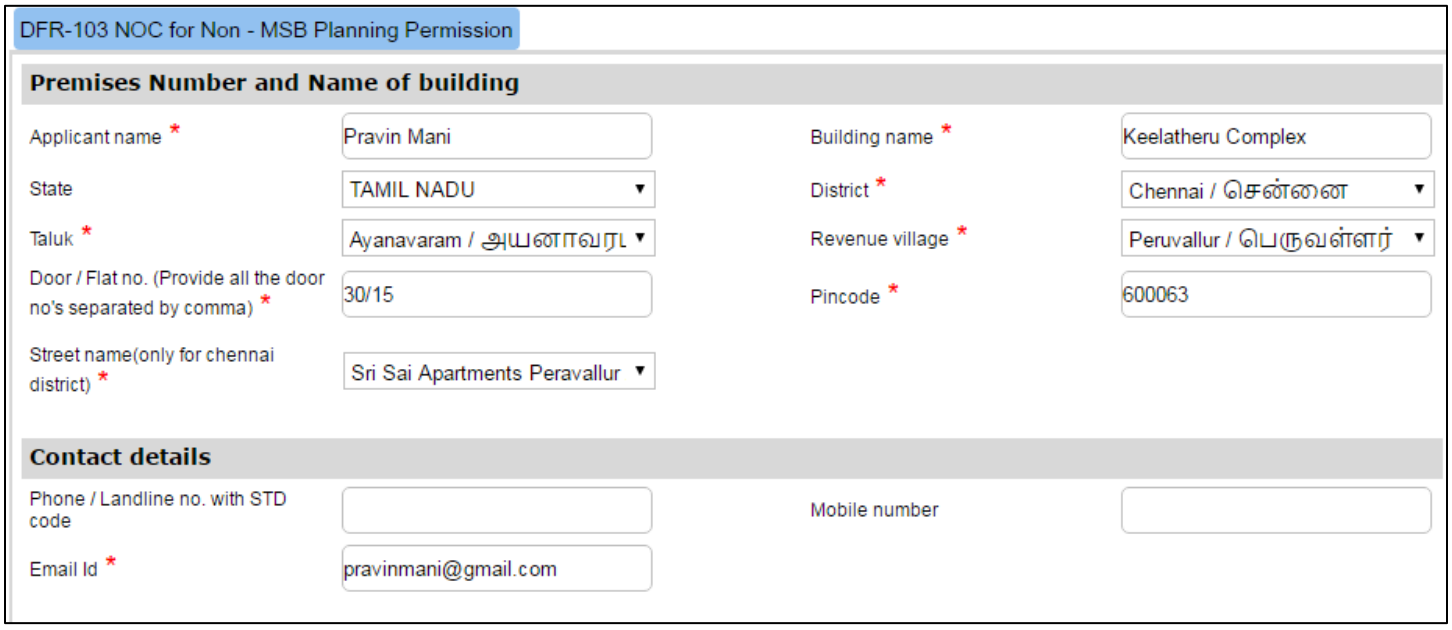


You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

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

Premises Number and Name of building: Enter building details.

Contact details: Enter contact details.



Occupant details: Enter occupant details.

Description: Enter business description.

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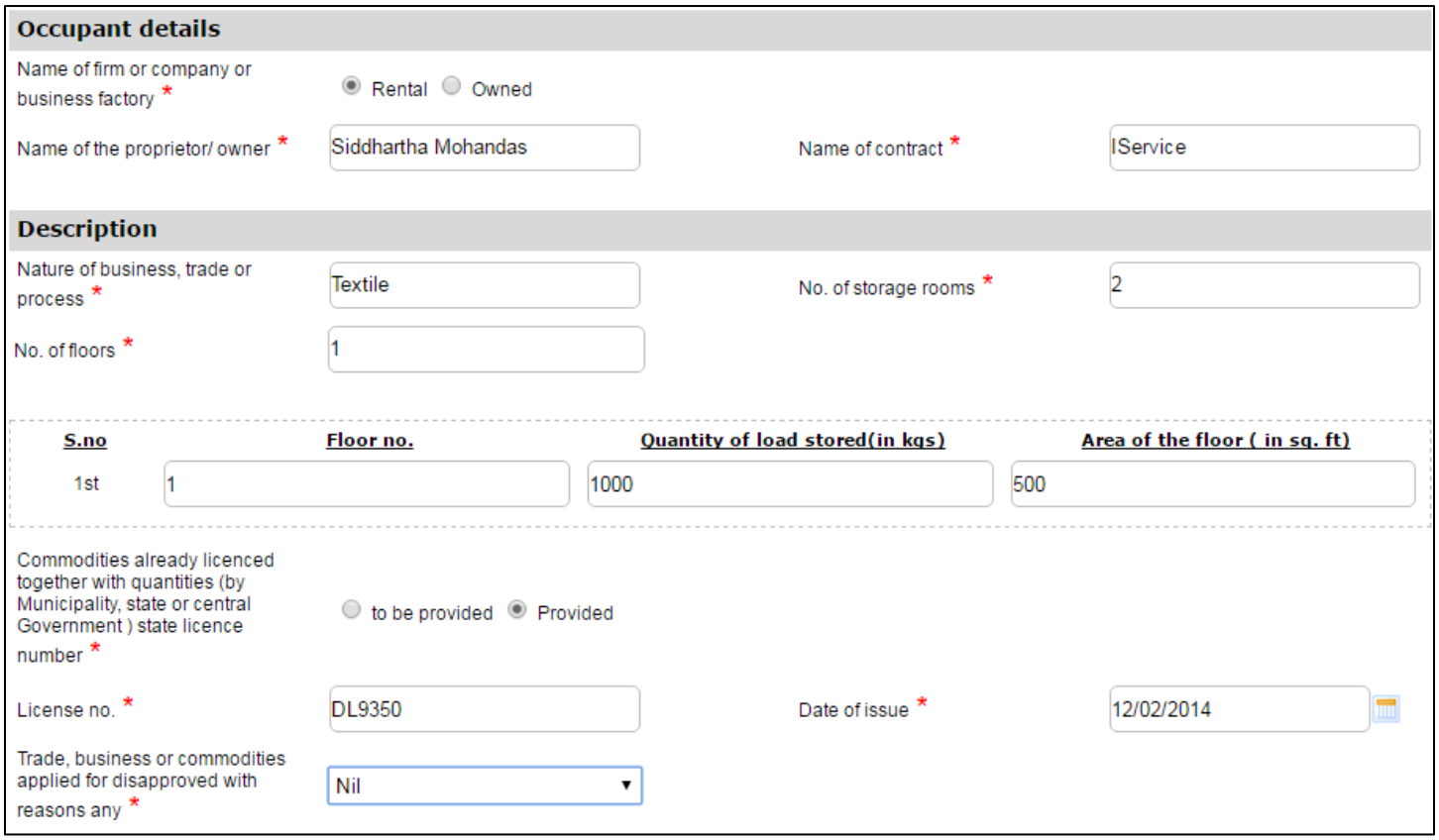

