

Government of Rajasthan
Local Self Government Department
(Directorate of Local Bodies, Rajasthan, Jaipur)



G-3, Rajmahal Residency, Near Civil lines, Railway Crossing, Jaipur

Tel No.: +91 141 2222469 Fax No.: +91 141 2222403 web site: www.lsg.urban.rajasthan.gov.in

NO.F.8(Ga)()Rules/DLB/25/ Jaipur, /1486

Dated: 19/07/2025

ORDER

The Government of Rajasthan by exercising the powers conferred by section 337 of the Rajasthan Municipalities Act, 2009 hereby prescribes the following guidelines for the empanelment, licensing, and regulation of Licensed Agencies engaged in third-party audits, installation, and certification of fire prevention and protection systems for such buildings in the State of Rajasthan as defined in the order “क्रमांक प.11(9)नविदि/2020 पार्ट dated 14.09.2023”.

1) Authorization of Licensed Agencies

a) No person or entity other than a Licensed Agency shall carry out the installation, certification, or auditing of fire prevention and life safety measures in any premises or building

No individual or agency shall issue an audit certificate pertaining to fire safety compliance unless the systems are genuinely compliant, functional, and well maintained

2) Power to Grant License to act as Licensed Agency

a) The Director, Directorate of Local Bodies, Government of Rajasthan 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.

b) Any person intending to act as Licensed Agency to conduct third-party inspection, shall apply to The Director, Directorate of Local Bodies, Government of Rajasthan, in the prescribed form (Annexure-1) for grant or renewal of such license. The application shall be made online on the Departmental Portal.

c) On receipt of such application, The Director, Directorate of Local Bodies, Government of Rajasthan, may, after holding such inquiry as he deems fit, either grant the license in the prescribed form (Annexure-II) for initial period of three 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.

d) Where The Director, Directorate of Local Bodies, Government of Rajasthan, 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, Directorate of Local Bodies, Government of Rajasthan 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 (Annexure-III).

e) The Directorate of Local Bodies shall develop and publish a comprehensive Manual / Standard Operating Procedure (SOP) to guide third-party Licensed Agencies in the uniform and effective conduct of fire safety site inspections. This manual shall cover inspection protocols, reporting formats, compliance checklists, and other operational procedures.

3) Eligibility criteria for Licensed Agency

No person or entity shall be granted a license to act as a licensed agency unless they meet the following criteria:

a) 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, Graduateship 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.

b) or

- 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 (b) 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 (a), 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.

c) Financial Solvency: Must hold a solvency certificate for an amount as may be specified by the Director with Government approval.

- d) Technical Experience: Must have completed relevant projects within the last 3 years,
- e) Infrastructure: Must possess required tools, machinery, and equipment in relation to fire prevention and fire protection systems
- f) Legal Standing: Must not be blacklisted by any Government or public agency.

4) Application process and fees

- a) Application shall be submitted online in format provided (Annexure 1) on the Departmental Portal.
- b) The prescribed fee and solvency threshold shall depend on jurisdiction as follows:

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 Lakh)	Cost of annual works minimum executed in the last three years			Registration Fee (in Rs.)
			Fire fighting System installation such as hydrants, sprinklers, Pumping etc.,	Detection System and Fire Separation System	Passive protection such 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
Other than Municipal Corporations and Municipalities	5.00	500.00	200.00	75.00	75.00	10000

c) Required documents as may be specified by the Directorate of Local Bodies, shall include the following:

- i) Solvency certificate
- ii) Partnership deed/MoA/Proprietor affidavit
- iii) Chattered Accountant certificate
- iv) Qualification of key personnel
- v) Passport photo of signatories
- vi) GST Registration Certificate
- vii) Affidavit for non-blacklisting.

5) Registration on Departmental Portal

All empanelled third-party Licensed Agencies shall mandatorily register on the departmental portal to enable digital integration of approval, inspection, and certification processes. The registration shall facilitate:

- a) Online assignment of inspection.
- b) Upload of reports and compliance data.
- c) Status tracking for stakeholders
- d) Online dashboard for third-party agencies to ensure efficiency in timely inspections.

