



Government of West Bengal
Department of Fire and Emergency Services
Newtown Fire Station (2nd & 3rd Floor)
Action area - 1C, Plot No. CF-7, Street No. 175
Newtown, Kolkata-7000156

No. 2265/FES-99/5/2025

Date: 17/03/2025

From : The Principal Secretary to the Government of West Bengal

To : The Principal Secretary
Department of Food & Supplies
Government of West Bengal, Khadyasree Bhavan
11A, Mirza Ghalib Street, Kolkata - 700087

Subject: Streamlining the process of getting Fire Licences for certain kinds of essential supplies

Sir,

I am directed to inform you that this Department has been receiving representations from various categories of business entities falling under certain kinds of essential supplies such as Petrol Pumps, Gas Godowns, Superior Kerosene Oil agents, Rice Mills etc, for streamlining the process of getting Fire Licences.

After careful consideration of the representation, the following have been decided:

1. Henceforth, the Petrol Pumps, Gas Godowns, S. K. Oil depots would be delinked from the Technical Expert Committee and they will be issued Fire Licences if the occupancy concerned has up-to-date PESO Certificate & adequate and standard Fire Prevention measures;
2. Similarly, the existing Rice Mills would be allowed to get Fire Licence, if they maintain adequate & standard Fire Prevention measures. However, proposed Rice Mills would require Fire Safety Recommendation (FSR) / Fire Safety Certificate (FSC) as usual before getting the Fire Licence; and
3. The automatic offline extension of the Fire Licence upto 30th June, 2025 would continue through physical applications at the Collector's office in respect of the Petrol Pumps, Gas Godown and the Rice Mills.

In this regard the Standard Fire Prevention measures for Petrol Pumps, Gas Godowns and the existing Rice Mills are given in the Annexure. Regarding S. K. Oil Depots, Certificate from the District Magistrate concerned (above 5 Kilolitres) or PESO would suffice to get the Fire Licence.

Yours faithfully,

Enclosure: Annexures – I, II, III.

Sd/-
Principal Secretary
to the Government of West Bengal

No. 2265/1(9)/FES-99/5/2025

Date: 17/03/2025

Copy forwarded for information to:

1. Director General, WBF&ES
2. The Collector, South Bengal Regions, WBF&ES
3. Pvt. Secretary to the HMoS (IC) of this Department
4. Director, WBF&ES
5. The Collector, North Bengal Regions, WBF&ES
6. Deputy Director, WBF&ES (all)
7. Divisional Fire Officer, WBF&ES (all)
8. Sr. PS to Principal Secretary of this Department
9. Guard File

Sdp-

Additional Secretary
to the Government of West Bengal

No. 2265/2(5)/FES-99/5/2025

Date: 17/03/2025

Copy forwarded for information to:

1. The Divisional Commissioner, Division (all)
2. The District Magistrate, District (all)
3. The Commissioner of Police, Kolkata, (all)
4. The Commissioner of Police, Commissionerate (all)
5. The Superintendent of Police, District (all)

[Signature]

Additional Secretary
to the Government of West Bengal

STANDARD RECOMMENDATIONS FOR PETROL PUMPS

1. Construction & layout shall be as per approved plan of the PESO.
2. Each dispensing unit shall be covered by at least 2 nos. of ISI marked 10 Kg DCP Fire Extinguishers placed at a safe location within 3m radius. Then 1 no. of 4.5 Kg CO₂ fire extinguisher conforming to IS: 2878 shall be available in each electrical meter room. Minimum 4 nos. of sand buckets filled with dry sand should be available at the premises as per OISD-STD-225.
3. Storage of Petroleum Class A & Class B shall be separated inside separate underground storage tank along with separate dispensing units.
4. Lighting arrester should be installed at the site at suitable locations.
5. Fire extinguishers are to be periodically tested and maintained as per OISD-STD-142. All periodic tests shall be carried out by competent/authorised persons, as applicable and records shall have to be maintained.
6. Explosive certificate shall have to be obtained from Explosive Department and a copy of the same has to be endorsed from this Department in due course.

