

USER MANUAL FOR THE NEW APPLICATION SUBMISSION PROCESS

INTRODUCTION

This manual is prepared to guide citizens and registered users in using **the Fire NOC Application**. It is especially designed for new users who are registering for the first time.

PURPOSE

The purpose of this manual is to provide step-by-step instructions on how to:

1. Use the application.
2. Log in to the application.
3. Complete the process of Fire NOC Application.

This manual covers the entire process from new user registration to submission of the Fire NOC applications. It also explains the basic features available on the user dashboard, including viewing application status and updates.

The following are the steps to be followed:

STEP 1. Visit the Sikkim Go Portal

- Open your preferred web browser (e.g., Chrome, Firefox, Safari).
- Enter the official URL <https://sso.sikkim.gov.in/> in the address bar. Press **Enter** to proceed. The system will redirect the user to the **Sikkim Single Sign-On (SSO) Home Page**, as shown in **Figure 1.1**.
- The home page displays the Sikkim GO logo, navigation menu options such as **Home**, **About Sikkim GO**, **Services**, **Help**, **Contact**, and **FAQ**, along with the login panel on the right-hand side of the screen.

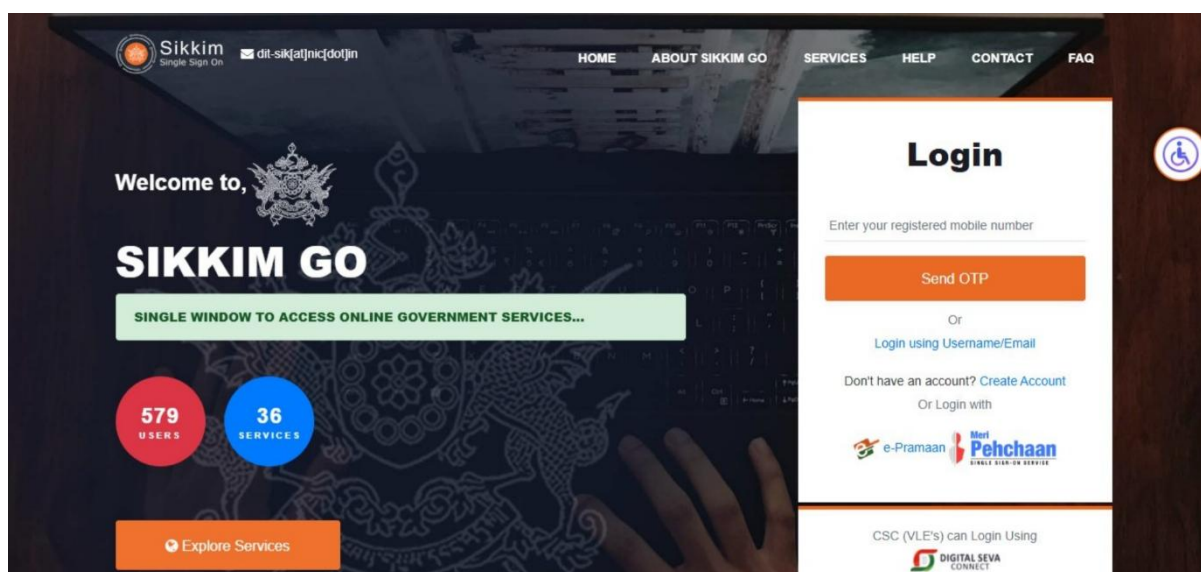


Fig 1.1

STEP 2: Login to the Sikkim Go Portal

After successful registration, the user can log in to the Sikkim Go portal using either a **mobile number–based OTP** or **registered email ID and password**.

Step 2.1 Login Using Registered Mobile Number (OTP Based)

- On the login page, enter the **registered mobile number** in the field provided.
- Click on the **“Send OTP”** button.
- A **6-digit One Time Password (OTP)** will be sent to the registered mobile number.
- Enter the received OTP in the respective field and proceed to log in to the Sikkim SSO portal.

Step 2.2 Login Using Registered Email ID and Password

Alternatively, the user can log in using their **registered Email ID/Username and Password**.

- Click on the **“Login using Username/Email”** option.
- Enter the registered email ID or username along with the password in the appropriate fields.
- Click on the **“Log In”** button to access the portal, as illustrated in the Figure 1.2.

