

11. **Staff:** The State Government or any Officer specially empowered in this behalf by the State Government, shall appoint such person or persons as may be deemed necessary, to the posts of Assistant Divisional Officers, Station Officers, Sub Officers, Leading Firemen, Driver Operators, Firemen, Watch Room Operators, Fitters, Mechanics, Drivers, Painters, Blacksmiths, Carpenters, Fireman-Aides, Storekeepers, Cashiers, Clerks, Office Orderlies, Gardeners, Sweepers/Scavengers and such other posts - gazetted or non-gazetted in the administrative and ministerial establishment and to any other posts created from time to time as may be deemed necessary by the State Government.
12. **Pay and Allowances :** Rates of monthly pay admissible to increments of the various posts, whether the appointment is substantive or in officiating capacity or as a temporary measure, shall be as fixed from time to time by the State Govt.
13. **Posting and Transfers:** All postings and transfers of Director of Fire Service, Dy. Director of Fire Service and Regional Fire Officers shall be made by the Secretary, State Fire Department.
14. **Quarters:** Members of the Fire Service shall be eligible for free quarters or for a house rent allowance in lieu of free quarters, and for water and electricity free of charge.
15. **Uniform:** All articles of Uniform and Kit for the Director & Fire Service Officers and all other ranks shall be in accordance with standard uniforms as specified in Schedule II (Vide item 10 of 4th S.F.A.C. and vide item No.18 of 8th S.F.A.C.) and be issued free in accordance with the scales approved by the State Govt.
16. **Monthly Allowance for maintenance of uniform clothing for Director & Officers up to rank of Divisional Fire Officers:** The Director of Fire Service, other Fire Service Officers up to the rank of Divisional Fire Officer and such other officers as may be decided by the State Government shall receive such monthly allowance for the maintenance of their Uniform Clothing as may be determined by the State Government, Assistant Divisional Officers, Station Officers, Sub-officers, lower ranks and such other members of the Fire Service as may be determined by the Director of Fire Service, shall be supplied monthly with material for the maintenance of their uniform clothing as fixed by their respective Dy. Director/Regional Fire Officer.
17. **Transport:** All officers shall be entitled to free transport facilities for the performance of their official duties. The Director and Dy. Director of Fire Service, Regional Fire Officer and the Divisional Fire Officers shall be entitled to a free motor car and the Assistant Divisional Officers, Station Officers and Sub-Officers shall either be allowed to keep motor cycles or shall be allowed to use the vehicles maintained by the Fire Service along with other lower ranks when on official duties.
18. **Qualifications:** No person shall be eligible for appointment as Director of Fire Service or Dy. Director/Regional Fire Officer by direct recruitment unless he —
 - (a) has completed the age of 25 years and has not completed the age of 35 years on the first day of his taking charge of his post in the Fire Service of the State,
 - (b) hold the B.A. or B.Sc. Degree or any other equivalent degree of a university in the Indian Union preferably in Science or Engineering subjects,
 - (c) has passed the Divisional Officers Course or the General Fire Prevention Course at the National Fire Service College or hold Associate Membership of the College or other equivalent qualifications.
 - (d) has a minimum of 10 years' service (7 years in case of Dy. Director/Regional Fire Officers) in a full time Fire Service, of which at least 3 years should be in a senior executive post carrying responsibility.
 - (e) is not less than 5 feet 5 inches in height.
 - (f) is not less than 32 inches round the chest and has a chest expansion of not less than 2 inches on full respiration to 34 inches round the chest, and
 - (g) is not less than 110 lbs. in weight.
 - (h) satisfies a Medical Board in _____ as to his physique fitness in all respects and capacity for active outdoor work. The Medical Board shall certify that he is free from organic diseases of

any sort and not subject to vertigo, or diseases of heart, lung or kidney or abnormal blood pressure. His eye sight shall be good and if he wears glasses, it shall be certified by the superintendent of the Government Ophthalmic Hospital that he shall be able to perform Fire Service duties at fires and other rescue works from high elevations without any hindrance.

19. **Subordinate Service** : A person appointed to Subordinate Service either by direct recruitment from outside or by transfer from other regular recognised full time fire services, shall possess physical standards, academic or technical qualifications and practical experience as per Schedules III. (Vide Item No. 3 of 7th S.F.A.C.).
20. **Training**: A probationer recruited direct from outside, shall during the prescribed period of probation, successfully complete the various standards of examination and courses as stated in the Schedule III. The pay of probationers recruited shall be Rs. _____ a month while undergoing training in the National Fire Service College, or at a Regional/State Fire Training Centre and Rs. _____ a month whilst undergoing a practical training in a regular recognised full time Fire Service.
21. **Uniforms & Badges** : The uniforms and badges to be worn by the Director of Fire Service, the other officers and the staff shall depend on the various ranks held by them in accordance with the number of appliances they are in control of and shall be as prescribed in Schedule II.
22. **Discipline** : The rules as to the maintenance of discipline in the Services shall be as set out in the Discipline Code prescribed in the Schedule IV (As per Model Discipline code prepared by the Sub-Committee and placed before the 9th SFAC).
23. **Drill** : The rules relating to drill and exercise shall be as prescribed in the Drill Manual prepared by the Central Government and set out in Schedule V. (As per Standard Drill Manual)

CHAPTER III-POWERS AND DUTIES

24. **Director of Fire Service** :
 1. The Director of Fire Service shall be in control of the entire Fire force and shall be responsible to the State for the efficient functioning of the Fire Service.
 2. He shall be empowered to take all such necessary steps as he may think fit under the powers given to him under the Act for protection of life and property from fire.
 3. He shall personally supervise serious outbreaks of fires when the Deputy Director/Regional Fire Officer considers his presence necessary. When the Deputy Director/Regional Fire Officer is in attendance at a fire, he shall be supreme control not only of the Fire Force but also of all other Forces and essential Services including volunteers from the public engaged in putting out fires.
25. **Deputy Director of Fire Service/Regional Fire Officer** : He shall be in operational command of at least two divisions or second in command to the Director of Fire Service, or shall have equivalent staff duties. He shall normally be in complete command of all operations in any serious emergencies or conflagrations. The Deputy Director at HQ shall also be in charge of the Fire Service during short absence of the Director, other regular, acting or officiating arrangements shall be made by the appoint authority.
26. **Divisional Officer**: The Divisional Officer shall be in charge of two to eight fire stations depending upon the size and importance of the stations or equivalent staff duties. He may be assisted by an Asstt. Divisional Officer if necessary in high fire risk areas who may be entrusted with a charge of two or three fire stations or four to six fire fighting units or other equivalent staff duties.
27. **Station Officer & Sub-Officer**: Officer-in-Charge of a Fire Station shall hold charge of a Fire Station having not more than three fire fighting units with all equipments or equivalent staff duties. He shall have under him staff attached to the Fire Station. He will be responsible for the maintenance of communications system, water resources including hydrants within his station area, and shall be in charge of operations of fire where not more than three complete fire engines are required to work. He may be assisted by a Sub-Officer in high fire risk areas who may be entrusted with a charge of any fire fighting unit.

28. **Leading Fireman:** The Leading Fireman shall be the leader of the fire crew and responsible for the execution of the orders of his officer and for the work of individual members of the crew.
29. **Driver Operators, Firemen and others:**
1. They shall form members of the fire crew and perform duties assigned to them by the leading Fireman or such other officers as may be in command.
 2. The functions of the mechanical staff and other persons engaged by the Fire Services shall be such as may be assigned to them from time to time.
30. **Information of Fire:** Any officer-in-charge of a Fire Station shall immediately on receipt of information of the occurrence of a fire, turn out units to the place of occurrence and shall take all necessary steps to extinguish the fire expeditiously.
31. **Report of Fire:** The report of every fire which occurs within the respective areas shall be submitted by the Officers-in-charge of Fire Station not later than 2 days following the fire, to their respective Divisional Officers who shall make such further enquiries, if any, as they may deem necessary and shall furnish such reports to their respective Regional Fire Officers, who shall furnish a weekly return of all fires in the respective areas to the Director of Fire Services.
32. **Adequate supply of Water:** The Director of Fire Service shall take all reasonable measures for adequate supply of water and in particular provide:
1. For ensuring areas with different fire risks as follows-
 - (a) **Piped Water Supply**
 - (i) For industrial and commercial areas the main pipe line should not be less than 6" in dia and shall be capable of supplying a minimum of 1,000 gallons per minute at a pressure of not less than 10 lbs. per sq. inch;
 - (ii) For residential areas, the main pipe line should not be less than 4" dia and should be capable of supplying minimum of 500 gallons per minute at a pressure of not less than 10 lbs. per sq inch.
 - (b) **Reserve**
 - (i) One gallon per head of the population (Scattered in small tanks and pools etc. all over the area)
 - (c) **Additional requirements for special risks :**

<ol style="list-style-type: none"> (i) Class 'A' risk areas (Ware houses, congested factories) (ii) Class 'B' risk areas (Concentration of factories, warehouses, large shopping areas). (iii) Class 'C' risk areas (Areas of smaller risk than (i) & (ii) similar (iv) Class 'D' risk areas (Residential scattered factories, rural areas etc.) 	<p>2500 gallons of water per minute by piped water supply or static water supply or a combination of both.</p> <p>1000 to 1500 gallons per minute from similar sources as in (i).</p> <p>600-700 gallons per minute from sources as in (i)</p> <p>250-700 gallons per minute from similar source as in (i).</p>
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- Note :** This supply should be available for 100 minutes, 50 per cent of this supply or 10 lakh gallons, whichever is less, should be in the form of static supply.
- (d) **Static Water Tanks**

Areas where congested shopping centres exist, the static water supply can be of great help for fighting fires, Static water can be made available in the form of underground tanks; for instance in parks and at road crossings in the shape of fountains. This should supplement the plans for the beautification of the city also. Open tanks and swimming pools can also be constructed at appropriate places, which can be used as static water

supply for fighting fires.

Although tubewells are considered to be unsafe and unreliable because of their unhealthy and dirty water, yet these can be of great help in the incidence of fire. When local authorities propose to instal any tubewells, it is desirable that the Fire Service is consulted for their suitable and appropriate location.

(2) Provisions of water units especially for rural areas.

(3) Provision of Mobile one-mile pipe line with victualic joints in a movable vagon.

33. Right of Way :

- (1) When the fire unit is in transit to the place of occurrence of a fire, the fire alarm bell shall be rung continuously.
- (2) On hearing the said alarm bell every person and vehicles on the route shall immediately draw to the extreme left and stop till the fire unit passes by, providing a clear and unobstructed passage to the fire unit, provided that a vehicle running on fixed rails like the tram car shall stop in such a manner as to provide clear passage to the fire unit.
- (3) Whosoever contravenes the provisions of sub-section (2) above shall be punishable with a fine, not exceeding Rs 50.

34. Preventive Powers

- (1) The trades which are likely to cause a risk of fire, shall be as enumerated in a list which may be amended from time to time.
- (2) In respect of such fire risks and to all fire risks not covered by any Central or other State enactments, in respect of which a notification under Section 13 of the Act has been issued, any member of the Fire Services of the area, duly authorised by the Director of Fire Services in this behalf, may inspect any place where he suspects such risks exist and direct compliance with such preventive measures as he may deem fit.

35. List of Occupations involving Fire risks

List of occupations involvings fire risks is as per Schedule VI (Finalised at the 9th SFAC meeting).

36. Purchase of equipments

The Director of Fire Service shall, as far as possible, conform to the standard specifications for fire fighting equipments laid down by the Indian Standards institution as per Schedule VII in the purchase of such equipments for the Fire Service (vide List attached)

37. Minimum water discharge of pumps

The Director of Fire Service shall take all necessary steps to raise the standards of minimum water discharge of pumps to conform to the approved standards viz. 100 gallons per minutes pumping capacity for every 10,000 population with 20% as reserve.

38. Minimum requirements of Fire Station

The Director of Fire Services shall take all necessary steps to ensure the maintenance of the minimum requirements of fire stations as set out in Schedule III (Vide item NO.3 of 2nd SFAC).

39. Statistics

The Director of Fire Service shall cause the maintenance of record of all fires and the losses caused by such fires in the form prescribed under Schedule IX (Vide Item NO.13 of 6th SFAC)

CHAPTER IV - MISCELLANEOUS

40. Compensations to members of the Services

The compensation payable to the members of the Service in the case of accidents or to the dependents in the case of death shall be in accordance with the scales laid down by the State Government as per Schedule X

(Vide Item No.5 of 3rd SFAC).

41. Disciplinary Actions

Every member of the Service who shall be guilty of any violation of duty or wilful breach of any provisions of the Act or the rules made thereunder or of any order made by a competent authority, or who shall be guilty of cowardice or who withdraws from duties from his office without permission or who, being absent on leave, fails without reasonable cause to report himself for duty on the expiry of such leave, or who shall engage without authority in any employment other than his duty, shall be liable on a conviction before the Magistrate of First Class to a fine not exceeding three months pay or imprisonment not exceeding three months or both.

42. Employment of Fire Service for purposes other than fire fighting within or outside the State

The Fire Service may be engaged on purposes other than fire fighting at the discretion of the Director or his authorised subordinate officer in following circumstances:

- (i) Special Services free of charge in cases of all types of rescues of Life.
- (ii) Special Services which should be charged according to rates fixed by the State Government, such as for pumping out wells, flood waters, attending to duties like fire protection at large assemblies or gatherings subject to safe use of equipment if it can be spared.
- (iii) Services of all kinds, rendered beyond limits of jurisdiction to be charged according to rates fixed by State Government.

Note : Fire fighting units, equipments and appliances shall not be used for duties like road sprinkling, supply of water, washing of places etc., except in case of emergency.

SCHEDULE I - STRENGTH OF THE ESTABLISHMENT

As per following extract of recommendation vide Item No. 11 of the minutes of the 6th Standing Fire Advisory Committee meeting:

(A) Station Officers & Sub-Officers

The scale of Station Officers and Sub-Officers at stations should be as under

1 Pump Station	-	1 Staff Officer or 1 Sub-Officer
2 Pumps Station	-	1 Station Officer and 1 Sub-officer
3 Pumps Station	-	1 Station Officer and 2 Sub-officers
4 Pumps Station	-	2 Station Officers and 2 Sub-officers
5 Pumps Station	-	2 Station Officers and 3 Sub-officers
6 Pumps Station	-	2 Station Officers and 4 Sub-officers

Note I : Where the extent of Fire risk may justify, Sub-Officers may be replaced by Station Officers.

Note II : Reserve staff -

- (a) A 50% reserve of total staff of Station Officers and Sub-officers on duty to be provided for periodical relief to enable officers to avail 24 hours off after every 48 hours on duty.
- (b) A 10% of the total staff on duty and periodical relief to be provided as Training Reserve.
- (c) A leave reserve of 15% on the total staff on duty, periodical relief and training reserve to be provided as replacement for all types of leave.

(B) Leading Firemen

There should be one Leading Fireman per fire appliance and one for Station and outdoor duties per station at all times.

(C) Drivers/Operators

One driver/operator per motor vehicle plus a duty reserve which will ensure the following minimum number to be provided at each station :-

Station with 1 Motor Vehicle	-	2 Drivers/Operators
Station with 2 Motor Vehicles	-	3 Drivers/Operators
Station with 3 Motor Vehicles	-	4 Drivers/Operators

Station with 4 Motor Vehicles	-	6 Drivers/Operators
Station with 5 Motor Vehicles	-	7 Drivers/Operators
Station with 6 Motor Vehicles	-	9 Drivers/Operators

(D) **Firemen**

The scale of Fireman will be six per fire appliance apart from one fireman for fire alarm duties, two firemen for hydrant and water resources inspection, and one fireman for despatch duties per station.

Note I : There should be a reserve of 25% of the total number of Leading Firemen, Drivers/Operators and Firemen worked out according to the above scale to serve as Training Reserve, and Leave Reserve of all types.

Note II : Where two shift system is in vogue, the number of Leading Firemen, Drivers/Operators and Firemen will be doubled.

Note III: Where three shift system is in vogue, the number of Leading Firemen, Drivers/Operators and Firemen will be three times the scale mentioned above.

(E) **Watch Room Operators**

Four watch room operators for each station to be provided, one to be on duty for every 8 hours and the 4th man to be spare for relief work. In addition, an overall reserve of 25% for the service as a whole to be provided.

