

**GOVERNMENT OF ODISHA**  
**HOME DEPARTMENT**

**ORDER**

No. 50908, Bhubaneswar Dated the 19.11.2019  
HOME-FS-RULE-0003-2019

**Sub: Procedure for issue and renewal of Fire Safety Certificates and Fire Safety Recommendation in accordance with Odisha Fire Prevention and Fire Safety Rules, 2017 read with Odisha Fire Prevention and Fire Safety (Amendment) Rules, 2019.**

In exercise of powers conferred under rule 6(i) of the Odisha Fire Prevention and Fire Safety Amendment Rules 2019, the State Government in Home Department after review of Fire Circular order No. 5/2018 dtd. 04.07.2018 and Corrigendum to Fire Circular Order No. 5/2018 dtd. 11.07.2018 of the Directorate of Fire Service and in supersession of aforesaid circular orders and any previous orders issued in this regard from time to time, makes the following orders in pursuance to Odisha Fire Prevention and Fire Safety Rules, 2017 read with Odisha Fire Prevention and Fire Safety (Amendment) Rules, 2019, for effective implementation of the Fire Prevention and Fire Safety Rules.

a) The OIC of Fire Station concerned not below the rank of Station Officer is competent to issue Fire Safety Certificate in respect of a temporary structure after inspecting the premises and satisfying himself about fulfilment of the fire safety requirements under intimation to next higher authority.

In case of visit of VIPs and VVIPs, the Range Fire Officer may direct any Officer superior to the OIC, as he deems fit, to issue Fire Safety Recommendation/Fire Safety Certificate.

b) In case the OIC of Fire Station concerned is an officer below the rank of Station Officer or absent, recommendation/certificate shall be issued by Station Officer of the nearest Fire Station. And if the Station Officer of nearest Fire Station is absent, the Fire Safety Recommendation /Certificate shall be issued by Assistant Fire Officer of the said District.

c) The erectors of temporary structures having an area of 1000 square meter or more or where the congregation of persons is more than 2000 for the purpose of observance of festivities, for holding commercial shows, *melas, jattras*, operas, temporary Cinemas etc. or premises where highly flammable or explosive materials are proposed to be used, shall apply along with sketch map of the proposed site with layout, means of access, entrance, exit as prescribed in clause 1 to 11 of IS:8758-2013 read with IS:1646-1997. In case of these premises the applicant has to apply for Fire Safety Recommendation as per the same procedure as prescribed in rule

10(1) of Odisha Fire Prevention and Fire Safety Rule,2017 read with Odisha Fire Prevention and Fire Safety (Amendment) Rules, 2019 .

**2. Temporary Fire Works (Storage, transporting, display and sale):**

a) The Procedure for issue of Fire Safety Recommendation and Fire Safety Certificate shall be the same as prescribed in Rule 10(1) of Odisha Fire Prevention and Fire Safety Rule, 2017 read with Rule 4 of the amended Rules.

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

c) In case the OIC of Fire Station concerned is an Officer below the rank of Station Officer, Fire Safety recommendation/Certificate shall be issued by Station Officer of the nearest Fire Station. And if the Station Officer of nearest Fire Station is absent, the Fire Safety Recommendation /Certificate shall be issued by the Assistant Fire Officer of the said District.

d) Copies of Fire Safety Recommendation and Certificates so issued shall be submitted promptly to the next senior authority.

**3. Issue of Fire Safety Recommendation and Certificate for various classes of buildings, premises and occupancies.**

a) The authorized officer for issue 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 below:

Sl.No	Types of Buildings	Issuing and renewal authority	Period of validity	Inspecting team	Time limit
(1)	(2)	(3)	(4)	(5)	(6)
1.	Buildings below 15 mtrs. Height(Educational, Assembly, business and mercantile buildings excluding Multiplex)	Deputy Fire Officer of the circle	2 years	Deputy Fire Officer of the circle and Station Officer/ Assistant Fire Officer of Parent Fire Station	i) For Fire Safety Recommendation -30 days ii) For Fire Safety Recommendation under CAF Rules-18 days iii) For Fire Safety Certificate-18 days