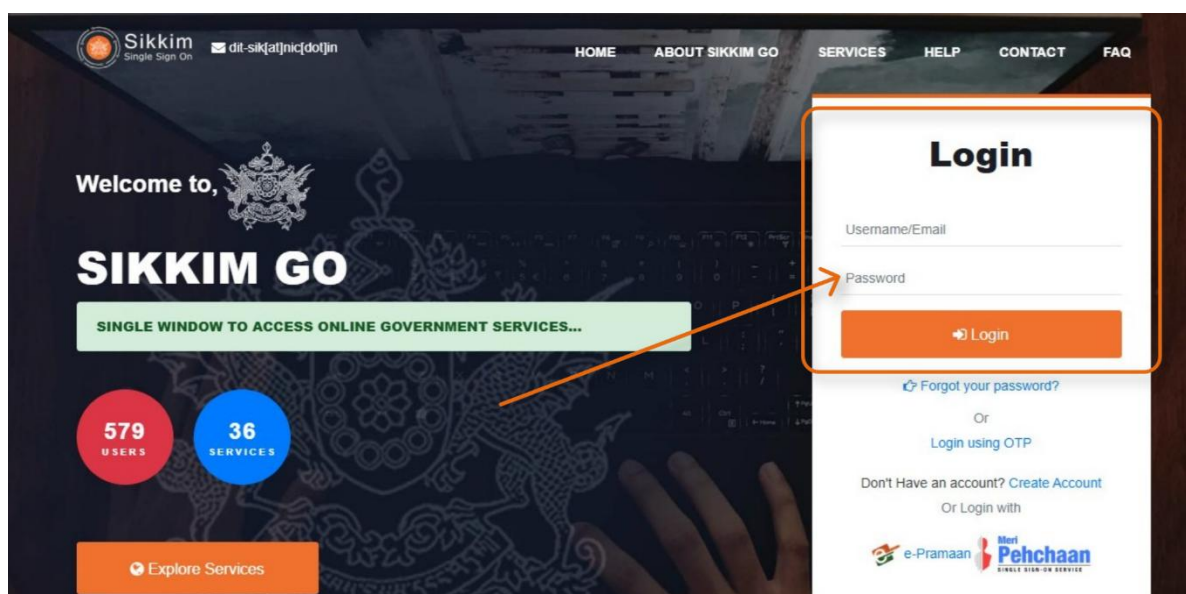


Fig 1.2

STEP 3: Accessing the Fire NOC Service

After successful login to the Sikkim Go portal, the user can access various online government services available on the dashboard.

Step 3.1 Navigate to the Services Section

Once logged in, the user will be redirected to the dashboard. On the left-hand side menu, click on the “**Services**” option. The Services page will display a list of available government services grouped under different categories.

Step 3.2 Locate the Fire NOC Service

On the Services page, the user can locate the **Fire NOC** service using either of the following methods:

- **Manual Selection:** Scroll through the list of available services and locate the **Fire NOC** service card.
- **Quick Search Option:** Use the **Quick Search** option available on the top-right corner of the Services page.
- Enter “**Fire NOC**” in the search box to directly navigate to the Fire NOC service.

The Fire NOC service card will be displayed, as illustrated in Figure 1.3.