Building, General, Particulars: Enter requires details.

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Building

Construction features (Fire resistance of the building in hours) * : 1 Hours

General

Fire risk level * : Low fire risk

Particulars

Number of storeys *	1	Number of basements *	1
Walls *	Bricks	Doors *	Wood
Windows *	Grilled	Varandahs *	Yes
Balconies *	Yes	Floors *	Marbles
False ceiling *	Yes	Roof (or Terrace) *	RCC
Number of staircases and position enclosed open *	1		

S.no	Staircase no.	Type of the staircase
1st	1	○ Enclosed ◉ Open type

Other occupations within immediate 20mts /all round the proposed building * : Factories

Observation, Side Set Back: Enter required details.

Nearest means of communication: Enter details of nearest means of communication.

Installed fire-fighting equipment: Enter details of fire-fighting equipment.

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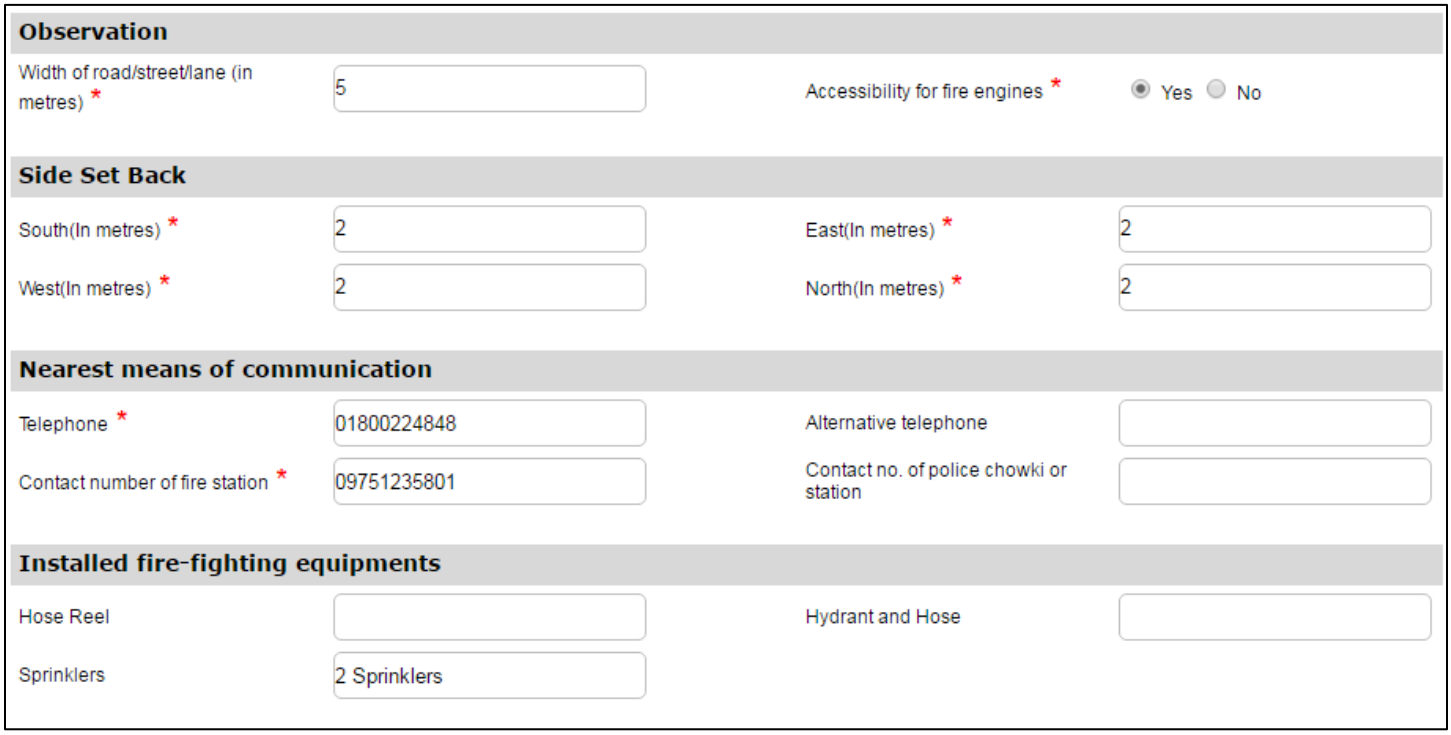
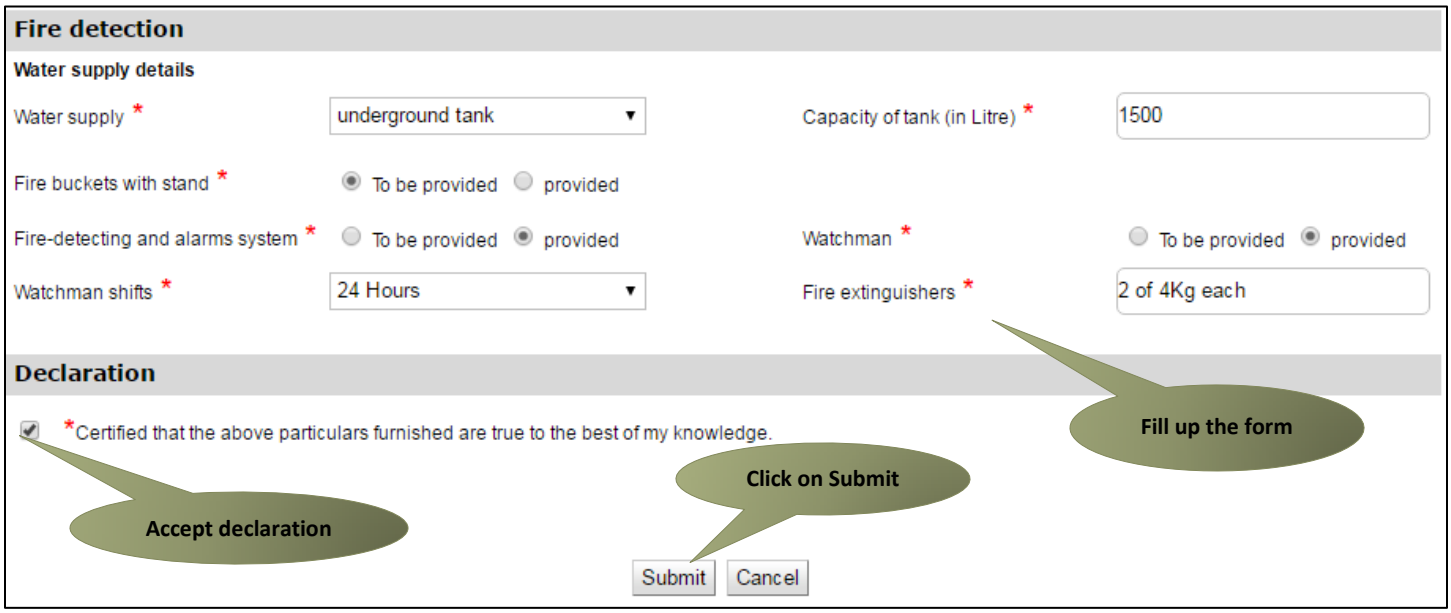


