

MUNICIPAL CORPORATION, CHANDIGARH  
(Fire & Emergency Services)

Office Order no. 529

Office Order

Dated 03-12-18

H.E. The Administrator, UT, Chandigarh has accorded the approval to recover the charges on account of expenditure incurred under rule 8 (2) titled as "Liability" of the Chandigarh Fire Prevention and Fire Safety Rules, 1991 by Chief Fire Officer from owners/occupiers of building/premises in lieu of inspection/issuance of Fire Safety Certificate as conveyed by the Secretary, Local Government, Chandigarh Administration, Chandigarh vide his office letter no 2002-FII (9)-2018/21392 dated 21.11.2018.

All the Station Fire Officers are hereby directed to recover the charges as approved by the General House of Municipal Corporation, Chandigarh in its 262<sup>nd</sup> meeting held on 14.09.2018 vide agenda item no. 262.20. (Copy enclosed). They will follow the instructions as mentioned below: -

1. These charges are applicable w.e.f 21-11-2018 from date of approval received from SLG, Chd Admn, Chandigarh.
2. In case of Fire Safety Certificate withdrawn due to non compliance/contravention of Fire and Life Safety norms. Therefore the charges are applicable again for issuance of Fire Safety Certificate again after ascertaining the adequacy of Fire Safety arrangement as required in Act/Rules as applicable to UT, Chandigarh.
3. The Fire Safety Certificate charges are applicable in case of change of occupancy during the validity period of 03 years.
4. These charges are non refundable as the Fire Department bear the huge expenditure for compliance of Fire and Life Safety norms.
5. The GST will be applicable as per instructions issued by Govt. of India from time to time. (GST No. 04AAALM0758K1Z1). GST Bank account no. 00381132000317, Oriental Bank of Commerce, Name of Beneficiary: - The Commissioner, Municipal Corporation, Chandigarh.
6. These charges are deposited in the shape of demand draft in favour of the Commissioner, Municipal Corporation, Chandigarh or in cash in the office of the CFO, Fire Station, Sector-17, Chandigarh. The collected draft/cash payment will be deposited in the Oriental Bank of Commerce, New Deluxe Building, Janmarg, Sector-17, Chandigarh. Name of Beneficiary: - The Commissioner, Municipal Corporation, Chandigarh, Account Number:- 00382010033490, IFSC Code:- ORBC0102252.
7. The two separate drafts will be deposited by the applicant/owner i.e. one for charges on account of issuance of Fire Safety Certificate and second for GST amount.
8. Since the department is going to launch the issuance of Fire Safety Certificate online, therefore the charges will be deposited online at the

time of uploading the application by owner/occupier of building/premises through payment gateway in the above bank account.

9. If owner/occupier of building/premises conceal/hide any covered area of the building in his application, the owner/occupier will responsible for this act and liable to pay charges for the same.
10. The payment will be deposited at the office of the CFO, Fire Station, Sector-17, Chandigarh from 9:00 AM to 3:00 PM except Gazetted holidays.

Dated, Chandigarh the  
28.11.2018


KAMAL KISHOR YADAV, IAS  
Commissioner  
Municipal Corporation,  
Chandigarh

Enclst No F&EW/2018/SA-II/C-2/ 8302-17 Dated: 03-12-18

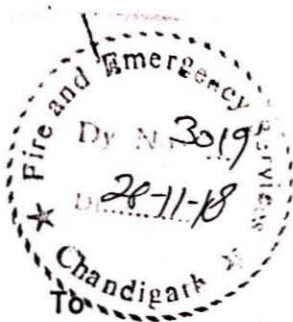
A copy is forwarded to the following for information and necessary action:-

1. The Additional Secretary Local Government, Chandigarh Administration, Chandigarh in reference to his office letter no 2002-FII (9)-2018/21392 dated 21.11.2018.
2. The Chief Fire Officer, Fire Station, Sector 17, Chandigarh.
3. The Examiner, MC, Chandigarh
4. The Chief Accounts Officer, MC, Chandigarh
5. The ACFA (Fire), MCC
6. The SO (Fire), MCC
7. The APRO, MCC
8. The Station Fire Officer, Fire Station, Sector 17, 11 and 32.
9. All Sub Fire Officers
10. The SA-I/SA-II
11. The Computer Programmer. He is directed to upload the same on the official website of MCC.
12. Cashier, Fire Branch, MCC
13. Office Clerk, CFO Office, Fire Station, Sector 17, Chandigarh
14. Notice Board of all Fire Stations.
15. Office order file

DA/As above

  
Additional Commissioner-III  
Municipal Corporation,  
Chandigarh





No.2002-FII(9)-2018/ 21392  
CHANDIGARH ADMINISTRATION  
LOCAL GOVERNMENT DEPARTMENT.

16188  
26/11/18  
8048  
26/11/18  
Chandigarh, dated 21/11

The Commissioner,  
Municipal Corporation,  
Chandigarh.

