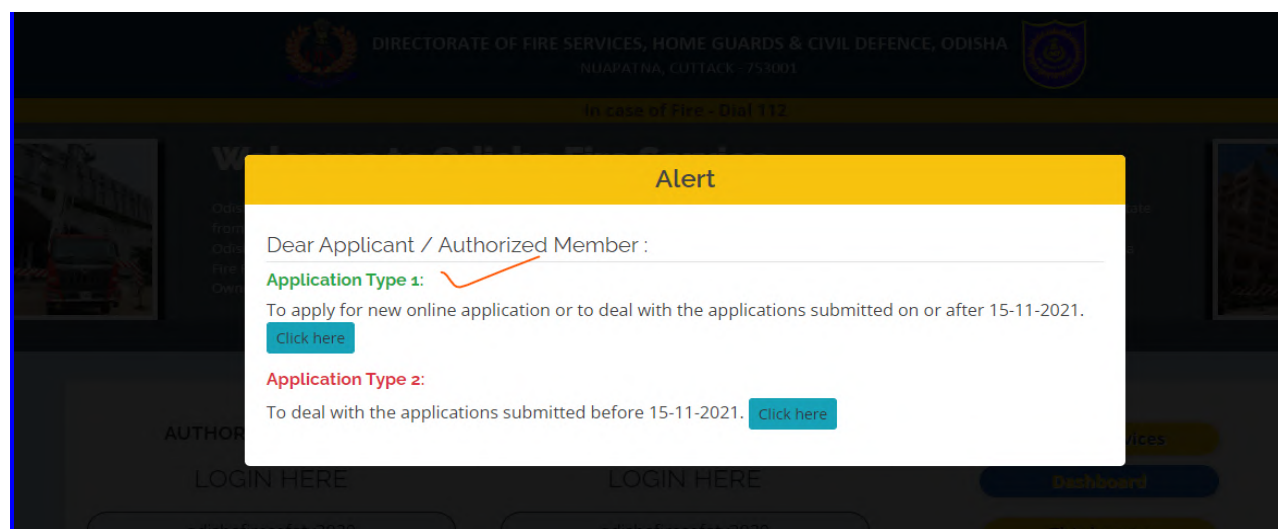


## GUIDELINES TO FILL UP ONLINE APPLICATION FOR FIRE SAFETY RECOMMENDATION IN RESPECT OF PROPOSED BUILDING(s)/ OCCUPANCIES

