# User Manual

# For

# Initial NOC

# on GoaOnline.gov.in

**Prerequisites:**

1. The user willing to apply for the **Initial NOC** must be a registered useron goaonline.gov.in.

2. Theusershouldbeloggedingoaonline.gov.intoproceedwiththe**Initial NOC** application.

**Step by step process to apply for Initial NOC:**

Visit https://goaonline.gov.inand click on Login button

In case the user is not registered, register by clicking Register button

On login screen enter login id, password and the captcha image text and click on login button.
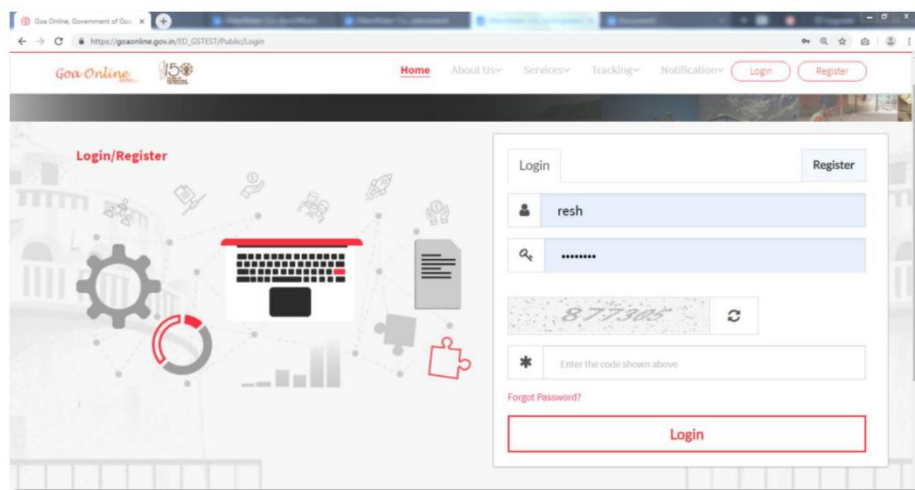
Use Forgot Password link to recoverpassword.



**Fig1**

After logging in the user home page will be shown. Click on the **Services**option in the menu and select **All Services**as depicted in **Fig 2**. The same link will navigateuser tolist of Schemes (refer Fig03)
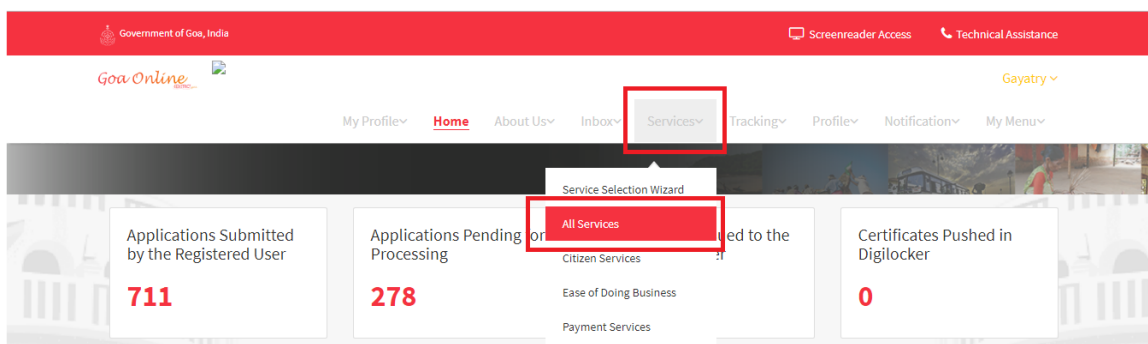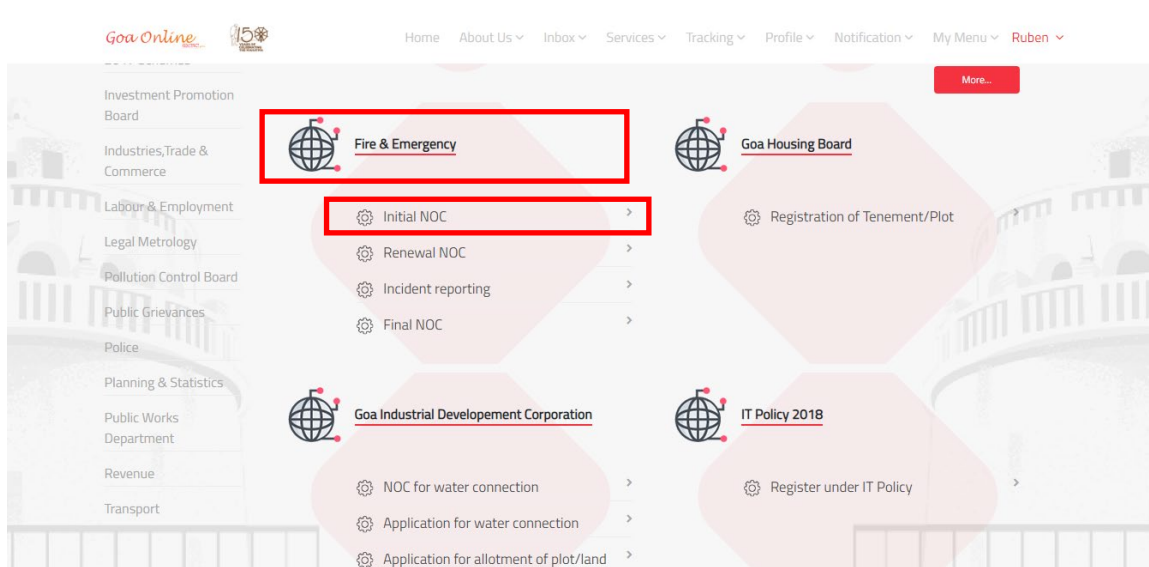


**Fig 2**

**Fig 3**

**Application:**

On the click of Initial NOC,the procedure to apply and required document list will be displayed where user will select the Initial NOCand click on proceed to apply button as depicted in the **Fig 4** below
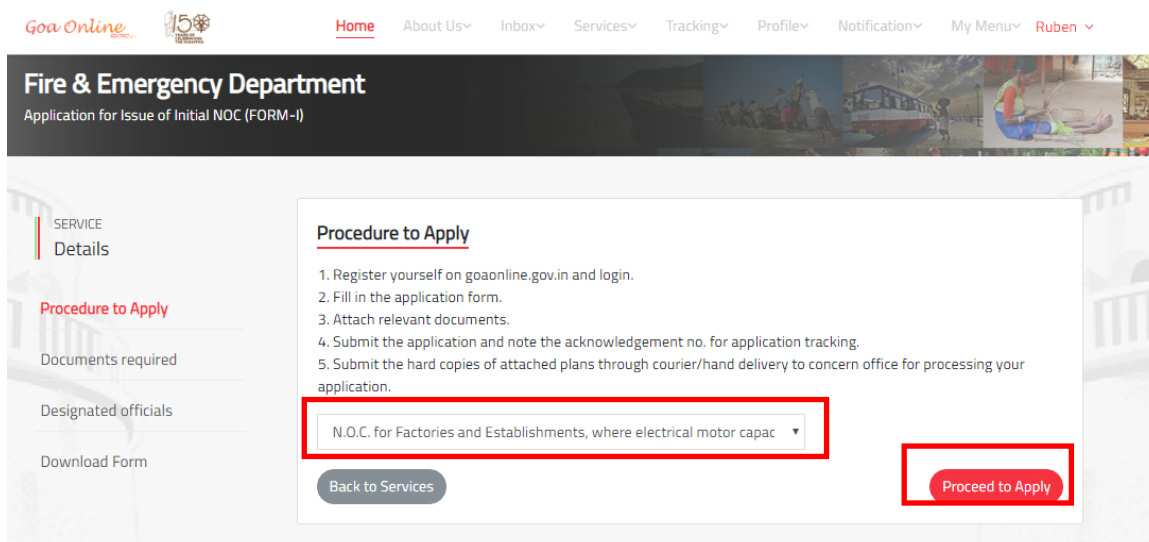


