Service Name: Final Fire NOC

1. Process Flow / Procedure

- Architect/ Builder can apply for the service on Web, Aaple Sarkar, and Mobile App or can visit to CFC/ULB office. On Web, he can upload the supporting mandatory documents.
- Pay the prescribed fees (if applicable) either Online (Credit Card/Debit Card/Net Banking) or Offline (At ULB/CFC).
- Application no. is generated which is further can be used by applicant to track the application.
- Applicant will be informed through SMS and email for every important event.
- Verification of documents will be done at ULB/CFC counter. Citizen needs to submit the copies of the documents at the ULB/CFC counter. ULB/CFC clerk will check all the documents and authorize or Un-authorize the application.
- If application is un-authorized then citizen can re-submit document or can correct the application form.
- If application is authorized then it will be scrutinized (if applicable) by the respective department.
- If application is rejected during final scrutiny then rejection letter will be generated and intimated to applicant through SMS and email.
- Once the application is scrutinized (if applicable), LOI charges will be auto populated based on charge master setup and generate the LOI (if applicable).
- Applicant needs to make the payment against the LOI (if applicable).
- Later, Citizen will avail the digitally signed certificate against the service applied through online login or from the ULB/CFC counter.
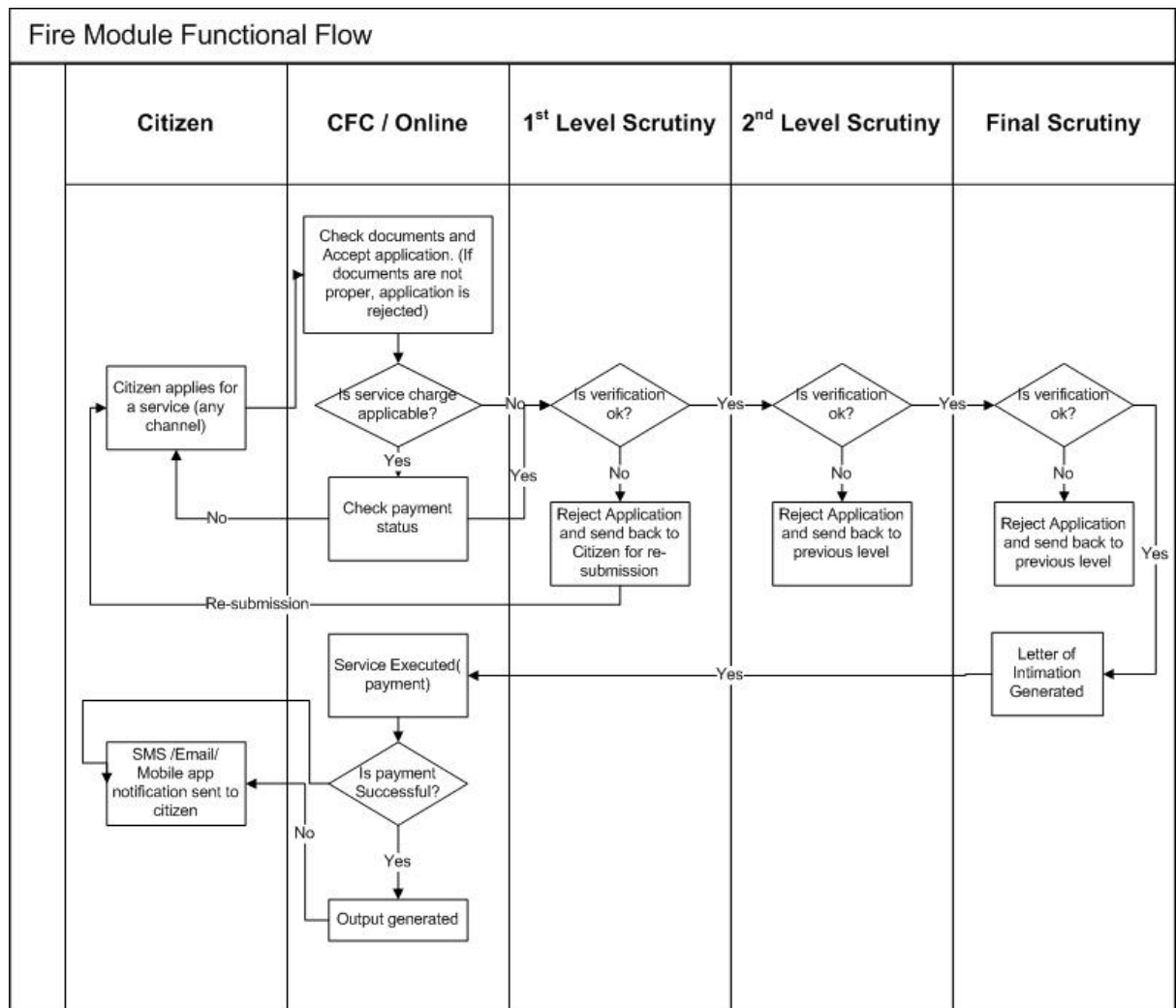
- Timeline to complete the Services

