



## 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.

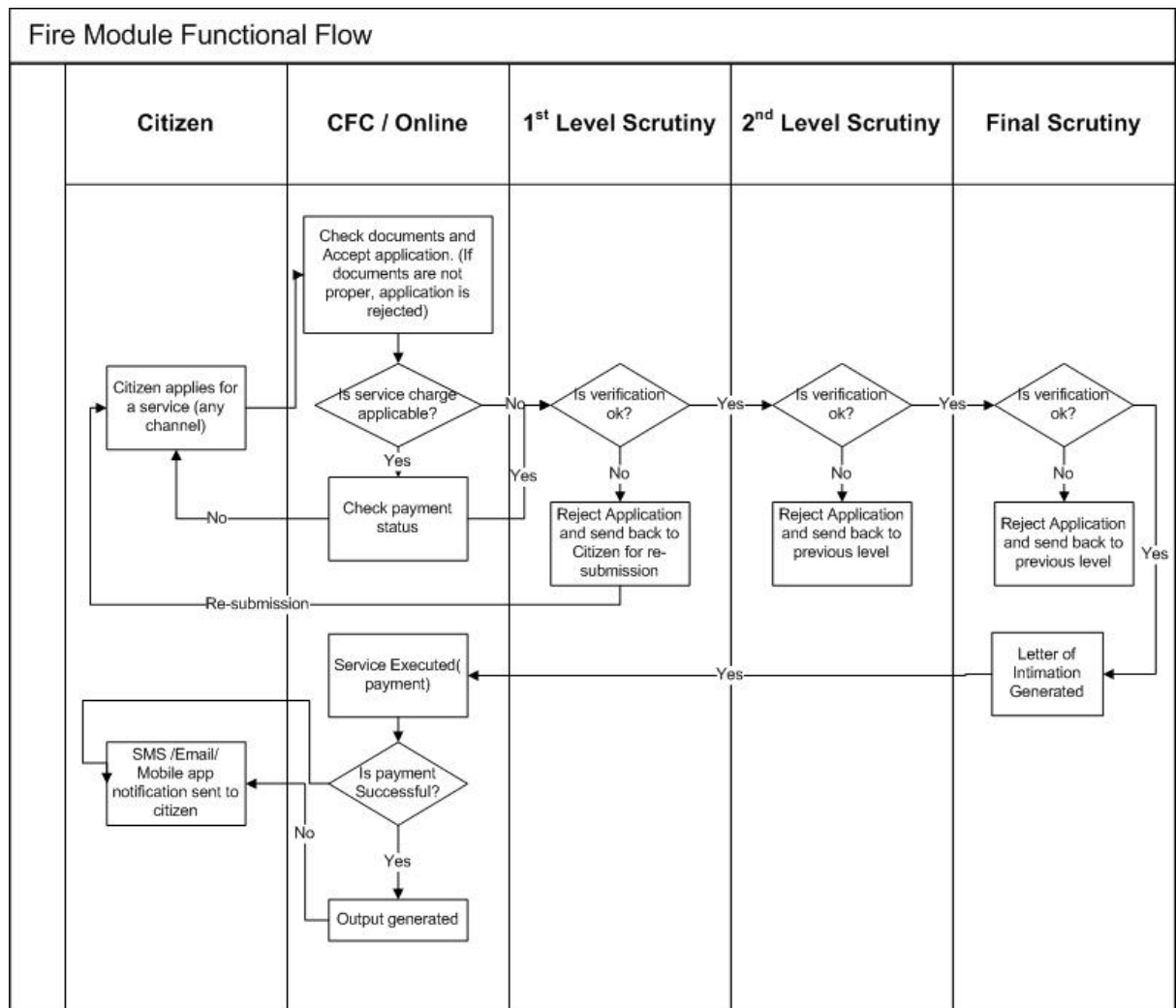
- Timeline to complete the Services

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





### 3. Document Checklist

Services	Required documents from Citizen	Documents verified by ULB
Application for Final Fire NOC	<ul style="list-style-type: none"> <li>D.G. Set certificate</li> </ul>	<ul style="list-style-type: none"> <li>Provisional Fire NOC No.</li> </ul>
	<ul style="list-style-type: none"> <li>100 Rs. Stamp Paper Agreement</li> </ul>	<ul style="list-style-type: none"> <li>Building permission Certificate</li> </ul>
	<ul style="list-style-type: none"> <li>Agency Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Copy of Initials/Amended NOC issued by Fire Brigade Dept.</li> </ul>
		<ul style="list-style-type: none"> <li>3 sets of Architectural Plan</li> </ul>
		<ul style="list-style-type: none"> <li>Lift Certificate</li> </ul>
		<ul style="list-style-type: none"> <li>Provisional Fire NOC No.</li> </ul>



