

THE ANDHRA PRADESH FIRE SERVICE MANUAL

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THE ANDHRA PRADESH FIRE SERVICE MANUAL

CHAPTER I.

INTRODUCTION

1. The Fire Service in the State is under the general control of the Director of Fire Services, who is the Head of the Department. He is assisted in all technical and administrative matters by the Addl. Director of Fire Services. For the purpose of administration, the state is divided into three regions. Each region consists of at least four districts, the strength of Fire Station being not less than 10 in each region. These three regions are Central Region, Southern Region, Eastern Region with their Headquarters at Hyderabad Anantapur and Waltair respectively.

(G.O. Ms. No. 2715 Home, dated 21-11-1958)

2. The Regional Fire Officers control and manage the Fire Service Units within their regions through the Divisional Fire Officer who are incharge of two or more Districts. They are assisted in all technical and administrative matters by Asst. Divisional Fire Officers who are non-Gazetted Officers.

3. A Fire Station is placed under the charge of a Station Officer, Each Fire Fighting Appliance is under the charge of a Leading Fireman under whose immediate supervision and control the rest of the crew attached to the unit work.

4. The strength of the personnel employed in a Fire Station depends on the number of Fire Fighting and Ambulance Units sanctioned for the station. The Government fix the number of units to be stationed at each place. Personnel are employed to man the units in such convenient system as is found workeable from time to time. A list of Fire Stations established in this State is given in Annexure – I.

5. The activities of the Department are mainly connected with fire prevention and fire extinction. Different types of appliances such as Escape Carrying Units, Self-propelled Units, Mobile Tank Units, Tenders, Trailer pumps, Hose Lorry, and Ambulances are in use in the Service, and are stationed in towns according to the needs of the locality. It is a humanitarian service dedicated to the saving of life and property, and available to the public at all times.

CHAPTER II.

GAZETTED OFFICERS.

6. *Recruitment – Conditions of Service, etc.* – The rules prescribing the methods of recruitment and the conditions of service of the Gazetted Officers in the Andhra Pradesh Fire Service are printed in Annexure II.

7. *General Conditions.*- The following are the general conditions of service:-

(a) Every Fire Officer shall conform himself implicitly to all rules which shall, from time to time, be made for the regulation and good order of the service, and cultivate a proper regard for the honour and respectability.

(b) He shall serve and reside wherever he may be directed.

(c) He shall appear at all times in such prescribed dress and accoutrements as shall, from time to time, be ordered to be worn by each respective rank of the service, and shall always be neat and clean in his appearance.

(d) He shall act with respect and deference towards all official authorities of the country and with forbearance, kindness and civility towards persons of all ranks. He shall observe a respectable and peaceful line of private conduct and avoid all partisanship.

(e) Any Fire Officer is liable to dismissal for unfitness, negligence or misconduct and he may be suspended or otherwise punished for minor offences by the competent authority.

(f) Every article of dress or accoutrement, which may have been supplied to a Fire Officer at public cost, shall be immediately surrendered when he may cease to belong to the Fire Service. He will also at the time of retirement or transfer, vacate the residential quarters, if any, provided to him by the Government.

8. *Register of probationers.*- A register showing the names of probationers in the Andhra Pradesh Fire Service, who are appointed by the Government will be maintained by the Director of Fire Services to watch the date of expiry of the probation prescribed for them with reference to Special Rules in the Andhra Pradesh Fire Service Rules. A special report in prescribed Form containing a specific recommendation as to whether the officer is suitable for full membership of the service will be called for from the supervising officer on or about the date on which an officer completes his probation. The special report referred to will be in addition to the usual annual confidential reports.

Periods of leave (other than casual leave) taken by the probationer will be excluded in calculation the date on which the period of probation expires. The Director of Fire Services will submit a report to the Government on every probationer immediately after he completes his prescribed period of probation.

9. *Termination of Probation.*- A probationary officer of the Andhra Pradesh Fire Services, who fails to pass within the time allowed the tests prescribed in the Special Rules for the Andhra Pradesh Fire Service or who fails to prove to the satisfaction of the Government that he is fit for the Fire Services, is liable to be discharged from service or reverted to a lower post.

10. *Confirmation.*- When a probationer in the Andhra Pradesh Fire Service has completed his period of probation or extended prior of probation satisfactorily and has passed the tests prescribed in the Special Rules for the Andhra Pradesh Fire Service in that category within the time allowed, he may be admitted as a full member of the Andhra Pradesh Fire Service in that category.

11. *Seniority.*- The seniority of officers is regulated by the order in which they are placed on first appointments.

12. *Increments – Withholding of.*- The Government have laid down that where it is proposed to withhold an increment in an officer's pay as a punishment, the authority inflicting the punishment should, before the order is actually passed, consider whether it will effect the officer pension and if so, to what extent. If it is decided finally to withhold the increment, it should be made clear in the order that the effect of the punishment on the pension has been considered and that the order is intended to have this effect.

13. *Removal from service for inefficiency.*- The power to remove or to order retirement from service an officer who is proved to be unfit will be exercised by the State Government.

No officer will be removed or retired until he is informed of the grounds on which this step is to be taken and is given an opportunity to produce his defence.

14. *Resignation of appointment.*- No officer of the Andhra Pradesh Fire Service is entitled to resign his appointment without the previous sanction of the State Government.

CHAPTER III

RECRUITMENT, GENERAL CONDITIONS, TRAINING, EXAMINATION AND PROMOTION OF NON-GAZETTED OFFICERS.

15. The rules for the Andhra Pradesh Fire Subordinate Service issued by the State Government prescribing the methods of recruitments, the conditions of service, etc., are printed as Annexure III to this Manual.

16. *General Conditions.*- The conditions laid down in Order No. 7 under Chapter II will equally apply for the members of the Andhra Pradesh Fire Subordinate Service also.

17. *Direct Recruitment, Assistant Divisional Fire Officers:-* There is no direct recruitment to the rank of Assistant Divisional Fire Officers.

18. *Station Officers:-* The recruitment to this category is not made through the Public Service Commission. Selection of candidates for direct recruitment of Station Officers is made by the Director of Fire Services according to the rule issued for the purpose from time to time.

19. *Engineer Sub-Officers:-* There is no direct recruitment to this category.

20. *Leading Fireman:-* There is no direct recruitment to the rank of Leading Firemen.

21. *Enlistment of persons by direct Recruitment:-* In cases of categories for which direct recruitment is prescribed in the Special Rules for the Andhra Pradesh Fire Subordinate Service other than Station Officers, the Regional Fire Officers should themselves inspect and select suitable candidates from among qualified applicants. Consideration must be paid to the question of physique with regard to the duties required to be performed by the men, and the nature of the locality in which they are to be employed. Selected candidates should be arranged in order of merit and should be appointed as vacancies occur. For this purpose a standing list of such candidates should be maintained by the appointing authority from time to time. Periodical advertisement should be issued in the village sheets of the District Gazette indicating the procedure for enlistment in the Fire Service.

22. *Verification of Antecedents of personnel:-* Recruitment of the personnel should be made only after the verification of the application's antecedents. The antecedents of the applicants should be got verified by the police Department.

23. *Medical Examination of Recruits.*- (1) Recruits will be sent to the District Medical Officer or a Civil Surgeon, for medical examination with the Enlistment Register (Form No.1).

(2) The medical examination of recruits for enlistment to the different categories as mentioned in Order No. 21 should be done by a District Medical Officer. The issue of vaccination certificates and the grant of certificates of physical fitness to these candidates by the Government Medical Officers should be free of charge and no fee is leviable.

24. *Re-enlistment after resignation.*- Persons who resign their membership of a service can be re-appointed to it only on the basis of fresh recruitment.

25. *Promotion of Non-Gazetted Officers.*- Promotion from the ranks shown in column (1) of the statement below to the next higher category shown under column (2) thereof is made by the authority shown in column (3).

	(1)		(2)		(3)
1.	Assistant Divisional Fire Officer		Divisional Fire Officer		Government
2.	Station Officer	..	Assistant Divisional Fire Officer		Regional Fire Officer.
3.	Leading Fireman & Driver Mechanic		Station Officer	..	Regional Fire Officer.
4.	Driver Mechanic	..	Engineer Sub-Officer.		Regional Fire Officer.
5.	Driver Operator	..	Driver Mechanic		Regional Fire Officer.
6.	Fireman and equivalent ranks.		Leading Fireman	..	Regional Fire Officer.
7.	Fireman and equivalent ranks.		Driver Operator	..	Regional Fire Officer.

26. The instructions given in paragraph 27 to 36 hereunder should be observed in the matter of recommending and making promotions. Promotions shall be made on the basis of merit and ability, seniority being considered where merit and ability are approximately equal.

27. Promotion lists.0 (1) In cases of promotion to the post of Assistant Divisional Fire Officer, Station Officer and Engineer Sub-Officer, State Lists will be prepared by the Director of Fire Services and communicated to the Regional Fire Officers. Promotions or deputations for training before promotions, as he me be, to the posts of Leading Fireman, Driver Mechanic, and Driver Operator, should be made from the Regional Lists prepared by the Regional Fire Officers on regional basis.

(2) Recommendation rolls for the inclusion of names in the promotion lists ('C' Lists) are due with the Director of Fire Services and the Regional Fire Officers, as the case may be, in respect of the posts mentioned in column (1) below on the dates mentioned under columns (2) and (3).

Name of the post for which rolls to be sent		Date with Regional Fire Officers.	Date with Director of Fire Services
(1)		(2)	(3)
1.	Rolls for the inclusion of Assistant Divisional Fire Officers in the lists of Assistant Divisional Fire Officers fit for promotion to the rank of Divisional Fire Officer.	..	1 st February.
2.	Rolls for the inclusion of Station Officers in the list of Station Officers fit for promotion to the rank of Assistant District Fire Officer.	15 th February..	1 st March
3.	Rolls for the inclusion of Leading Fireman, Driver Mechanics in the combined list of Leading Firemen, Driver Mechanics suitable for promotion to the rank of Station Officers.	15 th February ..	1 st March
4.	Rolls for the inclusion of Driver Mechanics in the list of Driver Mechanics fit for promotion as Engineer Sub-Officer.	15 th February ..	1 st March
5.	Rolls for inclusion of Fireman, Carpenter, Fireman and equivalent ranks in the list of Fireman, Carpenter, Fireman and equivalent ranks fit for promotion as Leading Fireman.	15 th February
6.	Rolls for inclusion of Driver Operators in the list of Driver Operators fit for promotion to the rank of Driver Mechanics.	15 th February
7.	Rolls for inclusion of Fireman, Carpenter, Fireman and equivalent ranks in the list of Fireman Carpenter, Fireman and equivalent ranks fit for promotion to the rank of Driver Operators.	15 th February

28. *Promotion to the category of Divisional Fire Officers.*- (1) To ensure that the case and personal records of all Assistant Divisional Fire Officers are fully and carefully considered before the recommendations are finally submitted to the Director of Fire Services, the Regional Fire Officers will make out a list of all, who are permanently attached to their regions either serving under them or elsewhere, whether in or outside the Department. They will examine the personal records of those who are actually serving under them. In the case of Assistant Divisional Fire Officers, who are serving elsewhere or outside the Department, the Regional Fire Officers will obtain in good time the remarks of the officers under whom they are serving at the time. After a scrutiny of the cases of all Assistant Divisional Fire Officers serving at the time under them, elsewhere or outside the Department, the Regional Fire Officers will submit their recommendations in Form No.2 to the Director of Fire Services. With these recommendations they will enclose a list in duplicate in form No.2 of all the Assistant District Fire Officers permanently attached to their charges arranged in order of seniority. It should show where each Assistant Divisional Fire Officer is employed at the time.

(2) Reasons in full for not recommending individual Assistant Divisional Fire Officers should be placed on record in the duplicate lists accompanying the recommendation rolls. In forwarding their recommendations and the lists, the Regional Fire Officers will send to the Director of Fire Services the personal records of all the Assistant Divisional Fire Officers in their jurisdiction. They should also report on the work and conduct during the previous year of each Assistant Divisional Fire Officer on the approved list for altered seniority in the list or removal therefrom and record details of good or bad work.

(3) The list of Assistant Divisional Fire Officers who are considered suitable for admission to the Andhra Pradesh Fire Service arranged in the order of preference by the Andhra Pradesh Public Service Commission and the Government will be communicated by the Director of Fire Services to all the Regional Fire Officers, who should make it a point to scrutinise the work of such Assistant Divisional Fire Officer when inspecting the districts in which they are serving.

(4) It is essential that the Regional Fire Officers should maintain a chronological record of all correspondence in regard to their recommendations. Copies of the promotion rolls and the list of Assistant Divisional Fire Offices, which will contain their reasons for not recommending those not put up for promotion, should be kept on record in a separate docket in the confidential records repository. Copies of the promotion rolls will also be kept with the personal files of the Assistant Divisional Fire Officers concerned.

29. *Promotion to the post of Assistant Divisional Fire Officers.* (1) The procedure indicated above will also be applied to Station Officers fit for promotion to the rank of Assistant Divisional Fire Officers. It is not necessary, except for exceptional reasons of outstanding merit and ability to consider Station Officers of less than six completed years' service when submitting their recommendations in Form No. 2 the Regional Fire Officers will furnish also lists of all their Stations Officers arranged in

order of seniority in Form No. 2 showing full reasons against each or those concerned who are not recommended for promotion. Two copies of these lists should be forwarded with the promotion rolls to the Director of Fire Services with their remarks.

(2) A state list of Station Officers considered suitable for promotion as Assistant Divisional Fire Officers will be prepared by the Director of Fire Services and copies of it will be sent to the Regional Fire Officers.

(3) As in the case of Assistant Divisional Fire Officers, all correspondence in regard to the submission of promotion rolls and the lists should be carefully and chronologically maintained by the Regional Fire Officer and kept in a separate docket with their confidential records.

30. *Promotion to the Post of Station Officers.* (1) Each Regional Fire Officers should draw up a combined list of Leading Firemen and Driver Mechanics considered fit for promotion of Station Officers in the region and submit the list to the Director of Fire Services, who will after holding written as well as a VIVA VOCE examination including Drill Test, select and then fix the number of candidates to be trained in the Andhra Pradesh Fire Service State Training School as laid down in the Special Rules On satisfactory completion of their training and after qualifying themselves with a pass in the examinations thereafter, the successful candidates will be brought on to the 'C' list of persons fit for promotion as Station Officers.

(2) The Voce Voca examinations and the drill test will be conducted after the answer papers have been valued. Only those, who obtain the minimum of 40 per cent of marks or above will be summoned for the VIVA VOCE examinations and the drill test.

(3) When the candidates are selected for the examinations in connection with the drawing up of combined list referred to in sun paragraph (1) above of this Order, the case of those, who will attain the age of 40 years in the course of the next 12 months should be specifically considered as they will be disqualified for the examination in the following year.

(4) The Leading Firemen and Driver Mechanics, who satisfy the following conditions only should be selected for promotion as station Officers:

- (a) Must have a good working knowledge of English.
- (b) Must not have completed 40 years of age on the date of commencement of the training course.
- (c) Should have completed a total service of 7 years and must have served as Leading Fireman or Driver Mechanic for a total period of not less than 2 years.

(5) They shall undergo training in the Andhra Pradesh Fire Service State Training School as laid down in the Special Rules. The syllabus will be as approved by Government from time to time. After the conclusion of the course and the examinations prescribed, the name of the

individuals, who are declared successful in all subjects will be brought on to the 'C' list, their places interse on the 'C' list being fixed on the basis of their seniority.

31. **Qualifying Tests for Promotion.-** In order to judge the suitability for promotion of the individuals, who are eligible for promotion to higher ranks, the Divisional Fire Officers and the Assistant Divisional Fire Officer should conduct a qualifying test during their inspection of Fire Stations and submit their recommendations to the Regional Fire Officers concerned. The qualifying tests will be conducted in the case of promotions from the ranks shown in column (1) to the posts shown in column (2) below.

(1)	(2)
Driver Mechanic	..Engineers Sub-Officer.
Leading Fireman and Driver Mechanic	..Station Officer.
Fireman and equivalent ranks	..Leading Fireman
Fireman and equivalent ranks	..Driver Operator.

There is no necessity to hold written or oral tests to the candidates. It is sufficient if the selected men are given practical test and tests in pump drill.

32. *Promotion to the post of Engineer Sub-Officer.* The procedure indicated in Order No. 29 for the preparation of promotion list to be post of Assistant Divisional Fire Officers shall be followed in respect of preparation of 'C' lists of the Driver Mechanics fit for promotion to the post of Engineers Sub-Officer.

33. *Promotion to the post of Leading Fireman.-* Divisional Fire Officers and Assistant Divisional Fire Officers will prepare and submit annually to the Regional Fire Officers on the date mentioned in Order No. 27 above, lists of Fireman Carpenter, Fireman and equivalent ranks, who are regarded as suitable for promotion to the rank of Leading Fireman (Form No. 2.) These lists will be accompanied by service Books and personal records of the individuals concerned. The Regional Fire Officers will scrutinize the recommendations and select a list of men, who are suitable for promotion as Leading Fireman, and who should be given training for a period of 3 months in the Andhra Pradesh Fire Service State Training School according to the syllabus on the conclusion of the training course and the examinations, the successful candidates should be brought to 'C' list on the basis of seniority.

34. *Promotion to the Post of Driver Mechanics.-* (1) Divisional Fire Officers and Assistant Divisional Fire Officers will prepare and submit annually to the Regional Fire Officers on the date mentioned in order

No. 27 lists of Driver Operators, who are regarded as suitable for promotion to the rank of Drive Mechanic (Form No. 2) The lists will be accompanied by service Books and personal records of the individuals concerned. The Regional Fire Officers will scrutinise the recommendations and select a list of Driver Operators, who are suitable for promotion as Driver Mechanics.

(2) Driver Operators selected for promotion as Driver Mechanics should undergo a course of training for 3 months in the Andhra Pradesh Fire Service State Training School as per the syllabus. On the conclusion of the training course and examinations, the successful candidates will be brought on to 'C' list of Driver Operators fit for promotion to the post of Driver Mechanics on the basis of seniority.

35. *Promotion to the Post of Driver Operator.*- (1) Divisional Fire Officers and Assistant District Fire Officers will prepare and submit annual to the Regional Fire Officers on the date mentioned in Order No. 27 lists of Fireman including Fireman messengers and Ambulance attendants, who are regarded as suitable for promotion to the rank of Driver Operators (Form No. 2). These lists will be accompanied by service rolls and personal records of the individuals concerned. The Regional Fire Officers will scrutinise the recommendations and make out a list of men, who are suitable for promotion as Driver Operators.

(2) Regional Fire Officers will make necessary arrangements to hold a training course at the Andhra Pradesh Fire Service State Training School for men selected for promotion in driving and pump operation in batches of six men at a time for a period of six months for each batch, according to the syllabus at such suitable interval as they may find necessary. On the conclusion of the training course and the examinations, the successful candidates should be brought on to the 'C' list on the basis of seniority.

36. *Exemption of three years Actual Experience in Driving the Heavy Transport Vehicles.*- For the purpose of issuing on authorisation to drive Fire Service Vehicles, a Fireman or the equivalent rank of the Fire Service Department selected for promotion to the post of Driver Operator should be given actual experience in driving for not less than thirty hours during the period of training. The fact that he has had this experience in driving should be certified by the officers-in-charge of the training. On completion of this training, the Driver Operator should undergo a very strict test by the Traffic Department so as to ensure that there is no risk to the public in allowing him to drive the Fire Service Vehicles. If he passes this test, he may be allowed to drive Fire Service Vehicles without insisting upon the normal qualification of three years' actual experience in driving prescribed for the issue of an authorisation to drive heavy transport vehicles.

G.O. Ms. No. 1528, Home (Police-B) Department, dated 25th August, 1954)

37. *Preparation of 'A', 'B' and 'C' Lists.*- On the admission of an officer to a selection category by officiating appointment, other wise than out of seniority, his name will be transferred to the

connected 'B' list. When an officer has been declared to have completed probation satisfactorily his name will go on to 'A' list. Seniority for promotion and juniority for reversion of the probationers are to be fixed by the comparative seniority on the **A, B and C** lists.

It is necessary that A, and B lists of all ranks of the Andhra Pradesh Fire Subordinate Service should be kept by the **Regional Fire Officer**.

38. *Officiating Promotions.*- The proviso under subsidiary rule 2 under Fundamental Rule 103 (a), namely, that there should be no extra expenditure in the case of officiating promotions has been waived by Government in respect of promotions in the Andhra Pradesh Fire Service Department.

(G.O. Ms. No. 1568, Public (F.S),, dated 20th June, 1948.)

39. *Approved Service.*- (1) An increment is admissible as a matter of course unless it is specifically withheld. It may be withheld from a member of the service (i) if his conduct has not been good or his work has not been satisfactory, and (ii) as a definite punishment for a specific fault. When the withholding of an increment is not for any specific fault, the individual's defaulter sheet, the minute relating to any punishment recorded therein and other records bearing on his work and conduct should be pursued and the grounds for imposing the penalty should be based on such records.

(2) Before an increment is withheld, the individuals concerned should be informed of the grounds on which it is proposed to impose the penalty and he should be directed to show cause why it should not be imposed. The justification for the imposition of the penalty should then be examined and a statement of the findings and of the grounds thereof should be recorded in the order.

(3) Where it is proposed to withhold an increment in an officer's pay as punishment, the authority inflicting the punishment should, before the order is actually passed, consider whether it will affect the officer's pension and if so, to what extent; if it is decided finally to withhold the increment, the order should make it clear that the effect of the punishment on the pension has been considered and that its effect is intended.

(4) In ordering the withholding of an increment the withholding authority shall expressly state in the order:-

- (a) the period for which it is withheld;
- (b) that the period for which it is withheld shall be exclusive of any interval spent on leave before that period is completed; and
- (c) whether the postponement shall have the effect of postponing future increments.

(5) An increment of pay will take effect from the date following that on which the prescribed period of approved service is completed.

(6) Increments accruing during leave of any kind can be granted only on the expiry of such leave.

(7) The previous service of persons who have been re-enlisted will not count for increment.

(8) An individual who has retired on an invalid or on a compensation pension and is subsequently re-employed should, if his previous service counts for pension under Articles 514 and 519 of Civil Service Regulations, also count such service for increment.

40. *Completion of Probation.*- According to rule 27 of the Andhra Pradesh State and Sub-Ordinate Service Rules, the appointing authority at the end of the prescribed or extended period of probation, as the case may be, is required to consider the probationer's suitability for full membership of the service, class or category for which he was selected. The appointing authority is further required to decide whether the probationer is suitable for such membership and issue an order declaring him to have satisfactorily completed his probation. It is only after issue of order, the probationer will be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation. Should the appointing authority decide that the probationer is not suitable for such membership, he shall, unless the period of probation is extended, be discharged from the service, after being given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

41. *Register of Probationers.*- (a) A register showing the list of probationers in the Andhra Pradesh Fire Sub-ordinate Service in the categories of Assistant Divisional Fire Officers, Station Officer, Engineer Sub-Officer, Leading Fireman, Driver Operator, Fireman and equivalent ranks will be maintained by the Regional Fire Officers in respect of appointments made by them to watch the date of expiry of the probation prescribed for each of them with reference to the rule quoted in Order No. 40 above. A special report should be called for by the Regional Fire Officers immediately after an officer completes his prescribed period of probation with a definite recommendation whether the officer is fit to be confirmed in his appointment. The special report referred to will be in addition to the usual annual confidential reports.

(2) The special report on the officiating Assistant Divisional Fire Officer with regard to the completion of probation or with regard to the extension of probation should be sent to the Director of Fire Services, for perusal and return for necessary action to be taken by the Regional Fire Officers concerned, since the Regional Fire Officers are the appointing authority in respect of Assistant Divisional Fire Officers.

NOTE:- Consequence on the abolition of the posts of Driver Mechanics due to the recognition of Fire Services ordered in G.O. Ms. No. 2715, Home (Police-A) Department, dated 21-11-1958, promotions to the post of Drive Mechanic should not be resorted to and provisions in this Manual to this effect should be treated cancelled.

CHAPTER IV.

REWARDS.

42. *Rewards.- Subordinate Fire Officers and Personnel.-* (1) Money rewards within the sanctioning powers of the officers mentioned in Order No. 43 may be granted to Fire Officers and personnel except Divisional Fire Officers and above for services of special merit involving outstanding skill and devotion to duty such as rescuing life and property and putting out fires.

(2) Permission to accept special rewards offered to Fire Officers by private person may be granted by the Government. Whether the rewards should go to the individuals concerned or to a Fire Service Fund or partly to each, will be decided by the Government.

(G.O. Ms. No. 1718, Home, dated 1st May, 1951.)

43. *Rewards – Powers of sanction of Officers.-* The Director of Fire Services and the Regional Fire Officers have been empowered to sanction rewards to Subordinate Fire Officers up to a limit of Rs. 300 in any one set of circumstances. The maximum amount of the rewards that can be sanctioned by the Director of Fire Services or the Regional Fire Officers to any one Subordinate Fire Officer will not exceed Rs. 250.

NOTE:- Money rewards should not be granted to the Fire Service personnel for smart turnout on parades and other routine works.

44. *Rewards by other departments.-* Rewards granted to Subordinate Fire Officers by Officers of other departments in recognition of work done to their departments may be disbursed to them direct, the Director of Fire Services and the Regional Fire Officers being informed of the fact.

(G.O. Ms. No. 1718, Home, dated 1st May, 1951.)

45. *Form of Rewards.-* Rewards may be in the form of cash or kind. Medals should not be given as rewards.

(G.O. Ms. No. 1718, Home, dated 1st May, 1951.)

46. *Publication.-* Details of rewards awarded by the Government, other departments and the Director of Fire Services, and the Regional Fire Officers will be published in the monthly Fire Service Gazette.

(G.O. Ms. No. 1718, Home, dated 1st May, 1951 and Government Memorandum No. 19676/Police. IV/51-2, Home, dated 30th August, 1951.)

47. *Grant of certificates and letters of thanks to private individuals and others by Fire Officers – Prohibited –* Fire Officers are prohibited from granting certificates in their official capacity to private individuals and other for any services, rendered to the Fire Service.

48. *Good Service Entries:-* Good Service entries may be awarded for conspicuous service in rescuing life and property and extinguishing fires -

(i) by the Divisional Fire Officer to Leading Firemen, Driver Mechanics, Driver Operators, Firemen and equivalent ranks :

(ii) by the Director of Fire Services and the Regional Fire Officers to the Assistant Divisional Fire Officers, Station Officers and Engineer Sub-Officers.

The Good Service Entries awarded to Assistant Divisional Fire Officers will be entered in their Service Books while those awarded to officers of lower ranks will be entered to their Service Books and personnel record books.

(G.O. Ms. No. 1718, Home, dated 1st May, 1951 and Government Memorandum No. 119676, Police. IV/51-2, Home, dated 30th August, 1951.)

49. *President's Police and Fire Service Medal and the Police Medal -*

(1) The President's Police and Fire Service Medal and the Police Medal will be awarded to the members of Police Forces and organized Fire Services in consideration of gallantry or meritorious services and outstanding devotion to duty. Recommendations for the award of the medals for gallantry should be marked secret and submitted to the Director of Fire Services by the Regional Fire Officers, immediately after the performance of the acts, which occasion the recommendation ; the written opinion of the District Collector concerned should also be obtained and forwarded in such cases.

(2) In other cases, the awards will be made twice a year on the occasion of Republic Day (26th January) and Independence Day (15th August). Recommendations for the awards, which are due with the Government by the 26th October and 15th May, should be marked secret and submitted to as to reach the Director of Fire Services by the 10th September and the 1st April respectively each year. Full names of the individuals recommended, their rank, the number of years of their service in the Fire Service, and full details of their previous good work and of the particular act or acts for which the grant of the medal is recommended, with dates of incidents referred to, should be given. A list of good service entries and rewards earned by each person should accompany the recommendations. It should also be stated whether the nominees have at any time incurred the censure of a Court or had been concerned in proceedings that have been censured by Courts of Law. A certificate in the following form should be furnished in respect of each recommendation.

CERTIFICATE

Certified that the integrity of Shri..... Recommended for the award of the President's Police and Fire Services Medal for gallantry / distinguished meritorious service is above suspicion, and that he has neither incurred censure nor was concerned in proceedings that were censured in a Court of Law.

Certified also that no judicial proceedings are pending in respect of the incident underlying the recommendation.

} For
gallantry
only.

50. Services in other states – Verification before Medals are recommended.- When a Fire Officer is recommended for the award of the President's Police and Fire Services Medal or the Police Medal in recognition of the services performed by him in a State other than that to which he belongs, the facts of the case should be referred for verification to the authority concerned in the other State.

51. The Statutes and the Rules governing the grant of the President's Police and Fire Services Medal and the ' Police Medal ' are reproduced in Annexure No. IV.

CHAPTER V.

PROSECUTION OF NON-GAZETTED OFFICERS, LEGAL, ASSISTANCE TO FIRE OFFICERS AND THE INSTITUTION OR DEFENCE OF SUITS BY THE GOVERNMENT.

52. Sanction to Prosecute Fire Officers.- (1) The police should obtain the prior concurrence of the Collector and District Magistrate in the mufasil and Director of Fire Services in Hyderabad city before charge-sheeting non-gazetted personnel of the Fire Service Department for offences alleged to have been committed by him in the course of discharge of his official duties.

(2) The Collector and District Magistrate in the mufasil and the Director of Fire Services in Hyderabad city should send their replies to the Police within ten days of the receipt of such proposals from the Police. In the event of difference of opinion between the police on the one hand and the Collector and District Magistrate or the Director of Fire Services on the other; the Police should obtain the orders of the Government in the matter.

(G.O. Ms. No. 2164, Home, dated 11th May, 1950)

(3) No civil suit or criminal prosecution shall, except with the provisions sanction of the Director of Fire Services, be instituted by Fire Officer in respect of any wrong done to him in his official capacity or of any offences committed by another Fire Officer in his official or private capacity.

53. Punishment After Conviction.- (1) A Fire Officer, convicted of an offence involving moral turpitude and sentenced to imprisonment shall ordinarily be dismissed unless he is retained in service with the special orders of the Director of Fire Services. In cases where a Fire Officer is convicted and sentenced to imprisonment for an offence not involving moral turpitude, he may be dismissed, removed or compulsorily retired from service by competent authority, unless otherwise ordered by the Director Fire Services.

(2) A Fire Officer sentenced to fine only need not be dismissed or compulsorily retired. The authority competent to pass an order of dismissal shall decide whether he deserves dismissal or compulsory retirement or a more lenient punishment and act accordingly.

(3) The Government have ordered that the punishment to be awarded to a Government servant who has been convicted under the Prohibition Act, either for the first or subsequent offence, may extend to dismissal from the service, the exact penalty being decided by the competent authority having due regard to the gravity of the offence, and all the relevant facts and circumstances of the case.

(4) Where there is grave criminal misconduct on the part of a Government servant, action should be taken under the 'Civil Service (Classification, Control and Appeal) Rules, disciplinary proceedings. Disciplinary proceedings being initiated forthwith and completed even before instituting criminal proceedings against the Officer in a Court. The decision in the Department proceedings when completed should not ordinarily be postponed till the criminal case is disposed of.

(5) Where an order of dismissal or compulsory retirement is called for as a result of the conviction, such order should be passed immediately on conviction, such order should be passed immediately on conviction by the first trial Court and not postponed till the convicted Government servant has exhausted all his rights of appeal to higher courts.

(G.O. Ms. No. 2213, Home (Police-C) Department, dated 2nd September, 1955).

54. *Procedure After Acquittal:-*

(1) When a fire officer has been tried and acquitted by a Criminal Court or has had his conviction quashed on appeal he should ordinarily be reinstated.

(2) If on a full consideration of the same facts, a Criminal Court has arrived at a definite decision which is neither reversed nor modified, it is not expedient that the department should proceed on the basis that the proceedings in the Criminal Court were misconceived or that the judgement was erroneous, but if certain facts affecting the charge were not placed before the Criminal Court or a definite aspect of the case was not considered by it, there is no objection to a departmental enquiry into matters which did not form the basis of the judicial proceedings.

(3) It is not to be understood that the departmental authorities are not entitled on grounds of legitimate suspicion, to order a departmental enquiry in all such cases. However, in enquiries of this kind, the departmental authorities should not dissent from the conclusions arrived at by the Court of Law unless fresh circumstances have brought to light lacunae or defects in the evidence before, or in the procedure of such court.

(4) If the acquittal, whether in the Court of Original jurisdiction or of appeal, was based on technical grounds or if the facts established at the trial show that his retention in Government service is undesirable, the authority competent to impose the punishments may take departmental cognizance of the misconduct.

55. *Defence of Fire Officers in Criminal Prosecution and Civil Suits:-*

The defence of Fire Officers involved in criminal prosecutions or civil suits brought against them on account of acts committed in the discharge of their official duties will be governed by the following Rules:-

(1) *Defence of Civil Suits against Government Servants at Public Expense.-* The sanction of Government or any other competent authority which the Power has been delegated should be obtained under item 9 (E) (iii) (a) of Appendix 15 to the Andhra Pradesh Financial Code, Volume II to defend at the public expense a civil suit instituted against a Government servant in respect of any act done in his official capacity.

(2) **DEFENCE IN CRIMINAL CASES:-** When a criminal charge not falling under section 197 of the Code of Criminal procedure is brought against a Government servant, the District Magistrate in the mufffasa or the Head of the Department in the Hyderabad city defence, is not likely to exceed Rs. 25/- a day or Rs. 150/- for the whole case decide whether the defence shall be undertaken at the expense of Government or not, in accordance with item 9 (E) (III) (b.) of Appendix 15 to the Andhra Pradesh Financial Code, Volume II. If the fee is not likely to exceed the above limits, but the Collector and the District Magistrate and the Head of the office disagree regarding the defence of the Government servant, or if the fee is likely to exceed the above limits, the Collector and the District Magistrate or the Head of the Department as the case may be shall instruct the appropriate legal adviser of Government to appeal for the accused Government servant in the initial proceedings and request the court to postpone the further hearing of the case pending a decision by the Government as to whether he should be defended at the expense of the Government or not.

NOTE:- All Collectors and District Magistrates have been empowered to sanction fees to private counsel engaged for the defence of Government servants in criminal cases at rates not exceeding the rates payable to public prosecutors and subject to a maximum of Rs. 150 for each case.

(3) *Incidental Expenditure:- Sanction of* :- The Collector and the District Magistrate or the Head of the Department who has power to sanction the Defence of a Government servant may as per item to (E) (iii) (c) of Appendix 15 to the Andhra Pradesh Financial Code Volume II also sanction the payment of incidental expenses up to a limit of Rs. 50. The sanction of Government should be obtained if the incidental expenses exceed Rs. 50.

Note I. :- When an order sanctioning defence of a Government servant in any civil or criminal proceedings has been passed under the rules, the Government may, after the conclusion of the proceedings for sufficient cause cancel or revise such order.

Note 2.:- If, in a civil or criminal proceedings instituted against a Government servant the court decides in his favour but an appeal is filed or other proceeding taken to secure a reversal or modification of decision, the question whether such appeal should be decided in accordance with the rules issued by the Government.

Note 2:- If the Government servant wins the case and costs, damages or compensation (whether as personal solatium or not) are or is awarded to him, the expenditure incurred by the Government upto the limit of such costs, damage or compensation should be refunded by him.

(4) **Irrecoverable Costs – Write off:-** Under item 1(b) of part B of Appendix 23 to the Andhra Pradesh Financial Code, Volume II, the sanction of Government is necessary to write off irrecoverable costs

Awarded to Government servants in the civil suits in which their defence has been sanctioned at public expense.

Under item 1 (e) thereunder the Collector and the District Magistrate in the manual and the Head of the Department in Hyderabad City may sanction the write off upto a maximum limit of Rs. 150 - in each case of irrecoverable compensation awarded by Courts to Government servants in criminal case in which their defence as been sanctioned at public expense.

(5) False and malicious allegation of corruption are often made against Government Servants with a view to hamper and embarrass them in the proper discharge of their duties. In order to protect their servants from such allegations the Government consider that the Government servant concerned should be given such legal assistance as may be necessary to enable him to take effective action against those making the allegations. When there is good reason to believe that the allegations, made against a Government servant are false or malicious, and he wishes to take legal proceedings against the person making them, the Head of the Department and the District Head of the office in which the Government servant is employed (in consultation with the Collector of the District) should arrange for the appropriate law officer of the Government giving the necessary legal advice and appearing in Court on behalf of the Government servant. Where the person defamed is himself the Head of the Department or the District Head, the sanction of the State Government or that of the authority, who is immediately superior to the District Head, as the case may be, should be obtained.

(G.O.Ms. No. 2210, Public (Service), dated 28th August, 1951).

56. *Civil Suits by or against the state:-* (1) The institution of a civil suit by or against the State required the sanction of Government. In all such suits and in suits by or against Fire Officers which go up to the Government for sanction the plaints and written statement should, except in cases of emergency, be got approved by the Government before they are filed. After the approval has been obtained the Director of Fire Services can act further on behalf of the Government by signing plaints and if acquainted with the facts of the case by verifying the pleadings. If a civil suit is instituted against the State in connection with a matter concerning the Fire Service Department, the Regional Fire Officer shall refer the matter to the Director of Fire Services for orders. As the defence of such suits ordinarily falls upon the Government pleader of the District, the Director of Fire Services will secure his services through the Collector;

(2) *Legal advice to be obtained in regard to litigation affecting the State:-* (a) Wherein a suit is instituted or the defence of a suit undertaken on behalf of the State it is desirable to obtain legal advice in regard to litigation by or against the state. It is not necessary that such advice should be obtained merely because of notice of suit against the State is given under section 80 of the Code of Civil procedure though in important cases it may not be desirable for the office dealing with the notice to obtain legal advice regarding it. Nor will officers who are competent to sanction the filing or defence of suits on behalf of the State, be bound to follow the legal advice they may receive though

If they decide to reject it they must place the reasons for their decision clearly on record. Subject to these directions, it shall be the duty of every officer before filing or sanctioning the defence of a suit or appeal, to obtain the opinion of the appropriate legal adviser as to whether the suit or appeal is legally maintainable. In the case of collector or other district officers, the Government Pleader of the District will be referred to and the fact of this having been done shall be included in any report to higher authority. In the case of the Board of Revenue and other heads of Departments, the Government Pleader, Andhra Pradesh, shall be consulted, in regard to litigation affecting the States.

(b) The Director of Fire Services is entitled to seek the advice of the Advocate-General and other Law Officers but if he desires to obtain the opinion of the Advocate-General, he should address the Government in the Administrative Department and not seek his advice direct.

(c) As far as possible it is desirable that reference are made to Law Officers and their opinions are obtained in *writing*. Even if the reference is made orally and the opinion is also given orally, it is desirable to have a written memorandum regarding the matters, a copy being sent to the public Prosecutor for information. If he has any corrections to suggest he will no doubt indicate them.

57. *Law Officers to Deal with Writs Filed in the High Court, Andhra Pradesh.-*

(i) The Government pleader, Andhra Pradesh should normally appear on behalf of the Government in any application for writ filed in the High Court under Article 226 of the Constitution of India and posted for hearing whether before a single Judge or a Division Bench;

(ii) The Advocate-General, Andhra Pradesh, should appear on behalf of the Government in any application for writ filed in the High Court under Article 226 of the Constitution of India, and posted for hearing whether before a single Judge or a Division Bench ; when he is specially required to do so by the Government pleader or the Government in the Department concerned with the subject matter of the proceedings ;

(iii) If the departments of the Secretariat concerned desire that the Advocate-General Andhra Pradesh, should appear in any particular writ petition in the High Court having regard to the nature and importance of the case they should take immediate steps to issue necessary instructions therefore ;

(iv) When the Government Pleader, Andhra Pradesh, applies to the department of the Secretariat for necessary instructions for preparation of the draft counter-affidavits etc., and if the departments decide that the Advocate-General should appear, they should inform the Government Pleader, Andhra Pradesh, that the draft counter affidavit should be settled in consultation with the Advocate-General, who has been requested to appear on behalf of the Government in the proceedings concerned ; and

(v) as regards other civil cases, the Government Pleader, Andhra Pradesh, should continue to enter appearance on behalf of the Government in the High Court, Andhra Pradesh.

(G.O. Ms. No. 1673, Home (Courts. III), dated 30th June, 1959).

58. Claims for Loss of Services Against Members of the Public for Injury Caused by them to Fire Officers.- Fire Officer should report promptly, through their superior officers to the Director of Fire Services the full fact regarding any injury sustained by them whether on or off duty owing to the negligence of a member or members of the public. The question of instituting a claim for loss of services against the party alleged to be responsible for the injury will be decided by the Government in each case in consultation with their legal advisers.

CHAPTER VI.

59. *Punishment of and Appeals from Non-Gazetted Officers.-* The Civil Services (Classification, Control and Appeal) Rules will govern members of the Andhra Pradesh Fire Sub-ordinate Service in the matter of discipline and appeal. Relevant extracts of these rules are contained in Annexure V to this volume. These rules should be followed with regard to the conduct of departmental enquiries and disposal of appeals.

The cardinal principle of discipline is that no one shall be punished unless he has been given an adequate opportunity to defend himself against the action proposed in regard to him.

60. Reduction of Assistant Divisional Fire Officers, Station Officers and Others to Lower Ranks-- (1) The reduction of an Assistant Divisional Fire Officer to the rank of Station Officer and of a Station Officer to the ranks of Leading Fireman, or Driver Mechanics, and of an Engineer Sub-Officer to the rank of Driver Mechanic, as the case may be should be awarded only in very exceptional cases and then only in the case of those who have been promoted from the lower ranks i.e. Station Officer, Leading Fireman, or Driver Mechanic. Similarly in respect of the other categories namely, Leading Fireman, Driver Operator, and Drive Mechanic reduction to the lower ranks should not be awarded unless the incumbents have been promoted from the ranks of Fireman and equivalent ranks, and Driver operator as the case may be. When dismissal is too severe a punishment, the delinquent may be removed from service.

(2) Wholesale reduction by a number of increments at a time should not be awarded on punishment rolls. Drastic reductions may be within the letter of the rules, but they are not in keeping with their spirit and from every point of view, it is undesirable that they should be ordered.

61. *Punishment of Officiating Officers- Officers Competent to Award-* The fact of an officer having been placed in charge of an appointment or post (as distinguished from his being appointed to officiate in the post) does not affect the power of punishment given to the various officers in rules 14 (a) of the Civil Services (Classification, Control and Appeal) Rules. An officiating incumbent should be dealt with in the same way as a permanent officer of that rank.

62. Recovery from Pay.- The authority imposing the penalty, recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders, shall follow the procedure prescribed in the Civil Services (Classification, Control and Appeal) Rules.

The penalty recovery from pay can be imposed in addition to any other penalty after following the procedure prescribed in Rule 19.

(GovernmentMemorandum No. 17995/Police, III/51-2, Home, dated 2nd November, 1951).

63. *Recovery from Pension.*- (1) (a) If any recover has to be made from a Government servant in order to make good loss caused to Government as a result of negligence or fraud on the part of the person concerned while he was in service, his pension should not be sanctioned until after the enquiry in respect, of the matter has been completed and the amount of loss Government has been determined. The amount due to Government should in such cases be adjusted against the last pay or the leave salary due to him. If the sum due to Government exceeds the amount of last pay or leave salary, steps should be taken to ascertain whether the Government servant concerned is willing to make good the loss caused to Government by recovery from his pension. If he is willing, his consent in writing should very from his pension. If he is willing, his consent in writing should be obtained for such recovery from his pension before the pension is sanctioned. The orders sanctioning the pension should make it clear whether the pensioner by request made consent given has agreed that the recovery may be made from his pension and should indicate the number of installments in which the amount is to be recovered.

(b) If the Government servant, declines to give his consent in writing, Article 470, Civil Service Regulations, cannot be used directly to effect the recovery. Articles 470 (b) of the Civil Service Regulations, however, permits a permanent reduction in the amount of pension where an officer service has not been thoroughly satisfactorily satisfactory, and the Government are justified in making proof of a specific instance of afrud or negligence by an officer the ground for a finding that his service has not been thoroughly satisfactory, and the Government are justified in making proof of a specific instance of afrud or negligence by an officer the ground for a finding that his service has not been thoroughly satisfactory within the meaning of the article for the purpose of reducing his pension. In such case, therefore, the pension papers with the recommendations of the Head of the Department should be submitted for the orders of the Government through the Accountant-General.

(2) (a) If, on the other hand, the amount due to Government represents over payment of pay, allowances, leave salary, house rent, Postal Life Insurance premia, outstanding motor car, house building, traveling allowance or other advances, the amount should be adjusted against the last pay or leave salary, steps should be taken to obtain the consent of the officer in writing to recover the amount in suitable installments from his pension before the pension is sanctioned.

(b) If any case the retiring Government servant refuses to give his consent to the recovery of dues from his pension, steps should be taken to proceed against him in a Court of Law or to write off the loss to Government if it is considered not worthwhile to adopt such a course.

(3) The Government reserve to themselves the right to order the recovery from the pension of an officer, who entered service on or after 12th August, 1938 of any amount on account of losses found in judicial or departmental proceedings to have been cause to Government by the negligence of fraud of such Officer during his service.

Provided that –

(a) such departmental proceedings, if not instituted while the officers was on duty;

(i) shall not be instituted save with the sanction of the Government;

(ii) shall be instituted before the officer's retirement from service or within a year from the date on which he was last on duty whichever is later;

(iii) shall be in respect of an event which took place not more than one year before the date on which the officer was last on duty and

(iv) shall be conducted by such authority and in such places whether in India or elsewhere as the Government may direct;

(b) all such departmental proceedings shall be conducted if the officer concerned so request in accordance with the procedure applicable to departmental proceedings on which an order of dismissal from service may be made; and

(c) such judicial proceedings, if; not instituted while the officer was on duty shall have been instituted in accordance with sub-clauses (ii) and (iii) of clause (a).

64. Procedure prior to reduction, suspension as Specific Punishment, Compulsory retirement, removal or dismissal.- The procedure to be followed for imposing the penalty of reduction, suspension as a specific punishment compulsory retirement, removal or dismissal is laid down in Annexure VI.

65. *Departmental Enquiries in cases of fraud of Embezzlement of Government money.*- (1) When fraud or embezzlement of Government money by a Government servant is discovered, the immediate step that should be taken, the general principles that should regulate the enforcement of responsibility for losses sustained by Government and the procedure to be followed in prosecution in Criminal Court are defined in Articles 301 and 302 of the Andhra Pradesh Financial Code Volume I. The following instructions should be followed in regard to the institution of departmental enquiry, where a prosecution is or likely to be instituted.

Where fraud or embezzlement of Government funds has occurred, the institution of criminal proceedings does not absolve an officer from conducting immediately a thorough Departmental enquiry While departmental proceedings cannot as a rule proceed concurrently with a criminal prosecution, it is essential that such proceedings should be conducted as far as possible to some definite stage. The normal procedure for such proceedings is laid down in rule 19 (b) of the Civil Services (Classification, Control and Appeal) Rules and the stage which the departmental proceedings can reach may be any one of those described or implied in the rule i.e. the preliminary recording of evidence the receipt of the delinquent's statement after the framing

of a charge, the personal hearing or the enquiry. Where it is intended to prosecute a finding and sentence should not be recorded in the departmental proceedings till after the disposal of the criminal case.

(2) The general rule should be that in all cases of fraud, embezzlement or similar offences, departmental proceedings should be instituted at the earliest moment against all the delinquents and conducted with strict adherence to the rules upto the point at which the prosecution of any of the delinquents begins. At that stage it must be specifically considered whether further conduct of the departmental proceedings against any of the remaining delinquents is practicable, if it is it should continue as far as possible (which will not a rule include finding and sentence). If the accused is convicted, the departmental proceedings against him should be resumed and formally completed. If the accused is not convicted, the departmental proceedings against him should be dropped unless the authority competent to take disciplinary action is of the opinion that the facts of the case disclose adequate grounds for taking departmental action against him. In either case, the proceedings against the remaining delinquents should be resumed and completed as soon as possible after the termination of the proceedings in Court.

(3) Where action is taken under the public Servants Inquiries Act, 1850 (Central Act XXXVII) of 1850), this ordinarily takes the place of a criminal prosecution as regards the persons accused; but the procedure as regards other persons involved, against whom the act is not employed should be in accordance with the instructions, given above.

66. *Resignation or retirement of Government Servants when Departmental Proceedings are pending against them, etc. Procedure:-* Notwithstanding anything contained in clauses (a) and (c) of Fundamental Rules 56, a Government servant under suspension on a charge of misconduct should not be required or permitted to retire on his reaching the date of compulsory retirement but should be retained in service until the enquiry into the charge is concluded and a final order passed thereon by a competent authority. Such an officer should be allowed to draw subsistence allowance till final orders are passed on the charges pending against him. If the Government servant is finally exonerated, he should be allowed to draw, with effect from the date of superannuation, only the pension which he would have been entitled to, had he retired from service in the usual course, the allowance already granted being adjusted towards pension admissible.

(2) Government servants on duty, who attain the age of superannuation and against whom departmental proceedings are pending, may be permitted to retire on a provisional pension, if the charges are not so serious as to necessitate suspension i.e., charges likely to entail removal or dismissal. In the final orders passed, a suitable reduction in pension may be made, if necessary.

(3) A Government servant should not also be permitted to resign when any departmental proceedings against him are pending or under contemplation.

67. *Censure:-* A censure should be given only when the offence is such as seriously to affect the character of the officer or his suitability for the department. In every case where it is proposed to award of measure the officer concerned should be given a reasonable opportunity of showing cause against the imposition of the penalty. No oral enquiry is necessary.

68. *Withholding of Increments:-* (1) An increment is admissible as a matter of course unless it is specifically withheld. It may be withheld (i) for the general unsatisfactoriness of an officer's work and conduct or (ii) as a definite punishment for a specific fault.

(2) If it is proposed to withhold an increment on account of an officer's unsatisfactory work and conduct, the conduct register or defaulter sheet and other records bearing on the officer's work and conduct should be perused and the grounds for imposing the penalty should be based on such records.

(3) Before an increment is withheld the officer concerned should be informed of the grounds on which it is proposed to impose the penalty and he should be directed to show cause why it should not be imposed. The justification for the imposition of the penalty should then be examined and a statement of the findings and of the grounds thereof should be recorded in the order.

(4) The instructions regarding the withholding of increments in Order No. 12 of Chapter II and Order No. 39 of Chapter III are applicable *MUTATIS MUTANDIS* to all (Subordinate) Fire Officers who draw pay in the incremental scale and when punishment by reduction of a lower post or to a lower stage in the same time-scale is ordered.

Note :--- Periods spent under suspension should be excluded from the period necessary to earn an increment postponed or withheld.

69. *Suspension :-* (1) Under rule 14 (a) of the Civil Services Classification, Control and Appeal) Rules (Annexure V) the penalty of suspension should be resorted to only when it is necessary in the public interest to suspend an officer pending enquiry into grave charges against him. When suspension is ordered for such reason it should not be necessary to observe the procedure laid down in Annexure No. VI.

(2) (a) When an officer is eventually released from suspension and resorted to duty. Suspension pending enquiry should be treated as eligible leave, if the officer is not honourably acquitted, but in such a case substantive punishment other than specific suspension such as stoppage of increment or reduction may be awarded at the discretion of the authority which ordered the release of the officer from suspension. If the officer is honourably acquitted the entire period of suspension pending enquiry should be treated as duty.

(b) When an officer is eventually dismissed as a result of an enquiry into departmental charges against him, his dismissal should take effect from the date on which he was placed under suspension

pending enquiry. In such a case the recovery of the subsistence allowance paid to him is not necessary with reference to the ruling under Fundamental Rule 58.

(3) Suspension shall take effect from the date of receipt of the order by the officer effected unless he is an absentee without leave in which case it will take effect from the date of absents from duty.

(4) An officer under suspension should ordinarily be allowed to leave his station unless wanted there for enquiry provided that he gives his address before leaving.

70. *Suspension Ordered by officers not empowered to award the penalty procedure:---* (1) In cases of grave misconduct the Divisional Officers may suspend any member of the Andhra Pradesh Fire Subordinate Service pending enquiry into the charges against him as per rule 15 (a) of the Civil Service (Classification, Control Appeal Rules.)

(2) The District Officers are empowered to release officers from suspension ordered by them under the proceeding clause.

71. *Kit of Officers under suspension to be Deposited:---* All Fire Officers when placed under suspension, shall deliver to their immediate superior officer, kit supplied to them by Government.

72. *Absence from duty without leave – Dealing with instructions:---* (1) Any member of the service who is continuously absent from duty, without report, for more than 21 days should be charged for absence without leave and disciplinary action taken against him. Unauthorised absence can be treated as leave without pay and during such period a substitute can be appointed as no extra expenditure is caused to Government thereby.

(2) No person should be dismissed or removed from service before observing the prescribed procedure. It is not permissible to strike off the rolls, the names of absentees without observing the disciplinary procedure. In such cases charges should be framed, explanation should be obtained, an enquiry should be held and the person charged should be given an opportunity to show cause why the proposed penalty should not be imposed on him.

(3) While framing the charge, in the last paragraph of the charge sheet it should be specifically stated that should no explanation be received from the absentee in reply to the charges, further action will be taken against him on the presumption that the charges have been accepted by him and he has no explanation to offer. The charges and orders to submit this explanation within seven days should be sent by registered post acknowledgement due to the last known address of the absentees furnished by him. The postal acknowledgement received in support of the delivery of the letter should be filed along with the office copy of the charge sheet. If no explanation is received within the time limit specified, the case may be judged *ex parte* and orders passed dismissing the absentee from service. If the registered letter is returned undelivered, the letter and cover will also be kept along with the office copy of the charge sheet and action taken to dismiss the absentee as stated above.

(4) The above requirements can be waived only in exceptional cases, for special and sufficient reasons to be recorded in writing, provided that they can be waived without injustice to the person charged.

(5) In case the absentee reports for duty at a later date, the substitute should normally be retrenched immediately, but should it be considered desirable, the absentee may on his reporting for duty, be placed under suspension and the substitute retained until the case against the offender has been decided. If the offender is eventually dismissed from service, the substitute should be retained. If he is reinstated the junior most person should be retrenched from the date of reinstatement.

(6) Immediate action should be taken to recover the dues to Government, if any, from the absentee as also the items of uniform issued to him. The balance, if any, irrecoverable should be reported within one month from the date of the discharge of the absentee and orders of the competent authority obtained for write off of the irrecoverable items.

(7) Any loss to Government caused through failure to carry out these orders will lead to recovery from the officers responsible.

73. *Failure to attend an enquiry* :-- When an officer whose conduct is under enquiry is on leave and without sufficient cause fails to obey a verbal or written order requiring him to attend the enquiry on a specified date, he will be liable to have his leave cancelled and to be suspended and treated as having absconded with the accusation or accusations hanging over him. It is incumbent on the delinquent officer whether he is under suspension or on leave, to leave his address, with the Divisional Fire Officer or the officer conducting the enquiry, any change of addresses being duly communicated. Service of orders, should be directed to the address furnished by the delinquent officer whose responsibility, which can be pointed out to him at the time is to see that he makes proper arrangements to receive any communication. If he does not receive the orders, the failure to attend the enquiry would then be his and he will be rejected unless it is supported by a medical certificate issued by his medical attendant, and if the officer conducting the inquiry requires it, by a certificate of the District Medical Officer or the nearest Gazetted Government Medical Officer available, before who, he may be directed to appear by that officer. If however, he is clever enough not to carry his effort to the extent of having the proceedings against him closed for the reason that he is treated as absconding, a sure method of serving orders on him, would be at the time he comes to a Fire Station to receive his pay. The officer conducting the enquiry must arrange for the service of the orders at the time of the delinquent is paid.

74. *Date of effect of punishment* :-- Punishment take effect from the date of the receipt of the order by the individual affected, unless another date is specified in the order.

76. *Appeals – Records to Accompany:*-- Appeals must be accompanied by (a) a copy of the minutes and (b) a copy of the defaulter sheet. The copy of the defaulter sheet furnished to an appellant or forwarded with the records of the case should show the date of his enlistment in the Fire Services. The copy of the defaulter sheet need not be sent with time-barred appeals; the appellate authority will call for it if he so desires.

77. *Consideration of time expired Appeals:*- No statutory appeal preferred to the Director of Fire Services after the expiry of the prescribed time limit i.e. tow months after the date on which the appellant was informed of the order appealed against and no representation other than a statutory appeal will be examined by him unless he considers that there has been a miscarriage of justice or for other special reasons.

78. *Unnecessary Appealing :-* (1) Subordinate Fire Officers are warned that they are entitled statutorily only to one appeal against any order imposing a penalty, Second, appeals are barred subject to the stipulation in Order No. 77.

(2) While Fire Officers in common with other Government servants are at liberty to submit petitions, they are warned that unnecessary petitioning against the decisions of superior officers –a as distinct from the appeal referred to above – will be considered insubordinate conduct.

79. *Forwarding Records with appeals:*- (1) Every appeal shall be forwarded to the appellate authority by the authority from whose orders the appeal is preferred with an expression of opinion and with such remarks as are necessary in regard to the accuracy of the statement made and inferences drawn in it. In forwarding appeals, the records connected with the order appealed against need not be forwarded in the first instance. If the evidence has been properly arranged, the appellate authority should be able, in many cases, to determine from it how far the contentions of the appellant are supported and will be justified in disposing of the appeal on a perusal of the appeal petition and copied of the order and the minute accompanying it, in accordance with Order No. 76.

(2) If further consideration appears necessary, the records should be called for and, in submitting them the subordinate authority will use his discretion as to whether or not he should offer any further remarks.

(3) An appellate authority should not call for a special report until it has seen the records and discovered the exact points upon which such a report is required.

(4) When an appeal is presented, the appellate authority should first satisfy itself whether the requirements of Rule 19 of the Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules

have been complied with and if there are any defects in the procedure it should return the case to the authority which passed the original order for rectification of the defects, after setting aside, the original order which is found to be irregular due to procedural defects.

(5) When an admissible appeal is submitted to Government, all the *evidence* – documentary and oral – which forms part of the record of the enquiry should be submitted with the appeal and the remarks of the Head of the Department on the points raised in the appeal.

(6) In cases where an appellant states that the rules laid down in this Chapter were not followed the authority passing the orders appealed against should report on the allegations specifically examined by the appellate authority.

80. Enhancement of punishment by appellate authority show cause notice to be issued before enhancing the punishment – Instructions:- Appellate authorities have powers to enhance the punishments awarded to delinquents and the enhancement is being done at the time of disposing of appeal petition or at the time of inspections. No fresh show cause notice is being issued to the delinquent by the appellate authority before enhancing the punishment, if the competent authority had already obtained the further representation against a more severe punishment. For example, when a competent authority has given a further opportunity to show cause against the imposition of a punishment, say for dismissal, and eventually imposed a lesser punishment, say reduction, for enhancement of this punishment by the appellate authority, a further opportunity is not, being given, as the further representation against the order of dismissal, had already been obtained by the authority who imposed the punishment of reduction. It has been held by the Government that the above procedure of enhancing the punishment by the appellate authority without giving an opportunity to the delinquent, to represent against the enhanced punishment offends the principles of natural justice and that therefore a show cause notice has to be issued to the party before enhancing the punishment.

All appellate authorities should note that, if they want to enhance a punishment already inflicted, to a more severe penalty or increase the duration of the penalty to a longer time, they should always issue another other show cause notice to the delinquent concerned and obtain from him a further representation, as to why the proposed enhanced punishment should not be awarded.

81. *Authority which may Impose any of the Penalties of Compulsory Retirement, Removal or Dismissal from Service on Members of the Andhra Pradesh Fire Subordinate Service Appointed by the Director of Fire Services or a Regional Fire Officer:-* (1) (a) The authority which may impose any of the penalties of compulsory retirement, removal or dismissal from service on members of the Andhra Pradesh Fire Subordinate Service appointed by the Director of Fire Services or a Chief Regional Fire Officer or a Chief Fire Inspector shall be:-

(i) In the case of those appointed by the Director of Fire Services, the Director of Fire Services or any higher authority ; and

- (ii) in the case of those appointed by a Chief Regional Fire Officer or Chief Fire Inspector, the Regional Fire Office concerned or any higher authority.
- (b) The Director of Fire Services shall be the appellate authority in respect of orders passed by the Regional Fire Officers and the State government in respect of orders passed by the Director of Fire Services.

(2) The authority which may impose any of the penalties of compulsory retirement, removal or dismissal from service in respect of Leading Fireman, Driver Mechanics, Driver Operators, Firemen including Messengers and Attendants, and Telephone Operators (Lower Division Clerks) appointed by the National Fire Service Officers who had held the post of Assistant District Officers, District Officers, Divisional Officers, Senior Divisional Officers, and the Chief Fire Officer in the Andhra Pradesh Fire Service, shall be the Regional Fire Officer concerned or any higher authority.

82. *Lent Officers.* – In the case of officers lent by one Department of office to another the disciplinary authority in respect of the post held by the officer for the time being may impose any of the penalties prescribed in the Civil Services Classification, Control and Appeal Rules except those of compulsory retirement, removal and dismissal from service but before imposing any such penalty such authority should consult the lending authority in the matter and the opinion of the latter should ordinarily prevail. In cases which call for the punishment of compulsory retirement, removal and forward the records together with its findings to the lending authority which should pass such orders as it may think fit.

83. *“Probationers, Temporary Officers and Officers on contract.-* Discharge of a person engaged under contract in accordance with the terms of contract, or of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment, does not amount to removal or dismissal within the meaning of the Disciplinary Rules. But a probationer, temporary officer or contract officer is none the less the member of the service concerned and in respect of disciplinary matters, will be subject to the ordinary disciplinary rules in the same way as other members of such services.

The probation of a probationary may be terminated at the end or at any time before the expiry of the prescribed period of probation after giving him one month notice or pay in lieu of such notice. If the discharge of the probationer is as a measure of punishment on the ground of misconduct, negligence, or any specific fault on the part of the probationer, the procedure prescribed in Sub-Rule (b) of Rule 19 of the Andhra Pradesh Civil Service (Classification, Control and Appeal) Rules, shall be followed and it shall not be necessary to give him one month notice or pay in lieu of such notice.

84. *Drawal of Increments while Charges are Pending Instructions.-*
The increment of a Government servant accrued but held over for

some reason or other shall not ordinarily be withheld for defects found subsequent to the date of accrual. But increments accrued during the pendency of charges should be held over till the final disposal of charges. No increment, shall, however, be sanctioned to a Government servant when grave charges are pending against him until the charges are finally disposed of notwithstanding the fact that an increment has accrued prior to the period to which the charges relate.

85. *Disciplinary Cases Calling for Expression of Displeasure Procedure:-* It has been held that an expression of displeasure against an officer is tantamount to and indistinguishable from a censure which is one of the statutory penalties and that therefore the officer concerned should be given a show cause notice before recording such displeasure against his conduct. The Government consider that instead of asking such an officer to show cause against an expression of displeasure he should be asked to show cause against censure. No show cause notice will however, be necessary if the officer is warned to be more careful or to avoid a particular line of conduct in future, as such a warning will be an exhortation for the future and not an apportionment of blame for the past.

86. *Temporary Employees Disciplinary Cases, Procedure.-* The Civil Services (Classification, Control and Appeal) Rules do not apply to temporary employees. Consequently, the detailed procedure indicated in Rule 19 (b) of those rules need not be followed in respect of any such employees. But Article 311 (2) of the Constitution applies to all Civil Servants and holders of civil posts under this state whether permanent or temporary and the protection conferred by that Article will apply to the temporary and the protection conferred by that Article will apply to the temporary employees and holders of the temporary posts also. According to the judicial decisions the provisions of that article contemplated that after the enquiry against the accused officer has been completed and the competent authority has come to a provisional conclusion regarding the action to be taken against him, he should be given an opportunity of showing cause against such action, if it is dismissal, removal or reduction in rank. For this purpose he should be supplied with a copy of the report of the inquiring authority and be called upon to show cause within a reasonable time against the action proposed to be taken. Any representation submitted by him in this behalf should be duly considered before final orders are passed. This requirement will have to be complied with not only in respect of a member of any service but also in respect of a person holding any civil post under the State Govt. whether permanent or temporary.

87. *Award of Penalties of Extra duty Extra Drills, Extra Sentry Duty.-* In addition to the penalties specified in the Civil Services (Classification, Control and Appeal) Rules the authorities mentioned in column 2 below are empowered to impose the penalties of extra duty, extra drills and extra sentry duty in Column 1 thereof without following the prescribed procedure. No appeal shall lie against the award of any such penalty.

Class of persons	Authority Empowered
(1)	(2)
All ranks below but not including Leading Fireman i.e. (1) Driver Mechanics, (2) Driver Operators (3) Fireman including Firemen Messengers and Ambulance Attendants.	Regional Fire Officers, Divisional Fire Officers, Assistant Divisional Fire Officers, or Station Officers in charge of Stations.

(G.O. Ms. No. 2706, Public (Fire Service), dated 3rd November, 1948.)

CHAPTER NO. VII.

PERSONAL CONDUCT OF OFFICERS.

88. *Civil Service Conduct Rules.*-Unless otherwise specifically provided for by Departmental Rules, the Rules embodied in the Andhra Pradesh Civil Services (Conduct) Rules will apply to the members of the Andhra Pradesh Fire Services and Andhra Pradesh Fire Subordinate Services. The Andhra Pradesh Civil Services (Conduct Rules) are given in Annexure VII.

Station Officers are responsible for making clearly known to their subordinates the conduct rules.

89. *Fire Officers Addressing Government Direct etc., Prohibited.-*

(i) Save as provided in the rules and the order issued by the Director of Fire Services from time to time, Fire officers shall not correspond direct with Government in any matter relating to their official duties. They shall not account, address the Government directly on personal matters. Written representations of this nature should be made only through the proper official channel.

(ii)(a) Fire Officers of all ranks are forbidden to approach officials of other Departments and non-officials for support in pressing individual claims or obtaining redress of grievances.

(b) Fire Officers are forbidden to approach members of the Legislative Council or Assembly with a view to having their grievances made the subject of interpellations in the Legislative Council or Assembly.

(c) The prohibition in clause (ii) (a) above shall apply to the acquisition of certificates or letters of recommendation other than certificates or formal letters addressed to Regional Fire Officers concerned bringing to their notice specified services rendered to the writer or under the official cognizance of the writer.

(iii) Fire Officers are prohibited from obtaining interviews with the members of Government or Secretaries to Government without the prior sanction of the Director of Fire Services.

(iv) Fire Officers of all ranks are prohibited from applying directly or through their superior officers for promotion when vacancies occur and officers are prohibited from recommending subordinates for particular posts otherwise than as provided for by the rules, or if ordered to do so, by the authority empowered to fill such post.

90. *General Discipline.*- (i) While on duty all members of the establishment must behave in a quiet and dignified manner. They must address other members of the Establishment courteously. They

must attend to their work and not waster their time. They must not have recourse to anonymous petitions or letters in order to ventilate their grievances or supposed grievances.

(ii) Every man must obey, without am oment's hesitation all order he may receive from his superior officers.

(iii) All officers of the Fire Services will salute when passing addressing or being spoken to by officers superior in rank to them. They should always be present while at office work or fire ground or inspection duty or anywhere employed in the discharge of their official duties in full inform similarly, they shall be on uniform when they are called in by the officers superior in rank to them, on official duties. While engages in the discussion with the superior officer, they shall address them courteously 'Sir' always, no matter, how intimate they may be outside the sphere of the official duties.

(iv) No member of the Fire Services is permitted to receive money for nay service performed connected with his official duties. Refreshment may only be taken with permission of the Senior Office present at a Fire.

(v) Playing of card and gambling in any form within the Fire Services promises is prohibited.

91. Formation of Fire Service Worker's Union, Prohibited.- Formation of Fire Services Workers' Union for its employees is prohibited. There is however, no bar for the employees of the Fire Service Department to form Government Servants 'Service Association with the Officers in the Department as office bearers.

- (G.O. Ms. No. 3488, Public (Fire Services) Department;. dated
22-11-1947.)

92. *Return of Immovable Property.*- (1) The returns of immovable property prescribed in Rule 9 of the Andhra Pradesh Civil Services (Conduct, Rules shall be submitted before the 15th of January to the Director of Fire Services through the usual channel by Gazetted Officers and to the Regional Fire Officers by subordinate Fire Officers.

(2) (a) (i) These returns shall be kept separately as a Permanent Record, those relating to subordinate Officers being disposed of in the manner laid down for service books.

(ii) The particulars including 'Nil' Returns furnished in the returns of Gazetted Officers will be entered in a register maintained in the Office of the Director of Fire Services in the form prescribed in the relevant conduct Rules.

(iii) The particulars furnished in the returns of subordinate officers including 'Nil' Returns, will be entered in the prescribed form which is printed in the Service Books.

(b) In either case the entries should be revised each year with reference to the latest return, and every entry or alteration shall be duly attested by the head of the Office.

(3) Heads of Offices should see that the register is properly maintained during their verification of service books.

(4) The Director of Fire Services will maintain a register in the form given below, showing the immovable property held by each Gazetted Officer in his Department and will revise it each year with reference to the particulars furnished under Order No. 92 (1). When a non-Gazetted Officer becomes a Gazetted Officer, he must at once submit a Statement in this form to the Director of Fire Services. In the case of every other Government servant, a statement in similar form which is given below, should be revised year by year, with reference to the particulars furnished in his annual return which will be attached to his Service Register, every entry or alteration in such Statement being duly attested by the Head of his Office.

FORM

*Register of Immoveable Property and Interests in Immoveable Property
held by Government Servicants.*

Name of the Government servant.	Date of Enter- tainment in the Public Service	Office and Department in which employed.	District and Divisions in which property is situated	<u>Particulars regarding-</u>	
				Nature of property	Extent.
(1)	(2)	(3)	(4)	(5)	(6)

ding property		When acquired, inherited etc.,	By what means & for what purpose acquired.	Nature of interest possessed by the officer concerned in such property.	Remarks.
Assessment	In whose name registered.				
(7)	(8)	(9)	(10)	(11)	(12)

93. *Issue of Certificate of Character – Forbidden* – Fire Officers are forbidden to given Certificate of Character or Conduct to their subordinates other than Discharge Certificates in the Form prescribed.

94. *Engagement in other avocations.*- (1) No Government servant shall accept a paid employment in any Company, mutual benefit society or co-operative society or act as on Agent, whether paid by salary or commission, to any Insurance company or Society. Where however no remuneration is accepted there is no objection to a Government Servant's taking part in the management for a mutual benefit society if he has first obtained the sanction of the Head of his Department and a Certificate to the effect that the work undertaken will be performed without detriment to his official duties.

(2) Government servants of every class shall be at liberty to take part in the promotion of co-operative societies but no Government servant shall except with the sanction of the State Government, hold office in any co-operative society or serve on any committee appointed for the management of its affairs, unless the society is composed wholly of Government servants or partly of Government servants and partly of employees of local bodies and

(3) Subject to the sanction and certificate referred to in subrule 1 above and not withstanding anything contained in Subsidiary Rule 4 under Fundamental Rules 46 and 47, or any other rules similar thereto for the time being in force a Government servant who is a member of a co-operative society composed wholly of Government servants or partly of Government servants and partly of students of Government training schools or colleges may accept remuneration for keeping the accounts of the society.

94-A. (1) *Government servants under Suspension.*- When a Government servant is suspended, he is free to go wherever he likes, but he must leave his address with the head of his office or if he is himself the Head of an Office, with his immediate superior. He must also leave his address with the Officer, if any holding an enquiry into his conduct.

He must obey all orders to attend any inquiry into his conduct and if he fails to do so, the inquiry may be held in his absence.

(2) *Consulting a medical practitioner for the purpose of obtaining leave.*- It shall be the duty of every Government servant who consults a medical practitioner with a view to obtaining leave or an extension of leave on medical Certificate to disclose to that practitioner the fact of his having consulted any other practitioner for the same purpose and the result of such consultations. Omission on the part of any public servant to do this or any false statement made by him to a medical practitioner in this respect will entail serious departmental notice.

(3) *Government servants not to be employed on private business.*- The employment of a Government servant or a person in the last Grade service in making purchase or any private matters in which the receipt of expenditure of money is concerned is most strictly prohibited

It is however not intended that this prohibition should preclude an officer from employing a Government servant or a person in Last Grade Service to provide for him a conveyance or necessary supplies while he is traveling on duty though in all such transactions constant vigilance is needed to prevent cheating and extortion.

(4) Application for appointment in the gift of Government.- A representation from a Government servant in regard to his claim to an appointment in the gift of Government should be submitted through the Director of Fire Services.

(5) The premature resignation of the public service entails forfeiture of past service and of any retiring allowance to which the officer who prematurely resigns would otherwise have been eligible.

(6) A Government servant may not, except in the discharge of his official duties, preside over or take part in the organization of or occupy a prominent position at or address any non-official meeting or conference at which it is likely that speeches will be made or resolutions will be proposed or passed criticising the action of the State Government or requesting the State Government to take certain action, other than to make grants admissible under the State Government Rules or Orders in support of educational or similar institutions.

Regularly convened meetings, for the transactions of their legitimate business, of district boards, municipal councils and similar bodies established by law or created by the State Government and of Associations of Government servants recognized by the State Government and of Committees or Branches of such bodies or associations are not “ non-official meetings ” for the purpose of this Rule.

(7) No Government servant shall, except by endorsement on a written application submitted by a candidate officially through him recommend to any selecting, appointing or promoting authority, or to any individual who is a member of any such authority or of its staff, any candidate for any post in the service of the State Government.

(8) Purchase of Resignation.- Government servants may not enter into any pecuniary arrangement for the resignation by one of them of any office under the State Government for the benefit of the others. Should this rule be infringed, any nomination or appointment consequent upon such resignation will be cancelled and such parties to the arrangement as are still in the service will be suspended, pending the orders of the State Government.

(9) It will be improper for a Government servant who makes any representations to Government through the proper official channel to trouble Ministers with advance copies thereof.

Provided that a Government servant may send a copy of any representation made to the Government through the proper channel, direct to the minister-in-charge if the representation is made after exhausting such of the statutory remedies as were open to him.

CHAPTER VIII.

MAINTENANCE OF PERSONAL FILES AND CONFIDENTIAL SHEETS AND SUBMISSION OF PERIODICAL REPORTS ON OFFICERS.

95. *Personal File.*- A personal File will be opened for every rank above the rank of Driver Operator immediately on first appointment and for Fireman selected as suitable for promotion to the ranks of Leading Fireman, and Driver Operators, selected as suitable for promotion to the rank of Driver Mechanic. This file will contain a continuous record of the Officer's personal work and conduct while in the public service and should always be treated as confidential record.

96. *Contents of a Personal File.*- (1) This file will comprise the originals or authenticated copies of all reports, periodical or special. (confidential or otherwise, and of all formal orders or communication with reference to the original correspondence) by government, the Director of Fire Services and other Superior Officers in Gradation, commending or expressing dissatisfaction with or adversely criticising the work or conduct of the officer, or rewarding or punishing him. Authenticated copies of all judicial orders or judgements or communication from Courts or Magistrates reflecting on the Officer's work unfavourably or expressing commendation of its should also go into this file.

(2) The file relating to non-gazetted Officers should contain the following records in addition to those mentioned in the preceding paragraph:-

- (a) Copies of Confidential Sheet (Form No. 3).
- (b) A list of rewards Defaulter and copies of Good Service Entries as entered in the Service Book.

(3) The records mentioned in sub-clause (b) and (c) of paragraph (2) above shall be kept in separate folders in the personal files.

(4) Report whether periodical or otherwise, should be docketed page numbered in ink and kept separate from the other documents which make the personal file of an officer ; other documents in the file, should also be docketed separately and page numbered in ink. The latest additions to each kind of record in the file should be filed at the end, to enable the file to be read bookwise.

(5) As the mere mention of any punishment or good service entry in the personal file of an officer will not present a true perspective for a proper appreciation of the officer's record of service, full details leading to such an entry should be available in the personal file. A copy of the order awarding a punishment should invariably be kept in the personal file of the officer concerned. If the order is reversed or modified on appeal or revision, a copy of such an order should also be kept in the personal file. Similarly copies of the order awarding Good Service Entries or containing remarks of appreciation should also be kept in the personal file of the Officers concerned.

In a minute, paragraphs 'A' and 'E' contain the charges and order respectively. Hence copies of paragraphs 'A' and 'E' should be filed in the personal file. Similarly a copy of the whole appeal proceedings should also be filed if the original punishment is reversed or modified by the Appellate authority.

In the case of rewards a copy of the order awarding rewards should be filed in the personal files. The order should give a brief idea of the work done. An entry like "Awarded a Good Service Entry for work done in Fire call No. 16/52 would not be helpful.

97. *Custody and Maintenance of Personal Files.*- Gazetted Officers - Personal Files of all Gazetted Officers (whether Officiating or holding substantive appointments) will be maintained by the Government and the duplicate file by the Director of Fire Services.

(G.O. Ms. No. 388, General Administration (Service-C) Department
Dated 17-3-1958).

98. Non Gazetted Officers.- (a) The officers shown in column (1) of the following table will be responsible for personally maintaining the Files of the non-Gazetted Officers shown in column (2):-

Officers required to maintain the personal files	Rank of non-Gazetted officers in respect of whom files are to be maintained
(1)	(2)
(i) Regional Fire Officer	.. Assistant Divisional Fire Officers and Station Officers including Engineers Sub-Officers.
(ii) Divisional Fire Officer and Assistant Divisional Fire Officers.	Leading Fireman and Driver Mechanics, Driver operators and Firemen declared fit for promotion to the ranks of Leading Fireman, Driver Mechanics respectively, and the Lower Division Clerks.

(b) In the case of an officer not included in the above table, the authority competent to appoint the officer concerned shall maintain the personal file of the officer concerned.

99. Public Services – Personal Files – Maintenance and Scrutiny Consolidated Instructions.- Instructions regarding preparation, period of Report communication of unfavourable remarks, etc., issued by the Government are printed in Annexure VIII.

100. Transfer of Personal Files on Promotion etc.,- (1) On promotion to a higher rank whether officiating or substantive, the personal file of the officer concerned shown in column (2) of the table in sub-para

(2) above, should be either retained or forwarded forthwith to the officer empowered to maintain it accordingly to the requirements of column (1) of the said table. On the ceassation of officiating appointment, the file should be retained by or forwarded to the office empowered to maintain it as the case may be.

(2) On the appointment of an Assistant Divisional Fire Officer to the Andhra Pradesh Fire Service as a Divisional Fire Officer, the personal file of the officer should be forwarded by the Regional Fire Officer having custody of it confidentially in a cover addressed to the Director of Fire Services by name. This record should be docketed and kept in the personal file separate from the record relating to the officer's service in the Andhra Pradesh Fire Service.

(3) When an officiating Divisional Fire Officer reverts, for want of vacancy, to his substantive appointment, that portion of his personal file relating to his non-Gazetted service will be returned to the Regional Fire Officer to whose Regional he reverts, the portion of relating to his gazetted service being retained by the Government and the Director of Fire Services, until his re-promotion or termination of his service. When an officiating Divisional Fire Officer is permanently reverted to the rank of Assistant Divisional Fire Officer for unfitness, his whole personal file will be sent to the Regional Fire Officer to whose Region he reverts.

(4) Whenever personal files of officers of this State whose applications for posts advertised by the public service commission of any other State have been forwarded, are required by the concerned Public Service Commission the Heads of Departments should forward the Personal Files to the Administrative Department of the Secretariat concerned for transmission to the concerned Public Service Commission. They should not send them direct to the concerned Public Service Commission.

(G.O. Ms. No. 1982, Public (Service-D) Department, dated 23-7-1951)

CHAPTER IX.

INSTRUCTIONS REGARDING TRANSFER AND RELIEF OF OFFICERS.

Posting and Transfers of the Officers of the Andhra Pradesh, Fire Service.- Postings and transfers of members of the Andhra Pradesh Fire Service Probationers and officers officiating in the Service, are regulated by Rule 10 of the Statutory Rules Governing the Service. A copy of every such order issued by the Director of Fire Services is to be forwarded to the Government.

The appointments, postings and transfers of the Regional Fire Officers will be made by Government.

102. *Reports of Relief of Gazetted Officers .-* (1) A report of transfer of charge shall be submitted to the Accountant General, Andhra Pradesh direct by Gazetted Officers in T. & A. Form No. 7.

(2). Copies of the report should also be sent to the officers noted below:-

- (i) Chief Secretary to Government, General Administration Department, Government of Andhra Pradesh, Hyderabad.
- (ii) Secretary to Government, Home Department, Government of Andhra Pradesh, Hyderabad.
- (iii) Director of Fire Services, Andhra Pradesh, Hyderabad.
- (iv) Regional Fire Officer concerned.
- (v) Accountant General, Andhra Pradesh, Hyderabad.
- (vi) Treasury Officer concerned.
- (vii) District Collector concerned.

103. *Postings and Transfers of Non-Gazetted Officers.-* Postings and transfers of members of the Andhra Pradesh Fire Subordinate Service are regulated by Rule 14 of the Rules governing the conditions of service of that service. Transfers of Assistant Divisional Fire Officers should be communicated to the Director of Fire Services for information. The Divisional Fire Officers should send copies of orders transferring Firemen and equivalent ranks within their jurisdiction to the Regional Fire Officers concerned.

104. *Periodical Transfers – Instructions –* No Fire Officer of and above the rank of Station Officer should be retained in the same station for more than 3 years. If, however, in the public interest it is found necessary to depart from this rule in any case, specific sanction should be obtained in advance from the Director of Fire Services in the case

of officers of and below the rank of Assistant Divisional Fire Officers and from the Government in the case Divisional Fire Officers. Cases, in which such sanction is accorded by the Director of Fire Services will be reported to the Government with the reasons justifying the sanction.

(G.O. Ms. No. 3055, Home, dated 28-9-1953).

(ii) Leading Firemen, Drivers, Operator and Driver Mechanics are exempted from the operation of the rule of periodical transfers referred to in the above sub-paragraph.

(G.O. Ms. No. 1573, Home (Police-B), dated 21-6-1955).

(iii) The staff employed in the Workshops and the Firemen Carpenter attached to the Andhra Pradesh Fire Service State Stores, Hyderabad need not be subject to periodical transfers.

(G.O. Ms. No. 3055, Home, dated 28-9-1953).

105. *Transfer of Charge by Fire Officers.-* Whenever transfer of charge of officers in the Andhra Pradesh Fire Service and the Andhra Pradesh Fire Subordinate Service is prolonged so that two officers become entitled to draw pay and allowances simultaneously in the same post, the Director of Fire Services should inform the Accountant General whether the time taken for the transfer of charge is reasonable and whether the relieving officer should be treated for having been on duty for the full period. If the Director of Fire Services considers duty for the full period. If the Director of Fire Services considers that the time taken in making over and receiving charge in a particular case was excessive, the relieving officer should be treated as if he had been on joining time or on leave, as the case may be for so much of the time as is held to be in excess of the time reasonably necessary of the time as is held to be in excess of the time reasonably necessary of the time as is held to be in excess of the time reasonably necessary.

(G.O. Ms. No. 2528, Public (Fire Service), dated 12-8-1947).

106. *Transfer of Charge by Assistant Divisional Fire Officers.-* When a transfer of charge of the post of an Assistant Divisional Fire Officer takes place, a report shall be sent by the Regional Fire Officer to the Director of Fire Services.

107. *Transfer Not to be Frequent.-* The constant transfer of personnel is forbidden. Nothing tends more to make the service unpopular than want of consideration in this respect and the Regional Fire Officers will see that needless changes are not made.

108. *Transfers of Men to be given effect to in the first week of every month.-*

(i) Men under orders of transfer should be passported in the first week of every month immediately after they receive their pay and directed to join their new stations not later than 15th so that their names can be included in the pay bill of the new station for the month. This procedure should be followed except in every special cases where transfers are ordered to be given effect to immediately. This will save applications for advances and avoid to some extent supplemental claims.

(ii) Orders transferring officers and men should normally be issued at the end of the academic year so that the education of the children may not suffer.

109. Relief of Station Officers.- (i) When a Station Officer hands over charge of a Fire Station he shall hand over to the relieving officers all items of Government property, money, registers, and all other records maintained by or held in his charge. He shall also furnish him with :

- (a) a station charge list which will comprise a record of all Government properties, registers, etc., in charge of or to be maintained by a Station Officer :
- (b) a memorandum of all money handed over ; and
- (c) a list of undisposed papers.

(ii) Before taking charge of a Fire Station, the relieving officer shall check all the items included in the lists mentioned in sub-paragraph (i) above. An entry should be made in the Station occurrence Book whether all the items included in the lists have been verified and correctly handed over to him. Any deficiency or irregularity noticed should be reported to the Regional Fire Officer immediately and action taken to remedy the defects within 30 days.

(iii) The Station Officer should see that all records are brought up-to-date before handing over charge of a station. Officers taking charge of stations should see that the outgoing officer has brought all records up-to-date and that the records are handed over in a complete manner. If the records are defectively or not up-to-date, details of such defects or arrears must be reported immediately to the Regional Fire Officer who will take appropriate action in the matter.

(iv) Any officer who takes charge of a station without reporting the outstanding arrears will have to bear responsibility for bringing the records up-to-date or remedying the defects before the next inspection.

(v) The pay of an officer leaving the service shall not be finally settled and paid to him until the above checking has been carried out or the 30 days allowed for it have expired.

(vi) It is primarily the duty of the Leading Fireman put in charge of a station during the temporary absence on leave or others duty of the Station Officer to take necessary action as required by the departmental orders or other instructions laid down in that regard in respect of all occurrences during the period the Leading Fireman is thus put in charge. In cases of doubt he should report to his immediate superior officer for orders. Irrespective of the fact whether action has been so taken or not, it is the duty of the Station Officer concerned on his return from leave or on other duty to go through the general diary carefully for the period during which he was absent from the Station and satisfy himself that necessary action has been taken on all occurrences recorded therein. In cases where no action was taken or the action taken was not satisfactory, the Station officer will immediately take necessary action on the occurrence and report the fact to his immediate superior officer.

CHAPTER NO. X.

110. *Pay and Allowances* – The General Rules regarding the drawal of pay and allowances of Non-Gazetted Officers are contained in the Andhra Pradesh Financial Code and the Andhra Pradesh Treasury Code. In addition, the following detailed instructions are issued.

111. *Drawing and Controlling Officers.*- The District Officers are the drawing Officers for the sections under their jurisdiction Regional Fire Officers have been declared as Controlling Officers for purposes of traveling, allowance in respect of all Fire Service Gazetted and Divisional Fire Officers in respect of Non-Gazetted Officers. The District Officers are, therefore, responsible for the prompt and correct drawal of pay and allowances of the Fire Service personnel in their respective jurisdictions.

112. *Preparation of Pay Bill.*- The Station Officer of each Station shall prepare a monthly pay bill in T & A Form 12 for the staff of his station and forward it to the drawing officer, by the 25th of the month for which pay is claimed in respect of the Fire Station in the districts. Both the office copies and fair copies should be submitted to the drawing officer for pass orders.

113. *Scrutiny of Bills by Drawing Officers.*- The bills will be checked by the drawing officers, who will see that they have been prepared in accordance with the rules. They should see that the claims included in the bills are admissible, and whether all orders regarding promotion, leave, etc., are carried out and whether all enclosures are correct. After scrutiny, the bills will be passed for payment and the net amount of the bill will be entered in figures as well as words, at the foot of the bill. Any alteration of the amount passed for payment should be attested by the drawing officer. Both the copies of the bill will then be returned to the Station Officer of the Section duly endorsed for encashment at the treasury concerned.

114. *Order Book.*- (a) A separate Order Book in Form No. 4 should be maintained by each Regional Fire Officer.

(b) The Order Book shall contain all orders affecting the service of an officer, such as enlistment, promotion, grant or postponement of increment reward, good service entry, transfer casualty and pension but shall not include punishment or leave orders. Orders prescribing suspension and release from suspension, except in cases of award of suspension as a specific punishment and orders sanctioning a Fire Officers prosecution shall be entered.

(c) It shall also include orders entailing recoveries from pay, on account of loss or damage to clothing and Government property and such like.

(d) In addition to orders of a personal nature orders giving effect to important administrative changes, such as alteration of the sanctioned strength of Establishments or creation of new appointments opening of new fire stations, etc., shall be recorded in the Order Book.

(e) Orders received from the Office of the Director of Fire Services bearing upon the subjects enumerated above shall be given effect to through this Order Book.

(f) Extracts of these orders will be communicated to the officers concerned.

115. Instructions for preparation of Pay Bills.- (1) The subsidiary rules and instructions issued under Treasury Rule 16 should be followed in the preparation of pay bills.

(2) Names will be entered in pay bills, firstly, according to rank and secondly serially according to the Andhra Pradesh Fire Service numbers allotted to the personnel.

(3) The leave reserve will be shown in the bill separately at the end after the regular establishment under each such category.

(4) Alterations from the preceding month and casualties will be shown in ink in the remarks column in the manner indicated below. The number and date of relevant orders if any, should be quoted :

Enlisted	}	.. P.N.D.
Dismissed		..
Promoted		
Transferred to	}	.. Date
Received from		
Suspended from	}	
Absent without leave		
On leave on pay from etc.		P.N.D.

Note:- In the case of officers under temporary reduction – the remark ‘Reduced to for ‘ from should be entered in the pay bills of each month against the names of the officers concerned until they are repromoted.

(5) The Government Orders and orders of other competent authority sanctioning the establishment and the scale of pay and allowances should be noted.

(6) The rate at which pay is drawn for an individual in the time scale applicable to his post should be indicated. When pay, leave salary and allowances are claimed for broken periods, the rates at and the periods for which they are claimed should be clearly specified.

(7) A certificate of maintenance of conveyance in Form No. 5 should be attached to the pay bill in which any conveyance allowance is claimed. A list of officers entitled to conveyance allowance is given in the Andhra Pradesh Manual of Special Pay and Allowances. If an officer entitled to Motor Car allowance maintains a motor cycle, he is entitled to draw only the motor cycle allowance. If he maintains a bicycle, he is entitled to draw only the bicycle allowance.

(8) When the pay of men is short drawn on account of loss or damage to Government property the number and date of the reference ordering the recovery should be furnished.

(9) Each reduction will be shown separately one below the other.

(10) The following documents should be enclose to both the original and office copies of the pay bills.

- (i) Absentee statement in M.T.C. Form No. 48 (T & A 13).
- (ii) Copies of orders relating to promotion, reduction in pay or cadre, suspensions, leave and transfer.
- (iii) Increment certificate.
- (iv) Last pay Certificates, where necessary with information as to the date and hour of taking over charge of the appointment to which the officer is transferred. The last pay certificate in original will be enclosed to the pay bill sent to the treasury, and a copy of it should be retained with the office copy.
- (v) Statement of undisbursed pay and over-drawn sums refunded by short drawal of deduction from the pay bill for the current month.
- (vi) Schedule of deductions for General Provident Fund and other funds.
- (vii) A slip in Andhra Pradesh Treasury Code Form No. 100 duly filled in should be attached to the fair copy of each bill presented at the treasury. The slip will be returned to the drawing officer by the treasury, after noting the voucher number and date of payment, and will be filed with the office copy of the bill.

(11) (a) The names of all the ranks of and below Leading Fireman may be excluded from the pay bills presented at the Treasury but they should be included in the office copy of the bills for purposes of Internal Audit.

(b) Each bill presented at the Treasury from which names have been omitted should contain sufficient information to enable the Treasury to apply the necessary arithmetical checks. Claims should be made in groups, for each rank so far as they are identical in all respects vide instructions in S.R. 9 under .T.R. 10. The office copy of the bill should contain full details of names, leave etc., to facilitate checking during Internal Audit vide instructions under S.R. 10 *ibid*.

116. *Presentation and encashment of Bill.*- (1) (i) *Treasury Bills Book*:- A Treasury Bills Book in Andhra Pradesh Treasury Code Form No. 70 will be maintained in each Station or Office. Particulars of all its bills including bills of Gazetted Officers that are represented for payment at the Treasury will be entered in columns 1 to 6 of the Book and attested by the drawing officer or disbursing officer, as the case may be in column 7.

(ii) The book should accompany each bill sent to the treasury for payment and without this book, no bill will be cashed. Columns 8 to 10 of the book will be filled up by the Treasury. Columns 9 and 10 are important and show the actual amount for which the bill has been passed by the Treasury, and it is this amount which should be brought to the cash book. Column 11 will be filled up by the Government servant who signs in column 7.

(iii) It is not necessary to present the treasury bill book along with any contingent bill endorsed in favour of a private party. Bills of a Gazetted Government servants for pay etc., which are presented through the recognized banks and bills for leave salary of Gazetted Government servants supported by life certificate shall also be exempted from being presented with the bills book.

