

MUNICIPAL CORPORATION OF GREATER MUMBAI
MUMBAI FIRE BRIGADE

Office of the Chief Fire Officer, Byculla Command Centre, Bapurao Jagtap Marg, Byculla (W),
Mumbai-400 008, Tele.No.23001391, Fax No. 23001392.

No: FBH/00/502

Date: 30/10/15

Sub.: Fire Safety guidelines for the use of LPG & Simplified process for
Obtaining NOC.

The use of LPG or PNG as a fuel for cooking the food has become normal routine at all restaurant, eateries, hotels, however these highly inflammable gases pose great danger to life if proper care is not taken while handling.

In recent fire, in City Kinara Restaurant, Kurla has impressed upon the need of better fire safety in restaurants, eateries, hotels where large number of people are having their food every day. The recent fire at City Kinara restaurant in Kurla has proved the deadly effects of highly inflammable gases when proper care is not taken.

In order to facilitate, obtaining fire NOC & also to ensure compliance, the M.M.C. has decided to simplify the process & move to a regime of self certification and enforcement. As a part of this simplified process of obtaining fire NOC is attached. Further fresh guidelines to ensure fire safety in restaurants & eating places is also attached with this.

Fire brigade is also requesting to all restaurant / hotel owner that consequent to compliance with fire safety norms to display a board at prominent location at the entry in a letter size of 75 mm depicting message "THIS RESTAURANT IS FIRE SAFETY COMPLIANT" in English and "हा परिसर अग्नि सुरक्षिततेच्या दृष्टिने परिपूर्ण आहे." in Marathi.

Chief Fire Officer
Mumbai Fire Brigade

To

- 1) Indian Hotel & Restaurant Association,
B-2 Shri Ram Indl. Estate, G.D. Ambekar Marg, Opp. Wadala Udayog Bhuvan,
Wadala, Mumbai-31.

For information, necessary action & to circulate to all members.

- 2) IT Department-

To publish entire data on MCGM portal.

- 3) Executive Director (LPG)- BPCL-

For issuing necessary directives to all distributing agencies to strictly adhere to the guidelines & also ensure that LPG cylinders shall only be supplied to the restaurants, eateries, hotels which compile the attach guidelines.

- 4) Executive Director (LPG)- BPCL-

For issuing necessary directives to all distributing agencies to strictly adhere to the guidelines & also ensure that LPG cylinders shall only be supplied to the restaurants, eateries, hotels which compile the attach guidelines.

MUNICIPAL CORPORATION OF GREATER MUMBAI
MUMBAI FIRE BRIGADE

REQUIREMENTS TO BE FULFILLED BY APPLICANT FOR THE USE OF L.P.
GAS FOR EATING HOUSE

I] GUIDELINES TO USE L.P. GAS CYLINDERS IN RESTUARANTS / HOTELS

A) Single LPG Cylinder:

- 1) The entrance, exit, passage shall be kept free from any obstruction.
- 2) A clear passage of at least one metre width shall be kept from entrance to the rear side.
- 3) The entire electric wiring shall be laid in metal conduit or fire retardant material as per ISI standard conduit, continuously bonded to earth (E.L.C.B. shall be provided).
- 4) The electric mains shall be switched off daily before closing the premises.
- 5) No storage of any kind shall be done within the radius of one metre from any electric wiring and/or electric installations.
- 6) Good housekeeping shall be maintained on the premises. All inflammable packing and other material should be removed time to time.
- 7) The total area of the kitchen room should not be less than 120 sq. feet
- 8) The L.P.G cylinder shall be kept under the R.C.C. kitchen platform in the kitchen room with the provision of metal door having perforations. The main valve of the cylinder shall be kept in "OFF" position, when not in use.
- 9) The position of the cylinders shall facilitate:
 - a. Changing and quick removal of any cylinder in case of necessity, and access to cylinder valve connections and regulating devices.
 - b. Cylinders shall be installed upright with the valves uppermost.
 - c. Cylinders shall not be installed or used below ground level, in cellars or basements.
 - d. Cylinders containing more than 20 kg of gas shall not be located on floors above ground level.
 - e. Cylinders shall not be installed at a place where they may be overheated, for example, close to steam pipes and boilers.
 - f. Cylinders shall not be installed at a place where they are likely to cause an obstruction, to be damaged or to be exposed to conditions likely to affect their safety.
 - g. Cylinders shall be located on a concrete or brick floor, preferably raised in case of outdoor installations.
 - h. In order to prevent the hazardous collection of gas, cylinders shall be placed at least 1 m away from culverts, depressions, or openings leading to below ground level compartment, and drains.
- 10) The cooking burners shall be restricted to 1/2/3 in numbers and shall be kept on the raised non combustible platform and shall be kept at least one metre apart.