Sl.No	Types of Buildings	Issuing and renewal authority	Period of validity	Inspecting team	Time limit
(1)	(2)	(3)	(4)	(5)	(6)
2.	Buildings from 15 mtrs. to less than 35 mtrs. (Residential, Educational, Assembly, business, Mercantile buildings excluding multiplex)	Range Fire Officer	2 years (5 years in case of residential building)	Range Fire Officer & Station Officer / Assistant Fire Officer of Parent Fire Station	-do-
3	Buildings from 35 mtrs. and above (Residential, Educational, Assembly, business, Mercantile buildings and multiplex)	Chief Fire Officer, Fire Prevention	2 years (5 years in case of residential building)	Chief Fire Officer, Fire Prevention & Station Officer/Assistant Fire Officer of Parent Fire Station	-do-
4	Clinical establishments below 12 mtrs, having less than 30 beds and having no critical care units	Self-Regulatory			
5	Clinical establishments below 12mtrs., having more than 30 beds or having at least one Intensive Critical care Unit or both	Assistant Fire Officer	2 years	Assistant Fire Officer & Station Officer of Parent Fire Station *	-do-
6	Clinical establishments having height of 12 mtrs and above	Deputy Fire Officer	2 years	Deputy fire officer of the circle and Station Officer/ AFO of parent fire station	-do-
7	Cinema Hall	Asst. Fire Officer of the District.	2 years	Asst. Fire Officer & Station Officer of the Parent Fire Station*	-do-
8	Hotel (Below 3 Star), Lodgings, Guest Houses etc.	Asst. Fire Officer of the District.	2 years	Asst. Fire Officer & Station Officer of the Parent Fire Station*	-do-
9	Hotel (3 Star and above)	Deputy Fire Officer	2 years	Deputy Fire Officer & Station Officer/AFO of the Parent Fire Station	-do-
10	Airport, Aerodrome, Stadium, Multilevel Car Parking, all Underground or Partially Underground Structure etc.	Range Fire Officer	2 years	Range Fire Officer & Station Officer/AFO of the Parent Fire Station	-do-

Sl.No	Types of Buildings	Issuing and renewal authority	Period of validity	Inspecting team	Time limit
(1)	(2)	(3)	(4)	(5)	(6)
11	Petroleum retail Outlet and LPG Go down	Asst. Fire Officer	2 years	Asst. Fire Officer & Station Officer of the Parent Fire Station*	-do-
12	Factories / Industries (Small Scale), Ware House and Storage – Go down. Explosive or Hazards substances (Storage, Transport, Display, Sale etc.) and Manufacturing, possession and sale of fireworks (permanent license holder)	Deputy Fire Officer	2 years	Deputy Fire Officer & Station Officer /AFO of the Parent Fire Station	-do-
13	Factories / Industries (Large Scale), Manufacturing of Explosives of hazardous substances, Petroleum Depot & other flammable substances.	Range Fire Officer	2 years	Range Fire Officer & Station Officer/AFO of the Parent Fire Station	-do-

*\*In case of District Headquarters fire Stations headed by AFO, Station Officer of nearest fire Station will be the member of the inspecting team.*

Provided that when Common Application form for the purpose of Building plan approval as per Odisha Development Authority (Common Application form) Rules, 2016 is mandated by Planning Authorities in the state, the fire service inspection shall be conducted within 15 days of the receipt of the Common Application Form, The Fire safety Recommendation/ Certificate shall be provided within 3 days after the common inspection.

b) The procedure for issue of Fire Safety Recommendation/Certificate & renewal of Fire Safety Certificate shall be the same as prescribed in rule 12, 13 & 14 of Odisha Fire Prevention & Fire Safety Rules, 2017 read with Odisha Fire Prevention and Fire Safety (Amendment) Rules, 2019.

c) 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.

d) If felt necessary and for reasons to be recorded in writing, additional members of such other rank may be included in the inspection team as will be decided by the authority concerned.

**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 or part thereof or any addition or alteration is made to existing building or part thereof, 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.

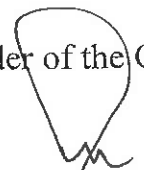
c) Application for issue of fresh Fire Safety Certificate shall be submitted to the licensing authority whenever there is a change in occupancy or usage of an existing building or part thereof with intimation to the issuing authority.

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

a) The Chief Fire Officer/ Range Fire Officer/ Deputy Fire Officer of Circles/ Asst. Fire Officer may cancel, for reasons to be recorded in writing, the 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 license for operation of cinema hall, multiplex, clinical establishment, factory, hotel, warehouse and cold storage or any business, trade or profession, or any other activity whatsoever therein by the issuing authority under intimation to Directorate General of Fire Services, and may initiate prosecution against the defaulter on sanction from higher authority.

By order of the Governor

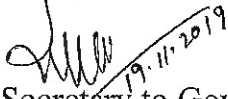


Principal Secretary to Government

Memo No. 50909 /CD

date. 19 .11.2019

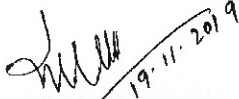
Copy forwarded to PS to Hon'ble Chief minister, Odisha/ PS to Chief Secretary to Government/ PS to Principal Secretary to Government, Home Department for kind information of Hon'ble Chief Minister/Chief Secretary and Principal Secretary.

  
Additional Secretary to Government

Memo No. 50910 /CD

date. 19 .11.2019

Copy forwarded to All Departments of Government for information and necessary action.

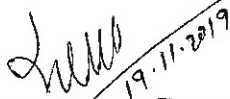
  
Additional Secretary to Government

Memo No. 50911 /CD

date. 19 .11.2019

Copy forwarded to the Director, Fire Service, Odisha, Cuttack for information and necessary action.

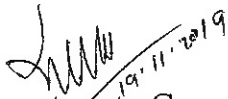
He is requested to circulate this order among subordinate offices under his administrative control.

  
Additional Secretary to Government

Memo No. 50912 /CD

date. 19 .11.2019

Copy forwarded to NIC Coordinator, Home Department with a request to launch the said order in Department website for information of all concern.

  
Additional Secretary to Government