(F) **Clerks**

Whether the Station functions as an independent unit and has its own cash and store work, one clerk may be provided.

(G) **Sweepers/Scavengers**

These class of employees should be provided at the scale of one per 3,000 sq.ft. of covered area, and one per 7,000 sq.ft. of open area, subject to a minimum of one at each station.

(H) **Gardeners**

One gardener for every half acre of land required to be maintained as a garden.

At places having more than one station where headquarters of city fire brigades exist, the staff required should vary from place to place depending on the strength of the crew. The following general observations may serve as guide :-

Officers - The scale of officers with relation to their responsibility or command should be fixed as per recommendations made by this Committee under Item No.10 of its 4th meeting held in March, 1968. It is however considered necessary that there should be an Equipment Officer of the rank of Divisional Officer, Assistant Divisional Officer, Station Officer or Sub-officer depending upon the size of the Brigade.

Training Staff - A minimum of one Station Officer, one Sub-officer, one Leading Fireman, one Driver/Operator and six Firemen should be provided if there is no full fledged training school attached to the service.

Ministerial Staff - A Storekeeper, a Cashier, a Stenographer and an Accountant must be provided' for the fire Service. However, where considered necessary, assistants should be provided to these posts while other ministerial staff should be provided as per actual requirements.

Headquarters/Control Room - A Mobilising Officer holding a rank from a Divisional Officer to a Sub-officer depending on the size of the fire service should be provided to hold charge of the Control Room. In addition, an adequate number of watch room operators working on three shift system should be provided.

Fire Aides - One fireman aide for each officer above the rank of Station Officer should be provided.

Office Orderlies - These requirements for offices should be worked out separately as per scales laid down.

General - In addition to above, the staff required for maintenance of hose, for arranging supply of water for fire-fighting and for fire prevention work should be engaged as per actual requirements.

The scale of staff required for manning the fire service workshop would depend on the size of the service and the number of motor vehicles and fire appliances. This would therefore be in accordance to recommendations vide Item No.9 of 7th SFAC meeting.

SCHEDULE II - UNIFORMS AND BADGES

Uniforms - As per recommendations vide Item No. 18 of the minutes of the 8th meeting of the SFAC Badges-

- (i) Officer's Peak Cap Badge, as per recommendations vide Item No. 5 of the minutes of the 5th SFAC meeting.
- (ii) Shoulder markings for the various ranks as detailed under Item No.5 (b) of the minutes of 2nd SFAC meeting.

SCHEDULE III - SUBORDINATE SERVICE

As per "Recruitment Rules for the various ranks in the Fire Services" as recommended vide Item No. 3 of the 7th SFAC meeting with Annexure 'A', 'B', 'C' & 'D'

SCHEDULE IV - DISCIPLINE

As per Model discipline code prepared by the Sub-committee and placed before the 9th meeting of the standing Fire Advisory Committee.

SCHEDULE V - DRILL

As per Standard Drill Manual Government of India, Ministry of Home Affairs

SCHEDULE VI - LIST OF OCCUPATIONS INVOLVING FIRE RISKS

As per Item No. 19 of the 8th meeting of the Standing Fire Advisory Committee. (Finalised at the 9th SFAC meeting).

SCHEDULE VII - LIST OF STANDARDS ON FIRE FIGHTING EQUIPMENT

As per list attached.

SCHEDULE VIII - MINIMUM REQUIREMENTS OF FIRE STATION

As per recommendation of the Standing Fire Advisory Committee vide table under Item No.3 of the minutes of 2nd meeting entitle "Requirements of a Standard Fire Station".

SCHEDULE IX - STATISTICS

As per recommendations of the Standing Fire Advisory Committee vide proforma under Item No. 13 of the minutes of 6th meeting entitled "Collection of Fire Statistics elaborated proforma relating to :-"

SCHEDULE X - COMPENSATION TO MEMBERS OF THE SERVICE

As per recommendation of the Standing Fire Advisory Committee vide Appendix II with Annexure of Item NO.5 of the minutes of 3rd meeting.

List of Standards of Fire Fighting Equipment

1. Couplings Double Male and Double Female Instantaneous Pattern for Fire Fighting purposes Doc; BDC 22 (220).
2. Fire Hose Delivery Couplings, Branch Pipe, Nozzles and Nozzle Spanner Doc; BDC 22 (242)
3. Suction Hose Couplings for Fire Fighting purposes Doc: BDC 22 (243)
4. 2 Way and 3 Way Suction Collecting; Heads for Fire Fighting purposes Doc; BDC 22 (244).
5. Delivery Breechings, Dividing and Collecting Instantaneous Pattern for Fire Fighting purposes Doc; BDC 22 (240)
6. Branch with Revolving Head for Fire Fighting purposes Doc; PDC 22 (245)
7. Suction Strainers, Cylindrical and Shoes Types for Fire Fighting purposes Doc; BDC 22 (247)
8. Hydrant, Stand Post Type Doc; BDC 22 (248)
9. Under Ground Hydrant, Sluice Valve Type Doc; BDC 22 (250)
10. Under Ground Hydrant, Double Valve Type Doc; BDC 22 (313)
11. Combined Hydrant, Hydrant Cover Lift and Lower Valve Key Doc; BDC 22 (249)
12. Washers for Water Fittings for Fire Fighting purposes Doc; BDC 22 (239)
13. Fireman's Axe Doc: BDC 22 (221)
14. Fire Hooks Doc: BDC 22 (251)
15. Fire Bell Doc: BDC 22 (252)
16. Hook Ladder Doc: BDC 22 (264)
17. Extension Ladders Doc: BDC 22 (265)
18. Wheeled Fire Escape Doc: BDC 22 (260)
19. Mechanically Operated Turn Table Ladder for Fire Brigade Use Doc: BOC 22 (207)
20. Portable Chemical Fire Extinguishers, Foam type Doc : BDC 22 (253)
21. Portable Chemical Fire Extinguishers, Carbon Dioxide : BDC 22 (255)
22. Portable Chemical Fire Extinguishers, Soda Acid Type Doc : BDC 22 (254)
23. Fire Extinguishers, CBM Type Doc: BDC 22 (367)
24. Fire Extinguishers, Pure Water Type, Doc: BDC 22 (303)
25. Fire Extinguishers, Bucket Pump Type, Doc: BDC 22 (402)
26. Blower and Exhauster for Fire Fighting Doc: BDC 22 (219)
27. 275 LPM (or 60 GPM) Portable Pumps Set for Fire Fighting Doc : BDC 22 (256)
28. 680 LPM (or 150 GPM) Trailer Pump for Fire Brigade use, Doc : BDC 22 (257)
29. 1800 LPM (or 400 GPM) Trailer Pump for Fire Brigade use, Doc: BDC 22 (258)
30. 1800 LPM (or 400 GPM) Motor Fire Engine, Doc : BDC 22 (259)
31. 3400 LPM (or 750 GPM) Motor Fire Engine, Doc : BDC 22 (260)
32. Motor Fire Engine with 270 LPM (or 60 GPM) Portable Pump and 1800 Litre (or 400 Gallon) Water Tank Doc : BDC 22 (261)
33. Motor Fire Engine with 1800 LPM (or 400 GPM) Pump and 1800 Litre (or 400 gallon) water Tank BDC 22 (268)
34. Emergency Tender for Fire Brigade use Doc : BDC 22 (263)

- 35. Combined Foam and CO₂, Crash tender Doc : BDC 22 (284)
- 36. Foam Crash Tender LargeDoc : BDC 22 (285)
- 37. Foam Crash Tender Small Doc : BDC 22 (286)
- 38. CO₂ Crash Tender Doc : BDC 22 (287)
- 39. Dry Powder Crash Tender Doc : BDC 22 (288)
- 40. Control Post Van Doc : BDC 22 (289)
- 41. Control Post Van Doc : BDC 22 (290)
- 42. Small Fire Engine Doc : BDC 22 (412)
- 43. Towing Tender for Trailer Pump for Fire Brigade Use Doc : BDC 22 (262)
- 44. Stirrup Pump for Fire Fighting Purposes Doc : BDC 22 (382)
- 45. Self-contained breathing apparatus for Fire Brigade Use Doc: BDC 22 (383)
- 46. Electric Motor Sirens for Fire Brigade Use BDC 22 (385)
- 47. Helmets, Firemen, DOC : BDC 22 (386)
- 48. Oxy-Acetylene cutting set used in Fire Services, Doc : BDC 22 (388)
- 49. Snatch Block Single Sheave for Fire Brigade Use. Doc: BDC 22 (390)
- 50. Jacks, Screw, 5 Ton, for Fire Brigade Use, Doc : BDC 22 (391)

APPENDIX : "5-C"

FIRE SERVICE DISCIPLINE AND APPEAL RULES FRAMED UNDER SECTION- OF THE FIRE FORCE ACT

(See para 19 under 5. LEGISLATION)

FORWARDING NOTE

The Fire Service is an essential service, where implicit obedience of orders and strict adherence to discipline are imperative as in the Armed Force or Police. However, keeping the civilian privileges in view, the stringency of the Army Rules and the unrestrained freedom admissible under the rules governing the other civilian and utility services have been modified to suit the basic needs of fire service. The cardinal principle that no one shall be punished unless he has been given an adequate opportunity to defend himself against the action proposed, has however been observed. Provision has been made for dealing with offences peculiar to fire services in a deterrent and speedy manner to ensure desired effect and discipline, which are vital.

The rules are intended to be made applicable for all the fire services maintained by the Government Corporations or other statutory bodies, Municipalities or other local authorities or autonomous institutions in India.

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Fire Services Discipline and Appeal Rules framed under..... Section of Act.

I. General

1. These rules may be called the Fire Service Discipline and Appeal Rules 19 They shall come into force from

II. Definitions

- 2.

III. Classification

3. The Services the members of which are subject to the rules shall be classified as follows:-
 - (a) The Supervisor Fire Service
 - (b) The Subordinate Fire Service
4. The Superior Fire Service shall consist of the following categories of posts:-
 - (a) Director of Fire Services/Chief Fire Officer
 - (b) Deputy Director of Fire Services/Dy. Chief Fire Officer/Regional Fire Officer,
 - (c) Divisional Fire Officer
5. The Subordinate Fire Service shall consist of the following categories of posts:-
 - (a) Assistant Divisional Fire Officer and equivalent ranks.
 - (b) Station Officer and equivalent ranks
 - (c) Sub Officer and equivalent ranks
 - (d) Leading Fireman, Telephone Operator and equivalent ranks.
 - (e) Drive/Mechanic/Drive Operator and equivalent ranks.
 - (f) Fireman and equivalent ranks.

IV. Discipline Penalties

6. The following penalties may be awarded summarily in Orderly rooms upon the categories of Officers

enumerated under Clauses (d) to (f) of rule 5 above:-

Extra duty and/or extra drill not exceeding 3 hours in all at one hour per day, can be imposed by an officer of the rank of Station Officer or Sub Officer. Extra duty or extra drill for a period not exceeding 7 hours, at one hour per day can be imposed by an officer of the rank of Assistant Divisional Officer and above. The imposition the these penalties shall not be recorded in the service records of the individual or in his personal file.

The person to be punished, should be given the opportunity in the Orderly Room to explain the circumstances under which he committed the offence before the penalty is awarded. No appeal shall lie against these punishments.

7. The following penalties may for good and sufficient reasons be imposed upon members of the Superior and subordinate Fire Services specified in Rules 4 and 5 above, namely:-

- (a) Censure
- (b) Debarring from appearing for departmental or professional examination for promotion for a specified period not exceeding two years.
- (c) With holding of increments, or promotion including stoppage at efficiency bar.
- (d) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Explanation

In cases of stoppage of increment from cumulative effect, the monetary value equivalent to three times the amount of increment ordered to be withheld may be recovered.

- (e) Recovery from pay of the whole or part of any pecuniary loss caused to the department, by negligence or breach of orders.

Explanation

This penalty may be imposed in addition to any other penalty which may be inflicted in respect of the same neglect or breach of orders.

- (f) Suspension where a person has already been suspended under Rule 13(a) to the extent considered necessary by the authority imposing the penalty.
- (g) Reduction to a lower rank in the seniority list to a lower grade, post or time scale or to a lower stage in the time-scale.
- (h) Compulsory retirement
- (i) Removal from service
- (j) Dismissal from service

Discharge of a person appointed on probation during the period of probation or of the person appointed to hold a temporary appointment on the expiration of the period of temporary appointment, does not amount to removal or dismissal within the meaning of this rule.

8. Besides the penalties specified in Rules 6 and 7 the following penalties may also for good and sufficient reasons be imposed upon the members of the Subordinate Fire Service specified in Rule 5 above:-

- (a) Reprimand in the case of Subordinates specified in item (a) to (e) of Rules 5 above.
- (b) Black mark in the case of subordinates specified in items (d) to (f) in Rules 5 above.
- (c) Suspension for a period not exceeding 15 days in the case of subordinates specified in Rule 5 above, if the penalty of reduction to a lower grade, post or time-scale or to a lower stage in the time-scale cannot be imposed.

9. The authority which may impose any of the penalties prescribed in Rule 7 and 8 above on a member of superior or subordinate fire service specified in Rule 4 and 5 above shall be the authority prescribed in Appendix I to those rules or any higher authority.

Provided that where in any case a competent authority has imposed or has declined to impose a

penalty under this rule a lower authority shall have no jurisdiction to proceed under this rule in respect of the same case.

Explanation:

- (a) The fact that a competent authority has imposed or declined to impose a penalty in any case shall not debar a higher authority from exercising his jurisdiction under this rule in respect of the same case.
 - (b) The order of a higher authority imposing or declining to impose in any case a penalty under this rule shall supersede any order passed by any lower authority in respect of the same case.
 - (c) Where, on promotion or transfer a member of the service in a class, category or grade is holding an appointment in another class, category or grade thereof or in another service, no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of the service in the latter class, category, grade or service, as the case may be.
 - (d) Where a person has been reverted from one service to another or from one class, category or grade of the service to another class, category or grade thereof, no penalty shall be imposed upon him in respect of his work or conduct while he was a member of the service, class category or grade, as the case may be, for which he was reverted or reduced except by an authority competent to impose the penalty upon a member of such service, class, category or grade, as the case may be.
10. In every case where it is proposed to impose on a member of a superior or subordinate Fire Service any of the penalties mentioned in Clauses (a) to (f) of Rule 7 and clauses (a) to (c) of Rule B, the delinquent shall be given a reasonable opportunity of making any representation, that he may desire to make as laid down in paragraphs 1 and 2 of Appendix II to these rules.
11. In every case where it is proposed to impose on a member of the service any of the penalties mentioned in Clauses (g) to (j) of Rule 7, the procedure indicated in paragraphs 3 to 7 of Appendix II to these rules shall be followed.

Exception

12. (a) The requirements of rules 10 and 11 shall not apply where the officer concerned has absconded or where it is for other reasons impracticable to communicate with him.
- (b) The provisions of rule 11 shall not apply where the Government of Local Authority is satisfied that in the interest of State or Local security it is expedient to follow the procedure prescribed in the rules.
- (c) All or any of the provisions of rules 10 and 11 may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is a difficulty in observing exactly the requirements of the rules and these requirements can be waived without injustice to the person charged.
- (d) If any question arises whether it is reasonably practicable to follow the procedure prescribed in rule 11 the decision thereof of the appoint authority shall be final.

Suspension

13. (a) A member of a service may be placed under suspension from service, where - (i) an inquiry into grave charges against him is contemplated, or is pending, or (ii) a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.
- (b) A member of the Fire Service who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty-eight hours shall be deemed to have been suspended under this rule.
- (c) An order of suspension under clause (i) may be revoked at any time by the authority making the order or by any authority to which it is subordinate.
14. (a) The authority imposing any penalty under rules 7 and 8 shall maintain a record showing:-

- (i) the allegations upon which action was taken against the person punished;
- (ii) the charges framed, if any;
- (iii) the person's representation, if any and the evidence taken, if any; and
- (iv) the finding and the grounds thereof, if any
- (b) All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the person against whom they are passed.