Fire detection: Enter fire detection details.

Declaration: Accept declarations.

STEP 9: Click on **Submit**.



Next screen will show options for document delivery.

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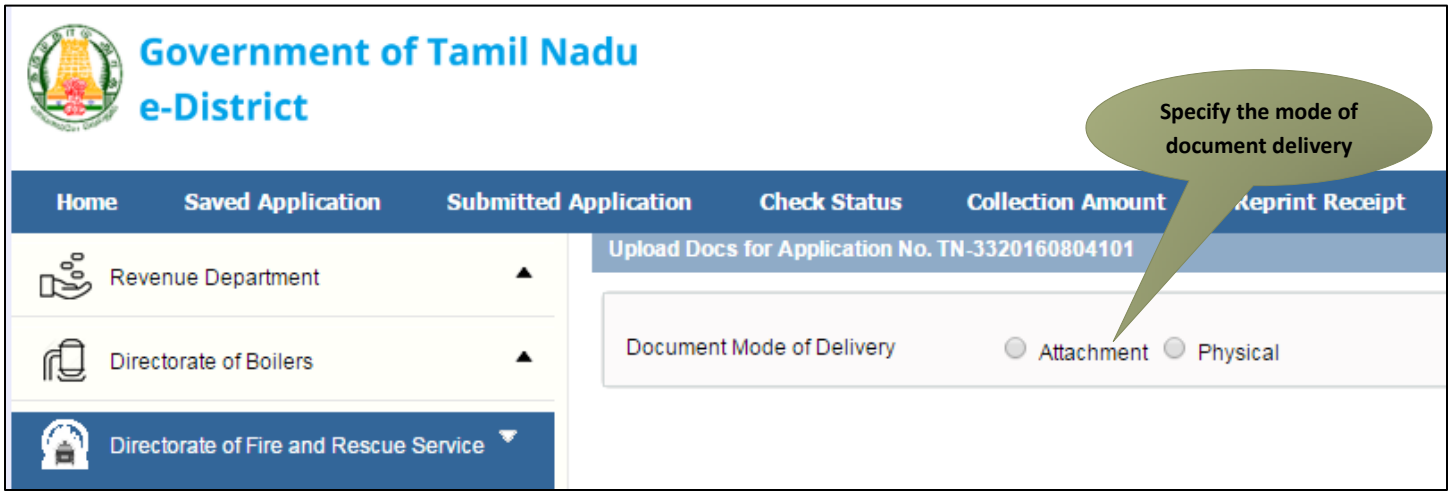
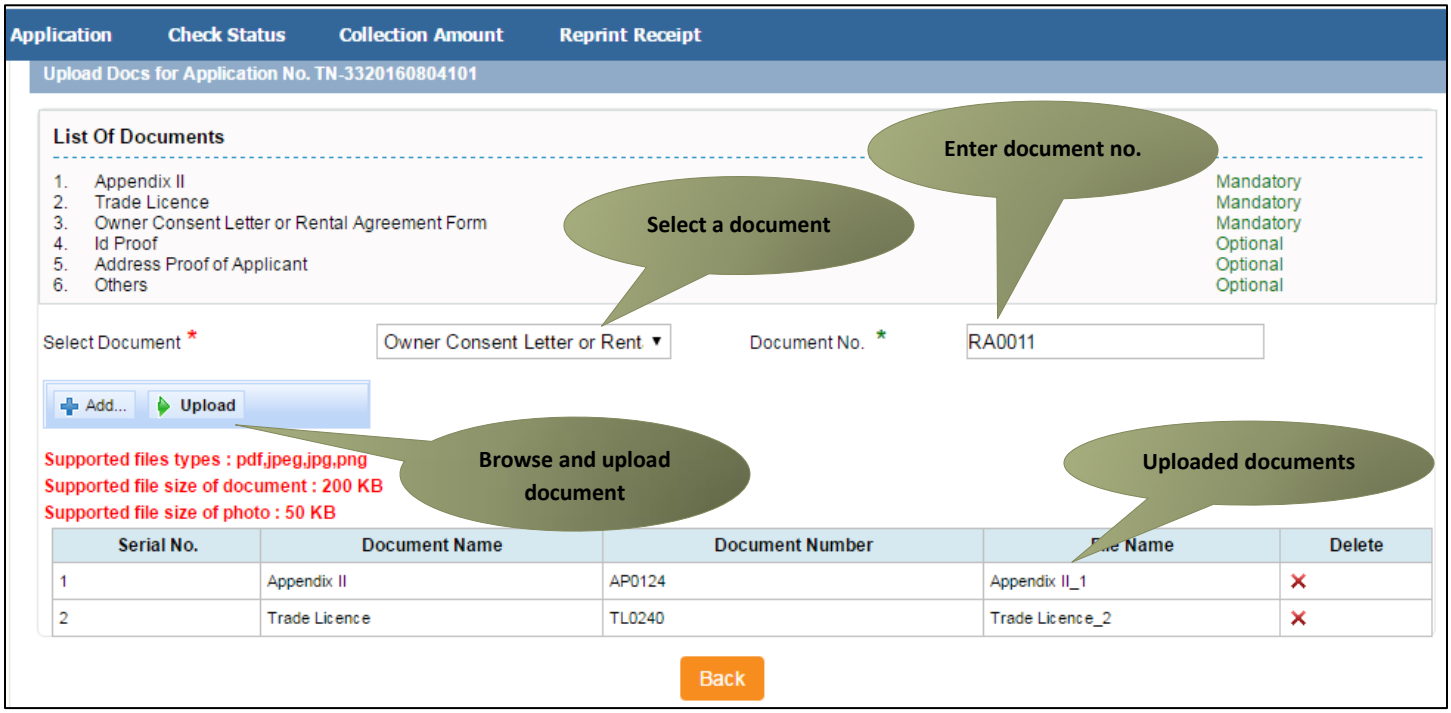
STEP 10: Specify whether the applicant wants to attach soft copies of required documents or wants to deliver documents physically (manually at the center).



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.



