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La Gazette de L'État de Poudouchéry

The Gazette of Puducherry

PART - II

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(24 Bhadra 1947)				

GOVERNMENT OF PUDUCHERRY HOME DEPARTMENT

(G.O. Ms. No. 61, Puducherry, dated 10th September 2025)

NOTIFICATION

Whereas, there are four separate categories for the issue of a 'Fire No Objection Certificate (NOC)' by the Fire Services Department, Government of Puducherry presently. First, Fire NOC is requested by the Puducherry Planning Authority (PPA) before giving Building Plan Approval to any applicant. Second, after completion of the approved building, Fire NOC from the Fire Services Department is again required for obtaining the occupancy certificate from the PPA. Third, Fire NOC is requested by various licensing authorities under the Clinical

Establishment Act 2010, Puducherry School Education Act 1987, Puducherry Municipalities Act 1973, Pondicherry Village and Commune Panchayats Act 1973 and Factories Act 1948. Fourth, Fire NOC from the Fire Services Department is required whenever any new industrial establishment applies through the single window / online platform of the Industries Department for a new industrial licence.

2. Whereas, there is no Fire Services Act as on date in the Union territory of Puducherry. There is one Office Memorandum No. Fire-1/61-CG, dated 04-05-1966 which mandates Commissioners of the Local Bodies to obtain the NOC from Fire Services Department before issuing trade licence to any industry or commercial establishment.

3. Whereas, a standard process of issuing NOC is being followed based on guidelines and in-house practices, including considering and issuing of Fire NOCs year on year even if, there has been no change / alteration in the structure or additional infrastructure in the enterprise premises. Due to the limited number of Fire Services Department personnel available whose primary responsibility is responding and attending to fire emergencies, it is increasingly difficult to keep pace with the enormous work-load related to the large volume of Fire NOCs to be issued on physical verification.

4. Whereas, the Fire Services Department plays a critical role in being the first port of call and first responder whenever there is a natural or man-made disaster of any kind. It is, therefore, nearly impossible to keep pace with innumerable physical inspection requirements as well as monitor and ensure timely completion of proper paperwork without affecting the core functioning of the Department.

5. Whereas, it is now considered imperative to rationalize and simplify the present procedure with respect to issuing Fire NOC, including differentiation between an establishment that deals with hazardous material and one that has nothing to do with hazardous material in its scope of activity, while ensuring that the fire protocols are followed in the manner required without impinging on the core professional duties of the Fire Services Department.

6. Whereas, the rationalization and simplification of the processes related to Fire Safety Audit as well as issue of Fire NOC for various purposes will improve the ease of doing business by reducing the compliance burden on industries and business establishments and, thereby, create economic and employment opportunities.

7. Whereas, it has been decided to simplify and rationalize the regulations allowing for empanelment of third-party qualified agencies to issue Fire Safety Audit Certificates as well as Fire NOC for certain types of industries, businesses and buildings.

8. Now, therefore, the Government of Puducherry hereby notifies the following guidelines and procedures to be followed for Fire Safety Audit Certificate and Fire NOC.

(A) Classification of various Establishments into the following three categories based on the assessed risk and hazardous nature:

- (i) Category A : A Fire Safety Audit Certificate from any two of the specified empaneled licensed agencies shall be displayed on the premises at all times. Establishments will be subject to bi-annual inspection by the Fire Services Department, following the advance issue of an NOC from the Fire Services Department.
- (ii) Category B : A Fire Safety Audit Certificate from any two of the specified empaneled licensed agencies shall be displayed on the premises at all times. Establishments will be subject to annual inspection by the Fire Services Department, following the advance issue of an NOC from the Fire Services Department.
- (iii) Category C : A self-affidavit with respect to the observance of the prescribed fire safety protocol(s) shall be uploaded by the applicant for the automatic issue of a Certificate / NOC. A quarter (25 percent) of such establishments may be inspected by the Fire Services Department, following random selection and with the prior approval of the Secretary to the Government.