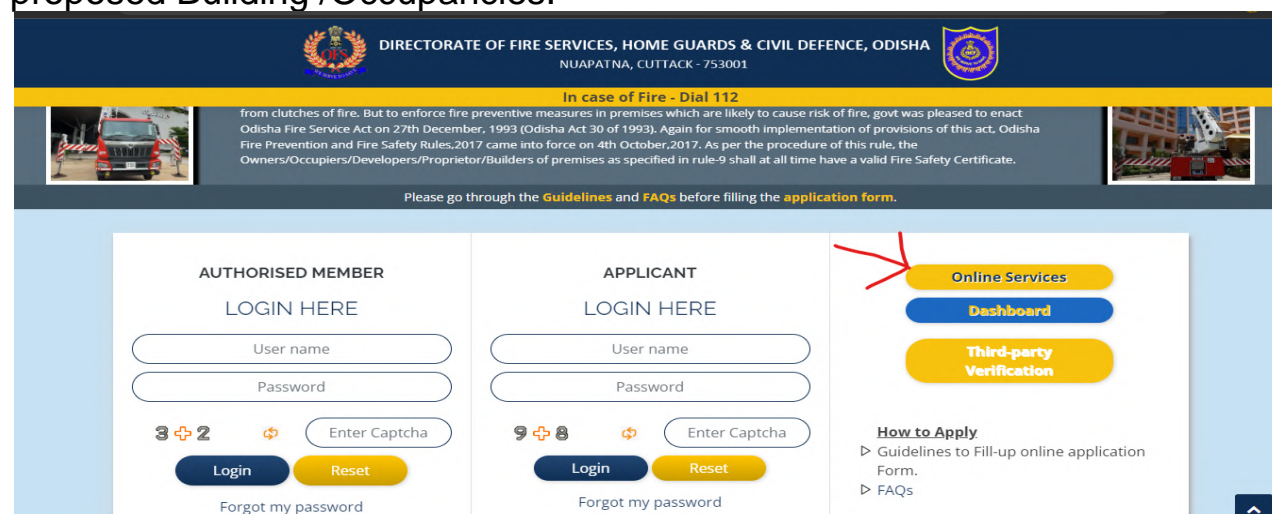
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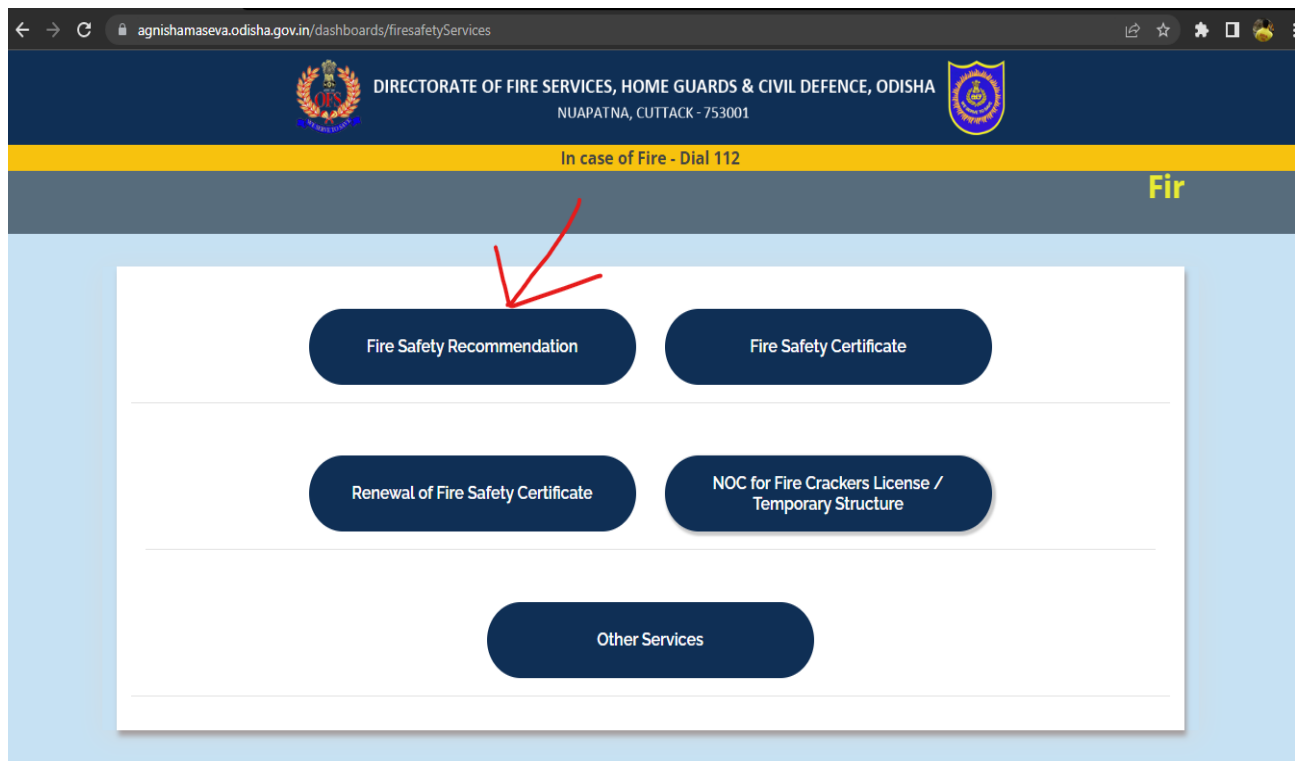
1. Before filling up the Application form please ensure that you have a valid e-mail ID, mobile number, scanned copy of your recent passport size photograph, signature and other documents (see FAQs for details of documents required for different services).
2. Select [Click here](#) for **Application Type 1** to apply for new application or to deal with the application submitted on or after 15.11.2021 or Select [Click here](#) for **Application Type 2** to deal with the application submitted before 15.11.2021.



