

02
ANNEXURE – “A”

Report on All India Service
Manual for Fire &
Emergency Services
Page NO. 47 to 81

Submitted by the
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THE ALL INDIA SERVICE MANUAL FOR FIRE & EMERGENCY SERVICES

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PREAMBLE

The Fire & Emergency Services is an essential service providing emergency services where implicit obedience of orders and strict discipline are to be maintained. However, due care will also need be taken to ensure that the principles of natural justice is upheld under all situations and circumstances while dealing with the employees of the Services. This manual therefore, is prepared with a view to ensure for delivery of quality service and upholding of natural justice and human dignity under all situations and circumstances.

CHALLENGES FOR FIRE & EMERGENCY SERVICES:

Rapid urbanization of major cities and towns has resulted into mushroom growth of Multi-storied Apartments, Buildings, different types of Industries such as Oil Industries, Gas based industries, Fertilizer Industries, Manufacturing industries including LPG Bottling Plants and transportation of Oil and LPG. These have created new challenges for the firefighters and the emergency service providers in dealing with different types of hazards during fire fighting and search & rescue operations. These hazards can be classified as follows:

1. Chemical Hazards.
2. Biological Hazards.
3. Accidental Hazards.
4. Physical Hazards.
5. Psychological Hazards.

While preparing this manual, the above challenges are kept in view and rules are made to cover all these challenges by the Firefighters and the emergency service providers.

CHAPTER - I
PRELIMINARY

1. Short title, extent and commencement-

- (i) The Manual may be called Fire & Emergency Service Manual, 2013.
- (ii) This Manual is recommended to be adopted by all the States & Union Territories under their respective Fire & Emergency Services Act or other such service acts with local modification depending on the nature of their State Acts.
- (iii) It shall come into force in such areas and on such dates as the concerned State & Union Territories Govt. may by notification from time to time in the Official Gazette, appoint and withdraw the operation of the provisions of the manual from any such area.

Classification of Service: The services under Fire & Emergency Services shall be classified in 2(two) groups:

i) Administrative/Management Services/Gazetted Ranks

ii) Subordinate Services/Non-Gazetted Ranks

i. The Administrative/Management service shall be vested upon the posts of:

- (a) Director General/Additional Director Generals.
- (b) Directors
- (c) Deputy Director/Chief Officer/Deputy Chief Officer
- (d) Divisional Officer/District Officer.
- (e) Company Commander of S.D.R.F.

ii. Subordinate service shall be vested upon the posts of

- (a) Assistant Divisional Officer & Equivalent/Sr. Station Officer
- (b) Station Officer /Squad Commander of S.D.R.F
- (c) Sub-Officer
- (d) Leader of Fire Fighters and Emergency Rescuers.
- (e) Fire fighters & Emergency rescuers/ Mechanics & equivalent.
- (f) Drivers & Driver Operators and Equivalent.

V. Definitions and interpretations: -

In this Manual, unless there is anything repugnant in the subject or context –

Emergency services, in the context of this Manual, includes the services of any emergency responders arising out of Fire, Earthquake, Landslide, Flood & Erosion, Drought, Chemical and Biological Mishaps, Bomb Explosion, Major Accident in Air, Road, Water and Hostage Situations.

(a) Fire fighting and other disaster response property includes:

- (i) Lands and buildings directly or indirectly connected with fire fighting and other emergency services cum disaster response.
- (ii) Fire tenders, search and rescue equipments, tools, implements and things whatsoever used for fire fighting and other emergency services.
- (iii) Motor vehicles and other means of transport used in connection with fire fighting and other emergency services.

(b) Fire & Emergency Service Station means any post or place declared generally or specifically by the State/Union territory Govt. to be a Fire & Emergency Service Station.

- 49 -

CHAPTER - II

ORGANISATION, SUPERINTENDENCE, CONTROL & MAINTENANCE OF THE
FIRE & EMERGENCY SERVICES

4. One State Fire & Emergency Service Organisation of the State/Union Territory:

(i) There shall be one State Fire & Emergency Services for the State/Union Territory. The members of the Services shall be liable for posting to any branch of the organisation within the state including any of its specialised wings like SDRF/Training Centre etc.

(ii) The entire Fire & Emergency Services under the Govt. of State / Union Territory shall be deemed to be one force and shall be constituted in such a manner as shall from time to time be ordered by the State/ Union Territory Govt.

5. Constitution & Composition of the State Fire & Emergency Services:

(i) The State Fire & Emergency Services shall consist of such members in various ranks as the State Govt. may by general or special orders determine. While determining the man-power strength of the Services and other issues the State/Union Territory Govt. should give special attention towards the recommendations of the Standing Fire Advisory Council of India or any other such bodies constituted by the Union Government.

(ii) The composition of the Services shall as far as possible reflect adequate representation of all sections of society.

(iii) The Pay, allowances, service and Working Condition of the Fire & Emergency Services Personnel shall be prescribed by Rules from time to time. These shall always be proportionate with the challenging and hazardous nature of duties of the members of the Organisation.

a. Maintenance of Fire & Emergency Services:

The Services shall be maintained by the State/Union Territory Govt.

7. Appointment of Director General of Fire & Emergency Services:

i) The State/Union Territory Govt. shall appoint a person to be Director General of Fire & Emergency Services of the State who shall be an Officer of the rank of Director General of Police/ Addl. Director General of Police and/or equivalent rank from the Fire & Emergency Services.

