Tamil Nadu e-District Application Training Manual

MSB Fire License Registration and Renewal (DFR-401)

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 MSB Fire License Registration and Renewal under Directorate of Fire & Rescue through the e-District Portal.

4. Scope

The scope of this document is to cover the 'MSB Fire License Registration and Renewal' 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. MSB Fire License Registration and Renewal

7.1.Applying for MSB Fire License Registration and Renewal

Following steps describe how to apply for MSB Fire License Registration and Renewal under Directorate of Fire & Rescue through the e-District Portal:

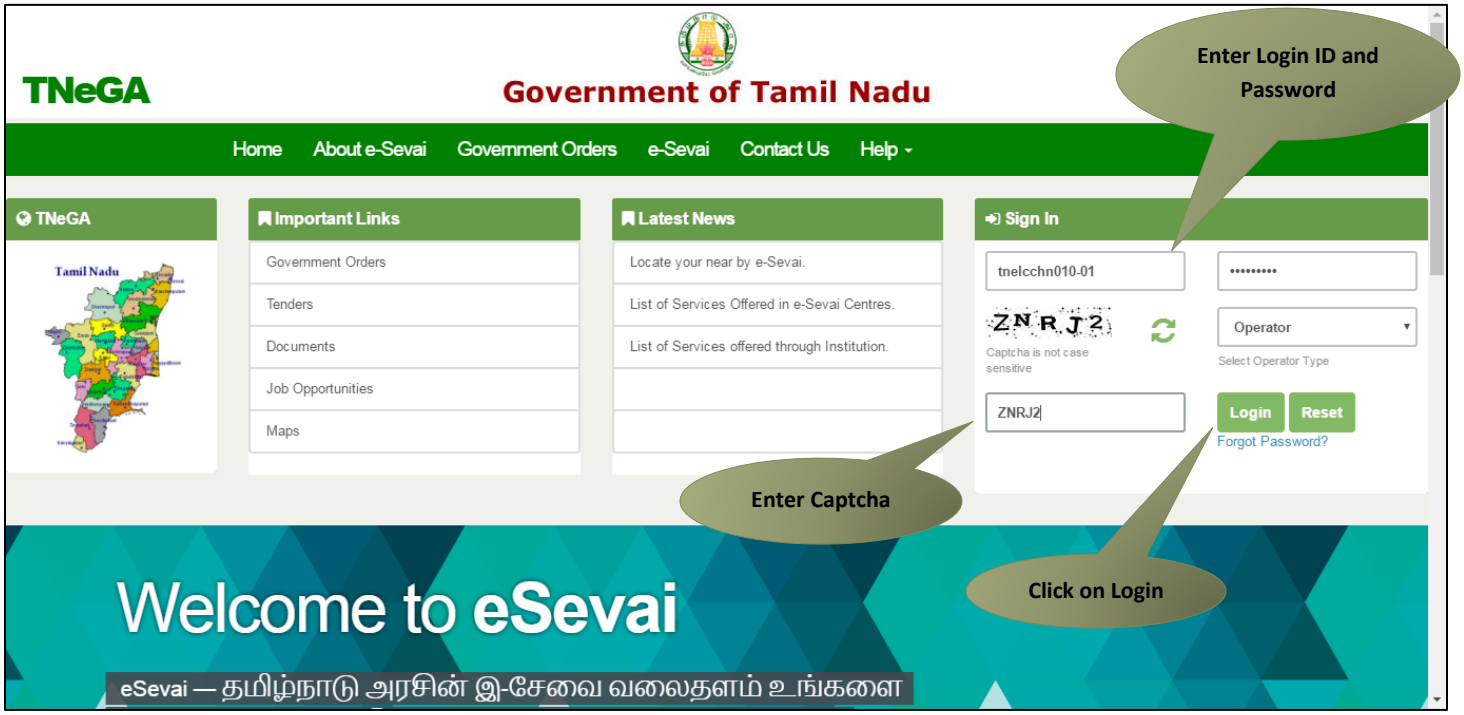
STEP 1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

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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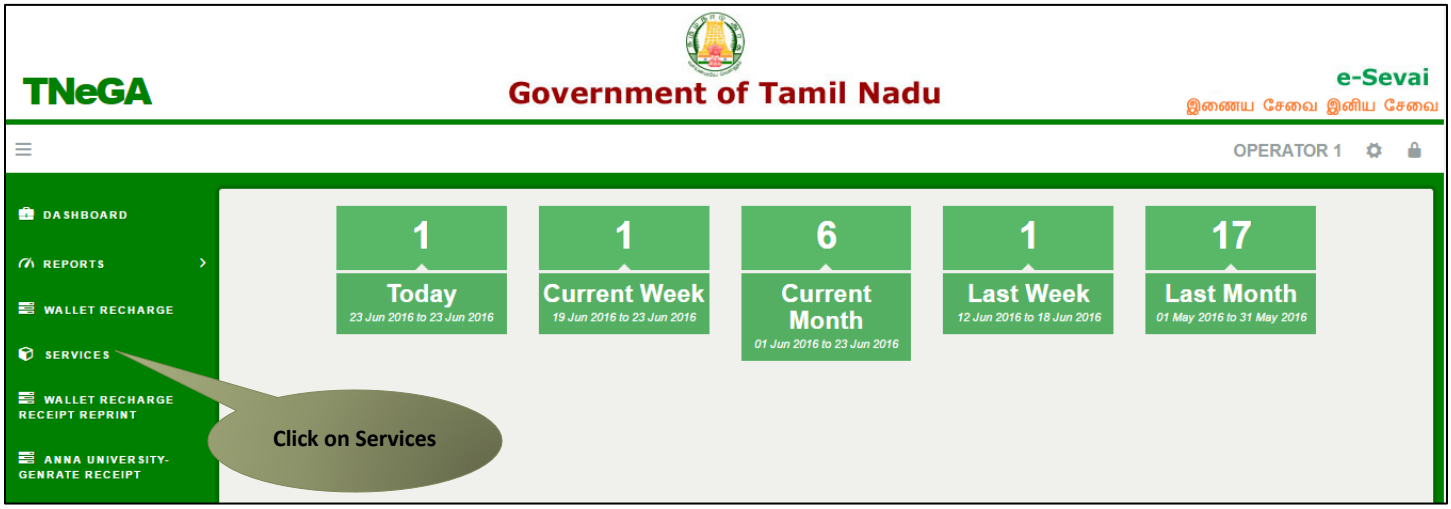
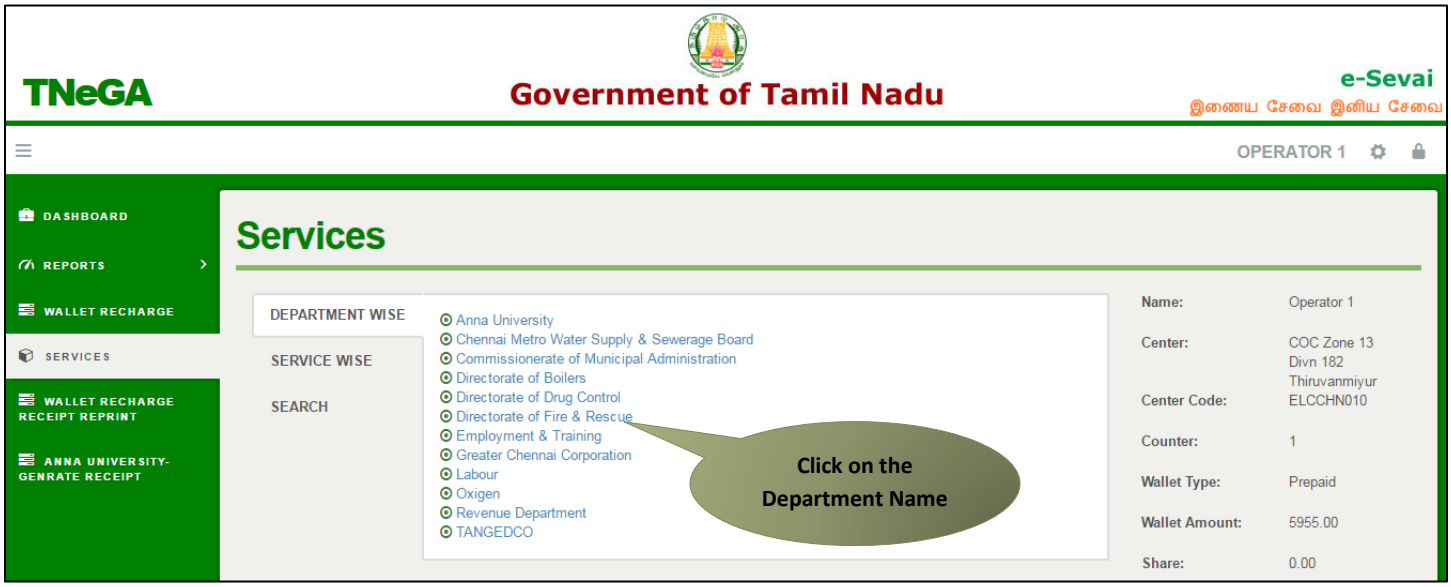


Department Wise service listing will appear.

