

CIRCULAR MEMORANDUM

Sub:- A.P. State Disaster Response and Fire services Department –
Planning Section – Instructions on Maintenance of Records
in the Fire Stations – Reg.

Ref: Annexure XVI of A.P.Fire Service Manual.

It has come to the notice of the undersigned during the visits to various Fire Stations that the Records in the Stations are not being maintained by the Station Fire Officers as per the A.P. Fire Service Manual.

2. In view of the above all the Station Fire Officers in the state are hereby requested to strictly maintain the following Station Records as per the A.P.Fire Service Manual Annexure-XVI and other Codes in the prescribed forms.

S.No	Name of the Register	Form of A.P.Fire Service Manual in which the register is to be maintained.
1	Occurrence Book.	Occurrence Book shall be written in duplicate by putting carbon paper and the copy shall be submitted to the DFO after the Roll Call on next day.
2	Casual Leave Register	Form.No.11
3	Medical History Sheets.	Form.No.15
4	Orderly Room Diary.	Form.No.60
5	Inspection Record Book.	Form.No.33
6	Log Book.	Form.No.20
7	Stock Account of Petrol.	Form.No.23
8	Fire Record Register	Form.No.57
9	Ambulance Case Book.	Form.No.30 (wherever Ambulances are available.)
10	Ambulance Cash Receipt Book.	Form.No.29 (wherever Ambulances are available.)
11	Hose Record Register.	Form.No.34
12	Register of Water Sources and Other Places requiring periodical inspection	Form.No.56
13	Treasury Bill Book.	APTC Form.No.70
14	Pay Bills and Acquaintance Rolls	APTC Form.No.47 & 88
15	Register of Expenditure	Form.No.8

S.No	Name of the Register	Record should be maintained in the prescribed Form in A.P.Fire Service Manual.
16	Register showing Advance of Pay and TA granted to personnel.	APTC Form.No.40
17	Register of Increments	Form.No.06
18	Register of Receipts	Form.No.35
19	Personal Record Books	Form.No.14
20	Cash Books.	APTC Form.No.5
21	Classified Register of Contingent Charges	APTC Form.No.44.
22	Register of Recurring charges.	Form.No.9
23	Telephone Trunk Call Register.	Form.No.10
24	Stamp Account	APTC Form.No.61
25	Register of Currents Received. (Inward Register)	As per District Office Manual.
26	Despatch of Post and Local Delivery Book.	As per District Office Manual.
27	Store Requisition Books	Form.No.42
28	Return of Stores Note Books	Form.No.45
29	Stock Account of Spare Parts, Appliances and Equipments	Form.No.36
30	Stock Account of Station and Other Consumable stores	Form.No.36
31	Stock Account of Furniture, Tools and Plant.	Form.No.36
32	Stock Account of Uniform and Personal Equipment	Form.No.36
33	Stock Account of Part-worn clothing.	Form.No.36
34	Register of Capital Assets.	Form.No.37
35	Register of Condemned Articles	Form.No.38
36	Standing Orders File.	
37	Circular instructions file	
38	List of Streets in the town (Street list)	Form.No.58
39	Register of premises having high Fire Hazards.	Form.No.59
40	List of Important Telephone Numbers.	Land line & Mobile Nos shall be typed & laminated and kept in the watch room.
41	No-Objection Certificate issued Register.	Annexure XVII

3. All the Regional Fire Officers, District Fire Officers and Asst.District Fire Officers are requested to verify all the records during their visits to the Fire Stations and record their comments in their visiting notes and in the concerned Registers about the lapses.

Contd.P.3

4. If any deviations are noticed, the suitable disciplinary action will be initiated against the officers.

5. All the District Fire Officers in the State are requested to submit their acknowledgment copies to the undersigned duly certifying that all the Station Fire Officers in their District have opened all the Station Records as per the A.P. Fire Service Manual and report compliance.

2/2



(Vivek Dube)

Director General of State Disaster Response
And Fire Services, A.P., Hyderabad.

To
All the Station Fire Officers,
All the Asst. District Fire Officers,
All the District Fire Officers,
All the Regional Fire Officers,
Copy to all Administrative Officers,
Copy to all Junior Administrative Officers in Chief Office,
Copy to the Additional Director, State Disaster Response and Fire Services, A.P.,
Hyderabad.
Copy to the Director, State Disaster Response and Fire Services, A.P.,
Hyderabad.