— 2.1 —

ii) The State/Union Territory Govt. may by general or special order and in consultation with the Director General of Fire & Emergency Services direct in what manner to appoint or give promotion as Director, Deputy Director, Chief Officer, Deputy Chief Officer, Divisional Officer & District Officer in the performance, exercise and discharge of his functions, powers, duties and responsibilities.

8. Term of Office of the Director General of Fire & Emergency Services: -

The Director General of Fire & Emergency Services shall have a minimum tenure of 3(three) years subject to his normal date of superannuation.

9. Superintendence & Control of State Fire & Emergency Services:

The Superintendence and Control shall vest in the Director General, Fire & Emergency Services and shall be carried out by him under the provisions of the Act and Rules made under the State /Union Territory Govt. which should be in consonance with the model All India Fire & Emergency Services Manual.

10. Appointment and Promotion of the members of Fire & Emergency Services:

(i) Direct recruitment to the Non-Gazetted ranks(Fire fighter, Emergency Rescuer, Driver, Sub-Officer, Station-Officer) will be made through a State level Recruitment Board by a transparent process, adopting well-codified and scientific system and procedures which shall be notified through appropriate rules to be framed by the respective State /Union Territory Govt. Recruitment to the post of Sub-Officer and Station Officer shall be made directly against 25% of the existing vacancies and by promotion against the rest 75% of the existing vacancies.

(ii) The Director General, Fire & Emergency Services or such officers of the Department as the respective State Govt./Union Territory may authorise in this behalf shall appoint the members of the Fire & Emergency Services from the rank of Fire fighter/Emergency Rescuer/ Driver/Grade-IV employees upto the rank of Asstt. Divisional Officers/Sr. Station Officers in accordance with the appropriate rules to be framed by the respective State /Union Territory Govt. in consonance with this Manual.

(iii) Direct recruitment to the rank of District Fire & Emergency Service Officer(Gazetted) shall be made by the State Public Service Commission and 50% of the post of District Fire & Emergency Service Officers will be filled up through promotion from the eligible A.D.O/Sr. Station Officers and 50% through direct recruitment.

- 18 - 71

(v) Subject to the provision of Article-311 of the Constitution of India and the rules prescribed by the respective State/Union Territory Govt., the Director General of Fire & Emergency Services or any other Officer under him, authorized on this behalf by the State /Union Territory Govt., may at any time dismiss, suspend or reduce in rank or award punishment to any member of the subordinate ranks as provided in the Rules framed by the State/Union Territory Govt. The Director General of Fire & Emergency Services or any other Officer authorized on his behalf may also award any or more punishment as provided in the respective State Discipline and Appeal Rules. The provision of the said Rules shall apply, mutatis mutandis, with regard to procedure of awarding punishment and other disciplinary actions, provided that the Director General reserves the right to revision after hearing of appeal in case of alleged denial of natural justice or flagrant irregularities in procedure adopted during the conduct of the departmental proceeding or as the case may be, as the appellate authority.

(b) Similar powers will be exercised by the Director General of Fire & Emergency Services in respect of A.D.O/ Sr. Station Officer. Appellate Authority in these cases will be the respective State Govt.

11. Qualification for Direct Recruitment:

(i) Academic qualification of candidates for direct recruitment shall be as follows:

Categories of Post

Qualification and experience

1. Station Officer	B.Sc with Physics, Chemistry & Mathematics from recognized University/Institution.
2. Sub-Officer	Higher Secondary(Science) with Physics, Chemistry & Mathematics from recognized University/Institution.
3. Fireman/Emergency Rescuer	Higher Secondary(Science) from recognized University/Institution.
4. Driver	HSCL pass with valid heavy driving license from recognized authority.

(ii) A candidate for direct recruitment shall have to be of sound health both mentally and physically and free from organic defects or bodily deformity likely to interfere with the efficient performances of his duties and shall be required to undergo a medical examination before appointment to the service.

The minimum physical standard of a candidate for direct recruitment to any rank or cadre of the service shall be:-

- (a) Height:- 162.5 cm (5 feet 4 inches). In case of candidates belong to Schedule tribes (hills, plains the same shall be 160 cm (5 feet 3 inches).
- (b) Chest:- 77.5 cm (31 inches) in normal position and 82.5 cm (33 inches) in expansion.
- (c) Age:- A candidate for direct recruitment to the service shall be between the age limit of 18 to 25 years. Relaxation of age for Schedule caste, Schedule tribes and any other categories will be as per respective State Govt. rules.

Promotion Prospect.

- (i) The members of Fire & Emergency Services will be eligible for promotion to the next cadre only after successful completion of 5(five) years of service in the existing rank.

(ii) There must have provision for promotion prospect of all the ranks of Fire & Emergency Services. All promotions to different ranks in the fire & emergency services upto the rank of Divisional Officers/District Officer shall be made out of the candidates who are eligible in all respects having successfully passed / completed the appropriate examination/training.

(iii) Seniority amongst the employees shall be considered with seniority in service. Those who pass the prescribed departmental examination/ training in previous years shall be deemed as seniors to those who pass in subsequent years for promotion irrespective of their date of joining in the service/rank.

