Tamil Nadu e-District Application Training Manual

Non-MSB Fire License Registration and Renewal (DFR-402)

Directorate of Fire & Rescue

राष्ट्रीय इ-गवर्नेंस योजना
National e-Governance Plan

Table of Content

Table of Contents

1. Project Overview 3
2. General Information 3
2.1. Tools Required 3
2.2. Starting your Computer 3
3. Purpose 4
4. Scope 4
5. Getting Started 4
6. Services Offered under Directorate of Fire & Rescue 4
7. Non-MSB Fire License Registration and Renewal 5
7.1. Applying for Non-MSB Fire License Registration and Renewal 5
7.2. Downloading Certificate 15
8. Disclaimer 19

© 2016. Government of Tamil Nadu. All rights reserved.

E-DISTRICT TAMIL NADU USER MANUAL

(Government of Tamil Nadu)

1. Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

2. General Information

Let's Start!!

2.1.Tools Required

You will be provided with the following basic infrastructure:

- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 37)
- Uninterrupted Power Supply (UPS)

2.2.Starting your Computer

Steps

1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS
5. Press the (power button) on the computer
6. Allow the system to boot up.

	1. Switch 'ON' the UPS only after you have switched 'ON' the power socket 2. Switch 'ON' the computer only after you have switched ''ON' the UPS 3. Switch 'OFF' the power socket in there is an electrical spark in the socket

© 2016. Government of Tamil Nadu. All rights reserved.

	4. Do not start the computer in case the UPS is not fully charged 5. Do not start the computer in case any of the wires are in contact with water sources / moisture
	6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3. Purpose

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to apply for Non-MSB Fire License Registration and Renewal under Directorate of Fire & Rescue through the e-District Portal.

4. Scope

The scope of this document is to cover the 'Non-MSB Fire License Registration and Renewal' service offered under the **Directorate of Fire & Rescue**.

5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/e-District application:

- User must have valid username and password
- Make relevant and correct entries only
- Recheck the entries before clicking on Submit button
- Mandatory fields cannot be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

6. Services Offered under Directorate of Fire & Rescue

Following services are offered under the Directorate of Fire & Rescue:

1. DFR-101: NOC for MSB Compliance
2. DFR-102: NOC for MSB Planning Permission
3. DFR-103: NOC for Non - MSB Planning Permission
4. DFR-401: MSB Fire License Registration and Renewal
5. DFR-402: Non - MSB Fire License Registration and Renewal

© 2016. Government of Tamil Nadu. All rights reserved.

7. Non-MSB Fire License Registration and Renewal

7.1.Applying for Non-MSB Fire License Registration and Renewal

Following steps describe how to apply for Non-MSB Fire License Registration and Renewal under Directorate of Fire & Rescue through the e-District Portal:

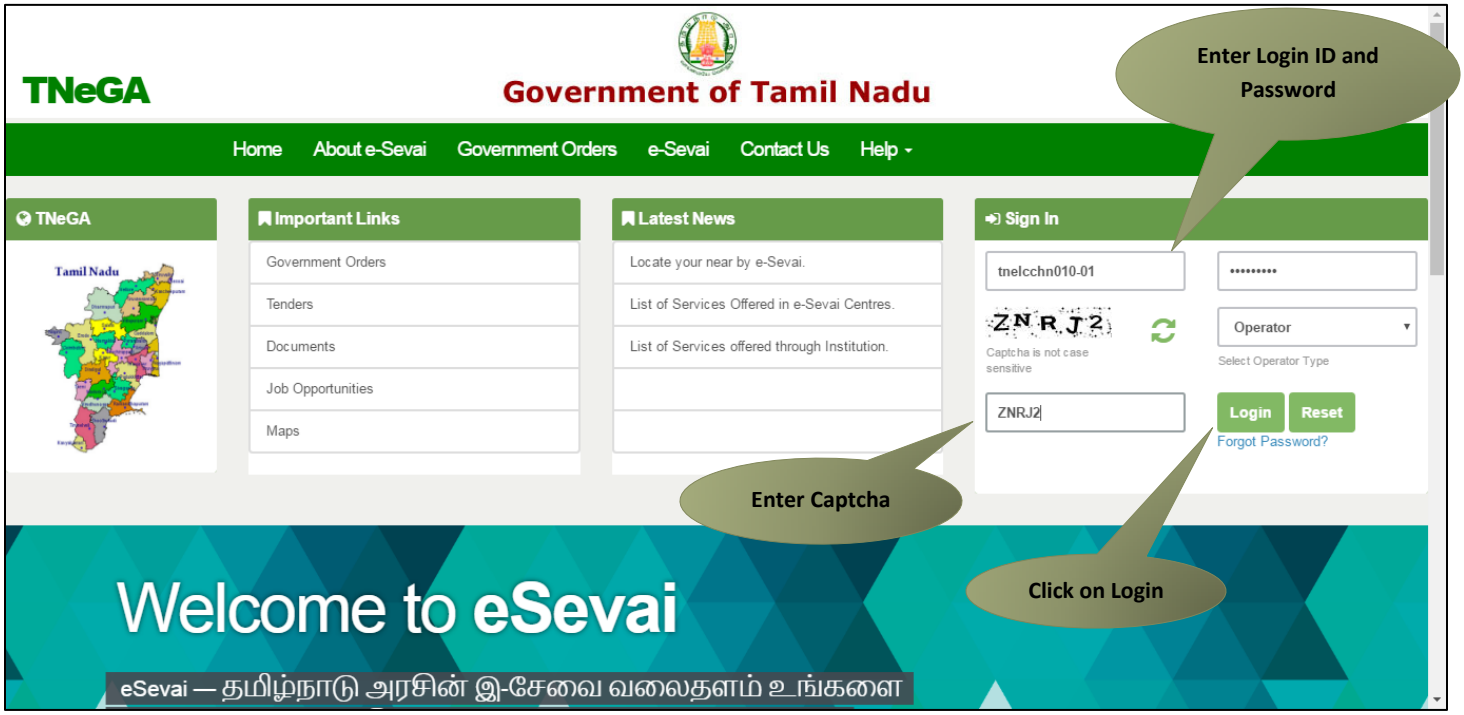
STEP 1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

STEP 2: Enter the login credentials.

Make sure 'Operator' is selected in the **Operator Type** field.

STEP 3: Enter Captcha code.