3. Click on the **Online Services** to apply for Fire Safety Recommendation for proposed Building /Occupancies.



4. Select **Fire Safety Recommendation** the service you want to apply for.



5. Select the blank declaration box in the left lower corner if you are agreed upon to the conditions of this service specified. Then click on **New Users Registration** for new registration or **Login** if already registered.

The screenshot shows the details page for the 'Fire Safety Recommendation' service. The header is identical to the previous screenshot. Below the header, there is a paragraph of text explaining the service and a list of seven required documents. A note states that a hard copy of any uploaded document may be asked for verification if required. At the bottom, there is a checkbox with the text 'I have read and agree through the guidelines & FAQs related to this service and agreed upon to the conditions there in.' Below the checkbox are two buttons: 'Login' and 'New Users Registration'. A blue arrow points to the checkbox.

Any person desirous to obtain Fire Safety Recommendation under rule 12 of OFP & FS Rules, 2017 shall apply in plain paper being signed by applicant along with drawing containing site plan, layout plan, floor plan, elevation plan with fees @ 1.00 (Rupees one) per square meter built up area in case of residential buildings & Rs. 2.00 (Rupees two) per square meter built up area in case of non-residential buildings and transfer fees online through IFMS (Integrated Financial Management System) payment gateway to the authorized member of jurisdiction along with following documents.

1. Plain Application (written application) being signed by Applicant.
2. Letter of authorization ( if applicant is not the owner.)
3. Proposed Building plans containing Site Plan, Layout Plan, Floor Plan, Elevation Plan, etc.
4. Ownership documents (ROR, etc.).
5. Photo ID proof (Voter ID or Aadhar or Driving Licence) of Applicant
6. Signature of Applicant.
7. Recent Pass port size photograph of Applicant.

Note :- Hard copy of any uploaded document may be asked for verification if required

☒ I have read and agree through the guidelines & FAQs related to this service and agreed upon to the conditions there in.

[Login](#) [New Users Registration](#)

5. **For New Users Registration-** Fill up the required fields and click on submit and get OTP in your registered mobile number and e-mail. After entering OTP, User name (same as your registered e-mail id) and password will be received in registered mobile number for login.

The screenshot shows the 'Applicant Registration Form' on the website of the Directorate of Fire Services, Home Guards & Civil Defence, Odisha. The form includes fields for Full Name, Address, Mobile, Email, and a Captcha. A 'Submit' button is at the bottom. The header includes the organization's name, location (Nuapatna, Cuttack - 753001), and a fire safety notice. A 'Home' button and a 'Back' button are also visible.

6. Login with that user name and password in the same process as mentioned above.

The screenshot shows the 'Fire Safety Recommendation' page. It contains a list of documents required for an application, including a signed application, authorization letter, building plans, ownership documents, photo ID, signature, and a recent photograph. A note mentions that a hard copy of uploaded documents may be requested for verification. At the bottom, there are links for 'Login' and 'New Users Registration', with a red arrow pointing to the 'Login' link.

7. Enter User name, Password and Captcha value in the respective space provided and then Login.

The screenshot shows the 'Sign In' form. It includes input fields for 'User name', 'Password', and 'Enter Captcha'. Below the Captcha field is a 'Login' button and a 'Reset' button. A link for 'Forgot my password' is also present at the bottom.