**Fig 4**

On click of Proceed to Apply button, user will navigate to Applicant Details page where user will enter all the relevant fields towards the scheme. After verifying the entered details click on **Save and Continue**button. (refer fig 5 below).
In the Section of Applicant Details, user needs to enter following details:

## Application for Issue of Initial NOC:
This application is for issuance of Initial NOC for different Purposes.

## 1.Owner's Details:
Enter Name of Occupier (First Name,Middle Name,Last Name) and Mobile No.
Enter House Number/Door Number and Landmark/Locality.
Select Taluka and Village.
Click on " Save Draft" to save data.
Click on "Next" to go to next Tab.



**Fig 5**

## Building/Plot Details:
Enter Building Name.
Enter Height of building.
Enter Area of Plot.
Enter Open Area.
Enter Name of Architect.
Enter Name of Authority Approving the project.
Enter Approval Number.
Enter Street /Locality.
Select Taluka and village.
Select Survey/PT Sheet Number and Subdivision /Chalta Number.

**Fig 6**

**Block Details:**

Enter Block Name.

Select Occupancy Type and Sub occupancy Type.

Enter height of the block.

Enter Open Area.

Click on "Building Details" to enter Building Details such as Floor Details,Surrounding Details and Setback Details.

Click on "Escape Means" to enter Escape Details.

Click on "Tank and Pump Details" to enter Water tank and Pump Details.

Click on "Attach Plan" to enter/Upload Site Plan,Elevation Plan and Section Plan.

Click on "Fire Extinguishers details" to enter Fire Extinguisher Details.

Click on "Add New Block" to enter New Block Details.

Click on "Save Draft" to save data.

Click "Next" to go to Next tab.

**Fig 7**

**Building Details:**
**Floor Details:**
    Enter Number of Floors towards the Block
    Click on "**Go**" button as shown in Fig.
**Surrounding Details:**
Enter North Direction details.
    Enter South Direction Details.
    Enter East Direction Details.
    Enter West Direction Details.
**Setback Details:**
Enter Front Setback Details.
    Enter Rear Setback Details.
    Enter Left Setback Details.
    Enter Right Setback Details.
Click on **"Save"** Button to Save the building Details.

**Fig 8**

**Escape Details:**
Enter Internal Number of stairs,Widtth of Stairs,Tread and Riser
Enter External Number of Stairs,Width of Stairs,Tread and Riser
Click on "**Save**" Button to save the Escape Details.



**Fig 9**

**Tank and Pump Details:**
Enter Pump Capacity,Drawing Reference Number and Pump Details of Jockey Pump.
Enter Pump Capacity,Drawing Reference Number and Pump Details of Main Pump.
Enter Pump Capacity,Drawing Reference Number and Pump Details of Sprinkler

Pump.

Click on **"Save"** to Save the Tank and Pump Details.



**Fig 10**



**Fig 11**

**Attach Plan:**

Click on "choose file" button to select file.

Click on "Upload Arrow" button to upload the selected document.

Click on "Save" button to save the attached plans.



**Fig 12**

**Additional Details:**
Enter Additional Details by selecting Yes/No/NA with appropriate details
Enter the Details towards the Questionnaire/Additional Details.
Enter the Appropriate Reference Number whrever Applicable.
Click on "Preview & Submit" button.



**Fig 13**

 Enter Additional Details by selecting Yes/No/NA with appropriate details
Enter the Details towards the Questionnaire/Additional Details.
Enter the Appropriate Reference Number whatever Applicable.
Click on "Preview & Submit" button.

**Fig 14**

Click on "Save and proceed to attach documents" button

**Upload Documents**
Select document type.
Click on "choose file" button to select file.
Click on "Upload" button to upload the selected document.

On click of Save button the user will be asked to upload documents. After verifying the uploaded documents click on **Save Application**button. (refer fig 15 below)

-Here select the desired document type and document and click on **Upload** button to upload the document .
-Once all the mandatory documents are uploaded, tick the check-boxes provided for declaration and consent to useAadhaar.

**Fig 15**

After verifying the uploaded documents click on **Save Application**buttonto submit the application to the department. (refer fig 16 below)



**Fig 16**

# User Manual

# For

# Final NOC

# on GoaOnline.gov.in

**Prerequisites:**

1. The user willing to apply for the **Final NOC** must be a registered useron goaonline.gov.in.

2. Theusershouldbeloggedingoaonline.gov.intoproceedwiththe**Final NOC** application.

**Step by step process to apply for Final NOC:**

Visit https://goaonline.gov.inand click on Login button

In case the user is not registered, register by clicking Register button

On login screen enter login id, password and the captcha image text and click on login button.

Use Forgot Password link to recoverpassword.
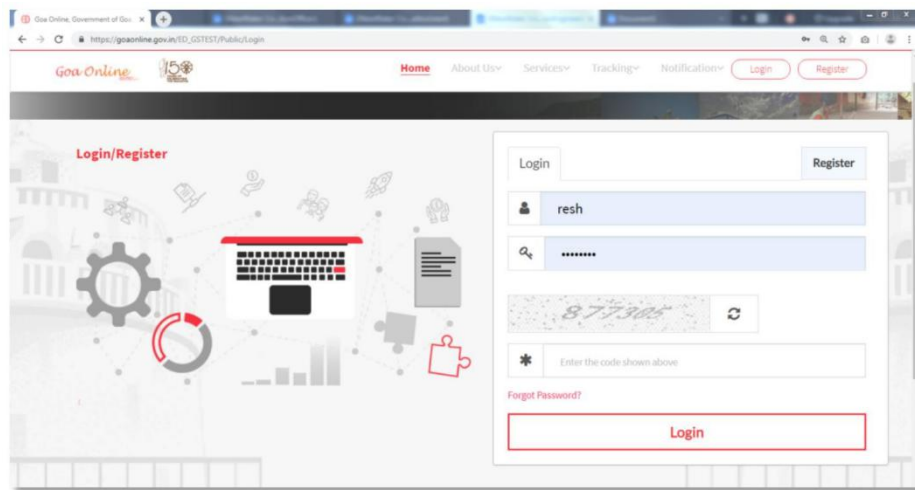


**Fig1**

After logging in the user home page will be shown. Click on the **Services**option in the menu and select **All Services**as depicted in **Fig 2**. The same link will navigateuser tolist of Schemes (refer Fig03)