## 4. Screenshots

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

**Roha Municipal Council** 9 Jayanta

**Fire NOC**

**1 Create** 2 Download

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**Application Details**

Applicant Name Sandeesh Jadhav	Mobile Number 9875641250	Email sandeesh@gmail.com
Auditor Number 987456123012	Address Shriur	Block ---
Zone Zone A	Ward Prabhas 1	

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**Service Details**

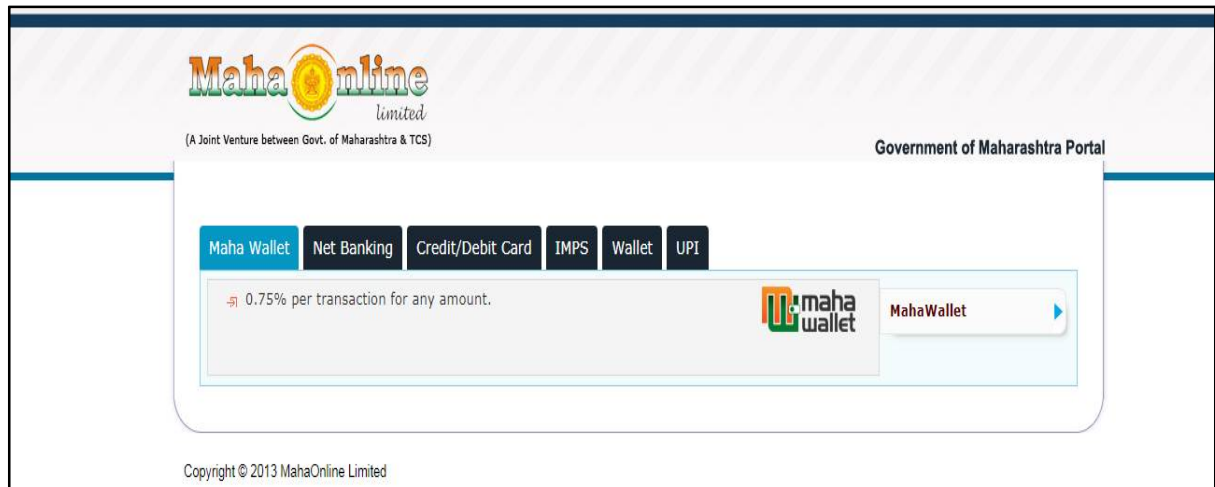
Provisional Fire NOC Number 1236	Plot Number 1	NOC Sub Category Residential
Vikas Prastav Number 1234	File Number 5	Land Owner Name Sandeesh Jadhav
Developer Name Sandeesh Jadhav	Plot Survey No 2	Plot Taluka Name Mohadi
Architect Name Sandeesh Jadhav	Architect License Number 4	Locality Prabhas 1
Building Name ---		