- 11) The L.P.G. cylinders permitted for use shall be single cylinder installation of 19.5 kg capacity, with 1/2/3 medium size burners of ISI standard.
- 12) The entire gas installation i.e. regulator, other fixtures shall be carried out under the supervision of a qualified engineer from any one of the public utility company confirming to the rules for commercial and industrial use of L.P. gas.
- 13) Installations on which flexible hose is used shall satisfy the following conditions:
 - a) The cylinder and the appliances connected to it shall be in the same room.
 - b) The length of hose shall be kept as short as possible and should normally not exceed 2 meters.
 - c) The appliances connected shall be of portable type and not mounted in a fixed position.
 - d) Flexible hose shall not be extended from one room or verandah or one space to another and therefore shall not be passed through doors, windows, walls, partitions, ceilings, or floors.
 - e) Flexible hose shall be accessible for easy inspection and shall not be connected from view in walls, cupboards, cabinets and other obstructions.
 - f) Flexible hose shall not be used in conditions where ambient temperature exceeds 52°C.
 - g) Flexible hose shall be so installed that it is not twisted, looped or kinked and is not subjected to any external pressure. Periodic inspection to be carried out by the supplier of the gas.
- 14) Appliances which are rigidly fixed in position shall be connected by means of rigid piping. Appliances which are portable, if connected to rigid piping, shall be connected through flexible or semi-flexible connections.
- 15) All the parts of the installations including piping, manifold and other accessories shall be as per relevant I.S. Standards. [IS 6044-1 (2000)]
- 16) Empty cylinders shall be replaced by an experienced delivery person / worker from the authorized gas distributing company and no naked light shall be kept "ON" when the L.P.G. cylinder is being replaced.
- 17) No spare/loose cylinder more than what is permitted to be kept anywhere on the premises.
- 18) No other fuel such as kerosene, diesel oil, coal, coke, firewood, C.N.G. etc. shall be permitted on the premises.
- 19) Premises shall be kept well ventilated.
- 20) Metal hood shall be provided over the burners and shall be connected to the ducting and the outlet of the ducting shall be extended at least one metre above the height of the structure.
- 21) Dwellings, smoking, use of naked light/flame (other than permitted) shall be prohibited on the premises.
- 22) Storage of any other inflammable substances shall be strictly prohibited on the kitchen premises.
- 23) No loft or mezzanine floor shall be erected unless prior approval from competent authorities. If loft is approved, there shall be no kitchen room below the loft and loft shall only be used for storage purpose. If mezzanine floor is approved, there shall be no kitchen room below the mezzanine floor.

- 24) The trade license, C.F.O.'s requirement letter and consumer number along with name of the distributor / company supplying the LPG cylinder and maintaining installation shall be displayed at the prominent place on the premises.
- 25) L.P. Gas leak detector shall be installed near gas installation so as to give alarm for leakage.
- 26) Two dry chemical powder type fire extinguisher of 10 kg capacity each with ISI certification mark and two buckets filled with dry clean sand shall be kept on the premises.
- 27) The user shall get the inspection of the cylinder manifold, distribution piping, safety system, equipment, valves fittings, etc. done once a year from authorized distribution agency and the records of the same shall be maintained. A certificate to that effect shall be submitted to M.O.H. at the time of renewal of the Trade License. M.O.H. shall ensure the same before renewal of Trade License.

B) 1 + 1 LPG Cylinder:

- 1) The entrance, exit, passage shall be kept free from any obstruction.
- 2) A clear passage of at least one metre width shall be kept from entrance to the rear side.
- 3) Rear side exit of the premises shall be kept open during all the working hours.
- 4) The entire electric wiring shall be laid in metal conduit or fire retardant material as per ISI standard conduit, continuously bonded to earth (E.L.C.B. shall be provided).
- 5) The electric mains shall be switched off daily before closing the premises.
- 6) No storage of any kind shall be done within the radius of one metre from any electric wiring and/or electric installations.
- 7) Good housekeeping shall be maintained on the premises. All inflammable packing and other material should be removed time to time.
- 8) The total area of the kitchen room should not be less than 120 sq. feet
- 9) The L.P.G cylinder shall be kept under the R.C.C. kitchen platform in the kitchen room with the provision of metal door having perforations. The main valve of the cylinder shall be kept in "OFF" position, when not in use.
- 10) The position of the cylinders shall facilitate:
 - a. Changing and quick removal of any cylinder in case of necessity, and access to cylinder valve connections and regulating devices.
 - b. Cylinders shall be installed upright with the valves uppermost.
 - c. Cylinders shall not be installed or used below ground level, in cellars or basements.
 - d. Cylinders containing more than 20 kg of gas shall not be located on floors above ground level.
 - e. Cylinders shall not be installed at a place where they may be overheated, for example, close to steam pipes and boilers.
 - f. Cylinders shall not be installed at a place where they are likely to cause an obstruction, to be damaged or to be exposed to conditions likely to affect their safety.

- g. Cylinders shall be located on a concrete or brick floor, preferably raised in case of outdoor installations.
 - h. In order to prevent the hazardous collection of gas, cylinders shall be placed at least 1 m away from culverts, depressions, or openings leading to below ground level compartment, and drains.
- 11) The cooking burners shall be restricted to 1/2/3/4 in numbers and shall be kept on the raised non combustible platform and shall be kept at least one metre apart.
 - 12) The L.P.G. cylinders permitted for use shall be single cylinder installation of 19.5 kg capacity, (one cylinder in use and one spare) with 1/2/3/4 medium size burners of ISI standard.
 - 13) The entire gas installation i.e. regulator, other fixtures shall be carried out under the supervision of a qualified engineer from any one of the public utility company confirming to the rules for commercial and industrial use of L.P. gas.
 - 14) Installations on which flexible hose is used shall satisfy the following conditions:
 - a) The cylinder and the appliances connected to it shall be in the same room.
 - a. The length of hose shall be kept as short as possible and should normally not exceed 2 meters.
 - b. The appliances connected shall be of portable type and not mounted in a fixed position.
 - c. Flexible hose shall not be extended from one room or verandah or one space to another and therefore shall not be passed through doors, windows, walls, partitions, ceilings, or floors.
 - d. Flexible hose shall be accessible for easy inspection and shall not be connected from view in walls, cupboards, cabinets and other obstructions.
 - e. Flexible hose shall not be used in conditions where ambient temperature exceeds 52°C.
 - f. Flexible hose shall be so installed that it is not twisted, looped or kinked and is not subjected to any external pressure. Periodic inspection to be carried out by the supplier of the gas.
 - 15) Appliances which are rigidly fixed in position shall be connected by means of rigid piping. Appliances which are portable, if connected to rigid piping, shall be connected through flexible or semi-flexible connections.
 - 16) All the parts of the installations including piping, manifold and other accessories shall be as per relevant I.S. Standards. [IS 6044-1 (2000)]
 - 17) Empty cylinders shall be replaced by an experienced delivery person / worker from the authorized gas distributing company and no naked light shall be kept "ON" when the L.P.G. cylinder is replaced.
 - 18) No spare/loose cylinder more than what is permitted to be kept anywhere on the premises.
 - 19) No other fuel such as kerosene, diesel oil, coal, coke, firewood, C.N.G. etc. shall be permitted in the storage area.
 - 20) Premises shall be kept well ventilated.
 - 21) Metal hood shall be provided over the burners and shall be connected to the ducting and the outlet of the ducting shall be extended at least one metre above the height of the structure.

- 22) Dwellings, smoking, use of naked light/flame (other than permitted) shall be prohibited on the premises.
- 23) Storage of any other inflammable substances shall be strictly prohibited on the premises.
- 24) No loft or mezzanine floor shall be erected unless prior approval from competent authorities. If loft is approved, there shall be no kitchen room below the loft and loft shall only be used for storage purpose. If mezzanine floor is approved, there shall be no kitchen room below the mezzanine floor.
- 25) The trade license, C.F.O.'s requirement letter and consumer number along with name of the distributor / company supplying the LPG cylinder and maintaining installation shall be displayed at the prominent place on the premises.
- 26) L.P. Gas leak detector shall be installed near gas installation so as to give alarm for leakage.
- 27) Two dry chemical powder type fire extinguisher of 10 kg capacity each with ISI certification mark and two buckets filled with dry clean sand shall be kept on the premises.
- 28) The user shall get the inspection of the cylinder manifold, distribution piping, safety system, equipment, valves fittings, etc. done once a year from authorized distribution agency and the records of the same shall be maintained. A certificate to that effect shall be submitted to M.O.H. at the time of renewal of the Trade License. M.O.H. shall ensure the same before renewal of Trade License.

