

**AMENDED STANDING ORDERS FRAMED FOR THE
FORMATION AND WORKING OF FIRE BRIGADES IN THE
STATE AS REQUIRED UNDER RULE 3(A), OF THE PUNJAB FIRE
BRIGADE RULES, 1977**

GENERAL ORDERS

1. The Assistant Divisional Fire Officer, the Fire Station Officer or the Sub-Fire Officer, as the case may be, shall be the officer in charge of the Fire Brigade and shall be responsible to the committee for strict compliance of these orders, maintenance of discipline, upkeep of appliances, welfare of staff working under him and general working of the brigade at station and sub- station levels. An officer of the appropriate rank in bigger towns and where sub-stations exist, will assist him
2. For the purposes of maintaining discipline, the Assistant Divisional Fire Officer, the Fire Station Officer or the Sub-Fire Officer as the case may be, in charge of the fire brigade shall be empowered to order any person working under him to undergo any fatigue duty or extra parade as a summary punishment, which shall not exceed 2 hours per day for one such fault of the individual. He shall also be empowered to inflict fine not exceeding Rs 50/-at a time as summary punishments and for these purposes requisite registers e.g. defaulter register shall maintain register of fines. These summary punishments may be awarded for offence detailed for petty offences as prescribed in the Sub-Fire Officer's duty at serial no 3 of annexure 'C'.
3. The Assistant Divisional Fire Officer, Fire Station Officer or the Sub-Fire Officer, as the case may be, shall be in command of the operations of extinguishing a fire or at the time of any other special service call.
4. Subject to the Para 3 above, the officer in charge of occurrence shall direct all operations and issue all orders and instructions to the members of the fire brigade individually or jointly and no other person shall be allowed to issue the directions to the fire brigade members.

5. The Assistant Divisional Fire Officer, Fire Station Officer or the Sub-Fire Officer, as the case may be, the fire brigade shall prepare an inventory of all appliances and ancillary equipment at his station and sub-station, if any, and inspect the same at least once a week. Any senior officer shall always keep one copy of such inventory available in the station duty room for inspection. Reports of the inspections of the inventory by the officer in charge or any senior officer shall be made in the inspection book by the inspecting officer in ink, dated and signed and any shortages noticed entered therein.
6. The Assistant Divisional Fire Officer and Fire Station Officer shall be the technical advisor to the councils/corporations on fire prevention, protection, legislation, training & fire fighting operations, including the fire fighting equipments and fire fighting matters. All fire fighting equipments shall be subject to his technical approval. The officer in-charge shall be responsible for maintaining of fire brigade and its appliances and other equipments in good working order and for reporting any or all defects to the Technical Adviser/Executive Officer of the council and the designated officer in this regard in Corporations. No any other person shall be allowed to interfere in the fire brigade matters.
7. At the time of fire or any other similar occurrence, including search & rescue operations in natural or manmade disasters where fire brigade has been called, the Assistant Divisional Fire Officer, Fire Station Officer or the Sub-Fire Officer, as the case may be, in command of the fire or other similar occurrence.
8. Alarm bells/caution bells/electric siren shall be installed at each of the fire stations and sub-stations to facilitate the turning out of the fire brigade and the same shall be located in such a place from where its sound can be heard by every member of the brigade in the fire station and in their residential premises. Separate alarm bell may be provided in the baths, latrines etc., if considered necessary.
9. In order to check the presence of staff on duty and their promptness in turning out, the Assistant Divisional Fire Officer, Fire Station Officer or the Sub-Fire Officer, as the case may be, shall give surprise alarm

whenever he feel so and entry there of shall be made in the inspection book with detailed remarks.