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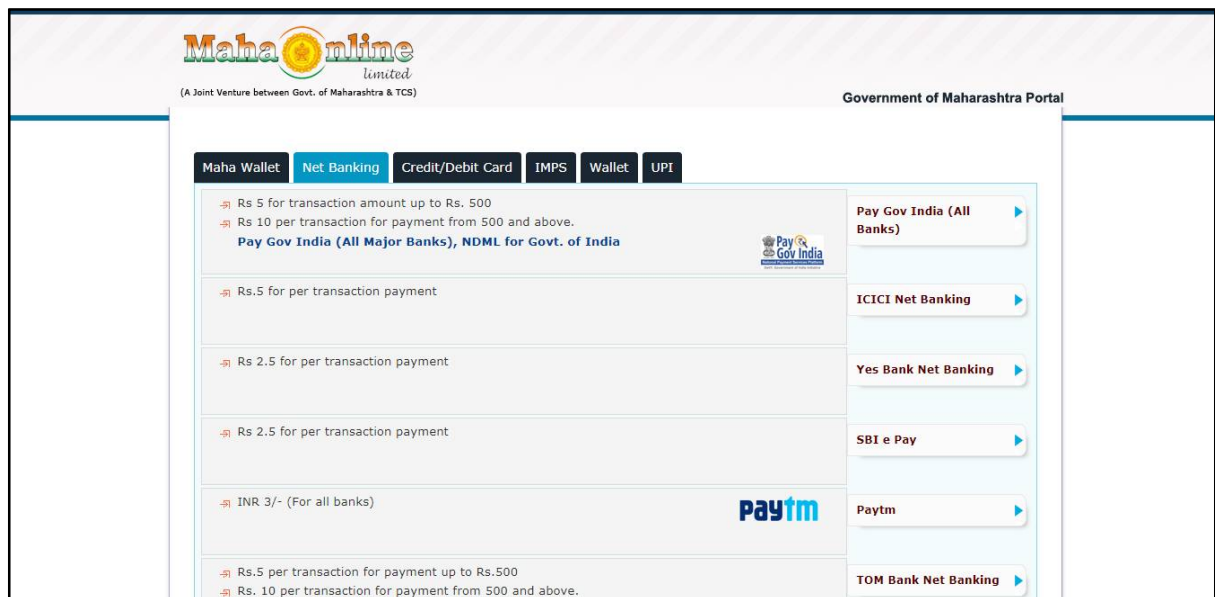
**Upload Documents**

Sr No	Documents Name	Attach Documents	Remarks
1	Application on Builder Letter head	<input type="button" value="Choose File"/> Primer.pdf	
2	Application on architect letter head	<input type="button" value="Choose File"/> Primer.pdf	
3	IRN Certificate	<input type="button" value="Choose File"/> Primer.pdf	
4	Rs.100 stamp paper agreement	<input type="button" value="Choose File"/> Primer.pdf	
5	Agency certificate	<input type="button" value="Choose File"/> Primer.pdf	
6	Building permission certificate	<input type="button" value="Choose File"/> Primer.pdf	
7	Life certificate	<input type="button" value="Choose File"/> Primer.pdf	
8	Architectural plan	<input type="button" value="Choose File"/> Primer.pdf	
9	Copy of Initial/Amended NOC issued by fire brigade department	<input type="button" value="Choose File"/> Primer.pdf	

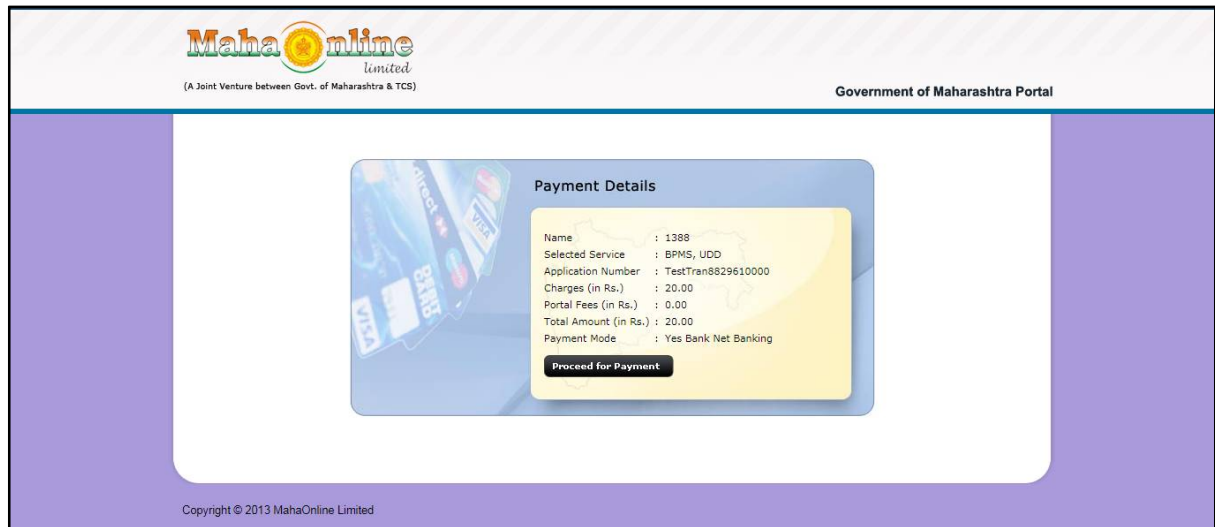
- Step 2: User should click on "Pay" button to proceed with payment. After Clicking on Pay Button, page will be redirect to the Mahaonline Payment Mode Page