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 **MSB Fire License Registration and Renewal**.

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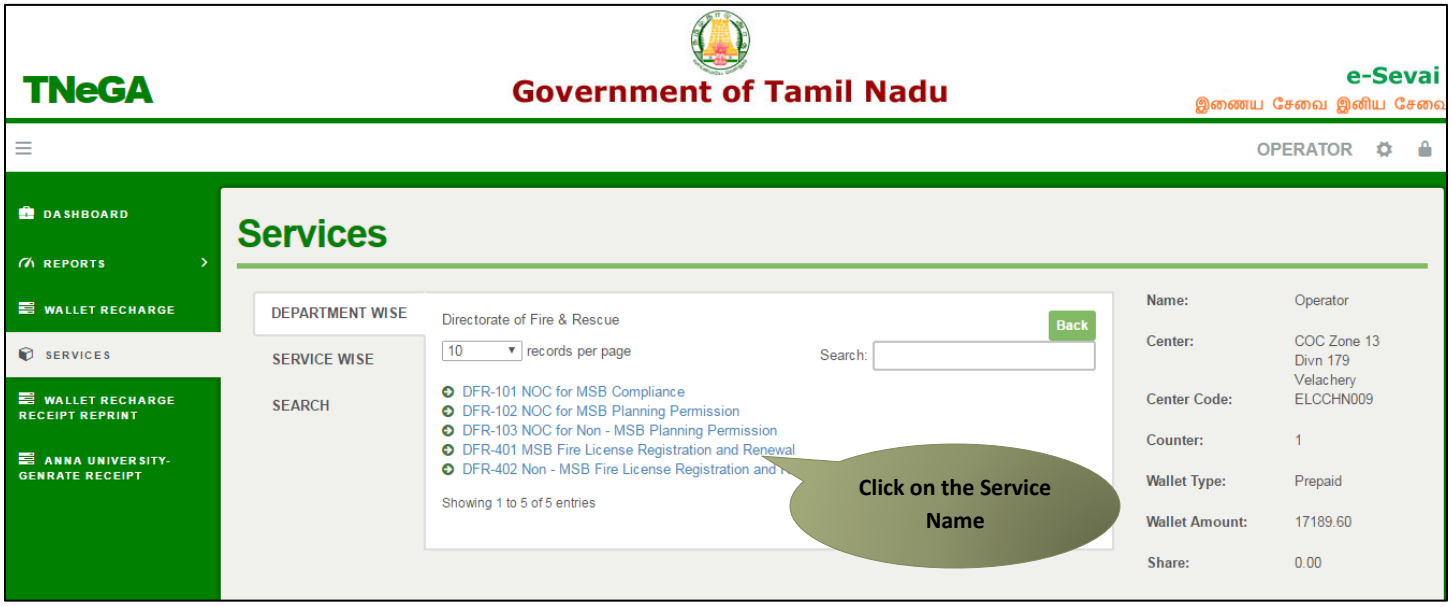
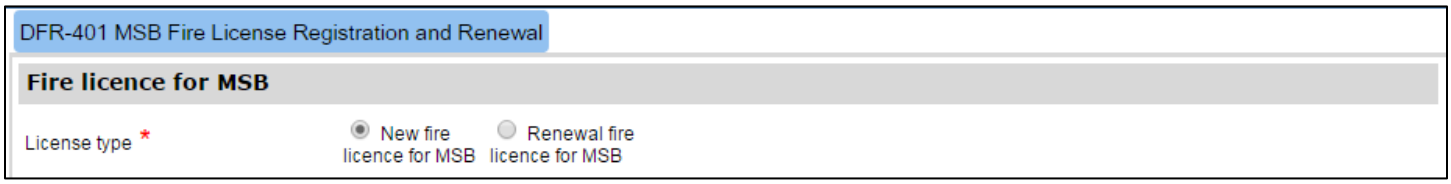


You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

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

Fire license for MSB: Specify license type (New/Renewal).



Note: The following fields should be filled in case of **New** License.

Building and address details: Enter building and address details.

Contact details: Enter contact details.

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Building and address details

Applicant name *	Shrikanth Menon	Building name *	Keshar Baug
State	TAMIL NADU	District *	Ariyalur / அரியலூர்
Taluk *	Udayarpalayam / உடையா	Revenue village *	Anaikudam / அனைக்குட
Door / Flat no. (Provide all the door no's separated by comma) *	12/5	Pincode *	612902
Street no. / name *	Whannels Road		

Contact details

Phone / Landline no. with STD code		Mobile number	
Email Id *	shrikanthmenon@gmail.com		

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

Staircase details: Enter staircase details.

Number of floors with floor area

Plot area (Area in Sq.m) *	54300	Basement (Area in Sq.m) *	55000
Ground floor (Area in Sq.m) *	54300	Mezzanine (Area in Sq.m) *	10000
Total number of floors *	1		
Floor No-1st (Area in Sq.m) *	54300		
Total floor area (in Sq.m)	173600.00	Height of the building (in meters) *	550
Entrance (Width in meters) *	30	Approach road (Width in meters) *	2

Staircase details

Number of staircase *	1		
Width of 1st staircase(in meter) *	2		

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.

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No. of lifts and capacity of each, availability of service staircase, service lift etc. should be mentioned

Number of lifts *	1
1st lift capacity (in Persons) *	4

Canteen details

Nature of occupancy *	Educational 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) *	3	Parking areas (In Sq.m) *	50
Sprinklers *	(•) Yes ( ) No	Exposure hazard *	(•) Yes ( ) No

Fire resistance of construction materials

Fire resistance of construction materials *	1 Hours	Self-closing fire/smoke check doors *	( ) To be provided (•) Provided
No. of doors *	1		
1st door *			
Fire resistance of door *	40		
Partitions *	( ) To be provided (•) Provided		
Type of material *	Steel	False ceiling *	( ) To be provided (•) Provided
Lining for air-conditioning ducts *	( ) To be provided (•) Provided	Insulation for air-conditioning ducts *	( ) To be provided (•) Provided
Paneling *	( ) To be provided (•) Provided	Surface finishes *	(•) To be provided ( ) Provided
Enclosures for panels for electrical switches,shafts etc.,and access doors to such enclosures *	( ) 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.