10. Fire officer Punjab, Assistant Fire Officer Punjab or any other senior officer of the directorate local government, Punjab shall also pay surprise visits to the fire brigades, and may also make test calls to check turn out of the brigade from any locality of the town.
11. On receipt of an intimation of a fire call, rescue call or any other special service call, the person in charge of the watch room shall immediately, switch on the alarm system and mobilize the appropriate fire units to the scene of occurrence. In case of calls out side the district, he shall at once contact his senior officer in charge. If he is not present at the station, and the officer in charge feels that after dispatching the required fire units outside, sufficient arrangements shall be available for tackling any emergency within his own turn out area, he shall dispatch the appropriate units to the place of occurrence.
12. Person in charge of the first turnout unit shall obtain a turnout slip from the telephone operator/attendant before turning out.
13. In all cases where fire brigade attends fire calls, rescue calls V I P duties or any other special service calls no charge shall be levied.
14. Smoking with in the control/watch room, stores, guard rooms and garages shall be strictly prohibited and no cooking shall be allowed in the barracks/dormitories etc.except in the kitchens.
15. No unauthorized person shall be allowed to enter into a Fire Station except with the prior permission of the officer in charge of the Fire Station.
16. Each member of the fire brigade shall be supplied items of uniforms at the cost of the municipal Councils/ Corporations concerned as per scale and duration laid down in annexure, A&B, and issue of these items of uniform to the all members of fire brigade staff as per the occasion as may be. The officer in charge of the fire station shall be responsible for

wearing of the proper uniform by the on duty staff. The issue date of uniforms to the fire staff is given below:

Winter uniform	October
Summer uniform	April

17. For the purposes of cleaning and up to date maintenance of uniforms and items of foot wear, ironing of clothing, polishing of boots and whitening of badges etc, a uniform upkeep allowance shall be paid by the municipal council/ corporations to all the members of fire brigade staff at the following rates:

- a) Assistant Divisional Fire Officer, Fire Station Officer or the Sub-Fire Officer-- Rs. 50/ PM.
- b) Leading Firemen, Driver Operators, Firemen and others-----Rs. 30/ PM

18. It shall be the duty and responsibility of all member of the fire brigade in receipt of the uniform up keep allowance to maintain all items of uniform supplied to them, in first class and also to make good. Any loss or damage that may occur to any of such items or any item is lost or destroyed at a fire or emergency and the fact has been proved to the satisfaction of the officer in-charge of the fire brigade, in which case the item so lost or destroyed shall be replaced by the Council/Corporations free of cost

19. All members of the fire brigade staff shall be provided with rent free accommodation within the fire brigade premises or as near to the fire station as possible. The accommodation to be provided rank wise shall be as follows or prescribed by the PWD(B&R) norms:

- i. Assistant Divisional Fire Officer 600 Sq. ft Covered Area
- ii. Fire Station Officer 600 Sq. ft Covered Area
- iii. Sub fire officer 400 Sq. ft covered area.
- iii. Leading firemen, driver/operator and firemen etc, 200 Sq. ft. covered area.

- (1) The rent-free accommodation provided to the member of staff, free water shall also be provided.
- (2) Free electricity shall be provided to the members of the all fire brigade staff in the free accommodation allotted to them, at the following scales.
 - a) ADFO, FSO & SFO-----100 units/per month
 - b) Leading firemen, driver/operators
And firemen etc, ----- 50 units/per month.
- (3) Any member of the fire brigade staff not provided with free accommodation shall, in lieu there of, be paid house rent, at the rates admissible to other members of the government or local body employees.

20. All members of the fire brigade staff shall be entitled to 25 days special casual leave in addition to the casual leave as admissible to other government employees, in lieu of the gazetted holidays, which they do not avail in view of the peculiar nature of their duty. One day weekly off is allowed to all fire brigade employees in rotation wise or as per the officer in charge of the fire station. The special casual leave shall be added to individual's casual account and the officer in charge shall see that, not more than 10 % of the staff is allowed to leave at any time.

21. Provision for out door games, where facilities exist near the fire stations and indoor games, except games of chance, shall be made for the staff at the expenses of the concerned Council/Corporations.