Subject: Mandatory recovery of charges on account of expenditure incurred by Chief Fire Officer from owner/occupier of building/premises in lieu of inspection/issuance of Fire Safety Certificate.

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Reference your Memo No. MCC/F&EW/SA-I/F-II/C-2/2018/7371 dated 12.10.2018, on the subject noted above.

2. Approval of H.E.-the Administrator is hereby accorded that the proposal under "Chandigarh Fire Prevention and Fire Safety Rules 1991" and as per these rules Commissioner, Municipal Corporation, Chandigarh is competent to recover the expenditure incurred by Chief Fire Officer.

Additional Secretary Local Govt.,  
Chandigarh Administration.

No. MCC/Secy/2018/122

To



**Minutes of the 262<sup>nd</sup> meeting of  
Municipal Corporation, Chandigarh  
held on 14.09.2018 at 10.55 a.m.**

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**Municipal Corporation**  
New Deluxe Building, Sector-17-E,  
Chandigarh-160017

DT1234General House number from doc



"The House considered & approved the estimate amounting to Rs.2553.14 lac for development of 9 villages."

**AGENDA ITEM NO.262.20**

**Mandatory recovery of charges on account of expenditure incurred by Chief Fire Officer from owner/occupier of building/premises in lieu of inspection/issuance of Fire Safety Certificate.**

The Secretary placed agenda item No.20 before the House for consideration.

The Additional Commissioner-II intimated the House that the Fire and Emergency Service of Municipal Corporation, Chandigarh issues Fire Safety certificate to various building/occupancies i.e. Residential (Except Sub Division A-2 of NBC of India) etc. He further read out Sub Division A-2 that "these shall include any private dwelling, which is occupied by members of one or two families and has a total sleeping accommodation for not more than 20 persons meaning thereby that such dwelling does not fall under charges to be levied by this Corporation for issuance of mandatory Fire Safety certificate.

The Mayor informed that it may be decided whether charges may be obtained from the Residential/dwelling or commercial properties.

Sh. Gurpreet Singh Dhillon said that these charges be levied on the private dwelling/societies.

The Commissioner apprised the House that a similar agenda for NOC charges for issue of Fire Safety Certificate was passed by this House in the year 2017 and accordingly sent the same to the Chandigarh Administration for approval and notifying the same, but the Chandigarh Administration intimated that MCC cannot be obtain charges on account of issue of NOC but can obtain inspection charges as the MCC officers issue the NOC on the basis of inspection of building. It is compulsory under the NBC under clause 3.1.2 b (A 2). Fire Safety certificate is mandatory to various buildings/occupancies i.e.





Residential, Educational, Institutional, Assembly, Business, Mercantile, Industrial, Storage and Hazardous and as on today MCC is not charging any amount from these building/occupancies inspite of checking by MCC officers many times. He further requested the House to include all the categories. As regarding industries, presently the MCC does not charge any amount for the issue of NOC in spite of engagement of large number of manpower and Govt. machinery. The said charges were already approved by the House and now only nomenclature has to be changed. If House approves it, the MCC will earn a revenue of Rs.30.00 crore per annum. He further intimated that the period of validity of NOC is 3 years and is revalidated the same after inspection of the fire safety equipments.

Sh. Charanjiv Singh said that the charges are levied on the building having more than 15 mtr. height and most of the houses are less than 15 mtr. height in Chandigarh.

Sh. Gurpreet Singh Dhillon informed the House that these societies are closer and their system is of different type and the flats are very congested. For example in Puspahk Society, they are having two or three gates to enter and exit and one cannot imagine its internal condition as no vehicle like truck can enter and even Innova car cannot take a turn there and no fire safety measures are adopted there.

The Additional Commissioner-I said that he has already issued provisional certificate for Societies and high rise buildings in Chandigarh.

The Mayor intimated that housing societies make internal development themselves and nothing has been done by MCC on this account. Now the trend has changed and laws are enforced. Presently 60% of societies have been already approved and remaining 40% will also be approved.

The Commissioner apprised the House that the Societies have to get the Fire Safety certificate whether this agenda is deferred or otherwise. Now the issue is about getting the mandatory recovery of charges for issue of Fire Safety certificate.





The House considered & approved the proposal of mandatory recovery of charges on account of expenditure incurred by Chief Fire Officer from Owner/occupier of building/premises in lieu of inspection/issuance of Fire Safety Certificate as proposed in agenda except all residential properties as given below:

S.No	Categories of properties	Rate	Period of Validity
1	Small Booth	Min. fee 2500/- or Rs. 5/- per sq.mtr. for covered area whichever is more	03 years
2	Commercial Buildings	Min. fee 5000/- or Rs. 10/- per sq.mtr. for covered area whichever is more	03 years
3	Industries	Min. fee 5000/- or Rs. 7.50/- per sq.mtr. for covered area whichever is more	03 years

#### AGENDA ITEM NO.262/21

**Rough cost estimate for renovation of basement, ground floor, first floor and second floor of Municipal Corporation, Building, Sector 17, Chandigarh.**

The Secretary placed agenda item No.21 before the House for consideration.