(iv) For promotion to the rank of Leading Firefighter/Emergency Rescuer, the eligible candidates must pass a departmental written, oral and practical examination to be conducted by a Board of Officers constituted by the Authority of the Department.

Establishment of Fire & Emergency Service Stations at different places:

- (i) The respective State /Union Territory Govt. may in consultation with the Director General of Fire & Emergency Services and by notification, create as many fire & emergency services stations as necessary in the state/union territory or in the geographic/demographic location of a district, duly keeping in view the population, industrialization, work load, infrastructure and transportation facilities etc. and also to give special attention towards the recommendation of the Govt. of India.
- (ii) A fire & emergency service station shall be headed by an Officer in-charge not below the rank of Station Officer but large and important fire & emergency service stations shall be placed under A.D.O./Sr. Station Officer.

-20-53

(iii) The District Fire & Emergency Service Officer may constitute a community liaison group for each fire & emergency services station comprising of representatives of all sections of local residents.

(iv) Each fire & emergency service station shall prominently display all the relevant information required to be made public as may be required and directed by the Director General.

(v) Yard stick of equipments : The yard stick of equipments should be calculated by the authority of the State Fire & Emergency Services on the basis of fire & emergency hazards and risks involved as well as population of the particular area as well as geographical/industrial/infrastructural characteristics of the state & union territories.

14. Appointment and terms of key functionaries :

(1) The respective State /Union Territory Government shall appoint and transfer officers of the rank of District Officers / Divisional Officers of Fire & Emergency Services and above in consultation with Director General, Fire & Emergency Services.

(2) The following officers on field duty shall have a term of minimum two years-

- (i) Divisional Officers in charge of a Fire & Emergency Services Division.
- (ii) District Fire & Emergency Services officers in charge of a district.
- (iii) A.D.O/ Sr. Station Officers in charge of a sub division or important Fire & Emergency Station.
- (iv) Officer-in-charge of a Fire & Emergency Station.

Provided that any such officer may be transferred from his post before the expiry of the minimum tenure of two years consequent upon, -

- (a) promotion to a higher post; or
- (b) conviction or charges having been framed, by a court of law in a criminal offence; or
- (c) punishment of dismissal, removal, discharge or compulsory retirement from service or of reduction to a lower rank, or imposition of any other penalty; or
- (d) suspension from service in accordance with the provisions of the Rules; or
- (e) incapacitation by physical or mental illness or otherwise becoming unable to discharge his functions and duties; or
- (f) the need to fill up a vacancy caused by promotion, transfer or retirement; or

- 21-
- (g) on deputation with the consent of the officer concerned; or
 - (h) inefficiency and negligence or misconduct established after preliminary enquiry; or
 - (i) that in the public interest the Director General and any other officer authorised on this behalf by the Government may transfer any officer in-charge of the rank of Station Officer, but in case of the Senior Station Officer holding charge of a Fire & Emergency Services Station the right of transfer is reserved for the Director General only.

Provided that in the public interest or public service the respective State/Union Territory government may transfer the District/Divisional Fire Officers as may be deemed appropriate to meet any contingency before completion of the minimum term keeping an appropriate note on the reasons which necessitated such transfer in writing by the concerned authority.

15. The District and State Reserve of Fire & Emergency Service: -

To assist the fire & emergency service personnel promptly and effectively in dealing with fire & disaster prevention, protection, awareness campaigning and any disaster management functions the respective State/Union Territory Government shall create district and state reserve of trained fire & emergency service personnel with appropriate manpower, equipment and apparatus etc.

16. General powers of the Director General: -

The Director General shall, subject to the superintendence and control of the Government, direct and regulate all matters of fire fighting and disaster response equipment, machinery and appliances, training, observations of persons and events, mutual relations, distribution of duties, study of laws, orders and modes of proceedings and all matters of executive detail or the fulfillment of duties and maintenance of discipline of fire officers and members of the Fire & Emergency Service under him.

CHAPTER – III

CONTROL AND DISCIPLINE OF FIRE & EMERGENCY SERVICES PERSONNEL

17. Fire & Emergency Services Officers deemed to be always on duty and liable to employment in any part of their respective state:-

Every Fire & Emergency Services Officer shall, for all purposes, be deemed to be always on duty and any officer or any member or crew of Fire & Emergency Service officers allocated for duty in any part of the state may, if the Director General so desires, at time to time, be employed on turn out duty in any other part of the state for so long as the services of the officer or any member or crew of the fire officers may be required in such other part of the state.

18. Penalty for violation of duty, etc. - Notwithstanding any decision which may be taken under the provisions of this Manual, any member of the Fire & Emergency Services who-

- (a) is found to be guilty of any violation of duty or willful breach of any provision of this Manual or rules or order made there under, or
- (b) is found to be guilty of cowardice, or
- (c) withdraws from the duties of his office without permission or without having given previous notice of fifteen days or more; or

- 22-55
- (d) being absent on leave fails without reasonable cause to report himself for duty on the expiration of such leave, or
 - (e) accept any other employment or office whatsoever other than his duties unless expressly permitted to do so by the Director General.
 - (f) No member of the Fire & Emergency Services shall without the previous sanction in writing of the State/U.T. Govt. or of the prescribed authority to form association.