8. Fill up the required fields in the application form with uploading required documents.

Registration For Fire Safety Recommendation

Home / Fire Safety Recommendation Application

\*marked fields must be filled

**Fire Safety Recommendation Application**

\*1. Plain Application: (must be pdf or jpg)  Browse

\*2. If the applicant is other than owner: ☐ Yes ☒ No

\*3. Proposed Building Plan/Layout plan/Floor Plan/Elevation Plan: (must be pdf or jpg or dwg) (Recommended File Size shall be Maximum 10 MB)  Browse Add More

\*4. Ownership documents: (must be pdf or jpg)  Browse Add More

\*5. Applicant's Photo Identity Proof: (must be pdf or jpg)  -Select-  IDENTITY PROOF NO.  Browse Add More

\*6. Total No. of buildings for which Fire Safety Recommendation is required  Enter no of buildings

Activate Windows  
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9. Uploading of documents :-

- Details of the documents required to be uploaded for different services have been mentioned in **FAQs**.
- The applicant has to upload the scanned copy of required documents.
- The applicant must keep the originals of such documents with him/her for verification during site inspection.
- Documents shall be scanned properly in the true colour before uploading.
- The admissible documents format and size shall be as under-
  - Plain application (pdf or jpg up to 2MB)
  - Passport size photograph (jpg up to 1MB)
  - Signature (jpg up to 300KB)
  - Photo ID proof (Voter-ID or Aadhar card or Driving License) (pdf or jpg up to 2MB)
  - Building Plans (pdf, jpg or dwg up to 10MB)
  - and all other documents (pdf up to 2MB)

## 10. Fees required:-

If application is made for Fire Safety Recommendation for proposed building(s)/occupancies, then fees @ Rs. 1.00 (Rupees one) per square meter built up area (built up area means total covered area of all floors of the building Including underground, basement, Stilt, mezzanine and ground floors) in case of **Residential buildings** and @ Rs. 2.00 (Rupees two) per square meter built up area (built up area means total covered area of all floors of the building Including underground, basement, Stilt, mezzanine and ground floors) in case of **Non- residential** buildings are required to be deposited.

11. The fees will be **auto calculated** according to the total built-up area as calculated in the application form.

12. Ensure the correctness of all the information entered in the application form and then **Submit**.

The screenshot shows the '13. Name and Address of Building/Projects' section of the application form. The form includes the following fields and buttons:

- Applicant's Name:** A text input field with the placeholder text 'ENTER NAME IN CAPITAL LETTER ONLY'.
- Applicant's Designation:** A text input field with the placeholder text 'Enter Designation'.
- Applicant's Photo:** A text input field with a 'Browse' button next to it.
- Signature of applicant:** A text input field with a 'Browse' button next to it.
- Buttons:** At the bottom of the form, there are three buttons: 'Submit', 'Save as Draft', and 'Reset'.

13. After previewing the application, click on **Make Payment** to proceed for payment of fees.

The screenshot shows the '13. Name and Address of Building/Projects' section of the application form. The form includes the following fields and buttons:

- Applicant's Name:** A text input field with the placeholder text 'ENTER NAME IN CAPITAL LETTER ONLY'.
- Applicant's Designation:** A text input field with the placeholder text 'Enter Designation'.
- Applicant's Photo:** A text input field with a 'Browse' button next to it.
- Signature of applicant:** A text input field with a 'Browse' button next to it.
- Buttons:** At the bottom of the form, there are three buttons: 'Make Payment', 'Back', and 'Print'.
- Total Amount (in INR):** A text input field with the value '3000'.

The screenshot shows the 'Payment Mode' page in the Fire Safety Services portal. The header includes the Fire Safety Services logo and the text 'Welcome: SAMIR BISWAL ( User )' with a notification bell icon and a 'Log out' link. The left sidebar contains a user profile for SAMIR BISWAL and a menu with options: 'My Profile' (with sub-options 'Change Password' and 'View/Update'), 'Fire Safety Recommendation' (with sub-option 'For Proposed Building(s)'), and 'Fire Safety Certificate' (with sub-option 'For Building(s) Constructed after 04.10.2017'). The main content area is titled 'Payment Mode' and features a dropdown menu for 'Payment Mode' set to 'Online'. Below this are two buttons: 'Back' and 'Proceed', with a red arrow pointing to the 'Proceed' button. A breadcrumb trail at the top right shows 'Home / Payment Mode'.

