

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

User Manual **For** **Fire and Emergency** **Services** **(Approval)**

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

This Login is used by Issuing Authority to authorize applications for Approval of Initial NOC,Final NOC and Renewal of NOC under Fire and Emergency Services.

Step 1: Issuing Authority will Login in GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

After Login into GoaServices application Issuing Authority can view the dashboard as shown in **Fig 2**.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

The screenshot shows the 'Goa Services' web application. The left sidebar has a menu with 'Issuance' highlighted. The main content area displays the 'Dashboard' for the 'Office' of the 'Directorate Of Fire And Emergency'. The footer contains the logo for GOA ELECTRONICS LIMITED and copyright information.

Fig 2

Step 2: To authorize the NOC, Issuing Authority can click on Pending counter in **Issuance** box as shown in **Fig 3**.

Designation		Acknumber/Name/Organization/Dept		
Director				Filter
Ack no.	Applicant name	Service	Status	Updated on
FES1800508	zsdzsd zdsdazsd	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.
FES1800586	dsdazsd dsdazsd	RenewalApplication for Renewal of N.O.C. for Factories and Establishments, where electrical motor capacity exceeds 5 H.P. and above		Overshoot by 4 days.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

Fig 3

The application entries can be searched based on Ack no,Service or Year.On click of entry in the grid, the issuing Authority will be directed to **document details** page as shown in Fig 4. Here the Issuing Authority can view documents attached by clicking **View** as shown in **Fig 4**.

Final NOC for Tank Farm of Petroleum Products Ack No.: **FES1800508** Application Date : **11-09-2018**

Name of Applicant : **zsdzsd zsdzsd asdsad** Current Status : **PENDING FOR AUTHORIZATION**

Applicant Details Authorization

DOCUMENT DETAILS(Click to View)

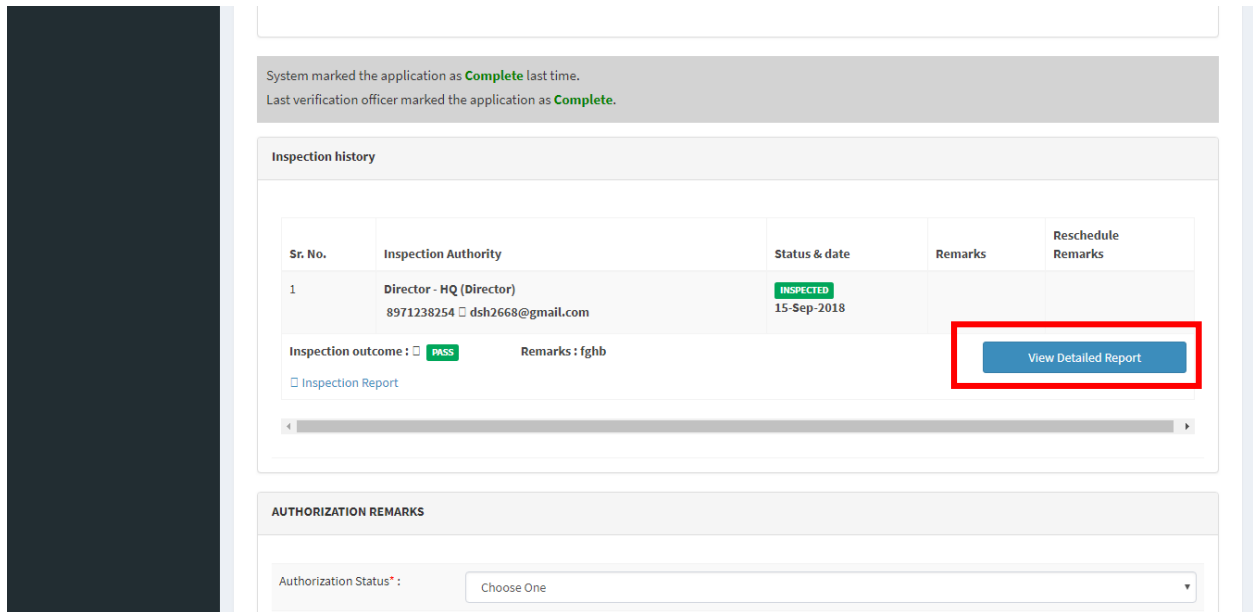
Document List	Tick if attached	Status	Valid	Reason
awdawd (Click to View)				
Site plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
Section plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
Elevation plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
awd				
Floor plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification

Fig 4

Here, Issuing Authority can also view inspection details and verification history.

In Inspection details section, Issuing Authority can view detailed report by clicking on **view detailed report** button.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)



System marked the application as **Complete** last time.
Last verification officer marked the application as **Complete**.

Inspection history

Sr. No.	Inspection Authority	Status & date	Remarks	Reschedule Remarks
1	Director - HQ (Director) 8971238254 □ dsh2668@gmail.com	INSPECTED 15-Sep-2018		

Inspection outcome : ☐ **PASS** Remarks : fghb

[□ Inspection Report](#)

[View Detailed Report](#)

AUTHORIZATION REMARKS

Authorization Status* :

Fig 5

Issuing Authority can also view verification history by clicking on “Verification History” tab.

VERIFICATION HISTORY(Click to View)					
Verified By(Designation)	Date and Time	System status	System remarks	Verification Status	Verification Remarks
Director - HQ(Director)	15-SEP-2018 14:21	Complete		Complete	WREF

Fig 6

Issuing Authority has to specify authorization status as **Approve** or **Reject**(Enter remark if status is reject) and click on **Authorize** button.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

Goa Services

164.100.144.35/GoaServices_Draft/Authorisation?wicket-crypt=j4nluHJEGiw

Verified By(Designation)	Date and Time	System status	System remarks	Verification Status	Verification Remarks
Anant S. Pangam(Inspection Officer)	29-06-2018 12:34:53	Complete		Complete	

System marked the application as **Complete**.
Last verification officer marked the application as **Complete**.

AUTHORIZATION REMARKS

Authorization Status*:

Remarks/Reason:

Authorize

WICKET AJAX DEBUG

Fig 7

After successful authorization, NOC will be generated as shown in **Fig 8**.

Goa Services

164.100.144.35/GoaServices_Draft/Authorisation?wicket-crypt=j4nluHJEGiw

Sr. No.	Inspection Authority	Status & date	Remarks	Remarks
1				

Certificate

HH6e5 1 / 1

Inspectorate of Factories and BOLLERS
Altinho, Panaji, Goa - 403001.
Tel: 0832-2227670/2404852 Email: ifb.goa@nic.in/ ci-ifb.goa@nic.in

No. FP/2018/60 Dated:- 29.06.2018

To,
The Occupier,
test
Plot No.234, Survey No.113, Subdiv No.0, test,
Mulgaon, Bicholim, North Goa, Goa - 403503

Subject: Approval of factory revised and extension plans under The Factories Act, 1948 and the rules thereunder.

Approval of factory revised and extension plans of there under of test, situated at Plot No 234, Survey No 113, Subdiv No 0, test, Mulgaon, Bicholim, North Goa, Goa - 403503.

eSign Close

WICKET AJAX DEBUG

Fig 8

Issuing Authority has to click on eSign button to sign the certificate.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

The screenshot shows the C-DAC's eSign Service web portal. At the top, there are logos for the Ministry of Electronics and Information Technology, Government of India, Hastakshar, and C-DAC. The main content area displays the 'Aadhaar Based e-Authentication' form. The form includes fields for Aadhaar number (XXXXXXXX3220) and a password (*****). Below these fields is a checkbox labeled 'I have read and provide my consent'. At the bottom of the form are two buttons: 'Submit' and 'View your document information'.

Fig 9

OTP will be sent to Issuing Authority's registered mobile number.

The screenshot shows the Goa Services web portal. The main content area displays the 'Certificate' for the Inspectorate of Factories and Boilers. The certificate is dated 29.06.2018 and is issued to the occupier of a factory located at Plot No. 234, Survey No. 113, Subdiv No. 0, test, Mulgao, Bicholim, North Goa, Goa - 403503. The subject of the certificate is 'Approval of factory revised and extension plans under The Factories Act, 1948 and the rules thereunder'. The certificate is signed by the Inspectorate of Factories and Boilers, Panaji, Goa - 403001. The certificate is available for download or printing.

Fig 10

Issuing Authority can download or print e-signed certificate.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

User Manual **For** **Fire and Emergency** **Services** **(Form-U Verification** **Phase)**

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

This Login is used by Issuing Authority to verify Form-U for Issuance of Initial Fire NOC.

Step 1: Issuing Authority will Login into GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

Step 2: After Login into the GoaServices Web Application, the Issuing Authority can see the Dashboard consisting of **Inward, Verification, Inspection, Form U, Payment, Issuance, Pending Clearance, Rejected and Compliance** counter as shown in **Fig2**.

The Issuing Authority can also filter the application based on Type of the NOC as shown in **Fig2**.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

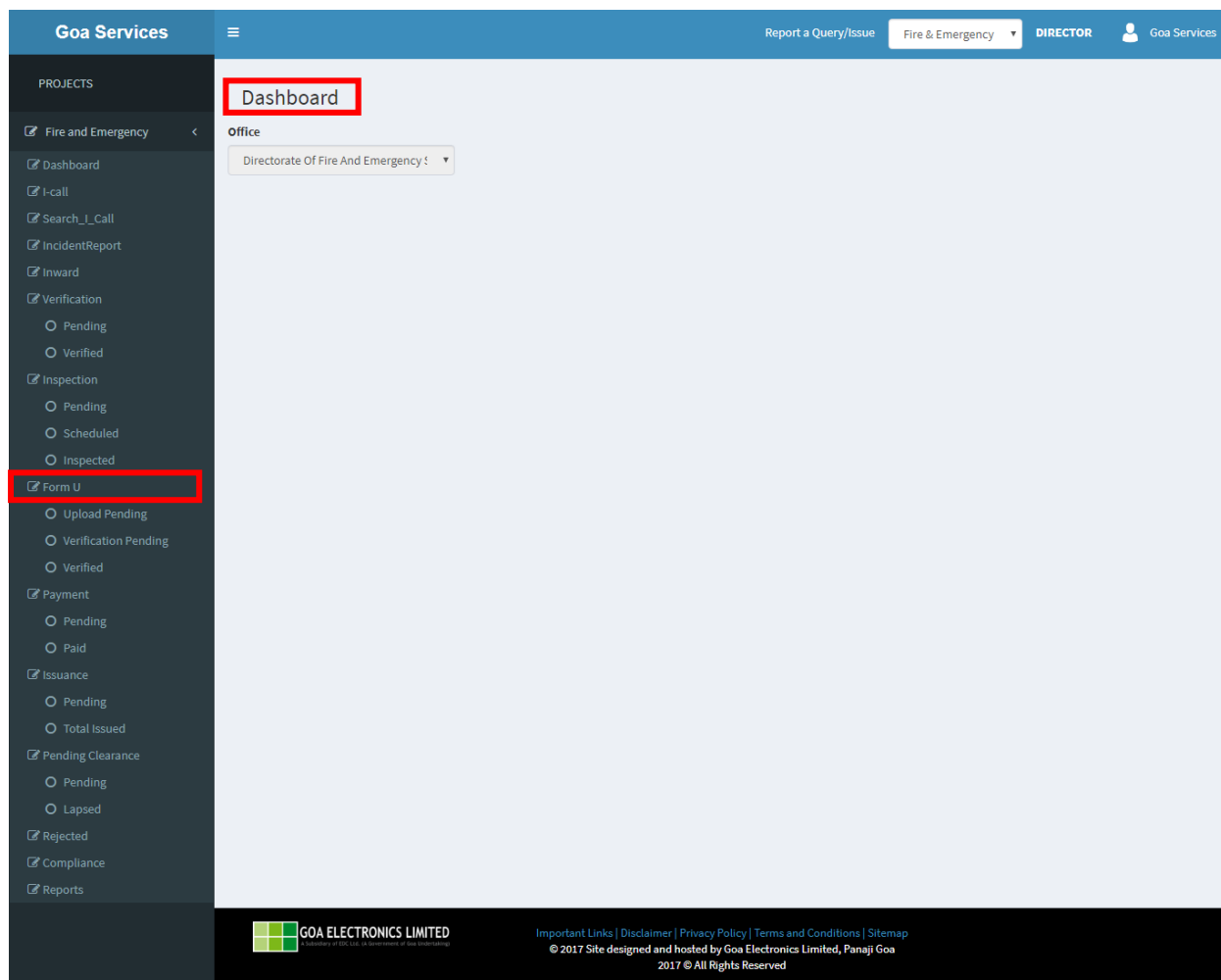


Fig 2

In case of Form-U to be verified, the Issuing Authority will click on **Verification pending** counter in **Form U** box as shown in **Fig 3**.

The application entries can be searched based on Ack no, Service name and year as shown in **Fig 3**.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

Designation
Acknumber/Name/Organization/Dept
Filter

Ack no.	Applicant name	Service	Status	Updated on
FES1800306	ffd fsdf dff fdf dfd f dfdsf df dfadfd	Initial N.O.C. for Occupation of Building over 15 meter in height from the ground	FORM UNDERTAKING UPLOAD (UPLOADED)	12 days remaining.
FES1800316	dfdsfsdf sfdsfdsfsdf sfdsfdsf	Initial N.O.C. for Occupation of Building over 15 meter in height from the ground	FORM UNDERTAKING UPLOAD (UPLOADED)	12 days remaining.
FES1800106	dfdsfuyudsfiydsfydfysdfyd uyduyruyruar yruar u yddf uiyd fyds fuydf usy	Initial NOC for Shipyards and Workshops	FORM UNDERTAKING UPLOAD (UPLOADED)	6 days remaining.

Fig 3

By clicking entry in the grid, the Issuing Authority will be directed to **Verification** page. Here the Issuing Authority can check application details by clicking on **Applicant Details** tab as shown in **Fig 4**.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

N.O.C. for Occupation of Building over 15 meter in height from the ground Ack No.: **FES1800535** Application Date : **16-09-2018**

Name of Applicant : **hjjvjf gfgfgfj hg khgkhgkjg g hgkh gkjghgj gj** Current Status : **PENDING FOR INSPECTION**

Applicant Details

Verification

Owner Details

Name*:

hjjvjf gfgfgfj hg khgkhgkjg g hgkh gkjghgj gj

Mobile Number*: **Email*:** **Fax Number:**

5475454545 0 0

Address*

House Number*: **Street/Locality*:**

NA I hh kg gh g hghghghghkjfgfkj h fh fhfh jfhjfhj

Taluka*: **Village*:** **Pincode*:**

Bardez Guirim 403507

Building/Block Details

Building Name*: **Plot Area(Sq mtr)*:**

b bb hggkgkg khghgj 67.00 Sqmtr

Name of Architect*: **Contact Person*:** **Contact Person Mobile***

jk kh hjh k ghtf ff fjh fhgf 4444444444

Address*

Street/Locality*: **Survey/PT Sheet No.*:** **Subdivision/Chalta No.*:**

y t7 101 16

Taluka*: **Village*:** **Pincode*:**

Bardez Guirim 403507

Height of Building*: **Open Area*:**

525.00 47.00

Block Details

Name	Occupancy	Sub occupancy	Height(mtr)	Open area(Sqmtr)	Builtup area(Sqmtr)	Block details	Floor wise details
h ghkgkg g khg	Educational	Schools upto senior secondary level	65.00	767.00	454.00	View	View

Fire Fighting Details

Fig 4

By clicking on **Verification** tab, Issuing Authority will be directed to **Form U** verification page as shown in **Fig 5**.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

N.O.C. for Occupation of Building over 15 meter in height from the ground Ack No.: **FES1800306** Application Date : **04-Oct-2018**
Name of Applicant : **ffd fsdf dff fdf dfd f dfdsf df dfadfd** Current Status : **PENDING FOR AUTHORIZATION**

Applicant Details Verification

Verification

☐ Verify All Documents as Correct

DOCUMENT DETAILS(Click to View)

Document List	Tick if attached	Status	Valid	Reason
Form U	<input checked="" type="checkbox"/>	Verify		

VERIFICATION REMARKS

Verification Status* : **CORRECT**

Remarks/Reason :

Verify FormU

Fig 5

Here,

1)Issuing Authority has to click on **verify** button if document is attached, then he/she will be directed to new window where attached document will be displayed.