(iv) The most important duty of the drawing officer in regard to the Treasury Bills Book is to check it with the Cash Book and see that every payment made by the Treasury has been accounted for in the cash book.

(2) All pay and supplemental bills will be endorsed by the drawing officers in favour of the Station Officers of sections concerned for encashment at the local Treasury or sub-Treasury.

(3) Pay and Traveling Allowance Bills are not negotiable instruments and no re-endorsement on them is permitted-vide S.R. 2 (g) under T.R. 16.

(4) As soon as a bill is encashed, the following information should be noted in the office copy of the pay bill.

(a) Date of encashment at treasury.

(b) Date of disbursement of the amounts or refund back into the treasury.

(c) Details of cash recoveries, if any, effected during disbursement, and date of remittance into the Treasury with head of account.

(d) When any claim relating to the month is subsequently drawn, particulars of the supplemental bill in which the claim is included.

NOTE.- The pay, traveling allowance and contingent bills of the fire stations in the towns other than those in the District Head quarter towns, may be presented at the concerned sub-Treasuries for making payment without Express pay order of the Treasury officers. The Fire Service Department has been included as item 46 to Appendix 15 of Andhra Pradesh Treasury Code, Volume II.

117. *Disbursement.*- The Office copies of pay bills in T. & A. Form No. 12 can be conveniently used to obtain the acquaintances of the personnel for whom pay is claimed. This will avoid the necessity of preparing a separate acquaintance roll and also facilitate the drawing officer in checking disbursements. For this purpose, sufficient space should be let between names in the office copies of the pay bills at the time of preparation for affixing stamps and taking the acquaintances, when disbursement is made.

118. *Duties of Disbursing officers.*- The disbursing officers should see that the amounts claimed in the bills are disbursed to the persons entitled to receive them and that proper acquaintances are obtained. They should see that the acquaintances are dated. Stamps should be affixed when the gross amount due to a person exceeds Rs. 20/- Names signed in vernacular should be transliterated in English and thumb impressions obtained should be attested. They should make a note in the pay bill of the total amount disbursed and the undisbursed amount on hand at the end of each day to facilitate entry in the Cash Book. When the undisbursed pay is finally short drawn in subsequent pay bills or remitted into the Treasury, particulars of the voucher or challan in which the amount was credited to the Government should be indicated. The office copy should be submitted to the drawing officer for scrutiny along with the pay bill for the subsequent month, along with a certificate recorded therein as follows:-

“ Checked in accordance with Subsidiary Rule 4 (d) under Treasury Rule 32”.

The instructions in Subsidiary Rule 4 (d) under Treasury Rule 32 are extracted below for information:-

“ The drawing Officer shall check each acquaintance roll himself by adding up the items and comparing the total with the total of the corresponding establishment bill and the money received from the Treasury and seeing that any difference between the totals is properly accounted for or have it so checked by a responsible Government servant.”

119. *Check of Acquaintances by drawing officers.*- The drawing officers are personally responsible for all monies drawn by them from the Treasury. They should see that the amounts are paid to be persons entitled to receive them and proper acknowledgements are obtained for each payment. The drawing officers should, therefore, see that along with the pay bill, for the current month, the office copy of the pay bill for the previous month in which the acquaintances are obtained is also received by them. They should verify whether the amounts drawn in the previous month have been properly disbursed. They will then countersign the certificate of disbursement referred to in order No. 118 above and return the pay bill to the Station Officer of the section for record.

120. *Arrear Claims.*- (1) Arrear claims should be drawn in a separate bill, and not included in the monthly pay bill. The instructions regarding the preparation of pay bills should be followed in the preparation of arrear bill also. When arrears are claimed, particulars of

amount, date and place of encashment of bills in which the original claims were not included should be furnished. If the amounts actually drawn but subsequently refunded, particulars of chalan in which the amount was refunded into the Treasury or the voucher in which the amount was short drawn should be indicated when a reisedran note should be made in the pay bill of the month to which the claim relate indicating the drawl of the arrears to avoid double claim at a later date, and the fact should also be recorded in the arrear bill. These entries have to be attested by the officer-in-charge then and there.

(2) A Certificate should be furnished in each bill containing an arrear claim that “no part of the amount claimed in this bill has been drawn previously”.

(3) A note of the arrear claim has been made in the office copy of the bills for the period to which the claim pertains should be made under the signature of the drawing officer.

(4) Claims for arrears of pay and allowances should be arranged in chronological order by months and under each month according to the rank and number of the individuals.

(5) Drawing officer should not prefer arrear claims requiring pre-audit without first obtaining the necessary sanction of the competent authority to preaudit the claim.

(6) Arrear claims should be preferred promptly vide Articles 52-55 of the Andhra Pradesh Financial Code, Vol.I.

121. Last pay certificate.- When a Subordinate Fire Officer is transferred from one section to another section in the same district, it is not necessary to issue last pay certificate in such cases. It is sufficient if the Station Officer of the section from which the person was transferred out furnishes to the Station Officer of the section to which the person was posted the following particulars through a memorandum:-

- (1) Name and rank of the person transferred :-
- (2) Date of relief (fore-noon or after-noon should be noted).
- (3)
 - (a) Rate of pay drawn;
 - (b) Rate of officiating pay and special pay, if any.
 - (c) Rate of dearness allowance.
 - (d) Rate of House Rent Allowance.

(4) The amounts of pay and Traveling Allowance advance paid, if any with the particulars of the bills amount. If so, the number of installments in which the recoveries have to be effected.

(5) Whether any overdrawn pay and allowances or store recoveries are to be effected.

- (6) Particular of G.P.F. subscription advances etc., if any.

It should be definitely stated upto what date the pay and allowances of the transferred person were drawn at the old station.

For others who are transferred out of the districts, last pay certificates should be prepared and sent to the District officer of the District for signature and onward transmission to the District officer to whose jurisdiction the person is transferred, noting all the particulars mentioned in the above sub-paragraph.

122. *First Drawal of Pay.*- When the name of a Government servant appointed permanently or on probation to a post in superior service appears for the first time in the pay bill of an Establishment the previous post in Government service, if any, held by him shall be stated and a Last Pay Certificate attached showing the date of handing over charge, advance outstanding etc.

123. *Increment certificate.*- (1) When a periodical increment is claimed on behalf of a Government servant, in an establishment pay bill, for by a non-Gazetted Government servant in a Gazetted pay bill form an increment certificate in form No. 40 of the APTC Volume II signed by the Drawing Officer shall be attached to the bill.

(2) period of non-continuous officiating service included for purpose of increment.

The incremental certificate of such persons should be first sent to the Accountant General with an explanatory memorandum detailing the periods of service reckoned for increments and showing how the increment has been calculated in each case. The increment should be sanctioned only on receipt of an intimation from the Accountant General testifying to the correctness of the duties of next increment worked out in the increment certificate vide subsidiary rule 13 under Treasury Rule 16 of the Andhra Pradesh Treasury Code Vol. I. This procedure should be strictly followed.

124. *Grant of Increments.*- To ensure that subordinate officers obtain their increments on the proper dates, a register of increments in A.F.S. Form No. 6 shall be maintained in each District office to watch the due dates. A copy of the order sanctioning and increment to an individual should be forwarded to the officer-in-charge of the concerned Fire Station, who should prepare the bills and submit them to the District Officer for pass orders.

125. *Disbursement of Pay and Allowances of Government Servants on leave of in camp.*- When a Government servant is on casual or other leave, any moneys due to him may be remitted to them by postal money order at his expenses, if he has made a written request for this to be done; in that case, the receipt given by the Post Office and the Payee's receipt shall be attached to the office copy of the bill or to the acquaintance roll as the case may be. Alternatively, a Government servant, who is on casual or other leave, may make a written request that any moneys due to him be paid to a specified Government servant belonging to the same office, payment shall then be made accordingly

provided that the Government servant nominated produces an acknowledgement signed by the absentee and stamped when the gross amount exceeds Rs. 20 and that the disbursing officer is satisfied, that the absentee's written request and acknowledgement of the payment may be accepted. The same procedure may be followed also for the disbursement of moneys due to Government servant, who receives the moneys shall sign on the back of the absentee's acknowledgment in token of his having received the moneys on the absentee's behalf. The acknowledgment shall be attached to the office copy of the bill or to the acquaintance roll, as the case may be, and the remarks' separate receipt attached shall be entered in the appropriate place in the Office copy of the bill or in the receipt column of the roll. Any such payment is made entirely at the risk of the Government servant to whom the amount is due and no claim shall lie against the Government under any circumstances on account of any loss which may suffer in connection with it. Disbursement of pay and allowances should not be made to any other person except in the manner prescribed above.

126. *Pay due to Deceased Officers.*- (1) The last pay due to a deceased officer or an officer quitting the service should not be paid until it has been ascertained that no demands are outstanding against him, and until his full kit has been accounted for and deductions made for deficiencies.

(2) Pay, Leave salary, and other emoluments can be drawn for the day of the Government servant's death. The hour at which death takes place does not affect the claim.

(3) The Pay, Leave salary and other emoluments due to a deceased officer will be paid to his registered legal heirs, after such inquiries into the right and title of the claimants as the officer responsible for the payment may deem sufficient. In the absence of such claimants, or if there is any reasonable doubt regarding the legality of the claims preferred to sanction of the Director of Fire Services must be obtained before any disbursement is made ; but all such claims should be reported for the orders of Government (through the Director of Fire Services) when the amount involved exceeds Rs. 500.

NOTE:- The limit of Rs. 500 referred to is the net and not the gross amount.

127. *Recovery of over payments.*-When over payments cannot be recovered from the payees, the officer responsible for the over payment will be liable to refund the amount overpaid in the absence of a satisfactory explanation for the over payment.

128. *Disbursement in Particular Cases.*- (1) Pay and allowances of an officer absent on duty in another district may be remitted by remittance transfer receipt.

(2) Subordinate officers on leave can draw their leave salary only in their own districts.

(3) Remittances made for the convenience of the payees should be at their own cost.

(4) Officers disbursing leave salary to person suffering from leprosy, should direct the payees to appear before them. These officers or their subordinates should fill up the pay bills in the presence of the payees. The latter need not be required to sign their acquaintances. It is enough that before payment and endorsement is made on the pay bill by the disbursing officer to the effect that the amount has been paid by him.

(5) When a subordinate Fire Officer, whose pay has been drawn in one section is meanwhile transferee to another section in the same district the Station Officer may remit the amount into the treasury. He should at once inform the Station Officer of the section to which the person is transferred of the remittance of the amount into the Treasury furnishing him with the full particulars referred to in order No. 121. In the case of a person transferred out of the district, the same procedure should be followed. But in such case, the Station Officer procedure should be followed. But in such case, the Station Officer should inform the District Officer at once who should arrange to issue the last pay certificate immediately together with other connected records to the District Officer to whose jurisdiction the person is transferred so that his pay may be drawn at the new Station without delay.

(6) Pay and allowances of camp establishments of touring officer should not be sent to camp in the tappal box for disbursements. The moneys can be paid to Government servant belonging to the same office on the authority of an acknowledgement signed by the concerned member of the camp establishment vide subsidiary Rule 4 (2) under Treasury Rule 32.

129. *Check of Pay Bills Long Rolls.*- For the purpose of checking pay bills, along roll n A.F.S. Form No. 7 shall be maintained in each District Office. All orders effecting the service and pay of an individual leave and punishment orders, orders of recovery, etc., will be entered in the Long roll against the name of the person concerned. The pay and allowance drawn by him during each month should be entered in the respective columns. When arrears are claimed, the amounts should be entered in the column for the month to which the claim relates giving particulars of the supplement bill in which the claim is included.

130. *Statement of Control of Expenditure.*- A monthly statement in A.F.S. Form No. 8 of all bills cashed by each section with dates of encashment should be sent to the Director of Fire Services by the 25th of the following month duly verified by the treasury Officers.

131. *Pay of Men under Training in School.*- The men deputed for training in the Andhra Pradesh Fire Service State Training School or other institutions should be borne on the strength of the section for which they have been deputed. Their pay should be drawn by the officer in charge of the sections concerned and disbursed as in the case of men on other duty outside their districts.

132. *Assistant Divisional Fire Officer and below - Drawal of enhanced rates of house rent allowances.*- Specific sanction of the Regional Fire Officers should be obtained in the case of all ranks of Assistance Divisional Fire Officers and below for the drawal house rent allowance in excess

of the rates ordinarily sanctioned by the Government, Claims for the payment of house rent allowance at enhanced rates should be supported by the following certificates :-

(1) *In Municipal Areas.*- (I) A certificate from the Executive Engineer regarding the non-availability of suitable Government buildings;

(ii) a certificate from the Executive authority of the Municipality concerned regarding the reasonableness of rent for the building ; and (iii) the rent Controller may be moved for the issue of a certificate only if the rent certified by the executive authority of the Municipality is excessive.

(2) *In the Non – Municipal areas.*- A general certificate by the Regional Fire Officer covering the facts mentioned in the above certificates.

The sanction accorded will be in force until suitable Government buildings are provided to the staff or the individuals vacate the building occupied by them for any reason, whichever is earlier.

133. *Precaution in Transmitting cash.*- (1) The rules to be observed when cheques or bills have to be cashed or when public money have to be sent or brought from one place to another are laid down in Article 274-A of the Andhra Pradesh Financial Code. **Volume-I.**

(2) The following scale of escorts is laid down for the guidance of Officers for the safeguarding of Government money in its transmission in normal circumstances.

Scale of Escort:-

Amount to be transmitted	Number of escorts.
(1)	(2)
Below Rs. 250 One Fireman
Rs. 250 to 499 One Leading Fireman or one Lower Division Clerk.
Rs. 500 to 4,999. One Leading Fireman or Lower Division Clerk accompanied by one Fireman
Rs. 5,000 and above. One Station officer accompanied by a Fireman.

(3) If conditions are in any way abnormal as and when the general tranquility is disturbed or when public money has to be transported a long distance or when crimes against property have been unusually ripe in any area, officers will be expected to use proper discretion as to any additional precautions necessary.

(4) Officers can also relax at their discretion the requirements of the rules where it is safe to do so and depute such other suitable persons as they deem fit. A person recently appointed or whose honesty has been suspected should not be employed also.

(5) The Officers will be personally responsible for any loss which may occur as a result of misuse of their discretion.

134. *Vehicles.- Condemned and out of Commission for Temporary Periods – retention of men as supernumeraries:-* (1) When Fire Service Vehicles are condemned and replacements by new ones are awaited, the sanctioned crew of the vehicles, will, as far as possible, be absorbed in existing vacancies within the district and the surplus crew who cannot be so absorbed will be retained at the home station itself as supernumeraries.

(2) In case the Fire Service vehicles are off the road for repairs, the crew need not be so transferred but retained at the home station as supernumeraries, since the same vehicle will have to return to the section after the necessary repairs are carried out subject to the condition that persons in the crew appointed in short leave vacancies and those appointed temporarily for short periods should be sent away if repairs to the vehicles are expected to take more than a month.

(3) The men continued as supernumeraries should be utilized on other vehicles or on other duties by turns and that under no circumstances should the crew be allowed to idle away their time on the pretext that the vehicles in their charge have gone off the run.

135. *Drawal of Pay and Allowances of Cadet Station Officers.-* The procedure indicated below should be followed in regard to the drawal of pay and allowances of the directly recruited cadet station officer under training.

The pay and allowances of a cadet Station Officer under training should be drawn by the Head of the Institution under whose jurisdiction the School is placed during the entire period of training including practical training.

CHAPTER XI.

CONTINGENT CHARGES.

136. *General.*- The term 'Contingent Charges' or 'Contingencies' is applied to the incidental expenditure which is necessarily incurred in running the Fire Service such as expenditure on furniture, service, postage, telegrams, freight, etc., and expenditure on clothing and equipment, repairs to appliances, petrol, etc., in the Fire Services Department. While incurring contingent expenditure, the instruction issued in Chapter VI of the Andhra Pradesh Financial Code, Volume I should be strictly followed by the officers concerned. A Government servant should not incur any expenditure on contingencies which involves a departure from the general and special rules prescribed in this Code or any unusual expenditure on contingencies unless the Government have specially sanctioned the expenditure.

137. *Lapse of sanction:-* According to Article 50 of the Andhra Pradesh Financial Code, Volume I, sanction for any new expenditure, which has not been acted upon, for a year, must be held to have lapsed unless it is specifically renewed. The criterion to be adopted for determining whether a sanction has been acted upon within a year of its issue, is that the period of one year should be calculated from the date of issue of the sanction and that the sanction within twelve months from the date of its issue. Cases in which part payment has been made within the stipulated period, the subsequent payment of the balance may, subject to the existence of provision in the budget, be made without fresh sanction and that the bill for the subsequent payment besides containing a reference to the sanction order should also contain a reference to the number and date of voucher under which first payment was made.

138. *Classification of contingent charges.*- (a) Contingent charges of the Fire Services are classified under the following four detailed heads for purposes of budget:-

- (i) Petrol and oil;
- (ii) Repairs and replacements ;
- (iii) Other contingencies ;
- (iv) Petty construction and repairs.

(b) The expenditure under the above four detailed heads will be further classified as follows:-

Budget Head.	Further classification in the Departmental expenditure
(1)	(2)
(i) Petrol and Oil	<p>.. Petrol and Oil</p> <p>.. (Expenditure on petrol Lubricants, Brake Fluid, Engine Oil, etc., to be classified here.)</p>

(1)	(2)	
(ii) Repairs and Replacements.	Repairs and Replacements to appliances.	<i>Note.</i> - Replacements of parts and repairs not paid for at the Station, but carried out with parts obtained on indents on stores are <i>not</i> to be shown there, since expenditure is not actually incurred at the Station.
(iii) Other contingencies	1. Rents and Taxes on buildings.	This covers rent of Station and, quarters, if any, and property taxes on the same.
	2. Taxes and Licence fees on vehicles.	This includes cycle licence fees and renewal of driver licence fees of drivers also.
	3. Service Postage and Telegrams	
	4. Telephone charges.	This includes annual bills and trunk call charges also.
	5. Menial wages.	
	6. Railway freight and conveyance charges for spare parts.	
	7. Hot and cold weather charges.	This includes purchase of mud-pots-glass, tumblers, thatties, charges paid, if any, for bringing drinking water, cost of firewood or charcoal, etc.
	8. Office expenses.	Items of expenditure which cannot be brought under the above heads such as kerosene oil, match box, wicks, refreshment charges will be brought under this head.

(1)	(2)
(iv) Petty construction and repairs.	Expenditure relating to departmental work.

139. *Classified register of contingent charges.*- As full details of expenditure incurred on each particular item are required for purpose budget and comparison with similar items of expenditure incurred as other stations, each Fire Station or office should maintain a detailed classified register of contingent charges in T. & A. Form 44-A, grouping the several items of contingent expenditure as shown in Order No. 138. All payments made out of contingent expenditure as shown in Order No. 138. All payments made out of contingencies should be entered in this register under the appropriate classification. Permanent advance recoupment bill should be entered as only one item for the total of the recouped amount classified under the appropriate unit. Adjustment bills (telephone bills and bill for taxes on motor vehicles) which are not paid out in cash but only debited by book adjustment should be entered in red inks as soon as they are passed for payment. Monthly totals as well as progressive totals should be struck at the close of every month when intimation of adjustment or payment is received, the fact should be noted in the remarks column. The figures in this register should be reconciled with those falling under “ other charges” in the “Statement ;control of expenditure”.

140. *Contingent bills.*- Bills for contingencies should be drawn in fully vouched contingent bill Form A.T.C. 58. Full details of the expenditure should be furnished in the bill. The original sub-vouchers for individual payments exceeding Rs. 50 included in the bills should be attached to the bills presented for payments at the Treasury. Sub-vouchers for Rs. 50 or less should be enfaced ‘cancelled’ by the drawing officer before being returned to the sections.

141. *Contingent charges.- how paid,* - (i) Contingent charges unless of a large amount, are met in the first instance from the permanent advance and are subsequently drawn from the Treasury in Form No. T. & A. 57. Contingent charges too large to be met from the permanent advance must be drawn on bills in the first instance. Similarly, as in the case of establishment bills, the contingent bills will be forwarded to the drawing officers concerned who will pass them for payment and endorse them in favour of the Station Officer or the private parties, as the case may be, for payment at the local treasury and return them to the Station Officer.

(ii) Thorough and careful post audit of all contingent bills drawn in any month, to ensure that all amounts drawn have been paid to the persons entitled to receive them and receipts obtained, shall be conducted by the District officers during their next inspection of the Sections and the fact of audit shall be certified under their dated initials against the entry of the total of each bill in the contingent register.

(iii) Drawing officers should take great care before passing bill for payment. They should see that the copy of the voucher which they sign in full and which should be attached to the contingent bill is clearly marked as original. The pass order in the duplicate copy of the

sub-voucher which should be retained in the section as office copy should only be initialed and no account signed in full. The word 'duplicate' should also prominently be noted in the office copy just above the pass order. They should maintain a bills register and enter therein particulars of all bills, passed for payment by them, allotting a few pages separately for each section. Whenever the District Officers go in inspection, they should verify the help of these bills register and other section records the ultimate disposals of the amounts drawn on the bills they have passed for payment.

(iv) Payment of suppliers' bills or to a private party should invariably be made by endorsing the contingent bill in favour of the party concerned. Where the amount due for payment is below the monetary limit (Rs. 100) fixed for endorsing the bills, the drawing and disbursing officer will be held responsible to see that the amount is paid to the party entitled to receive it. Open contingent bills without the name of the payee should not be signed by the drawing officer. Payment of suppliers bills for sums less than Rs. 10 should be made from permanent advance and the permanent advance recouped as often as required. To facilitate payment from permanent advance of such petty amounts and to have uniformity in the matter all freight charges should be prepaid by the sending station or stores, so that the receiving officer may not be put to difficulty in finding the money for the freight charges. Where it is necessary for a Station office to pay in advance rail freight charges on out-going goods greater than his permanent advance admits, the District officer should endorse the contingent bill 'Pay Station Officer by name' the amount required for such payment.

142. Payment by book transfers.- (1) Bills which are paid by book transfer should also be included in the Contingent Register of the section in the month in which the bill is accepted, and shown separately at the foot of the contingent bill. It should not be included as a disbursement among the charges in the bill as no cash payment is made. The amount should be included in the forward totals of the contingent register in order to work out the available balance of appropriation.

(2) When the bills are finally adjusted by the Accountant – General, the month of Account in which the bills are adjusted by the Accountant – General, will be intimated to the Sections for noting the same against the entries in the contingent register.

(3) When an officer countersigns a bill for book adjustment, he should clearly note on the invoice the major, minor and sub-head and the unit of appropriation to which the charge is debitable and also the authority for the expenditure.

(4) Delay in acceptance of bills should be avoided, as certain concessions as in the case of Telephone bills, which are admissible otherwise are thereby lost to Government. In the event of any loss through such delay, the persons responsible may be required to justify the delay or make good the loss.

143. Register of recurring charges.- A register of recurring charges in Form No. 9 should be maintained to denote recurring payments of

Expenditure for which a monetary or time limit has been specified Rents, water and electric charges, taxes, on properties, appliances and cycles, telephone bills, sweepers bills. Etc., hence fees for drivers are example of recurring payments which should be recorded in this Register. Any claim of a recurring nature, when received, should first be checked with the entries in this register and when the bill has been passed for payment, the voucher number and date should also be noted beneath the amount of the claim passed for payment.

144. *Telephone Trunk Call Register.*- A register should be maintained in Form No. 10. It will furnish a brief but concise summary of every trunk call received at or initiated from the Station. It is not sufficient if the purpose of the call is noted as 'official'. The subject matter of the call should be condensed and entered under the column provided for the purpose to see that the trunk call is justified. Entries should be made in the Register in chronological order as and when a call is made or received.

Before a bill for trunk call is accepted, the claim should be checked with reference to the entries in the register and the fact of receipt of bill noted in the last three columns. The date of adjustment of the bill should be entered when intimated.

145. *Payment of feeding or refreshment charges.*- (1) The Regional Fire Offices is authorized to incur expenditure on the feeding at Government expense, of Leading Firemen, Driver Operators, Firemen, Messengers, Ambulance Drivers and Ambulance Attendants, taken out to attend fire or other duties, more than five miles from their headquarters, subject to the following conditions:-

(i) No daily allowance is given to the men for any day on which they are given more than one meal at Government expense; and

(ii) The daily feeding charges does not exceed the prescribed limits.

A certificate in the following form should be furnished in the contingent bill in which the feeding charges are drawn:-

“Certified that no daily allowance has been drawn for the men for the days on which they were given more than one meal at Government expense.”

(2) The Regional Fire Officer is authorized to incur expenditure on the feeding at Government expenses not exceeding at the following rate when they attend fires.

- | | |
|-----|---|
| (1) | Station Officer or Engineer Sub-Officer – Rs. 2.50 P. per head per day. |
| (2) | Leading fireman, driver operator, firemen, etc., - Rs. 1.50 P. per head per day. |
| (3) | The term 'long hours' occurring in sub-paragraph (2) above will cover a period of attendance at a fire not less than 6 hours in day time and not less than 3 hours in night time. |

(4) Expenditure may be incurred on the feeding of personnel or purchase of refreshments subject to the conditions prescribed above. Details of expenditure incurred in each case should be submitted to the Regional Fire Officer concerned for sanction. The following particulars will be furnished in respect of each claim for sanction of feeding or refreshment charges:-

- (i) Number and name of each officer attending the call ;
- (ii) Place of call and distance from the Fire Station ;
- (iii) Time of leaving Station and time of return to Station, and the total period of absence from Station ;
- (iv) Details of expenses incurred ;
- (v) Personnel who attend fires or other duties for long hours, are entitled to actual expenses incurred for purchase of refreshments even if the place of call is within five miles from their head quarters, subject to the conditions in sub-paragraph (2) above.
- (vi) A copy of the sanction of the Regional Fire Officer for payment of feeding or refreshment charges, should be enclosed to the contingent bill in which the amount is claimed. The following certificate should be furnished along with the contingent bill in which feeding charges are claimed:-

“ Certified that no daily allowance has been Drawn for the men for the days on which they were given more than one meal at Government expense”.

146. Games, Sports and Physical Exercise.- The Director of Fire Services may sanction to each Fire Station an initial grant of Rs. 20 for games and sports with a recurring annual grant not exceeding one sixth of the amount of subscription raised or Rs. 50 which ever is less.

The rules governing the conduct and management of Andhra Pradesh Fire Service Sports and Recreational Clubs are laid down in Annexure IX. Applications for the initial or recurring grant admissible under the orders should be made in accordance with the instructions laid down in paragraph 5 of the above rules.

147. Motor vehicles repairs, etc.- The powers delegated to various officers for expenditure on purchase of spare parts, etc., for appliances are laid down in orders under (Chapter – Stores). They may also incur expenditure on repairs to the vehicles upto the limits prescribed in the above order. In according sanction under the power delegated above, it should be seen that the general rules regarding the purchase of stores (Chapter VII, A.P.F.C. Volume I) are followed. The limits prescribed refer to the cost of each article or any number of articles of the same kind purchased at any one time whether for one office or a number of officers. They should also satisfy themselves after a reference to the entries in the consolidated register of capital assets maintained in their offices that the repairs or replacements are warranted and necessitated by fair wear and tear.

Bills for repairs or supply of spare parts will be passed for payment quoting the sanctioned estimate number as authority. The following.

certificates should be furnished on the bills before they are passed for payment:-

(1) Certified that the work was executed satisfactorily as per specification or accepted quotation and that the appliance has been received back after-repairs in good condition.

(2) Certified that the charges for supply of articles are reasonable and in accordance with the prevailing market rates ; and

(3) Certified that all the articles supplied and billed for have been received in good conditions and were taken to stock and properly accounted for.

148. *Hospital charges:-* Members of the Fire Subordinate Service whose pay is less than Rs. 50 a month will be treated and fed free in Government, Local Fund or Municipal Hospitals, and in special police wards attached to local fund or municipal hospitals. The concession granted to members, of the Police Force and the procedure to be followed in connection with the charges on account of the concessions referred to in item 43 (G) of Appendix 7 to the Andhra Pradesh Financial Code, Volume II will apply to members of the Andhra Pradesh Fire Subordinate Service whose pay is less than Rs. 50 a month.

149. *Recruits expenses.-* Firemen Recruits may be supplied with reasons at a cost not exceeding naya paise 56 each. During the period of training, they may be paid 0-41 a month for meeting certain un avoidable expenses such as Chuckler's fee and lighting charges.

150. *Treatment of sick driver operators, etc.-* The Director of Fire Services may sanction expenditure upto a limit of Rs. 10 in each case for the treatment of an officer of and below the rank of Leading Firemen, who falls ill while on duty or on leave away from his home or station, or for the burial or cremation of his when he dies in similar circumstances.

151. *Water supply and scavenging charges.-* Charges on account of residential building for water supply and scavenging are ordinarily payable by the tenants themselves even though the quarters may be rent free. The Government will however bear the charges for water supply and scavenging n respect of Government quarters occupied by an officer of an below the rank of Leading Firemen, subject to the limits prescribed for head constables and constables of Police.

The Regional Fire Officer may incur expenditure on waterman or water charges after making sure that the expenditure is absolutely necessary.

The Regional Fire Officer may incur expenditure on scavenging charges upto Rs. 15 per month.

152. *Grant of first aid certificate and badges to Fire Service Personnel.-* Government will bear the actual cost not exceeding Rs. 1.50 Np. In each case in respect of each item on account of first aid certificate and Re. in respect of the first aid badges granted to the Fire Service Personnel by the Stl. John Ambulance Association.

153. *Purchase of first aid boxes.*—The Director of Fire Services may purchase First Aid Boxes at a cost not exceeding Rs. 45 for each Fire Station.

154. *Payment of Motor Vehicles Taxes.*—Motor vehicles used as fire engines, fire tenders and road water sprinklers have been provided for in a separate class for the purpose of taxation. Taxes will be paid for these vehicles at the rates prescribed in clause 6 in the Schedule to II the Andhra Pradesh Motor Vehicles Taxation Act.

155. *Certificate of Fitness.—Fire Service Units —Exempted* —Government have ordered that certificates of fitness are not necessary in respect of fire engines, fire tenders and motor cycles in the Andhra Pradesh Fire Service.

(Government Memorandum No. 5319-B-43-3, Home, dated 25-8-1943).

156. Charges on account of residential telephones of Fire Officer.— No recovery of call charges for residential telephones will be made from Fire Service Officer. They will also be exempted from the payment of any portion on the rental or surcharge in respect of residential connections.

(G.O. No. 2251, Public (General), dated 22-10-1946).

(G.O. No. 2682, Public (General), dated 12-12-1946).

(Government Memo No. 1427, Public (General), dated 11-11-1946).

157. *Renewal of Driving Licenses at Government cost.*—Government have permitted the renewal of driving licenses of the driver operators in the Andhra Pradesh Fire Services at Government cost.

(G.O. Memo 4750/42, Public (C.W.) dated 2-2-1942).

158. *Maintenance of driving licenses of Andhra Pradesh Fire Services drivers.*
(i) The driving licence which was obtained and renewed from time to time at Government cost is the Government property. The driving licenses of the Driver Operators leaving the service due to resignation or retirement or removal or dismissal or retrenchment may be given to them subject to the payment of proportionate cost of renewal as well as the initial cost.

(ii) In the case of driving licenses obtained by the individuals, renewed at Government cost, the licence may be given to the individuals subject to the payment of the proportionate cost of renewal charges.

(iii) In either case, the driving licenses should be deposited at the fire station for safe custody by the Station Officer and for being produced during inspections by the Inspecting officers.

159. *Purchase of seeds for the gardens in the fire station compounds.*-- An expenditure not exceeding Rs. 10 (Rupees ten only) may be incurred per fire station per annum for the purchase of seeds, seedlings, etc., in connection with the maintenance of garden in the compounds of the Fire Stations of the Andhra Pradesh Fire Service Department

subject to the condition that the expenditure can be met out of the Budget appropriations and out of the appropriation allotted to each station.

(G.O. Ms. No. 2213, Home, dated 12-5-1950).

160. Supply of mirror to the fire station and workshop.-- Under item no. 23 to Appendix 7 to the Andhra Pradesh Financial Code Volume II, the Regional Fire Officers are authorized to purchase and supply a mirror to each Fire Station and workshop under their control at a cost not exceeding Rs. 20. each.

161. *Telegrams.*—(1) Only service postage stamps should be used in payment of telegrams dispatched on public service whether sent from Government or railway telegraph offices except in the case of telegrams sent from railway stations on the Bengal Dooars Railway in which case payment will be made in cash.

Note.—Telegraph officers are required to show in the receipt for State Telegrams the amount paid for it in service stamps, and also to write prominently in the receipt the word “State”.

(2) If any officer is compelled to send a telegram at a time when he is temporarily without service stamps, he should pay for it in cash and the receipt granted to him will then state the value of the telegram but will not bear on it the word “State”. The value of such Telegram as are Paid for in Cash may subsequently be record from Government, certificate signed by the Head of the Office that the telegrams was sent on the State Service and that cash payment was unavoidable, being attached to the voucher concerned.

(3) State messages may be classed as “Express” or “Ordinary”, at the discretion of the sender and the following general principles are prescribed for the guidance of officers, who should also bear in mid the necessity for keeping expenditure as low as possible:

(i) A telegram should not be sent where a letter would serve the same purpose equally well.

(ii) State telegrams should, as a rule be sent in the “Ordinary” class.

(iii) Messages should be classed as “Express” only.

(a) in cases of great emergency, and

(b) incases where the dispatching officer known that the line in blocked and considers his message sufficiently important to take precedence of ordinary traffic.

State telegrams should, except when extreme precession is important, be expressed in as few words a possible; and mere auxiliary or connective words which can obviously be filled in by the receiver should be omitted.

Note.—(1) When a telegraphic cypher coder has been supplied the code should be used as far as possible.

(2) Books of telegram forms required for official use may be obtained on payment from any principal Government telegraph office.

If a Government official asks for repletion of a telegram received by him in his official capacity, he shall not be required to pay any transmission charge in the first instance. If, however the repetition reveals no error on the part of the Telegraph service the necessary charge will be recovered.

162. *Stamp account.*-- A stamp account shall be maintained in the following simple form and should be an up-to-date account of the daily receipts, issues and balances. The book balance should be daily verified with the actual balance of stamps on hand.

Daily Stamp Account.

Date.	Opening balance (including receipts).	Issue Rs. nP.	Balance Rs. nP.
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Before a contingent bill for service stamps is drawn, the stamp account should be thoroughly checked, actual balance and book balance verified by actual count and the fact of verification recorded in the account by Station Officer. The accounts will start with the day's opening balance which will be the same as the closing balance on the previous day. If there are any receipts in the day, it will also be entered in the column "opening balance" and the totals struck. The entry under column "issues" will be consolidated one for the total amount of stamps used up on the day, the details for which will be available in the dispatch register.

163. *Permanent advance.*—Each Section of the Andhra Pradesh Fire Service is furnished with a permanent advance to meet emergent petty advances of all kinds and will seldom be required for other than contingent expenses. The permanent advance is intended to meet unforeseen expenditure which has to be incurred urgently without unforeseen expenditure which has to be incurred urgently without fulfilling the formalities ordinarily required for drawing money from the Treasury. In no circumstances should advances of pay and traveling allowances be made from out of the permanent advance of the section. Only the amount required to meet incidental contingent expenditure while on tour may be paid from the permanent advance.

164. *Recoupment of permanent advance.*—At the end of each calendar month, and also when in the course of a calendar month, there is a change in the officer in charge of the section, or the balance of the permanent advance available will not be sufficient to meet further expenditure that will be incurred during the remainder of the month, the permanent advance should be recouped by presenting contingent bill at the Treasury for payment.

The bill for recoupment of permanent advance should not be rounded as in the case of other bills but should only be for the actual amount spent out of the permanent advance, requiring to be reimbursed.

165. Acknowledgement of permanent advance.—Every Regional Fire Officer taking charge of a Region and on the 15th of April each year shall send an acknowledgement in T. and A. Form No. 16 of the receipt of the full amount of the permanent advance to the Accountant General.

166. *Cash book*.—(1) A cash book in common Form .C.F 119 shall be maintained in each section of the Andhra Pradesh Fire Service. It shall be a record of all cash transactions of the section and of the District Officer in the case of Stations at District Headquarters. All monies received on Government account, whether in cash, cheques, cash orders, remittance transfer receipts, bills etc., which are convertible into cash shall be brought to account in it.

(2) (a) The book shall contain two sets of pages; the left hand pages are marked “Dr” and the right hand pages “Cr”.

(b) The permanent advance and all other moneys received on Government account shall be entered on the “Dr” side and all disbursements or expenditure shall be entered on the “Cr” side.

(c) To facilitate the easy check of disbursement as against the corresponding receipts the last columns viz., “Head of account” etc. on each half shall be used for noting the dates of disbursement or dates of receipts of the difference items.

(d) Sums paid to men of other districts from the permanent advance and their recoupment shall be entered in red ink, so that the adjustment of such payments can be easily watched and delays brought to notice.

(3)(a) (i) The book shall be closed at the end of each day on which there is a transaction, the amount of cash on hand being shown as the last entry for the day on the “Cr” side and brought forward as the first entry of the next day on the “Dr” side.

(ii) The book shall be in the custody of and shall be maintained by the Station Officer himself, but when he is likely to be absent from the station for more than a day, the book shall be handed over to the Leading Fireman in charge of the Station with clear and definite instructions as to its maintenance. On the Station officer’s return to the station, he shall check the entries in the book and the cash balance.

(b) The cash on hand in each station shall be kept in a locked drawer or other suitable receptacle ; when the charge of the cash book is exchanged, the cash balance together with the key of the receptacle shall be handed over by record in the Station occurrence book, the amount handed over being stated in words as well as figures.

(c) The District Officer shall when he halts in his headquarters check the entries in the book maintained at his headquarters station daily, if possible and in any circumstances not less than once a week. On return after an absence from his headquarters, he shall examine the book and check and initial the transactions for each day of his absence. In respect of cash books maintained in other stations of his district, he shall check the book of each such station when ever he visits and certify in his diary that he has done so, that the books are in order and the cash balance correct, that all payments

From the permanent advance upto the date of last recoupment bills which were due have been claimed and that full cash recoveries have been made from bills cashed upto-date.

(4) At the end of every month, a detailed balance sheet in the form given below shall be made out in cash book. In this balance sheet, in the debtor side the permanent advance and all sums received and un-disposed of will be entered, and on the creditor side all expenditure paid in advance and not recovered and the cash balance in hand will be shown. Items of sums on hand in addition to the permanent advance shall be given in detail. The totals, and not the details of contingent bills which have been submitted to the Drawing Officer or sent to the Treasury and not cashed, and if items of contingent expenditure not yet billed for will be given. All other sums paid in advance shall, however, be shown in detail.

Balance Sheet as on					
Dr.			Cr.		
Particulars.	Amount	Total	Particulars.	Amount	Total
To permanent advance	..		By unadjusted advances		
Amount received from other sources.					
<i>Date</i>	<i>Details.</i>		<i>Date</i>	<i>Details.</i>	
			By balance on hand	..	
			In Cash	..	
			In Cheques and Bills	..	
Total	..		Total	..	

Signature of the Station Officer.

Head of Office.

(5) When the charge of the cash book is transferred, the cash balance together with the key of its receptacle should be handed over by record in the Occurrence Book, the amount handed over by record in the Occurrence Book. The amount handed over being stated in words as well as in figures.

Note.—The officers in charge of the Fire Stations in the Andhra Pradesh Fire Service Department are exempted from furnishing security under Article 276 of the Andhra Pradesh Financial Code Volume I.

(G.O. Ms. No. 2022, Home, dated 3-5-1950)

167. *Cash box.*-- Each section shall be provided with a cash box. All public money, whether in negotiable bills, cheques, or cash, shall be kept in the cash box. A bill is not money until it is passed for payment by the Treasury Officer.

No money which does not belong to Government except that belonging to Fire Service Department Recreation Club may be deposited in the Cash Box.

168. *Safe custody of cash box.*--- The Station Officer of the section should arrange for the safe custody of the cash box. As soon as the accounts for the day are closed, the cash box should be safely put away in an almirah and scaled.

CHAPTER XII.

169. *Leave Procedure.*--- The grant of leave is regulated by Fundamental Rules and the Andhra Pradesh Leave Rules.

170. *Casual and Compensation Leave.*--The following orders govern the grant of casual and compensation leave.

Executive Instructions issued by the Government regarding casual leave.

171. *Ordinary Casual Leave.*-(1) Casual leave is not provided for in the Fundamental Rules and is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under the Fundamental Rules.

(2) No Government Servant may in any case by absention casual leave for more than 12 days in the course of one calendar year. Casual leave may be combined with Sundays or other authorized holidays provided that the resulting period of absence from duty does not exceed 10 days. The fact that a maximum has been fixed for the amount of casual leave which may be taken within a year, does not mean that an officer is Entitled to take the full amount of casual leave as a matter of course.

(3) Heads of Departments should intimate their intention of taking casual leave to Government in the Department concerned.

(4) A register of casual leave taken should be maintained in every office.

(5) Members of works establishment may be granted casual leave on full pay or on reduced wages.

(6) Menial servants paid from contingencies whose service is non-pensionable may be granted such casual leave as would be given to private servants, the ordinary limits of or 12 days not being applicable.

172. *Special Casual Leave.*- (7) (i) Special casual leave not counting against ordinary casual leave may be granted to a Government servant in the following circumstances.

(a) When he is detained in a plague camp on the way to rejoin duty for a period not exceeding twenty-one days.

(b) When he is ordered by the Head of his office to absent himself from duty on the certificate of a medical officer on account of the presence of infectious disease in his house, ordinarily for a period up to twenty-one days but in exceptional circumstances up to thirty days ' provided no substitute is appointed and no extra cost to Government is involved. If however, a substitute is necessary, ordinary

leave debitable to the leave account of the Government servant should be granted. The grant of special casual leave involving the appointment of substitute in all other cases requires the sanction Government, which will be accorded only when the absence is less than 30 days and the subordinate concerned draws a pay of less than Rs. 100 per mensem and has no ordinary leave to his credit.

NOTE:- (i) The following diseases are treated as infectious diseases for the purpose of the grant of special casual leave:-

1. Smallpox
2. Chickenpox.
3. Plague.
4. Cholera
5. Typhoid.
6. Acute influenza pneumonia
7. Diphtheria
8. Carebro-spinal meningitis
9. Measles.

In the case of chickenpox, special casual leave should not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true disease, for example smallpox, there is reason for the grant of such leave.

(ii). When the Government servant himself catches the infection, regular leave under the Fundamental Rules must be taken for the period of absence.

(c) When he is summoned to serve as a junior or assessor or to give evidence before a Court as a witness in Civil and Criminal cases in which his private interest are not in issue, the leave to cover the total period of absence necessary.

(2) In the cases coming under clause (a) to (c) above, when the period of absence from duty exceeds the limits, prescribed therein, the Government servant may be granted for the entire period of absence such regular leave with leave salary as may be due to him and thereafter, extraordinary leave.

When he undergoes sterilization operation (Vasectomy) or salpingectomy under the Family Planning Scheme. The grant of special casual leave in this case should not exceed six working days.

(8) Casual leave cannot ordinarily be taken in combination with any leave recognized by the Fundamental Rules, with joining time or with vacation. Heads of Departments, may, however sanction such combination in special cases provided there is no evasion of the rules, for instance when an officer obliged to be absent owing to the prevalence of infectious disease in his house, and place on special casual leave, himself contracts the illness and has to be granted regular leave in continuation.

(9) (I) Special casual leave will be allowed to a Government servant participating in sporting events for a period not exceeding 30 days in a calendar year. The period of absence in excess of 30 days should be treated as regular leave of the kind admissible under the relevant rules applicable to the persons concerned. For this purpose Government servants may as a special case be permitted to combine special casual leave with regular leave but not with regular casual leave.

The purpose for which and the conditions under which special casual leave may be granted are indicated below :

The special casual leave will be allowed only.

(a) for participation in sporting events of National or International importance
;and

(b) when the Government servant concerned is selected for such participation :-

(i) in respect of international sporting events by any one of the following organizations as a member of a team which is accepted as representative on behalf of India.

1. The All India Foot Ball Federation.
2. The Indian Hockey Federation.
3. The Board of Control for Cricket in India
4. The Indian Olympic Association.
5. The All India Lawn Tennis Association.
6. The All India Badminton Association.
7. The Table Tennis Federation of India.
8. The All India Women's Hockey Association.
9. The National Rifle Association
10. The All India Brigade Federation
11. The Swimming Federation of India
12. The Amateur Athletic Federation of India
13. The Volley Ball Federation of India
14. The Wrestling Federation of India
15. The Basket Ball Federation of India
16. The Kabaddi Federation of India
17. The Indian Weight Lifting Federation

18. The Gymnastic Federation of India
19. The Ball Badminton Federation of India
20. The Indian Polo Association
21. The Indian Golf Union.
22. The Squash Rackets Association of India.
23. The Wrestling Association of India.

OR

(ii) in respect of events of National importance when the sporting event in which participation takes place is, held on an Inter-State, Inter-Zonal or Inter-Circle basis, and the Government servant concerned takes part in the event in a team as a duly nominated representative on behalf of the State, Zone or Circle, as the case may be.

(II) The concession will not be allowed for participation either in a National or International sporting event in which such participation of the Government servant concerned takes place in his personal capacity and not in representative capacity.

(10) (III) Compensation Leave:- A Government servant who is called on to attend office on a public authorized holiday, except as a punishment, should be granted another day in its place when opportunity offers. If possible, a Government servant of the religious persuasion who observes a holiday should not be called upon to work on that day. The grant of compensation holidays in subject to the following conditions:-

(i) such holidays may not be taken by any Government servant without the previous permission of the authority who is competent to grant him casual leaves. An officer who is allowed to avail himself of casual leave without obtaining the previous permission of higher authority should intimate the intention of taking such a holiday to the authority to whom he makes similar intimations in respect of casual leave.

(2) Not more than ten such days in all may be taken in a calendar year and no such holiday shall be taken after the expiry of six months from the public holiday for which it is substituted. It will, however, be within the discretion of the head of an office to call on the sub-ordinate effected to take such holiday on any date within six months which the head of the office finds to be convenient.

(3) Not more than seven such holidays may be accumulated and a lower number may be fixed in his discretion by the Head of the Office.

(4) Such holidays may be combines with casual leave or other authorized holidays provided that the total period of absence from duty shall not exceed ten days.

NOTE:- Fire Service officers and men of all ranks may be allowed compensation holidays under this order.

173. *Granting Leave :-*

(1) Casual leave to Regional Fire Officers should be granted by the Director of Fire Services.

(2) "Casual leave to Divisional Fire Officers shall be granted by the Regional Fire Officers concerned and casual leave or compensation leave to Assistant Divisional Fire Officers shall be granted by the Divisional Fire Officers concerned. The grant of such leave should be communicated for information to the Director of Fire Services in the case of Divisional Fire Officers".

(3) Divisional Fire Officers and Assistant Divisional Fire Officers are empowered to grant casual leave and compensation leave to Station Officers and Engineer Sub-Officers. The applications will be returned to the Stations with the orders thereon and eventually filed there by the Station officer with a note of the dates of availing of and return from the leave.

(4) The Station Officer or the officer-in-charge of workshop may grant to any of his subordinates including Lower Division Clerks casual leave or compensation leave and may also permit them to combine Sundays and other authorized holidays with it, subject to the limits prescribed and the availability of leave reserve.

174. *Register of Casual Leave:-*

(1) The Register of casual leave prescribed by Government should be maintained in respect of Gazetted Officers by the officer competent to sanction the leave.

(2) In respect of non-Gazetted Officer, the register of casual leave should be maintained by the authorities empowered to grant the casual leave.

(3) The casual leave register should be maintained in Form No. 11....

NOTE:- The Grant of compensation holidays will also be noted in the casual leave register.

175. *Deleted.*176. *Other Leave:-*

(1) The following kinds of regular leave are admissible to the personnel in the service :-

- | | | |
|----------------------------------|---|---|
| 1. Earned leave. | } | Under the Andhra Pradesh Leave Rules, 1933. |
| 2. Un earned leave. | | |
| (i) Leave on medical certificate | | |
| (ii) Leave on private affairs. | | |
| 3. Extraordinary leave. | } | Under the Fundamental Rules. |
| 4. Hospital leave. | | |
| 5. Special disability leave. | | |

(2) *Earned leave:-* A member of the service will be eligible to earn leave at the following rates:-

at 1/22 nd of duty period	Upto the date on which he is deemed to have completed his probation satisfactorily or has completed two years of approved service and.	Upto a limit of 30 days.
At 1/11 th of duty period	There after	Upto a limit of 180 days.

NOTE:- Firemen and equivalent ranks have been classed as superior from 3-6-46 and will earn leave at 1/11th of the period of duty only from that date or the date of completion of two years of approved service whichever is later. The leave account of a Government servant will be recasted at 1/11th of the duty period.

177. *Unearned Leave on Medical Certificate.-* (1) An approved probationer in superior service may be granted to the limits and conditions laid down in Andhra Pradesh leave rules.

178. *Unearned Leave on Private Affairs.-* Leave on private affairs may be granted as per order No. 177.

179. *Extraordinary Leave.-* Extraordinary leave may be granted to a permanent Government servant in special circumstances when no other leave is admissible or otherwise at the written request of the Government servant concerned for the grant of extraordinary leave.

In the case of a non-permanent Government servant, extraordinary leave may be granted upto a limit of six months at any one time, or upto twenty four months at any one time if he has been in continuous service for a period exceeding one year and if he is undergoing treatment for tuberculosis subject to the conditions in Andhra Pradesh Leave Rules 23 (a) (ii). Grant of extraordinary leave in excess of this limit will constitute a break in service under this rule.

180. *Hospital Leave,-* (1) Leading Firemen, Firemen, Driver Operators, Driver Mechanics, Workshops staff, Ambulance Drivers and Ambulance Attendants in the Andhra Pradesh Fire Service are eligible for hospital leave on account of ill health contracted in the performance of their duties. The grant of the leave is governed by the Subsidiary Rules under Fundamental Rule 101 (b).

(2) A Government servant who holds only a temporary or officiating post and has no lien on a permanent post is not entitled to Hospital leave. But this provision shall not apply to the Leading Firemen in the Fire Service Department.

NOTE:- The concession will not apply to the workshop staff, Driver Operator, Driver Mechanic, Ambulance Drivers or Ambulance Attendants as they do not undertake special risks in the course of their duties.

181. *Special Disability Leave.* – A member of the service who is disabled by injury sustained in consequent of the due performance of his duties is eligible for special disability leave in accordance with Fundamental Rule 83.

The concession allowed to the non-Gazetted Government servants of the Police Department in the Note under Fundamental Rule 83 (3) may be extended to the non-Gazetted servants in the Fire Service Department.

(G.O. Ms. No. 376, Home, dated 31-1-1952).

182. *Leave Account:-* A leave account shall be maintained for every Government servant in the form annexed to the Andhra Pradesh leave rules. Before leave is sanctioned, the authority competent to grant the leave should verify the leave account and satisfy himself that the leave is admissible.

183. *Application for and Grant of Leave.-* (1) Gazetted Officers should submit their applications for leave to the Director of Fire Services, through the Regional Fire Officers.

The Director of Fire Services is empowered to sanction leave other than special leave other than special disability leave to the Fire Officers.

(2) Leave to Assistant Divisional Fire Officers, Station Officers and Engineer Sub-officer and all members of and below the rank of Leading Fireman including workshop staff will be granted by the Regional Fire Officer concerned.

(3) Divisional Fire Officers may also grant leave to firemen and equivalent ranks.

(4) In the case of Non-Gazetted Fire Service officers who are admitted into hospital for treatment as in-patients on passports, formal requisitions for medical certificates will not be insisted on by Medical Officers. They will grant separate medical certificates when recommending such men for long leave. In cases in which the leave recommended is only for the period spent as in-patient or for short periods to recoup their health, separate certificate is unnecessary and the recommendation can be made on the passport itself.

184. *Grant of Leave Provisions of Fundamental Rule 71 to be Enforced.-* (1) The authority competent to grant leave or the authority under whom the Government servant is to be employed on return from leave, as the case may be should enforce the provisions of Fundamental Rule 71, under which no Government servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness; a medical certificate of fitness may be required also from Government servant who have been granted leave for reasons of health, even though such leave was not actually granted on medical certificate. An officer who applies for leave other than on medical certificate within a period of three months from his return from leave should state definitely the reasons for the leave in order that the officer granting it may see whether the spirit of the leave rules has been complied with.

(2)(a) Officers competent to grant leave to their subordinates are warned that they will be held personally responsible for the observance of the above orders and that the Government will not hesitate to recover from them any pecuniary loss to Government by their negligence.

(b) An officer who takes leave preparatory to retirement can be held to his offer to retire at the end of the leave and he compelled to do so, provided that it is on record that the leave was applied for preparatory to retirement and granted on that condition.

185. *Leave applications.*- Applications for leave will be forwarded by the Station Officer to the competent authority through the Divisional Fire Officer or Assistant Divisional Fire Officers, as the case may be, with a leave roll in Form No. 12 with all the necessary particulars completely filled in.

186. *Departure on Leave.*- (1) Gazetted Officers, before proceeding on leave, should communicate their address while on leave to the Director of Fire Services.

(2) All Subordinate Fire Service Officers before proceeding on leave should communicate their address to their immediate superior and keep him informed of any change of address.

(3) All Subordinate Fire Service Officers below the rank of Station Officers proceeding on leave (whether on casual or other kinds of leave) shall invariably be furnished with the appropriate passports in A. F. S. Form No.13. A man who has obtained a medical certificate recommending him leave should be given a passport, before proceeding on leave in token that the leave has been sanctioned.

187. *Acceptance of Private Jobs while on Leave – Prohibited* – A member of the service should not take up any private job during the period of leave granted to him. This is a violation of Rule 12 of the Civil services Conduct Rules under which no Government Servant shall, except with the previous sanction of the State Government, engage in any trade or undertake any employment of work other than his official duties. This rule should be strictly enforced and any breach of this rule will entail disciplinary action against the person concerned.

188. *Absence from duty in Anticipation of Sanction of Leave.*- A member of the service shall not avail himself of casual leave or other leave without obtaining the previous sanction of the authority competent to sanction the leave. No officer shall avail any leave granted to him without making adequate arrangements for carrying on his duties during his absence. Sending of telegrams and letters of applications for leave and availing same without waiting for the leave to be sanctioned is expressly forbidden in the case of operational staff of this service.

189. *Return from Leave.*- Persons reporting for duty on the expiry of the leave granted to them should do so on the forenoon of the day on which they should report for duty. If any one reports for duty in the afternoon, he will be entitled to duty pay only from the

next day. He will be deemed to have overstayed his leave, and his absence on the day should be regularized accordingly.

190. *Leave cannot be claimed as a matter of right.*- The grant of leave at a particular time cannot be claimed as a right by a Government servant.

Leave should not be granted to a Government servant who ought at one, to be dismissed or removed from Government service for misconduct or general incapacity.

191. *Absence to be Accounted for by leave.*- The absence of an officer must invariably be accounted for by the grant of some kind of leave, irrespective of any punishment awarded.

192. *Grant of Hospital Leave.*- (1) (a) Attendance at a hospital as an out-patient does not constitute detention in hospital” referred to in subsidiary Rule 4, under Fundamental Rule 101 (b).

(b) Government consider that it is for the Medical officer and not the Administrative Officer to decide whether injury or disease has been received or contracted in the course of duty (Subsidiary Rule 4) under Fundamental Rule 101 (b). All the circumstances of the cases should be reported to the Medical Officer so that he may take them into consideration before issuing a certificate. Cases in which Medical Officer’s certificates are considered incorrect should be brought to the notice of the Director of Fire Services.

(c) If, however, the Medical Officer certifies that the injury or disease necessitates detention in hospital, that there is no hospital within convenient distance to which the patient may be sent and that home treatment is possible, treatment as out-patient may be considered to be “detention in hospital” for the purpose of this Subsidiary Rule.

(2) Hospital leave on average pay may be granted to men for a period not exceeding three months in every three years. In determining eligibility for hospital leave, the period of three years should be calculated backwards from the date of expiry of the leave about to be granted.

(3) Short periods spent in hospital may be treated as hospital leave to avoid consuming a man’s allowance of casual leave.

(4) Hospital leave is reckoned from the time when the officer leaves his station to go to the hospital until he rejoins his station for duty.

193. *Application for Leave.*- (1) (a) Requisitions to Medical Officers to examine officers with a view to recommending leave on medical grounds will be in C.F. No. 197. The Medical Officer will take the left thumb-impression of the applicant on the Medical Certificate and this impression will after wise be verified.

(b) Requisition for Medical Certificates on behalf of an officer admitted for treatment into a hospital should be sent immediately to the officer so admitted.

(2) When the particulars of an officer's illness are required in the interest of Government by his official superiors, they should ordinarily be demanded from the subordinate himself, who obtain them from his medical attendant.

(3) An application by a Non-Gazetted Government servant in superior service for leave or for an extension of leave in medical certificate must be accompanied by a certificate from the applicant's medical attendant who should be a registered medical practitioner. Such certificate should distinctly state the nature of the illness, its symptoms, probable causes and duration, the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health ; and the date from which such absence should take effect. The authority competent to grant the leave may in its discretion either accept the certificate or secure a second medical opinion by sending the applicant for medical examination either to the District Medical Officer or to the nearest Gazetted Government Medical Officer available. Should it decide to secure a second medical examination to be made on the earliest possible date after the date on which the first medical opinion was given, it will be the duty of the District Medical Officer or other Medical Officer as the case may be, to make an independent examination of the applicant and on the basis of such examination to express an opinion both as regards the facts of the illness and as regards the amount of leave required.

NOTE:- The possession of a certificate as prescribed in this order does not in itself confer upon the Government servant concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave and the orders of the authority should be awaited.

(4) Medical Certificates granted by registered Medical Practitioners should under no circumstances be sent to a Government Medical Officer for countersignature.

194. *Drawal of leave salary of a Non-Gazetted Government Servant holding a Permanent post in the Office and Officiating in a post in another office.*-The leave salary of a Non-Gazetted Government servant holding a permanent post in one office and officiating in a post in another office may be drawn at the Office from which he proceeded on leave, if he would have continued in that Office but for his leave and is expected to return to it on its expiry. No Last Pay Certificate should be issued in such cases but the fact of the Government servant having gone on leave should, however, be intimated to the Head of the first Office so that he can show the necessary arrangements in the absentee statement of his Office. The bills in which leave salary is drawn should also indicate the permanent post on which the absentee holds a list to facilitate correct classification of leave salary.

NOTE:- The persons belonging to ex-Hyderabad State, who have opted remain in the old Leave Rules will be governed by the respective leave rules contained in the Hyderabad Civil Services Manual.

CHAPTER XIII

TRAVELING ALLOWANCES

195. *Traveling Allowances – Grant of* .- The grant of traveling allowance is regulated by the Andhra Pradesh Traveling Allowance Rules printed as Part-II of the Andhra Pradesh Manual of Special Pay and Allowances.

196. *Preparation of Traveling Allowance Bills.* – Traveling allowance bills in respect of all journeys on tours on Government account will be submitted only once in a month to the Controlling Authority for countersignature. All journeys on tour performed during a calendar month should be completely included in that month's bill by the Station officer and the consolidated bill forwarded to the Controlling Authority so as to reach him before the 5th day of the succeeding month.

Travelling allowance bills for journeys on transfer will be submitted immediately after the Government servant has reported at the new station.

197. *Journeys on Tour.*-(1) All tours on Government account should be made after prior approval by the controlling authority the only exception being attendance at Fire and Ambulance calls. A copy of the proceedings approving the tour should be attached to the office copy of the bill for purposes of check.

(2) Advances of Travelling allowance on tours should not be paid from the permanent advance. The amount will be drawn in a separate advance bill in A.P.F.C.S Form No. 22 and its prompt recovery watched through the Register of advances of pay and traveling allowance, by the officer-in-charge of the Station.

(3) The amount of advance of traveling expenses for tours will be restricted to actual requirements as laid down in Article 84 of the Andhra Pradesh Financial Code, Vol. I.

(5) *Controlling officers will scrutinise the Traveling Allowance Bills.*-No claim for travelling allowance will be entertained if it is made after three months of the completion of the journey to which it relates. Countersigning officers should refuse to countersign bills presented three months after the completion of the journey for which the travelling allowance is claimed. If the time limit of three months for submission of a Travelling Allowance bill is exceeded by a person

198. *Time Limit for Countersignature of Travelling Allowance Bills.*- No claim for travelling allowance will be entertained if it is made after three months of the completion of the journey to which it relates. Countersigning officers should refuse to countersign bills presented three months after the completion of the journey for which the traveling allowance is claimed. If the time limit of three months for submission of a Travelling Allowance bill is exceeded by a person

for whom an advance has been drawn, the advance will be recovered from him by deduction from the pay bill as no travelling allowance will be payable to him after the time limit has been exceeded.

199. *Journeys beyond Five Miles Radius not Involving any Absence from headquarters:-* No daily allowance is admissible to a Government servant for a journey performed outside a radius of five miles from the place of duty without actually absentsing himself from his headquarter station.

200. *Daily Allowance for Journeys Performed in Government Conveyance.-* Officers and men of the Andhra Pradesh Fire Service are Governed by Andhra Pradesh Travelling Allowance Rule 52, who make a journey to a place more than five miles away from their headquarters will be entitled to daily allowance irrespective of the time limit of absence prescribed under Andhra Pradesh Travelling Allowance Rule 53-A.

*Note.-*The Fire Service personnel are entitled to only one Daily Allowance (but not two daily allowances) for absence involving halts not exceeding 24 hours, although the period of halt may commence in the Calendar day and end on the next day with reference to the Rule 53-A read with Rule 2 (b) (ii) of the Andhra Pradesh Travelling Allowance Rules.

201. *Driver operators, Driver Mechanics and Ambulance Attendants exempted from Operation of Andhra Pradesh Travelling Allowance Rules 53 and 53-A.-*Driver Operators, Ambulance Drivers, Driver Mechanics and Ambulance Attendants of the Andhra Pradesh Fire Service have been exempted by Government from the operation of Andhra Pradesh Travelling Allowance Rule 53 and 53-A and they may be paid travelling allowance for journeys not involving an absence, of one night, from their headquarters if it is otherwise admissible.

Note.- The Fire Service personnel are entitled to only one Daily Allowance (but not two Daily Allowances) for absence, involving halts not exceeding 24 hours, although the period of halt may commence in one Calendar day and end on the next day with reference to rule 53-A read with Rule 2 (b) (ii) of the Andhra Pradesh Travelling Allowance Rules.

202. *Training Courses.--* A member of the service deputed to an authorized course of training will be eligible for travelling allowance according to whether the deputation is treated as on tour or as on transfer under the Andhra Pradesh Travelling Allowance Rule 102-(a).

203. *Claims for Railway Freight and Transport Charges.-* Attested copies of all sub-vouchers in respect of claims for railway freight, transport charges etc., have to be enclosed to the original travelling allowance bills and also to the copies of the bills for scrutiny in audit.

204. *Admissibility of Travelling Allowance to Vacancy Reserve Personnel.-* (i) The vacancy reserve personnel of the Fire Service

Department when deputed to other sections to fill in vacancies, should be allowed travelling allowance as on tour for periods of halts upto and including two months and as on transfer for period exceeding two months ; and

(ii) they should be allowed daily allowance at three fourths of the ordinary rates for periods of halt in excess of the first ten days upto thirty days and at half rates thereafter under rule 44 of the Andhra Pradesh Travelling Allowance Rules.

(G.O. Ms. No. 4783, Home, dated 13-2-1951.)

CHAPTER XIV.

RECORD OF SERVICE.

205. *Service books.*- Service Books shall be maintained in Form 10 of the Fundamental Rules for all ranks in the Fire Service including the ministerial and executive staff.

[G.O. Ms. No. 1478, Public (Fire Services), dated 19th May 1948].

206. Deleted.

207. *Maintenance.*-The Service Books of and above the rank of Station Officer shall be maintained by the Regional Fire Officers concerned and the Service Books of an below the rank of Leading Fireman including Lower Division Clerks shall be maintained by the District Officers concerned. The entries in the Service Books will be duly attested by the Officers authorized in this behalf.

208. Rules regarding Service Books.- The Service Book should be a correct and complete history of the service of a Government servant and every step in his official life such as appointment, promotions, dates of satisfactory completion of probation, increments and transfers and leave of absence taken, punishments and good service entries should be regularly and concurrently recorded in it each entry being duly verified with reference to departmental orders, pay bills and leave statements and attested by the officer authorized in this behalf.

(2) When an officer is transferred from one office or station to another, the necessary entry of the nature and reason of the transfer should be made in his service book in the office or station from which the Government servant is transferred and the book after being duly verified to date and attested by the Head of that office, should be transmitted to the Head of the office to which the Government servant has been transferred, for maintenance. If he should find any error or omission in the book on receipt he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the book is taken over by him. The service book should not be made over to the non-gazetted Government servant who has been transferred.

(3) Finger prints must be taken in the presence of Head of the Office. Entries on the first page will be renewed and re-attested every five years.

209. Verification of service books.- The Service Books should be verified and a certificate to that effect should be signed by the District Officer once a year.

210. *Service Books and Service Rolls Disposal.*—Custody of Service Books.- (1) The Service Book in Fundamental Rules From 10 may be given up (a) to a Government servant, only when no pension is given to him on resignation or discharge without fault, an entry being first made therein to this effect of (b) in the event of a Government Servant's service terminating by his death to his relatives on application. Should no application be made within one year of the death of the Government servant, the service book may be destroyed.

(2) When a Government servant's service is terminated by dismissal, the Service Book should be retained for a period of five years or until the Government servant's decease, whichever is earlier after which it will be destroyed.

(3) A similar procedure should be followed in the case of a Government servant whose probation is terminated. The Head of the Office in which he was last employed should retain the Service Book in such cases.

(4) The Service Book of a Government servant who has been dismissed and who is afterwards reinstated should on requisition, be returned to the head of the office in which he is re-employed.

(5) A similar course should be adopted when a Government servant has been discharged without fault or resigns and is subsequently reemployed.

(6) When a Government servant's service is terminated by registration or discharge without fault and no pension is given to him, his service book should be retained for a period of five years from the date of his resignation or discharge. In the event of his death within the period of five years the service book should be retained for a period of six months only from the date of his death. If no application for its return is received either from the Government servant or from the relatives of the deceased Government servant within the above periods it may be destroyed.

(7) *Register of Service Books.*-- A register in Form C.F. 201 shall be maintained by every officer authorized to maintain them to watch retirements, annual verification of service and the dispatch of service books of men transferred, retired and dead.

211. *Service Book of Subordinate Officers Promoted as Gazetted Officers.*-(1) When a Subordinate Officer is substantively promoted to the rank of a Gazetted Officer, on entry to that effect should be made in his service book which should be forwarded to the Accountant General for record through the Director of Fire Services.

(2) When he is merely officiating in a Gazetted appointment, his service book should be kept by the Regional Officer of the Region in which he is serving and sent to the Director of Fire Services with any application for leave.

212. *On Transfer to foreign service.*-When a Non-Gazetted Officer is transferred to foreign service, his service – book shall be forwarded to the Accountant General through the Director of Fire Services ;

213. *Verification Roll.*- A verification shall be made out for applicants selected for appointment in the service and sent to the Police station nearest to the residence of each applicant for verification before enlistment. After enlistment, the roll will be filed with the service Book of the person concerned.

214. *Points to be observed in checking service books.*- The following points should be observed in checking and verifying. Service books:-

(1) The correct entry of dates of commencement and termination of service in an appointment and the rate of pay. The date of commencement of service is the date from which the officer draws the pay of the appointment and the date of termination, the last date for which he drawn it. Periods of transit will be reckoned as service in the appointment of which the pay as drawn during transit.

(2) the entry of the cause of termination of service in an appointment, i.e., by promotion, reduction, etc.

(3) the entry of and the causes for, suspension, reduction, dismissal or removal from service ;

(4) the entry of a temporary deprivation ;

(5) the entry of all leave except casual leaves ;

(6) the entry of rewards and good service entries ;

(7) the entry of examinations passes ;

(8) the obtaining of necessary signatures ; and

(9) the performance of re-attestation of service books.

215. *Defaulter Sheet.*- (1) The defaulter sheet is the record of punishments. In the case of Leading Firemen, Firemen and other equivalent ranks. It shall be attached to the Service Book in the form given below :

Defaults.

Number	Brief description of offence	Date when committed	Punishment.	By whom ordered	Date of order
(1)	(2)	(3)	(4)	(5)	(6)

(2) All Fire Service Officers below the rank of Divisional Fire Officer shall on enlistment be given a Defaulter Sheet.

(3) All punishments mentioned in the Civil Services (Classification, control and appeal) Rules except punishment drill, extra sentry duty and fatigue duty, shall be entered in the defaulter sheet.

(4) The defaulter sheets of the ranks other than Leading Firemen, Firemen etc., shall be filled with service books.

(5) An authenticated copy of every minute relating to suspension (as specific punishment) reduction or dismissal with date of delivery to the delinquent should be filed with the Service Book or roll.

(6) *Entry of date of effect:-* The date from which punishments by suspension, reduction or dismissal take effect should be specifically entered in the defaultersheet.

216. *Personal Record Books.*-Personal Record Books in Form No. 14 shall be supplied to all Fire Service Officers below the rank of Station Officers on enlistment.

(2) They will be kept in the custody of the Station Officers.

(3) Entries in the personal record book will be made by the Station Officer.

(4) The personal record books may be handed over to the personnel one year after the date on which pension or gratuity is granted to them.

217. *Medical History Sheets.*- (1) Leading Firemen, Firemen and other equivalent ranks in the service shall be given a medical history sheet Form No. 15 on enlistment.

(2) Medical History sheets will be kept by the Station Officer and given to men on their going to hospital. Entries of attendance at hospital, will be made by medical officers alone. Remarks on a man's habits will be made by a Gazetted Officer after the man has put in some years service.

218. *Discharge Certificate.*- (1) A discharge certificate in Form No. 16 shall be given to every non-Gazetted Fire Service Officer on leaving the force. His character should be described from a consideration of his conduct throughout his service, and, in case, he has been dismissed or removed for misconduct, it should not necessarily be defined from the particular misconduct that necessitated removal or dismissal.

(2) The following expression alone may be made in describing character:

“Very good,” “Good”, “Fair”, “Indifferent”, “Bad”, “Very bad”.

If a man's character has recently changed and cannot be properly described without qualification, the word “latterly” may be used as a prefix to any of the above expressions.

(3) Discharge certificates in respect of all members of the Fire Subordinate service will be issued by the Regional Fire Officers concerned.

219. *Current Register of Leave Applications.*- A current register of leave applications shall be kept in C.F. 400 by the officer authorized to grant leave.

220. *Deleted.*

221. *Communication of Punishment Order.*- Orders on punishment roll awarding punishments shall be communicated to the individual concerned through the Station Officer. His acknowledgement should be taken and filed with the punishment roll.

222. *Communicating Orders on Appeals.*- A copy of the order on an appeal shall be communicated to the appellant. The acknowledgement of the appellant should be obtained and filed with the original orders passed on the appeal.

223. Information to be forwarded with appeals and petitions: -In forwarding appeals and petitions the following information will be given upon a separate sheet:-

- (1) Date of offence
- (2) Date on which charge was framed ;
- (3) Date on which charge was served on the delinquent ;
- (4) Date of completion of oral enquiry ;
- (5) Date on which the minute was served on the delinquent calling upon him to furnish further representation;
- (6) Date of receipt of further representation from the delinquent ;
- (7) Date of order of the competent authority ;
- (8) Date of receipt of order by the delinquent ;
- (9) Date of appeal ;
- (10) Date of presentation of appeal to the Regional Fire Officer ;
- (11) Date of disposal of the appeal by the Regional Fire Officer (in case the appeal has been disposed of by the Regional Fire Officer).
- (12) Age ;
- (13) Service particulars ; and
- (14) Pay of the delinquent at the time of removal or dismissal from service where applicable.

CHAPTER XV.

AUDIT OF FIRE SERVICE INSTITUTIONS.

224. Audit of Fire Service Institutions.—The accounts maintained in the several Fire Service institutions under the administrative control of the Director of Fire Services will be subject to audit by an Accountant attached to his office. The audit will be done under the Supervision and guidance of the Superintendent.

225. *Duties of Audit Accountant.*- (i) The Audit Accountant is responsible for the actual audit of the accounts of the various Fire Service Institutions, and he should ensure that the work is done correctly and that no records are omitted to be audited.

(ii) He will audit the following record in the Fire Service Institutions:-

1. FIRE STATIONS.

1. Pay bills and acquaintance rolls.
2. T.A. Bills and acquaintance rolls.
3. Contingent bills.
4. Cash Book.
5. Service Books.
6. Register of Advance of pay and T.A.
7. Classified Register of Contingent Charges.
8. Register of Recurring Charges.
9. Register of Trunk Call Charges.
10. Register of receipts
11. Register of Estimates
12. Register of capital assets
13. Log Books.
14. Stock Book of Clothing
15. Stock of spare parts and equipment
16. Stock Book of Stationery and Consumable Stores.
17. Stock Book of furniture, tools and plants
18. Stock Book of Petrol
19. Stamp Account and postal dispatch Register
20. Register of condemned articles
21. Ambulance case book
22. Ambulance cash receipt book
23. Ambulance Receipts
24. Recovery of ambulance charges, Stand by and Private Pumping charges.
25. Register of Local Purchase.

II. STATE STORES.

1. Order Book
2. Receipts and issues of stores.
3. Stock book of clothing
4. Stock book of spare parts and equipment
5. Stock book of furniture, tools and plants.
6. Stock book of stationery and consumable stores.
7. Purchase of Store with reference to the contingent bills paid in Chief Office.
8. Register of condemned articles.
9. Register of local purchases.

(iii) On every Monday, the Audit Accountant will submit a diary in the form shown below showing the work done by him on each day of the previous week to the Director of Fire Services or to his Gazetted Assistant authorized by him.

FORM.

Weekly progress report of the Internal Auditor for the week ending

Date	Nature of work done.	Total number of days taken for the audit
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(iv) The Audit Accountant should verify during the time of the internal audit at the actual cash and stamp balances are correct as shown in the books maintained in the sections and certify to that effect in the books concerned.

226. Intimation of Audit.- The audit of Fire Service institutions will be taken up according to the approved programme for every quarter. Intimation of audit will be given to the officer in charge of the institution proposed to be audited fifteen days in advance through the Regional Fire Officer so that all the records, registers and relevant files may be arranged and kept ready for audit.

227. Duties of officers on receipt of Intimation of Audit.- (1) As soon as intimation of audit is received the officer in charge will take steps to :-

(i) collect and arrange all office copies of establishment pay bills, travelling allowance and contingent bills in chronological order and verify whether all are correct according to the monthly expenditure statements and various bills registered.

(ii) collect and keep ready acquaintances for all the bills where required under the rules ;

(iii) verify each and every register required to be maintained from time to time and see that the entries are posted uptodate.

(iv) collect and keep ready all the service books leave accounts, personal record books of the personnel of all ranks ; and

(v) keep ready all the required registers and records for audit.

(2) Lack of experience and ignorance of rules and regulations cannot be advances as the reasons for irregular accounting and consequential losses. Any such excuse will not be considered as an extenuating circumstance, but only as proof of the incapacity of the officer concerned, to discharge his duties satisfactorily. All aspects of the administration and accounting are covered by standing orders or other departmental instructions and if any difficulty is still felt, it is upto the officer concerned to seek advice in the matter instead of persisting in the continuance of an irregular procedure. All officers in charge of sections should therefore are ;

(i) that defects once pointed out are not allowed to recur.

(ii) that the records and registers prescribed are maintained in the manner laid down and kept uptodate ; and

(iii) that where instructions given in audit are not followed satisfactory reasons are furnished.

(3) Otherwise the officers will render themselves liable to be charged with inefficiency and disobedience of orders and to punishment of ranging from stoppage of increment to removal from service in serious cases.

(4) The officer in charge should be present throughout the audit and see that objections raised in audit are settled on the spot as far as possible. A voluminous audit report will entail avoidable correspondence work and the replies furnished to it can be verified only at the next audit. The officer should, therefore, see that the necessary for incorporation objections in the report which could be settled on the spot is avoided. The audit will be done by an Accountant, and the Superintendent will review some of the audits done during each year. The officers in charge should avail of this opportunity to receive instructions on any doubtful points and familiarizes themselves with the correct procedure.

(5) Audit is empowered to call for any record connected with the transaction of the office and no record should be withheld from audit on any account. Any irregularity noticed during the audit shall specifically be brought to the notice of the Director of Fire Services.

28. Check of Certain Routine Registers by Divisional Fire Officers and Asst. Divisional Fire Officers.- (I) The records mentioned in paragraph 4 below, which do not present any accounting difficulties, should be checked initially in detail by the Divisional Fire Officers or Assistant Divisional Fire Officers during their rounds of inspections of the stations under their jurisdiction, so that when the audit of the section is taken up the audit can concentrate on important records and complete the work within the short period which can be allotted for each institution. It is however, open to audit to check in detail at discretion any record whether already checked by the Inspection Officers or not.

(2) The checks referred to in paragraph (1) above shall be in addition to the usual general inspection of all records by the Divisional Fire Officers or Assistant Divisional Fire Officers. Should any serious irregularity be noticed by an Inspection Officer during his check, he should send a concise report to the Director of Fire Services through the Regional Fire Officer, who will make his recommendations as to whether an immediate detailed audit is called for.

(3) Every register checked by the Inspecting Officers should be installed by them with date. Red pencils are not to be used when checking any records by any person other than the Accountant, where, any register prescribed is not produced, the fact should be mentioned in the Inspection report.

(4) The following records shall be checked by the Inspecting Officers:-

(1) *Pay and Travelling Allowance bills* :- Acquaintances for all sums drawn, and disposal of undisbursed amounts should be checked.

(2) *Suppliers' Bills* :- Stock entries should be checked. The necessity for purchases should be examined. In respect of petrol bills, petrol stock account with log books in every case and acquaintances should be checked.

(3) Trip sheets:- (i) Trips with reference to entries in the occurrence book with figures in petrol returns should be checked.

(ii) Fire calls with fire reports and connected records regarding use of hoses should be scrutinized ;

(iii) Ambulance calls with ambulance case book and amount collected should be checked.

(4) *Repairs and Replacements*:- The log book under "History of Repairs" be examined to see whether entry has been made and this should be cross-checked with the Register of Capital Assets. Whether estimates have been sanctioned for all repairs above Rs. 5 and completion reports submitted to the authorities concerned should be verified.

(5) *Recurring charges*:- Telephone trunk call bill :- This should be checked with registers prescribed.

(6) *Advance of pay and Travelling allowance*: - This should be compared with register prescribed. Recoveries should be verified with pay bills and T.A. bills. Whether recoveries are effected within the scheduled time should be examined.

(7) *Condemned articles* :- Every fresh issue should be checked with return of the replaced articles and into Register of condemned articles. Disposal and remittance of amounts realized should be scrutinized.

(8) *Current Register* :- Disposals of papers, filing procedure and eventual disposal of all papers should be scrutinized.

(9) *Stamps* :- Daily issues should be checked from dispatch book to stamp account. Balance on hand by actual count should be verified and certified in each register.

(10) *Cash Book*:- Should be checked with chalans in respect of receipts, with sub-vouchers in respect of permanent advance. Cash balance by actual count be verified and certified in each register.

(11) *Returns*:- The periodical register to watch the prompt submission of the returns prescribed be checked.

(12) All stock accounts be checked with issue vouchers and receipt vouchers. Physical balance be verified and certified in the Registers.

229. Check of Stock Accounts.- To facilitate the checking of the accounts rendered by the stations, the quadruplicate copies of the issue vouchers for supplies made from the State Stores will be sent to the Regional Fire Officers. To ensure that all stores issued to stations are accounted for in the stock accounts, the fifth copy of all issue vouchers accounted for in the stock accounts, the fifth copy of all issue vouchers will be sent to the Divisional Fire Officers, or the Assistant Divisional Fire Officers from the State Stores. The Divisional Fire Officers or Asst. Divisional Fire Officers will maintain separate file of issue vouchers in respect of each station in their jurisdiction. When proceedings on inspection duty to the station concerned, they will take the file of issue vouchers relating to the station maintained by the Divisional Fire Officer or Assistant Divisional Fire Officer or the Regional Fire Officer or Assistant Divisional Fire Officer or the Regional Fire Officer concerned will be forwarded to the Accountant. The file will be returned to the officer concerned after the audit is completed.

CHAPTER XVI

SPORTS.

230. **Fire Service Sports.**- (1) The Fire Service Sports and Display will be held annually at such place or places as fixed for the purpose from time to time.

The Fire Service personnel can take part in these Sports and Display.

(2) **Funds:-** A consolidated grant is sanctioned by the Government to meet the expenditure on all kinds of Sports. This grant will be at the disposal of the Director of Fire Services, to be allotted to Regional and State Sports at his discretion. The expenditure from this grant will be subject to regular audit by the Accountant General.

(ii) The collections of subscriptions from Fire Service Officers and the public for these sports or games (including prizes) is prohibited. The responsibility for sanction and check and control of sports expenditure rests on the Regional Fire Officers, who will see that the expenditure is limited to an estimate sanctioned by them and not extravagant or excessive.

(3) **Object on which Sports Money should be Spent:-** The objects on which the Government grant for sports should be spent are specified below:-

- (i) Preparation of grounds for sports courses.
- (ii) Hire of furniture.
- (iii) Charges for the transport of furniture.
- (iv) Lighting charges.
- (v) Purchase of sports equipment.
- (vi) Entrance fee for local tournaments which may be sanctioned by the Director of Fire Services.
- (vii) Charges for the transport of sports equipment.
- (viii) Purchase of prizes.
- (ix) Printing including cost of printing invitations.
- (x) Special diet for men in training.
- (xi) Special clothing for teams participating in Sports or Games.
- (xii) Refreshment to the persons attending or taking part in sports or games.
- (xiii) Any miscellaneous expenditure which may be incurred legitimate in connection with the sports.

(4) **Traveling Allowance.**-The members of the Fire Service Department who attend the Annual Sports and Fire Services Display may draw travelling and halting allowances as for a journey on tour with reference to Rule 107 of the Andhra Pradesh Travelling Allowance Rules.

CHAPTER XVII.

HIRE OF FIRE SERVICE APPLIANCES FOR FIRE PROTECTION AND PUMPING WORK – INSTRUCTIONS.

231. *Hire of Fire Service Appliances.*- Wherever large congregations meet at public functions such as exhibitions, fairs, carnivals, etc., fire risks are likely to be involved, and it may be necessary to afford adequate fire protection. However a fire unit should always be available at the fire station to answer a fire call and should not, therefore, be absent from its station except to attend a fire or a practice. It should not be utilized for any purpose which will interfere with the main function for which it is maintained. The Government have decided that it is impossible for the Fire Service to send its units whenever and wherever there are large congregations with temporary structures and risks of fire, particularly, when requisitions are received from interior and out of the way places. The Government have authorized to loan of Fire Service Units as Standby for fire protection and for pumping work, as circumstances permit, when such work can be undertaken without prejudice to the normal fire protection of the head quarters town.

[G.O. Ms. No. 1830, Public (Fire Service), dated 15th June 1949 Government Memorandum No. 4655/48-4, Public (Fire Services) Department, dated 22nd January 1947.]

232. *Authorities competent to sanction the loan of fire service appliances.*- The Regional Divisional Fire Officers are empowered to order the under-taking of standby duties or pumping work by the Fire Service appliances within their respective jurisdiction, subject to the conditions laid down in this Chapter. In cases where the use of the units is considered necessary but the conditions are not fulfilled, details of such cases should be reported to the Director of Fire Services sufficiently in advance for obtaining the prior sanction of the Government. The undertaking of standby or pumping work should normally be confined to the headquarters town in which the units are stationed. Any work outside the headquarters should be undertaken only when spare units are available at the Station for affording fire protection in place of the units sent outside the headquarters. Both a Mobile Tank Unit and a Trailer Pump Unit are absolutely essential for tackling a fire speedily and effectively. It should be seen that both the types of units are always available at the Station, and neither of the units should be deputed outside the headquarters when a spare unit of the same type is not available at the Station.

233. *Purposes for which fire service appliances may be loaned.*- A Fire Service Unit may be loaned for essential work such as pumping out stagnant water during floods, supply of water to the Railway

Locomotives, Standby duties in connection with protection of food grains, exhibitions, etc., subject to the following conditions:-

- (1) It does not cause dislocation to the department to loan the unit ;
- (2) It is really necessary to undertake the work ;
- (3) Such service is not demanded by any one as a matter of right,
- (4) It does not amount to strike-breaking ;
- (5) It is not loaned for pumping work for any private purpose unless some public interest is served by such work, and the use of the Fire Service unit is essential.
- (6) A Fire Service pump should not be continuously worked for more than 12 hours at a stretch ; and
- (7) The Fire Service Unit should always be released immediately if it is required for fire fighting or other departmental purposes.

[*Government Memorandum No. 724/47-2, Public (Fire Services), dated 22-4-67, G.O. Ms. No. 2250, Home, dated 6-6-51 and G.O. Ms. No. 13, Home, dated 2-1-1953*]

234. **Recovery of Charges.-** The scale of charges prescribed by the Government for hire of Fire Service appliances for standby and pumping work is printed in Annexure X. Whenever the loan of a Fire Service Unit is applied for, the party should be informed of the conditions of undertaking the work. The approximate charges for the work should also be collected in advance before the unit is actually deputed for the work, final adjustment of charges being made later. If there is sufficient justification for waiving the recovery of the hire charges prescribed in any case, it should be reported to the Director of Fire Services, who will decide the amount of charges to be recovered, if any, on the merits of each case. The charges collected should be credited to “XXI – Miscellaneous Departments – Fire Services”.

(2) Charges have to be recovered at different rates for standby and for pumping work calculated on the period of absence of the unit from its station. In view of the higher rate charged for pumping work, the two kinds of work should never be combined into a single work. If during the course of a standby, any pumping work is required to be done, it should be clearly brought to the notice of the party that charges will be recovered as for pumping work for the entire period of absence of the unit from its station.

235. Use of pump for continuous pumping for more than twelve hours at a stretch.- In the case of an emergency when continuous pumping for more than 12 hours at a stretch is necessary, the Regional or Divisional Fire Officer should report the full details of the case to the Director of Fire Services, who will decide as to the charges to be levied. The particulars to be given should include -

- (1) total mileage run ;
- (2) total pumping time ;
- (3) total quantity of petrol, oil, etc., used together with their value; and

- (4) total period of absence of the unit from the station.
 [Government Memorandum No. 62428/44-2, Public (Fire Services)
 Department, dated 5th January 1945].

236. *Use of appliances for Baling out water From Tanks, wells, Etc.*- Whenever the loan of any Fire Service Appliances is required for baling out water from tanks, wells, etc., in the interest of public health, a certificate should be obtained from the Local Health authorities that the work is required to be undertaken in the interest of the public. Only on the production of the certificate by the party, should be pumping work be undertaken.

Before any work for baling out water is undertaken, the matter should be referred to the Regional / Divisional Fire Officer immediately, if there is sufficient notice and his orders obtained. In cases of emergency, the work may be undertaken and the matter reported to the Regional / Divisional Fire Officer explaining the circumstances in which it was done. Even in such cases, the certificates of Health authorities must be obtained first before the work is undertaken.

237. *Baling out Stagnant water from Public Places – Recovery of charges from local Bodies* :-The pumping out of stagnant water during flood is not one of the normal functions of the Andhra Pradesh Fire Services, but is one of the primary civil duties of a local body. Such work should not be done at Government cost. The work may be under taken by the Fire Service units on a requisition from the Municipal councils, local boards or corporations, as the case may be on their agreeing to pay the prescribed charges. If a private party requests the Fire Service Department should contact the Local Body and undertake the work only after the Local Body agrees to the payment of the prescribed charges, unless it be a case of grave emergency of imminent danger to life and property when it is not possible to comply with the above formalities. In such an emergency when the prior consent of a Local Body cannot be obtained the Station Officer should obtain the orders of the Regional / Divisional Fire Officer for undertaking the work and the charges should be recovered from the Local Body subsequently. If the Local Body refuses to pay the prescribed charges, the matter should be reported to the Director of Fire Services with full details for obtaining the orders of the Government.

(Government Memorandum No. 204963/IV/52-4, Home, dated /4-2-53),

238. *Use of pump for Cooling down Pandal During Standby – Prohibited*:- It is considered that the Standby of a Fire Unit is by itself a sufficient safe-guard, and that it is not necessary to undertake an additional measure of Fire precaution, such as cooling down a pandal. If the unit is allowed to used for any such purpose, it will also provide scope for un-authorised use of the unit for pumping work for the supply of water and the like during the course of the standby. The use of the Fire Service for wetting pandals and such other measures during the period of standby is, therefore, prohibited.

239. *Report of stand by or pumping work undertaken:-* Immediately on the completion of a Standby or pumping work undertaken by a Fire Service appliance, a report in Form No. 17 should be submitted by the Station Officer to the Director of Fire Services through the proper channel. In any case, where a Stand by or Pumping Work extends over a period of more than one week, a preliminary report in Form No. 18 should be submitted to the Regional / Divisional Fire Officer immediately after the work is undertaken, and detailed report in Form No. 17 as soon as the work is completed. The certificate of the Health authorities referred to in Order No. 236 should be attached to the copy of the completion report, which has to be submitted to the Director of Fire Services.

240. *Loan of Fire Service pumps for Irrigation purposes:-* The Government have ordered, as a special case, that Fire Service Pumps available with the Fire Service Department may be issued on hire to agriculturists in addition to those with the Agriculture Department. The Collectors of the Districts will contact the Regional Fire Officers of the Region concerned and arrange for the supply of the Fire Service Pumps to the needy agriculturists subject to the condition that the pump sets are not strained and are not promiscuously employed. The Fire Service Pumps are not intended for regular irrigation purposes. The Collector should make it a point to requisition the pumps only at the time of need (i.e. when the monsoons have failed and actual supply made only to such of the agriculturists who have agreed to pay the hire charges.

The hire charges for the fire service pumps hired out for irrigation purposes shall be recovered at Rs. 15 per acre, for on wetting of the crop, whatever crop it may be, irrespective of the hours for which the pumps are used. The hire charges so recovered should be shown as receipts to the Irrigation Department and credited to the appropriate head. The entire expenditure incurred by the Fire Service Department on this account should be debited to the Irrigation Department under the head of account "18. Irrigation – Miscellaneous Expenditure – Other Charges" with corresponding credit to the Fire Service Department under the Head XXI Miscellaneous Departments – Fire Services".

Note.- The words "entire expenditure" referred to above mean the recovery of expenditure on account of Travelling Allowance, Contingencies, etc., excluding proportionate pay and allowances of the Fire Service personnel employed on Irrigation pumping.

241. *Loan of Ambulance to other Departments in Emergencies.- Recovery of Charges. –* When the ambulances of the Fire Service Department are loaned to other Departments during emergencies such as for combating of epidemics the borrowing Department should bear the entire expenditure on account of the use of the ambulances in connection with the work viz., cost of propulsion of the units, Travelling Allowance of the staff (other than their pay and allowances). In addition to the above expenditure the borrowing Department should also bear the cost of repairs and replacements which become necessary during the period of such loan.

242. *Recovery of petrol etc., in respect of fire calls in a adjoining State.*- Inter State of Agreement between the Governments of Andhra Pradesh and Madras.- The Government of Andhra Pradesh have entered into a standing arrangement with the Government of Madras in regard to the provision of over the border assistance by the Fire Fighting Units stationed in the neighbouring areas on a reciprocal basis. According to this arrangement, the Fire Unit of the Fires Stations in Andhra Pradesh near the Andhra Pradesh Madras border should respond to fire calls received from the area in the Madras State Likewise the Fire Units of the Fire Stations in the Madras State on the State border will respond to fire calls received from the area in Andhra Pradesh. On such occasions the expenditure on the cost of petrol consumed by the Fire Units for the to and fro journeys and for pumping water and the daily allowance of the Fire Service personnel have to be recovered from the Government in whose jurisdiction the assistance has been rendered. The Bill of cost for the expenditure incurred towards the turn-out of the appliances, namely, cost of petrol, for the to and fro journeys, cost of petrol consumed for pumping water and the Daily Allowance of the personnel attending the fire calls should be promptly submitted to the Director of Fire Services to recover the cost from the Madras Government.

243. *Set of Instruction for the mutual aid scheme between civil and Military fire Fighting Brigades:-* (1) The object of the scheme is to ensure that wherever a fire breaks out, all locally available fire fighting resources, both Military and Civil, Can be mobilized, so that danger to life may be reduced to the minimum and the maximum protection offered against loss of property. The scheme will apply to Fire Brigade Organisations, Civil or Military, in the Civil and Military Fire Brigades are located in contiguous or near by areas, as well as (2) cases where only a Civil Fire Brigade or only a Military Fire Brigade exists.