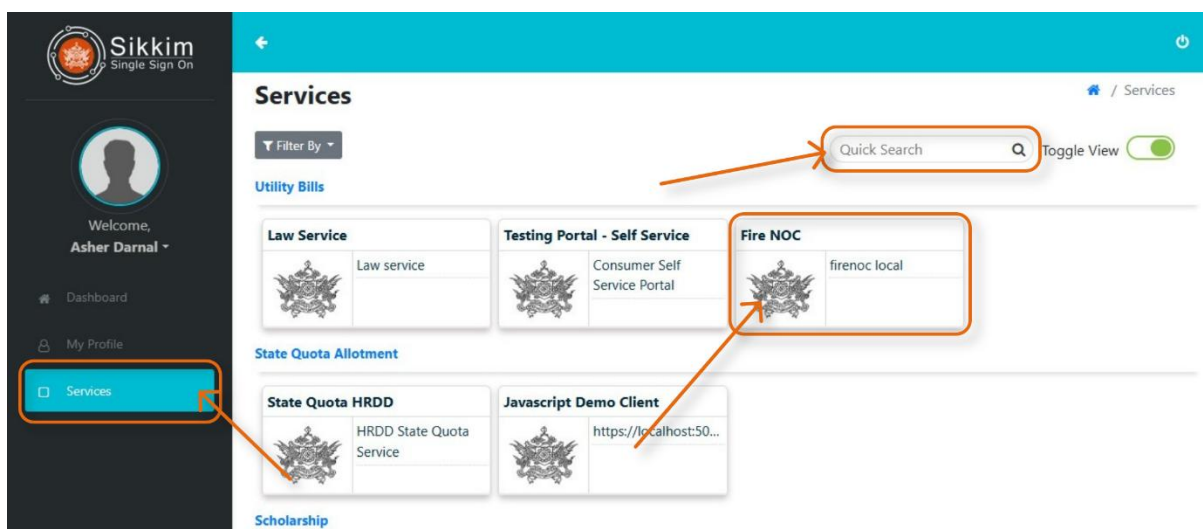


Fig 1.3

Step 3.3 Select the Fire NOC Service

- Click on the **Fire NOC** service card to proceed further.
- After selecting the Fire NOC service, the user will be redirected to the **Online Fire NOC Application**, where they can initiate a new application or view existing application details.

Step 3.4 Apply for Fire NOC

On the Fire NOC Application landing page, click on the “**Click to Apply**” option to initiate the application process.

- At this stage, the user may be required to **log in once again** to the Fire NOC application to continue further, as illustrated in Figure 1.4.
- After successful login, the user can proceed with submitting a new Fire NOC application view existing application details.



Fig 1.4

Fire NOC Service Dashboard

The Fire NOC Dashboard provides users with a centralized view to manage their applications. It allows users to submit new applications, view existing ones, and track real-time application status. The dashboard also displays important instructions and updates related to verification, inspection, approval, and final NOC issuance, as illustrated in Figure 1.5.

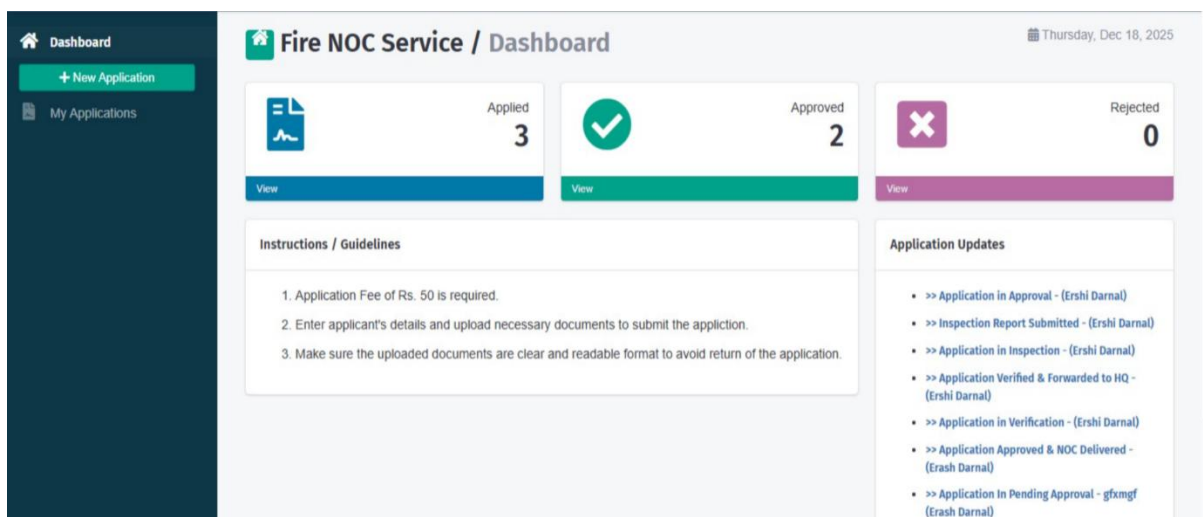


Fig 1.5

STEP 4: Applying for a New Fire NOC Application

This section explains how a user can initiate a **new Fire NOC application** from the Fire NOC Dashboard.

Step 4.1 Access the New Application Option

- After logging in, the user will be redirected to the **Fire NOC Service Dashboard**.
- On the left-hand side navigation panel, click on the **“+ New Application”** option, as illustrated in Figure 1.6.