C) More than 2 LPG Cylinders:

- 1) The entrance, exit, passage shall be kept free from any obstruction.
- 2) A clear passage of at least one metre width shall be kept from entrance to the rear side.
- 3) Rear side exit of the premises shall be kept open during all the working hours.
- 4) The entire electric wiring shall be laid in metal conduit or fire retardant material as per ISI standard conduit, continuously bonded to earth (E.L.C.B. shall be provided).
- 5) The electric mains shall be switched off daily before closing the premises.
- 6) No storage of any kind shall be done within the radius of one metre from any electric wiring and/or electric installations.
- 7) Good housekeeping shall be maintained on the premises. All inflammable packing and other material should be removed time to time.
- 8) The total area of the kitchen room should not be less than 120 sq. feet
- 9) Stationary installations above 40 kg but not exceeding 1 000 kg shall be installed outdoors on ground level only. A minimum distance of 3 m shall be maintained between an installation and any building, public place, roadways, and other surroundings. The installation shall be protected from excessive weathering by sun, rain, etc, and from tampering by unauthorized persons. A lean-to roof with expanded metal on angle-iron framework on the sides is considered suitable for this purpose. In any case, adequate ventilation at ground level to the outside air shall be provided.
- 10) The position of the cylinders shall facilitate:

- a. Changing and quick removal of any cylinder in case of necessity, and access to cylinder valve connections and regulating devices.
 - b. Cylinders shall be installed upright with the valves uppermost.
 - c. Cylinders shall not be installed or used below ground level, in cellars or basements.
 - d. Cylinders containing more than 20 kg of gas shall not be located on floors above ground level.
 - e. Cylinders shall not be installed at a place where they may be overheated, for example, close to steam pipes and boilers.
 - f. Cylinders shall not be installed at a place where they are likely to cause an obstruction, to be damaged or to be exposed to conditions likely to affect their safety.
 - g. Cylinders shall be located on a concrete or brick floor, preferably raised in case of outdoor installations.
 - h. In order to prevent the hazardous collection of gas, cylinders shall be placed at least 1 m away from culverts, depressions, or openings leading to below ground level compartment, and drains.
- 11) The cooking burners shall be restricted to 1 to 12 or more in numbers and shall be kept on the raised non combustible platform and shall be kept at least one metre apart.
- 12) The entire gas installation i.e. regulator, other fixtures shall be carried out under the supervision of a qualified engineer from any one of the public utility company confirming to the rules for commercial and industrial use of L.P. gas.
- 13) Installations on which flexible hose is used shall satisfy the following conditions:
- a) The cylinder and the appliances connected to it shall be in the same room.
 - a. The length of hose shall be kept as short as possible and should normally not exceed 2 meters.
 - b. The appliances connected shall be of portable type and not mounted in a fixed position.
 - c. Flexible hose shall not be extended from one room or verandah or one space to another and therefore shall not be passed through doors, windows, walls, partitions, ceilings, or floors.
 - d. Flexible hose shall be accessible for easy inspection and shall not be connected from view in walls, cupboards, cabinets and other obstructions.
 - e. Flexible hose shall not be used in conditions where ambient temperature exceeds 52°C.
 - f. Flexible hose shall be so installed that it is not twisted, looped or kinked and is not subjected to any external pressure. Periodic inspection to be carried out by the supplier of the gas.
- 14) Appliances which are rigidly fixed in position shall be connected by means of rigid piping. Appliances which are portable, if connected to rigid piping, shall be connected through flexible or semi-flexible connections.
- 15) **Piping:**
- a. Piping shall be free internally and externally of cutting burrs, loose scales, dirt, dust and other foreign matter before the installation is completed.