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

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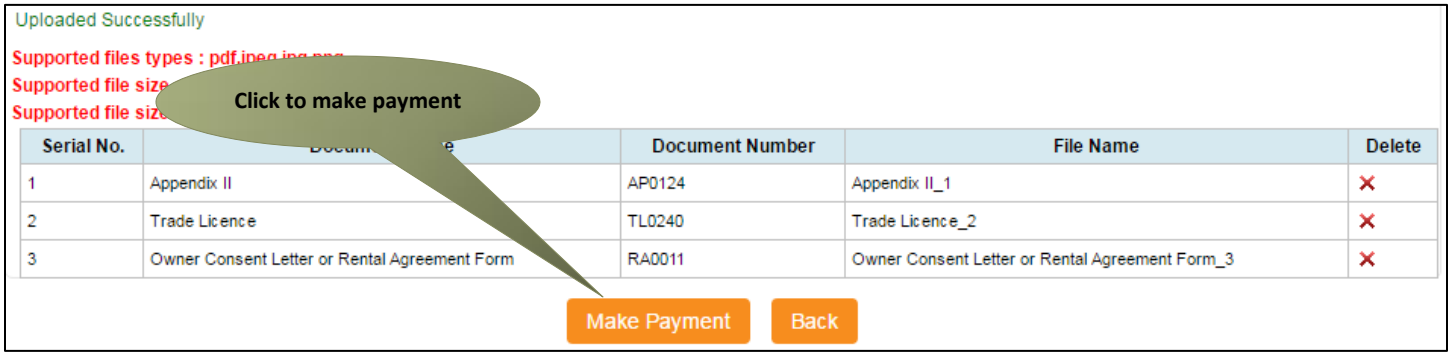
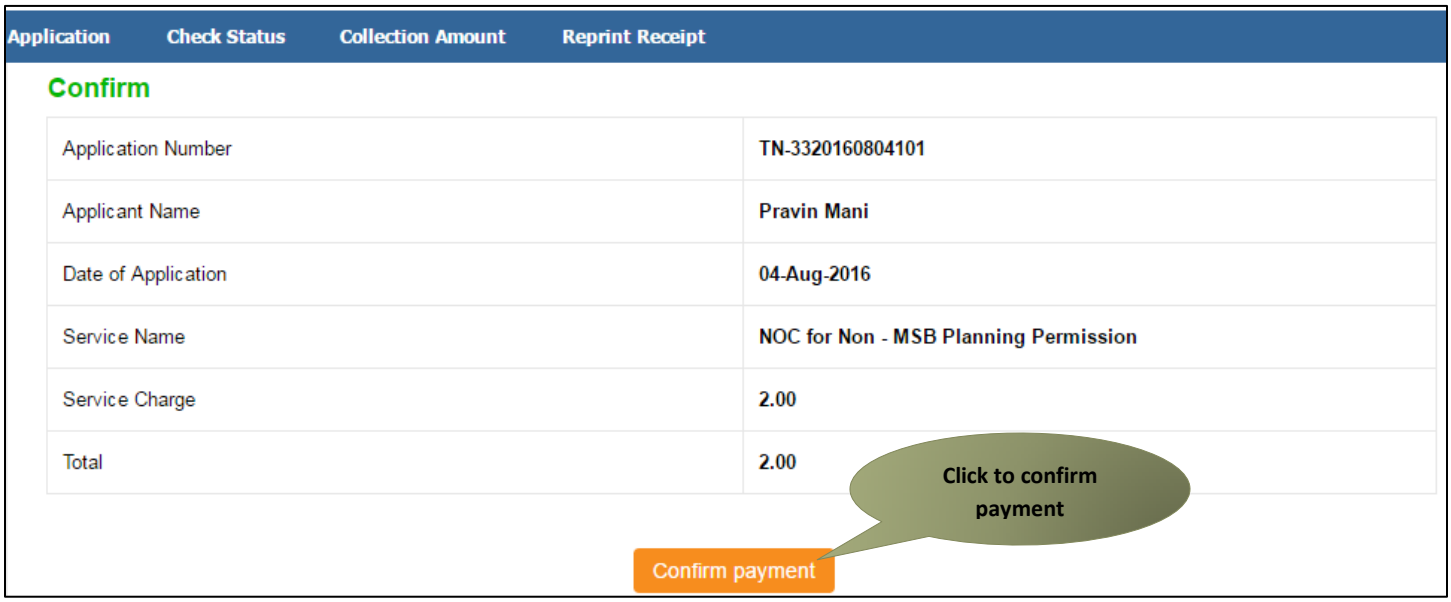


Payments page will appear. Total Fees for the service will be shown.

STEP 13: Click on 'Confirm Payment'.



Acknowledgement receipt will be shown.

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

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Application | Check Status | Collection Amount | Reprint Receipt

Acknowledgement Receipt

Application Number	TN-3320160804101
Applicant Name	Pravin Mani
Service Name	DFR-103 NOC for Non - MSB Planning Permission
Service Charge	2.00
Total	2.00

Click to print receipt

Print receipt

The below figure shows the preview of the acknowledgement receipt.

தமிழ்நாடு அரசு / Government of Tamil Nadu
இ-சேவை மையம் / e-Sevai Centre

ஒப்புகை / ACKNOWLEDGEMENT

ரசீது எண் / Receipt No.	: TN-3320160804101	விண்ணப்ப எண் / Application No.	: TN-3320160804101
விண்ணப்பதாரர் / Applicant Name	: Pravin Mani	விண்ணப்பித்த தேதி / Application date	: 04-Aug-2016
துறையின் பெயர் / Department Name	: தீயணைப்பு மற்றும் மீட்பு Directorate of Fire and Rescue Service	விண்ணப்பித்த சேவை / Applied for Service	: DFR-103 NOC for Non - MSB Planning Permission

பணம் செலுத்திய விவரம் / Payment Details

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid
விண்ணப்ப கட்டணம் / Application Fees	Cash	2.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		2.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Four Rupees Only		மொத்தம் / Total : 4.00

மையப் பெயர் & குறியீட்டு எண் / Centre Code & Type : ELCCHN000 - CMS

கையொப்பம் / Signature of the Centre Operator

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரிபார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் 110.172.171.189/tneda/VerifyCerti.xhtml. உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு டிஜிட்டல் கையொப்பமிட்டச் சான்றிதழை பெற்றுக்கொள்ளலாம் / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL 110.172.171.189/tneda/VerifyCerti.xhtml. After your application is approved by the approving authority, you can obtain the digitally signed certificate.