Issuing Authority then has to select status for document as **correct** or **incorrect**. Specify remark for **incorrect** document and has to click on **save** button.

2)Issuing Authority can also Verify all documents by clicking on the Checkbox which allows him **Verify all Documents as Correct** as shown in above fig.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

Fig 6

Issuing Authority then has to select status for document by checking as **correct** or **incorrect**. Specify remark for **incorrect** document. Then he/she has to select Verification status and click on **Verify FormU** button.

Fig 7

1. Complete: All application and documents have been found to be as per the prescribed notification and can be authorized.
2. Incomplete Documents: All applications are not processed as some documents/ Information as per the prescribed notification is not attached or incorrect with the application.
3. Ineligible: All applications in this category are not processed as they are found to be ineligible as per the prescribed notification.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

Issuing Authority will get notification after successful verification of Form-U.

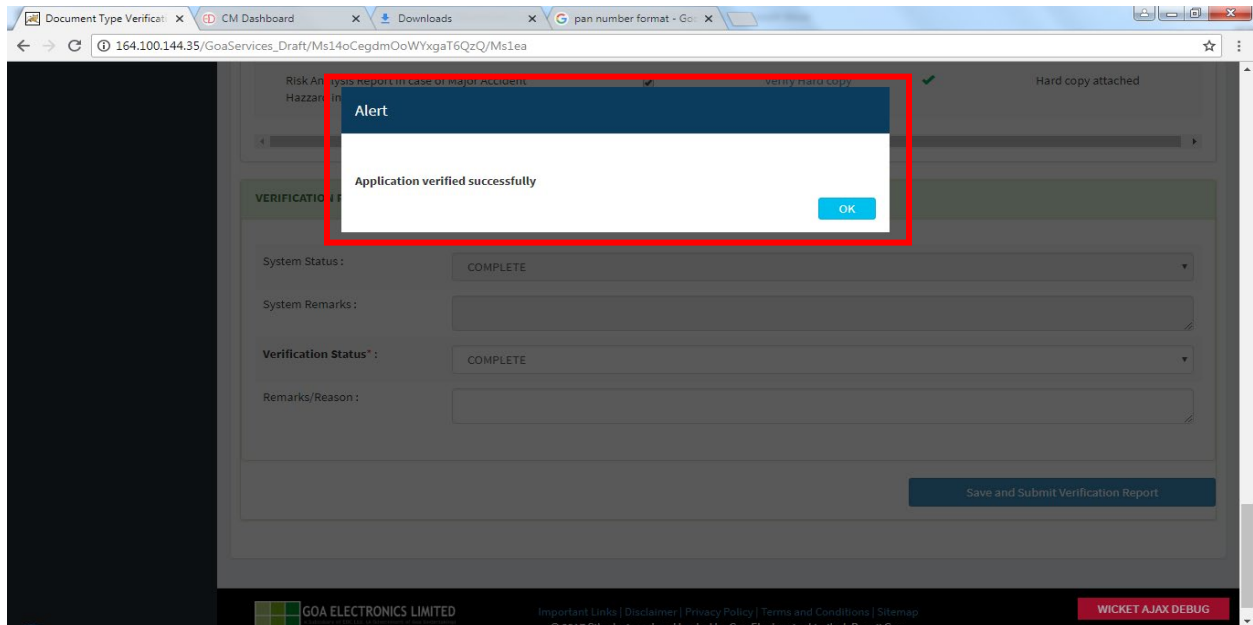


Fig 8

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

User Manual

For

Fire & Emergency

(Inspection Phase)

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

This Login is used by Issuing Authority to conduct inspections for Initial NOC,Final NOC and Renewal of NOC for different types of purposes.

Step 1: Issuing Authority will Login into GoaServices Web Application by entering username and password and captcha code and click on login.

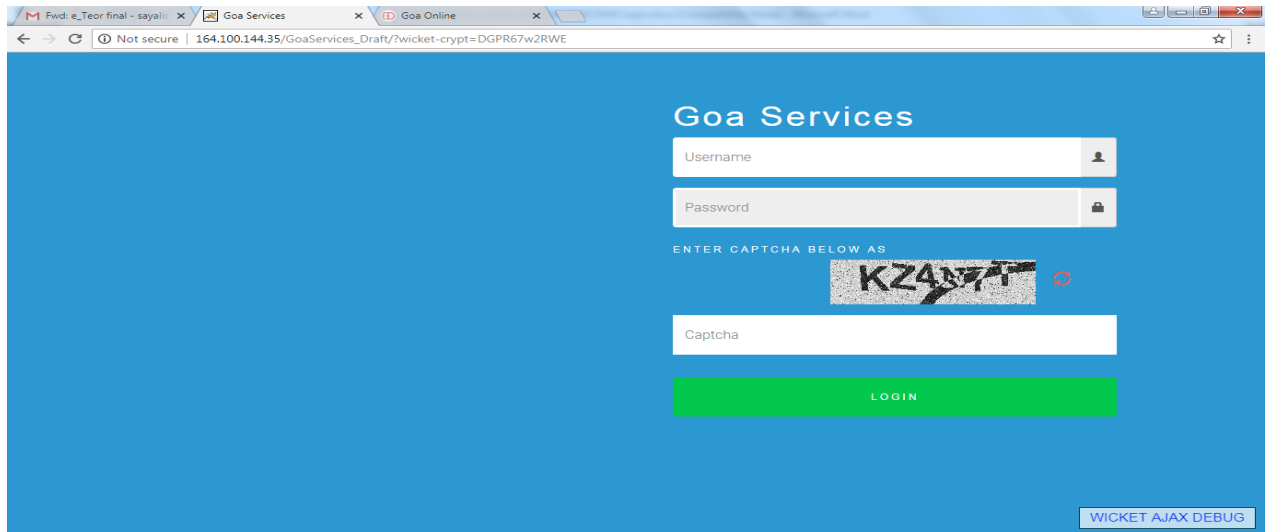


Fig 1

Step 2: After Login into the GoaServices Web Application, the Issuing Authority can see the Dashboard consisting of **Inward, Verification, Inspection, Form U, Payment, Issuance, Pending Clearance, Rejected and Compliance** counter as shown in Fig2.

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

The screenshot shows the 'Goa Services' web application. The left sidebar has a menu with 'Inspection' highlighted. The main content area shows the 'Dashboard' for the 'Directorate Of Fire And Emergency'. The footer contains the Goa Electronics Limited logo and contact information.

Fig 2

In case of inspections are to be scheduled, the Issuing Authority will click on **Pending** Schedule counter in **Inspection** box as shown in Fig 3.

Designation		Acknumber/Name/Organization/Dept		
Director				Filter
Ack no.	Applicant name	Service	Status	Updated on
FES1800535	hjjvjf gfgfgjfg hg khgkhgkjg g hgkh gkjghgj g]	Final N.O.C. for Occupation of Building over 15 meter in height from the ground		Overshoot by 4 days.
FES1800508	zsdzsd zsdzsd asdsad	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.

Fig 3

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

The application entries can be searched based on Ack no,service or year.

By clicking entry in the grid, the Issuing Authority will be directed to **Schedule Inspection** page as shown in Fig 4.

Application for Renewal of N.O.C. for Factories and Establishments, where electrical motor capacity exceeds 5 H.P. and above
Ack #: FES1800591
Date : 29-Sep-2018
PENDING FOR SCHEDULE

Applicant Details

Download application

dsdasd sdsad asdsadsadsad
3242343243
HNO:114,sd dfsdfdsfdfsdfs dfsf,Guirim,Bardez,Goa,PINCODE:403507
dfsfs@sdsdsds.com
Bardez

Scheduler

Officer name :*
Director - HQ
Officer designation :*
Director

Remarks :

WO Weekly Off
H Holiday
PS Previously Scheduled
Max. Scheduled
Scheduled
Selected
Available

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
WO 7	8	9	10	11	12	WO 13
WO 14	15	16	17	18	19	WO 20
WO 21	22	23	24	25	26	WO 27
WO 28	29	30	31	1	2	WO 3
WO 4	5	6	7	8	9	WO 10

Schedule Inspection

Fig 4

Here the Issuing Authority can fill the necessary details and schedule the inspection by clicking **Schedule Inspection** button.

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

Fig 5

After confirming the schedule, Issuing Authority will get a notification of scheduled inspection as shown in **Fig 6**.

Applicant will be notified through SMS about inspection schedule.

Fig 6

After scheduling inspection, Issuing Authority has to click on **Inspection Scheduled** counter on inspection box as shown in **Fig7**.

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

Designation: Acknumber/Name/Organization/Dept:

Ack no.	Applicant name	Service	Status	Updated on
FES1800535	hjjvjf gfgfgjfg hg khgkhgkjg g hgkh gkjghgj gj	Final N.O.C. for Occupation of Building over 15 meter in height from the ground		Overshoot by 4 days.
FES1800508	zsdzsd zsdzsd asdsad	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.

Fig 7

After clicking on entry, Issuing Authority will be directed to inspection page as shown in Fig 8.

Goa Services x CM Dashboard x Downloads x

164.100.144.35/GoaServices_Draft/Ms14oCegdmNd4qlungW3Eg/Ms1ea

Factories and Boilers

- Dashboard
- Inward
- Plan Registration
- Registration Boiler
- Compliance DocUpload
- Factory Registration
- Pull Data
- Job Fair
- Test
- Boiler Intimation

Applicant: test test test 12 test NA

Inspection history

Sr. No.	Inspection Authority	Status & date	Remarks	Reschedule Remarks
1	Anant S. Pangam (Inspection Officer) 3456723456	SCHEDULED 30-Jun-2018		

Is inspection carried out?

WICKET AJAX DEBUG

Fig 8

Here, Issuing Authority has to specify if inspection is carried out. If it is carried out, then Issuing Authority has to upload inspection report.

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

Is inspection carried out?*

Yes No

Inspection report upload

Choose File No file chosen
Document size should not exceed 2MB(format allowed jpeg/png/pdf)

Upload Clear

Inspection action

Inspection date:*

01-Oct-2018

Inspection officer:

Director - HQ

Inspection Outcome:*

Choose One

Remarks:*

Proceed to Save

Fig 9

Issuing Authority then has to select inspection outcome as pass or fail, enter remark and has to click on **proceed to save** button.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

User Manual **For** **Fire and Emergency** **Services** **(Verification Phase)**

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

This Login is used by Issuing Authority to verify documents for Issuance of Initial,Final and Renewal of Fire NOC.

Step 1: Issuing Authority will Login into GoaServices Web Application by entering username and password and captcha code and click on login.

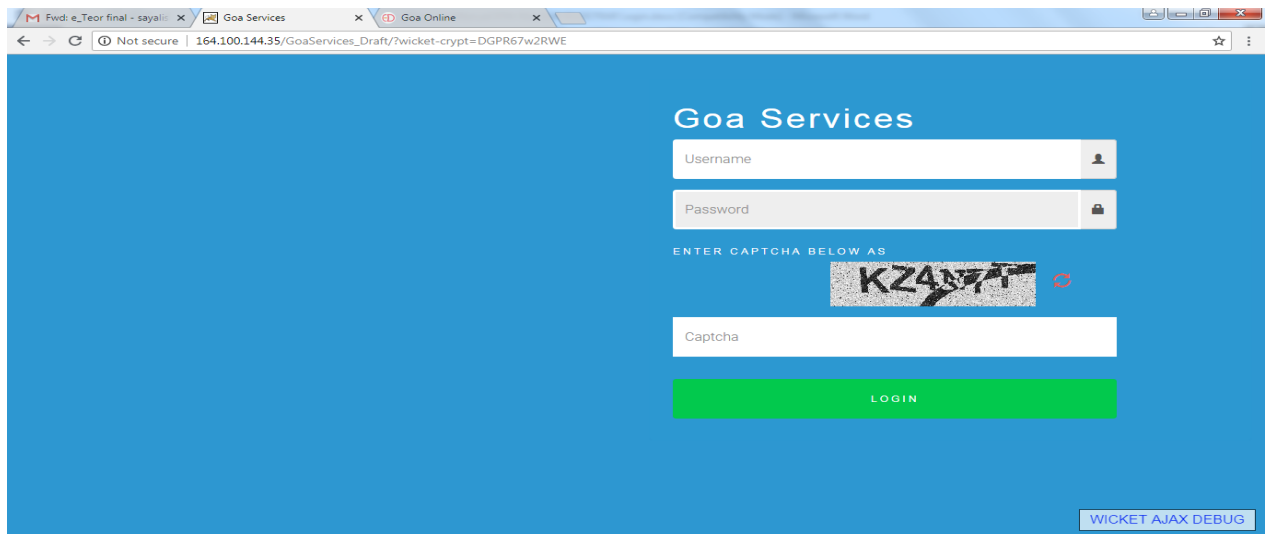


Fig 1

Step 2: After Login into the GoaServices Web Application, the Issuing Authority can see the Dashboard consisting of **Inward, Verification, Inspection, Form U, Payment, Issuance, Pending Clearance, Rejected and Compliance** counter as shown in **Fig2**.

The Issuing Authority can also filter the application based on Type of the NOC as shown in **Fig2**.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

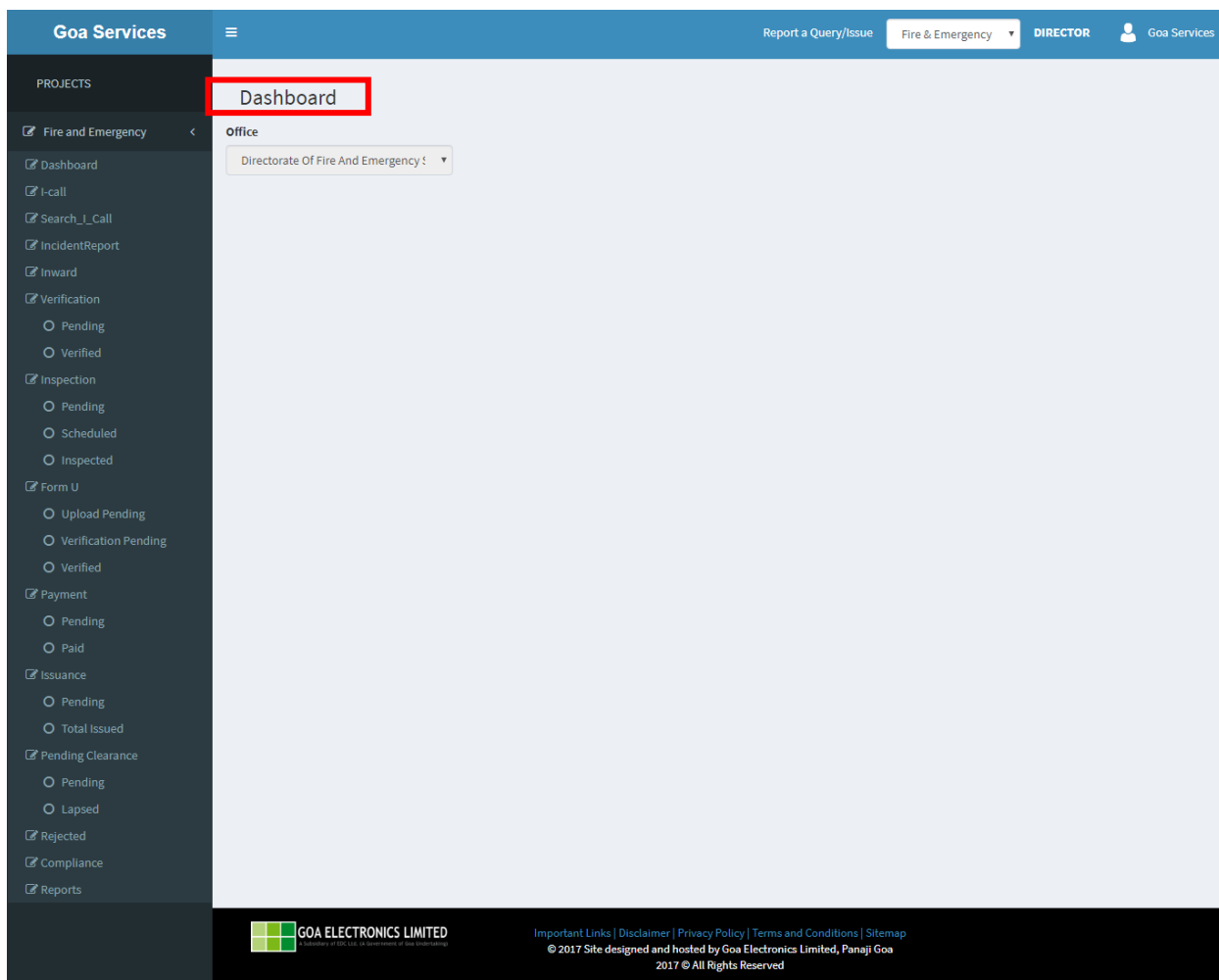


Fig 2

In case of documents are to be verified, the Issuing Authority will click on **pending** counter in **verification** box as shown in **Fig 3**.

