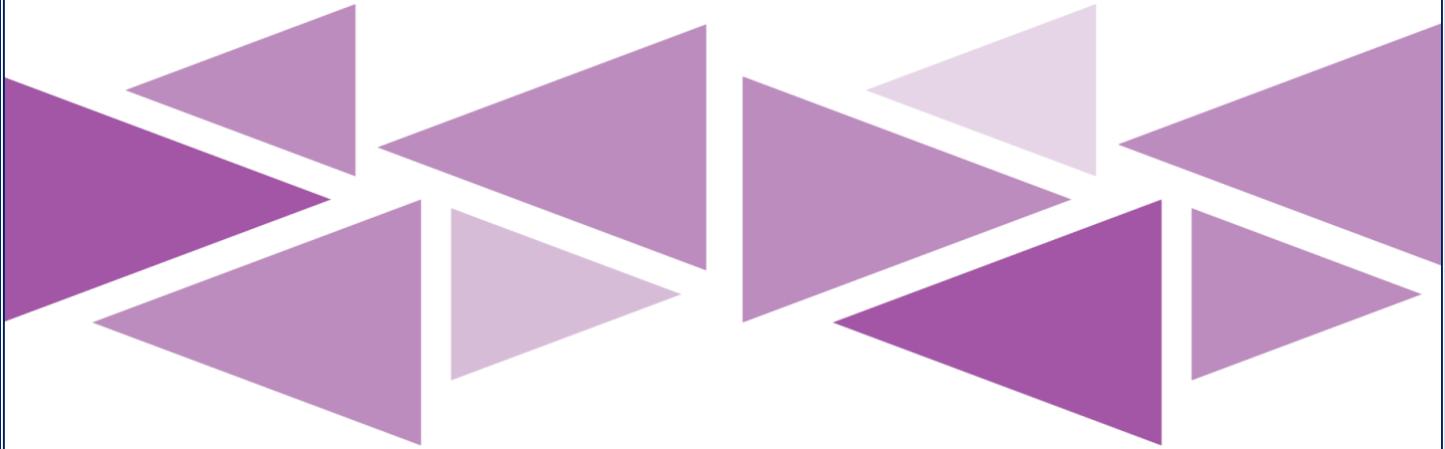


Invest Punjab Fasttrack Punjab Portal

FIRE NOC
(New/ Renewable / Provisional)
Department of Local Government

User Manual



Invest Punjab Business First Web Portal

Design and developed by: NIC Unit – II, Punjab



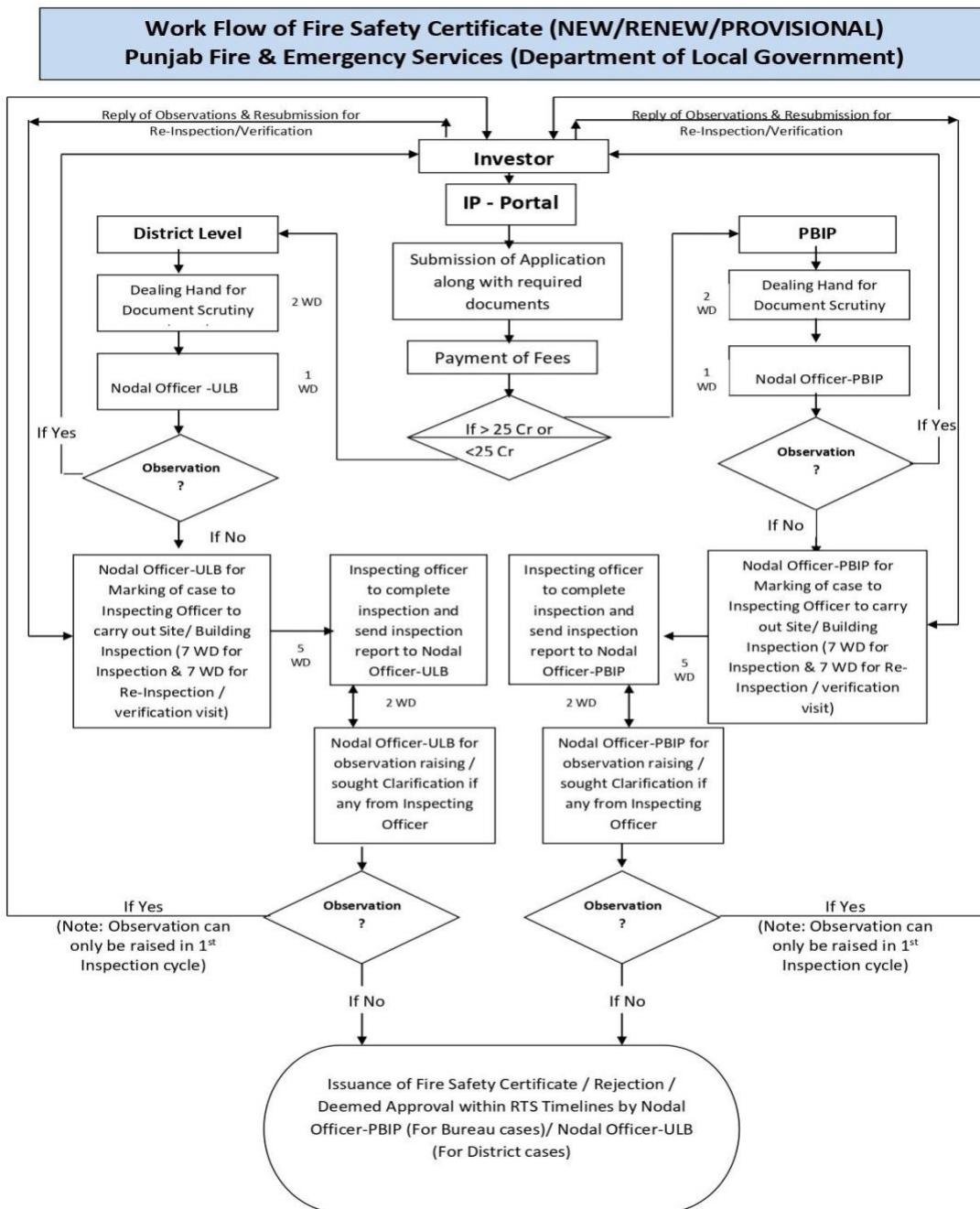
About:

The Fire NOC by department of local government is a mandatory approval required under Initial fire safety clearance for proposed construction

Types of Application: Statutory

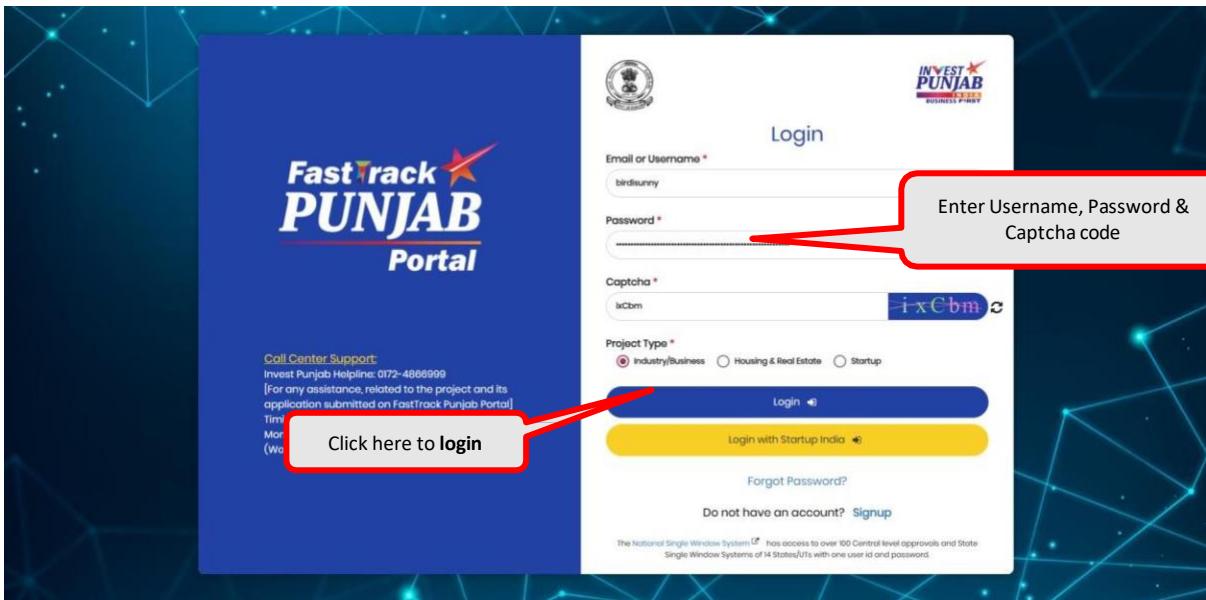
Stage: Pre-construction

Workflow:

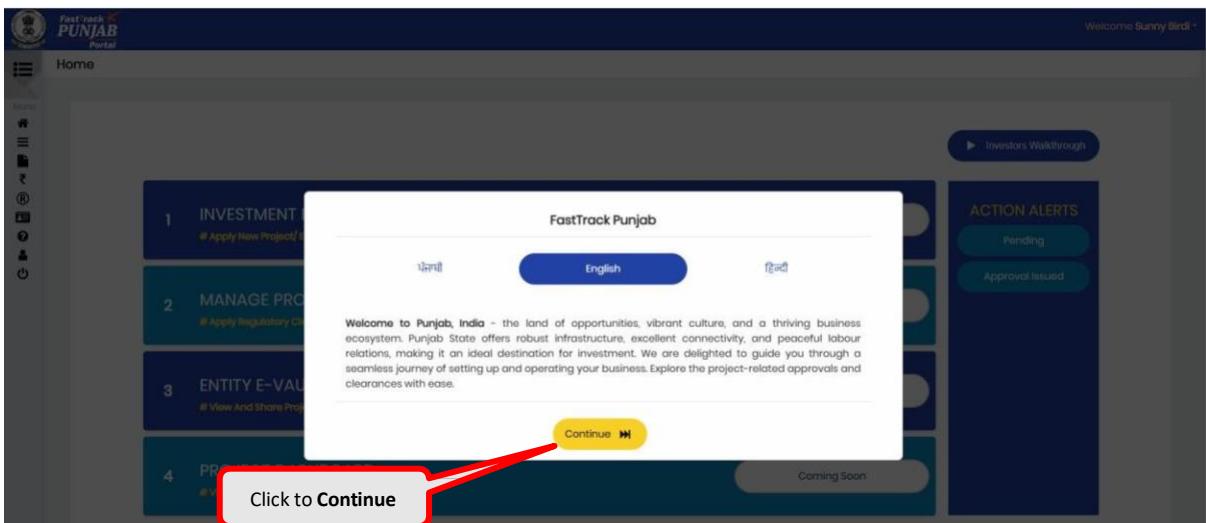


Steps processing for FIRE NOC Application:

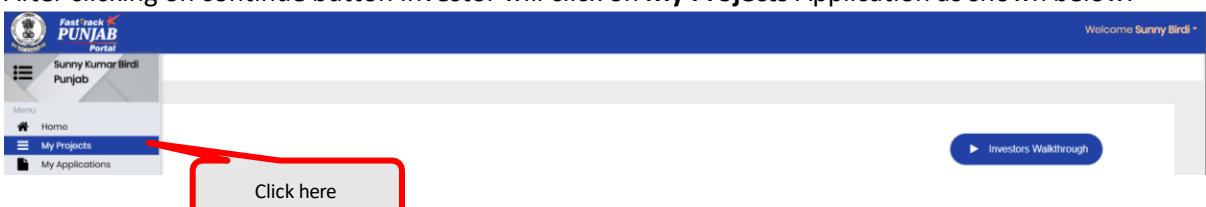
1. Open <https://pbindustries.gov.in/webportal/login> in your web browser, it will open login screen as shown below:



2. Investor will click on **Continue** button as shown in below screen:



3. After clicking on continue button investor will click on **My Projects Application** as shown below:



4. For having Regulatory Clearance, investor needs to fill Common Application Form i.e. CAF. The officials i.e. Sector Officer at State Level (Invest Punjab) or GMDIC at District Level (DIC) will verify the CAF. Once CAF verified, investor can apply for Regulatory Clearance:

Fire NOC – Department pf Local Government

5. Investor will click on **Manage Project Application** as shown below:

6. Once CAF verified, the investor needs to go to project details page by clicking **Details** button on the screen as shown below:

7. Following screen will appear, click on **Apply for New Clearance** button:

Fire NOC – Department pf Local Government

Fasttrack PUNJAB Portal

Welcome Sunny Birdi -

Regulatory Clearances

PIN: 251054313
Business Entity: DSB Company
Applicant Name: Sunny Birdi
Project Sector: Other Service Projects
Project Purpose: Manufacturing Goods

Date: 17-Oct-2025
Project Name: DSB Company
Site Details: Mohali
Total Project Cost: 0.00 Lakhs
Type of Industry: S.A.S Nagar, Punjab

Buttons: Apply For New Clearance, View CAF, View S-CAF, Addendum, Know Your Approvals, Approaching Renewal, Lapses/Delay, Labour Services, Book