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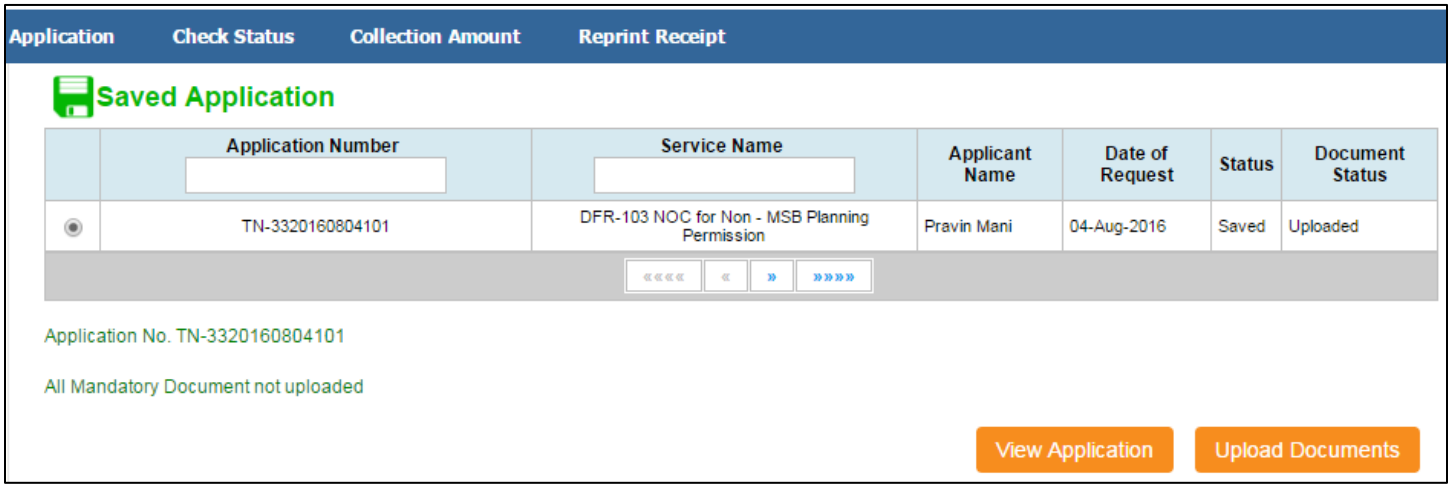
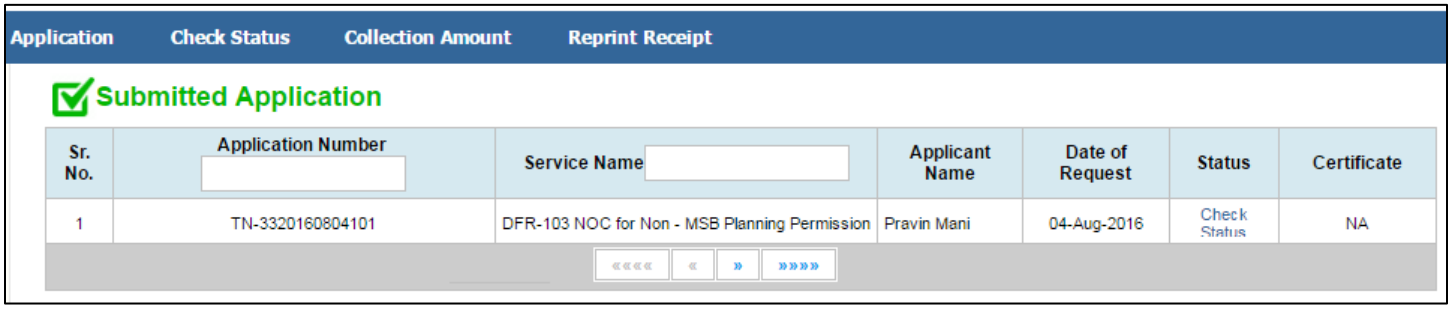
Please Note:

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.