The application entries can be searched based on Ackno,Service name and year as shown in **Fig 3**.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

Designation
Acknumber/Name/Organization/Dept
Filter

Ack no.	Applicant name	Service	Status	Updated on
FES1800535	hjjvjf gfgfgjfg hg khgkhgkjg g hgkh gkjghghj g]	Final N.O.C. for Occupation of Building over 15 meter in height from the ground		Overshoot by 4 days.
FES1800508	zsdzsd zsdzsd asdsad	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.

Fig 3

By clicking entry in the grid, the Issuing Authority will be directed to **Verification** page. Here the Issuing Authority can check application details by clicking on **Applicant Details** tab as shown in **Fig 4**. Here the issuing Authority also can check Details like Block Details, floor wise details by clicking on **view** button as shown below.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

N.O.C. for Occupation of Building over 15 meter in height from the ground Ack No.: **FES1800535** Application Date : **16-09-2018**
Name of Applicant : **hjjvjf gfgfgfj hg khgkhgkjg g hgkh gkjghgj gj** Current Status : **PENDING FOR INSPECTION**

Applicant Details Verification

Owner Details

Name*:
hjjvjf gfgfgfj hg khgkhgkjg g hgkh gkjghgj gj

Mobile Number*: 5475454545 **Email*:** 0 **Fax Number:** 0

Address*
House Number*: NA **Street/Locality*:** l hh kg gh g hghghghghkjfgfj h fh fhfh jfhfhj
Taluka*: Bardez **Village*:** Guirim **Pincode*:** 403507

Building/Block Details

Building Name*: b bb hggkgkg khghgj **Plot Area(Sq mtr)*:** 67.00 Sqmtr

Name of Architect*: jk kh hjh k **Contact Person*:** ghtf ff fjh fhgf **Contact Person Mobile*:** 4444444444

Address*
Street/Locality*: y t7 **Survey/PT Sheet No.*:** 101 **Subdivision/Chalta No.*:** 16
Taluka*: Bardez **Village*:** Guirim **Pincode*:** 403507
Height of Building*: 525.00 **Open Area*:** 47.00

Block Details

Name	Occupancy	Sub occupancy	Height(mtr)	Open area(Sqmtr)	Builtup area(Sqmtr)	Block details	Floor wise details
h ghgklkg g khg	Educational	Schools upto senior secondary level	65.00	767.00	454.00	View	View

Fire Fighting Details

Fig 4

By clicking on **Verification** tab, Issuing Authority will be directed to document verification page as shown in **Fig 5**.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

Goa Services | Fire & Emergency | DIRECTOR | Goa Services

N.O.C. for Occupation of Building over 15 meter in height from the ground | Ack No.: FES1800535 | Application Date : 16-09-2018

Name of Applicant : h j i j v f g f e g j f i h g k h g k g j g g h g h g k j h g j g j | Current Status : **PENDING FOR INSPECTION**

Applicant Details | **Verification**

DOCUMENT DETAILS (Click to View)

Document List	Tick if attached	Status	Valid	Reason
h g h k g l k g g k h g (Click to View)				
Site plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
Section plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
Elevation plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
4gg				
Floor plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification

Fig 5

Here,

1) Issuing Authority has to click on **verify** button if document is attached, then he/she will be directed to new window where attached document will be displayed.

Ownership/lease - Deed of Lease Verification

Status: **INCORRECT** | **Save**

AFFIDAVIT FOR CHANGE IN NAME

(On plain paper; with signatures; names and addresses of two witnesses; and NOTARIZED BY NOTARY PUBLIC)

By this deed I, the undersigned (New Name)

Surname: _____

Given Name/s: _____

Previously called (Old Name): _____

Fig 6

Issuing Authority then has to select status for document as **correct** or **incorrect**. Specify remark for **incorrect** document and has to click on **save** button.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

2)If document is not attached in application but applicant has submitted hard copy of document, then Issuing Authority has to click on checkbox, then, he/she will be directed to new window as shown in **Fig 7**.

Fig 7

Issuing Authority then has to select status for document by checking hard copy as **correct** or **incorrect**. Specify remark for **incorrect** document. Then he/she has to select Verification status and click on **Save and submit verification report** button.

Fig 8

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

1. Complete: All application and documents have been found to be as per the prescribed notification and can be authorized.
2. Incomplete Documents: All applications are not processed as some documents/ Information as per the prescribed notification is not attached or incorrect with the application.
3. Ineligible: All applications in this category are not processed as they are found to be ineligible as per the prescribed notification.

Issuing Authority will get notification after successful verification of documents.

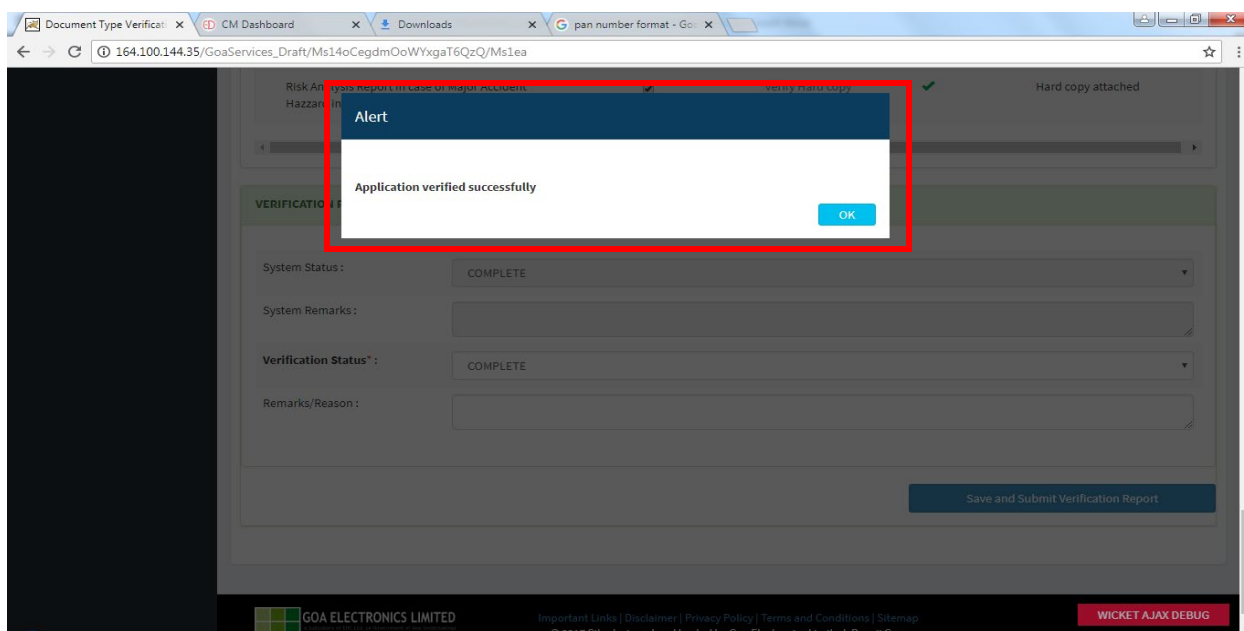


Fig 9

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

User Manual **For** **Fire and Emergency** **Services** **(Approval)**

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

This Login is used by Issuing Authority to authorize applications for Approval of Initial NOC,Final NOC and Renewal of NOC under Fire and Emergency Services.

Step 1: Issuing Authority will Login in GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

After Login into GoaServices application Issuing Authority can view the dashboard as shown in **Fig 2**.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

The screenshot shows the 'Goa Services' web application. The left sidebar has a menu with 'Issuance' highlighted. The main content area displays the 'Dashboard' for the 'Office' of the 'Directorate Of Fire And Emergency'. The footer includes the logo for GOA ELECTRONICS LIMITED and copyright information.

Fig 2

Step 2: To authorize the NOC, Issuing Authority can click on Pending counter in **Issuance** box as shown in **Fig 3**.

Designation		Acknumber/Name/Organization/Dept		
Director				Filter
Ack no.	Applicant name	Service	Status	Updated on
FES1800508	zsdzsd zsdzsd asdsad	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.
FES1800586	dsdsad dsdsad asdsadsadsad	RenewalApplication for Renewal of N.O.C. for Factories and Establishments, where electrical motor capacity exceeds 5 H.P. and above		Overshoot by 4 days.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

Fig 3

The application entries can be searched based on Ack no,Service or Year.On click of entry in the grid, the issuing Authority will be directed to **document details** page as shown in Fig 4. Here the Issuing Authority can view documents attached by clicking **View** as shown in **Fig 4**.

Final NOC for Tank Farm of Petroleum Products Ack No.: **FES1800508** Application Date : **11-09-2018**

Name of Applicant : **zsdzsd zsdzsd asdsad** Current Status : **PENDING FOR AUTHORIZATION**

Applicant Details Authorization

DOCUMENT DETAILS(Click to View)

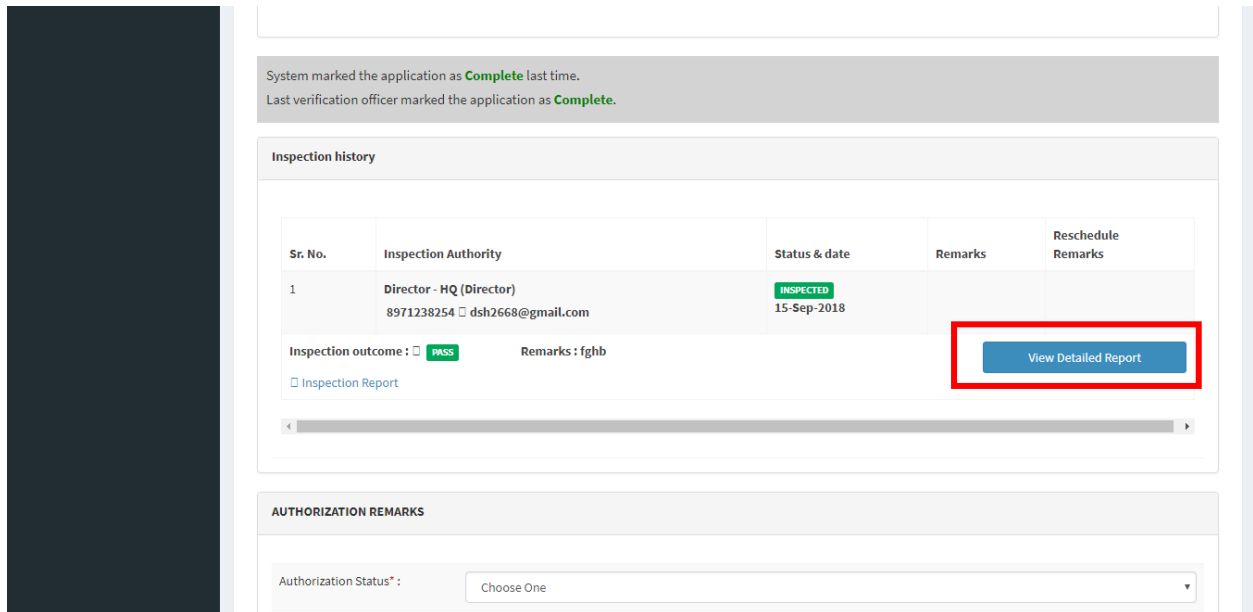
Document List	Tick if attached	Status	Valid	Reason
awdawd (Click to View)				
Site plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
Section plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
Elevation plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
awd				
Floor plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification

Fig 4

Here, Issuing Authority can also view inspection details and verification history.

In Inspection details section, Issuing Authority can view detailed report by clicking on **view detailed report** button.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)



System marked the application as **Complete** last time.
Last verification officer marked the application as **Complete**.

Inspection history

Sr. No.	Inspection Authority	Status & date	Remarks	Reschedule Remarks
1	Director - HQ (Director) 8971238254 □ dsh2668@gmail.com	INSPECTED 15-Sep-2018		

Inspection outcome : ☐ **PASS** Remarks : fghb

[□ Inspection Report](#)

[View Detailed Report](#)

AUTHORIZATION REMARKS

Authorization Status* :

Fig 5

Issuing Authority can also view verification history by clicking on “Verification History” tab.

VERIFICATION HISTORY(Click to View)					
Verified By(Designation)	Date and Time	System status	System remarks	Verification Status	Verification Remarks
Director - HQ(Director)	15-SEP-2018 14:21	Complete		Complete	WREF

Fig 6

Issuing Authority has to specify authorization status as **Approve** or **Reject**(Enter remark if status is reject) and click on **Authorize** button.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

Goa Services

164.100.144.35/GoaServices_Draft/Authorisation?wicket-crypt=j4nluHJEGiw

Verified By(Designation)	Date and Time	System status	System remarks	Verification Status	Verification Remarks
Anant S. Pangam(Inspection Officer)	29-06-2018 12:34:53	Complete		Complete	

System marked the application as **Complete**.
Last verification officer marked the application as **Complete**.

AUTHORIZATION REMARKS

Authorization Status*:

Remarks/Reason:

Authorize

WICKET AJAX DEBUG

Fig 7

After successful authorization, NOC will be generated as shown in **Fig 8**.

Goa Services

164.100.144.35/GoaServices_Draft/Authorisation?wicket-crypt=j4nluHJEGiw

Sr. No.	Inspection Authority	Status & date	Remarks	Remarks
1				

Certificate

HH6e5 1 / 1

Inspectorate of Factories and Boilers
Altnho, Panaji, Goa - 403001.
Tel: 0832-2227670/2404852 Email: ifb.goa@nic.in/ ci-ifb.goa@nic.in

No. FP/2018/60 Dated:- 29.06.2018

To,
The Occupier,
test
Plot No.234, Survey No.113, Subdiv No.0, test,
Mulgaon, Bicholim, North Goa, Goa - 403503

Subject: Approval of factory revised and extension plans under The Factories Act, 1948 and the rules thereunder.

Approval of factory revised and extension plans of there under of test, situated at Plot No 234, Survey No 113, Subdiv No 0, test, Mulgaon, Bicholim, North Goa, Goa - 403503.

eSign Close

WICKET AJAX DEBUG

Fig 8

Issuing Authority has to click on eSign button to sign the certificate.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

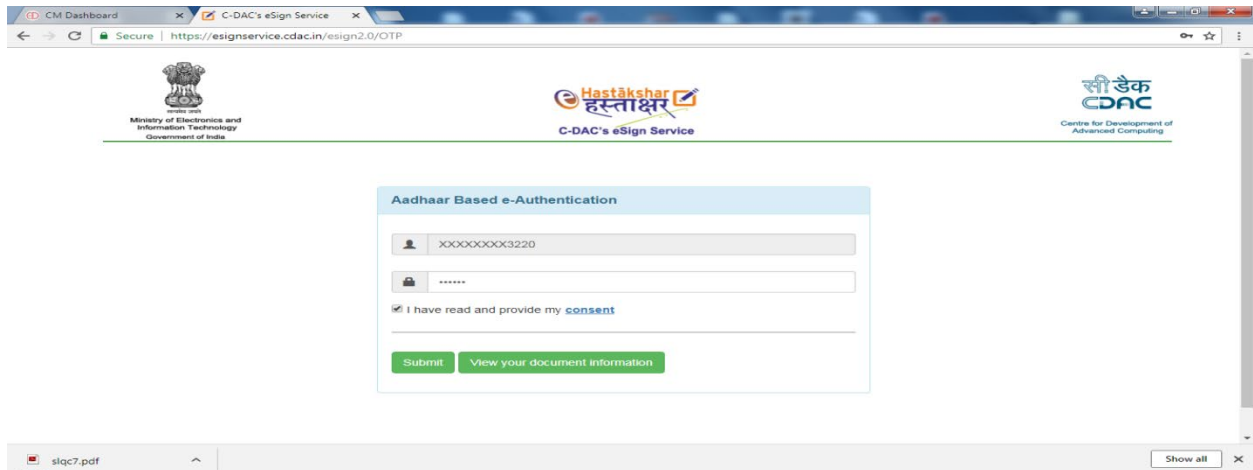


Fig 9

OTP will be sent to Issuing Authority's registered mobile number.