22. News papers, magazines and other periodicals of interest relating to fire service shall also be provided and for this purpose a separate room shall be provided where other indoor games and a television set may be provided.

23. All members of the fire brigade staff shall be entitled to risk allowance as admissible to the Delhi Fire Service from time to time.

24. The number of persons to be provided in a fire brigade shall be such as would make available in each shift one leading firemen, one

driver/operator and four firemen for each fire unit kept at the station and one fireman for each of the duties of a telephone operator/attendant, guard duty and a messenger Peon/Mali duty staff for inspection of hydrants and other sources of water for Firefighting shall be provided extra.

25. Entire operational staff viz; Assistant Divisional Fire Officer, Fire Station Officer or the Sub-Fire Officer, leading firemen, driver/operators and firemen etc, shall for the purposes of fitness, alertness and suppleness of action, undergo squad, physical and fire drills daily according to a routine programme as per Annexure E.
26. While sanctioning/commissioning of the building plans of industrial, commercial, institutional, multistory buildings, offices, residence, exhibition, circus, mela, festival, stalls, Shamiana pandals, temporary structure, theatre, marriage palace and public gathering places, etc. within the municipal limit or beyond municipal limit No Objection Certificate may be obtained from the concerned fire brigade authorities on the recommendation of the fire officer.
27. Each member of the fire brigade staff shall perform duty allotted to him as shown in annexure C.
28. All new appointments and promotions in the fire brigade staff should only be made with the prior approval of the Director local govt Punjab, in the case of municipal council and the joint secretary, local govt Punjab in the case of municipal corporations, subject to the qualifications as per Appendix (D)
29. The Assistant Divisional Fire Officer, Fire Station Officer are entitled for separate telephone at their residence along with 500 free calls/ per month. The concerned councils/ corporations shall make the payment of free calls and rent.
30. Each member of the fire brigade staff shall be entitled for the conveyance allowance as admissible to the Delhi Fire Service from time to time

POWERS OF MEMBERS OF FIRE BRIGADE ON OCCASION OF FIRE/EMERGENCY CALL

On the occasion of fire/emergency call any member of fire brigade who is in-charge of fire fighting operations etc. on the spot may:

- (a) Remove, or order any other member of fire brigade to remove, an person who by his presence interferes with or impedes the operation for extinguishing the fire or for saving life or property;
- (b) Close any street or passage in or near which a fire is burning;
- (c) For the purpose of extinguish fire, break into or through or pull down, any premises for the passage of hose or appliances or cause them to be broken into or through or pulled down, doing as little damage as possible;
- (d) Require the authority in charge of water supply in the area of regulate the water mains so as to provide water at a specified pressure at the place where fire has broken out and utilizes the water of any stream, well or tank or of any available source of water, public or private, for the purpose of extinguishing, or limiting the spread of such fire;
- (e) Exercise the same powers for dispersing an assembly of persons likely to obstruct the fire fighting operations as if he were an officer in-charge of fire station/police station and as such if such an assembly were an unlawful assembly and shall be entitled to the same immunities and protection as such an officer, in respect of the exercise of such powers;
- (f) Generally take such measures as may appear to him to be necessary for extinguishing the fire or for the protection of life or property.

ANNEXURE A

List of items of uniforms for the ranks of sub officer and above.

Sr no.	Items of uniform	number	material	period
1	2	3	4	5
1.	Fire tunic	One	Khaki serge.	Every year
2	Tunic open color pent	2 sets	Khaki berthia	After 2 years
3	Bush shirt & pant	2 sets	Khaki color or for shirt & superior drill for pants	Every year
4	Heavy woolen coat.	1 no.	Khaki heavy woolen	every 5 years
5	Shirts	2 no.	Khaki lustalin	every 2 years
6	Tie	2 no	Maroon.	Every 2 years
7	peak cap or turban	2 no	Khaki berthia for cap And khaki rubies for turban	after 2 years
8	Socks	2 pairs	Woolen khaki	every year
9	Jodhpur boot	2 pairs	Brown leather	every year
10	Gumboot	1 pair	Rubber	After 2 years
11	Len yard & whistle	2 no	Maroon lanyard with	Each whistle After 2 years
12	Belt with buckle	1 no	Brown leather	Each
13	Badges of ranks	2 sets	White metal	Every 2 years
14	Shoulder title	2 set	White metal	every 2 years
15	Safety Helmet	1 Pair	White	every year