6) Online Dashboard for Third-party inspections

- a) The State shall develop a real-time online dashboard integrated within the departmental portal to monitor the inspections conducted by third-party Licensed Agencies.
- b) The dashboard shall be made publicly accessible and shall display key metrics including the number of inspections conducted, types of buildings audited, status of compliance, and performance history of each licensed agency.

7) License conditions

- a) The license shall be:
 - i) Non-transferable
 - ii) Valid for 3 year
 - iii) Subject to cancellation for non-compliance
 - iv) Renewable, if so desired, one month prior to expiry.
- b) Any change in key personnel or registered address shall be immediately communicated to the Directorate of Local Bodies.
- c) All ongoing or completed work shall remain open for random inspection by Directorate of Local Bodies or its authorized officers.

8) Renewal of License

- a) Renewal applications must be submitted before expiry, with the original registration fee and supporting documents as specified in Section 4, sub-section (c).

9) Enforcement and Penalties

The Director, Directorate of Local Bodies, reserves the right to suspend or cancel licenses of agencies in case of:

- a) Non-compliance with prescribed standards or misconduct
- b) Submission of false certificates
- c) Negligence or malpractice

Due process shall be followed, including issuance of a show-cause notice in the format prescribed (Annexure III) and opportunity to be heard.

10) Training and Certification of Fire Safety Officers

To ensure quality control and technical proficiency third – parties will have to comply with departmental orders issued from time to time.

By order and in the name of
Governor of Rajasthan



(Inderjeet Singh)

Director & Special Secretary

Dated: 19/07/2025

NO.F.8(Ga)()Rules/DLB/19/ Jaipur/1487- 1819

Copy forwarded to the following for information and necessary action:

- 1- P.S. to Hon'ble Minister for Local Self Government Department.
- 2- PS to Secretary, LSGD.
- 3-PS to Principal Secretary, UDH.
- 3- PS to Pr. Secretary, Law, Jaipur.
- 5- P.S. Director of Local Bodies Rajasthan Jaipur.
- 6- Project Director, RUIDP, Jaipur.
- 7- Divisional Commissioner/District Collector, Jaipur, Rajasthan.
- 8- Mayor/Chief Municipal Officer, Municipal Corporation/ Municipal Council/Municipal Board All Rajasthan.
- 9- Deputy Director (Regional), All Rajasthan.
- 10- Superintendent, Government Central Press, Jaipur along with a soft copy in CD for publication of this notification in part 4 (c) of today's extra ordinary Gazette. It is requested that 20 copies of this notification may be sent to this Department. Please ensure that soft copy in CD is same as hard copy provided to you for publication.
- 11- Programmer to upload a copy on Department website.
- 12- Guard file.



Director & Special Secretary

ANNEXURE-I

FORM

APPLICATION FOR LICENSE TO ACT AS LICENSED AGENCY

TO,

Sub: Grant or renewal of License to act as Licensed Agency for undertaking and executing the work of providing Installation of equipments and maintenance of fire prevention and Life safety measures

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 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: qualification, Person/Proprietary the name, and address.
 - b) A firm or company: names, qualifications, addresses of each of the partners or Director, as the case may be.
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 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-II (A)

Licence to act as a Licensed Agency for Implementing Fire Protection and Life Safety Measures.

Licence No. _____

Date: _____

Licence is hereby granted/renewed for implementing Fire Protection and Life Safety Measures to M/s. _____ having their registered office at _____ to act as a Licensed Agency for execution of the Fire Protection and Life Safety Measures in relation to _____ in class _____. The licence will be valid for a period from _____ to _____.

DIRECTOR,
Directorate of Local Bodies

ANNEXURE-11 (B)

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*:-

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 of installation carried out by me/us are mentioned in the report appended herewith.

Place: Signature and Address of the Licensed

Agency.

Date:

License No.

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

ANNEXURE-III
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 Fire Fighting Rules dated 14.09.2023, 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 Rules 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.

DIRECTOR,
Directorate of Local Bodies