



Rc. No. 1460/E2/99.

Office of the  
Director General of Fire &  
Emergency Services, Andhra Pradesh,  
Hyderabad. Dated: 30-12-2008.

## MEMORANDUM

- Sub: FIRE & EMERGENCY SERVICES DEPARTMENT – Establishment – Duties – Implementation of 24 Hours Duty (On and Off) to the personnel working in Fire Stations which have sufficient riding crew – Regarding.
- Ref: 1. This Office Memo. Rc. No. 1460/E2/99, Dated 31-12-2003.  
2. This Office Memo. Rc. No. 1460/E2/99, Dated 27-1-2007.  
3. From President, A. P. Fire & Emergency Service Association Letter Rc. No. 81/PR/APFSA, Dated 03-11-2008.

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1. Apropos reference afore 3<sup>rd</sup> cited, the President, A. P. Fire & Emergency Service Association has requested to extend the orders of 24 Hours Duty (On & Off) System to Fire Stations in the State in furtherance of the orders issued in the reference 1<sup>st</sup> & 2<sup>nd</sup> cited.
2. The issue was discussed with the Director of Fire & Emergency Services, Addl. Director of Fire & Emergency Services and three Regional Fire Officers and in exercise of powers conferred in Orders No. 553 of A.P. Fire Service Manual, the following 24 hours duty shall be implemented where the Departmental actual strength is 7 & more (excluding Home Guards) w.e.f 1-1-2009 i.e 09:00 Hours to 09:00 Hours the following day.

### INSTRUCTIONS:

- i. The duty change over must be at 09:00 Hours every day.
- ii. To ensure operational efficiency and also to avoid dislocation of strength of riding crew, it is ordered to avail leave by all personnel in multiples of two days i.e 2,4,6,8, and 10 days so that they will be report to duty after expiry of leave during their respective watch.
- iii. If any employee is availing leave under extraordinary circumstances in odd numbers of days i.e 1,3,5,7 and 9 days they will be reporting to duty immediately after expiry of leave during the other watch and should perform the duty for next 24 Hours. This ultimately results in the change of their watch. Therefore, under such circumstances, the Station Fire Officers will have to change the watch of another person on rotation basis.

PTO



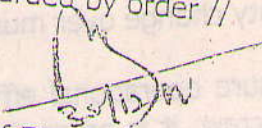
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- iv. The station Fire Officer while sanctioning odd number of days leave i.e 1,3,5,7 and 9 days should specifically instruct the other person by changing the watch duly obtaining his acknowledgement.
- v. In view of these circumstances, the Station Fire Officer shall sanction leave of odd number of days i.e 1,3,5,7 and 9 days only in extraordinary circumstances and restrict the number of persons availing such type of leave per unit, to one only.
3. All the Regional fire Officers, District Fire Officers, Assistant District Fire Officers and Station Fire Officers concerned are instructed to adopt this duty system from 1-1-09 and ensure operational efficiency at the Fire Stations in the state and report compliance.
4. The receipt of the Memorandum should be acknowledged.

Sd/-Aruna M. Bahuguna)  
Director General of Fire & Emergency Services,  
Andhra Pradesh, Hyderabad.

To  
All the Regional Fire Officers.  
The District Fire Officers.  
The Assistant District Fire Officers.  
The station Fire Officers concerned.  
Copy to the President, A. P. Fire & Emergency Service Association, Hyderabad.

// Forwarded by order //

  
30/12/08  
Addl. Director of Fire & Emergency Services,  
Andhra Pradesh, Hyderabad.

  
30/12/08. 30.12.08