(2) The normal zone of operation of each Civil / Military fire Brigade will be determined by the respective Local Civil / Military authorities, at the level of officers nominated by the concerned authorities as laid down in clause (5) below.

(3) Assistance rendered by Civil/Military Fire Brigades when called out by the competent Military/Civil authorities to quell out breaks of fire inside the normal zone (as described in clause (2) above) will be free of charge.

(4) For assistance rendered to private parties or to Government institutions situated outside the normal zone (as described in clause 3 above), charges may be levied, limited to the actual cost of transport in the following cases:-

(a) Where the Fire Station is located within the Municipal limits and assistance is rendered in any place outside the Municipal limits, and.

(b) Where the Fire Station is situated outside the Municipal limits, and assistance is rendered in places situated more than five miles away from the Station.

The rates at which charges for actual cost of transport will be levied, will be determined by the respective State Governments in the case of Civil Fire Brigades, and by the Ministry of Defence in the case of Military Fire Brigades.

(5) The State Government concerned and the Military authorities will, in consultation with each other designate on adhoc basis the officer or officers who will be authorised to ask for assistance from any particular Station where a Fire Brigade is located.

They will also determine the quantum of assistance that each Fire Brigade will be called upon to render, after ensuring that this does not lay bare the particular risk which the responding Fire Brigade is normally expected to cover. In case of Fire breaking out Simultaneously to its installation first before going to the help of the other party.

(6) While conducting fire fighting operation, involving both the Civil and Military fire brigades, the officer-in-charge of the Brigade, which has asked for assistance shall be in over all command of the Fire Fighting operation.

(Government Endorsement No. 157/Police-B/55-2, Home, dated 12-2-1955)

CHAPTER XVIII.

INSTRUCTIONS REGARDING DRESS AND PERSONAL EQUIPMENT.

244. *Uniform Supplied at Government Cost.* – (1) All officers and men of the Andhra Pradesh Fire Service Department will be supplied uniform and personal equipment at Government Cost. The Scale of clothing, personal equipment, badges of ranks, etc., prescribed for each rank is laid down in Annexure XI.

(G.O. Ms. No. 406, Home (Police-A) Department, dated 10th March, 1958)

(2) The cloth required for stitching the garments to the personnel will be purchased by the State Stores. The garments required by the personnel will be stitched according to the approved pattern at the Central Jail, Hyderabad or any other jail or by local contractors.

(3) The cloth required for stitching uniform by the officers will be dispatched to them from the State stores. They will arrange to get the uniform stitched locally conforming to the approved Pattern at rates not higher than the departmental rates in force at the time. Payment of stitching charges higher than the approved rates required the sanction of the Director of Fire Services.

(4) At least five per cent of the actual requirements of all items of personnel equipments including cloth and stitched garments will be stocked at the State Store for supply to Fire Stations in time of emergency.

245. *Uniform and Badges issues and disposal of Instructions.-*

(1) All items of uniform will be divided into two categories :-

(i) Articles forming part of the dress of officers and other ranks issued periodically as per Annexure XII.

(ii) The rest of the articles forming part of the Dress of officers and men and not included in the above Annexure XII.

(2) All items forming part of dress and listed in the aforesaid Annexure XII. need not be withdrawn or condemned when the next issue is made after the expiry of the period prescribed. But for any reason, the items are withdrawn before the expiry of the prescribed periods as in the case of persons discharges, resigned or on long leave, etc., the items may be treated as part worn and reissued or condemned, if they are unserviceable and unfit to be reissued. Articles of clothing, which are condemned, should be sent to the paper mills at Rajahmundry as per instructions.

(3) All articles not listed in above Annexure XII will be treated as service property and their issue and disposal will be regulated as per orders in force.

(4) In some cases, uniform due for particular period is issued after or just before the expiry of the periods fixed. In such cases all new clothing supplied within the last two months for the year to which it relates will be considered as on advance for the following year.

246. *Stamping of clothing items and leather articles.*-The various items of clothing such as stitched garments, etc., and leather account-rements relating to the Fire Service will be dispatched to the respective Fire Stations for being issued to the personnel on the due dates. The District Officers should arrange to stamp the clothing items and leather articles showing the particular mentioned below before their issue on the due dates, viz., 1st January, 1st May, and 1st September, each year.

Clothing items and leather articles.- (i) The number of the Firemen, Leading Firemen, etc.,

- (ii) Their District letters, i.e., Kurnool Urban “KU”, West Godavari “WG”, etc.,
- (iii) The month and the year of issue, i.e., 1/54, 5/54, 9/54.

247. *Acquittance rolls for the issue of Uniform.*-In order to check up the various items of uniform issued to the Fire Service personnel and to see whether they are issued on the due dates, the officer-in-charge of the Fire Stations should obtain the acquittance from each recipient in token of having received the articles and send the acquaintance rolls to the Regional Fire Officers on the dates noted below through the Divisional Fire Officer, Assistant Divisional Fire Officer, as the case may be. The Divisional Fire Officer or the Assistant Divisional Fire Officer, as the case may be, should check up the acquaintance rolls received from the Fire Stations under their jurisdiction, reconcile discrepancies, if any, and send them to the Regional Fire Officer concerned, who should ensure that the issued have been made on the due date.

- (1) Acquittance Rolls relating to the 1st Issue :- 1st February.
- (2) Acquittance Rolls relating to the 2nd issue: - 1st June.
- (3) Acquittance rolls relating to the 3rd issue :- 1st October.

The acquittance rolls should also give full particulars of all cases of transfers to or from the section, causalities, recruitment, etc., wherever necessary.

248. *Dress, General Instructions.*- (1) Off-duty personnel moving about in public places must be in complete mufti dress.

(2) All off-duty men are forbidden to wear uniform except for the period of one hour before going on duty and one hour after relief from duty. The wearing of articles of Fire Service uniform or equipment with mufti dress is forbidden.

(3) Any rank, while on duty or not appearing before an officer of higher rank by order or appointment shall be in uniform prescribed for each rank.

(4) Subordinate Fire Officers appointed to officiate in a higher post as a temporary, out of seniority or emergency measure for short duration, will be issued only the badges of rank of the higher post to be withdrawn on reversion. While the already issued clothing items such as shirts, slacks, caps, etc., will be continued to be worn in the higher posts as well.

(5) Any deviation from the approved pattern of dress, clothing equipment and badges is strictly forbidden.

(6) No unauthorized ornament or emblem may be worn with uniform.

(7) Regulation uniform may not be worn at fancy dress, dances, but there is no objection to uniform of obsolete pattern being worn on such occasions.

(8) Officers of all ranks will wear uniform while on duty, except with the special permission of their superior Officer.

249. Uniform to be worn by retired Fire Service Officers under certain conditions.- Retired officers of the Andhra Pradesh Fire Service Department down to and including Station Officers who have rendered approved service of not less than fifteen years in that department at the time of retirement, are permitted after retirement to wear on ceremonial occasions or when calling on Government officials the uniform of the rank which they held in the Fire Service at the time. Permission to wear uniform should be obtained in each individual case by Gazetted Officers from the State Government under which the officer has last served and by non-Gazetted Officers from the Director of Fire Services.

CHAPTER NO. XIX.

PETROL, OIL AND LUBRICANTS. – MAINTENANCE OF RECORDS, ECONOMY IN USE OF PETROL.

250. Strict economy should be exercised in the use of petrol.

251. *Units to obtain Petrol from Nearest Bunk.*- (1) Petrol Tanks of pumps and vehicles should be replenished by the Reserve stock first.

(2) Petrol should be obtained from the nearest bunk for recouping the reserve stock immediately.

252. *Units to carry Reserve Petrol.-Reserve to be kept at Station* – Each Unit will carry a reserve of six gallons in sealed tins. The reserve is intended to be used only during emergencies. If at any time the Station Officer answering a serious fire call or any emergency at a distant place anticipates that the reserve carried in the units will be insufficient to meet his requirements, he may take additional reserve from the Station stock. A Station Reserve Stock according to the needs of the localities served by the station should also be kept in sealed tins. Special precautions should be taken with regard to the storage of this stock of petrol.

253. *Units to Carry full Supply of Petrol.*- Every Unit should always have its petrol tank filled up to its capacity. Due to continuous work at a fire spot or in an emergency, even the full quantity of petrol held in the tank may not be found sufficient and hence the reserve petrol is intended for use only in such cases. Officers should, therefore, see that the Reserve Stock is recouped immediately, the moment it is used for replenishing the petrol tanks of the pump and vehicles. Petrol should be topped up whenever practicable i.e., as soon as a unit returns from a fire or other run, in order that a full supply of petrol may be available in the event of another call being received. Topping up in the tank has been used up, but the Station Officers should not just depend upon their reserve stock and allow the petrol in tank to be depleted to less than three fourths of the capacity of the tank.

254. *General Reserve in twin cities of Hyderabad and Secunderabad.*- A central reserve of 60 gallons in 30 sealed tins will be kept in licensed bins at the City Fire Services Headquarters. This will be kept under the immediate – charge of the Station officer, City Fire Service Headquarters, who will lock up the stock and retain the keys under seal. This reserve is meant for use in the event of any large conflagration during the hours of darkness. If, at any time, any unit answering a fire call of a serious nature anticipates that the reserve stock of petrol kept in the unit will be insufficient to meet the emergency, the officer in charge of the unit will call out the Station Officer, who will take from the Central Reserve the quantity of petrol required and deliver it at the fire spot to the officer-in-charge of the unit. The quantity of petrol thus taken out from the reserve will be replenished immediately the next day so as to keep this central reserve at 60 gallon throughout.

255. *Log Books.*- A Log Book shall be maintained for every appliance which consumes petrol. It shall be maintained for each type of appliance in the form noted below according to the instructions printed in the Log Books :-

Ambulance	AFS Form No. 19
Trailer Pump.	AFS Form No. 20
Mobile Tank Unit	AFS Form No. 21
Tender	AFS Form No. 22

Issue of petrol to appliances or removal of petrol there from must be recorded in the log Books of the appliances concerned.

256. *Stock Account of Petrol.*-A petrol account book shall be maintained in A.F.S. Form 23 All quantities of petrol paid for and received from bunks and other sources, and issue to or removed from units should be duly accounted for in the petrol account Book.

157. *Return of Empty-Petrol Cans.*- When petrol is received in cans, empty cans should be promptly returned and rebate for the same applied for an got deducted in the monthly supplier's bills. In the relevant page of the petrol stock book the number of cans held on stock at the beginning of the month, the number received during month, the number of cans returned to petrol bunk or otherwise disposed of and the balance number of cans held on stock at the end of the month should be clearly indicated. This closing balance should be carried over as the opening balance for the next month and receipts, and issues similarly accounted for.

258. *Return of Petrol Consumption.*- A return of petrol consumption in AFS Form NO. 24 should be submitted to the Regional Fire Officer concerned through the proper channel by the 10th day of each month by all Fire Stations and Workshops and other persons having custody of appliances run on petrol. The District Officers shall be responsible for scrutinizing the entries in the petrol return and to see how far the consumptions of petrol for each appliance for the purpose indicated in the petrol return is justified, compared to the scale of average performances and other actual working conditions. In the event of any discrepancies or unjustified consumption, they should record in the relevant petrol return the quantity of petrol held to be unjustifiably consumed and bring the fact to the notice of the Regional Fire Officer concerned with their recommendations as to the further action to be taken thereon. If the quantity of petrol consumed is justified, they should record a certificate to that effect in the following form in the petrol return :-

“ Certified that I have satisfied myself that the quantity of petrol consumed during the month of is justified”.

259. *Expected Mileage or Pumping Hours of Appliances.*- The minimum expected mileage and/or pumping hours of each type of appliance for a gallon of petrol consumed are given below :-

1.	Mobile Tank Unit (800 gallons capacity or 3,600 litres).	6 miles per gallon 1 & 1/3 miles per litre, or 2.13 metres per litre.
2.	Mobile Tank Unit (500 Gallons or 2,250 litres capacity).	8 miles per gallon or 1 7/9 miles per litre or 2.84 metres per litre.
3.	Fire Tender touring Mrailer Pump	do

4.	Ambulance	..	10 miles per gallon or 2 2/9 miles per litre or 3.5 metres per litre.
5.	Large Trailer Pump	..	24 Minute per gallon or 5.3 minutes per litre.
6.	Light Trailer Pump Including Centrifugal pump of the Mobile Tank Unit.	..	30 minutes per gallon or 6.6 minutes per litre.
7.	Staff cars, station wagons, pick up vans (and fire tenders with-out Trailer Pump).	..	10 miles per gallon or 2 2/9 miles per litre of 3.5 metres per litre.
8.	Motor Cycles	..	50 miles per gallon or 11 1/9 miles per litre. 17.8 metres per litre.

2. The following quantities are prescribed for the vehicles which are in stationary condition.

1. Motor Cycle .. 2 litres per month.
2. 15 CWT / Jeep .. 5 litres per month.
3. Heavy vehicles such as .. 8 litres per month.
3 former and 5 former
and fire engines.

260. *Make and year of Vehicle to be Furnished.*- In addition to the type of vehicle and registration number, the make and year of each vehicle should also be shown in column (1) of the petrol return.

261. *Calculation of Petrol Left in Tank.*- The petrol consumption of the pump and vehicles should be recorded in the relevant column of the Log Book of the concerned unit ever to the smallest, fraction of a gallon according to the calculations in respect of each trip or/and pumping, or/and standby, etc. At the end of each month, the actual tank balance should be compared with the book balance and the excess or shortage recorded in the log book concerned. These entries should be checked by the Inspecting officers and attested by them as a taken of having found the figures correct.

262. *Supply of Petrol to Appliances off the Run.*- Only such appliances as are required to run a station should be kept full to capacity with petrol. In respect of garaged vehicles or appliances off the run or appliances under repairs, supply should be made only as and when required and should be limited to actual requirements. Petrol should be drained out of vehicles off the run and taken to stock to avoid wastage by evaporation.

263. *Petrol in Vehicles sent to Andhra Pradesh Fire Service Workshop.*- (a) When a vehicle is sent to the workshop, the quantity, of petrol left in the tank of the appliance should be assessed, entered in the log book by the officer sending or receiving the appliance and acknowledged as correct in the log book by the officer-in-charge of the workshop. Discrepancies should be promptly enquired into.

Petrol used for testing whilst the vehicle is in workshop must be correctly recorded in the log book and certified by the officer-in-charge of the workshop. Before the vehicle is handed over on completion of work, the balance in tank must be certified by the officer-in-charge of the workshop and checked and acknowledged by the officer taking over the vehicle.

(b) All issues of petrol by the workshops from the time an appliance is received till the time it is released, should be accounted for in the log book and incorporated in the return of petrol consumption relating to the workshop. The officer-in-charge of the workshop will be responsible for the consumption of petrol while in the workshop.

264. *Accounting of Petrol, in Vehicles Transferred from one Station to Another.*- When an appliance is transferred from one station to another in the middle of a month, the correct procedure is to take into account at each station only such issues of petrol as are made from its stock and note as opening balance for the purpose of column 2 of petrol return either the tank balance on the 1st of the month if the unit is attached to that station on that date or the tank balance on the date on which the unit joins the station. The Fire Station which transfers the unit will note in the petrol return the opening balance on the 1st of the month, issues upto the time of transfer and closing balance as on date at the time of transfer of the unit to the new station. The petrol in the tank will be measured immediately the unit is received at the new station and adopted as the opening balance at the new station for the unit for that month in the petrol return the reserve quantity kept on the vehicle being at the same time taken as station reserve. The difference between the quantity at the time of leaving the old station and the quantity as measured at the new station, will be treated as petrol consumed for the journey from the old to the new station. The quantity of petrol so consumed and the distance covered by the journey will be noted in the remarks column of petrol return against the journey will be noted in the remarks column of petrol return against the relevant entry for the unit so as to judge how far the quantity of petrol consumed is justified by the distance covered.

265. *Account of Petrol Issued to other than Station Vehicles.*- Petrol issued to vehicles not belonging to the Station vehicles of other stations passing through the station requiring petrol for the convenience of their journey should be entered in the stock account of the station giving full particulars of the quantity of petrol issued, registration number of vehicle and name of the station to which it is attached. When such supplies are made, the signature of the person in charge of the vehicle should be taken in the remarks column of the stock account in support of the issue.

266. *Petrol Consumption for Daily Routine and Tests – Instructions.*-

(a) With a view to seeing that all appliances run on petrol are not allowed to go out of commission or develop troubles due to being not put on the road, or tested, all Station Officers should carry out the all prescribed standard tests.

(b) The following restrictions have been laid down in the consumption of petrol;

(i) For daily starting, large pumps, heavy vehicles etc., may be allowed two gallons per month, small pumps and light vehicles 1 ½ gallons per month respectively.

(ii) For Drills and Test calls, 4 gallons per month is allowed for each pumping unit inclusive of vehicle consumption;

The details of tests carried out should be entered in the Station Occurrence Book as well as in the Log Book to verify the consumption of petrol.

(c) An entry regarding the petrol consumed for this purpose with the total period of pumping time and mileage, should be shown separately in the petrol return under 'remarks column' so that the difference between the trip sheet figures and those in the petrol return can be reconciled.

(d) The fact of having actually put the appliance on 'test' for the time specified should be verified by inspecting officers with reference to the relevant records such as Station Occurrence Book and Log Book.

267. Weekly Trip Sheets.- (a) A weekly trip sheet detaining the movements of all Andhra Pradesh Fire Service appliances run on District officer concerned. This return should stop with the District officer level.

(b) For the purpose of this return a week commences at 00.01 hours on Monday and ends at 24.00 hours on Sunday following. The weekly trip sheet will be prepared in duplicate from the particulars available in the Log Book and Station Occurrence Book. The trip sheet for all appliances attached to a station will be prepared by the Station Officer. Where an appliance is not allotted to any particular station, it shall be prepared by the officer responsible for the custody of the vehicle.

(c) It should contain details of every movement of the Fire Service appliance outside the Fire Station premises and compound for any purpose whatsoever.

The type, make, and registration number of each vehicle should be entered boldly across the trip sheet, and the details of trips made by the vehicles should be given below it in chronological order. An abstract of trips, total mileage, and total pumping time for the work for each appliance should be noted in the space provided for it.

(d) If no trips are made by any appliance in a week, a note should be made to that effect below the vehicle concerned. If no trips are made by any of the units in a station, a nil return should be sent.

(e) These weekly trip sheets received by the District Officers should be sent to the Regional Fire Officer concerned every month along with the petrol Return of the month to which it relates to enable the Regional Fire Officer to check the petrol consumption with reference to the trips recorded in the trip sheets during the month. The Regional Fire Officer will then return these weekly trip sheets to the District Officer after check.

268. *Filling up of or and Emptying of State Water Tanks –Furnishing of Particulars –* The pumping jobs in respect of filling and / or

emptying the Static Water Tank should be treated just like private pumping jobs and the report in the prescribed form should be sent to the Director of Fire Services through the proper channel with copies to all the concerned officers, noting therein that the cost recoverable is nil. All the details of pumping hours, time of leaving station and arrival at the station should be clearly furnished in the Form 17. These jobs should also be noted in the “Register of Standby and Private Pumping to enable the Internal Auditor to check these transactions also along with the Standby and private pumping. In the “Amount” column of the Register, it may be noted ‘nil’ and mentioned in the “Remarks” column as “Filling Static Water Tank or Emptying Static Water Tank”.

269. **Payment of Petrol Bills.** – To ensure prompt payment of bills for petrol supplied, arrangements should be made with the suppliers concerned for submission of their bills to the Station Officers before the 5th of the month succeeding the month to which the supplies relate. On receipt, the bills should be thoroughly checked with special reference to rate, quantities and calculation and submitted to the drawing officers by the 10th of the month. The bills should be returned to the stations duly passed for payment within 5 days of their receipt by the drawing officers. The bills should not be held up for payment on account of any discrepancy in the petrol return or in the amount of petrol consumed pending settlement. The bills may be paid if the quantity of petrol billed for is certified as correct by the officer concerned. Departmental action should, there after be started to recover the cost of petrol consumed and found unjustified from the persons responsible.

270. **Certificate to be Furnished.**- The following certificates should be furnished by the Station Officer on the bills for supply of petrol, oil and lubricants before they are submitted for pass orders:-

CERTIFICATE.

(i) Certified that the full quantity of petrol, oil and lubricant billed of or has actually been received by me and taken to stock on the date of supply for use bonafide public purposes and that the consumption of the same has been fully accounted for in the respective stock accounts.

(ii) Certified that the rates claimed are authorised and admissible and in accordance with the prevailing market rates.

(iii) Certified that empty petrol cans have been brought on stock and properly accounted for.

271. **Oil and Lubricants.**-All quantities of oil and lubricants received or issued on Government account should be completely accounted for in the stock account of consumable articles maintained in each station and the issues recorded in the Log Books.

CHAPTER XX.

BUILDINGS.

272. *Fire Station Buildings, Static water Tanks, etc.*, Maintenance of All Fire Station buildings, static water tanks, hose drying towers and other fire service structures will be maintained by the Fire Service.

(G.O. Ms. No. 2168, Home, dated 30th May, 1951 and G.O. Ms. No. 788, Home, Dated 2nd March, 1953)

273. *Provision of Funds for Works.* Funds for works to be carried out by the Public Works Department are provided for in the Budget of that Department and those for other Fire Service Works in the Fire Service Budget.

274. *Execution:-* Works in the Public Works Department budget shall be executed by that Department and works in the Fire Service budget by the Fire Service. In the event, however, of a work originally entered in the Fire Service budget being held by the Superintending Engineer on a reference from the Regional Fire Officer to require special professional supervision, it shall be carried out by the Public Works Department and funds provided in the budget of that department.

275. *District Programme of Works.* (1) (a) Works costing above Rs. 10,000 are major works and those costing Rs. 10,000 and less are minor works. All works costing above Rs. 5,000 and all residential works have to be carried out by the Public Works Department from the allotment in their budget. Quarters for the personnel though costing less than Rs. 5,000 are usually built by the Public Works Department.

(b) Small schemes such as the construction of a few quarters to complete full requirement of the quarters for the personnel at a place, etc., may be undertaken departmentally, the expenditure being met from the grant to this Department under "Petty Construction and Repairs".

(2) (a) With reference to the principles enunciated above, a programme of works to be undertaken during the next few years shall be maintained in every District office in respect of :

- | | | |
|---|---|---|
| 1. Major works. | } | To be executed by the Public Works Department |
| 2. Minor Works. | | |
| 3. Departmental works to be carried out from the allotment in the Fire Service budget under "Petty Construction and Repairs". | | |

(b) The items in each group should be arranged according to the following order of urgency:-

1. Fire Station (Temporary and Permanent).

2. Rest sheds and other improvements to the temporary or permanent Fire Station.
3. Static Water Tanks.
4. Quarters for the Station Officer.
5. Quarters for the personnel.
6. Quarters for the Assistant Divisional Fire Officer or the Divisional Fire Officer and above.

(c) As it is economical and convenient to take up together all buildings forming part of the same scheme, eg., construction on the same site of a Fire Station, quarters for the Station Officer and quarters for the personnel attached to the Station, such works should be taken up as a whole and shown as Major works and not split up separately. Only such of the works as cannot be so dealt with should be shown separately under respective heads in items (1) (4) or (5).

(3) The above programme should be revised annually and brought up-to-date and a copy thereof sent to the office of the Director of Fire Services so as to reach it not later than the 15th April.

276. *Public Works Department Works.* All works other than residential buildings and electrical works costing over Rs. 5,000 require :

1. The administrative sanction of Government.
2. The sanction of detailed plans and estimates either by the Government or the Superintending Engineer and
3. Financial provision by Government.

277. *AdministrativeSanction.* - 1. The administrative sanction of Government must be obtained by means of a report explaining the project and, in the case of work likely to exceed Rs. 5,000 in cost and approximate estimate accompanies by such plans as are necessary to elucidate the proposal must be obtained from the Executive Engineer and added to the report. The Public Works Department officer who prepares them will forward them to the Regional Fire Officer, who should countersign and transmit them to the Director of Fire Services for necessary action.

(2) Reports on projects submitted by the Regional Fire Officer must contain sufficient details to enable the Director of Fire Services to address the Government.

(3) In cases where the work consists of buildings on a standard plan for which a standard specification exists and where the labour of preparing detailed plans and estimates in the first instance is little more than that of preparing an approximate estimate, detailed plans and estimates may be submitted in the first instance. These should, on receipt from the Executive Engineer, be submitted to the Director of Fire Services through the Superintending Engineer.

278. *State Committee to be convened in Certain Cases.* –(a) Proposals for administrative sanction for the construction of State Civil buildings exceeding Rs. 10,000 in cost should be accompanied by clear information as to the survey numbers and such other particulars as may suffice for identification of the site proposed, together with particulars as to the anticipated cost of the site and a report to the effect that the selected site has been approved by a committee consisting of the members mentioned in sub-clause (b) (iv) below :-

(b) The following is the procedure prescribed by Government convening this committee :-

(i) When any union building costing over Rs. 5,000 or any State Building costing over Rs. 10,000 is proposed to be constructed, the officers of the Department for whom the building is required should take the initiative and make a preliminary selection of one or more sites.

(ii) The matter should then be communicated to the Executive Engineer with a sketch showing the site or sites proposed and the Executive Engineer will take steps to have the necessary surveys and levels taken, trial pits dug and the sub-soil examined. If the Executive Engineer considers the site or sites unsuitable from an engineering point of view, other sites will have to be selected and examined in consultation with the departmental officers concerned.

(iii) When the result of the preliminary examination of the sites is satisfactory, the Executive Engineer shall send a site plan and report to the Collector with a request that he will obtain the approval of the other members of a site committee constituted as described in paragraph (iv) or, should he deem it necessary, call a meeting of the committee.

(iv) The site committee shall consist of the Collector, the District Health Officer, the Executive Engineer and the officer representing the department concerned. If the site is located at an outlying station any of the above officer may depute a subordinate to inspect the site and report to him on its suitability. In the case of municipalities which employ Health Officers, the Municipal Health Officer should be a member of the site committee in place of the District Health Officer. In Municipal towns, the Chairman of the Municipality also will be a member of the site committee.

(v) The site plan as finally approved by the Committee should be sent along with the preliminary plan and estimate for obtaining administrative approval to the proposal.

(vi) After the final selection of the site, the value of land to be taken up will be ascertained from the Collector or the Divisional Officer and included in the preliminary estimate.

NOTE.- These instructions do not apply to the construction of additional buildings in the compound of an existing Government building. The approval of the administrative department is sufficient in such cases.

279. *Question of Water Supply.* - The question of water – supply should be carefully considered by the Regional Fire Officers or District

officers concerned when sites are selected for the construction of fire station, quarters for officers and personnel and static water tanks.

280. Acquisition of Sites (1) As acquisition under the Land Acquisition Act confers an indefeasible title whenever land which is not already in possession of Government is required for Government purposes, it should be taken up under Act I of 1894.

(2) (a) It is not desirable that land required for Government purposes should be acquired by free gift or private purchase. Formal proceedings should always be initiated under the land Acquisition Act for the acquisition of land for a Government department. There is no objection, however, to local officers negotiating with owners of land about to be acquired for a public purpose with the object of coming to an amicable agreement as to the price to be paid previous to the initiation of proceedings under the Land Acquisition Act, and with a view to guarding against subsequent exorbitant demands or awards; provided that this procedure will result in economy. Any settlement thus arrived at should be communicated to the land Acquisition officer, who though not bound to accept in his award the price agreed on before hand will no doubt do so in ordinary cases. The settlement must take the form of agreement that the owner is willing to sell for certain specified sum plus 15 percent of that sum for compensation, the total of the two sums being the actual price agreed on.

(b) The practice of awarding a nominal compensation in cases in which the owner is willing to make a free gift of the land is illegal and does not give Government an absolute title to the land as other persons interested in the land can question the validity of the transactions on the ground for want of adequate consideration. The proper procedure in such cases is to pass an award under section 11 for the full market value of the land. The owner who is willing to make a free gift of the land may receive the compensation awarded and make a gift of the amount of compensation to the Government to be utilized for the public purposes for which the land was acquired.

(3) Whenever it is proposed to acquire a site for a building, attention should be paid, among other things, to architectural considerations. Thus if there is a choice of site between a prominent corner lot which is occupied by any suitable building and a more ordinary, site in which the Government building in contemplation would be hidden away by other buildings of no consequence, the site, the construction of building on which will improve the amenities of the locality, should be preferred.

(4) Steps may not be taken for the acquisition of a site, until the work has been sanctioned by the authority competent to sanction it.

281. *Acquisition of Sites – Procedure in Regard to Departmental and P.W.D. Works.*-(1) The cost of land, as estimated by the Collector should be included in the estimate for the work. After the latter has been sanctioned, the necessary draft declaration signed by the Collector should be forwarded to the Director of Fire Services, for submission to Government.

(2) In the case of works to be executed by the Public Works Department, the Executive Engineer should be asked to take steps in consultation with the Revenue Department, to acquire the site after it has been definitely selected by the District officer or the Regional Fire Officer and if necessary, approved by a site committee.

282. *Detailed Plans and Estimates.*- In cases other than those mentioned in orders No. 277 (3) the Public Works Department will, on the receipt of the administrative sanction of Government, make out the detailed plans and estimates and forward them to the Regional Fire Officer for countersignature and transmission, to the Director of Fire Services.

283. *Application to Public Works Department for Estimates.*—The sanction of the Director of Fire Services is necessary to call upon the Executive Engineers for plans and estimates for new works and for additions, alterations or extraordinary repairs to public buildings used as residences or offices. The District officers or Regional Fire Officer may however, consult the Executive Engineers before hand as to the feasibility of any project.

284. *Information to Accompany Estimates.* – (1) In forwarding estimates, it should be stated whether a site is already in possession or has to be acquired. In the latter instances, a site plan and a statement of the cost of acquisition, as estimated by the Revenue authorities must be attached.

(2) A Plan of the cross section of the foundations and a statement of the nature and depth of the soil and sub-soil, as ascertained by sinking trial pits, must be forwarded.

285. *Power of sanction.*- (1) Departmental execution of works :- The general powers of sanction of the officers to works other than residential buildings and electrical works costing not more than Rs. 5,000 are as follows :-

<i>Serial No.</i>	<i>Sanctioning authority</i>	<i>Maximum limits.</i>	<i>Remarks</i>
(1)	(2)	(3)	(4)
1.	Regional Fire Officer	Rs. 5,000	(a) Within this limit the Regional Fire Officer is also empowered to sanction works relating to Fire Service quarters subject to the following conditions :- (1) The proposals should be in accordance with the latest type designs approved by the Government.

(1)	(2)	(3)	(4)
		Rs.	
			(2) Outside works should be restricted as to minor sanitary works such as drains, latrines-wells, and the like and
			(3) The estimate should be based on rates not exceeding those in the current schedules of the Public Works Department.
			(b) The Regional Fire Officer, may also sanction supplemental estimates on account of works relating to Fire Service quarters upto a limit of 5% of the original out lay.
	Divisional Fire Officer	1,000	For petty construction including original works except in respect of residential buildings.
	Divisional Fire Officer	2,500	For repairs except in respect of residential buildings.
	Regional Fire Officer	2,500	For repairs to each block of Fire Service quarters subject to the same conditions as those governing the power of the Regional Fire Officer (vide – clause (a) of the remarks against item (1) above.)
		400 (Temporary.)	For repairs to Government residential buildings.

(2) execution of works by the Public Works Department :-

(a) The Director of Fire Services has been empowered to accord sanction or administrative approval as the case of may be to works of the executed by the Public Works Department, Provided the amount to the estimate in each case does not exceed Rs. 5,000.

NOTE.—An estimate should provide for the whole of a scheme contemplated at the time of the its preparation and should not be split up in order to keep within the limits referred to above.

(b) The Regional Fire Officer may accord administrative approval to proposals for improving an existing residential building subject to the conditions that the addition to the capital cost does not exceed Rs. 500 in each case and that the standard rent of the building will not exceed 10 percent of the average emoluments of the class of tenant for whom it is intended.

NOTE.- The above delegation is not applicable in connection with rent free quarter or with any proposal for the acquisition of land to be added to the compounds of a residence what ever the cost of value of the land may be.

(G.O. Ms. No. 101, Home, dated 9th September 1952 and Ms. No. 221, Home, dated 22nd January 1952)

286. *Electrical Works:-* (1) The Director of Fire Services the Regional Fire Officers ad Divisional Fire Officers have been empowered to sanction improvements, addition as and alteration to the existing electrical installations in respect of non-residential and residential buildings as shown below:-

<i>Authority</i>	<i>Extent of powers.</i>	
	<i>Non – residential building</i>	<i>Residential building</i>
(1)	(2)	(3)
1. Director of Fire Services	Upto Rs. 1,000 a year for each building including appurtenant buildings in the same compound.	Upto Rs. 500 a year for each residence including ing out houses.
2. Regional Fire Officer.	(1) Upto Rs. 500 for extensions subject to the scale of electric installations prescribed by the Government in G.O. Ms. No. 2348, Public Works Department, dates 31 st October 1940.	Upto Rs. 500 for extensions (except in the case of rent free quarters) provided that rent for each residence including out-houses in is not increased by more than 5%
3. Divisional Fire Officer	Upto Rs. 200 for extensions subject to the scale prescribed by the Government.	

NOTE.- (1) The delegation of powers in regard to residential buildings is subject to the conditions:-

(i) that the quarters concerned are occupied on payment of rent,

(ii) that the standard rent of the quarters concerned does not exceed 10% of the average emoluments of the class of Government servants for whom the quarters are intended; and

(iii) that the charges for the consumption of electric current are paid by the tenants.

(2) All electrical works have to be executed by the Electricity Department only. Hence the Electricity Department should be addressed for preparation of all estimates relating to the Fire Service electrical works, and the authorities concerned, to whom power have been delegates, should accord the administrative approval to such works by countersigning the estimates. For Departmental execution of electrical works sanction of the Government is recovery.

(3) The following procedure is laid down for the preparation of estimates and for execution of electric works :-

(a) *Estimates* :- In all cases of extensions and improvements to existing buildings or the construction of new buildings in places where there is a public supply of electricity or where the supply of electricity to residential or non-residential buildings has been authorised by Government, the approximate estimate should include provision for electric installations if such installations in the buildings are considered necessary. After technical sanction is accorded to the buildings portion of the estimate, the Executive Engineer will forward to the Electrical Engineers a complete set of the sanctioned detailed plans. The Electrical Engineer will, thereafter in consultation with the department which occupies or is to occupy the building, prepare detailed plans and estimates for the electric installation and obtain the sanction of the competent authority thereto without delay. When the building work is nearing completion, the Executive Engineer concerned will advise the Electrical Engineer, atleast two months in advance of the date from which electrical work can be commenced. On receipt of such information, the Electrical Engineer will, take steps to start the work without delay, after obtaining the necessary allotment of funds.

(b) Outlay on the first installation of electrical works in residential buildings requires the sanction of Government.

287. *Specification*.- (1) The standard specification must be followed. Local fund rates should be adopted and foundations provided to suit the site. The Executive Engineer may be consulted on this matter.

(2) There is no maximum cost prescribed for buildings as the figure varies with the local rates.

NOTE.- In departmental works for which the plans and estimates are prepared by the Fire Service but which are scrutinized by the Public Works Department a centage charge of one percent on the estimated cost of works excluding the cost of land is leviable by the Public Works Department. The amount of the centage charge so levied should invariably be included in the estimate scrutinized by the Public Works Department.

288. *Execution of Departmental works*.- (1) Departmental works should be executed through contractors as a rule, but, for special reasons, may be carried out by daily labour. When daily labour is

employed, muster rolls should be maintained in Form No. 21 9P.W. D. No. VI.67) in accordance with the instructions given in Article 172 of the Andhra Pradesh Financial Code Volume I.

(2) Charges for petty supervision are not allowed in the case of the works, but a charge not exceeding 2 ½ % may be included in the estimate for unforeseen contingencies.

289. *Departmental repairs of public works Department Buildings.*- (1) Ordinary repairs to the buildings in-charge of the Public Works Department may be carried out by the Fire Service upto the limit of Rs. 5,000. When the works involve structural alterations the concurrence of the Executive Engineer to such alteration and additions should be obtained and the actual cost incurred should also be communicated to the Executive Engineer, so that the capital accounts of the buildings may be correctly maintained.

NOTE:- When a building is occupied by more than one department, repairs to it will be under taken by the Revenue Department if it be one of the occupants, or, where this is not the case, by the Government Department occupying the large portion of the building to be decided in each case by the Superintending Engineer concerned. Petty internal repairs may, however, be carried out by and at the cost of the occupant department.

A similar procedure will be observed in regard to the buildings occupied by District Board or Taluk Board Offices along with one or more Government departments. In such cases, as rent is recovered and capital and revenue accounts are maintained for the portions occupied by the local bodies in question, care should be taken that the annual repairs do not exceed 1 ½ per cent or any other rate that may have been specially sanctioned, of the capital cost.

(2) When it is considered that the repairs require professional supervision, the assistance of the Public Works Department should be obtained.

290. *Information to accompany repairs estimate.*- In submitting estimates for repairs additions or alterations, the date of construction, the original cost of the building and the date, nature and cost of subsequent additions or alterations, and of the last repairs should be stated. The details concerning foundations prescribed in order No. 284 must also be given.

291. *Invitation of tenders for Departmental works-Procedure.*- The following is the procedure for invitation of tenders for departmental works executed through contractors :-

(1) In the case of a work costing less than Rs. 1,000 the “single tender” system may be adopted. This is practically an arrangement with a particular contractor to do the work at certain specified rates. When a work costs Rs. 1,000 or more but less than Rs. 5,000 the ‘limited tender’ system should ordinarily be adopted i.e. , tenders should be invited from selected contractors who are in a position to take contracts for such works.

The open competitive tender system should be adopted when the estimate cost of the work is Rs. 5,000.

(2) If, in a particular case, the officer entering into a contract is satisfied that calling for tenders is not practicable, he should record his reasons for dispensing with tenders and obtain the orders of the Director of Fire Services, as to the course to be adopted.

(3) Reasons for dispensing with tenders should be communicated to the Accountant General, if he calls for the information.

292. *Agreements.*- (1) Agreements must be on stamp paper. A brief agreement reciting the essential terms of the contract should therefore be made out on stamp paper of the proper value and the detailed printed agreement attached to it.

(2) No formal agreement is necessary in regard to petty works and repairs the estimated cost of which is Rs. 1,000 or less, but even in these cases there should be some written understanding though not in any prescribed form specifying price and rate.

295. *Drawing Money.*- (1) Money for construction and repair of buildings will be drawn from the Treasury on contingent bills in Form NO. 59 of the Andhra Pradesh Treasury Code Volume II.

(2) Advance should not be made unless absolutely necessary. An amount required as an advance may be drawn without a voucher being attached. Voucher will be forwarded to the Accountant General as soon as procured with a bill in Form No. 59 of the Andhra Pradesh Treasury Code, Volume II giving details. The submission of this bill and vouchers should never be delayed for over two months. A further advance may be drawn while the previous advance remains unadjusted, provided that the officer sanctioning the advance is satisfied that the work has been completed to value of the previous advance and that the total unadjusted advances does not exceed the limit prescribed in clause (4) of the order. In respect of work done a deduction of not less than 10 per cent should be from all claims pending check measurement by Gazetted Officers. When the money required for a work is drawn in installments, each bill after the first should contain a reference to the previous bills on account of the same work. A completion certificate in Form No. 26 should accompany the last batch of vouchers.

(3) On completion of a Book, a final contingent bill should be submitted. If it is impossible to forward vouchers with this bill, they should be submitted as soon as possible.

(4) The following rules shall govern the payment of advances to contractors for departmental works :-

(a) Advances for works should not as a rule be made to contractors. Works must be check-measured frequently and payments made for labour in respect of work done, deducting not less than 10 percent from all claims pending check-measurement by Gazetted Officers. Every effort should be made by prompt settlement with contractors to obviate the necessity of making advances beyond the value of the work done.

(b) Advances to contractors may be made in exceptional cases, for instance where work has to be carried out in out of the way places where possibly a contractor is not willing to take the work without an advance.

(c) The powers of the Director of Fire Services and the Regional Fire Officer to sanction advance will be limited to Rs. 500 and Rs. 250 respectively in respect of each works.

(G.O. Ms. No. 1288, Home, dated 20th April 1953.)

(5) Unspent balances must be refunded promptly and the Treasury receipt forwarded to the Accountant – General.

(6) Money not actually spent by the 31st March lapses. Money should not be drawn and kept in hand to avoid lapsing.

(7) The measurement book in common form No. 298 should be used for recording therein quantities of work done whether by direct labour or through contractors.

294. *Advice from the Public Works Department Officers.*- Officers are entitled to and should avail themselves of the advice of the Public Works Department Officers with regard to works.

295. *Alteration to type design buildings :-* No alterations or additions should be made to buildings constructed on type design, viz., (1) Fire Stations, (2) Quarters for Station Officer and personnel (3) Static Water Tanks, (4) Slumps and (5) Ramps without a reference to the Public Works Department.

296. *Fire Service residential buildings.*- The Regional Fire Officer may sanction estimates upto Rs. 5,000 for works relating to the Fire Service quarters subject to the conditions mentioned under Order No. 285. As these are residential buildings, no alterations or additions to them should be carried out without the prior sanction of the Director of Fire Services even though the estimates may be ultimately sanctioned by the Regional Fire Officer. Estimates for improvements outside the quarters such as the provision of drains, latrines, wells, and the like will be sanctioned by the Regional Fire Officer.

297. *Progress Report .-* (1) Execution of work by the Fire Service. A progress report in Form No. 27 will be forwarded to the Station Officer at the time of the sanction of a work and he will submit the form on the first of the month for the Regional Fire Officer's information through the District Officer. After perusal, the Regional Fire Officer will return the report to them.

(2) *Execution of works of the Public Works Department* – The District Officer will submit progress reports through the Regional Fire Officer on the execution of works by the Public Works Department every quarter so as to reach the office of the Director of Fire Services on the 20th of March, June, September and December, of every year. The progress report should be furnished in respect of all the work such as repairs, improvements, additions, etc.

298. *Completion of works.*- Upon the completion of a work a completion certificate in Form No. 26 will be signed. A Gazetted officer should examine new buildings which cost over Rs. 500 and sign the certificate. Completion certificates signed by the Station Officers should be countersigned by the District Officer. The final bill to complete payment should not be made out until the work has been finally examined.

299. *Yearly abstract of works.*- A yearly abstract of works shall be kept in Form No. 28.

300. *Buildings ledger.*- A ledger of buildings, state water tanks, etc., showing the original cost of construction or the cost and manner of acquisition and subsequent expenditure shall be maintained in the (Register of capital Assets).

301. *Execution of repairs.*- The instruction given for the execution of new works apply to repairs also.

302. *Repairs by Public Works Department.* – The following repairs shall be undertaken by the Public Works Department.

- (1) Repairs costing over Rs. 5,000.
- (2) Repairs (a) To official residences and (b) to buildings in charge of the Public Works Department.

Note.- (1) The Government have directed that Fire Service quarters should be in charge of the Fire Service for maintenance and repairs.

(2) The Government have ruled that the responsibility for maintaining quarters built for Station Officers, Assistant Divisional Fire Officers, Divisional Fire Officers (i.e., carrying out ordinary repairs to them) should lie with the Fire Service while the execution of special repairs or minor improvements should be undertaken by the Public Works Department.

(3) Repairs to buildings specially placed in charge of the Public Works Department for maintenance and repairs.

Note.- Where post and telegraph offices or official residences are located in the same building with another Government office, repairs to the whole building will ordinarily be carried out by the Public Works Department, except when otherwise ordered by Government in any case.

303. *Deviation from sanctioned plans and estimated.*- Fire Officers are prohibited from deviating from sanctioned plans and estimates. If alterations in the design or in the materials used are found necessary the work must be stopped and a revised estimate submitted for sanction. Minor deviations may, however, be carried out and the subsequent sanction of the Director of Fire Services applied for.

304. *Completion certificates.*- On completion of a work by the Public Works Department, the Executive Engineer will send a completion certificate to the District Officer or Regional Fire Officer for countersignature. This countersignature merely implies that he has satisfied

himself to the best of his ability that the work has been done properly in accordance with the sanctioned design. If the countersigning officer objects to any of the statement presented to him by the Public Works Department will sign it adding any remarks which he thinks proper.

305. *Payment of Property Tax.*- In every bill, in which property tax is claimed, a certificate that the claim covers only the portion of the Building occupies as office should be recorded property tax for residential quarters shall be paid only by the Public Works Department, if the residential quarters are Government buildings.

306. *Remission of Property Tax for vacant buildings.* – (1) Whenever a Government building (residential or non-residential) is likely to fall vacant, the occupant of the building immediately before the actual vacancy to which the occupant belongs, should arrange to give notice of the vacancy of the date on which it falls vacant direct to the Chief Executive Authority of the Corporation, Municipal Council or Panchayat Board concerned, as the case may be, a copy of such notice being simultaneously sent to the Executive Engineer of the division concerned. The Executive Engineer, shall, thereafter, in due course, claim remission of municipal tax or house tax in cases when the vacancy actually lasted for thirty consecutive days or more under Rule 7 of the Rules relating to House Tax framed under sections 64, 4, 112 (c) of the Village Panchayat Acts as the case may be. The Government servant who pays any Tax in respect of a Building for a period during any part of which it has been vacant should satisfy himself that any permissible remission of tax has been claimed of the period during which the building was vacant.

(2) In the case of buildings in charge of the Fire Services, the following rules should be observed :-

(a) Notices of vacancies of buildings should be promptly given to the Executive authorities of Local Bodies immediately they occur and thereafter every half year until the buildings continue to be vacant.

(b) Changes of control over buildings from one department to another shall also be reported to local bodies immediately they occur ; and

(c) Application for refund of taxes for the periods the buildings remain vacant should also be made in proper time according to rules.

Note.- Acknowledgements of notices given in accordance with the above instructions should invariably be obtained and recorded. For this purpose notices may be sent by registered post or by a special messenger and it is the duty of the officer issuing such notices to see that a proper acknowledgement is obtained in each case and filed with the connected records.

307. *Occupation of Government quarters.*- (1) Where Government quarters exist, members of the service shall be bound to occupy them.

(2) Men must be required to execute trifling repairs to lines, such as they would not neglect in the case of their own houses. A man

who fails to carry out such repairs shall be liable to have them executed at his cost.

308. *Recovery of rent on residential buildings.* – The following rules in the Fundamental Rules and the Public Works Department Code regarding the recovery of rent, etc., on residential buildings are re-produced below for convenience of reference.

(1) An officer occupying public quarters shall give timely notice in writing to the Executive Engineer on his intention to vacate them otherwise he shall be liable to be called upon to pay rent up to the date of receipt by the Executive Engineer of such notice or of the re-occupation of the quarters.

(2) (a) When an officer provided with Government quarters goes on leave, he should be held to have ceased to be in the occupation of the building from the date of commencement of leave, provided he had given timely notice to the executive Engineer, under the preceding clause unless for any reason a competent authority decided otherwise.

Note.- The local administrative head of the Department may grant permission to occupy Government quarters to officers proceeding on leave on average pay not exceeding four months, in other cases, the permission of the Government is necessary.

(b) A Government servant provided with free quarters or house rent in lieu of free quarters may continue to occupy the free quarters or draw house rent allowance in lieu thereof during the first eight months of leave regardless of the nature of the leave taken and irrespective of whether the leave was sanctioned in one spell or different spells, provided no substitute is appointed in his place or if a substitute is appointed quarters are available for the substitute without any extra expenditure to Government. If the leave is extended beyond the eight months limit, rent free occupation of the quarters must cease.

(c) A permanent incumbent may, during absence on leave or on duty elsewhere, be permitted by the Superintending Engineer to store at his own risk, free of rent, his furniture and other belongings in his residence when both the conditions specified below are fulfilled.

(i) The temporary incumbent does not require the residence and is exempted from the payment of rent for it ; and

(3) If an officer for whom a Government residence is provided with or without rent is allowed for his own convenience to live elsewhere, he is expected to change a watchman to take care of the building. Until a private watchman is so employed, the Public Works Department will employ one and recover the cost from the tenant. When however, a residence remains unoccupied not purely on account of personal reasons but because the post to which the residence is attached is vacant or its incumbent is exempted both from occupying it

and from the liability to rent in the circumstances described in subsidiary rule 2 to Fundamental Rule 45 (e), the following arrangement should be made :

(a) If the quarters are expected to be vacant for less than one month, the officer on the spot discharging the duties of the permanent officer for whom the quarters are intended should arrange to depute a peon or other menial to look after the vacant building and garden attached to it.

(b) If the quarters are expected to be vacant for more than one month, the officer of the spot discharging the duties of the permanent officer should take steps to employ a watchman at departmental expense after approval by a competent authority.

(4) Every officer, whether European or Indian and whether officiating or confirmed, for whom a Government residence has been provided will, unless specially exempted from payment of rent, be required to pay rent for such residence whether he occupies it or not. He is bound to leave it in a fit state for occupation by his successor and will be required to pay the cost of any special painting, white washing, cleaning or other repairs which may be rendered necessary by any improper use of the building, such as cooling in dwelling rooms, washing floors with cow dung and the like. Such practices are prohibited and will make officers who resort to them liable to pay for any damage so caused. The incoming tenant will be responsible for bringing to the notice of the Executive Engineer any special damage at the time he enters the building. He should also obtain a list of all fixtures given from the Executive Engineer, and shall grant a receipt for them. He will be responsible for all loss or damage to such fixtures not due to fair wear and tear and will be liable to pay compensation at a rate fixed by the Executive Engineer subject to the Superintending Engineer's approval.

(5) Exemption will ordinarily be granted in the case of an officer appointed to hold charge of an office for less than a month, if he does not wish to occupy a residence provided for that office.

(6) An officer occupying a Government building can share the building with another Government officer as a purely private arrangement between the two officers but the Government will recover the sanctioned rent only from the officer for whom the building is constructed or to whom it is let.

(7) Two buildings allotted to different officers in one station can be exchanged as a purely private arrangement, each officer paying rent for the building standing in his name, though it may actually be occupied by the other.

(8) The sub-letting of an official residence is permitted only under the following conditions :-

(i) The previous sanction of Government should be obtained for the sub-letting;

(ii) the officer will still remain personally responsible for the rent and for any damage caused to the building beyond fair wear and tear:

(Government Memorandum No. 104255/Finance, C.S.R., dated 16th January, 1951).

(iii) The Government will not recognize the sub-tenancy.

(iv) The rent to be charged by the officer to his tenant should not come except with the sanction of the Government in special circumstances, exceed the rent paid by the officer to Government.

(v) Sub-tenancy should continue only for so long as the officer who makes the arrangement holds the appointment for which the official residence is provided.

(9) The Government consider that it is undesirable to allow Government residence to be used as rest-houses, and direct that temporary occupation by any one other than the officer for whom a house is intended should be allowed only with the previous permission of the Executive Engineer and that the full rate of rent should then be charged.

309. *Electricity and water supply charges* – Charges on account of residential buildings for supply of water and electricity are payable by the tenants themselves even though the quarters may be rent free and should be recovered from the pay bills of the Government servants concerned each month at the rates assessed by the Public Works Department.

For exemption of payment of water supply and scavenging charges in respect of Government quarters occupied by ranks of and below leading fireman – See Order No. 151.

In addition, rent for water supply, sanitary and electric installation should also be recovered from officers who are in occupation of quarters either rented or owned by Government at the following rates :-

(1) Six percent of the capital cost of the installations where the capital cost is known.

(2) In cases where the capital cost is not known recover should be effected at a flat rate of 10% of the rent payable for the building or 10% of the pay of the officer whichever is less. The difference between the rent so collected and the rent recoverable at 6% of the capital cost of the installations should be adjusted as soon as the capital cost is estimated by the Public Works Department.

310. *Payment of bills.*- In every bill in which water electricity or other service charges are claimed from Government, a certificate should be recorded specifying whether any charges have been recovered from the occupants of any residential portion of the building for which charges are claimed. If any proportionate charge is recovered the amount recovered should be specified quoting the authority under which the amount has been fixed. The amount recovered should be credited

As 'abatement of charges' under other contingencies if recovery relates to current year of payment, or to the receipt head if it relates to previous years. The amount recovered should also be noted in red ink in the Register of Recurring Charges underneath the amount as paid to the Municipality or Electricity Department in the month to which the recovery relates, and not in the month in which recovery is made. Where no part of the building is occupied as residential quarters by any person a certificate to that effect should be recorded in the bills for supply of water or electricity.

311. *Sale or dismantlement of buildings.*- The Director of Fire Services and the Regional Fire Officer may sanction the sale or dismantlement of the Government buildings, static water tanks and other structure in charge of the Fire Service when the book value of the buildings or the static water tanks or other structures does not exceed Rs. 5,000 and Rs. 1,000 respectively subject to the following conditions.

(1) that no building is sold unless it has been previously ascertained that it is not required by any department of Government and unless the previous approval of the Collector or Additional District Magistrate of the District has been obtained ; and

(2) that no building is demolished unless the Executive Engineer of the district has certified that the building is in a dangerous condition or is past repair.

(G.O. Ms. No. 2756, Home, dated 31-7-1952).

312. *Disposal of Materials.*- Materials obtained from the dismantlement of buildings when undergoing repairs will ordinarily be disposed of by the officer who carries out the work. Their value will be credited to the Public Works Department if the building from which they are obtained is borne on the Public Works Department Register. In other cases, the amount realized will be credited to the Fire Services. The amount so realized will be entered in the Building Ledger. It may be taken to account in the diminution of capital cost.

313. *Disposal of Abandoned Buildings.*- Buildings which it has been decided to permanently abandon should be handed over to the Public Works Department if Public Works Department buildings, or otherwise to the Revenue Department.

Note.- Buildings borne on the Public Works Department register of buildings are "P.W.D. Buildings".

314. *Custody of Vacant Buildings.*- When buildings are temporarily vacant, arrangements should be made for their being looked after.

315. *Transfer of Fire Service Buildings to other Departments.*- Whenever it is proposed to hand over to other Departments or to local or private bodies, or otherwise to dispose of, buildings in charge of the Public Works Department, the Executive or Superintending Engineer concerned should be consulted.

316. *Destruction of Buildings by Fire or other Causes.*- When a loss occurs by way of damage to any immovable property such as fire or flood or to any cause other than fair wear and tear the District Officer should report the matter to the Regional Fire Officer. A preliminary report should also be sent to the Director of Fire Services through the Regional Fire Officers, without delay who will report the loss to Government. When the cause of the loss has been fully investigated and it has been decided whether or no the property should be restored the District Officer should send a final detailed report through the Regional Fire Officer to the Director of Fire Services and at the same time an abstract of it in Andhra Pradesh Financial Code Form no. 20 to the Accountant General. The Director of Fire Services will send a final detailed report to the Government when it is proposed to write off the loss or to recommend disciplinary action or to apply for funds to be specially provided to meet the cost of restoration of the property.

(2) When a petty loss not exceeding Rs. 400 does not appear to involve any important feature requiring detailed investigation and consideration the preliminary and final reports referred to above need only be sent to the authority competent to write off the loss or deal with it otherwise.

Note.- (1) In cases of loss by way of damage to any immovable property belonging to the Government the value of the damaged portion need not be written off the accounts if the restoration of the damaged portion is commenced within a period of two years from the date of damage.

(2) The preliminary report contemplated in the above order, should be sent by the District Officer in respect of all Fire Service buildings whether in charge of the Fire Service or of the Public Works Department. The further detailed report and an abstract of it to the Accountant General in Andhra Pradesh Financial Code, Form No. 20 should be sent by the District Officer only in the case of buildings in charge of the Fire Service. Any information required for A.F.C. Form No. 20 can be obtained from the Public Works Department.

317. *Protection of offices from fire.*- (1) The following instructions have been laid down for the protection of office buildings from fire :-

(a) Before closing the office for the night, the Manager or Head Clerk, or under his written authority, a clerk named by him, will visit each room and see that all lights are put out ; that in offices in which electric fans and lights are provided the switches have been turned off, and that all waste paper has been removed.

(b) None but safety matches shall be used in offices.

(c) Kerosene oil or any easily inflammable material should always be stored in an outbuilding or godown.

(d) The sealing of papers should always be done under the direct supervision of a responsible clerk who will see that due care is taken.

(e) No naked lights should be used in any office. All candles or wicks must be protected by glass. All oil lamps must have metal (and not glass) reservoirs. The carrying of lighted lamps other than lanterns should be avoided.

(f) Fire places for the preparation of paste or glue shall not be allowed in or near any building.

(g) Waste paper should not be allowed to accumulate to large quantities in any office. One or more receptacles should be provided outside the building for waste paper and should be sufficiently distant from the main building. Every evening the waste paper of the day should be collected and put into one of the receptacles.

(h) Buckets should be kept always full of sand or dry earth.

(i) In every room in which a kerosene oil lamp is in use, a small box of dry earth with a scoop should be kept for the use in extinguishing burning oil. The earth should not be allowed to harden or cake.

(j) Old furniture should not be left lying about but should be disposed of artificial light after sunset.

(k) Smoking in record room is strictly prohibited as also the use of artificial light after sunset.

(2) (a) Every officer should issue instructions on the above lines for the protection of Fire Service offices.

(b) These instructions should be printed in English and vernacular and pasted up in several places in every public office building and the attention of all occupants of the building should be called to them.

318. *Protection from fire of stations and quarters.*- (1) The initial supply of fire buckets and fire extinguishers prescribed in order No. 524 together with other appurtenances, such as stands, buckets, etc., as well as renewals, of and repairs to the Fire buckets and the fire extinguishers shall be made by the heads of the offices concerned, such works being treated as assigned to the departments concerned.

(2) Such works as the selection of a position for fixing the fire appliances, making a wooden frame to hold the appliances, or fixing a few wooden plugs in a masonry wall, so that nails may be driven into support the appliances, do not require any technical skill or professional advice, and should be carried out departmentally and without the assistance of the Public works Department.

(3) When a building is occupied by more than one department the “department” for the purpose of this rule shall be the Revenue Department if it be one of the occupants and if not, the department of the State Government occupying the major portion of the building, to be decided in each case by the Superintending Engineer concerned. If in such cases, the Forest Department or a department of the Central Government happens to be one of the occupants, the cost of the Fire

appliances supplied or of the repairs thereto in respect of the portion of the building occupied by such department shall be recovered from that department.

(4) Fire buckets shall not be supplied to residential building inspection bungalows. But in cases where a building (whether owned by Government or hired) is used partly as an office and partly as residence for a Government officer, both the office and residential portion shall be provided with fire protection appliances by the departments occupying such buildings. No rent, however, need be levied for fire protection appliances so supplied to residential portions of such buildings.

319. *Fire extinguishers – Scale of :-* Fire extinguishers and galvanized iron buckets of water according to the scale and size mentioned in Annexure XVIII should be kept at each institution for use in case of fire.

320. *Compounds of public buildings :-* Compounds of public buildings may be leased out for grazing and the usufruct of trees and the right to cut grass may be sold. Money thus realized and by the sale of trees felled, will be credited to the department to which the cost of maintenance of the compound is charged. In the case of trees felled by the Public Works Department in the execution of works, the sale proceeds will be credited to that Department.

321. *Upkeep of compounds:-* The rules regarding the upkeep of compounds of public buildings are in Article 283 of the Public Works Department code and they are reproduced below for convenience of reference.

To ensure the proper upkeep of the compounds attached to Government buildings including residences in charge of the Public Works Department, the following rules should be observed:-

(a) The occupant of a Government building or residence shall be responsible for the proper care and upkeep of the trees, shrubs and hedges in the compound and will also see that the compound is kept in proper order.

(b) No tree or main branch of a tree shall be cut without the Executive Engineer's concurrence.

(c) The ground of the compound shall not without the concurrence of the Executive Engineer be broken for any purpose except that of "gardening" in the ordinary sense of the word and this sense shall not include the digging of pits, ponds or wells for watering purposes.

(d) Bushes and shrubs planted in the ground are the property of the Government and may not be cut down or removed from the compound without the concurrence of the Executive Engineer but his concurrence shall not be required for such cutting down, uprooting or trimming of any bush or shrub or lopping of any tree that may be necessary for the proper maintenance of the garden.

(e) The Executive Engineer will report to the Superintending Engineer any breach of the above rules which may come to his notice.

322. *Rules for the Display of the National Flag of India* – The Flag is the emblem of the Nation. It is essential that it should not be brought into disrepute by unregulated use.

(1) Display of the Flag on Buildings.-

(a) Normally the Flag should be flown only on important Government buildings such as High Courts, Secretariats, Commissioner's Offices, Collectorates, Jail and Offices of the District Boards and Municipalities.

(b) As the institutions of the Fire Service Department are not included in the above list, the flying of National Flag on the Fire Service Building is prohibited except on special occasions like the Independence Day Celebrations, 15th August, Mahatma Gandhi Birth Day, January 26, and National Week as well as any other particular day of National rejoicing etc.

(G.O. Ms. No. 1538, General Administration (Political – A) Department, dated 8-10-1958).

(2) Flying of Fire Service Flag on the Fire Service Buildings.- The following instructions are issued regarding the flying of the Fire Service flag the design of which will be as approved by the Government in their G.O. Ms. No. 250, Home (Police-A) Department, dated 5-2-1958.

(i) At the Fire Service Headquarters Building, Hyderabad, the flag will be flown daily.

(ii) At other Fire Stations in the City and the districts, it will be flown on the following occasions :-

(a) On dates of National rejoicing and observation of National Weeks pertaining to this Department, like Independence day, Republic day Celebration and all India Fire Prevention week etc.

(b) On dates of formal inspections of Fire Stations or Workshops by officers of the rank of Regional Fire Officer and above on that particular institution only.

(c) On the date on which the Fire Station or Workshop was established at the particular institution only

(d) At the time of formal visits of High personages.

(e) On the dates of National Mourning to be flown at the half mast.

(f) Flown with the National Flag, whenever it is hoisted the service flags should be on the left of the National Flag looking away from it.

(g) On the finals day of sports and competitions, the holdings of which have obtained the approval of the Government or the Director of Fire Services.

The timings for flying the flag are from sunrise to sunset, unless a short notice may necessitate its hoisting during any time in between it.

CHAPTER XXI.

PENSION.

323. *Pension Regulated by the Civil Service Regulations or by the Andhra Pradesh Liberalised Pension Rules 1961.*- (1) The Grant of pension to employees of this service is governed by the Andhra Pradesh Liberalised Pension Rules, 1961, in respect of all the members of this service from 1-4-1961. If however, in any case an employee desires to continue under the pension rules by which he was governed on the 31st March, 1961 it shall be open to him to do so by communication his desire in writing to the head of the Office and the option accordingly exercises before the stipulated period, which shall be final, and by the Part IV of the Andhra Pradesh Pension Code in respect of those who have opted to remain under these Old Pension schemes.

(2) The Andhra Pradesh Contributory Provident Fund Pension Insurance Rules, 1950 and the Andhra Pradesh Compassionate Gratuity Rules, 1932 and Rules for Compassionate Pensions and Gratuity of Ex-Hyderabad Government as amended from time to time are not applicable to the members of this Service, who are governed by the Liberalised Pension Rules, 1961.

**(G.O. Ms. No. 286, Finance, dated 11-7-1961 and
G.O. Ms. No. 231, Finance, dated 11-6-1962).**

324. *Authorities Empowered to Sanction Pension.*- The following table exhibits the authorities empowered to sanction pension or gratuity to the non-Gazetted subordinates specified in column (2).

Authority empowered to sanction pension or gratuity	Class of Non-Gazetted subordinates whose claims to pension or gratuity may be sanctioned by the Officer in column (1).
(1)	(2)
1. Gazetted Assistant to the Director of Fire Services	Office Establishment of the Director of Fire Services including the orderly staff and staff of the State Stores and staff of Central Workshop, Hyderabad and Andhra Pradesh State Training School.
2. Regional Fire Officers	.. Assistant Divisional Fire Officers and Station Officers. All Ranks of and below Leading Firemen and Ministerial Staff.

325. *Menials Ineligible for Pension.*- Menials paid from contingencies are not eligible for pension, but are eligible for gratuity under the Andhra Pradesh Retiring and Invalid Gratuities (Non-pensionable establishment) Rules 1941.

326. *Service in A.R.P. to be counted for Pension in the Andhra Pradesh Fire Services.*- Service in the definite A.R.P. , is allowed to count for the purposes of Pension in the Andhra Pradesh Fire Services in the cases of the A.R.P., persons absorbed in the Fire Service Department.

[G. O. Ms. No. 1338, Finance (Pen-I), dated 30-7-1959]

327. *Invaliding may be postponed.*- (1) The invaliding rule should not be enforced in cases, where, without prejudice to the interest of Government the retention of an individual in the Government service ; for a brief period will confer a title to a pension in lieu of gratuity or to an increased rate of pension.

(2) The brief period of retention allowed in the above rule should not, as a rule, exceed three months.

(3) In special cases, a Government servant may be granted leave after the date of invalidation, for such period under subsidiary rule 24 (c) of Annexure II, Part – I of the Fundamental Rules as to confer a title to a pension, in lieu of gratuity or to an increased rate of pension. The power to grant the leave rests only with the Director of Fire Services.

Note.- Condonation of deficiency in qualifying service should not be recommended in addition in cases where the concession the grant of leave under the above rule is availed of.

328. *Superannuation Rule.*- Under Rule 56 of the Fundamental Rules, the date of compulsory retirement of a Government servant whether ministerial or non-ministerial is the date on which he attains the age of 55 years. All inferior Government servants shall retire on attaining the age of six years.

329. *Invaliding Certificates.*- (1) Under the rules in the Civil Medical Code Medical Officers should not grant a certificate of unfitness for further service to any Government servant, except on the requisition and with the cognizance of the Head of the Office or Department in which he is at that time serving. Every such application for examination should be accompanied by a descriptive roll of the person to be examines, and be signed by the Head of such Office or Department.

(2) (a) Applications for medical examination will be made in C.F. No. 197. The medical Officer will take the applicants left-thumb impression on the Certificate. This impression will afterwards be verified.

(b) An applicant should, as a rule, be sent to the medical officer of the District in which he is serving. When the rule is deviated from, reasons therefore should be recorded in the application.

(3) (a) The countersignature of the Director of Medical Services in the invaliding certificates of superior and inferior servants serving in the mufassal is not necessary.

(b) Certificates in which the incapacity of an officer is certified to be the result of irregular or intemperate habits, will be forwarded to the Head of Medical Services who will record his opinion thereon before transmission.

330. Discharge on Medical Certificate.- (1) Service qualifying for pension ends on the day prior to the date of medical certificate.

(2) When any period intervenes between the date of the Medical Certificate and the date of discharge, such period is governed by Articles 455 and 456. Civil Service Regulations and should be excluded from service qualifying for pension, and shown in the column "Period not reckoned as service" in the pension application.

(3) Officers are entitled to salary upto the date of discharge.

(4) Officers who have been invalided should be discharged at once on receipt of medical certificate. An officer must not be retained in service pending a decision on his application for pension except under Civil Service Regulation, Articles 456 nor can he obtain leave of absence.

(5) For the purpose of calculation average emoluments under Article 487, Civil Service Regulations, the last three years service should be calculated backwards from the date of termination of service qualifying for pension. Accordingly when an officer is retained on light duty under Article 456, Civil Service Regulations, the last three years of service should be counted backwards from the date of preceding that of the medical certificate.

331. *Government Servants suffering from Leprosy.*- (1) If a Government servant shows signs or symptoms of leprosy, he should not for this reason alone be considered to be disqualified for public service and be invalided at once. He should be granted all the leave to be credit to enable him to undergo up-to-date treatment and should he be invalided from service only if and after undergoing treatment for the full period of leave to his credit, he is still certified to be ineffective.

(2) A government servant having neural lesions bacteriologically, negative for Mleprae may be permitted to continue to work provided that (a) he undergoes up-to-date treatment regularly, by any Medical practitioner registered under the Andhra Medical Registration Act, 1914 or in a recognized leprosy treatment centre, for a period of not less than six months till he obtains a discharge certificate in accordance with paragraph (4); (b) he produces a certificate quarterly from any of the medical officers in charge of the clinics referred to below to the head of his office to the effect that his lesions are still non-infective; and (c) he has no deformities or contracture which are likely to be a disability in service.

- (i) The Leprosy Department of the Government Hospital in Hyderabad.
- (ii) The Leprosy Department of King George Hospital, Visakhapatnam.

(3) A Government Servant who is not engaged in any such occupation has that of school teacher, personal servant or cook, whose lesions are bacteriologically positive, should be allowed to return to duty on presentation of a non-infectious certificate, subject to the condition that he continues treatment until he obtains a quiescent certificate. The period for reporting for re-examination in the case of infectious cases should be two years after a certificate of quiescence has been provided. A Government servant engaged in any of the following employment should not be allowed to return before the completion of the quiescent certificate :-

“School teacher, Child-nurse, Barber, Dhobi, Food, vendor personal servant any employment for occupation involving risk of infection to children.

(4) The discharge certificate to be given to Government servants after they have undergone the full course of treatment should be in one of two kinds and in the following form.

- (i) I have discharged today

He has satisfied the following conditions, and is, therefore, fit to join service

- (a) No new lesions or exacerbation of old lesions have appeared for three months ;
- (b) No increase or decrease of lesions for a similar period ;
- (c) No tenderness of nerves ;

(d) Multiple smears (including nasal smears) are negative to standard method of examination for the three months, at least lines smears should be taken. A non-infectious certificate should not be given unless the patient is thus examined every month for three months.

- (ii) I have discharged today as a quiescent case, He as satisfied the following conditions and is, therefore, fit to continue in service -

- (a) No new lesions or exacerbation of old lesions have appeared for six months.
- (b) No increase or decrease of lesions for a similar period.
- (c) No tenderness of nerves.

*(d) Multiple smears (including nasal smears) are negative to standard methods of examination for six months. At least nine smears should be taken. A quiescent certificate should not be given unless the patient is thus examined every month for six months.

Note.- This last proviso does not need to be compiled with in the case of neural cases – See paragraph (2).

He should (1) undergo treatment by a medical practitioner registered under the Medical Registration Act, 1914 or in a recognized treatment centre for a further period of and report to the Medical Officer in charge of the clinic specified in paragraph 2 above, who will furnish quarterly a certificate as to continued non in-effectivity and further period of treatment. (2) after the period of treatment, present himself one in three months, for at least a year to the Medical Officer in-charge of the clinic referred to in main paragraph 2 above for necessary examination and report to the head of his office.

Conditions (a) and (b) are for cases granted leave and condition (b) only for other cases.

Station : *Medical Officer.*

Date :

Copy to :

- (a) The Head of the Office.
- (b) Medical Officer in charge of the recognized treatment centre at
- (c) Honorary Director, Leprosy Campaign Headquarter Hospital.

NOTE (1). – *Report on attendance for treatment* – The Registered Medical Practitioner or Medical Officer in Charge of a recognized treatment centre should report monthly to the Head of the Office under whom the patient is working that the patient is attending the clinic regularly for treatment.

NOTE (2). – *Recognised Leprosy Treatment Centre.* - A recognized leprosy treatment centre shall be a leprosy clinic attached to a Government District Head – quarters Hospital or Government Taluq Head quarters Municipal Hospital or Dispensary or a Medical Institution in charge of Missions to lepers or Medical Mission Hospital. Any medical institution of a charitable nature which is treating leprosy may apply to the Director of Medical Services for being recognized as a leprosy treatment centre.

NOTE: (3) – Definition of non-infectious case. A – case is non-infectious if the following conditions are fulfilled :

- (a) No new lesions or exacerbation of old lesions for three months.
- (b) No increase or decrease of lesions for a similar period.
- (c) No tenderness of nerves.
- (d) Multiple smears (including nasal smears) are negative by standard methods of examination for three months. At least nine smears should be taken. A non infectious certificate should not be given unless the patient is thus examined every month for three months.

NOTE: (4) *Definition of a quiescent case.* - A quiescent case is one in which there has been no signs of activity for at least six months.

The signs of activity should be determined by at least one examination in a month during this period this examination should include a clinical examination and a microscopic of the nasal mucosa and of the lesions of the skin at more than eight sites.

332. *Government Servants Suffering from Syphilis.* – A Government servant reported to be suffering from syphilis should not at once be invalided but should be granted such leave as may be necessary but not exceeding the amount to his credit, to enable him to undergo proper treatment. He should be invalided from service only if he refuses to undergo the treatment prescribed by competent medical authority, or if such authority considers the treatment has failed. The following instructions for the guidance of medical officers and of Government servants have been issued by Government.

- (1) Syphilis is a disease amenable to treatment.
- (2) A Government servant reported to be suffering from the disease need not necessarily be invalided from service.
- (3) He may be granted such leave as is necessary but not exceeding the amount which he has to his credit in order to enable him to undergo proper treatment.
- (4) A Government servant who is suffering from this disease and who refuses to undergo the treatment prescribed by competent medical authority* or where such authority considers that the treatment has failed, is liable to be invalided from service.

*For the purpose of these instructions the following officer will be considered to constitute “Competent Medical Authority”

All Medical Offices of the rank of Presidency District Surgeons District Medical Officers and Civil Surgeons.

(5) The Question of the grant of an invalid pension will be decided on the merits of the case.

(6) (a) A Government servant who has been granted leave to undergo treatment for the disease should be allowed to return to duty only on the production of a certificate from the competent Medical authority, or other recognized laboratory that his Wasserman reaction has been negative for two consecutive examinations made at an interval of three months or if the head of the office is satisfied that adequate facilities for continued treatment exist at the station to which individuals is posted.

(b) In the case of Government servants under the treatment of a Government Medical Officer, the Wasserman test will be conducted free of charge of a Government laboratory.

Note.- There is no objection to an extension of leave be granted if the sufferer from syphilis is actually undergoing the specific treatment when due leave expires.

333. *Premature invaliding.*- An Officer should not, without urgent necessity, be invalided when he has nearly completed thirty years service ; the Government can not undertake to overlook a deficiency of service resulting from an officer being prematurely invalided. The principle of this rule applies to all analogous cases.

334. *Application for pension.*- When a subordinate Fire Service Officer applies for permission to retire on pension, or to be sent for medical examination, with a view to discharge on medical certificate his service should be calculated in the Account Department, verified by the Accountant and the Office Superintendent and reported to the Regional Fire Officer or the Head of the office as the case may be. If it appears that the man's service for retirement is not complete that a short additional period of service would entitle him to a higher rate of pension or gratuity, he should be informed of the fact and given the option of continuing his service.

An officer should, in his own interest, submit the formal application for pension 18 months in advance of the date of his actual retirement or anticipated retirement. If no such application is submitted by the officer, there is no objection to taking up the preparation service statements, etc., 18 months in advance of the actual retirement or anticipated retirement of the officer without awaiting the receipt of his formal application.

335. *Application for pension.* (1) The Application for pension will be made in form prescribed under the Liberalised Pension Rules, 1961.

(2) This application should be submitted to the Officer competent to sanction pension or gratuity (vide Order No. 324) 18 months before applicant's retirement. Any further delay should be explained.

336. *Prevention of delay in the disposal of pension applications.*

As a rule, a pension payment order should be issued within a month of an officer's retirement. The following measures should be adopted to prevent delays in the disposal of pension applications:

(1) Any information required in addition to that already available in connection with pension papers should be obtained direct from the officers concerned or the applicant and not necessarily through the prescribed channel.

(2) Officers who sign salary bills of establishments should , before doing so, ensure that all necessary entries are carried out in service Book monthly with reference to the certificates at the foot of the salary bill.

(3) Heads of Offices should see that the verification of service book are regularly carried out and take severe notice of delay on the part of their subordinates in this respect.

(4) Heads of offices should take up the pension papers of Officers who attain the age of 55 or complete the term for which extension has been allowed, during the next official year if they do not intend to grant or recommend extension of service.

(5) Inspecting Officers should scrutinise the service Books maintained in the offices they visit in order to see that these records are correctly complied and kept up-to-date.

337. *Officers to leave preparatory to retirement* .- The pension applications of officers taking leave preparatory to retirement, should be prepared sufficiently early, so as to allow the competent authority to sanction pension not more than one month before the date from which it is to take effect.

338. *Application form*.- The various columns in the Application Form prescribed in the Liberalized Pension Rules are self explanatory and all the columns must be filled in properly and correctly.

339. *Document to accompany the application*.- The documents referred to in the list of enclosures to Form 5 under Andhra Pradesh Liberalised Pension Rules, 1961 and in addition to the documents noted below ; should accompany the pension applications submitted to the Director of Fire Services or the Regional Fire Officer for sanction :

- (1) Defaulter Sheet.
- (2) When the character is described as ‘indifferent’, ‘bad’ or ‘very bad’ and a reduction of pension is recommended office copies of minutes ordering reduction, suspensions or dismissal, if the minute is not forthcoming a statement of the circumstances and copies of statement giving reasons for recommending reduction of pension.
- (3) A statement of previous numbers and names if any, borne by the applicant.
- (4) A statement of service in other districts furnished by those districts and a full record of service in other departments, duly verified by the heads of those departments, in the case of officers for whom service books are not maintained.
- (5) A Form of pensioners and Collector’s halves with finger impressions and signature of the applicant on the matter.

- (6) A certificate by the applicant in the form prescribed below :

“ I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon.

Note.- (1) If the applicant has already received a gratuity or is in receipt of a pension whether the gratuity or pension is granted in lieu of civil pension or not, the certificate should be suitably modified so as to include the following particulars :-

- (a) Nature and amount of pension or gratuity.
- (b) The period of service in respect of which it is paid.

2. (a) The Certificate need not be signed by a person suffering from leprosy. It should however, be endorsed by the head of the office or any other responsible officer with the remark that the contents have been read over to and accepted by the applicant.

(b) In the case of a Gazetted Officer, suffering from leprosy, he need not prepare and sign his pension application. It should be prepared by the officer who has to forward his application as in the case of non-Gazetted Officers.

3. In the case of military pension, information whether the pension was granted under military rules or civil rules should be recorded in the certificate.

(7) Personal Record Book in the case of officers below the rank of Station Officer.

840. *Documents to accompany order sanctioning Pension.*- The list of documents laid down (referred to in form 5) in the Liberalised Pension Rules 1961 must be enclosed to the Pension application sent to the Accountant – General.

841. *Questions as to Pensions.*- No question about the pension of an officer should be submitted for orders until he retires or is about to retire. This does not apply to the question of conditioning a break of service or for special reasons, such question as for example whether a particular period of service of an officer does or does not count for pension.

842. *Calculation of Pension.*- Calculation of pension and gratuity should be made in accordance with the instructions contained in the Andhra Pradesh Liberalised Pension Rules 1961 or under old regulation (*vide* order 323).

(2) Allowances which do not count for pension ;

(a) An officer cannot count the following allowances :-

(i) Local Allowances and deputation (Local) allowances.

(ii) Messing allowances, working allowances and provision allowances to officers in the Marine department.

(iii) House Rent allowance or estimated value of free quarters.

(iv) Tour and other allowances (to officers who accompany the President of India, etc.,).

(v) Compensation for dearness of provisions.

(b) ‘Any part of an officer’s pay or emoluments which is specially intended to provide for expenses incidental to his duty, must be excluded. The following are examples:-

When an officer’s pay is intended partly to cover the expense of his providing or keeping a car, his pay must be taken only at what it would be if it was not intended to cover such expense. When a consolidated pay specially includes tentage, travelling

allowance or house allowance these must be deduced. similarly, when an officer's pay is fixed at two rates, a smaller rate during stationary duty and a higher rate during periods passed on tour or traveling the former rate alone should be the basis of the calculation.

343. *Final disposal of Pension applications.* – Pension applications sanctioned by the Director of Fire Services or by the Regional Fire Officer will be returned in original to the office of origin along with the orders sanctioning the pension for record and safe-custody. They will be retained there for the periods prescribed in Article 326 (b) of the Andhra Pradesh Financial Code, Volume I. The Office copies may be destroyed immediately on receipt of the original applications.

344. *Military services.* – Rules governing the counting of Military Service for civil pension are contained in Articles 356, 357, and 357-A of the Civil Service Regulations.

345. *Verification of Military service Procedure.* – (A) (a) The verification of military service in consultation with the Military Accounts Department should be completed immediately after a man is confirmed in the Fire Service Department. It should not be deferred to the time of his retirement or a little earlier. In cases in which complete information is not available from the discharge certificate, the Controller of Military Accounts in whose audit area, as shown by the Station recorded in the discharge certificate, the individual served prior to his retirement from Military service should be referred to.

Note.- By Military Accounts Department is meant the several Controllers of Military Accounts.

(b) The points to be settled are :-

(i) Whether the Military service is pensionable under the Military rules and satisfies the conditions laid down for the counting of such service for civil pension ; and

(ii) Whether any 'service Gratuity' was paid to the applicant on discharge from the army.

(c) (i) service as a sepoy or service in an equivalent or higher combatant rank should be treated as 'Superior' and as a followers as 'inferior' irrespective of whether such service is followed by 'Superior' or 'Inferior' (Civil Service).

(ii) Service rendered in any other capacity in an appointment under the Defence Department should be treated as 'Superior', or 'inferior' according to the classification of any civil post carrying duties of a similar character.

Note.- All Royal Indian Navy Ratings are enrolled and are viewed as combatants and their service as such will therefore be considered as 'Superior'.

(d) Where the discharge certificate is not available the following additional particulars should be obtained.

- (i) Total period of Military Service.
- (ii) Dates of beginning and end of each period of service.
- (iii) Age at the time of enrolment.

(e) The discharge certificate, sheet, roll, the verification statement and the reply of the military authorities should be filed in the service Book or service Roll of the man concerned.

(f) The question of the appointment of the pensionary charge between the civil and military estimates will be taken up by the Accountant General's Office when finally passing the pension of an applicant whose military service counts for pension.

(B) (a) In all cases when it is proposed to allow an officer to count towards civil pension his previous military service, whether the civil service follows it immediately without an intervening break or after a lapse of time, the sanction of Government through the Accountant General should be obtained.

Application to Government should give the following information and should be submitted when the officer is appointed substantively to posts qualifying for pension in the Fire Services Department :-

- (i) Name of officer.
- (ii) Rank and number in the Fire Service.
- (iii) Period of Military Service counting for civil pension under revised Article 356 Civil Service Regulations.
- (iv) Date of discharge from the Army
- (v) Date of enlistment in the Fir Service
- (vi) Date of substantive appointment in post qualifying for pension in the Fire Service.

(b) Care should be taken to send in applications only in respect of officers whose previous Military Service counts for civil pension under the conditions laid down in revised Article 356 of Civil Service Regulations.

(c) Each application should be accompanied by a report as to (i) whether the military service of the applicant has been verified in consultation with the Military Accounts Department and (ii) whether the conditions of the revised Article 356, Civil Service Regulations, have been complied with, that is to say, whether the period of military service shown represents only the period of such service after the age of 20, whether in case 'Service Gratuity' has been paid, it has been refunded, as required and whether in case which no such 'service gratuity has been paid, the necessary certificate regarding non-payment of gratuity is on record.

(C) Documents and information to accompany pension applications in cases where Military Service Counts for civil pension.

(a) Military Discharge Certificate and the report of the Military authorities regarding verification.

(b) The particulars of the Military Service, as noted below should be recorded on the first page on a separate sheet of the pension application :-

- (i) Total period of Military Service ;
- (ii) Dates of commencement and end of each period of Military Service ;
- (iii) Amount and nature of any pension/gratuity received for the Military Service ; and
- (iv) Government under which service has been rendered in order of employment.

Even if the applicant has no Military Service, this should be so stated in every pension application.

Note.- All periods of Military Service, whether ending with a Military Pension or gratuity is refunded and the Military Service counts for pension, the period of this service and the amount of gratuity should be clearly specified.

346. *Pension Applications* – Transmission to the Accountant General – Pension applications should be forwarded to the Accountant General with a covering letter in Form 30 C.S.R. (Annexure – I) so schedule III of Liberalised Pension Rules, 1961. The instructions printed in the form should be followed. In order to avoid delay in their disposal, pension applications in final shape may be sent to the Accountant General for verification eighteen months in advance of the retirement of the Government servant concerned together with available papers. The other records may be forwarded to him subsequently as early as possible. In the case of invalid pensions, the pension applications should be drawn up with the least possible delay after the date of issue of invalid certificate and forwarded to the Accountant General for necessary action.

347. *Compassionate gratuity.-* When submitting applications for compassionate gratuity, it should specifically be stated whether the service rendered by the deceased Government servant was satisfactory or not. The particulars of punishments awarded to the Government servant while in service should also be given in the report in order to obtain an idea of the nature of the service rendered. Where the service is reported to be unsatisfactory, the reasons should be given. Personal Files, if available should also be forwarded with the applications.

348. *Authorities competent to sanction – Pension of the retiring and invalid Gratuities:-*

(1) *Pension.-* A pension which is certified by the Audit Officer to be clearly and strictly admissible under the Rules shall be sanctioned in the case of Non – Gazetted Officers, by the officer who has the authority to fill the appointment vacated by the retiring person. The sanctioning authority should communicate the orders sanctioning the pension to the Audit Officer in time enough to enable him to issue the pension payment order.

(2) **Retiring and invalid Gratuities.-** The Authorities who are authorised to sanction pension are empowered to sanction, on the certificate of the responsible AUDIT Officer, the gratuities admissible under the rules, provided the service rendered has been thoroughly satisfactory. Where the service has not been satisfactory orders of the Government should be obtained through the Audit officer and the Director of Fire Services.

The Regional Fire Offices should deal with all cases of the persons retiring from service as envisaged.

349. *Government servants involved in loss or Irregularity.-* Under Article 351 of the Andhra Supplement to the Civil Service Regulations, a pension once sanctioned cannot be reduced or withheld for grave misconduct committed before but discovered after retirement. Steps should therefore be taken to ensure that a Government servant concerned in any loss or irregularity which is the subject of an enquiry is not advertantly allowed to retire on pension while the enquiry is in progress. Up-to-date details regarding charges, if any, pending against a Government servant at the time of his retirement should, therefore, be furnished in his application by the authority forwarding the application. In case nay recovery is ordered after the application has been submitted to the authority competent to sanction the pension, the fact shall immediately be brought to the notice of such authority.

350. *Officers within three years of Retiring Age-Posting to Special Localities.-* Officers who are with in three years of retiring age should not ordinarily be posted to special localities. It is desirable to employ younger men in such areas, unless it is considered absolutely necessary in public interest to retain officers within three years of retiring, age in such localities. Before furnishing the declaration required in Order No. 344 (6) due regard should be paid to the age and the physical fitness of the Government servant proceeding on leave to continue to serve or be posted to unhealthy tracts, as apart from the inconvenience to and unfitness of the Government servant to serve in such areas and consequent inefficiency the Government are put to increased liability by way of pension.

(G.O. Ms. No. 195, Finance, dated 1-3-1949.)

351. *Refusal to Undergo Operation.-* No retiring allowance shall be granted to an officer who refuses to submit himself to operation when incapacitated from further service by a disease curable by operation.

352. *Effect of Resignation.-* Government have laid down that, if a Government servant resigns his appointment , all his previous service under Government and not only service in the particular post which he held when he resigned will be wiped out. If such a Government servant is appointed again to Government service he will not be entitled to count any portion of his service prior to resignation for any benefit or concession under any rule or order.

353. *Address to be Furnished by Retiring Officers.-* On retirement officers should furnish their address in order that the authorities may communicate with them, if necessary.

354. *Grant of Leave after Retirement.*- Leave which is not preparatory to retirement and which is refused by the competent authority in the interest of public service will not entitle an officer to the protection of Fundamental Rule 86 after the date of superannuation.

(355 to 362 – Deleted).

CHAPTER XXII.

AMBULANCE SERVICE.

363. *Scope of use of Ambulance:-* An Ambulance Service is attached to almost every Fire Station of the Andhra Pradesh Fire Service. The Ambulance will be available for the use of the public at all times. No charges are recoverable for the use of the Ambulance for conveyance to hospitals of patients involved in accidents in public places and for standby or conveyance at major accidents and the like. The Ambulance may be used for removal of patients from or to hospitals and dispensaries maintained by the Government within the State. They may also be used for removing patients from one place to another place on the production of a doctor's certificate that an Ambulance is necessary for the purpose. Charges will be recovered for these removal at the rates prescribed by the Government. The rules for the plying of the Ambulance in the Andhra Pradesh Fire Service are printed in Annexure XXIII.

364. *Use of Ambulance for other purposes prohibited.-* (1) The Ambulance is intended primarily for the use of casualties involved in accident and also for the use of patients who are in need of an Ambulance for their transport. The use or diversion of the Ambulance for any other purpose is strictly prohibited. However, at the discretion officers of the rank of Divisional Fire Officer or Assistant of Divisional of the Fire Officer, the Ambulance may be used by them for attending fires when necessary.

(2) The use of Ambulance for the transport of Fire Service personnel to and from a place of standby of a Fire Unit should not be permitted. The men should make their own arrangements to go to and return from a place of standby.

(3) It should be borne in mind that it is necessary to keep to the letter to Note 3 (iii) under Rule 3 of the Ambulance Rules and that the use of the Fire Service Ambulance should not be allowed for carrying patients suffering from infectious diseases under any circumstances.

365. *Attendance of Ambulance at Fires:-* In cases where Ambulance are turned out to fires for removal of casualties, the calls will be treated as "Emergency Calls" not chargeable. All cases of accident in which no loss of life is apprehended whether due to fires or other causes occurring inside a private or business premises should be treated as removal calls, and charges recovered at the prescribed rates. Cases of serious accidents in which loss of life is apprehended will be however carried free to a hospital even if the accidents occur within or upon private or business premises. Mention of this attendance should be made in the Fire Report.

366. *Ambulance rules – Copies to be exhibited on ambulances and n Fire Stations:-* Copies of the Rules for the plying of Ambulances in the Andhra Pradesh Fire Service brought upto date should always be carried in the Ambulance and exhibited in each Fire Station prominently for the information of the public who may wish to refer them.

367. *Duties of Ambulance staff:-* The crew of each Ambulance will consist of one Driver and one Attendant trained in first aid. Their duties are laid down separately.

368. *Ambulance Call :-* A call for Ambulance Service will be reckoned from the time an Ambulance leaves its home station in response to a call to the time of its return.

369. *Engagement :- (i)* Within Municipal or Panchayat limits, this term will mean the distance from the place and the place to which a patient is removed. The return journey, if any, performed by the party will be treated as a separate engagement. Each engagement will be reckoned from the time the Ambulance is placed at the disposal of the party to the time it is actually released by the party or is retained for a subsequent engagement.

NOTE: - An Ambulance call within Municipal or Panchayat limits may consist of several engagements, viz., Railway Station to residence, residence to hospital and from hospital back to residence. The first engagement in the above case will be deemed to have completed when the party retains the Ambulance for the second engagement, and the second engagement when the Ambulance is retained by the party for the third engagement. The free waiting time of half an hour under Rule 3 may be allowed for each of the above three engagements.

(ii) Outside the Municipal Panchayat limits the term ‘engagement’ will mean the distance covered by the Ambulance from the time it leaves its home station in response to a call to the time of its return to its station. The free waiting time of half an hour under Rule 3 will be admissible for only one half an hour in respect of such an engagement.

370. *Detention Charges :-* Waiting time is time taken by the Ambulance for the whole engagement minus the journey time. No charges are recoverable for the first half of hour of the total period for which an Ambulance is detained during an engagement. If the Ambulance is detained at one or more places during an engagement the total period for which the Ambulance has been detained at each place should be calculated and charges should be recovered for that period at the appropriate rates, after excluding the free waiting time of half an hour allowed for the engagement. The method of calculating detention charges is illustrated below :-

370. *Illustration (1).* – An Ambulance left the Station at 6.00 hours and arrived at the place of engagement (1) at 06.05 hours. It left the place of engagement (1) at 06.10 hours and after a detention enroute from 06.20 hours to 06.30 hours arrived at the destination of engagement (1) at 06.45 hours. The ambulance was not discharged and at 06.51 hours it was retained for the return journey (engagement(2)).

The Ambulance left the place of engagement (2) at 07.15 hours. After detention enroute from 07.25 hours to 07.35 hours. The Ambulance reached the destination of engagement (2) at 07.50 hours. It was discharged at 07.55 hours and returned to the station at 08.00 hours.

In the above illustration, the first engagement was from 06.05 hours to 06.50 hours and the second engagement from 06.51 to 07.55 hours.

During engagement (1) the Ambulance was detained from 06.05 to 06.10 hours (at the place of engagement) from 06.20 to 06.50 hours (enroute) and from 06.45 to 06.50 hours at the (destination) or for a total period of 20 minutes. Hence no detention charges are recoverable.