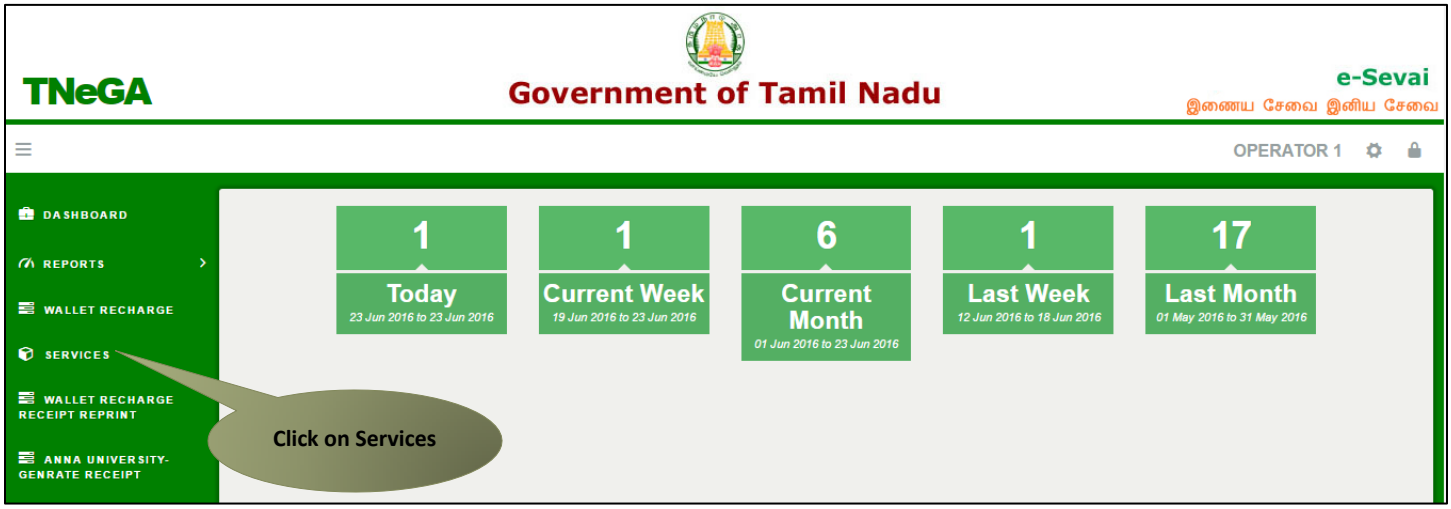
STEP 4: Click on Login**.**



e-Sevai Dashboard will appear.

STEP 5: Click on **Services** on the left panel.

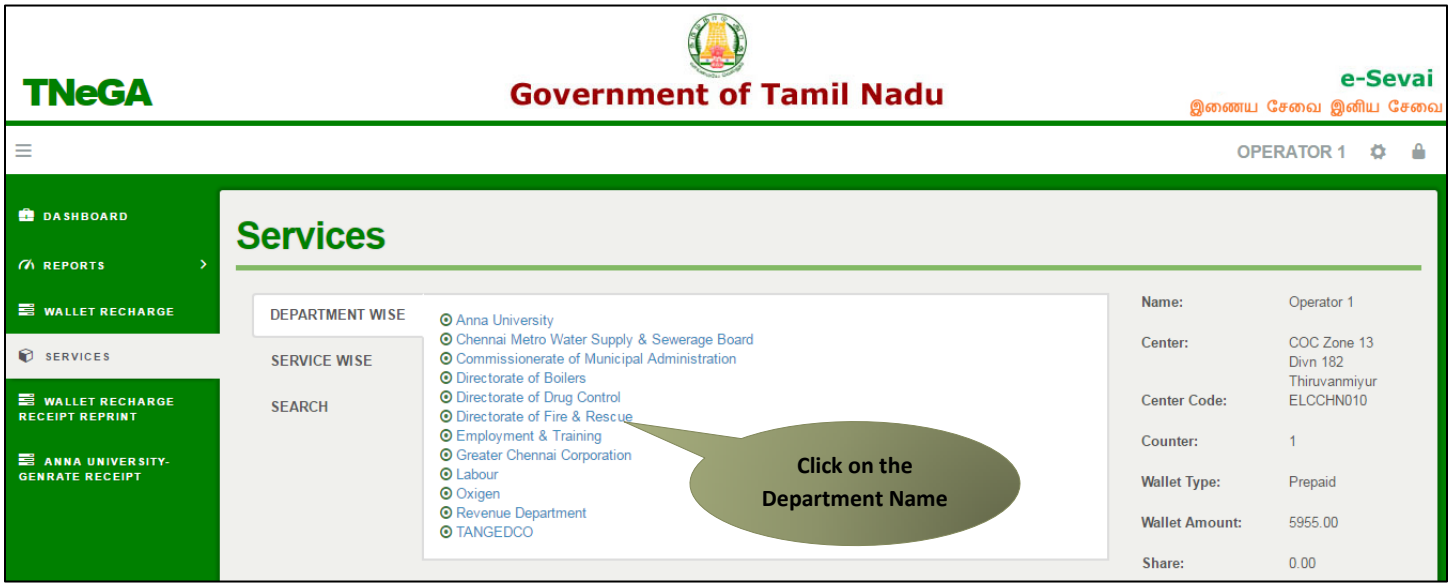
© 2016. Government of Tamil Nadu. All rights reserved.



Department Wise service listing will appear.

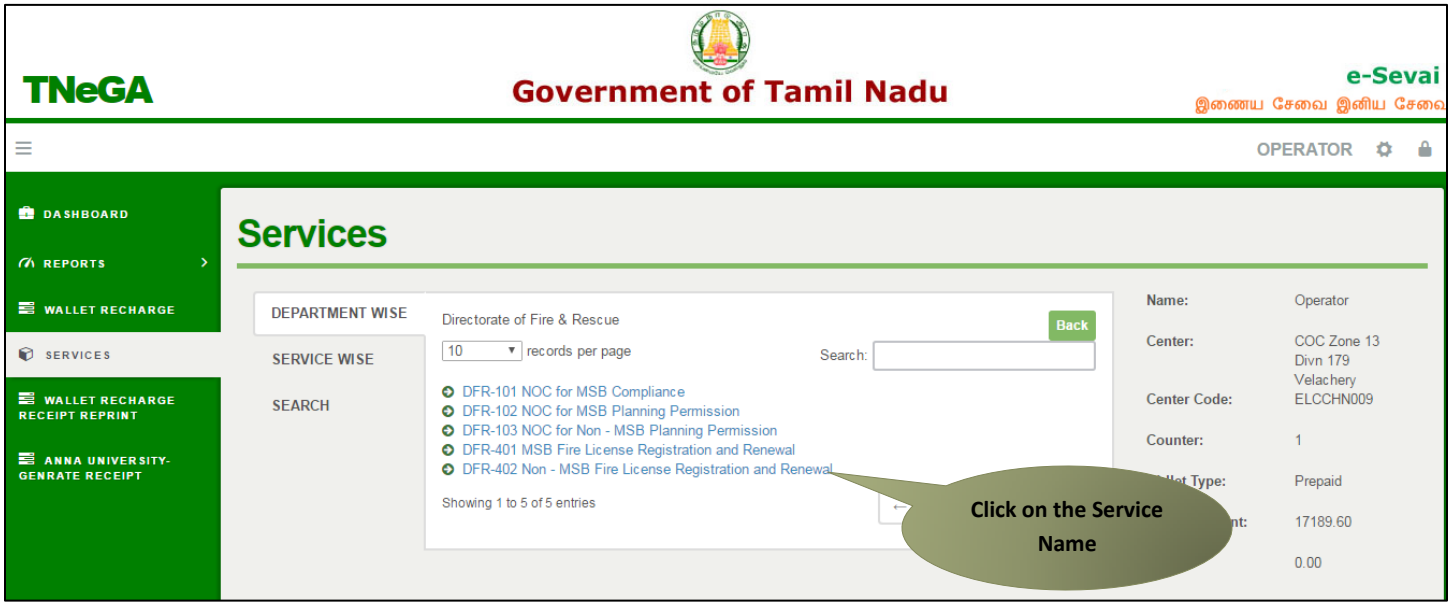
STEP 6: Click on Directorate of Fire & Rescue.