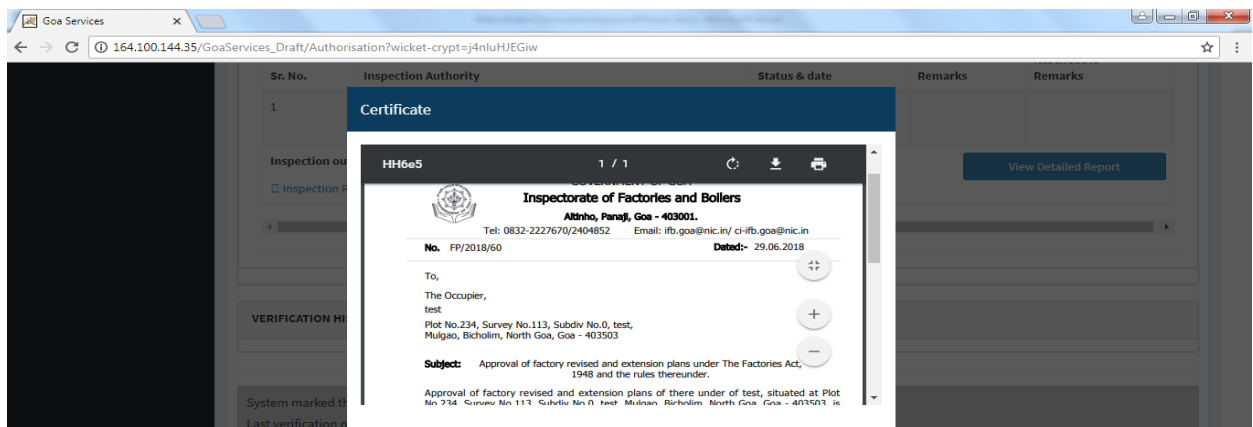


Fig 10

Issuing Authority can download or print e-signed certificate.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

User Manual **For** **Fire and Emergency** **Services** **(Form-U Verification** **Phase)**

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

This Login is used by Issuing Authority to verify Form-U for Issuance of Initial Fire NOC.

Step 1: Issuing Authority will Login into GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

Step 2: After Login into the GoaServices Web Application, the Issuing Authority can see the Dashboard consisting of **Inward, Verification, Inspection, Form U, Payment, Issuance, Pending Clearance, Rejected and Compliance** counter as shown in **Fig2**.

The Issuing Authority can also filter of the application based on Type of the NOC as shown in **Fig2**.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

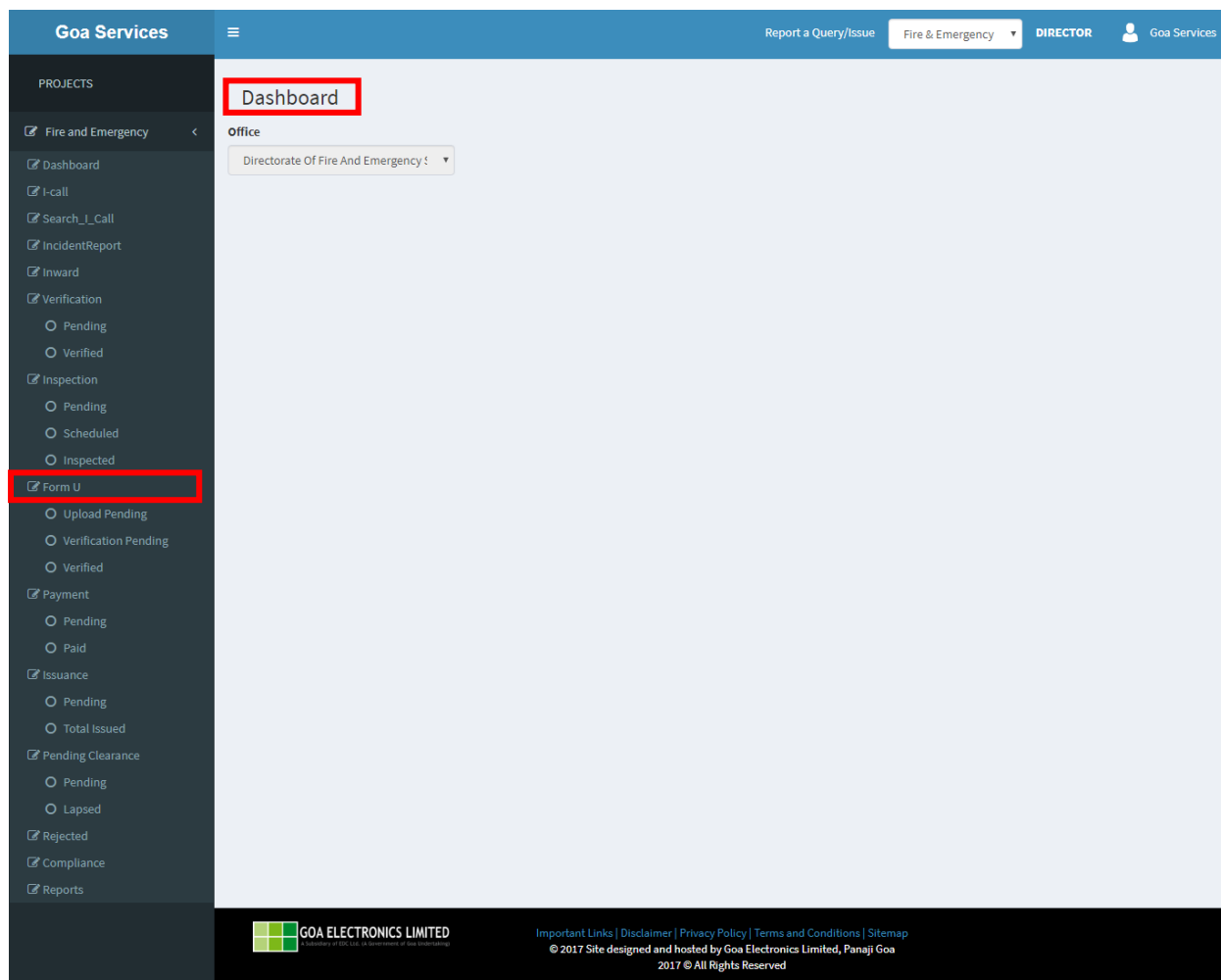


Fig 2

In case of Form-U to be verified, the Issuing Authority will click on **Verification pending** counter in **Form U** box as shown in **Fig 3**.

The application entries can be searched based on Ack no, Service name and year as shown in **Fig 3**.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

Designation
Acknumber/Name/Organization/Dept
Filter

Ack no.	Applicant name	Service	Status	Updated on
FES1800306	ffd fsdf dff fdf dfd f dfdsf df dfadfd	Initial N.O.C. for Occupation of Building over 15 meter in height from the ground	FORM UNDERTAKING UPLOAD (UPLOADED)	12 days remaining.
FES1800316	dfdsfsdf sfdsfdsfsdf sfdsfdsf	Initial N.O.C. for Occupation of Building over 15 meter in height from the ground	FORM UNDERTAKING UPLOAD (UPLOADED)	12 days remaining.
FES1800106	dfdsfuyudsfiydsfydfysdfyd uyduyruyruar yruar u yddf uiyd fyds fuydf usy	Initial NOC for Shipyards and Workshops	FORM UNDERTAKING UPLOAD (UPLOADED)	6 days remaining.

Fig 3

By clicking entry in the grid, the Issuing Authority will be directed to **Verification** page. Here the Issuing Authority can check application details by clicking on **Applicant Details** tab as shown in **Fig 4**.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

N.O.C. for Occupation of Building over 15 meter in height from the ground Ack No.: **FES1800535** Application Date : **16-09-2018**
Name of Applicant : **hjjvjf gfgfgfj hg khgkhgkjg g hgkh gkjghgj gj** Current Status : **PENDING FOR INSPECTION**

Applicant Details Verification

Owner Details

Name*:

Mobile Number*: Email*: Fax Number:

Address*

House Number*: Street/Locality*:

Taluka*: Village*: Pincode*:

Building/Block Details

Building Name*: Plot Area(Sq mtr)*:

Name of Architect*: Contact Person*: Contact Person Mobile*:

Address*

Street/Locality*: Survey/PT Sheet No.*: Subdivision/Chalta No.*:

Taluka*: Village*: Pincode*:

Height of Building*: Open Area*:

Block Details

Name	Occupancy	Sub occupancy	Height(mtr)	Open area(Sqmtr)	Builtup area(Sqmtr)	Block details	Floor wise details
h ghkgkg g khg	Educational	Schools upto senior secondary level	65.00	767.00	454.00	View	View

Fire Fighting Details

Fig 4

By clicking on **Verification** tab, Issuing Authority will be directed to **Form U** verification page as shown in **Fig 5**.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

N.O.C. for Occupation of Building over 15 meter in height from the ground Ack No.: **FES1800306** Application Date : **04-Oct-2018**
Name of Applicant : **ffd fsdf dff fdf dfd f dfdsf df dfadfd** Current Status : **PENDING FOR AUTHORIZATION**

Applicant Details Verification

Verification

☐ Verify All Documents as Correct

DOCUMENT DETAILS(Click to View)

Document List	Tick if attached	Status	Valid	Reason
Form U	<input checked="" type="checkbox"/>	Verify		

VERIFICATION REMARKS

Verification Status* : **CORRECT**

Remarks/Reason :

Verify FormU

Fig 5

Here,

1)Issuing Authority has to click on **verify** button if document is attached, then he/she will be directed to new window where attached document will be displayed.

Issuing Authority then has to select status for document as **correct** or **incorrect**. Specify remark for **incorrect** document and has to click on **save** button.

2)Issuing Authority can also Verify all documents by clicking on the Checkbox which allows him **Verify all Documents as Correct** as shown in above fig.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

Fig 6

Issuing Authority then has to select status for document by checking as **correct** or **incorrect**. Specify remark for **incorrect** document. Then he/she has to select Verification status and click on **Verify FormU** button.

Fig 7

1. Complete: All application and documents have been found to be as per the prescribed notification and can be authorized.
2. Incomplete Documents: All applications are not processed as some documents/ Information as per the prescribed notification is not attached or incorrect with the application.
3. Ineligible: All applications in this category are not processed as they are found to be ineligible as per the prescribed notification.

User Manual	Fire & Emergency	
	Module	Form-U Verification Phase(Issuing Authority)

Issuing Authority will get notification after successful verification of Form-U.

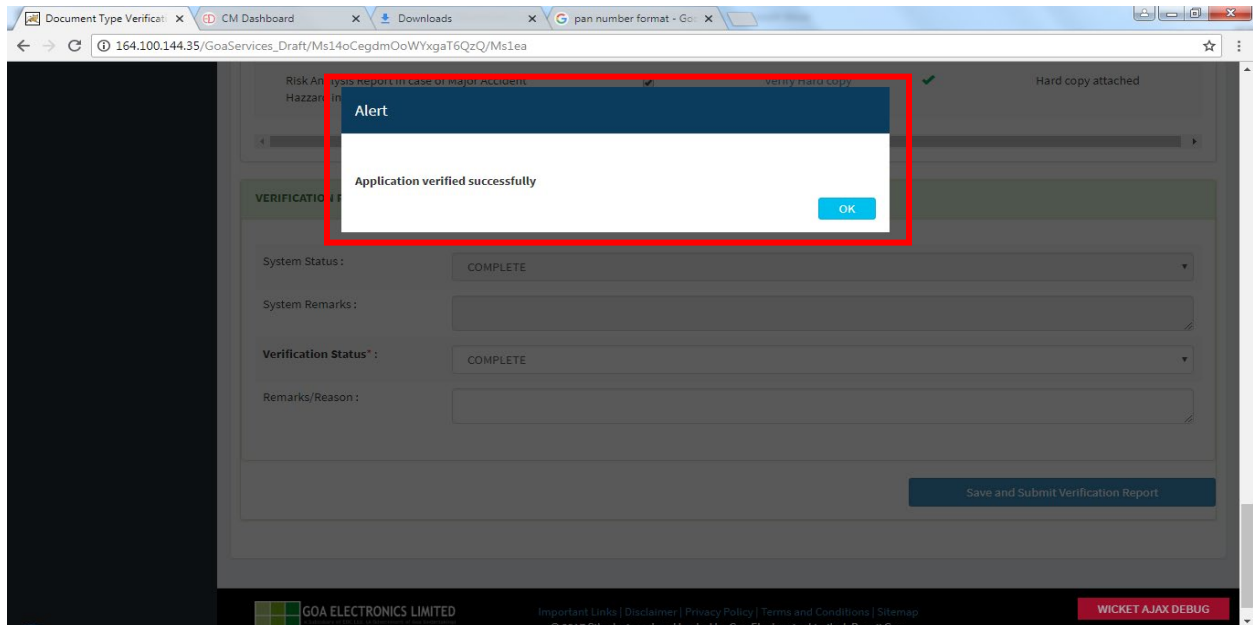


Fig 8

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

User Manual

For

Fire & Emergency

(Inspection Phase)

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

This Login is used by Issuing Authority to conduct inspections for Initial NOC,Final NOC and Renewal of NOC for different types of purposes.

Step 1: Issuing Authority will Login into GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

Step 2: After Login into the GoaServices Web Application, the Issuing Authority can see the Dashboard consisting of **Inward, Verification, Inspection, Form U, Payment, Issuance, Pending Clearance, Rejected and Compliance** counter as shown in Fig2.

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

The screenshot shows the 'Goa Services' web application. The left sidebar has a menu with 'Inspection' highlighted. The main content area shows the 'Dashboard' for the 'Directorate Of Fire And Emergency'. The footer contains the Goa Electronics Limited logo and contact information.

Fig 2

In case of inspections are to be scheduled, the Issuing Authority will click on **Pending** Schedule counter in **Inspection** box as shown in Fig 3.

Designation		Acknumber/Name/Organization/Dept		
Director		Filter		
Ack no.	Applicant name	Service	Status	Updated on
FES1800535	hjjvjf gfgfgjfg hg khgkhgkjg g hgkh gkjghgj g]	Final N.O.C. for Occupation of Building over 15 meter in height from the ground		Overshoot by 4 days.
FES1800508	zsdzsd zsdzsd asdsad	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.

Fig 3

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

The application entries can be searched based on Ack no,service or year.

By clicking entry in the grid, the Issuing Authority will be directed to **Schedule Inspection** page as shown in Fig 4.

Application for Renewal of N.O.C. for Factories and Establishments, where electrical motor capacity exceeds 5 H.P. and above
Ack #: FES1800591
Date : 29-Sep-2018
PENDING FOR SCHEDULE

Applicant Details

Download application

dsdasd sdsad asdsadsadsad
3242343243
HNO:114,sd dfsdfdsfdfsdfs dfsf,Guirim,Bardez,Goa,PINCODE:403507
dfsfs@sdsdsds.com
Bardez

Scheduler

Officer name :*
Director - HQ
Officer designation :*
Director

Remarks :

WO Weekly Off
H Holiday
PS Previously Scheduled

Max. Scheduled
Scheduled
Selected
Available

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
WO 7	8	9	10	11	12	WO 13
WO 14	15	16	17	18	19	WO 20
WO 21	22	23	24	25	26	WO 27
WO 28	29	30	31	1	2	WO 3
WO 4	5	6	7	8	9	WO 10

Schedule Inspection

Fig 4

Here the Issuing Authority can fill the necessary details and schedule the inspection by clicking **Schedule Inspection** button.

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

Fig 5

After confirming the schedule, Issuing Authority will get a notification of scheduled inspection as shown in **Fig 6**.

Applicant will be notified through SMS about inspection schedule.

Fig 6

After scheduling inspection, Issuing Authority has to click on **Inspection Scheduled** counter on inspection box as shown in **Fig7**.