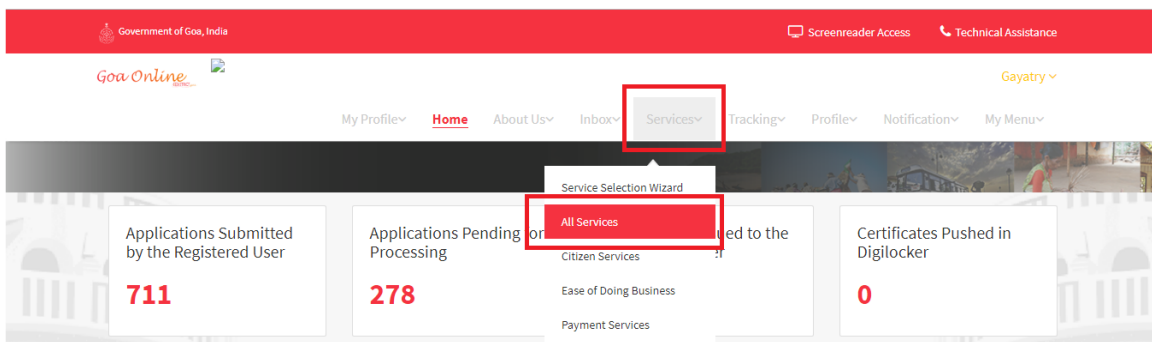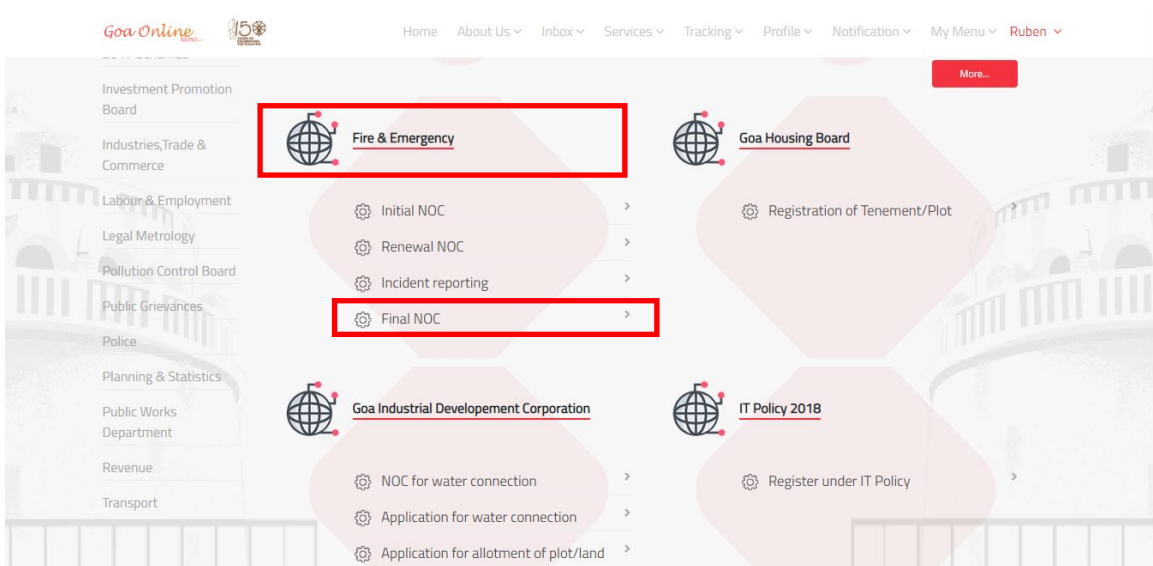**Fig 2**

**Fig 3**

**Application:**

On the click of Final NOC,the procedure to apply and required document list will be displayed where user will select the Final NOCand click on proceed to apply button as depicted in the **Fig 4** below
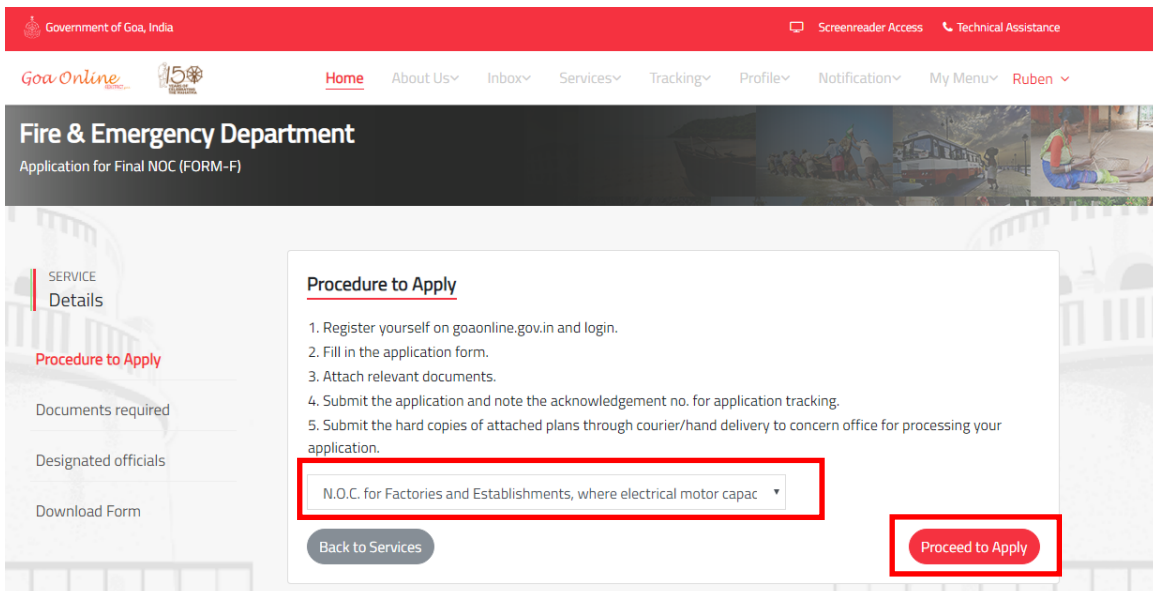


**Fig 4**

On click of Proceed to Apply button, user will navigate to Applicant Details page where user will enter all the relevant fields towards the scheme. After verifying the entered details click on **Save and Continue**button. (refer fig 5 below).
In the Section of Applicant Details, user needs to enter following details:

## Application for Issue of Final NOC:

This application is for issuance of Final NOC for different Purposes.

## 1.Owner's Details:

Enter Initial NOC Certificate Number.

Select Date of Issuing NOC Certificate.

Click on "Go" Button.

Enter Name of Occupier (First Name,Middle Name,Last Name) and Mobile No.

Enter House Number/Door Number and Landmark/Locality.

Select Taluka and Village.

Click on " Save Draft" to save data.

Click on "Next" to go to next Tab.



**Fig 5**

## Building/Plot Details:

Enter Building Name.
Enter Height of building.
Enter Area of Plot.
Enter Open Area.
Enter Name of Architect.
Enter Name of Authority Approving the project.
Enter Approval Number.
Enter Street /Locality.
Select Taluka and village.
Select Survey/PT Sheet Number and Subdivision /Chalta Number.



**Fig 6**

## Block Details:

Enter Block Name.
Select Occupancy Type and Sub occupancy Type.
Enter height of the block.
Enter Open Area.
Click on "Building Details" to enter Building Details such as Floor Details,Surrounding
    Details and Setback Details.
Click on "Escape Means" to enter Escape Details.
Click on "Tank and Pump Details" to enter Water tank and Pump Details.
Click on "Attach Plan" to enter/Upload Site Plan,Elevation Plan and Section Plan.
Click on "Fire Extinguishers details" to enter Fire Extinguisher Details.
Click on "Add New Block" to enter New Block Details.