Services	No. of days
Application for Final Fire NOC	

- Scrutiny Levels

Services	No. of Scrutiny Levels	
	Council	Corporation
Application for Final Fire NOC	2	3

2. Service Wise Workflow

Fire Module Functional Flow

Citizen	CFC / Online	1st Level Scrutiny	2nd Level Scrutiny	Final Scrutiny

Check documents and Accept application. (If documents are not proper, application is rejected)

Citizen applies for a service (any channel)

Is service charge applicable?

Is verification ok? — No → Reject Application and send back to Citizen for re-submission

Is verification ok? — No → Reject Application and send back to previous level

Is verification ok? — No → Reject Application and send back to previous level

Yes → Check payment status

Re-submission

Service Executed (payment) ← Yes ← Letter of Intimation Generated

SMS /Email/ Mobile app notification sent to citizen

Is payment Successful?

No / Yes

Output generated

3. Document Checklist

Services	Required documents from Citizen	Documents verified by ULB
Application for Final Fire NOC	• D.G. Set certificate	• Provisional Fire NOC No.
	• 100 Rs. Stamp Paper Agreement	• Building permission Certificate
	• Agency Certificate	• Copy of Initials/Amended NOC issued by Fire Brigade Dept.
		• 3 sets of Architectural Plan
		• Lift Certificate
		• Provisional Fire NOC No.

4. Screenshots

- Step 1: User should enter the application details, attach mandatory documents and click on "Pay" button.
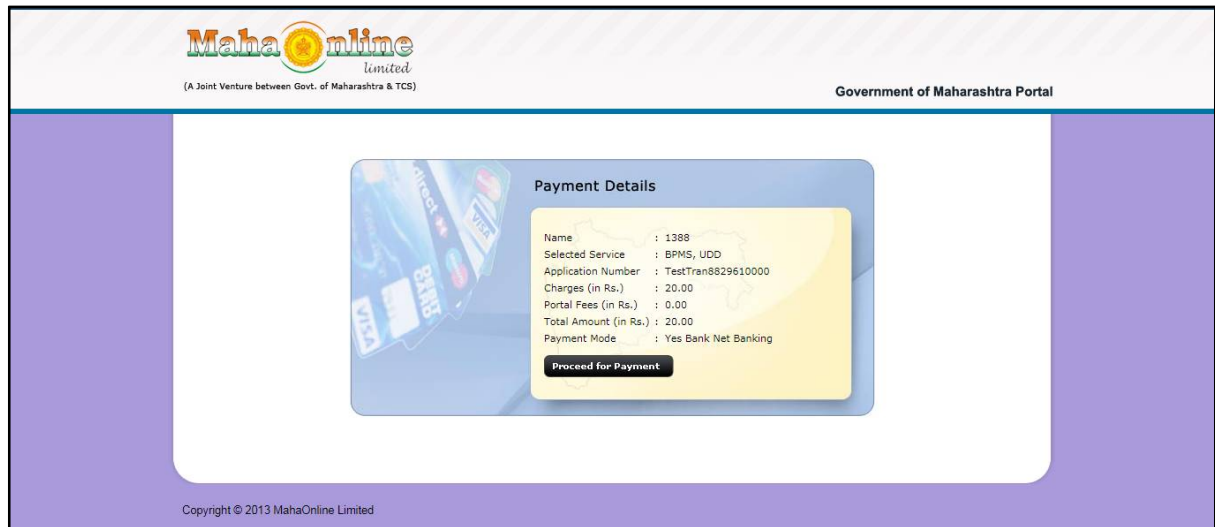