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



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

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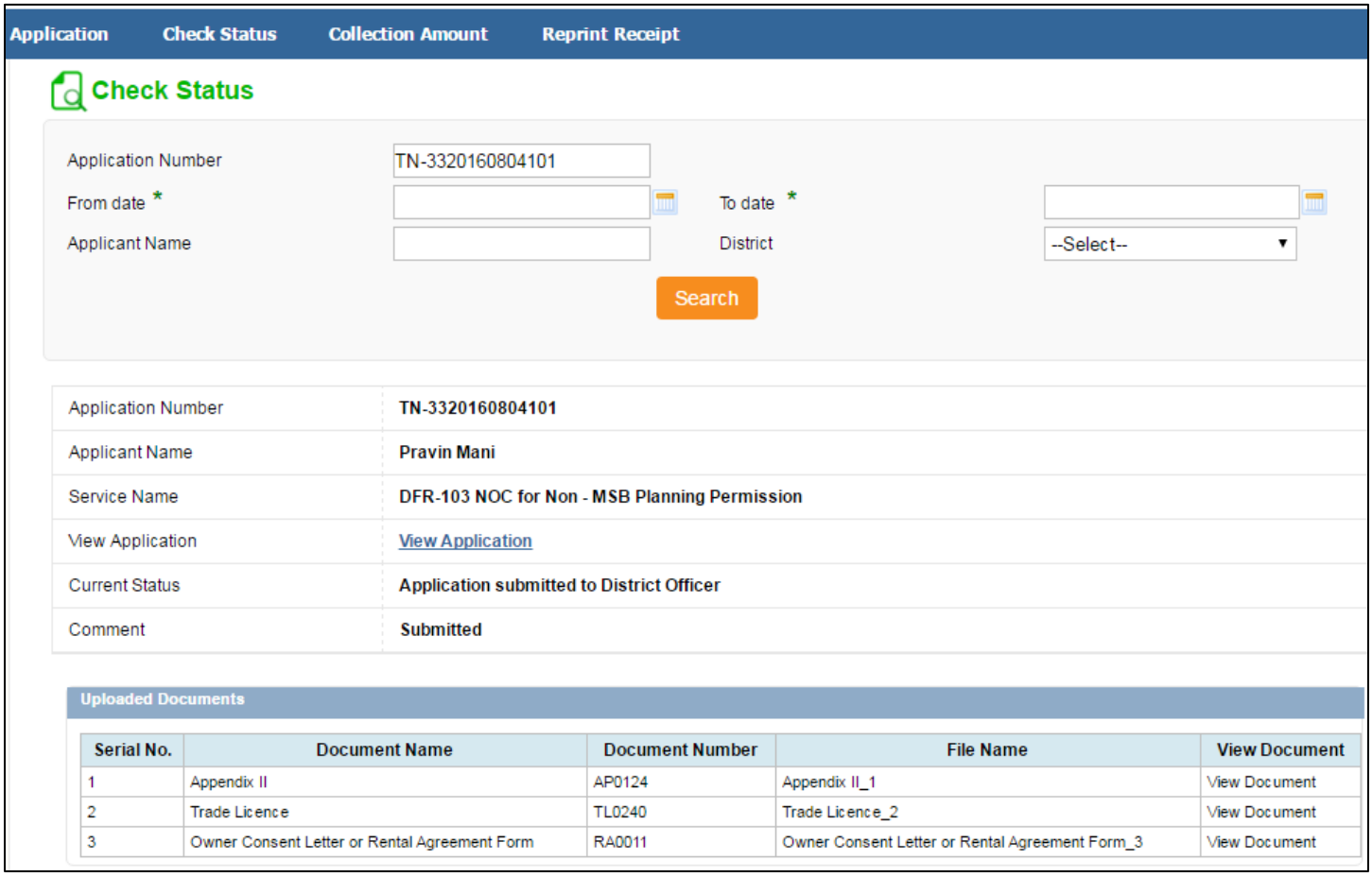
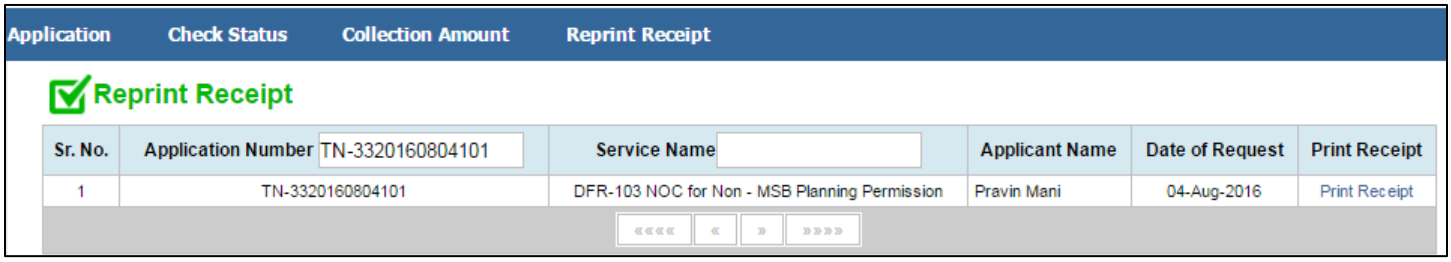