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

Designation: Director
Acknumber/Name/Organization/Dept:

Filter

Ack no.	Applicant name	Service	Status	Updated on
FES1800535	hjjvjf gfgfgjfg hg khgkhgkjg g hgkh gkjghgj gj	Final N.O.C. for Occupation of Building over 15 meter in height from the ground		Overshoot by 4 days.
FES1800508	zsdzsd zsdzsd asdsad	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.

Fig 7

After clicking on entry, Issuing Authority will be directed to inspection page as shown in Fig 8.

Goa Services x CM Dashboard x Downloads x

164.100.144.35/GoaServices_Draft/Ms14oCegdmNd4qlungW3Eg/Ms1ea

Factories and Boilers

- Dashboard
- Inward
- Plan Registration
- Registration Boiler
- Compliance DocUpload
- Factory Registration
- Pull Data
- Job Fair
- Test
- Boiler Intimation

Applicant

test test test 12 test NA

5555555555

View checklist View application

Inspection history

Sr. No.	Inspection Authority	Status & date	Remarks	Reschedule Remarks
1	Anant S. Pangam (Inspection Officer) 3456723456	SCHEDULED 30-Jun-2018		

Is inspection carried out?*

Yes No

WICKET AJAX DEBUG

Fig 8

Here, Issuing Authority has to specify if inspection is carried out. If it is carried out, then Issuing Authority has to upload inspection report.

User Manual	Fire & Emergency	
	Module	Inspection Phase(Issuing Authority)

Is inspection carried out?*

Yes No

Inspection report upload

Choose File No file chosen
Document size should not exceed 2MB(format allowed jpeg/png/pdf)

Upload Clear

Inspection action

Inspection date:*

01-Oct-2018

Inspection officer:

Director - HQ

Inspection Outcome:*

Choose One

Remarks:*

Proceed to Save

Fig 9

Issuing Authority then has to select inspection outcome as pass or fail, enter remark and has to click on **proceed to save** button.

User Manual	Fire & Emergency	
	Module	Payment Phase (Issuing Authority)

User Manual

For

Fire and Emergency

(Payment Phase)

User Manual	Fire & Emergency	
	Module	Payment Phase (Issuing Authority)

This Login is used by issuing authority to accept payment for Issuance Of Initial Fire NOC, Final Fire NOC and Renewal of Fire NOC under Fire And Emergency Services.

Step 1: issuing authority will Login in GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

Step 2: After logging into the GoaServices Web Application, the Issuing Authority can see the Dashboard consisting of **Inward, Verification, Inspection, Form-U, Payment, Issuance, Pending Clearance** counter as shown in Fig 2.

User Manual	Fire & Emergency	
	Module	Payment Phase (Issuing Authority)

The screenshot shows the Goa Services web application interface. The left sidebar contains a list of navigation links under the 'PROJECTS' section. The 'Dashboard' link is highlighted with a red box. The 'Payment' link is also highlighted with a red box. The main content area displays the 'Office' dropdown menu, which is currently set to 'Directorate Of Fire And Emergency'.

Fig 2

In case of payment, the Issuing Authority will click on **Pending** counter in **Payment** box as shown in **Fig 3**.

Designation		Acknumber/Name/Organization/Dept		
Director		Filter		
Ack no.	Applicant name	Service	Status	Updated on
FES1800508	zdsd zdsd zdsd	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.
FES1800586	dsd dsd dsd asdsadsad	RenewalApplication for Renewal of N.O.C. for Factories and Establishments, where electrical motor capacity exceeds 5 H.P. and above		Overshoot by 4 days.

Fig 3



Shramashakti Bhavan, Patto Panaji-Goa Tel : 0832-2435019/2437248

www.goaelectronics.co.in

User Manual	Fire & Emergency	
	Module	Payment Phase (Issuing Authority)

The application entries can be searched based on Acknowledgment Number ,Service name and year.

On click of entry in the grid, the Issuing Authority will be directed to **Payment Entry** page.

Payment Entry

Ack No: FP2018-183

Name: s v d

Address: 12 344

Service: Plan Approval/Extension

Payable: ₹ 1000.0

#	Payment head	Amount
1	Fee towards Plan Approval Registration	1000.00

Total Amount*: 1000.0

Payments Mode: WICKET AJAX DEBUG

Fig 4

Here the Issuing Authority can view the details like Ack no, name and address of applicant and the service for which applicant has applied as shown in **Fig 4**.

Issuing Authority can also select payment mode by which applicant wants to pay as shown in **Fig 5**.

Payment Entry

Name: s v d

Address: 12 344

Service: Plan Approval/Extension

Payable: ₹ 1000.0

#	Payment head	Amount
1	Fee towards Plan Approval Registration	1000.00

Total Amount*: 1000.0

Payments Mode: Paid using* (Choose Service, CASH, CHEQUE, CHALLAN)

SAVE & PRINT

Fig 5

User Manual	Fire & Emergency	
	Module	Payment Phase (Issuing Authority)

After selecting payment mode, Issuing Authority has to click on **Save & Print** button.

Here, Issuing Authority gets notification of successful payment entry as shown in **Fig 6**.

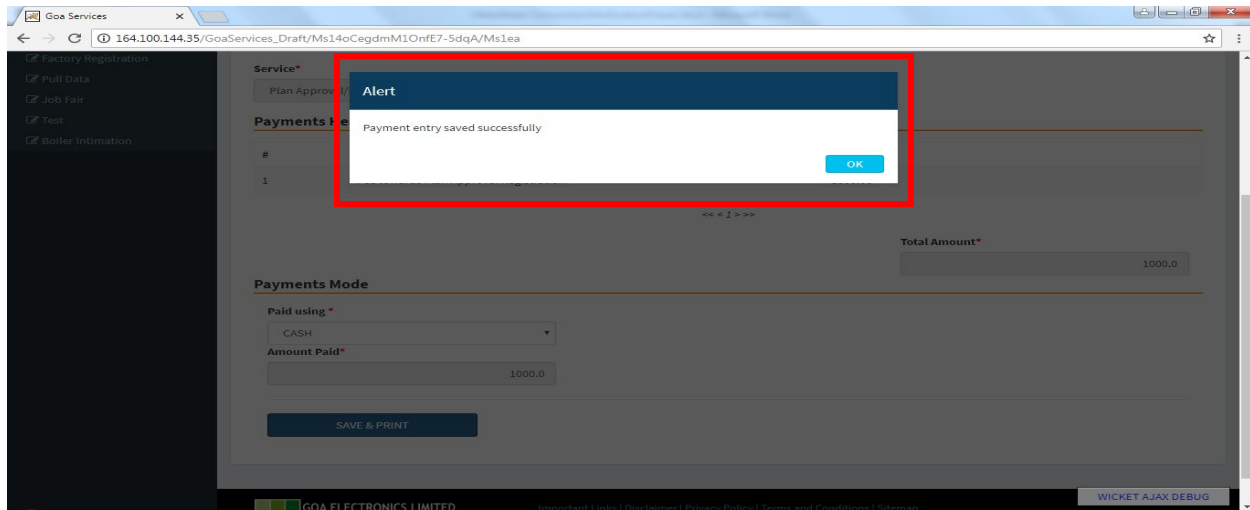


Fig 6

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

User Manual **For** **Fire and Emergency** **Services** **(Verification Phase)**

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

This Login is used by Issuing Authority to verify documents for Issuance of Initial,Final and Renewal of Fire NOC.

Step 1: Issuing Authority will Login into GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

Step 2: After Login into the GoaServices Web Application, the Issuing Authority can see the Dashboard consisting of **Inward, Verification, Inspection, Form U, Payment, Issuance, Pending Clearance, Rejected and Compliance** counter as shown in **Fig2**.

The Issuing Authority can also filter the application based on Type of the NOC as shown in **Fig2**.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

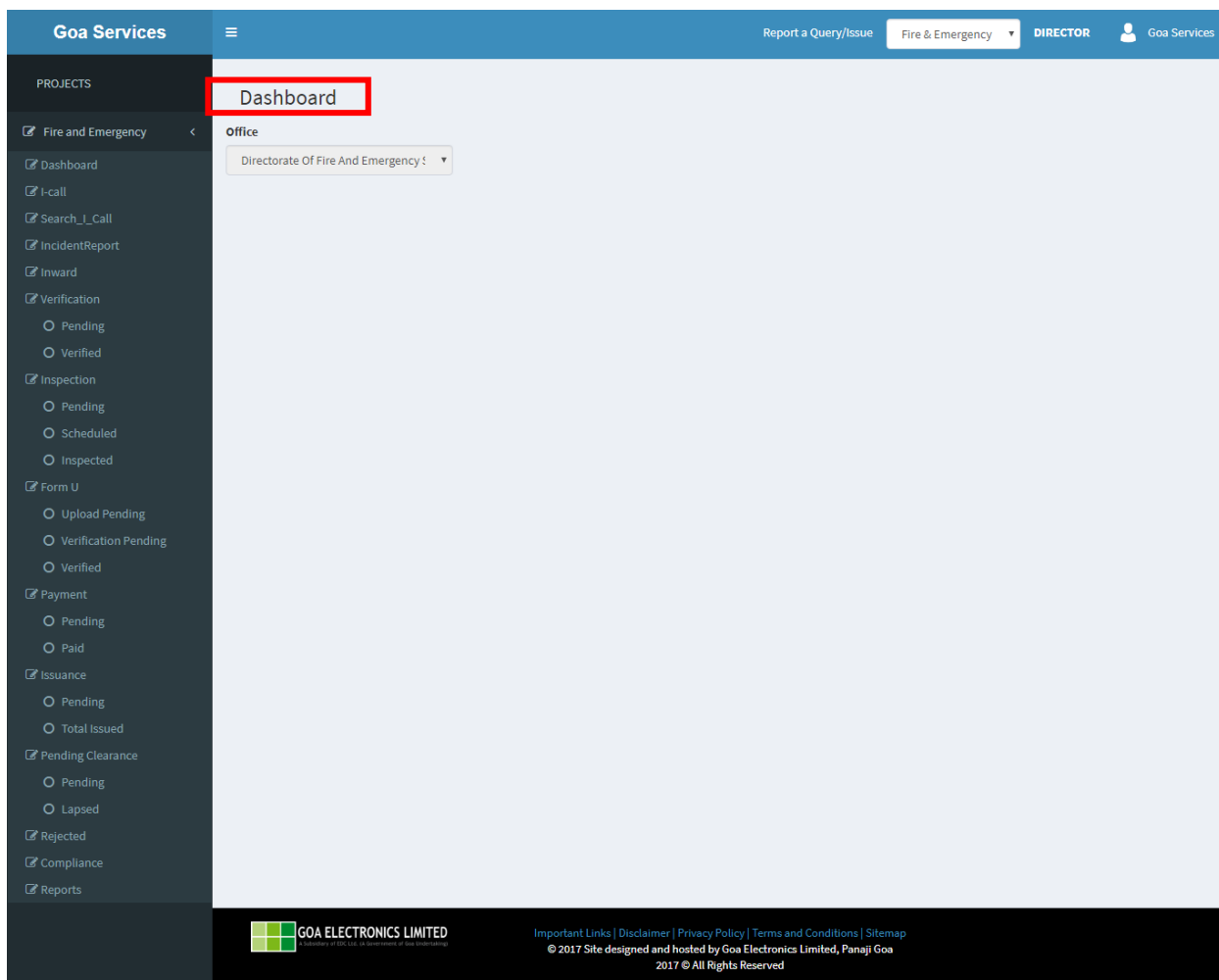


Fig 2

In case of documents are to be verified, the Issuing Authority will click on **pending** counter in **verification** box as shown in **Fig 3**.

The application entries can be searched based on Ackno,Service name and year as shown in **Fig 3**.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

Designation
Acknumber/Name/Organization/Dept
Filter

Ack no.	Applicant name	Service	Status	Updated on
FES1800535	hjjvjf gfgfgjfg hg khgkhgkjg g hgkh gkjghghj g]	Final N.O.C. for Occupation of Building over 15 meter in height from the ground		Overshoot by 4 days.
FES1800508	zsdzsd zsdzsd asdsad	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.

Fig 3

By clicking entry in the grid, the Issuing Authority will be directed to **Verification** page. Here the Issuing Authority can check application details by clicking on **Applicant Details** tab as shown in **Fig 4**. Here the issuing Authority also can check Details like Block Details, floor wise details by clicking on **view** button as shown below.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

N.O.C. for Occupation of Building over 15 meter in height from the ground Ack No.: **FES1800535** Application Date : **16-09-2018**
Name of Applicant : **hjjvjf gfgfgfj hg khgkhgkjg g hgkh gkjhgj gj** Current Status : **PENDING FOR INSPECTION**

Applicant Details Verification

Owner Details

Name*:
hjjvjf gfgfgfj hg khgkhgkjg g hgkh gkjhgj gj

Mobile Number*: 5475454545 **Email*:** 0 **Fax Number:** 0

Address*
House Number*: NA **Street/Locality*:** l hh kg gh g hghghghghkjfgfj h fh fhfh jfhfhj
Taluka*: Bardez **Village*:** Guirim **Pincode*:** 403507

Building/Block Details

Building Name*: b bb hggkgk kgkhg **Plot Area(Sq mtr)*:** 67.00 Sqmtr

Name of Architect*: jk kh hjh k **Contact Person*:** ghtf ff fjh fhgf **Contact Person Mobile*:** 4444444444

Address*
Street/Locality*: y t7 **Survey/PT Sheet No.*:** 101 **Subdivision/Chalta No.*:** 16
Taluka*: Bardez **Village*:** Guirim **Pincode*:** 403507
Height of Building*: 525.00 **Open Area*:** 47.00

Block Details

Name	Occupancy	Sub occupancy	Height(mtr)	Open area(Sqmtr)	Builtup area(Sqmtr)	Block details	Floor wise details
h ghkgkkg g khg	Educational	Schools upto senior secondary level	65.00	767.00	454.00	View	View

Fire Fighting Details

Fig 4

By clicking on **Verification** tab, Issuing Authority will be directed to document verification page as shown in **Fig 5**.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

Fig 5

Here,

1) Issuing Authority has to click on **verify** button if document is attached, then he/she will be directed to new window where attached document will be displayed.

Fig 6

Issuing Authority then has to select status for document as **correct** or **incorrect**. Specify remark for **incorrect** document and has to click on **save** button.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

2) If document is not attached in application but applicant has submitted hard copy of document, then Issuing Authority has to click on checkbox, then, he/she will be directed to new window as shown in **Fig 7**.

Fig 7

Issuing Authority then has to select status for document by checking hard copy as **correct** or **incorrect**. Specify remark for **incorrect** document. Then he/she has to select Verification status and click on **Save and submit verification report** button.

Fig 8

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

1. Complete: All application and documents have been found to be as per the prescribed notification and can be authorized.
2. Incomplete Documents: All applications are not processed as some documents/ Information as per the prescribed notification is not attached or incorrect with the application.
3. Ineligible: All applications in this category are not processed as they are found to be ineligible as per the prescribed notification.

Issuing Authority will get notification after successful verification of documents.

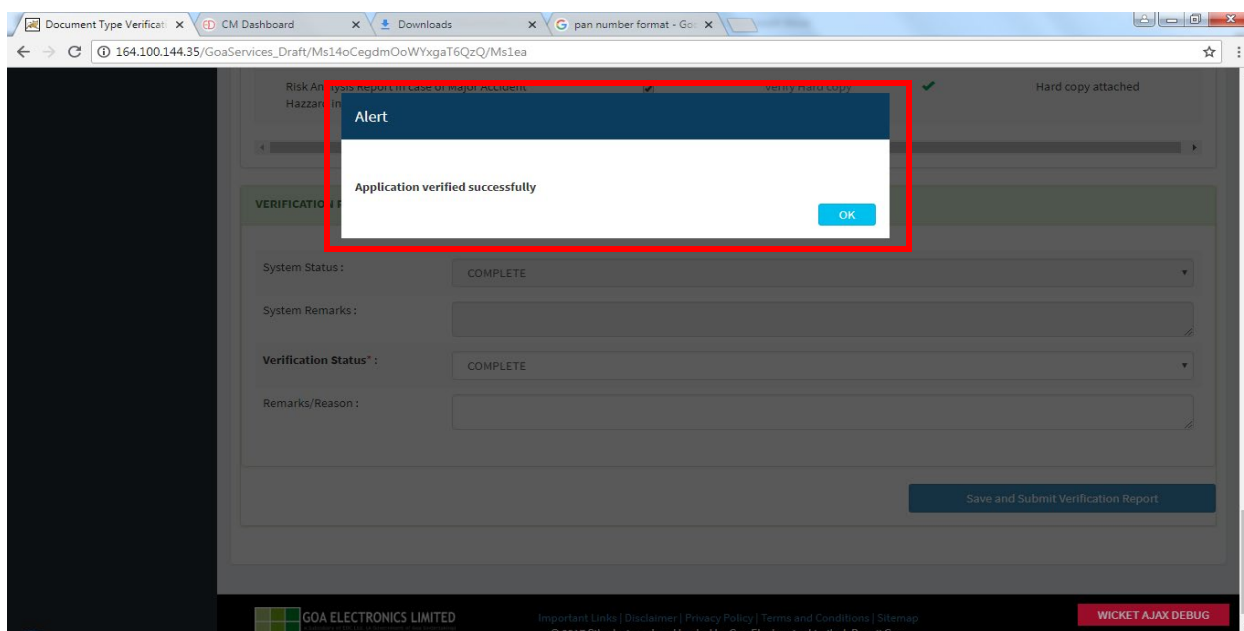


Fig 9

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

User Manual

For

Incident Reporting

(Approval)

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

This Login is used by Issuing Authority to authorize applications for Approval of Incident Reporting under Fire and Emergency Services.