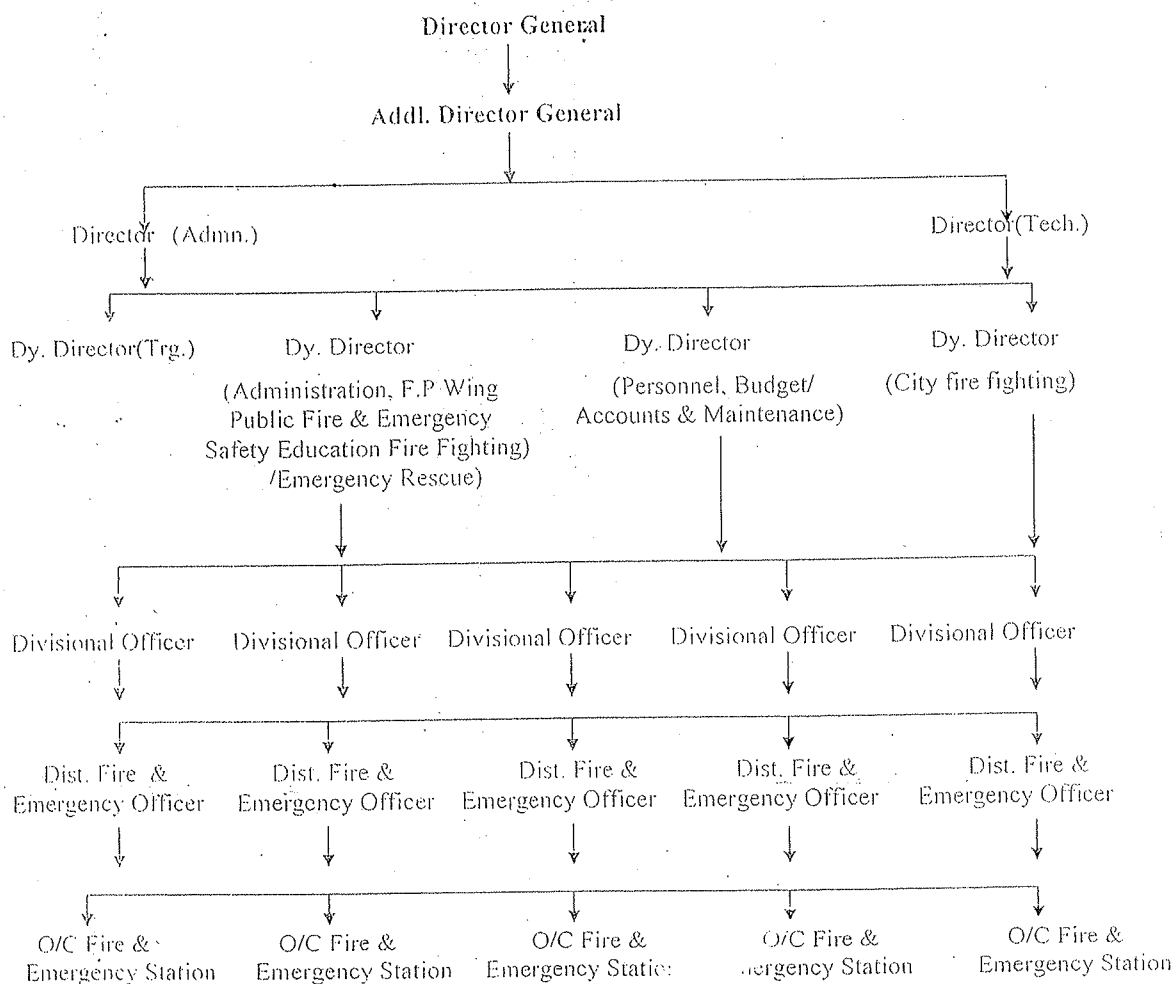
Shall be liable for penalty of dismissal, removal or reduction in rank as per provision of the Article-311 of the Constitution.

CHAPTER - IV STAFFING PATTERN, UNIFORM & DUTIES AND RESPONSIBILITIES

19. Staffing pattern of the Department:

Like other organisations/departments, the department of Fire & Emergency Services are also composed of people working together in a co-ordinated manner to achieve the objective. For effective functioning of the Department there must have an organisational identity showing the relation between administrative/ management services and the subordinate services.

Keeping this in view, the following staffing pattern is recommended for all the State Fire & Emergency Services of the State:



10. Training

Training is a challenge for the personnel of Fire & Emergency Services. It is a sign of commitment of the Department to provide quality service and to ensure the safety of the fire fighters and emergency rescuers. Training will vary in subject and depth with particular job function but there will always be need for some minimum level of training in order to develop and to maintain proficiency.

Procedure of Training: A directly recruited member of the Fire & Emergency Services shall be required to undergo successfully courses of training as may be prescribed from time to time.

- (i) For the post of Fire-fighter & Emergency Rescuer: Elementary fire fighting and search & rescue training course from the regional elementary fire fighting training centre.
- (ii) For the post of driver: Elementary course of fire fighting and search & rescue with driving and maintenance of pumps etc. from the state elementary fire fighting training centre.
- (iii) For the post of Sub-Officer, Station Officer and other Sr. Officers, the incumbents will be required to undergo different courses of training prescribed by the National Fire Service College, Nagpur besides other specialized and elementary courses after direct recruitment in the Fire & Emergency Services.
- (iv) In-service courses for various ranks to make them up-to-date with the changing demands of the services and development in tools and equipments for fire fighting and rescue techniques etc.