The screenshot shows the 'Recommendation Payment' page in the Fire Safety Services portal. The header is identical to the previous page. The left sidebar is also identical. The main content area is titled 'Recommendation Payment' and features a text input field for 'Amount (in INR):' with the value '3000'. Below this are two buttons: 'Back' and 'Submit', with a red arrow pointing to the 'Submit' button. A breadcrumb trail at the top right shows 'Home / Recommendation Payment'.

14. Then the applicant shall have the various options to submit the fees through Online (IFMS payment gateway) in the agnishamaseva portal. After deposit of fees, the applicant will get a Payment Acknowledgement with an Application ID in the agnishamaseva portal.



← → ↻ 🏠 [https://www.odishatreasury.gov.in/echallan/challan-details?sessionId=CGHacSH\\_tKhgDJBjfnDrCd60fFrJBZRFfy\\_zop11hr](https://www.odishatreasury.gov.in/echallan/challan-details?sessionId=CGHacSH_tKhgDJBjfnDrCd60fFrJBZRFfy_zop11hr) FMS | Odisha ECHALLAN Guest User

1 2 3 4  
Challan Details Depositor Details Confirm Details Make Payment

**Confirm Details** ⓘ  
Please check the entered details before proceeding to payment

**Challan Purpose**

Head of Account	Purpose	Amount
0070-60-109-0097-02082-000	Online Payment transaction	10000.00

Rectangular Snip

**Department Specific Information**

Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
8804481601392671			
Additional Information 4	Additional Information 5	Additional Information 6	

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1 2 3 4  
Challan Details Depositor Details Confirm Details Make Payment

**Make Payment**  
Please select the convenient payment option.

**Challan Reference Number** **2EC85A9F74**  
Please note this number for future reference

**Amount payable ₹ 10000.00**

Cancel Payment

All Debit Card, UPI, Netbanking

Debit Card

Net Banking

Over the Counter

SBI ePay  
5824 Transactions  
70% Success

Rectangular Snip

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🔒 https://www.sbiipay.sbi/secure/goo/AggregatorHostedListener#no-back-button

⋮ 📧 ☆

☰ 📄



Payment Details

Debit/Credit Card

Internet Banking

BHIM UPI

NEFT

Mobile Number \*

NA

Email ID

NA

☒ Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

\*\* NEFT is valid only for Non State Bank of India account holders.

Order Summary

Order No.:  
2EC85A9F74

Merchant Name:  
Odisha Cyber Treasury DTI

Amount: 10000.00

Processing fee: 0.00 INR

GST: 0.00 INR

Total: 10000.00 INR

APM ID: PG\_TRANS\_396

MasterCard  
SecureCode

Verified by  
VISA

PCI  
DSS

Symantec

Activate Windows  
Go to Settings to activate Windows.

←

→


↺

🏠

🔒 https://www.sbiipay.sbi/secure/goo/AggregatorHostedListener#no-back-button

⋮ 📧 ☆

☰ 📄



Payment Details

Debit/Credit Card

Internet Banking

BHIM UPI

NEFT

ENTER UPI ID \*

☒ Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

Order Summary

Order No.:  
2EC85A9F74

Merchant Name:  
Odisha Cyber Treasury DTI

Amount: 10000.00

Processing fee: 0.00 INR

GST: 0.00 INR

Total: 10000.00 INR

APM ID: PG\_TRANS\_396

MasterCard  
SecureCode

Verified by  
VISA

PCI  
DSS

Symantec

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## Payment Details

- Debit/Credit Card
- Internet Banking
- BHIM UPI
- NEFT

## Popular Banks



## All Banks

Please Select



Use your GSTIN for claiming input tax (Optional)

Rectangular Snip

Pay Now

Cancel

## Order Summary

Order No.:

2EC85A9F74

Merchant Name:

Odisha Cyber Treasury DTI

Amount: 10000.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396



## Payment Details

- Debit/Credit Card
- Internet Banking
- BHIM UPI
- NEFT

Please enter your card details

Card Number

VISA

Expiry Date/Valid Thru

Month

Year

CVV/CVC 4-DBC

Name of the card holder

Name as on card



Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

## Order Summary

Order No.:

2EC85A9F74

Merchant Name:

Odisha Cyber Treasury DTI

Amount: 10000.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396

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**FMS | Odisha ECHALLAN**

Please note this number for future reference

**Amount payable ₹ 10000.00**

**Accept Terms and Conditions**

Selected Payment Mode: All Debit Card, UPI, Netbanking

Selected Bank: SBI ePay

Remarks:

☒ Accept the iFMS Odisha Portal's terms and conditions.

[Proceed to Payment](#) [Cancel](#)

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**FMS | Odisha ECHALLAN**

Amount payable ₹ 10000.00

**Over the Counter**

 <b>ANDHRA BANK</b> 5 Transactions 0% Success	 <b>AXIS BANK LTD</b> 70 Transactions 0% Success	 <b>CENTRAL BANK OF INDIA</b> 25 Transactions 0% Success	 <b>HDFC BANK</b> 4 Transactions 0% Success	 <b>ICICI BANK</b> 28 Transactions 0% Success	 <b>IDBI BANK LTD</b> 7 Transactions 29% Success
 <b>INDIAN BANK</b> 5 Transactions 0% Success	 <b>PUNJAB NATIONAL BANK</b> 1 Transactions 0% Success	 <b>STATE BANK OF INDIA</b> 319 Transactions 0% Success	 <b>UCO BANK</b> 5 Transactions 0% Success	 <b>UNION BANK OF INDIA</b> 33 Transactions 0% Success	 <b>UNITED BANK OF INDIA</b> 8 Transactions 0% Success

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**FMS | Odisha ECHALLAN**

**Net Banking**

 <b>ALLAHABAD BANK</b> 28 Transactions 0% Success	 <b>ANDHRA BANK</b> 25 Transactions 0% Success	 <b>AXIS BANK LTD</b> 339 Transactions 43% Success	 <b>BANK OF INDIA</b> 52 Transactions 0% Success	 <b>CANARA BANK</b> 31 Transactions 0% Success	 <b>CENTRAL BANK OF INDIA</b> 8 Transactions 0% Success
 <b>HDFC BANK</b> 847 Transactions 78% Success	 <b>ICICI BANK</b> 627 Transactions 91% Success	 <b>IDBI BANK LTD</b> 120 Transactions 91% Success	 <b>INDIAN BANK</b> 12 Transactions 0% Success	 <b>INDIAN OVERSEAS BANK</b> 52 Transactions 79% Success	 <b>ORIENTAL BANK OF COMMERCE</b> 10 Transactions 0% Success
 <b>PUNJAB NATIONAL BANK</b>	 <b>STATE BANK OF INDIA</b>	 <b>UCO BANK</b> 151 Transactions	 <b>UNION BANK OF INDIA</b>	 <b>UNITED BANK OF INDIA</b>	

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**FMS** | @disha **ECHALLAN** Guest User

1 Challan Details 2 Depositor Details 3 Confirm Details 4 Make Payment


### Make Payment


Please select the convenient payment option.


**Challan Reference Number 2EC85A9F74**


Please note this number for future reference

**Amount payable ₹ 10000.00** [Cancel Payment](#)


 All Debit Card, UPI, Netbanking

 **Debit Card**

 Net Banking

 Over the Counter

**Debit Card**



228 Transactions  
41% Success

[Rectangular Snap](#)

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**FMS** | @disha **ECHALLAN** Guest User

### Depositor Details

Depositor Name	Address Line1	Address Line2	State
<input type="text" value="REDACTED"/>	<input type="text" value="OFDRA BHUBANESWAR"/>	<input type="text"/>	<input type="text" value="Odisha"/>
District	Pin	Phone Number	Email
<input type="text" value="Bhubaneswar"/>	<input type="text" value="751024"/>	<input type="text" value="REDACTED"/>	<input type="text"/>
Total Amount			
<input type="text" value="10000.00"/>			

### Depositor Identification

Identification Type	ID number
<input type="text"/>	<input type="text" value="REDACTED"/>
ID description	
<input type="text"/>	

[Previous](#) [Next ✓](#)

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**FMS** | @disha **ECHALLAN** Guest User

You will be redirected to the department site in 30 seconds. To return immediately, click [here](#). Please do not press back or refresh button, your transaction will be terminated.