The following additional items are recommended for winter for sub officer and above ranks

1.	Shirts white superior	3 no		every 2 years
2.	Tunic navy blue serge	2 no		every year
3.	Trousers navy blue serge.	2 pairs		every year
4.	Tie navy blue.	1 no		every year
5.	Boots, leather black Jodhpur pattern with Plain top cap.	1 pair.		every year
6.	Socks, black woolen Or nylon	2 pairs		every year
7.	Peak cap or turban Navy blue berthia and rubies	1 no		every year

ANNEXURE B

List of items, of uniforms for the ranks of below sub officers.

Sr no.	Items of uniform	number	material	period
1	2	3	4	5
1.	Fire tunic	One	Khaki serge.	Every year
2	Tunic open color pent	2 sets	Khaki serge	After 2 years
3	Shirts full sleeves & pant	2 sets	Khaki color or Drill for pants	every year
4	Heavy woolen coat.	1 no.	Khaki heavy woolen	every 5 years
5	Beret khaki woolen single Piece of turban muslin for Sikh members	2 no		every 2 years
6	socks	2 pairs	khaki woolen	every 2 years
7	Jodhpur boots black	2 pairs	Black leather	every year
8	Gum boot black	1 pair	Rubber	After 2 years
9	Len yard & whistle For fireman only.	2 no	Maroon lanyard With Whistle.	after 2 years
10	Belt with buckle	1 no Each	Black leather	after 2 year
11	Badges of ranks	2 sets	White metal	Every 2 years
13	Over all suit (For drivers only)	1 no	khaki	Every 2 years
14	Safety Helmet	1 Pair	White	every year

The following additional items are recommended for winter below sub officer ranks

- | | | |
|--|--------|---------------|
| 1. Coat woolen navy blue, closed collar
double breasted | 2 no | every 2 years |
| 2. Trousers woolen navy blue | 2 pair | every 2 years |
| 3. Socks, black woolen | 2 pair | every year |
| 4. Beret (cap), turban navy blue | 1 no | every year |

ANNEXURE 'C'

GENERAL DUTIES AND RESPONSIBILITIES OF ASSISTANT DIVISIONAL FIRE OFFICER, FIRE STATION, OR THE SUB FIRE OFFICER

a) ASSISTANT DIVISIONAL FIRE OFFICER

1. To be available and to hold him in readiness for any duty at any time may be called upon to perform by the Executive Officer and to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or the fire service in general.
2. To obey implicitly all order of his superiors and exact the strictest obedience and cigilty from those serving under him. To devote the whole of his time while on duty, to the betterment of the fire Service and to set an example to his men, sobriety, cleanliness, promptitude, civility and general attention to his own duties.
3. To ensure prompt attendance of fire appliances and men at fire or scene of any emergency.
4. To see that men on duty are properly dressed and are acquainted with their duties.
5. To keep himself and his men at all times in readiness to receive any superior officer and to give an accurate amount of all matters connected with the fire brigade under his charge as also about his station ground and turout area.
6. To make himself and his staff conversant with the topography of his town and adjoining areas as also about fire risks in such areas.
7. He Shall be responsible for all fire prevention measures as per National Building Code of India part-4, as per ISI Specifications and specified by the local municipal councils/corporations, where in place of Public Assembly, markets, multi-storey buildings, Residential Educational, Institutional, Assembly, Business, Mercantile, Industrial, Storage and Hazardous Buildings.
8. He can perform the above (No. 7) duty independently and after giving the notice to the occupier, if thereby no occupier, to the owner of any building or premises, enter and inspect the said building or premises at any time between sunrise and sunset where such inspection appears necessary for ascertaining the adequacy or contravention of fire prevention and fire safety measures and necessary to do so in order to ensure as safety of LIFE and Property. If the owner/manager of the building does not comply the order of in-charge Fire Station for Fire Prevention, protection and fire safety arrangements. The in-charge Fire Station is empowered to refer the case to Director Local Government Punjab/Assistant fire Officer Punjab and they are individually empowered to seal the building after giving the notice of three days. In such a case where a building has been ordered to be sealed an appeal shall lie to next higher authority by whom seal order has been passed along with a non-refundable fee of Rs. 500/- which shall be deposited with the concerned fire brigade
9. He shall ensure that all orders/instructions issued by the fire advisor of India (MHA), Director Local Government Punjab, Fire Officer Punjab and the District Administration from time to time with regard to the matters relating to fire Service carried out strictly and brought to the notice of Committee/Corporation for information only.