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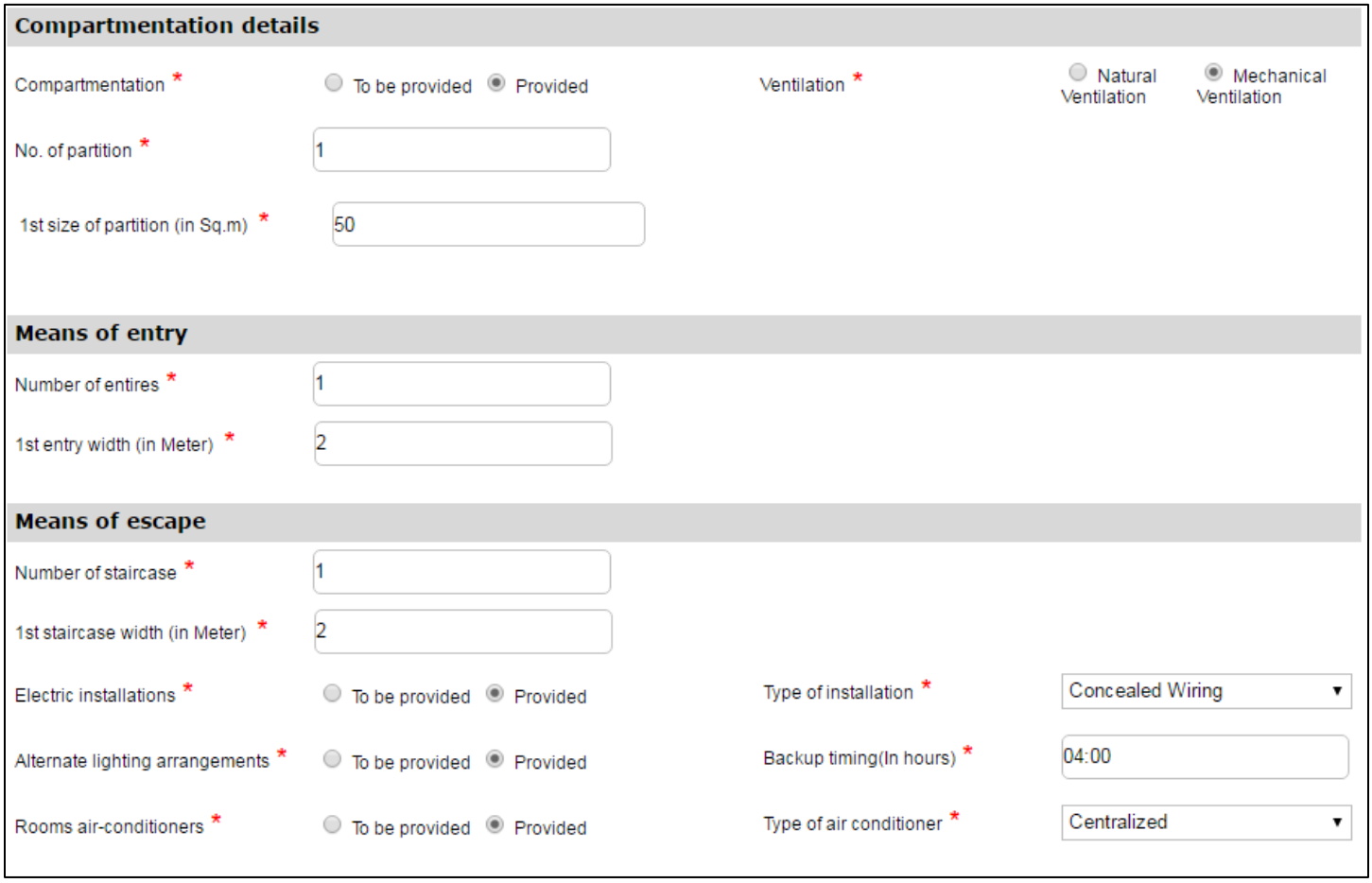

Fire protection: Enter fire protection details.

Fire pumps details: Enter pump details.

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Fire protection

Drainage *	○ To be provided ◉ Provided	Lighting protections *	○ To be provided ◉ Provided
Down coner system with hose reel *	○ To be provided ◉ Provided	Wetriser corner system with hose reel *	◉ To be provided ○ Provided
Yard hydrant system *	◉ To be provided ○ Provided	Portable fire extinguishers *	○ To be provided ◉ Provided
No. of fire extinguishers *	1	Type *	CO2
Capacity(In Kg) *	4		
Fire service inlet *	○ To be provided ◉ Provided	Automatic sprinklers system *	○ To be provided ◉ Provided
Smoke exhauster *	○ To be provided ◉ Provided	Water curtains *	○ To be provided ◉ Provided
Alarm system *	○ To be provided ◉ 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 *	1	Capacity of diesel driven pump (In LPM) *	70
No. of jockey pump *	1	Capacity of jockey pump (In LPM) *	50
Total number of pumps *	4	No. of terrace pump *	1
Capacity of terrace pump(In LPM) *	300	Fire lift with separate generator *	○ To be provided ◉ 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.

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Communication system

Communication system *	○ To be provided ◉ Provided	Mode of communication *	◉ Wired ○ Wireless
Public address system *	○ To be provided ◉ Provided	Inter-communication system *	○ To be provided ◉ Provided
Illuminated signs *	○ To be provided ◉ Provided	Maintenance of fire protection installation equipments *	◉ To be provided ○ Provided
Fire fighting training to staff *	○ To be provided ◉ Provided	Details of licenses *	Applied

Details of generator

Have you provided generator? *	○ To be provided ◉ Provided		
H.P / K.V of generator *	500	Quantity of diesel, furnace oil stored(In Litre) *	2500
Whether proper licence obtained for such storage *	◉ Yes ○ No		

Extent of site and set back around the building on all four directions (to be specified separately)

North(In metres) *	2	South(In metres) *	3
East(In metres) *	2	West(In metres) *	3

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.

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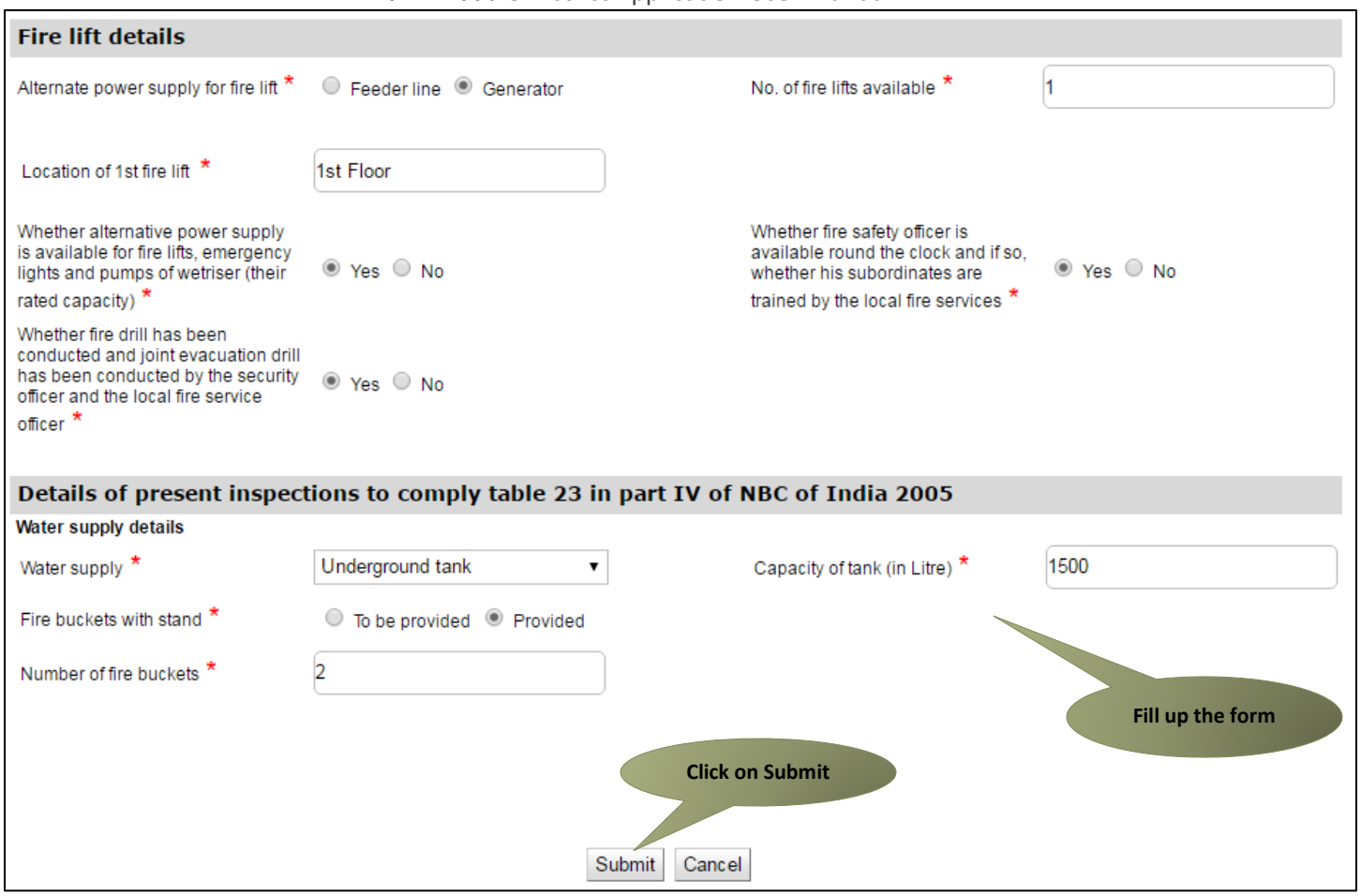
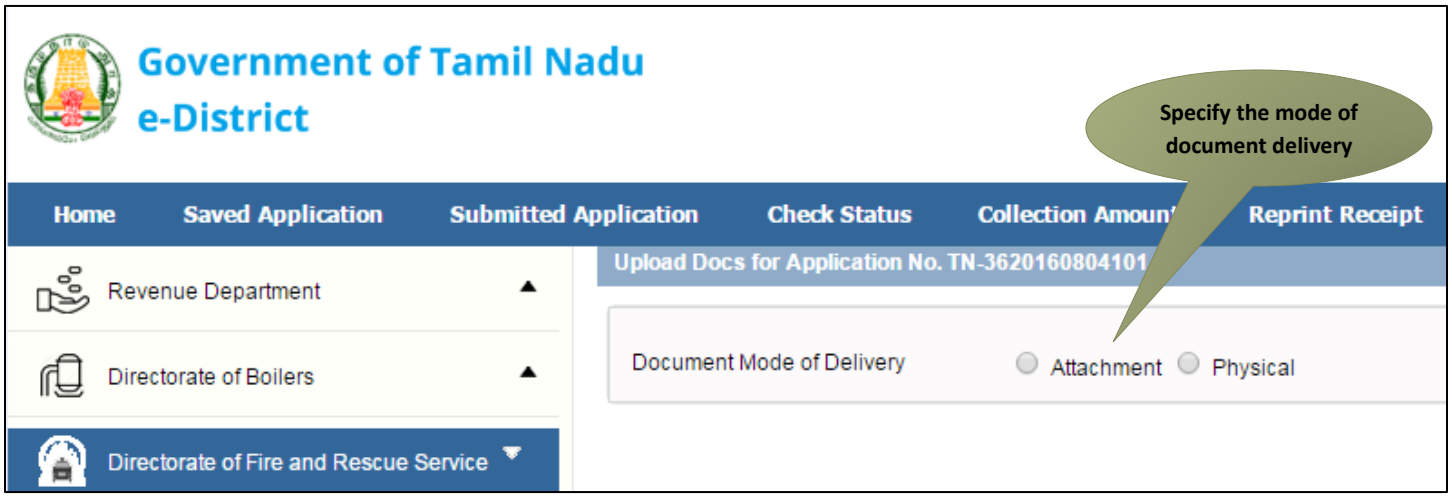