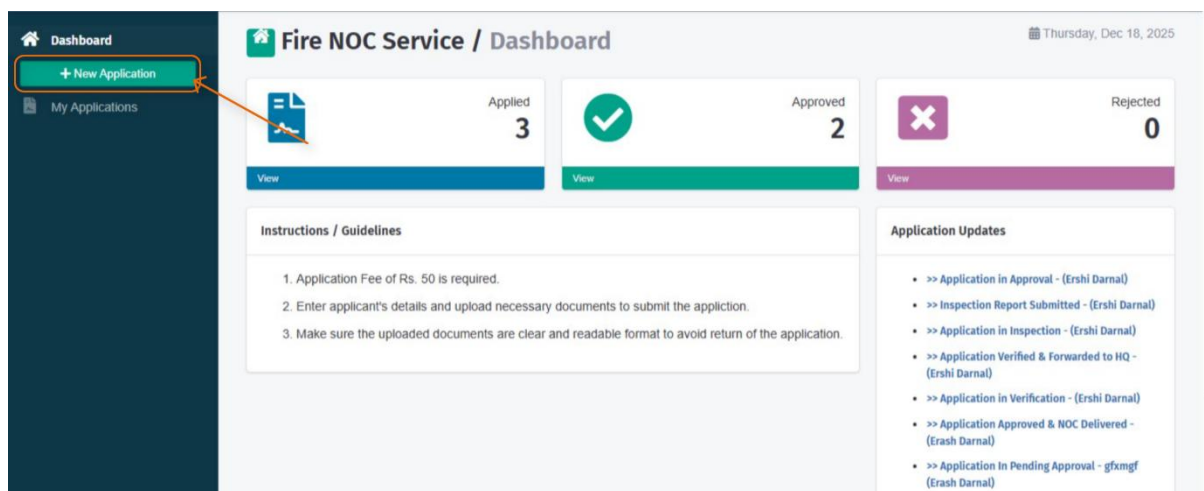


Fig 1.6

- Upon clicking the **New Application** option, the system will redirect the user to the **Fire NOC application form**.

STEP 5: Filling the Fire NOC Application Form


(Step 1 of 3 – Applicant Details)

After clicking on **“+ New Application”** from the Fire NOC Dashboard, the user will be redirected to the **Application for Fire NOC Certificate** page.


The application process is completed in **three steps**, as displayed at the top of the screen:

1. **Applicant Details**
2. **Upload Documents**
3. **Confirmation & Payment**

The current screen displays **Step 1 of 3 – Applicant Details**, as illustrated in Figure 1.7.



GOVERNMENT OF SIKKIM



Asher Darnal

Dashboard

+ New Application

My Applications

Application For Fire NOC Certificate

Friday, Dec 19, 2025

Application For Fire NOC Certificate - Step 1 of 3

Applicant Details
Upload Documents
Confirmation & Payment

Instructions/Guidelines

1. Fields marked * are mandatory. Hover on ? to know more
2. Please choose the nearest application processing location from the available options.
3. In applicant image field, please upload latest passport size image. Incorrect image may led to rejection/return.

Applicant Details

Salutation* <input type="text" value="-- Select --"/>		
Applicant's First Name*	Applicant's Middle Name	Applicant's Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender*	Date Of Birth*	Age*
<input type="text" value="-- Select --"/>	<input type="text"/>	<input type="text"/>
Identification of Applicant*	Mobile No* ?	Email Address
<input type="text" value="-- Select --"/>	<input type="text"/>	<input type="text"/>
Address Line 1*	Address Line 2	Address Line 3
<input type="text"/>	<input type="text"/>	<input type="text"/>
District*	Postal/Zip Code*	
<input type="text" value="-- Select --"/>	<input type="text"/>	


Trade location Details & Address

Name of Firm/Enterprise/Establishment*	Establishment Full Address*	Type of Construction* <input type="text" value="-- Select --"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Type of Business*	Ownership of Property*	Distance from nearest Fire Station (km)*
<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>	<input type="text"/>
No. of Workers/officials*	Insurance Details <input type="checkbox"/> Do you have Insurance	NOC Type* <input type="text" value="-- Select --"/>
<input type="text"/>		<input type="text"/>

TYPE OF OCCUPANCY


Type of Occupancy*

Applicant Image*



Upload Photo

Applicant Signature*



Upload Signature

➔

Save & Continue

Government of Sikkim

Fig 1.7

Step 5.1 Instructions / Guidelines

At the top of the application form, the **Instructions/Guidelines** section provides important information for the user. This includes:

- Fields marked with (*) are mandatory.
- Users must select the nearest application processing location from the available options.
- Applicant image should be a recent passport-size photograph, as incorrect images may lead to rejection or return of the application.

