

*“Government vide G. O. Ms. No.44 Home (Services.IV) Department, dated: 24-06-2023 has issued guidelines for Empanelment of Third Party Audits, Empanelment of Third Party vendor, uploading of reports etc., The said G.O. is available in the Departmental website <https://fire.telangana.gov.in/> . In view of the above, the agencies/vendors interested to get the Empanelment with the Telangana State Disaster Response and Fire Services Department may submit their application with all the required enclosures as per the Government G.O.within one month from the date of notification or 15-08-2023 whichever is earlier. The applications for Empanelment may be sent in full shape to the following address.*

*To  
The Director General,  
Telangana State Disaster Response and Fire Services,  
2<sup>nd</sup> Floor, CID Building,  
Adj: to DGP Office,  
Lakdikapul, Hyderabad-500004  
Ph.No.040-23442944.*

40012



**GOVERNMENT OF TELANGANA  
ABSTRACT**

Home Department - TSDR&FS - "Guidelines for third party audits, empanelment of third-party vendors, uploading of reports, development of required software etc"., to implement the same in the Telangana State Fire Services Department - Permission - Accorded - Orders - Issued.

**HOME (SERVICES.IV) DEPARTMENT**

**G.O.Ms.No.44**

**Dated:24-06-2023**

**Read:-**

From the Director General, TSDR&FS, Hyderabad Rc.No.1307/MSB/2023, Dated:16-03-2023.

MSB  
  
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**ORDER:**

In the circumstances reported by the Director General, Telangana State Disaster Response & Fire Services, Hyderabad in the reference read above, Government after careful examination of the matter, hereby accord permission for approve the "Guidelines for third party audits, empanelment of third-party vendors, uploading of reports, development of required software etc"., to implement the same in the Telangana State Fire Services Department.

2. The Guidelines for empanelment of Licensed Agencies for third party Audit and installation of Fire Prevention and Protection Measures are detailed in Annexure-I. The application for Licenses to Act as Licensed Agency is appended as Annexure-II. Six month's certificate to be given in every January and July by the owner or the occupier for compliance of the Fire Prevention and Life Safety Measures is appended as Annexure-III. Notice to show cause as to why License granted or renewed to act as a Licensed Agency be not suspended or cancelled is appended as Annexure-IV to the G.O.


3. The Director General, Telangana State Disaster Response & Fire Services, Hyderabad is requested to follow the instructions issued in Annexure - I to IV appended to this G.O.

4. The Director General, Telangana State Disaster Response & Fire Services, Hyderabad shall take further necessary action in the matter.

5. This order is issues with the concurrence of the Municipal Administration & Urban Development Department vide their U.O.No.1419/Spl.CS/Plg.III/2023, dated 08-06-2023.

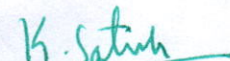
(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

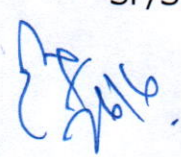
**Dr. JITENDER  
PRINCIPAL SECRETARY TO GOVERNMENT**

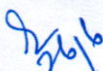
  
To  
The Director General,  
Telangana State Disaster Response & Fire Services, Hyderabad.

Copy to:  
The P.S. to Hon'ble Minister (Home).  
The MA & UD (Plg.III) Department.  
SF/SC.

//Forwarded :: By Order//

  
SECTION OFFICER

  
26.6.

  
26/6

## Annexure-I

### Guidelines for empanelment of Licensed Agencies for third party Audit and installation of Fire Prevention and Protection Measures:

#### **1) Licensed Agency to carry out work of providing fire prevention and life safety measures and Fire Auditing:**

- (1) No person other than a Licensed Agency shall carry out the work of providing fire prevention and life safety measures or performing such other related activities required to be carried out in any place or building or part thereof:
- (2) No Licensed Agency or any other person claiming to be such Licensed Agency shall give a Audit certificate regarding the compliance of the fire prevention and life safety measures or maintenance thereof in good repair and efficient condition, without there being actual such compliance or maintenance.

#### **2) Power to grant license to act as Licensed Agency:**

- (1) The Director General of Telangana State Disaster Response & Fire Services may grant any person or association of persons as he thinks fit, a licensee to act as a Licensed Agency for the purposes of conducting Fire Audit and installation of Fire Prevention and Protection Systems.
- (2) Any person intending to have or renew such license shall apply to the Director General, Telangana State Disaster Response & Fire Services in the prescribed form and in the prescribed manner.
- (3) On receipt of such application, the Director General, Fire Services, may, after holding such inquiry as he deems fit, either grant the license in the prescribed form for initial period of one year or renew the same for a like period or, for reasons to be recorded in writing, by order refuse to grant or renew the license.
- (4) Where the Director General, Fire Services, has reason to believe that any person to whom a license has been granted and who failed to comply with the conditions of the license or is unfit by reason of incompetency, misconduct or any other grave reasons, the Director General, Telangana State Disaster Response & Fire Services may, after giving to the person a reasonable opportunity to show cause, for reasons to be recorded in writing, by order suspend or cancel the license.