STEP 9: Click on **Submit**.

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).



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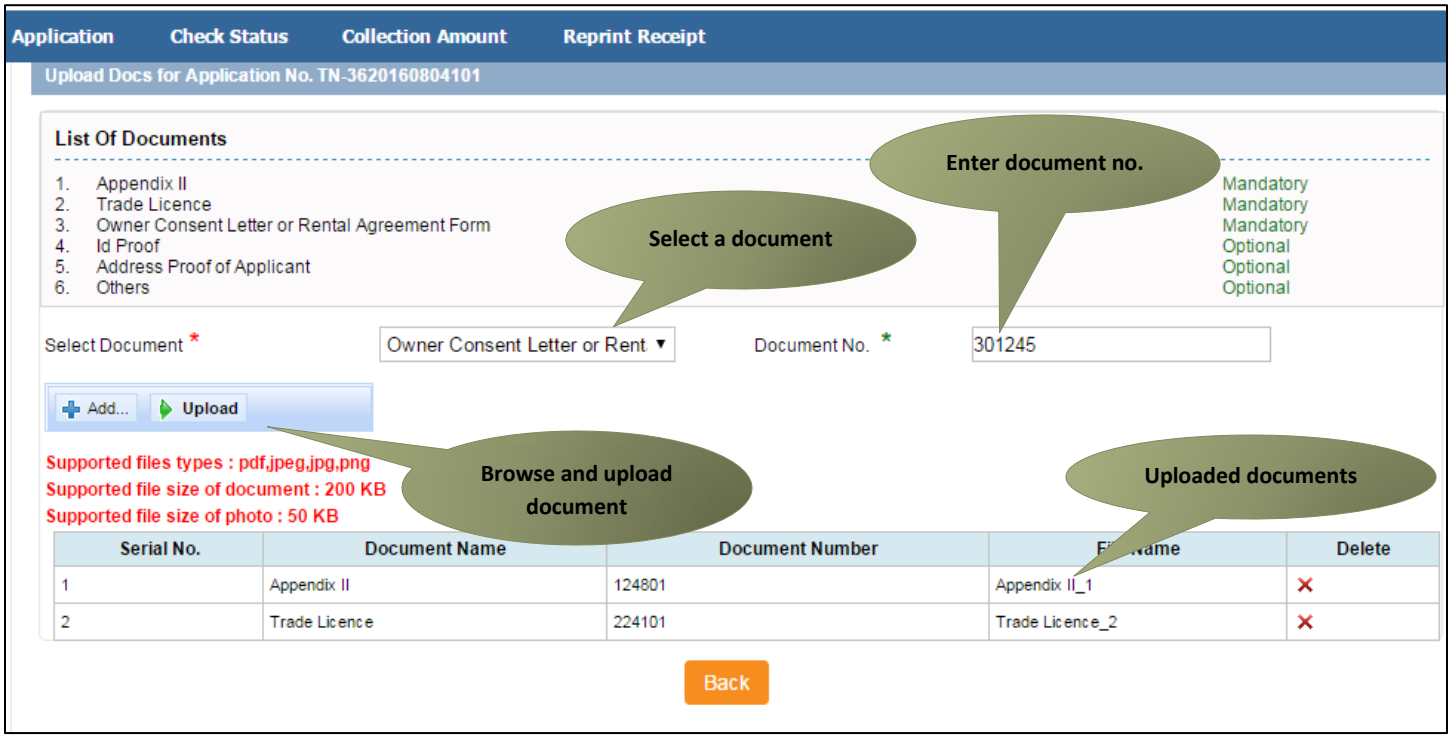
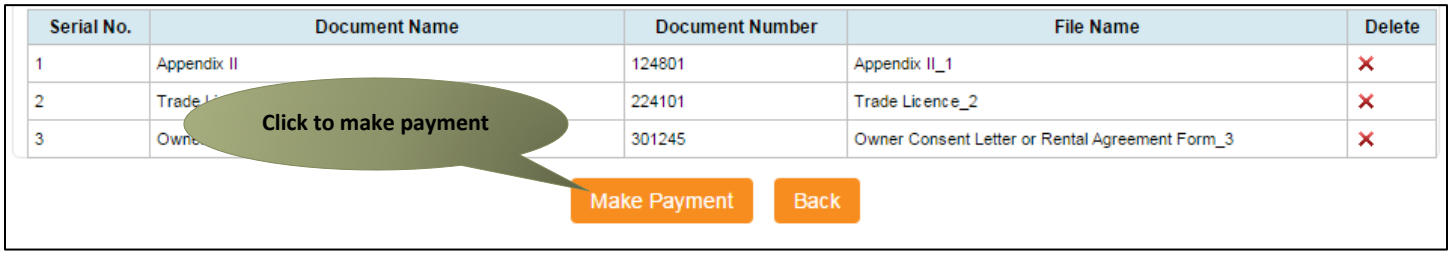
STEP 11: If the applicant opts for attachment, list of required documents will be shown. Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom.

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'.



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

STEP 13: Click on 'Confirm Payment'.