Users are advised to carefully read these instructions before proceeding further.

Step 5.2 Applicant Details Section

In the **Applicant Details** section, the user is required to enter personal information, including:

- Salutation (user can select form the **dropdown** option)
- Applicant's First Name, Middle Name (if applicable), and Last Name
- Gender (user can select form the **dropdown** option)
- Date of Birth and Age
- Identification of Applicant (user can select form the **dropdown** option)
- Mobile Number and Email Address
- Address details including Address Lines, District, and Postal/Zip Code

All mandatory fields must be filled accurately to proceed to the next step.

Step 5.3 Trade Location Details & Address

Under the **Trade Location Details & Address** section, the user must provide information related to the establishment or premises for which Fire NOC is being applied, including:

- Name of Firm / Enterprise / Establishment
- Establishment Full Address
- Type of Construction
- Type of Business (user can select form the **dropdown** option)
- Ownership of Property (user can select form the **dropdown** option)
- Distance from nearest Fire Station (in km)
- Number of Workers / Officials
- Insurance Details (if applicable)
- NOC Type (user can select form the **dropdown** option)

Step 5.4 Type of Occupancy

In this section, the user must select the appropriate **Type of Occupancy** from the dropdown list, as applicable to the premises.

Step 5.5 Upload Applicant Image and Signature

The user is required to upload:

- **Applicant Image** (passport-size photograph)
- **Applicant Signature**

Both uploads are mandatory and must be clear and readable.

Step 5.6 Save and Continue

After filling in all required details and uploading the necessary image and signature, click on the **“Save & Continue”** button located at the bottom-right corner of the page.

Upon clicking **Save & Continue**, the application will proceed to **Step 2 of 3 – Upload Documents**.

STEP 6: Uploading Required Documents

(Step 2 of 3 – Upload Documents)

After completing **Step 1 – Applicant Details** and clicking on **Save & Continue**, the user will be redirected to **Step 2 of 3 – Upload Documents** on the **Application for Fire NOC Certificate** page, as illustrated in Figure 1.8.

Dashboard

+ New Application

My Applications

Application For Fire NOC Certificate - Step 2 of 3

✓ Applicant Details Upload Documents ✓ Confirmation & Payment

Application Code - FNOC/2025/A00090

Applicant Name - Test Test
Application Date - 25 Dec 2025

1. Documents marked * are mandatory.
2. Allowed formats for document upload - jpg, jpeg, png, pdf. PDF file size must not greater than 5 MB.
3. To upload, select the type of document from the dropdown -> browse the file -> click on upload button on the right
4. To change the uploaded file, select the type of document from the dropdown -> browse the file -> click on change button on the right
5. To view uploaded file, click on the link shown on the middle.
6. In case of attested documents, only documents attested by gazetted officers are acceptable.

Aadhar Card/Voter Card/COI/RC *

Voter Card

Choose file No file chosen

Upload

Fig 1.8

Step 6.1 Application Details Display

At the top of the page, the system displays the **Application Code**, **Applicant Name**, and **Application Date**.

This information is auto-generated and is for reference purposes.

Step 6.2 Instructions for Document Upload

The **Instructions** section provides important guidelines for uploading documents, including:

- Documents marked with (*) are mandatory.
- Only permitted file formats should be uploaded.
- Users must select the appropriate document type from the dropdown before uploading.
- Uploaded files can be changed using the **Change** option, if required.

Users are advised to read these instructions carefully before uploading documents.

Step 6.3 Upload Mandatory Identity Document

The user is required to upload an identity document under **Aadhaar Card / Voter Card / COI / RC**.

- Select the document type from the dropdown list.
- Click on **Choose File** to browse and select the file from the system.
- Once selected, the document will be uploaded successfully and the upload status will be displayed.