You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.



STEP 7: Click on **DFR-402 Non - MSB Fire License Registration and Renewal**.

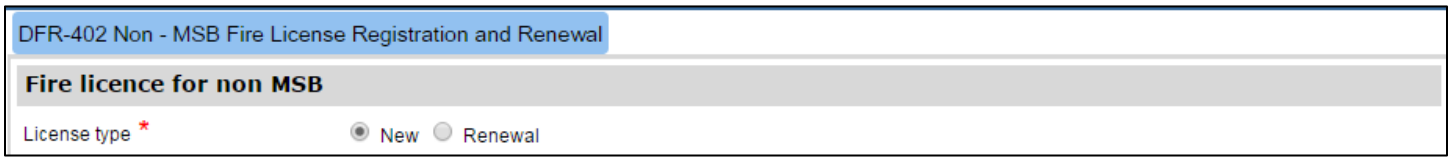
© 2016. Government of Tamil Nadu. All rights reserved.



You will be redirected to the service page on the Tamil Nadu e-District Web Portal.

STEP 8: Fill up the registration form. Fields marked with **red** asterisk are mandatory while the fields marked with **green** asterisk are optional mandatory.

Fire license for Non-MSB: Specify license type (New/Renewal).



Note: The following fields should be filled in case of **New** License.

Premises Number and Name of building: Enter building details.

Contact details: Enter contact details.

© 2016. Government of Tamil Nadu. All rights reserved.

Premises Number and Name of building

Applicant name *	Radha Ravi	Building name *	Kamarajar Complex
State	TAMIL NADU	District *	Chennai / சென்னை
Taluk *	Mylapore / மயிலாப்பூர்	Revenue village *	Chintadripet / சிந்தாதிரிப்
Door / Flat no. (Provide all the door no's separated by comma) *	4/2	Pincode *	600004
Street name(only for chennai district) *	Chintadripet Balakrishnan 1st		

Contact details

Phone / Landline no. with STD code		Mobile number	
Email Id *	radharavi@gmail.com		

Occupant details: Enter occupant details.

Description: Enter business description.

Occupant details

Name of firm or company or business factory *	(•) Rental ( ) Owned		
Name of the proprietor/ owner *	Siddhartha Mohandas	Name of contract *	Iservice

Description

Nature of business, trade or process *	Grocery	No. of storage rooms *	1
No. of floors *	1		

S.no	Floor no.	Quantity of load stored(in kgs)	Area of the floor (in sq. ft)
1st	1	800	500

Commodities already licenced together with quantities (by Municipality, state or central Government) state licence number *	( ) to be provided (•) Provided		
License no. *	CN1101	Date of issue *	12/03/2012
Trade, business or commodities applied for disapproved with reasons any *	Nil		

Building, General, Particulars: Enter required details.

© 2016. Government of Tamil Nadu. All rights reserved.

Building

Construction features (Fire resistance of the building in hours) * : 2 Hours

General

Fire risk level * : Low fire risk

Particulars

Number of storeys *	1	Number of basements *	1
Walls *	Bricks	Doors *	Wood
Windows *	Opened	Varandahs *	No
Balconies *	No	Floors *	Marbles
False ceiling *	Yes	Roof (or Terrace) *	Wooden
Number of staircases and position enclosed open *	1		

S.no	Staircase no.	Type of the staircase
1st	1	(•) Enclosed ( ) Open type

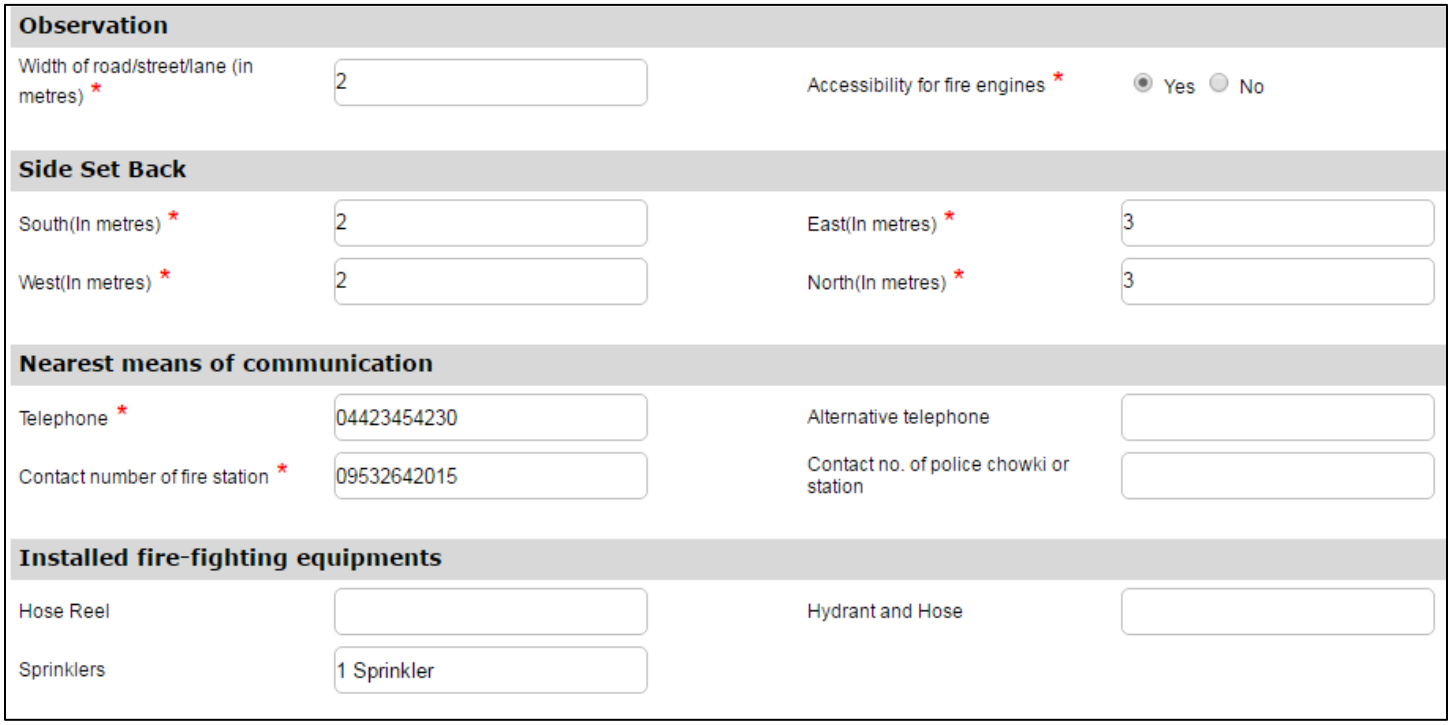
Other occupations within immediate 20mts /all round the proposed building * : Shops

Observation, Side Set Back: Enter required details.

Nearest means of communication: Enter details of nearest means of communication.

Installed fire-fighting equipment: Enter details of fire-fighting equipment.