Click on "Save Draft" to save data.
Click "Next" to go to Next tab.

**Block Details:**
Enter Block Name.
Select Occupancy Type and Sub occupancy Type.
Enter height of the block.
Enter Open Area.
Click on "Building Details" to enter Building Details such as Floor Details,Surrounding
    Details and Setback Details.
Click on "Escape Means" to enter Escape Details.
Click on "Tank and Pump Details" to enter Water tank and Pump Details.
Click on "Attach Plan" to enter/Upload Site Plan,Elevation Plan and Section Plan.
Click on "Fire Extinguishers details" to enter Fire Extinguisher Details.
Click on "Add New Block" to enter New Block Details.
Click on "Save Draft" to save data.
Click "Next" to go to Next tab.



**Fig 7**

**Building Details:**
**Floor Details:**
    Enter Number of Floors towards the Block
    Click on "**Go**" button as shown in Fig.
**Surrounding Details:**
Enter North Direction details.
    Enter South Direction Details.
    Enter East Direction Details.
    Enter West Direction Details.
**Setback Details:**
Enter Front Setback Details.
    Enter Rear Setback Details.
    Enter Left Setback Details.

Enter Right Setback Details.
Click on **"Save"** Button to Save the building Details.



**Fig 8**

**Escape Details:**
Enter Internal Number of stairs,Widtth of Stairs,Tread and Riser
Enter External Number of Stairs,Width of Stairs,Tread and Riser
Click on "**Save**" Button to save the Escape Details.



**Fig 9**

### Tank and Pump Details:

Enter Pump Capacity,Drawing Reference Number and Pump Details of Jockey Pump.
Enter Pump Capacity,Drawing Reference Number and Pump Details of Main Pump.
Enter Pump Capacity,Drawing Reference Number and Pump Details of Sprinkler Pump.
Click on **"Save"** to Save the Tank and Pump Details.



| Block Name: | | | ✖ |
|---|---|---|---|
| **Water Tank Details** | | | |
| **Tank Type** | **Capacity (ltrs)** | | **Drawing Reference No** |
| Underground | Capacity of tank | Ltrs/min | Tank Referance |
| Overhead | Capacity of tank | Ltrs/min | Tank Referance |

**Fig 10**



**Pump Details**

| Pump Type | Pump Capacity | | Drawing Reference No | Pump Details |
|---|---|---|---|---|
| Jockey Pump | Capacity of pump | Ltrs/min | Pump Referance | Pump Details |
| Main Pump | Capacity of pump | Ltrs/min | Pump Referance | Pump Details |
| Sprinkler Pump | Capacity of pump | Ltrs/min | Pump Referance | Pump Details |
| Stand-by Disel Pump | Capacity of pump | Ltrs/min | Pump Referance | Pump Details |

Save

**Fig 11**

### Attach Plan:

Click on "choose file" button to select file.
Click on "Upload Arrow" button to upload the selected document.
Click on "Save" button to save the attached plans.

**Fig 12**

**Fire Extinguishers Details:**
Select Extinguisher Type
Enter the Capacity of the Extinguisher.
Enter Total Number of Fire Extinguisher.
Click on "Add New Extinguisher" to enter new extinguisher details.
Click on "Save" to save the extinguisher details.


**Fig 13**

**Additional Details:**
**Fire Fighting Installation Details:**
Emter Number of wet riser of 100mm of minimum internal diameter.
Enter number of Down corners of 100mm of minimum internal diameter.
Enter Number of wet Riser cum Down corner of 100mm of minimum internal diameter.
Enter number of internal hydrant/landing valves of 63 mm internal diameter.
Enter number of internal houseboxes provided.
Enter number of internal Reinforced Rubber lined(RRL) Delivery Hoses.
Enter number of Hand Controlled/Branch Pipes.
Enter number of hose reel hose provided on the Riser/Down corner.
Enter number of countryard Fire Hydrants
Enter number of external Houseboxes.

Enter number of external reinforced Rubber lined(RRL) Delivery Hoses.
Enter number of external Hand controlled



**Fig 14**

Enter Additional Details by selecting Yes/No/NA with appropriate details
Enter the Details towards the Questionnaire/Additional Details.
Enter the Appropriate Reference Number whatever Applicable.
Click on "Preview & Submit" button.

**Fig 15**

Click on "Save and proceed to attach documents" button
 **Upload Documents**
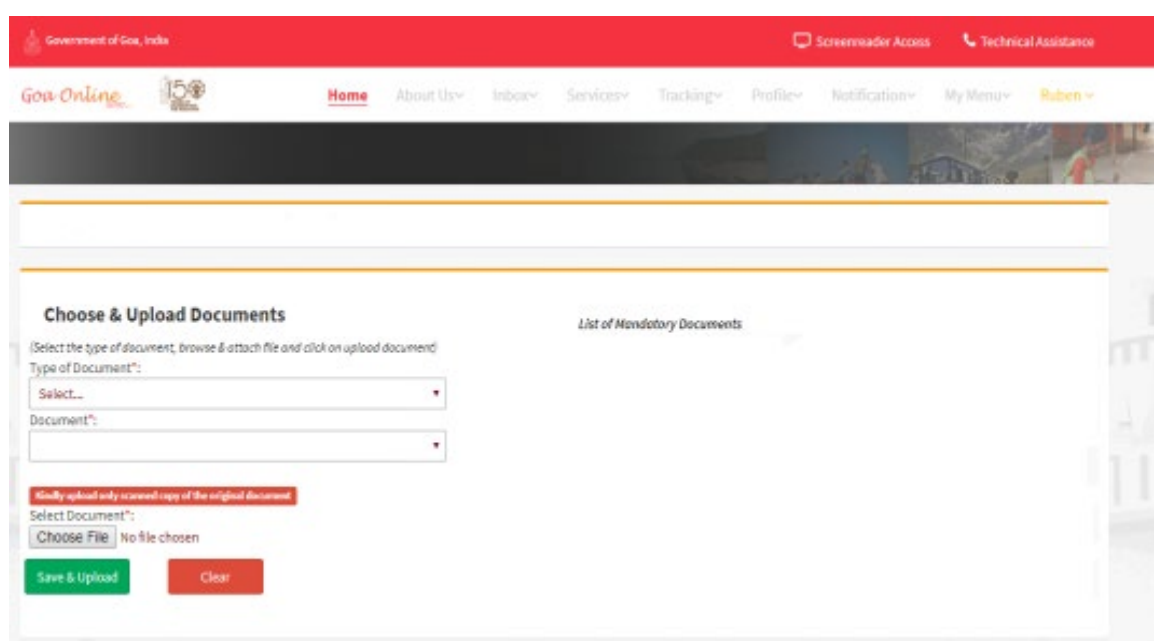Select document type.
Click on "choose file" button to select file.
Click on "Upload" button to upload the selected document.

On click of Save button the user will be asked to upload documents. After verifying the uploaded documents click on **Save Application**button. (refer fig 16 below)

-Here select the desired document type and document and click on **Upload** button to upload the document .
-Once all the mandatory documents are uploaded, tick the check-boxes provided for declaration and consent to useAadhaar.