Step 1: Issuing Authority will Login in GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

After Login into GoaServices application Issuing Authority can view the dashboard as shown in **Fig 2**.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

Goa Services

Report a Query/Issue Fire & Emergency DIRECTOR Goa Services

PROJECTS

Dashboard

Office

Directorate Of Fire And Emergency

GOA ELECTRONICS LIMITED

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Fig 2

Step 2: To authorize Incident Report, Issuance Authority can click on Pending counter in **Issuance** box as shown in Fig 3.

Designation		Acknumber/Name/Organization/Dept		
Director				Filter
Ack no.	Applicant name	Service	Status	Updated on
FES1800508	zsdzsd zdszsd asdsad	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.
FES1800586	dsdadsd dsdadsd asdsadsadsad	RenewalApplication for Renewal of N.O.C. for Factories and Establishments, where electrical motor capacity exceeds 5 H.P. and above		Overshoot by 4 days.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

Fig 3

The application entries can be searched based on Ack no,Service or Year.

On click of entry in the grid, the Issuing Authority will be directed to **document details** page as shown in Fig 4. Here the Issuing Authority can view documents attached by clicking **View** as shown in Fig 4.

Final NOC for Tank Farm of Petroleum Products Ack No.: **FES1800508** Application Date : **11-09-2018**
Name of Applicant : **zsdzsd zsdzsd asdsad** Current Status : **PENDING FOR AUTHORIZATION**

Applicant Details Authorization

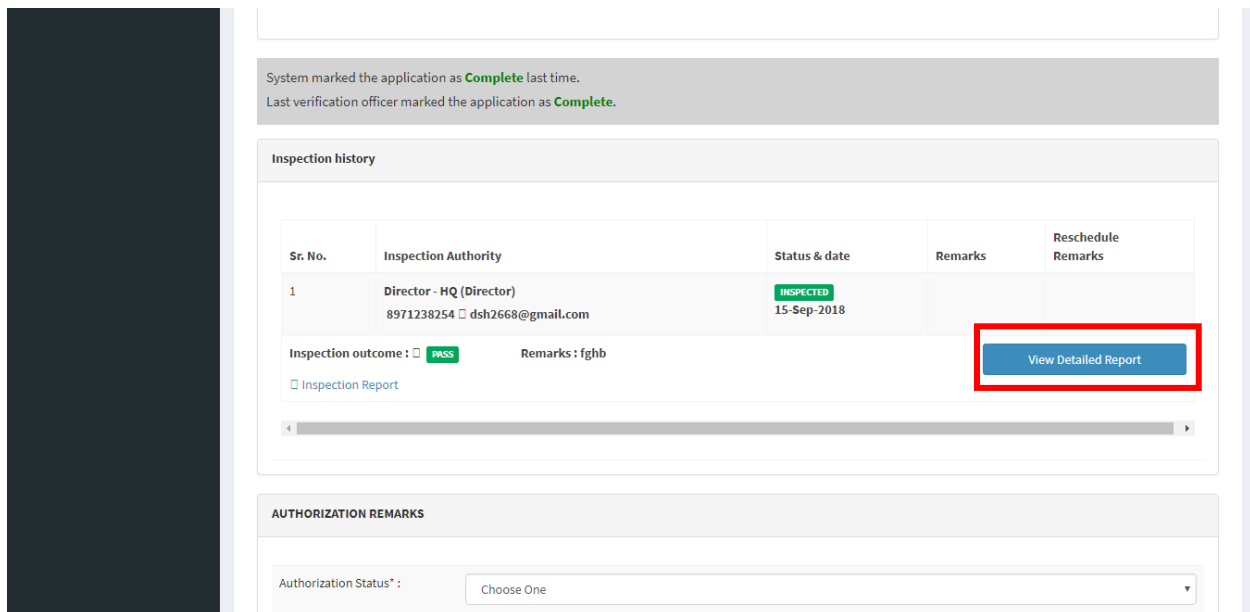
DOCUMENT DETAILS(Click to View)

Document List	Tick if attached	Status	Valid	Reason
awdawd (Click to View)				
Site plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
Section plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
Elevation plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification
awd				
Floor plan*	<input checked="" type="checkbox"/>	View	✓	Bulk Verification

Fig 4

Here, Issuing Authority can also view Incident Details and verification history.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)



System marked the application as **Complete** last time.
Last verification officer marked the application as **Complete**.

Inspection history

Sr. No.	Inspection Authority	Status & date	Remarks	Reschedule Remarks
1	Director - HQ (Director) 8971238254 dsh2668@gmail.com	INSPECTED 15-Sep-2018		

Inspection outcome : ☐ **PASS** Remarks : fghb

[View Detailed Report](#)

[Inspection Report](#)

AUTHORIZATION REMARKS

Authorization Status* :

Fig 5

Issuing Authority can also view verification history by clicking on “Verification History” tab.

VERIFICATION HISTORY(Click to View)					
Verified By(Designation)	Date and Time	System status	System remarks	Verification Status	Verification Remarks
Director - HQ(Director)	15-SEP-2018 14:21	Complete		Complete	WREF

Fig 6

Issuing Authority has to specify authorization status as **Approve** or **Reject**(Enter remark if status is reject) and click on **Authorize** button.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

Goa Services

164.100.144.35/GoaServices_Draft/Authorisation?wicket-crypt=j4nluHJEGiw

Verified By(Designation)	Date and Time	System status	System remarks	Verification Status	Verification Remarks
Anant S. Pangam(Inspection Officer)	29-06-2018 12:34:53	Complete		Complete	

System marked the application as **Complete**.
Last verification officer marked the application as **Complete**.

AUTHORIZATION REMARKS

Authorization Status*:

Remarks/Reason:

Authorize

WICKET AJAX DEBUG

Fig 7

After successful authorization, NOC will be generated as shown in **Fig 10**.

Goa Services

164.100.144.35/GoaServices_Draft/Authorisation?wicket-crypt=j4nluHJEGiw

Certificate

HH6e5 1 / 1

Inspectorate of Factories and Boilers
Alibho, Panaji, Goa - 403001.
Tel: 0832-2227670/2404852 Email: ifb.goa@nic.in/ ci-ifb.goa@nic.in

No. FP/2018/60 Dated:- 29.06.2018

To,
The Occupier,
test
Plot No.234, Survey No.113, Subdiv No.0, test,
Mulgao, Bicholim, North Goa, Goa - 403503

Subject: Approval of factory revised and extension plans under The Factories Act, 1948 and the rules thereunder.

Approval of factory revised and extension plans of there under of test, situated at Plot No 234, Survey No 113, Subdiv No 0, test, Mulgao, Bicholim, North Goa, Goa - 403503 is

eSign Close

WICKET AJAX DEBUG

Fig 8

Issuing Authority has to click on eSign button to sign the certificate.

User Manual	Fire and Emergency	
	Module	Issuing Authority(Authorization Phase)

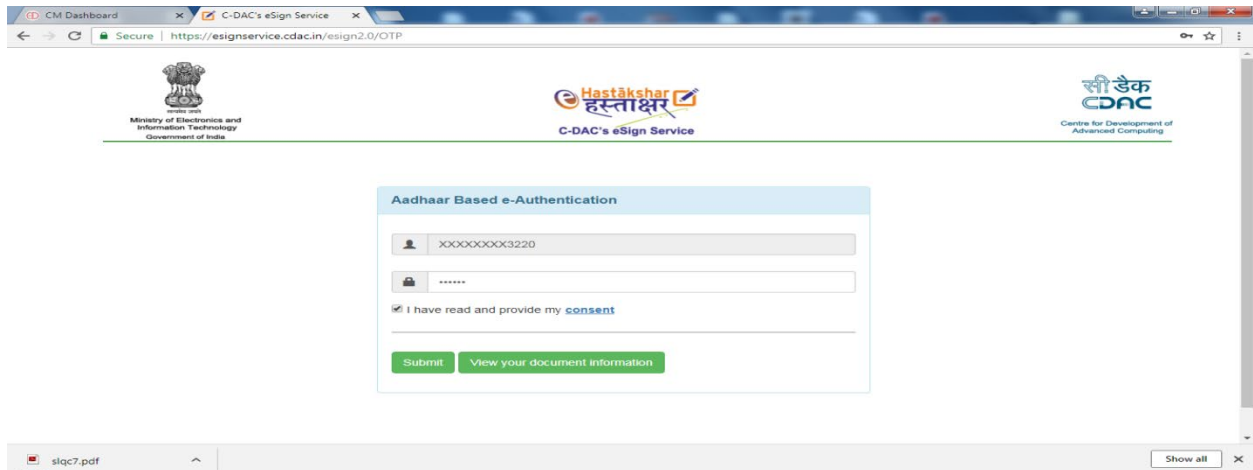


Fig 9

OTP will be sent to Issuing Authority's registered mobile number.

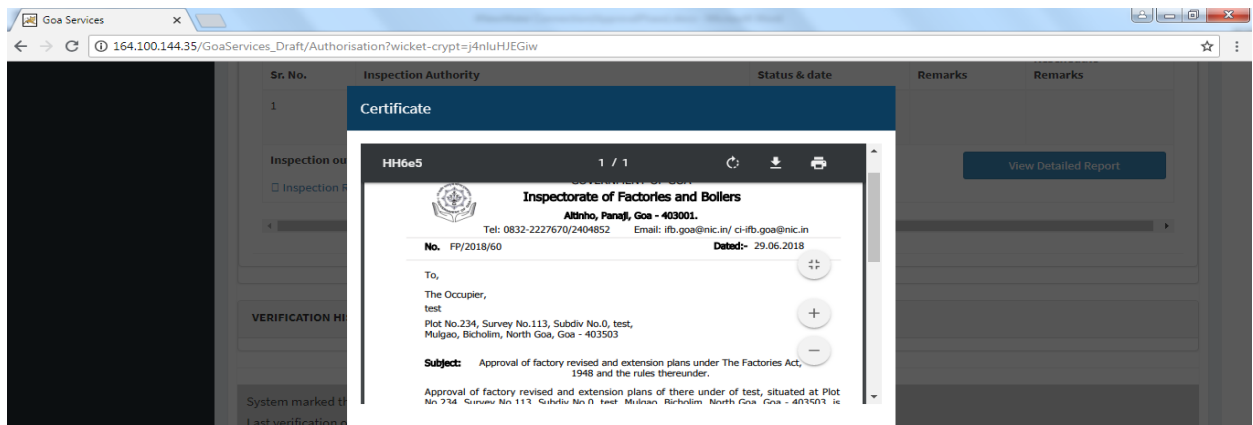


Fig 10

Issuing Authority can download or print e-signed certificate.

User Manual	Fire & Emergency	
	Module	I-Call(Issuing Authority)

User Manual

For

Incident Report

(I-Call)

User Manual	Fire & Emergency	
	Module	I-Call(Issuing Authority)

This Login is used by Issuing Authority to save the details of the incident Report under Fire and Emergency Services.

Step 1: Issuing Authority will Login into GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

In case of saving of the Incident details, the Issuing Authority will click on **I-call** counter in the menu Grid which is in Menu grid of the dashboard as shown in **Fig 3**.

User Manual	Fire & Emergency	
	Module	I-Call(Issuing Authority)

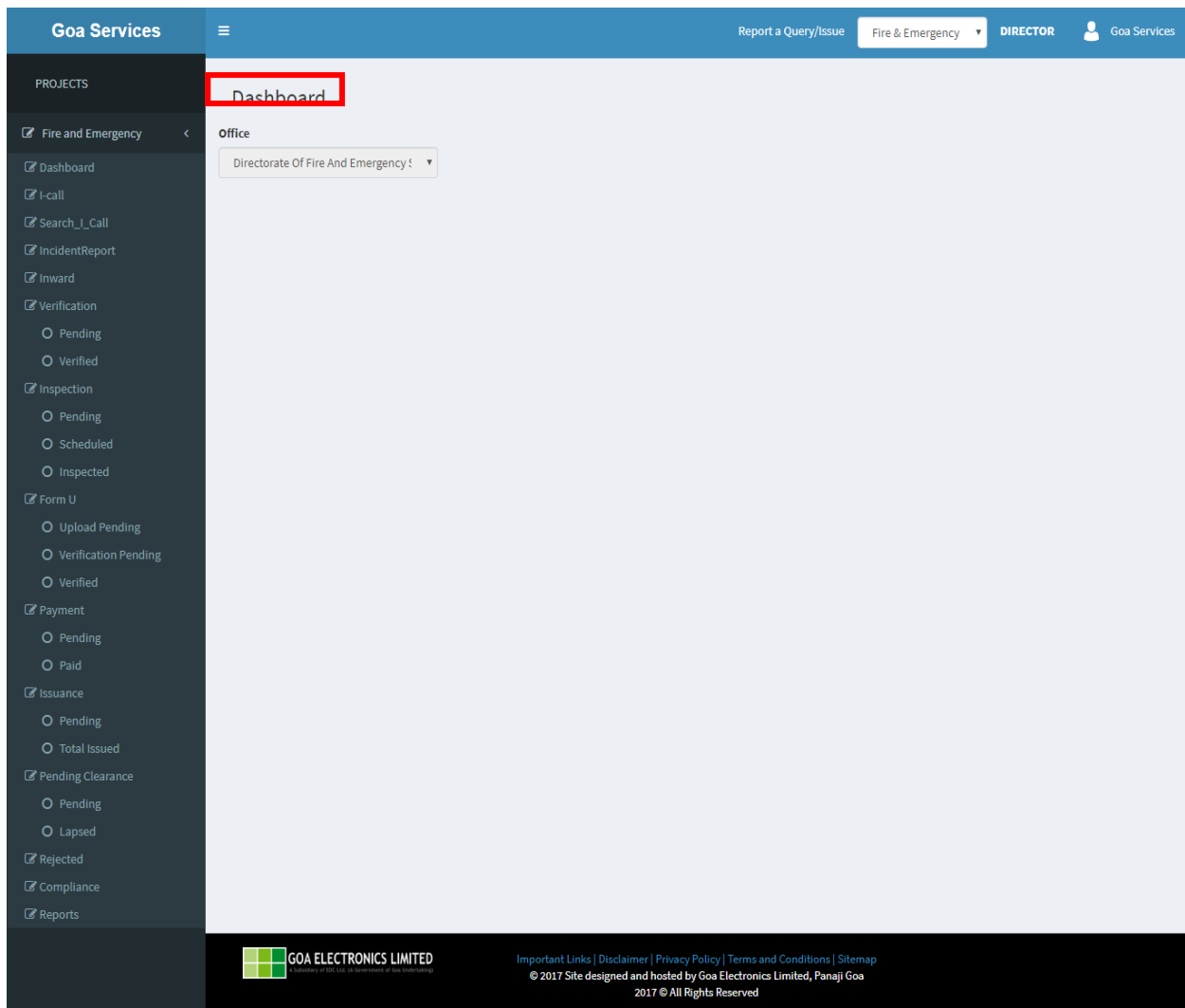


Fig 2

By clicking on I-call in the menu grid, the Issuing Authority will be directed to **I-call** page as shown in **Fig 3**. Here the Issuing Authority can fill the necessary details and save the incident details by clicking **Save** button.