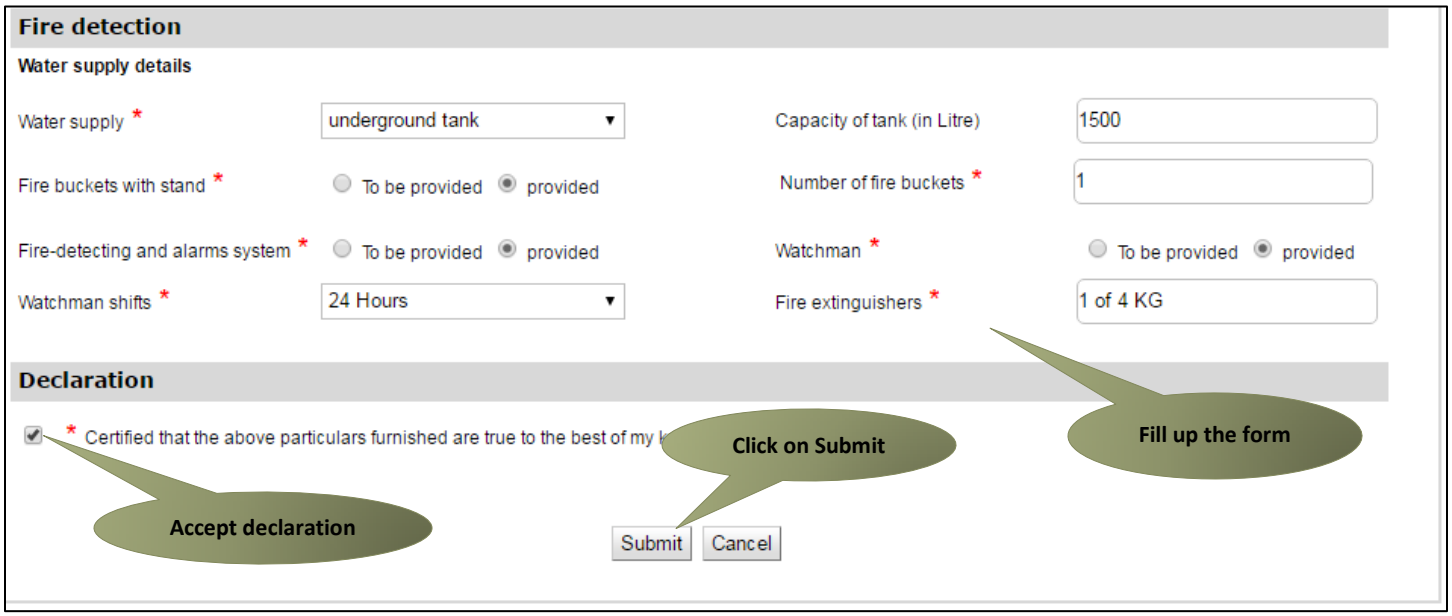
© 2016. Government of Tamil Nadu. All rights reserved.



Fire detection: Enter fire detection details.

Declaration: Accept declarations.

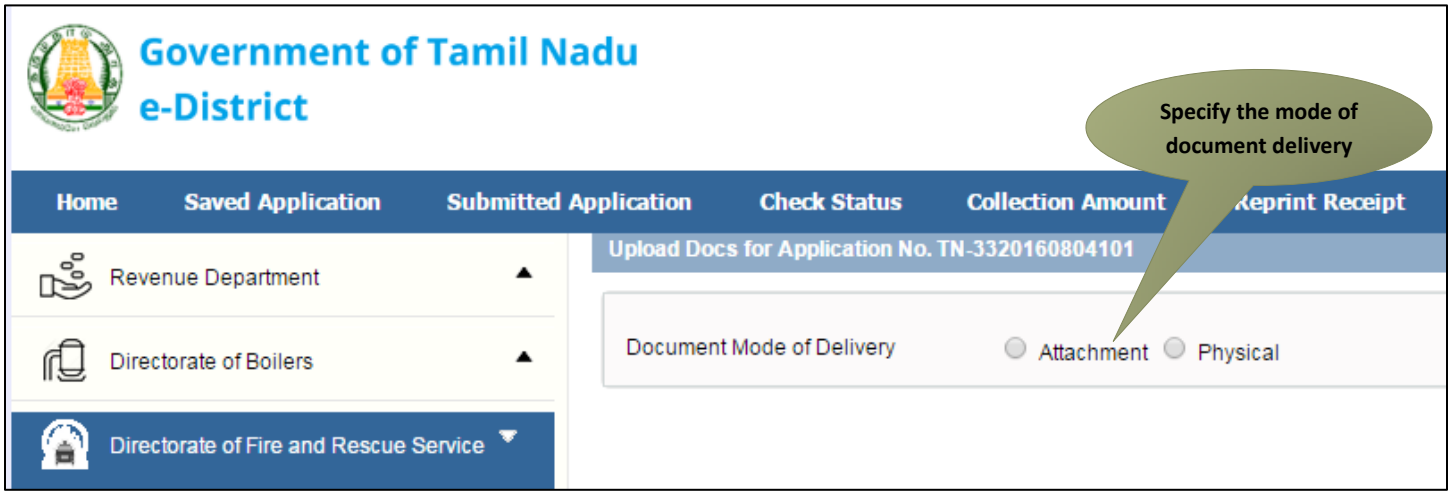
STEP 9: Click on **Submit**.



Next screen will show options for document delivery.

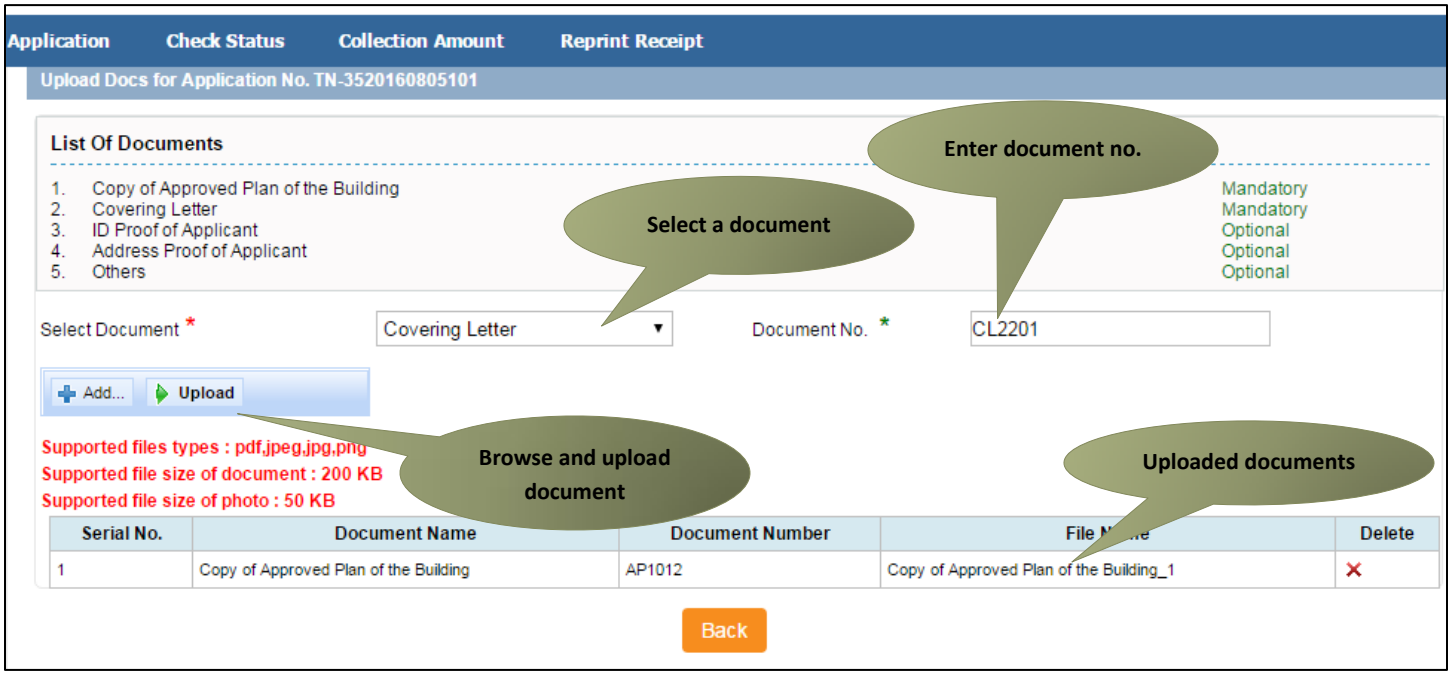
© 2016. Government of Tamil Nadu. All rights reserved.