Category A: Comprises establishments such as large hotels and shopping malls, including all buildings and premises of various industries, businesses and trades that deal with the storage and transportation of fire-hazardous materials under the following Acts and their corresponding Rules :

- (i) Explosives Act and Rules
- (ii) Petroleum Act and Rules
- (iii) Carbide Act and Rules
- (iv) Oil Fields Act and Rules
- (v) The Arms Act and Rules
- (vi) The Major Port Trust Act, 1983
- (vii) The Cinematograph Rules, 1948
- (viii) Combustible / Inflammable materials being processed or stored in large quantities of over 100 tons
- (ix) Hospitals
- (x) School buildings that have more than Ground + 2 floors.
- (xi) Residential Apartments having height above 17 m

Category B : Comprises of :

- (i) Buildings requiring fire safety arrangements and protocols prescribed for G + 2 floors and above such as nursing homes, custodial institutions, penal and mental institutions, convention halls, marriage halls and food courts, guest houses and industrial, and commercial buildings other than those in Category A and any other building(s) that the Government may determine from time to time and;
- (ii) All school buildings and clinical establishments that are up to Ground + 2 floors.

Category C: Comprises of Buildings (other than residential) that are Ground +1 which do not fall under Category A and Category B but, require fire safety clearance for any other reason, whatsoever, specified by the Government from time to time.

(B) Fire NOC for Building Plan approvals : Any person proposing to construct an industrial or commercial building falling in the Category A shall apply only to the Puducherry Planning Authority. The application would be made accessible and available to the Fire Services Department by the Authority through its online portal. The Competent Authority from the Fire Services Department shall arrange an inspection of the site and shall either approve or return the application with remarks related to deficiencies, if any, related to particular provisions of the applicable Acts/Regulations within a period 21 calendar days from the date of automated accessing of the application. If, no response is furnished to or received by the Puducherry Planning Authority within the 21-days timeline, then the NOC shall be Auto-generated accordingly. After generation of the Fire NOC at their end, the building plan approval may be done by the Planning Authority. In case of Category B & C establishments, the Building Plan must be attached with the Fire Plan prepared by licensed agency prior to submission of the building plan approval application to the Puducherry Planning Authority. No separate NOC is required from Fire Department for Category B & C establishments.

(C) Fire NOC for completion / occupancy certificate:

- (i) After completion of Building, the person can apply to Puducherry Planning Authority for obtaining the necessary occupancy certificate. In case of Category A Establishments, the application shall be automatically forwarded to Fire Services Department through the online platform of the Authority for the required site inspection and uploading of NOC / rejection / deficiency memo within a period of 21 calendar days.
- (ii) For Category B Establishments, the application for occupancy certificate is to be forwarded to the empaneled Fire Safety Audit Agency chosen by the applicant and mentioned so in the application itself. Based on their final building completion report as per the prescribed fire safety protocols, the occupancy certificate would be issued by the Planning Authority.
- (iii) The Fire NOC shall be valid for a period of 3 years at a time from the date of issue.

(D) Fire Safety Protocol for Category C

- (i) In the case of Category C Establishments, a self-attested statement (Annexure-V) declaring compliance with fire safety protocols shall be uploaded on the Puducherry Planning Authority portal by the owner / manager, specifying the protocol being followed on the premises, including fire safety infrastructure, fire exits, training of personnel and other notified practices. Upon uploading of the details, a self-certified 'fire safety protocol certificate' of the owner / manager shall be generated by the system. The certificate shall have to be compulsorily and prominently displayed on the premises at all times.
- (ii) The updated protocol shall be uploaded every 3 years on the portal.

(E) Renewal NOC for Category A :

- (i) For any new industry, business or trade under Category A, the operations / business / trade can be started, with the other required mandatory and / or statutory approvals, as the case may be, following issuance of occupancy certificate. No new or separate Fire NOC would be required again after occupancy certificate is issued/obtained.
- (ii) In case of existing industry, business or trade under Category A, a fresh Fire NOC is to be obtained every three years, from the date of issue of occupancy certificate or previous NOC, as the case may be, excluding Schools, Hospitals and Large Hotels. Schools, Hospitals and Large Hotels have to renew the Fire NOCs every year.