User Manual	Fire & Emergency	
	Module	I-Call(Issuing Authority)

Fig 3

After confirming the details of the incident report, Issuing Authority will get a notification of saved incident report as shown in **Fig 4**.

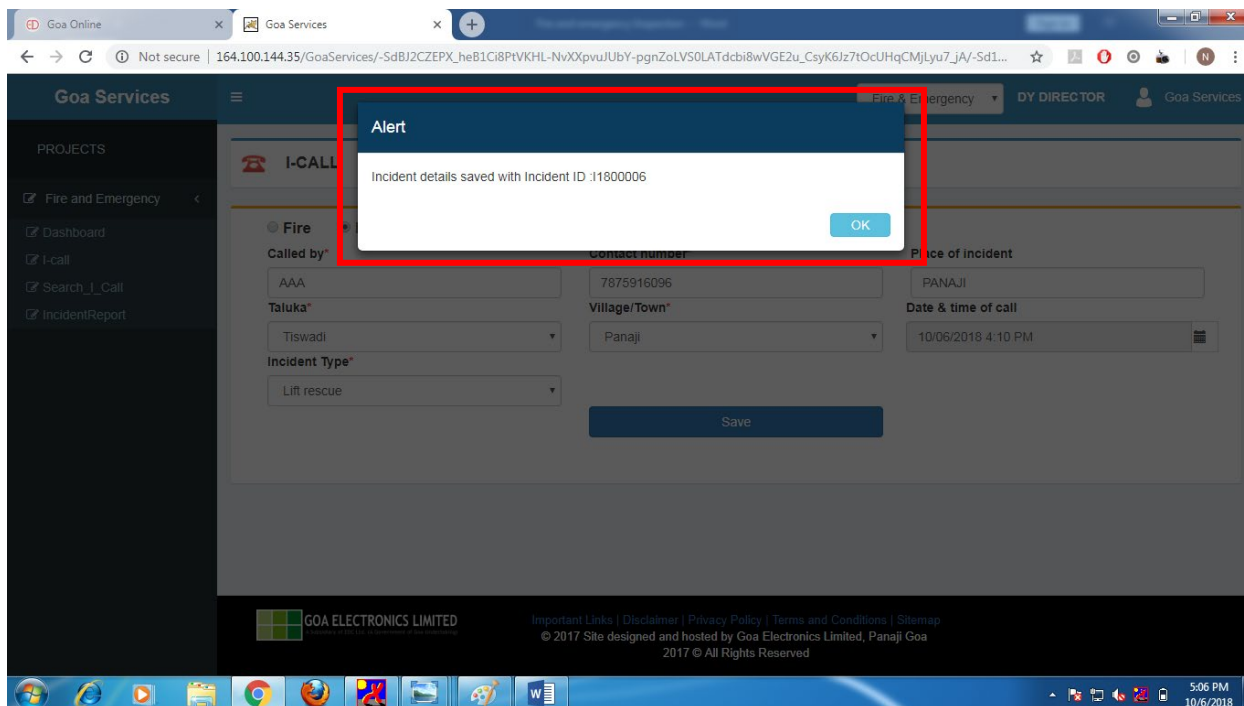


Fig 4

User Manual	Fire & Emergency	
	Module	I-Call(Issuing Authority)

User Manual **For** **Incident Report** **(Fire Report)**

User Manual	Fire & Emergency	
	Module	I-Call(Issuing Authority)

This Login is used by Issuing Authority to save the details of the incident Report under Fire and Emergency Services.

Step 1: Issuing Authority will Login into GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

In case of saving of the Incident details, the Issuing Authority will click on **Incident Report** counter in the menu Grid which is in Menu grid of the dashboard as shown in **Fig 3**.

User Manual	Fire & Emergency	
	Module	I-Call(Issuing Authority)

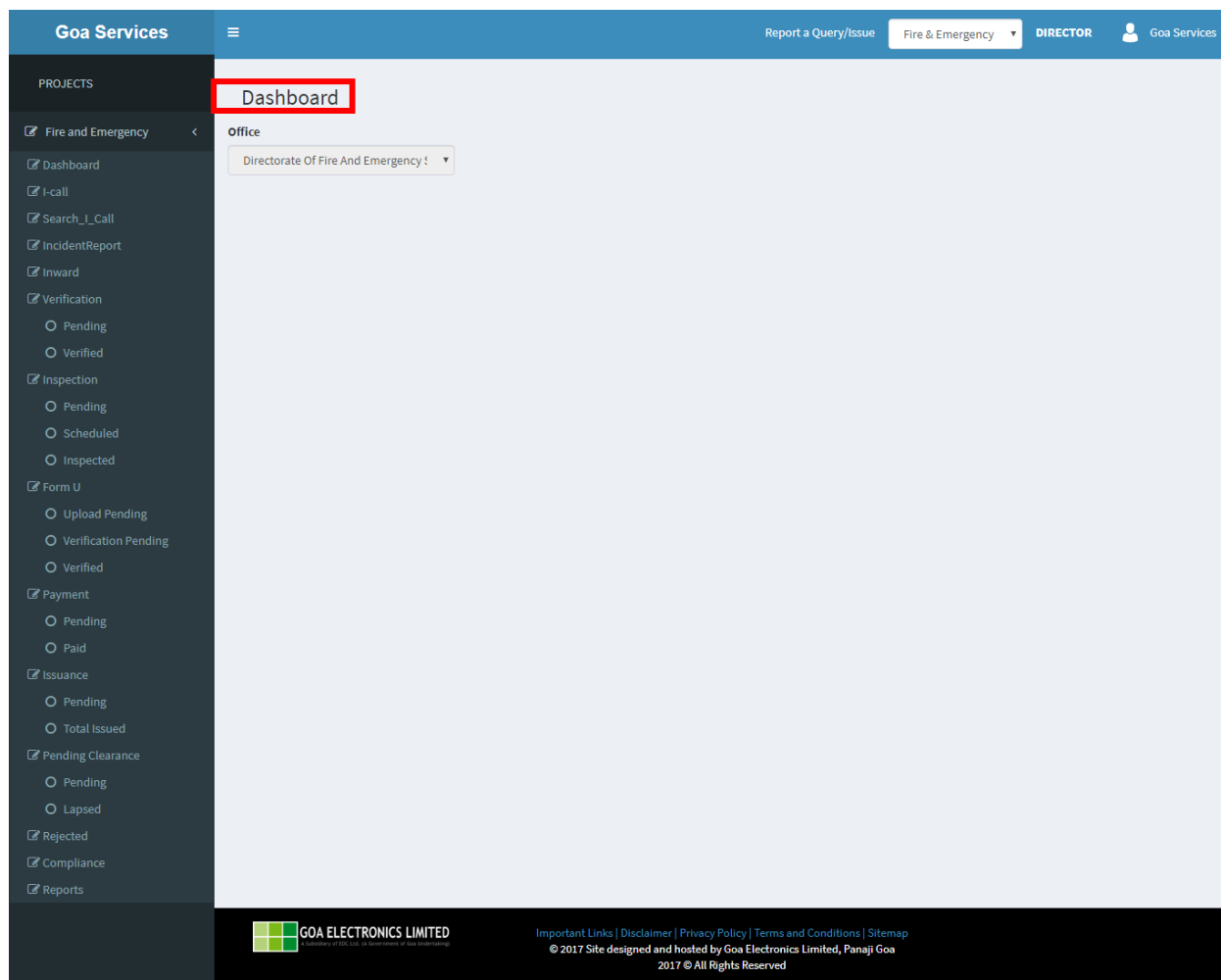


Fig 2

By clicking on I-call in the menu grid, the Issuing Authority will be directed to **Incident Report** page as shown in **Fig 3**. Here the Issuing Authority can fill the necessary details and add the incident details by clicking **Add** button as shown in **Fig 3**.

User Manual	Fire & Emergency	
	Module	I-Call(Issuing Authority)

District*
Choose District

Fire report no*
Fire report number

Station*
Choose Station

Date of incident*
Date of incident

Officer-in-charge at fire*
Choose Officer incharge fire

I-CALL

Called by*
Called by

Telephone number*
Telephone number

Address of premises involved*

Taluka*
Choose Taluka

Village/Town*
Choose Village

Time of call*
Time of call

Time of first turn-out*
Time of first turn out

Time of arrival at incident*
Time of arrival at incident

Distance from station to incident(Km)*
Distance from station to incident Km

II-PARTICULAR OF EMERGENCY

Description of property*
Description of property

Involved/Industry/Type*
Involved/Industry/Type

Category of fire/Extend of fire*
Category of fire/Extend of fire

Suppose Cause of incident*
Suppose cause of incident

Description of damage*
Description of damage

Owner First Name*
First name

Owner Middle Name
Middle name

Owner Last Name*
Last name

House/Flat no/Name*
House no/Flat no/Name

Street/Locality*
Street/Locality

Taluka*
Choose Taluka

Village*
Choose Village

Pincode*
Pincode

Business*
Business

Property involved*
Property involved

Surrounding risk (if any)
Surrounding risk

Damage to premises(amount in Rs)*
₹ Damage to premises

Damage to content(amount in Rs)*
₹ Damage to content

Property saved(amount in Rs)*
₹ Property saved

Whether insured* ☐ Yes ☐ No


ADD

Srno	Owner Name	Owner Address	Business	Damage premises amount	Modify

Fig 3

Further the issuing Authority will enter person escaped and Rescues details and click on the Add button to add the details as shown in Fig 4.


User Manual	Fire & Emergency	
	Module	I-Call(Issuing Authority)


III-PERSON ESCAPED AND RESCUED

Name of last officer to leave fire spot*

Total time employed*
 hr min

Details	Male	Female	Other
Escaped without assistance of fire service appliances	<input type="text" value="Without assistance"/>	<input type="text" value="Without assistance"/>	<input type="text" value="Without assistance"/>
Escaped with assistance of fire service appliances	<input type="text" value="With assistance"/>	<input type="text" value="With assistance"/>	<input type="text" value="With assistance"/>
Assisted out by Fire Rescued by fire service without aid of using Appliances.	<input type="text" value="Using appliances"/>	<input type="text" value="Using appliances"/>	<input type="text" value="Using appliances"/>


IV-CASUALTIES

Lives Lost


Type*

Person details*

Injured

Type*

Person details*


V-ATTENDANCE AT OCCURRENCE

Name of the Fire station*

Type of appliance*

Vehicle Registration number*

Turn-out time*

Arrival at incident time*

Returned back time*

Trip mileage*
 Km

Pumping Time*
 hr min

Fig 4

User Manual	Fire & Emergency	
	Module	I-Call(Issuing Authority)

After Filling the Fire Station Personnel in Attendance details the issuing Authority can click on the Save button as shown in **Fig 5** to save the Incident Details.

Fig 5

After confirming the details of the incident report, Issuing Authority will get a notification of saved incident report as shown in **Fig 6**.

Fig 6

User Manual	Fire & Emergency	
	Module	Payment Phase(Issuing Authority)

User Manual

For

Fire and Emergency

(Payment Phase)

User Manual	Fire & Emergency	
	Module	Payment Phase(Issuing Authority)

This Login is used by issuing authority to accept payment for Incident Reporting under Fire and Emergency Services.

Step 1: issuing authority will Login in GoaServices Web Application by entering username and password and captcha code and click on login.

Fig 1

Step 2: After Logging into the GoaServices Web Application, the Issuing Authority can see the Dashboard consisting of **Inward,Verification,PaymentandIssuance** counter as shown in **Fig 2**.

User Manual	Fire & Emergency	
	Module	Payment Phase(Issuing Authority)

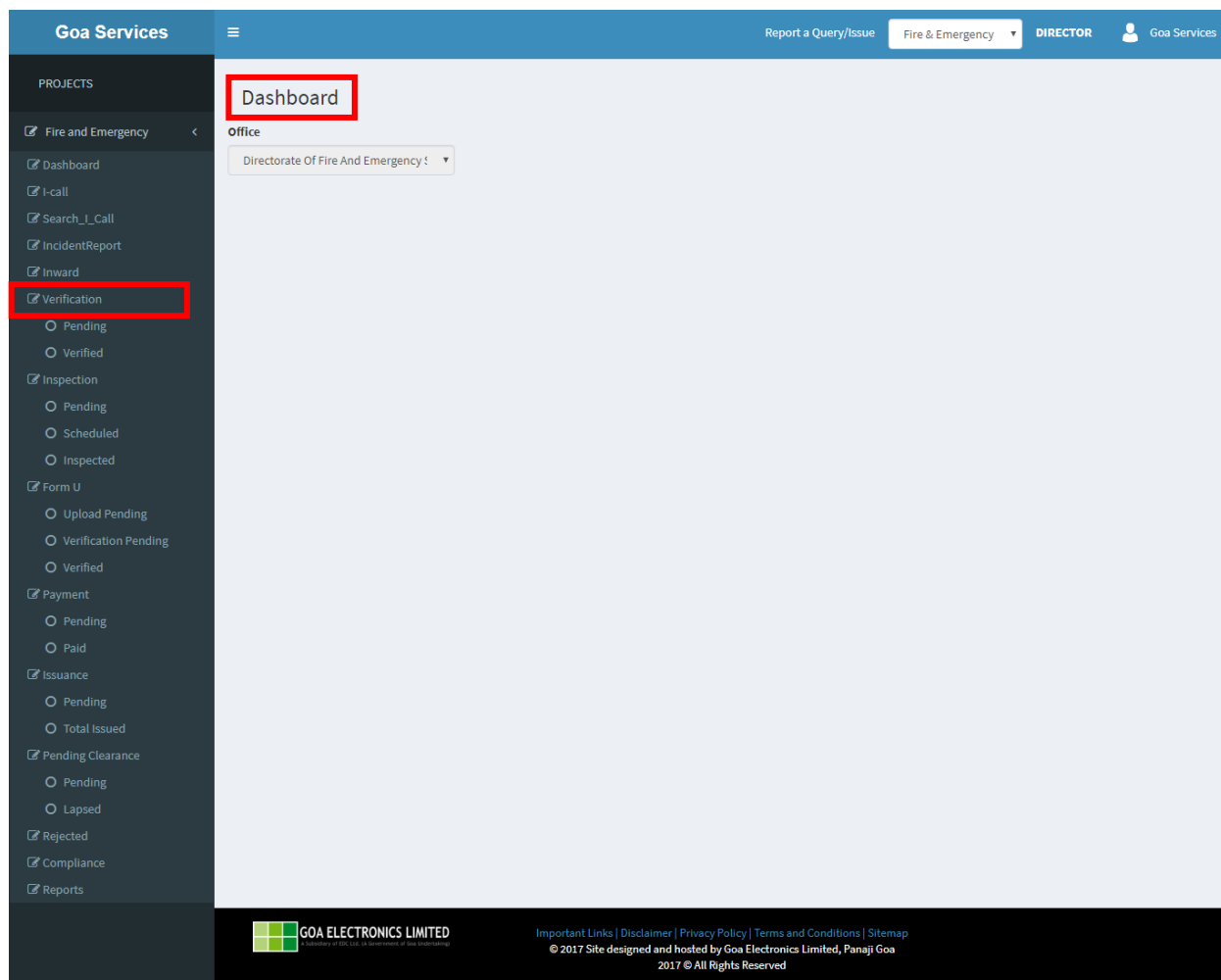


Fig 2

In case of payment, the Issuing Authority will click on **Pending** counter in **Payment** box as shown in **Fig 3**.

User Manual	Fire & Emergency	
	Module	Payment Phase(Issuing Authority)

Designation: Acknumber/Name/Organization/Dept:

Ack no.	Applicant name	Service	Status	Updated on
FES1800508	zsdzsd zsdzsd asdsad	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.
FES1800586	dsdads dsads asdsadsadsad	Renewal Application for Renewal of N.O.C. for Factories and Establishments, where electrical motor capacity exceeds 5 H.P. and above		Overshoot by 4 days.

Fig 3

The application entries can be searched based on Acknowledgment Number ,Service name and year.

On click of entry in the grid, the Issuing Authority will be directed to **Payment Entry** page. Here the Issuing Authority can view the details like ACK no, name and address of applicant and the service for which applicant has applied as shown in **Fig 4**.