V. Appeals

15. Every person who is a member of the service specified in rule 3 shall be entitled to an appeal from an order imposing on him any of the penalties specified in Rules 7 and 8:-
 - (a) if such order was passed by an authority specified in the relevant column of the Schedule, to the authority specified in the last column thereof;
 - (b) if such order was passed by an authority higher than that specified in the relevant column of the Schedule to the next higher authority to whom the former authority is administratively subordinate;
16. In the case of an appeal against an order imposing any penalty specified in rules 7 and 8 the appellate authority shall consider :-
 - (a) whether the facts on which the order based have been established;
 - (b) whether the facts established afford sufficient ground for taking action; and
 - (c) whether the penalty is excessive, adequate or inadequate; and after such consideration shall pass such order as it thinks proper.
17. In the case of an appeal against an order under Rule 9 of the appellate authority shall pass such order as appears to it just and equitable, having regard to all the circumstances of the case.
18. An authority from order an appeal is preferred under rule 15 shall give effect to any order made by the appellate authority.
19. Every person preferring an appeal shall do so separately and in his own name.
20. Every appeal preferred under rule 15 shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the appellant belongs to belonged and through the authority from whose order the appeal is preferred.
21. No appeal shall be admitted by the appellate authority if it has not been preferred within one month from the date on which a copy of the order appealed against was communicated to the appellant:
 Provided that, if the appellant satisfied the appellate authority that he had sufficient cause for not preferring the appeal within the said period, the appeal may be admitted by such authority if it is preferred within two months from the date on which a copy of the order appealed against was communicated to the appellant.

Explanation

Where the person concerned has absconded or where it is for any other reason impracticable to communicate with him, the period of one month referred to in this rule shall be counted from the date of the order appealed against.

22. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if -
 - (a) it is an appeal in a case in which under these rules no appeal lies, or
 - (b) it does not comply with the provisions of rule 15; or
 - (c) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided, and no new facts or circumstances are adduced which accord grounds for a reconsideration of the case: or

- (d) it is addressed to an authority to which no appeal lies under these rules :

Provided that in every case in which an appeal is rejected the appellant shall be informed of the fact and reasons for it :

provided further that an appeal withheld on account of the failure to comply with the provisions of the first paragraph of rule 15 may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal and if resubmitted in a form which complied with those provisions shall not be withheld.

23. A list of appeals withheld under rule 22 with the reasons for withholding them, shall be forwarded half-yearly by the withholding authority to the appellate authority.
24. No appeal shall lie against the withholding of an appeal, by a competent authority.
25. The appellate authority may call for an appeal admissible under these rules which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.
26. Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion.
27. The authority by whom an order imposing a penalty under rule 9 may be reversed or altered in cases in which no appeal is preferred shall be the appellate authority specified in Appendix i referred to in rule 9 or any higher authority.
28. **Registration** - No member of the service shall be permitted to resign when disciplinary proceedings against him are pending or under contemplation.
29. Nothing in these rules shall operate to deprive any person of any right of appeal which would have had if these rules had not been made, in respect of any order passed before they came into force. An appeal pending at the time when or preferred after these rules came into force, shall be deemed to be an appeal under these rules, and rules 16 and 18 shall apply as if the appeal were against an order appealed under these rules.

APPENDIX "I"

(Referred to in Rule 9)

Class of Officers	Power	Authority empowered to impose the penalty	Appellate authority
1. Director of Fire Service/Chief Fire Officer	All penalties prescribed in Rule 7 and Suspension	Appointing Authority	The authority immediately superior to the punishing authority
2. Dy. Director of Fire Services/ Dy. Chief Fire Officer Regional Fire Officer			
3. Divisional Fire Officer	Suspension and penalties mentioned in item (a) to (e) of Rule 7 All other penalties prescribed in Rule 7	Head of the Fire Service Appointing authority	
4. Members of the subordinate Fire Service	Penalties mentioned in item (g) to (j) of Rule 7 All other penalties mentioned in rule 7 & 8 and Suspension	Appointing authority Authority immediately subordinate to the appointing authority but not lower in rank to a	The authority immediately superior to the punishing authority

APPENDIX "II"

Procedure to be followed while imposing the penalties prescribed in Rules 7 and 8 of the Discipline and Appeal Rules

1. Preliminary enquiry

When any member of the service is alleged to have committed an offence punishable under rules 7 and 8 the matter should be reported within 18 hours of the occurrence by the Officer under whom the member is working to the next higher authority. The report should contain all relevant details including the nature of offence, time, date and place of occurrence, names of witnesses etc. On receipt of such a report, the Officer concerned shall make such investigation, if any, as he considers necessary and if as a result of this a prima facie case for disciplinary action is established, a decision should be taken by the authority competent to impose the penalty or by any authority subordinate to such authority but superior in rank to the officer on whom it is proposed to impose the penalty, whether the full machinery preliminary to punishment should be set in motion or not.

2. Charge sheet for the award of penalties other than those mentioned in clauses (g) to (j) of Rule 7 - if a prima facie case is established, the delinquent shall be issued a charge sheet either by or under the orders of the authority competent to impose the proposed penalty. The charge or charges should be carefully framed, should be brief but called in clear terms. A full and clear statement of facts in support of the charge or charges should be embodied in the charge sheet. The charge sheet should specifically state the period within which the representation of the delinquent should be submitted. Ordinarily this period should not exceed seven days from the date of receipt of the charge memo by the delinquent. Any representation made by the delinquent should be taken into consideration before the order imposing the penalty is passed by the competent authority.

It is not necessary that the charge should be framed by the authority competent to award a penalty or even that the enquiry should be conducted by such authority. The charge can be framed and the enquiry held by any officer acting under the orders of the authority competent to award the penalty. This does not, however, imply that no other officer can frame charges and enquire. An officer can at any time and without specific authorisation by the authority competent to impose the penalty frame charge against or enquire into the conduct of an officer directly subordinate to him although he may not be competent to impose a penalty.

3. Charge sheet for the award of penalties in clauses (g) to (j) of rule 7

- (a) It is particularly important that the charge or charges should be carefully framed and in doing so the following points should be borne in mind :-
 - (i) The charge should be brief, couched in clear terms. Any vagueness should be avoided, the date of occurrence of the incident should always find a place in the charge.
 - (ii) A single charge of a general nature such as corruption cannot be regarded as sufficiently definite. In connection with an inquiry into alleged corruption a separate charge should be framed in respect of each instance of alleged corruption. A series of charges on particular instances may, however, be combined with a general charge of corruption or incompetence of which the instances form the evidence. For example, the results of a series of charges of delays may be noted after due enquiry as they occur in a conduct dilatoriness may be passed on them.
 - (iii) A full and clear statement of the facts in support of the charge or each of the charges should be communicated to the delinquent along with the charge or charges.
 - (iv) The names of prosecution witnesses (to be styled 'P. Ws') to prove the charges will be mentioned therein. This should be done on the following lines:

"The following are some of the witnesses it is proposed to examine in this connection. Others may also be examined as found necessary". There is no need to enter what these witnesses are to prove.
 - (v) The delinquent should be directed to submit his written statement within a sufficient specified period not exceeding 15 days and also to produce a list of documents he proposes to cite and a list of witnesses whom he proposes to examine in defence, with the points upon which he

expects each will speak.

- (vi) He should be required within a reasonable time to state specifically in writing whether he wishes to have an oral enquiry or only to be heard in person. He should understand what each means

Note : In grave cases it is often desirable to conduct an oral enquiry whether the delinquent wants it or not.

- (vii) He may be apprised of the nature of the maximum penalty that may be imposed upon him if the charge or charges against him are proved.
- (b) Two copies of the charges together with statements of the allegations on which each charge is based and of any other circumstances, which it is proposed to take into consideration in passing order on the case against the delinquent shall be prepared. One copy shall be given to the delinquent for his personal use and he will be required to return forthwith the other copy with his written Acknowledgment of receipt thereon.

1. Procedure for conducting oral enquiries

- (i) The delinquent's written reply to the charge(s) when received should be examined carefully to see whether all items have been correctly answered. If an oral enquiry is considered necessary a date for it should be fixed. If the delinquent, refuses to submit a list of defence witnesses with his written statement, fearing that the prosecution will tamper with them, he will not be precluded from citing his witnesses during the enquiry as there can be no question of refusing to hear them on the ground that he refused to give a list of them before and,
- (ii) The oral enquiry shall be conducted by the punishing authority or by a subordinate authority not below the rank of a Asstt. Divisional Fire Officer but superior in rank to the delinquent.
- (iii) (a) When the delinquent appears for the oral inquiry, the enquiring officer should put the following question which with its answer (as in the case of all further questions and answers noted below), should be recorded in writing in the 'Oral Enquiry File' :-
 - Q.** You have received a copy of the charge(s) and the facts in evidence and submitted your written explanation. Have you anything further to add before I proceed with this Oral Enquiry ?"
 - A.** This recorded question and answer (as in the case of all further questions and answers) must be read over (in translation if necessary) not the delinquent and his signature and that of the enquiry officer, appended to it. The form to be used should be:-

"Recorded by me: read over (and translated) to deponent and acknowledged by him to be correct."
- (b) The prosecution evidence shall then be taken. It is not necessary to record again the evidence of those prosecution witnesses who were examined and whose evidence was recorded in the presence of the delinquent at the preliminary investigation. It will be sufficient if their evidence so recorded is read out in the presence of the delinquent, the enquiring officer certifying in the proceedings files that this was done, and the delinquent is given an opportunity to cross-examine such witnesses, whether or not he had already cross-examined them at the preliminary investigation. The prosecution witnesses need not be recalled unless the delinquent desired to cross-examine them further. If, however, any witness was examined at the preliminary investigation in the absence of the delinquent such witnesses must, if the delinquent so desires, be examined-in-chief in his presence (instead of the evidence given at the preliminary investigation being read out) and the delinquent must also be given an opportunity to cross examine the witness. The prosecution must re-examine such of the prosecution witnesses as it considers necessary, after which delinquent must again be given an opportunity to put further questions.
- (c) Prosecution witnesses who are summoned for the first time at the oral enquiry shall be examined. The delinquent should be asked to state if he wishes to cross-examine them. Prosecution witnesses may be examined in such order as the officer holding the enquiry deems.
- (d) At the head of each evidence, the name and rank of the witness must be entered, e.g. 'P.W. 1 Leading Fireman (name) No. 516 x station.
- (e) At the foot of the completed deposition of each and every witness the entry detailed in paragraph (a) should be made, the enquiring officer, the witness and the delinquent all signing. If there is more than one page of deposition the pages other than the last should also be initiated by all the parties

mentioned.

- (f) All the statements of prosecution witnesses should be kept in one file to themselves.
- (g) Prosecution documents are lettered as Exhibits a A. etc. and must be kept in their own file for which an index is required showing the letter of the exhibit, its nature in brief and who has produced it.
- (h) The prosecution side of the hearing is now over. On the 'Oral Enquiry File' the enquiring officer should enter the following question which he puts to the delinquent.

Q. You have heard the evidence against you. Have you any witnesses you wish to have examined in your defence and any documents you wish to have produced for the same ?

A.

- (i) He must be given fair time to draw up and present his list. The enquiring officer can question him for what purpose each witness is required so as to avoid protection of the enquiry by irrelevancies or the citation of witnesses merely for annoyance. He can for sufficient reasons refuse to hear any particular witness or to allow any particular document to be produced, but he must record in the same file his reasons for such refusal. Failure so to record the reasons will vitiate the enquiry.
- (j) Defence witnesses (styled 'D. Ws.' are thereafter examined in chief by the delinquent and cross-examined if necessary by the enquiry officer (and not be other witnesses to the enquiry however much they are impugned.) The delinquent may reexamine such of the defence witnesses as he considers necessary after which the prosecution may again question the defence witnesses further. The procedure is the same as paragraph (b) to (h) above. A separate file will be maintained for defence evidence.
- (k) Defence documents are numbered as Exhibits 1, 2 etc. for which an index should be prepared.
- (l) If the delinquent dispenses with any of the defence witness cited by him, this fact should be recorded in the 'Defence Witnesses' file under the signature of the delinquent and the officer conducting the enquiry.
- (m) If the enquiry is conducted on the complaint of a private person of body, the complainant shall not be allowed to cross-examine the officer charged, who is in such enquiry, in the position of an accused person, but the complainant may suggest questions to be enquiring officer to be put to the witnesses produced in defence of the officer charge or the enquiring officer may, in his discretion, permit the complainant to cross-examine the said witnesses.
- (n) An officer conducting a departmental enquiry cannot be cited as a prosecution witness in the enquiry. If however he is required as a defence witness by the delinquent, the latter should be asked to state in writing what points the officer is cited to elucidate. If the enquiring officers considers it unnecessary to allow himself to be examined as a defence witness, he will file that application with his remarks as part of the records of the enquiry and, if relevant, will incorporate the information contained in that application and his remarks in the minute. In case, however, he thinks necessary, he may still conduct the enquiry if the points to be elucidated from him are such that his answers will not in any way vitiate the result of the enquiry. In such cases, he should record verbatim the delinquent's questions and his replies to the signing all the pages of the depositions.

In cases where the evidence that the officer is required to adduce is vital and is likely to have a bearing on the result of the enquiry, the enquiry should not be conducted by that officers but by some other officer.

- (iv) Having completed the defence the enquiring officer should continue to make entries in the Oral Enquiry File as follows :

Q. "your defence witnesses have been examined and such documents as you required have been produced and exhibited (with the exceptions refused by me as noted already in these proceedings for the reasons shown). Have you anything further to request or so ? You are entitled to put in, if you desire, a further written statement of defence".

A.

His reply and the questions should be recorded, read over translated, if necessary, and acknowledge by his signature and that of the enquiring officer as detailed above.

(With reference to the first question if the delinquent states that he desires to recall certain witnesses for further cross-examination he should be allowed to do so, for in a departmental enquiry the delinquent is entitled to reserve his cross-examination or further cross-examination of the prosecution witnesses. But the officer holding the enquiry should always ask him what further question he wishes to put to these witnesses in order to satisfy himself that they are relevant, and, if they are not, he can, for reasons to be recorded refuse to recall such witnesses.)

- (v) (a) The officer holding the enquiry must be strictly impartial. It is particularly important that the formalities prescribed in the statutory rules and orders should be followed. It is essential that the conduct of the proceedings should not give rise in the mind of the person charged to a belief that the enquiry is being conducted in anything but an impartial and detached frame of mind.
- (b) The oral enquiry should be completed with as little delay as possible. Care should be taken to avoid all dilatoriness and adjournment or postponement of the inquiry should be allowed with circumspection and only when necessary. Where an officer is suspended pending enquiry into his conduct on the ground that it is undesirable to allow him to continue on duty during the enquiry, it is all the more necessary that the enquiry should be completed with expedition.

5. Procedure for being heard in person

Should the delinquent wish only to be heard in person, the actual proceedings will commence only after the action specified below has been taken by the enquiring officer.

The delinquent, in his written explanation, should ordinarily have cited all his defence witnesses and documents for the consideration of the enquiring officer. The documents cited, which need not be proved by being produced by a witness, will be collected and examined by the enquiring officer, who will also examine the defence witnesses cited unless for reasons to be recorded in writing decides not to examine all or any of them.

After having done all this the enquiring officer will proceed to hear the delinquent in person. The delinquent is entitled to put in only a personal representation to the enquiring officer in addition to what he has already stated in his written explanation. There is no question of citing witnesses or documents when the delinquent is being heard in person as all that should have been done in this explanation to the charge. If, however, any further witnesses or documents are cited by the delinquent at this stage, it will be for the enquiring officer to consider their relevancy in regard to the charge and examine them, if necessary, remembering that full justice is needed.

(The enquiring officer will then record the personal representation of the delinquent and proceed to dispose of the charge.)

6. Drawing up of minutes.

- (i) A minute shall be written in all cases where the penalties mentioned in Rules 7 and 8 of the Rules are imposed.
- (ii) (a) To facilitate the writing of the minutes and its reading by those who have to deal with it, subsequently all papers should be sorted and documents into their respective files for which indices should be prepared and attached, e.g. charge and delinquent's written and oral statements.

Charge and delinquent's written and oral statements (Proceedings file).

Statement of prosecution witnesses.