**Fig 16**

After verifying the uploaded documents click on **Save Application**buttonto submit the application to the department. (refer fig 17 below)
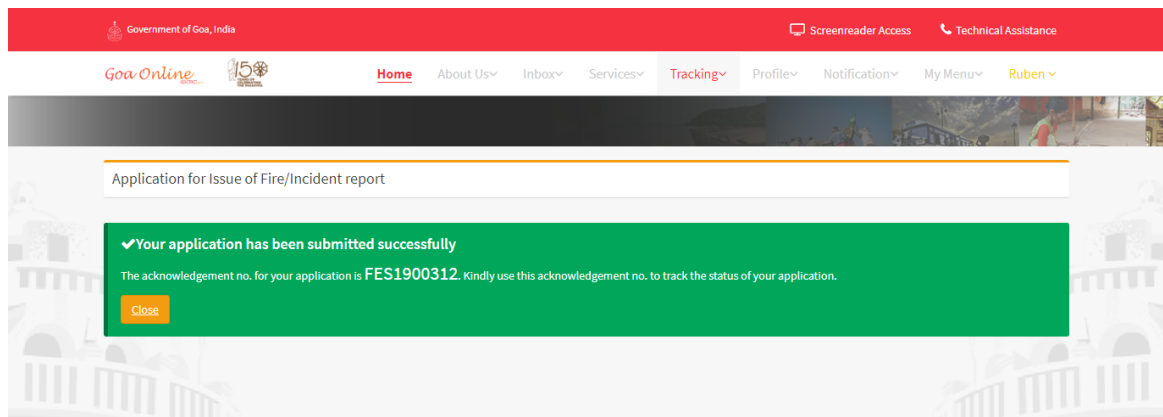
**Fig 17**

# User Manual

# For

# Renewal NOC

# on GoaOnline.gov.in

**Prerequisites:**

1. The user willing to apply for the **Renewal NOC** must be a registered useron goaonline.gov.in.

2. Theusershouldbeloggedingoaonline.gov.intoproceedwiththe**Renewal NOC** application.

**Step by step process to apply for Renewal NOC:**

Visit https://goaonline.gov.inand click on Login button

In case the user is not registered, register by clicking Register button

On login screen enter login id, password and the captcha image text and click on login button.

Use Forgot Password link to recoverpassword.
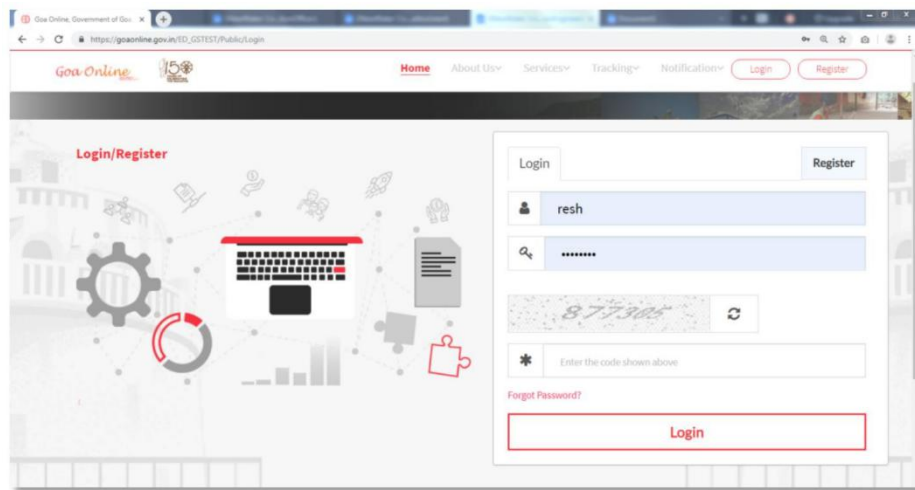


**Fig1**

After logging in the user home page will be shown. Click on the **Services**option in the menu and select **All Services**as depicted in **Fig 2**. The same link will navigateuser tolist of Schemes (refer Fig03)
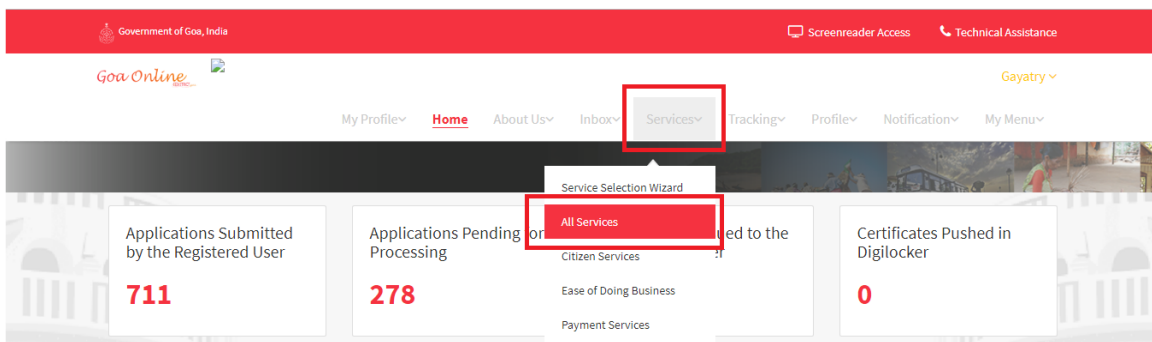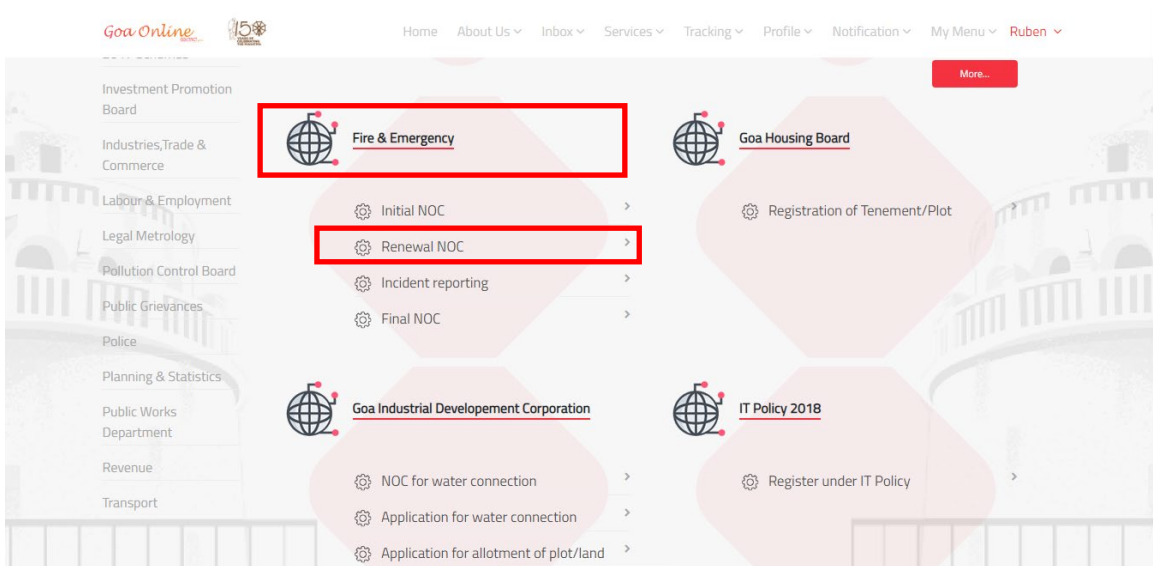