Advisories and house-keeping

- a) There shall be no live high tension overhead electric line across the retail outlet premises.
- b) Electric lines/connection should be conduct/concealed type having spark proof fittings with proper earthing.
- c) Spillage & overflowing shall be avoided at any operation and proper drainage system has to be provided.
- d) All due precautions must be taken to prevent the escape of petroleum into any drain sewer, river, of water course or over any public road or railway line.
- e) No naked flame, fire, furnace or hot job/work shall be allowed to carry out in and around the premises without proper work permit.
- f) All the staff shall have to be trained properly to operate the Fire Extinguishers in the event of fire.
- g) All measures for Fire & Life Safety shall have to be complied as per the good practice of standard norms & guidelines incorporated in Petroleum Acts & Rules, Indian Standards, OISD etc.
- h) No child under the age of 18 years or no persons in the state of intoxication shall be employed to work for the retail outlet premises.
- i) The retail outlet premises shall never be used as garage, parking space/area etc.
- j) A permanent notice 'NO SMOKING' board shall be displayed at the site in Hindi, English and in local languages.
- k) Good housekeeping should always be maintained.
- l) Fire License shall have to be obtained from this Department after compliance of the above safety recommendations before commissioning of the said retail outlet.

The officials of the West Bengal Fire & Emergency Services shall be allowed for inspection and testing of the installation at any time to get satisfied about the fire & life safety aspects of the occupancy.

NB. For any deviation in construction and changes in nature of use of the occupancy, in respect of approved plan drawing, without obtaining prior permission from the West Bengal Fire & Emergency Services, the earlier reports on Fire Safety or Fire License shall be treated as cancelled.

STANDARD RECOMMENDATIONS FOR LPG GODOWN

1. The Construction & layout shall be as per approved plan of the PESO.
2. The storage shed shall be adequately ventilated near ground level and near roof. The ventilator shall be covered with 2 layers of fine Copper or non-corrosive metal wire gauze mesh not than 11 meshes per linear centimetre.
3. The safety distance of 7 meters on all sides between any building, public road or any adjoining property from the LPG Godown shall be maintained as per Gas Cylinder Rule, 2004.
4. Antistatic mastic bituminized flooring of the LPG Godown conforming I.S. 8374 shall be made.
5. LPG Detector shall be installed inside the godown to detect the leakage of gas, if any, before reaching to the ideal air fuel mixture suitable for combustion and explosion.
6. Lightning arrestor shall be installed at the premises and no residential house shall be constructed inside the premises.
7. Appliances: -
 - a) 4 D.C.P Extinguishers @ 10 Kg. each
 - b) 4 Water CO₂ Extinguisher @ 9 litre capacity each
 - c) 6 Fire Buckets with dry sand at suitable locations of the site.
8. Explosive Certificate shall have to be obtained from the Explosive Department and a copy of the same has to be endorsed from this Department in due course of time.

Advisories and house-keeping

- a) There should be no live overhead high tension electric line traversing the premises.
- b) Proper drainage system shall be provided at the site to drain out water efficiently.
- c) The surrounding area of the L.P.G godown shall be all times be kept clean & free from all flammable materials, waste vegetable and rubbish.
- d) No fire furnace or other source of heat or naked flame other than flame proof electrical fitting shall be allowed inside the storage godown and within its safety zone.
- e) No persons shall smoke in the storage godown or carry matches, mobile phone, fuses or their appliances for producing ignition in the premises. Conspicuous "NO SMOKING" sign in Hindi, English and local languages shall be pasted or hanged at the prominent places outside of the godown.
- f) The Fire Extinguishers shall be tested once in a year and every year.
- g) All the staff shall be trained properly to operate the Fire Extinguishers in the event of fire.
- h) The premises shall never be used for any purpose other than storing LPG cylinder and the storage shed shall be constructed with suitable non-combustible materials as per relevant I.S. Specification.
- i) Suitable space for parking of truck and unloading/loading of cylinders shall be provided and the truck platform should be sufficiently strong.
- j) The following method of stacking of filled and empty cylinders shall be always maintained.
 - Filled cylinder shall be stacked vertically and not be stored more than 2 (two) high.
 - Empty cylinder if stored vertically shall not be stored more than 3 (three) high and if stored horizontally shall not be stacked more than 5 (five) high.
 - The height level of the pile of cylinders shall be marked properly.
 - At least 60 centimetres wide Gangway shall be left to permit access and handling cylinders between stacks of single or double rows and between stacks and wall.
- k) The storage godown shall not be opened between the hours of sunset and sunrise and during this odd hour no handling of LPG cylinders shall be made.
- l) No child under the age of 18 years or no persons in his state of intoxication shall be employed for loading and unloading or transport of the LPG cylinders.

Fire License shall have to be obtained after compliance of the above Safety Recommendations and before commissioning of the LPG Godown.

N.B.: Any violation of the aforesaid conditions would render the previous reports relating to the Fire Safety as well as Fire License as null and void.