Statements of defence witnesses

Prosecution documents

Defence documents

- (b) Statements should be page-numbered and exhibits should be lettered and a list of them included in the record. References in the minute to depositions or exhibits should be made by page number, letter or figures, as the case may be.
- (c) Finally, all files forming the record of enquiry should be docketed with an index showing their nature.
- (iii) (a) The minute has its own file and shall be written under the following heads :-
 - A. Statements of the charge(s).
 - B. Summary of the facts and evidence
 - C. summary of the defence and the evidence adduced therefor.
 - D. Findings on the charge
 - E. The order (by the authority competent to award it).
- (b) No reference to the demeanor of witnesses should be made in the minute unless a note was made in the records at the time of the enquiry in this regard. This is necessary to ensure that enquiring officers who frame minutes do not speak about the demeanor of witnesses merely from their memory.
- (c) The summary under items (B) and (C) of the minute should not comprise a reproduction of the evidence by only so much of it as is essential for adequate discussion of the matters actually at issue. The evidence both for and against the delinquent should be attached to the minute. The minute should contain clear reasons for each finding.
- (iv) The officer holding the enquiry should record his findings on each charge separately after carefully considering the evidence adduced in support of it as well as that for the defence. In case where there are several charges, the enquiring officer should deal with each such charge under 'B', 'C' and 'D' one below the other, so that the difficulty that is usually experienced in such cases is avoided. If necessary, a full final summing up may be given at the end of covering all the charges. In cases which are submitted to a higher authority for the imposition of the penalty, the officer holding the enquiry may make a recommendation regarding the penalty to be imposed in those cases which takes up suo moto and in cases where he is directed to hold an inquiry, it is open to the authority ordering the enquiry to direct the enquiring officer to make such recommendations.

7. Imposing of penalty

For the award of penalties other than those mentioned in clauses (g) to (j) of Rule 7, the competent authority shall straightway pass the order on the minute taking into consideration the delinquents explanation to the charge. In other cases the authority competent to inflict penalty after arriving at a provisional conclusion in regard to the penalty to be imposed, should supply the person charged with a copy of the minutes and call upon him to show cause within a reasonable time, not ordinarily exceeding 15 days against the particular penalty proposed to be imposed. Any representation in this behalf submitted by the person charged shall be duly taken into consideration before final orders are passed.

Note : The opportunity to show cause against the particular penalty proposed to be imposed referred to above can be given either by the authority competent to inflict the penalty or under his direction by a subordinate authority who is superior in rank to the officer on whom it is proposed to impose the penalty.

APPENDIX "5-D"

RULES FOR PROVISION OF FIRE FIGHTING EQUIPMENT IN INDUSTRIAL ESTABLISHMENTS

(See para 20 under LEGISLATION)

Draft Model Rules under Sub-Section 7 of Section 38 and Section 112 of the Factories Act, 1948.

Rule 61(A) : Fire Fighting Apparatus and Water Supply

1. In every factory there shall be provided and maintained the following fire fighting equipments-
 - (a) Two fire buckets of not less than 2 gallon capacity for every 1000 sq.ft. of floor area subject to a minimum of four buckets on each floor.
 - (b) Every bucket provided under this sub-rule shall-
 - (i) conform to appropriate Indian Standards Specifications;
 - (ii) be kept in a position approved by the Inspector and shall be used for no other purpose than fire extinguishing; and
 - (iii) at all times be kept full of water, except where the principle fire risk arises from inflammable liquid or other substances where water cannot be used. It shall be kept full of clean, fine dry sand, stone dust or other inert material;

Provided that where the Chief Inspector is of the opinion that owing to the other adequate fire fighting apparatus provided in the factory building or room, he may issue a certificate in writing (which he may at his discretion, revoke) specifying the extent to which the above requirements are relaxed in respect of that building or room.
2. In every factory, adequate provision of water supply for fire fighting shall be made and where the amount of water required as calculated from the formula $A+B+C+D$ divided by 1000 is 120 gallons or more per minute, power driven trailer pumps of adequate capacity to meet the requirement of water as calculated above shall be provided and maintained.

In the above formula:

A = the total area in sq.ft of all floor including galleries in all buildings of the factory;

B = the total area in sq.ft. of all floors and galleries including open spaces in which combustible materials are handled or stored.

C = the total area in sq.ft. of all floors over 50 feet above ground level; and

D = the total area in sq.ft. of all floors of all buildings other than those of fire resisting construction;

Provided that where the fire risk involved does not require use of water, such areas under B, C, D, may, for the purpose of calculations, be halved;

Provided also that where the areas under B, C, or D are protected by permanent automatic fire fighting installations approved by any fire association or fire insurance company, such areas may, for the purpose of calculation, be halved:

Provided further that where the factory is situated at not more than 2 miles from an established city or town fire service, the pumping capacity arrived at by the formula above may be reduced by 25% but no account shall be taken of this reduction in calculating water supply required under the sub-rule 7.
3. Each Trailer Pump shall be provided with equipment as per schedule A. Such equipment shall conform to Indian Standards Specifications wherever they exist.
4. Firemen inclusive of Driver-Operator and one leader for each Trailer Pump adequately trained in fire fighting and in operation of trailer pumps shall be available during all times.
5. Trailer Pumps shall be housed in a separate shed/sheds which shall be sited close to a principal source of

- water supplies in the vicinity of the main risks of the factory.
6. In factories where the area is such as cannot be reached by man-hauling of trailer pumps within reasonable time, vehicles with towing attachment shall be provided at the scale of one for every four trailer pumps with a minimum of one such vehicle kept available at all times.
 7. Water supply shall be provided to give flow of water as calculated under sub-rule (2) for at least 100 minutes. At least 50% of this water supply or 1 lakh gallons whichever is less, shall be in the form of static tanks of adequate capacities (not less than 10,000 gallons each) distributed round the factory with due regard to the potential fire risks in the factory. (Where piped supply is provided, the size of the mains shall not be less than 6" diameter and it shall be capable of supplying minimum of 1000 gallons per minute at a pressure of not less than 10 lbs. per sq. inch).
 8. Fire Fighting drills and practices by Fire crew shall be held at least once a week and shall closely approximate to actual conditions of fire fighting including use of equipment.
 9.
 - (a) In factories having more than 1000 sq ft. floor area and where fire may occur due to combustible materials other than inflammable liquids, electrical equipment and ignitable metals, soda acid or equivalent type of portable extinguishers at the rate of one for every 500 sq ft. of area spaced at not more than 100 ft. apart subject to a minimum of one extinguisher shall be provided in addition to fire buckets as required under sub-rule (1).
 - (b) In factories where fires may occur due to inflammable liquids or grease or paint, the extinguishers to be provided at the scale laid down in clause (a) shall consist of foam, carbon tetrachloride, dry powder, carbondioxide, chlorobromo methane or other equivalent types.
 - (c) In factories where fires may occur due to electrical equipment, the extinguishers to be provided at the scale laid in clause (a) shall consist of carbondioxide, dry powder, carbon tetrachloride or equivalent types.
 - (d) The factories where fires may occur due to magnesium aluminum or zinc dust or shavings of other ignitable metals, the use of liquids, carbondioxide and foam type extinguishers shall be prohibited and an ample supply of clean, fine, dry sand, stone dust or other inert material shall be kept ready for segregating such fires.
 - (e) Every type of portable fire extinguisher shall be kept mounted in a position approved by the Inspector:
Provided that where the Chief Inspector is of the opinion that owing to other adequate fire fighting apparatus or permanent automatic fire fighting installations approved by any recognised fire association or fire insurance company provided in the factory building or room, he may issue a certificate in writing (which he may at his discretion, revoke) specifying the extent to which the above requirements are relaxed in respect of that building or room.
 10.
 - (a) Every portable fire extinguisher to be provided under sub-rule (9) shall:-
 - (i) conform to the appropriate Indian Standards Specifications.
 - (ii) be kept charged ready for use, properly mounted in a position approved by the Inspector and accompanied by the maker's printed instructions for its use, and
 - (iii) be examined, tested or discharged periodically in accordance with the makers' recommendations.
 - (b) The manager of every factory shall keep and maintain sufficient number of spare charges for each type of extinguisher provided in the factory with a minimum of 12 spare charges always in stock and readily available.
 11. Every worker of the factory should as far as possible be trained in the use of portable fire extinguishers, subject to a minimum of at least one-fourth of number of workers engaged separately in each section of the factory.
 12. Each factory shall detain a trained officer who shall be responsible for the proper maintenance and upkeep of all fire fighting equipments.
 13. The Factory Management for the observance of factory discipline and orderliness, shall prepare a detailed "Fire Safety Plan" for proper enforcement of fire safety rules and for actions to be taken in proper sequence, in case of a fire in the factory.

APPENDIX "9-A"

MAXIMUM LIFE, ANNUAL DEPRECIATION AND RESIDUAL VALUE OF FIRE FIGHTING EQUIPMENT AS RECOMMENDED BY THE S.F.A.C. AT ITS 5TH MEETING

(See para 1 under 9 Equipment - Maximum Life)

1. This subject first came up before the committee at the fifth meeting and then again at the sixth meeting, but was deferred both times for want of sufficient data. It was finalised at the eighth meeting. The Committee recommended as follows:-

The equipment should be classified into 6 categories and the normal life, annual depreciation and residual value fixed for equipment in each category as shown in Table below:-

Category	Items on Equipment	Normal Life	Annual Depreciation	Residual Value	Remarks
A.	Portable Pump Set, 275 L/min. propelled	5000 hrs. stationary	10%	2%	For self-
	Trailer Fire Pump, 680 L/min. vehicles, every 15	operation or 10 years			
	Trailer Fire Pump, 1800 L/min run on road	whichever is completed			miles
	Motor Fire Engine, 1800 L/min. equivalent	earlier			shall be
	Motor Fire Engine, 3200 L/min.				to one hour of
	Water Tender Type 'A' stationary operation.				
	Water Tender Type 'B' 5000 hrs. of				Thus
	Mechanically operated Turntable				Shall be equal to
	Ladder for Fire Brigade use				75,000 miles
	Jeep Fire Engine				running
	Emergency Tender				
	Combined Foam and CO ₂ Crash Tender				
	Foam Crash Tender				
	CO ₂ Crash Tender				
	Dry Powder Crash Tender				
	Dry Power Jeep Fire Truck				
	Rescue Tender				
	Trailer Mounted Tanker				
B.	Suction Hose	2 years or 200 hours	50%	Nil	'Use'
	mean operations on fire,				
	Unlined Delivery Hose test, etc.		of use whichever is earlier		or
	Flex Canvas Hose				

	Hose Reeling Tubing				
C.	Ladders, all Types except turntable				
	Hook Ladders, Wooden or Metal	5 years	20%	Nil	
	Extension Ladder, Wooden	5 years	20%		
	Extension Ladders, Metal	7 years	15%		
	Wheeled Fire Escape, Wooden	10 years	10%		
Category	Items on Equipment	Normal Life	Annual Depreciation	Residual Value	Remarks
	Wheeled Fire Escape, Metal		10 years	10%	
	Scaling Ladders	5 years	20%		
	First Floor Ladder, Wooden	5 years	20%		
	First Floor Ladders, Metal	5 years	20%		
D.	Hand Controlled Branch Pipe	Metal : 10 years	10%		Metal - 2%
	Hatchet	Wooden : 5 years		20%	Remainders : Nil
	Knap Sack Tank	Rubber, Leather, Canvas - 1 year	100%		
	Nozzle Spanners				
	Strainer				
	Suction Collect Heads				
	Suction Hose Wrench				
	Stand Pipe				
	Shovel				
	Couplings				
	Suction and Delivery hoses				
	Breanchings, dwidng and Collecting				
	Cylinders				
	Hand Pumps				
	Spades				
	Carpenter's Saw				
	Shears				
	Bolt Croppers				
	Persuader				
	Door Breaker				
	Steel Shod Lever				
	Skid Chain				
	Grapnel				
	Pulley Block				
	Chain Lifting				
	Chain Sling				
	Jacks				

	Mattocks, Handled				
	Picks with Shafts				
	Hammer				
	Spreader for iron railings				
	Bending bars				
	Knift with sheath				
	Stirrup for life saving				
Category	Items on Equipment	Normal Life	Annual Depre- ciation	Residual Value	Remarks
E.	Fire Extinguishers - All types Stirrup Pumps	5 years for all except for Fire Extinguishers of Dry Powder Type for which life fixed at 10 years	Dry Powder Nil Extinguishers 10%	Nil	Remainders 20%
F.	Self contained breathing apparatus for fire service use (oxygen or compressed air- open or close circuit) Resuscitation apparatus Helmets with belooms or Blowers and respirators	4 years	25%	Nil	

- References :**
1. Page 7 of the minutes of the fifth meeting of S.F.A.C.
 2. Page 6 of the minutes of the sixth meeting of S.F.A.C.
 3. Pages 9 and 10 of the minutes of the eighth meeting of S.F.A.C.

APPENDIX "11-A"

QUALIFICATIONS FOR VARIOUS RANKS AS RECOMMENDED BY S.F.A.C. AT THE THIRD MEETING

(See paras 5 under 11 - Personnel)

QUALIFICATIONS FOR VARIOUS RANKS

2. Prescription of qualifications for the various ranks in the Services was considered at the third meeting. The Committee made the following recommendations:-
 - "1. **Physical standards:** Should be left to the discretion of the Heads of the Service for all ranks. The following test for physical fitness may be kept in view while fixing standards:
 - (a) Running a distance of 100 yards with a weight of 10 stones in one minute.
 - (b) Lifting the hook ladder to a verticle position by 3rd and 6th round.
 - (c) Climbing a rope or a vertical pipe to a height of 8-10 feet from the ground.
 2. **Age Limits:**
 - (a) For Departmental candidates, there should be no age limit.
 - (b) For direct recruits or outsiders, the age limits should be as follows :-
8. The draft rules were reconsidered at the seventh meeting and finalised. Committee's recommendations are reproduced below :-

Rank	Age Limits
Firemen	Between 18 and 25 years
Leading Firemen	Between 18 and 25 years
Driver	Between 20 and 28 years
Telephone Operator	Between 18 and 25 years
Sub-Officer	Between 18 and 25 years
Station Officer	Between 20 and 25 years
Divisional/Asstt. Div. Officer	Between 25 and 35 years
Deputy Chief Officer or Asstt. to Fire Force Commander or to Chief Fire Officer or to Director Fire Service or Chief Divisional Fire Officer	Between 30 and 45 years
Fire Force Commander or Chief Officer or Director Fire Service	Between 30 and 45 years

3. **Academic**
 - (a) **For Departmental Candidates:** For ranks from Sub-Officer upwards, must have passed Matriculation or equivalent examination.
 - (b) **For Direct Recruits or Outsiders**

Fireman: Must be able to read and write well any language

Leading Firemen: Must have passed the middle school examination (equivalent to III Form or 7th Standard) relaxable in case of suitable Departmental candidates only.

Driver: Same as Leading Firemen

Telephone Operators : Must have passed Matriculation or equivalent examination relaxable in case

of suitable Departmental candidates only.

Sub Officer : Same as for Telephone Operators.

Station Officer : Must have passed Intermediate or equivalent examination, preferable with Science or Engineering subjects.

Asstt. Divisional Officers and above : There will be no direct recruitment unless he has already served in a whole time fire service and possesses the minimum technical qualifications and practical experience prescribed for such posts. In such cases, the academic qualifications should be the same as for the Departmental candidates.

4. Technical

- (a) For direct recruits upto Station Officer's post no technical qualifications are essential if they possess the requisite educational (academic) qualifications, physical standards and age limits prescribed for them under 1 to 3 above.
- (b) For direct recruits above the rank of Assistant Divisional Officers for Departmental Candidates for all posts above the rank of a Fireman, the following minimum technical qualifications should be essential:-

Rank	Technical Qualifications
Leading Fireman	— Must passed the Departmental Examination for promotion to leading Fireman. Seniority amongst the passes should be considered along with the seniority in service.
Driver	— Same as for Leading Fireman plus must be in possession of a current driving licence for heavy vehicles.
Telephone Operator	— Should at the discretion of the Head of the Service.
Sub-Officer	— Successful completion of the Elementary (General) Fire Service course at a recognised Fire Training Centre.
Station Officer & Asst. Divisional Officer	— Must have successfully completed the Junior Officers' and Instructors' course at the National Fire Service College or must be in possession of the graduateship diploma of the I.F.E. London.
Divisional Officer	— Desirable successful completion of the Divisional Officers' course at the National Fire Service College or Associate Membership Diploma of the Institute of Fire Engineers, London.
Deputy Chief & Chief Fire Officer	— Same as for Divisional Officers

5. Practical Experience

- (a) For direct recruits upto Station Officers' post, no practical experience is essential if they possess the requisite educational (academic) qualifications, physical standard and age limit prescribed for them under 1 to 3 above.
- (b) For direct recruits above the rank of Assistant Divisional Officer and for Departmental candidates for all posts above the rank of a Fireman, the following minimum experience should be essential:-

Rank	Experience
Leading Fireman	— Not less than 3 years as a whole time Fireman.

Driver	—	Same as for Leading Fireman.
Telephone Operator	—	Should be at the discretion of the Head of the Service
Sub Officer	—	Minimum of 2 years' service as a Leading Fireman or 5 years total service in the Fire Service Department
Station Officer & Asst. Divisional Officer	—	Minimum of 5 years service in a whole time Fire Brigade out of which atleast 3 years should be as a Sub Officer or Leading Fireman.
Divisional Officer	—	Minimum of 7 years' service in a whole time Fire Brigade out of which atleast 3 years should be as a Station Officer or Assistant Divisional Officer.
Deputy Chief and	—	Same as for Divisional Officers
Chief Fire Officer	—	Minimum of 10 years service in a whole time Fire Brigade out of which 3 years should be in a senior executive post carrying responsibility.

Note : The Committee recommends that promotions to the various ranks in the Fire Services should be made as far as possible from amongst the ranks and other fire service personnel and direct recruitment should only be considered when suitable candidates for such appointment are not available".

Reference : Pages 5 to 9 of the minutes of the third meeting of S.F.A.C.

6. While considering the designations of Fire Officers at the fourth meeting, the Committee also recommended that the qualification prescribed for appointments should be to the various ranks and not for the designations or posts held.

Reference : Page 12 of the minutes of the fourth meeting of S.F.A.C.

APPENDIX "11-B"

DRAFT RECRUITMENT RULES AS RECOMMENDED BY S.F.A.C. AT THE 7TH MEETING

(See paras 7 and 8 under 8. UNDER 11 - PERSONNEL)

RECRUITMENT RULES

7. Draft recruitment rules for the various ranks in the Fire Services were first taken up for consideration at the sixth meeting, but a decision on those was postponed.
8. The draft rules were reconsidered at the seventh meeting and finalised. Committee's recommendations are reproduced below :-

1. Fireman

He should be between the age of about 18 and 25 years; should be at least 5'5" in height and have a minimum chest of 32" with a minimum expansion of 2".

He should be able to run a distance of 100 yards with a load of 10 stones in one minute and should be capable of climbing a rope or vertical pipe to a height of 8 to 10 feet from the ground. These physical tests should be at the discretion of the head of the service.

He should preferably have read upto middle standard (3rd Form or 7th Standard) or atleast he should be able to read and write the local vernacular. At the end of his probationary period, the fireman would be allowed to continue in service only after he has passed the departmental examination (which will be entirely of practical nature). Standard of this examination will be as laid down in APPENDIX "11-C".

2. Leading Fireman

The physical standards and test should be the same as for fireman.

There will be no direct recruitment to this rank and departmental candidates from the ranks of fireman with not less than 5 years' experience as a whole time fireman will be promoted as Leading Fireman on probation, only if they pass the examination in accordance with the standards as laid down in APPENDIX '11-C'. They will be confirmed only after satisfactory service during the probationary period. Seniority amongst the passes shall be considered along with the seniority in service and those who pass in previous years will be termed as seniors to those who pass in subsequent years for promotion. In case the fireman possesses better educational qualifications, his case for promotion would be considered earlier but not less than 2 to 3 years' service as fireman.

3. Driver

Physical standards and tests will be same as those for Fireman, except that the age limit should be between 20 to 30 years, upper age limit not being applicable to departmental candidates. Besides this, he will have to pass the departmental examination in Firemanship. Persons to be appointed should have atleast two years' experience to drive heavy vehicles. In addition, he must be in possession of current driving licence for heavy vehicles.

4. Telephone Operator

He should be between the age of 18 and 25 years, upper age limit not being applicable to departmental candidates. Academically, he must have passed the matriculation or equivalent examination, relaxable in case of suitable candidates. Technically, qualifications and practical experience should be at the discretion of the head of the service.

5. Sub-Officer

May be appointed by promotion or by direct recruitment. Physical standards and test would be the same as that of fireman. Should be between the age of 18 and 25 years, upper age limit not being applicable to departmental candidates. Academically, he must be matriculate or have passed the equivalent examination, relaxable in case of departmental candidates.

Before he can be appointed on probation to this rank, the candidate must have two years minimum service as

a Leading Fireman in 5 years' total service in the fire Service Department and must have passed the Sub Officers' course at the National fire Service College or at a Regional/State Fire training Centre or a departmental test. He will be confirmed on rendering satisfactory service during the probationary period.

6. Station Officer

The physical standards should be the same as for Fireman. If he is a direct recruit, he should possess the Intermediate standard or equivalent examination certificate, preferably in Science or Engineering subjects. The departmental candidates eligible for promotion to this rank would be required to have minimum 5 years' service in a whole time Fire Service, out of which, at least 3 years should be as a Sub-Officer or Leading Fireman and to attend and pass the Station Officers' course of the National Fire Service College and/or hold the diploma of Fire Engineering from the said college, or of equivalent examination or a test prescribed by the Standing Fire Advisory Committee at APPENDIX "11-D" to be carried out by the local authorities concerned. Appointment will be on probation, only to be confirmed after a satisfactory service during the probationary period.

7. Assistant Divisional Officer and Divisional Officer

There will be no direct recruitment unless the candidate has already served in a whole time Fire Service and holds the following qualifications :-

"He must be between 25 years and 35 years of age, upper age limit not being applicable to departmental candidates; must have a minimum of 7 years service in a whole time Fire Service, out of which at least 3 years should be as a Station Officer or higher. This candidate must also have attended and passed Divisional and Assistant Divisional Officers' course or the General Fire Prevention course at the National Fire Service College, or equivalent examination and holding the Associate Membership of the College before he can be appointed to those ranks. Appointment will be on probation, only to be confirmed after satisfactory service during the probationary period."

Syllabuses under Draft Rules for examination for promotions in Fire Services in India are given at APPENDIX "11-C" AND APPENDIX "11-D", to give broad outlines, for laying the standards or for framing the rules in respect of examinations, and promotions according to local conditions.

APPENDIX "11-C"

SYLLABUS FOR EXAMINATIONS FOR PROMOTION IN THE FIRE SERVICES UNDER DRAFT RULES FRAMED BY S.F.A.C.

(See para 9 under 11 - PERSONNEL)

(a) SYLLABUS FOR ORAL AND PRACTICAL TESTS FOR CONFIRMATION OF FIREMAN.

Oral

(i) **Chemical Extinguishers**

Types in use and types of fires on which each one can be used; care and maintenance.

(ii) **Ladders**

Types in use with limitations of each; care and maintenance; Duties of each member of crew in standard drills.

(iii) **First Aid**

Treatment in cases of shock, wounds, burns, bleeding, fractures and respiratory failure.

(iv) **Hose and Hose Drills**

Types of delivery and suction hose; construction, care and maintenance, methods of testing, cleaning, drying, repairing and slowing; duties of each member of crew in standard drills.

(v) **Foam and Foam Equipment**

Types of foam and foam making appliances and their uses - care and maintenance.

(vi) **Hydrants and Hose Fittings**

Types and sizes of hydrants; hose fittings, like couplings, breachings, collecting heads, branches and nozzles, strainers, stand-pipes; hose wrappers and bandages; hose ramps; branch holders; care and maintenance.

(vii) **Knots and lines**

Types of lines; methods of testing; care and maintenance. Following 12 knots and their uses:-

(aa) Overhaul knot or thumb knot

(bb) Reef knot

(cc) Clove hitch

(dd) Rolling hitch

(ee) Round turn and two half hitches

(ff) Single sheet bend

(gg) Sheep shank

(hh) Cat's Paw

(ii) Bow line

(jj) Running bow line

(kk) Bow line on the bight

(ll) Chair knot

(viii) **Pumps and Pump Drills**

Types of pumps and primings systems; identification of parts; care and maintenance; duties of each member of crew in standard drills.

(ix) **Practical Firemanship**

Method of "entry" into and searching a building or locating a fire; precautions to be observed when working in smoke laden places.

- (x) **Small Gear**
Uses of special gear, like door openers, persuaders, breaking-in-tools, axes, preventers, rakes, scoops, cutting shears, hand-pumps etc.
- (xi) **Water Room Procedure**
Method of dealing with calls to fire and other emergencies; standard message.
- (xii) **Water Supplies and Relays**
Types of water supplies and essential requirements for making their use for fire fighting; tapping of water mains; relay systems by collector and series pumping; normal relay distances.

Practical

- (i) **Breathing Apparatus**
Harnessing a breathing set.
- (ii) **Chemical Extinguishers**
Method of operating and recharging after use.
- (iii) **Ladders**
Ascending and descending; handling hook ladder with pompler belt and performing one man or two men drill.
- (iv) **First Aid**
Bandaging at different parts of body; artificial respiration.
- (v) **Hydrant, Hose and Hose Drills**
Operating hydrants; lifting, laying; making-up, adding replacing or removing of hose lengths, carrying hose lines to upper floors or on ladders.
- (vi) **Knots and Lines**
Practical tying up of the following knots :-
 - (aa) Overhaul knot or thumb knot
 - (bb) Reef knot
 - (cc) Clove hitch
 - (dd) Rolling hitch
 - (ee) Round turn and two half hitches
 - (ff) Single sheet bend
 - (gg) Sheep shank
 - (hh) Cat's Paw
 - (ii) Bow line
 - (jj) Running bow line
 - (kk) Bow line on the bight
 - (ll) Chair knot
- (vii) **Pumps**
Operation of pumps with different priming systems.
- (viii) **Rescue Drills**
Picking-up, lowering and carrying down insensible persons by Fireman's lift and lines rescue.
- (ix) **Squad Drills**
Performing squad drill, marching in step, turning right, left and about, turning inclination and forming squad.

(b) SYLLABUS FOR EXAMINATION FOR PROMOTION TO AND CONFIRMATION OF LEADING FIREMEN

(i) **Breathing Apparatus and Resuscitation**

- | | | |
|-------------------------|---|---|
| Written and/or oral | — | Types in use with their limitation circumstances in which sets are to be used - conditions when resuscitation is necessary; standard tests. |
| Practical demonstration | — | Practical demonstration in harnessing a breathing set or using a resuscitation apparatus. |

(ii) **Chemical Extinguishers**

- | | | |
|-------------------------|---|---|
| Written and/or oral | — | Types of extinguishers in use and fires on which each one can be used; advantages and disadvantages and general methods of maintenance; standard tests. |
| Practical demonstration | — | Method of operation; recharging after use. |

(iii) **Escape Ladders, Extension Ladders and Hook Ladders, with Drills**

- | | | |
|-------------------------|---|---|
| Written and/or oral | — | Types in use with their limitation care and maintenance; duties of each member of crew in performance of standard drills; standard tests. |
| Practical demonstration | — | Slipping and pitching; handling of hook ladder with pompiers belt and ascending and descending on ladder. |

(iv) **First Aid**

- | | | |
|-------------------------|---|---|
| Written and/or oral | — | Method of approach and subsequent treatment in cases of shock, wounds, burns, bleeding, fractures and respiration failures. |
| Practical demonstration | — | Methods of bandaging at different parts of body and artificial respiration. |

(v) **Foam and Foam Equipment**

- | | | |
|-------------------------|---|--|
| Written and / or oral | — | Types of foam making appliances in use with their limitations; circumstances when these can be used; care and maintenance; standard tests. |
| Practical demonstration | — | Practical demonstration on how to use each equipment. |

(vi) **Hose and Hose Drills**

- | | | |
|-------------------------|---|--|
| Written and/or oral | — | Types of delivery and suction hose in use its construction with care and maintenance; methods of testing, cleaning, drying, repairing and stowing; duties of each member of crew in performance of standard three-men and four-men drills; standard tests. |
| Practical demonstration | — | Lifting, laying, making-up, adding, replacing or removing of hose as also carrying lines on upper floors on ladder. |

(vii) **Hydrants and Hose Fittings**

- | | | |
|---------------------|---|---|
| Written and/or oral | — | Types of hydrants in use with sizes and construction of outlets; hose fittings, like couplings, breeching, collecting heads, branches with different types of nozzles, strainers, stand pipes, hose wrappers, hose bandages, hose ramps, branch holders and their |
|---------------------|---|---|

	Practical demonstration	—	uses; standard test of hydrants.
(viii)	Knots and lines	—	Operation of hydrants and different hose fittings.
	Written and /or oral	—	Types of lines in use, method of testing and different uses to which different knots can be put to standard test.
	Practical demonstration	—	Practical trying up of various knots.
(ix)	Pumps and Pump Drills	—	Types of pumps with priming systems in use; advantages and disadvantages; duties of each member of crew in case of standard pump drill.
	Written and/or oral	—	Operating of pumps and standard pump drill.
	Practical demonstration	—	Methods of entry into and searching a building; locating a fire and precautions to be observed when working in smoke laden building.
(x)	Practical fireman ship	—	
	Written and/or oral	—	
(xi)	Rescue Drills	—	Picking up, lowering and carrying down insoluble persons; rescue by fireman's lift and line rescue.
	Practical demonstration	—	
(xii)	Small Gear	—	Uses of special small gear, like door openers, persuaders, bracking-in-tools, cutting plants; rescue gear; jacks and pulleys; axes and preventers, etc.
	Written and/or oral	—	
(xiii)	Squad Drill	—	Conducting practical squad drill with formation of squad, marching in step, turning with right and left inclination, methods of March-Past and presentation of parades.
	Practical demonstration	—	
(xiv)	Topography	—	Knowledge of the layout of the town/city with names of prominent localities, main roads, connecting such localities, names of different bazars and important lanes; general spread of the fire hazard in the area served by the Fire Station concerned.
	Written and/or oral	—	
(xv)	Watchroom procedure	—	Functions of watchroom; methods of keeping records of incoming and outgoing messages; mobilizing procedure; method of dealing with fire and emergency calls; standard messages.
	Written and / or oral	—	
(xvi)	Water Problems	—	Types of water supplies, essential requirements for making their use for fire fighting, pressures in water mains, capacities of pumps for tapping water mains.
	Written and/or oral	—	
(xvii)	Water relay	—	Meaning of collector and series pumping, normal relay distances; method of detecting disturbances in relay hose-lines.

(c) **DRAFT RULES FOR PROMOTION**

- (i) All promotions to different ranks in the Fire Services, up to the rank of Divisional Officer, shall be made out of the candidates who are eligible in all respects having successfully passed the appropriate examination for such promotion and not otherwise.
- (ii) For being termed as "successful" at any examination, the candidate shall have to score 50 per cent marks and above of the total marks.
- (iii) Seniority amongst the passes shall be considered along with seniority in service and those who pass in previous years shall be termed as seniors to those who pass in subsequent years for promotion. Candidates to be sponsored for training at the Regional/State Training Centres or National Fire Service College, should be drafted according to seniority, as far as possible, from amongst those eligible for respective courses.
- (iv) Only in exceptional and very rare cases shall the appointing authority have the discretion of waiving the condition of passing a promotion examination in case of an otherwise eligible candidate, if circumstances then prevailing warrant such consideration. In such a case, the appointing authority may preferably arrange selection for appointment by interviewing candidates by a Board of not less than three officers.
- (v) For promotion to the rank of Leading Firemen, the eligible candidates must pass a departmental written and oral and practical examination of the standard as laid down in the syllabus above.

This examination should be conducted by a Board of officers having as Asst.. Divisional Officer or a Senior Station Officer with not less than 5 years' service as Chairman and two Station Officers or Sub-Officers with not less than years' service as members.

APPENDIX "11-D"

SYLLABUS FOR TEST FOR PROMOTION TO STATION OFFICER'S RANK AS RECOMMENDED BY S.F.A.C.

(See para 10 under 11 - PERSONNEL)

Syllabus for test for promotion to Station Officer's rank

- | | | | |
|-------|---|---|---|
| (i) | Breathing apparatus | | |
| | Written | — | Types in use with brief description of working principles; circumstances in which each type can be used; care and maintenance. |
| | Oral and Practical | — | Harnessing and actual use in smoke or gas laden chamber and standard tests. |
| (ii) | Building construction | | |
| | Written | — | Types of buildings, properties of various building materials and their behaviour in heat and fire, different construction of walls, roofs, floors, stair, hearths and chimneys with flues, doors, windows, etc; their advantages and disadvantages in relation to fire risk. Placing of lifts, stairs, fire escapes, etc. in relation to occupancies. |
| (iii) | Chemical Extinguishers | | |
| | Written | — | Types in use with constructional details working principles with limitations of use their advantages and disadvantages; care and maintenance. |
| | Oral and practical | — | Operational working; procedure of recharging after discharge and standard tests |
| (iv) | Chemistry and Heat | | |
| | Written | — | Principles of chemistry; heat and combustion; fundamental chemical reactions with risk involved; risks with important chemical compounds and volatile liquids. |
| | Oral and Practical | — | Laboratory experiments of production of heat, combustion and evolution of gases due to chemical reactions. |
| (v) | Discipline | | |
| | Written | — | General rules of discipline; its importance in Fire Service and how it can be maintained, procedures in dealing with disciplinary matters. |
| (vi) | Electricity | | |
| | Written | — | Principles of electricity and fire risks in relation to generation, distribution, domestic and industrial electrical hazards. |
| | Oral and practical | — | Creation of sparks due to static charge, short circuits and leakages. |
| (vii) | Escape ladder (optional if not in use) | | |
| | Written | — | Types in use with brief description of constructions and working with appropriate identification of parts; |

	Oral and practical	—	care and maintenance.
(viii)	Exercises (situation and tactical) Oral and practical	—	Standard drills in slipping, pitching, bridging, correct methods of ascending and descending; standard tests.
(ix)	Fire Service Administration Written	—	Exercises in practical fire fighting, with fire ground conditions incorporating various fire drills using different fire appliances and ladders and message work; night exercises.
		—	Fire Station administration; maintenance of records of hose, occurrences, watch room work, fire engines and other appliances; preparation of report of fires; special services and periodical returns.
(x)	First Aid Written	—	General procedure; treatment of shock, wounds, burns, and scalds, hemorrhage, fractures, etc. method of artificial respiration and bandaging.
	Oral and Practical	—	Demonstration of methods of treatment; artificial respiration and bandaging.
(xi)	Fixed Fire Fighting Installations Written	—	Systems of Dry risers, rising mains, internal hydrants, fire resisting doors and shutters and their uses.
(xii)	Foam and Foam equipment Written	—	Types and composition of foam and their properties, expansion ratio, stability, methods of creating mechanical and chemical foam with advantages and disadvantages. Construction and working principles of foam making equipment like foam branches, multiple jet and inline inductors, foam pourers and towers etc; care and maintenance.
	Oral and Practical	—	Standard drills with foam equipment and standard tests.
(xiii)	Gas Fires (Optional) Written	—	Properties of different gases, the hazards relating to gases, hazards of domestic gas installations,
(xiv)	Hook ladder Written	—	Constructional features; identification of parts; care and maintenance of ladder and belt.
	Oral and Practical	—	One man and/two men standard drills to 4th floor with hose and rescue lines; standard tests.
(xv)	Hose Written	—	Construction of delivery and suction hose; operational misuse; methods of testing; cleaning, drying and repairing; care and maintenance.

	Oral and Practical	—	Repairing and darning of hose, standard tests.
(xvi)	Hose Drills		
	Oral and Practical	—	Three and four men standard drills; carrying, running laying and making up of hose; adding, removing, replacing and raising to upper floors.
(xvii)	Hose fittings		
	Written	—	Construction of delivery and suction couplings, branches, nozzles, spray, diffuser, stream form and revolving branches, basement sprays, collecting and dividing breechings, suction collection heads, etc; their use, care and maintenance.
	Oral and practical	—	Demonstration with each type of hose fitting.
(xviii)	Hydrants		
	Written	—	Construction of different types of hydrants, sizes of outlets and outlet fittings; methods of connecting to fire pumps, marking and hydrant pits and covers; care and maintenance.
(xix)	Internal combustion engines		
	Written	—	Principles of internal combustion engine; types of ignition systems; electrical system; use of fuel, care and maintenance.
	Oral and practical	—	Demonstration of actual moving parts in dismantled i.e. engines.
(xx)	Knots and Lines		
	Written	—	Types and composition of lines; working load, breaking load and testing load; various knots and their uses; care and maintenance.
	Oral and Practical	—	Trying of various knots; splicing and whipping of lines; standard tests.
(xxi)	Ladders		
	Written	—	Types in use with brief description of construction and working with appropriate identification of parts; care and maintenance.
	Oral and practical	—	Standard drills in slipping and pitching; correct methods of ascending and descending; standard tests.
(xxii)	Physical & Squad Drills		
	Oral and practical	—	Conduct of squad and physical drills with appropriate sequence and words of command; methods of presentation of parades and march past.
(xxiii)	Pumps		
	Written	—	Types use with constructional details and working principles; types of primers and methods of priming, testing and fault finding; care and maintenance.
	Oral and practical	—	Demonstration of operating pumps of different types and priming systems, from hydrants and from an open source of water supply; standard tests.

(xxiv) Pump Drills	Oral and practical	—	Standard drills with hose; hose reels, foam making equipments and places including upper floors; visual signals and whistle signals.
(xxv) Plan Reading (Optional)	Written	—	Importance of plan reading; methods of reading with explanation of common symbols in use.
(xxvi) Practical Firemanship	Written	—	Qualities of a fireman; his important duties at Fire Station and Fire Ground.
	Oral and practical	—	Methods of entry, rescue, room-searching, working in darkness and in thick smoke; line signals.
(xxvii) Rescue drills	Oral and practical	—	Picking up, lowering and carrying insensible persons with Fireman's lift and lines rescues.
(xxviii) Refrigeration (Optional)	Written	—	Principles of refrigeration; properties and hazards of different refrigerants and action to be taken in case of leakage.
(xxix) Resuscitation	Written	—	Description of resuscitation sets, methods of working and circumstances when used; care and maintenance.
	Oral and practical	—	Demonstration in use of resuscitation set.
(xxx) Rural Fires	Written	—	Causes of rural fires; precautions to be taken in rural areas; methods of fighting rural fires.
(xxxi) Salvage	Written	—	Meaning of salvage; how fire loss can be reduced by salvage; salvage equipments and their uses.
	Oral and practical	—	Demonstration in salvage sheeting, indoor and outdoor chutes, drawing and mopping.
(xxxii) Small Gear	Written	—	Types and uses of breaking in tools, door-openers, persuaders, bolt croppers, rescue gear, jacks and pulley blocks, axes, preventers, rakes, saws etc.
	Oral and practical	—	Demonstration in the operation of small gear.
(xxxiii) Special appliances	Written	—	Brief description and working principles of oxyacetylene cutting plant, blower and exhaustor machine, portable lighting sets, etc; their uses and precautions to be taken.
	Oral and practical	—	Operation of special gear.
(xxxiv) Special Services			

Written	—	Rescue of trapped persons from sewers, lifts, collapsed buildings and drowning; rescue of animals; methods to be used and precautions to be taken.
(xxxv) Sprinklers, Drenchers and CO₂ Installations		
Written	—	Brief description and working principles of 'wet', 'dry' and 'alternate' systems of sprinklers and drenchers, CO ₂ , methyl-bromide etc.; installation, methods of spacing, locating and uses, care and maintenance.
(xxxvi) Turn Table Ladders (Optional, if not in use)		
Written	—	Description and working principles of turn table ladders; their advantages; situations when these can be used and precautions to be taken when in use; care and maintenance.
Oral and practical	—	Demonstration of operating the ladder with varying loads, uneven surfaces and weather conditions; standard tests.
(xxxvii) Watch Room Procedure		
Written	—	Functions of watch room; method of working with fire alarm and telephone systems; fire around and control room message; mobilising procedure; maintenance of records etc.
Oral and practical	—	Demonstration of receiving and transmitting messages, log keeping and mobilization of fire Force in major incidents.
(xxxviii) Water Problems		
Written	—	Study of pressure; heads, rate of flow, capacity and friction loss in relation to behaviour of water under pressure; discharge pressures of pumps and different nozzles.
Oral and practical	—	Demonstration of discharge of water from different nozzles at varying pressures; effect of jet and spray and length of throw.
(xxxix) Water Supply		
Written	—	Principles of 'series' and 'collector' pumping, methods of arranging relays.
Oral and practical	—	Demonstration of 'series' and 'collector' pumping.
(xxxx) Lecturette (Optional - For Instructors)		
Written	—	Methods of imparting instructions and conducting training on various subjects on fire fighting, fire prevention etc.
(xli) Special Risks		
Group I		
Hazardous Storages in warehouses		
Written	—	Warehouses and storage sheds for hazardous goods and their construction from fire risk point of view, methods of storage and precautions to be taken.

Group II**Ships and Dock Risks**

Written

- Principles of nautical stability of floating objects and safety limits; causes of fires in ships and methods of fire fighting.

Group III**Aircraft fires and rescue**

Written

- Construction of aircraft; locations, emergency exits, fuel tanks, batteries etc., usual causes of fires in aircraft; methods of rescue and of fire fighting.

APPENDIX "11-E"

DUTIES OF VARIOUS RANKS IN THE FIRE SERVICES AS RECOMMENDED BY S.F.A.C.

(See para 16 under 11 - PERSONNEL)

6. The standardisation of duties of various ranks in the Fire Services was first taken up at the fifth meeting, but was deferred for want of full information regarding the prevalent duties in various State fire services.
7. This was considered again at the ninth meeting and the following duties were recommended :
General duties of an officer incharge of Station (Station Officer/Sub-Officer)
 - (a) To be available and to hold himself in readiness for any duties at any time he may be called upon by his superiors to perform, and to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or general business of the Fire Service Department.
 - (b) To obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him; to devote the whole of his time and attention to the Fire Service Department; to set an example to his men by sobriety, cleanliness, promptitude, civility and general attention to his duties.
 - (c) To take charge of and be responsible for all appliances, stores, equipments, etc. issued to his station and submit a report to his superior as to the correctness or otherwise of such articles taken charges of. He should submit a requisition to his superiors of the requirements of his station as necessary.
 - (d) To see that all appliances and equipments are kept clean and in thorough working order, stowing them properly for immediate use at fires and other emergencies without loss of time.
 - (e) To instruct and drill all men under his charge in the use and maintenance of fire appliances and equipments.
 - (f) To hold a muster parade for the inspection of uniforms, clothing, books, and equipments atleast once a month to see that the men keep themselves and their clothing in a clean and good condition and to report shortages, if any, to his superiors. The inspection of uniforms and equipments should be carried out periodically.
 - (g) To ensure that the rool is called at such times as he considers most suitable.
 - (h) To ensure prompt attendance of fire appliances and men. He should carry out surprise turn outs at odd hours atleast once a month.
 - (i) To ensure that his station time clock is checked with time clock or time signal atleast twice a day at proper intervals.
 - (j) To see that the main placed on station duty is properly dressed and is acquainted with his duties.
 - (k) To see that the communication system is in proper working order and to send an immediate report to appropriate authority when it is not so.
 - (l) To keep himself and men at all times in readiness, to receive any superior officer and to give if required an accurate account of all matters connected with the station under his charge.
 - (m) To see that the fire pumps under his charge have water passed through their pumps atleast once every week. This only refers to cases where a fire pump has not otherwise worked during the above period.
 - (n) To report at once to his superior Officer-in-charge of his Section and/or the Police, any damage or casualty that may have occurred as a result of accident.
 - (o) To keep himself and his staff acquainted with the water supply within the area under his charge. In cases where fire hydrants are provided, it shall be his duty to see that he and his staff examine all the hydrants falling within his jurisdiction periodically as may be fixed from time to time.
 - (p) To make himself and his staff acquainted with the network of communication system as may be existing in the service.

- (q) To make himself and his staff acquainted as far as possible with the topography of his and adjoining areas, as well as fire risks in such areas.
- (r) To maintain all registers, log books, occurrence books, attendance rolls, etc. up-to-date and to submit all returns and statements including pay rolls of his staff to his superiors every month. All Fire and Special Services reports shall be submitted by him within 48 hours of the occurrence. Sundays and Holidays being excepted.

Note: In case of a Station having a Station Officer and a Sub-Officer, the former shall be incharge of the Station and the latter shall assist him in carrying out the above mentioned duties. In the absence of the Station Officer, Sub-Officer shall be incharge of the Station.

Duties of Leading Fireman

- (a) To be available at the station to which he is posted, while on duty.
- (b) To obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him.
- (c) To see that the men placed under him on duty are properly dressed and are assigned duties pertaining to the station, and fire appliances, and such other duties that may be incidental to the efficient working of the station. He shall also be responsible for maintaining the station premises clean and tidy and appliances and equipments in neat and efficient working condition, and ready for immediate use.
- (d) To see that all equipments, gears, etc. are properly accounted for and be responsible for the same when incharge of fire appliances or equipments. In case of any loss or damage of articles or equipments, uniform clothing, etc. he shall immediately report to his next senior officer about the same.
- (e) To keep his superiors acquainted with all matters coming to his knowledge affecting the Fire Station staff or the general business of the Fire Service Department.

Note: Any duties as may be asked by a Station Officer and/or Sub-Officer, in addition to those specified above, shall be carried out by him.

Duties of Driver/Operator

- (a) To be available at the station to which he is posted, while on duty.
- (b) To obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him, if any.
- (c) To be responsible for the proper upkeep and mechanical condition, maintenance and movements of the vehicles and pumps under his charge. He shall also be jointly responsible with the Leading Fireman for the proper maintenance and stowing of equipments and gears that are carried on the fire appliances or kept at the Fire Station.
- (d) To test at least twice a day, the fire appliances in his charge to make sure that the same are in serviceable condition and to record the same with the man on station duty. To report any defects immediately that he may come across to the Leading Fireman incharge and to the man on station duty.
- (e) To keep an inventory of all articles and equipments under his charge and to maintain a record of time at work, mileage, petrol and oil consumption etc.

Note: Any other connected duties relating to the maintenance, mobility and operation of fire appliances, motor vehicles, pumps or other fire fighting and rescue gears as may be asked by his superior officer or the Leading Fireman, in addition to those specified above, shall be carried out by him.

Duties of Fireman

- (a) To be available at the station to which he is posted, while on duty.
- (b) To obey implicitly all orders of his superiors and hold himself in readiness to carry out all duties as

may be assigned to him by his superiors obediently, smartly and efficiently

- (c) To keep himself and his quarters, if provided, neat and clean.
- (d) To devote whole of his time and attention to the Fire Service Department while on duty.
- (e) To set example to others by sobriety, cleanliness, promptitude, civility and general attention to his duty.
- (f) To be responsible for keeping the station premises, such as appliance room, offices, drill yard, watch room, workshop, dormitory, drill tower, hose drying tower, and neat and clean by washing when necessary and appliances, equipments, gears, etc. clean and tidy.
- (g) To keep himself alert to attend to fires, special services, fire drills, etc. in the shortest possible time on the alarm being sounded.
- (h) To keep himself acquainted as far as possible with the topography of his own and adjoining areas, as well as fire risks in such areas.
- (i) To carry out duties that may be assigned to him from time to time, and be responsible jointly and severally to the Leading Fireman of the Fire Units for the care, appearance, scrupulous cleanliness of the unit and all equipments therewith, correct upkeep, storage and maintenance thereof.
- (j) To assist Driver/Operator in the proper maintenance of equipments and gears of the vehicles, perform guard duties, workshop duties, control room and watch room duties, duties of office orderlies and fire aides, despatch messengers, etc.
- (k) To thoroughly inspect the fire appliance to which he is posted and to report to the Leading Fireman of having verified the same. The firemen are jointly and severally responsible to the Leading Fireman of the Unit for the appearance, scrupulous cleanliness of the unit and various equipment therewith, correct upkeep, maintenance and storage of equipments allotted. This shall include cleaning of vehicles and polishing the several equipments on the vehicle and in the stores, scrubbing and washing of the hoses, floors, walls, doors and windows of the premises, garages and drill towers, smoke chamber, maintenance of garden, etc.

Firemen and other ranks accommodated in barracks or dormitory shall be solely responsible for the proper cleanliness, orderly arrangement of their person belongs, etc. They will also be held responsible for the safety of the various fixtures, sanitary and electrical fittings in such premises.

- 1. Firemen, when posted as guard or sentry by turns, or by other method as deemed fit by the Officer Incharge of the Station, shall not leave his post until he is properly relieved. He shall be in full uniform prescribed for him for the season. While on guard duty, the Fireman shall be responsible: -
 - (i) To guard all properties, fixtures, fittings and other effects, both in the Fire Station premises and station surroundings.
 - (ii) To see that all persons entering upon the Fire Station premises are directed to the Officer incharge and to see that they leave the premises immediately their business is finished.
 - (iii) To be aware and remain alert at all times.
 - (iv) To control the movements of incoming and outgoing vehicles to avoid accidents.
 - (v) To watch the garden and plants in station grounds.
- (m) In addition to the above, a fireman shall perform any legal duty, in the interest of the Fire Service, when ordered by appropriate authority.

Duties of watch room operator

- (a) To be available at the station to which he is posted, while on duty.
- (b) To obey implicitly orders of his superiors and exact the strictest obedience and civility from those serving under him.
- (c) While taking over charges, which should be at least 10 minutes before the schedule for change over, he shall be responsible to acquaint himself with all matters current and pending of operational and administrative importance. He shall also be responsible to check the station clock

and the telephone connections with other stations.

- (d) It shall be his duty to maintain the station occurrence book up-to-date at all times in the prescribed form as may be laid down.
- (e) He shall be prompt in receipt and transmission of calls to fires, other emergencies etc., reporting the same to the officers and men by the alarm system installed at the station and to the area control room as well as to other fire stations or essential services, as the case may be. In such cases, he shall keep record of movement of vehicles, officers and men regarding messages thereof, etc in the occurrence book.
- (f) He shall remain alert throughout watch period and shall not leave the place of duty for any purpose whatsoever on any account, however brief the absence may be, without first obtaining a suitable relief. He shall, in such cases, make an entry in the occurrence book of his being relieved for that period.
- (g) He shall not allow any unauthorised person to enter the watch room.
- (h) He shall be in proper uniform.
- (i) He shall be responsible for the maintenance of record of movements of staff, appliances, and equipments and be responsible for maintaining a disposition board of appliances and men.
- (j) He shall execute such other duties as may be entrusted to him from time to time by his superiors for the efficient administration of the station such as maintenance of records and registers.

General Duty

Operational staff, viz. Officers, Leading Fireman, Drivers/Operators, watch room operators, firemen, etc. shall form a part of the operational staff who, for the purposes of fitness, alertness and suppleness of action shall undergo squads physical and fire drills, etc.

- References :**
- 1. Page 9 of the minutes of the fifth meeting of SFAC
 - 2. Page 3 of the minutes of the ninth meeting of S.F.A.C

APPENDIX "11-F"

BENEFITS RECOMMENDED TO EMPLOYEES OF THE SERVICES ON OPERATIONAL SIDE

(See para 18 under 11 - PERSONNEL)

COMPENSATION TO FIRE SERVICE PERSONNEL IN CASE OF INJURY/DISABILITY/ DEATH

Completed years of	Invalidation (Ordinary)	Invalidation (Injured while on duty)	Death (Ordinary)	Death (on Duty)	Voluntary retirement	Registration	Remarks
1	2	3	4	5	6	7	8

(First Group)	(1) Only gratuity per annuure	(1) The proportion of wound or injury pension will be as under :- (i) If the wound or injury involves the loss of an eye or limb, or the use incapacity equivalent in its effects to the loss of a limb, the pension shall be up to one-third of his pay, subject to a minimum of RS.200 per mensem. A separate pension on this scale may be granted for each eye of limb of which he has lost the use. (ii) If the wound or injury be not of the nature described in clause (i) above, the pension shall be upto one fifth of his pay, subject to a minimum of Rs. 50.	(1) Gratuity The amount of gratuity will be subject to minimum of 12 times the pay of the servant at the time of his death. (2) No Pension	(1) Family pension or gratuity to the family may be granted whether the individual is permanent or otherwise who is killed or who dies of injuries received or disease contracted in the due performance of his official duties. Mode of pension will be as per statement attached.	(1) No Gratuity (2) No Pension	(1) No Gratuity (2) No Pension	Instruction Before a pension is granted to an individual under this rule it should be carefully considered whether he cannot be provided for in another post the condition of which are deemed to be equal to those of his own and if it is found impossible to do so the reasons therefore should be recorded in writing. A wound or injury pension shall be granted not necessarily for the life-time of the pensioner but for such period as the competent authority may direct. If granted temporarily in the first instance, it may subsequent be extended for such further period, as may be considered necessary.
	(2) Not entitled for Pension						
	(3) Not entitled for death-cum retirement gratuity period of qualifying service being less than 5 years.						

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1	2	3	4	5	6	7	8
		(iii) If the injury is caused to the health the pension shall be subject to a maximum of Rs. 25/- per mensem.					
		(iv) If it be a gratuity, its amount shall be the equivalent of the pension admissible under clause (i), (ii) or (iii) above as may be appropriate in the case, but shall in no case exceed 24 times.					
(Second Group) 5 to 9 yrs 11 months 29 days	(1) As above and in addition death com- retirement gratuity will be 9/20 of the pay of the servant for each completed year of qualify service.	Same as in 1st Group	Same as in 1st Group	Same as in 1st Group	Same as in 1st Group	Same as in 1st Group	Same as in 1st Group
(2) No Pension							
(Third Group) 10 to 14 yrs. 11 months 29 days	(1) As above and in addition death com- retirement gratuity will be 9/20 of the pay of the servant for each completed year of qualify service.	Same as admissible for group	Same as admissible for group 2	Same as admissible for group 2	Same as admissible for group 2	Same as admissible for group 2	Same as admissible for group 2
(2) No Pension							
(3) Death-cum- retirement gratuity at rates stated as under							

1	2	3	4	5	6	7	8
	<p>Gratuity shall be at the rate of 9/20 of pay for each completed year of qualifying service for 1st 10 years, @ 9/10th of the pay for the next 10 years and at the rate of 9/20 of pay thereafter.</p>						
(Fourth Group) 15 to 19 yrs 11 months 29 days	Same as above and in the event of death of individual servant the pension will be payable for the unexpired portion of 5 years from the date of retirement.	Same as above and in the event of death of individual servant the pension will be payable for the unexpired portion of 5 years from the date of retirement.	In the event of death while in service the pension will be payable for 5 years from the date following the date on which the individual servant dies.	Same as above	Same as above	Same as above	
(Fifth Group) 20 to 25 super-annuation	Same as admissible Group 4	Same as admissible for group 4	Same as admissible for Group 4	Same as admissible for Group 4	<p>(1) No ordinary gratuity After 20 years of service he is entitled to Pension as per Annexure (2) Gratuity retire shall be at the rate of 9/20 of pay for each completed year of qualifying service for 1st 10 years of qualifying at the rate of 9/10 of pay for the next 10 years and @ 9/20 of pay thereafter</p>		

ANNEXURE II

Completed years of qualifying service	Scale of gratuity or pension	Maximum pension in rupees per annum
(a) Gratuity		
1.	1 month's pay	
2.	2 month's pay	
3.	3 month's pay	
4.	4 month's pay	
5.	4¾ month's pay	
6.	5½ month's pay	
7.	6¼ month's pay	
8.	7 month's pay	
9.	7¾ month's pay	
(b) Pension		
10.	10/80 ths of pensionable pay	
11.	12/80 ths of pensionable pay	
12.	14/80 ths of pensionable pay	
13.	16/80 ths of pensionable pay	
14.	18/80 ths of pensionable pay	
15.	20/80 ths of pensionable pay	
16.	22/80 ths of pensionable pay	
17.	24/80 ths of pensionable pay	
18.	26/80 ths of pensionable pay	
19.	28/80 ths of pensionable pay	
20.	30/80 ths of pensionable pay	

Amount of Family pension to be granted in case of Fire Services employees who is killed or in consequence of injuries sustained in the execution of his duties

Designation	Pension per mensem	
	For the Widow	For the child
Chief Officer	25% of pay	7% of pay
Deputy Chief Officer	-do-	7% of pay
2nd Officer	-do-	7% of pay
Station Officer	-do-	7% of pay
Mechanic	-do-	7% of pay
Sub officer	-do-	7.5% of pay
Motor Driver	-do-	9% of pay
Fitter	-do-	9% of pay
Tindal	-do-	10% of pay
Fireman. Fireman Attendant	-do-	11% of pay

- (i) The pension to the widow will be for life provided that, if the widow marries again, the pension payable to her shall cease.
- (ii) The pension to the child will be payable until the child attains the age of 21 years, or if the child is a female, until she is married, whichever is earlier.

APPENDIX "11-G"

PROCEEDINGS OF SUB-COMMITTEE ON MEDICAL STANDARDS FOR FIREMEN PHYSICAL ASSESSMENT TESTS

The following constituted the Sub-Committee to recommend Physical Assessment Test for the Fire Service Personnel employed in the various States of the Indian Union.

- (a) Brig. J.J.D Logo. AVSM (Med). Ministry of Health.....Convener.
- (b) Shri Chandrasekhar. Addl. IGP Karnataka and Director Fire Services.
- (c) Shri R.R. Dhobley. Chief Fire Officer. Bhaba Atomic Research Centre.
- (d) Shri S.A Hameed. Chief Fire Officer. Jammu & Kashmir.
- (e) Shri Ram Karan Yadav. Chief Fire Officer. Andaman & Nicobar Islands.

Preamble

2. Personnel of the Fire Services including officer should have a high degree of physical efficiency and fitness in view of their arduous duties under adverse conditions. For this purpose, fire service personnel may be classified into operational and non-operational categories.
 3. The non-operational categories are those whose duties are supervisory and organisational, and as such are not required to have the same physical efficiency standards as the operational category. Directors, Chief Fire Officer, Deputy Chief Fire Officers and Divisional Fire Officers would be classed into this category.
 4. The operational categories would be those who are actively involved in fire-fighting duties and would comprise of Station Officers/Supervisors/Foremen. Sub Officers, Leading Firemen, Firemen/ fire Operators and such-like equivalent categories.
 5. Certain other categories of staff in the fire service like Drives. Mechanics and similar personnel. Who are normally employed on duties like control room-operators drives of fire tenders, workshops and such like duties are like control room-operators, drivers of fire tenders, workshops and such like duties are not fundamentally involved in actual fire fighting duties like climbing to high-rise buildings rescue operations and such-like highly strenuous duties and therefore may not require stringent physical efficiency standards. They however do constitute an active component of the fire-fighting team and will have to take a hand in fire fighting operations.
 6. All fire services personnel must be physically active. Senior officers even though normally non-operational must be in a position to set a good example to their firemen. To this extent, they should all be subjected to an annual medical examination, to check for organic disease and physical disabilities. To ensure that they remain physically fit. They should be subjected to the age-height-weight norms accepted as standards. As per Appendix A attached.
 7. It is assumed that during recruitment to the fire services only those who do not have any organic disease congenital defects and physical disabilities are accepted into the service. Their height standards should be at least 5' 3" to 5' 8", depending upon the area of recruitment. Their chest measurements should be 32"-35 with a minimum expansion of 2 ½" -3". Their eye-sight should be normally 6/6 and they should be tested for colour blindness. A standard of 6/9 with glasses may be accepted for older hands who are already in service. They may however, have to be relegated to maintenance tasks as opposed to actual fire-fighting and rescue operations, because spectacles are an impediment to active operations.
 8. A study on physical efficiency of firemen carried out by DIPAS of Defence Services, has been taken into consideration while laying down physical assessment tests. A copy of the same is attached for information as Appendix B. As a result, age would be an important factor for firemen.
- It is considered that 45 years should be the upper age limit for firemen who are involved in actual fire fighting and rescue operations.

Physical Assessment Tests

9. Certain data has been evolved as a result of live studies by the Defence Institute of Fire Research and are summarised as under :-
- (a) The fire fighting staff may not be fit for strenuous duties after 50 years of age.
 - (b) When the crew are composed of all aged personnel i.e. above 47 years, their efficiency for firefighting operations, is at least 25 per cent below that of the crew composed of a lower age-group.
 - (c) The crew upto the age-group of 40 years, are able to perform fire-drills efficiently. In fact, crew composed of age-group 25-26 years took slightly more time than the crew of higher average of 2 years of service to their credit and therefore, lesser experience and practice than the older group.
 - (d) After 40 years of age, clinical abnormalities occur. This was recorded as 3 per cent of the age group upto 50 years and rose to 13 per cent between 51-55 years and 33 per cent beyond 55 years. In other words, 1/3rd of the fire-fighting staff beyond 55 years, suffer from some form of clinical abnormality.
10. The Fire Service would therefore, have to evolve a system for early retirement and alternative employment, as a result of deterioration in the physical standards for firemen, applicable primarily, for classes of Station Officers and below. It would be the responsibility of the Director of Fire Service to ensure that only those who are physically fit are employed in fire fighting and rescue operations and maintain their firemen in a fit condition by devising suitable physical activities and training, during their service career.

Recommendations

11. Taking the above into consideration, the under mentioned physical assessment tests are recommended to be held every six months to ensure that fire-fighting personnel remain fit for their duties.
- (a) He should be able to perform the tests enumerated in Appendix 'C'. These have been extracted, from the tests prescribed for the Hong Kong fire Services, suitably modified for Indian conditions.
 - (b) He should be able to run 100 meters in 30 seconds.
 - (c) He should be able to lay 4 lengths of hose each of 50 ft., from the appliance, with 3 minutes.
 - (d) He should be able to climb on Extension ladder of 35 ft., from the appliance, within 2 minutes.
 - (e) He should be able to carry a man of approximately his own weight by the fireman's lift method over 25 meters within 3 minutes.
 - (f) He should be able to do 'push-ups' 20 times continuously.
 - (g) He should be able to run one mile within 10-12 minutes.

Sd/-

(Brig. J.J.D. LOBO, AVSM)
Director of Civil Defence (Medical)
8th December, 1976
Convener

Members

- 1. _____
- 2. _____
- 3. _____

APPENDIX "A"

Age-Height-Weight Chart

Average Weights of Men with clothes

(Deduct 3 kg. for shoes and 4 kg. for clothing to determine nude weight)

Age	Height																	
	'152'	'155'	'157'	'160'	'163'	'165'	'168'	'170'	173'	'175'	'178'	'180'	'183'	'185'	'188'	'191'	'193'	'196'
20	53	54	55	57	58	60	62	64	66	67	69	71	73	75	78	80	82	84
21	54	54	56	57	59	61	63	64	66	68	69	71	73	76	78	80	83	85
22	54	55	56	58	59	61	63	64	66	68	70	72	74	76	78	81	83	85
23	54	55	57	58	60	62	64	65	67	68	70	72	74	71	79	82	84	86
24	55	56	57	59	60	62	64	65	67	69	71	73	75	78	80	83	85	81
25	55	56	57	59	60	63	64	66	68	69	71	73	76	78	81	83	86	88
26	56	51	58	59	61	63	64	66	68	70	72	74	76	79	82	84	87	89
27	56	57	58	59	61	63	64	66	68	70	72	74	77	79	82	85	87	89
28	57	58	59	60	61	63	65	67	68	70	72	74	77	80	83	85	88	90
29	57	58	59	60	62	63	65	67	69	70	73	75	78	80	73	86	88	90
30	57	58	59	60	62	64	66	67	69	70	73	75	78	81	74	86	89	91
31	58	59	59	61	62	64	66	68	69	71	73	76	78	81	84	87	89	92
32	58	59	59	61	62	64	66	68	70	72	74	76	79	82	84	87	89	92
33	58	59	59	61	62	63	66	68	70	72	74	77	79	82	85	88	90	93
34	58	59	60	61	63	64	66	68	70	73	75	77	80	83	85	88	91	93
35	58	59	60	61	63	64	66	68	70	73	75	77	80	83	86	88	91	94
36	58	59	60	62	63	65	67	68	71	73	73	78	80	83	86	89	92	94
37	59	59	60	62	64	65	67	69	71	73	76	78	81	83	87	89	92	95
38	59	69	61	62	64	65	67	69	71	73	76	78	81	84	87	90	93	95
39	59	60	61	62	64	65	67	69	71	73	76	78	81	84	87	90	93	96
40	59	60	61	63	64	66	68	69	72	74	76	79	82	84	88	91	93	96
41	59	60	61	63	64	66	68	69	72	74	76	79	82	84	88	91	94	95
42	60	61	62	63	64	66	68	70	72	74	76	79	82	85	88	91	94	95
43	60	61	62	63	64	66	68	70	72	74	76	79	82	85	88	91	94	95
44	60	61	62	64	65	67	68	70	72	75	77	80	83	85	88	92	95	98
45	61	61	62	64	65	67	68	70	72	75	77	80	83	85	88	92	95	98
46	61	62	63	64	65	67	68	71	72	75	78	80	83	86	89	92	95	98
47	61	62	63	64	65	67	69	71	72	75	78	80	83	86	89	93	96	98
48	61	62	63	64	65	67	69	71	73	75	78	80	83	86	89	93	96	98
49	61	62	63	64	65	61	69	71	73	75	78	80	83	86	89	93	96	98
50	61	62	63	64	65	67	69	71	73	75	78	80	83	86	89	93	96	98
51	61	62	63	64	65	68	69	71	73	75	78	80	83	86	89	93	96	98
52	61	62	63	64	66	68	69	71	73	76	78	81	83	87	90	93	96	99
53	61	62	63	64	66	68	69	71	73	76	78	81	83	87	90	93	96	99
54	61	62	63	64	66	68	69	72	73	76	78	81	83	87	90	93	96	99
55& over	61	62	63	64	66	68	69	72	74	76	78	81	83	87	90	93	96	99
									74	76	78	81	83	87	90	93	96	99

MOTOR EFFICIENCY CLASSIFICATION TESTS

(M.E.C.T.)