- 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.

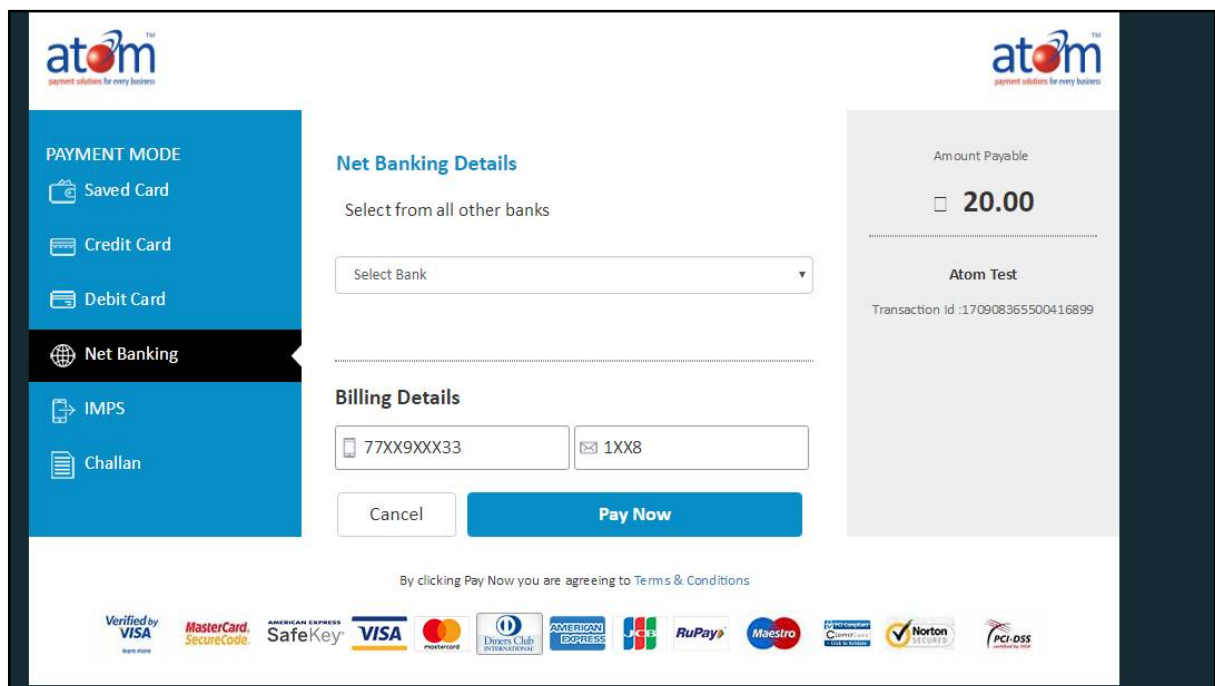


The screenshot shows the MahaOnline payment interface. At the top, the MahaOnline logo is on the left, and 'Government of Maharashtra Portal' is on the right. Below the logo, it says '(A Joint Venture between Govt. of Maharashtra & TCS)'. The main content area is titled 'Payment Details' and contains a table with the following information:

Name	: 1388
Selected Service	: BPMS, UDD
Application Number	: TestTran8829610000
Charges (in Rs.)	: 20.00
Portal Fees (in Rs.)	: 0.00
Total Amount (in Rs.)	: 20.00
Payment Mode	: Yes Bank Net Banking

Below the table is a 'Proceed for Payment' button. The footer of the page says 'Copyright © 2013 MahaOnline Limited'.