- b. It is recommended that, where possible, joints should not be placed beneath ground level in inaccessible places, confined places (for example, cellars), air or ventilating ducts, space under flooring or lift shafts.
- c. If joints have to be used in piping beneath ground level in inaccessible places or confined places, they shall be welded or brazed to minimize the risk of leakage which may lead to hazardous collection of gas.
- d. Where welded or brazed joints are used, they shall be of adequate mechanical strength and, for fire resistance, the material used for welding or brazing shall have a minimum melting point of 540°C.
- e. Joints other than welded or brazed shall be readily accessible.
- f. Piping shall be so located or protected as to avoid extremes of temperature which might give rise to condensation or cracking of the gas.
- g. Provision shall be made to avoid damage to the piping from its expansion, contraction and vibration and by settlement of the building by which it is carried.
- h. Piping shall be protected against corrosive atmospheres and materials.
- i. As far as possible, concealed piping shall be avoided. If concealed piping is used, it shall be protected against inadvertent damage, such as from nails and knocks, by its location, type of material used or sheathing.
- j. Piping shall not be run in or through an air or ventilating duct, chimney, flue or lift shaft.
- k. Piping up to an outside diameter of 12mm shall be supported at intervals of about 50 cm by means of pipe saddles or clamps in a way to avoid sagging and shifting. For larger diameter pipes, suitable longer supporting intervals may be used.
- l. It is recommended that if the pipes are run along a surface of a structure, the supports should be so designed that the joints are sufficiently clear of the surface to permit the use of tools without damage to the surface.
- m. It is recommended that when installing pipes along a surface of a structure, the installation is done in such a way that moisture is not trapped between the surface and the pipeline.
- n. It is recommended that the piping passing through walls should be protected by a covering sleeve. If it is necessary to pack the space between the piping and the sleeve, a moisture-proof material which does not corrode the piping shall be used.
- o. The distance between gas piping and electrical wiring system shall be at least 60 mm and, where necessary, they shall be securely fixed to prevent contact due to movement. The gas piping should run below the electrical wiring.
- p. The distance between the gas piping and steam piping, if running parallel, shall be at least 150 mm. The gas piping should preferably run below the steam piping.
- q. Suitable line shut-off valves shall be fitted for each appliance or burner.
- r. A main valve shall be fitted in the piping as near as possible to its point of entry into building. It shall be enclosed in a metal box with a glass frontage.

- s. It is recommended that the number of fittings used in an installation should be kept to a minimum in order to reduce the risk of gas leakage. As far as possible, straight lengths of piping should be used. Where there are bends in the pipeline, these should have a radius of at least five times the diameter of the pipe.
 - t. The open ends of piping and fittings (with the exception of terminal taps or vales in regular use) shall always be made gas-tight by means of either an appropriate terminal fitting or a plug, welded or brazed in position. Welding or brazing material shall have a melting point of at least 540°C.
 - u. Hammering over the ends of piping or plugging with wood, as a means of sealing, shall not be allowed.
- 16) All the parts of the installations including piping, manifold and other accessories shall be as per relevant I.S. Standards. [IS 6044-1 (2000)]
 - 17) Empty cylinders shall be replaced by an experienced delivery person / worker from the authorized gas distributing company and no naked light shall be kept "ON" when the L.P.G. cylinder is being replaced.
 - 18) No spare/loose cylinder more than what is permitted to be kept anywhere on the premises.
 - 19) No other fuel such as kerosene, diesel oil, coal, coke, firewood, C.N.G. etc. shall be permitted in the storage area.
 - 20) Premises shall be kept well ventilated.
 - 21) Metal hood shall be provided over the burners and shall be connected to the ducting and the outlet of the ducting shall be extended at least one metre above the height of the structure.
 - 22) Dwellings, smoking, use of naked light/flame (other than permitted) shall be prohibited on the premises.
 - 23) Storage of any other inflammable substances shall be strictly prohibited on the kitchen premises.
 - 24) No loft or mezzanine floor shall be erected unless prior approval from competent authorities. If loft is approved, there shall be no kitchen room below the loft and loft shall only be used for storage purpose. If mezzanine floor is approved, there shall be no kitchen room below the mezzanine floor.
 - 25) The trade license, C.F.O.'s requirement letter and consumer number along with name of the distributor / company supplying the LPG cylinder and maintaining installation shall be displayed at the prominent place on the premises.
 - 26) L.P. Gas leak detector shall be installed in the LPG battery / near gas installation so as to give alarm for leakage.
 - 27) Four dry chemical powder type fire extinguisher of 10 kg capacity each with ISI certification mark and two buckets filled with dry clean sand shall be kept on the premises.
 - 28) The user shall get the inspection of the cylinder manifold, distribution piping, safety system, equipment, valves fittings, etc. done from a year from authorized distribution agency and the records of the same shall be maintained. A certificate to that effect shall be submitted to M.O.H. at the time of renewal of the Trade License. M.O.H. shall ensure the same before renewal of Trade License.