During engagement (2), the Ambulance was detained from 06.51 hours to 07.15 hours (at the place of engagement) from 07.25 to 07.35 hours (enroute) and from 07.50 to 07.55 (at the destination) or for a total period of 40 minutes. As only the first half an hour is free of charge, detention charges should be recovered for the remaining period.

Note :- (1) The free waiting time should be calculated separately for each engagement, when a call consist of more than one engagement and not at the rate of half an hour per engagement for the total number engagements included in the call. For example, in the above illustration, total waiting time was only 60 minutes for the two engagements, and it cannot be allowed free of charge at the rate of half an hour per engagement. Charges should be recovered for the engagement where waiting time exceeds half an hour as shown in engagement (2) above.

(2) Time wasted during the journey due to some defect in the Ambulance is not to be taken for calculation of detention charges. Full particulars should be furnished in the column 'remarks' in the Ambulance report, if the waiting time is not at the instance of the caller.

Illustration (2)

If the illustration (1) above is treated as call outside Municipal or Panchayat limits, the call will be treated as on engagement from 06.00 hours to 08.00 hours. Mileage for the total miles covered by the Ambulance during the above period and waiting charges for the period of detention of the Ambulance in excess of the first half-an-hour should be recovered.

371. *Combination of engagements within and outside Municipal or Panchayat Limits* –If in any Ambulance cell, an engagement with in municipal or Panchayat limit is combined with an engagement outside Municipal or Panchayat limit, both the engagement will be treated as one engagement outside the Municipal or Panchayat limits, and mileage and waiting charges will be recovered accordingly for the whole call.

372. *Conveyance of more than one patient in one engagement.* - (1) When more than one patient is conveyed an Ambulance in one engagement, from the same residence, locality or village, charges.

will be recovered as for a single patient. The number of persons so carried is one engagement shall however be limited to the number of stretchers provided in the Ambulance.

(2) In respect of hospitals and dispensaries maintained by the Government of Andhra Pradesh and by the Central Government within the State, up to a maximum of eight patients may be carried in one engagement in one Ambulance.

373. *Number of persons carried in Ambulance – not to be exceeded* – The number of person carried in an Ambulance at any time should on no account exceed eight excluding the Ambulance driver and attendant. Whenever an Ambulance is loaned to any authority, it should be specifically informed of the above condition.

[Government Memorandum No. 666, Public (Fire Services)
Department, dated 14th November, 1945].

374. *Transport of persons accompanying patients* – Any persons accompanying a patient in the Ambulance is not entitled for any transport by the Ambulance after the patient is delivered on the completion of the engagement, but should make his own arrangements for his conveyance for the return journey. Not more than one person will be allowed to travel with the patient in the Ambulance.

375. *Unnecessary Detention – Prohibited* – The Ambulance is only for the object of conveying patients from one place to another. The detention of an Ambulance during an engagement for other purposes, such as for the purchase of medicines, picking up or dropping off on doctor and the like, is not permitted, even though the Ambulance does not have to deviate from its normal route.

376. *Standby charges* – The Standby charges laid down in the Rule 3 (v) of the Ambulance Rules are only to make the Ambulance immediately available near at hand to the party requesting the Standby Charges should be recovered for removal cases if any attended to during the period of Standby. The place of Standby may be deemed to be the 'Fire Station' for the purpose of recovery of charges for the Distance covered by the Ambulance. The period for which the Ambulance is away on a call from the place of Standby may be excluded when calculating the period of Standby for recovery of charges under this rule.

377. *Recovery of charges* – cases of Doubt to be Reported to the Director of Fire services For Order.- Where there is any doubt as to the charges recoverable for Ambulance Services rendered, the case should be referred to the Director of Fire Services with full details and his orders obtained.

378. *Records to be Maintained.* – The following records shall be maintained :

1. Ambulance Log Book in A.P.F.S. Form No. 19.
2. Ambulance Cash Receipt Book in A.P.F.S. Form No. 29
3. Ambulance Case Book in A.P.F.S. Form No. 30.

379. *Ambulance Report.*- A report shall be prepared in duplicate in Form No. 31 in respect of each Ambulance call. One copy of the

report will be submitted to the Regional Fire Officer concerned. The other copy will be retained in the Station and should be produced for inspection and audit.

***[Government Memorandum No. 612/45-2, Public (Fire Services)
dated 6th July, 1945].***

380. - *Ambulance Log Book.*- The Ambulance Log Book should contain all particulars regarding the movements of the vehicle with timings of its arrival and departure at each place to enable the recovery of appropriate charges. The details should correspond to the particulars furnished in other Ambulance records. The instructions regarding the maintenance of Log Books in Order No. 419 should be followed.

381. *Ambulance Cash Receipt Book.*- A cash receipt book shall be carried on every Ambulance. A receipt shall always be given by the driver for all monies collected by him, whether one is demanded or not by the party paying the fees. The signature of the party should be obtained on the reverse of the duplicate copy of the receipt in acknowledgment of his having "Received a signed receipt for Rupees, from Driver Number".

382. *Ambulance receipts* – Correction to be attested – (i) Alterations and over writings are not permitted in Ambulance receipts. Any corrections should be made neatly and must be attested and dated by the Officer making the correction.

(ii) When ambulance charges are received by the Station Officer from the driver, he should verify that the receipts bear any suspicious corrections or over writing. He should when necessary investigate the genuineness of the alterations, if any, by contacting the parties and verifying the office copy of the receipt with the original issued to the party.

(iii) To ensure that the Ambulance drivers really issue the original receipts to the parties from whom the charges are collected, the Station Officers should test check the genuineness of the party's acknowledgement of the receipt by taking the office copy of the receipt to the payee during their rounds of inspection, and verifying from him the correctness of the amount and the signature. A minimum of 10 per cent of the receipt should be tested checked in this manner and such office copy of receipts initialed by the Station Officer.

383. *Issue of Receipt Books.* – (i) Ambulance receipts are money value forms, and care should be taken to prevent any probable misuse. Before a receipt book is issued to a station, the State Stores shall verify the number of leaves contained in the book by actual count and see that all receipts have been serially numbered. He shall record a certificate to the effect on the inside page on the front cover specifying the number of receipts contained in cash book. As soon as a book is supplied to a station, the Station Officer should verify whether the book is in tact as certified by the State Stores and also by the Driver to whom it is issued before it is actually brought into use. Ambulance receipt books should be kept in safe custody so as not to permit their being used for any un-authorised purpose.

(ii) The station shall be supplied only with two spare receipt books at a time in addition to one book for each ambulance in the station. The receipt of books and their issue for use shall be accounted for separately in the stock account of stationary and forms maintained in each station. Only one receipt book shall be issued to an Ambulance at a time, and the acknowledgement of the driver obtained against the issue entry in the stock account. The used up receipt book should be withdrawn before a new one is issued. The fact of its having been used up and withdrawn should be noted against the original entry of issue in the stock account. The duplicate copies of the receipts shall be verified when the used up book is withdrawn, and the book kept in safe custody for production at the time of audit.

384. *Ambulance Cash Book.*- (i) Each call should be entered in the Ambulance Cash Book as it occurs. Every entry should contain a complete history of each case till it is finally disposed of as provided in the columns contained in the book.

Note.- The registration number of the Ambulance responding to the call is noted in the remarks column. The mileage done in respect of each call should also be noted in the remarks column just below the registration number of the ambulance.

(ii) Particular attention shall be paid by inspecting officers to see that the register is maintained correctly and that the charges are collected and credited to the Government and excess collections refunded to the parties promptly.

385. *Collection of Ambulance Charges.*- (i) Charges should always be collected in advance before any ambulance service is rendered. In the event of an Ambulance being called out by telephone the party should be informed of the conditions for undertaking the work. The driver shall be responsible for collecting the necessary charges, as soon as the Ambulance turns up at the place of engagement. If payment is refused, the service shall not be rendered, and the Ambulance shall return to the Station.

(ii) It shall be the responsibility of the Station Officer to see that charges are recovered correctly in each case. He should verify that charges have been correctly recovered by the Drivers concerned as soon as the Ambulance returns to the Station after each call, where advances have been collected, he should calculate the actual amount due from the party as soon as the Ambulance returns to the Station and arrange to refund the excess, if any collected, to the person entitled. He shall be liable to make good any short collection of charges and any excess or irregular refunds.

386. *Collection of charges in advance dispensing of on the responsibility of the station officer.* – The Station Officer, may at his discretion, waive recovery of charges in advance in exceptional cases. He will however, be held personally responsible for the collection of the appropriate charges in each case in which no advance was collected. The officer dispensing with the recovery of advance in any case should record the fact in the office copy of the Ambulance Report.

387. *Remittance of charges into the treasury.*- All amount collected for Ambulance Services rendered should ordinarily be credited to the Government in full immediately after their collection. They should not be held on hand for more than one day. No part of the amount collected should be withheld for any reason but should be included in the next remittance into the Treasury.

388. *Refund of Excess collections.*- Charges, if any, collected in excess should be arranged to be refunded to the party entitled to receive them as soon as each call is complete and the actual charges recoverable are determined.

389. *Refund of charges from permanent advance.*- If the charges collected in respect of any call have been credited to Government and the party applied subsequently for refund of the excess collected, if any, the Government have ordered that the excess charges collected may be refunded to the party from the permanent advance to avoid delay. The permanent advance will be recouped in the ordinary course.

390. *Refunds – Procedure.* (i) Before any refund is authorised the Station Officer should verify from the original entries regarding recovery and remittance of the charges collected about the correctness of the claim and the title of the claimant. He should see that the amount has not been refunded previously and obtain a proper receipt from the party for the amount refunded. Details of amounts refunded in each case should be reported to the Regional Fire Office with reference to the concerned ambulance report.

(ii) Details of the amount refunded, if any, should immediately be entered in the Ambulance Case Book, and in the concerned ambulance receipt. Against the original entry in the cash book recording the receipt of the amount in the first instance, and also in the challan in which the amount is remitted into the treasury it should be clearly indicated that “ a sum of (amount to be specified) has been refunded (name of the party’) (date to be specified)’ so as to prevent subsequent claims on this account. Full particulars should also be prevent subsequent claims on this account. Full particulars should also be given of the refund in the permanently advance register. The receipt from the party for the amount refunded from permanent advance will be treated as sub-voucher for purposes of recoupment of the permanent advances. All the entries should invariably attested by the Station Officer. Inspecting Officers should check up all refunds from permanent advance with all the relevant records.

391. *Remittance of Refunds.*- If a party entitled to a refund is unable to appear in person, the Station Officer may remit the amount due to the party by money order at party’s cost.

392. *Limitation for Refunds.*- An application for refund will be admitted for payment provided it is preferred within a period of three years from the date of collection of the original amount. No refund is admissible in other cases.

[Government Memorandum No. 256, Public (Fire Services). dated 14th November, 1949].

393. *Recording of Monetary Transactions.*- All monetary transactions pertaining to the ambulance service shall be recorded only in the general cash book maintained in the station. No separate cash book need be maintained for the purpose.

394. *Adjustment of Ambulance Charges by Book Transfer .-* When any services rendered to any Government department which does not effect payment in cash but proposes payment by book adjustment, a bill of cost should be prepared in triplicate in C.F. 113 and sent to the department concerned within three days from the date on which the supply or service is made with a request for the return of two copies of the bill duly accepted together with particulars of the head of account copies should be carefully watched as otherwise it may result in loss of revenue to the Department. The accepted copies should on receipt, be forwarded to the Regional Fire Officer concerned. The Regional Fire Officer will collect the accepted invoices from the Stations, and forward them to the Director of Fire Services fortnightly or at convenient intervals, for transmission to the Accountant General, the fact will be intimated to the officers concerned for making necessary entries in the relevant records.

Note. – The charges on account of use of Ambulance by the hospital Department for carrying from one hospital to another hospital for further treatment. X-Ray purposes, etc., should be amended subsequently.

[Government Order MS. No. 3111, Home (Police-B) Department, dated 30th November, 1955].

395. *Private Printing of Hand Bills, etc.*- No expenditure should be incurred on the private printing of hand bills or posters relating to Ambulance Service.

396. *Use of Ambulance by Fire Service Personnel.*- (1) The ambulance may be used to carry any member of the Fire Service staff to a hospital free of charge, if the officer-in-charge certifies that he is too ill to walk. This certificate when issued be countersigned by a medical officer at the hospital to which the person is taken and should be filed with the station records.

(2) The above concession is not applicable to members of the families of Fire Service personnel and is also subject to the further condition that where an ambulance has been used without fully satisfying the conditions attached, charges will be recovered at the usual rates applicable to an ordinary case of removal.

[G.O. Ms. No. 2874, Public (Fire Services), dated 8th December 1945 and para 1 of G.O. Ms. No. 1143-A, Public (Fire Services) dated 27th April 1949].

397. *Waiver of Ambulance Hire Charges in Indigent Cases* – (1) Normally the question of waiving ambulance charges in indigent cases should arise only cases where the patients are conveyed to an from a Government Hospital. Removable to add from a private nursing home or hospital would ordinarily be considered as cases which can look after themselves.

(2) Ordinarily there is no necessary for indigent cases to be removed over long distances. Except on special grounds, the patients will be removed to the nearest hospital only. Waiver of charges in cases where patients have been conveyed over long distances, or outside the Municipal limits should be brought to the notice of the Director of Fire Services, for orders.

(3) Exceptional cases should be considered with a human outlook on the merits of each case.

398. *Working of Ambulance Service – Returns to be Sent.*- The following ambulance returns will be submitted very month by the Station Officer. Detailed instructions regarding the returns are contained in Order No. 435 (2).

(G.O. Ms. No. 2896 (Public Fire Services) dated 10th October 1945 as amended in Memorandum No. 295/47-6, Pubic (Fire Services) dated 5th November 1947.

(i) Monthly Abstract of Ambulance calls.

(ii) Monthly statement of Ambulance Receipts (Statement – A) and statement of arrear Ambulance charges pending collection Statement – B).

399. *Ambulance Units – Use by the Public Health Department for Combating Cholera – Instructions.* – The Fire Service Ambulance should be loaned to the Public Health Department for combating cholera during emergencies when no other suitable transport is available for the movement of the medical officers and equipment to cope with the situation. The Ambulance Units should not be requisitioned as a matter of course. The use of the Ambulance Units should be limited to serious outbreaks in which their use is essential. These units should be released first by the Public Health Department, for their normal duties as soon as the immediate need is over and the remaining work should be carried on with other available transport. As the work naturally involves heavy touring resulting in under wear on the Ambulance Units, suitable instructions should be under wear on the Ambulance Units, suitable instructions should be undue by the Director of Public Health to the Medical Officers to use these vehicles sparingly and to take proper care of them during the period of loan. The entire expenditure on account of the use of the Ambulances in such cases should be recovered as laid down in Chapter XVI “Hire of Fire Service appliances for Fire protection and pumping work”.

(Government Memorandum No. 12906/E1-53-3, Health Department, dated 5th June, 1953)

400. Ambulance Service on Inter State Plying– Border Assistance on Reciprocal Basis :- The plying of ambulance at Inter – State level on reciprocal basis may be permitted according to the terms of agreement in existence at the time between the neighbouring and this State subject to the fulfillment of the Rules, conditions, recovery of hire charges etc., in force at the time in the respective neighbouring State or states.

(Government Reference No. 81223/Pol-A/57-31, Home, dated 2nd November, 1959.)

MISCELLANEOUS INSTRUCTIONS REGARDING FORM OF CORRESPONDENCE
FILING SYSTEM IN A FIRE STATION AND RECEIPT AND SUBMISSION OF
PETITIONS TO GOVERNMENT :-

401. *General Rules.*- (1) The name as well as the official designation of an officer should be set out at the head of every letter, memorandum on proceedings issued by him or from his office on his responsibility, irrespective of any signature which may be given by procreation at the end and irrespective of the authority or person to whom it may be sent.

(2) The use of facsimile signature stamps in lieu of sign manual in correspondence is forbidden. Official documents should be signed in a uniform and legible manner.

(3) When it is necessary to add a date to initials or signature the year as well as the date and month should be shown.

(4) When a large number of enclosures is sent with a letter, a list of them should be forwarded.

402. *Letters to be paid for.*- All letters dispatched by Government officers in their official capacity, in reply to communications of any kind received from private individuals or associations should be dispatched "Service Paid".

403. *Confidential communications.*- (1) (a) Covers containing official correspondence which is not of a confidential nature, should be addressed to the officer for whom they are intended by his official designation only and without the addition of his name.

(b) Confidential papers should be placed in double covers, the inner cover being marked 'Confidential' and sealed and super-scribed with the only of the address, the outer cover being addressed in the manner prescribed in the previous paragraph.

(2) Gazetted Officers are supplied with an almirah for the custody of confidential papers, Such papers, shall as far as practicable, be kept in the officers, personal charges.

404. *Demi – official communications.* – (1) Demi-official covers should ordinarily be addressed to the officer for whom they are intended both by his name and by his official designation. Should the officer address by name have vacated his appointment, his successor or locum tenants should open such covers and deal with the communications enclosed if he is competent to do so. If not competent, he should return them to the sender with an intimation to that effect and should treat any information thus obtained as confidential.

(2) Demi – official communications which are intended to be opened by the addressee and by no one else should be enclosed in covers addressed to him by name only, his official designation being omitted. If

he has an appointment and they are delivered to his successor or locum tenens, they should be forwarded to him direct if his address is known and if not, returned to the sender.

405. *Forms of address:-* In all official correspondence and Government record, only the following honorifics should be prefixed to the names of Indian Nationals, men and women, irrespective of the race or religion of the person concerned :-

For Men	-	Sri		
For Women	-	If married	..	Srimathi
		If unmarried	..	Kumari.

(G.O. Ms. No. 2856, Public (Political – B) Department, dated 9th December 1952).

(2) So far as men are concerned each name should have the honorific “Sri” for example “Sri Ramakrishna” and “Sri Ganapathi” and no need should arise for a plural for “Sri”. For women “Srimatis” and “Kumari” respectively.

(3) As regards an equivalent for “Messrs” while addressing companies, firms, etc., “Sri” may be used in its place for example “Sri Kalyan and Sitaram” or “Sri Kalyan and Company”.

(G.O. Ms. No. 986, Public (Political – L), dated 10th April, 1953).

(4) Separate honorific prefixes for non-Indian Nationals besides “Sri”, “Srimathi”, or “Kumari” are unnecessary. As far as possible “Sri”, “Srimathi” or “Kumari” as the case may be should be used as the case may be should be used as prefixes to all, except in the case of personalities of International importance, where prefixes appropriate to them (i.e. commonly used in their respective countries) may be used.

(Government Memorandum No. 1280/53-2, Public (Political – B) Department, dated 6th May 1953).

(5) The honorific “Srimathi” may be used for widows also and “Sri” may be used for boys.

(Government Memorandum No. 2339/53-1, Public (Political – B), Department, dated 16th May 1953).

(6) Medical practitioners of the scientific system of medicine (except those who hold military ranks) whether in the service of Government or otherwise should be addressed by the courtesy title of “Dr” before their names and with their degrees, licenses and with their degrees, licenses and service (in the case of Government service) added at the end. For example :-

- “Dr. .. M.B.B.S., Andhra Pradesh Medical Service”.*
- “Dr. .. L.M.S., Andhra Pradesh Medical Services”.*
- “Dr. .. L.M.P., Andhra Pradesh Medical Subordinate Service”.

***Note.** - For those who are not in the service of the Government the name of the service shall be omitted.

(G.O. Ms. No. 1758, Public (Political), dated 29th June 1953).

406. *Form of correspondence with other Government Officers.*- Correspondence between a Gazetted Fire Officer and an officer of other Government Department should be by letter. The letter form should be in the simple, briefest and most direct style. Proceedings or similar mandatory forms implying subordination should not be used.

407. *Form of correspondence to be used by the Officers in the Fire Service*

Department: (1) Letter form of correspondence should be used by the subordinate officers when addressing their superior officers of this Department.

(2) Letter form of correspondence should be used by all officers when addressing the officers of other Departments of Government either State or Central or Local Body or Commercial Firm or Citizen, etc.

(3) Memorandum form of correspondence should be used by the Officers within the Department only, when addressing their subordinate officers.

408. *Nil returns.*- Petitions received from persons outside the Department should not be returned in original but an order should be communicated to the sender.

409. *Orders on petitions.*- Petitions received from persons outside the Department should not be returned in original but an order should be communicated to the sender.

410. *Payment for telegrams.*- All telegrams and other communications from officers of Government regarding their leave, pay, transfer, leave allowances, fund subscriptions and analogous matter are private and not official and should not be sent at the public expense. If a telegraphic reply to any such communications is desired, it should be prepaid.

411. *Corrections.*- All correspondence and alterations in Fire Service records should be made by drawing a line through the original entry so as to obliterate it, and writing the required alteration above and initiating it.

412. *Telegraphic addresses.*- The following abbreviated telegraphic addresses have been registered for officers in this State.

Officers.	Abbreviated Address.
Director of Fire Services	.. ANDHRA FIRE.

413. *Filing system in a fire station.* (1) Files should be maintained in a systematic way, which will make it easy for anyone to trace a particular reference even in the absence of the officer in whose period it was filed.

The following procedure will be followed in fire stations with regard to the maintenance of files relating to the correspondence and orders, incoming and outgoing.

(2) *Classification of files:-* The files should be maintained according to the classification in Annexure XIV. The classified number will be known as the stock number for each category of files. Under each stock number serial number should be given in chronological order to all the files coming under that classification.

(3) *Register of files:-* An inventory of files should be maintained in the 'Register of Files' in Form No. 32. The Register of files should be retained as a permanent record. Some pages should be allotted to each stock number so that all files under a particular category (i.e. stock number) can be entered one after the other in chronological order. As soon as a file is opened it should be entered in this register. The entry should be ringed of when the file is finally closed. Nature of the final disposal of the file, i.e. whether destroyed or retained permanently should be noted in the column provided for it. If destroyed, the date of destruction and reference to orders under which it was done should be furnished.

414. *Contents of the file.* (1) A file should contain the correspondence relating to a particular subject or incident in a chronological order. Pages should be numbered and arranged according to dates one after the other. As far as possible a single file should be closed at the end of every year, unless it is a subject which has to be pursued till it is finally closed.

(2) The papers forming the current file should be tagged together and not pinned or tied with cotton. Files must not be tagged untidily or in such a way that the pages cannot be turned over freely and read easily, nor must the holes be poked in the papers with the pointed end of tags. The papers in the current file must be arranged in chronological order beginning from the top and the pages must be numbered neatly in red ink in the same order. Both sides of each page must be numbered even though one of the sides may be blank. There should be a brown paper jacket for each file, on the cover jacket the file reference number should be prominently noted. Reference to previous files on the same subject be given on the cover page to facilitate the tracing of old files:-

(3) *Reference to authority quoted.* A reference to every paper quoted in the current should be noted in the margin of the current in pencil. Every disposed file put up for reference to which reference is actually made in the current or notes must be flagged. No flags must be attached to the current or note files themselves. Reference to these must be made by quoting the number of the page. Flags should be affixed to the brown paper jacket of the file and not to any of the papers in the file. As far as possible flags should be arranged in alphabetical order and in such a way as readily to catch the eye. They should be so arranged that one flag does not cover another.

(4) *Connecting register of currents with register of files:-* In the register of currents received, the serial number, stock number and year of the file where the current has been filed should be noted in the remarks column for facility of reference.

- (5) Contents slip for important files. Important files should have a contents slip at the beginning in the following form:-

Sl. No.	Subject matter of correspondence with Station	Received from	Issued to	Page No. of the file.

As soon as a paper is added to the file, the necessary entries should be noted in the contents slip. This will facilitate easy reference to any particular paper required instead of having to turn over several pages to trace out of the required paper.

415. *Sending of advance copies to Government:-* Government servants wishing to make representation relating to their service conditions should address that communication to the Secretary to Government in the Department concerned through the proper channel. Submission of advance copies to Government is not objectionable. But advance copies of such communications should not be sent to Ministers.

(Government Memorandum No. 952/50-1, Public (Services), dated 21st March 1960).

CHAPTER XXIV.

417. *Maintenance of records and Submission of Periodical Returns and Reports – Instructions* – List of records to be maintained and periodical or special reports and returns to be sent, and instructions regarding the period of retention of the various records are given in Annexure XVI.

In addition to the orders contained in the appropriate sections of the Manual, the following additional instructions are issued regarding the maintenance or submission of records and returns.

418. *Inspection Record Book.*– This should be maintained in each office and station in Form NO. 33. Every inspecting officer should briefly record in this book the result of his inspection for the guidance of the officer in charge and rectification of the defects if, any, pointed out, as also for information of the following inspecting officers.

419. *Log Book* – (1) A log book shall be maintained for every appliance run on petrol. Separate log books have been prescribed for each types of appliance. Instructions for the maintenance of the log book of appliance or each type are given in Form Nos. 19 to 22. The Log book should go along with the appliance wherever it is sent. When an appliance is transferred from one place to another for whatever purpose, all the used up log books of the appliance should be sent along with the current log book. All the log books should be numbered serially for each appliance separately.

(2) The log book is intended to furnish a complete and detailed history of each appliance and is an important record to be retained for some years after the appliance has been disposed of. Great care should therefore be taken regarding its maintenance.

(3) The Station Officer or the officer responsible for the custody of the vehicle should peruse the log book daily to see that the entries are made in it correctly and promptly. Particular attention should be paid to the detailed recording in the log book of all mechanical and electrical defects rendering it out of commission and of all repairs and replacements irrespective of its value and/or whether it is attended to by the driver mechanic or Police Transport or Fire Service Workshops or carried out elsewhere. Every entry regarding repairs and replacements should be initialed with date by the officer in charge who will simultaneously verify that the fact of repairs and replacements is noted in the respected columns under ‘History of Repairs’ in the log book and also in the monthly abstract at the end.

(4) On no account should the columns provided for recording details of tyres, tubes, batteries, equipment, etc., be left blank. The log book should indicate precisely at a glance how exactly the appliance is kept at any time.

(5) To enable the monthly abstract of performance being arrived to as correctly as possible, the following procedure should be adopted –

The method of measuring the Tank Balance of petrol by the method of dip stick need not be restored to. In the petrol consumption columns of the log book of the concerned vehicles, even the smallest fraction of a gallon according to calculation should be recorded. At the end of each month, the actual tank balance will be compared with the book balance and excess or shortage entered in the log book concerned. This method prevents the scope of pilfering petrol.

420. – *Hose Record Register.* – (1) A Hose Record Register should be maintained in each station and stores in Form No. 34. This will be a consolidation record exhibiting details of all hoses, in the station or stores till a particular length of hose is transferred to another place, or is actually disposed of by sale or condemned. In either case, the date of and the place to which it is transferred with reference to the proceedings should be noted against the particular item in case of transfers ; the date of sale, amount realized and date of credit into treasury should be furnished in the relevant pages when hoses are sold or otherwise disposed of.

(2) Whenever a hose is transferred from one station to another, a true extract of the entries relating to the hose as entered in the hose record register should be sent to the new station to which the hose is sent, where it should be copied in *toto* in the register of that station and further entries continued.

421. *Register of receipts.* – (a) This should be maintained in Form No. 35. The monthly statement of receipts to be submitted to the Director of Fire Services should be prepared from this Register. Monthly and progressive totals should be struck, so that at any time, information will be readily available as to the total amount of receipt under ‘Ambulance’, ‘Private ‘pumping’, and ‘Miscellaneous’.

(b) In column 1, the date on which the money is received should be entered. In column 2, the name and address of the party from whom the amount is received should be entered. The details of service rendered (Ambulance, removal, private pumping, standby or recoveries on account of loss of kit or sale proceeds at auctions, etc.) should be noted in column 3. In column 4, reference to the authority ordering the service or recovery should be noted. In the case of ambulance calls, it is sufficient if the serial number of the call in the ambulance case book is furnished, since the details will be available in the ambulance Case Book. In case of recoveries ordered or pumping and stand by undertaken, reference to the proceedings authorizing the recovery or work should be quoted. The amount of receipts should be entered in column 5, 6, or 7 according to its nature.

422. *Register of Expenditure* – (a) This should be maintained in A.F.S. Form 8 in the case of all sections and by all disbursing officers in Form C Disbursing Officer’s Register of Expenditure and Liabilities. All controlling officers should maintain a register in Form C in respect of their own expenditure and also a register in Form D., Subordinate

of Chief Controlling Officer's Register of Expenditure and Liabilities in which the totals of expenditure incurred by them and by all the disbursing Officers subordinate to them will be consolidated.

(b) The gross amounts of all bills cashed during each month should first be entered in the register of expenditure under each detailed head of account and the totals struck. The amount recovered and credited into the treasury as abatement of charges under the above heads should be indicated in the register at the end. Bills passed for payment by book adjustment should be included in the Register of Expenditure in the month in which they are actually adjusted by the Accountant General against the entry 'Accountants' General, adjustments'. The totals for the month and the progressive totals should then be struck.

(c) After striking the progressive totals of expenditure including adjustments, the following particulars also must be completed in the register :-

Liabilities.

- (i) *Balance Brought Forward.*- The total amount of bill passed for payment as per the classified Register of Contingent Charges but not actually cashed or adjusted by the accountant General to the end of the previous month should be entered under each detailed head against this heading.
- (ii) *New Liabilities of the Month.*- The total amount of bills passed for payment including book adjustment bills such as Telephone Bills accepted during the current month and booked in the Classified Register of Contingent Charges but not encashed or adjusted by the Accountant General within the month should be shown under the respective detailed heads against this heading.
- (iii) *Deduct Discharges of the Month.*- The total amount of such of those bills included in (a) above, which are cashed or adjusted by the Accountant General during the current month should be entered against this heading under the de-detailed heads concerned.
- (iv) *Balance of Liabilities.*- This will be arrived at by adding (i) and (ii) above and subtracting (iii) from the total.

The total progressive expenditure plus liabilities should then be struck by adding the progressive total of expenditure including adjustments and the balance of liabilities and the register closed for the month.

(d) The progressive total of expenditure under "4. Other charges" as per the Register of Expenditure plus pending liabilities should be equal to the progressive total of expenditure as per the Classified Register of Contingent Charges.

(e) The expenditure on the Fire Services is debited to the major Head "26. Miscellaneous Departments-C. Fire Services". The correct detailed head of debit should be clearly indicated on every bill to avoid misclassifications in the departmental and treasury accounts. The expenditure on 'Repairs and Replacements' should be shown in a

separate column and not included in the column 'Petrol and Oil' or 'Other contingencies'. The expenditure under each detailed head included in the sanctioned budget estimate should be booked in the Register of Expenditure separately in order to watch the progress of expenditure against the budget appropriation. Bills not actually cashed during a month should not be included in the control of expenditure statement of the month.

(f) *Objection Book Advances.*- Bills for advances of pay and Travelling Allowance on transfer are not debitable to the departmental head and should be debited to the departmental head and should be debited to 'Objection Book Advance'. They should not therefore, be included in the Register of Expenditure. When the final bills are drawn, the gross amount of the bills before deducting the advances adjusted should be debited to the departmental head. Similarly recoveries on account of advances of pay and Travelling Allowance on transfer should not also be included in the Register as abatement of charges.

(g) *Cash Recoveries.*- Only cash recoveries of over payments made in the current year should be shown as abatement of charges under the respective detailed head in the Register of Expenditure. Recoveries on account of overpayments made in previous years and recoveries on account of kit deficiencies should be treated as receipts and credited to XXI Miscellaneous Department. – c. Fire Services.

(h) *Control of expenditure.*- The budget allotments under each head will be communicated to the subordinate controlling officers at the commencement of each year. The controlling officers should note the budget appropriations in the columns provided in the Register of Expenditure and exercise a careful watch over the progress of expenditure. No expenditure should be incurred in excess of the budget allotment and steps should be taken in time for provision of funds for expenditure beyond budget allotment or for surrendering the savings, giving full details and explaining the reasons for the variations.

423. *Register showing Advances of Pay and Travelling Allowance.*- (1) The register should be maintained in two parts. The first part will show only the travelling allowances paid for tours (the expenditure on which is debited directly to the head ('26. Miscellaneous Departments') as required by G.O. No. 910, Finance, dated 18th December 1946 as amended subsequently. The second part will show only the advances of pay and travelling allowance paid on transfer (the expenditure on which is in the first instance booked under ('Objection Book Advances other officers') as required by G.O. Ms. No. 1020, Finance (Expenditure-A) Department, dated 15-09-1945.

(3) As soon as a tour advance is drawn., columns 1 to 4 of the Register (A.F.C. Form No. 23) should be filled up and attested by the head of the office. On the office copy of the bills an entry 'entered in the tour advance register as item No.' should be made and attested by the head of the office. Columns 5 and 6 of the register should be filled up when the advance is adjusted. The register should be reviewed by the head of the office atleast once in a month. Suitable action should be taken in the cases of long delay in adjustment. In token of review of the register, the head of the office should initial against the last entry in column 7 whenever the register is reviewed.

(4) Part II of the Register deals with advances on transfer. Columns 1 to 4 of the Register should be filled up when the advance of pay or Travelling Allowance is drawn or from the Last Pay Certificate when received. As and when recoveries are made, necessary entries will be made in columns 5 and 6 until the advance is completely recovered or the outstanding is entered in the last pay certificate and communicated to the section which the officer is transferred. The latter section will continue the recoveries till completed in the last pay certificate and communicated to the section to which the officer is transferred. The latter section will continue the recoveries till completed in the same manner as pointed out above. Every entry in the register should be attested by the head of the office. From this register will be prepared the monthly statement of "Recoveries on account of objection book advances – other officers' to be submitted to the Accountant General and the Director of Fire Services.

424. *Register of Current Received.*- The following instructions will be followed in the fire station. With regard to other offices, the instructions in the District office Manual should be followed. The register will be maintained in C.F. 440. As soon as a reference is received, the officer in charges should initial the paper with date and arrange to get the reference registered immediately in the current register allotting a running serial number to each current. The date of receipt of the current should be entered in column 3. If the current received is a new case the subject matter should be clearly noted in column 4. References originating from the fire stations for the first time will also be treated as new cases. If, however, the current received is a reply or connected with a previous reference still kept open, the current number of such reference should be noted in column 9 of the register against the relevant previous current number. Necessary entries in columns 8, 9, and 10 should be made at each stage when the case is being dealt with. When no further action is necessary and the case had been closed, reference to the manner in which the current has been filed and the file number allotted should be furnished in column 11 to facilitate future references. Suppliers' bills received at the Fire Stations will also be treated as currents and entered in the current register.

425. *Despatch by Post and Local Delivery Book.*- This should be maintained in C.F. 61. The columns are self-explanatory. In respect of references sent by post the value of postage stamp affixed on each cover, card, packet or parcel-post ad the case may be should be noticed against the respective item. When several references are sent to one addressee on one day, only one cover should be used to economise expenditure on postage. The daily issues of stamps should be totaled up at the close of each day and the total posted in the Daily Stamp Account. Physical verification of service postage on stock should be done as frequently as possible and without fail once in a month and the fact recorded in the Register.

426. *Periodical Register (or Calendar of Returns).*-This should be maintained in C.F. No. 445 and frequently referred to for watching the punctual submission or receipt of each return as the case may be. The returns due weekly, monthly, quarterly, half yearly and annually should be arranged separately under each category, allotting sufficient number of pages for each month. The postings in the periodical register should be made for the whole calendar year in advance and the

receipt or dispatch of the periodicals watched. No current number is to be allotted to a periodical except in cases where correspondence is started regarding it. In such cases necessary entries will be made in the current register.

In respect of fire stations no returns are due to be received. Hence columns (3) and (4) in the Register are not required. Column (3) may be left blank and column (4) used to note the number of copies sent. Column (7) may be used for the initial of the officer-in-charge when the return is sent.

427. *Stock Account of Spare Parts, Appliances and Equipments.*- (a) A stock account of appliances, equipment and spare parts should be maintained in Form No. 36. One or more pages should be allotted for the more important type of spare parts such as tyres, tubes, batteries, etc., Miscellaneous items of a small nature which are received and simultaneously issued out may be put under one category 'Miscellaneous' so as to avoid too many classifications. All items kept in stock should however be accounted for item-wise. An index should be given at the beginning for facility of reference. Page number of stock book should be quoted on all receipt vouchers and office copies of bills for easy reference and check. All spare parts received whether for immediate or future use should find a place in this Register. Every item of receipt or issue should be attested with the dated initials of the officer-in-charge. The condition of the equipment when received or issued should not be noted against each item. When any item condemned or otherwise disposed of, reference to the entry in the Register of condemned articles should invariably be given.

(b) All items of furniture, tools and plant including empty packing cases and boxes should be accounted for in this Register. Items should be removed from stock book only when they have been condemned (and entered in the Register of condemned articles) or issued to other offices or accounted for in log books in the case of equipment and tools issued to units). Articles (furniture) in use in the section should not be treated as issues. To differentiate between articles of furniture, tools and plant in "stores" and 'use', necessary indication may be given as to how many numbers are in use and how many are kept in stock. The balances as per stock book and log books always should tally with the balance shown in the quarterly return.

428. *Stock Account of Uniform and Personal Equipment.*- A stock account in Form 36 shall be similarly maintained to account for all receipts and issues of items of clothing, uniform and other personal items of kit. Every issue should be attested by recipient under date in the remarks.

429. *Stock Account of Part – Worn Clothing* – Whenever part worn clothing or surrendered items of kit which are serviceable, are taken to stock, such items should be accounted for separately in the stock account of part-worn clothing in Form No. 36 and not combines with the stock Account relating new ones.

430. *Register of Capital Assets* – (1) This should be maintained in each station in Form No. 37. All appliances including cycles should be entered in this Register allotting one page for every appliance.

After all the appliances have been entered, a few pages should be left blank to record the entries relating to new appliances. The register will thus serve as a permanent consolidated record of all capital assets belonging to the department in the section.

(2) Entries should be made clearly and in chronological order. The specification of the vehicle with registration number should be given in the space provided for description. In the case of push cycles, the make and frame number should be noted. Details of all repairs or replacements should be correctly and completely noted. The following method should be adopted in noting entries. As soon as a replacement or repair is proposed and estimate submitted to the competent authority, a pencil entry should be made in the Register. The sanctioning authority will also cause pencil entry to be made in the register of capital Assets and when he sanctions an estimate. When the work is completed or replacements carried out, the entry should be inked over, noting the value. This Register should be referred to every time any repairs or replacements are suggested so that the necessity, frequently and reasonableness of the proposals can be judged. The necessity for an initial pencil entry is due to the delay in receiving completion reports of work and therefore to guard against double sanction of the same work.

(3) All kinds of repairs or replacements including replacements of tyres, batteries, etc., should be noted under the column 'repairs'. Only when any additions or improvements to the appliances are made, should the expenditure on them be noted under 'capital'. At the end of each month all the items of expenditure on repairs and replacements incurred for an appliance without estimate and entered in the log book should be totaled up and the monthly total posted in the Register of Capital Assets under 'repairs'.

(4) Whenever an appliance is transferred elsewhere, a red line should be drawn Underneath last entry, the entries in the log book verified to see whether it contains all the particulars recorded in the Register and attested by the Officer-in-charge. The fact of transfer with necessary details of date, place and authority should then be recorded under the last entry. Similarly when an appliance is received, the log book should be referred to and a brief extract of repairs carried out elsewhere recorded in the Register of Capital Assets. As a history or repairs carried out to such appliance has to be submitted to Government in the case of all appliances replaced, great care should be bestowed on the correct maintenance of this Register.

432. Register of Condemned Articles.- (1) Unserviceable articles certified as fit for condemnation by the competent authority, and worn out and replaced parts removed from appliances should be accounted for in this Register. Form No. 38 Items awaiting condemnation which are borne on the stock book should not be entered in this Register. When they are condemned and proceedings issued accordingly an issue entry to condemned articles register should be made in the stock book and simultaneously the item entered in the Register of condemned articles. Reasons for condemnation should be clearly recorded, and the remaining columns should also be carefully filled up.

(2) When articles are destroyed or sold in auction, the initials of the Gazetted Officer supervising the destruction or holding the sale should be obtained in the column 'Initials of head of Office'.

453. Annual Returns of Government Property – An annual return of Government property shall be submitted to the Director of Fire Services in Form No. 39.

The Station Officer should prepare three copies of the annual return of Government property held in his station and submit two copies to the District Officer concerned not later than the 5th of the month following the year to which the return relates, retaining the third copy at the station.

The District Officers will, on receipt of the return from the stations, check them, reconcile any discrepancies and forward one verified copy of the return with a certificate that all the transactions to that year have been properly accounted for, so as to reach the Director of Fire Services, not later than the 15th of the month following the year. The certificate should be furnished on the return itself.

To facilitate the checking of the returns, the quadruplicate copies of the issue vouchers for supplies made from the State stores will be sent to the Divisional Offices.

The instructions printed on the Annual Return forms should be strictly adhered to in the preparation of the return.

The District Officers and the Engineer Sub Officers should also submit Annual Returns of Government properties held by them through the Regional Fire Officers.

Similar returns should be furnished by the Regional Fire Officer in respect of Government properties held by them.

Note 1. - Whenever units are sent out for stand by duties; repairs etc., the equipment etc., carried on the units should be accounted for in the Annual return of the lending section and a note to the effect made in the 'remarks' column. In respect of permanent transfer of units or equipments, the section to which they are transferred should account for them in its annual return.

Note 2. – Stirrup pump complete with hose and nozzle should be accounted for at page 12 under column "General equipment" and the surplus stirrup, hose and nozzles, if any, may be shown separately under 'delivery equipment' at the pages 4 and 5 of the quarterly return respectively.

434. *Fire Service Gazette: Publication of.* – It has been decided to bring out a Fire Service Gazette, once in a month. The following particulars will be published in this Gazette :

(1) Fire Statistics.

(2) Ambulance statistics.

- (3) Any outstanding work done by any particular fire station or individual ;
- (4) Transfers, promotions, leave, retirement of Station Officers and above.
- (5) Rewards of all ranks.
- (6) Operational instructions.
- (7) Useful information from Fire Service Journals ;
Books relating to Fire Technique ;
- (8) Publication of articles by Fire Officers, if any.

435. *Particulars to be Furnished for each of the above Items* – (1) Fire Statistics. The number of Fire calls (Serious, Medium, Small (Ordinary), False alarm with good intention, Malicious Calls, Emergency Rescue Calls, etc.,) in each Fire Station during the month, the causes, the value and types of property damaged and saved ; the number of fatal and non-fatal casualties, number of persons lost their lives, the number of persons rescued by Fire Service in the Fire accidents shall be furnished.

(2) *Ambulance Statistics.* - The number of free calls, number of fully paid calls, number of partly paid calls, number of adjustment calls, and the amount realized for such calls during the month shall be furnished in respect of each Fire Station.

(3) *Outstanding Work done by the Particular Fire Station or Individual.* – Brief note on such outstanding work shall be furnished.

(4) *Transfer, Promotions, Leave, Etc.* – The particulars of transfers, promotions, retirements, grant of leave, etc., in respect of Station Officers and above shall be furnished together with the relevant extracts of such orders.

(5) *Rewards.* – The particulars of reward sanctioned to Fire Service staff for the outstanding skill, etc., shall be furnished with relevant extract of such orders.

(6) *Operational Instructions :-* The operational instructions issued by the Directorate will be published in the Gazettee.

(7) *Fire Technique :-* Useful information, which are of and education value on the Fire Service point view will be published in the Gazette.

(8) *Articles by Fire Officers in respect of Fire Protection and Fire Prevention methods* will be published if any.

Any other useful information available will be published from the Directorate in the Gazette.

436. *Monthly Statement of advances Recoverable objection book advances other Officers:-* A detailed statement with the following particulars regarding the recovered made on account of ('Objection Book

advances. Other officers 'during the previous month shall be submitted by the Officers-in-charge of sections to the Accountant General, Andhra Pradesh before the 10th of the following month. A copy of the statement should also be attached to the control of expenditure statement of the month submitted to Chief Office on the 20th of each month.

1. Month of recovery.
2. Name of treasury or sub-treasury where the recovery bill was drawn and the district which it is situated.
3. Name and rank of the individual from whom the recovery is made.
4. The amount of recovery.
5. The number of installments already recovered including the current one – the total number of installments of recovery.
6. The amount of the original advance and
7. The date and place where the original advance was drawn.

437. *Quarterly return of repairs and replacements :-* (a) A consolidated return of repairs and replacements of parts carried out to A.F.S. appliances in each section should be submitted to the Director of Fire Services by the 10th of the quarter succeeding that to which the repairs and replacements relate.

(b) The return should include all items of repairs and replacements carried out during the quarter to which the return relates.

(c) The particulars in the return should be self-contained and reference to sanction, date of incurring of expenditure in case of cash payments or references to issue Order, in case of replacement of parts received from stores, should be furnished. The cost of all repairs and replacements should invariably be noted.

(d) In case of repairs or replacements carried out at the workshops departmentally, the labour charges and supervision charges at the prescribed rates should be furnished in the return.

(e) The monthly total of miscellaneous repairs done and as per the log book should also be included in the return under consolidated entry : Miscellaneous repairs” for each appliance. In the case of tyres and battery replacement, the make and number of the new tyre or battery should be given.

438. *Statement of Receipts.-* (1) Every Section should prepare monthly statement in the form prescribed below showing the amounts credited to the head XXI Miscellaneous Departments – c. Fire Services, as per the Register of Receipts. The Statement should be got verified by the Treasury Officer concerned and should be forwarded to the District Officer before the 15th of the following month. The District officers will, after scrutiny, consolidate the Statements relating to their

offices, and the statement received from all the officers subordinate to them and forward them to the Director of Fire Services by the 25th of the month following the month to which the statements relate.

(2) The monthly accounts will be generally closed by the Treasuries a few days before the last working day of the month and remittances made it to the treasury after such closing date will only be included in the accounts of the treasury for the subsequent month. The treasury figures will not therefore correspond to the figures furnished in the statements of receipts which are prepared for each calendar month. In order to facilitate the reconciliation of the department figures with the figures of the treasury, the amounts remitted after the accounts of the treasury are closed, should be clearly indicated in the monthly statement of receipts. The departmental officers should see that the remittances made upto the date on which the treasury accounts are closed and the remittances made after that date, are shown separately.

(3) When amounts are remitted into the treasury the departmental officers should see that the correct head of account is noted in the challan. When charges for services rendered are paid by the private parties into the treasury direct, the correct head of account should be required to be specified and every challan in respect of such remittances should be scrutinized by the officer in charge of the section to prevent misclassification in the accounts.

(4) It is not necessary to prepare a separate challan for every item of receipt credited to the same head of account in a day. All the amount which are credited into the treasury in one day may be included in one challan and a list should be attached to the challan furnishing full details of the various amounts included therein for reference. Also against the receipt entry of each item in the cash books the fact of remittance of the amounts into the treasury should be indicated as follows:-

“Included in Challan No. Dated for Rs. separate challan should however be used for remittances made to different heads of account.

(5) The particulars regarding the amount remitted should be furnished in the statement of receipts under the column ‘nature of remittance’ for classifying the amounts correctly in the departmental accounts as:

1. Ambulance receipts
2. Private pumping and standly charges, OR
3. Miscellaneous receipts.

Recoveries credited to “XXI. Miscellaneous Departments – Fire Services” by short-drawal in establishment bills should also be included in the statement of receipts.

*Statement of Receipts under XXI. Miscellaneous Department – C. Fire
Services for the month.....*

Section

Region.....

Name of Treasury.	Challan No. & Date and particulars of bills and date of encashment in which the amount is credited	Amount	Nature of remittances
(1)	(2)	(3)	(4)
Total upto Treasury Closing date	..		
remittance made after the treasury Closing date.	..		
Total	..		
Grand Total for the month of			
..... As per register of receipts.			

Officer-in-Charge.

439. *Statement of Expenditure.*- Every section should prepare a statement of control of expenditure in A.F.S. Form No. 8 each month as per instructions issued under register of expenditure. The statements should be forwarded to the District Officer before the 15th of the following month after getting them verified by the treasury officers concerned. The District Officers should after scrutiny consolidate the statements relating to their own offices and the statements received from the subordinate disbursing officers and forward them to the Director of Fire Services before the 25th of the month following the month to which the accounts relate. The instructions regarding the maintenance of register of expenditure should be carefully followed in the preparation of the statement of control of expenditure.

In order to facilitate reconciliation of figures by the Office of the Director of Fire Services a statement detailing the recoveries made in cash or by deductions from bills should be enclosed to the statements of control of expenditure in the form specified below :

Head to which credited.	Item No.	From whom recovered.	On what account.	Amount Rs. P.	Date of remittance into the treasury with Challan No. or reference to bill in which deducted.
(1)	(2)	(3)	(4)	(5)	(6)

440. Fire Reports:

Fire Reports should be submitted in A.F.S. Form 40 to the Officers concerned in respect of every Fire attended and also in respect of all emergency and rescue calls for which appliances or men are turned out from a Fire Station.

The following points may be borne in mind while preparing Fire Reports:

- (1) Fire Reports are to be written in 'BLOCK' letters in ink or typed.
- (2) Serial numbers are intended to show the number of calls in the current year in any one section. They should therefore be numbered consecutively as and from 1st January every year. Emergency calls other than fire calls rescue calls, etc., should also be given serial numbers along with those of fire calls.

Division.- The name of the district in which the fire station is located should be written against this entry.

Station.- The name of the Fire Station from which the report originated should be furnished.

Fire Report No.- The serial number should be given beginning from January of each year and ending with December of that year of each Fire Station.

Note.- Emergency calls, other than fire calls rescue calls should be given number along with those of fire calls. No separate call number need be given.

Date of incident. – The actual date of receipt of call should be recorded against this item.

Officer in charge at Fire.- The name of the Senior Fire Officer actually present on the fire ground should be given. If two officers of the same rank are present, then the Area Officer will have the precedence should be recorded against the entry.

Called by.- The name of the person, designation, if any, requisitioning and giving information about the Fire or other incident should be recorded against the entry.

How called (Telephone or otherwise). – The nature of the call as to how the communication has received, viz., by telephone messenger, observed, etc. should be recorded here.

Address of Premises, involved.- This should show the Door Number, Street's name, Town, etc., where the fire broke out.

Occupier's Name.- The name of the person who is actually occupying the premises should be given. If there are one or more occupiers all names, of such occupiers should be recorded against this

Approximate time of outbreak of fire:	}	The actual time in hours and minutes.
Time of call received:		
Time of first turnout:		
Time of arrival at incident:		

should be furnished against each such entry. In these reports, the time of A.M. or P.M. should not be used but the timing must be from 00.01 hours to 24.00 hours.

Total time employed.- The total time occupied by the fire engines from the time they are set to work to extinguish the fire till the time the engines are brought to rest should be given. The time involved to cover the trips need not be included.

Business.- This should show the actual business carried on the premises (one of those as indicated in list No. 1 appended).

PARTICULARS OF FIRE.

Description of property involved, industry, type of construction area etc., - This should give the concise picture and type of premises i.e. singly storey, thatched 15' x 15', 2-storeyed brick and tiles 30' x 20', etc.

Categories of fire. - Serious / Medium / Small: The classification of the various categories of the fires as serious / medium, small is assessed by the value of the damage involved in the fire accident.

Serious Fire.- Serious fire with an estimated loss of property over Rs. 50,000.

In the case of serious fires and the fires of technical and other interests, sketches showing the salient features with approximate dimensions should be furnished.

Medium Fire .- Fire accident with an estimated loss of over Rs. 10,000 and below Rs. 50,000.

Small Fire.- Fire accident with an estimated loss of Rs. 10,000 and below;

Note.- i. A fire irrespective of damage, should be classified as serious if there is loss of human live.

2. Person (s) who received burns or injuries in a fire accident and removed to the Hospital where he or she or they expire after any period, an intimation may be sent to the Chief Office, for information with copies to the concerned to whom the fire report was submitted in order to amend it to the relevant report and to complete the record for future reference and know the position of the causalities but they need not amend the report or reclassify the fire accident unless ordered by the Chief Office to do so.

Extent of fire. - Brief description of the fire breaking out in the godown, houses, etc., and the approximate area engulfed should be recorded.

Supposed cause of fire.- A fire officer, before submitting the fire report, should avoid describing the fire as 'Unknown'. He should therefore make a diligent enquiry for determining the supposed cause. The causes of the fire should be one of the cause shown in the list (2nd list).

Note - In the case of Arson or spontaneous combustion a self-explanatory note should be attached to the report to substantiate it technically or otherwise.

Extinguished.- Here it should be mentioned the medium by which the fire was extinguished.

- (i) *Motor Pumps : M.T.U., T.P.U., etc., Water from Hydrant or State.*
- (ii) *Chemical Extinguishers. - Soda acid, foam, CTC, CO², Dry Chemicals, etc.,*
- (iii) *Stirrup Pump :*
- (iv) *Hydrants. - When water is taken from directly hydrant without the medium of any pump.*
- (v) *Sand.*
- (vi) *Beaten out.*

- (vii) *Switching of electric current.*
- (viii) *Blanketting*
- (ix) *Inmate before the arrival of fire appliances.*

Description of Damage.- This again must be Exhaustive such as Bed room and contents, 1st floors rear of the two – toreyed dwelling house tshateched roof or covering an area of 10x8” 75 baler ‘ of cotton, roof, timber and office furniture in cotton godown 8x40 etc.

Gear is use.- Here it should be entered the Fire service appliance and gear used in the fire, namely the number of main appliances and the length of house and branches.

Estimated Value of

- (i) Property involved – The value of entire premises with contents in which the fire originated should be recorded against this item.
- (ii) Surrounding risk, if any, - The value of the surrounding risk to the fire could have extended if it was not checked, should be indicated i.e., upto fire gass or fire breaks, surrounding the premises where fire occurred.
- (iii) Damage to premises .- The estimated value of contents damages in the fire accident should be recorded.
- (iv) Damage to contents. – The estimated value of contents damaged in the fire accident should be recorded.

NOTE.- Items (iii) and (iv) should be bracketed and total recorded.

- (v) Damage assessed by the police
- (vi) Damage assessed by the Police, occupier / owner.

For both these entries, viz., (v) and (vi) the total damage of (iii) and (iv) lasestimated the Fire Services. However, if it is unavoidable on explanatory Note should be given for such variation.

NOTE.- There should not be any variation in assessing the amounts by the Police and the Fire Services. However, if it is unavaoidable an explanatory Note should be given for such variation.

Premises Handed over to occupier / owner / Police – Strike out whichever not applicable.

Value at which the property was insured. – The total value of the amount insured by the owner or occupier or business man as the case may be should be indicated.

Name of the last officer to leave the fire.- The name of the Station Officer or the Leading Fireman in charge of the fire appliances to leave last the place of incident should be mentioned here. If two officers of the same rank leave last at the same time then the area officer will have the precedence over the non-area fire officer and his name alone be shown against this centry.

Time and date of tearing fire.- The actual time and date of the appliance leaving the fire spot, after extinguishing the fire or otherwise should be mentioned.

PART III – Persons escaped and rescued – The actual time and date of appliance leaving the fire spot, after extinguishing the fire or otherwise should be mentioned.

PART IV – Causalities. – The columns under this are self-explanatory and the fire officer must pay careful attention in filling up of these columns with correct particulars.

PART V – *Attendance at occurrence* – The fire officer must pay careful attention in filling up of these columns with correct particulars.

PART VI – Fire Service personnel in attendance – The columns under this part are self-explanatory. The rank and names of the officers, and the personnel who attended the fire or other calls mentioned above should be filled up correctly.

PART VII:- Any other Remarks – (1) Under this heading any particular point of technical or general interest which the Fire Officer would like to bring up to notice of the higher authorities should be recorded.

(2) In the case of arson, etc., where action was taken promptly to report the matter to the police for necessary investigation should be recorded.

(3) Any other particulars not covered by the above.

General Instruction – If, the space provided for in the fire report form is found insufficient, a separate sheet should be attached to the report under the correct heading to which the matter relates.

LIST NO. 1.

List of Businesses

Household.

Manufacture or Repair Establishment.

Granaries.

Storages, Warehouses, Goods Yards, Sheds.

Explosive Spraying.

Electric Installations.

Timber or Wood Works.

Cinematograph Films.

Docks, Air Ports, Railway Installations.

Petroleum Oil Refining Installations.

Shops, Offices.

Theatres.

Library.

Hospitals.

Gas, Water Sewage Undertakings.

Farm Lands.

Forest / Plantations.

Rail / Road Vehicles.

Refuse and Outdoor Storage.

Miscellaneous.

List of supposed causes of fires.

Burning of Waster or Grass Lands.
 Dust Explosion.
 Radiation.
 Hot ashes.
 A naked light.
 Chimney.
 Electric Origin
 Explosive, Fire Works.
 Gas, Coal, Furnace.
 Incendiarism.
 Spark from Locomotion.
 Mechanical heat or sparks.
 Ovens, stoves, or open fires.
 Careless Smoking.
 Spontaneous Combustion.
 Chemical Reaction.
 Miscellaneous.

441. *Report of damage to Government property to be sent to the Director of fire services.* – When a loss occurs by way of damage to any property belonging to the Government (including buildings, communications and irrigation works) due t any calamity such as fire or flood or due to any cause other than fair wear and tear, the Government servant in immediate charge of the property should report the matter at once to his immediate charge of the property should report the matter at once to his immediate superior and preliminary report should be sent through the proper channel without delay to the head of Department, who will report the loss to the Government. When the cause of the loss has been decided whether or not the property should be restored, the head of the office concerned should send a final detailed report to the Director of Fire Services in the following form. The head of the Department should send a final detailed report to the Government when he proposes that the Government should write off the loss, or recommends that the Government should take disciplinary action or applies for funds to be specially provided to meet the cost of restoration of the property.

FORM.

1. Name of the Station and place of accident or damage.
2. Description of the property damaged.
3. Cause of damage.
4. Book value of the damaged portion of the property.
 - (a) Is it proposed to replace or reconstruct the damaged portion?
 - (b) If so, what is the estimated cost of the replacement or reconstruction?

5. If it is not proposed to replace or reconstruct the damages portion of the property, what is the amount to be written off the capital value of the property in the accounts?

(This amount should be estimated in the absence of the recorded book value).

What action is being taken to effect the write-off, if any, mentioned as being necessary in item (6) above?

442. *Revised estimate and Budget estimate* – The revised estimates for the current year and the Budget Estimates for the coming year should be submitted to Government by the 20th September of each year. The estimates should be prepared by the Subordinate Controlling Officers with due regard to the instructions contained in the Andhra Pradesh Budget Manual and forwarded in triplicate to the Director of Fire Services by the 15th August of each year for scrutiny and submission to Government by the due date. The following additional instructions may be noted for guidance in the preparation of the estimates :

(1) The estimate should be framed on the basis of the latest actual available with reference to the dates prescribed and should be submitted to Government by the 20th September of each year. The estimates should be prepared by the Subordinate Controlling Officers with due regard to the instructions contained in the Andhra Pradesh Budget Manual and forwarded in triplicate to the Director of Fire Services by the 15th August of each year for scrutiny and submission to Government by the due date. The following additional instructions may be noted for guidance in the preparation of the estimates;

(1) The estimates should be framed on the basis of the latest actual available with reference to the dates prescribed and should be submitted in complete form as early as possible before the due dates, as otherwise it will result in serious dislocation of work. It should take into account also the probable cost of replacements of appliance, equipment, etc., details being furnished in a separate statement. Provision should be made in Part I of the estimates only for items of expenditure actually sanctioned by Government. No provision should be included in Part I for temporary establishment which have not been sanctioned or for any scheme awaiting the sanction of Government. Provision for new schemes be made Part II of the estimates.

(2) Estimating Officers should furnish brief and clear explanations of the variations between the revised and budget estimates of the current year and the budget estimates of the current and coming years, as otherwise any increase in expenditure included in the departmental estimates will be liable to summary rejection by the Government. The variations, if any, between the entries relating to strength and total cost of establishment as given in the number statement and those in the budget estimates should also be separately explained. Detailed remarks should be furnished explaining each provision included in the estimates. Each estimate will be rounded to the nearest hundred rupees.

(3) Revised estimate for the current year . – The revised estimate will be prepared on the basis of the actual available for the first four months and the probable expenditure anticipated during the remaining eight months of the year. In calculating the probable expenditure anticipated, the instructions in paragraph 21 of the Andhra Pradesh Budget Manual should be carefully observed. The revised estimate should allow for any new item of expenditure not provided for in the budget and reference to sanction of the competent authority should be furnished in the remarks column. It should be understood that the revised estimates do not authorize any expenditure over and above that sanctioned in the Budget Estimates. If provision is made

in the Revised Estimate for any new or increased item of expenditure it is necessary to apply for additional appropriation before expenditure is incurred.

(4) *Budget Estimates for the coming year.* – The estimates will generally be based on the revised estimate for the current year after allowing for abnormal circumstances that have existed in the current year or expected in the budget year. No increase should be made over the revised estimate unless adequate reasons are given.

(5) *Pay and Allowances.* – The instructions in paragraph 31 and 32 of the Andhra Pradesh Budget Manual should be followed. Provisions for pay and allowances for the month of March should be made in the Budget Estimates of the following financial year. The actuals under ‘Travelling Allowances’ for the past three years should be given together with a brief explanation of any abnormal variation.

(6) *Other Charges.* – Details of items of expenditure incurred in accordance with the provisions made in the estimate should be furnished together with the actuals for the past three years in respect of each item classified under the heads prescribed for detailed contingent bill. Any increase over normal expenditure should be justified.

Estimating officers should see that the estimates are prepared as accurately as possible, giving every regard to economy in expenditure wherever possible. If any estimate is considered to be too high when compared with the actuals for the past years, a lumpsum deduction should be made for probable savings. The revised estimates and budget estimates should be a proper indication of the actuals for the current year and a clear forecast for the coming year.

443. *Statement of Number* – Under paragraph 37 of the Andhra Pradesh Budget Manual, the following statements should be submitted to Government in the Finance Department on the 1st of August of each year in advance of the departmental Budget Estimates.

- (1) A statement in Andhra Pradesh Budget Manual Form A giving particulars of posts in each permanent and temporary establishment (both Gazetted and non-Gazetted) the sanctioned monthly pay, the pay that will be drawn on the 1st of April following and the number of offices at each rate of pay for whom provision will be made in the departmental estimates.
- (2) A statement in Andhra Pradesh Budget Manual ‘Form’ B showing the fixed allowances attached to posts or individuals.

The statement should be submitted to the Director of Fire Services by the 5th July each year, in triplicate. The variations between the strength of establishment included in the Budget estimates for the current year and that shown in the number statements and the authority for change in the scale of pay of any post should be clearly indicated in column 7 of Form A. Similarly the authority for change in the number or amounts as compared with the current years’ budget estimates should be furnished in column 7 of ‘Form B’. The statements should be prepared carefully and the provisions in-

cluded therein fully explained, as the preparation of the departmental Budget Estimates for the following year will be mainly based on the statement of numbers.

444. *(Deleted).*

445. *Destruction of Old Records.* - A list of record due for destruction should be prepared in duplicate each year and forwarded to the Regional Fire Officer for approval. The destruction of records after the prescribed period should be done in the presence of the Divisional Fire Officer or the Assistant Divisional Fire Officer as the case may be on receipt of orders of destruction and proper detailed entry should be made in the Occurrence Book.

The list of records destroyed should be retained permanently in a file.

CHAPTER NO. XXV

Stores.

446. *Andhra Pradesh Fire Service State Stores.* – The Stores in the office of the Director of Fire Services will be known as the Andhra Pradesh Fire Service State Stores. All articles of stores such as uniform, for officers and men, firefighting equipment, plaints cleaning materials, A.F.S. Forms etc., will be supplied by the State Stores on indents from Stations passed by the Divisional Fire Officer or Assistant Divisional Officer concerned. The stores will be in charge of a Superintendent or Accountant.

447. *Indents .* – Forms prescribed (1) Articles such as clothing, forms, equipment, etc., should not be included in the same indent. They should be indented for in the forms prescribed below:-

<i>Article.</i>	<i>Prescribed form.</i>
(a) Clothing (annual).	Form No. 41.
(b) Printed Forms, Economy Labels, common covers.	Special Forms supplied by the Government Press (for State Stores only).
(c) Stationery.	C.F. No. 342 (for State Stores only)
(d) Supplemental indent for Stationery.	C.F. No. 343 (for State Stores Only).
(e) Rubber Stamps, ink pads, and tin boxes for them.	C.F. No. 341.
(f) All articles supplied by the State Stores.	Form No. 42.

(2) In submitting indents in Form No. 42 a separate form should be used for items coming under (a) clothing (b) equipment (c) consumable stores, (d) spare parts for vehicles, (e) stationery and forms, and (f) furniture.

(3) As a rule only one indent should be submitted in a month by the Station Officers for each category of stores mentioned in clause (2) above, other than stationery, including printed forms and registers, and the indent should reach the State Stores within the 5th of the month. In the case of clothing and stationery including printed forms and registers, indent need be sent only once a year.

448. *Supply.* - The following table shows the dates fixed for the receipt of annual indents in the office of the Director of Fire Services for the supply of clothing, forms, stationery, etc., the latest dates on which the State Stores should place indents on the Jail department, Director of Stationery and Printing and other approved sources, the rates of supply of the various items, if stores to the stations, source of supply and the periods during which the appliances shall be brought into use in the Fire Stations:-

Articles.	Dates fixed for the receipt of indents in the Office of the D.F.S.	Latest dates on which indents should be placed by state stores on the different sources of supply, based on forecasts or indents as the case may be.	Latest dates of supply to District Officers	Latest dates of supply to the Fire Stations.	Sources of supply	The period for which the supplies shall be brought into use in the stations.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Clothing and Personnel Equipment	1 st July	.. 15 th July	.. 15 th December	..	Jail Department	January to December.
(i) Cotton garments
(ii) Woolen garments	.. 1 st July	.. 15 th July	.. 15 th December	..	Jail Department	January to December.
(iii) Boots	.. Do..	.. Do..	.. Do..	.. Do..	.. Do..	.. Do..
(iv) Socks..	.. 1 st September	15 th March	15 th December	D.G.S.D...	.. Do ..
(v) Personal equipment such as belts, pouches, etc.	.. Do	10 th February	Do.	Approved Tenders	Do
Fire Fighting Equipment.						
(i) Equipment which can be purchased in India	.. Do..	.. Do..	.. Do..	.. Do..	.. Do..	.. Do..
(ii) Equipment which have to be imported	1 st December..	1 st May	15 th January	.. India Store Department.	Do.
Other Miscellaneous Stores	.. 10 th February	.. 1 st September	..	15 th December	Approved tenders	Do.
A.F.S Forms	.. 1 st January	.. 1 st July	1 st July	.. Government Press	August to July
T.& A. Forms..	15 th February	15 th March	..	Do.	Do.	Do.
Common Forms and Covers	.. 1 st March	. 15 th April	..	Do.	Do.	Do.
Stationery 30 th April	.. 31 st May	..	Do.	Director of Stationery Printing	Do.

449. *Supply of clothing, equipment, stationery, etc., to Stations* – All items of clothing and equipment and other miscellaneous stores required for the use of the Department are obtained through such medium as the Government direct from time to time.

The cloth will be sent to the men either by the Central Prisons, Hyderabad or by the other sources as decided from time to time. The stitched garments will be supplied to various fire stations and workshops in the State by the State Stores directly for issue to the men in the prescribed dates. Similarly the personnel equipment required for each station will be supplied by the State Stores direct.

The Station officer is responsible for keeping proper stock account and obtain proper acquaintance for the issue made.

Cloth will be supplied to the Regional Fire Officers, Divisional Fire Officers and Assistant Divisional Fire Officers, Station Officer and the officers including Engineer Sub officer, from the State Store for their Uniform, and the officers should arrange to get the same stitched locally at the rates fixed from time to time. The other personal equipment will also be supplied to the officers by the State.

450. *Scale of uniform and personal equipment.* - The items of uniform, personal equipment, etc., sanctioned to each rank and their scale of issues are given in Annexure XI.

451. (a) *The indents for clothing and equipment, etc.,* - The Station Officer of each Station shall forward indents for clothing, equipment, etc., in the prescribed forms through the Divisional Fire Officer concerned so as to reach the Director of Fire Services, by the dates specified in the Table under Order No. 448. The indent for clothing and personal equipment so sent will be for the actual strength of officers and men of each Station and shall pertain to the requirements for the following year.

(b) *Sanctioned surplus of clothing and equipment.* – The State Stores shall carry a surplus stock of 5 per cent of the total annual requirements of personal clothing and equipment.

452. *Clothing indents, sizes, etc.* – The garments to the men will be got stitched by the Jail Department according to the pattern or patterns approved for the purpose from time to time.

(2) Similarly, the footwear will be supplied from the State Stores according to the pattern approved for all officers and men who should furnish the sizes etc., to the State Stores sufficiently in advance to ensure prompt supply on the due dates.

Rubber gum boots will be issued once in 3 years for Station officers. Either Rubber Gum boots or Leather foot wear will be issued annually for the personnel of the ranks of and below leading Firemen.

458. *Repairs to footwear of the personnel – Expenditure* – In G.O. Ms. No. 2981, Public (Fire Services) dated 20-12-1948 the Government have sanctioned the incurring of an expenditure not exceeding Rs. 5

per pair words repairs to ankle boots of the personnel in order that the boots may always be maintained in good conditions. They have also ordered that ankle boots should be renewed only when the old boots have become unserviceable by fair wear and tear but not earlier than one year after the previous issue.

New boots should not be issued as a matter of course, but only when the old boots are irreparable and have lapsed a period of atleast one year from the date of last supply. If by constant wear, it becomes necessary to repair the boots during the year of issue, repairs to the boots may be carried out keeping the cost of repairs within the monetary limit prescribed in the above sub-para after obtaining the sanction of the competent authority.

Boots received from the casualties should be repaired if found fit for re-issue and kept in stock for supply to recruits.

454. *Badges of rank, numeral sets, allotment of numbers etc., to the personnel.-* The Fire Service Personnel are assigned numbers on the State basis. Each Division is allotted numbers based on the sanctioned strength, making provision for the future allotment in cases of expansion of the service. When the personnel are transferred from one Station to another within the same Division the numeral sets issued to them shall be carried by them. In the case of inter Division transfers the personnel have to be assigned new numbers allotted to their new Divisions and the numeral sets issued to them in the old Divisions shall be withdrawn on relief and retained in the Divisions.

455. *Estimate of requirements.-* The Station Officer should send to the Office of the Director of Fire Services through the Divisional Fire Officer not later than the 15th February each year a forecast of the cotton and woolen garments, boots and socks required for the following year.

A similar forecast of personal equipment, firefighting equipment and other miscellaneous stores should be sent through the Divisional Fire Officer not later than the 10th January of each year.

456. *Rubber stamps –* Indents in C.F. No. 341 for rubber stamp pads, and tin boxes required as a first supply should be submitted to the officer of the Director of Fire Services for sanction, but all applications for the repair or renewal of such articles should be made direct to the Director of Stationery and Printing, Hyderabad.

457. *Indents for maps.-* Indents for maps should be sent in Form No. 42, to the office of the Director of Fire Services which will obtain them from the Survey Department.

458. *Periodical physical verifications of stores.-* (a) Fire Stations – A monthly physical verification of all equipments, tools stores, including furniture, etc., in each fire station should be conducted by the Station officer. A Certificate of having conducted such physical verification and its result should be clearly recorded in the stock books under the dated signature of the Station Officer.

The annual verification of equipment, stores, etc., in each Fire Station should be personally conducted by the District Officers concerned having jurisdiction over the Fire Station. The annual physical verification should be done regularly once every year between January and March.

(b) *Workshop.*- The Officer-in-charge of the Workshop should conduct a quarterly physical verification of the machinery tools, etc., in the same manner as laid down in para (a) above.

The concerned Divisional Fire Officer or Assistant Divisional Fire Officer will do the annual verification of stores, etc., in the various Fire Service Workshops. The annual verification will be conducted in the first week of April every year.

(c) *State Stores.*-A quarterly physical verification of the Stores should be conducted by the Superintendent in charge of the Stores.

A Regional or Divisional Officer will be deputed for the half yearly physical verification under the orders of the Director of Fire Services. This should be done by February and August and the half yearly physical verification should be completed at any time during the months of April and October, of every year.

459. *Instructions to verifying Officers.*- (a) During verification, the Officers deputed should satisfy themselves that ;

- (1) Proper steps have been taken to safeguard the Stores and other costly articles.
- (2) That the stock accounts have been properly maintained.
- (3) That the stock accounts bear indications of periodical verification of actual balance by the officers-in-charge.
- (4) That unserviceable or damaged stores are not kept in the accounts to make up deficiencies.
- (5) That all corrections in the stock accounts are properly attested under date and that there are no unattested or frequent alterations.
- (6) That when stock books are newly opened, balances are carried forward directly and under the correct classification.
- (7) That clear and descriptive details with size or measurements makes and model where available of the articles are given in the stock books to prevent one article being mistaken for another, and
- (8) That condemned articles are disposed of promptly to the best advantage of Government.

(b) *Certificate.*- Certificates of verification should be recorded in the stock account under the dated signature of the verifying officers.

(c) *Discrepancies* . –(i) Discrepancies found on verification of Stores: Any deficiency noticed during verification should be fully investigated and a full report submitted, to the Director of Fire Services along with the verification report. If the verifying Officer holds that any loss caused to Government through a deficiency is due to misconduct or culpable negligence on the part of the subordinates concerned he should add his recommendation as to how the loss should be made good by recoveries from them.

(ii) Any excess detected during stock taking should after investigation be entered in the stock accounts at once as a receipt with the stock accounts the remark “excess found in stock verification”.

(d) A consolidated report should be submitted along with a statement in Form No. 43 by the verifying Officer to the Director of Fire Services in the case of State Stores and to the Regional Fire Officer concerned in the case of stations and Workshops.

460. *Annual Return of Government Property.*– Annual Return of Government Property in Form No. 39 will be submitted by every Station Officer through the concerned District Officers to the Director of Fire Services by the 15th of the month following the close of the year. It will contain an account of all receipts and expenditure during the year of all articles listed therein. Detailed instructions have been given in Order No. 433 under Chapter XXIV regarding the preparation and submission of the Annual Return.

461. *Deleted.*

462. *Register of local purchases* .- A register of local purchases shall be maintained in the State Stores including Fire Stations in Form No. 44 in which all articles purchased locally shall be recorded. Before payment is made for any such article, it should be verified that they have been duly brought on this register.

463. *Furniture to be purchases from Jails.* – (1) All standard articles of furniture manufactured in all the jails should be purchased from the Jail Department. If one jail is unable to supply an article reference should be made to another jail. Purchase outside the jail Department require the sanction of Government. It is advisable to place orders with the Jail Department towards the close of the financial year. In order to enable the Jail Department to comply with the orders before the close of the financial year and to avoid the rejection of orders on the ground of their late receipt, a forecast of furniture required during the ensuing official year should be sent to the Jail Department not later than the 15th February and a copy of it sent to the office of the Director of Fire Services for information. If no furniture is required a ‘nil’ return should be sent. In addition to sending the forecast to the Jail Department, orders should be placed with that Department, early in the official year so that the supply may be completed before the close of the financial year.

(2) In the case of non-standardised articles, it should first be ascertained from the Jail Department, whether it can supply the articles within the time fixed, if so, at what rate. If the price

quoted by the jail plus freight charges does not exceed the market rate by 5 per cent the articles should be purchased from Jail.

Note.- The Government have ordered the purchase of furniture from the Guntur Silpa Industrial Society, where the Jail Department and the Industrial Institutions recognized by the Department of Industries and Commerce are unable to supply.

(Government Memorandum No. 2457/64-3, Home (Planning-COT-dated 06-1-1955)

464. *Date of issue of furniture.-* Articles of furniture should be marked with date of issue and the letter of the Station to which issued.

465. *Supply of Articles of clothing and equipment by the Stores.-* Some of the articles of clothing and equipment and other miscellaneous articles required for the use of the Department are obtained through private agencies. In the latter case the Director of Fire Services will, as a rule, invite tenders or quotations at such time or times as may be necessary and under such conditions he will notify from time to time. The successful tenders may, at the option of the Director of Fire Services, be required to furnish cash or other approved security for the due performance of his contract and to execute an agreement in the prescribed form if necessary.

(G.O. Ms. No. 2908, Home Department, dated 24-6-1950).

466. *Allotment of stationery.-* The sanctioned scale of stationery for the Fire Service Department is given below:-

Name of the articles of Stationery.	Gazetted Officers.	Station Officers and A.D.F.Os.	L.D.Cs.	Leading Firemen.	Drivers and Driver Mechanics.
(1)	(2)	(3)	(4)	(5)	(6)
1. Blotting Paper (Monthly)	.. 2 sheets	½ sheet	½ sheet	½ sheet	1 sheet
2. Steel nibs (monthly)	.. 3	3	3	3	3
3. Black lead Pencils (annual)	.. 4	2	2	1	1
4. Red lead Pencils (annual)	.. 2	1
5. Blue lead Pencils (annual)	.. 2	1
6. Drawing Pencil (annual)
7. Copying ink Pencil	.. 2	2	2	1	1
8. Pen holders (Biennial)	.. 2	2	2	1	1
9. Pencil eraser (Biennial)	.. 1	1	1	1	1

	(1)	(2)	(3)	(4)	(5)	(6)
10. Pen knives (4 years)	..	1
11. Gum bottles (10 years)	..		1 per station.			
12. Ink glasses (10 years)	2	2	2	1	1	
13. Ink stands (10 years)	..	1	1	1
14. Rules (Round) (10 years)	..	1	1	
15. Ink blue In packets per half year per station or office to make 12 oz. fluid ink)						
2 packets.						
16. Ink red (in packets 1 packet per annum per station or office to make 18 oz. fluid ink).						
17. Tape tags.		1 bundle of 100 per annum per station or office				
18. Thread white 2 skins per ½ year per station or office.						
19. Pins (packets of 100) 2 packets per ½ year per station or office						
20. Papers white or semi-bleached. 9 Quires per ½ year per station.						

467. *Minimum periods for furniture and other items* .- The following table shows the minimum for which articles of furniture should last, and the annual rates of depreciation.

S. No.	Articles.			Minimum period for which to last in years	Annual rate of depreciation
(1)	(2)			(3)	(4)
1.	Almirahs	30	3 ½ % or original book value of cost of purchase.
2.	Benches	10	5 % ”
3.	Blinds	10	10% ”
4.	Buckets-zinc	5	20% ”
5.	Chairs	10	10% ”
6.	Chair for circuit use	5	20% ”
7.	Clocks English	..		30	3 ½% of original book value of cost of purchase

(1)	(2)		(3)	(4)
8.	Letter scales..	..	10	10% of original book value of cost of purchase.
9.	Clocks, American	..	10	10% ”
10.	Pigeon-hole Almirah	..	30	3 ½% ”
11.	Punkas	..	20	5% ”
12.	Punkas with wheels	..	8	12 ½ %”
13.	Ratan mats	10	10% ”
14.	Record racks	..	30	3 ½ % ”
15.	Scales, large and small for parcels	..	20	5% ”
16.	Tables	..	30	3 ½% ”
17.	Tables for circuit use	..	10	10% ”
18.	Table cloth	..	8	12 ½%
19.	Wooden stand for godown use	..	20	5% ”
20.	Time Pieces	..	15	6 ¼ % ”
21.	Pocket Watches	..	20	5% ”
22.	Petromax lights	..	5	20% ”
23.	Stop-watches	..	20	5% ”
24.	Goggles	..	5	20% ”
25.	Salvus breathing apparatus	..	5	20% ”
26.	Hurricane lamps	..	4	25% ”
27.	Torch lights	..	4	25% ”
28.	Sealed Beam light	..	5	20% ”
29.	Pillow cases	..	2	50% ”
30.	Cotton Blankets	..	5	20% ”
31.	Woolen Blankets	..	3	33 ½ % ”

(1)	(2)		(3)	(4)
32.	Rubber Sheets	..	2	50% of original book value of cost of purchase.
33.	Ground Sheets (Rubber)	..	2	50% ”
34.	Ground sheets (Water proof)	..	5	20% ”
35.	Basket Strainer	..	1	100% ”
36.	Bucket Canvas	..	3	33 ½ % ”
37.	Rope Manilla, etc.	..	3	33 ½ % ”
38.	Stretcher Straps	..	3	33 ½ % ”
39.	Tarpaulins	..	3	33 ½ % ”
40.	Search Lights	..	4	25% ”

Note.- (i) In respect of First Aid Boxes (both wooden and Iron) no period of wear and tear is prescribed. They may be condemned as and when they become unserviceable in its ordinary course due to fair wear and tear after obtaining the necessary certificate prescribed in Article 140 A.F.C. Code Vol. I.

(ii) It is not possible to fix up the period of wear and tear in respect of spare parts for the motor vehicles for the reason that it depends on various factors such as the quality of the parts on the year model of the vehicles to which they are fitted, the maintenance of the vehicles etc., the spare parts of the motor vehicles can be condemned only when they become unserviceable due to fair wear and tear.

468. *Receipts of articles.* – (1) When a parcel way bill or a goods forwarding note is received in a station the Station Officer should send it to the railway station concerned daily until the date of actual receipt and deliver of the parcel or goods and obtain the initials of the authority concerned on the way bill or the forwarding note to avoid demurrage charges.

(2) All consignments must carefully be examined and re-weighed in the presence of the Railway or other transport official concerned before delivery is taken from the Railway or Transport Company. Any bale or package showing outward signs of having been tampered with should be opened and the contents examined in the presence of the railway official or transport agent, and any discrepancy, damage or shortage found must be duly recorded in the railway's or transport company's books. Claims for any shortage should be preferred promptly against the railway or transport company.

(3) All bales and packages accepted in good condition should be opened and the contents checked by the officer-in-charge of stores, who will acknowledge their receipt. In the case of consignments of stationery rules 28 to 41 of the Andhra Pradesh Manual, Volume I, should be strictly observed.

(4) Consignment of stores received from suppliers with reference to orders placed with the Indian Stores Department when taken over in good condition should be opened and the contents checked in the presence of a responsible Gazetted Officer. If any shortages are then detected, the following procedure should be adopted.

(a) If the seal of the bundle, containing a smaller number of articles, than that mentioned in the label, attached is intact, the bundle should be returned to the suppliers at their cost with their seal intact and they should be asked to replace the bundle without delay free of all charges.

(b) If the seal of the bundle containing a smaller number of articles, than that mentioned on the label attached is found broken the fact should be reported at once to the suppliers, together with the following particulars ;

- (i) Gross weight of the whole bale.
- (ii) Weight of the packing materials alone.
- (iii) Net weight of the articles.
- (iv) Date Numbers of the bundles containing a deficient number of articles.

Any other instructions in the "Warning slip sent with the railway receipt should also be strictly complied with in every detail."

469. *Packing cases disposal of :-* (1) Packing cases received from the State Stores should be returned to the Stores if in the good condition Otherwise they may be sold in auction and the sale proceedings credited to "XXI. Miscellaneous Departments C. Fire Services".

(2) Packing cases and materials received from the Jail Department may be sold if not required and the proceeds credited to the Fire Service Department.

(3) All packing cases, bottles, etc., received from the Stationery Office may be disposed of by public sale, irrespective of the fact whether the office is at a mufasal station or at the State Headquarters. The sale proceeds should be remitted to the receipt head "XLV. Stationery and Printing" or to "XLVI. Miscellaneous Departments as laid down in the Stationery Manual.

470. *Records to be maintained.-* The following registers will be maintained by the Station Officer of each Fire Station.

- (i) Stock Account of spare parts of appliances and equipment in Form No. 36.
- (ii) Stock Account of furniture, tools and plant in Form No. 36

- (iii) Stock Account of Stationery and other consumable stores in Form No. 36.
- (iv) Stock Account of Uniform and personal Equipment in Form NO. 36.
- (v) Register of condemned articles in Form No. 38.
- (vi) Stock Account of Part-worn clothing in Form No. 36
- (vii) Return to Stores notes books in Form No. 45.
- (viii) Store-Requisition Book in Form No. 42.
- (ix) Register of capital assets in Form No. 37.

(2) The following records shall be maintained by the Superintendent in-charge of the State Stores.

1. Order Book Form No. 46.
2. Stores Requisition Form No. 42.
3. Stock ledger Form No. 47.
4. Return to Stores Note Form No. 45
5. Statement showing the difference in the stock notice at the time of periodical or annual verification Form No. 43.
6. Issue Voucher Form No. 48.
7. Register of Purchase Form No. 44.
8. Register of Vehicles Condemned Form No. 38.
9. Register of Furniture Form No. 36.
10. Packing Note Form No. 49.

471. *Purchase of stores.* – (1) All purchases should be properly sanctioned and made economically and in accordance with any rules or orders made by the competent authority for the purchase of stores required for the public service. In particular it should be seen that when stores are purchased from contractors the system of open competitive tender is adopted and the purchase is made from the lowest tenderer.

(2) Care should be taken that stores of defective or inferior nature are not accepted and certified to be satisfactory in quality and uneconomical purchases and losses thereby should be prevented.

(3) Accounts for receipts and stores whether purchased or otherwise obtained and of their issues and balances should be correctly maintained. The prescribed scales for the issue of stores of any particular kind should not be exceeded.

(4) Purchase of stores should always be limited to the actual requirements for a reasonable period, and the balance in hand should not exceed the essential requirements. Necessary measures should be taken for the disposal of unserviceable, surplus or obsolete stores

without resulting in any loss to Government through deterioration due to unnecessary retention.

472. *Stores Accounts – Maintenance of.*- All departmental regulations governing purchase, receipt and issue, custody, condemnation, sale and stock taking of stores should be complies with. Any deficiencies of stores held or any grave defects should be brought to the notice of the Director of Fire Services.

473. *Loss of Stores.*- All losses in respect of stores should be duly recorded in the stock accounts and the formal sanction of the competent authority should be obtained for writing them of or dealing with them otherwise.

474. *Recording of issue of clothing and personal equipment in personal record books.*- (1) The issue of each and every item of clothing and personal equipment to personnel should be recorded in the personal record book of the individuals concerned as and when they occur, on the page allotted for the same. Under the heading 'Issue' the number issued at a time should be entered and the date of issue under the column 'date'. Against every item of issue the initials of the person receiving the articles should be obtained as soon as any issue is made, under the column 'Initials'.

(2) Articles withdrawn from personnel should be entered in red-ink attested by the officer-in-charge effecting the withdrawal. For this purpose the head 'Issue' should be changed as 'Withdrawals'.

475. *Issue of clothing of uniform etc., over and above the prescribed limit recovery of cost.*- (a) If any person in the Fire Services entitled to free uniform, indents for clothing or uniform twice, or in excess of the permissible quota fixed for him, or before the expiry of the prescribed period upto which the uniforms should last, he should after obtaining the sanction of the competent authority to such fresh issue remit the full cost thereof to the head "XXI. Miscellaneous Department – C Fire Services" into the Treasury and send the chalan in support thereof to the Officer from whom the fresh issue of clothing or uniform is obtained. Sales tax also should be recovered and credited to the relevant head.

(b) The Officer who issues clothing or uniform over and above the permissible quota fixed for each rank should issue the same only on production of the challan for the amount representing the full value of the excess issue plus proportionate sales tax. He should keep the challan along with the connected records. If any material is issued in excess of the permissible quota without obtaining the chalan in support of the remittance of cost, the officer concerned will render himself liable to make good the amount if not recovered from the party.

476. *Uniform and equipment supplied to personnel. – Custody during absence of personnel on leave.*- (1) All uniform and equipment including boots issued to person who go on leave with pay and allowances (whether full pay or half pay) for a period exceeding one month, should be handed over by them to the Station Officer prior to their going on leave.

(2) All uniform and equipment including boots issued to the personnel going on leave without pay or allowances should be handed over by them to the Station Officer prior to their going on leave.

(3) The withdrawal of uniform etc., in the case of persons going on leave, on pay for more than one month and no leave without pay for any period is compulsory. In other cases where the Station Officer feels that it would be advisable to withdraw the Government properties during absence of leave for shorter period he may do so.

(4) The complete kit of all the persons should be surrendered upon their becoming casualties by death or quitting the service or upon their being granted leave preparatory to retirement.

(5) All Fire Service Officers and personnel when placed under suspension, should deliver to their immediate superior officer the complete kit supplied by the Government.

(6) On their transfer from one Station to another the Fire Service personnel may be allowed to take with them common articles of clothing and personnel equipment such as shirts, shorts, boots, etc. These items which are not admissible in the new stations should be left behind. A list of such items surrendered should be entered in the personal record book of the officer in charge of the section from which the men are transferred.

(7) The Station Officer is responsible to see that in cases coming under items (1), (2), (3), (4) and (5) above, the entire Government kit and equipment are recovered from the personnel. He will be held personally liable to make good any item found deficient and not recovered by him from the personnel on leave. He will issue an acknowledgement for the items surrendered by each person in support of his having handed over the uniforms and equipment and when reissuing the same after the person joins duty obtain an acknowledgement from him for purpose of record. The Station Officer is also responsible to see that the uniform and equipment recovered under this order are kept safe from damage or deterioration till they are re-issued or otherwise disposed of.

(Memorandum No. 9419/A2/47, dated 27-9-1947 and R. Dis. No. 16200/A1/61, dated 3-5-1952).

(8) To facilitate reference and avoid confusion between the equipment kept as reserve in the Station, if any, and the uniform and equipment surrendered during the period of leave, the Station Officer shall account for them separately.

477. *Eligibility for the supply of uniforms to the personnel on leave or under suspension.* – If any issue of uniform was not made to the personnel due to them being on leave or under suspension, the personnel concerned are eligible for the supply of that issue when they report for duty or are reinstated, as the case may be, provided such period of leave or suspension is within six months. Men on leave or under suspension for six months or more are not entitled to clothing for the period.

478. *Uniform and equipment supplied to personnel who have deserted – Recovery* – No person is entitled to retain with him Government property from the date he deserts the service and he can therefore be considered to be in illegal and unauthorized possession of Government property. Such cases can accordingly be reported to the police for recovery of kit. etc.

Any amount due to the absentee by Government should not be paid to him till all the properties are recovered.

479. *Return of Kit of Casualties.*- (1) The Kit of the discharged personnel may be withdrawn and properly accounted for by the Station Officer upon their becoming casualties by death or quitting the service or upon their being granted leave preparatory to retirement.

(ii) Such kit should not be returned to State to Stores.

(iii) The clothing of men who die or who are invalidated on account of any of the following diseases should be *Burnt* by the Station Officer concerned and the fact reported in the relevant records.

Acute influenza pneumonia. – Anthrax.

Cerebrospinal fever. – Chicken Pox.

Diphtheria. – Enteric fever.

Leprosy. – Measles

Rabies. – Cholera

Small Pox – Erysipelas.

Relapsing fever. – Scarlet fever and Typus.

Tetanus.

Plague.

Tuberculosis.

(iv) The clothing of men who die or who are invalided on account of venereal disease and the kit of other men who become casualties not on account of any of the diseases mentioned in paragraph (iii) above should be washed and kept in stock. Dhobi charges in this connection can be met under office contingencies.

(v) One or more sets of part worn clothing if available in the section may be issued to all recruits who are eligible for the supply of four sets of shirts and shorts two overalls two caps and three pairs of cotton socks in lieu of new clothing. Part-worn uniform may also be issued to replace those lost by accident or due to any justifiable cause.

480. *Sale of part worn articles.* – (1) Part worn clothing, blankets, and articles of equipment may be sold to the personnel who require them to make good deficiencies in their kit or otherwise for their own

use at a price to be fixed by the Regional Fire Officer according to the condition of the articles. New clothing should be issued only at full value.

(2) Part worn clothing shall not be condemned nor sold merely because, they are time expired. Such articles, if serviceable, shall be re-dated and re-issued.

481. *Appliance Inspection of:-* All Fire Service appliances should be inspected by the Motor Vehicles Inspector once a quarter and a report furnished about them.

482. Replacement of appliance and equipments. – (a) Station Officers should take prompt action to obtain replacements of all appliances and equipment averaged or otherwise found unfit for firefighting purposes. In the case of such appliances they should obtain the report of the Motor Vehicles Inspector regarding their serviceability for condemnation and replacement. Action in this regard should be taken sufficiently in advance so that the Station is not left without any appliance. Proposals should be submitted to the Director of Fire Services, through the proper channel, to replace the condemned ones (or one to be condemned) under item 36 (c) to Appendix 7 to the Andhra Pradesh Financial Code Volume II.

(b) Along with the proposals for condemnation and replacement, they should furnish the information of the following points :-

1. Make of appliance to be replaced.
2. Date of purchase of the appliance to be replaced.
3. Price paid for the appliance to be replaced.
4. Total amount spent on repairs to be appliance to be replaced
5. Total mileage and or pumping hours.