STEP 10: Specify whether the applicant wants to attach soft copies of required documents or wants to deliver documents physically (manually at the center).



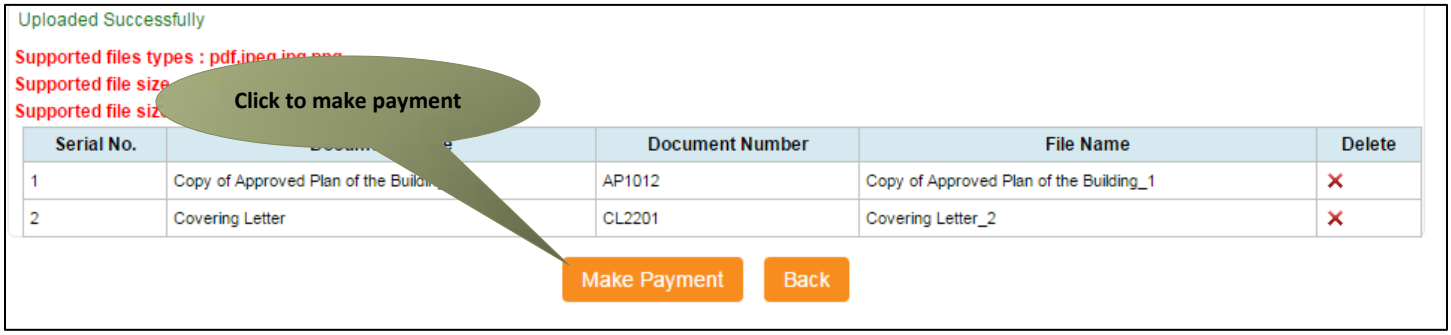
STEP 11: If the applicant opts for attachment, list of required documents will be shown. Attach the documents in prescribed file size and file type. Uploaded documents will be shown at the bottom.

Please note that the 'Upload' button will appear once you browse and add a document.



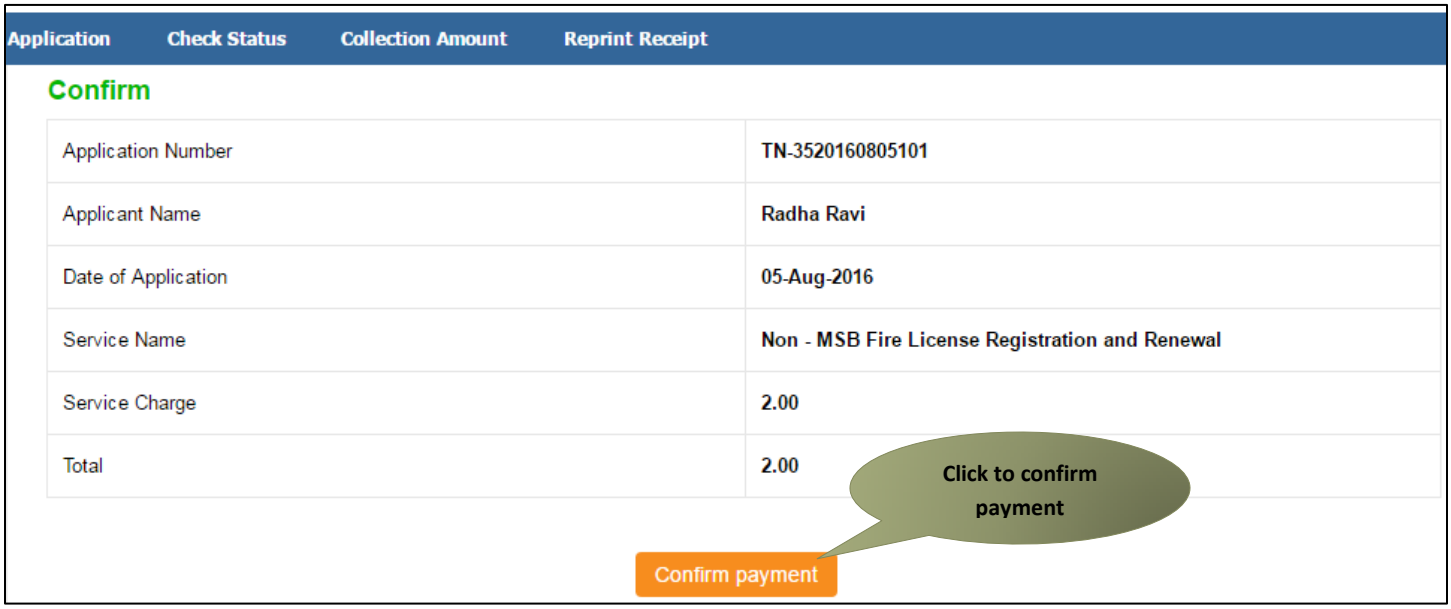
STEP 12: After uploading the documents, click on 'Make Payment'.

© 2016. Government of Tamil Nadu. All rights reserved.



Payments page will appear. Total Fees for the service will be shown.