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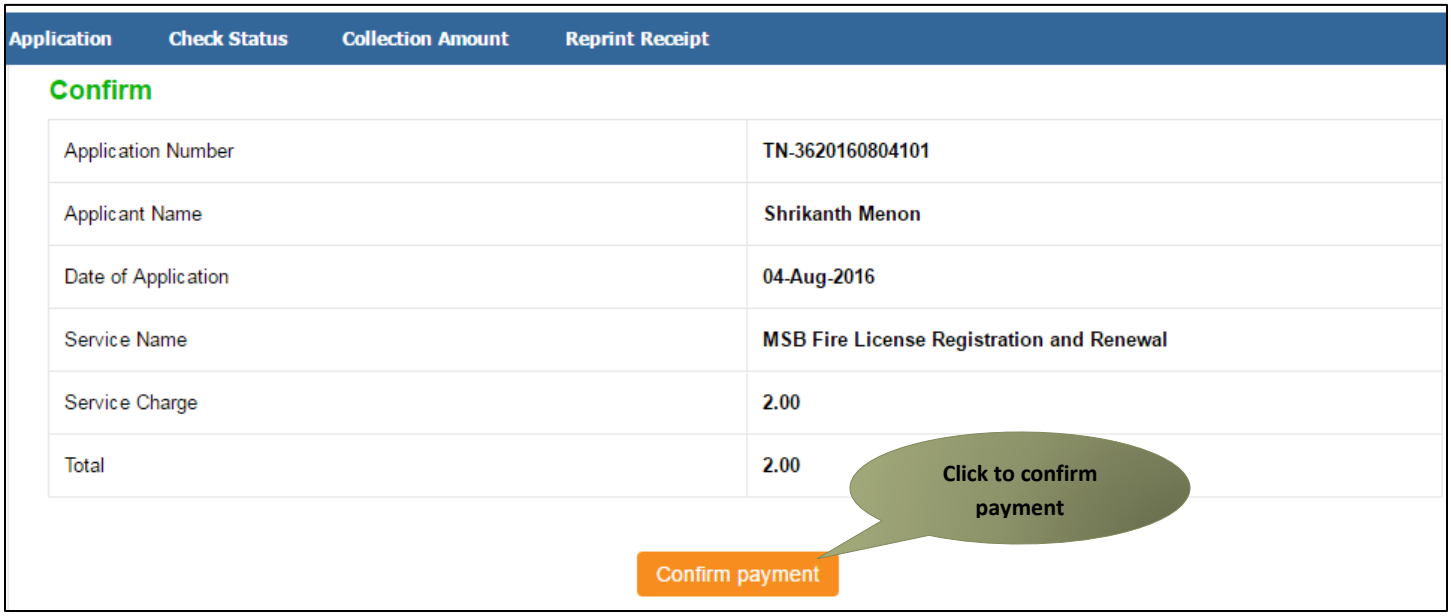
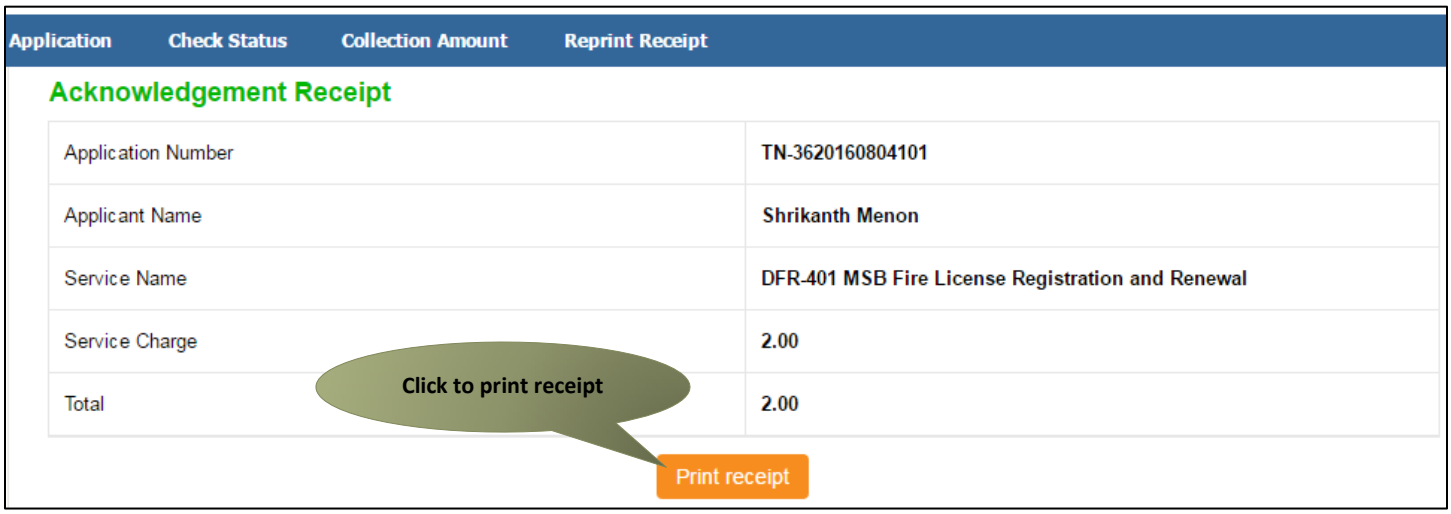


Acknowledgement receipt will be shown.

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



The below figure shows the preview of the acknowledgement receipt.

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தமிழ்நாடு அரசு / Government of Tamil Nadu

இ-சேவை மையம் / e-Sevai Centre

ஒப்புகை / ACKNOWLEDGEMENT

ரசீது எண் / Receipt No.	: TN-3620160804101	விண்ணப்ப எண் / Application No.	: TN-3620160804101
விண்ணப்பதாரர் / Applicant Name	: Shrikanth Menon	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-401 MSB Fire License Registration and Renewal

பணம் செலுத்திய விவரம் / Payment Details

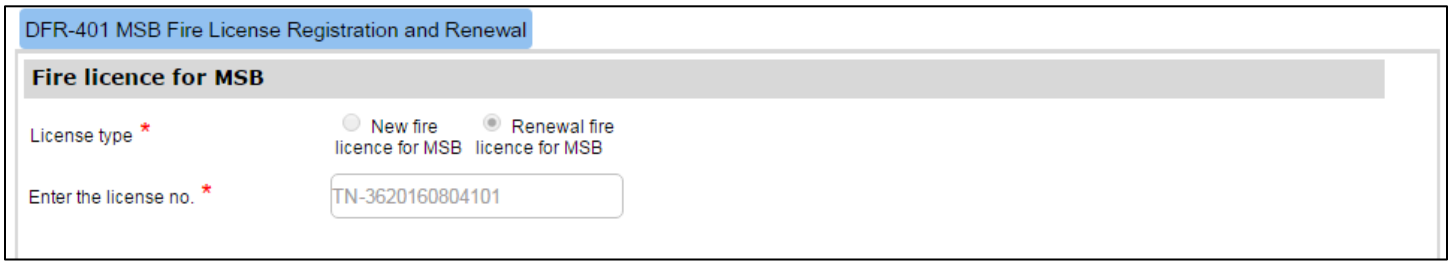
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid
விண்ணப்ப கட்டணம் / Application Fees	Cash	2.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		2.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Four Rupees Only		மொத்தம் / Total : 4.00

மையப் பெயர் & குறியீட்டு எண் / Centre Code & Type : ELCCHN009 - 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.

Note: For renewal of the license, you may simply enter the License Number (Application Number of the New Fire License for MSB application which was being approved and pending for renewal). Once entered, all your saved details will appear pre-filed in the form. You may then apply for license renewal. The flow of the application will remain the same.



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.