b) FIRE STATION OFFICER

1. To be available and to hold him in readiness for any duty at any time may be called upon to perform by the Executive Officer, Asstt. Divisional Fire Officer and to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or the fire service in general.
2. To obey implicitly all order of his superiors and exact the strictest obedience and civility from those serving under him. To devote the whole of his time while on duty, to the betterment of the fire Service and to set an example to his men, sobriety, cleanliness, promptitude, civility and general attention to his own duties.
3. To be in charge of 3 to 4 pumping units and/or at least minimum one fire station or equivalent staff/duties.
4. To take charge and responsible for all appliances, stores, equipments, etc, issued to his station and submit a report to his superior as to correctness or otherwise of such articles taken charge of. He should submit a requisition to his superiors of the requirements for his station as necessary
5. To see that all appliances and equipments are kept clean and in thorough working order, stowing them properly for immediate use at fire and other emergencies without loss of time
6. To instruct and drill all men under his charge in the use and maintenance of fire appliances and equipments
7. To hold muster parade for the inspection of uniforms clothing, boots and equipments at least once & month to see that the men keep themselves and their clothing in a clean and good condition, and to report shortages, if any to his superiors. The inspection of uniforms and equipment should be carried out periodically
8. To ensure that the roll is called at such times as he consider most suitable
9. To ensure prompt attendance of fire appliances and men. He should carry out surprise turn outs at odd hours at least once a month
10. To ensure that his station time clock is checked with the time signal at least twice a day at proper interval
11. To see that the men placed on station duty is properly dressed and is acquainted with his duties
12. 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

13. To keep himself and men at all times in readiness, to receive any superior officer and to give if required an accurate account of all matters connected with the fire station under his charge.
14. To see that the fire pumps under his charge have water passed through their pumps at least once every week.
15. To report at once to his superiors officer-in-charge of his section and/or the police, any damage or the causality that may have occurred as a result of accident
16. To keep himself and his staff acquainted with the water supply within the area under his charge. In case where fire hydrants are provided, it shall be his duty to see that he and his staff examine all the fire hydrants falling within his jurisdiction/turnout area periodically as may be fixed from time to time by the DLG Punjab
17. To make himself and his staff acquainted with the network of communication system as may be existing in the service.
18. To make sure that he and his staff must know the turnout area Topography and adjoining areas, as well as fire risks in such areas
19. To maintain all registers, log books, occurrence book, attendance rolls etc, upto-date and to submit all returns and statements including pay rolls of his staff to his superiors every month. He shall give all fire and special service reports to the concern person or to the insurance company or to the DLG Punjab within one week
20. In the absence of Fire Station Officer sub fire officer shall be in charge of station and responsible for the smooth functioning of the fire station
21. He Shall be responsible for all fire prevention measures as per National Building Code of India part-4, as per ISI Specifications and specified by the local municipal councils/corporations, where in place of Public Assembly, markets, multi-story buildings, Residential, Educational, Institutional, Assembly, Business, Mercantile, Industrial, Storage and Hazardous Buildings, Railway Stations and Power Houses etc.
22. He can perform the above (No. 21) duty independently and empowered to issue the notice, and after giving the notice to the occupier, if thereby no occupier, to the owner of any building or premises, enter and inspect the said building or premises at any time between sunrise and sunset where such inspection appears necessary for ascertaining the adequacy or contravention of fire prevention and fire safety measures and necessary to do so in order to ensure as safety of LIFE and Property. If the owner/manager of the building does not