**Successful transaction** ✕

### Challan Details

Head of Account	Purpose	Amount
<input type="text" value="REDACTED"/>	<input type="text" value="Online Payment transaction"/>	<input type="text" value="REDACTED"/>

### Department Specific Information


Department Reference ID	Additional Information 1	Additional Information 2	Additional Information 3
<input type="text" value="REDACTED"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Information 4	Additional Information 5	Additional Information 6	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Depositor Details

Depositor Name	Address Line1	Address Line2	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


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16. After completion of transaction don't back or refresh at least for 5 minutes. The applicant can take a print out of the e-Challan soon after the successful payment for future reference.

Government of Odisha Cyber Treasury eChallan			
1.	Name of the Depositor	SAMIR BISWAL	
2.	Depositor's Address	OFDRA BHUBANESWAR Odisha Cuttack 751024	
3.	District	Cuttack	
4.	e Challan Reference Id	5067101595685108	
5.	Total Transaction Amount (In Rs.)	Rs. 1000/- ( eChallan- Rs. 1000/- + agency- Rs. 0/- )	
6.	Amount (In words)	One thousand rupees Only	
Department specific information (if any)			
Department Reference ID		5067101595685108	
Head of Account			
Description	Head Of Account	Amount	Challan Number & Date
Online Payment transaction	0070-60-109-0097-02082-000	Rs. 1000/-	Not Generated
Total Amount		Rs. 1000/-	
Bank Details			
Name of the Bank	Test Bank		
Mode of Transaction	Payment Gateway		
Bank Transaction ID	TST2EBC247D60		
Bank Transaction Date & Time	25/07/2020 07:21:50 PM		
Bank Transaction Status	Successful: Confirmation Received from Bank as Success		
Payment Remarks			
FOR FSC 02			

\* This is a computer generated challan and doesn't require any signature or stamp.

17. If found error in transaction while making payment online and money is debited from account then don't try to make re-payment. Please contact helpline number as provided in the agnishamaseva portal for assistance in this regard.



**500: Internal Server Error**

We're not quite sure what went wrong.

To resolve the issue, follow these instructions:

You can go back to the [Home Page](#) and try again.

If the issue persists, try contacting iFMS helpdesk with a screenshot of this and note down the steps to reproduce the issue.

[Report this issue](#)

Contact Us

1800 3456 739

dticentrallocation@gmail.com

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18. Soon after the successful submission of application, the applicant will be notified immediately with application number and the office of the concerned authorized Officer through his/her registered mobile(SMS) and e-mail.

19. Applicant can also check the current status of his application by login to his account in HOME page (APPLICANT LOGIN HERE) & then clicking on **My Application(s) List of the concerned service** from left side menus.

**WELCOME TO ODISHA FIRE SERVICE**

Odisha Fire Service owe's its origin to pre-independence era as an wing of Odisha Police with an objective to save lives and properties of state from clutches of fire. But to enforce fire preventive measures in premises which are likely to cause risk of fire, govt was pleased to enact Odisha Fire Service Act on 27th December, 1993 (Odisha Act 30 of 1993). Again for smooth implementation of provisions of this act, Odisha Fire Prevention and Fire Safety Rules, 2017 came into force on 4th October, 2017. As per the procedure of this rule, the Owners/Occupiers/Developers/Proprietor/Builders of premises as specified in rule-9 shall at all time have a valid Fire Safety Certificate.

Please go through the [Guidelines](#) and [FAQs](#) before filling the [application form](#).