Note: The supply of liquefied petroleum gas to non-domestic category shall be made in 17 Kg/19 Kg/33 Kg/47.5 Kg capacity cylinder or in such capacity cylinders as may be notified by the Central Government from time to time.

II] Inspection Requirements:

- a) All the above said requirements (A, B or C as the case may be) shall be fulfilled before application for the use of L P Gas for Eating House/Hotels.
- b) In case of 'C' (more than two cylinders), the plan showing L.P. Gas battery, manifold, LPG pipeline, number of burners along with its location, loft / mezzanine floor if any, tandoor bhatti if any, exhaust system, number of entry and exits to the kitchen & Serving area, store room / storage area shall be submitted in three sets.
- c) The authenticity of the plan which are approved from fire safety point of view, shall indemnify and in case of default they are liable for prosecution.
- d) M.O.H. shall verify the submission of test certificate from authorized distribution agency before renewal of Trade License.
- e) The plans and requirements if fulfilled and approved by the Department, the MOH shall confirm the compliance before granting license.

III] Procedure for Submission of Application:

Application may be submitted at local fire station or Regional Command Center as mentioned in Annexure. On receipt of NOC the same shall be submitted to the M.O.H. for the eating house licence.

IV] Safety Precautions:

A) In case of leakage of L.P. Gas:

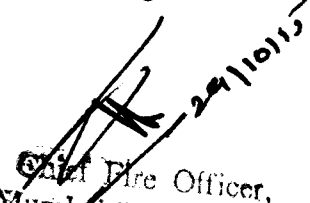
- 1) Close the main valve of the cylinder at regulator assembly. In case of leakage from main valve of the cylinder, fix the safety cap of the cylinder in its place so as to stop the leakage & the cylinder shall be moved to an open space.
- 2) Ventilate the premises by opening all the doors, windows.
- 3) Do not operate (ON or OFF) any electrical switch. Let it be as it is.
- 4) Avoid any ignition source such as any naked flame, lighting match stick, gas lighter, any type of spark. Put out the any lighted flame in close vicinity.
- 5) Evacuate the premises.
- 6) If you cannot stop the leakage, inform Fire Brigade and your L.P. Gas dealer.

B) In case of fire at supply pipe / tube:

- 1) Inform Fire Brigade immediately and evacuate the premises as early as possible.
- 2) Till Fire Brigade arrives try to close the Gas supply by turning off the main valve at regulator assembly /manifold.
- 3) Do not put out the flame until you shut off the main valve (supply of the gas).

- 4) Once the gas supply is shut off, try to put out the flame by smothering with wet cloth, bucket of water or using fire extinguisher.

Mumbai Fire brigade request all Restaurants, Eating houses to comply with the above stipulation for the safety of citizen. All the premises who comply are requested to put up board at prominent location at the entry in English and Marathi stating that "This premises is fire safety compliant" and "हा परिसर अग्नि सुरक्षिततेच्या दृष्टीने परिपूर्ण आहे."


Chief Fire Officer,
Mumbai Fire Brigade.

MUNICIPAL CORPORATION OF GREATER MUMBAI
MUMBAI FIRE BRIGADE
ANNEXURE

Simplified Procedure for Submission and Approval

Type of proposal	Steps	Proposed working system
N.O.C.s issued u/s 394 for conducting trades having area less than 50 sq mtrs. or using one or two L.P.G. cylinders	1	Proposal is received in dispatch at Admin Office of the local fire station
	2	S.O. will scrutinize and prepare N.O.C.; sign it and issue in 7 days if compliant.
	3	NO.C. will be issued from local Fire Station.
N.O.C.s issued u/s 394 for conducting trades having area more than 50 sq mtrs. but less than 500 sq mtrs. or using more than two L.P.G. cylinders but less than 20 L.P.G. cylinders	1	Proposal is received in dispatch at Admin Office at local fire station
	2	It will be scrutinized and prepare N.O.C by S.O. and sent to concerned A.D.F.O. who will examine.; sign it and will issue the NOC if compliant.
	3	NO.C. will be issued from local Fire Station
N.O.C.s issued u/s 394 for conducting trades having area more than 500 sq mtrs. or . or using more than 20 L.P.G. cylinders	1	Proposal is received in dispatch at Admin Office of concerned command center.
	2	A.D.F.O. will scrutinize, prepare N.O.C.; and will submit it to the concerned Dy. C.F.O. if compliant.
	3	NO.C. will be issued from the regional command center.


Chief Fire Officer