- Step 5: After Clicking “Proceed for Payment” button on the Mahaonline Payment Mode Page it will redirect to the Atom Payment Option Page.



The screenshot shows the Atom payment interface. On the left is a sidebar with 'PAYMENT MODE' options: Saved Card, Credit Card, Debit Card, Net Banking (selected), IMPS, and Challan. The main content area is titled 'Net Banking Details' and includes a 'Select from all other banks' dropdown menu. Below this is a 'Billing Details' section with input fields for a phone number (77XX9XXX33) and an email address (1XX8). There are 'Cancel' and 'Pay Now' buttons. On the right, a summary box shows 'Amount Payable' as 20.00, 'Atom Test' as the merchant name, and 'Transaction Id :170908365500416899'. At the bottom, there is a disclaimer 'By clicking Pay Now you are agreeing to Terms & Conditions' and a row of logos for various payment gateways and security standards including Visa, MasterCard, American Express, Diners Club, JCB, RuPay, Maestro, and Norton.

- 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?](https://paynetzuat.atomtech.in/paynetz/atom?ITC=100000241754&BID=1000002417541&ClientCode=007&amt=1919.0000&Status=S)  
ITC=100000241754&BID=1000002417541&ClientCode=007&amt=1919.0000&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"



		<b>Roha Municipal Council</b> 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	
<a href="#">DOWNLOAD</a>					

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  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



**Roha Municipal Council**

### 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. Certificate		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 Rajesh Deshmukh	Mobile Number 9096842646	Email rajeshdeshmukh14@gmail.com
Aadhar Number 646662105909	Address Shirur	Block NA
Zone Zone A	Ward Prabhag 1	

**Service Details**

Provisional Fire NOC Number 123	Plot Number 133	NOC Sub Category Residential
Vikas Prastav Number 123	File Number 1	Land Owner Name Hanchate R
Developer Name Hanchate R	Plot Survey No 123	Plot Taluka Name Mohadi
Architect Name Amar Jadhav	Architect License Number 1236	Locality 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

**Process Application**

No files selected.

Add Comments

**Comments & Documents**

By	Date	Comments
No comments yet!		

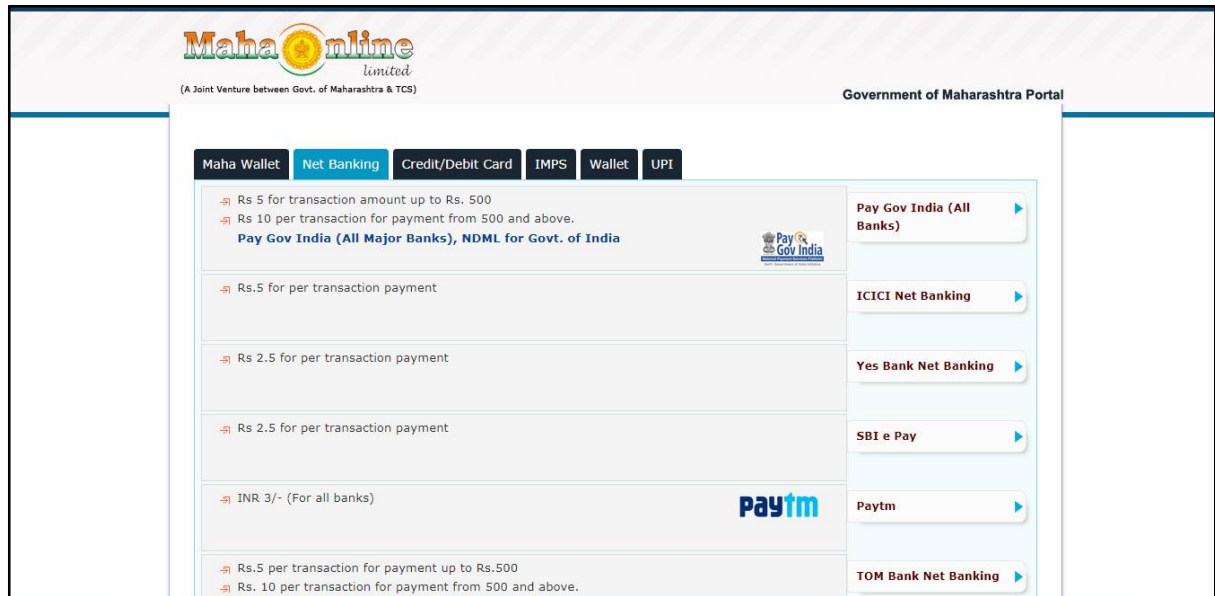
By	Date	File Name	Remarks	Action
9920043956 (You)	08/09/2017	Application on builder Letter head		<a href="#">Download</a>
9920043956 (You)	08/09/2017	Building permission certificate		<a href="#">Download</a>
9920043956 (You)	08/09/2017	D.G. Certificate		<a href="#">Download</a>
9920043956 (You)	08/09/2017	Agency certificate		<a href="#">Download</a>