**APPLICANT LOGIN HERE**

User name  
Password  
Enter Captcha  
Login Reset  
Forgot my password

**Online Services**  
Dashboard  
Third-party Verification

**How to Apply**  
D Guidelines to Fill-up online application Form.  
D FAQs

For any type of query related to online submission of application FORM, please contact Helpline No. 0671-2304366 from 10:00 AM to 5:00 PM on any Government working days.

**Fire Safety Services**

Application Type :  Check Application Status :

Search Reset

20. The applicant can track every status of his application through “**Application History**” under menu **My Application(s) List** in the portal.

**Recommendation List**

Application No. :  Application Status :

Search Reset

SL#	Building/Project With Address	Application No.	Applicant's Name	Application Submitted On	Application Accepted On	Current Status of Application	Action	Print/Download
1	CHANDAN NAG, SUB-URBAN CONSTRUCTION LTD, CUTTACK	12345678901234567890	CHANDAN NAG	12/12/2020	12/12/2020	Application Status	View, Application History, Comply History, Download	View, Application History, Comply History, Download

21. If the application is found to be incomplete at the time of scrutiny or after the inspection, the concerned Authorized Officer shall return the application to the applicant online and applicant also gets notification about it through SMS and e-mail to edit/comply the query as required through login to his account (APPLICANT LOGIN HERE) on the portal. The applicant is advised to get in touch with his/her mobile SMS, e-mail always to know the updates of his application. Before Complying the Query raised by the authorized member, Applicant should go through the “Comply History” and “Inspection Report” folder (if any) in the listing thoroughly to know the details of query raised and then **Comply** accordingly.

**Fire Safety Services** | Welcome: SAMIR BISWAL (User) | Log out

**Recommendation List**

Application No.:  Application Status:

SL#	Building/Project With Address	Application No.	Applicant's Name	Application submitted On	Application Accepted On	Current status of Application	Action	Print/Download
1	SPARSH SPONGE IRON LTD, MANCHESWAR, BHUBANESHWAR	FSR120413032022000125	I. SAMIR BISWAL	01-10-2020		Pending for Compliance	<input type="button" value="Comply"/>	<input type="button" value="View"/> <input type="button" value="Application History"/> <input type="button" value="Comply History"/>

**Fire Safety Certificate for Buildings/Premises constructed without Fire Safety Recommendation Application Status**

SL.No.	Level	Date line for Authorized Officer to complete the Level	Current Status	Details of Raised Query/Reminder	Query/Reminder sent on	Applicant Complied on
1.	Scrutiny of application and raising query thereto (if any)		Completed	Query has been sent to applicant to comply correctly by 30-06-2022	17-06-2022	21-06-2022
2.	Schedule and completing site inspection and raising query thereto (if any)		In progress	* Building(s)/Premises is/are scheduled for inspection on 03-07-2022. Query has been sent to applicant to comply correctly by 06-09-2022	04-07-2022	
3.	Issuance of Fire Safety Certificate		Pending			

22. The concerned authorized member shall schedule inspection of the premises. The applicant is advised to be available on date of inspection with all original documents.



23. If any shortfall/ deviation/ deficiency are found during inspection, the applicant is required to comply the same and resubmit it online within a specific time period as notified by the system under Query Management System.
24. The concerned authorized member may schedule for re-inspection and inspect the premises and if the application fulfills all requirements as per rules, the authorized Officer shall issue the Fire Safety Recommendation in Form-II within 30 days.
25. The applicant can download the Fire Safety Recommendation from his e-mail as well as from portal by login to his account once it is issued.
26. If the applicant does not comply with the requirements within specified time, the application may be rejected. Once rejected the applicant has to apply afresh using his/her same login credential and with same procedure. There is no provision of adjustment of fees or refund in case of rejected application.
27. For any query related to online submission of application, the applicant can contact help line number **(0671-2304366)** provided in home page of agnishamaseva portal between 1000hrs to 1700hrs on any govt. working day.

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