Text: Click on Apply for New Clearance

- Search the Application Form by giving **Department Name or Application Name** on the screen as shown below:

Fasttrack PUNJAB Portal

Welcome Sunny Birdi -

Regulatory Clearances

Click New, Renewal or Amendment button as per requirement

Department of Fire Services

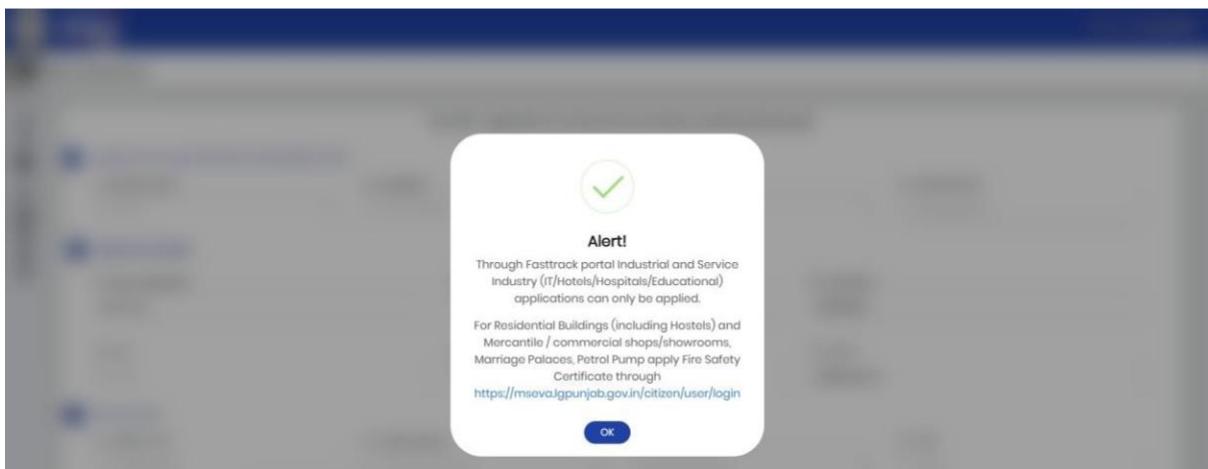
Searched for Application Form Name

SNo.	Regulatory Clearance(s)	Department Name	Download Form with Instructions	You may like to apply for
1.	Application for Renewal of Fire Safety Certificate (Renewal)	Department of Fire Services		New

Buttons: Back

Text: After Selecting Department or Application Name, click on New button

Click **New** button in front of Application Form Name on the screen as shown above.



- Application Form will appear; Investor will fill Application Form on the screen as shown below:

Fire NOC – Department pf Local Government

Fire NOC : Application for Renewal of Fire Safety Certificate (Renewal)

1 Apply for Noc type (New/Provisional/Renewal)

13 - Select Noc Type*	12 - Fire Station*	13 - Tehsil/Sub-Tehsil*	14 - Old Fire NOC No *
RENEWAL	SAS Nagar	SAS Nagar	PBP-(FRC)-2025/16

2 Applicant Details

21 - Name Of Applicant*	22 - Address *	23 - Contact No
Birdi Sunny	Mohali	8888888888
24 - City	25 - State *	26 - Email *
Mohali	Punjab	xyz@gmail.com

3 Building Plan

31 - Height (in mtrs)	32 - Usage Category	33 - Sub Category	34 - Fees
15	INDUSTRIAL-(O)	Industrial-Moderate Hazard	45375
35 - Land Area(sq mtrs)	36 - Name Of Building*	37 - Total Covered Area (in mtrs)	
1500	M/s. Waste Resource Management Private Limited	1500	(Limit: 2 decimal characters allowed)
38 - Parking Area *	39 - Building Address		
250	Kishangarh-Pharwali Link Road, District Moga, Punjab	(Limit: 2 decimal characters allowed)	

4 Surrounding Details

41 - Left Side	42 - Front Side	43 - Right Side
Name	Name	Name
44 - Back Side	Name	

5 Multi Block If you check or uncheck, the values for Floor, Block, and Basement will be reset.

6 Block Details

Block NO	Name Of Block	Type of Occupancy	Total Floors	Total Covered Area Of Floors (sqm)	Total Basement	Total Covered Area Of Basement (sqm)	Action
1	Name	INDUSTRIAL-(O)	1	1500	0	0	<button>Add</button>
2	Name	INDUSTRIAL-(O)	2	1500	0	1500	<button>Delete</button>

7 Owner Details Same as Applicant

71 - Name Of Owner *	72 - Address *	73 - Contact No
Birdi Sunny	Mohali	8888888888
74 - City	75 - State *	
Mohali	Punjab	(Limit: 2 decimal characters allowed)

8 Occupier Details

81 - Name Of Occupier *	82 - Address *	83 - Contact No
Birdi Sunny	Mohali	8888888888
84 - City	85 - State *	
Mohali	Punjab	(Limit: 2 decimal characters allowed)

9 Required Upload Documents I have Checked Application From Carefully and above details are true in the best of my Knowledge

G. Documents to be uploaded along with the application.

1 Aadhar Card / Driving License / PAN Card*
 Attachment
In 'jpeg|png|jpg' format less than 20 MB

3 Land Ownership Document (Registry Leasedeed/Rent Deed) etc.*
 Attachment
In 'jpeg|png|jpg' format less than 20 MB

5 Upload MISME Certificate
 Attachment
In 'jpeg|png|jpg' format less than 20 MB

2 Fire Safety Drawing*
 Attachment
In 'jpeg|png|jpg' format less than 20 MB

4 Upload Old Fire Noc
 Attachment
In 'jpeg|png|jpg' format less than 20 MB

Date: 20-Dec-2025

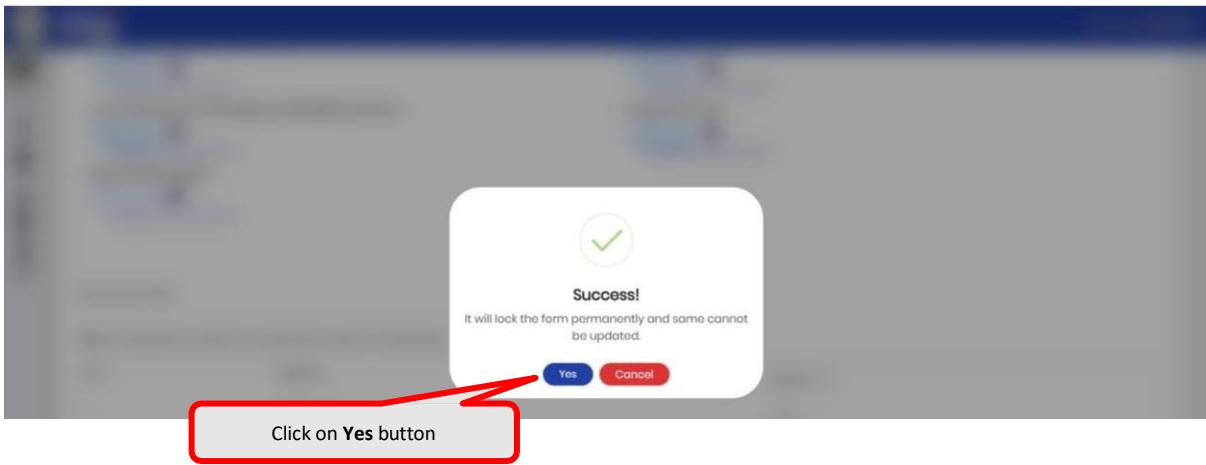
Note:- The application should be accompanied by a plan of the premises.

Sr.No.	Description	Amount (₹)
1	Processing Fee	45375/-
	Total	Amount (₹) 45375/-

Buttons:

- Save as Draft**
- Proceed To Payment**

Click on Proceed for Payment button



After filling second page, click **Proceed for Payment** button on the screen as shown above.

10. Payment Screen will look like as shown below:

A screenshot of the "Fee Detail" page from the "FastTrack PUNJAB Portal". The page shows project information and payment mode selection. A red box highlights the "Proceed for Payment" button in the payment mode section. The payment mode section includes options for "Through Online Payment Gateway" (radio button) and "Through RTGS/NEFT" (radio button), with "View Account Details" link. A note states: "Note: Payment accepted only through provided options at IP-BF web portal. No other payment / transaction shall be acceptable." Below this, a table lists application details and fees. The "Proceed for Payment" button is located at the bottom right of the payment mode section.

Investor can pay fee via **Online or NEFT/RTGS** mode as shown above:

11. After submitting details of Fee, please click **Submit** button on the screen as shown below:

Fire NOC – Department pf Local Government

Project Information

PN:	2E05493	Date:	17-Oct-2025
Business Entity:	DGB Company	Project Name:	DGB Company
Applicant Name:	Bird Sunny	Site Details:	Mohali
Project Sector:	8888888888	Total Project Cost:	5.00 Lakhs
Project Purpose:	xyz@gmail.com	Type of Industry:	S.A.S Nagar, Punjab

NEFT RTGS

UTR Number *
2342353453

Payment Date *
26/Dec/2025

Bank Name *
Allahabad Bank

Upload Proof of Payment

In pdf format less than 5MB

Application Form Name	Fee Head(s)	Fee Amount (Rs)
Application for Renewal of Fire Safety Certificate (Renewal)	Processing Fee	45375

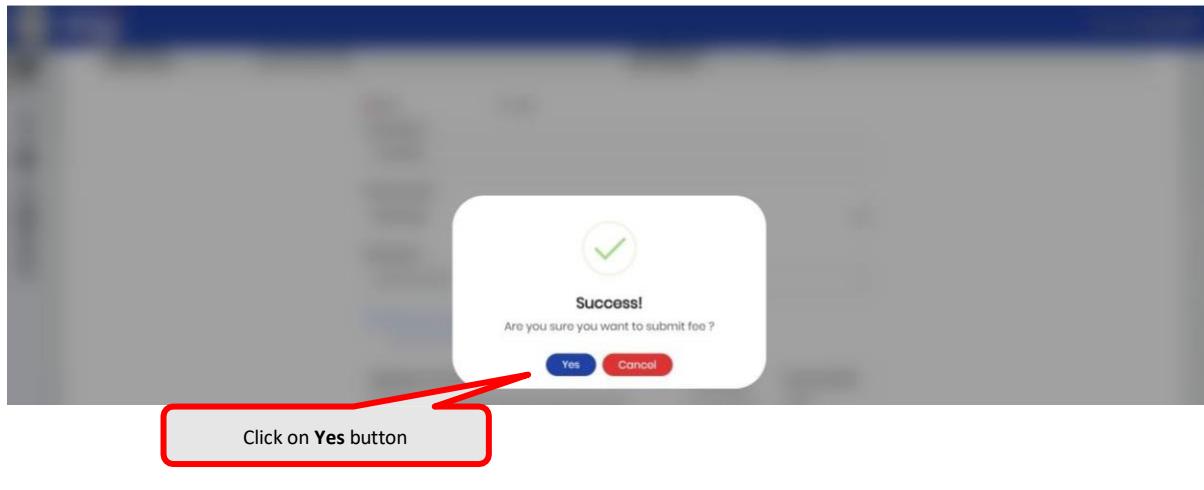
Total Amount (Rs) 45375

PAID

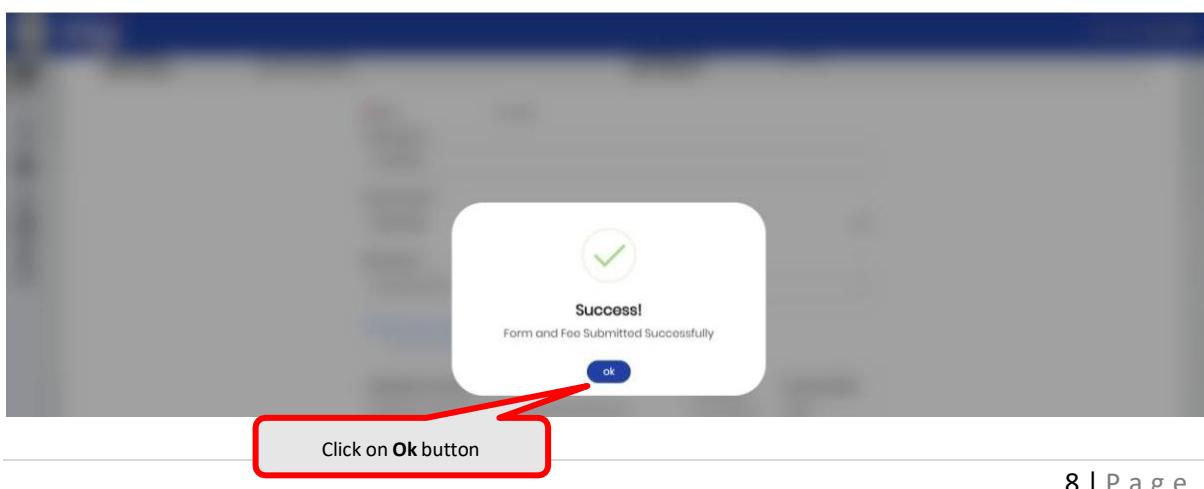
Click on **Submit** button

Submit

12. The system will confirm with following message:



13. The system will confirm with following message:



14. If Fee submitted through NEFT/RTGS, Account Officer needs to search for Regulatory Clearance for Fees verification as shown below:

SNo.	PIN	Form Id	Order Id	Project Name	Business Entity	Mobile No.	Email Id	Application Id	Application Name	Transaction Reference No.	Fee Received	Payment Date	App Status	Comments	Action
1	29054313	254	4	DSB Company	DSB Company	8888888888	xyz@gmail.com	29328042	Application for Renewal of Fire Safety Certificate (Renewal)	2342353453	45375	26-Dec-2025	In Process	PAID	Details

Click on Details button

Project Information		Date:	Date:
PIN:	29054313	Project Name:	17-Oct-2025
Business Entity:	DSB Company	DSB Company	DSB Company
Applicant Name:	Bird Sunny	Site Details:	Mohali
	8888888888		S.A.S Nagar, Punjab
Project Sector:	Other Service Projects	Total Project Cost:	0.00 Lakhs
Project Purpose:	Manufacturing Goods	Type of Industry:	

Receipt Number *
543434534

Receipt Date *
26[Dec]2025

(NEFT) (Demand Draft) (RTGS) (CHALLAN)

UTR Number
2342353453

Payment Date
26[Dec]2025

Select Bank Name
Allahabad Bank

Application for Renewal of Fire Safety Certificate (Renewal) Processing Fee 45375

Total Amount (Rs) 45375

Comments PAID

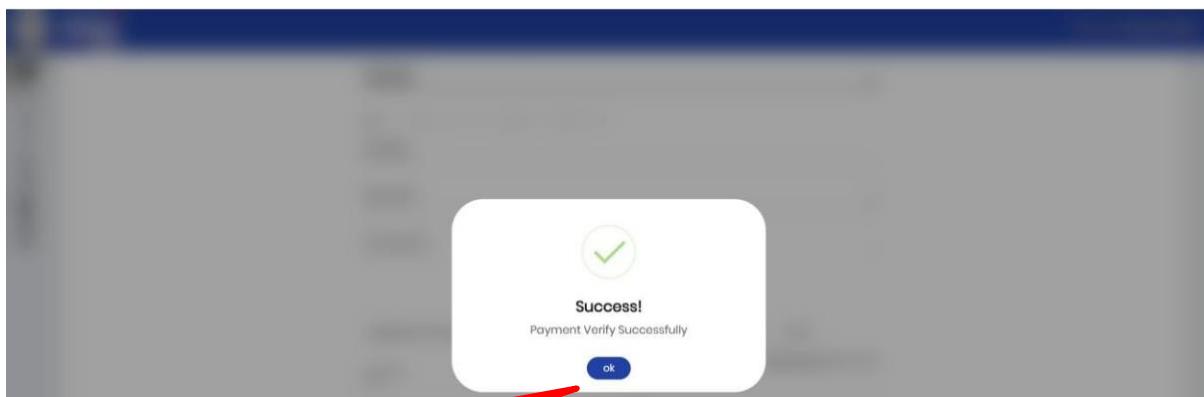
View Payment Proof

Select Action * Verify

Your Comments * Verify

Click on Submit button

Submit



Click on Ok button

Fees Verified by Account officer after click on **Submit** button as shown above.

15. Once investor submits application form for pre-scrutiny, the application will move to **Under Pre-Scrutiny** radio button under **Pending** folder of Dealing Hand dashboard as shown below:

PIN & Date		Project Name	Regulatory Application	Action
-Applicant Name -Mobile No	-Project Sector -Project District	DSB Company	Application for Renewal of Fire Safety Certificate (Renewal)	
251054313 & 17-Oct-2025 -Mr. Birdi Sunny -157942162321	-Other Service Projects -S.A.S Nogar		-Application Submitted -Pending (@Official (@Department))	

Click **Details** button in front of form.

16. For processing, Dealing Hand needs to click **Process** button on the screen as shown below:

Application ID	Application Name	Submitted On	Current Status	Action
25128042	Application for Renewal of Fire Safety Certificate (Renewal)	26-Dec-2025 N/A	Application Submitted 26-Dec-2025 (0.0 days back)	

17. Dealing Hand will have look at the Application Form as shown below:

Regulatory Clearance

Fire.NOC : Application for Renewal of Fire Safety Certificate (Renewal)

1 Apply Noc Form

Apply for Noc type	RENEWAL
1.1 - Apply for Noc type	RENEWAL
1.2 - Fire Station	S.A.S Nagar
1.3 - Select Tehsil	S.A.S Nagar

2 Building Plan

2.1 - Usage Category	INDUSTRIAL-(G)
2.2 - Sub Category	Industrial-Moderate Hazard
2.3 - Fees	45375
2.4 - Land Area (sq mtrs)	1500
2.5 - Height (in mts)	15
2.6 - Name of Building	M/s. Waste Resource Management Private Limited
2.7 - Total Coverd Area (in mts)	1500
2.8 - Parking Area	250
2.9 - Building Address	Kishangarh-Pharwali Link Road, District Mansa, Punjab

3 Surrounding Details

3.1 - Left Side	Name
3.2 - Front Side	Name
3.3 - Right Side	Name
3.4 - Back Side	Name

4 Basement Details

Sr.No	Basement Number	Area (sq mtrs)
-------	-----------------	----------------

5 Floor Details

Sr.No	Floor Number	Area (sq mtrs)
-------	--------------	----------------

5a Multi Block

Sr No.	Name of Block	Type of Occupancy	Total Floors	Total Covered Area of Floors in (sq mtrs)	Total Basement	Total Covered Area of Basement in (sq mtrs)
1	Name	INDUSTRIAL-(G)	1	1500	0	0
2	Name	INDUSTRIAL-(G)	2	1500	0	1500

6 Owner Details

6.1 - Name of Owner	Birdi Sunny
6.2 - Address	Mohali
6.3 - Contact No	8888888888
6.4 - City	Mohali
6.5 - State	Punjab

7 Occupier Details

7.1 - Name of Owner	Birdi Sunny
7.2 - Address	Mohali
7.3 - Contact No	8888888888
7.4 - city	Mohali
7.5 - state	Punjab

8 Applicant Details

8.1 - Name of Applicant	Birdi Sunny
8.2 - Address	Mohali
8.3 - Contact No	8888888888
8.4 - City	Mohali
8.5 - State	Punjab
8.6 - Email	xyz@gmail.com

9 Required Upload Documents

I have Checked Application Form Carefully and above details are true in the best of my Knowledge

1.Aadhar Card / Driving License / PAN Card	
2. Fire Safety Drawing	
3. Land Ownership Document (Registry Leasedeed/Rent Deed)	
4. Upload Old Fire NOC	
5. MSME Certificate	

Submit

18. Dealing Hand can also view Fee as shown below:

The screenshot shows the 'Payment History' section of the portal. It displays project details and payment receipts. Project details include PIN: 251054313, Business Entity: DSB Company, Applicant Name: Birdi Sunny, Project Sector: Other Service Projects, and Project Purpose: Manufacturing Goods. Payment details show a transaction ID/Ref No: 2342353453, Date: 26/Dec/2025, Mode of Payment: Allahabad Bank, and a total amount of 45375. A message at the bottom states 'Payment Status: Transaction Processed Successfully'.

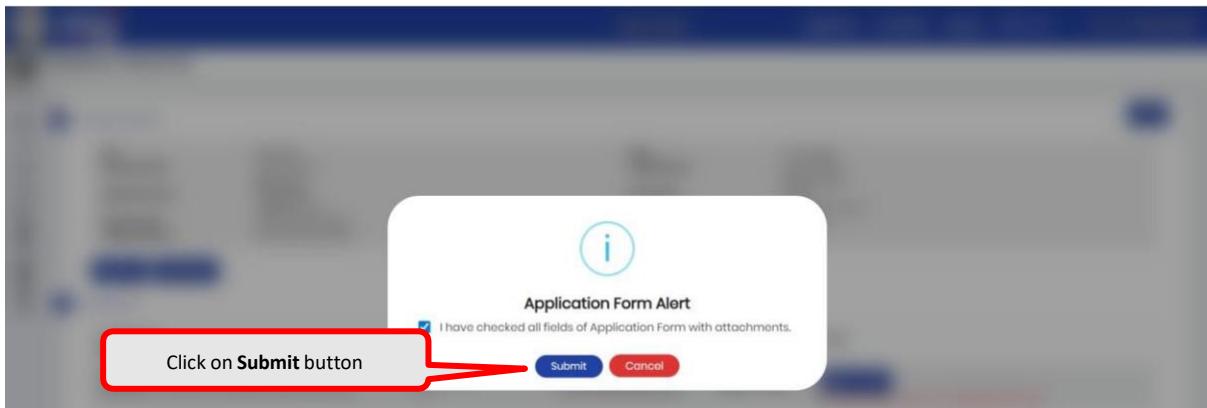
19. Dealing Hand can also view Application Logs as shown below:

The screenshot shows the 'Application for Renewal of Fire Safety Certificate (Renewal)' log. It lists four actions: Action 4 (From: Harmeet Singh to: Rahul Garg (Fire Station Officer) - Status: Application Submitted), Action 3 (From: Sunny Kumar Birdi (Investor) to: Harmeet Singh - Status: Forwarded to Account Officer), Action 2 (From: Sunny Birdi (Investor) - Status: Form Locked and Fee Pending), and Action 1 (From: Sunny Birdi (Investor) - Status: Form Locked and Fee Pending). Comments for each action include 'Verify', 'PAID', and 'Form Locked and Fee Pending' respectively.

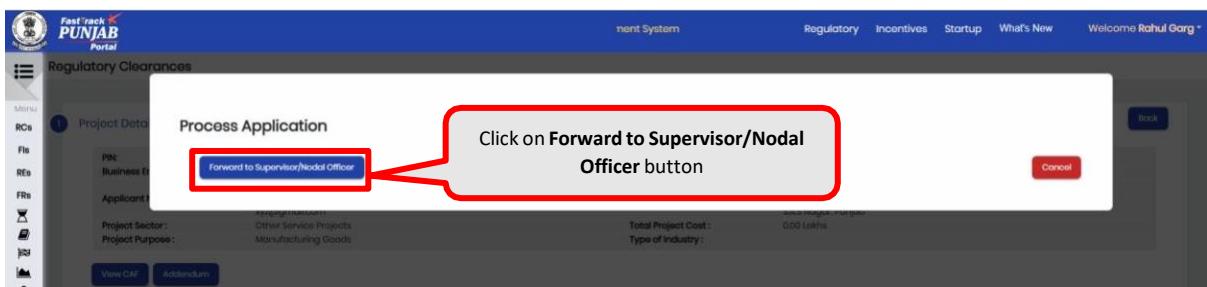
20. For processing, Dealing Hand needs to click **Process** button on the screen as shown below:

The screenshot shows the 'Regulatory Clearances' section with the 'In Process' tab selected. It displays project details and an application log. A red box highlights the 'Process' button in the application log table, which is labeled 'Click on Process button'.

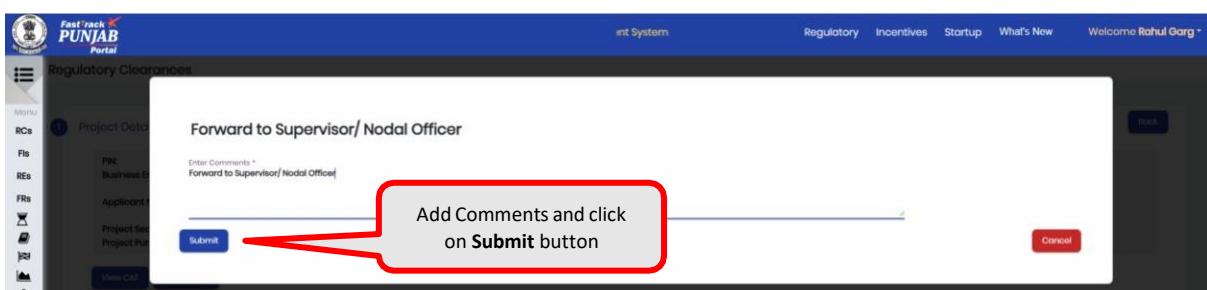
21. The system will ask for following declaration:



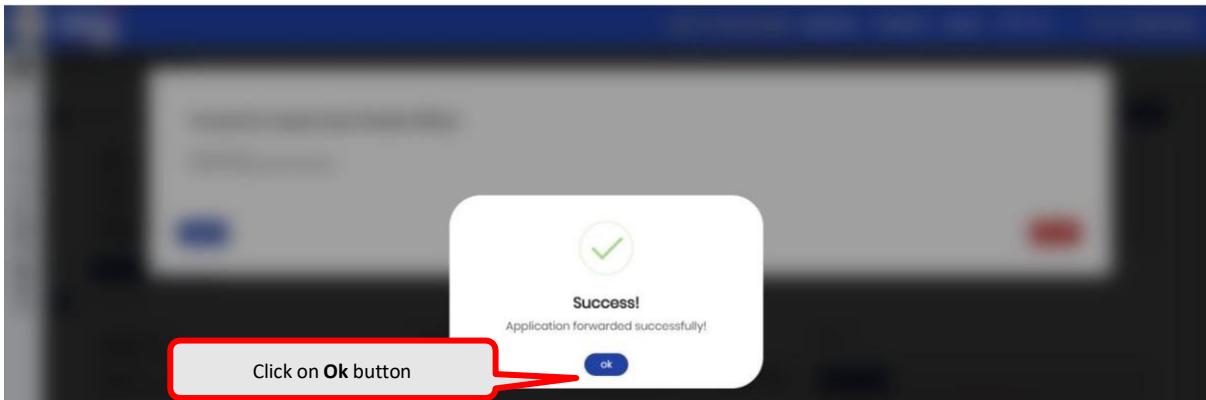
22. Dealing Hand will send Application to Supervisor/Nodal Officer by clicking on **Forward to Supervisor/Nodal Officer** button on the screen as shown below:



23. While sending application to **Supervisor/Nodal Officer**, Dealing Hand need to add comments on the following screen:



24. The system will confirm with following message:



25. The application will move to the '**Under Pre-Scrutiny**' radio button under the **Pending** folder on the Nodal Officer's dashboards shown below:

A screenshot of the 'Pending' applications section on a dashboard. The section title is 'Pending'. Below it is a table with columns: PIN & Date, Project Name, Regulatory Application, and Action. The table contains one row of data. A red box highlights the entire row. A red speech bubble points to the 'Action' column of the highlighted row, containing the text 'Click here'.