Acknowledgement receipts can be re-printed from the **Reprint Receipt** section.



After submission, application goes to the officer in-charge (District Officer/ Assistant District Officer) for approval.

7.2.Downloading Certificate

Once the application is approved and digitally signed, the 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**.

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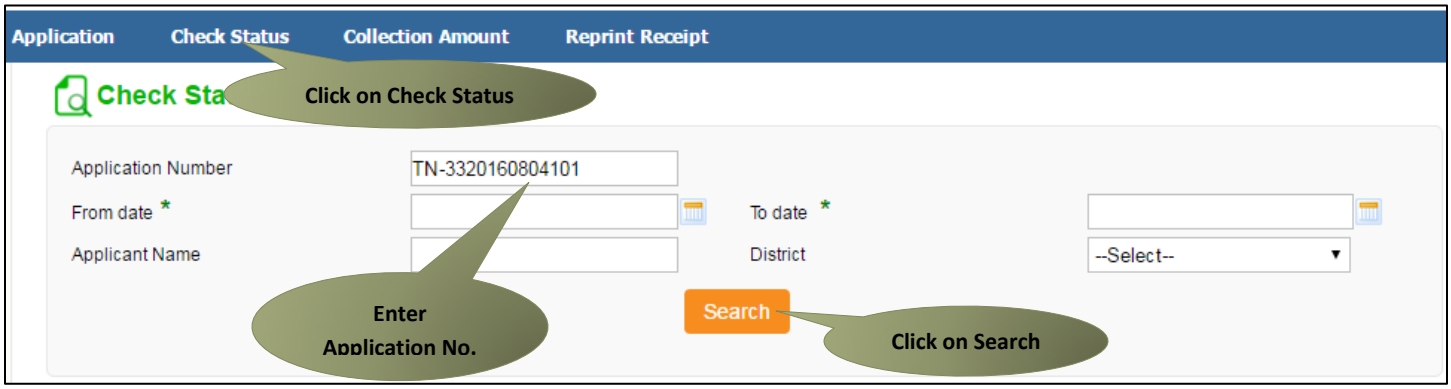
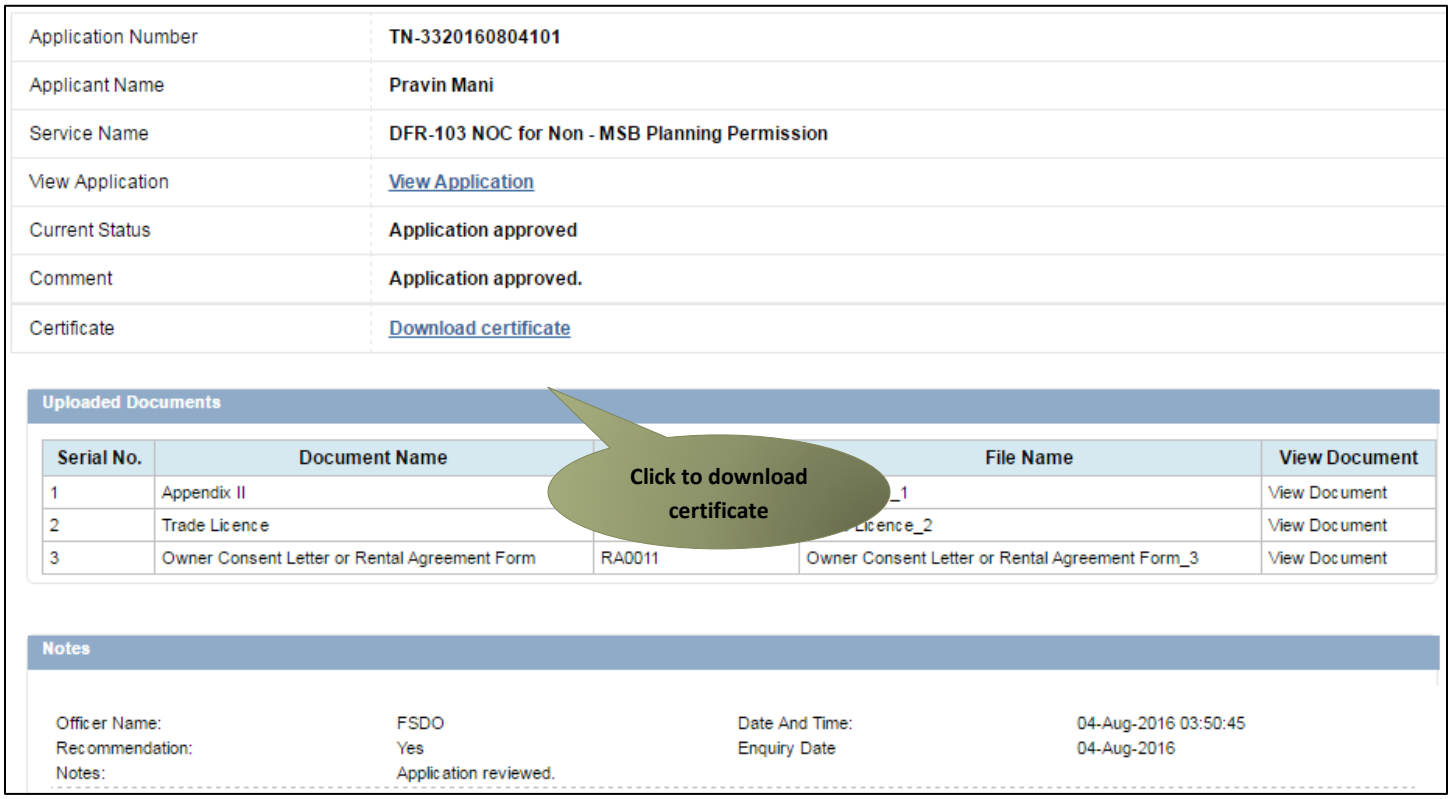
STEP 3: Click on **Search**.