- comply the order of in-charge Fire Station for Fire Prevention, protection and fire safety arrangements. The in-charge Fire Station is empowered to refer the case to Director Local Government Punjab/Assistant fire Officer Punjab and they are individually empowered to seal the building after giving the notice of three days. In such a case where a building has been ordered to be sealed an appeal shall lie to next higher authority by whom seal order has been passed along with a non-refundable fee of Rs. 500/- which shall be deposited with the concerned fire brigade
23. He shall insure that all orders/instructions issued by the fire advisor of India (MHA), Director Local Government Punjab, Fire Officer Punjab and the District Administration from time to time with regards to the matters relating to Fire Service carried out strictly and brought to the notice of Council/Corporation for information only.

Sub Fire Officer

1. To be available and to hold him in readiness for any duty at any time may be called upon to perform by the Executive Officer, Asstt. Divisional Fire Officer, Fire Station Officer, and to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or the fire service in general.
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 while on duty, to the betterment of the fire Service and to set an example to his men, sobriety, cleanliness, promptitude, civility and general attention to his own duties.
3. To be in charge of one pump fire station or to be second-in-command to the Fire Station Officer, but in the absence of Fire Station Officer, sub fire officer shall be in charge of station and responsible for the smooth functioning of the fire station
 - a. Sub fire officer is empowered to inflict punishments for minor offences. For service misconduct, it will be his duty to make a detailed report to his station officer/ADFO as the case may be and inflict the punishment as ordered, after detailed enquiry and after having heard the delinquent official fully, and giving him reasonable opportunity to defend. The offences which can be dealt with by him and the punishment awarded are as follows:

List of offences:

- 1 Improperly dressed on duty/parade
- 2 Drilling in a slovenly manner on parade
- 3 Failing to report any defect in appliances, equipment
- 4 Creating disturbance in fire station premises
- 5 Delaying return from duties outside station premises
- 6 Negligent in keeping telephone line engaged
- 7 Using abusive language
- 8 Failing to report to officer-in-charge any unusual incidents.
- 9 Short absence from fire station
- 10 Sleeping while on duty
- 11 Wrong direction of fire units
- 12 Failing to make entry in the occurrence book.
- 13 Making false statement
- 14 Smoking at restricted places.

List of punishments

1. Extra sentry duty.
- 2 Extra parade
- 3 To reprimand
- 4 To caution severely
- 5 200 yard double up with two hose pipe on the shoulders
- 6 Cancellation of weekly off

Duties of 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 strict obedience from those in his charge
- 3 To see that the men placed under his charge 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 for immediate use
- 4 To see that all equipments, gears, etc, are properly accounted and be responsible for the same as in charge of fire appliances or equipment. In case of any loss or damage to article or equipment, uniform clothing etc, he shall cause a report to be made to his senior officer immediately

- 5 To keep his superiors acquainted with all matters coming to his knowledge affecting the fire brigade of the general affairs of the fire service
- 6 To carryout any other duty as may be allotted by his officer and which has not been specified above