(F) Renewal NOC for Category B:

- (i) For any new industry, business or trade under Category B, the operations / business / trade can be started, with the other required mandatory and / or statutory approvals, as the case may be, following issuance of occupancy certificate. No new or separate Fire NOC would be required again after occupancy certificate is issued/obtained.

- (ii) In case of existing industry, business or trade under Category B, a fresh Fire NOC is to be obtained every three years, from the date of issue of occupancy certificate or previous NOC, as the case may be, excluding Schools and Hospitals. Schools and Hospitals have to renew the Fire NOCs every year.

(G) General Conditions :

- (i) The Fire NOC / Fire Safety Certificate / Fire Safety Protocol shall be compulsorily displayed along with a QR Code at a prominent place on the premises at all times for information / viewing of any visitor to the premises. The display of QR Code will help in providing authentic information on the fire safety protocols being followed at the premises.
- (ii) Fire Drills: All the respective categories (A, B & C) shall arrange for a Fire drill to be conducted once a year under the supervision of Fire Services Department on a specified date / month to promote awareness on the protocol to be followed during a fire or other emergency, among all those occupying or using the building either for residential or non-residential purposes.
- (iii) Standards for fire installations: For Categories A & B, the quality and standards of the fire safety equipment and installation procedures prescribed / specified in the National Building Code shall be *ad hered* to. All Fire extinguishers shall be as per the standards specified in IS 2190:2010 and the date of latest refill / service shall be displayed prominently.
- (iv) A floor-wise Fire plan of the entire premises shall be prepared and made readily available for Categories A and B. The same will be required to be uploaded on the Puducherry Planning Authority portal and displayed collectively at the premises and independently on each floor prominently.
- (v) Right to Inspection: Fire Services Department shall reserve and exercise the right to cause inspection at any time and any premise for all the A, B & C Establishment categories.

(H) Temporary Licence(s):

Any person proposing to apply for a temporary licence shall apply before the authority concerned, *viz* : the Municipality and Revenue Department. The application would be made accessible and available to the Fire Services Department by the Authority through its online portal. Upon accessing the application online, the temporary licence will be processed and issued by the Fire Services Department for events of smaller duration; such as live shows, exhibitions, carnivals, festivals, functions, *etc.*, where inflammable / hazardous materials may be used, stored or dealt with (specifying the number of days, weeks, or months but, necessarily less than a year). Such Temporary Licence shall be considered and issued for the entire venue or site of the event and not for each individual stall. While submitting the application for a temporary licence online through the given portal, the application and plan for the entire composite site shall be submitted by the event organizer. A Fire NOC for this type of event will be given following a site inspection, which may be conducted within a period of 7 calendar days of forwarding to and accessing of the online application by the Fire Services Department.

(I) Online process:

All the processes detailed above ranging from applications, provision for empanelment of fire safety audit agencies, issue of Fire NOC, uploading of fire safety certificate, requisite documents and protocols shall be done through online portals and mechanisms. The simplified online processes shall be initiated and made available to the public immediately on release of Government Orders.

10. The guidelines and procedures for empanelment of Fire Safety Audit Agencies is provided in the Annexures.

(By order of the Lieutenant-Governor)

Dr. SHARAT CHAUHAN
Chief Secretary to Government.

ANNEXURE - I

**GUIDELINES FOR EMPANELMENT OF LICENSED AGENCIES
FOR THIRD PARTY AUDIT AND INSTALLATION OF FIRE
PREVENTION AND PROTECTION MEASURES**

(1) Licensed Agency to carry out work of providing fire prevention and life safety measures and Fire Auditing.— (1) No person other than a Licensed Agency shall carry out the work of providing fire prevention and life safety measures or performing such other related activities required to be carried out in any place or building or part thereof.