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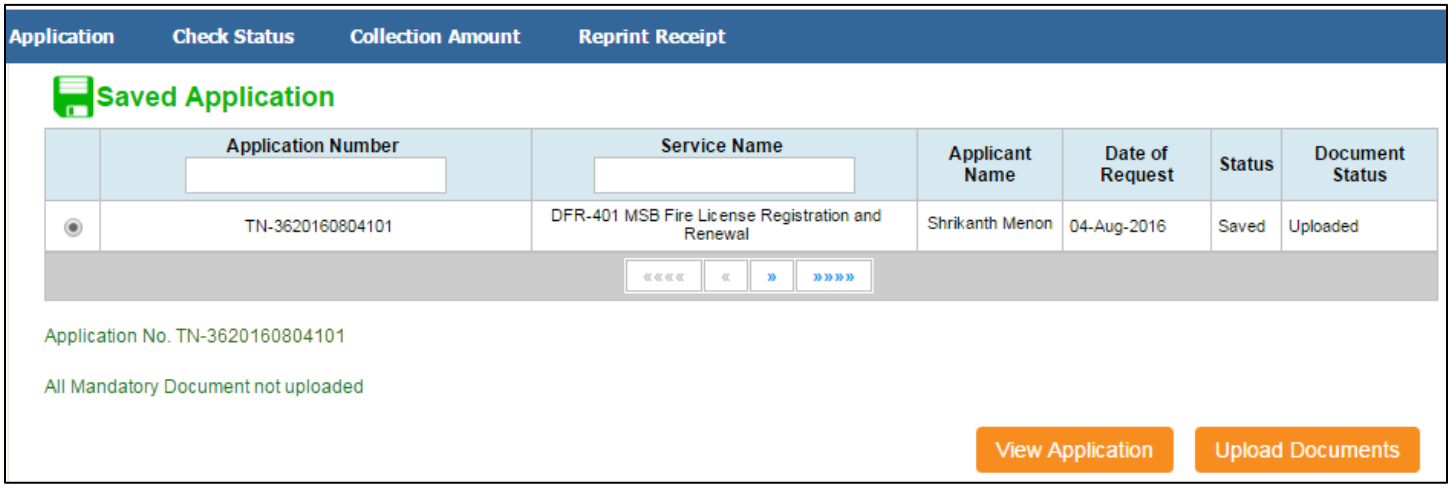
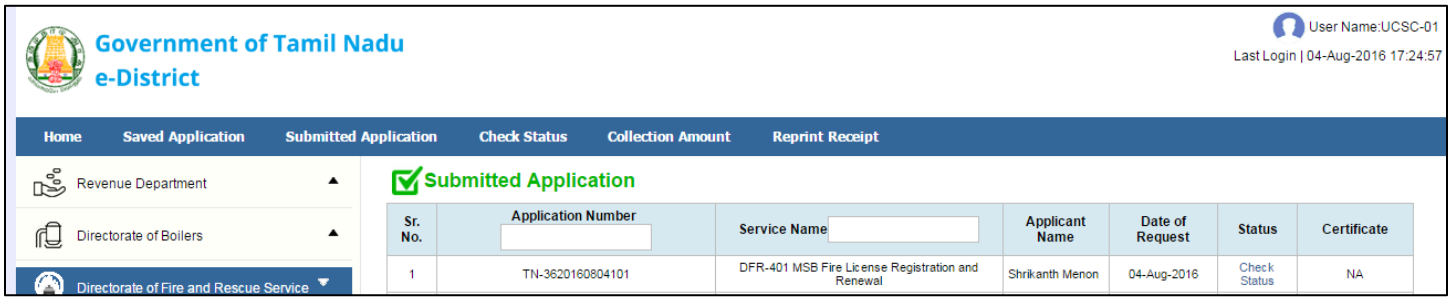
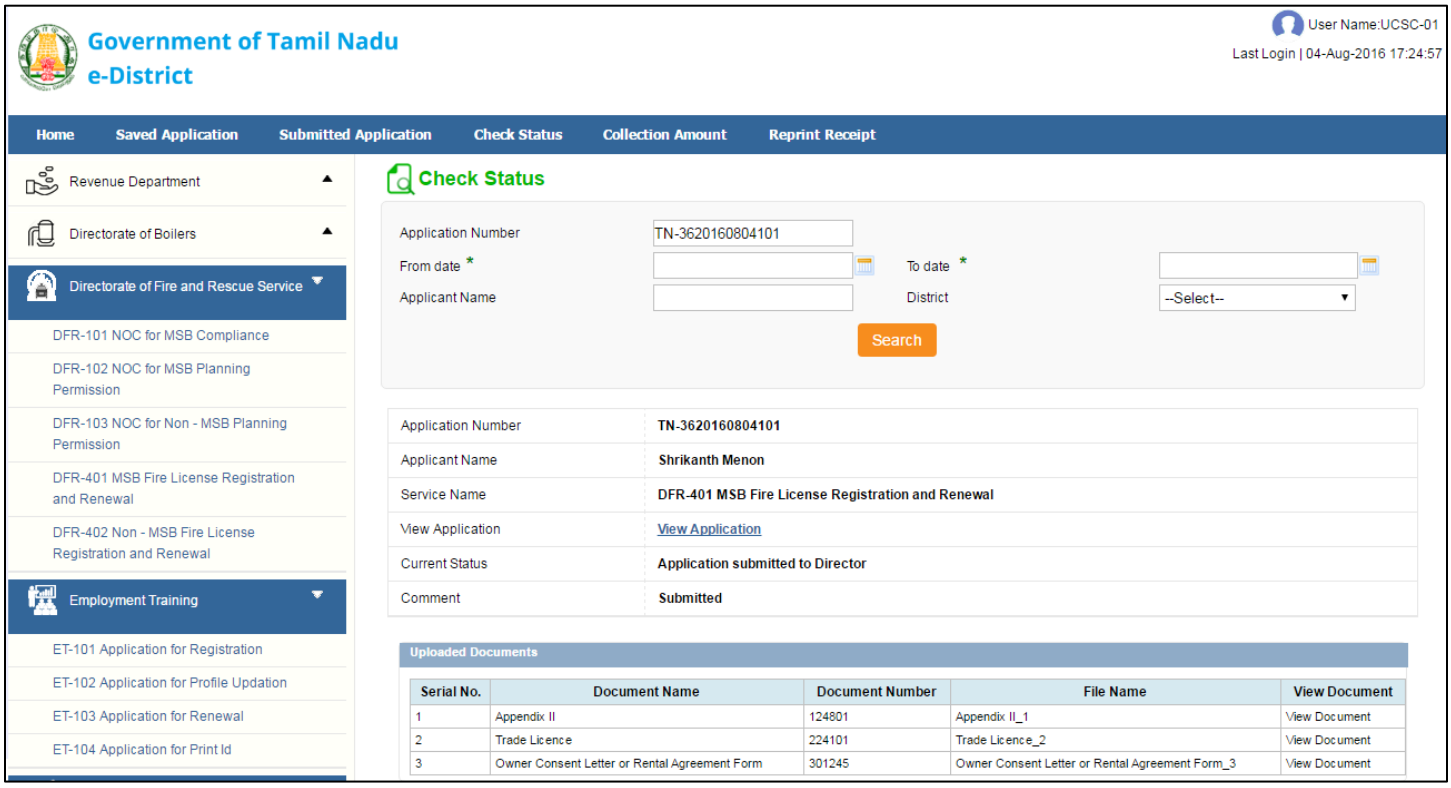


Submitted applications can be viewed under the **Submitted Application** section.



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



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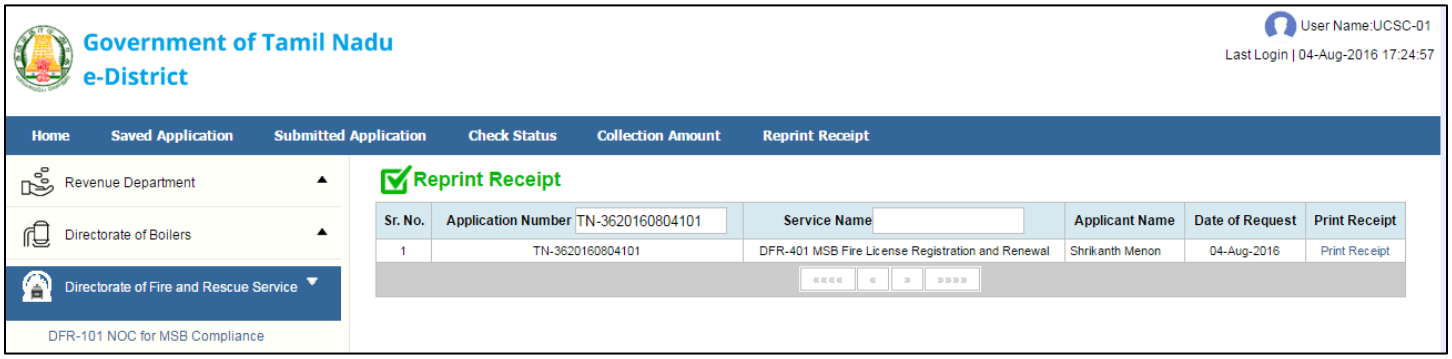
Acknowledgement receipts can be re-printed from the **Reprint Receipt** section.



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

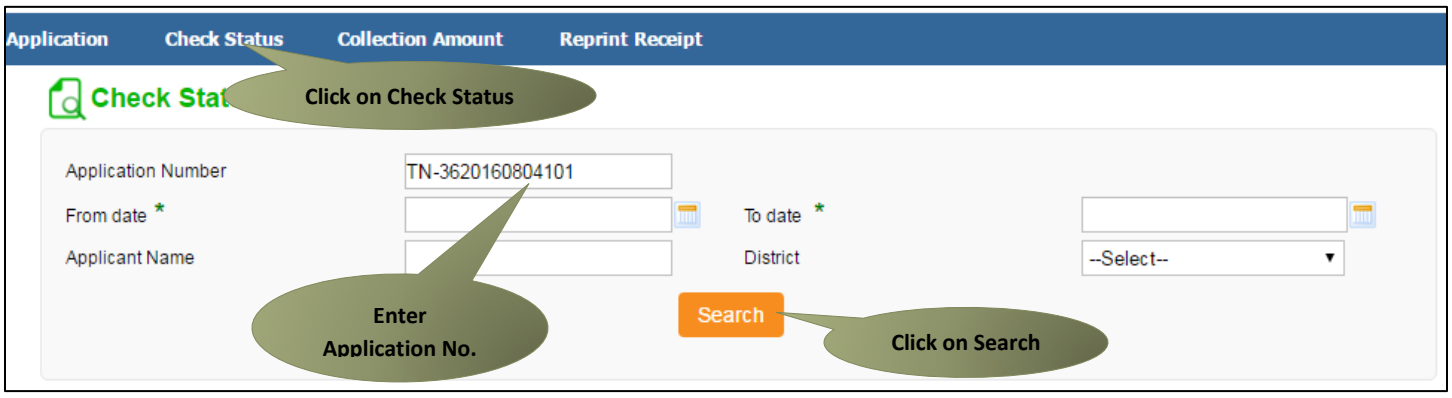
7.2.Downloading Certificate

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



The application will show up.

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

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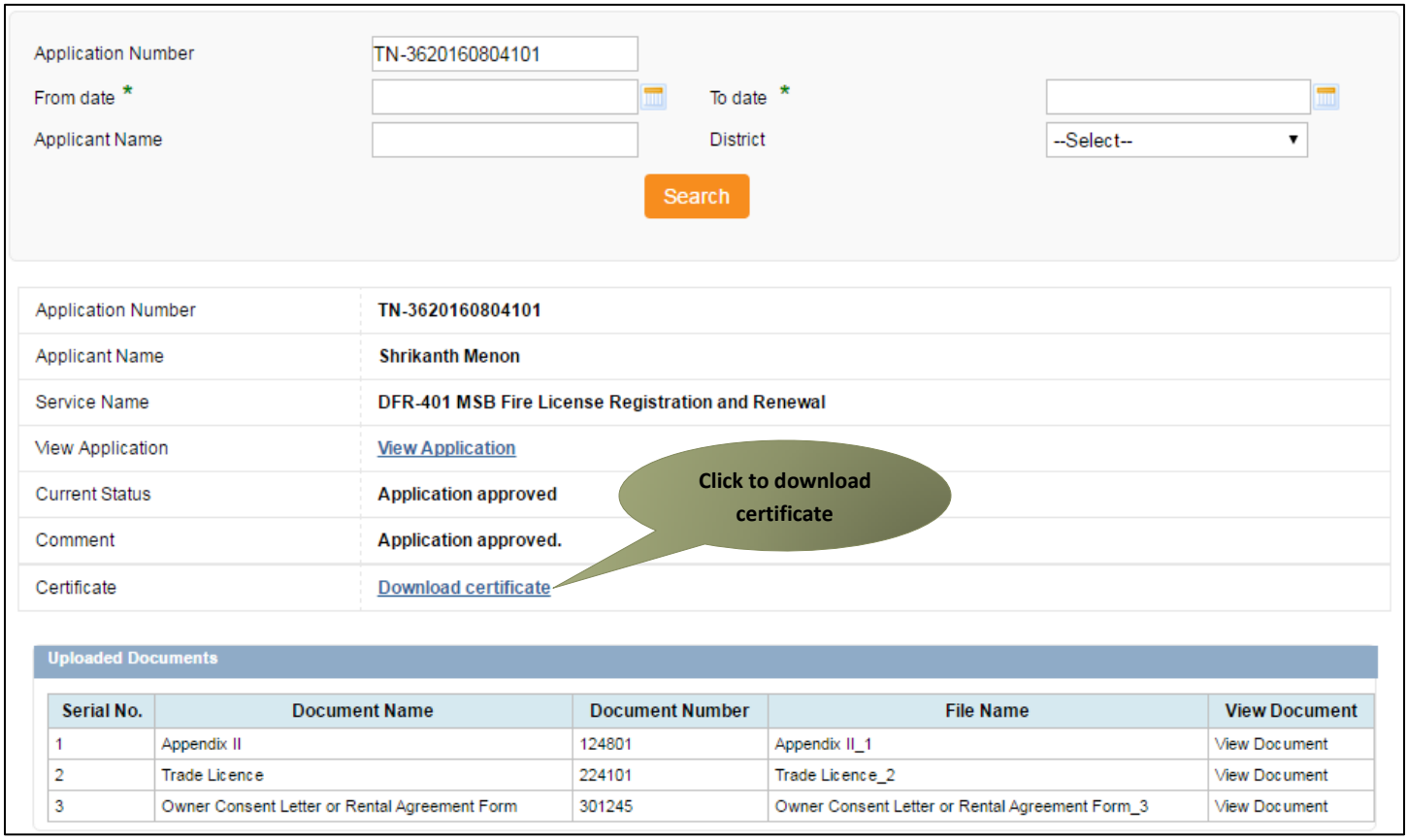

The certificate will be downloaded.

The below figure shows the preview of the **New** license certificate.

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K.Dis.No. TN-3620160804101/C/2016

Dated. 05/08/2016

The Director of Fire & Rescue Service,
No.1, Greams Road, Thousand Light,
Chennai – 600006.

Licence No. TN-3620160804101 / 2016 (Issued)

Ref : (1) Letter from the **M/s.** Keshar Baug, 12/5, Keshar Baug, Whannels Road, Anaikudam, Udayarpalayam, Ariyalur-612902

Dated. 05/08/2016

(2) Letter R.C.No. TN-3620160804101/C/2016, dated : 05/08/2016 from the Chairman, MSB Inspection Committee, Ariyalur Region.

****

With reference to the letter first cited, the Fire Licence is issued as under, based on the recommendations in the reference 2nd cited.

FIRE & RESCUE SERVICES LICENCE

Fire Licence is hereby issued under section 13 of the Tamil Nadu Fire and Rescue Service Act 1985 to the Multi-Storied building classified as **Group Building, Sub-Division of M/s.** Keshar Baug **consisting of** 1 Floors, Basement 55000 (Area in Sq.m), Ground Floor 54300 (Area in Sq.m), Mezzanine 10000 (Area in Sq.m) **with the height of** 550 (in Meters) **meters at** 12/5, Keshar Baug, Whannels Road, Anaikudam, Udayarpalayam, Ariyalur-612902. subject to the following conditions and such other conditions as may be prescribed from time to time. This Licence is valid for **ONE YEAR** from 05/08/2016 to 05/08/2017 and should be renewed on 05/08/2017.