DUTIES OF DRIVER/OPERATORS

- 1 To be available at his station, to which he is posted, while on duty
- 2 To obey implicitly all orders of his seniors and superiors
- 3 To be responsible for running repair, proper upkeep and mechanically condition, maintenance and movements of the vehicles and pumps under his charge. He shall also be jointly responsible with the leading fireman for the proper maintenance and stowing of equipments and gears that are carried on appliances or kept at the station
- 4 To test at least thrice a day, the fire fighting appliances in his charge to make sure that the same are in serviceable conditions and to record the same, and to report any defects immediately that he may come across to the leading fireman or sub fire officer in charge of his shift.
- 5 To keep an inventory of all articles and equipments under his charge and also to maintain a record of time at work, road milage, petrol, diesel and oil consumed by the vehicles and pump in his charge.
- 6 To carry out any other duty not specified above, relating to the maintenance and operation of fire appliances, motor vehicles, pumps or other fire fighting equipments and resource gears etc, as may be ordered by the officer in charge.

DUTIES OF FIREMEN

- 1 To be available at the station, to which he is posted, while on duty.
- 2 To obey implicitly all orders of his seniors and superiors and hold himself in readiness to carryout duties as may be assigned to him by his seniors and superiors, obediently, smartly and efficiently.
- 3 To keep himself and his quarters or living space neat and clean.
- 4 To devote whole of his time and attention to the fire service while on duty.
- 5 To set an example to others by his sobriety, cleanliness, promptitude, civility and general attention to his duty.

- 6 To be responsible for keeping the station premises, such as appliances room, officer, drill yards, watch room, workshop, dormitories, drill towers, hose drying towers etc. neat and clean by washing and other appliances and equipments and gears etc, clean and tidy.
- 7 To keep him self alert to attend to fires, special services, fire drills etc. in the shortest possible time on the alarm being sounded.
- 8 To keep the complete knowledge of topography of his turnout area, water supply system, ground and special fire risk areas.
- 9 To carry out duties assigned to him from time to time and be responsible jointly and severally to the leading fireman/ in charge of the shift, crew or unit, as the case may be, for the care and maintenance, appearance, cleanliness of the units and equipments there with and proper up keep of and stowage ancillaries thereon.
- 10 To assist the driver operator in the proper maintenance of equipment and gears on the vehicles, perform guard duties, workshop duties, control room and watch room duties and duties of office and fire aids as well as dispatch messengers etc.
- 11 To be in full uniform prescribed for the season while on duty and not to leave the place of duty unless relieved by another person. While on such duty, he shall be responsible to;
 - A) Guard all properties, fixtures, fittings and other effects both in the fire station premises and station surroundings.
 - B) See that all persons entering in to the fire station premises are directed to the officer in charge and to also see that they leave the premises immediately after office work is over.
 - C) Be alert at all times.
 - D) Control the movement of both incoming and outgoing fire appliances and other vehicles to avoid accidents.
 - E) Watch the garden and plants in the station area.
 - F) To upkeep the offices of ADFO, FSO, SFO in the fire station premises
- 12 In addition to the above duties, he shall carry out such other duties as may be assigned to him by his seniors from time to time.

DUTIES OF WATCH OPERATOR

1. To be available at the station, to which he is posted, while on duty.
2. To obey implicitly orders of his superiors and exact the strictest obedience and civility from those under him.
3. While taking over charge, which should be at least 10 minutes before the schedule for change over, he shall be responsible to acquaint himself with all matters current and pending, of administrative and operational importance. He shall also be responsible to check the station clock and the 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 fires and other emergencies, reporting the same to his officers and the men by telephone and alarm system installed at the station and to control room, if any, as well as to other fire station/fire service with which his service may have a mutual-aid scheme and other essential services as the case may be. In all such cases he shall keep a record of all such message movements of fire appliances, officers and men in the occurrence book.
6. He shall remain alert through out his watch room duty and shall not leave the place of duty for any purpose, whatsoever, on any account, however, brief the absence may be, without the first obtaining a suitable relief. In all such cases, he shall make an entry in the occurrence book of his being relieved for that period.
7. He shall not allow any unauthorized person to enter into the watch room.
8. He shall be in the proper uniform while on duty.
9. He shall also maintain the disposition board in the watch room showing the deployment of staff on duty and appliances of the brigade and the same shall conform to his record in the occurrence book.
10. He shall execute such other duties, as may be entrusted to him from time to time by his officers for the efficient administration of the brigade.