**Fig 2**

**Fig 3**

**Application:**

On the click of Renewal NOC,the procedure to apply and required document list will be displayed where user will select the Renewal NOCand click on proceed to apply button as depicted in the **Fig 4** below
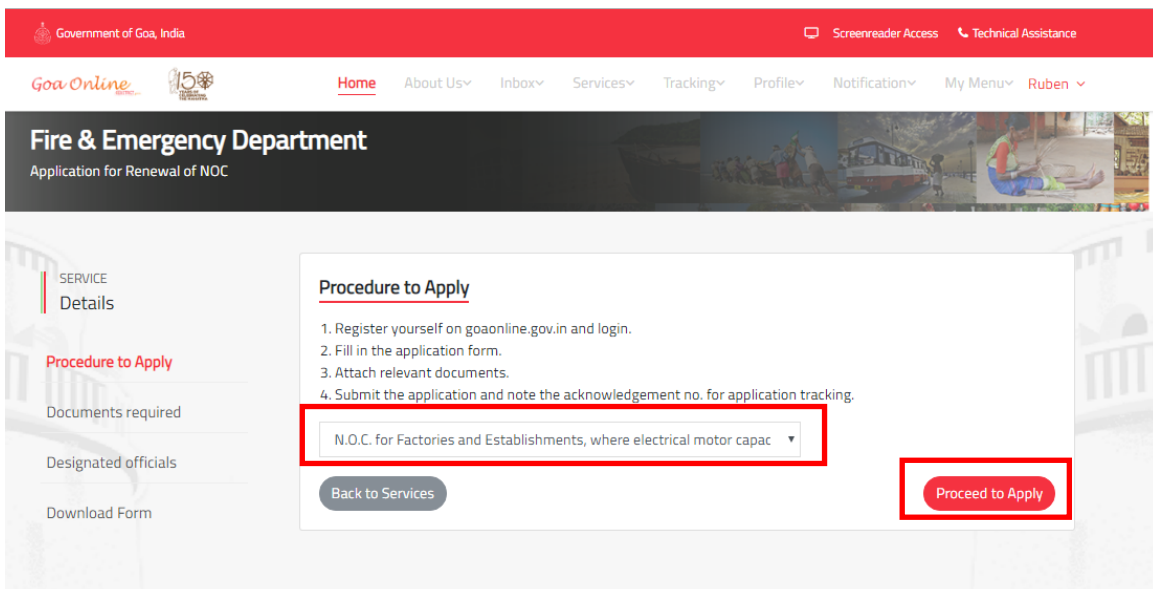


**Fig 4**

On click of Proceed to Apply button, user will navigate to Applicant Details page where user will enter all the relevant fields towards the scheme. After verifying the entered details click on **Save and Continue**button. (refer fig 5 below).
In the Section of Applicant Details, user needs to enter following details:

## Application for Issue of Initial NOC:
This application is for issuance of Initial NOC for different Purposes.

## 1.Owner's Details:
Enter Name of Occupier (First Name,Middle Name,Last Name) and Mobile No.
Enter House Number/Door Number and Landmark/Locality.
Select Taluka and Village.
Click on " Save Draft" to save data.
Click on "Next" to go to next Tab.



**Fig 5**

## Building/Plot Details:
Enter Building Name.
Enter Height of building.
Enter Area of Plot.
Enter Open Area.
Enter Name of Architect.
Enter Name of Contact Person.
Enter Contact Person Number.
Enter Street /Locality.
Select Taluka and village.
Select Survey/PT Sheet Number and Subdivision /Chalta Number.
Click on "Save Draft" to save data.
Click "Next" to go to next Tab.

**Fig 6**

**Additional Details:**
Enter number Total builtup Area.
Select Type of Building Occupancy.
Enter number of Blocks.
Number of Floor.
Enter Trade/Process.
Enter Commodities already licensed together with quantities(by Municipalities ,State or Central govt.).State/Trade License Number.
Enter Nearest Fire Station.
Select frequency of Evacuation Drill Conducted
Enter North Direction Surrounding Details.
Enter South Direction Surrounding Details.
Enter East Direction Surrounding Details.
Enter West Direction surrounding Details.
Enter Additional Details by selecting Yes/No/NA with appropriate details
Enter the Details towards the Questionnaire/Additional Details.
Click on "Preview & Submit" button.

**Fig 7**



**Fig 8**

Click on "Save and proceed to attach documents" button
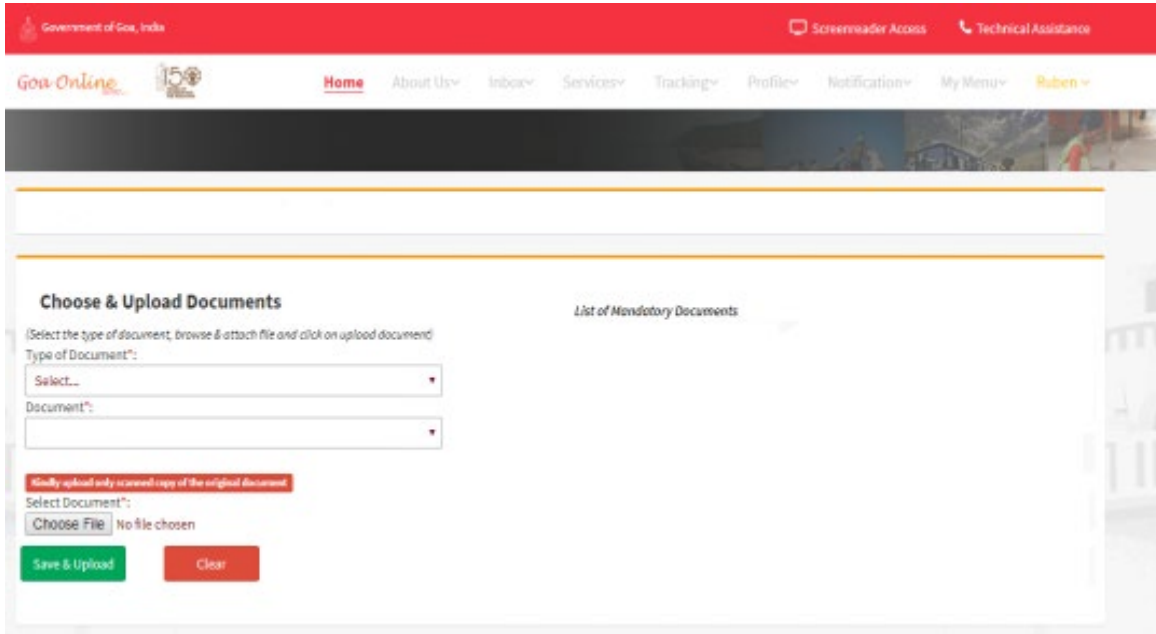
**Upload Documents**

Select document type.

Click on "choose file" button to select file.

Click on "Upload" button to upload the selected document.