(c) Appliances which have served their normal life, when condemned by the competent authority, should be disposed of in public auction after wide publicity subject to the following conditions:-

- (i) The auction sale should be conducted by a Gazetted Officer.
- (ii) The sale of all condemned appliances will be subject to confirmation of the State Motor Transport Controller.
- (iii) An Earnest Money Deposit of not less than Rs. 100 should be collected from all the intending bidders before beginning the auction. The earnest money should be returned to the unsuccessful bidders immediately after the sale is knocked down in favour of the highest bidder. Anyone who has not paid this deposit should not under any circumstances, be allowed to participate in the auction.
- (iv) The Successful or the highest bidder as the case may be in whose favour the sale is knocked down, should deposit 25% of the sale amount, less the earnest money of Rs. 100 already deposited by him, immediately after the sale is

knocked down. If he either fails to deposit this amount or backs out, the earnest money of Rs. 100 remitted by him will be forfeited to Government.

- (v) He should remit the balance amount after the communication of orders confirming the Sales, failing which the amount deposited by him should be forfeited to Government and resale held. The loss resulting from such a resale should be made good by the successful bidder, who failed to remit the balance amount of the first sale.
- (vi) In the event of sale being not confirmed by the State Motor Transport Controller, the 25% of the sale amount deposited by the successful bidder should be refunded to him.

Where any officer conducted the auction fails to observe the conditions mentioned above, he will render himself liable to make good any loss caused to Government in this regard besides disciplinary action for neglect of duty.

483. Life and rate of depreciation of vehicles etc.- (a) The minimum period of life for various appliances and equipments and the annual rate of depreciation to be adopted for arriving at the book value are furnished below:-

<i>Type of appliance.</i>		<i>Life (Years)</i>	<i>Annual Rate of Depreciation.</i>
(1)		(2)	(3)
1.	Motor Vehicles and cycles (including tenders, Mobile Tank Units, Ambulances, Station Wagons and Staff cars.)	5	20% of original book value or cost of purchase.
2.	Bicycles. 	10	10% of original Book Value or cost of purchase.
3.	Trailer Pumps and consumable stock.	5.	20% of the book value or cost of purchase.
4.	Unlined flex or Rubber Lined Delivery hose.	3	33% of the book value or cost of purchase.
5.	Metal and steel equipment excluding hose couplings.	10	Do.
6.	Hose Couplings 	5	20% Do.
7.	American Iron couplings.. ..	3	33% Do.

	(1)	(2)	(3)
8. Escapes	7 years.	14% of original books value or cost of purchase.	
9. Ajax Extension Ladders ..	5 Do.	20 %	Do.
10. Hook Ladders	5 Do.	20%	Do.
11. Fire Service Equipment made of wood or wood and metal.	3 Do.	33 ½ %	Do.
12. C.T.C. Extinguishers ..	3 Do.	33 ½ %	Do.
13. Other Extinguishers ..	5 Do.	20%	Do.

Note.- The adoption of the above standard does not necessarily mean that the equipment would be of on value after the period of life is over, but only that they would be ripe for condemnation as unfit for firefighting purposes by fair wear and tear.

(b) The amount of depreciation by which the annual book value is to be reduced every year will be equal to the amount arrived at by dividing the original value or cost of purchase by the number of years noted in column 2 i.e. period of the life rounded off to the nearest rupee. This will be a fixed amount, for instance.

Cost of purchase of the vehicle Rs. 3,388.28 paise. (Book-value as on 1st January 1956).

Life. - 5 years

Rate of depreciation 20% of Rs. 3,388 - Rs. 678 every year.

Value as on 1st January 1956. - Rs. 3,388.28 paise.

Deduct depreciation for 1956 Rs. 678.00 paise.

Total Rs. 2,710.28 paise.

Deduct depreciation for 1957	Rs. 678-00 paise
Value as on 1 st January 1958	Rs. 2,032.28 paise
Deduct depreciation for 1958	Rs. 678.00 paise
Value as on 1 st January 1959	Rs. 1,354.28.
Deduct depreciation for 1959	Rs. 678.00
Value as on 1 st January 1960	Rs. 678.28
Deduction depreciation for 1960	Rs. 678.28
Book value as on 1 st January 1961	Rs.- Nil.

Proposals for replacing this vehicle should be submitted in 1961 as it has served its life.

The same procedure is to be adopted in respect of other appliances and equipment.

(c) Normally, no capital per repairs are carried out to the appliance, the ordinary repairs and replacements carried out being only those required to keep the vehicle in commission and not of a nature increasing the capital value.

Where the capital repairs are carried out such as provision of wind screen frames and glasses or protective steel netted screens not originally provided, particulars should be submitted to the Director of Fire Services for fixing the amount of depreciation.

(d) *Suction Hose Expected life and Depreciation* – Suction hoses cannot be given a definite Life as their fitness for firefighting purposes depends very much on the conditions under which they are used. If they are carefully handled and they are not exposed too much to sun, suction hoses will last for about one third of the normal expected life of a 'Trailer Pump i.e. three sets of suction hoses may be required during the five years expected life of a trailer pump.

Damaged suction hoses not being repairable, great care should be exercised when lowering suction hoses over parapets, wells, etc. and similar care must be taken when being used for drills and Tests. One of the chief causes for damage to suction hose is due to connecting the suction hose to a Mobile Tank Unit or self-propelled Unit and then driving the vehicle backward or forward in the process of lowering the suction hose into the water. This should be avoided.

484. *Delivery Hoses. – Maintenance of Instructions.*- The Delivery hose is the most important item of equipment used for the Fire Fighting purpose. The Officers incharge of the Fire Stations should be taken to repair the delivery hoses as and when any leakages are noticed.

485. *Delivery to hose couplings Leaks Prevention of Instructions Issued* .- Leaks in the coupling on the delivery side are mainly due to the following reasons:-

- (1) Perished Washers
- (2) Wearing out of the outside of the male couplings or dents and cracks in them, and
- (3) Wearing out of the inside of the Female couplings or dents and cracks in them.

The defect in time (1) above can be remedied by replacing the perished delivery washers by new ones. While replacing the washers it must be ensured that they are properly seated in the groove of female Couplings and the feather of the washers (Projecting surface) should be facing the male couplings. The defect in item (11) can be rectified if the surface of the male couplings is braze or metallised and trued on the lathe machine to the proper size. The defect in item (3) can, also be rectified if the couplings is brased or metallised and trued on the lathe machine to the proper size.

The couplings should not be condemned and replaced if they are found to be leaking. But the leaks should be closed indicated above and the couplings put to further use.

486. *(1) Authorities competent to sanction repairs and replacements to Fire Service Vehicles*.- Under the powers delegated in G.O. Ms. No. 1811, Home Department, dated 20th April 1950 and G.O. Ms. No. 1288, Home Department dated 20th April 1953 read with G.O. Ms. No. 2715, Home Department, dated 21st November 1958, the following authorities are competent to sanction repairs and replacements to Fire Service vehicles upto the monetary limits specified against each.-

- | | | | |
|-------|--------------------------|---|----------------------------|
| (i) | Regional Fire Officer. | - | Upto a limit of Rs. 1,000. |
| (ii) | Director of Fire Service | - | Upto a limit of Rs. 2,000. |
| (iii) | Divisional Fire Officer. | - | Upto a limit of Rs. 250. |

Sanction of Government is necessary in all cases where the cost of repairs and replacements exceeds Rs. 2,000.

(2: *Minor and Major repairs – Classification of – Minor repairs. – Repairs to vehicles, the estimated cost of which does not exceed – Rs. 150 in each case will be classified as minor repairs. All repairs exceeding Rs. 150 in each case will be classified as major repairs.*

(3) Repairs to Fire Service vehicles may be carried out (i) at the Fire Station by the Station Driver Mechanic, (ii) by Local automobile Firms and (iii) at the Government Workshops. The procedure to be followed in this regard is detailed below.

(4) When execution of repairs to Fire Service Vehicles may be undertaken locally – Repairs to vehicles can be got executed locally in the following causes.

(i) Minor repairs to Fire Service vehicles which can be attended to by the Driver Mechanic attached to each Fire Station, should be carried out at the Fire Station itself. Replacement of

spare parts such as Radiators, Tyres, etc., which can be done by the Station Driver Mechanic should be carried out at the Fire Station itself though the cost of such parts exceeds Rs. 150.

(ii) Major repairs to vehicles and repairs which cannot be executed by the Station Driver Mechanic may be entrusted to local automobiles firms of repute subject to the conditions :

- (1) That it is not worthwhile to move the vehicles from their home stations.
- (2) That the prior sanction of the competent authority to the relative estimate of repairs is obtained.
- (5) Procedure for the execution of repairs to vehicles by the Station Driver Mechanic :

(i) Sanction of the competent authority for repairs and re-placements which can be done at the Fire Station itself by the Station Driver Mechanic should be obtained in the Estimate Form No. 50. The estimate should contain details of the work proposed and a list of spare parts proposed to be preplaced with local rates and quotations from not less than two reputable automobile firms. Sanction accorded by the competent authority to the estimate implies sanction to purchase the parts locally. All the spare parts required executing tyres, tubes and batteries should be purchased locally. To ensure that Government obtain the maximum advantage of competitive rates consistent with quality. The Station Officer of each Fire Station should maintain a list of spare parts dealers in his town and obtain quotations from them before making purchases. A written order for all purchases should be issued and an office copy of the order retained for reference. Receipt and payment of the bills for spare parts purchased should be recorded in the office copy of the order. These records should be made available for audit purposes.

Motor tyres, tubes, flaps and batteries should be obtained in the manner indicated below:

The indents for the supply of motor tyres, tubes and flaps should be submitted to the Regional Fire Officers concerned through the respective District Officers. The Regional Fire Officers should place orders direct on the recognized tyre companies for the supply of tyres, tubes and flaps direct to the Fire Stations within their powers of sanction on the rate contract system.

With regard to the supply of batteries, the officers in-charge of fire stations or workshops should submit the indents to the Regional Fire Officers concerned will place orders on the approved firm for supply direct to the Fire Stations. The name and the addresses of the approved firms for the supply of the batteries will be intimated from Chief Officer from time to time.

Incase where any particular spare part is not advisable locally or its cost is prohibitive a requisition with full details of the required parts and particulars of the make, year, model engine, number chasis number and wheel base of the vehicles for which the parts are required should be sent to the State Stores who will arrange to obtain the requirement of the motor parts direct from one of the leading and reputed Automobile Firms at Hyderabad.

Where necessary, a sample of the part required should be sent to the State Stores to ensure correct supply. Parts thus indented for should not be bought locally unless the indent is cancelled and acknowledgement of the District Officers intimating receipt of the letter of cancellation is received. In every requisition, reference to the authority or correspondence sanctioning the repairs or replacements should be invariably quoted. Separate requisitions should be sent for different appliances to facilitate verification and prompt supply.

(ii) Replacement of sundry items without estimate. – Subject to the condition that expenditure on account of any or all the items of charges enumerated below does not exceed Rs. 5 at any one time for any one vehicle estimate need not be prepared for incurring expenditure from permanent advance :

1. Soldering and Welding Charges.
2. Charges for patching and vulcanising tyres and tubes, stitching tears in cushions covers, hoods.
3. Replacement of small items of fittings such as washers, bolts, nuts screws, etc.
4. Recharging of batteries.

(6) Execution of emergent repairs – When repairs and replacements to vehicles have to be executed, emergently and the time involved in obtaining the prior sanction of the competent authority to the relative estimate of repairs will seriously interfere with the working of the Station and result in danger to the public, the spare parts required will be purchased locally and necessary repairs carried out immediately provided the expenditure involved is small and the repairs can be carried out at the Station itself by the Station Driver Mechanic. In such cases a detailed report should be sent to the authority competent to sanction the estimate, justifying the necessity for the emergent execution of the work and applying for post – sanction.

(7) *Procedure for the execution of repairs to vehicles locally by private firms.* - Where vehicle are proposed to be got repaired by private firms locally atleast two quotations for all the repairs and replacements necessary should be obtained. The quotations should clearly state the details of the work, particulars of the spare parts required, and the time required for completing the repairs. The opinion of the local Motor Vehicles Inspector should then be obtained in writing as to whether the repairs and replacements proposed are necessary and justified, and whether the rates quoted are reasonable, in respect to

repairs and replacement exceeding Rs. 200. An estimate should be prepared in the prescribed Form No. 50 and it should be submitted together with the quotations and the Motor Vehicles Inspector's report to the authority competent to sanction the estimate. Only after the receipt of the sanction of the competent authority should the vehicles be sent to the firm for undertaking repairs. It should be ensured that the firm keeps upto the time schedule agreed to by it at the time furnishing the quotations and that all the old and worn out parts re-placed are returned by the firm when the vehicle is returned after repairs. All worn out parts thus received should be listed out and the lists kept safely till receipt of the proceedings sanctioning the condemnation after which the condemned parts should be transferred to the Register of Condemned articles and disposed of to the best advantage of the Government.

As soon as the vehicle is received after repairs from the firm and before the bill of cost from the firm is settled, the vehicle should be produced before the Motor Vehicles Inspector and his certificate obtained that the repairs and replacements originally proposed have been carried out satisfactorily. The bill of cost of the firm should then be settled immediately.

(8) *Procedure for the execution of repairs to vehicles in the Government workshops.*- In case, no major repairs could be carried out locally or in the private automobile firms, the vehicle may be sent to Hyderabad for carrying out major repairs.

(9) *Recording of entries relating to repairs.*- As soon as a work is completed, a completion report in Form No. 51 should be sent to the authority sanctioning the estimate. All the items of charges incurred towards repairs and replacements to vehicles should be recorded in the log book of the vehicle concerned immediately the expenditure is incurred. At the end of every month all the items of expenditure on repairs and replacements incurred for a vehicle without estimate and entered in the log book should be totaled up and the monthly total posted in the register of Capital Assets under the repairs in the pages allotted to the respective vehicles. All items of repairs or replacements covered by estimate should also be entered in the Register of Capital Assets under 'Capital' or 'Repairs' as the case may be.

(10) *Quarterly return of repairs and replacements.*- A consolidated quarterly return of repairs and replacements including replacement of Sundry items without estimates carried out to vehicles in the station should be sent in Form No. 52 to Chief Office, through the Regional Fire Officer. The return should reach the Regional Fire Officer by the 10th of every quarter who after checking the return forward it to Chief Office by the 15th of every quarter.

(11) *General* – Incurring of expenditure piecemeal merely to keep within the monetary limits prescribed is prohibited. An estimate should include all items of items of repairs which have to be executed at a time to keep the vehicle in good condition. The estimates should be prepared as accurately as possible and in cases where the actual cost of repairs exceeds the sanctioned estimate, the difference should be fully

explained. Splitting up of estimates should be avoided. Improper or unjustified expenditure incurred under any of the items mentioned in paragraph (4) (ii) will be disallowed and ordered for recovery from the person incurring the charge.

487. *Scale of issue of cleaning materials torch calls.* – The following is the maximum scale of issue of cleaning materials and torch calls ;

Torch Cells. – (1) Two cells per station per month for general purposes and

(2) Two cells per torch per unit for an aggregate of 12 hours attendance at night fires or one in three months whichever is earlier.

Brasso Polish. - One tin of size 12 per two tins of size 6 per unit requiring applications (expecting ambulance per month).

Bar Soap. - One (two pound bar) per station per month.

For a station with more than one mobile tank unit. 1 trailer pump unit and 1 ambulance 3 bars per two months.

Dungaree cloth. - One yard per unit and one yard Per station for general purposes per month.

Cotton waste should not be used for cleaning purposes at a station on account of its excessive cost.

Cleaning materials may be issued for all vehicles on the above scale subject to the exception laid down and excepting those vehicles which have been condemned and are awaiting disposal. Even in the case of the latter, the superficial dirt and dust should be brushed off daily.

The District Officers are empowered to cut down the scale of issue if it is found to be in excess of actual requirements.

488. *Scale of issue for paints.* -

		Nature of appliance		Maximum scale.
(a)	Red paint for two coats	Mobile Tank Unit	..	1 ½ (one and half) gln.
		Tender	..	1 (one) gallon.
		Trailer pump	..	½ (half) gallon.
(b)	Anti-corrosive paint for chassis, etc.	Mobile Tank Unit	..	¾ th (three-fourth) gln.
		Tender	..	½ (half) gallon.
		Trailer pump	..	½ (half) gallon.
		Ambulance	..	1 (one) pint.

(c)	Aluminium paint anti-corrosive if used instead of above for chassis.	Mobile Tank Unit	..	1 (one) paint.
		Tender	..	½ (half) paint
		Trailer pump
(d)	(i) Aluminium paint or Anticorrosive paint for painting the inside of the tank of the Mobile Tank Unit in places where salt water is stores.	Mobile Tank Unit	..	1/3 rd gallon once in a quarter.
		.Do.		1/3 rd galloon once in a half year.
	(ii) Aluminium paint or anticorrosive paint for painting the inside of the tank of the Mobile Tank Unit in places where fresh water is stored.			
(e)	Ambulance body out-side cream paint 2 coats.			3/4 th (three-fourth) gallon.
	Inside body with light green paint 2 coats.			½ (half) gallon.
(f)	Mud Paint	.. Tender of the body of which is of galvanized iron sheeting.		1 gallon mud paint.
	Ambulance	.. Do.		1 (one) gallon mud paint.
	Canvas hood or covering (if new)			1 (one) gallon cream.

(1) Actual issue and use of paints for purpose of repainting vehicles should belimited to the actual quantity required subject to the maximum limit prescribed above which should not be exceeded.

(2) When indenting for paints, the number of vehicles to be painted under each category, date on which the vehicles were previously painted and the maximum quantity permissible as per the above scale should be furnished.

(3) The District Officers should not pass for supply whatever quantity of paints has been indented for. They should carefully scrutinize the necessity for the quantity as is absolutely required and in no case should the supply exceed the limit prescribed in para (a) above.

(4) The Officers-in-charge of Fire Station and Workshops are authorized to purchase the paints locally at competitive rates after obtaining the sanction of competent authority, who should carefully scrutinize the necessity for the quantity indented for. They should pass for supply only such quantity as is absolutely required and in no case the limits prescribed above should be exceeded.

490. *Scale of Furniture for Fire Stations* – (a) The following scale of furniture is authorized for each fire station with telephone connection manned by the usual staff of one Station Officer and other ranks.

Scale of furniture.

Tables	..	3 (three)
Chairs	..	3 (three)
Wooden benches	..	2 (Two)
Almirahs	..	2 (Two)
Wooden racks with 3 partitions	..	2 (two) (one for records and the other for hose) with the dimensions. Height : 7. Length : 6. Width : 2.

Where telephones have not been installed two (2) tables only are authorized.

(b) For every additional officer, stationed in a section, the following additional furniture is authorized.

Big Table	..	1 (one)
Chairs	..	2 (two)
Wooden stools	..	2 (two or in its place one short bench.)
Almirah	..	1 (one)

For every additional clerk retained in a section (under leave reserve), one small table and one chair may be retained.

(c) No Officer furniture of any kind should be kept in the quarters or residence by any non-gazetted officer. Gazetted Officers may, if absolutely necessary, have the use of one table and two chairs for attending to office work in their residence. They must sign for the furniture thus taken for their use and be responsible for their safe custody, and eventual return when the furniture is no longer required.

(d) *Accounting procedure of the furniture Instructions.*- All the items of furniture should be accounted for in the prescribed stock Register. The items should be deleted from the Stock Registry only when they have been condemned and entered in the condemned articles Register, or issued to other offices or stations. Articles in use in the sections should not be treated as issues. To differentiate between the articles of furniture in 'use' and in 'stores' necessary indications may be given in the 'remarks' column as to how many are in 'use' and how many kept in 'Stores'. The balance as per the stock register should agree with the number shown in the quarterly return of Government property.

491. *Unserviceable Articles – Authorities – Competent to Condemn – (a)* Under article 140 read with Article 123 of Andhra Pradesh Financial Code Volume I, the authorities mentioned in column (1) below can condemn the groups of Articles detailed in column (ii) which have become unserviceable serviceable in the ordinary course or by fair wear and tear, if the replacement value of the articles so condemned does not exceed the monetary limits shown in column (iii).

Authority.	Category of Stores.	Monetary limit.
(1)	(2)	(3) Rs.
1. Divisional Fire Officers	(i) Motor parts pumps, pars, tools, cycles tools	250
2. Regional Fire Officers	(i) Motor parts, pump pars, Motor tools and cycle tools	1000
	(ii) General equipment, Fire equipment and equipment belonging to fire units and Ambulances.	500
3. Director of Fire Services	(i) Motor parts pumps, pars, tools, cycles tools	2000
	(ii) General equipment, firefighting equipment etc.	2000
	(iii) Articles of clothing and personal equipment.	No limit

Where these limits are exceeded, the approval of the competent higher authority should be obtained.

(b) Separate lists under the following groups should be prepared and submitted to the authorities competent to condemn the articles upto the monetary limits mentioned above :

1. Motor tools.
2. General equipments
3. Fire Equipment
4. Ambulance equipment.
5. Cycle parts
6. Clothing and personal equipment.

(c) *Procedure for condemning unserviceable article.*- The District Officers should during their inspection of fire stations and workshops under their jurisdiction, inspect all the unserviceable articles which are fit for condemnation, draw up a list of such items and transmit in triplicate with a certificate in the following form to the authorities competent to condemn them for approval the period of wear and tear of the articles proposed for condemnation and its replacement value should be furnished against each item.

“Certified that I have inspected the unserviceable article on personally satisfied myself that each item of store recommended for condemnation in this list has become unserviceable in the ordinary course’ *Through proper usage or by Fair Wear and Tear* – after scrutiny of this list, the competent authority, will after satisfying himself that the listed items can be condemned, record the fact of condemnation on the lists and issue proceedings sanctioning the condemnation one copy of this list will be retained by the condemning authority. The remaining two copies will be returned to the District Officer, who will retain one copy for his file and return the remaining copy to the Fire Station.

(d) *Accumulation of unserviceable articles Avoidance of.* – The Officers-in-Charge of Fire Stations or Workshops should see that un-serviceable articles are put up before District officer, for condemnation as and when they become unserviceable without allowing them to accumulate.

(e) *Accounting of Stores Certified as unserviceable.* – On receipt of the proceedings sanctioning the condemnation, the condemned stores should be transferred to the Register of Condemned Articles. The District Officers should attest with date all entries in the Register of condemned articles during their inspections.

(f) *Disposal of condemned articles* - Soon after the condemnation of the unserviceable Stores is approved by the competent authority, the District officer should arrange to dispose of the condemned articles by sale in public auction after wide publicity at the station concerned. Wherever possible publicity of auction sale of condemned articles by tom-tom should be arranged through the local Revenue Department. If it is done departmentally, the expenditure may be met from ‘other contingencies’ of the Station concerned.

NOTE: (1) Where an Assistant Divisional Fire Officer conducts an auction sale, he should get the sale confirmed by the Regional Fire officer concerned.

(ii) The following unserviceable articles can be destroyed as quite worthless. Such condemned articles, if any, should be destroyed by the District Officers, personally and a certificate to the effect that the articles have been destroyed in his presence in such a manner that they cannot be put up for condemnation again recorded in the Register of condemned articles against the items so destroyed.

1. Fused electric bulbs (glass only).
2. Fused bulbs, head lamp ; tail lamp and dash board bulbs.

3. Fused bulbs, heads, battery charger.
4. Dead cells, torch (should be broken up at the time of inspection).

(iii) Condemned batteries should be broken and condemned motor and cycle tyres cut at the time of condemnation so as to prevent them from being replaced on vehicles or put up a second time for condemnation.

When reporting condemnation of batteries and tyres, officers should record a certificate to the effect that the condemned battery or tyre has been broken or cut as the case may be, in their own presence, and that it will not be possible for the condemned article to be used or put up again for condemnation.

(iv) No item of condemned article should be returned to State Stores as it involves unnecessary expenditure on Railway freight etc.

(g) *Authority competent to hold the auction.*- Auction sale of condemned articles should be held by the District Officer personally. A list of bidders showing their names and addresses should be drawn up and the various bid amounts noted against the concerned bidders. These records should be available for reference in audit.

The following Certificate should be furnished by the District Officer in every sale list in respect of auctions conducted by him.

“ Certified that the Auction sale was conducted by one personally after giving wide publicity “.

(h) Collection of sale proceeds and recording of relevant entries.

(i) It should be made clear to the bidders in an auction where the sale is conducted by an Assistant Divisional Fire Officer that the acceptance of the bid will be subject to the approval of the concerned bidders. These records should be available for reference in audit.

(ii) The bid amounts should be collected from the accepted bidders on the spot before delivering the articles and the amounts credited to the relevant head of receipt correctly.

(iii) Sales Tax need not be collected on all auction sales of unserviceable articles.

The unserviceable kit and hessian received with parcels in rags, if any on stock may be used as cleaning material in the Fire Station after obtaining orders from the authority competent to purchase these items.

(iv) As soon as condemned articles are sold, details of amounts collected should be entered in the cash book and the sale proceeds credited into the treasury. These details should also be entered under the appropriate columns in the register of condemned articles.

(v) Acknowledgement from the parties to whom the condemned articles are handed over after realization of sale proceeds should be obtained and kept in record. This acknowledgement should tally with the list of articles sold.

492. *Procedure for the Condemnation of Delivery Hoses*;- Too may length of unserviceable delivery hoses should not be allowed to accumulate and put up for condemnation in one lot as it is not possible to replace them by new Hoses. Proposals for condemnation and replacement of delivery hoses should be limited to only 4 (four lengths) at a time. If the couplings attached to the condemned delivery of suction hoses are found serviceable, they should be removed and kept safely for binding them to new hoses supplied, in the place of old ones. Otherwise they may be disposed off to the best advantage of the Government and the sale proceeds credited to Government provided they have served the period fixed.

493. *Procedure for the condemnation of Motor tyres and Tubes* – While submitting proposals for condemnation and replacements of tyres and tubes the particulars of the mileage done by each tyre and tube should be at least 15,000 miles or it should have served a period of not less than five years. When tyres are put up for condemnation before they have done 15,000 miles or have lasted for 5 years, the District Officer should examine whether there has been any neglect in their maintenance and submit a detailed report fixing up the responsibility for such neglect.

Ordinarily, a tyre which is put up for condemnation should be well worn on the tread. Tyres with plenty of tread not worn, but cracked around the sides, would indicate faulty maintenance through faulty pressure and excessive loads.

Accidental damage, such as severe impact with some object on the road at high speed may cause a blow-out. Such accidents should be recorded immediately in the log books of the vehicle concerned. When Drivers / Operators take over charge of the vehicles they should pay particular attention to the conditions of the tyres and report any defects to the officers-in-charge promptly.

494. *Period of Wear and tear for Cycle Tyres and Tubes* . – The period of wear of cycle tubes and tyres is fixed ranging from 12 to 18 months. The time limits prescribed above should be kept in view while condemning the cycle tyres and tubes by competent authorities.

495. *Testing of Fire Extinguishers Instructions*. – All Fire extinguishers should be subject to the following standard tests periodically.

Soda Acid Type:- Vent holes as nozzles must be examined monthly and must be kept free and clear of dirt, metal polish, etc., and tested once in two years under hydraulic pressure of 300 lbs. per square inch and specific gravity of solution checked.

Foam Type:- Foam extinguishers are to be opened up for inspection and the liquids stirred once a month, care being taken not to use the same stick for both solutions. Each foam extinguisher is to be tested by discharge once in two years, the period dating from the last discharge whether at a fire or for test purposes. When replacing the head cap it should be tightly screwed to the container to form a gas proof joint.

Carbon Tetrachloride Type : Carbon tetrachloride extinguishers are to be examined for leakage once a week. A monthly test is to be carried out with the pump type as follows:

Pump two or three strokes in an upward direction to make sure that all valves are functioning, then discharge contents into a clean and perfectly dry receptacle. Lightly grease the plunger rod and wipe off. Recharge with the original contents, making good any loss from a fresh charge. Any admixture of even a small quantity of water to carbon tetrachloride in an extinguisher causes corrosion of the metal.

General .- Soda – acid and foam extinguishers are to be subjected to a water – pressure test of 300 lbs. per square inch, once in two years.

A list of firms and workshops having the requisite apparatus for carrying out hydraulic pressure tests to Fire Extinguishers is given below :

1. Crompton Engineering Company.
2. Parry & Company.
3. Public Works Department Workshop, Dowlaiswaram.
4. Superintending Engineer, Andhra Pradesh Power System, Vijayawada
5. The Municipal Electrical Engineer, Masulipatnam.
6. Nellimara Jute Mills & Co., Ltd., Nellimara P.O., Visakhapatnam District.
7. Port Officer, Kakinada
8. Tungabhadra Industries, Kurnool
9. Fire Services Divisional Headquarters Fire Station.

The Chief Electrical Inspector to Government, Andhra Pradesh also has the requisite apparatus for conducting hydraulic pressure tests to Extinguishers at the Standards Laboratory attached to his office. The testing charges are Rs. 4 for the first extinguisher and (Rs. 1.50 nP.) for every additional extinguisher presented at a time for test.

When extinguishers require pressure test, the Officer-in-charge of the section will first ascertain the charges from the nearest firm or workshop and if the charges are cheaper than the rate fixed by the chief Electrical Inspector to Government of Andhra Pradesh, including the to and fro railway freight, the testing may be carried out in the nearest firm or workshops after obtaining the sanction of the competent authority. Where the local rates are higher, the extinguishers should be got tested at the Office of the Chief Electrical Inspector to Government of Andhra Pradesh.

CHAPTER NO. XXVI.

DUTIES OF OFFICERS.

496. *Director of Fire Services :-* The Director of Fire Services is the head of the Department. He shall have full administrative control of the service throughout the state. He is responsible to the Government for the efficient running of the administration and shall keep the Government in touch with all important matters, concerning the Department.

497. *Regional Fire Officer :-* The Regional Fire Officer shall exercise control and supervision over the working of the Fire Service in the region under his charge. He should endeavour to establish and maintain efficiency and discipline, uniformity of procedure and practice and cooperation among the Fire Officers and men of his several Districts.

498. *His Administrative Powers :-* The Regional Fire Officer has a large measure of Administrative control within his region. His powers in the matter of appointments, postings, leave, punishment and appeal are detailed in the appropriate sections of the Fire Service Manual, and in the Statutory rules issued by the Government from time to time to regulate the methods of recruitment, conditions of service, pay and allowances, pension, discipline and conduct of the members of the Fire Subordinate Service.

499. *His Duties Regarding Inspections: -* Each Regional Fire Officer in charge of a region should inspect Fire Station and Subordinate officers in his region once in a year. When he visits district he should inspect all the Fire Stations in that district and transact all other business concerning his duties of office. He should not visit the same district more than once in a year unless there is some emergency or directed by the Director of Fire Services to do so. This order will not apply to departmental enquiries if they are to be conducted by the Regional Fire Officer personally.

Whenever a Regional Fire Officer incharge of region visits a District Headquarters he should make it a point of seeing the Divisional Fire Officer or the Assistant Divisional Fire Officer who is on probation so that he can judge the progress made by the Divisional Fire Officer or Assistant Divisional Fire Officer.

500. *Report of Casualties among Assistant Divisional Fire Officers, Station officers, etc., :-* The Regional Fire Officer shall report to the Director of Fire Services on their occurrence casualties among the Assistant Divisional Fire Officers Station Officers and other personnel caused by *Injuries* or death.

501. *Divisional Fire Officer / Assistant Divisional Fire Officers :-* He is incharge of all Fire Station in his jurisdiction and is responsible for the administration and operational efficiency of those Fire Stations. He is also responsible for all matters relating to the internal economy and management of the Fire Stations placed under his jurisdiction.

502. - *Inspection report* .---- The Divisional Fire Officer should inspect all fire stations in his jurisdiction at least once in six months. Whenever the Divisional Fire Officer or Assistant Divisional Fire Officer inspects the station an inspection report in Form No. 53 should be sent to Regional Fire Officer concerned. A copy of the remarks left in the station visiting book is to be forwarded together with the report in form 53 to the Regional Fire Office concerned. The Divisional Fire Officer or Assistant Divisional Fire Officer during his inspection should conduct wet drills and test all the fire units thoroughly. He should inspect and test fire equipments such as fire extinguishers, suction and delivery hose ladder etc. He should also conduct practical exercise.

503. *Responsibility with Regard to his Subordinates* – It is the duty of the District Officer to make himself acquainted with the character and qualifications of his subordinates. He is also responsible for seeing that Station Officers under his jurisdiction work efficiently and it is his duty to bring to the notice of his Superior officer any defects of character or temperament and want of zeal which detract from their utility of Fire Officers.

504. *Proper Management of Fire Stations* :- The most important function of the Fire Services Organisation is the proper management of Fire Station. On it depends the efficiency of the entire Fire Service. The District Officer will be responsible for the efficiency of the Fire Service under his control. To achieve this, the District Officer will take up the Headquarters Fire Station in the first instance and would show to the Station Officer how proper Station management has to be done. The District Officer will thus improve the efficiency of the Headquarters Fire Station paying personal attention in all respects. As soon as the object is achieved, he will take up another Fire Station to bring it up to the standard of the Headquarter Fire Station. Thus he will complete all Fire Stations in his district likewise, so that there will be uniformity in all stations under his control.

505. *Nature of Conveyance to be Maintained by the Fire Officers* :-(i) Every Regional Fire Officer should maintain a thoroughly serviceable Motor Car for efficient discharge of his duties. The Regional Fire Officer in Grade V of Annexure I of the Andhra Pradesh Travelling Allowance Rules upto a limit of Rs. 575 should be treated as Officers in Grade IV for purpose of mileage when they maintain and use his Motor Car on tours.

(ii) Divisional Fire Officer.- Every Divisional Fire Officer should maintain a thoroughly serviceable Motor Vehicle (car or cycle) for the efficient discharge of his duties. The Divisional Fire Officer in Grade V of Annexure I of the Andhra Pradesh Travelling Allowance Rules should be treated as Officer in Grade IV for purpose of mileage when he maintains and uses his Motor Car on tours.

(iii) Assistant Divisional Fire Officer: Every Assistant Divisional Fire Officer (Except Assistant District Fire Officer- State Training School) will be paid a sum of Rs. 15 p.m. if he maintains ordinary cycle for the discharge of his duties.

(iv) *Station Officer.* – Every Station Officer will be paid a sum of Rs. 4/ p.m if he maintains and uses the Cycle of his own for the discharge of his duties.

506. *Payment of Tax by Government on behalf of Assistant Divisional Fire Officers and station officers.* – The Government have sanctioned payment of Tax in respect of Motor Cars or Motor Cycles maintained by Assistant Divisional Fire Officers and Motor Cycle if any maintained by Station Officers subject to the following conditions:-

- (1) that if the officers go on short leave even for a month or less in a quarter proportionate tax should be recovered from him ;
- (2) that the whole amount should be laid by the Government in the first instance and recoveries made for the period of absence if any ; and
- (3) that the Officers whose duties are mainly of an indoor nature will not be eligible for concession.

(G.O. Ms. No. 2126, Home (Police – A) Department, dated 21st October 1954).

507. *Conveyance* .- Period within which to be obtained or replaced. (1) Every Divisional Fire Officer in the mufassal towns must obtain a thoroughly serviceable motor vehicle (car or cycle) within three months of his being posted to hold charge of a district.

(2) An Officer will be allowed one month to replace a motor vehicle sold.

(3) An Officer on return from long leave should provide himself with a motor vehicle within a month after his arrival.

508. *Exemption from maintaining a conveyance,* – *authority competent to Grant* .- (1) The Director of Fire Services is empowered to grant to an officer temporary exemption from the obligation to maintain a motor vehicle for not more than six months. If the Officer does not get a motor vehicle within the time allowed, the Director of Fire Services should address the Government for orders in the matter.

(2) An Officer, who does not provide himself with the required means of conveyance within the prescribed period and has been exempted in the manner indicated above, is liable to have his travelling allowance reduced.

(G.O. Ms. No. 1231, Home Department, dated 15th April 1953)

509. *Certificate and reports regarding maintenance of a conveyance by a Regional Fire Officer / A Divisional Fire Officer.* – (1) Every Officer will certify in his travelling allowance bill that he has maintained a thoroughly serviceable motor vehicle (car or cycle)

(2) When an Officer's motor vehicle is sold or become unserviceable he must report the fact officially at once to the officer who countersigns his travelling allowance bill.

(3) A Regional Fire Officer when on tour, should see that officers have the required means of conveyance and report the fact in his notes of inspection.

510. *Station Officer (1)* 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.

(2) 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.

3. To take charge of and be responsible for all appliances, stores equipments etc., issued to his Station and submit a report to his Superiors as to the correctness or otherwise of such articles taken charge of. He should submit a requisition to his superiors of the requirements of his Station as necessary.

4. To see that all appliances and equipments are kept clean and in thorough working order showing them properly for immediate use at fires and other emergencies without loss of time.

(5) To instruct and drill all men under his charge in the use and maintenance of fire appliances and equipments.

(6) To hold a muster parade for the inspection of uniforms, clothing, boots 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 shortage, if any, to his superiors. The inspection of uniforms and equipments should be carried out periodically.

(7) To ensure that the roll is called at such times as he considers most suitable.

(8) To ensure prompt attendance of fire appliances and men inclusive of himself. He should carry out surprise turn-outs at odd hours atleast once a month.

(9) To ensure that his station Time-clock is checked with Time Clock or Time Signal atleast twice a day at proper intervals.

(10) To see that the man placed on Station duty is properly dressed and is acquainted with his duties.

(11) 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.

(12) 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 concerned with the Station under his charges.

13. 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.

14. 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.

15. 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.

16. To make himself and his staff acquainted with net worth of communication system as may be existing in the service.

17. To make himself and his staff acquainted with the net work of communication system as may be existing in the service.

18. He shall be responsible for all administrative matters pertaining to the station such as :-

- (a) the proper utilization and accounting of the permanent advance sanctioned to the Station :
- (b) the correct preferment of claims against Government account and the safe custody and prompt and proper disbursement of all sums drawn on Government account to the appropriate persons entitled to receive them ;
- (c) the collection, custody and remittance to the credit of the appropriate head of Government account, all dues to Government such as ambulance receipts, standby and pumping charges, recoveries ordered from personnel etc.,
- (d) the receipt, custody and issue of all items of appliances equipment, stores and other valuables supplied on Government account and prompt disposal under proper authority of all condemned and unserviceable articles.
- (e) the proper maintenance of all records and registers required to be maintained ;
- (f) the prompt and punctual submission of all returns prescribed to the authorities concerned.

19. The Station Officer will also function as ex-officio president of the Sports and Recreation Club of the station and be responsible for its proper functioning according to the orders issued from time to time.

20. In case of a station having a Station Officer and a Sub-Officer, the former shall be incharge of the station and the later 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.

511. Leading Firemen.-(1) To be available at the station, to which he is posted, while on duty.

(2) To obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him.

(3) To see that the man 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.

(4) To see that all equipment, gears, etc., are properly accounted for and responsible for the same when in charge of the fire appliances of equipments, in case of any loss or damage of articles or equipments, uniform clothing, etc., he shall immediately report this to his next senior officer about the same.

(5) 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.

(6) It is primarily the duty of the Leading Firemen put in charge of a Station during the temporary absence on leave or other duty of the Station Officer to take necessary action as required by the departmental orders or their instructions laid down in this regard in respect of all occurrences. In cases of doubt, he should report to his immediate superior officer for orders.

(7) 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.

512. *Driver Operator.*-(1) To be available at the Station 'to which he is posted while on duty ;

(2) To obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him, if any.

(3) 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 showing of equipments and gears that are carried on the fire appliances or kept at the Fire Station.

(4) To test atleast 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 Firemen in charge and to the man on Station duty.

(5) To keep an inventory of all articles and equipment under his charge, and to maintain a record of time at work, mileage, petrol and oil consumption etc.,

(6) The Driver Operator when posted in charge of an ambulance is responsible in a addition to the duties and responsibilities referred to above:-

- (1) the safe loading, transporting and unloading of a patient – with the help of the ambulance attendant ;
- (2) Collection of the charges due towards the call; and
- (3) The correct issuing of receipts for moneys collected from private individuals for service rendered and handing over the collections to the Station Officer.

(7) 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 Firemen, in addition to those specified above, shall be carried out by them.

513. *Firemen.-*

1. To be available at the Station, to which he is posted, while on duty.
2. 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.
3. To keep himself and his quarters if provided neat and clean.
4. To devote whole of his time and attention to the Fire Service Department, while on duty.
5. To set examples to others by sobriety, cleanliness, promptitude, civility and general attention to his duty.
6. To be responsible for keeping the Station premises, such as appliance rooms, offices, drill yard, watch rooms, workshop, dormitory, drill, tower, hose drying tower, etc., neat and clean by washing when necessary and appliances, equipments, gears, etc., clean and tidy.
7. To keep himself alert to attend to fires, special services, fire drills, etc., in the shortest possible time on the Alarm being sounded.
8. 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.

9. 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, stowage and maintenance therewith.
10. To assist Drive Operator in the proper maintenance of equipments and gears of the vehicles, perform guard duties, workshops duties, control room and watch room duties, duties of office orderlies and fire aids, dispatch messengers etc.
11. To thoroughly inspect the fire appliance to which he is posted and to report to the Leading Fireman of having verified the same. The Fireman are jointly and severally responsible to the Leading Fireman of the unit for the appearance; scrupulous cleanliness of the unit and the various equipment therewith; correct upkeep; maintenance and stowage of the 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 gardens etc.,

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

12. Firemen when posted as guard or sentry by turns, or by other method as deemed fit by the officer-in-charge 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.

- (a) To guard all properties, fixtures, fittings and other re-effects, both in the Fire Station premises and Station surroundings.
- (b) To see that all persons entering upon the fire station premises are directed to the officer-in-charge and to see that they leave the premises immediately their business is finished.
- (c) To be aware and remain alert at all times.
- (d) To control the movements, of incoming and outgoing vehicles to avoid accidents.
- (e) To watch the garden and plants in station grounds.

13. Firemen are posted as ambulance attendants by turns. They are responsible for the proper loading and un-loading of patients under the direction and assistance of the ambulance drivers incharge of the units. They should ride with the patients at the back of the ambulance and should look after the safety and comfort of the patient during the journey. They will be responsible for the care and maintenance of all first aid equipment supplied to each Ambulance. They will render first aid to the patients, when necessary. When travelling with or without a patient, the ambulance attendance will be seated only at the back of the ambulance and shall not sit beside the Ambulance Driver.

14. In addition to the above, a Fireman shall perform any legal duty, in the interest of the Fire Services, when ordered by appropriate authority.

514. *Duties of Watch Room Operator or any other persons deputed for watch room* – (1) to be available of the Fire Services, when ordered posted while on duty.

- (2) To obey implicitly orders of his superiors and exact the strictest obedience and civility from those serving under him.
- (3) While taking over charge which should be atleast 10 minutes before the schedule for charge 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 telephone connections with other stations.
- (4) 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.
- (5) 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 service as the case may be. In such cases, he shall keep record of movements of vehicles, officers and men regarding messages thereof etc., in the occurrence book.
- (6) 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.
- (7) He shall not allow any unauthorized persons to enter the Watch Room.
- (8) He shall be in proper uniform or dress.

- (9) 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 appliance and men.
- (10) 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.

515. *Generally Duty.*- Operational staff viz., Officers, Leading Firemen, Driver 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 squad, physical and fire Drills, etc.,

(*Government End. No. 4545/60-2, Home (Police-A), Department, dated 16-12-1960.*)

516. *Movements of Officers* – (1) In order to receive messages for turning out to fires, all officers of and above the rank of Assistant Divisional Fire Officers should be in touch always with their Head Quarters Stations, unless they are on authorized leave. When they are not in Headquarters but on tours, they should be in touch with the town stations where they are camping. That is to say, while in Head-quarters or on camp, they should notify to the Station Control Room of their availability and movements at all fires except when they are on authorised leave or absence.

(2) All the Officers should furnish a certificate while submitting their Travelling Allowance Bills to the countersigning authority for countersignature, to the effect that their movements and availability as detailed in the travelling allowance bills have been recorded in the Station Occurrence Book while on camps and that those entries have been personally checked and attested by them in such occurrence books. The Travelling allowance bills received without these certificates should not be countersigned by the countersigning authority.

517. *Attendance at fires.*- The Officers should strictly comply with the instructions in regard to the attendance at fires as laid down under Chapter No. XXVIII “PROCEDURE AND ATTENDANCE AT FIRES”.

518. *Urgent work* : Transaction when a Divisional Officer is on Casual Leave Arrangements to be made.- All Fire Officers shall make the necessary arrangements for the transactions of all urgent and important work during casual leave taken by them.

CHAPTER XXVII

PLACES OF PUBLIC RESORT, PLACES AND TRADES INVOLVING RISK FROM FIRE AND WATER SOURCES AND OTHER PLACES REQUIRING PERIODICAL INSPECTION BY FIRE OFFICERS INSTRUCTIONS.

519. *Places and trades involving risk from Fires.* – (i) Consultation with the Senior Fire Officer of the Andhra Pradesh Fire Service where local sections of the Andhra Pradesh Fire Service exist or a Police Officer of the rank of Inspector or above in places where no local section of the Andhra Pradesh Fire Service exists, is necessary before licenses are issued or renewed under section 193 of the Madras District Municipalities Act, 1920 or Section 193 of the Madras District Boards Act, 1930, or Section 91 of the Madras Village Panchayat Act, 1950 or under the provisions of the places of the Public Resort Act, 1888, as the case may be, for the use of any place or premises for a purpose in which risk by Fire is involved. IN places where there is neither a local section of the Andhra Pradesh Fire Service nor a Police Officer of the rank of Inspector or above, the Executive Authority of the Municipality or the Local Body concerned should consult the Inspector of Police having jurisdiction over such area before granting licenses or renewing licenses under the various sections referred to above. An illustrative list of the places and the trades in respect of which the consultation is necessary is printed in Annexure XVII.

(G.O. Ms. No. 1799, Health Department, dated 3rd June 1952.)

(G.O. Ms. No. 1650, Health Department, dated 22nd July 1959.)

(ii) It is open to the Executive Authority of the Municipality or Local Body to impose restrictions, which he considers essential in addition to those suggested by the Fire Service Officer or the Police Officer while granting or renewing licenses under the Acts mentioned above.

(iii) The following board principles are laid down for the guidance of the Executive Authorities of Municipalities and Local Boards while granting licenses under any of the Acts referred to above for use of any places or premises for a purpose in which risk by fire is involved:-

- (a) The premises where the proposed trade is to run should not be a source of danger to the surrounding locality. It should not also be situated dangerously near to any other building.
- (b) Adequate Fire preventive and precautionary measures should be taken at the premises by providing sufficient number of fire buckets filled with water and sand.
- (c) If the proposed trade is a workshop, sufficient number of fire extinguishers should be provided and if it is a place where a number of labourers are employed, sufficient number of exits should be provided.

(G.O. Ms. No. 1065, Health and Local Administration Department, dated 19th July 1955.)

520. *Places and Trades Involving Risk from Fire Inspector by Fire Officers.*- When applications for the issue of renewal of licenses in respect of places and trades in which risk from fire is involved, are referred to the Andhra Pradesh Fire Service Department, by the Executive Authorities of Municipalities, District Boards and Panchayat Boards, a reply should be sent, as early as possible, and in any case, within 15 days of the receipt of the reference, so that the Executive Authorities of the Municipalities, District Boards and Panchayat Boards, may dispose of the applications within the statutory period of 30 days from the date of receipt of the applications.

521. *Fire Protection on temporary Structures.* – With a view to ensure fire protection to pandals and other temporary structures constructed of combustible materials, the following conditions have been imposed for issue of licenses for the erection of pandals or other temporary structures at Fairs and Festivals under the provisions of the Madras District Municipalities Act 1920, as amended and the Madras Local Boards Act 1920 (As amended):-

(1) *Provision of water for firefighting :-* Supply of water shall be not less than 15 gallons per 1,000 sq. feet of floor area for each pandal or other temporary structures. The water shall be stored in buckets or in any receptacles, in readiness, one half within, and the other half, without the exterior sides of the pandal or other temporary structure constructed of combustible materials. The buckets or other receptacles shall at all times, be readily available for use of fire-fighting purposes only.

Provided, that where the floor area of any pandal or other temporary structure is less than 1,000 sq. feet the above conditions may be waived by the Licensing Authority at his discretion.

(G.O. Ms. No. 51, LocalAdministration dated 10-1-1951).

(2) *Provision of sand or dry loose earth:* - One cubic foot of sand or dry loose earth in any receptacle should be provided for every 25 feet along the sides of the pandal, or other temporary structure constructed of combustible materials, provided the floor area of the pandal or other temporary structure is more than 1,000 sq. feet.

(3) *Provision of fire-fighting equipment or Appliances:* - Any other fire-fighting equipment or appliances that may be deemed necessary by the Licensing Authority should be also provided. Where a Local Fire Officer is available, the nature of and the extent to which firefighting equipment or appliances should be provided, should be decided in consultation with him.

(4) *Electrified pandals or other temporary Structures:-* The switches should be placed well away from the pandal or other temporary structure :

(5) *Construction of pandals, and temporary structures :-* The height of the roofs of the pandals or other temporary structures shall not be less than 12 feet from the ground level. Atleast two sides of the pandal or other temporary structure opposite to each other and leading to open spaces should be left open to serve as “Exists” in the case of any emergency.

(6) *Open Fire* :- Open Fires other than for religious purposes should be prohibited in or near the pandals or other temporary structures.

(G.O. Ms. No. 51, Local Administration, dated 10-1-51).

522. *Inspection of Cinemas and Issue of Certificates by Fire Officers:* The Government have ordered that.-

(1) The Local Fire Officer authorized by the Director of Fire Services in the town where the Fire Service is established is empowered to inspect the Cinemas both permanent and touring ; and

(2) At other places where there are no fire stations, then Electricity Department should be entrusted with this job.

(3) The Certificates after inspection of the Local Fire Station Officer may be issued by the Director of Fire Services himself or any other officer authorized by him in this behalf.

(G.O. Ms. No. 684, Home (Prisons), Department, dated 30-3-1960).

523. *The following orders are issued by the Director of Fire Services:-* (1) The cinemas both permanent and touring should be inspected by the Local Station Officers in the towns where the Fire Services are established.

(2) At the other places where there are no Fire Stations, the Electricity Department will carry on the inspections and the Fire Services will have nothing to do in the matter.

(3) (a) The Certificates after inspection by the Local Station Officers may be issued in the Form No. 54. The District Officers are authorized to issue the Certificates on behalf of the Director of Fire Services to the Cinema managements which should be done without the least delay possible and in any case within a week of the receipt of the Station Officers' report at the Divisional Fire Officers or Assistant Divisional Fire Officers' Office, on the specific recommendation of the Station Officer.

(b) If the certificate is not recommended by the Station Officer for non-compliance of the Cinematograph Rules, then the intimation about it with a copy to the Licensing Authority and the Station Officer, should also be communicated to the management by District Fire Officer or the Assistant Divisional Fire Officer without any delay as in the case of issue of certificate.

(4) The District Officers may cease, with immediate effect to go on tour, solely for the purpose of cinema inspection.

(5) The Station Officer should send his report to the concerned District Officer in Form No. 55.

(6) Any officer above the rank of Station Officer can inspect a cinema on behalf of the Director of Fire Services, when he is visiting the town where it is situated, without causing unnecessary harassment to the management for the purpose of seeing whether the precautionary measures which have to be essentially adopted are being maintained satisfactorily or not.

524. *Fire Protection of Government Buildings.* - Periodical inspections should be conducted by Station Officers of the firefighting equipment in all important buildings in their jurisdiction in which public officers are located. A list of such buildings which have to be inspected will be maintained in each Fire Station showing whether they should be inspected monthly, quarterly, or half-yearly. The ordinary fire rules for Government building (non-residential) are printed in Annexure XVIII.

525. *Inspections of Sites for Location of Film Vaults and Storages.* - The Collectors and Commissioner of Police shall consult the senior Fire Officers of the Local Fire Service in allotting areas in the towns of the State for the location of Film Vaults and Storages. The Station Officer shall be responsible to carry out these Inspections in places which are not the Headquarters of the Divisional Officers or Assistant Divisional Fire Officer.

(G.O. Ms.No. 4221, Home dated 16th November 1948 and G.O. No. 4595 Home dated 12th December, 1948).

526. *Test Inspections by District Officers.* - The District Officer, shall during his inspection, satisfy himself that the inspections made by the Station Officer in his jurisdiction are in accordance with the prescribed rules and that the rules are properly complied with.

527. *Grant of Licenses in form 'K' under Explosives Act.* - Before the grant of original licenses or renewal of licenses under the Explosives Rules, 1940,, the Local Fire Officers, (viz., Divisional Fire Officer), Assistant Divisional Fire Officers and Station Officers, as the case may be) should be consulted in the interests of public safety and in places where on Fire Service exists, a Police Officer of the rank of Inspector and above should be consulted.

(Government Memorandum No. 16/54, Home (Police – C) Department dated 24th August 1954.)

528. *Senior Fire Officer or other Fire Officer of Higher rank appointed as ex-officio visitor of Jails.* - The Government have appointed the senior Fire Officer of the town where a Fire Station is functioning or any other Fire Officer of higher rank having jurisdiction over the Fire Station in that town as an ex-Officio visitor to the Central Jail, Special Sub-Jail, and/or Sub Jail in that town. The Officer shall confine his inspection to those branches of the work and administration which come within the purview of his ordinary official duties and record his remark in the visitors book kept in the jail.

529. *Register of water sources and other Places requiring periodical Inspection.* - A register shall be maintained in each Station in Form No. 56 showing the places requiring periodical inspection such as godowns, Government buildings etc. Particulars of each inspection carried out shall be recorded against each item from time to time.

CHAPTER NO. XXVIII.

INSTRUCTIONS REGARDING PROCEDURE AND ATTENDANCE AT THE FIRE

530. *Procedure regarding the receipt of Fire Calls.*- (1) Time should not be wasted in receiving a fire call. It will be useless to say that a turn out has been effected within half-a-minute if a considerable time has been wasted in the receipt of the same fire call.

(2) Any delay in taking down fire message is an extremely serious matter. Delays due to carelessness or through neglect or ignorance of procedure should be severely dealt with.

(3) Slow and deliberate dictation is essential for accuracy. This avoids delay in the procedure of constant repetition. The use of phonetic codes *must be resorted to* in the case of any difficulty in clearly understanding a word. Instructions on Drill and Training Manuals in force in regard to the standard messages etc., should be followed.

(4) Telephone Operators should not forget to repeat the message, in case of every incoming call and should have the message repeated in case of every outgoing call. This is very important. Officers should see that this does happen.

(5) The Telephone Operators should squeeze out complete address from the caller. If the place of incident is not well known the name of the nearest famous place should be taken down and in the latter case if it is a small fire then the caller should be requested to direct the fire appliance.

(6) After receiving the call, the caller should be asked to wait for some time at the telephone, to enable the fire service to redial and check up for the genuineness of the call. In the case of non-automatic exchanges, the caller's Telephone number is known to the Telephone exchange operator, hence the checking up of the genuineness of the calls is not necessary. The whole procedure should be done coolly and calmly, because, by being impatient or excited, more delay would be caused, as in that mood, one is not clear and intelligible.

(7) Soon after the turn out of the Fire Units carrying the V.H.F. sets, the Mobile and Static sets should be switched on for the receipt and transmission of messages through this source.

(8) In case of 5 above, then it should be the duty of the officer-in-charge of the 1st appliance to see that the late coming fire appliances are also directed correctly.

(9) Message from the fire ground should be in the standard form. An informative message can be given at any stage but a 'Stop Message' cannot precede a 'Make up Message'.

531. *Procedure in Hyderabad and Secunderabad cities.*- (1) Upon the receipt of the fire, the station will turn out its appliance, Ambulance etc., whichever necessary, if the call happens to be in its area and inform the control the message to the concerned station. After the turnout of the appliances, the control will communicate to the Water Works Department, Assistant Divisional Fire Officer, Divisional Fire Officer, Regional Fire Officer, Additional Director of Fire Services and Police Control. In the case of fires involving Electricity, the Electricity Department should be informed to cut off the supply to the effected area.

(2) All the available telephones are to be used to dispose off all the calls with the minimum delay and for achieving that purpose the senior telephone operator must detail the other operators for specific duties and noted above.

(3) In the event of calls to aerodromes, oil installations or specified risks, involving the use of foam, the foam unit will be ordered on from the nearest station where these units are in commission. This unit will be in addition to the normal first turn out. An ambulance will also be turned out whenever necessary for carrying casualties involved in fire accidents. When a call for special appliance is received or is considered to be warranted from the information gathered from the Caller, the particular special appliance should be turned out.

(4) All information received from the Fire spots, in the shape of a 'Stop Message' an 'Assistance Message' or an 'Information Message' must be repeated to the Assistance Divisional Officer, Divisional Fire Officer, Regional Fire Officer and Additional Director of Fire Services in case of those who are not at the fire spot and also to the Police, Control. The Water Works Department must be advised to 'Stand down only when the machines are making up' but not on receipt of a 'stop message'.

(5) In case where mention is made of oil or other inflammable liquids being involved in fire, the turn out of the nearest Foam equipment should be done automatically.

532. *Procedure and attendance at fire in mufassil.*- The instruction given above relating to the Hyderabad Secunderabad Cities will apply in to the mufassal stations too, wherever necessary and possible.

533. *Determination of normal fire area and long distance fire areas of each fire station in the State.*- It is likely that two fire stations act independently on the receipt of information of a fire at a distant village

or town, through different sources, may turn out their units to one and the same incident having approximately equal distant from 2 or more stations. To avoid such over lapping the Regional Fire Officer will pre-determine the normal areas and long distance areas of each Fire Station for responding to fires and in case of border area, turn out the fire areas should be determines in consultation with the other Regional Fire Offices. The areas of each Fire Station containing the names of each village, distance from Fire Station, etc., will be made out and displayed conspicuously in the Station Watch Room. Similarly these areas should be outlines in the Taluk Maps and hung in the Station Watch Room. Information regarding such determined areas and any changes in them should be notified to the Director of Fire Services promptly.

534. *Transmission of fire calls through Railway Stations.*- At the request of Government, the Railway authorities have agreed to transmit, over their telephone lines, to the nearest fire station, any report received about fire accident from the public. The public wanting the Fire Service in the event of an outbreak of fire may turn up at Railway Stations for want of any quicker alternative means for communicating urgently with the fire stations.

Whenever Station Masters are requested by the public to transmit any fire message to the nearest fire stations, the request will be immediately complied with provided.

(1) The Railway Station at which the report is received and the railway station to which the report is to be transmitted are on the railway complied with provided.

(2) There is no local telephone service between the points mentioned above through which the with public can transmit such messages.

The Station Master of the Station at which the Fire Station is located will arrange to transmit the message to the Fire Station as expeditiously as possible.

Similarly, assistance messages for more fire fighting appliances or for officers have to be sent by Fire Services staff to Fire Stations from the scene of occurrence of fire through railway telephones. In order to ensure that such assistance messages given by the Fire Service staff are authoritative and also to ensure their non-rejection by the Railway authorities, officers-in-charge at fire sending out assistance calls should make written requisitions to the Station Master concerned.

(Government Memorandum 60214/447-1/Fire Service, dated 11-12-1944 and Government Memorandum No. 5290/45-1/Fire Services, dated 3-12-1945).

535. Mobilistaion in cases of large fires, riot etc. – In the case of large fires, riots, etc., the senior officer on duty at the station, should on the orders of the Station Officer or other senior officer, mobilize all off-duty men and keep them in readiness for assistance or relief of men employed in fire fighting operations.

(2) *Duties and responsibilities of fire officers pertaining to the attendance o fire calls.* – On the receipts of a fire call all the operational officers of above the rank of the Station Officers have to attend. It shall be the duty of the Officers-in-charge i.e. Station Officer or leading fireman of the Fire Appliance to inform all through his Watch Control Rooms Assistant Divisional Fire Officer, Divisional Fire Officer, Regional Fire Officer, Additional Director of Fire Services, when available in town, in all cases of the following types of fires within the Municipal area, beyond which, it will be conditional. On receipt of such calls area, beyond which, it will be conditional. On receipt of such calls the respective officers shall have to be in attendance at the fire ground.

(a) When the damage is over Rs. 2,000

(b) When human life is involved ;

(c) When public entertainment places, Government buildings or other important places are involved ;

(d) In cases of suspected arson ;

(e) In cases of apprehension of conflagration ;

(f) In cases of fires of technical interest.

Conditional.- The above will be applicable for calls beyond the Municipal limit also provided the necessary communications, facilities are available and that it is considered that the officer could reach the place of incident before the appliances leave the spot.

The senior most officer available on the Fire ground will be incharge of the operational command, the order of seniority being Director of Fire Services, Additional Director of Fire Services, Regional Fire Officer. Divisional Fire Officer, Assistant Divisional Fire Officer, Station Officer, Leading Fireman. In the case of the officers of the same rank, the area offices will have the precedence over the non-area Officers.

536. (1) *Proceeding to Fire:-* Riding strength of the units:- The ridding strength of each unit shall be as indicating below:-

Name of Unit.	Leading Firemen	Driver Operator	Fireman	Total
1. Mobile Tank Unit..	1	1	3	5
2. Trailer Pump Unit..	1	1	4	6
3. Ambulance..	..	1	1	2

If the strength permits it will not be objectionable to send one or two extra firemen on Trailer Pump Unit when it responds to village Fires.

537. *Rules and regulations for driving the vehicles of the Fire Services.*- The Rules and the Regulations in respect of driving the Fire Services vehicles are given in the Annexure XIX.

538. *Accidents to vehicles proceeding to fire.* – This is dealt with in Rule 18 of the Rules and Regulations for driving the Fire Service vehicles in Annexure XIX.

539. *Procedure for the settlement of claims arising out of the accidents in which Government owned motor vehicles are involved* – The following procedure should be followed in regard to the settlement of claims arising out of accidents in which Government owned motor vehicles are involved:-

(1) (a) Each Department will deal with its own accident claims and will in the first instance endeavour to reach a settlement with the aggrieved party out of court ;

(b) If it is impossible to reach a settlement out of the court the aggrieved party will be permitted to take legal action in the civil court against the Driver, Government undertaking to honour the court's decree.

(2) (a) If a vehicle is involved in an accident the Driver should after making any report to the police required by section 89 of the Motor Vehicles Act, bring the full facts of the case to the notice of the officer immediately responsible for the control of the vehicles without avoidable delay, who in turn will report the case to the Regional Transport Officer.

(b) Neither the Driver nor any officer other than the officer authorized in that behalf by each Department (referred to hereafter as the “authorized Officer”) should

- (i) embark on, or incur any expenditure on litigation;
- (ii) make any offer, or promise of payment, or settlement, or
- (iii) make any admission of liability.

in respect of any claim made by a third party.

This should however, not be regarded as debarring them from answering truthfully any reasonable questions, especially questions asked by a police Officer in uniform. In this connection attention is invited to the duties of owners and drivers described in sections 86, 89 inclusive of the Motor Vehicles Act.

(c) The Regional Transport Officer to whom a report is made in accordance with paragraph (a) above will investigate and report the full facts in each case to the ‘authorised Officer’ of the Department concerned indicating the amount, if any, payable as compensation. The “authorised officer” should be required to act much in the same way as an insurance company in the case of a private vehicle, that is to say he should keep in touch with the progress of cases, deal with claimants and their legal advisors, instruct the State counsel where cases are taken to court and make arrangements for payment when a settlement power to compromise claims out of Court. Where possible he should endeavour to obtain firsthand knowledge of the cases he is required to settle by visiting the spot questioning witnesses, etc.,

(d) In regard to the settlement of claims, stress must be laid on the need for avoiding unnecessary delay and in this connection Departments may arrange with the Finance Department regarding the extent to which the “authorise officer” can be empowered to sanction amounts necessary to settle cases quickly out of Court. The workmen’s Compensation Act, 1923, should be used as a guide in calculating compensation for death or injury to person whose status and earning would normally bring them within the provisions of that Act.

3. In respect of the settlement of claims arising out of accidents which Fire Service Motor vehicles are involved. The Divisional Fire Officer of the Division in which the accident takes place should be the “authorised Officer” for the purposes of sub-para2 above. The Regional Fire Officer is empowered to settle claims upto Rs. 2,500/- (Rupees two thousand and five hundred only)

4. The expenditure on the payment of compensation in such cases should be debited to “26. Miscellaneous Departments. Fire Services. 4. Other Charges – Other Miscellaneous Contingencies.

(G.O. No. 2320, Home Department, dated 7-6-1949).

(G.O. No. 2933, Home, dated 24-7-1959).

540. *Andhra Pradesh Fire Service Vehicles – Painting of ‘Fire’ sign* under Rules 14 of the Andhra Pradesh Traffic Rules, 1938 as amended by G.O.Ms. No. 3130, Home Department, dated 9-8-1947, every person shall on the approach of a fire service vehicle proceeding to an incident, which should be indicated by the illuminated ‘Fire’ sign and the continuous sounding of an electric or manipulated bell, or of an ambulance, allow it free passage by drawing to the side of road. Hence, apart from the fire service vehicles and appliances (except ambulance) being painted with their traditional ‘pillar Red’., the words ‘Fire’ shall be painted in Amber or Yellow paint on the inside of the off side of the head lamp glass of all vehicles of the Fire Service including the ambulance, so as to facilitate the public to recognize them easily at all times. The lettering should be as large as the glass will permit.

541. *Procedure for Attending long Distance Calls from the Fire Stations without any Limit:-* (1) The determination of normal Fire area, and Long Distance Fire areas of each Fire Station have been laid down in Order No. 533. The Fire Officer concerned should judge from the time he receives information about a fire whether or not the fire appliances should be taken to cover such a long distance. Before arriving at a decision in the matter, he should take into consideration how long the fire has been burning and whether it is probable by the time he reaches the place, the villagers would have done all that could be possibly done to extinguish the fire.

(2) The permission of the Divisional Fire Officer or the Assistants Divisional Fire Officer for turning out the fire units for long distance calls whether at the Headquarters station or at the station where on tons is necessary. During their absence, the Division Fire Officer or the Assistant Divisional Fire Officer should leave suitable conditional instructions to the Station Officer for turning out the units without the need to wait for such permission from them.

(3) When the caller is a responsible Government official specially of Police or Revenue Department, whether at Headquarters Station or elsewhere turning out of units should not be refused, unless after complying with the instructions in sub para (1) above, these Officers advice not to attend the calls. Otherwise if they still insist the units must be turned out irrespective of the suitable conditional instructions issued by the Divisional Fire Officers or Assistant Divisional Fire Officers. When necessitated to turn out the units outside the purview of the suitable conditional instructions left by the Divisional Fire Officers of the Assistant District Fire Officers, the units may be turned out with the permission of a responsible Revenue or police official. As regards the long distance limit where the Station Officers discretion is required it is ordinarily to be confined to such limit or limits according to the orders issued from time to time.

542. *Duties of the Police on the outbreak of Fire.*- Order 375 of Andhra Pradesh Police Manual laying down the duties of the Police on the outbreak of fire, is extracted below for the information of Fire Officers.

(1) *Summoning of Fire Engines.*- On the outbreak of fire, the first Police Officer in the vicinity who hears of it, shall immediately send information to the Fire Station or Fire Engine shed, where these exist, by telephone or express messenger giving his name and designation and indicating the locality and extent of the fire as precisely as possible. He shall then inform the nearest police Station and proceed to the scene of the fire to render assistance.

(2) *Police Officers to go to the scene of fire:-* All Police Officer in the vicinity, who are not on duty and who hear of a fire shall go there at once.

(3) *Action in Police Stations:-* On receiving information of a fire the senior Police Officer present in the Police Station shall immediately take the following steps:-

(i) Send prompt information by the quickest available means to the nearest fire station or fire engine staff. The Government have directed that normally fire appliances should be sent up to 30 miles from their headquarters to attend to fire calls and that in exceptional cases they may at the discretion of the Fire Officer in charge of the section concerned, be sent to places beyond 30 miles from their headquarters. The Senior Officer present should use his discretion in deciding (a) whether having regard to the distance at which the nearest fire station or Fire Engine is located the Fire Station can render timely and effective aid in putting out the fire and (b) whether the fire is serious enough or likely to be serious enough to justify a long journey by the Fire Service vehicles.

(ii) Requisition medical assistance and an ambulance if it necessary.

(iii) *Inform his next superior officer and the Sergeant* – Major of the Armed Reserve if the fire is at the Headquarters of an Armed Reserve and call out all available police officers for duty at the scene of fire.

(iv) Send to the scene of fire all available fire hooks, rakes and fire buckets in places where is no fire service.

(v) Report to the Police Sub-Divisional Officer or the Superintendent of Police important fire or in which there is loss of human life or damage to property worth Rs. 5,000 or more.

(4) *Help from neighbouring stations:-* In all important fires at places where there are two or more Police Stations within easy reach, the Senior Police Officer present at the scene of the outbreak shall summon from the neighbouring Police Stations or Armed Reserve, wherever it is available, such number of men as he considers necessary to control or assist inputting down the fire.

(5) *Keeping the scene clear :-* (i) As soon as sufficient Police Officers are present, the senior Police Officer shall detail men to draw a cordon round the fire, to keep back the crowd, mark hydrants or other sources of water supply and approaches to them.

(ii) He shall also tell off any men required to guard properly and keep a sharp look out for pilfering by the crowd. These men shall ordinarily come from the station concerned. Care must be taken to prevent access to stores of liquor. Loiterers should be move beyond the cardon.

(6) *Keeping Police in reserve:-* A Police Officer shall be deputed to take charge of all Police Officers as they arrive and tell them off for duty. All those who are not immediately required for duty shall be kept in reserve in a body under the officer.

(7) *First steps at a fire:-* On arrival at the scene of fire, the first steps to be taken by the Police are –

(i) To get every person out of the building and endeavour person in peril.

(ii) To examine out-houses and stables in which any animal is kept, cover its eyes with sacking or cloth, lead it out or cut it loose and allow it to escape.

(iii) To see that doors and windows especially those on ground floor, are enclosed, as such openings create draughts which seriously increase the fire.

(iv) To cut off all electric current from the building.

(v) To render first-aid to injured persons before medical assistance arrives.

(vi) To remove injured persons to the hospital by the quickest conveyance available.

(vii) To cause the removal of all movable properties placing them as far as possible in one spot and causing them to be guarded against thieves.

(viii) To deliver to the parties concerned under proper acknowledgements properly so removed.

(ix) *Action pending arrival of engine.*- In localities where fire engines are stationed, the Police Officers present shall, pending the arrival of the engine, take all possible steps to extinguish the fire and prevent its spreading by removing all inflammable materials near the fire.

(x) *Directing the Fire Engine :-* (a) The exact spot where the fire is burning can seldom be understood on receipt of the call at the fire station. It is, therefore, most important that people or police officers, if available, should be stationed on the main street down which the engine must come, to direct it. The Police Officers first on the spot, shall see to this and it shall be the first duty of a responsible officer from the Inspector to Head Constable to see that it has been done.

(b) Besides directing the engine to the scene of fire, it is equally important that the police officers first on the spot shall find out where the nearest hydrants or other sources of water-supply are situated and tell off a man to meet the engine on arrival at the scene and direct it to the hydrant or other water-supply.

(8) *Searching houses.*- The best means of searching houses on fire is to ascend the staircase taking care that every door which is passed is closed. When this is found impossible and when it is necessary to enter by a window, great care must be taken. Windows should be closed, if possible after entering, to prevent out air getting in.

(9) *Moving in burning buildings.*- When moving in a burning building men will find it advantageous to crawl on hands and knees and tie a wet handkerchief round the mouth and nose as a precaution against being overcome by smoke.

(10) *Rescue by ladder.*- When rescuing a person from or through a window, the policeman concerned should take care at all times to keep his balance especially at the moment of placing his weight on the ladder, and should tread as wide as possible taking each step close to the side of the ladder as the strength of the spokes is greater here than in the centre.

(11) List of police officers to be recorded. –

A list of all police officers who worked in extinguishing the fire shall be recorded.

(12) Powers of the police on occasion of fires:-

Section 81 of the Indian Penal Code gives protection to Police Officers causing damages or obstruction in good faith for the purpose of fire-fighting.

Any Police officer above the rank of constable may, on the occasion of fire-

(i) Remove or order the removal of any persons who by their presence interfere with or impede the operations for extinguishing the fire or for saving life or property, and close any street or passage in or near which any fire is burning;

(ii) By himself or those acting under his orders, break into or through or pull down or use for the passage of Rose or other appliances any premises for the purpose of extinguishing the fire, doing as little damage as possible ;

(iii) cause the mains or pipes in any area to be shut off so as to give greater pressure of water in the place where the fire has occurred ;

(iv) Call on the person in charge of any fire engine, at places where there is no branch of the Andhra Pradesh Fire Services to render such assistance as may be possible.

(v) Generally take such measure as may appear necessary for the preservation of life and property.

(13) *List of Hydrants to be hung up in the Police Stations.* – A list of hydrants where these have been installed or other sources of water supply which is likely to be useful to extinguish fire in the station limits shall be hung up in each police station and every police officer shall be made to know their position.

(14) *Fire Service responsible for Fire Fighting – Police responsible for maintenance of Law and Order .*-In localities where there are sections of the Andhra Pradesh Fire Service and after their personnel having arrived they will be solely responsible for dealing with the fire and the senior Fire Officers present will be incharge of the operations. The police, will, on no account, take any part in the actual fire fighting unless called upon to do so by the Fire Officer in-charge. They are primarily responsible for maintaining order and controlling the crowds at the scene of fire in order that the fire service personnel may not in any way be obstructed in their work.

(15) The police shall closely co-operate with Fire Service Units wherever these are stationed and shall from time to time hold combined fire practices.

543. *Plans for effecting rescue of human and animal lives.*- Plans for effecting rescue of human and animal lives ; salvaging of valuable property, positioning of the units, etc., should be carried out without delay.

544. *Break down of the Units.*- During the mechanical breakdown of the units at the fire spot or elsewhere the fire fighting operations can be continued with the help of the other appliance. In the absence of obtaining any assistance, fire breaks should be created by one of the following methods:

- (1) By pulling down the adjacent huts on the leeward sides.
- (2) By drenching the area with pots or buckets of water collected from the neighbouring houses or wells.
- (3) By covering the unaffected adjacent huts with green leaves such as plantains, etc.,
- (4) By the use of loose earth and dry sand. Loose wet earth can also be employed for protecting the neighbouring thatched roof.

545. *Fighting fires – Instructions* – Instructions regarding fighting fires as laid down in technical and drill manuals should be observed. The Regional Fire Officers and Divisional Fire Officers should ensure that the men know thoroughly how to handle various kinds of fires which are likely to occur in the respective fire protected area.

546. *Fires – Classification of.* – For the purpose of classification of fires, while filling in different types of fires, viz., small, medium and serious fires, the following points may be borne in mind to be in conformity with the fire statistics to be furnished to the Government.

Small Fires. – A fire accident with an estimated loss of Rs. 10,000 and below.

Medium Fires. – A fire with an estimated loss of over Rs. 10,000 and up to Rs. 50,000.

Serious Fires. – A serious fire with an estimated loss of over Rs. 50,000

Note.- A Fire irrespective of damage, should however be classified as serious, if there are any deaths of human beings.

547. *Submission of Fire Reports* .- All Fire Reports should be submitted to the Chief Office through the proper channel. In cases of serious fire, an advance copy shall be forwarded to the Chief Officer. The original reports of such serious fire accidents shall however, pass through the proper channel so that the Divisional Fire Officer and the Regional Fire Officer may furnish their remarks, if any.

548. *Serious Fires – Submission of Reports.* – (1) Extract of order No. 32 (6) (f) of the Andhra Pradesh Police Manual is reproduced below for the information and guidance of the Fire Officers :

“ Serious Fire accidents which involve loss of properties worth one lakh of rupees and above, or loss of human life, even by implication, irrespective of properties lost and their values or in which there are serious irregularities attributable to mischief or foul play”.

(2) All radio messages on serious Fire accidents in which reports are due to Government should be routed through the Superintendent of Police of the District concerned who will in turn report the occurrence to the Inspector – General of Police by Radio immediately which, will avoid considerable duplication of work and strain on the Radio Transmission Grid, Secondly, even though the Fire Service Department has been separated from the Police Department. The Government have desired that the detailed report on the serious fire accident should be submitted by the Inspector General of Police only. They are further informed that at the same time, the Fire Officers should see that the post copies of the radio message that have been forwarded to the Superintendents of Police should reach the Director of Fire Services without possible delay.

549. Fire Reports Register.- The Fire Report Register shall be maintained in Form No. 57 in all Fire Stations, office of the Divisional Fire Officer and the Regional Fire Officers and the Chief Office. The particulars should be posted then and there on the receipt of Fire Report.

CHAPTER NO. XXIX.

INSTRUCTIONS REGARDING STATION ROUTINE.

550. *Movement of officers to be Notified to station.* – Fire Officers are considered to be on continuous duty. They should notify the Station Control Rooms, of their availability and movements at all times except when they are on authorized leave or absence. In the later case, the officers shall book themselves ‘off duty’, but are liable to be recalled when necessary. The movements of officers reported to the Station Control Room, will be entered in the Occurrence Book.

551. *Attendance on Holidays.*- (1) Sundays and other public holidays are holidays for administrative staff only. Fire Officers and personnel are operational staff and should not avail of holidays without express prior sanction of the competent authority.

(2) On all Sundays and other public Holidays, Station Officers should visit their Fire Stations atleast once during the day.

552. *Disposition of Appliances and personnel.*- A Disposition Board as per the design approved by the Director showing the sanctioned number of appliances and personnel will be maintained in the watch room showing their availability or otherwise.

553. *Station Routine.*- (1) The adoption of any form of shift system of duties should have the approval of the Director of Fire Services.

(2) The Station Officers should conduct change of watch in the morning.

(3) Just before the change of watch, duties will be allotted to every person coming on duty, and entries made in the Occurrence Book.

554. *Change of Watch.*- (1) Five Minutes before the appointed time for a roll call, all personnel of both watched will fall in the order as laid down in the drill manual or instructions in force.

(2) The responsibility for the units and all equipment issued thereto will be that of the Leading Fireman in charge of the unit. Should he fail to report any shortage of equipment or any defect in the unit at change of watch, it will be considered that he equipment was complete according to the inventory and that the unit was in good order when taken over by him. He will be held liable until such time as he hands over by him. He will be held liable until such time as he hands over the unit and equipment at the next change of watch. Should the oncoming Leading Fireman or the Senior Fireman, will be held liable. All equipment and hose in Station stores is the responsibility of the Station Officer in charge of the Station. All equipment and hose issued to units is the responsibility of the Leading Fireman or the Senior Fireman in charge of the units during his turn of

duty, and must be handed over and accepted as correct by his successor before he is considered to be relieved of liability. Cycles and their accessories are responsibility of the Fireman Messengers in charge of the cycles during their turn of duty and must be handed over and accepted as correct by their successors before they are considered to be relieved of their liability.

The Officer in charge of the station should also inspect all cycles in the Station at each change of watch and certify in the Occurrence Book that he has done so and that they are all correct or otherwise. He should take particular care to avoid interchanging of cycle parts by personnel between the station, cycles and their own private cycles. Should cycles be found to be damaged or any parts missing at change of watch responsibility should be fixed immediately upon the Fireman Messenger who was in charge of the cycles before that change of watch.

NOTE: For this purpose the officer-in-charge of Fire Station must ensure that the log books of every unit contains an up-to-date list of equipment supplied to the particular unit. A list of equipment to be carried on each type of appliance is furnished in Annexure – XX. Changes if any, i.e., withdrawal of certain equipment or supply of additional equipment should be promptly noted in the log books.

(6) The Officer-in-charge of the parade after giving instructions if any will dismiss the parade. He will then inspect the station and station surroundings and certify in the Occurrence Book that he has done so, and has found all correct or otherwise.

(7) Should a fire or ambulance call be received during the period of change of watch the crews of the off-going watch will turn out up to the time of handing over.

The actual time of handing over will be when the oncoming Leading Fireman has reported the units and equipment to be correct; from that time onwards the on-coming crews will ride until the same stage is reached on the next change of watch.

555. *Drills.*- (1) The Station Officer should see that all his men are well conversant with all kinds of drills which they may have to perform in accordance with the drills Manuals or instructions in force.

(2) No drills will be conducted on Sundays and other public holidays.

(3) The holding of drills on days when fire calls are attended to is left to the discretion of the Station Officer or the Stations concerned.

He will decide whether or not the drills should be conducted taking into consideration the nature of the fire attended to and the manual labour involved putting it out, and act accordingly.

556. *Turn out of Appliances on 'Bells, Down'.*- (1) on 'bells down', the 'duty crew' men will immediately mount their respective appliances to their respective riding position in whatever dress they are wearing at the moment and on personal equipment.

(2) The Driver Operator will mount, start engine and drive forward as soon as he is satisfied that the crew is complete less Leading Fireman. The appliance should halt as soon as completely clear of garage doors and the engine should be kept running.

(3) The Leading Fireman and the Ambulance Attendant, will report to the Watch room for the address of incident or other orders.

On receipt of orders from the watch room, they will 'mount' and execute orders received.

557. *Drill Turnouts.*- No man should mount after appliance wheels have moved but should stand about six paces in rear of the appliance and await orders.

The time of turnout is taken from "Bells Down" to the moment wheels have moved but should stand about six paces in rear of the appliance and await orders.

Drills turn outs will be carried out by the Station Officer periodically to ensure perfect turnouts at all times.

Turnout time for the service is 20 seconds.

Explanation: 'Bells Down'.- The sounding of Station Alarm Bells to turn out appliances in response to a fire call or for Drill test for men and machines by officers of and above the rank of Station Officers.

The normal 'ringing' for 'Bells down' will be approximately of 10 seconds duration.

558. *Personnel reporting sick: Procedure.*- (1) All personnel wishing will be entered in the Occurrence Book.

(2) The rank, number and name of the individual reporting sick will be entered in the Occurrence Book.

(3) The sick personnel should be sent to the nearest Government Hospital, or where there is no Government Hospital to the nearest Municipal or Local Board Hospital as the case may be. A passport in Form No. 13 and a Medical History Sheet in Form NO. 15 should be given to the men those who attend as outpatients while continuing to do duty. Entries of attendance at hospital will be made by Medical Officers alone.

In-patients in Hospital should not leave the hospital without the permission of a Medical Officer. A man absenting himself from hospital is liable to punishment for absence without leave.

(4) If the personnel report sick at a time other than at the roll call, by a sudden pain, injury, or disease, they may be removed in A.F.S. Ambulance, if available to the nearest Government, Municipal or Local Board Hospital.

(5) Personnel reporting sick while on leave should take their sick passports from the nearest fire station. Where it is not possible they should report to the Medical Officers of the Local Government Municipal or Local Board Hospitals.

(6) The Medical History Sheets of Leading Fireman and Lower ranks should be in the custody of the officer-in-charge of the fire station concerned.

Remarks in the Medical History sheet on a man's habits will be made by a Gazetted Officer after the man has put in some years, service.

559. *Officers responsible for Kit.*- Every officer who is supplied with kit at Government cost is responsible for keeping it in good condition, and shall be required to replace at his own cost any article carelessly lost or damaged.

560. *Kit Inspection.*- Kit inspection should be held by the officer in charge of a Station once in a month in the first week preferably on the third. Both watches should produce their kit and equipment at the same time. Any man not present on the day fixed shall produce his kit on the subsequent day.

(2) Items of clothing produced for inspection should be the latest issues. All items of kit except those worn by the personnel at the time of inspection should be exhibited as shown in the kit chart in Annexure XXI. Handliness, axe, pouch and helmet shall also be examined by the Inspecting Officer for flaws, if any :

Note.- For kit inspection the men should fall in 5 feet apart in single or double file with 6 paces between the files. Each man should then spread the cloth in front of his position and arrange the kit as shown in the kit inspection chart in Annexure XXI. The Fireman should take up the position marked in the chart. The exhibits should be spread on a white cloth 4 square in size, which should be procured by the men, at their cost.

An entry shall be recorded in the Occurrence Book for having conducted the kit inspection.

561. *Fatigue duty.*- Fatigue duty consist of cleaning and keeping in good order the ground round the fire station and quarter and generally maintaining the order lines of the station premises.

Atleast 2 men may be deputed daily as fatigue party by turns after 16-30 hours. Leading Fireman may detail fatigue parties during the rest periods to complete such work as is necessary. Rest periods longer and conditional upon the perfect cleanliness, efficiency and storage of appliances and equipment and of stations and compounds, It will be deemed that no rest period has been earned until cleanliness and efficiency are complete.

562. *Movements of units attached to Fire Stations.*- The appliances allotted to each fire station should be attached to that particular

Station only. There should not be any inter-sectional transfer of sanctioned appliances. In case any of the sanctioned appliances belonging to a particular station is stationed elsewhere or is undergoing repairs in the workshops, it should be reported to the Chief Office and should be restored back to its own station in a fit condition as soon as practicable under intimation to the Chief Office.

563. *Procedure to be adopted when appliances are out of commission temporarily.*- When an appliance has to be repaired and during the execution of repairs is not available for fire calls, an appliance will be allocated from the Range Reserve for standby in its place. On execution of repairs the appliance will return to its permanent station and the standby appliance will be returned to the Reserve for responding to similar emergencies. Both the changes should be effected under intimation to the Chief Office.

564. *Movement of reserve appliances.*- The Reserve appliances will be stored at suitable strategic places. The Regional Fire Officers are empowered to control the movements of the reserve appliances which may be stationed at their headquarters towns or at any station within their respective Regions. Any movement of the appliance ordered by the Regional Fire Officer under this discretionary powers should be reported immediately to the Director of Fire Services, so that the location of all reserve appliances can be correctly known at all times.

565. *Maintenance of appliances and equipment – Periodical tests to be conducted.*-Periodical tests should be conducted as laid down in the Drill and Training Manuals for all Fire Service appliances and equipments to ensure that every piece of gear or equipment at a station is in efficient working order. It is the duty of Station Officer to ensure that any unusual or special apparatus is adequately tested at sufficient intervals to ensure its correct operation when required.

As and when a standard test is carried out necessary entries should be made in the Occurrence Book.

566. *Routine check of appliances.*- In order to maintain the fire appliances in an efficient condition with a view to ensure good performance to enhance their life time and to prevent any failure or break down of the appliances, when they are engaged in actual fire fighting operations, daily and periodical routine checks of each appliance attached to the Fire Station should be made as may be laid down by the State Workshop from time to time.

567. *Neglect or misuse of appliances and equipment.*- The necessity for maintaining all Fire Service appliances in a fit condition and the need to avoid unnecessary damage by misuse or mishandling cannot be over emphasized. Any officer causing undue wear and tear by negligent or improper use or storage affecting the life and efficiency of the appliances and equipment shall be liable for disciplinary action.

The efficiency of some items of equipment such as hose will be impaired by continuous storage for want of frequent use. A general rotation should be observed whenever possible to get the full utility of such equipment.

568. Instruction regarding use of appliances.- (a) Except when turned out for 'fires' no fire service appliances should be taken on the road without stating details of the journeys being recorded in the prescribed log book and the turnout being recorded in the Occurrence Book before it actually leaves. The particulars regarding ranks, numbers and names of all the Fire Service personnel riding on an appliance should also be noted in the Occurrence Book.

(b) No unauthorized person shall be permitted to ride on appliance taken out on the road.

(c) Appliances turned out should be driven to their destination, by the shortest route open to the vehicular traffic. If appliances are found to have been taken by round-about routes without any authority or justification, the driver of the appliance will be held responsible for the same.

(d) No fire service appliance should be used for any private or other purposes unconnected with the fire service work.

(e) No officer of the service is permitted to drive Fire Services appliances except in cases of emergency and not even then, unless he holds a valid Driving License, and a Fire Service Driver Operator is not available for the purpose. This prohibition applies to the rank of Station Officers and Leading Firemen, also.

(f) A Fire Officer on 'call duty' is not entitled to go anywhere unconnected with duty on a Fire Service appliance.

(g) Firemen and other ranks, other than Driver Operators, Driver Mechanics and Engineer Sub Officer, will not drive Fire Service appliances except when being tested in the presence of an officer qualified to pass out Driver.

Spare tenders may also be used for carrying heavy parcel, received or dispatched on Government from a Railway Stations Small parcels should be conveyed on cycles by Station Messengers.

Loss or unauthorized removal or parts from units. (1) The following procedure should be strictly followed in cases where Government properties are sent from one place to another whether temporarily or permanently.

(2) The Officer under whose custody the appliance to be dispatched is stationed will, before sending the appliance, check up the appliance with particular reference to its component parts, spare tools or parts, etc., and prepare a detailed list in duplicate noting exactly whether the appliance is sent complete with all parts and with how many spare parts, or indicate clearly what parts are wanting. He will retain one copy of the list with him and send the original to the officer to whom the appliance is dispatched.

(3) The Officer who takes delivery of the appliance will immediately on its receipt check it up with the list received from the sending station, verify whether the appliance has been received as specified in the list and acknowledge its receipt. If any shortage or excess is noticed or parts are found to be missing he will immediately contact

the officer who sent the appliance and furnish him with details of discrepancies. A copy of the discrepancy list should be sent to the Regional Fire Officer or District Officer simultaneously. Enquiries will thereafter be made as to how the discrepancy came about and who has to be held responsible for the same.

(4) It should be noted that failure to check up an appliance or tally it with the list will not be accepted and will render the officer concerned liable to make good the value of the article missing or found short. Failure to report any shortage or discrepancy will also have to be made good similarly by the officer concerned when it is subsequently brought to light.

569. *Telephone Use of private purposes Prohibited.*- Fire Service telephones should not be permitted to be used for private calls by members of the public or by members of the service. When the telephones are used for private purposes, an urgent fire or ambulance call is liable to be delayed, and this may result in serious consequences. The need to avoid such delays cannot be over emphasized.

570. *Records to be maintained in Station Control Room.* – (1) In the Control Room of every Fire Station, Maps of the town and taluk in which the fire station is situated, should be hung duly mounted, In the town map, placed involving fire risks, and water sources available for firefighting purposes should be clearly indicated.

(a) *Important Telephone Numbers.* – Telephone Numbers of Hospitals, Water Works, Police Stations, etc., should be listed out and exhibited for ready reference in places where there are telephones.

(b) *Street Lists.*- Lists of Streets in the locality or the Station ground as the case may be, should be prepared in alphabetical order indicating against each an important road, road junction building or any other land mark for easy and quick recognition. Information regarding the availability of water sources such as hydrants, well, etc., should also be noted in another column. A Register with a proper index, in Form No. 58, should be maintained for this purpose.

(c) *High Fire Hazards.*- All premises having high fire hazards such as petrol and oil installations, electric power stations, telephones exchanges, factories carrying on manufacturing processes using high combustible chemicals and other materials, cinemas, film studios etc., should be listed out and rough plans of the premises drawn clearly indicating there in the approaches, the exits, the nearest water sources and the special hazards, if any, in the premises. The Fire Stations from which Fire appliances should be turned out and the types of appliances and special equipment that have to be sent should also be determined and noted. A Register in Form No. 59 should be maintained for this purpose

with the name of the premises arranged in alphabetical order, with a proper index. The plans of the premise should be numbered and entered in column 4 of the Register. This Register will be in addition to the Register of water sources and other places requiring periodical inspection.

571. *Orderly Room* – (1) The holding of “Orderly Room” is a very important function for the maintenance of discipline based on publicity, fair play and the redress of just grievances which are not to be stifled. All matters relating to discipline and general administration and representations from men should be dealt with at the “Orderly Rooms” by the officer holding “Orderly Rooms” to the extent to which he is competent to pass orders. A list of subjects which can be dealt with at the “Orderly Room” by the Station Officer, District Officer is given below.

Rank of the officer conducting the Orderly Room.	..	Subject relating to which orders can be passed.
Station Officer	..	Grant of casual leave to all ranks of and below Leading Firemen and Award of minor punishments of extra duty, extra drill, extra sentry duty to all ranks below Leading Firemen, should not exceed three hours should have the approval of the District Officer or Regional Fire Officer as the case may be.
District Officer	..	Grant of casual leave, award of minor punishments, and transfer of Firemen within their respective jurisdiction.

(2) Station Officers should hold “Orderly Room” daily. District Officers should hold “Orderly Rooms” in their headquarters once in every week when they are at their headquarters. They should also hold “Orderly Rooms” at Stations other than those at their headquarters during their inspections of the stations concerned.

(3) Regional Fire Officers should hold “Orderly Rooms” whenever they visit the District Officer and the Fire Stations within their jurisdiction.

(4) An Orderly Room Diary in Form No. 60, should be maintained for the orders issued at the Orderly Room.

572. Firemen Messenger to attend to District Officer work.- (1) The District Officer while at Headquarters may utilize the services of one of the Fireman messengers from the headquarters fire station for assisting him in his office work, and performing duties like dispatch of tappals, etc.

(2) The District Officer is also permitted to take a Fireman messenger with him from the Headquarters Fire Station, whenever he goes on tours of inspection.

Note.- The District Officers are permitted to take from Headquarters Stations either a Fireman Messenger or a Fireman qualified in Driving whoever may be helpful to them during their tours.

573. *Periodical Medical Examination of the members of the Andhra Pradesh Fire Subordinate Services.*- The members of the Andhra Pradesh Fire Subordinate Services are subject to free periodical medical examination once in two years in any of the medical institution mentioned in paragraph 428 of Civil Medical Code which is reproduced below has been made applicable to Fire Service too.

Para 428 – (a) The members of the Andhra Pradesh Police Subordinate Service in the mufassal should be medically examined once in two years. The District Superintendents of Police should arrange for the examination of each member of the Police Subordinate Service by a Government Medical Officer, or an honorary Medical Officer in sole charge of a Government Medical Institution if any such officer is available, at the station or if no such officer is available, by a Medical Officer, paid or honorary, attached to a medical institution of any of the following classes:-

(i) Local Fund and Municipal Medical Institutions for which a percentage contribution is given towards the pay of Medical Officers employed in them ;

(ii) Local Fund and Municipal Institutions in respect of which the Government meet one half of the annual maintenance charges ; and

(iii) Local Fund and Medical Taluk Headquarters medical institutions in respect of which the Government meet the entire salaries or a portion of the salaries of Government Medical Officer employed in them.

(G.O. Ms. No. 2254, Home Department, dated 6-6-1951).

The examination should be free in all cases.

ANNEXURE 1.

List of Fire Stations established in the State.

Region	Division.	Districts comprising of.	Names of towns.
Eastern Region	First Division, Visakhapatnam	Srikakulam, Visakhapatnam. And East Godavari Districts.	Srikakulam. Vijayanagaram. Bobbili Sompeta. Visakhapatnam. Anakapalli. Peddapuram. Kakinada. Rajahmundry. Amalapuram. Tuni.
	Second Division. Krishna.	West Godavari and Krishna districts.	Eluru, Nidadavole. Palacole. Bhimavaram. Tadepalligudem. Tanuku. Vijayawada. Masulipatnam. Gudivada. Jaggayyapet. Nuzvid. Chitalapudi.
Southern Region.	Third Division, Guntur	Guntur, Kurnool and Nellore	Guntur, Tenali Chirala Ongole Narsaraopet Nellore Gudur Kavali Kurnool Nandayal Adoni Srisailam, right bank
	Fourth Division, Anantapur.	Anantapur, Chittoor and Cuddapah districts.	Chittoor, Tirupati, Madanapalli, Kalahasti, Cuddapah

(1)	(2)	(3)
Central Region	Fifth Division Mahaboobnagar.	Proddatur. Jammalamadugu. Anantapur. Hindupur. Guntakal. Tadpatri. Suryapet, Mahaboobnagar Nagarjuna Sagar Nalgonda Sadasivpet Gadwal Srisailam left bank Medak Vikarabad Mancherial.
	Sixth Division, Warangal	Warangal, Khammam Karimnagar Adilabad Nizamabad Districts. Warangal Karimnagar Nizamabad Kothagudem Khammam Adilabad
	Seventh Division, City Hyderabad and Secunderabad.	Darus-Salam, Somajiguda Moghalpura Musheerabad Secunderabad Gowliguda Sanathnagar

(G.O. Ms. No. 650 Home (Pol-A) dated 4-4-1960).

ANNEXURE II

Andhra Pradesh Fire Service Rules

Rule 1 – Constitution – The service shall consist of the following categories of the officers :-

- Category 1 – Additional Director of Fire Services.
 Category 2 - Regional Fire Officers.
 Category 3 - Divisional Fire Officers.

2. *Appointment* – Appointment to the categories shall be made as follows :-

Category. (1)	Method of Recruitment. (2)
Category 1.	Additional Director of Fire Services. There shall be no recruitment to this category.
Category 2.	Regional Fire Offices By promotion of Divisional Fire Officers who are approved probationers and who have put in a minimum service of six years in that category on the basis of merit and ability and seniority being considered only where merit and ability are approximately equal.
Category 3.	Divisional Fire Officers. (a) Direct Recruitment or recruitment by transfer from Assistant Divisional Fire Officers of the Andhra Pradesh Fire Subordinate Services. (b) The proportion in which substantive vacancies shall be filled or reserved to be filled by direct recruitment and by recruitment by transfer shall be 1:2.

3. *Reservation of appointments.* – The rule of special representation (General Rule 22) shall apply to appointments by direct recruitment to the category of Divisional Fire Officers, subject to the following modifications namely :-

- (i) no appointment shall be reserved for physically handicapped persons; and
 (ii) the number of appointments to be made on the basis of merit shall be eighty two in a unit of one hundred appointments:

4. *Qualifications.* - No person shall be eligible for appointment as Divisional Fire Officer by direct recruitment unless he (i) has completed the age of 21 years and has not completed the age of 24 years on the first day of July of the year in which the selection is made.

(ii) holds B.A. or B.Sc. degree of any or institution recognized University by the university grants commission.

(iii) is not less than 5 feet 5 inches in height ;

(iv) is not less than 34 inches round the chest on full inspiration and has a chest expansion of not less than two inches on full inspiration ; and

(v) Satisfies a Medical Board in Andhra Pradesh as to his physique, fitness and capacity for active outdoor work and is certified by the Superintendent of the Government Ophthalmic Hospital, Hyderabad, that his vision comes upto the requirements specified below without the use of contact of glasses. (Contact 'Glass or lens' is a glass shell the concavity of which is in contact with the globe of the eye, a layer of liquid being interposed between the lens and the cornea. The meaning of the word 'Glasses' wherever used in this rule is to be interpreted as not covering contact glasses).

(a) The examination for determining the acuteness of vision included two tests, one for distant, the other for near vision. Snellen's test types will be used for the test for distance of 20 feet, and for the test for near vision without glasses, at any distance selected by the candidate. The standards of the minimum acuteness of vision which will be used for guidance in the examination of a candidate are as follows:-

STANDARD I.

	<i>Right eye.</i>	<i>Left eye.</i>
Distant vision.	v-6/6	V – 6/6.
Near vision.	Reads 0.6	Reads 0.6

STANDARD II

	<i>Better eye.</i>	<i>Worse eye.</i>
Distant Vision.	V – 6/6	V- without glasses not below 6/60 & after correction with glasses not below 6/24
Near vision.	Reads 0.6	Reads 1

STANDARD III.

	<i>Better eye.</i>	<i>Worse eye.</i>
Distant vision.	V- without glasses not below 6/24 ; and after correction with glasses not below 6/6.	V-without glasses not below 6/24; and after correction with glasses not below 6/12.
Near vision.	Reads 0.8	Reads 1.

(b) Each eye must have a full field of vision as tested by hand movements.

(c) Squint of any morbid condition of the eyes or of the lids of either eye, liable to the risk of aggravation of recurrence, shall be deemed to be disqualifications.

(d) each eye will be examined separately and the lids must be kept wide open during the test.

(e) Inability to distinguish the principal colours will not be regarded as a cause of rejection but the fact will be noted in the proceedings and the candidates will be informed.

(f) The degree of acuteness of vision of all candidate for appointments will be entered in the proceedings in the following manner ;

V.R.	with glasses.	Reads.
V.L.	with glasses.	Reads.

“(B) No person shall be eligible for appointment as Divisional Fire Officer by transfer if he has not completed a minimum period of five years service as Assistant Divisional Fire Officer at the time of recruitment by transfer”.

“ 5 Probation.- Every person appointed to a category shall be on probation for a total period of two years on duty within a continuous period of three years if recruited direct ; and for a total period of one year on duty within a continuous period of two years if recruited by transfer, or promotion.”

6. *Tests.*- (a) Every Person appointed as Divisional Fire Officers by the Direct Recruitment or by recruitment by transfer shall pass at or before the 5th Examination held after his appointment, an examination in

- (i) Manual of Firemanship (2 papers)
- (ii) Fire Service Manual ;
- (iii) St. John's Ambulance Examination in First Aid ;

“ Provided that in respect of the subjects in which no examination is conducted, such subject shall be passed within two years from the date on which the first examination in that subject is conducted.”

(b) Notwithstanding anything contained in the General Rule but subject to the exceptions specified in sub-rule (c) (i) no person shall be declared an approved probationer or be eligible for increment in the time scale of pay applicable to him unless and unit he had passed the examination in all the subjects specified in sub-rule (a) :

(ii) If any such person is declared to have satisfactorily completed the period of probation he shall be entitled to become as full member of the serviceon and from the date on which he is declared to have satisfactorily completed the prescribed period on probation.

(iii) If any such person fails to pass the examination in any of the said subjects as required by sub-rule a, he shall, by order be discharged from service unless he was exempted from passing the examination in any of the subjects mentioned in sub-rule a or given further time for passing the examination.

(c) If such a person has been exempted from passing the examination in all or any of the said subject or been allowed a further period or periods for passing the said examination, he shall be declared to have satisfactorily completed his probation if otherwise found suitable and appointed a full member, from such date as may be determined by the State Government, but such date shall not be earlier than the date of the 5th half yearly examination held after appointment to the service.

7. *Training* – A probationer recruited direct as Divisional Fire Officer, shall during the prescribed period of probation successfully undergo –

- (i) A course of training in the Andhra Fire Service State Training School or National Fire Service College set up by the Government of India at Nagpur for a period of not less than four months and thereafter ;
- (ii) A course of practical training under a Divisional Fire Officer or a Regional Fire Officer for a period of four months. These periods of training shall not count for increments in the time scale of applicable to members of the service.

The pay of a probationer recruited direct shall be Rs. 160*plus* .DA. a month while undergoing training in the Andhra Pradesh Fire Service State Training School or National Fire Service College set up by the Government of India at Nagpur, and Rs. 185 *plus* D.A. a month while undergoing practical training under a Divisional Fire Officer or the Regional Fire Officer during the period of training :

NOTE.- Provided that such of the candidates who are qualified by undergoing training in Junior Officers and Instructors Course in the National Fire Service College, Nagpur, and who possess the other qualifications specified in these rules, if appointed by direct recruitment need not undergo further training in the Andhra Pradesh Fire Service State Training School or the National Fire Service College, Nagpur after selection for appointment.

“7.A. A person who has undergone the training prescribed in rule 7 shall have to execute an agreement in such form as may be prescribed by the Government in this behalf and have to repay the entire amount spent on his training and the pay and allowances drawn by him after appointment to any of the posts mentioned in category 3 of rule 2, in full if he discontinues the training or if he is discharged from the training for misconduct or for any other reason or if after completing the training he does not serve the Department for a minimum period 7 years or if he seeks employment in any other Government Department for which training undergone by him is not useful”.

8. *Grant of Uniform.*- Uniform and kit is free and will be issued in accordance with the scale approved by the Government.

9. *Quarters .* – Members of category 3 part of the Service shall be eligible for free quarters or for a house rent allowance in lieu of free quarters.

10. Leave, postings and transfers. – (a) The Director of Fire Services shall be competent to discharge or revert any probationer or approved probationer appointed to the service for want of vacancy. Orders re-appointing any probationer or approved probationer in the posts other than Divisional Fire Officer shall however be passed by the Government.

(b) All postings and transfers of Divisional Fire Officers and the re-posting on return from leave of the Additional Director of Fire Services shall be made by the Director of Fire Services.

ANNEXURE III.**ANDHRA PRADESH FIRE SUBORDINATE SERVICE.**

1. Constitution - The Service shall consist of the following classes and categories.

Class I.

Category	1	..	Assistant Divisional Fire Officers.
Category	2	..	Station Officers.
Category	3	..	Engineer Sub-Officers

Class II

Category	1	..	Driver Mechanics
Category	2	..	Leading Firemen.
Category	3	..	Driver Operators.
Category	4	..	Firemen Mechanics
Category	5	..	Firemen Carpenters.
Category	6	..	Firemen.

Explanation.- For purposes of these rules the term “Firemen includes Messengers, Cyclists, Labourers, Ambulances, Attenders and any other posts which may be declared as equivalent to the post of Fireman.

2. *Method of Appointment and promotion.*-(a) Appointment to the several classes and categories shall be made as specified in the relevant columns in Annexure I.

(b) (i) Promotion to the following posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:-

- (1) Assistant Divisional Fire Officer.
- (2) Station Officers.
- (3) Engineer Sub-Officers.
- (4) Leading Firemen.
- (5) Driver Operators.
- (6) Fireman Mechanics.

(ii) Promotion shall be made from a list of qualified candidates suitable for promotion, prepared by the appointing authority. Such list shall (except in the case of promotion to the posts mentioned in items (4) and (5) above be prepared in consultation with the Director of Fire Services.

(ii) Where candidates in such lists are arranged in the order of preference as Station Officers, only those who satisfy the following conditions shall be included:-

(c) In the list of Driver Mechanics and Leading Firemen fit for promotion as Station Officers, only those who satisfy the following conditions shall be included:-

- (i) Must have a good working knowledge of English.
- (ii) Must be below 40 years of age at the time of the commencement of the training course at the Andhra Pradesh Fire Service State Training School.
- (iii) In the case of Driver Mechanics or Leading Firemen, they should have completed a total service of 7 years and must have served as Driver mechanics or Leading Firemen whether permanent or officiating for a total period of not less than two years.

Each Regional Fire Officer after preparing a combined list of Driver Mechanics and Leading Firemen fit for promotion as Station Officers in each District and after holding a written as well as viva voce examinations including drill test, submit a list of selected persons to the Director of Fire Services who will then fix up the number of candidates to be trained in the Andhra Pradesh Fire Service State Training School for a period of 4 months. On satisfactory completion of the training the persons concerned will be brought on the to 'C' list of persons fit for promotion as Station Officer and the State List shall be communicated to the Regional Fire Officer concerned.

“ Provided that the Telephone Operators who prior to the 1st December 1958 were trained in Fire Services and were fully qualified under the Madras Fire Subordinate Service Special Rules as adopted in Andhra and Andhra Pradesh for promotion as Sub Officers but were absorbed as Lower Division Clerks from 1st December, 58 shall also be eligible for promotion as Station Officers.

(d) There shall be no further recruitment to the posts of Driver Mechanics.

3. *Appointing authority* :- The appointing authority for the several classes and categories specified in rule 1 shall be the Regional Fire Officers concerned.

Provided that in respect of the posts in categories 2, 5 and 6 of class II in the Officer of the Director of Fire Services, the Additional Director of Fire Service shall be the appointing authority.

4. *Special Representation* – The rule of special representation (general rule 22), shall apply to all appointments by direct recruitment in respect of the following categories:-

- | | | | |
|--------------------------|----|----|--------------------------|
| 1. Station Officers .. | .. | .. | (Category 2 of Class I) |
| 2. Driver Operators .. | .. | .. | (Category 2 of Class II) |
| 3. Firemen Mechanics .. | .. | .. | (Category 2 of Class II) |
| 4. Firemen Carpenters .. | .. | .. | (Category 2 of Class II) |
| 5. Firemen .. | .. | .. | (Category 2 of Class II) |

5. *Special Qualifications* – (a) No Person shall be eligible for appointment to the class and the category specified in column (1) of Annexure II to these rules unless he possesses the special qualifications prescribed in the corresponding entries in columns (2) and (3) thereof.

(b) The age limit for appointment by direct recruitment prescribed in sub-rule (b) shall be reckoned with reference to the 1st July of the year in which the selection is made.

(c) Persons who have undergone the Elementary Fire Fighting Course or the Junior Officers and Instructors course in the National Fire Service College, Nagpur, shall be given preference for appointment by direct recruitment to the posts of Station Officers, Driver Operators, Firemen Mechanics, Firemen Car

penters and Firemen, provided they satisfy all the other qualifications prescribed in these rules for appointment by direct recruitment to the post to which they are to be so recruited.

6. *Probation.*- Every person appointed to a category shall, from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years, if recruited direct, and for a total period of one year on duty, within a continuous period of two years if recruited by promotion or by transfer.”

7. Classes and Categories of persons who have to undergo Training and their Pay:

(a) The classes and categories of persons specified in columns (1) and (2) of Table below, shall undergo training and pass the examination as specified in column (3) thereof, and their pay during the period of training shall be as indicated in column (4) shown against each. In the case of Station Officers, Driver Operators and Firemen, they shall undergo training within the period of probation.

Class.	Category	Course of training	Pay.
(1)	(2)	(3)	(4)
I.	2. Station Officer recruited direct or by transfer from any other service.	(i) Course of initial training for four months in the Andhra Pradesh Fire Service State Training School, and a pass in the Examination in the subjects prescribed for the course as specified in the relevant columns in Annexure III. (ii) After the above course, practical training for six months as follows:- Three months in Fire Stations to work under senior Station Officer, two months in Fire Service Workshop to learn driving and mechanism and one month in Regional Headquarters Officer for training in administration and office routine.	Rs. 90 plus D.A. Do.
II.	1. Driver Mechanics and Leading Firemen selected for promotion as Station Offices.	Course of training for four months in Andhra Pradesh Fire Service State Training School and a pass in the Examination in the subjects prescribed for the course as specified in the relevant columns in Annexure III (prescribed for Station Officers (Category 2 of Class I)	Actual Pay they would draw but for their training.
II.	6. Firemen selected for promotion as Driver Operators or Firemen Mechanics.	Course of training for six months – three months in the Andhra Pradesh State Training School and three monthship in the Central Fire Service Workshop in motor mechanism and maintenance and driving and a pass in the examination in the subjects prescribed for the course as specified in the relevant columns in Annexure V.	Actual pay drawn in the post held at the time of deputation for training.

II.	3. Driver Operator and 6. And Firemen.	Course of training for three months in Andhra Pradesh Fire Service State Training School and a pass in the Examination in the subjects prescribed for the course as specified in the relevant columns in Annexure VI.	Rs. 50 for Driver Operators and Rs. 45 for Firemen plus Dearness Allowance as per rules.
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(i) All the categories of persons mentioned above will be allowed 2 chances for passing the examination one at the end of the course and the other thereafter minimum gap between the two examinations should be atleast 3 months with the need to undergo any further training in the said State Training School.

(ii) The Director of Fire Services, may for adequate reasons to be recorded in writing, allow a trainee a third chance to pass the examination.

(b) Persons who have undergone training in National Fire Service College, Nagpur or Elementary Firefighting course or Junior Officers and Instructions Course shall not be required to undergo the training prescribed in Sub-rule (a) above.

“7. C. A person who has undergone the training prescribed in sub-rule (a) above, shall have to execute an agreement in such form as may be specified by the Government in this behalf and have to repay the entire amount spent on his training ‘In respect of the salary including travelling allowance with interest thereon at the Government rates for the time being in force on Government loans calculated from the respective dates of payment if he discontinues the training or if he is discharged from the training for misconduct or for any other reasons or if after completing the training he does not serve the department for a minimum period specified below for each category, or if he seeks employment in and other Government Department for which the training undergone by him is not useful:-

1. Station Officer recruited direct and Driver Mechanics and Leading Firemen selected for promotion as Station Officers: 7 years.

2. Driver Operators recruited direct and Firemen selected for promotion as Driver Operators 5 years.

3. Fireman selected for promotions heading Firemen 5 years.

4. Direct recruits as Firemen. 3 years.

8. *Appointing Authority for Members under Training* – The powers of the appointing authority shall in the case of a candidate undergoing training at the Andhra Pradesh Fire Services State Training School be exercised by the Director of Fire Services Andhra Pradesh, Hyderabad.

9. *Pay of Approved probationers* :- An approved probationer shall be entitled to count the period of his probation excluding the period if any, during which he was undergoing the course of training for increments in his time scale of pay, but if he has no substantive appointment, he cannot count non-continuous officiating service for such increment.

10. *Special Tests* – (a) Members of the Service shall pass the following Tests :-

Station Officers (previously designated as Sub-Officers).	1. Account Test for Subordinate Officers Part I.	To be passed within two years from the date of appointment.
	2. Andhra Pradesh Fire Service Manual.	(i) Provided that the persons appointed on or after the 5 th January, 1946, but before the 27 th May, 1952, should pass the Test before the 10 th June 1961.

(ii) provided further that in respect of the test in which no examination is conducted, such test shall be passed within two years from the date on which the first examination in the test is conducted.

Note.- Until the expiry of the time allowed in provisos (i) and (ii) above, promotions may be made and increments granted to them.

(iii) Provided also that in respect of the persons who have been promoted in advance of acquiring a pass in the prescribed tests, the penalty for failure to pass the tests, shall be withholding of increment in the posts to which they have been promoted, until the tests are passed but such withholding of increments shall not operate to postpone future increments after the tests are passed.

(iv) Provided that the Station Officers of the Telangana Region who have not attained the age of 45 years and appointed on and after the 5th January, 1946 but before the 1st November, 1956, shall pass the Account Test for Subordinate Officers Part-I, within a period of four years after their promotion to the post of Assistant Divisional Fire Officer (higher post) and the test in the Andhra Pradesh Fire Service Manual, within a period of four years from the date on which the first examination in that Test is conducted or within a period of four years after their promotion whichever is later, and if they fail to pass the tests within the periods specified above, they shall be reverted as Station Officers.

In the case of the test in the Andhra Pradesh Fire Service Manual they shall pass within a period of two years from the date on which the first examination in the subject is conducted or within a period of two

years after promotion whichever is later and should they fail to pass within the period of two years as above they shall be reverted as Station Officers.

(b) The penalties for failure to pass the tests as required by sub-rule (a) shall be withholding of promotions and increments until the test are passed but such withholding in increments shall not operate to postpone future increments after the tests are passed.

(c) A person appointed as Station Officer should satisfy the appointing authority that he has ability to read, write and speak Telugu fluently within two years from the date of appointment, failing which his increment shall be postponed till he acquires the qualification but such postponement shall not have the effect of postponing future increments after the qualification is acquired.

Provided that this sub-rule shall not apply to a person who has been absorbed in this service from the former Hyderabad Fire Service so long as he continuous in the same category as the one in which he was working immediately prior to the first day of November 1956.

“(d)A person appointed to any of the categories in Class II in Rule 1, shall not be required to pass the language test in Telugu prescribed in Rule 13-A in Part II of the Andhra Pradesh State and Subordinate Service Rules.”

(e) A person appointed to any of the categories in Class II in Rule 1, shall not be required to pass the language Test in Hindi or Urdu prescribed in Rule 13-B in Part II of the Andhra Pradesh State and Subordinate Service Rules.”

11. *Appointment as full Members.*- All appointments of approved probationers as full members of the service in a class or category shall be made by the appointing authority within his jurisdiction.

Provide that in the case of persons recruited in the territories specified in sub-section (1) of section 3 of the Andhra State Act, 1953 (Central Act XXX of 1953) prior to the 15th March, 1951, their seniority in the classes and categories referred to in rule 1 shall be determines on a State-wide basis and appointment as full members in respect of each class or category, shall be made on a State wide basis, subject to the general provisions contained in rules 29 and 39 f the Andhra Pradesh State and Subordinate Service Rules.

12. *Uniform.*- The following members of the service shall be entitled to free supply of uniform on such scale, as may be prescribed by the Government from time to time.

1. Assistant Divisional Fire Officers.
2. Station Officers
3. Engineer Sub-Officers.
4. Leading Firemen
5. Driver Mechanics.

6. Driver Operators
7. Firemen Mechanics
8. Firemen Carpenters
9. Firemen.

13. *Quarters.* – The following members of the service shall reside wherever they be directed. They are eligible for rent free quarters. Where rent free quarters have not been provided by the Government, members of the Service shall be eligible for house rent allowance at the rates prescribed by the Government from time to time.

1. Assistant Divisional Fire Officers.
2. Station Officers.
3. Engineer Sub-Officers.
4. Leading Firemen.
5. Driver Mechanics
6. Driver Operators
7. Firemen Mechanics
8. Firemen Carpenters
9. Firemen.

14. *Postings and Transfers.* – (1) Transfers of Firemen shall be made by the Divisional Fire Officers, within their respective jurisdictions.

(2) Transfers of Firemen from one Division to another shall be made by the Regional Fire Officers.

(3) Transfer of Stations Officers, Leading Firemen and Driver Operators within the Division and within the Region shall be made by the Regional Fire Officers.

(4) Transfers of Station Officers from one Region to another shall be made by the Regional Fire Offices by mutual consent and with the approval of the Director of Fire Services.

(5) Transfers of members of the service working under the Director of Fire Services, Additional Director of Fire Services to the other Regions or vice versa shall be made by the Director of Fire Services Additional Director of Fire Services.

(6) Transfers of Assistant Divisional Fire Officer either within the Region or from one region to another shall be made by the Director of Fire Services”.

G.O.Ms. No. 346 Home (Pol-A) Dated 2-3-1964).

ANNEXURE I.
(REFERRED TO IN RULE 2)

Class and Category	Method	Limitation
(1)	(2)	(3)
Class I.		
Category I.		
Assistant Divisional Fire Officers.	.. Promotion from Station Officers.	
Category 2.		
Station Officer.	.. Direct recruitment or recruitment by transfer from any other service or by promotion from categories I and 2 of Class II.	Out of every ten vacancies three vacancies should be filled by promotion and the remaining seven by direct recruitment or recruitment by transfer from any other service.
<i>Note.-</i> The temporary posts should not be taken into account in working out the proportion of promotes to the category of Station Officers.		
Category 3.		
Engineer Sub-Officers	.. Promotion from Category I of class II.	
Class II.		
Category 2.		
Leading Firemen	.. Promotion from categories 5 and 6 of class II.	
Category 3.		
Driver Operators	.. Direct recruitment or recruitment by transfer from any other promotion from categories 5 and 6 of Class II.	
Category 4.		
Firemen Mechanics	.. Direct recruitment or recruitment by transfer from any other service or by promotion from category 6 of class II.	
Category 5. Firemen Carpenters.	.. Direct recruitment or recruitment by transfer from any other service.	
Category 6. Firemen	.. Direct recruitment	

ANNEXURE II.
(REFERRED TO IN RULE 5).

Class and category	Age limit for appointment otherwise than by promotion	Qualification																		
(1)	(2)	(3)																		
Class I. Category 2 Station Officers.	.. Must have completed the age of 20 years and must not have completed the age of 30 years if the candidate is recruited by transfer from the Andhra Pradesh Ministerial Service or from the Andhra Pradesh Judicial Ministerial service, or the age of 25 years otherwise.	<p>(1) Must be certified to pass the visual standard specified below.</p> <p>(a) without glasses.</p> <table> <tr> <td>Distant</td> <td>Right eye.</td> <td>Left eye</td> </tr> <tr> <td>Vision</td> <td>6/6</td> <td>6/6</td> </tr> <tr> <td>(snellen)</td> <td></td> <td></td> </tr> <tr> <td>Near</td> <td></td> <td></td> </tr> <tr> <td>Vision</td> <td>0.5</td> <td>0.5</td> </tr> <tr> <td>(snellen)</td> <td></td> <td></td> </tr> </table> <p>(b) Each eye must have a full field of vision.</p> <p>(c) Colour blindness, squint or any morbid condition of the eyes or the lids of either eye shall be deemed to be a disqualification.</p> <p>(2) Must not be less than 5 feet 6 inches in height must not be less than 32 inches round the chest on full inspiration with a minimum expansion of 2 inches.</p> <p>“(3) (a) If recruited direct (but not if promoted) must have taken a degree of B.A. or B.Sc. or B.Com., of a University in the State or any other equivalent degree of any University or Institution in the Indian Union reorganized by the University Grants Commission or minimum general educational qualification with diploma of the National Fire Service College, Nagpur Fire Service College, Nagpur or a graduate in fire Engineering, or if the candidate is a member of a Backward Classes must have passed the Pre-University Course Examination of a university</p>	Distant	Right eye.	Left eye	Vision	6/6	6/6	(snellen)			Near			Vision	0.5	0.5	(snellen)		
Distant	Right eye.	Left eye																		
Vision	6/6	6/6																		
(snellen)																				
Near																				
Vision	0.5	0.5																		
(snellen)																				

(1)	(2)	(3)									
Class II. Category 3. Driver Operators	.. Must have completed 18 years of age and should not be more than 25 years at the time of recruitment.	in the State or any other equivalent Examination of a University or Institution in the Indian Union recognized by the University Grants Commission.									
		Must not be less than 5 feet 5 inches in height must not be less than 31 inches round the chest on full expiration and must have a chest expansion of not less than 2 inches on full inspiration must be certified to possess the visual standard specified below without glasses.									
		<table> <tr> <td></td><td>Right eye.</td><td>Left eye</td></tr> <tr> <td>Distant Vision</td><td>6/6</td><td>6/6 (snellen)</td></tr> <tr> <td>Near Vision</td><td>0.5</td><td>0.5 (snellen)</td></tr> </table>		Right eye.	Left eye	Distant Vision	6/6	6/6 (snellen)	Near Vision	0.5	0.5 (snellen)
	Right eye.	Left eye									
Distant Vision	6/6	6/6 (snellen)									
Near Vision	0.5	0.5 (snellen)									
		(2) Each eye must have a full field of vision.									
		(3) Colour blindness, squint or any morbid condition of the eyes or lids of either eye shall be deemed to be a disqualification.									
		Educational Qualifications :-									
		(1) Must have passed I Form or equivalent standard and must be able to read and write the language of the district in which he is to be employed.									
		(2) Must possess a current and clean heavy transport Driving license which must have been valid for a minimum period of one year in the case of direct recruits ; or in the case of promotion prescribed training at the Fire Service Workshops in driving and pump operation and Mechanism and a pass in the test held at the end of the course.									

(1)	(2)	(3)														
Category 4 – Fireman Mechanics.	Must have completed 18 years of age and should not be more than 25 years at the time of recruitment.	<p>In the case of transfers and direct recruits as per category 3 of Class II ; and in addition practical experience in an up-to-date workshop for a period of not less than one year, or</p> <p>In the case of promotion, prescribed training at the Fire Service Workshops in driving and Pump Operation and Mechanism and a pass in the test held at the end of the course.</p>														
Category 5 – Firemen Carpenters	Must have completed 18 .. years of age and should not be more than 25 years at the time of recruitment.	Must not be less than 5 feet 5 inches in height ; must not be less than 31 inches round the chest on full expiration and must have a chest expansion of not less than 2 inches on full inspiration.														
Category 6 – Firemen.		<p>Must be certified to possess the visual standard specified below without glasses:-</p> <table> <tr> <th></th><th data-bbox="1102 1088 1174 1155">Right eye.</th><th data-bbox="1286 1088 1390 1122">Left eye</th></tr> <tr> <td data-bbox="914 1162 1015 1196">Distant</td><td></td><td></td></tr> <tr> <td data-bbox="914 1202 1038 1270">Vision (snellen)</td><td data-bbox="1102 1202 1150 1236">6/6</td><td data-bbox="1342 1202 1390 1236">6/6</td></tr> <tr> <td data-bbox="914 1276 983 1310">Near</td><td></td><td></td></tr> <tr> <td data-bbox="914 1317 1031 1384">Vision (snellen)</td><td data-bbox="1102 1317 1150 1350">0.5</td><td data-bbox="1310 1317 1358 1350">0.5</td></tr> </table> <p>(ii) Each eye must have a full field of vision.</p> <p>(iii) Colour blindness, squint or any morbid condition of the eyes or lids of either eye shall be deemed to be a disqualification.</p>		Right eye.	Left eye	Distant			Vision (snellen)	6/6	6/6	Near			Vision (snellen)	0.5
	Right eye.	Left eye														
Distant																
Vision (snellen)	6/6	6/6														
Near																
Vision (snellen)	0.5	0.5														
		<p>Educational qualification :-</p> <p>Must have passed III Standard or any equivalent standard or must possess the Indian Army III Class English Certificate and must be able to read and write the language of the district in which he is to be employed in the case of appointments to category 5 practical experience in the profession for a period of one year.</p>														

ANNEXURE III.

List of subject for the training Course in the Andhra Pradesh Fire Service State Training School for Station Officers.

S. No.	Subject	Maximum No. of Marks	Minimum No. of marks to be obtained by Departmental candidates and Direct Recruits.
(1)	(2)	(3)	(4)
(1)	<i>Practical :</i>		
	Physical Training, Squad Drill and Technical Drills.	100	50%
	General Equipment.		
	Extinguishers, knots and lines, lecturate, M.T.U. Drill/T.P.V. Drill, Escape Drill, Extension Ladder, book Ladder Belt, knots and lines, picking up drills, etc., Pump Operations, B.A. sets	100	50%
(2)	<i>Theory :</i>		
	Operational : Written papers.		
	<i>Paper I.</i> – Intelligence Test or Short Answer questions.	300	40.. Aggregate of 3 papers.
	<i>Paper II.</i> – Basic Knowledge Test.		
	<i>Paper III.</i> – Applied Technical Knowledge Test, covering all subjects of Fire Engineering.		
(3)	Administration and Accounts ..	100	40%
(4)	First Aid and Stretcher Drill	This test will be conducted by the St.John Ambulance Association which will declare the names of the successful candidates.

ANNEXURE IV.

List of Subjects for the training in the Andhra Pradesh Fire Service, State training School for Firemen selected or promotion as Driver Operators or FiremenMechanics.

S. No.	Subject.	Maximum No. of Marks	Minimum No. of marks to be obtained.
(1)	(2)	(3)	(4)
<i>I. Practical :</i>			
	Physical training, squad drill and Technical drills.	100	50%
	General equipment, Extinguishers Knots, and lines Lecturate, M.T.U Drill / T.P.U. Drill, Extension Ladder / Hook Ladder, Belts, Knots and lines, picking up drills, etc., pump operation, Driving, Motor, B.A. sets.	100	50%
	(2) <i>Theory :-</i> Operational written papers.	300	40% aggregate of a papers.
<i>Paper I:</i>			
Intelligence Test or short answer questions.			
<i>Paper II.</i>			
Basic knowledge test			
<i>Paper III:</i>			
Applies technical knowledge test covering all subjects of Fire Engineering.			
3. First Aid and Stretcher Drill :			
.. This test will be conducted by the St. John Ambulance Association which will declare the names of the successful candidates and has to be passed only if the candidate has not previously passed it.			

ANNEXURE V.

List of subjects for the training course in the Andhra Pradesh Fire Service Training School for Firemen selected for promotion as Leading Firemen.

S. No.	Subject.	Maximum No. of Marks	Minimum No. of marks to be obtained.
(1)	(2)	(3)	(4)
<i>I. Practical :</i>			
	Physical training, squad drill and Technical drills.	100	50%
		100	50%

(1)	(2)	(3)	(4)
General equipment, Extinguishers Knots, and lines Lecturate, M.T.U Drill / T.P.U. Drill, Extension Ladder / Hook Ladder, Belts, Knots and lines, picking up drills, etc., pump operation, Driving, Motor, B.A. sets.		100	50%
(2) <i>Theory</i> :- Operational written papers.		300	40% aggregate of a papers.
<i>Paper I:</i>			
Intelligence Test or short answer questions.			
<i>Paper II.</i>			
Basic knowledge test			
<i>Paper III:</i>			
Applies technical knowledge test covering all subjects of Fire Engineering.			
3. First Aid and Stretcher Drill :	.. This test will be conducted by the St. John Ambulance Association which will declare the names of the successful candidates and has to be passed only if the candidate has not previously passed it.		

ANNEXURE VI.

List of subjects for the training course in the Andhra Pradesh Fire Service Training School for Firemen and Driver Operators..

S. No.	Subject.	Maximum No. of Marks	Minimum No. of marks to be obtained.
(1)	(2)	(3)	(4)
<i>I. Practical :</i>			
	Physical training, squad drill and Technical drills.	100	50%
	General equipment, Extinguishers Knots, and lines Lecturate, M.T.U Drill / T.P.U. Drill, Extension Ladder / Hook Ladder, Belts, Knots and lines, picking up drills, etc., pump operation, Driving, Motor, B.A. sets.	100	50%
	(2) <i>Theory</i> :- Operational written papers.	300	40% aggregate of 3 papers.
<i>Paper I:</i>			
Intelligence Test or short answer questions.			

(1)	(2)	(3)	(4)
<i>Paper II.</i>			
Basic knowledge test			
<i>Paper III:</i>			
Applies technical knowledge test covering all subjects of Fire Engineering.			
3. First Aid and Stretcher Drill :		..This test will be conducted by the St. John Ambulance Association which will declare the names of the successful candidates and has to be passed only if the candidate has not previously passed it.	

ANNEXURE IV.

STATUTES AND RULES RELATING TO THE PRESIDENT'S POLICE AND FIRE SERVICES MEDAL AND THE POLICE MEDAL.

NOTIFICATION.

New Delhi, the 1st March 1951.

No. 3 – PRESS- The President is pleased to institute the following award to be conferred on members of Police Forces and Organised Fire Services throughout the Indian Union in consideration of meritorious service or gallantry and outstanding devotion to duty, to be designated “President’s Police and Fire Services Medal and ‘Police Medal’ respectively and to make, ordain and establish the following statutes governing them which shall be deemed to have effect from the twenty-sixth day of January in the year one thousand nine hundred and fifty:-

PRESIDENT’S POLICE AND FIRE SERVICES MEDAL

Firstly. – The award shall be in the form a medal and styled and designated the President’s Police and Fire Services Medal (herein after referred to as the Medal).

Secondly. – The medal shall be circular in shape, made of silver with gold gilt, one and three-eighths inches in diameter, and shall have embossed on the obverse the design of the President’s flag on a shield, in the centre and words “President’s Police and Fire Services Medal” above and ‘India’ below the shield along the edge of the medal separated by two five-pointed heraldic stars. On the reverse, it shall have embossed the State Emblem in the centre and the words ‘For Gallantry’ of ‘For Distinguished Service’ as the case may be along the lower edge and a wreath joined by a plain clasp at the top along the upper edge. On the in the name of the person to whom the medal has been awarded, shall be inscribed.

Thirdly. – The medal shall only be awarded to those who have either performed acts of exceptional courage and skill or exhibited conspicuous devotion to duty as members of a recognized Police Force or Fire Service within the territory of India.

Fourthly. – The names of those to whom this medal may be awarded shall be published in the Gazette of India and a Register of such names shall be kept in the Ministry of Home Affairs by such person as the President may direct.

Fifthly. – Each medal shall be suspended from the left breast and the ribbon, of an inch and three-eighths in width, shall in the case of distinguished service, be half silver white ; and in the case of awards

for acts of exceptional courage and gallantry the rebind will be half blue and half silver white, the two colours being separated by a vertical red line one-eighth inch in width.

Sixthly.- Any act of gallantry which is worthy of recognition by the award of the 'President's Police and Fire Services Medal, but is performed by one upon whom the Decoration has already been conferred, may be recorded by a Bar attached to the riband by which the medal is suspended. For every such additional act an additional Bar may be added and for each Bar award a small silver rose with a gold gilt shall be added to the riband when worn alone.

Seventhly.- It shall be competent for the president to cancel and annul the award to any person of the above Decoration and that thereupon his name in the Register shall be erased. It shall, however be competent for the President to restore any Decoration which may have been so forfeited. Every person to whom the said Decoration is awarded shall, before receiving the same enter into an agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Eighthly.- It shall be competent for the President to make rules to carry out the purposes of these statutes.

POLICE MEDAL.

Firstly.- The award shall be in the form of a medal and styled and designated the Police Medal (hereinafter referred to as the Medal)

Secondly.- The medal shall be circular in shape, made of bronze, one and three-eighths inches in diameter, and shall have embossed on the obverse the State Emblem in the centre, and the words '*Police Medal*' above and the State motto '*Satyameva Jayate*' in Devanagari script at the bottom of the State Emblem along the edge of the medal separated by two five-pointed heraldic stars. On the reverse, it shall have embossed the words 'For Meritorious Service' or 'FOR GALLANTRY' as the case may be, exactly at the centre enclosed between two parallel straight lines connected at either end to each other by a concave line, and the words 'INDIAN' above and 'POLICE' below, the whole being encircled by a Wreath joined by a plain clasp at the bottom. On the rim the name of the person to whom the medal has been awarded shall be inscribed.

Thirdly.- The medal shall be awarded to only those members of a recognized Police Force or of a properly organized Fire Service within the territory of India, who have performed service of a conspicuous merit and gallantry.

Fourthly.- The names of those to whom this medal may be awarded shall be published in the Gazette of India and a Register of such names shall be kept in the Ministry of Home Affairs by such person as the President may direct.

Fifthly.- Each medal shall be suspended from the left breast and the riband, of an inch and three-eighths in width, shall be dark blue with a narrow silver stripe on either side and a crimson stripe in the centre, and in the case of awards for acts of conspicuous gallantry, each of the blue portions of the riband shall contain a silver line down the middle.

Sixthly.- Any distinguished conduct or act of gallantry which is worthy of recognition by the award of the POLICE MEDAL, but is performed by one upon whom the Decoration has already been conferred, may be recorded by a Bar attached to the riband by which the medal is suspended. For every such additional act and additional Bar may be added and for each Bar awarded a small silver rose shall be added to the riband when worn alone.

Seventhly.- It shall be competent for the President to cancel and annul the award to any person of the above Medal and that thereupon his name in the Register shall be erased. It shall, however, be competent for the President to restore any Medal which may have been so forfeited. Every person to whom the said Decoration is awarded shall, before receiving the same, enter into an agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

Eighthly.- It shall be competent for the President to cancel and annul the award to any person of the above Medal and that thereupon his name in the Register shall be erased. It shall, however, be competent for the President to restore any Medal which may have been so forfeited. Every person to whom the said Decoration is awarded shall, before receiving the same, enter into an agreement to return the medal if his name is erased as aforesaid. Notice of cancellation or restoration in every case shall be published in the Gazette of India.

NOTIFICATION

New Delhi, the 1st March, 1951.

No.4 – PRESS.- In accordance with the Statute ‘eighthly’ of the Statutes relating to the award of the President’s Police and Fire Services Medal and the Police Medal, the following rules governing them are notified.

PRESIDENT’S POLICE AND FIRE SERVICES MEDAL.

(1) Recommendations for award on the ground of conspicuous gallantry shall be made as soon as possible after the occasion on which the conspicuous gallantry was shown ; and in special circumstances recommendations for awards on other grounds may be made at any time for an immediate award.

(2) All recommendations shall state the name and rank of the person recommended, the name of the Police or Fire Service of which he is or was a member and particulars of the gallantry or service for which the grant of medal is recommended.

(3) The number of medals awarded in any one year shall not exceed forty-five unless the President is of opinion that special circumstances in any year justify the award of medals in excess of that number.

(4) The medal shall be awarded :-

- (i) For conspicuous gallantry in saving life and property, or in preventing crime or arresting criminals, the risks incurred being estimated with due regard to the obligations and duties of the officer concerned.
- (ii) A specially distinguished record in Police service.
- (iii) Success in organizing Police or Fire Services, or in maintaining their organization under special difficulties.
- (iv) Special service ; but only when distinguished by very breaks of crime or public disorder, or fire.
- (v) Prolonged service ; but only when distinguished by very exceptional ability and merit.

(5) When awarded for gallantry the medal will carry a monetary allowance at the rates and subject to the conditions set forth below. The charges thereof shall be borne by the revenues of the State concerned,-

(a) The allowance should be granted only to officers of and below the rank of District Fire Officers.

(b) The amount of the allowance should depend on the rank of the recipient at the time when the act of gallantry is performed and it should continue to be paid at that rate on promotion to higher ranks (including ranks above that of Inspector.)

(c) In the case of an officer already in receipt of an allowance an addition should be made to the allowance, on the award of a Bar to the Medal, according to the rank of the recipient at the time when the services for which the Bar is awarded, are rendered provided that if at the time of the award of the Bar the recipient is of higher rank than the original allowance plus the additional allowance, the amount of allowance he would be entitled to draw had he been awarded the Medal in his present rank.

(cc) Where an officer who has already been awarded either the King's Police and Fire Services Medal or that Medal and a Bar or Bars thereto for gallantry is subsequently awarded the President's Police and Fire Services Medal for a further act of gallantry, he shall be paid a monetary allowance attached to the Bar to the latter Medal in addition to the original allowance and not the full allowance attached to the Medal itself. Where an officer has already been awarded the Indian Police Medal for gallantry is subsequently awarded the President's Police and Fire Services Medal for a further act of gallantry, he shall be paid the full allowance attached to the latter Medal in addition to the original allowance.

(d) The allowance should be granted from the date of the act or which the award is given, and, unless it is forfeited for misconduct, will continue until death.

(e) Where an individual is in respect of the allowance at the time of his death, it shall be continued for life or till remarriage to his widow (the first married wife having the preference). In the

case of a posthumous award of the Medal or a Bar, the allowance should be paid, from the date of the act for which the award is made, to the widow (the first married wife having preference) for her life or till remarriage.

The rates of the allowance for the different ranks will be as follows:-

Rank	Allowance for Medal or for Bar awarded to an officer not already in receipt of an allowance	Allowance for Bar awarded to an officer already in receipt of an allowance
(1)	(2)	(3)
	Per mensem Rs.	Per mensem Rs.
Inspector, Civil Police,	40.00	20.00
Subedar-Major and Subedar, Military Police		
District Fire Officer and Fire Station Officer I.		
Deputy Inspector, Sub-Inspector and Sergeant, Civil Police	25.00	12.00
Jamadar, Military Police		
Fire Station Officer II.		
Assistant Sub-Inspector, Civil Police,	20.00	10.00
Head Leading Fireman.		
Head Constable, Civil Police, Havildar and Naik, Military Police.	15.00	7.00
Leading Fireman and Selection Grade Fireman.		
Constable, Civil Police Sepoy, Military Police	10.00	5.00
Driver and Fireman.		

(6) The medal is liable to be forfeited when the holder is guilty of disloyalty, cowardice in action or such conduct as in the opinion of the President, brings the force into disrepute.

(7) Recommendation for the announcement of awards for distinguished service on the 26th January (Republic Day) and the 15th August (Independence Day) should be forwarded so as to reach the Secretary to the Government of India, Ministry of Home Affairs, not later than the 26th October and the 15th May respectively each year.

POLICE MEDAL

(1) Recommendations for awards on the ground of conspicuous gallantry shall be made as soon as possible after the occasion on which the conspicuous gallantry was shown ; and in special circumstances recommendations for awards on other grounds may be made at any time for an immediate award.

(2) Each recommendation will state the name and rank of the person recommended, the Police Force or Fire Service of which he is or was a member and particulars of the action or service for which the grant of the Medal is recommended.

(3) The number of medals awarded in one year (excluding Bars) shall not exceed one hundred and seventy-five, but if the President considers that special circumstances in any one year justify the award of medals in excess of one hundred and seventy-five, the number shall not exceed two hundred.

(4) The medal will be awarded :-

- (i) For conspicuous gallantry. Awards for gallantry will be made as soon as possible after the event occasioning the grant ;
- (ii) For valuable services characterized by resource and devotion to duty including prolonged service of ability and merit.

(5) (a) When awarded for gallantry the Medal will carry, subject to the conditions set forth for the President's Police and Fire Services Medal, a monetary allowance at half the rates sanctioned for the award of the PRESIDENT'S POLICE AND FIRE SERVICES MEDAL for gallantry. The charges thereof shall be borne by the revenues of the State concerned.

(b) Where an officer who has already been awarded either the Indian Police Medal or that Medal and a Bar or Bars thereto for gallantry is subsequently awarded the Police Medal or the Medal and a Bar or Bars thereto for gallantry is subsequently awarded the Police Medal for a further act of gallantry, he shall be paid a monetary allowance attached to the Bar to the latter Medal in addition to the original allowance and not the full allowance attached to the Medal itself. Where an officer who has already been awarded the King's Police and Fire Services Medal for gallantry is subsequently awarded the Police Medal for a further act of gallantry he should be paid the full allowance attached to the latter Medal in addition to the original allowance.

(6) The Medal for gallantry shall be worn next to and immediate after the PRESIDENT'S POLICE AND FIRE SERVICES MEDAL for distinguished service.

(7) The award of the medal will not be a bar to the subsequent award of the PRESIDENT'S POLICE AND FIRE SERVICES MEDAL

(8) The medal is liable to be forfeited when the holder is guilty of disloyalty, cowardice in action or such as in the opinion of the President, brings the force into disrepute.

(9) Recommendations for the announcement of awards for meritorious service on the 26th January (Republic Day) and the 15th August (Independence Day) should be forwarded so as to reach the Secretary to the Government of India. Ministry of Home Affairs, not later than the 26th October and 15th May respectively each year.

ANNEXURE V.

EXTRACT FROM THE ANDHRA PRADESH CIVIL SERVICES (CLASSIFICATION, CONTROL AND APPEAL) RULES.

PART I – GENERAL.

1. (a) These rules may be called the Andhra Pradesh Civil Services Classification, Control and Appeal) Rules, 1963.
2. They shall apply to all State and Subordinate Services and to the holders (other than those employed only occasionally or subject to discharge at less than one month's notice) of all civil posts, whether temporary or permanent, in any such service appointed thereto before, on or after the date specified in rule I, except to the extent otherwise expressly, provided -.
 - (i) by or under any law for the time being in force, or
 - (ii) in respect of any member of such service by a contract or agreement subsisting between such member and the Government.

PART II – CLASSIFICATION.

5. The services, the members of which are subject to these rules, shall be classified as follows:-
 - (1) The State Services ; and
 - (2) The Subordinate Services.
6. The State Services shall consist of the Services included in Schedule I to these Rules.?
7. The Subordinate Services shall consist of the services included in Schedule II to these rules.

PART III – DISCIPLINE – PENALTIES.

8. The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed upon members of the services specified in rule, 5, namely:-
 - (i) Censure,

- (ii) Fine
- (iii) Withholding of increments or promotion,
- (iv) Reduction to a lower rank in the seniority list or to a lower post or time-scale whether in the same service or in another service, State or Subordinate, or to a lower time-scale at to a lower stage in a time-scale.
- (v) (a) Recovery from pay of the whole or part of any pecuniary loss caused to the State Government or the Central Government or to a local body by negligence or breach of orders ; or

(b) 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.
- (vi) Compulsory retirement otherwise than under Article 465 (2) or under Note 1 to Article 465-A or the Civil Service Regulations.
- (vii) Removal from the civil service of the State Government.
- (viii) Dismissal from the civil service of the State Government.
- (ix) Suspension, where a person has already been suspended under rule 13 (1), to the extent considered necessary by the authority.

Explanations. – I. The discharge :-

(a) Of a person appointed on probation before the expiry or at the end of the prescribed or extended period of probation, or

(b) Of a person engaged under contract, in accordance with the terms of his contract, or

(c) Of a person appointed otherwise than under contract to hold a temporary appointment on te expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this rule.

II. The removal of a person from the civil service of the State Government shall not disqualify him from future employment but the dismissal of a person from the civil service of the State Government shall ordinarily disqualify him from future employment.

III. The reversion of a person to his parent department while on deputation in a temporary department, the posts in which are not governed by rules, shall not amount to reduction within the meaning of this rule.

9. (ii) Notwithstanding anything contained in rule, any of the penalties specified in column (2) of Appendix I to these rules may be imposed on the holders of the posts in the Andhra Pradesh Jail and Fire Subordinate Services specified in the corresponding entry in column (1) by the authorities specified in the corresponding entry in column (3) thereof.

10. The penalty of fine as such shall be imposed only on a person who is a member of the Andhra Pradesh Last Grade Service, which is one of the services included in the Subordinate Services, and on a person holding any of the posts specified in Appendix II to these rules.

12. The State Government may impose any of the penalties specified in items (i) and (iii) and (IX) in rule 8 on members of the State Services.

Provided that if the Governor of Andhra Pradesh is himself the appointing authority for any service or a class or category thereof, he may himself impose any of the said penalties on members of that service, class or category, as the case may be.

15. (a) (1) The authority which may impose suspension pending enquiry into grave charges under rule 19 (b) or the penalties of

- (i) Censure
- (ii) Fine,
- (iii) Withholding of increments, and
- (iv) (a) recovery from pay of the whole or part of any pecuniary loss caused to the State Government or the Central Government or to a local body by negligence or breach of orders, or
- (b) recovery from the value to the extent necessary of the monetary equivalent to the amount of increments ordered to be withheld, where such an order cannot be given effect to,

on a member of a Subordinate Service shall be his immediate superior Gazetted Officer, or where the appointing authority for such member is a non-gazetted officer, such officer or any higher authority :

Provided that such Gazetted Officer shall, before imposing the penalty of withholding of increments on a member, report the matter to the appointing authority and obtain its prior sanction.

Provided further that in respect of the members of Subordinate Services working in a medical institution in the City or mufassal the authority competent to impose the penalty of withholding of increments shall be the head of that institution in cases where he is not below the rank of a Civil Surgeon and the District Medical Officer concerned in other cases, subject to the condition that where such head of the institution or District Medical Officer as the case may be, is not the appointing authority, he shall, before imposing that penalty, report the matter such authority and obtain its prior sanction.

(2) The authority which may impose the penalties of -

- (i) Withholding of promotion, including stoppage at an efficiency bar,

(ii) Reduction to a lower rank in the seniority list or to a lower post or times-scale, whether in the same service or in another service, or to a lower stage in a time-scale.

(iii) Compulsory retirement otherwise than under article 465 (2) or under Note to Article 465-A of the Civil Service Regulations.

(iv) Removal from the civil service of the State Government, and

(v) dismissal from the civil service of the State Government on a member of a Subordinate Service shall be the appointing authority or any higher authority:

Provided that in the case of the members of the services specified in Appendix III to these rules, the authority which may impose any of the penalties mentioned in clauses (1) and (2) or suspension pending inquiry into grave charges shall be specified against each.

(b) Where in any case a higher authority has imposed or declined to impose a penalty under this rule, a lower authority shall have no jurisdiction to proceed further under this rule in respect of the same case.

(c) The fact that a lower 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.

(d) 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 a lower authority in respect of the same case.

16. (a) Where on promotion or transfer, a member of a Service in a class, category or grade is holding an appointment in another class, category or grade thereof or in another service, State or Subordinate, 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.

(b) Where a person has been reverted or reduced -

from a State to a Subordinate Service, or

from one service to another, or

from one class, category, or grade of a 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 from 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.

17. Where the person to be punished has been lent to the punishing authority:-

(i) the power to impose the penalty of compulsory retirement or removal or dismissal shall not lie with any authority other than the lending authority ; the borrowing authority shall, in a case where it considers that the punishment of compulsory retirement, removal or dismissal should be imposed complete the inquiry and revert the person concerned to the lending authority for such action as that authority may consider necessary:

Provided that the provision in this clause requiring the reversion of the person concerned to the lending authority shall not apply where the person has been lent by one department to another and both the departments are under the same administrative authority ; and

(ii) unless in any case it be otherwise provided by specific orders of the Governor of Andhra Pradesh, the punishing authority shall consult the lending authority before imposing any lesser penalty and in the case of suspension shall report forthwith to the lending authority the circumstances leading to the imposition of that penalty.

Provided that this clause shall not apply to persons lent by the Excise Department to the Police Department for prohibition work.

Explanation:- For the purposes of this rule, a clerk of the Secretariat or of the Board of Revenue deputed to the Andhra Ministerial Service for training as a Revenue Inspector or a Superintendent of the Secretariat or of the Board of Revenue deputed to the Andhra Revenue Subordinate Service for training in the districts shall be deemed to be a person lent.

19. (a) In every case where it is proposed to impose on a member of a service any of the penalties specified in items (i), (ii), and (v) in rule 8 or in rule 9, shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any shall be taken into consideration before the order imposing the penalty is passed.

(b) (i) Without prejudice to the provisions of the Public Servants' Inquiries Act, 1850 (Central Act XXXVII of 1850), in every case where it is proposed to impose on a member of a service the penalties specified in items (iv), (vi), (vii) and (viii) in rule 8, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the persons charged, together with a statement of the allegation on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time to put in a written statement of his defence and to state whether he desires and oral inquiry or only to be heard in person. An oral enquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be

entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the enquiry may, for special and sufficient reason to be recorded in writing refuse to call a witness. After the inquiry has been completed the person charged shall be entitled to put in, if he so desires, any further written statement of his defence. If no inquiry is held and if he had desired to be heard in person, a personal hearing shall be given to him. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

(ii) After the inquiry referred to in clause (i) been completed and after the authority competent to impose the penalty mentioned in that clause has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiring authority and be called upon to show cause, within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be duly taken into consideration before final orders are passed ;

Provided that the provisions of this sub-rule shall not apply to the members of the Andhra Pradesh Government Press Subordinate Service, who shall in respect of disciplinary matters be dealt with according to the provisions of Article 311 of the Constitution of India.

Explanation – An opportunity to show cause against the imposition of any of the penalties referred to in this sub –rule shall be give, after the authority competent to impose the penalty arrives at a provisional conclusion in regard to the penalty to be imposed, either by such authority himself or under this direction, by a subordinate authority who is superior in rank to the officer on whom it is proposed to impose the penalty.

(c) (i) The requirement of sub-rules (a) and (b) shall not apply where it is proposed to impose on a member of a survive any of the penalties mentioned in rule 8 or 9, on the basis of facts which have led to his conviction in a criminal court or by a court martial or where the officer concerned has absconded or where it is for other reason impracticable to communicated with him.

(ii) The provisions of sub-rule (b) shall not apply where the Governor is satisfied that in the interest of the security of the State it is not expedient to follow the procedure prescribed in that sub-rule.

(d) (i) All or any of the provisions of sub-rules (a) and (b) 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 sub-rules and those requirements can be waived without injustice to the person charged.

(ii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-rule (b), the decision thereon of the authority empowered to dismiss or remove such person or reduce him in rank, as the case may be, shall be final.

(iii) The provisions of sub-rule (b) may be waived in cases where deficiency in the stores in charge of a member of a Subordinate Service in the Jail Department detected at the time of a stock taking is due to negligence or breach of orders on his part and the authority competent to write off the loss caused to the Government by such deficiency is of opinion that, that loss does not exceed Rs. 100 and that it should be recovered from the pay of such member. In such cases the member shall, before the recovery is ordered from him, be given a reasonable opportunity of showing cause why the loss should not be recovered from his pay.

(e) A member of a service may be placed under suspension from service pending enquiry into grave charges, where such suspension is necessary in the public interest.

(f) The authority imposing any penalty under these rules shall maintain a record showing -

(ii) the allegations upon which action was taken against the person punished

(iii) the person's representation, if any, and the evidence taken if any ; and

(iv) the finding and the grounds thereof, if any

(g) 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.

PART IV - APPEALS.

20. Every person who is a member of any of the services specified in rule 5 shall be entitled to appeal, as hereinafter provided, from an order passing by an authority-

(a) Imposing upon him any of the penalties specified in rule 8 or 9;

(b) Discharging him in accordance with the terms of his contract if he has been engaged on a contract for a fixed or for an indefinite, period and has rendered under either form of contract continuous service for a period exceeding five years at the time when his services are terminated ; and

(c) Reducing or withholding the maximum pension, including an additional pension, admissible to him under the rules governing pensions.

21. A member of a State Service shall be entitled to appeal to the Governor of Andhra Pradesh from an order passed by the State Government;

Provided that –

(i) A member of the Andhra Pradesh Judicial Services shall be entitled to appeal to the Governor of Andhra Pradesh against an order passed by the High Court under rule 11 as if it were an order passed by the State Government;

(ii) The First Assistant, Board of Revenue, shall be entitled to appeal to the State Government against any order passed under rule 11 by the Board of Revenue;

(iii) An Assistant Engineer or a Junior Superintendent, Public Works, Workshops, or the Non – technical Personal Assistant to the Chief Engineer, Public Works Department (General), shall be entitled to appeal to the State Government against an order passed under Rule 11 by the Chief engineer (General);

(iv) an Assistant Engineer or a Store Superintendent or the Chief Accountant, Office of the Chief Electrical Inspector to Government or the Non – technical personal Assistant to the Chief Engineer (Electricity) or a Chief Accountant or a Deputy Chief Accountant of the Electricity power Systems, shall be entitled to appeal to the State Government against an order passed under Rule 11 by the Chief Engineer (Electricity) or the General Superintendent, Operating Systems as the case may be ;

(v) an Assistant Surgeon shall be entitled to appeal to the State Government against any order passed under rule 11 by the Director of Medical Services ;

(vi) a Lay Secretary and Treasurer in a Government Medical Institution shall be entitled to appeal to the State Government against any orders passed under rule 11 by the Director of Medical Services or the Honorary Director of Indigenous Medicine; and

(vii) an Assistant Engineer (Highways) shall be entitled to appeal to the State Government against any orders passed under rule 11 by the Chief Engineer (Highways).

22. Every member of a State Service shall be entitled to appeal to the Governor of Andhra Pradesh against any order passed by the State Government or a subordinate authority which –

- (i) Alters to his disadvantage his conditions of service, pay, allowances or pension as regulated in rules or in a contract of service, or
- (ii) Interprets to his disadvantage, the provisions of any rules or contract of service whereby his conditions of service, pay, allowances or pension are regulated.

23. A member of a Subordinate Service shall be entitled to appeal from an order imposing on him any of the penalties specified in rule 8 or 9 except to the extent specified in Appendix I-

(a) If such order was passed by any authority specified in rule 9 Or 14 (a) to the next higher authority to whom the former authority is administratively subordinate, and

(b) if such an order was passed by the State Government to the Governor ;

Provided that in respect of the members of Subordinate Services working in the Habitual Offenders Settlements in the Police Department the appellate authority shall be the District Superintendent of Police concerned in respect of orders passed by the Manager of the Settlement:

24. (I) In the case of an appeal against an order imposing any penalty specified In rule 8 or 9 the appellate authority if such authority considers, for reason to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

25. In the case of an appeal against an order under rule 21, the appellate authority shall pass order as appears to it just and equitable, having regard to all.

26. Every person preferring an appeal shall do so separately and in his own name.

27. Every appeal preferred under these rules shall contain all material statements and arguments relief on by the appellant, shall contain no disrespectful improper language, and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the head of the office, to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred and in the case of members of Subordinates Services, through the usual official channel.

28. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if-

- (1) It is an appeal in a case in which under these rules no appeal lies, or
- (2) It does not comply with the provisions of rule 27, or
- (3) It is not preferred within two months after the date on which the appellant was informed of the order appealed against, and no reasonable cause is shown for the delay, or
- (4) 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 are adduced which afford grounds for a reconsideration of the case, or
- (5) It is addressed to an authority to which no appeal lies under these rules.

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

Provided further that an appeal withheld on account of only of failure to comply with the provisions of rule 27 may be resubmitted at any time within one month of the date on which the appellant has been informed or the withholding of the and, if resubmitted in a form which complies with those provisions, shall not be withheld.

29. No appeal shall lie against the withholding of an appeal by a competent authority.

30. The authority by whom an order imposing a penalty specified in rule 8 or 9 may be reversed or altered in cases in which no appeal is preferred shall be the appellate authority prescribed in the rules or any higher authority.

31. (a) 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 referred with an expression of opinion.

(b) A list of appeals withheld under rule 27, with the reasons for withholding them shall be forwarded half-yearly by the withholding authority to the appellate authority.

32. An appellate authority may call for any appeal admissible under these rules, which has been withheld by a subordinate authority and may pass such thereon as it considers fit.

33. Nothing in these rules shall operate to deprive any person of any right of appeal, which he would have had if these rules had not been made, in respect 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 rule 23 shall apply as if the appeal were against an order appealable under these rules.

APPENDIX – I.

[Rule 9 (2)]

Posts	Penalties.	Authorities which may impose the penalty
(1)	(2)	(3)
<p>The Andhra Pradesh Fire Subordinate Service :</p> <p>Station Officers, Engineer Sub – Officers, Leading Firemen, Driver Mechanics, Driver Operators, Firemen Mechanics, Firemen and equivalent ranks</p>	<p>Suspension as a specific punishment for a period not exceeding 15 days if the penalty of reduction to a lower grade post, or time scale or to a lower stage in the same time scale cannot be imposed.</p>	<p>Additional Director of Fire Services or the Regional Fire officer concerned as the case may be.</p>

APPENDIX III(REFERRED) TO IN RULE 14 (a)**FIRE SERVICE DEPARTMENT**

Authority which may impose the penalty of

Class of Subordinates	Censure	Fine	Withholding of increments or recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withhold, where such an order cannot be given effect to.	Withholding of promotion including stoppage at an efficiency bar where such stoppage is imposed on the ground of some specific fault on his misconduct.
(1)	(2)	(3)	(4)	(5)
I. Andhra Pradesh Fire Subordinate Service.				
(1) Members appointed by the Director of Fire Services.
(2) Members appointed by a Chief Regional Fire Officer.

		Authority which may impose the penalty of			
Class of Subordinates		Reduction to a lower rank in the seniority list, or to a lower post or time-scale, whether in the same service or in another Subordinate Service, or to a lower Stage in a time – scale	Recovery from pay of the whole or part of any pecuniary loss caused to Government or to a local body by negligence or breach or orders.	Suspension	Compulsory retirement of removal dismissal from civil service of the State Government
		(6)	(7)	(8)	(9)
I.	Andhra Pradesh Fire Subordinate Service –				
	(1) Members appointed by the Director of Fire Services.	Director of Fire Services.
	(2) Members appointed by a Chief Regional Fire Officer.	Regional Fire Officer.

ANNEXURE VI.
INSTRUCTIONS.

Preliminary Enquiry – (a) Before commencing any Departmental Enquiry against a Government servant with regard to a disciplinary matter, it is necessary that there should be sufficient evidence gathered by way of preliminary enquiry.

(b) The authority competent to order the enquiry should be satisfied that there is sufficient *prima facie* evidence, to start disciplinary proceedings against the Government servant concerned. This preliminary enquiry may be made by an officer under whose administrative control the officer, alleged to be at fault is working (or was working at the time the acts complained of were committed), but the decision to hold the regular enquiry can only be taken by the authority competent to hold the enquiry.

(c) Any officer can ask for an explanation from a subordinate officer in respect of any matter pertaining to his duties and it will often be advisable before directing the holding of a departmental enquiry to obtain the explanation after obtaining the explanation, the reporting Authority may feel that there is not case to initiate departmental proceedings at all. The asking of such an explanation is however, not compulsory and the authority ordering or holding the investigation will have to decide according to the circumstances of each case whether such an explanation should be obtained before the issue of a charge-sheet or not.

2. *Enquiry Officer.*– It is a fundamental principle of natural justice that the officer selected to make an enquiry should be a person with an open mind and not one who is biased against the delinquent or one who has prejudged the issue.

Without being appointed as enquiry officer or authorized to hold the enquiry by the authority competent to impose the penalty or by a higher authority, one cannot hold the enquiry merely because he is an officer superior to the accused officer. The enquiry can be conducted by the competent authority or any higher authority or by any officer duly appointed as enquiry officer by the competent authority or any higher authority.

3. *Issue of Charge Sheet.*– (a) Once the authority competent to appoint the Enquiry Officer is satisfied that a Departmental enquiry is necessary or he is directed by a higher authority to hold a departmental enquiry the first step shall be to appoint an enquiry officer (if a higher authority has directed him to hold the enquiry himself, he will himself be the Enquiry Officer). The Enquiry Officer should frame a charge sheet containing -

- (i) definite charge or charge
- (ii) under each charge the grounds on which that charge is based, and
- (iii) any other circumstances which it is proposed to take into consideration, in passing orders in the case. Each charge should be drawn up clearly and precisely and care should be taken to avoid vagueness.
- (iv) The charge-sheet should not indicate the punishment to be imposed on the delinquent officer.
- (b) The charge-sheet should conclude with the following formula:-

“ Please show cause why suitable disciplinary action should not be taken against you on the charges mentioned above.

You are required herewith to put in any written statement you may desire to submit in your defence by (the date to be specified, Please fill in the questionnaire enclosed (Form I) and resubmit it. In case you fail to put in your written statement by the above date, the undersigned may proceed with the enquiry on the basis that you have no defence to offer.

4. Written statement in defence,- The Enquiring Officer should fix a reasonable time within which the written statement must be filed. In dealing with requested to further time, if any, by the accused Government servant the Enquiring Officer will consider whether the accused Government Servant is sufficiently active in the preparation of his defence and whether the time asked for is ready necessarily and

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Justified. An accused Government Servant must have reasonable facilities for the preparation of his defense, and subject to this condition it is the Enquiring Officer's responsibility to complete the Departmental proceedings as early as possible and submit his report to the appropriate authority. Normally, an officer need not be kept under suspension for more than six months and as within this period final orders can be passed, it would be reasonable to expect the Government servant concerned to put in his defence within three to five weeks according to the nature of the case. These limits are only meant for general guidance and are not to be taken as absolute limits. In simple and straight forward cases, even three weeks may not be necessary while a case which involves study of voluminous records, not in the Government servant's own office, a longer period than two months may be necessary.

5. *Request for an oral inquiry and to be heard to person* – (a) if within the prescribed time, or such further time as the Enquiring Officer may give, no written statement in defence filed and no request, in writing, is made for oral enquiry for being heard in person or if the delinquent officer absents himself without sufficient reason to attend the enquiry on the date fixed, it is always better that the enquiring Officer proceeds with the enquiry expert to satisfy himself about the truth of the charges. An enquiry must necessarily be held where the Government servant asks for it, or has expressed a desire to be heard in person, or having regard to the written statement in defence, or the statement made by the Government servant himself when he is heard in person, a further enquiry is necessary to decide the truth of the charges.

(b) The Enquiry Officer shall examine the delinquent orally, if he desires to be heard in person. The delinquent should not be compelled to be a witness against himself.

6. *Recording of evidence* – (a) At the oral enquiry, evidence should be heard on charges which are not admitted. The enquiry, however, should not extend to matters not mentioned in the charge-sheet.

(b) The evidence in support of the charges should be recorded first and the accused Government servant given an opportunity to cross-examine the witness.

(c) The evidence of each witness should be recorded in the form of a narrative and when the evidence is completed, it should be read over to the witness, necessary, explained to him in the language in which it was given. If the witness denies the correctness of any part of the evidence when it is read over to him, the Enquiring Officer may either carry out the correction, or instead of correcting the evidence, make a memorandum of the objection taken and add such remarks as he thinks necessary. Then, the statement shall be signed by the Enquiring Officer Copies of such evidence as are required by the accused Government servant should be supplied to him free of cost.

Note.- No document or statement produced or recorded at the preliminary enquiry can be relied on at the regular enquiry unless such document is duly proved or the person who made the statement is again examined at such regular enquiry or unless such document or statement is admitted by the accused Government servant.

Enforcing the attendance of witnesses.- The Officer holding the enquiry has no power to enforce the attendance of any non-official witnesses. As regards official witnesses, he should be able to procure their presence either by writing to them direct or through the Administrative Heads at appropriate levels. Normally, the request to call an official witness should not be rejected, when, however, it appears that the request is frivolous or vexatious, that it is made with a view to unnecessarily prolong the enquiry and that the facts which he is expected to speak to (according to the statement of the accused) are not relevant for the purpose of enquiry the request should be refused and the reasons thereof, recorded in writing and communicated to the delinquent officer.

8. Inspection of documents by the Government servant concerned.- The Enquiring Officer should give every reasonable facility to the accused Government servant to inspect any documents or records necessary for the purpose of preparing this defence. Such inspection should be arranged in the presence of a responsible Government servant to ensure that the records are not tampered with in any manner.

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9. *Enquiring Officer's responsibility*:- It is the Enquiring Officer's responsibility to arrive at the truth or falsity of the charges against the Government servant. For this purpose, it is his responsibility to put whatever question as may be necessary both to the witnesses examined in support of the charges and to the witnesses produced by the accused Government servant.

10. Submission by the accused officer another written statement.- After the entire evidence has been heard, the person charged shall, if he so desires, put in a further written statement in his defence and also explain his defence orally to the Enquiring Officer.

11. Drawing up of the findings by the Enquiry Officer. – (a) on Completion of the enquiry including the personal examination of the accused Government servant, if any the Enquiring Officer shall record his findings in respect of each charge, with reasons therefore and forward the proceedings to the authority appointing him. The enquiring officer should not rely on any document for material which the delinquent had no opportunity to explain.

(b) The proceedings forwarded shall contain :-

- (i) The charges framed against the Government Servant along with the grounds of charges ;
- (ii) Written statement filed in defence, if any ;
- (iii) Record of the evidence given during the oral enquiry ;
- (iv) A memorandum of the points urged by the Government servant concerned during the personal hearing, if any ;
- (v) A statement of the findings of the Enquiry Officer on the different charges and the grounds therefore ; and
- (vi) The penalty recommended.

12. Provisional conclusion.- The authority competent to impose punishment on perusal of the proceedings shall come to a provisional conclusion in regard to the penalty to be imposed.

Note.- In several cases of disciplinary proceedings, it has been noticed that the accused officers had been asked to show cause against a particular penalty in the first charge memo itself before the competent authority arrives at a provisional conclusion after completion of the enquiry referred to in

paragraphs 1 to 11 above, thereby giving rise to an argument that the authority concerned has prejudged the issues involved. Further, a penalty can be suggested only with reference to the charges proved. It is, therefore, impressed on all concerned that the first charge memo should be worded as detailed in paragraph 3 (b) above.

13. Giving a second or further opportunity to person charged.- If the penalty proposed is any one of the major penalties, namely :-
- (i) Reduction to a lower rank in the seniority list or to a lower post or timescale, whether in the same service or in another service gazette or subordinate, or to a lower stage in a timescale ;
 - (ii) Compulsory retirement otherwise than under article 465 (2) or under note 1 to article 465-A of the Civil Service Regulations, or before completion of 30 years or 25 years of qualifying service according as the Government servant is governed by the Revised Pension Rules, 1961 or by the rules in force before that date;
 - (iii) Removal from the civil service of the State Government which does not disqualify him from future employment ;
 - (iv) Dismissal from the civil service of the State Government which ordinarily disqualifies him from future employment.

the person charged should be supplied with a copy of the report of the inquiring authority and be called upon by the competent authority to show cause within

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a reasonable time, not ordinarily less than one week, or exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be duly taken into consideration before final orders are passed.

14. *Consultation with the Public Service Commission.*- (a) Where the authority to impose the punishment is the State Government it may be necessary before passing an order, to consult the Public Service Commission under the A.P. Public Service Commission, Regulations as adapted by the Government of Andhra Pradesh. In asking for the advice of the Commission, the complete records of the case should be forwarded to the Commission. It would not be necessary to examine the case in great detail at this stage, as Government would take a final decision only after receiving the advice of the Public Service Commission.

- (b) On receipt of the advice of the Commission, the papers should be submitted to the Minister concerned for orders.
- (c) Where it is proposed to reject or deviate from the advice of the Andhra Pradesh Public Service Commission, the file shall be circulated through the Chief Secretary.

15. Drawing up of the final order.- (a) The final order containing the decision of the authority competent to impose the penalty, should be a self – contained order. Even where the order is passed by the Government, the order should set out briefly the relevant facts, findings, advice of the Commission and Government's decision thereon and it should be signed by an officer authorized to sign orders on behalf of the Government. A copy of this order should be supplied to the accused Government servant.

- (b) A copy of the letter of the Public Service Commission containing its advice may, if applied for, be supplied to the accused Government Servant.

16. Case in which procedure detailed above need not be followed.- The procedure laid down in rule 19 (2) of the Andhra Civil Services (Classification, Control and Appeal) Rules and Rules 21 and 22 of the Hyderabad Civil Services (Classification Control and Appeal) Rules, 1955 need not be followed in the following cases :

- (i) When a person is punished on the ground of conduct which has led to his conviction on a criminal charge.
- (ii) Where an authority competent to impose the penalties satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause.
- (iii) Where the Governor is satisfied that in the interest of security of the State it is not expedient to give to that person such an opportunity.

17. Procedure to be followed in cases of minor punishments: - It is not necessary to follow the elaborate procedure detailed in the preceding paragraphs in respect of minor penalties, namely :

- (i) Censure;
- (ii) Fine (in the case of persons for whom such penalty is permissible under the rules);
- (iii) withholding of increments or promotion
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the State Government or the Central Government or to a Local Authority by negligence or breach of orders.

But, before imposing any such punishment, the Government servant should be given an opportunity to make a representation against the particular penalty proposed to be imposed. In such cases there is no need to hold any elaborate enquiry and in the first instance itself, the delinquent officer can be asked to show cause against the particular penalty proposed to be imposed and orders passed after taking into account the explanation given by him.

18. Suspension – (a) Placing of a Government servant under suspension under the rules, where an enquiry into his conduct is contemplated, or is pending would imply the commencement of a departmental inquiry in a disciplinary action. This action shall not require the giving of a prior notice and obtaining the explanation of the Government Servant concerned.

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(b) The object of placing an officer under suspension is generally to facilitate easy collection of evidence from witnesses who may hesitate to depose against an officer so long as he is in office, or to prevent an officer from tampering with witnesses or records. In many cases, it is not quite necessary to keep the officers under suspension after a certain period.

(c) An officer should not be placed under suspension for a period exceeding six months normally and the disciplinary proceedings should be finalized within that period. It should also be considered at an early stage whether sending the officer on leave (if he is willing to take it) will not be a suitable step to take. This of course, will not apply in very serious cases where there is *good prima facie* cases.

(d) The authority competent to suspend the Government servant, while issuing the

orders of suspension should invariably mention in the said order that the suspension is made in the public interest and also indicate the substitute allowance which should be paid to the Government servant concerned. The order of suspension cannot be given retrospective effect and it should take effect only from the date of services of that order on the delinquent.

(e) Whenever the proceedings are not completed within six months and it is necessary to keep the officer under suspension further, the matter should be reported of Government giving full details leading to the delay with particulars of the date of enquiry, whether the enquiry was conducted on the dates on which the case was posted; if not the reasons therefore, why the case could not be posted to an earlier date, etc., and the need to keep the Officer under suspension beyond the period of six months and orders of Government should be obtained thereon. Similar orders are necessary even in the cases where the officers are placed under suspension by the Government themselves as such cases should be reviewed by the Government if the enquiry is not completed within a period of six months and necessary orders passed on the merits of each case, after ascertaining the reasons as to why the enquiry was not completed within the prescribed time.

(f) When a Government servant is suspended, he is free to go wherever of likes, but he must leave his address with the Head of his officer or if he is himself the Head of Office, with his immediate superior. He must also leave his address with the Officer, if any, holding an enquiry into his conduct.

He must obey all orders to attend any inquiry into his conduct, and if he fails to do so, the inquiry may be held in his absence.

19. An Officer should not be suspended pending enquiry as a measure of punishment. - Where, however, an officer has been suspended pending enquiry into his conduct, the following courses would be open at the conclusion of the case.

(i) If the authority competent to impose the punishment (or the appellate authority in Case of an appeal) comes to the conclusion that the accused Government servant must be fully exonerated, then the Government servant should receive for the period of suspension, the full pay of suspension should be specified.

(ii) If he is not fully exonerated, suspension may be inflicted as a substantive Penalty under the Classification, Control and Appeal Rules and the pay, allowances, etc., he should receive during the period of suspension should be specified.

20. Procedure to be followed in the case of temporary employees. – The above instructions will have to be complied with not only in respect of the members any service but also in respect of a person holding a civil post whether permanent or temporary, when disciplinary action is proposed to be taken.

21. A Government servant cannot insist as a matter of right to be represented by a lawyer in disciplinary Proceedings against him. When he makes a request for engaging a Council in any such disciplinary Proceedings, the enquiry office should taken into account all the circumstances and decide whether the denial of Professional help will prejudice the accused officer in this defence and if so the enquiry officer must allow him to be represented by a Council. When the request for engaging a Counsel is on the ground that the accused officer is not acquaint with the language in which the proceedings are conducted the inquiry officer must allow him to be represented by a Council.

1. Have you any objection to the form of any of the Charges ?

2. In addition to the written statement of your defence which you are not required to submit, you are entitled to continue your defence by either of the following methods :

(a) An oral enquiry held in your presence.

(b) To be heard in person without an oral enquiry

Please state in the columns opposite whether you require either method to be adopted

Note.- If you choose method (a) the following witnesses will be called to prove the charges.

(i) Witnesses examined in your presence at the preliminary enquiry :

- (1)
- (2)
- (3)
- (4)

(ii) Witnesses not yet examined in your presence:-

- (1)
- (2)
- (3)
- (4)

The evidence recorded from (i) at the preliminary enquiry will be read out at the regular enquiry and you will be given an opportunity to cross-examine the witness

again.

Any evidence recorded from (ii) at the preliminary enquiry will also be read out at the regular enquiry unless you prefer that any of the witnesses to be examined in the chief before you instead. Whichever course you choose, you will be given an opportunity to cross-examine them.

3. (i) Do you wish to give evidence yourself ?
(ii) If so, on what points?
4. (i) Do you wish to have any witnesses examined on your behalf ?
(ii) If so, state their names and note briefly the matters to which they are called to dispose.

Note.- After the completion of the enquiry you may, if you so desire, put in further written statement of your defence.

ANNEXURE VII.

ANDHRA PRADESH CIVIL SERVICES (CONDUCT) RULES, 1964

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following rules to regulate the conduct of Government employees.

RULES

1. *Short title and application* – (1) These rules may be called the Andhra Pradesh Civil Services (Conduct) Rules, 1964.

(2) They shall apply to every person who is a member of a civil service of the State or holds any civil post under the State or in connection with the affairs of the State:

Provided that nothing in these rules shall apply to –

- (a) The Judges of the High Court of Andhra Pradesh ;
- (b) The members of the All – India services ;
- (c) Persons who are not full-time employees but are engaged by Government to do certain work without prejudice to the regular practice by such persons of their profession in other respects, subject to the exception that rules 14, 15, 17, 18 and 19 shall apply to the Advocate – General, Government Pleaders, Public Prosecutors and Pleaders doing Government work ;
- (d) the members of the village establishment ;
- (e) persons paid from contingencies.

2. *Definitions.* - In these rules, unless the context otherwise requires,

- (i) “District “means a revenue district ;
- (ii) “Government” means the Government of Andhra Pradesh and includes any subordinate authority which may be declared by them, subject to such conditions as they think fit, to be Government for all or any of the purposes of these rules;

Provided that the powers and functions of Government under these rules shall in relation to the members of staff of the Governor’s Secretariat, be exercised by the Governor of Andhra Pradesh.

- (iii) “Government employee” means any person who is a member of a civil service of the State of Andhra Pradesh or holds any civil post under the State or in connection with the affairs of the State, whether he is on duty or under suspension or on leave or on foreign service, either within or outside the State ;
- (iv) “Head of Department” means the authority declared as such in Appendix I to the Andhra Pradesh Financial Code, Volume II.
- (v) “Member of the family” in relation to a Government employee, includes the spouse, son, daughter, step-son or step-daughter of such employee, whether residing with such employee or not, and

any other person related, to, and residing with, such employee and wholly dependent on such employee; but does not include a spouse legally separated from such employee, or a son, daughter, step-son or step-daughter who is no longer in any way dependent upon such employee, or of to whose custody such employee is deprived by law ;

(vi) “State” means the State of Andhra Pradesh,

3. General – (1) Every Government employee shall be devoted to its duty and shall maintain absolute integrity, discipline, impartiality and a scene of propriety.

(2) No Government employee shall behave in a manner which is unbecoming of such employee or derogatory to the prestige or Government.

(3) No Government employee shall act in a manner which will place his official position under any kind of embarrassment.

(4) *Strikes.*-No Government employee shall participate in any strike or similar activities or incitement thereto.

Explanation.- The expression “Similar activities” shall be deemed to include –

(i) Absence from duty or work without permission ;

(ii) Neglect of duty with the object of compelling any superior officer or Government to take or omit to take any official action ;

(iii) Any demonstrative fast, like ‘hunger strike’, with the object mentioned in item (ii) ; or

(iv) Concerted or organized refusal on the part of Government employees to receive their pay.

(5) *Demonstrations.*- No Government employee shall participate in any demonstration which is against the interest of public order.

(6) Gifts, services, entertainments, addresses and other forms of felicitations. – accept, or permit any member of his family to accept, from any person any gift, the receipt of which, or any service the performance of which, will place such employee under any kind of official obligation or embarrassment in relation to any person ; if, however, that offer of a gift cannot be refused without giving undue offence to the donor, it may be accepted and the matter reported to the Government for decision as to its disposal ; or.

(ii) receive any address or accept any felicitation or entertainment held in his honour :

(iii) Stay in any guest house owned by a private person and enjoy his hospitality.

(2) If any question arises whether the receipt of a gift or the performance of a service places the Government employee under any kind of official obligation or embarrassment, the decision of Government thereon shall be final.

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(3) No Government employee shall receive any trowel, key, Scissors, or other similar article offered to him in connection with any ceremonial function such as the laying of foundation stone or the opening of a building.

7. *Subscriptions.*- No Government employee shall, except with the previous sanction of Government, ask for, or accept, or in any way participate in the raising of any subscriptions or other pecuniary assistance in pursuance of any object whatsoever.

8. *Lending, borrowing and insolvency.*- (1) No Government employee shall -

- (i) Engage, either by himself or through others, in the business of money lending ; or
- (ii) Lend or borrow money, either by himself or through others, in a manner which will place him under any kind of official obligation to any person or cause official embarrassment to him.

(2) The prohibition in sub-rule (1) shall not apply to -

- (i) Any transaction of a Government employee with a co-operative society registered or deemed to have been registered under the law relating to co-operative societies for the time being in force in the State.
- (ii) A Government employee who lends money while acting as an executor, administrator or trust without profit or advantage to himself ;
- (iii) A Government employee who belongs to a Joint Hindu family carrying on the business of money lending as an ancestral profession, provided he takes no active share in that business and is not employed in the district in which the said business of the family is carried on.

(3) A Government employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Government employee who is involved in a legal proceeding for insolvency shall forthwith report the full facts to Government.

9. *Acquiring or disposing of immovable or moveable property.-*

(1) No Government employee shall, except with previous sanction in the Government, acquire or dispose of, or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise, either by himself or through others :

(2) A Government employee who enters into any transaction concerning any movable property exceeding rupees one thousand in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to Government ;

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of Government.

(3) Nothing in sub-rule (2) shall apply to any purchases made by Government employee for the performance of weddings, religious or social functions.

(4) No Government employee shall engage in any transaction which is of a speculative character relating to the purchases, sale or exchange of any immovable property.

(5) The provisions of sub-rules (1) and (2) shall not apply to -

(i) The acquisition or possession of any property as trustee, executor or administrator ;

(ii) Any Government land which is sold or granted on lease to any Government employee, in accordance with the rules in force.

(6) Except with the sanction of Government, no Government employee shall purchase, directly or indirectly in a sale by auction or otherwise conducted by or under the orders of the Department in which he is employed, and immovable or movable property, owned or confiscated by Government.

(7) Every Government employee, other than a member of the Andhra Pradesh Last Grades Service and an attender in the Andhra Pradesh General Subordinate Service, shall, on first appointment in the Government Service and thereafter before 15th January or each year, submit to Government through the proper channel, a declaration in the form given in the annexure, of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his name or in the name of any member of his family or in the name of any other person. The Declaration shall contain such further information as Government may, by a general or special order, require. If, in any year, a Government employee has not acquired or disposed of any immovable property or any interest therein, he shall submit a declaration to that effect.

(8) The Government or nay authority empowered by them in this behalf may, at any time, by general or special order, require a Government employee to submit, within a specified period, a full and complete statement of all immovable property and movable property, of the specified value, held or acquired by him or by any member of his family. Such statement shall, if so required by Government or by the authority so empowered, include particulars of the means by which or the sources from which, such property was acquired.

(9) If a Government employee receives an order of transfer to a district in which he possesses, or has an interest in, any immovable property, he shall forthwith report the fact to his immediate superior officer.

(10) For the purpose of this rule,-

(a) In respect of the Government employees serving under their control, the undermentioned authorities are declared to the Government namely:

(i) The Chief Secretary to Government in respect of Assistant Secretaries to Government in the common pool ;

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(ii) The Heads of Departments as specified in Appendix I to the Andhra Pradesh Financial Code, Volume II ;

(iii) The Andhra Pradesh Public Service Commission ;

(iv) The District Collectors.

(v) The District Judges

(vi) The Military Secretary to Governor ;

- (vii) The Sales Tax Appellate Tribunal ;
- (viii) The Labour Court ;
- (ix) The Industrial Tribunal ;
- (x) The Tribunal for Disciplinary Proceedings.

(b) In respect of Government employees serving on deputation either under the Central Government or any State Government, the appropriate Government under which the Government employee is serving shall be deemed to be Government.

10. *Private trade, business and investments.*- (1) No Government employee shall engage directly or indirectly in any trade or business save in the course of his official duties.

(2) No Government employee shall speculate in any investments.

(3) No Government employee shall make or permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

(4) The decision of Government shall be final in respect of any question arising under this rule.

11. *Promotion and management of companies in private capacity.* - No Government employee shall, in his private capacity, except with the previous sanction of Government, take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force:

Provided that a Government employee may, in accordance with the provisions of any general or special order of Government, take part in the promotion, registration or management of a co-operative society registered under any law relating to co-operative societies for the time being in force in the State.

12. *Private employment.*- No Government employee shall, except with the previous sanction of Government, undertake any employment or work other than that connected with his official duties :

Provided that a Government employee may, without such sanction, undertake honorary work of a social or charitable nature, or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his official duties ; but he shall not undertake or shall discontinue such work, if so directed by Government.

13. Publication of books.- No Government employee shall, without the previous permission of a Government, publish any book, which is not purely of a literary, artistic or scientific character. While applying for permission to publish a book, he shall submit to Government a manuscript copy thereof :

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Provided that an employee who publishes with the previous permission of Government shall not canvass for its sale in any manner and shall furnish every year to the Head of the Department. Information regarding the number of books sold, the royalty received, and the like; it shall also be open to Government to insist on the sale of the copy-right in any such book.

14. *Communication of official documents or information.*- No Government employee shall, except in accordance with any general or special order of Government, communicated directly or indirectly and any official document or any of its contents, or any official information, to any Government employee not authorized to receive the same, or to any non-official person or the press :

Provided that a Government employee may contribute an article of a scientific or technical character to a non-government publication with the previous permission of Government. While applying for such permission, he shall submit to Government a manuscript copy of the article.

15. *Connection with press.*- No Government employee shall, except with the previous sanction of Government, own wholly or in part or conduct, or participate in the editing or the management of, any newspaper or non-government publication.

16. Participation in radio broadcast and contribution to news papers and periodicals.- (1) No Government employee shall, except with the previous sanction of Government or any authority empowered by them in this behalf or in the course of discharge of his official duties, participate in a radio broadcast or contribute any article or write any letter either in his own name or anonymously pseudonymously or in the name of any other person to any newspaper or periodical :

Provided that no such sanction is necessary if such broadcast article or letter is of a purely literary, artistic or scientific character, or if such broadcast relates to a talk arranged under the general or special order of Government ; and the Government employee may accept the remuneration prescribed for such broadcasts, articles or letter.

17. Criticism of the policy or action of Government or any other State Government or Central Government.- (1) No Government employee shall, by any public utterance, written or otherwise, criticize any policy or action of Government or any other State Government or the Central Government ; or shall be participate in any such criticism:

Provided that nothing in this rule shall be deemed to prohibit any Government employee from participating in discussions ; at any private meeting solely of Government employees or any association of Government employees, of matters which affect the interest of such employees individually or generally ;

(2) No Government employee shall, in any writing published by him, or in any communication made by him to the press, or in any public utterance delivered by him, make any statement of fact or opinion which is likely to embarrass-

- (i) The relations between the Central Government or the Government of any State and the people of India or any section thereof;
- (ii) The relations between the Central Government and the Government of any foreign State.

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(3) A Government employee who intends to publish any document or to make any communication to the press or to deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by sub-rule (2) may arise shall submit to Government the draft of such document, communication or utterance and shall thereafter act in accordance with such orders as may be passed by Government.

18. *Evidence before any Committee, Commission or other authority*—(1) No Government employee shall give evidence in connection with any inquiry conducted by any committee, commission or other authority :-

- (a) In India, except with the previous permission of Government ;
- (b) Outside India, except with the previous sanction of the Central Government ;

(2) Where any sanction is accorded under sub-rule (1), no Government employee giving such evidence shall criticise the policy of the Central Government or of a State Government.

(3) Nothing in sub-rule (1) shall apply to -

- (a) Evidence given before a statutory committee, commission or other authority which has power to compel attendance and the giving of answers ;
- (b) Evidence given in judicial inquiries ;
- (c) Evidence given at any departmental inquiry ordered by Government or any authority subordinate to them.

19. *Taking part in politics and elections.* – (1) No Government employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics; not shall he participate in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every Government employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the Central Government or of a State Government, being prejudicial to national security ; and where a Government employee is unable to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to Government.

(3) Nothing in sub-rule (2) shall apply in respect of any member of the family of a Government employee standing for an election to Parliament or any House of a State Legislature or local authority or body or canvassing for other candidates in any such election.

(4) If any question arises as to whether any movement or activity falls within the scope of this rule, the decision of Government thereon shall be final :

(5) No Government employee shall canvass or otherwise interfere or use his influences, in connection with, or take part in, an election

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to Parliament or any House of a State Legislature or any local authority or body ;

Provided that –

(i) a Government employee qualified to vote at such election may cast his vote but, where he does so, he shall give no indication of the manner in which he proposes to vote or has voted ;

(ii) a Government employee shall not be deemed to have contravened the provisions of this rule by reason only that he has assisted in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

(6) The display by a Government employee on his person, vehicle residence or any of his property, of any election symbol shall amount to using his influence in connection with an election within the meaning of sub-rule (5).

(7) The provisions of sub-rules (5) and (6) shall not apply to a Government employee required or permitted by or under any law or order of Government to be a candidate at an election to a local authority or body.

20. *Vindication of acts and character of a Government employee as such.*- (1) No Government employee, shall, except with the previous sanction of Government, have recourse to the press or any court for the vindication of his official act which has been the subject matter of adverse criticism or an attack of a defamatory character in public.

(2) Nothing in sub-rule (1) shall be deemed to prohibit a Government employee from vindicating his private character or an act done by him in his private capacity.

(3) No Government employee shall, except with the previous sanction of Government, accept from any person or body compensation of any kind for malicious prosecution or defamatory attack in respect of his official act unless such compensation has been awarded by a competent court of law.

21. *Working with or under, near relatives in Government service.*- (1) No Government employee, shall except with the previous sanction of Government, have recourse to the press or any court for the vindication of his official act which has been the subject matter of adverse criticism or an attack of a defamatory character in public.

(2) Nothing in sub-rule (1) shall be deemed to prohibit a Government employee from vindicating his private character or an act done by him in his private capacity.

(3) No Government employee shall, except with the previous sanction of Government, accept from any person or body compensation of any kind for malicious prosecution or defamatory attack in respect of his official act unless such compensation has been awarded by a competent court of law.

21. *Working with or under, near relatives in Government service.*- (1) Every member of a State Service shall inform his immediate official superior if a member of a State or Subordinate Service, who is his near relative, is to work under him.

(2) Every member of a State or Subordinate Service shall inform his immediate official superior if he is to work under a member of an All India Service or a State Service who is his near relative.

22. *Employment of a member of the family in private firm.*- Whenever a member of the family of a Government employee who is solely dependent on him wishes to accept employment under any person or with any firm or company, having official connection with such Government employee or Government, the Government employee shall obtain the prior sanction of Government for such employment.

23. *Government employee not to deal in his official capacity with matter concerning himself, his relatives or dependents.*- No Government

employee shall deal, in his official capacity, with any matter which directly or indirectly concerns himself or any of his relatives or dependents.

24. *Influencing authorities for furtherance of interests.*- (1) No Government employee shall bring or attempt to bring any extraneous influence to bear upon any authority for the furtherance of his interests.

(2) A Government employee causing his own case to be made the subject of an interpellation in either House or Parliament or State Legislature or discussion in the Andhra Pradesh Regional Committee shall be deemed to have contravened the provisions of sub-rule (1).

(3) It will be improper for a Government employee, who makes any representation to Government through the proper channel, to bother the Ministers with advance copies thereof:

Provided that a Government employee may send a copy of any representation made to Government through the proper channel, direct to the Minister-in-charge if the representation is made after exhausting such of the statutory remedies as were open to him.

25. *Bigamous marriage.*- (1) No Government employee who has a wife living shall contract another marriage notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(2) No female Government employee shall marry any person who has a wife a living.

26. *Drinking.*- Subject to the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no Government employee shall -

(a) while on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently ; or

(b) appear in a place in a state of intoxication, or

(c) habitually use such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently.

27. *Interpretation.*- If any question arises relating to the interpretation of these rules, the decision of Government thereon shall be final.

28. *Repeal.*- The Government servant's Conduct Rules, 1958, are hereby replaced:

Provided that such repeal shall not affect the previous operation of any action taken or orders or instructions issued there under, and subject thereto, anything done or any action taken under the rules so repealed shall be deemed to have been done or taken under these rules.

29. *Saving of other laws.*- The provisions of these rules shall be in addition to, and not in derogation of, any other law or order of any of Government employees in the State.

STATEMENT OF IMMOVABLE PROPERTY AND INTEREST IN IMMOVABLE PROPERTY POSSESSED, ACQUIRED OR TRANSFERRED BY
_____ DURING THE YEAR ENDING 31ST DECEMBER 19 ____.

Note.- Property in which the Government employee had acquired an interest before the year for which the return is submitted and in which he retained an interest during that year should be shown first, then those properties regarding which transactions took place during that year.

Name of the Government employee	Office held in what Department	Date of entering Public Service	Nature of Property, i.e. (1) houses (Stating whether they are with or without gardens) and the uses to which they are put. (2) Lands whether used for purposes of agriculture or as gardens for	Whether acquired before or during 19.....	Whether relinquished during 19.....	Village	Taluk.	District.	Survey Number	Extent	Assessment	Extent	Assessment	Sircar or Inam	From whom acquired or in whose favour relinquished	In whose name registered after acquisition or before relinquishment.	By what means and for what purpose acquired	. Year, month and day of deed.	Rights possessed in the land.	Price paid or obtained for the land	If acquisition sanctioned by Government number and date of Government, order in which sanction was accorded	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)

Station:

Date

(Signature)

(Office)

Note. – (1) The statement must be submitted punctually on the 15th January or each year.

(2) New acquisition during the year to which the return relates should be entered in red ink. Particulars of any immovable property of which the Government employee may have become dispossessed during the year should also be entered in the annual return.

ANNEXURE VIII

INSTRUCTIONS.

1. *Preparation.*- The object of the Annual Confidential Report is to assess as nearly as possible how far each officer is physically, mentally and morally suitable for his office, whether he is able to apply intelligently the law, rules, practices and procedure applying to the work within his charge, his treatment of his subordinates, his behaviour to his superiors and colleagues in other departments finally his relations with the public.

(i) In respect of Gazetted Officers, the report should be written in Form “A” annexed to these instructions as Annexure I.

(ii) In respect of non-gazetted offices necessary entries will be made in Form “B” annexed to these instructions as Annexure II.

(iii) In respect of Gazetted Officers who hold “Technical” posts, the report should be written in Form “C” annexed to these instructions as Annexure III.

While preparing the confidential reports, the following points should be borne in mind :

(a) The reports should be written or typed by the officer himself. To facilitate identification, the name of the officer writing the report should be written in block letters below his signature and his designation also indicated. In the case of Gazetted Officers, reports will be prepared in duplicate, one copy of which will be retained by the Head of the Department and the other by the Secretary to Government.

(b) Confidential Report forms should never be folded.

(c) Names and designations of officers must be given in full and exactly as shown in the Civil List or Service Books.

(d) The reports will, unless otherwise specified, be made out in the first instance by the immediate superior Gazetted Officer or the Officer reported on and shall pass through the channel of submission, the instructions regarding which have been issued separately. Reports on Heads of Departments will similarly be drawn up by the Secretary to Government in the department concerned.

If both the Secretary to Government and the Head of the Department belong to same services (viz. I.A.S., etc.) and, if the Secretary to Government is junior to the Head of the Department in the common gradation list of the service concerned the Chief Secretary will record the confidential report on the Head of Department. In all other cases, i.e., “in the case of non – I.A.S., Heads of Departments the Secretary having control over them will record the reports”.

Note:- The Section Officer in the Secretariat and Section Head in the Offices of Directorates or District Offices should initiate reports.

on the ministerial and non-technical staff working under them in the shape of a note which may follow the general pattern of the annual confidential report and with the assistance of this Note the immediate Gazetted Officer may enter his own assessment on the permanent record. The Note written by Section Officer or Section Head should be preserved in the Personal File for a year as an annexure for reference.

(e) If an officer is transferred during the year, the report should be prepared by the officer under whom he has served for the first part of the year and should be forwarded to the officer to whose charge he has been transferred.

(f) If the reporting officer be transferred before April in a year he need not leave any report on the officers under him but he is transferred after April he should leave report on each of the officers under him or a note to that effect to enable his successor to transcribe those remarks into the annual confidential report stating the name of the author.

If the counter-signing officer, who has assessed the qualities of the officers reported upon, retires at the time the report is put up, the counter-signature should be done by his successor, but a countersigning officer retiring after March, in a year may in his discretion leave a note on officer or officers working under him for addition to the annual confidential report with the name of the recording officer at the time of counter-signature of the annual confidential report.

If an officer has worked during a year under different officers for less than 4 months under each officer, the officer or officers under whom he worked for more than 2 months will write the report.

(g) In the beginning of January each year and when a Minister is about to relinquish charge of his office, he should be requested by the Chief Secretary to record his remarks on each of the Secretaries, Special Secretaries, Additional Secretaries, Joint Secretaries, who have worked in the Secretariat directly under him, if he so wishes.

(h) When a Secretary, Special Secretary, Additional Secretary or Joint Secretary to Government vacates his office, the Minister under whom he worked should be requested by the Chief Secretary to record such remarks if he so wishes.

Exception:- No confidential reports will be prepared for the Judges of the Andhra Pradesh High Court, Chief Secretary to Government, Members, Board of Revenue and Members of the State Public Service Commission.

2. *Expression of Censures.-* Expressions of censure, etc., conveyed to an officer, will not be recorded in the Confidential Reports, but a copy of the letter conveying the censure will be attached to the Officer's confidential documents. All Censures

should be recorded on the files, but in such cases an entry should be made as follows in the annual reports:-

“Censured for in letter No. dated

3. Period of Report. – Confidential Reports shall be prepared and submitted for the period from 1st January to 31st December, of every year.

NOTE.- In the case of probationers and emergency candidates, reports may be written every half year, i.e. during January, and July, each year.

4. Communication of unfavourable remarks.- All unfavourable remarks whether through an Ordinary or Special Reports mentioned in Instruction (5) below should be made in the report as well as the manner of communication. Where a report shows that an officer has made successful efforts to remedy the defects, to which his attention has been drawn previously, the facts should be communicated to him so that he may know that his efforts to improve have not passed unnoticed.

NOTE:- (I) After the Minister-in-charge or the Head of the Department, as the case may be, has seen a particular report, the officer immediately above the reporting office should be the one to communicate the remediable adverse remarks appearing in the report, e.g. in the case of an Assistant Collector (or Deputy Collector), it should be the Member, Board of Revenue, in the case of the Director of Agriculture, it should be the Chief Secretary; in the case of Tahsildar (reported on adversely by the Deputy Collector or Collector) the communication of an adverse entry will come from the Collector. The form of communication is of great importance and it should be such as not unduly to discourage or embitter an officer. The object should be worded very carefully and while indicating the defects, a good work also should be mentioned. The best form is frequently a personal letter giving briefly credit for what is good while instancing what requires to be corrected. The method to be employed in pointing out to an officer his particular short-comings should also be determined by a consideration of his individual temperament so that it will be most beneficial to him.

(ii) All adverse remarks whether remediable or non remediable made in this Confidential Report should be promptly communicated, in writing to the officer adversely reported upon, be the concerned officers”.

(iii) Adverse remarks should be supported by specific evidentiary examples of instances as far as possible. Recording of impression based on adequate contacts would not however be ruled out altogether. While communicating an adverse remarks the name of the officer from whom the adverse remark emanates should on no account be mentioned.

(iv) An officer should be given an opportunity to make representation, if he wished to, against any unfavourable remark made in his annual confidential report and communicated

to him. Such representation should be made to the authority to whom an appeal would lie against an order of censure on the officer concerned and they should be preferred within one month from the date on which the remark is communicated to the officer. Representations should be confined strictly to the merits of the question couched in proper language and should not contain any personal attacks and insinuations against the superior officer.

“Officers who wish to make representations against adverse remarks communicated to them may be permitted to inspect the records, if any, if they so desire”.

(v) When a representation against the adverse remarks communicated is made by the officer reported upon, Government or such subordinate authority as is authorised to maintain the record will decide the scope of inquiry to be held on the representation having regard to the reporting officers' remarks and the contentions contained in the representations. The representation with the final remarks of the Head of the Department or Government, as the case may be will be filed with the annual confidential report. The officer making the representation may be informed of the result of the action taken on his representation against the adverse remarks communication to him with a specific indication that no further representation or Memorials shall be entertained in that regard.

(vi) Unfavourable remarks made in the confidential reports are not punishments under the statutory rules and for this reason no appeal lies against any such remarks. It is to be borne in mind that such reports express only the opinion of the officer making the report. It is, therefore, essential that all officers who have to record their remarks in the annual confidential reports should do so with the greatest caution and should not record any remarks lightly on the spur of the moment or based on prejudice.

(vii) When a superior officer differs from the opinion expressed in respect of an officer by the immediate superior of the latter, the former should invariably give his reason to substantiate the remarks made by him in the confidential reports.

5. Special reports:- Special Reports may be called for at any time in connection with a particular question or questions with regard to an officer. Such reports should be submitted through the prescribed channels but need not be recorded in the form of annual confidential reports and should be confined in detail to the question or questions raised. The immediate superior officer and other reporting officers will indicate in the report the steps taken by them to acquaint themselves with the work of the officer concerned with a view to furnishing the report and should state the period for which they have experience of the work of the officer concerned.

This does not preclude a superior officer from forwarding at any time a report on an officer under him, should be considered that the conduct of an officer makes this action necessary. Such reports should also be submitted through the prescribed channels.

6. *Expunging of adverse remarks:* - the competent authority which considers a remark which is proved to be wrong or unfair of without any basis may expunge the same. But when the remark is by way of opinion and a superior authority differs, both views will stay in the file.

But whenever an order is passed by such superior authority on the representation directing that adverse remarks should be expunged or deleted, such order should be expunged or deleted, such order should be given a place or noted prominently in juxtaposition with the adverse remarks so that the adverse remarks may not affect an officer's career even after they are deleted or expunged.

7. *Date of submission of the Confidential Report:* - the first reporting officer will forward the report by the 7th January, and the intermediate authorities will pass on the report with their remarks to the next higher authority within one week of its receipt by them. These reports should reach the Heads of Department not later than the 15th February and the Secretariat concerned not later than the end of February every year.

(In the case of officers whose services are borrowed from other departments, their confidential reports after completion should be duly forwarded at the beginning of every year by the borrowing department to the Head of the parent department concerned for further disposal).

8. *Disposal.*-(i) Confidential Reports on Gazetted Officers should be submitted to the Minister-in-charge and report on all I.A.S., and I.P.S, Officers and all other Officers holding posts encarded in these services and those of the heads of Departments should be submitted to the Chief Minister. The Secretary to Government in the Department in the Department concerned should find out annually from the Minister concerned which personal files, the Minister would like to seal and submit only those personal files of Gazetted Officers to the Minister-in-charge or the Chief Minister as the case may be. The Secretary may suggest to the Minister-in-charge that it would do, if he saw only those personal files of Gazetted Officers which are maintained in the Secretariat.

(ii) The Personal files of Gazetted Officers should be retained at Secretariat level as follows :-

Revenue	.. Deputy Collectors & above
Health, Housing and Municipal Administration Department.	.. Civil Surgeons & Assistant Directors of Public Health and above
Public Works Department	.. Superintending Engineer and above
All other Departments	.. Officers of the District Level and above.

In the case of all other Gazetted Officers, (i.e. those below the levels mentioned above; the heads of Departments, may be required

to furnish personally an annual certificate in writing to the concerned administrative department that the personal files, of which he is the custodian, are complete, inclusive of the report for the last completed year. The heads of Departments should also obtain similar certificates from his subordinate officers in regard to personal files of which the latter are the custodians.

(iii) The originals of the confidential reports on those gazetted officers, whose personal Files are available with an in the custody of the Secretary to Government in the administrative department concerned should be filed in the Personal Files of the officers concerned and kept in the personal custody of the Secretary. The original confidential reports in respect of Officers, whose Personal Files will be with the heads of departments, will be recorded in the Secretariat and retained by the Secretary, while duplicate copies of such reports should be filed in the concerned officers, Personal Files that are kept in the personal custody of the head of the department. The reports on Indian Administrative Service and all other officers holding posts encadred inthe I.A.S., the Inspector-General of Police, the Additional Inspector of Police, the Heads of Departments and such other officers for whom the General Administration Department is responsible for leave, transfers etc., will be retained inthe personal File of these officers. The original reports on I.P.S., Officers, other than those on the Inspector General of Police and the Additional Inspector General of Police and the officers holding posts encadred in the I.P.S. will be recorded inthe General Administration Department while the duplicate copies thereof should be filed in the respective Personal Files which will bekept in the personal custody of the Inspector – General of Police.

9. Register to watch the disposal of reports :- A register as indicated in annexure IV to these instructions will be maintained by all Heads of Departments and Secretaries to Government to watch the timely receipt of confidential reports and their final disposal by the prescribed dates.

10. The Departments of Secretariat may issue subsidiary instructions laying down the procedure to be followed for implementing the main orders and principles as stated above.

ANNEXURE I.

Form – A.

Annual Confidential Report on Gazetted Officers for the year 19 .

1. Name of officer. Date of Birth :
2. Appointment held during the year (with dates) and pay and scale of pay.
3. General qualifications and aptitude for post held including any special or technical and professional attainments.
4. Manner in which the officer discharged his duties during the year, i.e. if satisfactory or otherwise (specific instances of unsatisfactory work adversely commented on to be cited with number and date or orders passed).

5. Does the officer exhibit –
 - (a) Patience
 - (b) Tack:
 - (c) Courtesy
 - (d) Impartiality in his relations with the public and subordinate or superior staff with whom he comes in contact ?
6. Is the officer –
 - (i) of good character and integrity
 - (ii) or sound constitution.
7. Is the officer -
 - (i) Physically energetic
 - (ii) Mentally alert ?
8. Has the officer –
 - (i) Initiative and drive ?
 - (ii) Power of Control?
 - (iii) Power so application?
9. Has the officer any special characteristics and or any outstanding merits or abilities which would justify his advancement and special selection for hither appointments in the service?
10. Is he confirmed in this post ? If not, what is his substantive post ?
11. Has he crossed the Efficiency Bar in the present grade ? If so, date
12. Punishments, Censures, or Special Commendations in the period under report.
 13. (a) Date of communication of adverse remarks since last report.
 - (b) Orders on the representation, if any, arising from (a) above
 14. General remarks; (Comment generally on the way the officer has carried out his duties, estimate of his personality, etc.)
 15. Reporting Officer.
 16. Remarks of the Countersigning officer.

Name:

Designation.

Opinion of Head of Department (when not reporting officer) on conduct and efficiency of officer reported on.

Head of Department.

ANNEXURE II.

FORM B.

ANNUAL CONFIDENTIAL REPORT ON NON – GAZETTED OFFICERS AND
MINISTERIAL STAFF FOR THE YEAR 19 .

Name :

Branch :

Date of (a) Birth :

(b) Entry to Government Service
Present Grade / and pay.

1. Knowledge of :-
 - (a) Branch or Section.
 - (b) Department.
2. Personality, conduct and character :
3. Power of taking responsibility :
4. Initiative :
5. (a) Judgement (b) Accuracy :
6. Tact and temper.
7. Power of supervising staff :
8. Zeal and industry :
9. Health:
10. Attendance :
11. Capacity to note and draft :
12. Fitness for promotion or confirmation :
13. Punishments, censures or special commendations in the period under report :
14. Date of Communication to the officer of any adverse remarks since last report.
15. Indebtedness (if indebted, the extent of personal responsibility for incurring the debts).
16. Is he confirmed in this post ? if not, what is his substantive post :
17. Has he crossed the Efficiency Bar in the present grade ? If so, date :

General remarks (including a statement on discipline, integrity, reliability and any other special qualifications not included above).

Date:

Signature:
(Reporting Officer).
Rank :

Remarks by Countersigning officer :

Signature:
(Head of Dept.).
Date :

ANNEXURE IV.

REGISTER TO WATCH THE RECEIPT AND DISPOSALS OF CONFIDENTIAL REPORTS
(SEE INSTRUCTION NO. 9)

Sl. No.	Name of Officer	Designation	Due Date	Date of receipt	Date when sent Secretary to Govt. Minister	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

ANNEXURE IX.

RULES GOVERNMENT THE CONDUCT AND MANAGEMENT OF ANDHRA PRADESH FIRE
SERVICE SPORTS AND RECREATION CLUBS

1. *Constitution.*- (a) A sports and recreation club shall be formed for each fire station on a written requisition from not less than five members of the service attached to the station. Membership to the recreation club shall be confined to only member of the service and no out-sider shall be eligible for admission as a member.

(b) The Officer-in-charge of the Fire Station will be the ex-officio president of the Club.

(c) Soon after the formation of the club as in sub-paragraph (a) above and at the end of every year thereafter a general body meeting of the member of the Fire Service at the station should be held. The general body meeting should .--

- (i) elect a Secretary to attend to the day-to-day affairs for the club;
- (ii) elect a Managing Committee of three members ; and
- (iii) fix the amount of subscriptions payable by each member. The Secretary and the Managing Committee will hold office only for a years.

2. *Management.*- (a) The Managing Committee will be responsible for the administrative and financial conduct of the Club. It should meet once in a month or oftener if required by the president. The President will preside over all the meetings.

(b) The Proceedings of the Committee should be recorded by the Secretary in a Minutes Book and signed as correct by the President.

(c) All items of expenditure should be sanctioned by the Managing Committee.

(d) The Managing Committee may authorize the President to incur expenditure on behalf of the Club on the following items:-

- (i) Purchase of sports materials.
- (ii) Incidental expenses in connection with matches played against outside teams limited to Rs. 2 for each match.
- (iii) Purchase of stationery and other materials required for the administration of the Club.

3. Finance and accounts. – (a) The subscriptions realized every month should be credited into a Post Officer Savings Bank account opened in favour of the “ President, Andhra Pradesh Fire Service Sports and Recreation Club” under Rule 24 of the Post Office Savings Bank Rules. Any other sums received by the President by way of grants, donations, etc., to the club should be credited into the club account immediately. Not more than Rs. 5 should be kept on hand at any time.

(b) A receipt should be issued by the President for all items of moneys received by him.

(c) Withdrawal from the account should be limited to the actual requirements of the Club.

(d) A list of remittances and withdrawal should be prepared by the Secretary every month and placed before the Managing Committee along with the Pass Book for its scrutiny.

(e) No subscription shall be collected from the public for the activities connected with the conduct of the club.

4. Records to be maintained:- The President should arrange for the maintenance of the following records by the Secretary :-

- (i) Cash Book to record all items of receipts and payments.
- (ii) Counterfoils of receipts issued for amounts received.
- (iii) Vouchers in support of every item of payment.
- (iv) Stock Account of Sports materials.
- (v) Minutes Book.

5. *Eligibility to Government grants:-* (a) On the formation of a sports an application may be made by the President of the Club to the Director of Fire Services through the proper channel for the initial grant of Rs. 20. The application should furnish the following particulars:-

Rates of subscriptions fixed.

Total number of members in each cadre.

Nature of sports and recreational activities to be conducted.

(b) After the end of calendar year, application may be made for the recurring grant with a statement of receipts and expenditure in the following form. The statement should be accompanied by a resolution of the general body meeting approving the statement and supporting the application for the recurring grant. The amount of grant should also be specified:-

Statement of Receipts and Expenditure For

<i>Receipts</i>	<i>Rs.</i>	<i>Np.</i>	<i>Expenditure</i>	<i>Rs.</i>	<i>Np.</i>
Balance brought forward.			By purchase of sports materials		
1. To subscriptions from members			” Incidental expenses		
2. Donations			” Stationery and post age.		
3. Sale-proceeds of old sports materials.			” Other items of expenditure (to be specified)		
4. To miscellaneous receipts			” Balance on hand		
			” Balance in Post Office Saving Bank		

Certified that the above is a true statement of Receipts and Expenditure of the Andhra Pradesh Fire Services Sports and Recreation Club of Section and that the actual balance on hand in the Savings Bank Account agrees with the shown in statement.

(Signed)
Members of the Managing Committee.

(Signed)
President.

6. Government grant contemplated in Rule 5 will be sanctioned only if the sports club undertakes to provide healthy recreational activities, free from gambling or vices of any sort, and intended solely to promote team spirit and afford healthy recreations.

7. Inspecting Officers of the Service have the right to see that the sports club is functioning on right lines.

8. The accounts and registers of the club are subject to audit.

ANNEXURE X.

LIFE OF FIRE SERVICE APPLIANCES– SCALE OF CHARGES – PRESCRIBED.

Nature of function.	Amount of recovery	Remarks
(1)	(2)	(3)
I. FIRE ENGINES		
A. Standby Duties		
(1) When standby duties are arranged in connection with the visits of high personages such as the President of India, the Prime Minister of India, other Union Ministers, Governors, Chief Ministers.	No Charges to be collected.	
[G.O. No. 2321, Home, dated 28 th June 1952]		
(2) When standby duties are requested for -		
(a) Public functions, such as Exhibitions, Fairs, Carnivals, Conferences, etc., which are not run for profit or where profit earned, if any, are used for charitable or philanthropic purposes.	Net additional expenditure or Rs. 10 whichever is less. If a function exceeds a fortnight Rs. 20 should be collected.	
[G.O. Ms. No. 1830, Public (Fire Services), dated 15 th June 1949].		
(b) Public functions such as Exhibitions, Fairs, Carnivals and Conferences, etc., which are run for profit to the organisers	Actual charges incurred on the following items. (a) Feeding charges of the personnel, their travelling allowance and other establishment charges (excluding pay and allowances of the personnel), and	

(1)	(2)	(3)
	(b) Maintenance charges consisting of petrol, oil lubricants and expenditure on repairs.	
[Government Memorandum No. 4026/49-2, Public (Fire Services), dated the 18 th January 1950, and G.O. Ms. No. 1830, Public (Fire Services), dated 15 th June, 1949)]		
(3) When standby duties are arranged for marriages and other private functions	(a) <i>Plaints.</i> - Charges calculated at Rs. 10 per hour or part thereof from the time the unit leaves its home station upto the time of its return subject to a maximum of Rs. 100 per day. (b) <i>Hill localities.</i> - Charges calculated at Rs. 15 per hours or part thereof from the time the unit leaves its home station upto the time of its return, subject to a maximum of Rs. 150 per day of 24 hours.	
(4) When standby duties are ordered by the Regional Divisional Fire Officer, within their respective jurisdiction in the interest of public safety.	At Government cost.	A report should be sent to the Collector of the district regarding the arrangements proposed to be made.
G.O. Ms. No. 4447, Home, dated 15 th November 1950, and No. 875, Home, dated 3 rd March 1951).		
<i>B. Pumping Work</i>		
(1) In the case of pumping work undertaken in emergencies, other than hose mentioned in items (2) and (3) below	Rupees fifteen per hour or part thereof from the time the unit leaves the station to the time of its return, subject to a limit of Rs. 150 per day of 24 hours with a specific restriction that a fire pump should not be continuously worked for more than 12 hours at a stretch.	
(G.O. Ms. No. 2250, Home, dated 6 th June 1951).		
(2) In the case of loan to other Government departments, municipalities or local bodies for water supply purposes to afford relief to the public in times of water scarcity.	Actual cost of propulsion of the Fire Service appliances (excluding the pay and allowances of the personnel employed.)	This concession does not apply to the supply of water to Railway engines.

(1)	(2)	(3)
(Govt. Memo No. 129889 Pol. IV/50-3, dated 2 nd December 1950). (G.O.Ms. No. 3735, Home, dated 24 th August 1950, and Govt. Memo 46492 Pol.IV/51-2, Home, dated 14 th April 1951).		
(3) In the case of loan for cinematograph purposes.	At Rs. 35 per hour or part thereof from the time the unit leaves the station to the time of its return, subject to a maximum of Rs. 350 per day of 24 hours subject to the conditions noted in the next column.	(1) No vehicle should be worked continuously for more than 12 hours at a stretch ; (2)No dislocation should be caused to the normal working of the Fire Services, and (3)the vehicle should be released immediately if it is required for fire fighting purposes, or for undertaking standby arrangements in the publicinterest.
(G.O. Ms. No. 13, Home, dated 2 nd January 1953)		
	II. AMBULANCES	
Standby duties.	Rs. 5 per hour upto a maximum of Rs. 50 per day of 24 hours both in the plains and hill stations for the total period of absence of the unit from the station.	
(G.O. Ms. No. 1830, Public (Fire Services), dated 15 th June, 1949).		

ANNEXURE XI.

Scale of uniform and Badges of rank prescribed for supply of the Additional Director of Fire Services and Regional Fire Officers of Fire Services Department including officers and men.

Name of Uniform

I. Addl. Director of Fire Services.		Quantity	Period of supply
(1)		(2)	(3)
1.	Bush shirts with full sleeves (khaki Gabardine).	4	.. Annual
2.	Slacks with ends down (Khaki Gabardine)	4	.. Annual
3.	Brown leather shoes	1 pair	Annual
4.	Socks, Khaki Woollen	2 pairs	Do.
5.	Whistle	1	As required.
6.	Whistle chord	1	Annual
7.	Letter Block with State Fire Services	1 pair	As required
8.	Button embossed with letters of the State Fire Service.	4 medium 4 small	} As required
9.	Rubber gum boots	1 pair	
10.	Navy Blue Serge Peak Cap with two rows of silver peak leaves with silver embroidery on the peak of the cap.	1	Once in 3 years Annual
11.	Metal cap badges eight pointed star surmounted by laurel wreath in silver. The top point of the star is supported by the State emblem and the centre of the star bears the initials of the State Fire Service.	1	As required
12.	Shoulder badges large impeller with laurel wreath with two small impellers arranged one above the other	1 pair.	As required.
13.	Tunic (Khaki Gabardine)	1	Once in 3 years
14.	Black neck tie	1	Do
15.	Shirt with full sleeves (Khaki Silk)	1	Do
16.	Sam brown belt with cross belt but without sword frog.	1	Once in 10 years
17.	Steel helmet	1	Initial supply only
18.	Inner frame for steel helmet	1	As required
19.	Chin strap for steel helmet	1	As required

	(1)	(2)	(3)
20.	Georget patches	1 pair.	As required.
<i>II. Regional Fire Officers :</i>			
1.	Bush shirts with full sleeves (khaki Gabardine).	4	.. Annual
2.	Slacks with ends down (Khaki Gabardine)	4	.. Annual
3.	Brown leather shoes	1 pair	Annual
4.	Socks, Khaki Woollen	2 pairs	Do.
5.	Whistle	1	As required.
6.	Whistle chord	1	Annual
7.	Letter Block with State Fire Services	1 pair	As required
8.	Button embossed with letters of the State Fire Service.	4 medium 4 small }	As required
9.	Rubber gum boots	1 pair	Once in 3 years
10.	Navy Blue Serge Peak Cap with two rows of silver peak leaves with silver embroidery on the peak of the cap.	1	Annual
11.	Metal cap badges eight pointed star surmounted by laurel wreath in silver. The top point of the star is supported by the State emblem and the centre of the star bears the initials of the State Fire Service.	1	As required
12.	Shoulder badges large impeller with laurel wreath with two small impellers arranged one above the other	1 pair.	As required.
13.	Tunic (Khaki Gabardine)	1	Once in 3 years
14.	Black neck tie	1	Do
15.	Shirt with full sleeves (Khaki Silk)	1	Do
16.	Sam brown belt with cross belt but without sword frog.	1	Once in 10 years
17.	Steel helmet	1	Initial supply only
18.	Inner frame for steel helmet	1	As required
19.	Chin strap for steel helmet	1	As required
<i>III. Divisional Fire Officers</i>			
<i>IV.</i>			
1.	Bush shirts with full sleeves (khaki Gabardine).	4	.. Annual
2.	Slacks with ends down (Khaki Gabardine)	4	Do.
3.	Navy Blue Serge Peak Cap with two rows of silver peak leaves with silver embroidery on the peak of the cap.	1	Do.

	(1)	(2)	(3)
4.	Metal cap badges eight pointed star surmounted by laurel wreath in silver. The top point of the star is supported by the State emblem and the centre of the star bears the initials of the State Fire Service.	1	As required
5.	Shoulder badges large impeller with laurel wreath	1	Do.
6.	Brown leather shoes	1 pair	Annual
7.	Socks Khaki woollen	2 pairs.	Do
8.	Whistle	1	As required
9.	Whistle Chord	1	Annual
10.	Letter Blocks of State Fire Service	1 Pair	As required.
11.	Buttons embossed with the letters of State Fire Service.	4 small 4 medium }	Do.
12.	Rubber Gum Boots.	1 pair	Once in three years.
13.	Tunic, Khaki, Gabardine	1	Do.
14.	Black neck tie	1	Do.
15.	Shirt with full sleeves, kaki coloured	1	Do.
16.	Sam Browne belt with cross belt but without sword frog.	1	Once in 10 years.
17.	Steel helmet painted khaki with one 1 ½ ” red band and one ½ ” red band above it, both round the crown with ½ ” space between the bands.	1	Initial supply only
18.	Inner frame for steel helmet	1	As required
19.	Chin Strap Do.	1	Do

IV. Assistant Divisional Fire Officers

1.	Bush shirts with full sleeves (khaki)	3	Annual
2.	Slacks with ends down	3	Do.
3.	Navy Blue Serge Peak Cap Plain.	1	Do.
4.	Metal cap badges eight pointed star surmounted by laurel wreath in silver. The top point of the star is supported by the State emblem and the centre of the star bears the initials of the State Fire Service	1	As required.
5.	Large impellers for shoulders	2 pairs	As required
6.	Leather shoes brown	1 pair	Annual
7.	Socks kaki woollen	2 pairs	Do.

	(1)	(2)	(3)
8.	Whistle	1	As required
9.	Whistle Chord	1	Annual
10.	Letter Blocks of State Fire Service	1 Pair	As required.
11.	Buttons embossed with the letters of State Fire Service.	3 medium 4 small	} Do.
12.	Steel helmet painted khaki with one 1 ½" red band round the crown).	1	
13.	Inner frame for steel helmet	1	As required.
14.	Chin Strap for steel helmet	1	Do.
15.	Rubber gum boots	1 pair	Once in three years

V. *Station Officers including Engineer Sub-Officers*

1.	Bush shirts with full sleeves (Khaki)	3	Annual
2.	Slacks with ends down (khaki)	3	Do.
3.	Navy blue searge peak cap plain	1	Do.
4.	Metal cap badges eight pointed star surmounted by laurel wreath in silver. The top point of the star is supported by the State emblem and the centre of the star bears the initials of the State Fire Service	1	As required.
5.	Large impellers for shoulders	1 pair	Do.
6.	Brown shoes brown	1 pair	Annual
7.	Socks kaki woollen	2 pairs	Do.
8.	Whistle	1	As required
9.	Whistle Chord	1	Annual
10.	Steel helmet painted khaki with one 1 ½" red band round the crown).	1	Initial supply only
11.	Inner frame for steel helmet	1	As required.
12.	Chin Strap for steel helmet	1	Do.
13.	Insulated axe with puch	1	Do.
14.	Rubber gum boots	1 pair	Once in three years
15.	Overalls khaki	1	Annual for Engineer Sub officers only.
16.	Buttons embossed with the letters of State Fire Services.	4 medium 4 small	} As required.
17.	Letter Blocks of the State Fire Service	1 pair	

	(1)	(2)	(3)
<i>VI. Driver Operator, Leading Firemen, Driver Mechanics, Firemen and other equivalent ranks.</i>			
1.	Shirts with full sleeves Khaki	3	Annual
2.	Slacks with ends down (khaki)	3	Do.
3.	Navy blue searge peak cap plain	1	Do.
4.	Metal cap badge with letters of the State Fire Services.	1	As required
5.	Black Ammunition Boots, or Rubber Gum Boots	1 pair	Annual
7.	Socks khaki woollen	2 pairs	Annual
8.	Whittle for Leading Fireman only	1	As required
9.	Whistle Chord for Leading Fireman only	1	Annual.
10.	Brown Leather belt with brass buckle	1	As required.
11.	Numeral sets with the letters of State Fire Services	1	Do.
12.	Buttons embossed with the letters of State Fire Service	7 medium	Do.
13.	Hand line	1	As required
14.	Steel helmet	1	Initial supply only.
15	Axe, Fire pattern with Pouch for all excepting Leading Firemen	1	As required.
16	Metal black letter 'D' for Driver Operator only	1	Do.
17	Metal block letter 'M' for Driver Mechanics only	1	Do.
18	Shoulder badge-one strip of white metal for leading firemen only.	1 pair	Do.
19.	Insulated axes with pouch for Leading Firemen only	1	Do.
20.	Water proof caps with coves	2 per fire station or workshop	Once in 7 years.
21	Overalls khaki	4 per fire station	Annually.
<i>VII. Workshop Personnel below the rank of Engineer Sub-Officer.</i>			
1.	Over alls Khaki	3	Annually
2.	Chappals	1 pair	Do.
3.	Navy Blue Serge Beret cap	1	Do.
4	Metal cap badge with the letter of State Fire Services	1	As required.

Note.-The uniform will be supplied for every calendar year. The Government permit the officers to purchase and wear sun hats at their own cost (G.O. Ms. No. 406, Home (Police – A) Department. Dated 10th March 1958.

ANNEXURE XII.

REGULATIONS GOVERNING THE DRESS OF OFFICERS AND MEN OF THE FIRE SERVICE PERSONNEL IN ANDHRA PRADESH.

Sl. No.	Articles forming part of the dress of offices and other ranks	A.D.F.S.	R.F.O.	D.F.O	A.D.F.O.	Stn. Officers.	L.F & below	Period of issues	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	Bush shirts with full sleeves (Khaki).	4	4	4	3	3	3	Annually	..
2.	Slacks with ends down Khaki	4	4	4	3	3	3	”	
3.	Brown Leather shoes	1 pair.	1 pair.	1 pair.	1 pair.	..	“	”	
4.	Socks khaki woollen	2 pairs	2 pairs	2 pairs	2 pairs	2 pairs	2 pairs	”	Rubber Gum boots once in 3 years for Station Officers and ranks above. Either Rubber GumBoots or Black Ammunition Boots annually for Leading Firemen and Below.
5.	Rubber Gum boots.	1 pair.	1 pair.	1 pair.	1 pair.	1 pair	1 pair or 1 pair	”	
6.	Black Ammunition Boots	
7.	Tunic (Khaki)	1	1	1	Once in 3 years	
8.	Black neck tie.	1	1	1	
9.	Navy Blue Serge Peak Cap plain or with laurel of silver embroidered sleeves.	1	1	1	1	1		Annually	
10.	Whistle Chord.	1	1	1	1	1	1 for L.F. only.	..	

11. Shirt Khaki Silk (Full sleeves)	..	1	1	Once in 3 years
12. Khaki overalls	1 E.S.O. only	for 3 for w.S. personnel only	Annually
13. Beret caps	1	”
14. Chappals	1 for w.S. personnel only	

ANNEXURE XIII

RULES FOR THE PLYING OF THE AMBULANCE IN THE ANDHRA PRADESH FIRE SERVICES.

(G.O. Ms. no. 1451, Public (Fire Services), dated 15th June, 1945 as subsequently amended.

1. One or more motor ambulances will be maintained in each section of the Andhra Pradesh Fire Services.

2. Each ambulance will cover an area upto the next Municipal town where there is a Fire Service Ambulance.

3. *Use of ambulance:-* (i) Accident cases will be carried free, removal cases on behalf of the public will be charged as follows the charges specified being in respect of each patient carried in one engagement except in the case of engagement by Government hospital where a maximum of eight patients will be carried in one engagement in one ambulance.

Within the City limits, flat rate of Rs. 3 (Rupees three only) and within the municipal limits or panchayat area in mufassal towns excepting the combined Municipal limits a flat rate of Rs. , A flat Rate of Rs. 3 will be charges within the combined municipal limits.

Outside the municipal limits in the city or mufassal, naya paise fifty only per mile or a fraction thereof subject to a minimum fee of Rs. 3 (Rupees three only), the ambulance being sent from the nearest fire station where one is available and the distance from and to the station being taken into account in calculating the charge.

A stand by charge at the rate of Re. 1 for every one hour or part thereof will be levied if the ambulance is made to wait for more than half an hour at any place of engagement or enroute. The first half an hour of detention will be excluded for the purpose of levying the charge.

Note:- (1) “Removal Cases”:- This term will mean all cases other than accident where patients require removal to or from hospital, but will not include persons suffering from infectious diseases. All case of accident which occur within or upon private or business premises or persons taken ill within or upon private or business premises will be termed removal cases and will be chargeable. The term “Removal cases” will also include cases of removal from one place to another other than a hospital provided the call is supported by a doctor’s certificate.

(2) City Limits, for the purposes of this rule, will be the area covered by the Corporation.

(3) Engagement:- This term will mean the distance from the residence of the patient to the hospital or vice versa. The return journey, if any, performed by the party calling the ambulance will be treated as a separate engagement.

(4) The term “Government Hospitals” will include all hospitals and dispensaries maintained by the Government of Andhra Pradesh and also by the Central Government within the State of Andhra Pradesh.

(ii) No charges will be leviable for standing by or conveyance at riots, railway accidents or major road accidents, earthquakes and the like.

(iii) The ambulance should not be used for carrying patients suffering from infectious diseases or for carrying dead bodies. In the event of the above cases being inadvertently carried, the ambulance must be disinfected under the direction of the Superintendent of the nearest Government Hospital before it is allowed to be used again. In the case of its requisition of use by the public in removal cases the officer-in-charge of the section should be informed of the disease from which the patient for whom the ambulance is applied for is suffering.

(iv) Where a medical practitioner or a local hospital applies for an ambulance to convey a patient to one of the larger hospitals for special treatment a certificate must first be obtained by the authority requesting the conveyance from the hospital to which the patient is to be conveyed to the effect that the hospital concerned is prepared to admit the patient.

(v) "The Ambulance may be used for carrying patients from one Hospital to another hospital for further treatments X-ray purposes, etc. The recovery of charges in such cases should be made as follows-

(a) The requisition for the Fire Service Ambulance should be sent by the Medical Officers only and if the persons transported from one Hospital to another are indigent, the charges should be met by the Medical Department with reference to article 445 of Civil Medical Code Volume I and if the persons transported are paying patients the charges should be paid in the 1st instance by the Medical Department and recovered from the patients subsequently and credited to hospital funds.

(b) In normal accident cases no charges should be levied for removal of persons involved in accident to the nearest hospital. If on removal to the nearest hospital it is found that there are no facilities for treatment in that hospital and if the medical officer recommends their removal to the District Head quarters hospital or to another hospital for proper treatment, the entire call should be treated as free".

(vi) The ambulances may be used for carrying patients from one hospital to another hospital for X-ray treatment. In such cases the hire charges due to the Fire Service Department will be paid by book adjustment as laid down in Article 69 of the Madras Account Code, Volume I.

(vii) Charges will be collected in advance from the party calling the ambulance. When once the ambulance has turned up even though the call is subsequently cancelled on the plea that the service of the ambulance is not required, the amount collected in advance will not be refunded. If however, the request for cancellation is made before the ambulance leaves the fire station, no fee will be charged.

The number of passengers to be carried in any of the Andhra Pradesh Fire Service Ambulance on loan should on no account exceed eight persons and the speed of the vehicle should not, unless while attending to serious accident, exceed 20 miles per hour.

4. Maintenance of books, records, etc:- The following shall be maintained in each section in respect of each ambulance:-

(i) Log book showing speedometer reading, petrol issued and consumed, oil (i) Log Book showing speedometer reading, petrol issued and consumed, oil issued and consumed, repairs carried out and spare parts supplied.

(ii) Case book showing of services:-

(a) Accident or removal case.

(b) Name of patient.

(c) Address.

(d) Age

(e) Sex.

(f) Nature of illness or injury

(g) Name and address of the person calling in the ambulance

(h) Amount collected (giving reference to Page No. in General Cash Book).

(i) Remarks (in this column, disposal of calls for which charges are not collected will be specified giving reference to proceedings waiving charges or treating it as accident).

(iii) Stock book of accessories and petrol to be kept in office. Inventory card to be carried on the ambulances.

(iv) General Cash Book maintained in the Fire Station:-

(a) *Payment of Fees:-* An official receipt will be carried on the ambulance, each receipt will be numbered and be in triplicate. One copy perforated and detachable will be signed and handed over to the person paying the fees and must not be detached from the book. Particulars of payment made (i.e. receipts in removal cases) should be entered in the General Cash Book immediately on the return of the ambulance to the station after all moneys received are paid to the officer-in-charge of the station. The money so received should then be credited to the nearest Government treasury under the following head of account "XXI-Misce. Dept., Fire Services".

(b) In removal cases the approximate charge should be collected in advance from the patient or others responsible for calling in the Ambulance and final adjustment made after the actual charges are known. The amount, if any, which is refunded, should be shown as payment in the General Cash Book and should be linked to the original receipt by suitable remarks. The Senior Resident Fire Officer may at his discretion and on his personal liability dispense with the collection of charges in advance in exceptional cases where insistence on an advance would result in delay and aggravate the conditions of the patient. In really indigent cases, where remission is permissible under rule 7, advance may also be dispensed with on the production of the indigence certificate; the office will however be helped personally responsible for ensuring the prompt collection of charges in non-indigent removal cases or ratifying the waiver of the recovery of charges in indigent cases.

5. *Persons authorised to accept the fees and to grant receipt:-* The driver in charge of the ambulance is authorised to accept the fees paid on behalf of the Patients and to sign receipts.

6. *Acceptance of prerequisites, gratuities, etc:-* No gratuities or perquisites may be accepted by the Andhra Pradesh Fire Service personnel in charge of the ambulance.

7. *Authority competent to remit whole or any part of the charges:-* The power to remit charges either wholly or in part shall be exercised by the Senior Resident Fire Officer, Andhra Pradesh Fire Services. The remission will be restricted to really indigent cases and must be certified by the local officer of the Police, Revenue or the Medical Department. All applications for remission of charges should come through the officers of one of the departments referred to, before being dealt with by the Senior Fire Officer.

8. *Power to refuse to send an ambulance competent authority:-* The Officer-in-Charge of a fire station has discretion to refuse to send an ambulance in cases of petty accidents unless a requisition is furnished by a Police Officer not below the rank of Station House Officer or by a medical officer.

ANNEXURE XIV.
CLASSIFICATION OF FILES.

Stock Number Allotted	}	Classification.
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- I. (a) Standing Order:
(b) Circular File.

Standing Orders and amendments issued from time to time by the Director of Fire Services should be included in this file. In the Circular File all general circulars and memoranda issued by hither officers should be included.

II. *G.O. file.*- Government Orders communicated from time to time are to be filed in this.

III. Pay and allowances files.- Copies of orders regarding transfers, leave, fixation of pay, increment, cash recoveries, punishment affecting pay and allowances and orders relating thereto and such other orders required for reference such as Last Pay Certificate in connection with the preparation of pay and travelling allowance bills, incoming and outgoing should be filed in this.

IV. *Inspecting Officer's report file.*- Reports of Inspecting Officers on the Fire Station, personnel, appliances, etc., and correspondence relating to them – incoming and outgoing should be filed here.

V. (a) Cinemas inspection file.
(b) Places of public resort inspection file.
(c) Government building inspection file.
(d) Miscellaneous inspections.- reports and correspondence relating to the inspection of cinemas, places of public resort, Government building etc., with office copies of certificates issued, whether incoming or outgoing, should be filed under the relevant items.

VI. *Appliance and equipment.*- Orders relating to movement and transfer of appliances and correspondence relating to repairs and replacements such as estimates, completion reports, list of equipment received or transferred along with appliances, incoming and outgoing, should be filed here.

VII. *Rents, rates and taxes file.*- Orders and correspondence relating to payment of rent or property tax on buildings, motor vehicles tax, etc., on vehicles, cycles licence fees, rent for lands, etc., and fees for renewal of driving licences and fitness fees of vehicles, whether incoming or outgoing, should be filed under this head.

VIII. *Water source file.*- Orders and correspondence relating to Static tanks, hydrants, natural tanks, wells etc., and related correspondence and repairs to the above, whether incoming or outgoing, should be filed here.

IX. *Buildings file.*- Orders and correspondence relating to acquisition, renting or leasing of buildings, repairs or improvements thereto, water supply, electric or sanitary installations, and other correspondence with Public Works Department Municipality or other allied departments are to be filed under this head.

X. *Ambulance file.*- Orders relating to ambulance service (collection or waiver of) charges, book adjustment, etc., whether incoming or outgoing, should be filed here.

XI. *Stand by and pumping file.*- Orders and correspondence relating to pumping and standby duties of appliances and collection of charges should be filed under this head.

XII. *Equipment and stores file.*- orders and correspondence relating to the receipt, issue and disposal or stores of unserviceable articles, etc., loss of equipment, etc., write off proceedings, etc., should be filed here.

XIII. *Kit and uniform file.*- Orders relating to sanction, issue and disposal of articles of clothing and personal equipment on transfer, discharge or dismissal (involving no cash recoveries) reports, kit inspection, etc.

XIV. Acquaintance of pay and allowances and travelling allowance.- To be filed in the order in which the corresponding amounts are entered in the cash book.

XV. Audit file:- All correspondence starting from audit, intimation memo, objections, replies and correspondence and ending with final orders issued should be filed under this head.

XVI. Issue vouchers.- In serial order.

XVII. Return to stores notes file.- In Serial order.

XVIII. Punishment rolls file.- Copies of charges and explanations and orders passed on them (other than those affecting pay and allowances) should be filed here.

XIX. Fire reports file.- Fire reports and special reports relating to serious fires and correspondence relating thereto should be filed here.

XX. Miscellaneous file.- Correspondence to and from other Departments not coming under any of the above headings should be filed under this head.

XXI. Challans file.

XXII. Ambulance reports file.- This should be kept in serial order with medical and other allied certificates.

XXIII. Returns or periodicals file - In addition to the above, separate files should be maintained for each particular kind of return or periodical incoming or outgoing. Reminders and remarks relating to the returns should be filed in the file containing the corresponding return.

ANNEXURE XV

INSTRUCTIONS REGARDING THE SUBMISSION AND RECEIPT OF PETITIONS AND OTHER PAPERS OF THE SAME CLASS ADDRESSED TO THE GOVERNMENT OF ANDHRA PRADESH

I. Definitions.- In these instructions –

- (1) 'Government' means the Government of Andhra Pradesh.
- (2) 'Petition' includes memorials, letters and applications of the nature of petitions.

II. Scope of instructions – (1) Save as hereinafter provided, these Instructions shall apply, so far as may be, to all petitions addressed to the Government.

(2) They shall not apply to -

(a) Petitions which are appeals preferred by persons holding posts under the administrative control of Government under the rules governing the condition of their service or under the Constitution of India;

(b) Petitions relating to Bills pending before the State Legislature; such petitions are governed by the Standing Orders of the Legislature; and

(c) petitions submitted by, or on behalf of, convicts under sentence of death.

(3) They shall not affect any rules or orders in respect of representations submitted by recognized associations of Government servants.

III. (1) A petition may be either in manuscript or typescript or in print.

(2) Every petitions shall be authenticated by the signature of the petitioner or, when the petitioners are numerous, by the signature of one or more of them.

IV. Every petition shall –

- (a) Contain all material statements and arguments relied upon by the petitioner ;
- (b) Be complete in itself;
- (c) If any recorded order of a public authority is complained against, be accompanied by a copy of the order and by a copy of any order in the case passed by a subordinate authority together with a copy of the petition to such authority and
- (d) End with a specific prayer.

V. Any person having cause of complaint against the Government, shall, in the first instance, seek redress from the local authority who, if unable to grant the redress sought, shall pass an order in writing to that effect. If dissatisfied with this decision, the petitioner shall be at liberty to address the Board of Revenue, Court or other superior authority is controlled; or he may address the Government in cases wherein there is no such controlling authority.

Communications intended for the Government shall be addressed to “the Government of Andhra Pradesh or to a “Secretary to the Government of Andhra Pradesh”. A communication addressed to the Governor or to a Minister is not addressed to the Government and does not come within the cognisance of the Government unless the Governor, or the Minister sees fit to send it to a Secretary to Government.

VI. The Government will not receive a petition on any matter, unless it shall appear that the petitioner has first applied to the local authority and also to the Board of Revenue or other controlling authority, where such authority exists.

VII. In order to enable the Government to enforce the foregoing rules without injustice or hardship to complaining parties, all heads of offices shall understand that a party affected by an order is entitled to have, on application, a copy of such order, which, in all cases except those where no appeal lies, shall contain a statement of the grounds of the decision. This shall be furnished to him on plain papers and without payment.

VIII. The Government will receive petitions only from principals; communications running in the name of a pleader or agent will receive no attention. Anonymous petitions will be totally disregarded and destroyed on receipt.

IX. Resolutions submitted by associations and other similar bodies will receive no attention; any such body wishing action to be taken on its representations should submit them in the form of a petition stating the grounds and circumstances of each case.

X. As the Government never interfere with the distribution of subordinate appointments, applications for situations in the gift of appointing authorities will remain unnoticed.

XI. Every petition from a person who is or was serving in a post under the administrative control of Government shall be addressed to a Secretary to Government and be submitted through the head of the office or department to which he belongs or belonged. Provided that he may send a copy of his petition direct to the Minister-in-charge if the representation is made after exhausting such of the statutory remedies as were open to the petitioner.

XII. The Head of the Office or Department shall, unless empowered under Instructions XVIII or XIX to return or withhold it, at once forward the petition to the Secretary to Government in the department concerned through the ordinary official channel and may make such remarks as he may consider necessary in regard to the accuracy of the statements made and inferences drawn in the petition, he shall also forward such records, not submitted by the petitioner, as should properly be consulted in order to enable the due disposal of the petition.

XIII. Except in the case of representation submitted by recognised associations of Government servants in accordance with such rules as may from time to time be prescribed by the Government, every Government servant and every person who has been in civil employment wishing to make any representation to the Government shall do so separately.

XIV. Petitions from political pensioners or on the subject of political pensions shall be submitted through the Collector of the district, in which the petitioner resides.

XV. Petitions addressed to the Government will be liable to summary rejection in the following cases:

- (1) When the petitioner has not complied in full with the above instructions.
- (2) When a petition is illegible or unintelligible or contains language which in the opinion of the Government is improper ;
- (3) When a previous petition has been disposed of by the Government or Andhra Pradesh or the Government of India and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case.
- (4) When the petition is a mere application for relief ; pecuniary or other which is –
 - (a) Presented by a person manifestly possessing no claim or other advancing claim of an obviously unsubstantial character ; or
 - (b) So belated that its consideration is clearly impossible ;
- (5) When the petition is an application for employment in posts under the administrative control of Government not made in pursuance of any rule or announcement regarding applications for such employment.
- (6) When the petition is an appeal from a judicial decision unless such petition
 - (a) Is an appeal from a judicial decision in a case in which the Government have reserved any discretion of interference ;
 - (b) Is an appeal from a judicial decision in a suit to which the Government were a party ; or
 - (c) Is a prayer for the suspension or remission of a sentence under Chapter XXIX of the Code of Criminal Procedure, 1898 (Central Act V of 1898).
- (7) When the petition is a representation against decision which the Government were a party ; or
- (8) When the law provides a different or specific remedy in respect of the subject matter of the petition whether or not any period of limitation prescribed for the prosecution of such remedy has expired ;
- (9) When the petition is submitted of otherwise than in accordance with any rule, order or contract such as is referred to in sub-clause (a) of clause (14), by person serving in a post under the administrative control of the Government with regard to his prospective claim to pension.
- (10) When a petition is an appeal against a failure by the Government to exercise a discretion vested in them by law or rule ;
- (11) When the action desired in a petition is in the nature of a favour and not of a right ;
- (12) When the petition is a representation against an order of a subordinate authority communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation for the delay is given ;
- (13) When the petition is a representation against the discharge of a person –
 - (a) Appointed on probation, during such probation;
 - (b) Appointed, otherwise than under contract to hold at temporary appointment, on the expiration of the period of such appointment ; or
 - (c) Engaged under contract in accordance with the terms of such contract ;

- (14) When the petition is a representation by Government servant against an order –
- (a) From which he has exercised, or possesses a right of appeal under-
 - (i) Rule or orders regulating his conditions of service ; or
 - (ii) the terms of his contract of service ;
 - (b) Passed by any authority in the exercise of appellate or revisional powers conferred by any rule, order or contract such as is referred to in sub-clause (a) or
 - (c) From which, not being an order of punishment passed by the Government, an appeal is expressly barred by any rule, order or contract such as is referred to in sub-clause (a)
- (15) Then the petition is representation relating to an order of the Government refusing to grant or to recommend –
- (a) A special pension
 - (b) A compassionate pension, or
 - (c) Any pecuniary or other concession to which the petitioner is not entitled under any law or statutory rule;
- (16) When the petition is a representation with regard to any matter connected with the official prospects or position of a person serving in a post under the administrative control of the Government and is not submitted by such person ;
- (17) When the petition relates to a subject on which the Government are competent to pass orders, and no application for redress has been made by the petitioner to the Government ;
- (18) When the petition is a representation against the action of a private individual or of a body of private individuals regarding the private relations of the petitioner and such individual or body ; and
- (19) When the petition, not being a petition such as is referred to in the exceptions in clause (6), related to matters in which the petitioner has no direct personnel interest ;
- (20) When application and petitions are not properly stamped or are insufficiently stamped.

XVI. The Government will, when a petition is rejected under Instruction XV inform the petitioner of the rejection and the reasons there for.

XVII. Where a petition has already been rejected under instructions XV and a further petition on the same subject is submitted which does not contain facts not already brought to notice, such further petition will be disregarded.

XVIII. The authorities, namely –

All Heads of Departments ;

All Secretaries to Government;

All Collectors;

All District and Sessions Judges and other officers of the same grade.

The Presidents of District Boards;

The Chairmen of Municipal Councils.

Are vested with discretionary power to return for correction or rectification petitions addressed to the Government and forwarded through them in the following cases.

- (a) When a petition is illegible or unintelligible ;
- (b) When a petition runs in the name of a pleader or agent instead to the name of the principal ;
- (c) When a petition from a person who is or was serving in a post under the administrative control of the Government is addressed otherwise then in accordance with these instructions.

XIX. The same authorities are vested with discretionary power to withhold petitions addressed to the Government and forwarded through them in the following cases:

- (a) When a petition is an application for pecuniary assistance by a person manifestly possessing no claim ;
- (b) When a petition relates to a subject on which those authorities are themselves competent to pass orders, and no previous application for redress has been made to them.
- (c) When a petition contains a claim which is manifestly untenable and liable for summary rejection.
- (d) When a previous petition has been disposed of by the Government of Andhra Pradesh or the Government of India and the petition discloses no new facts or circumstances which afford grounds for reconsideration of the case.”

XX. An authority withholding a petition under Instructions XIX shall inform the petitioner of the withholding and the reason there for.

ANNEXURE XVI.

LIST OF RECORDS TO BE MAINTAINED, LIST OF PERIODICAL RETURNS AND REPORT TO BE SENT AND PERIOD OF RETENTION OF RECORDS.

1. LIST OF RECORDS TO BE MAINTAINED.

By Regional Fire Officer

	<i>Number and name of Record</i>	<i>Form No. if any</i>	<i>Order No.</i>
1.	Personal Files of Assistant Divisional Fire Officers and Engineers Sub Officer.		
2.	Register of probationers (Assistant Divisional Fire Officers and below).		
3.	Standing list of applicants selected for appointment as Fireman		
4.	‘A’ and ‘B’ lists of Fireman and Drivers Operator and Firemen Mechanics admitted to higher ranks.		
5.	Personal Files of Station Officers		
6.	List of Firemen and others fit for promotion to higher ranks		
7.	Casual leave Register (Divisional Fire Officers)		
8.	Service Registers of members of Office establishments.		
9.	Long Rolls for this Office Establishment.		

By Divisional Firemen Fire Officers :

1. Personal Files of Subordinate Officers below the rank of Station Officer
2. Files relating to inspection of Fire Stations.
3. Monthly Reports file.
4. Casual Leave Register (Station Officers, and Engineer Sub-Officers)
5. Monthly Fire Service Gazette.
6. Fire record (for the division).
7. Standing Orders File
8. Circular Instructions File.
9. Administration Report File
10. Register of Current received.
11. Register of despatch by Post or Local delivery
12. Register of Periodicals
13. Register of Estimates.
14. Register of Cinemas to be inspected periodically.
15. Buildings Ledger

Fire Station Records :

1. Occurrence Book.
2. Casual Leave Register
3. Medical History Sheets
4. Orderly Room Diary
5. Inspection Record Book
6. Log Book
7. Stock Account of Petrol
8. Fire Record
9. Ambulance Case Book
10. Ambulance Cash Receipt Book
11. Hose Record Register
12. Register of water sources and other places requiring periodical inspections
13. Treasury Bills Book
14. Pay Bills and Acquaintance Rolls.
15. Register of Expenditure
16. Register showing Advance of Pay and T.A. granted to Personnel
17. Register of Increments.
18. Register of Receipts
19. Personal Record Books
20. Medical History Sheets
21. CashBook
22. Classified Register of Contingent Charges.

- ## 2. LIST OF PERIODICAL OR SPECIAL REPORTS AND RETURNS

Serial Number and name of the report or return		For what period and date on which due.	
<i>From Regional Fire Officer to Director of Fire Services.</i>			
1.	Confidential Reports on Divisional Fire Officers	Annual	1 st January
2.	List of Station Officers fit for promotions as Assistance Divisional Fire Officers	Annual	1 st January
3.	Return of Immovable Property of Gazetted Officers.	Annual	15 th January
4.	Report of cases of corruption among Government servants during the previous month	Monthly	5 th
5.	Certificate for having written up or scrutinized the personal Files by Regional Fire Officers and officers subordinate to them.	Annual	
	Report of completion of Probation of Divisional Fire Officers	Immediately after the officer completes probation.	

From Regional Fire Officer to Director of Fire Service – (contd.)

7.	Annual returns of Government property	..	Annually.- 15 th of the month succe. year
8.	Inspection Reports	..	Immediately after inspection of each district.
9.	List of appeals withheld.	..	Half – yearly
10.	Recommendations for the award of president's Police and Fire Service Medal and Police Medal		
	(i) For Gallantry	..	As early as possible after the event.
	(ii) In other cases.	..	Half yearly – 1 st April and 10 th September.
11.	Certificate of transfer of charge of non-Gazetted Officers.	..	Immediately after the transfer of charge is effected.
12.	Monthly strength statement	..	Monthly – 10 th
13.	Monthly statement of Objection Book Advances.	..	Monthly to A.G. on the 10 th copy to Chief office with Expenditure statement.
14.	Monthly Return of Repairs and Replacement		
15.	Statement of Expenditure	..	25 th
16.	Statement of Receipts	..	25 th
17.	Indent from Sections for clothing and Equipment	..	Annual – 1 st September.
18.	Annual Fore cast of cotton and woollen garments	..	Annual – 15 th March.
19.	Annual Forecast of other articles of clothing and equipments.	..	Annual – 10 th January
20.	Indent for A.F.S. Forms	..	Annual - 1 st January
21.	Indent for T. & A. Code Forms	..	Annual – 15 th February
22.	Common Forms and Covers	..	Annual – 30 th March
23.	Stationery and Economy Labels	..	Annual – 30 th April
24.	G.P.F. and I.T. Forms	..	Annual – 30 th September
25.	Statement of Fire Service personnel under suspension Pending enquiry.	..	Monthly – 5 th
26.	Monthly Requisitions for Stores.	..	5 th of every month.
27.	Progress Report on constructional works	..	Quarterly – 20 th March, June, September, and December
28.	Annual return of payments made to contractors and private parties	..	5 th of the month following the year.

From Divisional Fire Officers to Regional Fire Officers:

1.	List of Station Officers fit for promotion as Assistance Divisional Fire Officers.	..	Annual – 15 th February
2.	List of Leading Firemen and Driver Mechanics fit for promotion to the rank Station Officers.	..	Do.
3.	List of Driver Mechanics fit for promotion as Engineer Sub-Officers.	..	Do.
4.	Lists of Firemen and equivalent ranks fit for promotion as Leading Firemen.	..	Do.
5.	Lists of Drivers Operators and Firemen Mechanics fit for Promotion as Driver Mechanics.	..	Do.
6.	Lists of Firemen and equivalent ranks fit for promotion as Driver Operators and Firemen Mechanics.	..	Do.
7.	Certificate for having written up or scrutinised the personnel files maintained by Regional Fire Officers to them.	..	Annual – 1 st – January
8.	Report on Assistant Divisional Fire Officers selected for admission to the Andhra Fire Services, Probationary Assistant Divisional Fire Officers, and Station Officers selected for promotion as Assistant Divisional Fire Officers.	..	Do.
9.	Report on probationary station officers (including Leading Firemen Officiating as Station officers).	..	Do.
10.	Copies of confidential sheets of subordinate officers whose personal files are maintained by Regional Fire Officers.	..	When a sheet is opened and whenever entries are made subsequently.
11.	Report of completion of probation by Assistant Divisional Fire Officers and Station Officers.	..	Immediately after the Officer completes probation.
12.	List of appeals withheld.	..	Half – yearly
13.	Inspection Reports	..	Immediately after each inspection
14.	Monthly Reports	..	Every month.
15.	Special Reports on serious fires
16.	Subject matter for Andhra Pradesh Fire Service Gazette	..	Monthly – 10 th
17.	Monthly Abstract of Fire and Ambulance Calls	..	Do.

From Divisional Fire Officers to the Director of Fire Services

1.	Subject matter for Andhra Pradesh Fire Service Gazette.	..	Monthly – 10 th
2.	Certificate of annual physical verification of stores.	..	After each verification
3.	Monthly Abstract of Fire and Ambulance Calls	..	Monthly – 10 th
4.	Special Reports on serious fires.
5.	Report on arrival at Hyderabad

From Station to Regional Fire Officer / District Officers – (contd.)

- | | | | |
|----|--|----|--------------------|
| 6. | Certificate of transfer of charge with copies to | | |
| | (1) Accountant General, Andhra Pradesh | .. | Immediately after |
| | (2) Chief Secretary to Government | .. | Transfer of charge |
| | (3) Regional Fire Officers. | .. | is effected |

From Stations to Regional Fire Officers / District Officers.

- | | | | |
|-----|--|----|--|
| 1. | Copies of confidential sheets of subordinate officers, whose Personal Files are maintained by District Officers. | .. | When the sheet is opened and whenever subsequent entries are made. |
| 2. | Returns of immovable property | .. | Annual – 10 th January |
| 3. | Return of petrol consumption | .. | Monthly – 15 th |
| 4. | Monthly statement of Ambulance Receipts 'A' and 'B' | .. | Monthly – 10 th |
| 5. | Weekly trip sheets | .. | Weekly – Monday |
| 6. | Report of completion of probation of subordinate officers of the rank of Leading Fireman and below. | .. | Immediately after the officer completes his probation. |
| 7. | T.A. Bills | .. | Monthly 5 th |
| 8. | Wireless or telephonic reports of serious fires | .. | Immediately to Director of Fire Services, Regional Fire Officer, District Officer. |
| 9. | Special Reports on serious fires | .. | |
| 10. | Monthly Abstract of Fire and Ambulance Calls; | .. | Monthly – 5 th |

3. PERIOD OF RETENTION OF RECORDS.

(Note.—Years are always calendar years unless specified to the contrary)

- | <i>Number and name of Record</i> | | <i>Period of retention.</i> |
|----------------------------------|---|-----------------------------|
| 1. | District Officers Monthly Diary | .. 10 Years. |
| 2. | Occurrence Book. | .. Permanent |
| 3. | Fire records | .. Permanent |
| 4. | Hose Register (After condemnation of hose). | .. 5 years. |
| 5. | Log Book | .. Do. |
| 6. | Inspection Record Book. | .. Permanent. |
| 7. | Register of water sources and other places requiring periodical inspection. | .. Do. |
| 8. | Cash Book | .. Do. |
| 9. | Ambulance Case Book. | .. 10 Years |
| 10. | Ambulance Cash Receipt Book | .. Do. |
| 11. | Classified register of contingent charges | .. 5 years. |

12.	Treasury Bill Book	..	Permanent
13.	Register of recurring charges	..	3 years.
14.	Telephone trunk call register	..	Do
15.	Stock account of spare parts, appliances and Equipment.	..	5 years
16.	Stock account of furniture, tools and plant	..	Do.
17.	Stock account of stationery and other consumable stores.		Do.
18.	Stock account of uniform and personal equipment	..	Do.
19.	Register showing advance of pay and Travelling allowance.	..	8 years.
20.	Register of Receipts	..	Do.
21.	Register of Expenditure	..	Do.
22.	Pay bills and Acquaintance Rolls	..	35 years.
23.	Register of Capital Assets.	..	Permanent.
24.	Register of Condemned Articles	..	8 years
25.	Stock Account of Petrol	..	Do.
26.	Stamp Account	..	Do.
27.	Register of Currents received	..	20 Years
28.	Despatch by post and local delivery book	..	3 years.
29.	Periodical Register of Calendar of Returns.	..	Do.
30.	Register of Increments	..	2 years.
31.	Orderly Room Diary	..	3 years.
32.	Personal Record Books	..	Permanent.
33.	Service Books and sanctioned pensions applications.		For the periods prescribed in Art. 326, A.P.F.C. Vol. I
34.	Casual Leave Register	..	3 years
35.	Register of Tools and Equipment issued.	..	Do.
36.	Register of files	..	Permanent.
37.	Medical History Sheets	..	One year after the man leaves force.
38.	Fire Reports – Serious Fires, Other Fires.	..	5 years and 3 years.
39.	Reports on other incidents.	..	Do.
40.	Ambulance Reports	..	One year.
41.	Ambulance Returns	..	Do.
42.	Annual Return of Government property	..	3 years.

3. *Period of Retention of Records – (contd.)*

43.	Petrol Returns	..	One year.
44.	Trip Sheets	..	Do.
45.	Sub-vouchers	..	3 years
46.	Statements of Receipts.	..	2 years
47.	Statement of Expenditure	..	Do.
48.	Return of Repairs to appliances	..	Do.
49.	Receipt of vouchers and Return to Stores Notes.	..	3 years.
50.	Return of Abstract of Fire and Ambulance Calls	..	2 years.
51.	Monthly strength Statements.	..	One year.
52.	Passports	..	6 months
53.	Casual Leave Applications.	...	One year
54.	Monthly Fire Service Gazette	..	2 years.
55.	Register of vehicles received in the Workshop for repairs.	..	3 years.
56.	Enlistment Register	..	35 years after the date of last entry.
57.	Administration report	..	Permanent
58.	Building Ledger	..	Do.
59.	Files of Circulars and Standing orders.	..	Do.
60.	Long Rolls.	..	Do.
61.	Gazettes of Andhra Pradesh.	..	10 years.
62.	Punishment Rolls in cases of dismissals.	..	5 years
63.	Issue of Vouchers (Stores)	..	3 years.
64.	Punishment Rolls in cases other than those of dismissal	...	Do.
65.	Office copies of clothing and equipment indents.	..	5 years.
66.	Office copies of indents for Forms, Stationery etc.	..	Do.
67.	Forecasts for clothing, equipment, etc.	..	Do.
68.	Personal Files, Confidential Sheets and Reports (Five years from date of retirement, removal or dismissal. In the case of deceased public servants one year from the date of death. They may be retained for longer period if necessary).	..	5 years.
69.	T.A. Bills and Acquaintance Rolls.	..	3 years.
70.	Leave Rolls and other leave papers	..	Do.
71.	Indents for Service Postage	..	Do.
72.	Acquaintance Rolls of Clothing	..	Do.

3. Period of Retention of Records – (contd.)

73.	List of bidders in auction	..	Do.
74	Inspection Reports	..	3 years.
75	Petitions.	..	Do.
76	District Orders (Originals)	..	Do.
77	Register of Local Purchases	..	3 years after completion.
78	Verification rolls.	..	As long as Service Books and Service Rolls are kept.
79	Return of Immovable property	..	Do.
80	Defaulter sheets	..	Do.
81	Sanctioned Gratuity Applications.	..	Till the date on which the gratuity would attain their 55 th year or until date of death (if known), whichever is earlier.
82	Reward rolls	..	10 years.
83	Post and Telegraph Guides		Until a new one received.
84	Railway guides	..	Do.
85	Quarterly list of Gazetted officers.	..	One year.
86	Orderly Room Diaries	..	3 years
87	Sentry Relief Books	..	Do.
88	Attendance Register	..	Do.
89	Application for transfers, promotions.	..	Do.
90	Compliant against Officers	..	Do.
91	Estimate of Repairs to appliance	..	Do.
92	Order Books	..	Do.
93	Job Cards	..	Do.
94	Material Cards	..	Do.
95	Register of Daily Issues of materials within Workshops	..	3 years
96	Tour Programmes	..	One year

ANNEXURE XVII.

LIST OF PLACES AND TRADES INVOLVING RISK FROM FIRE IN RESPECT OF WHICH CONSULTATION WITH THE ANDHRA PRADESH FIRE SERVICE DEPARTMENT IS NECESSARY BEFORE THE GRANT OR RENEWAL OF A LICENCE.

1. Places of public resorts such as Circuses, dramas, fairs, festivals, concerts, dance recitals, exhibitions and other places of entertainment (except cinemas) to which public have an access with or without charges.
2. Film studios, film storage, vaults or rooms or sheds, film laboratory and colouring rooms, etc., film distribution companies.
3. Factories such as match factories, tile factories, rice factories, cigarette factories, beedi factories, ice factories and refrigerator plants and places where fireworks or other explosives such as gunpowder, etc., are made or manufactured.
4. Mills such as cotton mills, Jute Mills, Oil mills, Dyeing and printing mills, paper mills, and timber saw mills.
5. Storages or godowns for groundnuts, cashew nuts, oils, petrol gunny bags, jute, paper, celluloid, timber, charcoal, furniture, food grains, cloth, paints, varnishes, liquors, spirit, rubber, compressed gases, camphor, artificial manure, fire wood, thatching materials, hay, grass, straw, fibre and coal.
6. Chemicals in solid, liquid and gaseous forms such as Acetone, Acetylene, Alcohol, Alkaloids, Aluminium Dust, Ammonia, Aniline, Arsenic, Camphor, Barium-per-oxide, Benzene, Butylacetate, Carbon-di-sulphide, carbon-monoxide, Celluloid, Cellulose, paints, Chlorine, Chloroform Coal tar, Coal gas, Creosylic, Electron metal, Ether Ethylether, Ethyl Chloride, Ethylene, Ethylene Oxide, Explosives, Fats, Wax, Resins, Fire Damp (Methane), Glycerine, Hydrocyanic Acid, Hydrogen, Lacquers, Magnesium, Methane, Methyl Chlorine, Naphthalene, Ammonium Nitrate, Nitro Benzene, Oxygen, Petrol, Motor spirit, Petroleum Spirit, Phenol, Phosphoric acid, Phosphorous Yellow or white, phosphorous Red or Amorphous, Phosphorous pentoxide-sulphide Potassium persulfate, sodium peroxide, Sulphur, Sulphuretted Hydrogen, Tobacco, Toluene, Turpentine, Varnish Xylene and Zinc dust, and any other chemical liquid or non – liquid considered hazardous.

ANNEXURE XVIII.

[G.O. Ms. No. 2993, Public (Works), dated 10th December 1941]

Section A: ORDINARY FIRE RULES FOR GOVERNMENT BUILDINGS
(NON – RESIDENTIAL).

CHAPTER – I.

Scale of Fire Appliances.

1. Chemical fire extinguishers and water or sand in buckets are first – aid appliances, to be used for attacking a fire at the outset to enable

is to be put out immediately or atleast to keep it under control until the arrival of the Fire Brigade.

2. For purposes of the supply of ordinary fire appliances, buildings are divided into two classes viz.,

(i) Ordinary; and

(ii) Buildings where there is special danger of oil, chemical or electrical fires.

- (1) *Ordinary buildings*.- (1) Costing Rs. 10,000 and below : (a) For a superficial area of 1,000 square feet and below:- Four fire buckets, 12 inches high and 10 inches deep, always filled half the number with water and half with sand.

(b) For a superficial area of more than 1,000 square feet:- The number of fire buckets is to be increased from four at the rate of one for every 500 square feet.

- (2) Costing more than Rs. 10,000 (a) For a superficial area of 5,000 square feet or less Six fire buckets sand one 2 gallons capacity soda-acid-type extinguisher.

(b) For a superficial area of over 5,000 square feet:- The number of fire buckets is to be increased over that specified at (2) (a) above at the rate of one for every 1,000 square feet in excess of 5,000 square feet. The number of soda-acid type extinguishers will be on the same scale as under 2 (a).

(II) Buildings whether there is special danger of oil, chemical or electrical fires:- (a) For a superficial area of 5,000 square feet or less:- Twelve fire buckets of the specified size, but filled with sand instead of water and one foam type chemical extinguisher of 2 gallon capacity.

(b) For a superficial area of over 5,000 square feet:- The number of fire buckets specified at (II) (a) above is to be increased at the rate of one for every extra 500 square feet over 5,000 square feet. The chemical extinguishers will be on the same scale as in (II) (a).

NOTE.- (1) a fire bucket 12 inches high and 10 inches deep means one that measures 12 inches high on the outside and is 10 inches deep on the inside. The top diameter is usually 12 inches and the bottom diameter is slightly less but not less than 9 inches.

(2) Superficial area:- This is the surface area of each floor of a building and not the plinth area. The plinth area will be the superficial area for the ground floor only. The actual superficial area in the case of the upper floors should be considered separately in each case for purposes of the supply. The articles meant for a particular floor must be placed in that floor only.

(3) In assessing the cost of a building for purposes of classification, the cost of the particular detached building only should be taken into consideration.

(4) A list of suitable chemical fire extinguishers with the names of firms where they can be purchased, could be obtained from the concerned Executive Engineer, who may consult the latest India Stores Department price list for fire extinguishers and refills.

3. *Telephone.*- Wherever there is a non-automatic exchange telephone room, a receiver will be fixed in a glass case outside the exchange room. Whenever there is an automatic exchange, the watch man should be trained to dial the Fire Station number. In case of fire, the watchman detecting the fire will break open the glass case take the receiver and call 'Fire'. The telephone exchange will at once, communicate to the nearest Fire Brigade Station and inform them of the locality in danger. There will also be placed in a convenient place nearby, a crowbar, with which the watchman can force open the door of any room inside which there is a fire in order to put it out.

CHAPTER II.

Precautions against fire.

1. No temporary shed required in the compound of any Government building should be built of combustible materials without the permission of the Executive Engineer. The erection of thatched or mat building within fifteen yards of a permanent Government Office is prohibited.

2. Galvanized iron buckets with water or sand and chemical fire extinguishers should be kept in easily accessible places in every building or use during fire. They should be located as far as possible at the top and bottom of staircases or at the commencement and junctions of important corridors in each floor. The number of buckets and fire extinguishers to be provided should be as per scale separately fixed and the head of each office should ensure that this equipment which will already have been provided in most Offices, is in good working condition. The Executive Engineer may be consulted when required in connection with this initial supply. For buildings for which an adequate supply of water is not available within a convenient distance, water should be provided in covered tanks sufficiently large to fill the buckets ten times.

3. When portable fire engines are provided, the engine, its hoses, other appurtenances and accessories should be complete and in working order. The hoses should be of sufficient length to reach top of the buildings. Certain important buildings, such as, the Secretariat buildings in Hyderabad are provided with hydrants and hoses, and these are fixed in glass cases at convenient places. They should be periodically examined and kept complete and in working.

4. All attenders and peons should be given practiced drill at least once a month in the use of fire appliances and the head of each office concerned should make arrangements for the proper conduct of these drills. Where a telephone exists, attenders and peons should be instructed in its use for the purpose of obtaining assistance.

5. The head of each office should see that the following precautions are carried out:-

(a) That before closing the office for the night the manager or head clerk or under his written authority a clerk names by him, visits each room and see that all lights are put out; that in offices in which electric fans and lights are provided the switches are turned off ; and that all waste paper has been removed, and that in hill stations, where fire is kept in fire place to keep the room warm, all fire is effectively extinguished.

(b) That none but safety matches are used in offices.

(c) That kerosene oil or any easily inflammable materials is always stored in an out-building or godown.

(d) That the sealing of papers is always done under the direct supervision of responsible clerk who should see that due care is taken.

(e) That no naked lights are used in any office. All candles or Wickes must be protected by glass.

(f) That fire places for the preparation of pastes or glue area not allowed in or near any building.

(g) That waste paper is not allowed to accumulate in large quantities in any office. One or more receptacles is provided outside the building for waste paper and is sufficiently distant from the main building. Every evening the waste paper of the day is collected and put into one of the receptacles.

(h) That fire buckets are kept always full of sand or water or in some case it may be found suitable to keep half the number of buckets filled with waste and half with sand.

(i) That old furniture is not left lying about but disposed of at once.

(j) That smoking in record rooms is strictly prohibited.

(k) That dried leaves and other litter is removed from the top of terrace at intervals.

(l) That all restrictions and rules regarding lighting issued by the local, municipal or A.R.P. authorities are strictly followed.

(m) That in hill stations where there are fire-places for warming officers, fire-guards of metal gasnetting are provided in front of all fire-places.

6. One bell gong or more according to the size of the building should be fixed in each building which should be sounded for giving the fire alarm. When the bell is sounded, it is the duty of the men listed for fire-fighting to rush up to the place of fire for fire-fighting.

CHAPTER III

On the outbreaks of fire.

1. On the outbreak of fire, electric current should be switched off at the main.

2. Fire caused by ignited oil should be smothered at once by means of earth or an kept in receptacles placed in suitable positions for the purpose; and water should on no account be used. If chemical extinguishers of the foam-type are available, they can be used.

3. Immediately a fire is detected, the alarm must be given as explained in paragraph 6 of chapter II and intimation also given to the nearest fire brigade and to the nearest police station by phone or otherwise as described in paragraph 3 of Chapter I.

4. Immediately on the alarm being raised, every man should proceed to the post to which he is told off and make such effective efforts as he can put out the fire

pending the arrival of the fire brigade. If buildings are equipped with fire hoses and hydrants connected to the overhead tanks, they should be used to the best advantage, as it will be possible to put out major fires by timely use of these appliances.

5. All movements should be carried out with silence and rapidity and special care must be taken to see that there is no crowding in passages and staircases.

6. As a draught of air will tend to increase the fire, all doors and windows which it is not necessary to use for ingress or egress, should be closed.

8. All inflammable materials near the fire should be collected and carried to a place of safety.

CHAPTER IV.

General Instructions.

1. The rules in Chapters I to III are applicable for ordinary Government non-residential buildings. These rules should be printed in English and vernaculars and be hung up in conspicuous places in every building.

2. As regards the appliances to be provided, for fire protection, the Executive engineer, who is in charge of the building, will advise the head of the office of the number of fire buckets and chemical extinguishers required according to the scale fixed taking into consideration the cost of the building and the superficial area of each floor. The responsibility of seeing that the equipment is according to scale and is kept in working trim is that of the head of the office.

3. In the case of important buildings where there is insufficient means of access to the roof the Executive Officer should consider the possibility of providing ladders of suitable length for gaining access to any part of roof.

4. The initial supply of fire buckets and fire extinguishers together with other appurtenances, such as, stands, buckets, etc., as well as all renewals of, and repairs to, the fire buckets and fire extinguishers shall be made by the heads of the officers concerned – such works being treated as assigned to the departments concerned. If any case professional skill or assistance considered necessary, the Executive Engineer or the sub divisional officer shall be consulted.

5. When a building is occupied by more than one department, the 'department for the purpose of this rule, shall be the Revenue Department if it be one of the occupants, and if not, the Local Government Department occupying the major portion of the building, to be decided in each case, by the Superintendent Engineer concerned. If, in such cases, a departmental of the Central Government happened to be one of the occupants, the cost of the fire appliances supplied or of the repairs thereto in respect of the portion of the building occupied by such department, shall be recovered from that department.

6. A building should be the unit for purposes of fire protection. In cases where a building (whether owned by Government or hired) is used partly as an office and partly as a residence for a Government officer the department to which the office belongs shall be responsible for the provision of fire protection appliances for the entire building.

7. The supply of buckets and tanks, etc., to buildings rented as offices will be arranged for by the heads of offices, occupying the buildings.

8. Responsibility for fire protection for building not in charge or Public Works Department is that of the head of the office occupying it.

9. The main principle underlying the rules is that the head of the office should see that his office building is protected. On that principle, it is for him to supply the buckets and other appliances, for him to get the rules translated printed and hung up, and for him to make good (with the assistance of the Executive Engineer where necessary) any other defects.

Chapter V.

Practice Drill.

1. The head of the office should fix an officer who will be responsible for the training of the men to take part in putting out fires during day and night and conducting periodical drills. The practices must be as realistic as possible and should include relaying of sand and water from a nearby sources by forming a chain of all staff available.

2. For day time the services of the several attenders and peons on duty should be utilised but for night, special watchmen should be engaged.

3. Fire practices in the use of these appliances should be given by the officer appointed once a week until all the attenders, peons and night watchmen have had sufficient practice in the use of the various appliances.

4. After they have had sufficient practice there should be periodical practice drill in the use of chemical fire extinguishers, etc., at intervals of one month.

5. A stock of refills for chemical fire extinguishers should always be kept. New refills should be loaded after each practice drill to ensure that the refills are serviceable.

6. A suitable day in the first week for every quarter should be selected for fire drill, but the hour should not be fixed nor intimated. On the day selected, an alarm should be given by the officer in charge of the arrangements at different part of the building each time and the practice drill with appliances gone through under the guidance of the officer in as orderly a manner as possible. This should be witnessed by the head of the office or his assistant deputed for the purpose. Similar drill should be gone through during night time during the same week but on a different day.

7. A register should be kept of all such exercises and of the defects noticed with any of the appliances. This register should be inspected by the head of the office on the same day or the day following and he should take action to set right the defects.

8. A register should be kept showing the issue of the refills for the chemical fire extinguishers after each practice fire – fighting.

9. Where special hydrants are fixed inside the building and fire hoses are kept in glass cases, all the hydrants should be tested with the hoses on the drill day to ensure that they function all right and the men are fully acquainted with their use. On the morning of the practice, the glass cases should be kept in the proper places and the glass cases closed.

CHAPTER VI.

Night Watchmen.

1. The watchmen will be on duty from 6 p.m. to 6 a.m. every day. They will go round as soon as they come on duty to see that all doors have been locked. They will take turns (where there are more than one watchman on duty) in going round the offices and record the same at the tell-tale clock (where these are provided every half an hour, patrolling only the verandahs and corridors round the office rooms. They will carry a whistle and a stout bamboo 5 feet long.

2. Where there is a head watchman or a Superintendent, he will visit the watchmen at uncertain hours during the night to see that they are doing their duty. During such visits he will carry on his person the set of duplicate keys of all the offices sealed in a bag. If there is only one watchman, he will have these duplicates with him.

3. Action to be taken in case of a fire:- Should a watchman on his round observe any outbreak of fire, he will at once whistle for the other watchman, and sound the fire alarm bell. He will act in accordance with paragraph 3 of Chapter I. The

telephone exchange will at once communicate to the nearest fire station and inform them of the locality in danger. Where there are no telephones, information should be communicated to the nearest police station.

4. If the fire is inside any one of the rooms, which cannot be readily opened the watchman and the head watchman or Superintendent, if available on the spot will immediately force open the door by means of a crow-bar (which will be kept in the custody of the watchman at an approved location) and they to put out the fire with the chemical fire extinguisher available. In the meantime the other watchman will get the fire buckets and pumps into operation. They will also whistle and call the watchmen of the neighbouring offices, if any,

Protection of temporary Government Buildings – Provision of fire hooks and fire rakes.

The Government have approved the provision of fire hooks and fire rake is all temporary Government buildings built of inflammable materials. The scale of the fire hooks and rakes to be provided is left to the discretion of the head of the office concerned.

(G.O. Ms. No. 2204, Public Works, dated 21st August 1945)

ANNEXURE XIX

RULES AND REGULATIONS FOR DRIVING VEHICLE OF FIRE SERVICES

1. *License*- All Drivers of the service should have with them at all times the valid licence for driving vehicles, which should be inspected by the concerned officer in charge at every kit inspection or dress parade.

2. *Taking charge*.- (a) The Driver should ascertain the following items before taking charge of a vehicle he has to drive.

- (1) Fuel, (2) Water, (3) Oil Lubrication System, (4) Breaks and general conditions, (5) Meter reading, (6) Tyre pressure, (7) Spare wheel and other accessories.

He will be held responsible for any mistakes due to any one of the above reasons.

3. *Speed*.- (a) While proceeding to a Fire Ground, the Officer in charge of the appliance should never use the word “Step on it” and the speed should note such as to be out of control and other traffic regulations should not be disobey.

Whilst returning from Fire Ground or whilst a vehicle is out on roads for other duties, the speed limit as laid down by the traffic regulations should not be exceeded.

4. *Corners, turns and crossing*. - The speed should be regulated, proper signal should be shown and the direction shown by the police should be observed.

5. *Overtaking*.- (a) This should never be done unless the Driver of the vehicle in front shows when to do so and even then it should be ascertained that any other vehicle is not coming in the opposite direction.

6. *Manhole pit covers*.- These and any other pit covers should be very carefully observed on the road and avoided at all times especially when a heavy vehicle is being driven.

7. *Signs*.- All traffic sign boards indicating schools, bends, etc., should be watched and speed regulated accordingly.

8. *Road times*.- Some roads have a line on them indicating the sides of traffic in each directions. This should not be encroached unless it is unavoidable.

9. *Stops*.- (a) When going down over a steep gradient reduced gears are to be used to reduce the burden on the breaks.

(b) When going up a high gradient, from a halt position the car should not be allowed to skid behind. Hand breaks may be successfully utilised.

10. *Bye-lanes.*-(a) When coming out of bye-anes into the road the vehicle should be halted first and then proceeded when conditions permit.

(b) When going into a main road from a small road or *vice versa*, the speed should be regulated.

11. *Reversing.*-(a) Never revere into a Main Road.

(b) If a man is available, he should direct the reversing.

12. *Hooters* – Hooters can be made use of discretely when required.

13. *Accidents to vehicles proceeding to fire –procedure.*– Should a Fire Service vehicle be involved in an accident when proceeding to a fire, the appliances must continue to the fire spot if possible otherwise lives and property are liable to be lost. The vehicle must stop after the accident and one of the personnel must be left at the scene of the accident, to take particulars of other vehicle or vehicles involved in the scene of the accident, to take particulars of other vehicle or vehicles involved in the accident, to note the names of witnesses and furnish any particulars that may be required by the police. He will mark in the road the exact position of both vehicles at the point of collision and also the exact point where they came to a viand still after the collision. He will make so statement to any person admitting liability and will await the arrival of the police.

On the way back from the fire, the appliance will report to the Police Station nearest to the scene of accident and the driver will give his statement to the police and the man left behind will be picked up.

Should the accident cause personal injury to any person, the appliance First – Aid Box will be left with the Firemen at the scene of the accident and the officer-in-charge of the appliance will stop at the nearest telephone and order an ambulance to proceed to the scene if necessary.

All cases of accident must be reported to the Police irrespective of whether they involve any injury or damage to any person or any vehicle.

District Officers will send to the Director of Fire Services, telegraphic reports in all cases of serious accidents to Fire Service vehicles, followed by a detailed report within 3 days.

Note.– Accidents resulting in damages exceeding Rs. 400 or death or grievous injury to person or persons should be considered as serious accidents.

14. *Punctures.*– Whilst proceeding to a Fire, if the distance is not great and when one of the rear of the twin wheels is punctured, the appliance may be proceeded for greater distance, and on journeys other than fire, the wheel should be changed.

15. *Petrol.*– Drivers will not allow their engines to run unnecessarily when the vehicle is stationary. The engine should not be raced before switching off.

16. *Trailers.*– When trailers are driven and the vehicle could not be reversed and trailer cannot be handled easily, avoid going into such roads where reversing would become necessary.

17. *Convoys.*– When vehicles are driven on convoy, the speed should be approximately 15 miles per hour.

18. *Blocking traffic.*– (a) When a vehicle is stationed on any road whilst working at a Fire or otherwise, avoid blocking traffic as far as possible.

(b) Don't park the vehicle in a narrow street, near a bend or corner, on the hump of a hill or in such dangerous positions.

(c) Don't leave the vehicle facing the wrong way at night.

19. *Damage.*– The Driver will have to account for any damage done to the vehicle under his charge.

20. *Safety first.*– In short “Safety First” should always be observed and discretion used.

ANNEXURE – XX**LIST OF EQUIPMENT TO BE CARRIED ON THE MOBILE TANK UNIT***Suction Equipment*

- | | |
|---|---------|
| 1. Suction Hose | 30 feet |
| 2. Metal Strainer | 1 |
| 3. Basket Strainer | 1 |
| 4. Suction Wrenches | 2 |
| 5. Adopter 3'(4" or V thread male x 2 1/4 Insts. Female | 1 |
| 6. Collecting Head 2 way | |
| 7. Rope for securing suction 2" 40 | 1 Line |

Delivery Equipment.

- | | | |
|---|------------------------------------|--|
| 8. Delivery host 2 1/2" dia. With couplings | 750' plus 750' (75 x 10) (75 x 10) | of the 20 lengths, 4 lengths may be of 1 1/2" wherever possible. |
| 9. Collecting breaching | 1 | |
| 10. Dividing breaching | 1 | |
| 11. Branch Pipes | 3 | |
| 12. Nozzle 5/16" | 1 | |
| 13. Nozzle 1/2" | 1 | |
| 14. Nozzle 5/8" | 1 | |
| 15. Nozzle 3/4" | 1 | |
| 16. London Branch | 1 | |
| 17. Varispray branch pipe | 1 | |
| 18. Hose bandages | 12 | |
| 19. Hose brackets | 2 | |
| 20. Spanner for nozzles | 1 | |

Rescue Equipment.

- | | |
|------------------------|----------------------------------|
| 21. Lines – 2' of 100' | 1 Jute, Cotton or Manila. |
| 22. Lines – 2' of 100' | 1 Do. |
| 23. Ladder sealing | 1 to 3 number as per requirement |
| 24. Asbestos – Suit | 1 |

Demolition Equipment.

- | | |
|-----------------|---|
| 25. Pick axe | 1 |
| 26. Felling axe | 1 |

27.	Shovels	1
28.	Hand-saw	1
29.	Crow-bar	1
30.	Ceiling hooks	2
31.	Fire rake	1
	<i>General Equipment.</i>	
32.	CO2 Extinguishers of 24 each	2
33.	Signal lamps (same as railway signal lamp).	2
34.	Torch lights	2
35.	Fire bell	1
36.	Hose ramps	1 pair sand
37.	Stirrup pumps	2
38.	Water bottles	2
39.	Buckets – G.1.	2
40.	Buckets – Canvas	2 plus 2
41.	Tool Kit complete	
	Double – end spanners	One set.
	Screw Driver 16”	One.
	Screw Driver 8”	One.
	Plug socket spanner with wrench	One..
	Screw Wrench	One
	Cutting Pair	One.
	Grease Gun	One.
	Tyre pressure gauge	One .
	Tube hot patching machine	One.
	Starting handle	One.
	Wheel brace	One.
	Foot-pump with connection	One.
	Jack and handle	One.
	Tyre leavers	Two
	Hammer 1	One
	Centre Punch	One
	Tubular box for spanners	One set
	File 12”	One

42.	F.A. Box with its contents	
43.	Cotton Blankets	2
44.	Woollen Blankets	2
45.	Stretcher	1

LIST OF EQUIPMENT TO BE CARRIED ON THE FIRE TENDERS

Delivery Equipment

1.	Delivery Hose	1,500' 1,000 reserve
2.	Collecting head 2 way or 3 way	1
3.	Collecting breaching	1
4.	Dividing breaching	1
5.	Branch Pipes	4
6.	Nozzles ½"	1
7.	Nozzles 5/8"	1
8.	Nozzles ¾"	2
9.	Nozzles 1"	1
10.	London Branch	1
11.	Varispray Branch	1
12.	Fog Nozzle	1
13.	Hose bandages	12
14.	Spanners of nozzles	1
15.	Hose buckets	1 plus 1
16.	Lines – 2" of 10'0	1 Jute, Manila or Cotton.
17.	Lines – 2" of 100	1 Do.
18.	Rope 2" of 100'	1 Do.
19.	Ladder extension extension of 35'	1
20.	Salvus breathing apparatus set or proto or compressed or or Amphibious type with spare cylinders.	3 numbers of one hour duration or one smoke helmets of vellons type.
21.	First Aid Box containing	
	1 Set ordinary splints	
	2 Traingular Bandages	
	3 x 10z. Packet Coltear wool	
	2 x ½ oz. Packet surgical lint	
	9 First aid dressings	
	9 Roller bandages.	
	3 Burn dressings	1 Bottle smelling salt.
	2 Eye pads	3 amp, Tincture Iodine.
	1 Card Safety pin	1 Scalpel.
	1 pair scissors	

1 Spool Plaster 1
 1 Medical Tumbler.
 1 Bottle S. I Volatile
 1 Small Tourniquet
 1 Pair Splinger forceps

- | | | |
|-----|------------------------------|------------------------------------|
| 22. | Fire resisting suit complete | 1 |
| 23. | Cotton blankets | 2 (one on unit and one at station) |
| 24. | Woollen Blankets | 2 (one on unit and one at Station) |
| 25. | Stretcher | 1 if stowing possible |

Flemoition Equipment

- | | | |
|-----|---------------|---|
| 26. | Handsaw | 1 |
| 27. | Crow-bar | 1 |
| 28. | Ceiling Hooks | 1 |
| 29. | Bill book | 2 |
| 30. | Picke-axe | 1 |
| 31. | Feeling axe | 1 |

General Equipment

- | | | |
|-----|---|-----------------|
| 32. | Co2 Extinguishers of £4 | 1 |
| 33. | Co2 Extinguishers of £ 12 or £ 15 | 1 |
| 34. | Fire beater or fire bats | 4 |
| 35. | Signal Lamps (same as Railway signal lamps) | 2 |
| 36. | Torch Lights | 2 |
| 37. | Fire bell | 1 |
| 38. | Hose ramps | 2 pairs (sand). |
| 39. | Stirrup pumps | 2 |
| 40. | Water bottles | 2 |
| 41. | Buckets G.I. | 2 |
| 42. | Buckets Canvas | 6 |
| 43. | Petrol Cans | 8 |
| 44. | Starting handle | 1 |
| 45. | Sealed beam light | 1 |
| 46. | Tool Kit complete | 1 |
| | Double – end spanners | One |
| | Screw Driver 16” | One. |
| | Screw Driver 8” | One. |
| | Plug Socket Spanner with wrenth | One. |

Screw wrench	One
Cutting Plair	One
Greese Gun	One
Tyre pressure gauge	One
Tube hot patching machine	One
Starting handle	One
Wheel brace	One
Foot – Pump with connection	One
Jack and handle	One
Tyre Leavers	Two
Hammer £ 1	One.
Centre punch	One
Tubular box for spanner	One set
File 12"	One.

ANCILLARY EQUIPMENT OF THE TRAILER PUMP

Suction Equipment ;

1.	Suction hose 3'or 4'dia	30'
2.	Metal Strainer	1
3.	Bucket Strainer	1
4.	Suction wrenches	2
5.	Collecting head 2 way or 3 way	2
6.	Adopter ½"U or V thread male x 21/2"Inst. Female	1
7.	Rope for securing suction 2"-40'	1 line

General Equipment

8.	Tool Complete	1
	Double – end spanners	One Set
	Screw Driver 16'	One.
	Screw Driver 8'	One.
	Plug Socket Spanner with wrench	One.
	Screw Wrench	One.
	Cutting Plair	One.
	Greese Gun	One.
	Tyre Pressure guage	One.
	Tube hot patching machine	One.
	Starting handle	One.
	Wheel brace	One.
	Foot-pump with connection	One.
	Tyre levers	Two.
	Hammer 1 lb.	One.
	Centre punch	One.
	Tubular box for spanners	One set.
	File 12'	One

LIST OF EQUIPMENTS TO BE CARRIED ON AMBULANCE

1.	Stretchers	4
2.	Stretcher straps	6
3.	Cotton blankets	6
4.	Woollen blankets	6
5.	Rubber sheets	2
6.	Ground sheets	2
7.	Pillow cases	8
8.	Water bottles	2
9.	Hurricane lamps	2
10.	Time piece	1
11.	Splints assorted	12
12.	Haver sack	1
13.	Triangular Bandages	2 doz.
14.	First Aid Box complete containing	1
	1 Set ordinary splints.	
	3 Triangular bandages	
	2 x ½ oz. Packet surgical lint.	
	2 x 1 oz. Packet cotton wool	
	9 First aid dressing	
	9 Roller bandages	
	3 Burn dressings	
	2 Eye pads	
	1 Card Safety Pins.	
	1 Pair scissors	
	1 Spool Plaster 1"	
	1 Medicine Tumbler	
	1 Bottle Sol Volatile.	
	1 Small tourniquet.	
	1 Pair splinter forceps.	
	1 Bottle smelling salt.	
	8 amp. Tincture Iodine	
	1 Scalpel.	
15.	Tool Kit complete	
	Double end spanners	1
	Screw Driver 16"	One set
	Screw Driver 8"	One
	Plug socket spanner with wrench	One
	Screw Wrench	One
	Cutting Plair	One.
	Greese gun	One.

Tyre pressure gauge	One
Tube hot patching machine	One
Starting Handle	One
Wheel brace	One.
Foot – pump with connection	One
Jack and handle	One.
Tyre Levers	Two.
Hammer £ 1	One.
Centre punch	One.
Tubular box for spanners	One set.
File 12”	One.

ANNEXURE XXI.

KIT INSPECTION CHART

1. Shorts.
2. Shirts.
3. Overalls.
4. Hand-line.
5. Socks.
6. Axe.
7. Pouch.
8. Epaulets.
9. Forage Cap.
10. Helmet.

ENLISTMENT REGISTERS.

Name and house name (in full) of each candidate for enlistment.				Knowledge of English and the Regional Language		By whom recommended	
(1)				(2)		(3)	
**Colour	Age*	Feet.	Inches	Circumference of chest (1) on full expiration, (2) on full inspiration	Particular marks and left thumb impression	Vaccinat ed or not	Remark of examining Medical Officer fit or un fit.
(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
** Date of medical examination with initials of medical officer				Date of enlistment		Rank and number	
(12)				(13)		(14)	
						(15)	

On label outside: 'Enlistment Register'.

* If no proof of age is available, the medical officer will enter age as estimated by him.

** Columns (5) to (121) : To be filled in by Medical officer.

FORM NO. 2

*Order No. 23 to 35.*STATE / REGION SENIORITY LIST OF RELATIVE PROMOTION ROLLS
(TO ACCOMPANY).

Sl. No.	Name & Rank	Date of Birth & Age.	Educational Qualification	Date of Appointment in the		Length of Service in the present post	No of rewards	Total No. of defaults and the number during last year
				Service	Present Post			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Whether there were any adverse entries affecting integrity in his personal file during last three years.	Whether recommended by the Regional Fire Officer.	Whether qualified for promotion or not, with reasons	Remarks
(10)	(11)	(12)	(13)

FORM NO. 3

*Order No. 96.**Confidential Report*

Name:-

Date of Enlistment,

Age on enlistment

 Remarks on general Character, conduct and performance of duty.

FORM NO. 4.

Order No. 114.

Order Book.

Number	Date of Order	Number, rank and name of person affected by the order and the station to which attached.			
		Number	Rank	Name	Station
1	2	3	4	5	6

Order in detail
(the catch word to be
noted and underlined)

7

Where recorded
(Diaries, etc.)

8

Copies to whom and
when sent

9

Initials of copying
individual

10

On label outside:- Order Book

FORM NO. 5.

(Order No 115).

CERTIFICATE OF MAINTENANCE OF CONVEYANCE.

I certify that I maintained a* of my own in good condition and that I used it during the month of

(Signature and designation).

*Here enter the kind of conveyance, whether a motor cycle or an ordinary cycle.

FORM NO. 6.

(Order No. 124)

REGISTER OF INCREMENTS DUE.

List of increments falling due during the month of 19.

Name and rank	Date of which increment falls due	Date on submission of increment certificate dates of issue of reminders.	Date on which sanctioned increment certificate was received back	Reference to bill number and month in which the increments were drawn
1	2	3	4	5

NOTE:- A separate page should be opened for each month.

FORM NO. 7.

LONG ROLL OF THE FORCE FOR THE YEAR 19.

General Number	Rank	Name in full	Date of entrance into the force	January	February
1	2	3	4	5	6

March 7	April 8	May 9	June 10	July 11	August 12
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September 13	October 14	November 15	December 16
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FORM NO. 8

STATEMENT OF CONTROL OF EXPENDITURE FOR THE MONTH OF DISTRICT

26. Miscellaneous Departments - Fire Services,

Sl. No.	Particulars of the bill	Pay of Officer	Pay of Establishment	T.A.	ALLOWANCES		Honorary	Petrol Oil, etc.	OTHER CHARGES		Other contingencies	Amount of the bill	Vr. No.	Date of encashment	Remarks
					O.C.A	D.A			Repairs and replacements	Petty works and construction		(13)	(14)	(15)	(16)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)				
		Rs. np	Rs. np	Rs. np	Rs. np	Rs. np	Rs. np	Rs. np	Rs. np	Rs. np	Rs. np	Rs. np			

Total disbursement.

Salaries under abatement.

Total

Officer-in-charge

FORM NO. 9.

REGISTER OF RECURRING CHARGES.

Nature of Charge	Sanctioned amount and period for which sanctioned	April	May	June	July	August	September	October	November	December J.F.M.
(1)	(2)	(3)								

Column (1) as for entering particulars of the nature of charge. Column (2) is to record the amount fixed for payment, authority therefore, and the period for which the sanction is accorded. In column (3) the amount paid with date of payment for May 1967 is paid in August 1967 the entry should not be made under the month August 1967 in which it is paid, but only under the month May 1967 to which the payment pertains.

This register should be also used to watch payment where a fixed amount has been sanctioned for a year and expenditure has to be watched against this limit for instance expenditure on repairs to Ankle Boots.

FORM NO. 10.

TELEPHONE TRUNK CALL REGISTER (IN AND OUT).

Srl. Number of calls for calendar year	Date of call	Telephone number and address of person making the call	Telephone number and address of person who is called	Calls Details		
				From H.M.	To H.M.	Purpose of call.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Initials of officer making or receiving the call	Bills Details		
	Date of receipt	Amount	Reference to item of contingent register
(8)	(9)	(10)	(11)

FORM NO. 11

Order No. 174.

CASUAL LEAVE REGISTER

Date of Application	Period of leave applied for		Period of Leave granted		No. of days	Cause of absence	Total so far availed	Initials of the Officer
	From	To	From	To				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Form No. 12 ORDER No. 185.

Form of Application for Leave.

1. Name of applicant.
2. Leave Rules applicable
3. Post held
4. Department, Office, and Section.
5. Pay :
6. House Rent Allowance, Dearness Allowance, City Allowance or other drawn in the present post.
7. Nature and period of leave applied for and date from which required.
8. Sundays and Holidays, if any, proposed to be prefixed or/and suffixed to leave,
9. Ground on which leave is applied for.
10. Date of return from last leave and nature and period of that leave.
11. (a) I undertake to refund the difference between the leave salary drawn during leave on average pay and that admissible during leave on half average pay, which would not have been admissible, had the proviso to average pay, which would not have been admissible, had the proviso to F.R. 81 (b) (ii)/ Rule 11 (c) (iii) of Hyderabad Revised Leave Rules 1952 not been applied in the event of any retirement from service at the end or during the currency of the leave.
- (b) I undertake to refund the leave salary drawn during "Leave Not Due: which would not have been admissible, had F.R. 81 (c) not been applied, in the event of my voluntary retirement from service at the end or during the currency of leave.

Signature of applicant.
(with date).

12. Remarks and/or recommendations of the Controlling officer.

Signature (with date)
Designation.

Certificate regarding admissibility of Leave:

13. Certified that (nature of leave) for (period from to is admissible under rules of the rules.

Signature (with date)
Designation.

14. Orders of the appointing authority.

Signature (with date)
Designation.

Certificate regarding admissibility of leave :

(By Accountant General in case of Gazetted Officers).

13. Certified that (nature of leave) for from to is (period) admissible under Rule..... of the Rules.

14. Orders of sanctioning authority.

Signature (with date)
Designation.

FORM NO. 13.

Order No. 186

ANDHRA PRADESH FIRE SERVICE

PASSPORT OF MEN QUITTING THEIR STATION.

Number.	Rank and name.	Date and hour of quitting station.	Where proceeding and on what account	Station from which issued.
<hr/>				

Note – This passport should be issued in the event of deputing the men for other kinds of out-duties also.

FORM NO. 14

ANDHRA PRADESH FIRE SERVICES. PERSONAL RECORD BOOK. PAGE.1

Name and Number.

Address.

Next-of-kin.

Address

Birth Place.

Caste

Age on enlistment.

Date of enlistment

Rank of enlistment

Previous occupation.

Qualifications.

Educational.

Trade.

Language known.

Date.	.. Promotions Rank	.. Officer's Signature
-------	-----------------------	------------------------

Date.	.. Demotions Reason.	.. Officer's Signature
-------	-------------------------	------------------------

Date.	.. Division and Station
	<div style="display: flex; justify-content: space-between; align-items: center;"> From.. ..To </div>

Defaults.

Date.	Charge.	Award.	Signature
-------	---------	--------	-----------

Earned Leave.

Date	Number of days.	..Proceeding to.
From.	To.	

Date	.. Sick Leave	.. Complaint.
From.	To. Number of days.	

Clothing and Personal Equipment

Article. Issue. Date. Initials. Issue. Date. Initials.

Shirts

Shorts

Overalls

Socks Pairs

Cap

Ankle Boots (Pairs).

Rubber boots (Pairs).

Steel helmet.

Belt.

Pouch,Axe

Axe

Belt line

Badge Cap.

Numeral sets

Title sets

Button sets

Leading Fireman's Badge

Driver's Badge

Whistle

Lanyard.

Commendations.

Nature.

Date.

Vaccination ad inoculations.

Date	Type	Amount	Next due	Remarks
------	------	--------	----------	---------

Size Roll (clothing)

1. Shirts
Chest
Full length from neck point to bottom
Length of half-sleeve.
Neck point to shoulder point.
2. Shorts
Waist
Leg length
Side seam length
Round the bottom of each leg
Hip (Broadest part).

3. Overalls ;
 Neck
 Neck point to shoulder point
 Chest
 Waist
 Hip (Broadest part)
 Side length of leg
 Inside length of leg
 Length from the neck point to waist.
4. Head measurement.
 Round the head.
5. Ankle boots ;
 Length of foot.
 Joint
 Instep.
 Heel.
 Ankle.
 Height.

FORM NO. 15

Order No. 217.

MEDICAL HISTORY.

No.	Name
Enlisted	On
	At
Birth Place.	Village
	Taluk
	District
Date of birth	
Former trade or occupation	
Height	Feet Inches
Circumference of chest	(Over the nipple) Inchest
Small – pox – marks-	
Date of Vaccination	1 st
(atleast once in seven years).	2 nd
	3 rd
	4 th
	5 th
	6 th

The above was his state when examined on.

Signature.

Hospital with date of arrival	Number in admission and discharge book	Date of		
		Attack		
		Year	Month	Day
(1)	(2)	(3)	(4)	(5)

Date of			Diseases.	Duration of diseases
Recovery			(a) Primary (b) Secondary	Days
(6)	(7)	(8)	(9)	(10)

Complete years of		Treatment	Observation.
Age Service		Class of remedies	Circumstances in or by which disense was induced
(11)	(12)	(13)	(14)

General remarks on is habits and conduct in the service, temperance.

FORM NO. 16.

(Andhra Pradesh Fire Services).

DISCHARGE CERTIFICATE

I, hereby certify that (Description as on the reverse) joined the Andhra Pradesh Fire Service of the district, under the Region the and has this day been Rank on enlistment Rank on leaving the Service General character (State employment suitable for

Dated Regional Fire Officer,
At Region

Note.- Character may be described inthe following terms only :-

‘Very Good’
 ‘Good’
 ‘Fair’
 ‘Indifferent’
 ‘Bad’
 ‘Very Bad’



The word ‘Latterly’ may be prefixed to any of above terms if a man’s character has recently changed and cannot be properly described without qualification.

(Reverse).

Name
 Age
 Descriptive marks
 Country
 Caste

Regional Fire Officer,
Region
 Divisional Fire Officer,
 Division.

Finger Prints of left Hand.

Thumb. Index. Middle. Ring. Little

FORMNO. 17

REPORT OF STANDBY OR PUMPING WORK UNDERTAKEN.
 Station.

District. Dated the 196.

1. Order number and date authorizing the work
2. Name and address of the party applying for the work
3. Place, where the work is required to be done, and distance from the Fire Station
4. Details of work to be done, (If stand by, state nature of function, in the case of pumping work, the purpose of the work may be specified)
 - (i) Number of units, with type and registration number, deputed for the work...
 - (ii) Details of the other units available at the station, if the units are deputed outside the headquarters town.
6. Date and time of units leaving station, date and time of their absence from the Fire Station
7. Total pumping time with details.
8. Quantity of petrol, oil and other materials used, with cost.
9. Details of travelling allowance for the personnel.

10. Whether the personnel were fed by the party, and if not, details of refreshment charges incurred by the personnel, if any
11. Cost of repairs to vehicles, if any, necessitated by the undertaking of the work.
12. Total amount of charges recoverable (with details of credit, if already recovered).
13. Remarks.

Signature.
Station Officer.

REMARKS OF THE DISTRICT OFFICER

Certified that the report has been scrutinized by me, and the details furnished in the completion report are correct.

(Signature)
(Designation)

Endt. No.

Dated.

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Forwarded to the Director of Fire Services, Hyderabad.

Station:

Date:

REGIONAL FIRE OFFICER.

To

The Director of Fire Services,
Andhra Pradesh, Hyderabad.

FORM NO. 18.

Order No. 239.

INTIMATION OF STANDBY OR PUMPING WORK UNDERTAKEN

Station :

District.

Reference No.

Dated the

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1. Name and address of the party requiring the service of Fire Service appliances.
2. Place at which the work is to be undertaken with approximate distance from the Fire Station.
3. Details of work to be done.
4. Period for which the services are required.
5. Details of advance collected
6. Whether petrol is supplied by the party or by the Service.
7. Details of public interests served, if any.

Signature.
Station Officer.

To

The Director of Fire Services,
Through the Regional Fire Officer,

FORM NO. 19.

ANDHRA PRADESH FIRE SERVICES

LOG BOOK FOR AMBULANCE.

Instructions for maintenance of Log Book.

1. Particulars 1 to 12 under detailed description of Andhra Pradesh Fire Service appliance will be copied out from the registration certificate of the appliance. Under item 12, entries should be made as and when an appliance is transferred from one station to another.

2. The Log Books should start with details of the battery in use already fitted on to the vehicle, and contain particulars of all subsequent recharging or renewal. The same procedure should be observed in respect of tyres and tubes. Every entry made should be attested by the Officer-in-charge of the Station to which the vehicle is attached.

3. Special attention is drawn to the List of equipment which gives details of all equipments, which should be on the appliance, here additional equipment not listed are received, they should be entered in details under the item "Any other special equipment". Tools and accessories attached to the appliances should be detailed under the relevant heading. The number, size or quantity of every item should be indicated against each in the columns provided for them. When a vehicle is transferred from one station to another or when there is a change in Officer-in-charge of the station, the physical existence of the equipments should be verified and the fact of having received all the equipments as per the list recorded. If there is any discrepancy, it should be specified and the fact reported to Superior officers.

4. Under history of repairs, all items of repairs or replacements carried out to the vehicle should be entered as and when the repairs or replacements are done. When considering the question of any repairs or replacements, the previous history of repairs should be carefully perused.

5. Every journey from one place to another should be considered as one trip for the purpose of this log book and the return journey as another trip. Thus Journey to a fire spot will be one trip and return from the fire spot to the station another. The timings should be noted correctly and the columns should not be left blank on any account. Where the Speedometer is not working, the estimated trip mileage should be noted. Every trip should be signed for by the person authorising the trip or travelling in the appliance.

6. An abstract to note the monthly consumption of petrol, oil, and the total mileage covered is furnished at the end of the Log Book. On the last day of every month the Log Book should be closed by striking a redline across the pages and all the relevant columns totalled. The monthly totals should be carried forwarded to the abstract where the average should be struck.

7. Any defects in the accumulators or brakes, when noticed, should be recorded in the Log Book and brought immediately to the notice of the officer-in-charge who will be responsible for taking prompt action to get the defects rectified.

Detailed Description of Ambulance

1. Class of vehicle
2. Maker's name
3. Year of Manufacture
4. Type of body
5. Number of Cylinders

6. Chassis number.

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7. Engine Number
8. Horse Power
9. Maker's classification or
If not known, wheel-base
10. Seating Capacity
11. Unloaded weight
12. Registered Number
13. Received at the Station on

	Station from	to
Attached to	Station from	to
	Station.	

List of equipment to be carried on ambulance.

- | | | | | | |
|---------------------------------------|----|----|----|----|------------|
| 1. Stretchers | .. | .. | .. | .. | 4 |
| 2. Stretcher Straps | .. | .. | .. | .. | 6 |
| 3. Cotton blankets | .. | .. | .. | .. | 4+2 |
| 4. Woollen blankets | .. | .. | .. | .. | 4+2 |
| 5. Rubber Sheets | .. | .. | .. | .. | 2 |
| 6. Ground Sheets | .. | .. | .. | .. | 2 |
| 7. Pillow cases | .. | .. | .. | .. | 4+2 |
| 8. Water bottles | .. | .. | .. | .. | 2 |
| 9. Hurricane lamps | .. | .. | .. | .. | 2 |
| 10. Time piece | .. | .. | .. | .. | 1 (one) |
| 11. Splints assorted | .. | .. | .. | .. | 12 |
| 12. Haver sack | .. | .. | .. | .. | 1 |
| 13. Traingular bandages | .. | .. | .. | .. | Two dozens |
| 14. First Aid Box complete containing | .. | .. | .. | .. | 1 set. |
-
- 1 Set Ordinary splints
 - 1 Set ordinary splints
 - 3 Traingular bandages
 - 2 x ½ oz. Packet surgical lint
 - 2 x 1 oz. Packet cotton wool.
 - 9 First Aid Dressing
 - 9 Roller bandages
 - 3 Burn Dressings.
 - 2 Eye Pads

	1 card safety pins				
	1 pair scissors.				
	1 Spool plaster one inch.				
	1 medicine tumbler				
	1 bottle sol volatile				
	1 small tourniquet				
	1 pair splinter forceps				
	1 bottle smelling salt				
	3 amp. Tincture iodine				
	1 scalpel.				
15.	Tool kit complete	one set
	Double – end spanners.	one set
	Screw driver 16”	one
	Plug socket spanner with wrench	one
	Screw Wrench	one.
	Cutting plair	one
	Grease gun.	one.
	Tyre pressure guage	one.
	Tube hot patching machine	one.
	Starting handle.	one.
	Wheel brace	one
	Foot Pump with connection	one
	Jack with handle	one
	Tyre leavers	one
	Hammer £ 1	one
	Centre punch	one
	Tubular box for spanners	one set.
	File 12”	once.

Buttery Details

Date of fitting	Make and Description	Re-charged on	Removed on	Signature of the Officer-in-charge
(1)	(2)	(3)	(4)	(5)

Tyres and tubes details

Date of fitting	Make and Description of size and number	Wheel to which fitted	Removed for replacement	Signature of the Officer-in-charge
(1)	(2)	(3)	(4)	(5)

History of Repairs

Date of repairs	Brief description of the repairs or replacements carried out	Cott.	Dated initials of officer-in- charge	Remarks in any
(1)	(2)	(3)	(4)	(5)

Details of Trips

Date	Speedometer reading	Petrol Supplied	Oil pints. Balance in tank	Grease (in lbs.)	Time of leaving
(1)	(2)	(3)	(4)	(5)	(6)

From	To.	Time of arrival	Trip mileage.	Reasons for the journey	Signature

Monthly abstract of maintenance and performance.

Month.	Quantity consumed in the month with cost			Total expenditure incurred in the month on repairs and replacements
	Petrol Quan-Cost.tit	Engine Oil Quantity Cost.	Lubricants Quantity Cost	
(1)	(2)	(3)	(4)	(5)
Total cost of maintenance (columns 2 and 3)	Total mileage or pumping hours	Average per galloon.		Remarks
(6)	(7)	(8)		(9)

Order No. 255.

FORM NO. 20.

ANDHRA PRADESH FIRE SERVICES.

LOG BOOK FOR TRAILER PUMP.

Instructions for maintenance of Log Book.

- Particulars 1 to 12 under detailed description of A.P.F.S appliance will be copied out from the registration certificate of the appliance. Under item 12 entries should be made as and when an appliance is transferred from one station to another.
- The Log Book should start with details of the battery in use already fitted on to the vehicle and contain particulars of all subsequent recharging or renewal. The same procedure should be observed in respect of tyres and tubes. Every entry made should be attested by the Officer-in-charge of the Station to which the vehicle is attached.
- Special attention is drawn to the List of Equipment which gives details of all equipments, which should be on the appliance. Where additional equipments not listed are received they should be entered in detail under the item "Any other special equipment". Tools and accessories attached to the appliance should be detailed under the relevant heading. The number, size or quantity of every item should be indicated against each in the columns provided for them. When a vehicle is transferred from one station to another or when there is a change in the Officer-in-Charge of the station, the physical existence of the equipments should be verified and the fact of having received all the equipments as per the list recorded. If there is any discrepancy, it should be specified and the fact reported to superior officers.
- Under history of repairs, all items of repairs or replacements carried out to the vehicle should be entered as and when the repairs or replacements are done. When

considering the question of any repairs or replacements, the previous history of repairs should be carefully perused.

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5. Every journey from one place to another should be considered as one trip for the purpose of this log book and the return journey as another trip. Thus journey to a fire spot will be one trip and return from the fire spot to the station another. The timings should be noted correctly and the columns should not be left blank on any account. Where the Speedometer is not working, the estimated trip mileage should be noted. Every trip should be signed for by the person authorising the trip or travelling in the appliance.

6. An abstract to note the monthly consumption of petrol, oil, and the total mileage covered is furnished at the end of the Log Book. On the last day of every month the Log Book should be closed by striking a red line across the pages and all the relevant columns totalled. The monthly totals should be carried forward to the abstract where the average should be struck.

7. Any defects in the accumulators or brakes, when noticed, should be recorded in the Log Book and brought immediately to the notice of the officer-in-charge who will be responsible for taking prompt action to get the defects rectified.

Detailed Description of Trailer Pump.

1. Class of vehicle
2. Maker's name
3. Make of Engine
4. Year of manufacture
5. Number of cylinders
6. Pump Number
7. Engine Number
8. Horse power
9. Maker's Classification or, if not known, wheel base
10. Pumping Capacity
11. Unladen weight
12. Registered Number
13. Received at the Station on

Attached to

Station from

To

Station From

To

Ancillary Equipment of the Trailer Pump.

Suction Equipment :

- | | | | | | |
|--|----|----|----|----|--------|
| 1. Suction hose 3" or 4" dia. | .. | .. | .. | .. | 30 ft. |
| 2. Metal Strainer | .. | .. | .. | .. | 1 |
| 3. Basket Strainer | .. | .. | .. | .. | 1 |
| 4. Suction Wrenches | .. | .. | .. | .. | 2 |
| 2. Collecting Head 2 Way or 3 Way | .. | .. | .. | .. | 1 |
| 6. Adaptor 3/4" U or V thread male x 2 1/2" Inst. Female | .. | .. | .. | .. | 1 |
| 8. Rope for securing suction 2" – 40' | .. | .. | .. | .. | 1 line |

General Equipment

Tool Kit for Pump	One
Double end Spanners	One set
Screw Driver 16"	One
Screw Driver 8"	One
Plug Socket spanner with wrench	One
Screw wrench	One
Cutting plair	One
Grease gun	one
Tyre pressure guage	One
Tube hot patching machine	One
Starting handle.	One
Wheel brace	One
Foot Pump with connection	One
Jack and handle	One
Tyre leaves	One
Hammer £1	One
Centre punch	One
Tubular box for spanners	One set
File 12"	One

Battery Details

Date of fitting	Make an Description	Re-charged on	Removed on	Signature of the officer-in-charge
(1)	(2)	(3)	(4)	(5)

Tyres and tubes details

Date of fitting	Make an Description	Re-charged on	Removed on	Signature of the officer-in-charge
(1)	(2)	(3)	(4)	(5)

History of Repairs

Date of repairs	Brief description of the repairs or replacements carried out.	Cost	Dated initials of officer-in-charge	Remarks, if any
(1)	(2)	(3)	(4)	(5)

Details of Trips.

Date	Speedometer reading	Petrol.		Oil Paints	Grease (in lbs.)	Time of leaving
		Supplied	Balance in tank			
(1)	(2)	(3)	(4)	(5)	(6)	(7)
From	To.	Time of arrival		Trip – mileage	Reasons for the journey	Signature.
(8)	(9)	(10)		(11)	(12)	(13)

Monthly abstract of maintenance and performance.

Month.	Quantity consumed in the month with cost						Total expenditure incurred in the month on repairs and replacements
	Petrol		Engine Oil		Lubricants		
	Quan.	Cost.	Quantity	Cost.	Quantity	Cost	
(1)	(2)		(3)		(4)		(5)
Total cost of maintenance (columns 2 and 3)		Total mileage or pumping hours		Average per galloon.		Remarks	
(6)			(7)		(8)		(9)

FORM NO. 20
ANDHRA PRADESH FIRE SERVICES
LOG BOOK FOR MOBILE TANK UNIT

INSTRUCTIONS FOR MAINTENANCE OF LOG BOOK.

1. Particulars 1 to 12 under detailed description of APFS appliance will be copied out from the registration certificate of the appliance. Under item 12, entries should be made as and when an appliance is transferred from one Station to another.

2. The Log Book should start with details of the battery in use already fitted on the vehicle, and contain particulars of all subsequent recharging or renewal. The same procedure should be observed to respect of tyres and tubes. Every entry made should be attested by the Officer-in charge of the Station to which the vehicle is attached.

3. Special attention is drawn to the List of equipment which gives details of all equipments, which should be on the appliance. Where additional equipments not listed are received, they should be entered in detail under the item "Any other special equipment". Tools and accessories attached to the appliance should be detailed under the item should be indicated against each in the columns provided for them. When a vehicle is transferred from one station to another or when there is a change in the Officer-in-charge of the station, the physical existence of the equipments should be verified and the fact of having received all the equipments as per the list recorded. If there is any discrepancy, it should be specified and the fact reported to Superior officers.

4. Under history of repairs, all items of repairs or replacements carried out to the vehicle should be entered as and when the repairs or replacements are done. When considering the question of any repairs should be carefully perused.

5. Every journey from one place to another should be considered as one trip for the purpose of this log book and the return journey as another trip. Thus journey to a fire spot will be one trip and return from the fire spot to the Station another. The timings should be noted correctly and the columns should not be left blank on any account. Where the Speedometer is not working, the estimated trip mileage should be noted. Every trip should be signed for by the person authorising the trip or travelling in the appliance.

6. An abstract to note the monthly consumption of petrol, oil, and the total mileage covered is furnished at the end of the Log Book. On the last day of every month the Log Book should be closed by striking a red line across the pages and all the relevant columns totalled. The monthly totals should be carried forward to the abstract where the average should be struck.

7. Any defects in the accumulators or brakes, when noticed, should be recorded in the log book and brought immediately to the notice of the officer-in-charge who will be responsible for taking prompt action to get the defects rectified.

Detailed Description of Mobile Tank Unit.

1	Class of vehicle	
2	Maker's name	
3	Year of Manufacture	
4	Type of body	
5	No. of Cylinders	
6	Chassis No.	
7	Engine Number	
8	Horse power	
9	Maker's classification or, if not known, wheel base	
10	Seating	
11	Unladen weight	
12	Loaden weight	
13	Capacity of petrol tank	
14	Capacity of water tank	
15	Registered number	
16	Receive at the station on	
	Attached to	Station from
		Station from

*List of Equipment to be carried on the Mobile Tank Unit.**Suction Equipment :-*

Suction Hose	30 feet
Metal Strainer	1
Basket Strainer	1
4 Suction Wrenches	2
5 Adopter 3"/4"U or V thread male X 2 1/2 "inst. Female					1
6 Collecting Head 2 way ;		1
7 2"- 40"Rope for sewing section			1

Delivery Equipment:-

8 Delivery hose 2 1/2" dia 750' with couplings (75 x 10) (75 x 10)				of the 20 lengths, 24 lengths may be of 1 1/2" wherever possible
9 Collecting breaching	1
10 Dividing breaching	1
11 Branch pipes	3
21 Nozzle 5/16"	1

13 Nozzle 1/2"	1
14 Nozzle 5/8"	1
15 Nozzle 3/4"	1
16 London Branch	1
17 Varispray branch pipe	1
18 Hosea Bandages	1
19 Home Buckets	1
20 Spanner for nozzles	12

Rescue Equipments :

21 Lines – 2" of 100'	1	} Jue, Cotton or Manila
22 Lines – 2" of 100'	1	
23 Ladder scaling	1 to 3 numbers as per requirement.	
24 Asbestos suit	1	

Demolition equipment

26 Hand – saw	1
27 Crowbar	1
28 Ceiling hoogs	2
29 Bill book	1
30 Pick Axe	1
Felling axe	1

General Equipment :-

32 Co2 Extinguishers of £ 4 each	2
33 Signal lamps (same as railway signal lamp)	2
34 Torch lights	2
35 Fire bell	1
36 Hose ramps	1 pair (sand.)
37 Stirrup pumps	2
38 Water bottles	2
39 Buckets G.1	2
40 Buckets Canvas	2 plus 2
41 Tool kit complete	1

Double end spanners	one set.
Screw Driver 16"	one.
Screw Driver 8"	one.

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Plug socket spanner with wrench	one.
Screw wrench	one.
Cutting plair	one
Grease gun	one
Tyre pressure guage	one
Tube hot patching machine	one
Starting handle	one
Wheel Brace	one
Foot pump with connection	one.
Jack and handle	one.
Tyre leaves	two.
Hammer £1	one.
Centre punch	one
Tubular box for spanners	one set.
File 12"	one

FORM NO. 22.

ANDHRA PRADESH FIRE SERVICES

LOG BOOK FOR TENDER.

Instructions for Maintenance of Log Book.

1. Particulars 1 to 12 under detailed description of A.P.F.S. appliance will be copied out from the registration certificate of the appliance. Under item 12, entries should be made as and when an appliance is transferred from one station to another.

2. The Log Book should start with details of the battery in use already fitted on to the vehicle, and contain particulars of all subsequent recharging or renewal. The same procedure should be observed in respect of tyres and tubes. Every entry made should be attested by the Officer-in-Charge of the Station to which the vehicle is attached.

3. Special attention is drawn to the List of equipment which gives details all equipment, which should be on the appliance. Where additional equipments not listed are received, they should be entered in details under the item "Any other special equipments". Tools and accessories attached to the appliance should be detailed under the relevant heading. The number, size or quantity of every item should be indicated against each in the columns provided for them. When a vehicle is transferred from one station to another or when there is a change in the Officer-in-charge of the station, the physical existence of the equipment should be verified and the fact of having received all the requirements as per the list recorded. If there is any discrepancy, it should be specified and the fact reported to superior officers.

4. Under history of repairs, all items of repairs or replacements carried out to the vehicle should be entered as and when the repairs or replacements are done. When considering the requisition of any repairs or replacements, the previous history of repairs should be carefully perused.

5. Every journey from one place to another should be considered as one trip for the purpose of this log book and the return journey as another trip. Thus journey to a fire spot will be one trip and return from the fire spot the station another. The Timings should be noted correctly and the columns should not be left blank on any account. Where the Speedometer is not working, the estimated trip mileage should be noted. Every trip should be signed for by the person authorising the trip or travelling in the appliance.

6. As abstract to note the monthly consumption of petro, oil and the total mileage covered is furnished is at the end of the Log Book. On the last day of every month the Log Book should be closed by striking a red line across the pages and all the relevant columns totalled. The monthly totals should be carried forwarded to the abstract where the average should be stuck.

7. Any defects in the accumulators or brakes, when noticed, should be recorded in the Log Book and brought immediately to the notice of the officer-incharge who will be responsible for taking prompt action to get the defects rectified.

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List of equipment to be carried on the fire tender.

Delivery Equipment.

1. Delivery hose 1,500'	1000 Reserve
2. Collecting head 2 way or 3 way			..	1
3. Collecting breaching			..	1
4. Dividing breaching			..	1
5. Branch pipes			..	4
6. Nozzles ½"			..	1
7. Nozzles 5/8"		1
8. Nozzles ¾"		2
9. Nozzles 1"		1
10. London branch		1
11. Varispray branch		1
12. Fog nozzle		1
13. Hose bandages		1
14. Spanners for nozzles		1
15. Hose buckets		2

Rescue Equipment

16. Lines 2"	1 jute, cotton or manila
17. Lines 2" of 100'	1
18. Rope 2" 40'	1
19. Ladder extension of 35'		1
20. Salvus breathing apparatus set or proto or compressed or amphibious type with spare cylinders.					3 number of one hour duration or one smokehelmet of vellon type.
21. First Aid Box containing.		1 set
1 set ordinary splints.					
2 triangular bandages					
2 x ½ oz. Packet surgical lint.					
3 X 1 oz. Packet cotton wool.					
9 first aid dressing					
9 roller bandages					

- 3 burn dressings
- 2 eye pads.
- 1 card safety pin.
- 1 pair scissors.

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- 1 Spool plaster 1"
- 1 Medicine tumbler
- 1 bottle spirit surgical.
- 1 bottle sol. (i) volatile
- 1 small tourniquet
- 1 pair splinter forcep
- 1 bottle smelling salt.
- 3 amp. Tincture iodine.
- 1 scalpel

22.	Fire Resisting suit complete	One.
23.	Cotton blankets	2 (one on unit and one at station).
24.	Woollen blankets	2 do.
25.	Stretcher	one (if stowing possible)

Demolition equipment.

26.	Hand-saw	1
27.	Crowbar	1
28.	Ceiling hooks	2
29.	Bill book	1
30.	Pick Axe	1
31.	Felling Axe	1

General Equipment

32.	Co2 Extinguishers of £ 4	1
33.	Co2 Extinguishers of £ 12 or £ 15	1
34.	Fire beater or fire bats	4 (from
	Condemned					delivery hose)
35.	Signal lamps (same as railway signal lamps)	2
36.	Torch lights.	2
37.	Fire bell.	1
38.	Hose ramps	2 pairs sand.
39.	Stirrup Pumps	2

40.	Water bottles	2
41.	Buckets G.I.	2
42.	Buckets canvas	6
43.	Petrol cans	3
		386				
44.	Starting handle.	1
45.	Sealed beam light	1
46.	Tool kit complete	One set
	Double and spanners	One set
	Screw driver 16"	One
	Screw driver 8"	One
	Plug socket spanner with wrench	One
	Screw Wrench	One
	Cutting plair	one.
	Grease gun	One
	Tyre pressure gauge	One.
	Tube hot patching machine	One.
	Starting handle	One
	Wheel brace	One
	Foot pump with connection	One
	Jack and handle	One
	Tyre leaves	Two
	Hammer £1	One.
	Centre Punch	one
	Tubular box for spanners	one set.
	File 12"	one.

Detailed Description of Fire Tender.

1. Class of vehicle
2. Maker's name
3. Make of Engineer
4. Year of manufacture
5. Number of cylinders
6. Pump Number
7. Engine Number
8. Horse power
9. Maker's Classification or, if not know, wheel-base
10. Pumping Capacity
11. Unloaded weight
12. Registered Number
13. Received at the Station on.....

Station from
Attached to Station from To
3903-25*

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Battery Details

Date of fitting	Make and Description	Re-charged on	Removed on	Signature of the Officer-incharge
(1)	(2)	(3)	(4)	(5)

Tyres and tubes details.

Date of fitting	Make and description of size and number	Wheel to which fitted	Removed for replacement	Signature of officer-incharge
(1)	(2)	(3)	(4)	(5)

History of Repairs.

Date of repairs	Brief description of the repairs or replacements carried out	Cost	Dated initials of officer-incharge	Remarks if any
(1)	(2)	(3)	(4)	(5)

Details of Trips

Date	Speedometer reading	Petrol		Oil pints	Grease (in lbs.)	Time of leaving
		Supplied	Balance			
(1)	(2)	(3)	(4)	(5)	(6)	(7)

From	To	Time of arrival	Trip mileage	Reasons for the journey	Signature
(8)	(9)	(10)	(11)	(12)	(13)

Monthly abstract of maintenance and performance

Month	Quantity consumed in the month with cost			Total expenditure incurred in the month on repairs and replacements.
	Petrol Quantity cost	Engine Oil Quantity Cost	Lubricants Quantity Cost	
(1)	(2)	(3)	(4)	(5)

Total cost of maintenance (columns 2 and 3)	Total mileage or pumping hours	Average per gallon	Remarks
(6)	(7)	(8)	(9)

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Order No. 256.

FORM NO. 23.

PETROL STOCK ACCOUNT.

Station.

Date	Opening Balance			Receipts			Total on hand	
	In gallons	No. of Cans	By coupon Number	Quantity in Gallons	By other sources	Quantity in Gallons.	No. of cans	In glh. No. of cans.
(1)	(2)				(3)			(4)

Issues to Station vehicles	Issue to other vehicles			Total quantity issued		Closing balance	Remarks
	Quantity	Name of Station to which it belongs.	Regn. No.	Petrol in gals.	No. of cans	Petrol no. in gallons of cans	
(5)	(6)			(7)		(8)	(9)

Total

Quantity billed for in the month Gallons at
per gallon.

Amount paid in Rs.

On.

Certified that I have personally verified the entries with the relevant original records and satisfied myself that the transactions during the month have been correctly recorded in this account.

Station.

Region.

RETURN OF PETROL CONSUMPTION FOR THE MONTH OF 19 .
(To accompany petrol bills of that month).

Registration number of vehicle and description (M.T.U., Ambulance, Pump or Tender).		Quantity of petrol in tank on the first day of the month or on the day the vehicle joins the station.		Date	Petrol filled on Quantity
(1)		(2)		(3)	
Quantity left in tank at this close of the last day in the month.		Total quantity of petrol consumed (columns 2 (plus 3) – (4)		Starting speedometer reading at the beginning of the month	Speedometer treading at the close of the last working day of the month.
(4)		(5)		(6)	(7)
Total for columns (2) to (5).					
Mileage or Pumping hours done					
Fire Fighting		Private		Others	
Mileage.		Pumping		Total	
(8)	(9)	(10)	(11)	(12)	(13)
(14)					
Expected mileage or pumping hours per gallon				Reasons for discrepancy between columns (9) and (10).	
(10)				(11)	

Note.- When any vehicle not mentioned in the previous month's return is included, the station from which the vehicle was received should be specified in column (11). Removal, Ambulance calls to be included under "private" and "Accidents" calls under "Fire Fighting". Petrol should be accounted for in terms of gallons only – the standard

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Petrol.	Cans.
---------	-------

(1) In vehicles (vide column (2))
-----------------------------------	----	----

(2) Station reserve
---------------------	----	----

1. From petrol supplier

2. Other sources
------------------	----	----

1. To Station Vehicles (Column (3))

2. To other Vehicles (give details)

Closing balance –

1. In Vehicles (Column 4) in petrol tank) ..

2. Station reserve (including reserve

Quantity billed for –

Officer in charge of the Station.

Passed for rupees –

Certified that I have satisfied myself that the quantity of petrol consumed during the month is justified that the consumption of gallons is not justified for the reasons stated below.

District Officer.

Signature.

Designation.

FORM NO. 25.

Order No. 267

WEEKLY TRIP SHEET FOR THE PERIOD.

Abstract of Trips in the Week.

Station.

From 00.01 hours on Monday, the
To 23.59 hours on Sunday, the

[illegible]

Serial Number of trip	Name and rank of officer in charge ordering the turnouts.	Date and time of leaving.	Destination details	Reasons for the turn-out	Date and time of arrival at destination
(1)	(2)	(3)	(4)	(5)	(6)

Speeds reading at each destination.	Trip mileage.	Duration of pumping time	Number and name of the drive	Remarks A.F.S number of personnel riding to the unit (excluding the driver)
(7)	(8)	(9)	(10)	(11)

Officer in charge.

FORM NO. 26.

Order No. 263

COMPLETION CERTIFICATE.

CERTIFIED THAT that

was executed

Under my supervision and to accordance with the estimate sanctioned and in accordance with the estimate sanctioned and that I am satisfied that the work has been properly completed.

19 .
19 .

Station Officer.
Regional Fire Officer.

FORM NO. 27.

PROGRESS REPORT OF WORKS DONE BY DEPARTMENTAL AGENCY TO BE SUBMITTED BY STATION OFFICER TO THE DISTRICT OFFICERS.

1. Name of Station.
2. Name of Work (In the case of repairs and improvements the nature of repairs and improvements to be given)
3. Amount of estimate
4. Date on which estimate was sent to Station Officer
5. Name and address of the contractor.
6. Period fixed for the completion of the work with due date for completion.

N.D. – Entries (1) to (4) should be made in the District Fire Office when the estimate is sanctioned and sent to the station officer; and 5 and 6 when the agreement is signed.

Report of Station Officer.

Initials of District Officer.

Date.

(Signed).

Station Officer.

(Initialled).

District Officer.

Date.

(Signed).

Station Officer.

(Initialled).

District Officer.

Date.

(Signed).

Station Officer.

(Initialled).

District Officer.

Date.

(Signed).

Station Officer.

Final Bill passed on
Total amount expended.

Total amount expended:

(Signed).

Station Officer.

(Signed).

District Officer.

(Signed).

District Officer.

(Filed).

(Signed).

Regional Fire Officer.

Order No. 299

FORM NO. 28.

BUILDING YEARLY ABSTRACT FOR

19

.

Name of Station	Name of Work	Date of Sanction.	Amount Sanctioned		Amount actually paid.		Date of completion	Reference to bill in which amount was drawn.
			Rs.	P.	Rs.	P.		
(1)	(2)	(3)	(4)		(5)		(6)	(7)

ANDHRA PRADESH FIRE SERVICES.**AMBULANCE CASH RECEIPT BOOK. 3**

ORIGINAL: (To be handed over to hirer) No.

DUPLICATE : (To be forwarded to District Officer) For Office use only.

TRIPLICATE: (To be retained at the Station) Call No.

Name of Station:-

Ambulance Registration No. – Folio in cash book.

Date.

Received from

Rs.

np.

Only on account of fees for the transport of Sri / Srimathi/ Kumari.

from

distance.
ambulance.

miles as determined by the speedometer of the

Rs. P.

Rupeesonly)
(in wards)

Signature of the Ambulance Driver.

(Reserve)

1. Government have fixed the following charges for the Ambulances:-

Rs. 2, inside the Municipal limits (Rs. 3 within Corporation limits) for any one engagement and Rs. 50 P. A mile for engagements outside Municipal limits.

Attention charge at the rate of Rs. 1 for every hour or part thereof will be levied if the ambulance is detained for morethan half an hour.

In case of doubt, please refer to the copy of the Ambulance rules which each ambulance will carry, or may be seen at any Fire Station.

2. Please release the ambulance as soon as possible. Any unnecessary detention will deprive the other members of the public from using the Ambulance.

3. The Andhra Pradesh Fire Service personnel are prohibited from receiving any gratuity or tips from the public. Please insist on an official receipt for any Ambulance charges paid by you.

4. Tell your friend that ambulances are available from the Andhra Pradesh Fire Service. Accident calls are free of charge. Removal to and from hospital affected reasonable charges. Don't be afraid to call the ambulance if you see an accident involving injury to any person.

FORM NO. 30.

(ANDHRA PRADESH FIR ESERVICES).

AMBULANCE CASE BOOK.

Serial No. of call	Date of Call.	Name and address of the person calling ambulance and (or other person) responsible for payment of fees	Nature of call the (whether accident, removal)	Name and address of the patient.
(1)	(1)	(2)	(3)	(4)

Age and Sex	Nature of illness or injury	Advance collected		Date of collection	Amount due		Remittance into treasury	
							Date	Amount
(6)	(7)	(8)	(9)	(10)	(11)	(12)		
		Rs.	nP.		Rs.	nP.	Rs.	nP.

Refunds to parties.

Date	Amount	Name and address of claimant	Remarks
(13)	(14)	(15)	(16)
	Rs.	nP.	

ANDHRA PRADESH FIRE AND AMBULANCE SERVICE

Ambulance Report

Section

C. No.

Date: Nature of Call within Municipal Limit or
Outside Municipal limit.

Time of call, Nature of Call. For conveyance mova.

Name and address of person calling the ambulance (if Director,
Police officer or other Government official, State Designation).

Name and address of patient Age.
Sex.

Nature of accident or illness (specify if a Doctor's certificate
is furnished in support.

Name and address of person responsible for payment of
ambulance fees.

Name and number of Driver Registration No. of
Ambulance.

Time of turnout. Time of arrival at place of engagement.

Conveyed from time of leaving to
time of arrival time of order to return home. Time of
return to home station.

Total trip mileage from time of leaving station to time of
return to station.

No. of engagements.

Waiting period at each place, of engagement.

Amount collected from the caller (as advance).. .. Rs. on

Amount actually due for the call.

Balance due to be collected or refunded.

Amount credited to Government with Challan number and
Date.

Any special remarks. (Given details regarding first aid
rendered, etc.)

Signature of driver.

I certify that * (1) being within the meaning of the Andhra Pradesh Fire Service
Ambulance Rules no fees are payable.

*(2) The case being indigent a sum of Rs. of out the fees
waived on the authority of

*(3) All fees collected have been duly accounted for and correctly ensured the
cash book.

Signature of Station Officer.

* Cross out if not applicable.

FORM NO. 32.

REGISTER OF FILES

Classification Stock number

Stock No.	Sl. No.	Date of origin of file.	Subject – matter	How disposed	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)

FORM NO. 33.

INSPECTION RECORD BOOK.

Date of Inspection	Name and rank of officer conducting the inspection	Nature of instructions given or objections pointed out for rectification (to be filled in by the inspection Officer)	Nature of action taken by the officer-in-charge in thematter (to be filled in by the officer in charge)	Remarks of the verifying officer with date initials
(1)	(2)	(3)	(4)	(5)

FORM NO. 34.

HOSE RECORD REGISTER.

Date of Issue:

Hose Number :

Make :

Type :

Size :

Length :

Date condemned for fire use :

Date	Where used	Time in use		Defects	Checked by	Date sent for repairs	Date returned
		Hrs.	Min.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

FORM NO. 35.

REGISTER OF RECEIPTS.

STATION :

Date of receipt	From whom received	Nature of service rendered	Reference to authority	Ambulance receipts		Pumping and stand by receipts		Miscellaneous receipts.		Total	
				Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
(1)	(2)	(3)	(4)	(5)		(6)		(7)		(8)	

FORM NO. 36.

Order No. 427

STOCK ACCOUNT OF STORES.

Office of

Name of article.

Date	Number and date of contingent voucher, in voice, etc.,	Nature of transaction	Receipts	Issues	Balance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

FORM NO. 37

Order No. 431

REGISTER OF CAPITAL ASSETS INCLUDING BUILDINGS, VEHICLES ETC.

Name of building / vehicle / plant.

Cost of Purchase: Rs. P.

Life:

Years:

Rate of depreciation.

Expenditure incurred.

Date of expenditure	CAPITAL Name of addition or improvement	Amount.		Date of expenditure	REPAIRS Nature of repairs.	Amount	
		Rs.	P.			Rs.	P.
(1)	(2)	(3)		(4)	(5)	(6)	

VALUE ON 1ST APRIL

19	19	19	19	19	19	19	19
Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

- NOTE.-* (1) Each category of assets should be entered in separate sets of accounts.
 (2) A separate page to be set apart for each building or vehicle, etc.

FORM NO. 38.

Order No. 432.

REGISTER OF CONDEMNED ARTICLES.

Sl. No.	Date	Name of Office.	No. of articles	Name of articles	Why condemned	Date of Condemnation	Approximate date of purchase	Cost at the time of purchase
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

How disposed of	Initials of head of office	How replaced	Date	Acknowledgement	Date of realization of amount	Date of credit	Reference to Stock-ledger for articles	Initials of head of office.	Remarks
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

FORM NO. 39.

(Andhra Pradesh Fire Services)

Name of Station: - Annual Return Government Property of
for the year ending.

CERTIFICATE

I certify that I have checked the Government Properties on _____ and found them to be correct according to the balances shown in this return, and agree with the book balance as per the stock accounts and that all transactions that took place during the quarter have been duly brought to account.

Officer in Charge.

Station.

Note :- (1) This return should include all articles except personal articles of clothing, forms and stationery and expenditure stores such as oil, waste, soap etc.,

(2) The list inside is not exhaustive. Any article not found in it should be added in manuscript under the appropriate heading alphabetically.

(3) Articles sent for repair and not received back at the end of the year should not be deducted from the return but should be mentioned in the remarks column with voucher number and date on which acknowledged.

(4) Only standard equipment is issued to Units and all articles specified here may not necessarily have been supplied to every Unit.

(5) This return should be submitted before the 15th of the month following the year to which it relates.

Name of Article	Number at the beginning of the year	No. received during the year	Total	No. extended during the year	Balance at the end of the year	Receipt voucher no. and date	Expenditure voucher No. & Date	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Appliances:								
Self-propelled appliances					
Do. Dennis					
Do. Merry weather					
Fire escapes					
Motor Tenders					
Trailer Pumps					
Coventry climax, 500 g.p.m.					
Champion					
Dennis, 500 g.p.m.					
Harland					
Hale, 500 g.p.m.					
Worthington, Simpson					
Merry weather, 500 G.P.M.					
Carter, Chief (Chrsler)					
Chrysler					
Twin coach					
Mobile Tank Units					

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Ambulances					
Hose laying tenders					
Staff cars					
Station wagons					
Lorries (transport and breakdown)					
Cycles					
SUCTION AND HYDRANT EQUIPMENT.								
Strainers, metal with foot valve					
Do. Copper 4"					
Do. Copper 3"					
Basket strainer 4"					
Basket Strainer 3"					
Trainer, fixed intake					
Suction hose, armoured 3"					
Do. 4"					
Do. 2 ½ "					
Couplings, suction hose, "V" thread 4"					
Do. 3"					
Couplings, suction hose, "V" thread 4"					
Do. 3"					
Stand pipes 2 ½" X 4" "V" thread					
Do. 4" X 4" thread.					
Do. Swivel-headed, instantaneous					

Extension for stand pipes
Hydrant keys
Hydrant key bars.
Wrenches suction
Kellys drain key (man-hole key)
Pillar hydrant cover key
Blank cap (Pump eye)

DELIVERY EQUIPMENT:

Hose with couplings, canvas, canvas 1 $\frac{3}{4}$ ", in feet and lengths.

Hose with couplings, canvas, canvas 2 $\frac{1}{2}$ "
---	----	----	----

Hose with couplings, canvas, canvas 2 $\frac{3}{4}$ "
---	----	----	----

Hose with couplings, Rubber lined, 2 $\frac{1}{2}$ "
--	----	----	----

Do. 2 $\frac{1}{2}$ "
-----------------------	----	----	----

Hose, drill with couplings
----------------------------	----	----	----

Hose, stirrup pump
--------------------	----	----	----

Couplings, instantaneous, male and female, 2 $\frac{1}{2}$ "
--	----	----	----

Name of the article	Number of the beginning of the year	No. received during the year	Total	No. expended during the year	Balance at the end of the year	Receipt Voucher No. & date	Expenditure voucher No. & date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
			Couplings, instantaneous, double male.					
			Couplings, instantaneous, male and female 1 ½"					
			Branch Pipes, copper.					
			Branch pipes, diff user branch.					
		Do.	gun- metal					
		Do.	Brass					
		Do.	Foam no. 2 with					
			Knapsack tank and tube					
		Do.	Foam No. 10.					
		Do.	Hand-controlled,					
			London type.					
		Nozzles.	5/16.					
		Do.	1/16					
		Do.	½"					
		Do.	5/8"					
		Do.	¾"					
		Do.	7/8"					
		Do.	1"					
		Do.	1 ½"					
		Do.	Flat, spray.					
		Do.	Round, spray					
		Do.	Fog.					
			Nozzle, stirrup pump.					
			Nozzle spanners					
			Lug spanners.					
			Branch pipe holders, wooden					
			Monitors, portable.					
			Branch, Pipe, Forgs.					
			Straps, leather hose, securing					
			Straps, canvas, hose, securing					
			Breaching pieces, collecting					
		Do.	Dividing.					
		Do.	Controller and dividing					
			Clamps, hose canvas					
		Do.	Metal					
		Do.	Lever.					
			Bandages, hose.					

Tyre inflator.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Spanners		Single Headed					
	Do.		Double headed.					
	Do.		Gland					
	Do.		Hub					
	Do.		Adjustable					
	Do.		Plug with tommy bars					
	Do.		Plug, ring type.					
	Tool bag.							
	Tarpauling, 20 feet square							
	Tarpauling, 10 feet square							
	Wrenches, Stilson (size)							
	Suction eye adaptor wrench							
	Spare wheel with tyre and tube							
	Valve lifting tool							
	Tyre levers							
	Tyre Pressure gauge							
	Grease gun.							
	Screw drivers							
	Wheel braces							
	Box spanners							
	Hand drill							
	Starting handles							
	AMBULANCE EQUIPMENT :							
	Blankets,		Cotton					
	Do.		Linen					
	Do.		Woollen.					
	Penknives							
	First-aid boxes							
	Ground sheets							
	Ounce glasses							
	Pillow cases							
	Rubber cases							
	Rubber sheets							
	Safety pins							

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Satchels							
	Scissors							
	Stretches							
	Stretcher							
	straps, canvas							
	Do.	Leather.						
	Water bottles							
	Splints, wooden (size).							

Name of article	Number at the beginning of the year	No. received during the year	Total	No. expended during the year	Balance at the end of the year	Receipt voucher No. & date	Expenditure voucher No. & date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(10)
DEMOLITION TOOLS:								
Pick axes.								
Crowbars								
Hammers, sledge								
Cold chisels								
Saw, hand								
Saw, tenon								
Saw, cross cut								
Axe, felling								
Fire books, ceiling								
Bill – books								
Shovels								
Spades								
Mamutis								
Files, round								
Files, half -round								
Files, flat								
Files, triangular								
Hacksaws.								

Entrenching tools
Oxy – Acetylene cutting apparatus

GENERAL EQUIPMENT (TENDER, M.T.U. ETC.)

Buckets, canvas.
Buckets, G.I.
Stirrup Pumps
Megaphones
Ramps, Wooden hose (Pairs)
Ramps, canvas
Clasp knives
Asbestos suits, complete
Bell, fire for appliance, complete
First – Aid, Boxes, iron
First – Aid, Wooden
Flags
Chaguls
Water bottles
Electric alarm bells
Call bells
Raversacks
Garden hoes
Rakes
Rubber gloves

LADDERS:

Hook ladders
Scaling ladders

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(10)
Short ladders								
Extension ladders 'Ajax' Pattern								
Extension double extension								
Extension triple extension								
 LINES AND ROPES								
Manila Rope 80'								
Manila Rope 60'								
Manila Rope 50								
Manila Rope 5/8" for hose whips								
Drag ropes (pairs)								
Wire rope								
Guy lines								
 LAMPS:								
Hurricane Lamps								
Flood light, tilley								
Torches, electric 3 – cell								
Torches, electric, 2 – Cell large								
Torches, electric, 2 – Cell small								
Ever ready head lamp torch								
Rear Lamps oil (T/P)								
Petromax lamps.								

RESCUE APPLIANCE :

- Jumping sheets, square
- Jumping sheets, circular
- Life lines
- Gas masks
- Tin for gas masks
- Breathing apparatus
- Haversacks for gas masks
- Eye - shields
- Canvas lifting bands (trig lifts)

FIRE EXTINGUISHERS :

- Foam extinguishers – 2 Gallons
- Soda acid extinguishers – 2 Gallons
- C.T.C extinguisher, quarter size.
- Foam solution, in cans.

BOOKS OF INSTRUCTION :

- Fire Service General Instruction
- Advances Auxiliary Fireman

MAPS:

- Atlas Fire Service Maps (Hyderabad City).
- Water main maps (Hyderabad City)
- Hydrant maps (Hyderabad City)
- Hyderabad City Map 10' = 1 mile mounted on boards.
- Map pin set.
- Control room) (Maps specially supplied)
- Specify below:

[illegible]

Filling boxes
Filling cabinets
Notice boards
Record racks, Wooden
Steel racks
Almirahs
Pigeon hole almirah
Stands, wooden for barrels
Side racks
Post box, teak wood
Mobilizing board
Black board
Equipment and availability board
Stirrup pump stand, wooden
Control rooms (mention below any other
items specially supplied)
Table fan
Ceiling fan
Tappal boxes
OTHER PROPERTY:
Duplicating Machine
Typewriter
Locks brass
Locks, galvanised
Locks, Standard, for tank
Key rings
Planks, teakwood (pit)

Cushions

Batteries, 6 volt,
 Licence holder,
 Weighing machine
 Four Gallon empty tins
 Two gallon petrol cans
 Two gallon (used for Foam etc)
 Empty drums for oil, 5 gallons
 Barrels for oil, 25 gallons
 Barrels for oil, 50 gallons
 Petrol bins, mid steel
 Tape, measuring 50'
 Empty one – pint tins.
 Signboards, fire – fighting
 Drinking water tub
 Stands for above
 Pulleys, hose hoist
 Pulleys, hose size
 Pulleys, size

STATIONERY ARTICLES:

Ink stands, wooden
 Ink glasses
 Punches, steel
 Roneo pen
 Penknives

Scissors
 Paper weights, wooden
 Paper weights, glass
 Rules, round, wooden
 Foot – rule, wooden
 Foot rule, iron, folding
 Drawing set
 Letter Balance with weights
 Bull dog clips
 Rubber stamps
 Rubber stamps, pads

ACCOUTREMENTS AND SPECIAL ARTICLES OF CLOTHING
 (NON PERSONAL)

Steel helmets
 Axes, Fireman
 Pouches, leather
 Rain coats or capes
 Rain topee covers
 Badges, grenade brass

CONTROL ROOM:
 (Special equipment – Telephones and
 other accessories)

WORKSHOP EQUIPMENTS:

Lathe
 Vice
 Oil trays
 Charging plant.

[illegible]

FORM NO. 40.

ANDHRA PRADESH FIRE SERVICE.

FIRE REPORT

District. Fire Report No.....

Station..... Date of incident.....

Officer in Charge at fire

Officer in charge at fire.....

*I. Call*Called by..... Approximate time of outbreak of fire
..... Hr..... Mts.

..... Time of call received Hr..... Mts.

How called (Telephone or Time of first turnout..... Hr..... Mts.
otherwise).....Address of premises involved. Time of arrival at incident.....Hr.
..... Mts...... Distance from station to incident..... Miles
..... Total time employedHr.....
..... Mts.Occupier's name..... Business.....
.....Owner's name and
address.....*II. Particulars of Fire*Description of property involved industry
type of construction, area, etc.

Category of fire serious / Medium / Small

Extent of fire

Supposed cause of fire.....

Description of damage.....

Extinguished by

Gear in use.....

Estimated value of :

- (i) Properly involved
- (ii) Surrounding risk, if any
- (iii) Damage to premises.....
- (iv) Damage to contents.....
- (v) Damage assessed by Police
- (vi) Damages assessed by Occupier/Owner/Police.....

Premises handed over to Occupier/Owner/Police

Value at which property was insured.....

Name of last officer to leave the fire.....

Time and date of leading fire.....

Note.- Reports on false calls should be marked 'False' in red ink across Part II of the report form.

III. Persons Escaped and Rescued.

Escaped without assistance of Fire Service	Assisted by Fire Service without aid of appliances	Rescued by Fire Service using appliance.
M. F.	M. F.	M. F.

IV. Casualties.

Lives lost		Injured	
M. F.		M. F.	
Fire Service.....		Fire Service.....	
Others.....		Others.....	
Name	Address(es)*	Names Address (es)*	Nature of Injuries

*Fire Service numbers will suffice in the case of Service Personnel.

V. Attendance at occurrence.

Name of Fire Station	Type of appliance	Registration number	Time of		
			Turn out	Arrival at incident	Leaving incident
Return back to home station		Trip mileage	Pumping hours H. M.		<u>Petrol consumption for</u> Trip pumping

*VI. Fire Service Personnel in attendance.
(Relief personnel not to be included)*

Rank	Officers	Name	Rank	Personnel Numbers	Name

VII. Any other remarks.

Assistant Divisional

Officer-in-charge.

Fire Officer / Divisional

..... Fire Station

Fire Officer.

Regional Fire Officer.

420

Order No. 447

Form No. 41.
FIRE SERVICE DEPARTMENT

..... Section
..... District

Clothing Indent for 19 ..

Dated
Despatched:
Received:

Passed for Supply.

Dated19

for Director of Fire Services

Sanctioned strength on date of indent.								
	Divl. Fire Officer	Asst. Divl. Fire Officer	Station Officer	Leading Fireman	Driver Mechanics	Operators Drivers	Fireman and equivalent ranks	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	S.A.	S.A.	S.A.	S.A.	S.A.	S.A.	S.A.	S.A.
Regular Staff.. ..								
Vacancy Staff.. ..								
Hill station personnel.. ..								
Workshop staff.. ..								
Total								

5. SANCTIONED STRENGTH

A:- Actual Strength

Date of last supply in the case of articles supplied periodically	Clothing required for the full sanctioned strength	Probable remains stock on the 31 st December, 19 .	Balance indented for			Passed for
(1)	(2)	(3)	(4)			(5)
			Yds.	Prs.	Nos.	
Clothing Khaki drill :						
1. Slacks for Divl. Fire Officers.. ..						
2. Shorts for Divl. Fire Services						
3. Shorts for Assistant Divl. Fire Officers ..						
4. Shorts for Station Officer						
Garments :						
5. Shirts for men						
6. Overall for men						
7. Caps for men						
8. Bush Shirts for Divl. Fire Officers						
9. Shirts for Divl. Fire Officers						
10. Tunis for Divl. Fire Officers						
11. Shirts for Assistant Divl. Fire Officers						
12. Shirts for Station Officers						

(1)	(2)	(3)	(4)			(5)
			Yds.	Prs.	Nos.	
Cloth Woollen Khaki :						
13. Shirts for men					
14. Blue equates for men..					
15. Trousers for Station Officers					
16. Tunics for Station Officers					
17. Trousers for men					
18. Tunics for men					
19. Caps for men					
<i>Eqaulets:</i>					
20. Divl. Fire Officers					
21. Assistant Divl. Officers					
22. Station Officers					
23. Leading Firemen.						
<i>Whistle Cords:</i>						
24. Divl Fire Officers					
25. Assistant Divl. Fire Officers					

26.	Station Officers
27.	Leading Fireman
28.	Total
<i>Socks Woollen:</i>			
29.	Men
30.	Woollen stocking for officers
31.	Embroidered Cap badge for District Officers of above
32.	Wheel Badges for Drivers
33.	Metal Impellers, small, for District Officers
34.	Buttons with rings
35.	Brass Fire Badges for men
36.	Metal cap badges for Station Officers
37.	Whistles
38.	Brown leather belts with buckets for Station Officers and men.
39.	Brown leather belts with chromium buckles
40.	Leather Axe pouches
41.	Hand lines
42.	Axes, Firemen

(1)	(2)	(3)	(4)	(5)	(6)	(7)
43.	Axes, Insulated			
44.	Woollen overcoats for Hill Station men			
45.	Woollen blankets for Hill Station men			
46.	Black ammunition boots Gum Boots for Officers and men			
47.	Water proof caps and covers for sentries and Messengers.			
48.	Remarks			

Name	<i>District Fire Officers and Station Officers</i>			
	*Brown boots		Peak caps	
	Standard Size	Indented for	Standard Size	No. Indented for

* Measurement tickets are required for extra size boots only.

Station:

District :

Dated.....19 .

Officer- in –charge.

FORM No 42.
STORE REQUISITION.

To

The Director of Fire Service
Andhra Pradesh
Hyderabad.

Please supply the following.

Page No. in Store. Stock ledger	Description of article	Quantity	Purpose	For use in the Store only			Remarks
				No. Supplied	Value	Entered in Store ledger Page No.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Station:

Signature:

Date:

Designation:

Note.- (1) In the case of workshop stores, where materials are issued to workmen direct, the acknowledgement for the materials issued may be taken in this form.

(2) If the quantity supplied is different from that indented for it should be indicated in the column (3), and columns (5) and (6) filled in with reference to the quantity actually supplied. The reasons for the valuation should be mentioned in column (8). Before the requisition is complied with the Stores Superintendent should see that the supply is authorised by the competent authority.

(3) The duplicate should be retained as office copy to compare with the quantities mentioned in the issue voucher received in compliance with the requisition.

(4) Column (1) to be filled in by the Store Superintendent.

FORM NO. 43.

STATEMENT SHOWING THE DIFFERENCE IN STOCK NOTICED AT THE TIME OF
PERIODICAL OR ANNUAL VERIFICATION.

Name of Stores :

Date of Verification :

Particulars	Balance as per stock Register	Quantity as per actual verification	Difference : Excess or deficit	Value Rs. nP.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Signature:

Designation of the Verifying Officer.

Note.- This should be submitted to the Director of Fire Services as soon as possible after each verification.

FORM NO. 44
REGISTER OF LOCAL PURCHASES.

Sl. No.	Reference to order book and name of firm.	Particulars	Date of supply with Invoice No.	Reference to folio in the Stock ledger	Date of Receipt of bill	Amount	Date of payment or date of certification the bill	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

FORM No. 45.

Order No. 470 (1)

RETURN TO STORES NOTE.

Please receive the under mentioned articles:

Please receive the under mentioned articles.							
		(Signature) (Designation)					
Description of articles	Reasons for return	For use in Stores Only.					Remarks
		Quantity	Rate	Value	Entered		
					Stock Ledger	Job Ledger if any	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Received:

(Signature)
(Designation)

Note.- (1) To be prepared in triplicate one to serve as Office copy, second and third to be sent along with articles, one of which will be received back with acknowledgement.

(2) Column (7) will be used only in the Workshop.

FORM NO. 46.

Order No. 470 (2)

Andhra Pradesh Fire Services.

ORDER BOOK

No.

Station:

Sir/s,

Please supply the articles / execute the repairs etc., specified below and forward the bill of cost in duplicate to this office.

Sl. No.	Description	Number	Rate
			Rs. nP.

To

The

(Signature)
(Designation)

Note.- (1) To be duplicated in carbon, one to serve as office copy – both to be given the same number.

(2) An order in this form should also be issued in confirmation of orders issued over the phone, in person, etc.

FORM NO. 47.

STOCK REGISTER PART – I.

Name of Article:

Date	From which received	Receipt particulars Invoice Number	Quantity	Value	Supplier's Bill No. and date of payment
(1)	(2)	(3)	(4)	(5)	(6)

Date	Issue Particulars To whom issued	Requisition No. & Date	Issue Vr. No.	Reference to folio No. in Part - III
(7)	(8)	(9)	(10)	(11)

Quantity	Value	Balance Particulars	
		Quantity	Value
12	13	14	15

STOCK REGISTER – PART II.

Date	Name of article	Quantity	Reference to folio in the Stock Register	Remarks
(1)	(2)	(3)	(4)	(5)

Note:- Articles returned to the stores should be shown as a minus entry nm3 Red Ink in column (3) and reference to the return to store Notes (For No. 45) given in the remarks Column (5).

Order No. 470 (2)

FORM NO. 48.

ISSUE VOUCHER.

No.
Dated :

To

Requisition No., & Date.

S. No.	Particulars of stores supplied	Quantity	Page No. of Ledger	Stock	Cost per unit Rs. Ps.
--------	-----------------------------------	----------	-----------------------	-------	--------------------------

Supplied on

Store Superintendent.

Order No. 470 (2)

FORM NO. 49.

PACKING NOTE.

Andhra Pradesh Fire Service State Stores.

Station to

Date

Requisition No.

Dated.

S. No.	Description of Article	Quantity
--------	------------------------	----------

Form No. 50.

ESTIMATE FOR REPAIRS / REPLACEMENTS TO ANDHRA PRADESH FIRE SERVICE
APPLIANCES.

(Give full details on the following points)

If replacement of tyre, battery, etc., or other specific part is required, specify when it was last replaced.

Estimate amount Rs. Type of appliance, year and make Regn. No. when first put on commission. Station to which and from what date attached.

Total value of capital repairs carried out so far with the nature of and date on which it was last repaired.

Report.

No.

Date

State here how the repairs came to be necessitated. In case of damage or accident attach a copy of original report to superior officer giving reference to orders thereon.

Forwarded to the for necessary action. I Certify that the appliance can be satisfactorily put on commission if the repairs are executed.

Divisional Fire Officer.

Station Officer

Asst. Divisional Fire Officer.

No.

Date

Forwarded to the for sanction.

Sanctioned in Estimate No.....date.....

For Rs..... and returned.

Signature.
Designation*(Reverse.)*

Spare parts – required.

Quantity

Rate

Amount

Cost of account of labour (to be filled up if executed departmentally)

Direct labour for

days

Supervision charges.

Total ..

(Rupees

N.B.- Quotations should accompany the estimate in the case of works to be executed by private parties.

Disposal fo old parts removed from appliances. (State whether the old parts can be used again for this or other works or how they will be disposed of).

Signature.
Designation

Note.- A completion report should be submitted to the authority sanctioning the estimate immediately the work is completed.

FORM NO. 51.

COMPLETION REPORT

A

For Station/ Workshop Estimate No. for Rs.
Ref. No. of D.F.S / R.F.O./ Dist. Officers.

W/S. Job No.

Started work at Workshop/Firm
Station on

Completed at Workshop/Firm/
Station

Date of deliver to station/to
Stores

Amount actually incurred.

Certified-

- (a) That the difference in amount actually incurred in excess of the amount sanctioned in original estimate was absolutely necessary as mentioned in B below.
- (b) That all the articles and spares mentioned in the estimate supplied by stores and received by purchase and billed for have all been used up/and fitted during the course of the particular work/on the appliance ;
- (c) That the work entrusted to outside firm was done satisfactorily according to specification ;
- (d) That the old parts referred to in the estimate reported as usable gain have all been returned to the stores in L.A.R. No. and that unusable parts have been taken to the Register of Condemned Articles ; and
- (e) That the details of the repairs to the appliance were entered up in the Log Book which was returned to the station.

B.

The parts noted below, not mentioned in the original estimate, were subsequently found absolutely necessary during the course of the work and had to be purchased and fitted up.

Description of material.	Quantity	Rate.	Amount
		Rs. nP.	Rs. nP.
		-----	-----
	Total	-----	-----

Certified that besides the items mentioned in B above, items numbers (under material) of original estimate were actually purchased from outside firms while items numbers were issued from Workshops/Station stock.

Superintendent.

Engineer Sub-Officer
Office-in-charge.

431

C.

Amount of original Estimate	}	Rs.	No.	Date
			Returned after perusal.	
Amount actually incurred	}	Rs.	The additional expenditure of Rs.	
			is sanctioned	
Difference (if any)	..	Rs.		

Certified that the extra expenditure was Necessary as explained above. The additional amount of Rs. may now be sanctioned.

Forwarded to the R.FO./D.F.S./ the extra expenditure incurred in the completion report may be sanctioned as it was necessary and reasonable.

R.F.O.

Engineer Sub-Officer
Officer-in-charge

To

Officer in charge workshop
Estimate No. Date:

Countersigned

Officer-in-charge
Workshop/Station.

Returned after perusal. The additional Expenditure of Rs.
Is sanctioned.

Officer-in-charge
Workshops/Station.

D.F.S. / R.FO.

Counter signed.

Reference to entry in the Register of Capital Assets.

FORM No. 52.

Order No. 486 (10)

MONTHLY RETURN OF REPAIRS AND REPLACEMENTS EXECUTED DURING

<i>Range.</i>	<i>District</i>				<i>Station</i>	
Sanctioned estimate number of District Officers/Regional Fire Officers/Director of Fire Services, as the case may be	Type of appliance, make and model	Registration number	Details of work carried out	Date of completion of work	Total cost of repairs including value of replaced parts, if any	Remarks regarding payment, etc.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Date:

Signature and designation of the Officer.

FORM NO. 53

QUESTIONNAIRE FOR THE GUIDANCE OF REGIONAL FIRE OFFICERS DIVISIONAL FIRE OFFICERS
ASSISTANT DIVISIONAL FIRE OFFICERS FOR INSPECTION OR FIRE STATION

From

To

Sir,

I inspected Fire Station on and submitted the following report :

Name of Station officer-in-charge : From

To

Staff:-

- (a) Sanctioned Strength
- (b) Actual Strength
- (c) Vacancies
- (d) State reasons for vacancies, if any
- (e) Are there any supernumeraries ? If so, why?
- (f) Are the personnel fully provided with required uniform and personal equipment and how is its condition?
- (g) Is the kit of the men inspected monthly?
- (h) Are there any complaints from men?

2. *Buildings:-*

- (a) Whether the building provided for the Fire Service is a permanent or temporary one or whether the Fire Station is located in a rented building.
- (b) Whether the accommodation provided to Fire Service is adequate?
- (c) Whether the drying rack and hose washing platform are provided to the stations?
- (d) Whether the personnel are provided with Government quarters?
- (e) Whether any buildings require repairs or improvements ? If so, what action has been taken ?

3. Drills, Turnouts etc.,

- (a) Were wet drill, tactical exercise conducted periodically ?
- (b) Whether the turnout is satisfactory ?
- (c) Whether the men did the movements in squad drill smartly ?
- (d) Whether the fire drill is conducted regularly ?
- (e) Whether the men did the following drills satisfactorily? (I) Pump Drill
(2) Ladder Drill (3) Knots & Lines (4) Extinguishers.
- (f) Is Parade ground adequately provided ?

4. Appliances :

- (a) Whether the fire fighting appliances including cycles are provided according to sanctioned strength?
- (b) How is the mechanical condition of the appliances ?
- (c) Whether any appliances require repairs ? If so what action has been taken?
- (d) Were the vehicles painted periodically?
- (e) Are the vehicles fully provided with fire fighting requirements?
- (f) Were quarterly taxes in respect of all the vehicles paid in time ?
- (g) Whether the fitness certificate for the appliances have been obtained periodically?

5. *Station, equipment, Stores, etc.-*

- (a) Is the Station equipped with required number of lengths of hose in good condition?
- (b) If the Station provided with required fire extinguishers and water buckets?
- (c) Were Soda Acid, Foam and C.T.C. Extinguishers kept in Good condition?
- (d) Whether annual and monthly physical verification of Stores in the Section were conducted regularly by the concerned officers?
- (e) Has the Divl. Fire Officer / Assistant Divl. Fire Officers conducted regular inspection of the Station and given proper instructions and have those been given effect to?

6. *Administration & Accounts :-*

- (a) Is the General Diary maintained properly ?
- (b) Whether the destruction of old records was done regularly as per rules ?
- (c) Has the Divl. Fire Officer / Assistant Divl. Fire Officer maintained personal Files and Confidential sheets of Station officer and personnel properly?
- (d) Were the unserviceable articles recommended for condemnation promptly?
- (e) Have all condemned articles been disposed of in public auction promptly?
- (f) Have the sale proceeds realised been remitted into treasury immediately?
- (g) Have all public auction sales been conducted according to rules?
- (h) Whether private pumping charges and Stand by Charges have been completely recovered and credited into Treasury immediately?

8. (I) Cash Book :

- (i) Have all receipts been accounted for?
- (ii) Have all instructions printed on the first page been complied with ?
- (iii) State whether the cash balance checked by actual count and certificate furnished in the cash book.

(2) *Ambulance Case Book:-*

- (i) Whether all receipts have been entered?
- (ii) Have all receipts been remitted into the treasury?
- (iii) Whether the printed instructions on the front page are complied with?

(3) *Register of Receipts :-*

Whether all receipts entered in the register of receipts and monthly progressive total struck?

(4) *Register of recurring charges:-*

Whether all recurring amounts are posted in the register.

(5) *Register of advance of pay & T.A. Sanctioned-* Whether all advances sanctioned are entered in the Register and watched their adjustments?

(6) *Pay Bills and Acquaintance Rolls.* – Whether Pay bills and acquaintance rolls are correctly maintained? Check in detail the bills with the control of expenditure statements.

(7) *Petrol Stock Account.-* Whether Petrol drawn on coupon is properly accounted for and necessary entries made in the Log Book correctly?

(8) *Service Postage account Book.*- Whether all Service Postage Stamps are correctly accounted for? Check issues with expenditure in despatch register.

(9) *Personal Record Books.*- Whether entries relating to all kinds of leave granted and kit issued to the personnel have been made in the personal Record Books?

(10) *Fire Record Register.*- Whether all fire calls are entered in the Fire Record Register and totals struck?

(11) *Hose Record Register.*- Whether pumping hours done are correctly entered in the hose register?

(12) *Stock Register.*- Whether all items of stores either purchased or received from Stores are accounted for in Stock register and whether receipt vouchers and Issue Vouchers are maintained in Chronological order?

(13) *Register of Periodicals.* – Whether all periodicals are submitted promptly?

(14) *Register of condemned articles.*- Whether all unserviceable articles proposed and approved for condemnation have been transferred to Register of Condemned articles.

(15) *Register of Telephone Trunk Calls.*- Check whether all Telephone Trunk Call are booked properly ?

7. *Water Sources.*- (a) State the No. of Static Water Tanks Hydrants, Sumps, Natural Water Sources available at the Station Head quarters.

(b) State briefly reasons for the variations if any in the total number of calls received during the preceding two years.

(c) Are any false fire alarms received? If so state reason for such calls?

8. *Fire and Ambulance Calls.*- (a) Furnish total No. of Fire Calls for the present year upto the date of inspection and preceding 2 years.

(b) State briefly reasons for the variations if any in the total number of calls received during the preceding two years.

(c) Are any false fire alarms received? If so state reasons for such calls?

(d) Is there any decrease of false fire alarms? If not state what action was taken in the matter?

(e) Are any arson cases received? If so, what action was taken in each case?

(f) Were any risky calls other than fire calls responded? If so, state details of such cases ?

(g) Whether there were any fire calls received which were not responded, If so state reasons briefly?

Ambulance Calls

- (i) Furnish the number of Ambulance calls received for the present year upto the date of inspection and preceding 2 years.
 - (j) State reason briefly for the variations if any in the total number of Ambulance calls received during the preceding two year.
9. *General.*- (a) Has a recreation club been formed? If so, state briefly whether it is running satisfactorily?
- (b) Whether orderly rooms are held by the officer in charge and all Punishment Rolls are maintained correctly?
- (c) Whether all the men have been given first aid training and necessary certificates obtained?
- (d) Have all the men and Station Officer been medically examined periodically ?
- (e) Whether the Station Officer maintained not Book to record the details of work done by him?
- (f) Were the applications received for fire certificates been complied with by the Divisional Fire Officer / station Officer within the reasonable time?
- (g) Are the Cinemas and Public Buildings inspected periodically and suitable instructions given whenever necessary and have those been complied with?
- (h) Whether places of periodical inspections are inspected by the Officer in charge and record maintained?

10. Remarks:-

FORM NO. 54

ORDER NO. 523 (3)

Andhra Pradesh Fire Service

CERTIFICATE OF INSPECTION.

Ho.

The fire fighting and the fire prevention measures adopted by the
at..... were inspected and found to comply satisfactorily with the
Cinematograph Act and rules in force.

The grant of Temporary Licence is recommended for a period of
Permanent.

Divisional Fire Officer
Assistant Divisional Fire Officer

for Director of Fire Services.
Andhra Pradesh, Hyderabad.

Andhra Pradesh Fire Services.

Dated.....

Date of inspection.....

Cinema Inspection

1. (a) Name of the cinemas.
(b) Situation
(c) Telephone No.
(d) Town.
2. Name of Proprietor / Manager
3. Designation of the licensing authority
4. (a) Ground floor.
(i) Auditorium area in sq. ft.
(ii) Accommodation.
(iii) No. of exits.
(b) First Floor.
(i) Auditorium area in sq. ft.
(ii) Accommodation.
(iii) No. of exits.
(c) No. of stair cases to the first floor of fire resisting construction.
(d) If extra floor are existing the necessary particulars should be appended
State here whether appended or not.
5. Employees
(a) Total No.
(b) Trained in fire fighting course.
6. Water supply.
(a) The nearest hydrant is situated at approx.....ft. away from the auditorium and the size of the main is inches.
(b) The nearest Station tank of not less than 10,000 gallons capacity is situated at approx..... ft. away from the auditorium accessible to LGTP/LTP/Fire Appliance, its actual capacity is gallons.
7. (a) I hereby states that I have checked the compliance of the following Rules of the above cinema house:

Andhra Pradesh Cinematograph Rules :

6, 11, 39(1), 39(4)(a), 39 (4) (b), 47 (3), 62, 64, 65, 68, 75, 76, 77, 81, 87 (1), 88(1), 92, 93, (a), (b) (c), 98, 99, 100, and 103.

(b) The following rules have not been complied with the H.C.A.R/A.C. Rules by the Cinema management, H.C.A.R. articles Nos.....

(c) A comprehensive note of the defects is appended herewith. State her whether appended or not.

8. (a) The appended proforma (A) is submitted after due entries.
 (b) True copies of the pressure test certificate which have not already been forwarded are hereby submitted.
9. (a) Total No. of stirrup pumps to working order
 (b) Total No. of buckets.
10. Additional points of interest which have not been covered are appended
 State whether appended or not.....
11. State here whether certificate is appended or not.
12. Submitting officer's view with regard to the granting of a certificate.

Inspecting Officer.
 Designation.

Proforma referred to in time No. 8 of the Inspection Reports.

Sl. No.	Make	Capacity	Manufacture No. and year of Manufacture	Last date of pressure test	Result of Column No. 5	Last date of discharge test
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Result of Column No. 5	Date of recharging the appliance	Last date of periodical test	Result of Column No. 10	Remarks
(8)	(9)	(10)	(11)	(12)

N.B.- While making entry in columns give the letter Number through which pressure test certificate submitted.

Inspecting Officer
 Designation

REGISTER OF WATER SOURCES AND OTHER PLACES REQUIRING PERIODICAL INSPECTION.

Description of place or water source

Distance and direction from the Fire Station.....

Date of inspection	Defects noticed.	Nature of action taken to rectify the defects	Date of rectification of defects	If natural water sources, state the availability of water	Signature or Inspecting Officer.
(1)	(2)	(3)	(4)	(5)	(6)

All water sources should be shown in one group, and the places requiring inspection under another group.

Sufficient number pages should be allotted for each water source and each place to be inspected, to last for five years.

An index should be given on the first page of facilitate reference.

Andhra Pradesh Fire Service

FIRE REPORT REGISTER.

For the month of 19.

*Station:**District :**Columns :*

1. Fire Call Number
2. Date of out break of fire
3. Time of outbreak of fire
4. Place of incident (Full address).

How called:

5. Telephone Number
6. Messenger or observer
7. Total

Appliances:

7. Appliances.
8. M.T.U.
9. T.P.U
10. Water tanker

Personnel:

11. No. of officers.
12. Men.

Extinguished by :

13. Motor pump
14. Chemical extinguishes
15. Stirrup pumps
16. Hydrants
17. Sand
18. Beaten Out
19. Switching off electric current
20. Blanketing
21. Inmates before arrival of the fire appliances.

Lives rescued and lost :

22. Persons rescued without injuries
23. Persons rescued with injuries
24. Person rescued alive
25. Human lives lost before arrival of fire brigade
26. Casualties, among fire service personnel.
27. Animals rescued alive
28. Animals lives lost
29. Deaths (men/women/children).

Approximate property lost

30. Government
31. Local Bodies
32. Industrial
33. Residential
34. Others
35. Insured
36. Not Issued

Water Supply

37. M.T.U., T.P.U., others
38. Hydrants
39. State supply – well system

Supposed causes.

41. Burning of waste grass lands
42. Dust explosion
43. Radiation.
44. Hot ashes
45. Naked light
46. Explosion origin
47. Explosion fire works
48. Gas coal furnace
49. Incendianism (Arson)
50. Sparks from locomotion
51. Mechanical heat or sparks
52. Ovens, stores or open fire
53. Careless smoking

440.

54. Spontaneous combustion.
55. Chemical reaction.
56. Miscellaneous
57. Not known
58. False alarm with good intention
59. False alarm malicious
60. Defective alarm
61. Emergency call
62. Estimated value of property involved in the fire.

Type of premises:

63. House hold.
64. Manufacture or repair establishment.
65. Granaries
66. Storage, ware houses, goods yards and sheds
67. Explosives / fireworks/ factories.
68. Chemical Works
69. Cellulose Spraying
70. Electrical installation
71. Timber or wood works
72. Cinematograph films.
73. Docks, air port, and Railway institutions
74. Petroleum / oil/refining installations
75. Shops/offices.
76. Theatres
77. Libraries / hospitals
78. Gas/water/scavage undertakings
79. Farm lands.
80. Forest and plantations
81. Rail and road vehicles
82. Refuse and outdoor storages
83. Miscellaneous.

Category of fires.

84. Serious
85. Medium
86. Small

(N.R – The register should be maintained length-wise)

Form No. 58.
Order No. 570
(Andhra Pradesh Fire Services).

STREET LIST

District. S. No.	Name of street	Name of code road junction building or any other land mark	Station ground	Availability of water sources	Station. Remarks	Initials of Officer- in-charge.
(1)	(2)	(3)	(4)	(5)	(6)	(7)