If required, the uploaded document can be replaced using the **Change** option, as illustrated in Figure 1.9.

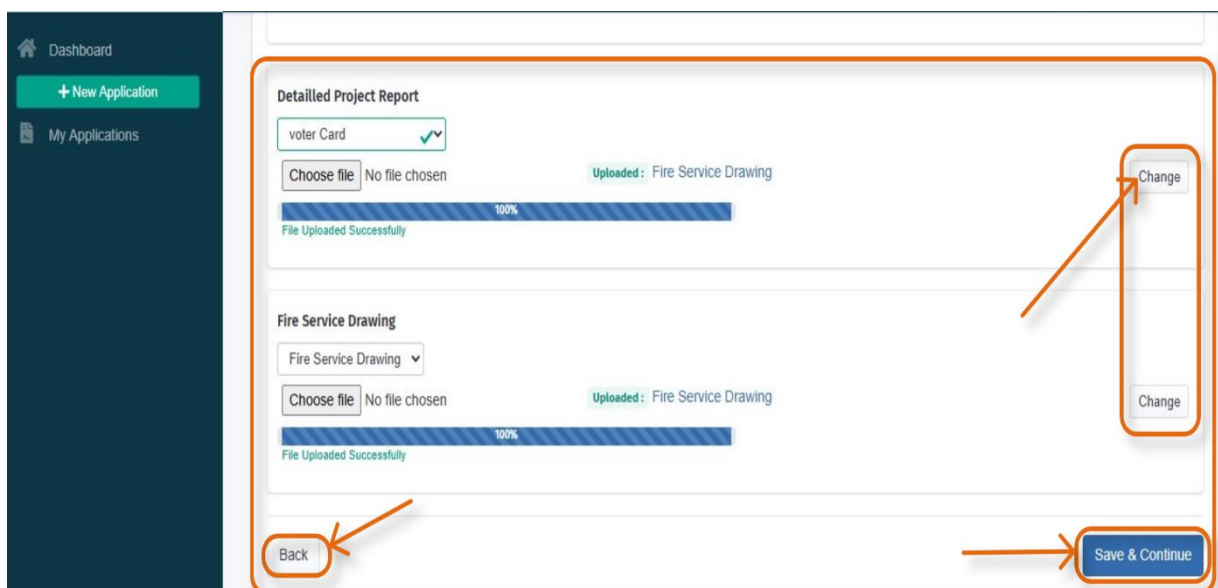


Fig 1.9

Step 6.4 Upload Supporting Documents

The user must upload all required supporting documents to avoid the application being returned. The documents may include:

- Appointment Letter of Fire Safety Officer / Site Plan
- Approved Building Plan
- Voter ID
- Certificate issued by Qualified Third Party Agency
- Detailed Project Report
- Fire Service Drawing

For each document:

- Select the document type from the dropdown list.
- Click on **Choose File** to select the file.
- Click on the **Upload** button to upload the document.

Repeat the process until all required documents are uploaded.


Step 7.5 Save and Continue

- After uploading all mandatory and applicable documents, click on the **“Save & Continue”** button located at the bottom-right corner of the page.
- The user will then be redirected to **Step 3 of 3 – Confirmation & Payment** to complete the application process.
- If required, the user can click on the **Back** button to return to the previous step.


STEP 7: Preview and Final Submission

(Step 3 of 3 – Confirmation & Payment)

After completing **Step 2 – Upload Documents**, the user will be redirected to the **Preview & Final Submission** page. This is the final step of the Fire NOC application process, where the applicant can **review, verify, and modify details before proceeding to payment**, as illustrated in Figure 1.10.



GOVERNMENT OF SIKKIM



Asher Damal

Dashboard

+ New Application

My Applications

Application For Fire NOC Certificate

Preview & Final Submission

Thursday, Dec 25, 2025

Application Processing Location

Application Reference No: FNOC/2025/A00089

Applicant Details Edit Details

Salutation	Mrs.
Applicant's First Name	Test
Applicant's Last Name	Test
Gender	Male
Date Of Birth	25 Nov 2000
Age	25
Identification of Applicant	Voter Card
Mobile No	9339247491
Email Address	
District	Gangtok
Postal/Zip Code	737102
Address Line 1	Metro Point, Tadong, Gangtok, East Sikkim, Sikkim