(2) No Licensed Agency or any other person claiming to be such Licensed Agency shall give an Audit Certificate regarding the compliance of the fire prevention and life safety measures or maintenance thereof in good repair and efficient condition, without there being actual such compliance or maintenance.

(2) Power to grant licence to act as Licensed Agency.— (i) A committee headed by the Secretary to the Government, Fire Services Department, Divisional Fire Officer and an Inspector of Factories nominated by the Secretary (Labour) may approve any person or association of persons, as the Committee thinks fit, as an approved Agency for the purpose(s) of conducting Fire Audit and installation of Fire Prevention and Protection Systems.

(ii) Any person intending to have or renew such licence shall apply to the Divisional Fire Service Officer in the prescribed form and in the prescribed manner.

(iii) On receipt of such application, the abovesaid Committee, may, after holding such inquiry as it deems fit, either grant the licence in the prescribed form for initial period of three years or renew the same for a like period or, for reasons to be recorded in writing, by order refuse to grant or renew the licence.

(iv) Where the above Committee has reason to believe that any person to whom a licence has been granted and who has failed to comply with the conditions of the licence or is unfit by reason of incompetency, misconduct, false reporting or any other grave reasons,

the Divisional Fire Officer, Puducherry may, after giving to the person a reasonable opportunity to show cause and for reasons to be recorded in writing, by order, suspend or cancel the licence.

(3) *Eligibility to act as Licensed Agency.*— No person shall be eligible to apply for grant of licence to act as Licensed Agency; and shall be granted a licence to act as a Licensed Agency, unless he possesses-

(a) At least any of the following qualifications, namely:-

- (i) A Degree or Advanced Diploma or Diploma in Fire Engineering awarded by the National Fire Service College, Ministry of Home Affairs, Government of India, or
- (ii) Fellow of Fire Engineering of the Institution of Fire Engineers (U.K.) or M.I. Fire (U.K.) or A.M.I.F.E. India, Graduate, Ship Examination of the Institution of Fire Engineers (U.K.) or the Institution of Fire Engineers (India); and
- (iii) 3 years post qualification experience in a Fire Service established under law in a position not less than the rank of a Station Fire Officer or equivalent: or in the field of Fire Protection and Engineering including design, installation, commissioning and maintenance of Fire Safety Systems *viz.*, automatic sprinkler system, automatic detection and alarm system, fire hydrant systems, manually operated fire alarm systems, wet riser/down comer system, fire pumps, smoke management systems, *etc.*

(b) (i) A Degree or Diploma in Mechanical or Electrical or Chemical or Civil Engineering from a Recognized University; and

- (ii) Experience in executing fire prevention and fire protection systems in high rise buildings / non-highrise buildings / industries as laid down in the National Building Code of India, 2016 or the code published by the National Fire Protection Association (NFPA, USA) 2008, as amended from time to time; or

In case of (b) above, has in his employment for the purpose of execution and supervision of the work relating to fire protection and life safety measures in a building or a project, an officer or supervisory officer holding any of the qualifications mentioned in b (i), so, however, that a degree or diploma in Fire Engineering or any other qualifications in relation to fire protection, prevention and safety measures specified therein shall be an essential qualification.

(c) Holds a solvency certificate for an amount as may be specified by the Department of Fire Services with prior approval of the Government of Puducherry.

(d) Has, during the period of 3 years immediately preceding the year of making the application, executed work(s) in relation to fire prevention and fire protection systems in high rise buildings / industries and non-highrise buildings / industries.

(e) Has adequate machinery, tools and other requisite equipment in relation to fire prevention and fire protection systems; and

(f) Has not been black-listed by any Government Department or Organization or any other State at the time of or following empanelment by the Fire Services Department, Government of Puducherry.

(4) *Application to be made for Licensed Agency, manner of making it and fees in respect thereof.*— (1) Every application for Licence to act as Licensed Agency for the purpose shall be in the prescribed format at Annexure II.

(2) Such application may be submitted online to Divisional Fire Officer, Puducherry.