PIN & Date	Project Name	Regulatory Application	Action
-Applicant Name -Mobile No	-Project Sector -Project District	-Current Status -Pending (@Official (@Department))	Click here
251054313 & 17-Oct-2025	DSB Company	Application for Renewal of Fire Safety Certificate (Renewal)	
-Mr. Birdi Sunny -15794216232	-Other Service Projects -S.A.S Nagar	-Forwarded to Supervisor/Nodal Officer -Pending (@ Mr. Jaswinder Singh (Mob. No. 992190828884), S.A.S Nagar from 0.0 days (@IDS 0/30))	

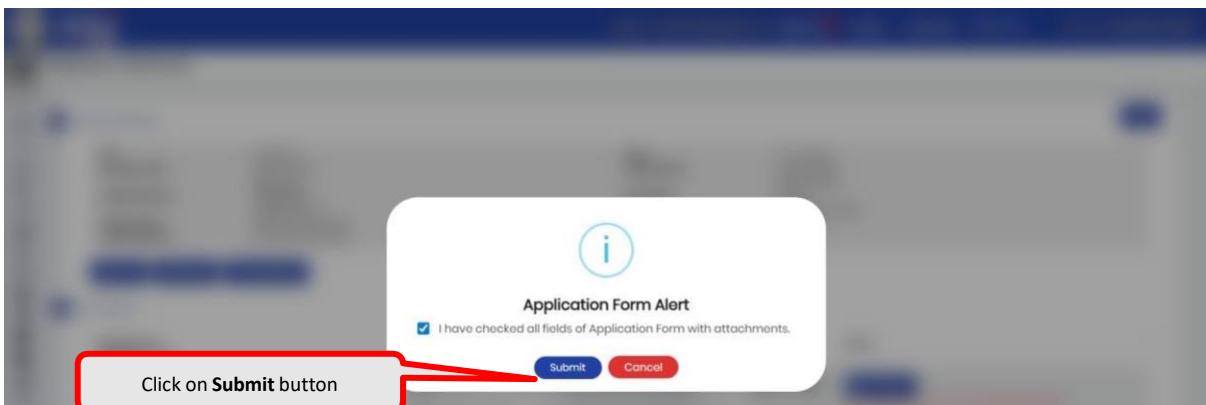
Click **Details** button in front of Application Form as shown above.

26. For Processing, Nodal Officer needs to click **Process** button in front of application on the screen as shown below:

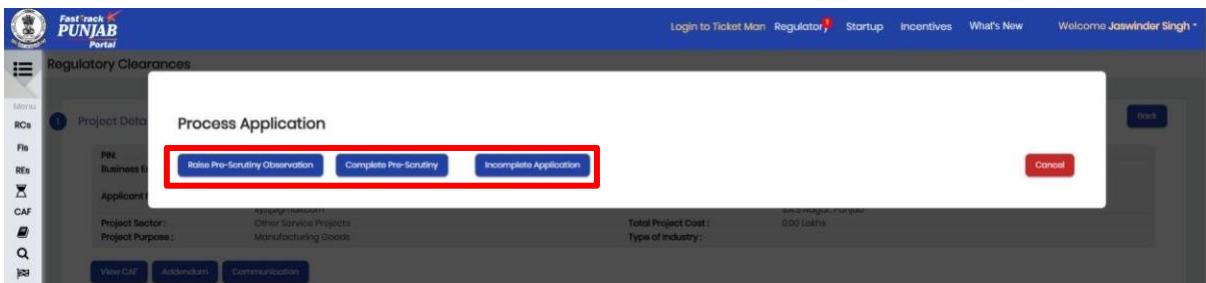
A screenshot of the 'In Process' applications section on a dashboard. The section title is 'In Process'. Below it is a table with columns: Application ID, Application Name, Submitted On, Current Status, and Action. The table contains one row of data. A red box highlights the 'Action' column of the highlighted row, containing the text 'Click on Process button'.

Application ID	Application Name	Submitted On	Current Status	Action
251280412	Application for Renewal of Fire Safety Certificate (Renewal)	26-Dec-2025 N/A	Forwarded to Supervisor/Nodal Officer 26-Dec-2025 (0.0 days back)	Click on Process button

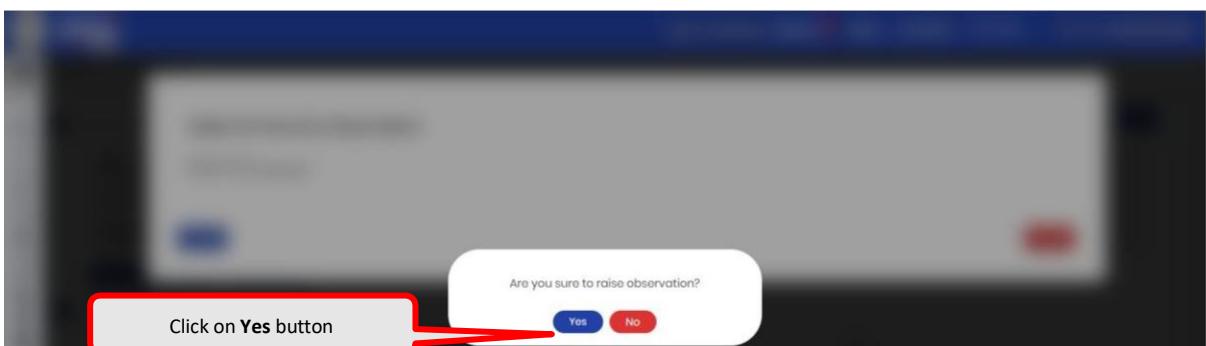
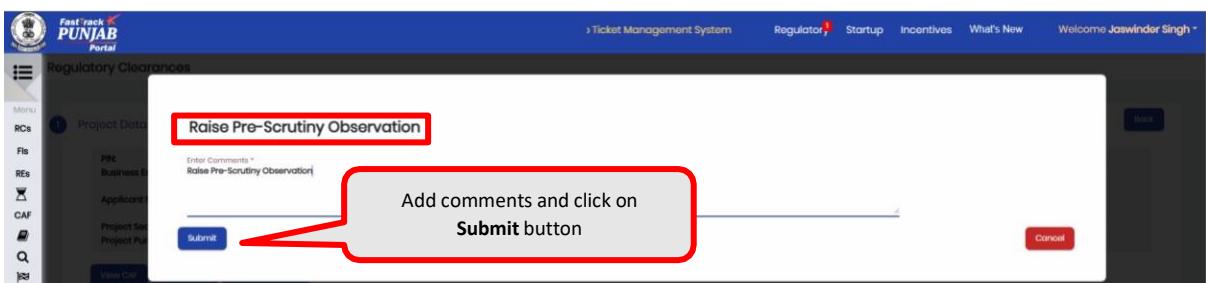
27. The system will ask for following declaration:

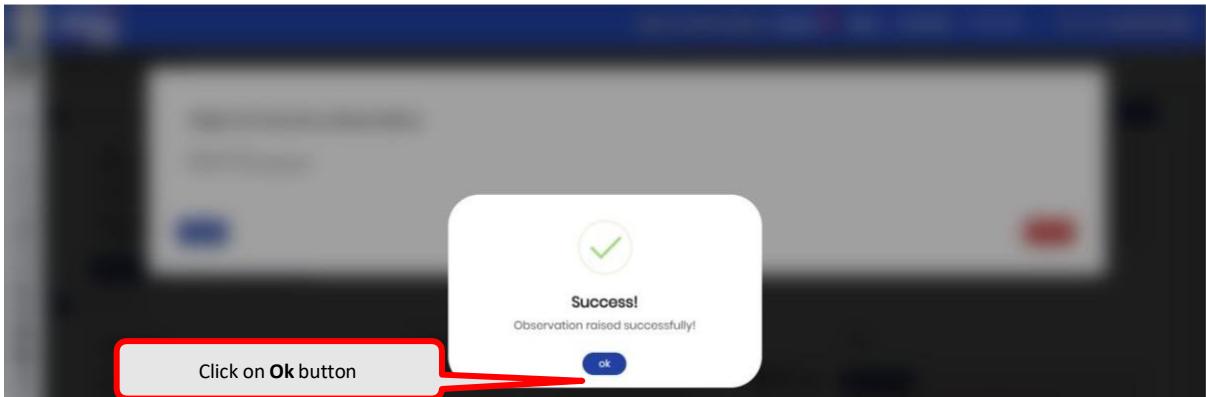


28. For processing, Nodal Officer will have 3 option (**Raise Pre-Scrutiny Observation/Complete Pre-Scrutiny/Incomplete Application**) as shown below:



29. Here, Nodal Officer is raising observation by clicking **Raise Pre-Scrutiny Observation** button. The Nodal Officer needs to give comments while raising observations:

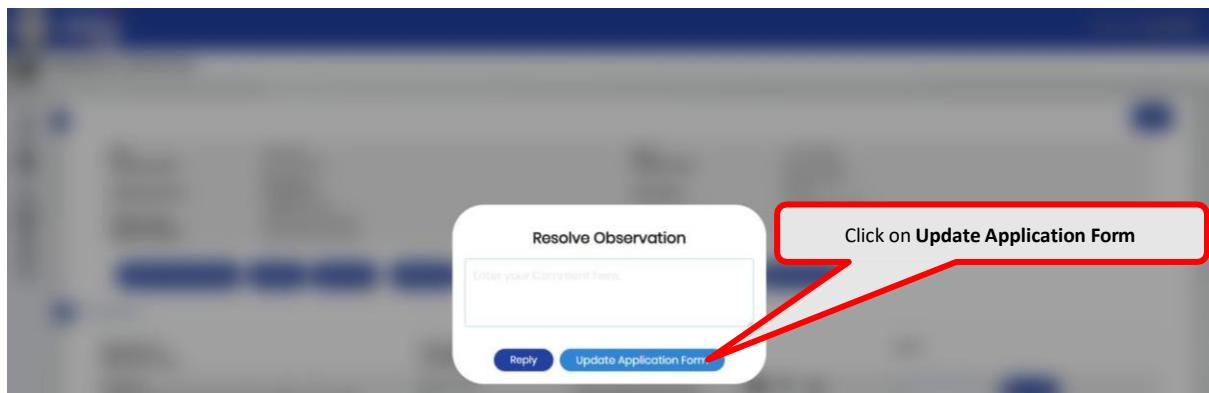




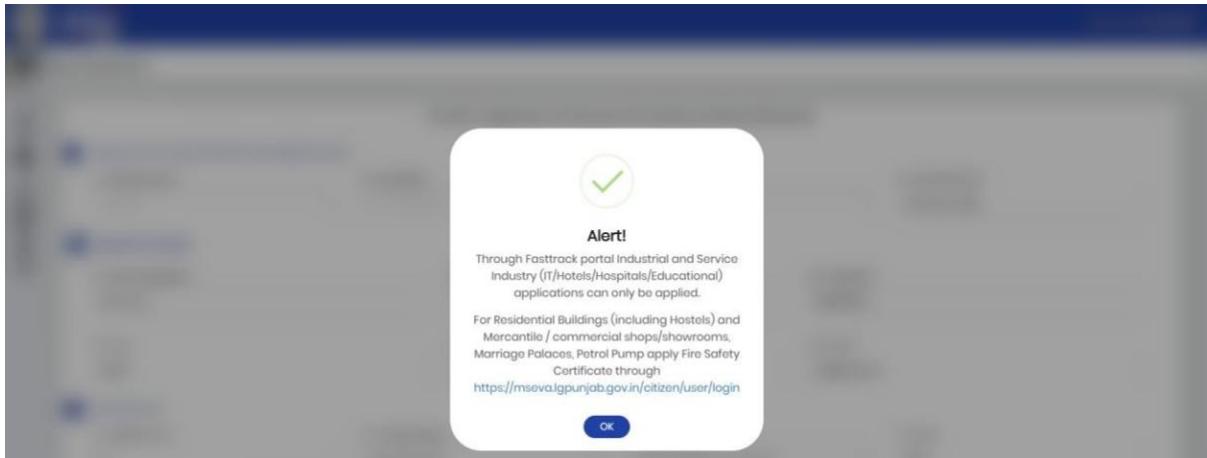
30. Once Pre- Scrutiny Observation raised by Nodal Officer, Application will go back to Investor's dashboard as shown below:

Click on Resolve Observation button

Application ID	Application Name	Submitted On	Current Status	Action
252980402	Application for Renewal of Fire Safety Certificate (Renewal)	26-Dec-2025 N/A	Scrutiny Observation raised 26-Dec-2025 (0.0 days back)	Resolve Observation Edit



31. The investor can update Application Form as shown below:



Fire NOC – Department pf Local Government

Welcome Sunny Birdi -

1. Apply for Noc type (New/Provisional/Renewal)

11 - Select Noc Type*	12 - Fire Station*	13 - Tehsil /Sub-Tehsil*	14 - Old Fire NOC No *
RENEWAL	12 - Fire Station*	13 - Tehsil /Sub-Tehsil*	PBP-(FIRE)-2025/16

2. Applicant Details

21 - Name Of Applicant *	22 - Address *	23 - Contact No
Birdi Sunny	Mohali	8888888888
24 - City	25 - State *	26 - Email *
Mohali	Punjab	xyz@gmail.com

3. Building Plan

31 - Height (in mts)	32 - Usage Category	33 - Sub Category	34 - Fees
15	INDUSTRIAL-(G)	Industrial-Moderate Hazard	45375/-
35 - Land Area(sq mtrs)	36 - Name Of Building*	37 - Total Covered Area (in mts)	
1500	M/s. Waste Resource Management Private Limited	1500	
38 - Parking Area *	39 - Building Address		
250	Kharangarh-Phawali Link Road, District Moga, Punjab		

4. Surrounding Details

41 - Left Side	42 - Front Side	43 - Right Side
Name	Name	Name
44 - Back Side		
Name		

5A Multi Block: If you check or uncheck, the values for Floor, Block, and Basement will be reset.

5B Block Details:

Block NO	Name Of Block	Type of Occupancy	Total Floors	Total Covered Area Of Floors (sq mtrs)	Total Basement	Total Covered Area Of Basement (sq mtrs)	Action
1	Name	INDUSTRIAL-(G)	1	1500	0	0	<button style="border: none; border-radius: 50%; width: 20px; height: 20px; background-color: #007bff; color: white; font-size: 10px;">Add</button>
2	Name	INDUSTRIAL-(G)	2	1500	0	1500	<button style="border: none; border-radius: 50%; width: 20px; height: 20px; background-color: #007bff; color: white; font-size: 10px;">Delete</button>

6. Owner Details: Same as Applicant

71 - Name Of Owner *	72 - Address *	73 - Contact No
Birdi Sunny	Mohali	8888888888
74 - City	75 - State *	
Mohali	Punjab	

7. Occupier Details:

Same as Applicant <input type="checkbox"/>	81 - Name Of Owner *
	82 - Address *
	83 - Contact No
	84 - City
	85 - State *

8. Required Upload Documents: I have Checked Application From Carefully and above details are true in the best of my Knowledge

0. Documents to be uploaded along with the application.

1. Aadhar Card / Driving License / PAN Card*

Attachment In ".jpg|.jpeg|.png" format less than 20 MB

3. Land Ownership Document (Registry Leasedeef/Rent Deed) etc.*

Attachment In ".jpg|.jpeg|.png" format less than 20 MB

5.Upload MISI Certificate

Attachment In ".jpg|.jpeg|.png" format less than 20 MB

2. Fire Safety Drawing*

Attachment In ".jpg|.jpeg|.png" format less than 20 KB

4.Upload Old Fire Noc

Attachment In ".jpg|.jpeg|.png" format less than 20 KB

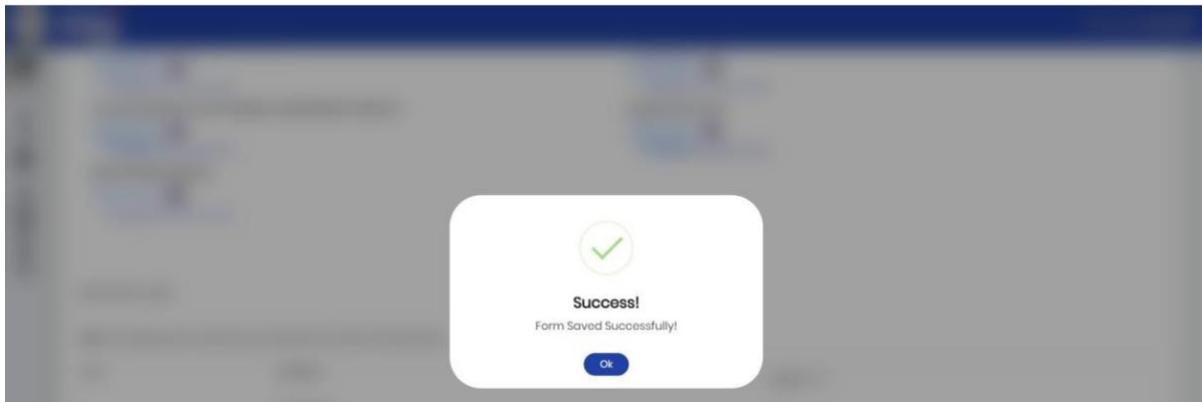
Date: 20-Dec-2025

Note:- The application should be accompanied by a plan of the premises.

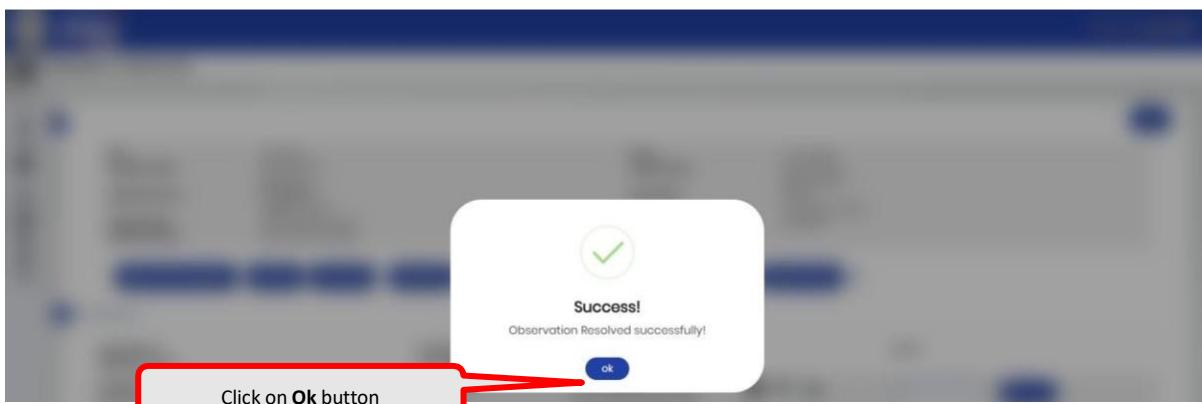
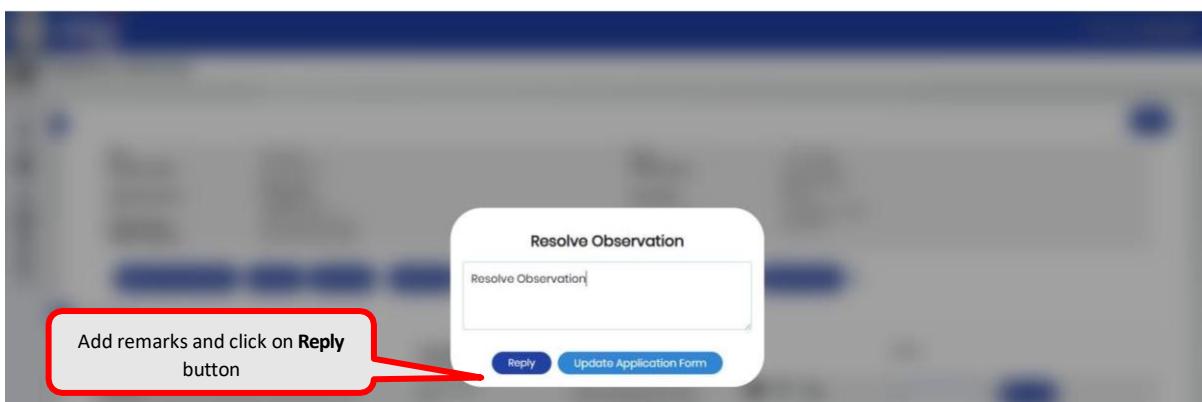
Sr.No.	Description	Amount (₹)
1	Processing Fee	45375/-
	Total	Amount (₹) : 45375/-

[Back](#) Save as Draft Proceed To Payment

18 | Page



32. Investor can edit the Application Form and reply back to Nodal Officer on the screen as shown below:



33. Once observation reply sent by investor, the application will move to Nodal Officer's dashboard.

Fire NOC – Department pf Local Government

Pending

Project Name	Regulatory Application	Action
DSB Company	-Current Status -Pending (@Official (@Department)) Application for Renewal of Fire Safety Certificate (Renewal) -Scrutiny Observation Resolved -Pending @ Mr. Jaswinder Singh (Mob. No. 99219082884), S.A.S Nagar from 0.0 days (@IDS 0/30)	

34. Here, Nodal Officer needs to click **Process** button in front of application on the screen as shown below:

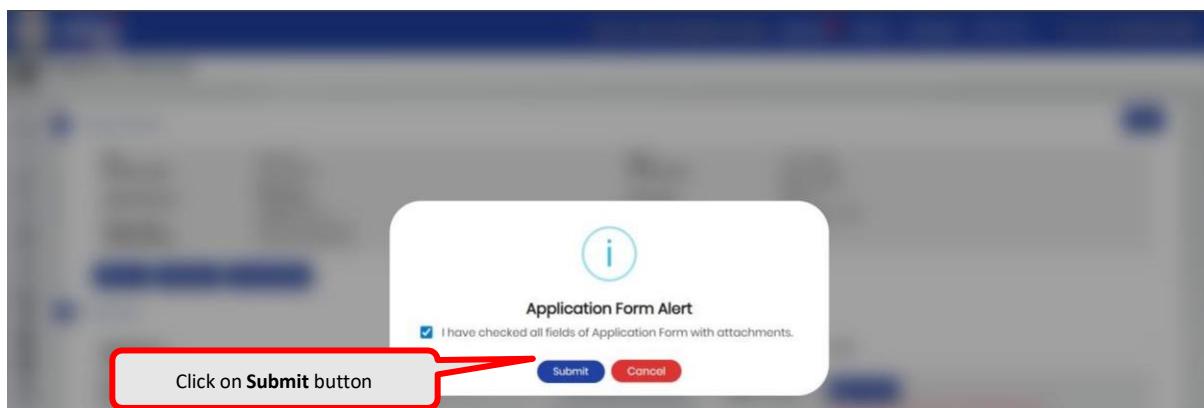
Project Details

PN: 251054313	Date: 17-Oct-2025
Business Entity: DSB Company	Project Name: DSB Company
Applicant Name: Birdi Sunny	Site Details: Mohali
Mobile No: 8888888888	Total Project Cost: 0.00 Lakhs
Project Sector: Other Service Projects	Type of Industry: Manufacturing Goods

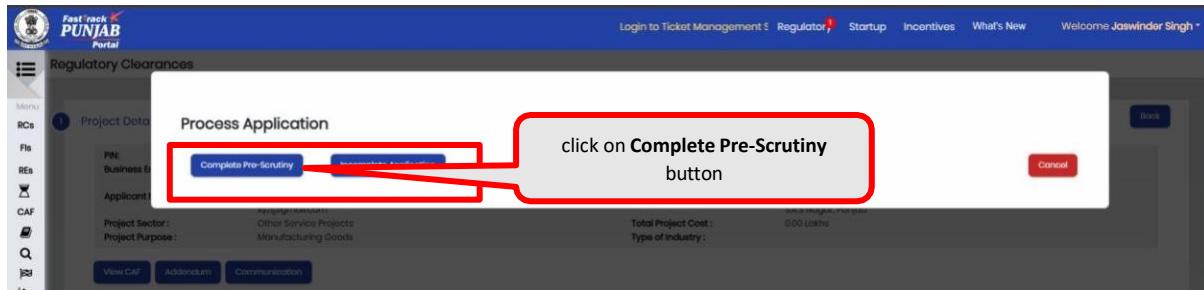
In Process

Application ID: 251280412 Application Name: Application for Renewal of Fire Safety Certificate (Renewal)	Submitted On: 26-Dec-2025 Completed On: N/A	Current Status: Scrutiny Observation Resolved Updated On: 26-Dec-2025 (0.0 days back)	Action: Click on Process button
---	--	--	----------------------------------