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

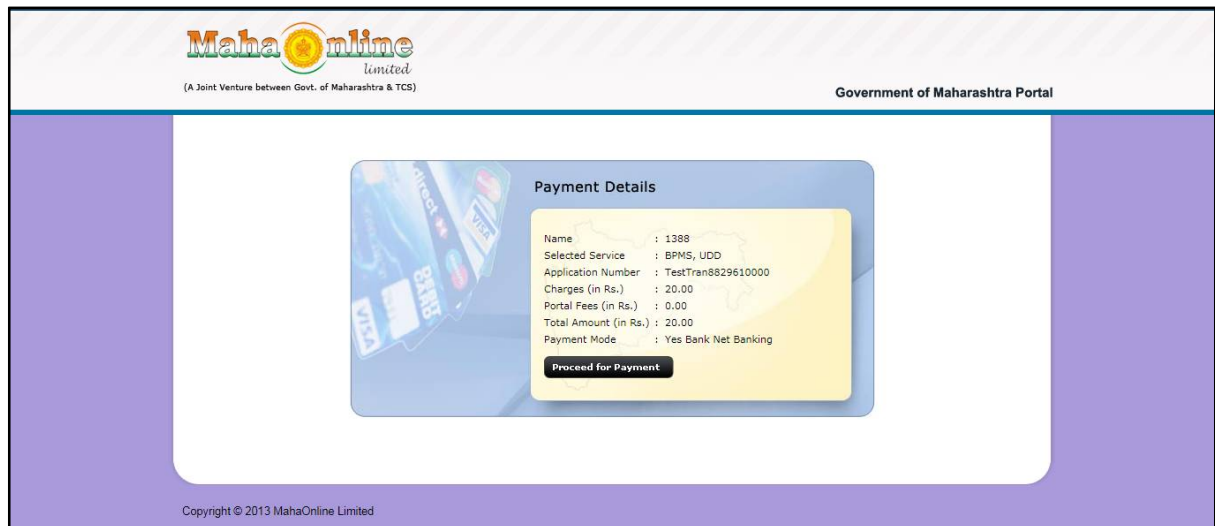
**Pay Fee Amount**

Amount to be paid: Rs 2505

- 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.



The screenshot displays the Atom payment gateway interface. On the left, a blue sidebar lists payment modes: Saved Card, Credit Card, Debit Card, Net Banking (selected), IMPS, EMI, and Challan. The main area is titled 'Net Banking Details' and prompts the user to 'Select from all other banks' with a dropdown menu labeled 'Select Bank'. Below this, the 'Billing Details' section shows two input fields: '77XX9XXX33' and 'SXNX0X-X0X7X1X-X2X7'. At the bottom of this section are 'Cancel' and 'Pay Now' buttons. On the right, a grey box displays the 'Amount Payable' as ₹ 2505.00, the merchant name 'Atom Test', and the 'Transaction Id :170913365500417441'. A disclaimer at the bottom states, 'By clicking Pay Now you are agreeing to Terms & Conditions'. A row of security logos including Visa, MasterCard, American Express, Diners Club, and others is at the very bottom.

- 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.