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CONDITIONS

1. Periodical maintenance should be ensured to keep all fire protection equipments and system always in good working condition.
2. "Mock Drill" should be conducted periodically and the date of conduction should be informed to District Officer, District well in advance to enable the team to make suggestions, if any.
3. Trained Fire personnel should be available to operate the systems in case of any emergency.
4. All Fire Fighting equipments should be kept always in good working condition at all times.
5. Any erection of permanent or temporary structure should be intimated to this Fire and Rescue Services Department.
6. With reference to air-conditioning it should not exceed the Electricity Board load on any account.
7. Available set back area at all sides should be maintained to with stand weight of 45 tons of fire fighting vehicle.
8. House Keeping Dumping of waste material anywhere should be avoided. Dust bins should be cleared frequently.
9. Emergency FIRE Exit, door should open from the floor to staircase only and not the other way round. The door should be in red reflector & arrow marks should commensurate with the gradient of staircase.
10. Do's & Don'ts in times of emergencies should be available in a laminated hanging pad or otherwise in the telephone operator's desk as well as in the CE or Emergency in charge of officer's desk.
11. Alternate staircase should be kept free without any obstruction.
12. All staircases should be kept open during office hours and should be kept usable at any point of emergency.
13. Fire Order / Contingency plan should be prepared and displayed in each floor also containing Rescue Team members name, designation and contact number.

Director,
Fire and Rescue Services
Tamil Nadu.

To

Keshar Baug

12/5, Keshar Baug, Whannels Road, Anaikudam,
Udayarpalayam, Ariyalur-612902

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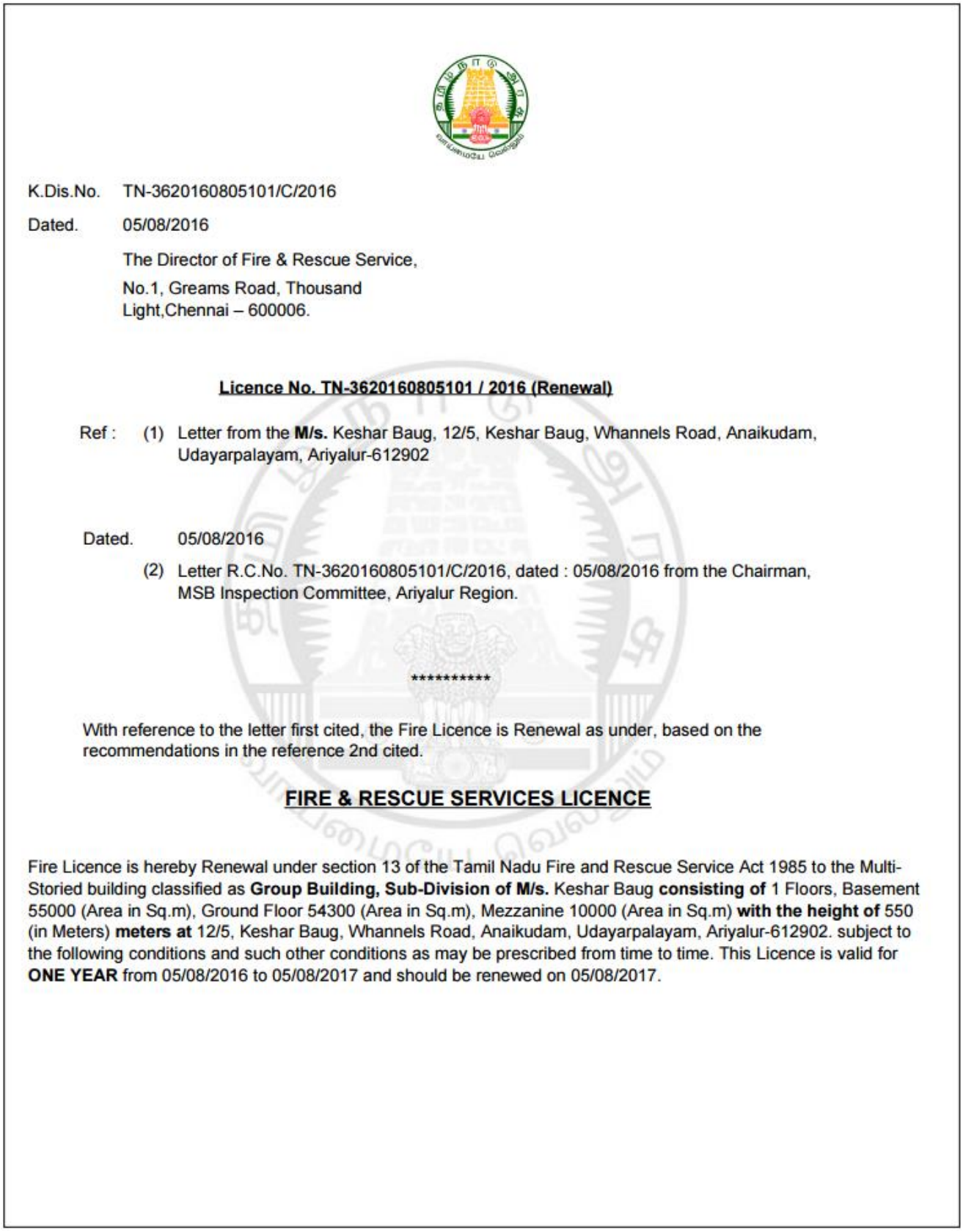
The below figure shows the preview of the **Renewal** license certificate.



K.Dis.No. TN-3620160805101/C/2016

Dated. 05/08/2016

The Director of Fire & Rescue Service,
No.1, Greams Road, Thousand Light,Chennai – 600006.

Licence No. TN-3620160805101 / 2016 (Renewal)

Ref : (1) Letter from the **M/s.** Keshar Baug, 12/5, Keshar Baug, Whannels Road, Anaikudam, Udayarpalayam, Ariyalur-612902

Dated. 05/08/2016

(2) Letter R.C.No. TN-3620160805101/C/2016, dated : 05/08/2016 from the Chairman, MSB Inspection Committee, Ariyalur Region.

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With reference to the letter first cited, the Fire Licence is Renewal as under, based on the recommendations in the reference 2nd cited.

FIRE & RESCUE SERVICES LICENCE

Fire Licence is hereby Renewal under section 13 of the Tamil Nadu Fire and Rescue Service Act 1985 to the Multi-Storied building classified as **Group Building, Sub-Division of M/s.** Keshar Baug **consisting of** 1 Floors, Basement 55000 (Area in Sq.m), Ground Floor 54300 (Area in Sq.m), Mezzanine 10000 (Area in Sq.m) **with the height of** 550 (in Meters) **meters at** 12/5, Keshar Baug, Whannels Road, Anaikudam, Udayarpalayam, Ariyalur-612902. subject to the following conditions and such other conditions as may be prescribed from time to time. This Licence is valid for **ONE YEAR** from 05/08/2016 to 05/08/2017 and should be renewed on 05/08/2017.

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CONDITIONS

1. Periodical maintenance should be ensured to keep all fire protection equipments and system always in good working condition.
2. "Mock Drill" should be conducted periodically and the date of conduction should be informed to District Officer, District well in advance to enable the team to make suggestions, if any.
3. Trained Fire personnel should be available to operate the systems in case of any emergency.
4. All Fire Fighting equipments should be kept always in good working condition at all times.
5. Any erection of permanent or temporary structure should be intimated to this Fire and Rescue Services Department.
6. With reference to air-conditioning it should not exceed the Electricity Board load on any account.
7. Available set back area at all sides should be maintained to with stand weight of 45 tons of fire fighting vehicle.
8. House Keeping Dumping of waste material anywhere should be avoided. Dust bins should be cleared frequently.
9. Emergency FIRE Exit, door should open from the floor to staircase only and not the other way round. The door should be in red reflector & arrow marks should commensurate with the gradient of staircase.
10. Do's & Don'ts in times of emergencies should be available in a laminated hanging pad or otherwise in the telephone operator's desk as well as in the CE or Emergency in charge of officer's desk.
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13. Fire Order / Contingency plan should be prepared and displayed in each floor also containing Rescue Team members name, designation and contact number.

Director,
Fire and Rescue Services
Tamil Nadu.

To

Keshar Baug

12/5, Keshar Baug, Whannels Road, Anaikudam,
Udayarpalayam, Ariyalur-612902

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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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