35. The system will ask for following confirmation:

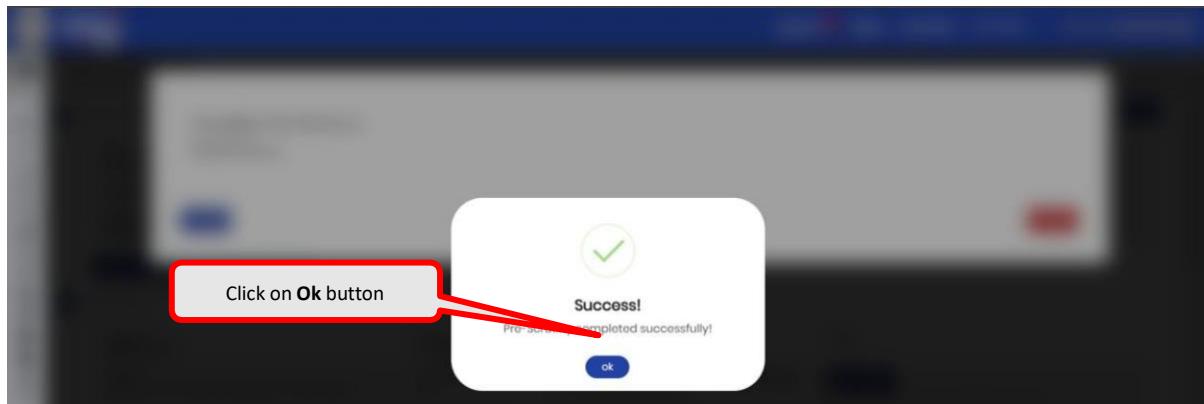
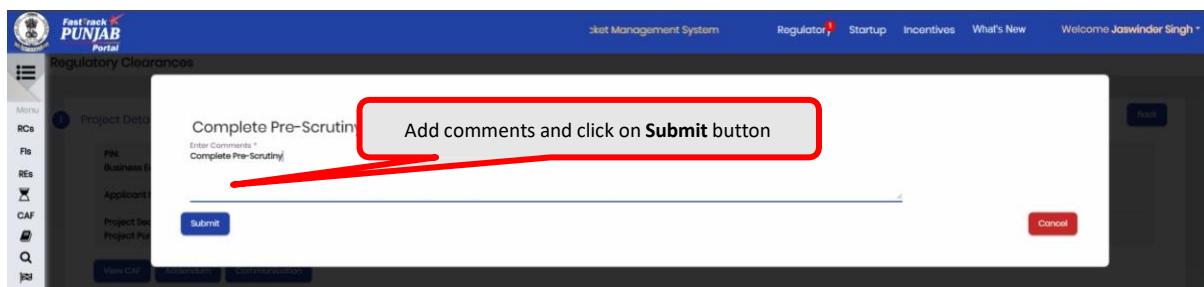


36. Now, the Nodal Officer will have 2 options (**Complete Pre-Scrutiny/Incomplete Application**). The page will look like as shown below:



To complete the scrutiny, the Nodal Officer will click on **Complete Pre-Scrutiny** button on the screen as shown above.

37. While completing Pre-scrutiny, the Nodal Officer need to give comments on following screen:



Pre-Scrutiny completed as shown in above screen:

38. Once Pre-scrutiny completed, the application will move to Nodal Officer's dashboard

PIN & Date	Project Name	Regulatory Application	Action
-Applicant Name -Mobile No	-Project Sector -Project District	-Current Status -Pending (@Official (@Department))	
251290466 & 05-Dec-2025 -Mr Sunny Kumar Birdi -213281577431	P S INFRACORP PRIVATE LIMITED -Manufacturing -SAS Nagar	Application for Right to Business Rules Form-II -Forwarded to Multiple Users -Pending (@ Mr. Jaswinder Singh (Mob. No. 992190828884), SAS Nagar from 20.19 days (@OFS 20/15))	
251054313 & 17-Oct-2025 -Mr. Birdi Sunny -157942162321	DSB Company -Other Service Projects -SAS Nagar	Application for Renewal of Fire Safety Certificate (Renewal) -Form Submitted -Pending (@ Mr. Jaswinder Singh (Mob. No. 992190828884), SAS Nagar from 0.0 days (@OFS 0/30))	

39. Nodal Officer's Project Details page will look like as shown below:

Application ID	Submitted On	Current Status	Action
291290412 Application for Renewal of Fire Safety Certificate (Renewal)	26-Dec-2025 Completed On	26-Dec-2025 (0.0 days back)	

40. Here, Nodal Officer is forwarding application to concerned District by selecting **Forward to Field Officer** status as shown below:

Fire NOC – Department pf Local Government

Project Details

PIN:	261054313	Date:	17-Oct-2025
Business Entity:	DSB Company	Project Name:	DSB Company
Applicant Name:	Birdi Sunny	Site Details:	Mohali
Mobile No:	8888888888	Total Project Cost:	0.00 Lakh
Project Sector:	Other Service Projects	Type of Industry:	S.A.S Nagar, Punjab
Project Purpose:	Manufacturing Goods		

Process Application

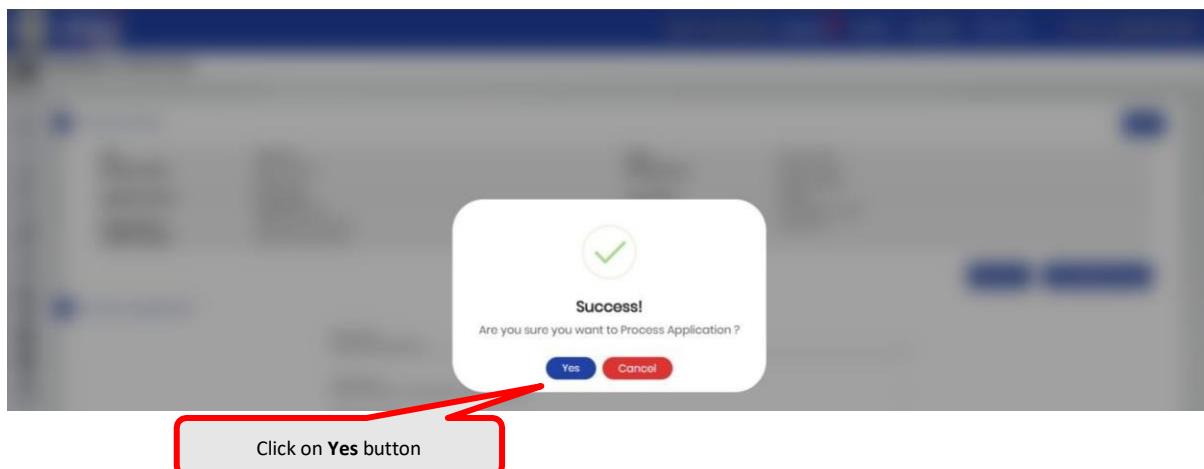
Select Status *
Forward to Field Officer

Forwarding To *
Dummy Dummy S.A.S Nagar (Fire Station Officer)

Enter Comments *
Forward to Field Officer

Attachment

Select **Forward to Field Officer** and click on **Submit** button



41. The application will move to Field Officer's dashboard. The dashboard will look like as shown below:

Pending

PIN & Date	Project Name	Regulatory Application
-Applicant Name -Mobile No	-Project Sector -Project District	-Current Status -Pending (@Official (@Department))
261054313 & 17-Oct-2025	DSB Company	Application for Renewal of Fire Safety Certificate (Renewal)
-Mr. Birdi Sunny -15794265232	-Other Service Projects -S.A.S Nagar	-Forwarded to Field Officer -Pending (@ Mr. Dummy Dummy (Mob. No. 311041977770), S.A.S Nagar from 0.0 days (@DFS n/S))

Click here

42. Field Officer's project details page will look like as shown below:

Fire NOC – Department pf Local Government

Project Details

PIN:	291054313	Date:	17-Oct-2025
Business Entity:	DSB Company	Project Name:	DSB Company
Applicant Name:	Birdi Sunny	Site Details:	Mohali
	8888888888		S.A.S Nagar, Punjab
Project Sector:	Other Service Projects	Total Project Cost:	0.00 Lakhs
Project Purpose:	Manufacturing Goods	Type of Industry:	

In Process

Application ID	Submitted On	Current Status	Action
291280412	Completed On 26-Dec-2025	Forwarded to Field Officer 26-Dec-2025 (0.0 days back)	<input type="button" value="Process"/>
Application for Renewal of Fire Safety Certificate (Renewal)			

43. Here, Field Officer is attached Inception Report and forwarding application to Nodal Officer at Invest Punjab as shown screen below:

Project Details

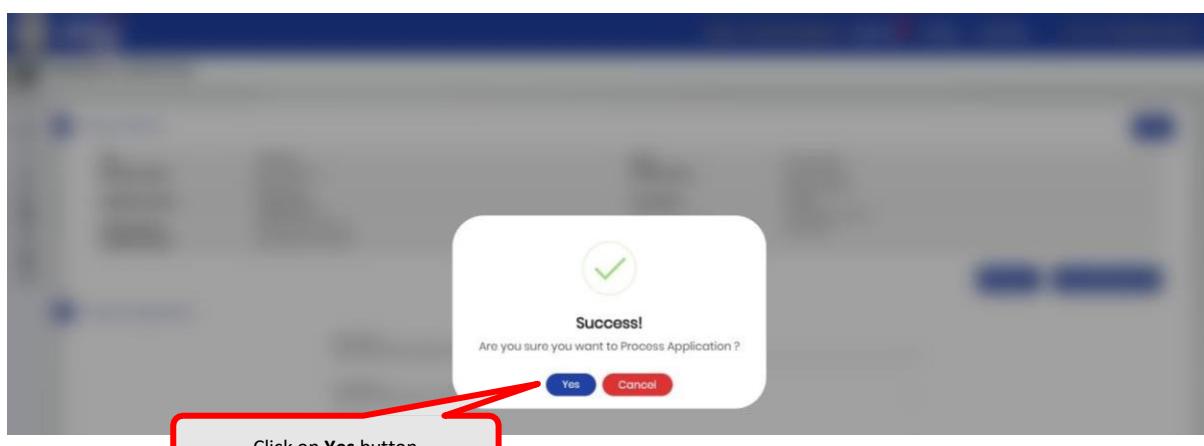
PIN:	291054313	Date:	17-Oct-2025
Business Entity:	DSB Company	Project Name:	DSB Company
Applicant Name:	Birdi Sunny	Site Details:	Mohali
	8888888888		S.A.S Nagar, Punjab
Project Sector:	Other Service Projects	Total Project Cost:	0.00 Lakhs
Project Purpose:	Manufacturing Goods	Type of Industry:	

Process Application

Select Status *
Forward to HOD for Further Processing

Forwarding To *
Jaswinder Singh (Add. Fire Officer)

Enter Comments *
Forward to HOD for Further Processing



44. The application will move to **Nodal Officer's** dashboard at Invest Punjab.
The dashboard will look like as shown below:

The screenshot shows the 'Regulatory Clearances' section of the portal. At the top, there are buttons for Pending (2), @Applicant, @Department, Issued, Rejected, and Withdrawn. Below is a search bar and a sort dropdown. The main area lists applications under 'Pending'. One application is highlighted with a red box: Project ID 251054313, submitted on 17-Oct-2025 by DSB Company. The status is 'Forwarded to HOD for Further Processing'. A red callout bubble with the text 'Click here' points to the action button next to the application details.

45. The project details page will look like as shown below:

The screenshot shows the 'Project Details' page. It includes sections for 'Project Details' (with fields like Project ID, Business Entity, Applicant Name, etc.) and 'In Process' (with fields like Application ID, Application Name, Submitted On, Completed On, Current Status, Updated On, and a note about forwarding to HOD). A red box highlights the 'In Process' section, and a red callout bubble with the text 'Click on Process button' points to the 'Process' button located within this section.