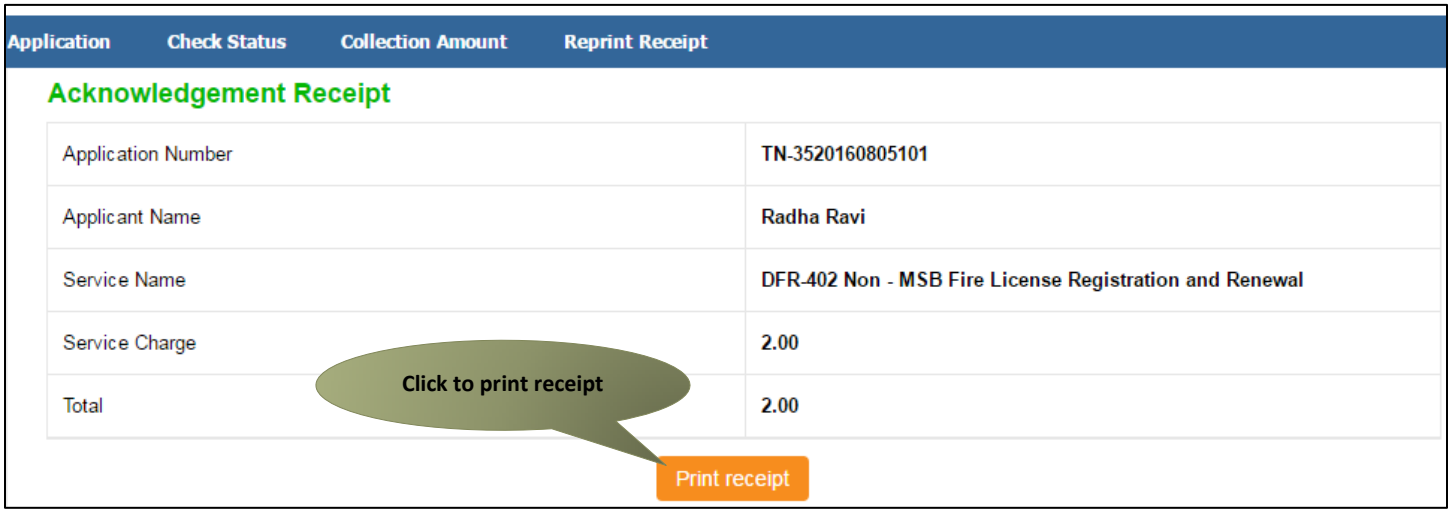
STEP 13: Click on 'Confirm Payment'.



Acknowledgement receipt will be shown.

STEP 14: Click on **Print Receipt** to print the receipt.

© 2016. Government of Tamil Nadu. All rights reserved.



The below figure shows the preview of the acknowledgement receipt.

தமிழ்நாடு அரசு / Government of Tamil Nadu

இ-சேவை மையம் / e-Sevai Centre

ஒப்புகை / ACKNOWLEDGEMENT

ரசீது எண் / Receipt No. : TN-3520160805101
விண்ணப்பதாரர் / Applicant Name : Radha Ravi
துறையின் பெயர் / Department Name : தீயணைப்பு மற்றும் மீட்பு
Directorate of Fire and Rescue Service

விண்ணப்ப எண் / Application No. : TN-3520160805101
விண்ணப்பித்த தேதி / Application date : 05-Aug-2016
விண்ணப்பித்த சேவை / Applied for Service : DFR-402 Non - MSB Fire License Registration and Renewal

பணம் செலுத்திய விவரம் / Payment Details

விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid
விண்ணப்ப கட்டணம் / Application Fees	Cash	2.00
இ-சேவை மையக் கட்டணம் / e-Sevai Centre Charges		2.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Four Rupees Only		மொத்தம் / Total : 4.00

மையப் பெயர் & குறியீடு எண் / Centre Code & Type : ELCCHN009 - CMS
கையொப்பம் / Signature of the Centre Operator

மேலே குறிப்பிட்டுள்ள அனைத்து விவரங்களையும் சரிபார்த்து கொள்ளவும். உங்கள் விண்ணப்ப நிலையை தெரிந்து கொள்ள பின்வரும் இணையதளத்தில் பார்க்கவும் 110.172.171.189/tneda/VerifyCerti.xhtml. உங்கள் விண்ணப்பத்தை உயர் அதிகாரி ஒப்புதல் அளித்த பிறகு டிஜிட்டல் கையொப்பமிட்டச் சான்றிதழை பெற்றுக்கொள்ளலாம் / Kindly check correctness of all the details furnished above. To Check the Application Status see the URL 110.172.171.189/tneda/VerifyCerti.xhtml. After your application is approved by the approving authority, you can obtain the digitally signed certificate.

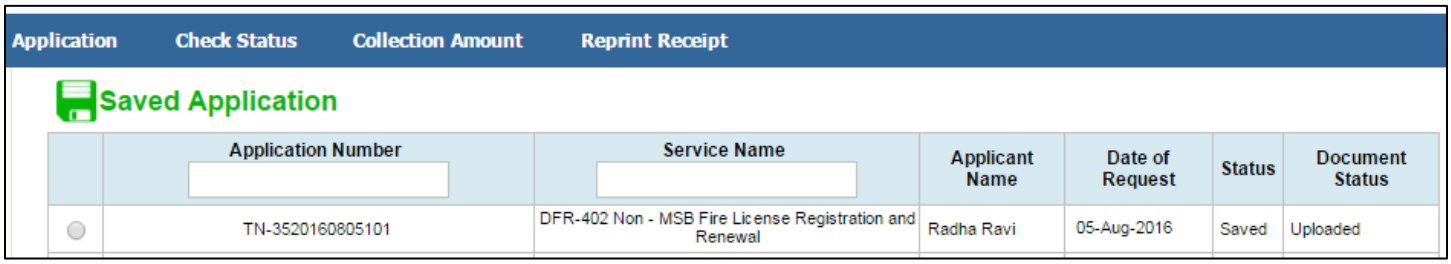
Note: For renewal of the license, you may simply enter the License Number (Application Number of the New Non - MSB Fire License application which was being approved and pending for renewal). Once entered, all your saved

© 2016. Government of Tamil Nadu. All rights reserved.

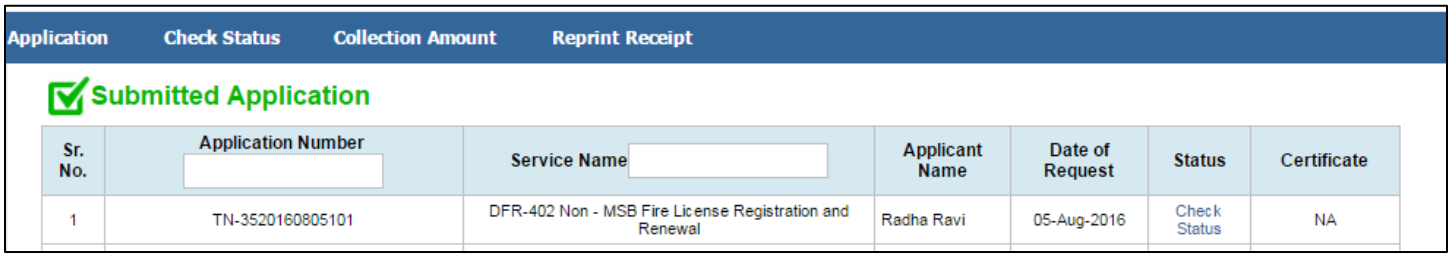
details will appear pre-filed in the form (as you click on the 'Search' button). You may then apply for license renewal. The flow of the application will remain the same.

Please Note:

After submission, the application will be saved as draft. You can find draft applications under the **Saved Application** section and upload documents or make payment as required.

