

M.C.G.M.

MUMBAI FIRE BRIGADE

S.O.P to be followed for processing on line applications for N.O.C's U/s394 of M.M.C. Act.

A]

| Sr. No. | Procedure                                                                     | Recipient officer | Ward             | Period.(Working Days ) |
|---------|-------------------------------------------------------------------------------|-------------------|------------------|------------------------|
| 1       | Application will be received on D.F.O.'s console                              | D.F.O.R.C.C.-1-A  | A,B,C.           |                        |
|         |                                                                               | D.F.O.R.C.C.-1-B  | D                |                        |
|         |                                                                               | D.F.O.R.C.C.-1-C  | E                |                        |
|         |                                                                               | D.F.O.R.C.C.-2-A  | F/S,F/N          |                        |
|         |                                                                               | D.F.O.R.C.C.-2-B  | G/S,G/N          |                        |
|         |                                                                               | D.F.O.R.C.C.-3-A  | H/E,H/W,K/E,K/W. |                        |
|         |                                                                               | D.F.O.R.C.C.-4-A  | P/S,R/S          |                        |
|         |                                                                               | D.F.O.R.C.C.-4-B  | R/C,R/N          |                        |
|         |                                                                               | D.F.O.R.C.C.-4-C  | P/N              |                        |
|         |                                                                               | D.F.O.R.C.C.-5-A  | L,M/E,M/W        |                        |
|         |                                                                               | D.F.O.R.C.C.-6-A  | N,S,T.           |                        |
| 2       | D.F.O. will assign application to the designated officer                      |                   |                  | 01 day.                |
| 3       | Designated officer will carry out inspection as per checklist and prepare NOC |                   |                  | 07 days.               |
| 4       | Issuance of N.O.C.by the officers categorized below.                          |                   |                  | 02 days.               |

B]

| Sr. No. | Catagary                                                                                                                   | Rank of designated officer for inspection and preparation of NOC | Rank of NOC issuing authority.      |
|---------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------|
| 1       | Area less than 50 sq.mtrs. or using one or two L.P.gas cylinders.                                                          | Station officer/Sr.Station Officer                               | Station Officer/ Sr.Station Officer |
| 2       | Area more than 50 sq.mtrs. and less than 500 sq. mtrs. or using more than two L.P.gas cylinders up-to 10 L.P.gas cylinders | Station officer/Sr.Station Officer                               | Assistant Divisional fire Officer   |
| 3       | Area more than 500 sq.mtrs. or using more than 10 L.P.gas cylinders up-to 20 L.P.Gas cylinders                             | Assistant Divisional fire Officer                                | Divisional fire Officer             |
| 4       | Using more than 20 L.P.Gas cylinders                                                                                       | Assistant Divisional fire Officer                                | Deputy Chief Fire Officer.          |