(3) Every such application shall be accompanied by the following fees:-

(i) Registration fee of ₹ 25,000

(ii) documents as may be specified by the Fire Services Department, Government of Puducherry and which shall include the following, namely:

- (a) Solvency certificate for an appropriate amount as specified and shown above.
- (b) Attested copy of deed of partnership and power of attorney or articles of memorandum of association or affidavit on stamp paper in case the individual is the sole proprietor of the firm;
- (c) Certificate from the chartered accountant or registered Income-tax practitioner in the prescribed form in case of private works;
- (d) Certificate regarding full-time appointment of at least one person possessing any of the qualifications specified in 3(1).
- (e) Attested passport size photographs of partners or directors or individual proprietor and also of the officer or officers referred to in item (h);
- (f) Attested copy of GST Registration Certificate;
- (g) Affidavit on appropriate stamp paper, stating that his or her firm is not black-listed by the Government or any Semi-Government Organization; and

(5) *License to act as Licensed Agency.*— The Licence to act as a Licensed Agency shall be granted in the prescribed Format at Annexure III and shall be subject to the following conditions, namely:-

(1) The Licence shall be

- (i) Non-transferable.

(ii) Valid for three years from the date of issue, unless suspended or cancelled earlier.

(iii) Renewable, if so desired and found fit, before expiry of the Licence for a like period of three years.

(2) Changes, if any, in respect of the Partners, Directors or Members; or Address of the office of the Licensed Agency; or black-listing by any Government or other agency shall be forthwith reported to the Authority issuing the Licence.

(3) The Licensed Agency shall always keep the work previously executed, or being executed by it open for inspection by the Divisional Fire Service Officer or any fire Officer authorized by Divisional Fire Service Officer.

(6) *Renewal of Licence.*— An application for renewal of a Licence granted shall be accompanied by a fee equal to Registration charges as specified and also required documents as mentioned in Clause (ii) of sub para (3) of para 4.

(7) *Notice to show cause why licence be not suspended or cancelled.*— Where any person to whom the Licence has been granted fails to comply with the conditions of the Licence, or is unfit by reason of incompetency, misconduct, false reporting or any other grave reason, a notice to show cause as to why the Licence granted to him to act as Licensed Agency should not be suspended or cancelled, would be given to such person in the prescribed Format enclosed at Annexure IV.

ANNEXURE - II

FORM

APPLICATION FOR LICENCE TO ACT AS LICENSED AGENCY

To :

Sub : Grant or renewal of Licence to act as Licensed Agency for the purposes of conducting third party fire safety audit and Fire NOC.

Sir,

The undersigned hereby applies for grant of or renewal of Licence to act as a Licensed Agency for undertaking and executing the work of providing installation of equipment's and maintenance of fire prevention and Life safety measures in any place, building or part thereof. The particulars regarding the Agency are given below:—

1.	Full Name of the Applicant (in capital letters) .	
2.	Whether Licensed Agency will be a Proprietary Concern or an Association of persons such as a Firm or Company, <i>etc.</i> ,	
3.	Registration No. of Firm or Company (Copies of Registration Certificate, Article of Association relevant appended) or another document.	
4.	Address	

5.	<p>If the Licensed Agency is:-</p> <p>(a) A concern, name of the proprietor, qualification and address.</p> <p>(b) A firm or company, names, qualifications and addresses of each of the partners, or as the case may be, Directors.</p>	
6.	Office address from where the Agency will act as a Licensed Agency:	
7.	Class for which Licence is applied for:-	
8.	<p>Personnel with the Agency: -</p> <p>(a) Supervisory staff names qualifications and address of each.</p> <p>(b) Other employee's names, qualifications and address of each.</p>	
9.	<p>Details of work with regard to :</p> <p>Fire Prevention and life safety measures, if any, undertaken and executed previously.</p> <p>(a) Name or nature of work</p> <p>(b) Approximate cost of work</p> <p>(c) Whether the work executed or still in progress and remains to be executed.</p>	