11. Uniform:

Distinct identity of Fire & Emergency Service Personnel should be ensured for easy identification and to promote fraternal feelings amongst the members of the services. Therefore, khaki colour of uniform will be replaced by navy blue with retardant clothing.

Shoulder Badges of different ranks of fire & emergency services personnel are to be as follows:

1. Identification of Gazetted ranks of Fire & Emergency Services officers will be indicated by 'STAR' and 'ASHOKA EMBLEM'.
2. Non-gazetted officers will be identified by 'STAR with RIBBON' -colour- Blue & Red.
3. Leader of fire fighter & Emergency Rescuer will be identified by 'White RIBBON' as used by the Para Military forces.
4. Insignia will be same as the 'Logo of Fire & Emergency Services'.

12. Duties and Responsibilities:

All the services of Fire & Emergency Services have been classified in the Point No. 2, with special attention to the recommendations of the Compendium for duties and responsibilities of Subordinate

As such, elaborate duties and responsibilities of all ranks of Fire & Emergency Services have been described as follows:

Duties and responsibilities of all ranks of Fire & Emergency Services

There will be 2(two) kinds of duties of all ranks of Fire & Emergency Services:

1. Administrative Duties and 2. Operational Duties.

Sl. No.	Rank	Administrative Duties	Operational Duties
1	Director General	<ol style="list-style-type: none"> 1. Advice the State/U.T. Govt. from time to time in formulating and implementing of Fire Safety & Emergency Services Rules and regulations. 2. To articulate new codes and regulations regarding fire prevention, fire suppression and emergency response techniques. 3. Participate in National and International Seminars in the country as well as abroad on fire and emergency response topics. 4. Formulate policies and conduct direct recruitment to the services as well as promotion and welfare of the service personnel and advice the State Govt. on all such matters. 5. Regulate all matters of fire fighting and emergency response equipments, machineries and appliances, training, finance, distribution of duties, final disposal of all proceedings and matters of executive detail and maintenance of discipline of all Officers and men working under him. 	<ol style="list-style-type: none"> 1. Overall control of all kinds of Operational Duties.
2	Addl. Director General	<ol style="list-style-type: none"> 1. Administrative Control of all Fire & Emergency Services Station. 2. Development of New Fire & Emergency Services Station and remodeling of old fire & emergency services station. 3. Budgeting, expending and controlling revenue expenditure. 	<ol style="list-style-type: none"> 1. Overall control of all kinds of Operational Duties as per direction of the Director General. 2. Supervision of all training facilities & conduct of all training courses as per direction of the Director General.

		<ol style="list-style-type: none"> Transfer and posting of all members. Any other duties assigned by the Director General. 	
3	Director (Admn.)	<ol style="list-style-type: none"> To assist the Addl. Director General in all Administrative Matters. To liaise with outside agencies. To assist D.G. & Addl. D.G. in important meetings. To assist D.G. & Addl. D.G. in formulating and submitting budget. To attend complains filed under RTI and furnishing information to the complainants. To assist D.G. & Addl. D.G. for determining the policies and taking decision to ensure disciplined and smooth functioning of the department. To look after the welfare of the employees. 	To get the work done from outside agencies.
4	Director (Technical)	<ol style="list-style-type: none"> To assist D.G. & Addl. D.G. in all technical matters. To assist in investigating cause of fire and disaster and formulate and implement Fire Safety & Emergency Response Rules. To attend and organize seminars, workshops on Fire Prevention, Fire Protection & Emergency Response. Over-all incharge of the Fire Prevention Wing. 	<ol style="list-style-type: none"> To attend major and serious call and other emergency calls as per requirement. To guide the officers and staff during emergency calls as per requirement.
5	Dy. Director (Training)	<ol style="list-style-type: none"> To assist Sr. Officers in respect of all kinds of training of Fire & Emergency Services Personnel. Over-all Head of Training Activities. To look after the welfare of trainees and staff of training centre. 	<ol style="list-style-type: none"> To conduct various courses of training at Regional Training Centre. To look after training programmes practically.
6	Dy. Director (Admn., F.P Wing, Public Fire Safety Education, Emergency Rescue)	<ol style="list-style-type: none"> To assist Director (Admn.) in respect of administration and Director(Tech.) in respect of Technical matters. To collect datas on new appliances and modern sophisticated rescue and fire 	<ol style="list-style-type: none"> To attend all major and serious call and other emergency calls. To guide the officers and staff at all emergency calls.