The screenshot shows the Atom Transaction Page. It begins with a welcome message: 'Welcome to Atom Bank' followed by 'Atom Txn ID: 100000241231 Amt: 20.0000'. Below this, there are radio buttons for 'Success' (which is selected) and 'Failure'. At the bottom, there is a button labeled '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 8: After Clicking On OK Button ,receipt will generate which is as follows


**Roha Municipal Council**

Jaymala

### Fire NOC

**Receipt for: Fire NOC**

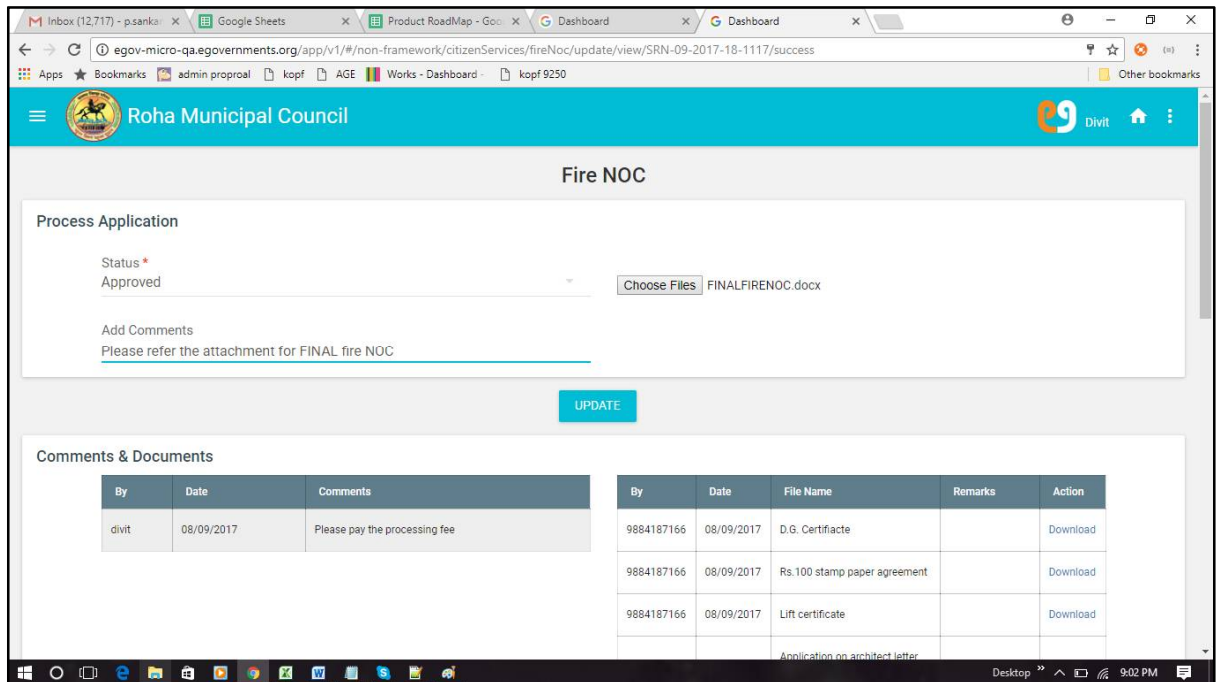
	<b>Roha Municipal Council</b> Building Plan Department	
Receipt Number : 09/2017-18/000016	Receipt For : Fire NOC	Receipt Date: 13/09/2017
Service Request Number : SRN-09-2017-18-9151 Applicant Name : Jaymala Amount : Rs 2505/-		
Bill Reference No. & Date	Details	
1062-13/09/2017	Application for Fire NOC	
Amount in words: Rs. Two thousand five hundred five		
Payment Mode		
Mode	Amount	Transaction No
Online	2505	NA
Transaction Date		Bank Name
NA		NA

[DOWNLOAD](#)

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.



**Fire NOC**

**Process Application**

Status \*  
Approved

Choose Files FINALFIRENOC.docx

Add Comments  
Please refer the attachment for FINAL fire NOC

UPDATE

**Comments & Documents**

By	Date	Comments
divit	08/09/2017	Please pay the processing fee

By	Date	File Name	Remarks	Action
9884187166	08/09/2017	D.G. Certificate		Download
9884187166	08/09/2017	Rs.100 stamp paper agreement		Download
9884187166	08/09/2017	Lift certificate		Download
		Application on architect letter		

- 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.