Fire NOC – Department pf Local Government

This screenshot shows the 'Application for Renewal of Fire Safety Certificate (Renewal)' page. At the top, there's a header with the 'Fast Track PUNJAB Portal' logo and navigation links like 'Management System', 'Regulator', 'Startup', 'Incentives', 'What's New', and 'Welcome Jaswinder Singh'. Below the header, the page title is 'Regulatory Clearances'. On the left, a sidebar lists various project types (RCs, Fls, REs, CAF, etc.). The main content area displays the application details and a detailed history of its processing:

- Application Details:**
 - PN: 251054313
 - Business Entity: DSB Company
 - Applicant Name: Birdi Sunny
 - Project Sector: Other Service Projects
 - Project Purpose: Manufacturing Goods
 - Date: 17-Oct-2025
 - Project Name: DSB Company
 - Site Details: Mohali
 - Total Project Cost: 0.00 Lakhs
 - Type of Industry: S.A.S Nagar, Punjab
- Processing History:**
 - Action 10: Forwarded to HOD for Further Processing (Comments: Forward to HOD for Further Processing)
 - Action 9: Forwarded to Field Officer (Comments: Forward to Field Officer)
 - Action 8: Form Submitted (Comments: Complete Pre-Scrutiny)
 - Action 7: Scrutiny Observation Resolved (Comments: Resolve Observations)
 - Action 6: Scrutiny Observation raised (Comments: Raise Pre-Scrutiny Observation)
 - Action 5: Forwarded to Supervisor/Nodal Officer (Comments: Forward to Supervisor/ Nodal Officer)
 - Action 4: Application Submitted (Comments: Verify)
 - Action 3: Forwarded to Account Officer (Comments: PAID)
 - Action 2: Form Locked and Fee Pending (Comments: Form Locked and Fee Pending)
 - Action 1: Form Locked and Fee Pending (Comments: Form Locked and Fee Pending)

46. The **Nodal officer** will have following options for processing of application:

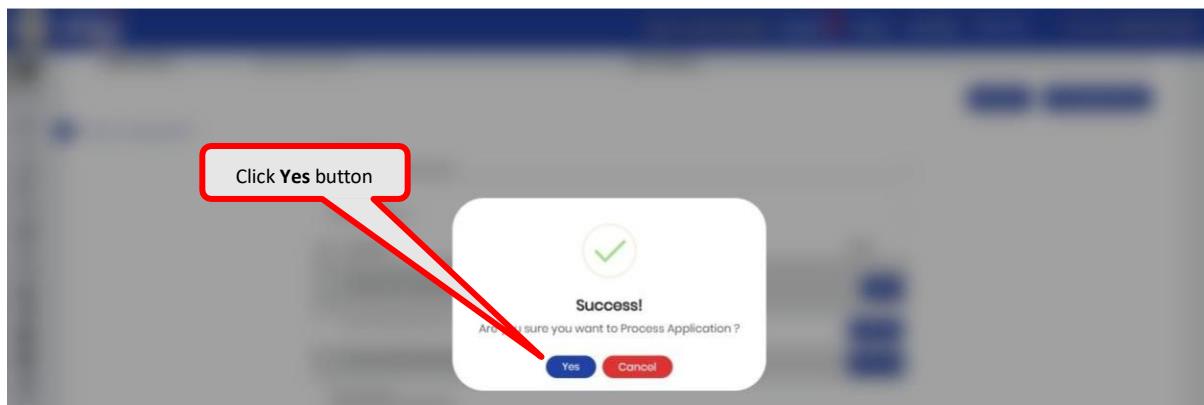
This screenshot shows the 'Process Application' section of the Fire NOC application page. It includes a 'Project Details' summary and a list of actions for processing:

- Project Details:**
 - PN: 251054313
 - Business Entity: DSB Company
 - Applicant Name: Birdi Sunny
 - Project Sector: Other Service Projects
 - Project Purpose: Manufacturing Goods
 - Date: 17-Oct-2025
 - Project Name: DSB Company
 - Site Details: Mohali
 - Total Project Cost: 0.00 Lakhs
 - Type of Industry: S.A.S Nagar, Punjab
- Process Application:**
 - Raise Fee
 - Forward to Field Officer
 - Reject Application
 - Raise Observation/Clarification
 - Issue Clearance

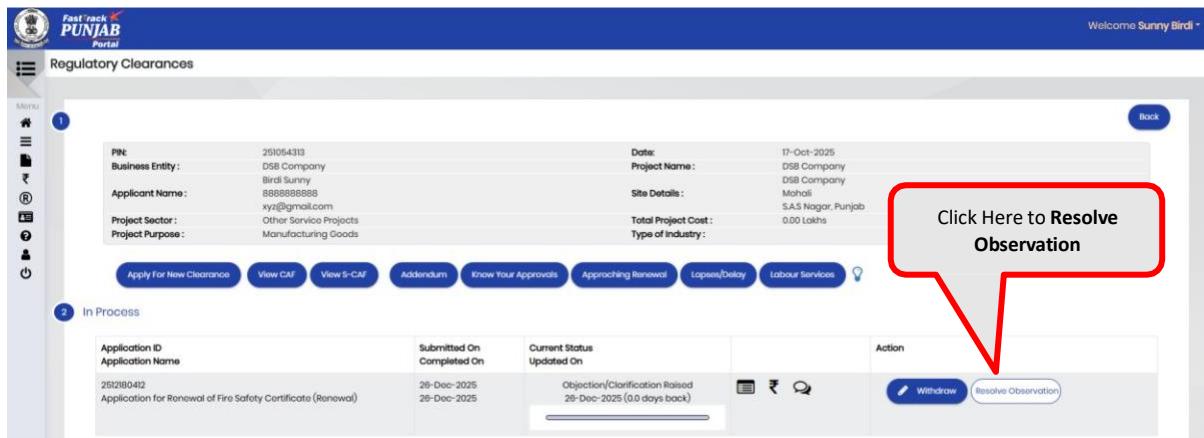
A red box highlights the 'Process Application' section, and a callout bubble points to the 'Submit' button at the bottom right with the text 'Click on Submit button'.

47. **Nodal Officer** is raising observation by clicking **Raise Observation** button on the screen shown below. Following screen will appear where **Nodal Officer** can give his/her comments:

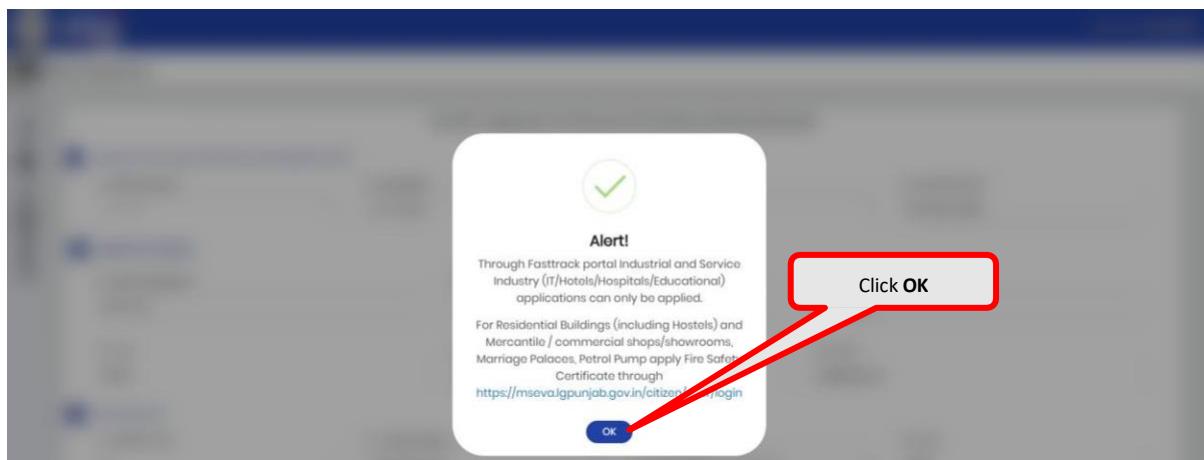
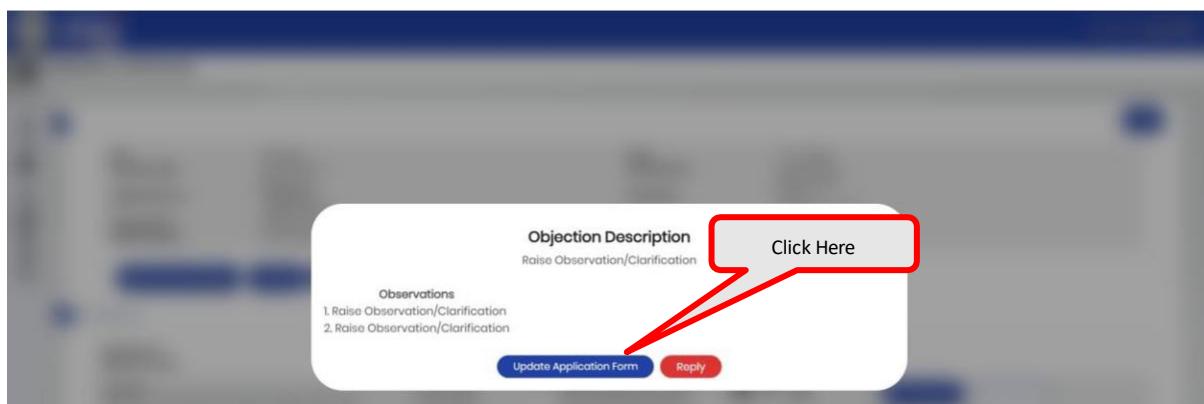
The screenshot shows a web-based application for regulatory clearances. On the left, there's a vertical sidebar with icons for various services like RCs, FIs, REs, CAF, etc. The main area has two tabs: 'Project Details' and 'Process Application'. Under 'Project Details', there are fields for PIN, Business Entity (Bird Sunny), Applicant Name (xyz@gmail.com), Project Sector (Other Service Projects), and Project Purpose (Manufacturing Goods). To the right, there are fields for Date, Project Name (DGB Company), Site Details (Mohali, SAS Nagar, Punjab), Total Project Cost (0.00 Lakhs), and Type of Industry. Below these tabs are buttons for 'View Form' and 'View Application Logs'. A red callout with the text 'Click Here' points to the 'Submit' button at the bottom right of the page.



48. Once Observation raised by **Nodal Officer**, Application will go back to Investor's dashboard as shown below:



49. Investor can edit the Application Form and reply to **Nodal Officer** on the screen as shown below:



Fire NOC – Department pf Local Government

Fast Track
PUNJAB
Portal
Welcome Sunny Birdi -

1. Application Details

1.1 - Select Noc Type *: RENEWAL 1.2 - Fire Station*: SAS Nagar 1.3 - Tehsil/Sub-Tehsil*: SAS Nagar 1.4 - Old Fire NOC No*: PBP-(FIRE)-2025/15

2. Applicant Details

2.1 - Name Of Applicant*: Birdi Sunny 2.2 - Address*: Mohali 2.3 - Contact No: 8888888888

2.4 - City: Mohali 2.5 - State*: Punjab 2.6 - Email*: xyz@gmail.com

3. Building Plan

3.1 - Height (in mts): 15 3.2 - Usage Category: INDUSTRIAL-(G) 3.3 - Sub Category: Industrial-Moderate Hazard 3.4 - Fees: 45375

3.5 - Land Area(sq mtrs): 1500 3.6 - Name Of Building*: M/s. Waste Resource Management Private Limited 3.7 - Total Covered Area (in mts): 1500

3.8 - Parking Area*: 250 3.9 - Building Address: Kishangarh-Phanwali Link Road, District Mansa, Punjab

4. Surrounding Details

4.1 - Left Side: Name 4.2 - Front Side: Name 4.3 - Right Side: Name

4.4 - Back Side: Name

5. Multi Block If you check or uncheck, the values for Floor, Block, and Basement will be reset.

6. Block Details

Block NO	Name Of Block	Type of Occupancy	Total Floors	Total Covered Area Of Floors in(sq mtrs)	Total Basement:	Total Covered Area Of Basement in(sq mtrs)	Action
1	Name	INDUSTRIAL-(G)	1	1500	0	0	<button>Add</button>
2	Name	INDUSTRIAL-(G)	2	1500	0	1500	<button>Delete</button>

7. Owner Details Same as Applicant

7.1 - Name Of Owner*: Birdi Sunny 7.2 - Address*: Mohali 7.3 - Contact No: 8888888888

7.4 - City: Mohali 7.5 - State*: Punjab

8. Occupier Details

8.1 - Name Of Occupier*: Birdi Sunny 8.2 - Address*: Mohali 8.3 - Contact No: 8888888888

8.4 - City: Mohali 8.5 - State*: Punjab

9. Required Upload Documents I have Checked Application Form Carefully and above details are true in the best of my Knowledge