		<p>fighting equipments to improve the operational efficiency of the department.</p> <p>3. To assist Director (Tech.) in respect of Fire Prevention & Protection of the state.</p>	
7	Dy. Director (Personnel, Budget/Accounts & Maintenance)	<p>1. To assist Director (Admn.) in respect of the administration of the department.</p> <p>2. To assist Director(Admn.) in respect of preparing the budget.</p> <p>3. To assist Director(Admn.) in respect of all accounts matters of the department.</p> <p>4. He will directly look after the maintenance of all equipments and appliances of the department.</p> <p>5. To assist Sr. Officers in respect of purchase of fire fighting and search & rescue equipments and appliances.</p> <p>6. To look after the proposals relating to all kinds of purchase.</p>	<p>1. To look after the practical maintenance of all types of fire fighting, search & rescue equipments and appliances including hi-tech equipments.</p>
8	Dy. Director (City fire fighting)	<p>1. To look after the all Administrative matters of the city fire & emergency services and keep informed the senior officers.</p>	<p>1. To attend all major and serious call and other emergency calls.</p> <p>2. To guide the officers and staff at all fire & emergency calls.</p>
9	Divisional Officer	<p>1. Responsible for all Administrative matters and functions of the Fire & Emergency Services Stations of their respective jurisdictional division.</p>	<p>1. To attend all major and serious call and other emergency calls.</p> <p>2. To guide the officers and staff at all fire & emergency calls.</p>
10	District Fire & Emergency Officer	<p>1. Responsible for all Administrative matters and functions of the Fire & Emergency Services Stations of their respective jurisdictional districts.</p>	<p>1. To attend all major and serious fire and emergency calls.</p> <p>2. To guide the officers and staff at all fire & emergency calls.</p>
11	Sr. Station Officer	<p>1. Officer Incharge of District Head-Quarter Fire & Emergency Services Station.</p> <p>2. Designated Officer to inspect fire preventive measures of their jurisdiction and submit report.</p>	<p>1. To attend all major and serious call and other emergency calls.</p> <p>2. To guide the subordinates staff at all fire & emergency calls.</p>
12	Station Officer	<p>1. Officer Incharge of Fire & Emergency Services Station besides the District Head-Quarter.</p> <p>2. Designated Officer to inspect fire preventive measures of their jurisdiction and submit report.</p>	<p>1. To attend all major and serious call and other emergency calls.</p> <p>2. To guide the subordinates staff at all fire & emergency calls</p>

		3. To assist Sr. Station Officer while they will be posted at District Head-Quarter Fire & Emergency Services Station.	
	Station Officer	<p>N.B:- The Officer Incharges of Fire & Emergency Service Station are to maintain the following records and registers and files at the station level which may be summarized as follows:</p> <ol style="list-style-type: none"> I. Writing of Reports. II. Occurrence Book Registers. III. Hose Card/Registers. IV. Fire Report / Special Call Reports. V. Workshop Orders VI. Log Books. VII. Stock Registers: <ol style="list-style-type: none"> a) Stock Registers for tools and parts. b) Stock Registers for Spare parts. c) Stock Register for Clothing. d) Stock Register for Stationary. e) Stock Book for Consumable Articles. f) Stock Register for Diesel/Petrol. g) Stock Book for Condemned Articles. VIII. Orderly Room Register. IX. Defaulter Register. X. Leave Register. XI. Station Discipline. <p>The format of the records and registers are enclosed as per Proforma (1 to 12).</p>	
13	Sub-Officer	<ol style="list-style-type: none"> 1. To assist the Officer – Incharge of Fire & Emergency Service Station. 2. To maintain Log Book for Vehicles given to him. 	<ol style="list-style-type: none"> 1. To attend all major and serious call and other emergency calls. 2. To impart practical as well as theoretical training to lower rank of fire & emergency services personnel. 3. To guide the subordinates staff at all fire & emergency calls.
14	Leading Fireman	<ol style="list-style-type: none"> 1. To assist Station Officer, Sub-Officer in station work and maintain various records of fire & emergency services. 	<ol style="list-style-type: none"> 1. To carry out fire fighting operation as well as search & rescue works and get orders executed from the superiors.
15	Fireman	<ol style="list-style-type: none"> 1. To assist leading fire man and superiors in proper maintenance of the appliances and equipments of their respective fire & emergency services station. 	<ol style="list-style-type: none"> 1. To attend fire & other emergency call. 2. To be well acquainted with all the information regarding water facilities.

			<p>communication, topography and fire & other emergency risks area.</p> <p>3. While on guard duty, he shall be responsible for all properties, to see that no unauthorized person enter the premises.</p> <p>4. To remain alert all the time while on duty.</p> <p>5. Control the movement of vehicles while attending and returning from any calls to avoid any accident.</p> <p>6. Any other duties may be assigned by the superiors.</p>
16	Driver	1. To maintain log book of vehicle given to him.	<p>1. To drive fire engine and operate the pump and carry out operational duties as may be required by the superiors.</p> <p>2. To maintain fire engines in perfect order.</p> <p>3. To report any defects of vehicle to the Officer Incharge immediately and get the vehicle rectified in presence of him.</p>

CHAPTER - V
MISCELLANEOUS

23. Working condition of Fire & Emergency Services Personnel: (Item No.2)

The Fire & Emergency Services Act will govern the working condition of the personnel.

The main objective of the provision should be to improve the service delivery by providing for self improvement programmes for the staff and modernization of equipments coupled with good working condition that will ensure fixed hours of duty/residential facilities etc.

24. Welfare (Item No.6)

The respective State/U.T. Govt. may provide following welfare benefits for the members of fire & emergency services considering their hazardous nature of duties.