1. Balance

- (1) **Driver's stance**—Hold driver's stance for 20 seconds (On toes, arms outstretched, eyes closed)

Note:- (The candidate should stand erect on his toes, hands fully stretched in front, eyes closed for 20 seconds).

Flexibility

- (2) **Floor-touch**- Bend at waist and touch floor, with fingers, keeping knees stiff (Women touch palms).

Note: Self explanatory

- (3) **Trunk Flexion-Forward**-From sitting position with knees held down, bend forward slowly, until forehead is 8 inches from floor.

Note:- (Sit with legs stretched together forward, knees held down hands to the side, bend forward try to touch knees with the head. The Head should be at least 8" from the ground).

- (4) **Trunk Extension-Backward**-Lie face downward with back held down and hands behind necks, rise chin 18 inches from floor.

Note : - Self explanatory.

- (5) **Back spring** — Spring up from floor and touch hands to toes while in air. Do 5 times.

Note:- Self explanatory.

- (6) **Man-Lift** — Pick up partner your own weight and place on shoulder in 10 seconds.

Note : - Self explanatory.

- (7) **Standing broad-Jump** — Do standing broad-jump the distance of your height plus 1 foot.

Note:- Self explanatory.

- (8) **Floor push-ups** — Do 15 full-length push-ups from floor (Women do 30 from knees).

Note:- Self explanatory.

- (9) **V-Sit** — Sit in V position with legs and back off floor. Hold for 60 seconds.

Note: - Lie flat on the ground face upwards hands to the side of the body, lift the legs together from the abdomen, at 45° angle, lift the head from the abdomen, to as nearly 45° angle, as possible. Hold the position for 60 seconds.

- (10) **Breath Holding** — Run Place (Skip) for 2 minutes, at 180 skips per minute. Then hold breath for 30 seconds.

Note - Self explanatory.

DETAILS OF PHYSICAL FITNESS TEST AND ASSESSMENT AS IN FORCE

IN HONG KING FIRE SERVICE

1. **Motor Efficiency Classification Test (M.E.C.T.)**

This is designed to test the following Motor Functional aspects of each individual, Balance, flexibility, Ability, Strength, Power and Endurance.

The subject will be allowed to practice each item priority-wise to test except the Endurance items.

Note:- Since the diagrammatic representation of the exercise could not be depicted in this paper, explanatory note has been added under each item.

S. No.	No. of Attempts Permitted	Pass/Fail	Item
1	2	3	4
1	1		1. Diver's Stance - Hold diver's stances for 20 seconds. (on toes, arms outstretched, eyes closed). Note: (The candidate should stand erect on his toes, arms fully stretched in front, eyes closed for 20 seconds).
2	1		2. Squat Stand- Squat and balance on hands for 10 seconds, toes off ground, knees outside elbows. Note: Squat-Stand-Squat once, stand erect on toes legs apart bend forward and touch the ground, remain in this position for 10 seconds.
3	2		3. Dizziness Recovery- With one finger on floor, take 10 seconds around finger, then walk a ten foot line in 5 seconds.
4	1		4. Flexibility - Floor-Touch-Bend at waist and touch floor, keeping knees stiff (Women touch palms). Note: Self-explanatory.
5	2		5. Trunk Flexion - Forward- From sitting position with knees held down, bend forward slowly until forehead is 8 inches from floor. Note: Sit with legs stretched together forward knees held down hands to the side bend forward, try to touch knees with the head. The head should be at least 8" from the ground.
6	2		6. Trunk-Extension - Backward-Lie face downward, with back held down and hands behind neck, raise chin 18 inches from floor.
7	1		7. Ability - Kneeling Jump Kneel so that insteps are flat on floor, spring to feet and balance 3 seconds. Note: Self-explanatory.
8	2		8. Back Spring - Up from floor and touch hands to toes while in air, do 5 times. Note: Self-explanatory.
9	2		9. Agility 6- Count Exercise-Squat; extend legs backward (hands to floor extend legs forward; turn over, return to squat stand-6 times in 10 seconds). Note: Squad on floor with legs together stretched forward hands resting sides, extend the legs backwards while supporting the body with 2 hands. Return back to squatting position with legs forward. Do this six times in 20 seconds.
10	1		10. Strength- Man Lift-Pick up partner your own weight and place on shoulder in 10 seconds. Note: Self-explanatory.
11	1		11. Stick-Body- With heels on floor, head on partner's knees and hands on hips, hold body rigid for 30 seconds. Note: This exercise to be carried out in pairs. Partner sitting on his toes with his knees forward. The candidate should lie

- flat and rest his head on the knees without support from the hands stretch his body rigid drawing support only from the head and the toes. Do this for 30 seconds.
- | | | | |
|-----|---|-----|--|
| 12. | 2 | 12. | Extended-Pressure- Up-Lie face downward. With arms extended- and without using elbows press up until body balances on hands and toes.
Note: Self-explanatory. |
| 13. | 1 | 13. | Power-Standard broad-Jump- Do standing broad jump, the distance of your height plus 1 foot.
Note: Self-explanatory. |
| 14. | 1 | 14. | Endurance-Floor-Push-Ups- D015 full-length push-ups from floor. (Women do 30 from knees).
Note: Self-explanatory. |
| 15. | 2 | 15. | Straddle Chinning- Lie on floor, straddled by standing partner. Grab his hand pull yourself up until your chest his legs. 20 times (Women do 10).
Note: Self-explanatory. |
| 16. | 2 | 16. | V-Sit- sit in V-position with legs and back off floor. Hold for 60 seconds.
Note: Lie flat on the ground face upwards hands to the side of the body, lift the legs together from the abdomen at 45° angle lift the head from the abdomen as near 45° as possible. Keep the position for 60 seconds. |
| 17. | 1 | 17. | Breath Holding- Run in place for 2 minutes at 180 steps per minute. Then hold breath for 30 seconds.
Note: Self-explanatory. |
| 18. | 2 | 18. | In succession- Do 200 two-footed hops, 200 straddle jumps (jumps from I to Y position), 200 alternate stride hops. 50 hops on each foot & as many squat jumps as possible.
Note: Self-explanatory. |

APPENDIX "13-A"

RECOMMENDED RANKS FOR FIRE SERVICES

(See para 2 under 13- Ranks Uniforms and Rank Markings)

1. The following ranks shall be adopted for Fire Service in the Country: -
 - (a) Fire Force Commander.
 - (b) Deputy Fire Force Commander or Chief Divisional Fire Officer.
 - (c) Divisional Fire Officer.
 - (d) Assistant Divisional Fire Officer.
 - (e) Station Officer.
 - (f) Sub-officer.
 - (g) Leading Fireman.
 - (h) Driver Operator.
 - (i) Fireman (inclusive of selection grade)
2. As regards the ranks to Deputy Fire Force Commander and Chief Divisional Fire Officer it was felt that these two should be considered of equal ranks with the distinction that Deputy Fire Force Commander will assist the State Fire Force Commander at his headquarters while the Chief Divisional Fire Officer would be an officer Stationed in the mofussil exercising control over Divisional Officers.
3. Although the Committee recommended the above rank for the Fire Services, they felt that it might not be necessary for several small fire services to have officers of some of the intermediary ranks in which case the discretion for filling up these ranks should be left to the authorities concerned.
4. **Fire Force Commander-** Large impeller 1" dia. In a semicircular wreath surmounted by two small impellers each 3/4" dia placed in line with the large impeller made out of white metal worn on both shoulder straps.
5. **Deputy Fire Force Commander or Chief Divisional Fire Officer-** Large impeller 1" in dia in a semicircular wreath surmounted by one small impellers 3/4" in dia placed above made of white metal worn on both shoulder straps.
6. **Divisional Officer-** Large impeller 1" in dia in a semicircular wreath made out of white metal worn on both shoulder straps.
7. **Assistant Divisional Fire Officer-** Three small impellers 3/4" in dia made out of white metal placed one above the other worn on both shoulder straps.
8. **Station Officer-** Two small impellers 3/4" in dia placed one above the other, made out of white metal worn on both shoulder straps.
9. **Sub-officer-** One small impeller 3/4" in dia made out of white metal worn on both shoulder straps.
10. **Leading Fireman-** One bar 1/2" wide and 1 1/2" long with a semi-circular cross-section with flat bottom surface and round surface on the top made out of white metal to be worn 1/2" from the bottom end of both shoulder straps.
11. **Drivers Operator -2"** dia three spoked steering wheel embroidered in white on blue back-ground worn on the right sleeve halfway between the shoulder and the elbow.

APPENDIX 13 - B"

REVISED RECOMMENDATIONS FOR RANKS FOR FIRE SERVICES ACCORDING TO SIZE OF COMMAND

(See Para 3 under 13-Ranks Uniforms and Rank Markings)

The Committee recommended that ranks be laid down according to the Command and Responsibilities involved as detailed below :-

S. No	Rank	Responsibility of Command
1	Sub-Officer	To be incharge of a one pump fire station or to be second-in- command to a Station officer.
2	Station Officer	To be incharge of 2 to 3 pumping units and/or atleast one fire station or equivalent staff/duties.
3	Assistant Divisional Officer	To be incharge of two to three fire stations or four to six pumping units or second-in-command to Divisional Officer or equivalent staff duties.
4	Divisional Officer	To be incharge to two to eight fire stations depending upon the size of the station or equivalent staff duties.
5	Regional Officer	To be in command of atleast two divisions or second-in-command to a Fire Force Commander or equivalent staff duties.
6	Fire Force Commander	To be overall command of the Service when there are two or more regions.

The Committee further recommended that the designations of Fire Officers should be based on the post held by them and not connected with the ranks as stated above. The designations suggested for Government Fire Services and Fire Services under Municipal Corporations are detailed below :-

Government Fire Service		Fire Service under Municipal Corpn	
1.	Director, Fire Services.	1.	Chief Fire Officer
2.	Dy. Director, Fire Services	2.	Deputy Chief Fire Officer.
3.	Assistant Director of Fire Services	3.	Assistant Chief Fire Officer
4.	District Fire Officer	4.	District Fire Officer.
5.	O/C Fire Station	5.	O/C Fire Station
6.	Deputy O/C Fire Station	6.	Deputy O/C Fire Station

APPENDIX "13-C"

REVISED RECOMMENDATIONS FOR RANK MARKINGS

(See para 4 under 13 - Ranks Uniforms and Rank Markings)

S. No.	Rank	Badges of ranks
1.	Sub-Officer	One Small impeller $\frac{3}{4}$ " in dia.
2.	Station Officer	Two small impellers $\frac{3}{4}$ " in dia.
3.	Asst. Divisional Officer	Three small impellers $\frac{3}{4}$ " in dia.
4.	Divisional Officer	Large impeller 1" in dia in a semi-circular wreath, surmounted by one small impeller $\frac{3}{4}$ "
5.	Regional Officer	Large impeller 1" in dia in a semi-circular wreath, surmounted by two small impeller $\frac{3}{4}$ " in dia.
6.	Fire Force Commander	Large impeller 1" in dia in a semi-circular wreath, surmounted by two small impellers, each $\frac{3}{4}$ " in dia.

Note:- The badges of ranks recommended for the Regional Fire Officer would be the same as were recommended at the second meeting for the Deputy Fire Force Commander and Chief Divisional Officer, those two terms now being replaced by a single rank of Regional Fire Officer

APPENDIX "13-D"

RECOMMENDED RANK MARKINGS FOR FIRE HELMETS

(See para 8 under 13 - Ranks Uniforms and Rank Markings)

(i)	Helmets to be used up to the rank of Station Officer should be back and without any marking.		
(ii)	The colour of the helmet of the Assistant Divisional Officer and above should be white with the following marks :-		
	Assistant Divisional Officer	-	No Markings
	Divisional Fire Officer	-	One $\frac{1}{2}$ " red band around the helmet touching the peak.
	Deputy Chief Fire Officer or Deputy Director, state, fire Service or Regional officer	-	Two $\frac{1}{2}$ " red bands around the helmet, one Director, State Fire Service or band touching the peak and the other $\frac{1}{4}$ " Regional Officer above the first band.
	Chief Fire Officer	-	One 1" red band touching the peak with another $\frac{1}{2}$ " band $\frac{3}{4}$ " above the first band.
	Fire Advisor, Central Government	-	1 $\frac{1}{2}$ " red band around the helmet touching the peak and 1" red band across the top of the helmet from back to front.

It was agreed that differentiation in markings, if any, within each category based on the size of the Fire Service actually being commanded (e.g. by Chief Fire Officers) should be examined further by a Special sub-committee to be set up by the Chairman.

APPENDIX " I3-E "

LIST OF UNIFORM CLOTHING WHICH SHOULD BE ISSUED TO FIRE SERVICE PERSONNEL OF VARIOUS RANKS

(See para 11 under 13 - Ranks Uniforms and Rank Marking)

Rank	Common	Summer	Winter	Remarks
Sub-Officer and above Summer	1. Fire Tunic Khaki (Light/Heavy to be decided Local Fire Officer)	1. Bush Shirts khaki cellular full sleeves	1. Tunic khaki serge open collar	Light Khaki Superior Summer cloth. Heavy Khaki serge superior
	2. Trouser Khaki (Light/Heavy to be decided by Local Fire Officer)	2. Tunic, open collar khaki drill superior	2. Heavy woollen coat, khaki	Same as for 1 to No.1
	3. Shirts, Khaki Lus Talin full sleeves		3. Gloves woollen khaki	
	4. Tie, maroon blue			
	5. Peak Cap. Khaki serge superior with cloth peak and appropriate cap badge or Turban Khaki muslim. 7yds for Sikh Officer with appropriate cap badge.			
	6. Socks, woollen			
	7. Shoes, black with Oxford front toe cap			
	8. Pair of black leather Wellington knee Boots.			
	9. Fire Helmet black leather			
	10. Lanyard and whistle (lanyard to be maroon plated and whistle to be thunder-bolt chrome plated).			
	11. Belt Khaki webbing with pouch and pocket line of 12ft. white cotton cord.			
	12. Axe fireman with insulated handle.			
	13. Buttons large and small white shining met 1with markings.			
	14. Badges of ranks as applicable as per SEAC recommendation			
	15. Water-proof coat.			
	16. Epauletttes white metal for Fire Tunics			
	17. Shoulder titles white metal			