



Government of West Bengal
Department of Fire and Emergency Services
Newtown Fire Station (2nd & 3rd Floor)
Action area-I, Plot No.- CF-7, Street Number-175
Newtown, Kolkata-7000156

C I R C U L A R

No. : 957/FES-99/128/2024

Date: 27/08/2024

Subject: Inspection of fire license applications - regarding

It has come to the notice of the competent authority that after receiving the online applications, the concerned inspector(s) are asking the applicant(s) to come with all their documents instead of visiting the worksite. Checking of papers at the office frustrates the basic principles of inspection. Hence, the inspectors are directed to comply with the following instructions mandatorily without any deviation whatsoever.

1. In no case the applicant should be asked to come to his office with necessary papers in lieu of inspection at worksite. The inspectors must visit the worksite on the date fixed by them and intimated to the applicant beforehand and complete the inspection process as per extant norms. *A still photograph with date/time mode(Real Time) should be captured during inspection and uploaded in the inspection module/note.*
2. Some applicant(s) may not accept the inspection date online due to overlook; or not being tech-savvy; or due to any other reason. In such cases, application(s) should never be returned back recommending for rejection with comments like the applicant didn't co-operate. *As a proactive measure, the inspector must visit the worksite as per the scheduled date & time given by him and complete the inspection process.*
3. In the inspection note, the Inspector should clearly state the FSC number & date of the building/structure and its validity, wherever applicable. Where FSC is not required and application is done through self certification, the same has to be clearly mentioned with the form number in which self certification is given as per Government Order.
4. The inspector must fill up the Inspection schedule completely before sending it to the Divisional Officer or Collector.

Sdf
Special Secretary
Department of Fire & Emergency
Services

Date: 27/08/2024

No. : 951/FES-99/128/2024

Copy forwarded for kind information to:

1. Director, WBF&ES
2. Divisional Fire Officer(s)..... (All) with request to circulate among the inspectors under his jurisdiction.
3. Dy. Director(S).....(All).
4. Sr. PS to the Additional Chief Secretary, Department of Fire & Emergency Services.
5. PA to the Director General, West Bengal Fire & Emergency Services.

md
27/08/2024
Special Secretary
Department of Fire & Emergency
Services

HA/Bhattacharya
SD
21.12.20

2307

80-FP-1

Government of West Bengal
Department of Fire and Emergency Services
Bikash Bhawan, Salt Lake, Kolkata -700091

Office of the Director General
W.B. Fire & Emergency Services
Date: 15/12/2020

No. 1410/FES/O/MISC-04/2020

ORDER

WHEREAS this Department has already issued notification prescribing time limits for providing the services of Fire Safety Recommendation, Revised Fire Safety Recommendation, Fire Safety Certificate and Renewal of Fire Safety Certificate (15 days within KMC area and 30 days for rest of the state) and Fire License / Renewal of Fire License (60 days) respectively under West Bengal Right to Public Services Act, 2013.

AND WHEREAS the time-bound disposal of pending cases received through online web portal viz. <https://edistrict.wb.gov.in> notified under Ease of Doing Business (BRAP 2020-2021) was under active consideration of this Department for some time past.

AND WHEREAS there is a requirement to prescribe the time-limits for disposal of pending cases by various officers in the Departmental hierarchy;

THEREFORE, after careful consideration, it is hereby ordered that the Departmental officers shall dispose of each and every case within the following time-limits -

(1) For issuance of Fire safety Recommendation, Revised Fire Safety Recommendation, Fire Safety Certificate and Renewal of Fire Safety Certificate -

Sl. No.	Designation of departmental actors	Time-limit		
		Non-TEC cases	TEC cases	Cases under KMC areas
1	Director(on receipt of applications)	N/A	1 day	1 day
2	Divisional Fire Officer	1 day	N/A	N/A
3	Head Assistant	4 days	4 days	N/A
4	Inspector	14 days	10 days	5 days
5	Divisional Fire Officer	11 days	3 days	1 day
6	Deputy Director	N/A	2 days	1 day
7	Director(during approval)	N/A	10 days	7 days
	TOTAL	30 days	30 days	15 days

(2) For Issuance and Renewal of Fire License -

Sl. No.	Designation of departmental actors	Time-limit
1	Collector (on receipt of applications)	05 days
2	Inspector	30days
3	Divisional Fire Officer	05 days
4	Director	05days
5	Assessing Officer	10 days
6	Collector (during approval)	05days
	TOTAL	60 days