The application will show up.

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



The certificate will be downloaded.

The below figure shows the preview of the certificate.

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TAMIL NADU FIRE & RESCUE SERVICE DEPARTMENT

Rc. No. : TN-3320160804101 /B2/ 2016 DATE : 04/08/2016

FSDO , Chennai has inspected the Residential(Hotel Cum Commercial) Building Siddhartha Mohandas, 30/15, Keelatheru Complex, Sri Sai Apartments Peravallur, Peruvallur, Ayanavaram, Chennai-600063 on and the report is given ad here under.

OBSERVATION

The Proposal is for construction of Residential(Hotel Cum Commercial) Building R.C.C Roofing With the maximum height of **NA**. Total plot area of the cottage industrial building is NA. The Total constructed area will be NA(G+3). The Proposed building is classified as **Group – A** Residential(Hotel Cum Commercial) Building as per national building code of india 2005. Group I,Part IV Fire and life Safety SP-7 (Group-1) 2005,Second Revision.

There is no objection to accord planning permission to construct the residential (Hotel Cum Commercial) BuildingSubject to the following conditions

CONDITIONS

After the construction before the iccupancy they must provide all the fire precaution according to the requirements of National Building code of India.Part 4 fire and Life safety – 2005.GroupI.Part IV.Fire and Life safety SP- 7 (Group-I) 2005 Second Revision List Enclosed.

DISTRICT OFFICER
Fire & Rescue Services,
Tiruvannamalai

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TAMIL NADU FIRE & RESCUE SERVICE DEPARTMENT

Requirements of Fire Safety Installations and safety Measures for Various Categories

Group A: Residential – Hotels (Less than 15 Mts)

Sub Division A5 – Hotels **i) Covered area not exceeding 300m² on each floor**		
SL.No	**Types of fire protection Required (Active Measures)**	**Requirements**
1.	Fire Extinguishers	Minimum 2per floor, depending upon the area and travel distance.
2.	Hose Reel Assembly	Per 1000 Sq. Mts
3.	Automatic Sprinkler System	Only for basement area if the areas is more than
4.	Manually operated fire alaram (MCP) call points	To Provided in each floor near exist door
5.	Terrace level over head tank	5,000 ltr.LPM at terrace level
6.	Fire Pumps Life Safety (Passive Measure)	450 ltr LPM at terrace level
7.	Staircase (2 mts width)	2 ns. Remote from each other (pressurisation of staircases (Protected escape routes)
8.	Fire Lift	1 no
9.	Side set back area	As per DCR in CMDA area
10.	"Exit" signages	With alternate source of power supply or battery back-up with glow type
11.	Emergency Light	At staircase landing and exit routes.
12.	Fire control Room	Should be provided
13.	Fire drill and fire order	Fire drill to be conducted once in a year , fire order should be prepared and kept ready.
14.	Refuge Area (if the building height is more than 24 mts.)	Refuge area to be provided at 24tn more
15.	House Keeping	Entire building should be maintained neat and clean.
16.	Cable and other ducts	Located at each floor level to check the spread of smoke, heat and flame.
17.	Fire Damper	Located at air conditioned ducts for check the spread of heat, flame smoke and gases.

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8. Disclaimer

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

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