- (i) *Adequate compensation* for the families in case of injury or loss of life while engaged on duty.
- (ii) *Full pensionary* benefits in the service rules for those who are killed/permanently disabled/invalidated at the time of rendering their duties.
- (iii) Considering the nature of duties it is essential that *rent-free accommodation* shall be made available at the station level.
- (iv) The *quarter facilities* should be made available at the Fire Station Premises so as to enable the members to remain present at all times.
- (v) *Ration allowances* shall be made available upto the rank of Divisional/District Officer.
- (vi) Provision for *Railway Reservation Quota* shall be made available for the members of Fire & Emergency Services.
- (vii) Hazard allowance should be provided for the members of the Fire & Emergency Services.
- (viii) Special Leave: Besides the entitlement of normal casual leave as per State/U.T Govt. Rules, the Fire & Emergency Services Personnel are also be given 10(ten) days Special Leave on special ground due to their round the clock duty including holidays.

25. Special promotion to the subordinate operational staff: -

To encourage outstanding sportsman, marksmen, officers who have shown exceptional gallantry and devotion to duty in saving the life and property, the Director General may, with the prior approval of the Government, promote such officers out of turn to the next higher rank provided vacancies exists. Such promotions shall not exceed ten percent of the sanctioned strength in such ranks. For the purpose of seniority such promotees shall be placed at the bottom of the promotion list drawn up for that year.

26. Public Servant:

All the members of Fire & Emergency Services under this Manual shall be deemed to be public servants as defined under Section 21 of the Indian Penal Code(Bill No. XIV of 1986)

OCCURRENCE BOOK

Sl. No. Report No.	Time	Occurrence	Particulars	Initials

FIRE & EMERGENCY SERVICES

HOSE CARD

OR

HOSE REGISER

Date of Issue

HOSE NO. _____

MAKE

TYPE _____

SIZE

LENGTH _____

DATE CONDEMNED

FOR FIRE USE

[illegible]

FIRE REPORTI-CALL

CALLED BY : _____

TELEPHONE/FIRE ALARM NO. _____

ADDRESS OF PREMISES INVOLVED _____

OCCUPIER'S NAME _____ BUSINESS _____

OWNER'S NAME & ADDRESS _____

TIME OF CALL _____ TIME OF FIRST TURN OUT _____

TIME OF ARRIVAL AT INCIDENT _____

DISTANCE FROM STATION TO INCIDENT _____

II - PARTICULARS OF FIRE

Description of Property : _____

involved, industry, type _____

of construction area etc. _____

Category of Fire SERIOUS / MEDIUM / SMALL

Content of Fire _____

Supposed cause of fire _____

Description of Damage _____

Estimated value of

i) Property Involved: Rs. _____

ii) Surrounding risk, If any : Rs. _____

iii) Damage to premises Rs. _____

iv) Damage to contents Rs. _____

v) Property saved Rs. _____

Name of Last Officer to leave the fire : _____

Time & Date of leaving fire : _____

Total time employed _____ hrs. _____ mts.

Note: Report of false calls should be marked 'False' in red ink across Part II of Report Form

III- PERSONS ESCAPED & RESCUEDEscape without Assistance of
Fire & Emergency Services

M	F

Assigned out by Fire
& Emergency Services
Without aid of Appliances

M	F

Rescued by Fire
& Emergency Services
using Appliances.

M	F

IV - CASUALTIESLive Lost

	M	F
F.&E.S.		
OTHERS		

Names

Address(es)

Injured

	M	F
F.&E.S.		
OTHERS		

Names

Address(es)

Nature of Injuries :

Fire & Emergency Services number will suffice in the case of service personnel.

V- ATTENDANCE

Name of Fire & Emergency Services Station	Type of Appliances	Registration No.	Time of		Time of		Trip mileage	Pumping hours
			Turn Out	Arrival at incident	Leaving incidence	Return Back to Station		

VI - FIRE & EMERGENCY SERVICES PERSONNEL IN ATTENDANCE

(Relief personnel not to be include)

OFFICERS		PERSONNEL		
RANK	NAME	RANK	NUMBER	NAME

VII - ANY OTHER REMARKS

(Signed) _____

OFFICER - IN - CHARGE

FIRE & EMERGENCY SERVICES

SPECIAL SERVICE REPORT

Division : _____ Incident Report No. _____

Station : _____

Officer-in-Charge in incident _____

I - CALL

Called by : _____

Telephone/Fire Alarm No. _____

Address of premises involved _____

Occupier's Name _____ Business _____

Owner's name & address _____

Time of Call _____ Time of First Turn Out _____

Time of arrival at incident _____

Distance from station to incident _____

II - PARTICULARS OF INCIDENT

Full details of incident _____

Supposed cause : _____

Service rendered : _____

Time of last Officer to leave the incident : _____

Time & Date of leaving incident : _____

Total time employed _____ hrs. _____ mts.

Note: Reports on False Calls should be marked 'False' in red ink across Part-II of the Report Form.

Escape without Assistance of
Fire & Emergency Services

M	F

Assigned out by Fire
& Emergency Services
Without aid of Appliances

M	F

Rescued by Fire
& Emergency Services
using Appliances.

M	F

IV

Live Lost

	M	F
F.&E.S.		
OTHERS		

Name

Address (es)

Injured

	M	F
F.&E.S.		
OTHERS		

Address (es)

Nature of
injuries

*Fire & Emergency Service number will suffice in the case of Service personnel.