On click of Save button the user will be asked to upload documents. After verifying the uploaded documents click on **Save Application**button. (refer fig 9 below)
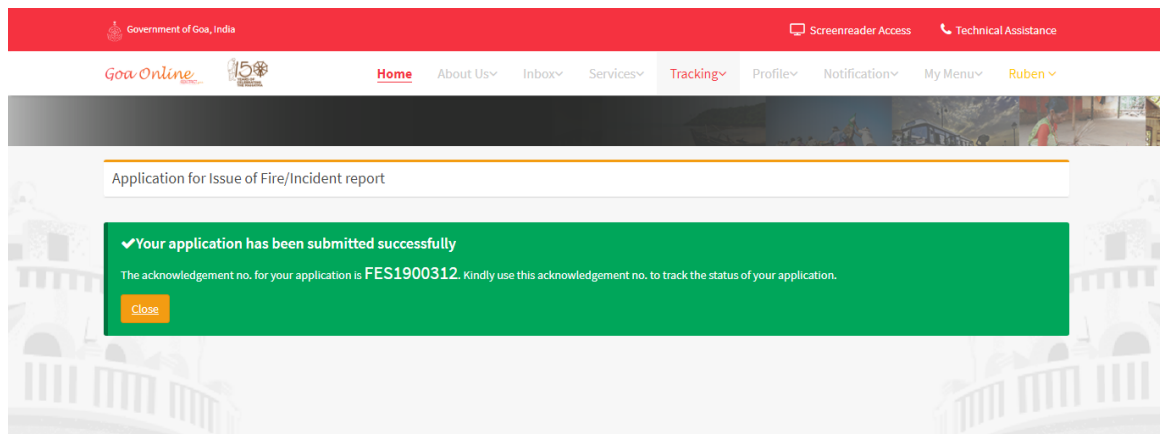
-Here select the desired document type and document and click on **Upload** button to upload the document .
-Once all the mandatory documents are uploaded, tick the check-boxes provided for declaration and consent to useAadhaar.



**Fig 9**

After verifying the uploaded documents click on **Save Application**buttonto submit the application to the department. (refer fig 10 below)



**Fig 10**

# User Manual

# For

# Incident Reporting

# on GoaOnline.gov.in

**Prerequisites:**

1. The user willing to apply for the**Incident Reporting** must be a registered useron goaonline.gov.in.

2. Theusershouldbeloggedingoaonline.gov.intoproceedwiththe**Incident Reporting** application.

**Step by step process to apply for Incident Reporting:**

Visit https://goaonline.gov.inand click on Login button

In case the user is not registered, register by clicking Register button

On login screen enter login id, password and the captcha image text and click on login button.

Use Forgot Password link to recoverpassword.
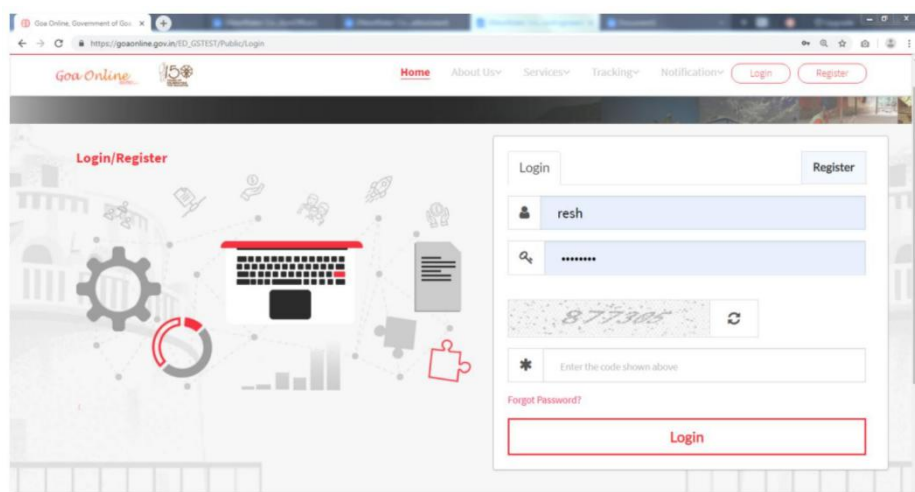


**Fig1**

After logging in the user home page will be shown. Click on the **Services**option in the menu and select **All Services**as depicted in **Fig 2**. The same link will navigateuser tolist of Schemes (refer Fig03)
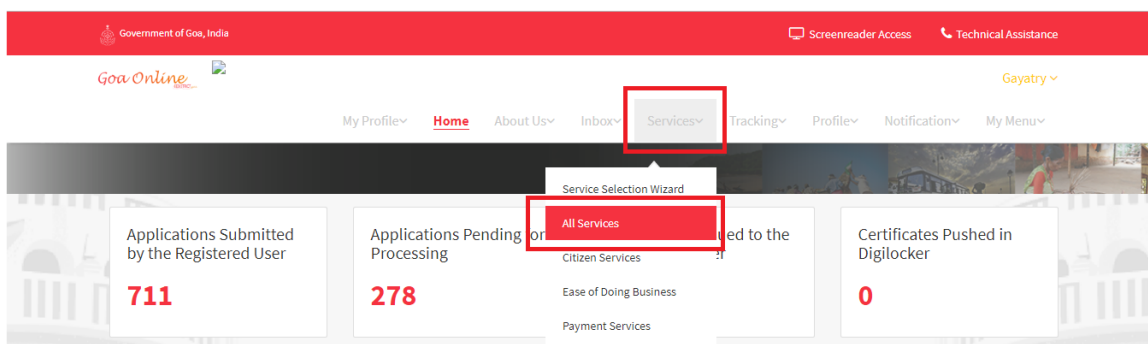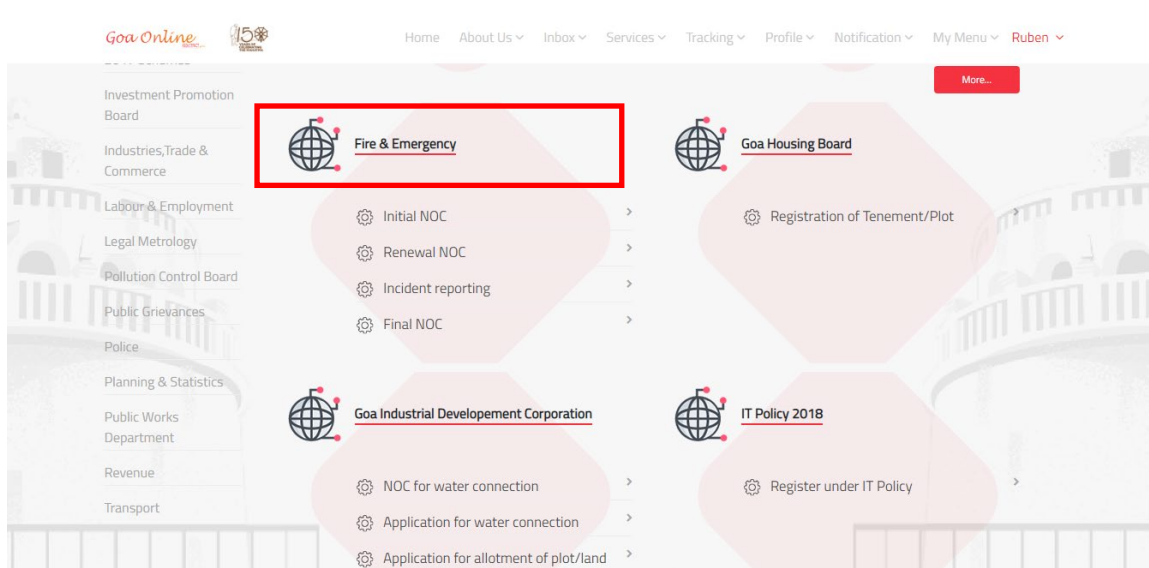