- Step 2: User should click on "Pay" button to proceed with payment. After Clicking on Pay Button, page will be redirect to the Mahaonline Payment Mode Page
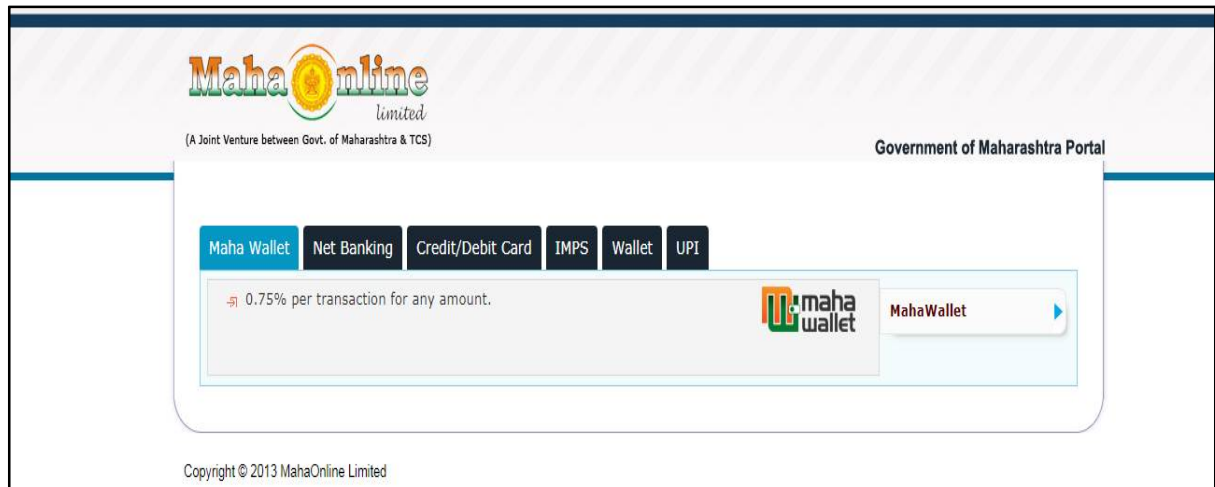
- Step 3: After Clicking on Net banking Option on the Mahaonline Payment Mode Page it will redirect to the Net Banking Option Page