GENERAL DUTIES

All operational staff of all the fire brigades form a single unit which includes Assistant Divisional Fire Officers, Fire Station Officers, Sub-Fire Officers, leading firemen, driver/operators, telephone operators/attendant, firemen and sweeper, all of them shall undergo physical, squad and fire drills daily or as the officer in charge may chart out. This is not to tire the staff but to achieve fitness of their bodies, alertness of their mind and suppleness of their actions.

ANNEXURE - D

Qualifications fixed for the recruitment of fire brigade staff.

Sl.No.	Name of the Post	For Direct Recruitment	For Promotion
1.	Sub Fire Officer	1. Graduate, preferably in Science 2. He should have passed Sub-Officer course from NFSC, Nagpur	1. Minimum matric, Punjabi as one of the language required for the technical post according to the Govt. instructions.. 2. He should have at least 5 years experience as leading Fireman. or 12 year as fireman. 3. He should have passed the Sub-Officer Course from NFSC, Nagpur.
2.	Leading Fireman	1. Matric in second division with Punjabi as one of the Language, required for the Technical post according to Govt. instructions.	Matric or middle standard with 10 years experience as fireman may be promoted in order of Seniority/merit. 2. Preference will be given to those who have got training in first aid and water supply distribution system and having Heavy motor Driving License.
3.	Driver/Operators	1. Middle standard minimum. 2. Holding license of driving heavy vehicles of not less than five years prior to the date of recruitment in fire service. 3. He must have experience of carrying out running repairs to vehicles and other fire Service appliances.	
4.	Fireman	1. Minimum matric, should preferably the demobilised soldiers or other able bodies person all below the age of 30 years who are quite fit to undergo rigors of the duties of a fire brigade personnel.	

Note :

1. **Physique for all posts, for direct recruitment or by promotion.**

- a) Height 5'5" minimum
- b) Chest 33.5" unexpanded with 1.5" expansion
- c) Eye sight 6/6 both eyes without glasses.

2. **Physical fitness standard:**

- a) Running a distance of 100 yards with a weight of 60 kg stones in one minute.
- b) Lifting the hook ladder to a vertical position from 3rd and 6th round.
- c) Climbing a rope or a vertical pipe to a height of 8-10 feet from the Ground.

ANNEXURE-E

DAILY ROUTINE PROGRAMME – SHIFT WISE

8.00 AM – 4.00 PM

Day	8.00-8.30	8.30-9.00	9.10-9.30	9.40-10.15	11.00-12.00	1300-1500
Monday	Vehicle Start, Checking of Turnout Equipment & Cleaning	P.T.	Parade	Fire Drill	Lecture	Maintenance, etc.
Tuesday	-do-	-do-	-do-	-do-	-do-	-do-
Wednesday	-do-	-do-	-do-	-do-	-do-	-do-
Thursday	-do-	-do-	-do-	-do-	-do-	-do-
Friday	-do-	-do-	-do-	-do-	-do-	-do-
Saturday	-do-	-do-	-do-	-do-	-do-	-do-
Sunday	Off					

1600 HRS – 2400 hrs

Day	1610 – 1630	1630-1800	1800 – 1900	2100 – 2300
Monday	Vehicle Start, Checking of Turnout Equipment & Cleaning	Game	Checking of Equipment	Maintenance of Equipment
Tuesday	-do-	-do-	-do-	-do-
Wednesday	-do-	-do-	-do-	-do-
Thursday	-do-	-do-	-do-	-do-
Friday	-do-	-do-	-do-	-do-
Saturday	-do-	-do-	-do-	-do-
Sunday	Off			

