
In exercise of powers conferred under Rule-22 read with Rule-10(2), 11 (2), Rule- 12 (2) and Rule 13 (3) of Odisha Fire Prevention and Fire Safety Rules, 2017, the following instructions are hereby issued for effective implementation of the Fire Prevention and Fire Safety Rules, 2017. This supersedes all previous orders issued in this regard from this Directorate General.

1. Temporary Structures: -

a) The procedure of issuance of Fire Safety Recommendation and Fire Safety Certificate for temporary structures shall be same as prescribed in Rule 10 of Odisha Fire Prevention and Fire Safety Rules, 2017. Any individual/institution desirous to erect temporary structures shall apply in plain paper along with self attested sketch of proposed temporary structure.

b) The OIC of Fire Station concerned not below the rank of Station Officer is competent to issue Fire Safety Recommendation and Fire Safety Certificate in respect of a temporary structure after inspecting the premises and satisfying himself about fulfilment of fire safety requirements under immediate intimation to Asst. Fire Officer of Fire District, Deputy Fire Officer Circle/Deputy Fire Officer of Range Fire Office and Range Fire Officer concerned. In absence of Station Officer, Assistant Station Officer, if declared as in-charge of Fire Station, can issue Fire Safety Recommendation and Fire Safety Certificate after taking written approval of Assistant Fire Officer.
c) The applicant is not required to pay any fees for Fire Safety Certificate in respect of temporary structure.

d) Fire Safety Certificate issued by an authorized officer shall be valid for a period of 30 days from the date of its issue.

2. Temporary Fireworks (storage, transporting, display and sale): -

a) The procedure for issuance of Fire Safety Recommendation and Fire Safety Certificate shall be the same as mentioned in Rule 10 (1) of Odisha Fire Prevention and Fire Safety Rule, 2017.

b) The OIC of the Fire Station concerned, not below the rank of Station Officer, is competent to issue Fire Safety Recommendation / Fire Safety Certificate for temporary storage, transportation, display and sale of fireworks after inspecting the premises and satisfying himself that adequate fire prevention and safety measures have been provided as per Explosive Rules, 2008 as amended from time to time and any other instructions issued in this regard.

c) In case, the OIC of Fire Station concerned is an officer below the rank of Station Officer, the Fire Safety Recommendation / Fire Safety Certificate shall be issued by the next higher authority.

d) Copies of the Fire Safety Certificates so issued shall be submitted promptly to Assistant Fire Officer of the Fire district, Deputy Fire Officer, Circle / Deputy Fire Officer, Range Fire Office and the Range Fire Officer concerned for their information and instruction if any.

e) Fire Safety Certificate issued by an authorized officer shall be valid for a period of two years for storage of fireworks. For temporary firework shop, transportation and display of fireworks, the validity shall be 15 days from the date of issue.

3. Issue of Fire Safety Recommendation and Fire Safety Certificates for various classes of buildings, premises and occupancies & validity of the Certificate: -

a) The Authorized Officer for issuance of Fire Safety Recommendation, Fire Safety Certificate and renewal of Fire Safety Certificate for various classes of buildings, premises and occupancies shall be as specified in the
Table-A below. The officer authorized to issue Fire Safety Recommendation, Fire Safety Certificate and renew Fire Safety Certificate shall also receive application for the same.

**TABLE-A**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Type of Building</th>
<th>Initial issuing and renewal authority</th>
<th>Period of validity</th>
<th>Inspecting Committee members</th>
<th>Time limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Buildings below 15 mtrs height (Educational and Residential).</td>
<td>Deputy Fire Officer, Circle</td>
<td>02 Years (05 Years in case of Residential buildings)</td>
<td>1) DFO, Circle 2) AFO of Fire District 3) SO of parent Fire Station</td>
<td>45 Days</td>
</tr>
<tr>
<td>2.</td>
<td>Buildings with 15 mtrs to less than 35 mtrs height (Educational and Residential).</td>
<td>Range Fire officer</td>
<td>02 Years (05 Years in case of Residential buildings)</td>
<td>1) Range Fire Officer 2) D.F.O, Circle 3) A.F.O of Fire District 4) S.O of parent Fire Station</td>
<td>45 Days</td>
</tr>
<tr>
<td>3.</td>
<td>Clinical Establishments below 10 mtrs height having less than 30 beds or having no critical care unit(s).</td>
<td>Asst. Fire Officer of the Fire District</td>
<td>02 Years</td>
<td>1) Asst. Fire Officer of the Fire District 2) SO of parent Fire Station 3) SO of nearby Fire Station to be nominated by Deputy Fire Officer of the Circle.</td>
<td>45 Days</td>
</tr>
<tr>
<td>4.</td>
<td>Clinical Establishments with 10 mtrs and below 15 mtrs height or having 30 - 100 beds or having critical care unit(s).</td>
<td>Deputy Fire Officer, Circle</td>
<td>02 Years</td>
<td>1) DFO, Circle 2) AFO of Fire District 3) SO of parent Fire Station.</td>
<td>45 Days</td>
</tr>
</tbody>
</table>
5. Cinema Hall

Asst. Fire Officer of the Fire District

02 Years

1) Asst. Fire Officer of the Fire District
2) SO of parent Fire Station
3) SO of nearby Fire Station to be nominated by Deputy Fire Officer, Circle.

45 Days

6. Hotel (below 3 Star), Lodgings, Guest Houses, etc.

Asst. Fire Officer of the Fire District

02 Years

1) Asst. Fire Officer of the Fire District
2) SO of parent Fire Station
3) SO of nearby Fire Station to be nominated by Deputy Fire Officer, Circle.

45 Days

7. Petroleum retail outlet and LPG Godown.

Asst. Fire Officer of the Fire District

02 Years

1) Asst. Fire Officer of the Fire District
2) SO of parent Fire Station
3) SO of nearby Fire Station to be nominated by Deputy Fire Officer, Circle.

45 Days

8. Explosive or fireworks or hazardous substances (manufacturing, storage, transporting, display, sale etc.)

Deputy Fire Officer, Circle

02 Years

1) DFO, Circle
2) AFO of Fire District
3) SO of parent Fire Station.

45 Days

c) In absence of head of Inspecting Team as mentioned in Table-A under Para-3, the inspection shall be conducted by a team constituted as per the order of the next higher authority.

d) In absence of initial issuing authority, the Fire Safety Certificate shall be issued or renewed as the case may be, by the next higher authority.

e) In absence of any team member as per Table-A under Para-3, any suitable officer may be co-opted as member as per order of the next higher authority.

f) If felt necessary, additional members of such other rank shall be included in the inspection team as ordered by Director, Fire Service.

g) In absence of the authorized officer, Fire Safety Certificate / Fire Safety Recommendation shall be issued or renewed as the case may be, by the next higher authority.

h) The officer authorized for issuing Fire Safety Recommendation, Fire Safety Certificate and renewal of Fire Safety Certificate for various classes of buildings, premises and occupancies shall issue notice in Form-VII as per the procedure mentioned in Rule-18 (1) and shall initiate action as per Rule 19, 20 and 21.

4. **Fire Safety Certificate to be invalid in case of change of usage, additions etc:**

   a) Whenever there is a change in occupancy or usage of an existing building or part thereof or any addition or alteration is made to an existing building or part thereof, without approval of Director or authorized member, the Fire Safety Certificate issued or renewed shall stand automatically cancelled.

   b) The Fire Safety Certificate of a building or premises shall NOT be renewed if there is a change in occupancy or usage of an existing building or part thereof, or any addition or alteration is made to an existing building or part thereof and all such cases shall be referred to the Director or Authorized Officer and Licensing Authority.

5. **Cancellation of Fire Safety Certificate and follow-up action:**

   a) Range Fire Officer/Deputy Fire Officer, Circle/Asst. Fire Officer may cancel, for reasons to be recorded in writing, Fire Safety Certificate of any building or premises, issued or renewed by an officer subordinate to them, after
giving the owner or the occupier as the case may be, an opportunity to show cause as prescribed in Rule-19 (1).

b) After cancellation of the Fire Safety Certificate of a building or premises, a report shall be submitted to the Licensing Authority concerned for taking appropriate action like cancellation of the license under intimation to Director, Fire Service.

This will come into force with immediate effect.

(BK Sharma)
Director General, Fire Services
Commandant General, Home Guards &
Director, Civil Defence
Odisha, Cuttack

Memo No. 10724/FPW

Copy to
1) CFO, Cuttack
2) All Range Fire Officers
3) All Deputy Fire Officers of Circles
4) All Asst. Fire Officers of Fire District
5) All Fire Stations of the State
6) Principal, OFDRA, Bhubaneswar, OFDRI, Naraz and OSWALI, Ramchandi.

Copy to Additional Chief Secretary to Govt., Home Department for kind information and record please.

I.G. of Police
Fire Services, Home Guards
Odisha, Cuttack