- Step 4: After Clicking on Yes Bank Net banking Option on the Mahaonline Payment Mode Page it will redirect to the Payment Details Page.
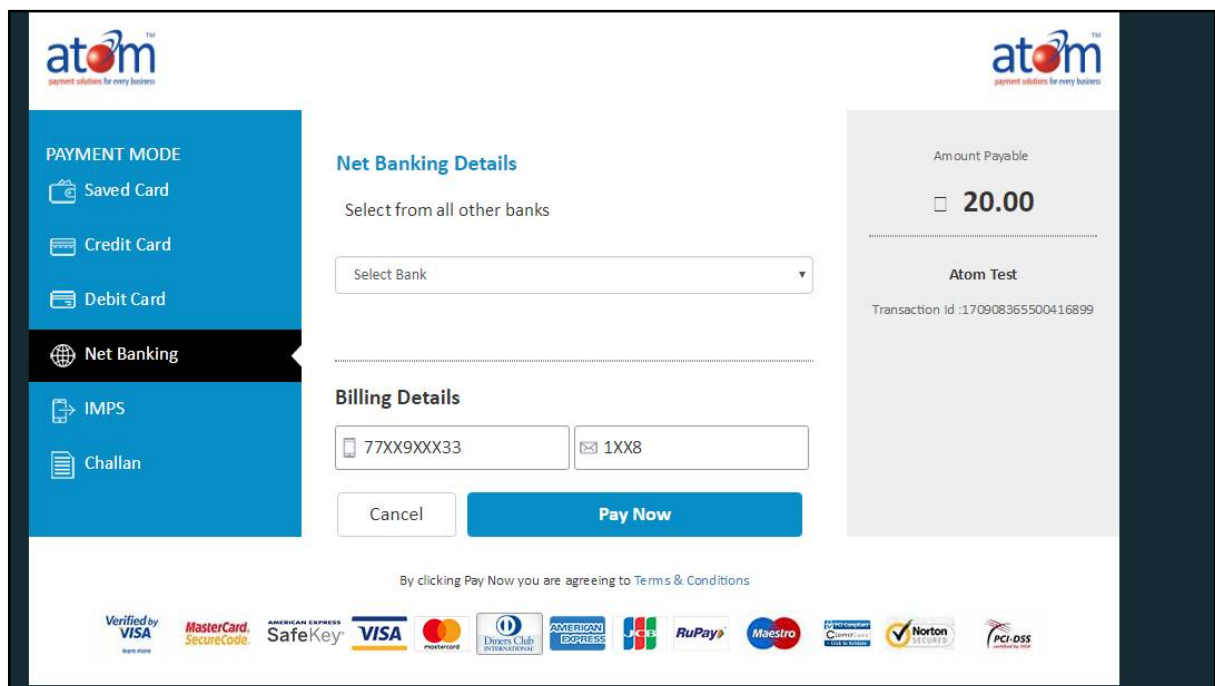
- Step 5: After Clicking "Proceed for Payment" button on the Mahaonline Payment Mode Page it will redirect to the Atom Payment Option Page.

- Step 6: After selecting Net banking Option and selecting Bank As Atom bank clicking on Pay Now button it will redirect to the Atom Transaction Page.

Welcome to Atom Bank
Atom Txn ID: 100000241231 Amt: 20.0000

◉ Success ○ Failure

Click To Transfer Funds

- **Step 7:** After Clicking On Click To Transfer Funds button it display the below message

Welcome to Atom Bank
Atom Txn ID: 100000241754 Amt: 1919.0000

◉ Success ○ Failure

Click To Transfer Funds

paynetzuat.atomtech.in says: ×

url : https://paynetzuat.atomtech.in/paynetz/atom?
ITC=100000241754&BID=1000002417541&ClientCode=007&amt=1919.00
00&Status=S