Trade location Details & Address


Name of Firm/Enterprise/Establishment	Test Corp
Establishment Full Address	Metro Point, Tadong, Gangtok, East Sikkim, Sikkim
Type of Construction	Wooden
Type of Business	Industrial & Manufacturing Units
Ownership of Property	Rented
No. of Workers/officials	15
Details of Insurance, if any	No
Distance from nearest Fire Station (km)	10
NOC Type	Final

Occupancy Details Save & Continue

Type of Occupancy: **Business ((Buildings used for offices, banks and similar purposes.))**


Is floor area more than 500 sqm	NA
Is the height of the building below 15 meters.	No
Building with single basement having covered area less than 500 sqm	NA

Applicant's Image



Applicant's Photograph


Applicant's Signature




Signature of the Applicant

Attached Documents Edit Documents


- Aadhar Card/Voter Card/COI/RC




Voter Card
- Appointment letter of Fire safety Officer




Site Plan
- Approved Building plan



site plan
- Certificate Issued by Qualified Third party Agency



Safety Certificate of the lifts
- Detailed Project Report



Fire Service Drawing

Declaration

I hereby solemnly affirm and declare that to the best of my knowledge and belief.

I am a citizen of India.

I have not concealed or suppressed any information, the disclosure of which would make me disentitled to this Certificate.

I shall be held responsible for any misrepresentation or false information given by me while applying for this Certificate.

I Agree *

Government of Sikkim

Fig 1.10

Step 7.1 Review Application Details

On this page, the system displays a complete summary of the application, including:

- **Application Reference Number** and Processing Location
- **Applicant Details**
- **Trade Location Details & Address**
- **Occupancy Details**
- **Applicant Image and Signature**

Users are advised to carefully review all the displayed information to ensure correctness.

Step 7.2 Edit Details (If Required)

If any correction or modification is required:

- Click on the **“Edit Details”** option available in the Applicant Details section to modify personal or trade-related information.
- Click on the **“Edit Documents”** option available under the Attached Documents section to update or replace uploaded documents.

After making the necessary changes, the user can return to the preview page to continue.

Step 7.3 Verify Attached Documents

The **Attached Documents** panel displays all uploaded documents, such as identity proof, site plan, approved building plan, safety certificates, project reports, and fire service drawings.

Users should ensure that all required documents are uploaded correctly and are clear and readable.

Step 7.4 Declaration and Confirmation

At the bottom-right section of the page, the **Declaration** section is displayed.

The applicant must read the declaration carefully and select the **“I Agree”** checkbox to confirm that the information provided is true and correct to the best of their knowledge.

Step 7.5 Proceed to Payment

After accepting the declaration, click on the **“Save & Continue”** button.

Upon clicking this option, the application will proceed to the **payment process** for final submission of the Fire NOC application.

STEP 8: Confirmation and Online Payment

After reviewing the application details in **Step 7 – Preview & Final Submission** and clicking on **Save & Continue**, the user will proceed to the **payment initiation stage**.

Step 8.1 Select Payment Mode

On the payment section, the **Application Fee** will be displayed.

The user must select the **Payment Mode**.

- For offline payment, select the **“Offline”** option.
In Offline Mode, the user is required to visit the nearest bank branch to apply for the Bank Receipt (BR) and complete the payment. After obtaining the BR, the user must upload a clear image of the Bank Receipt and enter the corresponding BR number in the system.
- For online payment, select the **“Online”** option.
The application fee amount will be displayed on the screen along with the **“Pay & Submit”** button.

Step 8.2 Confirm Submission

After selecting the online payment option, click on the **“Pay & Submit”** button.

A **confirmation popup** will appear on the screen, asking the user to confirm the submission of the application.

The popup displays the following message:

- A confirmation prompt asking whether the user is sure about submitting the application
- A warning indicating that **once submitted, no changes will be allowed**
- A notice stating that **this action cannot be undone**

Step 8.3 Submit Application for Payment

To proceed with the application submission and online payment:

- Click on the **“Submit”** button in the confirmation popup to continue
- If the user does not wish to proceed, click on **“No, don’t submit”** to cancel the action

Upon clicking **Submit**, the user will be redirected to the **online payment gateway** to complete the payment process, as illustrated in Figure 1.11.