The Commissioner apprised the House that Rough cost estimate of Rs.22.00 crore for renovation of basement, ground floor, first floor and Second Floor of Municipal Corporation, Building, Sector 17, Chandigarh was prepared in the year 2014 and now it has been enhanced to Rs.27.35 crore. The work will be carried out in phased manner and it will start from the basement. Earlier, the agenda for the renovation of Tax Branch was deferred. Now the construction/renovation will be done in phase manner subject to availability of funds and renovation work will be started from basement so that the files may be stored there in compactors. Thereafter the work of ground floor will be started and 20 counters will be constructed for public services pertaining to this Corporation.





## AGENDA ITEM NO. 262.20

Subject: - Mandatory recovery of charges on account of expenditure incurred by Chief Fire Officer from owner/occupier of building/premises in lieu of inspection/issuance of Fire Safety Certificate.

The Fire and Emergency Services of Municipal Corporation, Chandigarh issues Fire Safety Certificate to various buildings/occupancies i.e. Residential (except Sub Division A-2 of NBC of India), Educational, Institutional, Assembly, Business, Mercantile, Industrial, Storage and Hazardous after ascertaining the adequacy of installed fire fighting system and safety equipments in accordance with the National Building Code of India for fire and life safety purpose. The Chief Fire Officer/nominated authority issues a notice to the owners or occupier of such building or premises directing him to undertake such measure as may be specified in the notices i.e. (A,B,C and D). The nominated authority after giving three hour notice (Notice Form A) may enter and inspect any building where it appears necessary for ascertaining the adequacy or contravention of Fire Prevention and Fire Safety measures in order to ensure safety of life and property. The Nominated Authority also records the deviations from or the contravention of building rules with regard to the Fire Prevention and Fire Safety measures and the inadequacy of such measure provided there is with reference to the height and occupancy use of building and issues notices in Form B to the owner/occupier of the building directing him to undertake such measure as specified in the notice. The Chief Fire Officer also issues 03 hour notice in Form C for carry out entry and inspection for ascertaining the adequacy on contravention of Fire Prevention and Fire Safety measures as required to be provided under the Act. Furthermore the Chief Fire Officer also serves notice in Form D for undertaking measures for rectification of the inadequacy in relation of Fire Prevention and Fire Safety measures. This entire process requires engagement of large number of professional manpower and Govt. machinery and it bears huge expenditure of compliance of Fire and Life Safety norms.

The Delhi Fire Prevention and Fire Safety Act, 1986 (56 of 1986) as extended to UT, Chandigarh in accordance with the existing provisions under rule 8 (2) titled as liability of the Chandigarh Fire Prevention and Fire Safety Rules, 1991, allow to recovery of charges on account of expenditure incurred by the Chief Fire Officer, from the owner/occupier of the premises.

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Hence the user charges are recommended as under to issue the Fire Safety Certificate: -

**Charges of issuance of Mandatory Fire Safety Certificate: -**

Sr. no	Categories of properties	Rate	Period of validity
1.	Small booth/residential properties (except Sub Division A-2 of National Building Code 2016 or latest of India)	Min. fee 2500/- or Rs 5/- per square meter for covered area whichever is more	03 years
2.	Commercial buildings	Min. fee 5000/- or Rs 10/- per square meter for covered area whichever is more	03 years
3.	Industries	Min. fee 5000/- or Rs 7.50/- per square meter for covered area whichever is more	03 years

These charges can be revised from time to time thereafter with prior approval of the competent authority.

**General Instructions**

1. These charges are applicable from starting of the financial year to the last day of third financial year i.e. 31<sup>st</sup> March, irrespective of date of issuance of financial year i.e. April to March unless withdrawn sooner due to non compliance/contravention of Fire and Life Safety norms and charges as applicable will be imposed for reinstatement of Fire Safety Certificate after ascertaining the adequacy of Fire Safety arrangement as required in Act/Rules as applicable to UT, Chandigarh.
2. These charges are non refundable as the Fire Department bear the huge expenditure for compliance of Fire and Life Safety norms.
3. These charges are deposited in the shape of demand draft in favour of the Commissioner, Municipal Corporation, Chandigarh or in cash in the office of the CFO, Fire Station, Sector-17, Chandigarh.

Therefore the matter is placed before the General House of the Municipal Corporation, Chandigarh for consideration and approval of the proposal to mandatory recovery of charges on account of expenditure incurred by Chief Fire Officer from owner/occupier of building/premises in lieu of inspection/issuance of Fire Safety Certificate as proposed above.

  
Additional Commissioner  
Municipal Corporation  
Chandigarh