#### **3) Eligibility to act as Licensed Agency:**

No person shall be eligible to apply for grant of license to act as Licensed Agency: and shall be granted a license to act as a Licensed Agency, unless he possesses—

- (1) At least any of the following qualifications, namely :—
  - (i) a Degree or Advanced Diploma or Diploma in Fire Engineering awarded by the National Fire Service College, Ministry of Home Affairs, Government of India, or
  - (ii) Fellow of Fire Engineering of the Institution of Fire Engineer (U.K.) or M.I. Fire (U.K.) or A.M.I.F.E. India, Graduate ship Examination of the Institution of Fire Engineer (U.K.) or the Institution of Fire Engineers (India) and
  - (iii) having 3 years post qualification experience in a Fire Service established under law in a position not less than the rank of a Station Fire Officer or equivalent: or in the field of Fire Protection and engineering including design, installation, commissioning and maintenance of Fire safety systems viz., automatic sprinkler system, automatic detection and alarm system, Fire Hydrant System, Manually Operated Fire Alarm system, wet riser/down comer system, Fire Pumps, Smoke management system's etc.

- (2) (i) a Degree or Diploma in Mechanical or Electrical or Chemical or Civil Engineering from a recognized university and  
(ii) experience in executing fire prevention and fire protection system, in high rise buildings/ Non High rise buildings/ Industries as laid down in the National Building Code of India, 2016 or the code published by the National Fire Protection Association (NFPA, USA) 2008 as amended from time to time, or

In case of (2) above, has in his employment for the purpose of execution and supervision of the work relating to fire protection and life safety measures in a building or a project, an officer or supervisory officer holding any of the qualifications mentioned in clause (1), so however that, a degree or diploma in Fire Engineering or any other qualifications in relation to fire protection, prevention and safety measures specified therein shall be an essential qualification.

- (2) Holds a solvency certificate for an amount as may be specified by the Director General of Telangana State Disaster Response & Fire Services with prior approval of the Government.  
(3) Has, during the period of 03 years immediately preceding the year of making the application, executed the work in relation to fire prevention and fire protection system in high rise buildings / non - high-rise buildings / industries.  
(4) Has adequate machinery, tools and other requisite equipment in relation to fire prevention and fire protection systems; and  
(5) Has not been black-listed by any Government Department or Organization or any other State.

**4) Application to be made for Licensed Agency, manner of making it and fees in respect thereof:**

- (1) Every application for License to act as Licensed Agency for the purpose shall be in the prescribed format at Annexure II.  
(2) Such application may be submitted online.  
(3) Every such application shall be accompanied by the following fees:-

**Class of work for Licensing.**

Class of local or planning authority	Minimum solvency certificate for (Rupees in lakh)	Prescribed limit for execution of the works as per estimated cost (Rupees in lakhs)	Cost of annual works minimum executed in the last three years (in lakhs)			Registration (fee in Rs.)
			Fire fighting system installation such as hydrants, sprinklers, Pumping etc.,	Detection and fire separation system	Passive protection such as cable protection fire doors etc.,	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Municipal Corporations	15.00	unlimited	500.00	200.00	200.00	25000
Other Municipalities	10.00	1000.00	300.00	100.00	100.00	15000

- (ii) documents as may be specified by the Director General of Fire Services and which shall include the following, namely:-
  - (a) Solvency certificate for an appropriate amount as specified and shown above.
  - (b) attested copy of deed of partnership and power of attorney or articles of memorandum of association or affidavit on stamp paper in case the individual is the sole proprietor of the firm:
  - (c) Certificate from the chartered accountant or registered income tax practitioner in the prescribed form in case of private works;
  - (d) Certificate regarding appointment of at least one possessing any of the qualifications specified in 3(1).
  - (e) attested passport size photographs of partners or directors or individual proprietor and also of the officer or officers referred to in item (h);
  - (f) attested copy of GST Registration Certificate;
  - (g) affidavit on appropriate stamp paper, stating that his or her firm is not black listed by the Government or any Semi Government Organization; and

**5) License to act as Licensed Agency:**

The License to act as a Licensed Agency shall be granted in the prescribed Format at Annexure III and shall be subject to the following conditions, namely:-

- (1) The License shall be --
  - (i) non-transferable,
  - (ii) valid for one year from the date of issue, unless suspended or cancelled earlier,
  - (iii) renewable, if so desired, before expiry of the License.
- (2) Changes, if any, in respect of the
  - (i) Partners, Directors or Members,
  - (ii) Address of the office of the Licensed Agency.shall be forthwith reported to the Authority issuing the License.
- (3) The Licensed Agency shall always keep the work, executed, or being executed by it open for inspection by the Director General, Fire Services or any fire officer authorized by the Director General, Fire Services.

**6) Renewal of License:**

An application for renewal of a License granted and shall be accompanied by a fee equal to Registration charges as specified also documents as mentioned in Clause (ii) of sub para (3) of para 4.