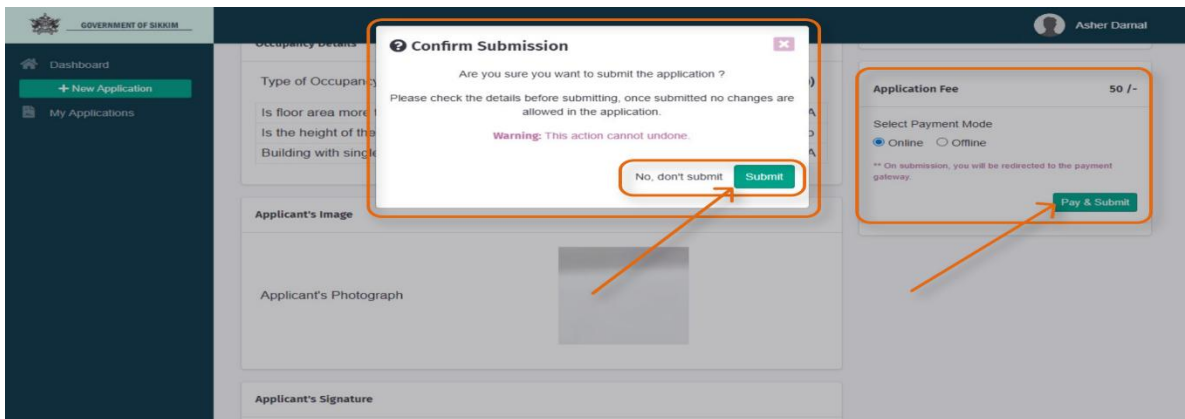


Fig 1.11.

Step 8.4 Proceed to Payment Gateway

Once redirected to the payment gateway, the user can complete the transaction using the available online payment options.

After successful payment, the Fire NOC application will be **submitted successfully** and processed by the department.

STEP 9: Application Acknowledgement

After successful completion of the **online payment**, the system generates an **Application Acknowledgement Slip**. This screen confirms that the Fire NOC application has been successfully submitted, as illustrated in Figure 1.12.

The screenshot displays the 'Application Acknowledgement Slip' interface. At the top, the Government of Sikkim logo and the user's name 'Asher Damal' are visible. The main content area is titled 'Application Acknowledgement' and features a QR code for tracking. Below the QR code, the slip details are as follows:

Application Acknowledgement Slip

Application Submission Date: 25 Dec 2025

Dear Mrs. Test Test,

Your application for Issuance of Fire NOC(Final)Certificate has been successfully submitted.

Application Summary
 Your Reference Number is **FNOC/2025/A00089**
 Payment Received amount Rs. 50 /-

Type of document(s)	Document(s) attached
Aadhar Card/Voter Card/COI/RC	Voter Card
Appointment letter of Fire safety Officer	Site Plan
Approved Building plan	site plan
Certicate Issued by Qualified Third party Agency	Safety Certificate of the lifts
Detailled Project Report	Fire Service Drawing

At the bottom right of the slip, there are two buttons: 'Print Slip' and 'Go To My Applications'.

Fig 1.12

Step 9.1 Acknowledgement Details

The **Application Acknowledgement Slip** displays the following information:

- **Application Submission Date**
- **Applicant Name**
- Confirmation message indicating successful submission of the Fire NOC application
- **Application Reference Number**, which should be used for all future correspondence
- **Payment Details**, including the amount paid

This reference number is unique and must be retained for tracking the application status.

Step 9.2 Enclosure Details

The acknowledgement slip also displays the **Enclosure Details** section, which lists:

- Types of documents uploaded
- Corresponding documents attached with the application

This allows the applicant to verify that all required documents have been successfully submitted.

Step 9.3 QR Code for Verification

A **QR Code** is displayed on the acknowledgement slip.

This can be used for quick verification and reference of the submitted application.

Step 9.4 Print or Track Application

At the bottom of the acknowledgement page, the following options are available:

- **Print Slip** – Allows the user to download or print the acknowledgement slip for record purposes
- **Go to My Applications** – Redirects the user to the **My Applications** section to track the status of the submitted Fire NOC application

Step 9.5 Completion of Application Process

With the generation of the acknowledgement slip, the **Fire NOC application process is completed successfully.**

The application will now be processed by the concerned department, and the user can track further updates through the **My Applications** section of the dashboard.