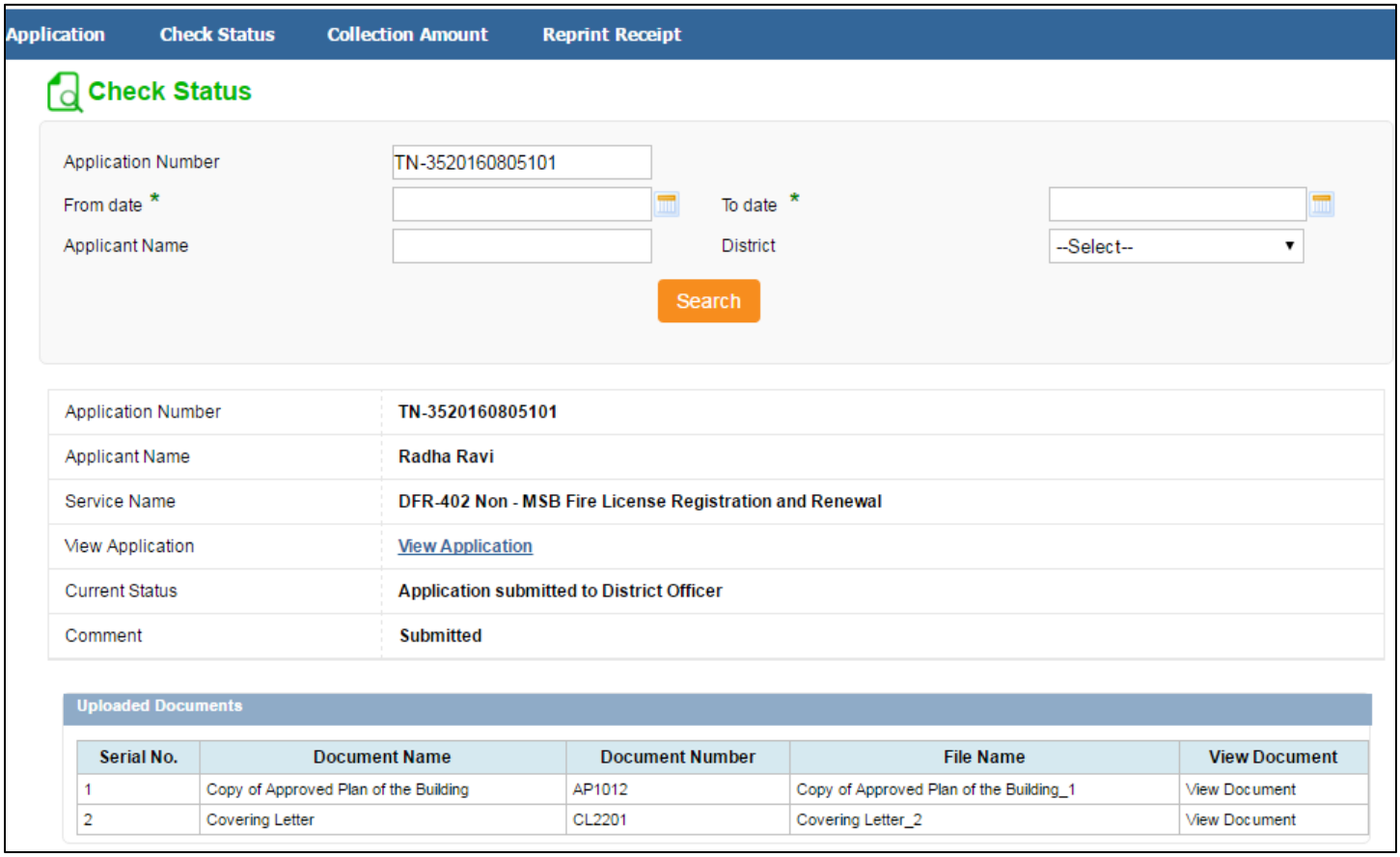


Submitted applications can be viewed under the **Submitted Application** section.

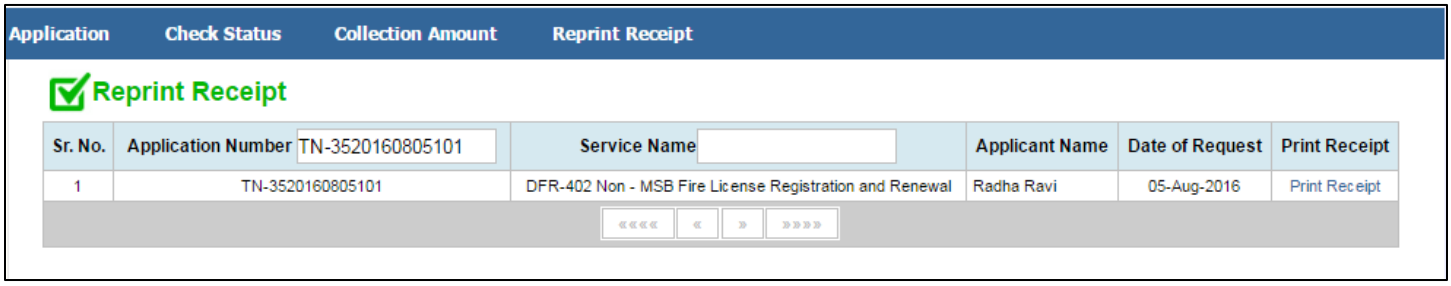


The current status of an application can be checked from the **Check Status** section.

© 2016. Government of Tamil Nadu. All rights reserved.



Acknowledgement receipts can be re-printed from the **Reprint Receipt** section.



After submission, application goes to the officer in-charge (District Officer/ Assistant District Officer) for approval.

7.2.Downloading Certificate

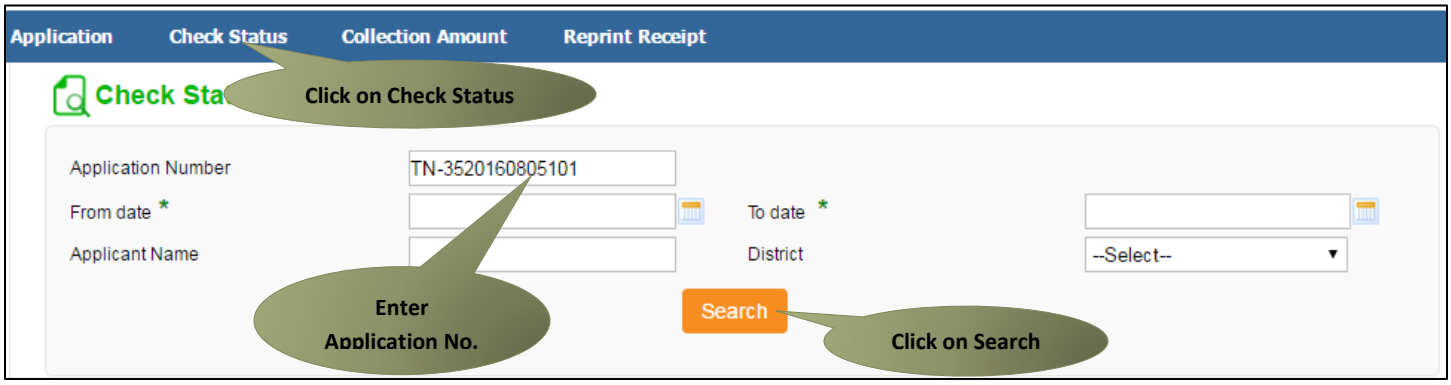
Once the application is approved and digitally signed, the license certificate can be downloaded from the Operator's desk and handed over to the applicant.

STEP 1: Click on **Check Status**.

STEP 2: Enter **Application Number**.