**7) Notice to show cause why license be not suspended or cancelled:**

Where any person to whom the License has been granted fails to comply with the conditions of the License or is unfit by reason of incompetency, misconduct or any other grave reason, a notice to show cause as to why the License granted to him to act as Licensed Agency should not be suspended or cancelled, to be given to such person, shall in the prescribed Format enclosed at Annexure IV.

**Dr. JITENDER  
PRINCIPAL SECRETARY TO GOVERNMENT**

**ANNEXURE -II**

**FORM**

**APPLICATION FOR LICENSE TOACT AS LICENSED AGENCY**

To,

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Sub:- Grant or renewal of License to act as Licensed Agency for the purposes of the Telangana Fire Service Act, 1999.

Sir,

The undersigned hereby applies for grant of or renewal of License to act as a Licensed Agency for undertaking and executing the work of providing Installation of equipments and maintenance of fire prevention and Life safety measures in any place, building or port thereof. The particulars regarding the Agency are given below:-

1. Full Name of the Applicant  
(In capital letters)
2. Whether Licensed Agency will be a Proprietary Concern or an Association of persons such as a Firm or Company, etc.,
- 3.Registration No. of Firm or Company (Copies of Registration Certificate, Article of Association or other relevant document appended)
4. Address
5. If the Licensed Agency will be:-
  - a) A concern, qualifications the person same. Proprietary the name, and address of operating the
  - b) A firm or company, names, qualifications and addresses of each of the partners, or as the case may be, Directors.

6. Office address from where the Agency will act as a Licensed Agency:-
7. Class for which License is applied for :-
8. Personnel with the Agency:-
  - a) Supervisory staff names qualifications and addresses of each.
  - b) Other employees- names, qualifications and addressed of each.
9. Details of work with regard to : fire Prevention and life safety measures, if any, undertaken and executed previously:-
  - a) Name or nature of work
  - b) Approximate cost of work
  - c) Whether the work executed or still in progress and remains to be executed.

(Note:- Original or attested copies of Certificate of verification of above details by the officers under whom works are carried out are attached).
10. Technical qualifications and experience of the proprietor or partners of directors and dealing technical officers or employees of or with the applicant.
11. Workshop machinery, tools and plant owned by the applicant, (location and site of workshops and full details to be given).
12. Whether enlisted with any other department or Organization in any other State. If so, in which category:-
  - a) Has the applicant or his partners or Directors been blacklisted in the post by any Government Department/ Organization/ Other State?

b) Has the applicant applied for registration elsewhere in his name or in the names of partner, Director or firm or company? If so, whether the application is rejected? Give particulars.

13. Whether the applicant has :  
produced up to date Income  
tax certificate.

14. Amount of solvency  
certificate, which the  
applicant has held or  
produced.

15. A fee of Rs. \_\_\_\_\_  
remitted herewith by Demand  
Draft No. \_\_\_\_\_

Dt: \_\_\_\_\_ Drawn Bank

16. If the application is for renewal  
of the existing license, the  
details in respect of the license  
and the period of its validity  
(copy of the license appended).

17. Whether, the license to act as :  
Licensed Agency granted any  
time previously has been  
suspended or cancelled; and  
if so, reasons there for.

I/ We certify that, I We have not been and will not get myself or ourselves  
registered as contractor in the department under more than one name.

Thanking you,

Yours faithfully,

(APPLICANT)

**Annexure - III**

**FORM**

**Six monthly certificate to be given in every January and July by the owner or the occupier for compliance of the Fire Prevention and Life Safety Measures.**

**CERTIFICATE**

Certified that I / We have carried out inspection of the Fire Prevention and Life Safety Measures installed in the following building or premises, namely\* :-

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I/We Further certify that, these installation in the above mentioned buildings are maintained in good repair and efficient conditions during the period \_\_\_\_\_, as required. The details of the inspection o installation carried out by me/us are mentioned in the report appended herewith.

Place : \_\_\_\_\_ Signature and Address of the Licensed Agency.

Date : \_\_\_\_\_ License No. \_\_\_\_\_

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[\*Note,- Detailed location and postal addresses are to be provided here].

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**Annexure - IV**

FORM

**Notice to show cause as to why License granted or renewed to act as a  
Licensed Agency be not suspended or cancelled**

To,

\_\_\_\_\_  
\_\_\_\_\_

Where a License to act as a Licensed Agency for the purposes of the Telangana Fire Service Act, 1999, Being a license No. \_\_\_\_\_ dated \_\_\_\_\_ has been granted or renewed in the name of \_\_\_\_\_; and the license so granted or renewed was subject to the provisions of the said Act and the conditions of license.

Whereas it is noticed that you are guilty of the following acts, namely:-

- (1)
- (2)
- (3)

And Whereas these acts amount to \_\_\_\_\_

Now, Therefore in exercise of the powers conferred on me I, hereby call upon you to show cause in writing so as to reach the undersigned by \_\_\_\_\_ on \_\_\_\_\_ as to why the license so granted or renewed in your favour should not be suspended or cancelled.

\_\_\_\_\_