                                              OK

- **Step 9:** After clicking on Ok Button of the message displayed on the above screen it generates "Fee Receipt for Fire Service"
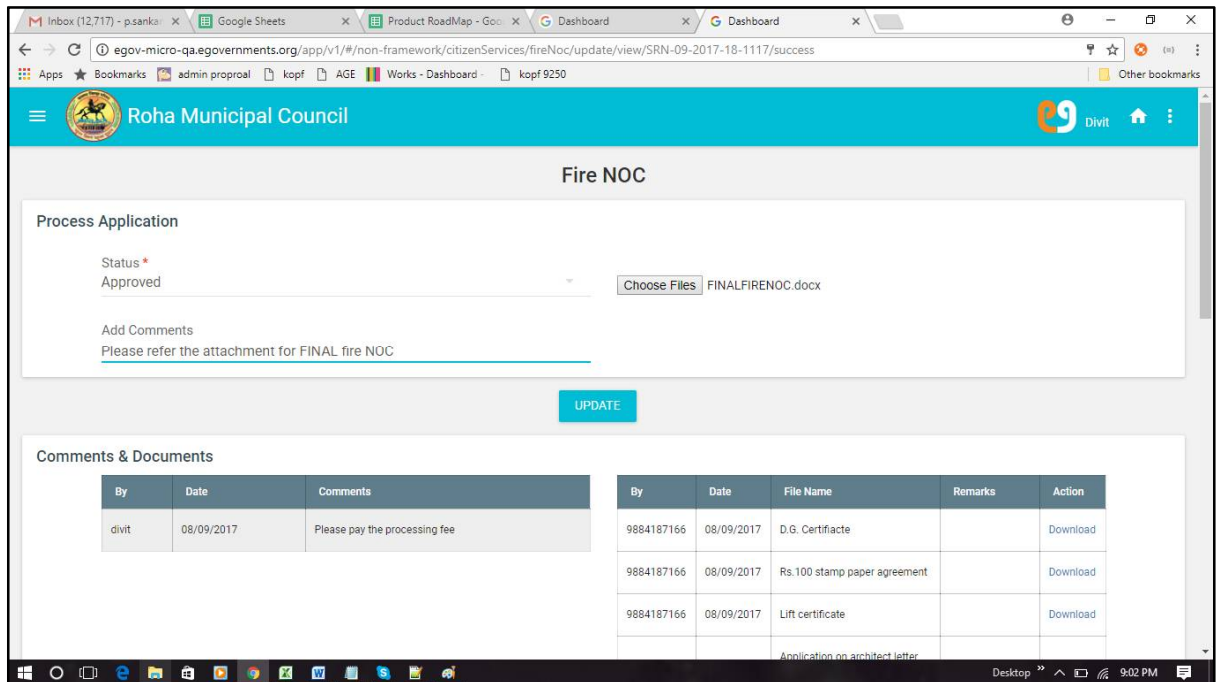
Roha Municipal Council
Building Plan Department

Receipt Number : 09/2017-18/000157	Receipt For : Application Fee	Receipt Date: 12/09/2017

Service Request Number: SRN-09-2017-18-1812
Applicant Name : Jaymala
Amount : Rs. 20

Bill Reference No.& Date	Details
1040-12/09/2017	Application for Fire NOC

Amount in words: Rs. Twenty only

Payment Mode

Mode	Amount	Transaction No	Transaction Date	Bank Name
Online	20	NA	NA	NA

DOWNLOAD

After clicking on download, citizen can download the receipt.

Department Login

- Step 1: After departmental login, departmental user/employee can see task assigned to him. User need to click on Service Request Number to complete a task

My Tasks

Show 10 entries   Search:

Created Date	Sender Name	Nature Of Task	Status	Details
13/09/2017	9591539163	Citizen Service - Fire NOC	CREATED	SRN-09-2017-18-1540
12/09/2017	9967822142	Citizen Service - Fire NOC	CREATED	SRN-09-2017-18-4202
12/09/2017	7975179334	Citizen Service - Fire NOC	CREATED	SRN-09-2017-18-2292
12/09/2017	7975179334	Citizen Service - Fire NOC	CREATED	SRN-09-2017-18-6892
12/09/2017	7975179334	Citizen Service - New Water Connection	CREATED	SRN-09-2017-18-1510
12/09/2017	9591539163	Citizen Service - Fire NOC	CREATED	SRN-09-2017-18-6718
12/09/2017	9767347873	Citizen Service - Fire NOC	CREATED	SRN-09-2017-18-2110
12/09/2017	9920043956	Citizen Service - Fire NOC	CREATED	SRN-09-2017-18-1949
12/09/2017	9920043956	Citizen Service - Fire NOC	CREATED	SRN-09-2017-18-1818

- Step 2: Employee can open from inbox – update the status to in progress and add fee as given below

Fire NOC

Process Application

Status *
In Progress   Browse... EODB Checklist.docx

Add Comments   Add Fee
                                                        2505

UPDATE

Comments & Documents

By	Date	Comments
No comments yet!		