Goa Services LOWER DIVISION CLERK Goa Services

Payment Entry

Ack No: Payable: ₹ 1000.0

Name: Address:

Service:

Payments Heads

#	Payment head	Amount
1	Fee towards Plan Approval Registration	1000.00

Total Amount: ₹ 1000.0

Payments Mode:

Fig 4

User Manual	Fire & Emergency	
	Module	Payment Phase(Issuing Authority)

Issuing Authority can also select payment mode by which applicant wants to pay as shown in **Fig5**.

The screenshot shows the 'Goa Services' web application interface. On the left is a sidebar with navigation links: Registration Boiler, Compliance DocUpload, Factory Registration, Pull Data, Job Fair, Test, and Boiler Intimation. The main content area has a form for entering payment details. Fields include 'Name*' (svd), 'Address*' (12 344), and 'Service*' (Plan Approval/Extension). Below these is a 'Payments Heads' table with one entry: #1, Payment head: Fee towards Plan Approval Registration, Amount: 1000.00. The 'Total Amount*' is 1000.0. The 'Payments Mode' section has a 'Paid using*' dropdown menu that is open, showing options: Choose Service, CASH, CHEQUE, CHALLAN, and DEMAND DRAFT. The 'SAVE & PRINT' button is highlighted with a red box. A 'WICKET AJAX DEBUG' button is visible at the bottom right.

Fig 5

After selecting payment mode, Issuing Authority has to click on **Save & Print** button.

Here, Issuing Authority gets notification of successful payment entry as shown in **Fig 6**.

The screenshot shows the same 'Goa Services' web application interface as Fig 5, but with a successful payment entry notification. An alert box is displayed in the center, containing the message 'Payment entry saved successfully' and an 'OK' button. The background form is dimmed, showing the 'Paid using' dropdown set to 'CASH' and the 'Amount Paid' field set to 1000.0. The 'SAVE & PRINT' button is still visible at the bottom. The footer of the page includes 'GOA ELECTRONICS LIMITED' and a 'WICKET AJAX DEBUG' button.

Fig 6

User Manual	Fire & Emergency	
	Module	Payment Phase(Issuing Authority)

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

User Manual **For** **Fire and Emergency** **Services** **(Verification Phase)**

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

This Login is used by Issuing Authority to verify documents for Incident Reporting.

Step 1: Issuing Authority will Login into GoaServices Web Application by entering username and password and captcha code and click on login.

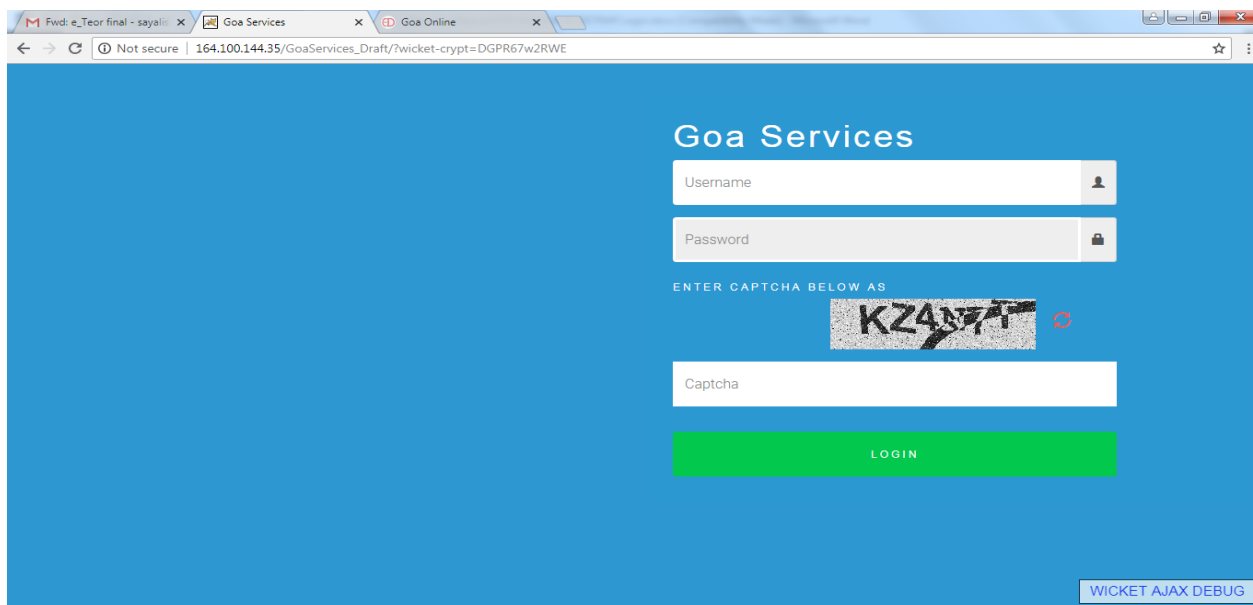


Fig 1

Step 2: After Login into the GoaServices Web Application, the Issuing Authority can see the Dashboard consisting of **Inward,Verification,Inspection,Form U,Payment,Issuance,Pending Clearance,Rejected and Compliance** counter as shown in **Fig2**.

The Issuing Authority can also filter the application based on whether it is NOC or Incident Report as shown in **Fig2**.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

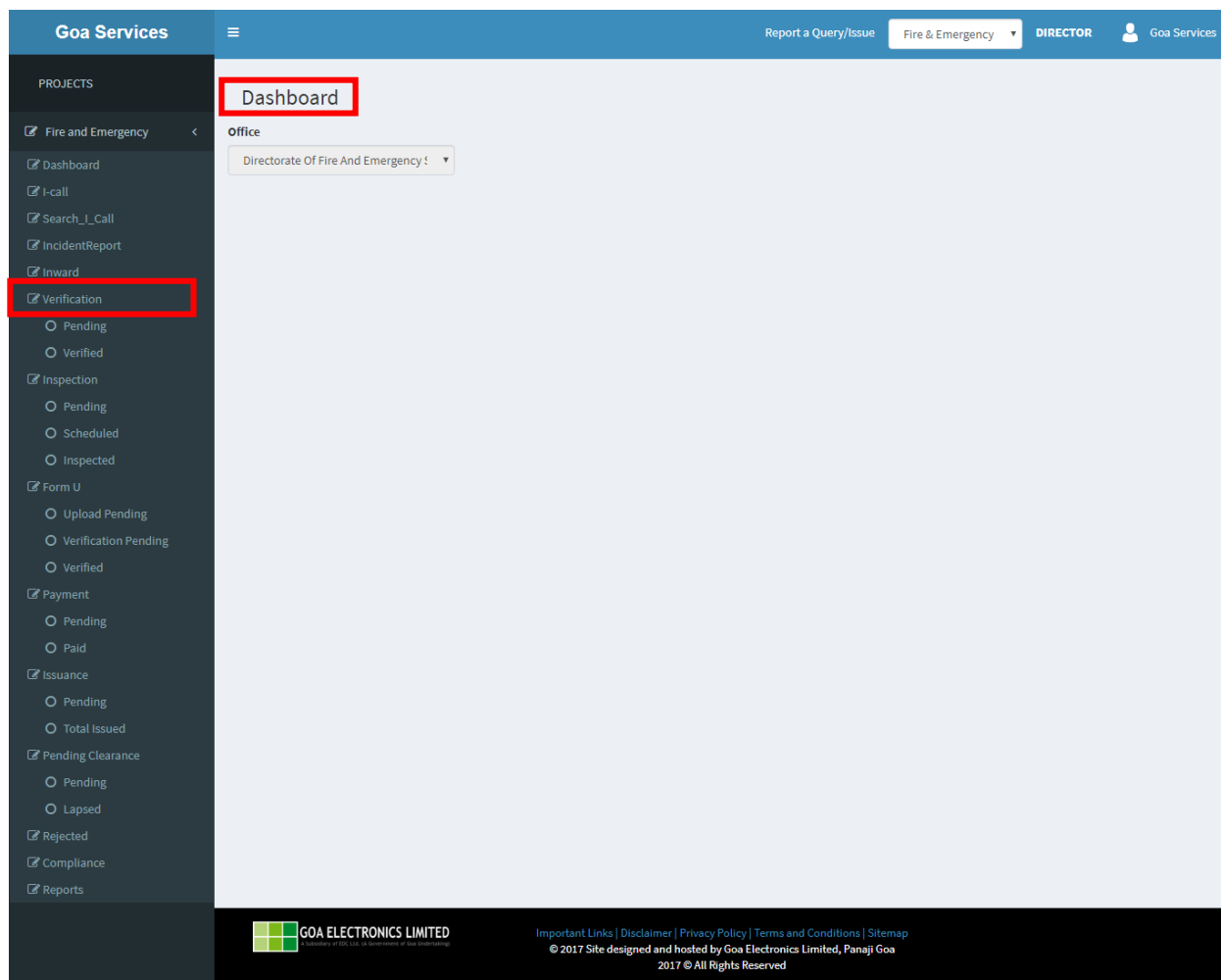


Fig 2

In case of documents are to be verified, the Issuing Authority will click on **pending** counter in **verification** box as shown in **Fig 3**.

The application entries can be searched based on Ackno,Service name and year as shown in **Fig 3**.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

Designation
Acknumber/Name/Organization/Dept

Director
Filter

Ack no.	Applicant name	Service	Status	Updated on
FES1800535	hjjvjf gfgfgjfg hg khgkhgkjg g hgkh gkjghgj gj	Final N.O.C. for Occupation of Building over 15 meter in height from the ground		Overshoot by 4 days.
FES1800508	zedzed zedczd zedcad	Final NOC for Tank Farm of Petroleum Products		Overshoot by 4 days.

Fig 3

By clicking entry in the grid, the Issuing Authority will be directed to **Verification** page. Here the Issuing Authority can check application details by clicking on **Applicant Details** tab as shown in **Fig 4**.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

Issue of Fire Report where loss of property is more than Rs.10.00 Lakhs but less than 20.00 Lakhs.

Ack No.: **FES1800533**

Application Date : **15-09-2018**

Name of Applicant : **Open Destination**

Current Status : **PENDING FOR VERIFICATION**

Applicant Details	Verification
-------------------	--------------

Applicant details

Applicant first name*	Applicant middle name	Applicant last name*
Open	Destination	Last name
Mobile Number*	Date of application*	E-mail ID
7020793170	2018-09-15	test@gmail.com

Address details of applicant

Address*		
Premises ,Premises Namelocality		
State*	District*	Taluka*
Goa	North Goa	Bardez
Village*	PIN code*	
Choose Village	0	

Fire/ other Incident Details

Place of fire/other incident	Fire station in Attendance*	Date of Fire/ other incident*
test sshd sjdgs aghdgajhdgjsdghgd jhgdjhgdjh gasdj gdj gasshd dfscdfdfds	Fire Station Office,Ponda	09/05/2018 12:30:00 PM
Incident taluka*	Incident Village*	Property owner <input checked="" type="radio"/> Yes <input type="radio"/> No
Bardez	Guirim	
Incident description		
da dj gasdhg g jhga jdg jd gahd gijhs gdhjag dhg dg ajd gjhagd hj gsdg ajdasd gjgs djhagdjj ajgd ah gdjh gdjhag dh gadh da dj gasdhg g jhga jdg jd dfdfdfdfds casadsadadsadadsadadac		
Claim amount*		
1500000.00		
Whether vehicle involved ?		YES
Whether property Insured ?		YES

Fig 4

By clicking on **Verification** tab, Issuing Authority will be directed to document verification page as shown in **Fig 5**. Here Issuing Authority can Verified all the documents as Correct by clicking checkbox on top left Corner as shown in **Fig 5**

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

Applicant Details

Verification

☐ Verify All Documents as Correct

DOCUMENT DETAILS(Click to View)

Document List	Tick if attached	Status	Valid	Reason
Ownership documents	<input checked="" type="checkbox"/>	Verify		
Estimate of loss	<input checked="" type="checkbox"/>	Verify		
Photographs of incident	<input checked="" type="checkbox"/>	Verify		
Insurance Document	<input type="checkbox"/>	No document attached!		NOT ATTACHED
Registration Certificate	<input type="checkbox"/>	No document attached!		NOT ATTACHED

Fig 5

Here,

1)Issuing Authority has to click on **verify** button if document is attached, then he/she will be directed to new window where attached document will be displayed.

☒ Pull Data
☒ Job Fair
☒ Test
☒ Boiler Intimation

Ownership/lease - Deed of Lease Verification

Status

Select

Select

INCORRECT

CORRECT

Save

AFFIDAVIT
FOR CHANGE IN NAME

(On plain paper; with signatures; names and addresses of two witnesses; and NOTARIZED BY NOTARY PUBLIC)

By this deed I, the undersigned (New Name)

Surname

Given Name/s

Previously called (Old Name)

TACHED

TACHED

TACHED

TACHED

TACHED

TACHED

WICKET AJAX DEBUG

Fig 6

Issuing Authority then has to select status for document as **correct** or **incorrect**. Specify remark for **incorrect** document and has to click on **save** button.

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

2)If document is not attached in application but applicant has submitted hardcopy of document, then Issuing Authority has to click on checkbox, then, he/she will be directed to new window as shown in **Fig 7**.

Fig 7

Issuing Authority then has to select status for document by checking hardcopy as **correct** or **incorrect**. Specify remark for **incorrect** document. Then he/she has to select Verification status and click on **Save and submit verification report** button.

Fig 8

User Manual	Fire & Emergency	
	Module	Verification Phase(Issuing Authority)

1. Complete: All application and documents have been found to be as per the prescribed notification and can be authorized.
2. Incomplete Documents: All applications are not processed as some documents/ Information as per the prescribed notification is not attached or incorrect with the application.
3. Ineligible: All applications in this category are not processed as they are found to be ineligible as per the prescribed notification.

Issuing Authority will get notification after successful verification of documents.

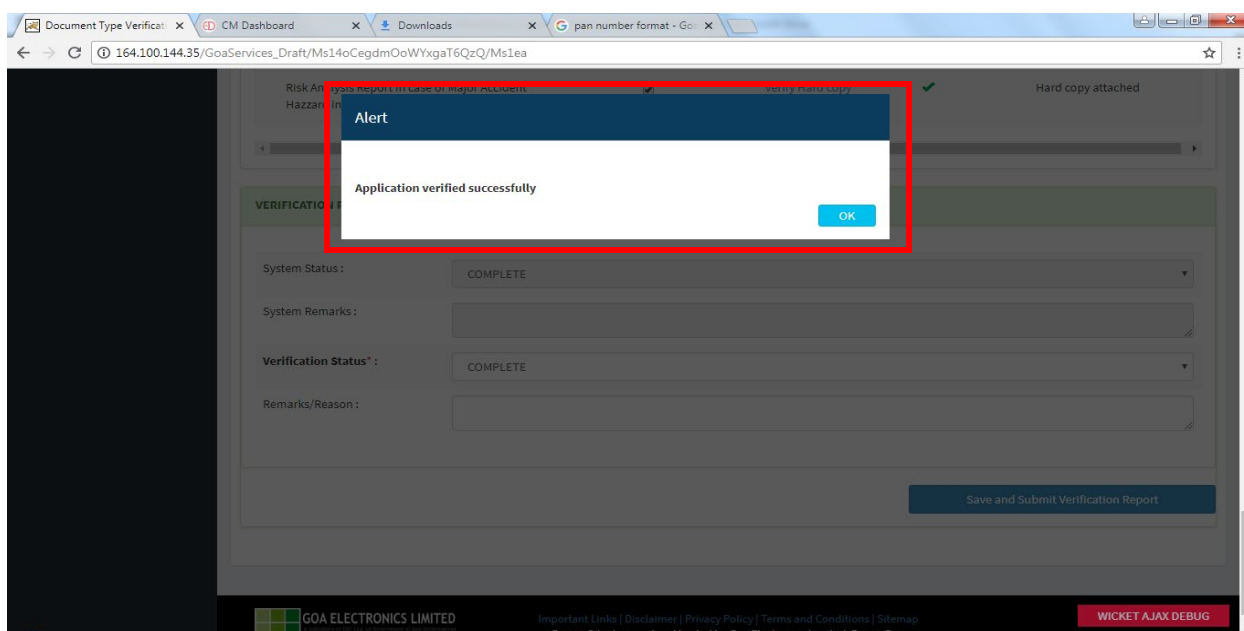


Fig 9