	(Note : Original or attested copies of Certificate of Verification of above details by the officers under whom works are carried out are attached).	
10.	Technical qualifications and experience of the proprietor or partners or directors and dealing technical officers or employees of the applicant.	
11.	Workshop machinery, tools and plant owned by the applicant. (Location and site of workshops and full details to be given).	
12.	<p>Whether enlisted with any other Department or Organization in any other State. If so, in which category.</p> <p>(a) Has the applicant or his partners or directors been black-listed in the past by any Government Department / Organization / Other State?</p> <p>(b) Has the applicant applied for registration elsewhere in his name or in the names of partner, director or firm or company? If so, whether the application is rejected? Give particulars.</p>	
13.	Whether the applicant has produced up to date Income-tax certificate.	
14.	Amount of solvency certificate, which the applicant has held or produced.	

15.	A fee of ₹ 25,000 remitted herewith by Demand Draft No. Dt : Drawn Bank	
16.	If, the application is for renewal of the existing licence, the details in respect of the licence and the period of its validity (copy of the licence appended).	
17.	Whether, the licence to act as Licensed Agency granted any time previously has been suspended or cancelled, and if so, reasons therefor.	

I / We certify that, I / We have not been and will not get myself or ourselves registered as contractor in the department under more than one name.

Thanking you,

Yours faithfully.

(APPLICANT)

ANNEXURE - III

LICENCE TO ACT AS LICENSED AGENCY

GOVERNMENT OF PUDUCHERRY

FIRE SERVICES DEPARTMENT

To :

.....

.....

Sub. : Fire Services Department - Grant of / Renewal of licence to act as licensed agency for the purposes of conducting third party fire safety audit and fire NOC - Reg.

Ref. : 1. G.O. Ms. No. 61, dated 10-09-2025 of Home (Fire Services Department), Government of Puducherry.

2. Application, dated of M/s.

3. Committee Report, dated

With reference to your application dated second cited, it is informed that your application of M/s. for the purposes of carrying out work of providing fire prevention and life safety measures and Fire Auditing is approved as per the recommendations of the Departmental Committee.

2. The licence bearing a Licence No., dated shall be valid for three years from the date of issue unless suspended or cancelled earlier. Other conditions are as stipulated under the Government Order first cited.

3. This is for your information.

Yours sincerely,

ANNEXURE – IV

FORM

**Notice to show cause as to why licence granted or renewed to act as
a Licensed Agency be not suspended or cancelled**

To :

.....

.....

Where a Licence to act as a Licensed Agency for the purposes of carrying out work of providing fire prevention and life safety measures and Fire Auditing, bearing a Licence No., dated has been granted or renewed in the name of; and the licence so granted or renewed was subject to the conditions of licence.

Whereas it is noticed that you are guilty of the following acts, namely:-

(1)

(2)

(3)

And whereas these acts amount to

Now, therefore in exercise of the powers conferred on me I, hereby call upon you to show cause in writing so as to reach the undersigned by on as to why the licence so granted or renewed in your favour should not be suspended or cancelled.

ANNEXURE – V

Online format for self-certified Fire Safety Protocol for Category C Buildings (New and Renewal)

(i) Applicant Information

- (a) Applicant Name :
- (b) Residing Address :
- (c) Contact Number :

(ii) Building details to which Fire Licence is requested

- (a) Building Address :
- (b) Occupancy / Business :
- (c) Number of Floors :
- (d) Number of Basement floor, if any :
- (e) Plinth Area :
- (f) Height of the building :

(iii) List of enclosures :

- (a) Building Completion report / occupancy certificate (for new buildings)
- (b) Proposed Fire Plan:
- (c) Affidavit by the owner / manager stating that no change in the existing infrastructure (for Renewal):
- (d) Proof of servicing or refilling of fire extinguishers and testing of functionality of equipment by authorized agencies (for Renewal);

Certified that the information and documents furnished are true to the best of my knowledge.

Signature of the Applicant.

Date:

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