**Fig 2**

**Fig 3**

**Application:**

On the click of Incident Reporting,the procedure to apply and required document list will be displayed where user will select the Incident Reportingand click on proceed to apply button as depicted in the **Fig 4** below
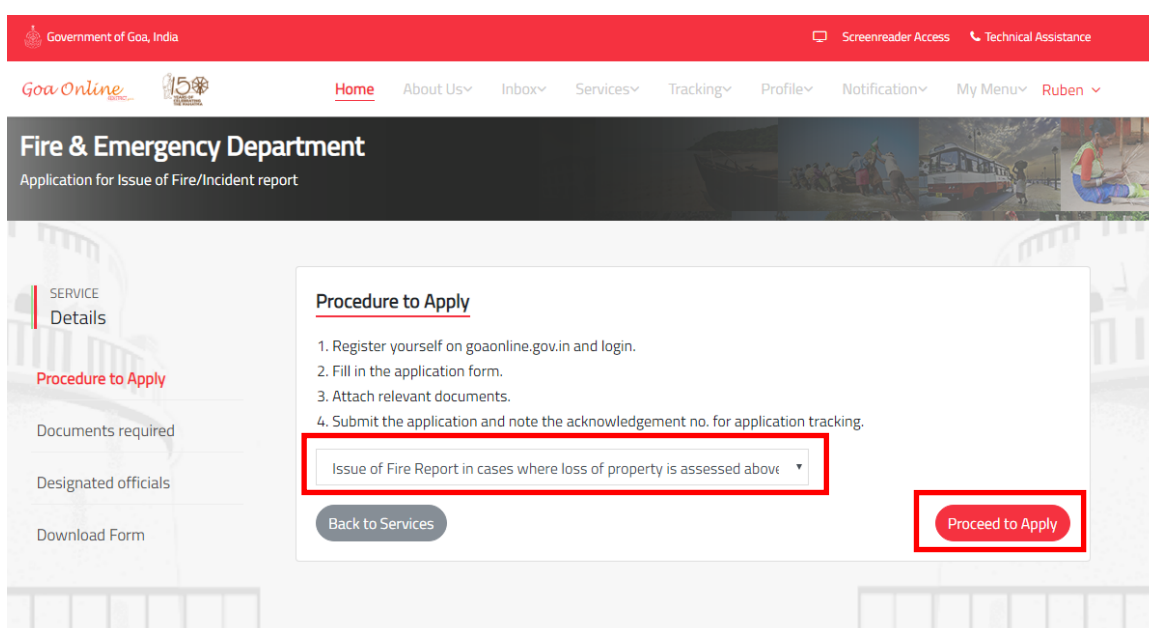


**Fig 4**

On click of Proceed to Apply button, user will navigate to Applicant Details page where user will enter all the relevant fields towards the scheme. After verifying the entered details click on **Save and Continue**button. (refer fig 5 below).

In the Section of Applicant Details, user needs to enter following details:

## Fire Incident Details:

Select whether the applicant is Owner of the Property or not?
Enter the Date of Fire/Other Incident.
Enter the time of the incident.
Enter Location of the Incident.
Select the Taluka.
Select the Village.
Select Fire station who was on duty during the incident.
Whether vehicle involved in incident or not?
Whether Property involved in incident is insured or not?
Enter Description of the incident.
Enter Claim Amount.
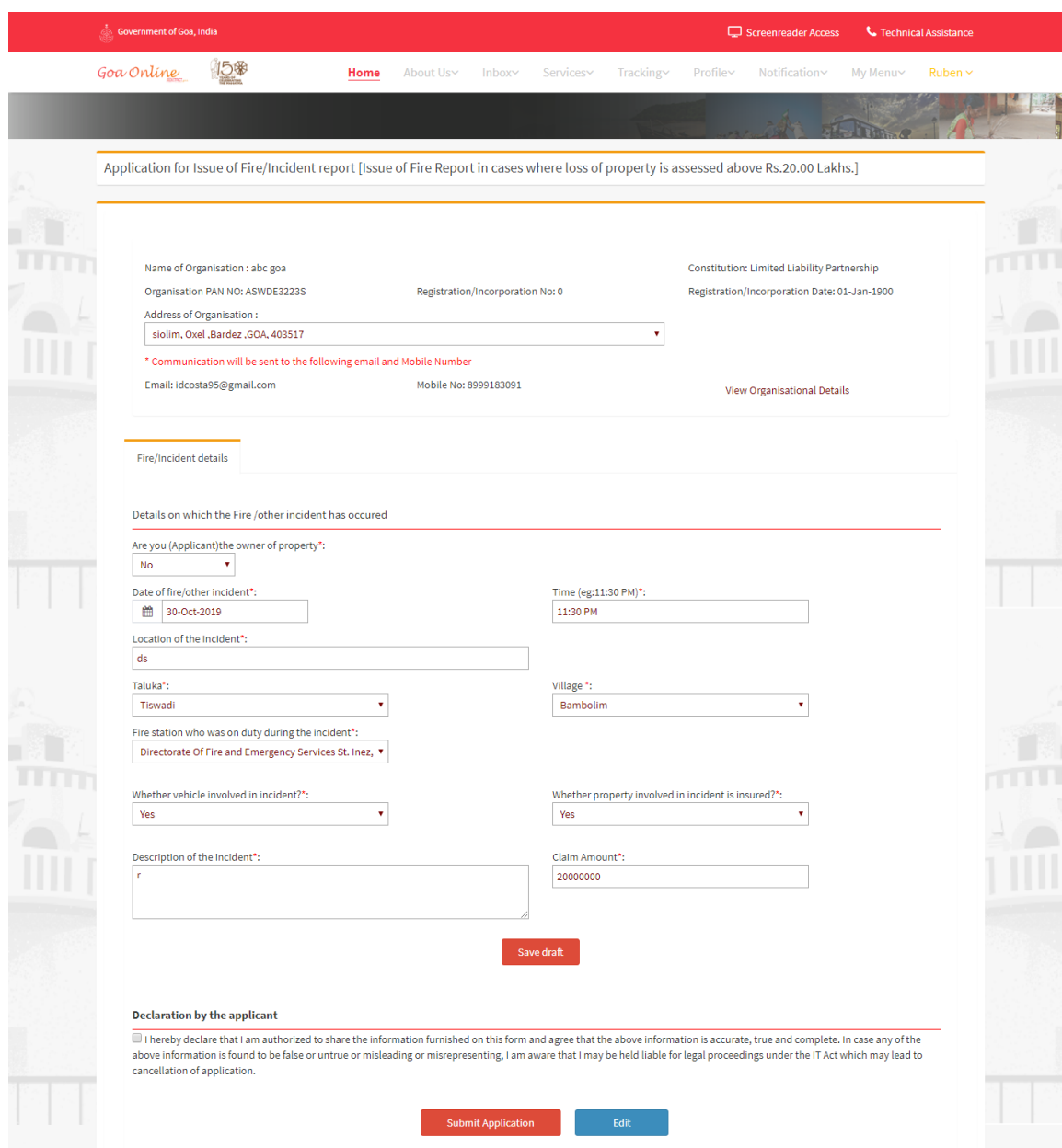
**Fig 5**

On click of Save button the user will be asked to upload documents. After verifying the uploaded documents click on **Save Application**button. (refer fig 6 below)

- Here select the desired document type and document and click on **Upload** button to upload the document .
- Once all the mandatory documents are uploaded, tick the check-boxes provided for declaration and consent to useAadhaar.



After verifying the uploaded documents click on **Save Application**buttonto submit the application to the department. (refer fig 6 below)



**Fig 6**