STANDARD RECOMMENDATIONS FOR RICE MILLS

A. CONSTRUCTION, OPEN SPACE & APPROACH:

1. The entire construction of the existing building and open space surrounding the building shall be as per approved plan drawing of Local Body and in accordance with relevant Indian standards.
2. Approach Road, Side open space & Drive way shall be open to sky and accessible by Fire Tenders. No Structures shall be allowed in the Side open space & Drive way.

B. ELECTRICAL INSTALLATION & DISTRIBUTION:

1. The electrical installation including transformers, DG set, switch gears, main & meters etc. and the distribution system of the premises shall be made satisfying the code of practice for Fire Safety in general building as laid down in I.S specifications 1646:2015 and shall be adequately protected with CO₂ / D.C.P Fire extinguishers.
2. The vertical & horizontal electrical ducts shall be sealed by fire resisting material.
3. Alternative Power Supply: Arrangements shall have to made to supply power with the help of a generator to operate the Fire Pumps, Pump for UGWR, Fire Alarm system, etc. and also for illuminating the staircase, corridors etc. and other places of assembly of the building in case of normal power failure.

C. DETECTION AND ALARM SYSTEM:

1. The entire Industry shall be provided with MCP and Hooters along with public address system. The Control Room shall be located at the entrance of the building; other requirements of the system shall be made conforming to I.S 2189-2008.
2. Auto Fire Alarm system with smoke/Heat Detectors shall be installed in Office as per suitability. Canteen, Kitchen, other places of Assembly, Electrical Panel Room, Switch Gear Room and other vulnerable areas as per with the I.S. 2189 (as amended) and provision of NBC Part 4, 2016.

D. FIRE FIGHTING WATER:

Underground Water Reservoir of 50,000 Ltr. to 1,00,000 Ltr. capacity (depending upon the floor area) exclusively for Fire Fighting purpose with replenishing arrangements @1000 ltr./min. shall be provided. The Fire water reservoirs shall be fitted with Water Drawing Suction Inlet for water fetching by Fire brigade. The water reservoirs shall be kept full at all the time.

E. WATER BASED SYSTEM:

1. The building shall be provided with Wet Riser System of 100 mm to 150 mm (depending upon the floor area) internal diameter pipe Line with provision of landing valves and hose reel at the staircase landings/half landings at the rate of one such riser for 1000 sq .m. of floor area. The system shall be so designed that shall be kept charged with water all the time under pressure and capable to discharge 1620 Lts./min. to 2850 Lts./min. (depending upon the floor area) at the ground floor level outlet and minimum 900 Lts./min. at the top most and remotest outlet. In both cases the running pressure shall not be less than 3.5 Kgs/cm². All other requirements shall conform I.S. 3844 & I.S. 13039.
2. Yard Hydrant along with Hose Reel shall be installed in adequate numbers surrounding the building in accordance with relevant I.S. specification and Fire Service inlet shall also be provided with the Wet Riser.
3. Automatic Sprinkler should be provided in Husk Godown, Office, Canteen, Kitchen and other places of Assembly as per with the I.S. 15105 and provision of NBC Part 4, 2016.

F. FIRE PUMP:

A Fire Pump house consisting of one Jockey Pump with discharge capacity of 180 LPM and one Main fire Pump of 1620 LPM to 2850 LPM (depending upon the floor area) with appropriate Head of the Pumps. A Diesel Driven Stand by Fire pump of same capacity with the Main Pump shall also be provided. All the pumps shall be kept in auto mode.

G. BOILER HOUSE / ROOM:

1. Installation of the Boiler to be done in accordance with the Manufacturer's instructions and local regulations.
2. Storage and Handling of Fuel to be done in a designated area which shall be away from the boiler and other ignition sources.

H. FIRST AID FIRE FIGHTING SYSTEM:

First Aid firefighting arrangement in the style of placing suitable type of portable Fire Extinguishers, Fire buckets etc. in all floors and vulnerable locations of the premises shall be made in accordance with I.S. 2190-2010.

I. GENERAL RECOMMENDATIONS:

1. Fire license shall have to be obtained for storing or processing any hazardous articles.
2. Dust control measures with help of Dust Collector and sufficient ventilation system to be provided.
3. Good Housekeeping shall have to be maintained.

On compliance of all the above Fire and Life safety recommendations, the Director General, West Bengal Fire & Emergency Services shall be approached for necessary inspection and testing of the installation and Fire Safety Certificate in favour of the occupancy shall be issued, on being satisfied with the tests and performances of fire & life safety aspects of the building.

NB. For any deviation in construction and changes in nature of use of the building, in respect of approved plan drawing, without obtaining prior permission from this office, this Fire Safety Recommendation shall be treated as cancelled.