G. Documents to be uploaded along with the application.

1. Aadhar Card / Driving License / PAN Card* In ".jpg|.jpeg|.png" format less than 20 MB

2. Fire Safety Drawing* In ".jpg|.jpeg|.png" format less than 20 MB

3. Land Ownership Document (Registry Leasedeed/Rent Deed) etc.* In ".jpg|.jpeg|.png" format less than 20 MB

4. Upload Old Fire Noc In ".jpg|.jpeg|.png" format less than 20 MB

5. Upload MSME Certificate In ".jpg|.jpeg|.png" format less than 20 MB

Date: 26-Dec-2025

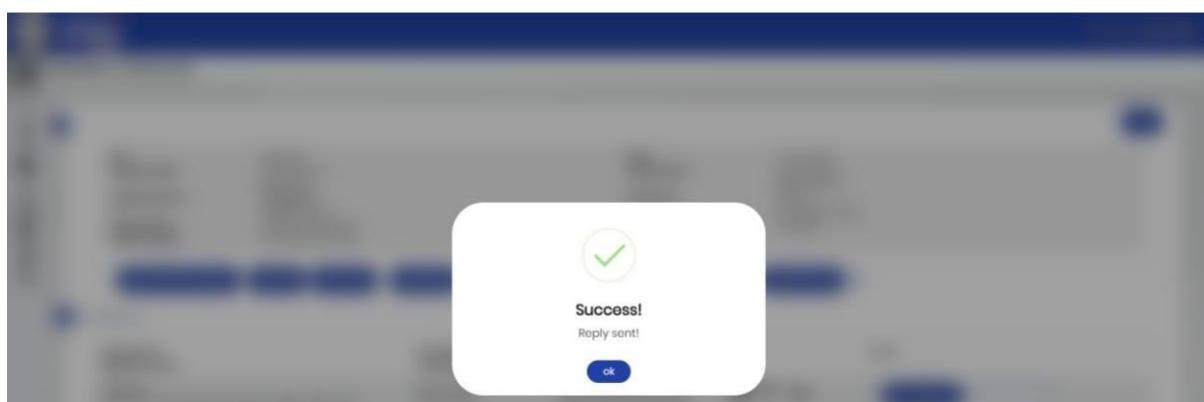
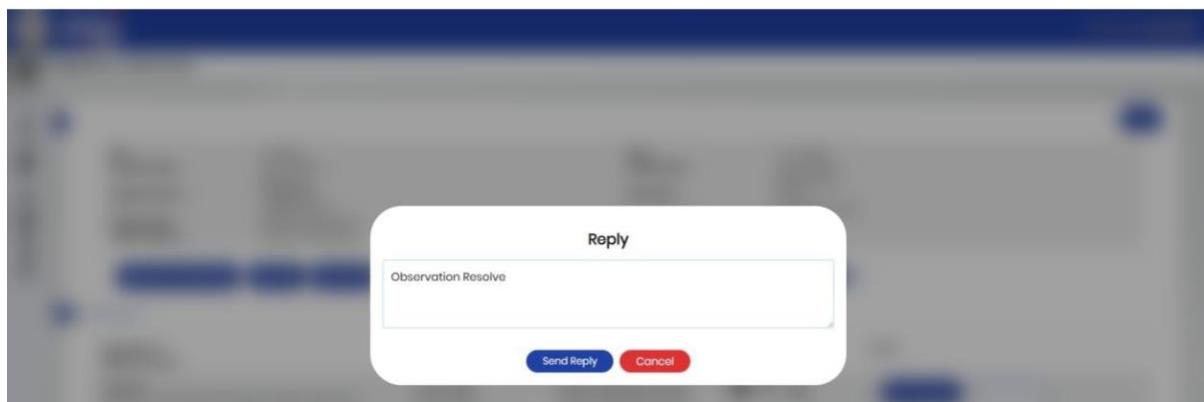
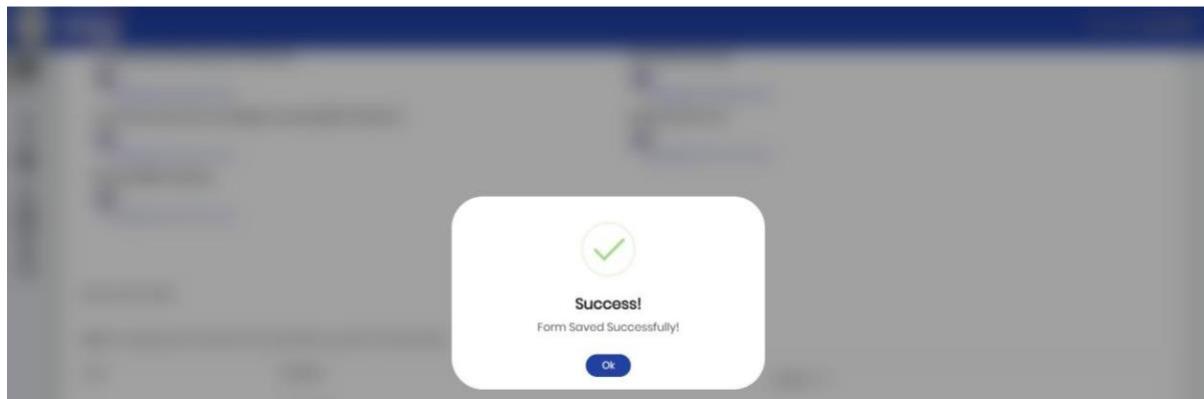
Note:- The application should be accompanied by a plan of the premises.

Sr.No.	Description	Amount (₹)
1	Processing Fee	45375/-
	Total	Amount (₹) 45375/-

Click here to save form

Save as Draft
Proceed To Payment

29 | Page



Fire NOC – Department pf Local Government

Regulatory Clearances

PIN & Date	Project Name	Regulatory Application	Action
-Applicant Name -Mobile No	-Project Sector -Project District	-Current Status -Pending (@Official (@Department))	
251054313 & 17-Oct-2025	DSB Company	Application for Renewal of Fire Safety Certificate (Renewal)	
-Mr. Birdi Sunny -15794262321	-Other Service Projects -SAS Nagar	-Objection Resolved -Pending @ Mr. Jaswinder Singh (Mob. No. 992190828884), SAS Nagar from 0.0 days (@DFS 0/30)	

Regulatory Clearances

1 Project Details

PIN:	251054313	Date:	17-Oct-2025
Business Entity:	DSB Company	Project Name:	DSB Company
Applicant Name:	Birdi Sunny	Site Details:	DSB Company
Project Sector:	8888888888	Mohali	SAS Nagar, Punjab
Project Purpose:	xyz@gmail.com	Total Project Cost:	0.00 Lakhs
		Type of Industry:	

2 In Process

Application ID	Submitted On	Current Status	Action
251054313	26-Dec-2025	Completed On 26-Dec-2025	
Application for Renewal of Fire Safety Certificate (Renewal)	26-Dec-2025	Objection Resolved 26-Dec-2025 (0.0 days back)	

Regulatory Clearances

1 Project Details

PIN:	251054313	Date:	17-Oct-2025
Business Entity:	DSB Company	Project Name:	DSB Company
Applicant Name:	Birdi Sunny	Site Details:	DSB Company
Project Sector:	8888888888	Total Project Cost:	0.00 Lakhs
Project Purpose:	xyz@gmail.com	Type of Industry:	

2 Process Application

Raise Fee

Forward to Field Officer

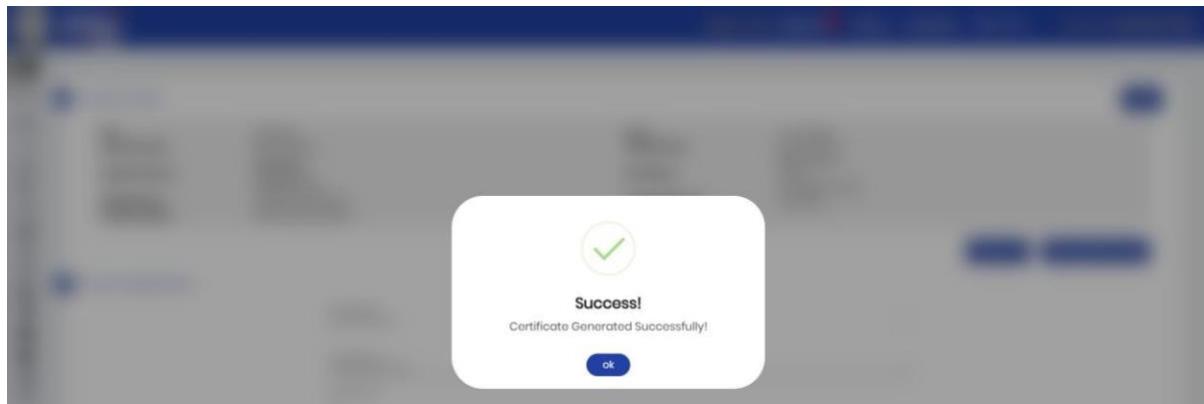
Reject Application

Raise Observation/Clarification

Issue Clearance

Attachment

Submit



S.N o.	Block Name	Total Floors	Type of Occupancy	Total Covered Area	Total Basements	Total Covered Area of Basements
1	Name	1	INDUSTRIAL-(G)	1500	0	0
2	Name	2	INDUSTRIAL-(G)	1500	0	1500

This above blocks/buildings are inspected by officer of Punjab Fire and Emergency Service and found compiled with the firefighting system requirements of National Building Code, 2005 / 2016, Part-4. The inspection was carried out in the presence of Birdi Sunny . This building / site is fit for occupancy Group INDUSTRIAL-(G) (this occupancy group is as per National Building Code,2016 Part-4). This certificate is issued with the following conditions and this certificate is valid for 3 year.

Issued on 26-Dec-2025 at -S.A.S Nagar

General Conditions:

1. Owner/Occupier is responsible to maintain the Fire Fighting System and Life Safety Systems in the working condition 24X7 at all the times.
2. No Alteration / addition / Change in Covered Area, Height of Building & Type of Occupancy is allowed..
3. Owner/Occupier shall ensure the periodic Fire Safety Training on Fire Prevention & Operationing of Fire Fighting Systems to among all the occupants and maintain records of the same. Owner/Occupier shall also ensure to organise Mock Drill Biannually and maintain the records of the same
4. Officer of Punjab Fire and Emergency Service is authorised to inspect your building as per the procedure defined in the Punjab Fire and Emergency Service Act, 2024 and in case of any deficiency or irregularity is found in the Fire Fighting System & Life Safety Systems, the officer of Punjab Fire and Emergency Service may initiate the appropriate action as deemed fit under the provisions of the Punjab Fire and Emergency Service Act,2024, which may lead to imposing penalty or cancellation of Fire Safety Certificate etc.
5. Owner/Occupier shall apply for the renewal of fire safety certificate at least one month prior to expiry of this certificate.
6. In view of any Special Risks is Involved or life safety of the occupants, the approving Authority of this Fire Safety Certificate can issue Special Conditions separately through an official letter in continuation of this certificate.

* Above Details cannot be used as ownership proof.

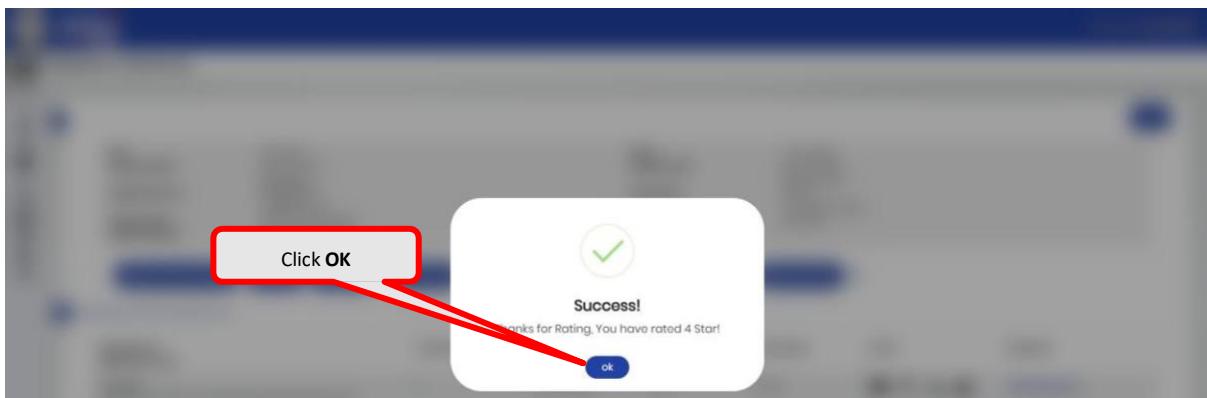
50. Here Nodal officer is issuing clearance to the investor as shown below:

The screenshot shows the 'Regulatory Clearances' section of the portal. It includes a sidebar with various icons and a main form area. The main form has two sections: 'Project Details' and 'Process Application'. In the 'Process Application' section, there are fields for 'Forwarding To', 'Clearance ID', 'Issued On', and 'Enter Comments'. Below these fields are buttons for 'Generate Certificate' and 'Upload Clearance'. A red callout box points to the 'Upload Clearance' button with the instruction: 'Select Issue Clearance, Upload Clearance and click on Submit button'.

A confirmation dialog box is displayed, asking 'Are you sure you want to Process Application?'. It has 'Yes' and 'Cancel' buttons. A red callout box points to the 'Yes' button with the instruction: 'Click on Yes button'.

51. Investor can download Clearance from Project Details page and can give his/her feedback with rating to the services of the department. The Project Details page will look like as shown below:

The screenshot shows the 'Regulatory Clearances' section of the portal. It includes a sidebar with various icons and a main form area. The main form has a section for 'Project Details' and a table for 'Already Issued Clearances'. A red callout box points to the 'Download Clearance' link in the 'Project Details' section with the instruction: 'Click here for Download Clearance'. Another red callout box points to the 'Feedback' section in the 'Already Issued Clearances' table with the instruction: 'Click here for Rating feedback'.



52. Once Investor will Click on download button then, the system will prompt the investor to enter an OTP before allowing the download of the issued clearance, as shown below:

