

Government of West Bengal
Department of Fire and Emergency Services
Bikash Bhawan, Salt Lake, Kolkata -700091

No. 1410 /FES/O/MISC-04/2020

Date: 15/12/2020

ORDER

WHEREAS this Department has already issued notification prescribing time limits for providing the services of Fire Safety Recommendation, Revised Fire Safety Recommendation, Fire Safety Certificate and Renewal of Fire Safety Certificate (15 days within KMC area and 30 days for rest of the state) and Fire License / Renewal of Fire License (60 days) respectively under West Bengal Right to Public Services Act, 2013.

AND WHEREAS the time-bound disposal of pending cases received through online web portal viz. <https://edistrict.wb.gov.in> notified under Ease of Doing Business (BRAP 2020-2021) was under active consideration of this Department for some time past.

AND WHEREAS there is a requirement to prescribe the time-limits for disposal of pending cases by various officers in the Departmental hierarchy;

THEREFORE, after careful consideration, it is hereby ordered that the Departmental officers shall dispose of each and every case within the following time-limits –

(1) For issuance of Fire safety Recommendation, Revised Fire Safety Recommendation, Fire Safety Certificate and Renewal of Fire Safety Certificate –

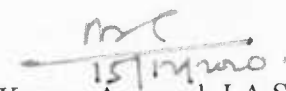
Sl. No.	Designation of departmental actors	Time-limit		
		Non-TEC cases	TEC cases	Cases under KMC areas
1	Director(on receipt of applications)	N/A	1 day	1 day
2	Divisional Fire Officer	1 day	N/A	N/A
3	Head Assistant	4 days	4 days	N/A
4	Inspector	14 days	10 days	5 days
5	Divisional Fire Officer	11 days	3 days	1 day
6	Deputy Director	N/A	2 days	1 day
7	Director(during approval)	N/A	10 days	7 days
	TOTAL	30 days	30 days	15 days

(2) For Issuance and Renewal of Fire License –

Sl. No.	Designation of departmental actors	Time-limit
1	Collector (on receipt of applications)	05 days
2	Inspector	30days
3	Divisional Fire Officer	05 days
4	Director	05days
5	Assessing Officer	10 days
6	Collector (during approval)	05days
	TOTAL	60 days

All the Departmental officers shall take necessary steps to dispose of all applications within the aforesaid time-limits, else they will be held personally liable for violation of the time frame prescribed in the RTPS Act'2013.

This order is issued in interest of public service for strict compliance in letter and spirit by all functionaries of this Department


Manoj Kumar Agarwal, I.A.S.

Principal Secretary to the Govt. of West Bengal

No. 1410/1(8)/FES/O/MISC-04/2020

Date: 15/12/2020

Copy forwarded for information and necessary action to the: -

1. Director General, W.B.F&E.S., 13D, Mirza Ghalib Street, Kolkata – 700016 – He is requested to circulate this order to all concerned officials under his control.;
2. Secretary, Department of Fire & Emergency Services, Govt. of West Bengal, Bikash Bhawan, Salt Lake City, Kolkata – 700091;
3. Commissioner, Department of Fire & Emergency Services, Govt. of West Bengal, Bikash Bhawan, Salt Lake City, Kolkata – 700091;
4. P.S. to the Hon'ble M.O.S. (I.C.), Department of Fire & Emergency Services;
5. Director-In-Charge, W.B.F&E.S., 13D, Mirza Ghalib Street, Kolkata – 700016;
6. Sr. P.S., to the Principal Secretary, Department of Fire & Emergency Service;
- ✓ 7. I.T. Cell.
8. Guard File.


Dy. Secy. to the Govt. of West Bengal