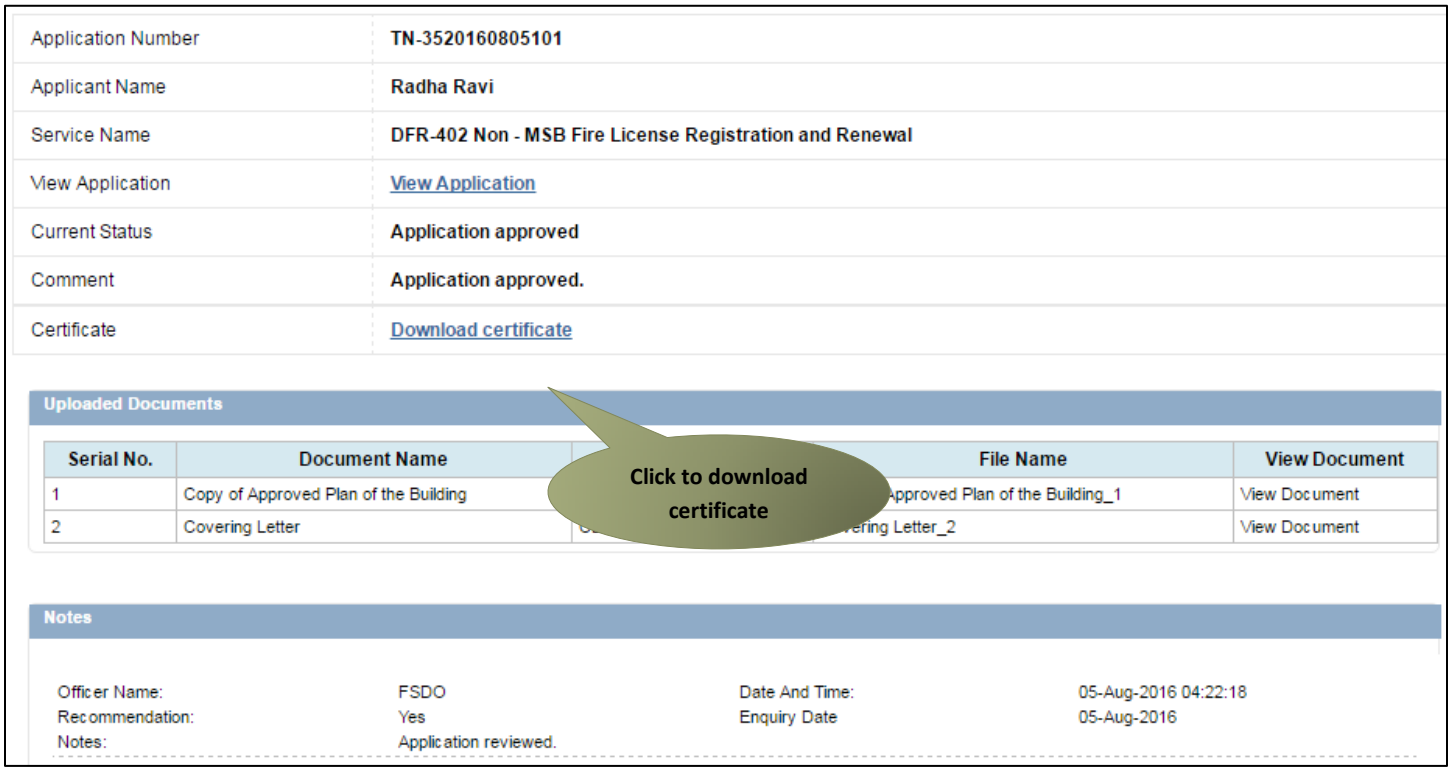
© 2016. Government of Tamil Nadu. All rights reserved.

STEP 3: Click on **Search**.



The application will show up.

STEP 4: Click on **Download certificate** link.



The certificate will be downloaded.

The below figure shows the preview of the **New** license certificate:

© 2016. Government of Tamil Nadu. All rights reserved.

FIRE SERVICE LICENCE

(Under section 13 of the Tamil Nadu Fire service Act 1985 and With Tamil Nadu Fire Service Rules 1990 Appendix III)

LICENCE NO : TN-3520160805101 /B1/ 2016 DATE : 05/08/2016

License is hereby granted under section 13 of the Tamil Nadu Fire Service Act1985 for other items of RESTAURANT in the Name of M/S. Kamarajar Complex, within the jurisdiction of Chennai, at the Premises 4/2, Kamarajar Complex, Chintadripet Balakrishnan 1st lane, Chintadripet, Mylapore, Chennai-600004, Subject to the condition noted Thereon and such other conditions as may be prescribed. THE ABOVE PREMISES INSPECTED BY STATION OFFICER FSDO , ON 05/08/2016.

CONDITIONS

As per Col.13 of Appendix V to the Rules under section 13 of the Act.

1. This License is valid for one year from the date of issue.
2. The applicant will also get permission/No objection certificate from other departmentif necessary.
3. If the extension or alteration is made in the existing building and also forChanging of present business will also apply & get separatepermission.
4. Regular License has to be obtained from competent authority.
5. If here is any deviation from the Govt.Rule and Act the license issuedwill stand cancelled.
6. All the Fire Extinguishers have to be recharged and maintained periodically asper code practice in 2190/2010.
7. Advise to train the employee to operate the fire Extinguisher.

District Officer
Fire & Rescue Services
Tiruvannamalai - 600004

To

Kamarajar Complex

4/2, Kamarajar Complex, Chintadripet Balakrishnan 1st lane,
Chintadripet, Mylapore, Chennai-600004

© 2016. Government of Tamil Nadu. All rights reserved.

The below figure shows the preview of the **Renewal** license certificate:

FIRE SERVICE LICENCE

(Under section 13 of the Tamil Nadu Fire service Act 1985 and With Tamil Nadu Fire Service Rules 1990 Appendix III)

LICENCE NO : TN-3520160805102 /B1/ 2016 DATE : 05/08/2016

License is hereby granted under section 13 of the Tamil Nadu Fire Service Act1985 for other items of RESTAURANT in the Name of M/S. Kamarajar Complex, within the jurisdiction of Chennai, at the Premises 4/2, Kamarajar Complex, Chintadripet Balakrishnan 1st lane, Chintadripet, Mylapore, Chennai-600004, Subject to the condition noted Thereon and such other conditions as may be prescribed. THE ABOVE PREMISES INSPECTED BY STATION OFFICER FSDO , ON 05/08/2016.

CONDITIONS

As per Col.13 of Appendix V to the Rules under section 13 of the Act.

1. This License is valid for one year from the date of issue.
2. The applicant will also get permission/No objection certificate from other departmentif necessary.
3. If the extension or alteration is made in the existing building and also forChanging of present business will also apply & get separatepermission.
4. Regular License has to be obtained from competent authority.
5. If here is any deviation from the Govt.Rule and Act the license issuedwill stand cancelled.
6. All the Fire Extinguishers have to be recharged and maintained periodically asper code practice in 2190/2010.
7. Advise to train the employee to operate the fire Extinguisher.

District Officer
Fire & Rescue Services
Tiruvannamalai - 600004

To

Kamarajar Complex

4/2, Kamarajar Complex, Chintadripet Balakrishnan 1st lane,
Chintadripet, Mylapore, Chennai-600004

© 2016. Government of Tamil Nadu. All rights reserved.

8. Disclaimer

This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.

© 2016. Government of Tamil Nadu. All rights reserved.