V - ATTENDANCE AT OCCURRENCE

Name of Fire & Emergency Services Station	Type of Appliances	Registration No.	Time of		Time of		Trip mileage	Pumping hours
			Turn Out	Arrival at incident	Leaving incidence	Return Back to Station		

VI - FIRE & EMERGENCY SERVICES PERSONNEL IN ATTENDANCE

(Relief personnel not to be include)

OFFICERS		PERSONNEL		
RANK	NAME	RANK	NUMBER	NAME

VII - ANY OTHER REMARKS

Signed _____

Officer-in-Charge

-36-69

Proforma No.4

FIRE & EMERGENCY SERVICES.

WORK SHOP ORDER

Memo No. _____

To.

The Engineer-in-Charge/Officer-in-Charge

Workshop

_____ Fire & Emergency Services.

Subject : Repairs/Adjustment/Overhauls

Please attend to the under mentioned works of the MOTOR VEHICLE/FIRE

APPLIANCE ETC.

1. _____
2. _____
3. _____
4. _____
5. _____

Enclosed _____

Signature _____

FIRE & EMERGENCY SERVICES

LOG BOOK

Date / Month / Year	Speedometer Reading at the end of Journey ladder operation	Total distance run/ ladder mileage	Time of start for Journey Pump / Ladder	Time of arrival stopping pump ladder	Working Hour								Particulars				REMARKS	Signature of Forman /Driver of Vehicle
					Engine Starting		Pump operation		First Aid Pump		Ladder Operation		Supplied	Intake	Oil	Grease		
					Hrs	Mts	Hrs	Mts	Hrs	Mts	Hrs	Mts						

Tyre Number

Make & Size

-28-71-

Proforma No.6(a)

FIRE & EMERGENCY SERVICES

STOKE REGISTER FOR *TOOLS & PARTS*

NAME OF ARTICLE :

DATE	VOUCHER NO.	NATURE OF TRANSACTION	RECEIPTS	ISSUES	BALANCE	REMARKS	SIGNATURE OF RECEIVER

FIRE & EMERGENCY SERVICES

STOKE REGISTER FOR SPARE PARTS

NAME OF ARTICLE :

DATE	VOUCHER NO.	NATURE OF TRANSACTION	RECEIPTS	ISSUES	BALANCE	REMARKS	SIGNATURE OF RECEIVER

-40 23-

Proforma No.6(c)

FIRE & EMERGENCY SERVICES

STOKE REGISTER FOR CLOTHING

NAME OF ARTICLE :

DATE	VOUCHER NO.	NATURE OF TRANSACTION	RECEIPTS	ISSUES	BALANCE	REMARKS	SIGNATURE OF RECEIVER

FIRE & EMERGENCY SERVICES

STOKE REGISTER FOR STATIONARY

NAME OF ARTICLE :

DATE	VOUCHER NO.	NATURE OF TRANSACTION	RECEIPTS	ISSUES	BALANCE	REMARKS	SIGNATURE OF RECEIVER

- 42-75 -

Proforma No. 6(c)

FIRE & EMERGENCY SERVICES

STOKE REGISTER FOR DIESEL & PETROL

NAME OF ARTICLE :

DATE	VOUCHER NO.	NATURE OF TRANSACTION	RECEIPTS	ISSUES	BALANCE	REMARKS	SIGNATURE OF RECEIVER

43-

Proforma No.7

FIRE & EMERGENCY SERVICES

STOCK REGISTER FOR CONSUMABLE STORES

DATE	NATURE OF TRANSACTION	RECEIPTS	ISSUES	BALANCE	Remarks	Signature of Receiver
		Soft soap				
		Washing Soap				
		Brasso				
		Silvo				
		Duster Cloth				
		Brooms				
		Phenyle				
		Car Polish				
		Polishing Cloth				
		Chemois Ledder				
		Soft soap				
		Wahsing Soap				
		Brasso				
		Silvo				
		Duster Cloth				
		Brooms				
		Phenyle				
		Car Polish				
		Polishing Cloth				
		Chemois Ledder				
		Soft soap				
		Wahsing Soap				
		Brasso				
		Silvo				
		Duster Cloth				
		Brooms				
		Phenyle				
		Car Polish				
		Polishing Cloth				
		Chemois Ledder				

[illegible]

-46-79-

Proforma No. 10

FIRE & EMERGENCY SERVICES

ORDERLY ROOM REGISTER

DATE	RANK NO. & NAME	NATURE OF GRIEVANCE/ REQUEST	ACTION TAKEN	INITIALS OF OFFICER-IN- CHARGE

-47-

Proforma No.11

FIRE & EMERGENCY SERVICES

DEFAULTER RECORD ENVISIBLE

NAME:

RANK & NO.:

BRIEF DESCRIPOTION OF OFFENCE	DATE WHEN CONDEMNED	PUNISHMENT AWARDED	BY WHOM ORDERED	DATE OF ORDER	SIGNATURE OF OFFICER

-48-81-

Proforma No. 1

FIRE & EMERGENCY SERVICES

LEAVE REGISTER

CASUAL:

EARNED :

MEDICAL :

NAME:

RANK :

NO. :

DATE OF APPLICATION	REASON FOR LEAVE	DATES		NO. OF DAYS	REMARKS	INITIALS OF OFFICER IN CHARGE
		FROM	TO			