By	Date	File Name	Remarks	Action
9920043956	08/09/2017	Application on builder Letter head		Download
9920043956	08/09/2017	Building permission certificate		Download
9920043956	08/09/2017	D.G. Certiflacte		Download
9920043956	08/09/2017	Agency certificate		Download
9920043956	08/09/2017	Rs.100 stamp paper agreement		Download
9920043956	08/09/2017	Architectural plan		Download
9920043956	08/09/2017	Lift certificate		Download
9920043956	08/09/2017	Application on architect letter head		Download

Application Details

Applicant Name	Mobile Number	Email
Rajesh Deshmukh	9096842646	rajeshdeshmukh14@gmail.com

Aadhar Number	Address	Block
646662105909	Shirur	NA

Zone	Ward	
Zone A	Prabhag 1	

Service Details

Provisonal Fire NOC Number	Plot Number	NOC Sub Category
123	133	Residential

Vikas Prastav Number	File Number	Land Owner Name
123	1	Hanchate R

Developer Name	Plot Survey No	Plot Taluka Name
Hanchate R	123	Mohadi

Architect Name	Architect License Number	Locality
Amar Jadhav	1236	Prabhag 1

Building Name		
Ram NIwas		

Note: The item will remain in employee's inbox as long as the status is not modified to Approved.

Citizen Login

- Citizen should login using their respective login credentials. After login, service request page is displayed by the system. User should click on application details displaying status as "in progress"

Service Request No.	Service Name	Status	Applied On	
SRN-09-2017-18-1949	Fire NOC	Created	12/09/2017	☁
SRN-09-2017-18-1818	Fire NOC	Created	12/09/2017	☁
SRN-09-2017-18-0513	Fire NOC	Created	12/09/2017	☁
SRN-09-2017-18-7001	Fire NOC	Created	11/09/2017	☁
SRN-09-2017-18-9151	Fire NOC	Created	11/09/2017	☁
SRN-09-2017-18-5172	Fire NOC	Created	11/09/2017	☁
SRN-09-2017-18-2314	Fire NOC	Created	11/09/2017	☁
SRN-09-2017-18-2217	Fire NOC	In Progress	08/09/2017	☁
SRN-09-2017-18-1140	Fire NOC	Created	06/09/2017	☁

Showing 1 to 9 of 9 entries

Previous | 1 | Next

- Step 4: After clicking on "In progress" status, following page is displayed by the system. User should click on "Pay Fee" to pay charges

- Step 5: After clicking on " Payfee " Button Below pop up will displayed user should click on "pay" button to pay fees

- Step 6: After Clicking on Net Banking Option on the Mahaonline Payment Mode Page it will redirect to the Net Banking Option Page

- Step 7: After Clicking on Yes Bank Net banking Option on the Mahaonline Payment Mode Page it will redirect to the Payment Details Page.

- Step 8: After Clicking "Proceed for Payment" button on the Mahaonline Payment Mode Page it will redirect to the Atom Payment Option Page.

- Step 6: After selecting Net banking Option and selecting Bank As Atom bank clicking on Pay Now button it will redirect to the Atom Transaction Page.

Welcome to Atom Bank
Atom Txn ID: 100000241231 Amt: 20.0000

◉ Success ○ Failure

Click To Transfer Funds

- Step 7: After Clicking On Click To Transfer Funds button it display the below message

- Step 8: After Clicking On OK Button ,receipt will generate which is as follows

Note: After clicking on download button citizen will be able to save the output.

Department Login

- Step 1: Department user should login and attach the Final FIRE NOC Document after successful payment intimation is received.

- Step 2: Department User should Change the status to "Approved" and attach the final fire NOC.

Citizen Login

- Step 1: user should login and download the Final Fire NOC.