

Goa State Fire Force Rules, 1997

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Goa State Fire Force Rules, 1997

CHAPTER 1 CHAPTER-1

1. Short title and commencement :-

(1) These Rules may be called the Goa State Fire Force Rules, 1997.

(2) They shall come into force at once.

2. Definitions :-

In these Rules, unless the context otherwise requires,-

(i) "Act" means the Goa, Daman and Diu Fire Force Act, 1986 (Act No. 9 of 1986);

(ii) "Government" means the Government of the State of Goa;

(iii) "Director" means the Officer appointed by the Government as the Director of Fire and Emergency Services of the State of Goa under the Act;

(iv) "Services" means the Goa State Fire Services;

(v) "Member of the Services" means a person appointed to the post in the cadre of the Services;

(vi) "Medical Board" means the Board constituted by the Government, which includes Doctors with specialisation and holding a post not below the rank of Assistant Professor, one each from General Surgery Department, Ophthalmic Department and E. N. T.

CHAPTER 2 CHAPTER-2

3. Constitution :-

(1) Subject to the provision of the Act, the services shall consist of the following categories of officers having such members as the Government may, by general or special order, determine.

(a) Gazetted Officers:

(i) Director of Fire and Emergency Services;

(ii) Divisional Officer;

(iii) Assistant Divisional Officer.

(b) Non-Gazetted Officers:-

(i) Station Fire Officer;

(ii) Assistant Station Fire Officer/Sub-Officer;

(iii) Driver Operator;

(iv) Leading Fireman;

(v) Watch Room Operator;

(vi) Fireman.

(2) The Headquarters of the Goa State Fire Force shall be at Panaji.

(3) For the purpose of these rules, the State shall be divided into two divisions. Each division shall be under the charge of a Divisional Officer, who shall be assisted by one or more Assistant Divisional Officers at the respective divisional Headquarters.

(4) The Director shall be assisted by a Divisional Officer and an Assistant Divisional Officer.

4. Jurisdiction and Strength :-

(a) The Fire Station shall be the basic unit of the service and its normal jurisdiction shall extend to the Taluka within which it is located. It shall be placed under the charge of Station Fire Officer or Assistant Station Fire Officer depending upon whether there are more or less industries within the Taluka jurisdiction. One or more fire appliances and an Ambulance may generally be attached to each Fire Station.

(b) The strength of staff employed in the Fire Station shall depend on the number of fire equipment/appliances sanctioned for the station. The Government may determine the number of Units and personnel for each station based on the recommendations of the Standing Fire Advisory Council, Government of India.

(c) The Fire Station shall function round the clock and therefore, the staff attached to the Fire Station shall work in two shifts. The duration of shifts shall be 24 hours followed by 24 hours off.

5. Pay and Allowances :-

Rates of monthly pay admissible to the incumbents of the various posts, whether substantive or in officiating capacity or as a temporary measure, shall be as fixed from time to time by the Government.

6. Uniform and Badges :-

All articles of uniform and kits for Director and Fire Service Officers and all other ranks shall be in accordance with the standard uniform as specified in the "Schedule II" vide item 10 of the Fourth Standing Fire Advisory Council and vide item 18 of the Eighth Standing Fire Advisory Council and be issued free in accordance with the scales approved by the Government as specified in Appendix I, II and III to these Rules, as the case may be. The uniform and badges worn by the members of the service shall be in accordance with the various ranks held by them as specified in Appendix IV to these Rules.

7. Transport :-

All officers of and above the rank of the Assistant Divisional Officer shall be entitled for transport facilities for the performance of their official duties. The Director of Fire Services shall be entitled to a motor-car and the Divisional Officer and Assistant Divisional Officer for a Motor-jeep. The motor-car of the Director will be fitted with a red flash light on the top in terms of Government Notification No. 5/32/87-TPT dated 8th March, 1994 issued by the Transport Department, Secretariat, Panaji. The Station Fire Officers and Assistant Station Fire Officers shall be either allowed to use Motorcycle or the vehicle maintained by the Fire Service, alongwith other lower ranks, when on official duty.

8. Posting and Transfer :-

All postings and transfers of the post of Assistant Divisional Officer and below shall be made by the Director of Fire and Emergency Services.

9. Drill :-

Drill and exercise shall be as prescribed in the Drill Manual prepared by the Central Government.

10. Discipline :-

The maintenance of discipline in the Service shall be as set out in the Goa State Fire Force Subordinate Service (Discipline and Appeal) Rules, 1989.

CHAPTER 3 CHAPTER-3

11. Appointments and Training :-

The Director or any other Officer specially empowered in this behalf by the Government, shall appoint such person or persons as may be deemed necessary to the post of Station Fire Officer, Assistant Station Fire Officer/Sub-Officer, Leading Fireman, Driver Operator, Watch Room Operator, Fireman, Telephone Operator, Clerk, Sweeper, Peon and such other posts to be created by the Government, Gazetted or Non-Gazetted in the Administrative and Ministerial establishment and to any other post created from time to time, as may be deemed necessary by the Government.

12. Appointing Authority :-

(a) The appointing authority for Group A Officers or category (i) under rule 3(1) (a) shall be the Government and appointing authority for Group B Officers or categories (ii) and (iii) under rule 3 (1) (a) shall be the Chief Secretary.

(b) Appointment of the various categories shall be made as follows:-

Category	Method of Appointment
Categories (i) to (iii) under rule 3(1) (a), Gazetted Group;	Appointment to category (i), Group 'A' shall be made by promotion from category (ii) with 10 years regular service in the grade.
	Appointment to category (ii) shall be made by promotion from category (iii) with 3 years regular service in the grade.
	Appointment to category (iii) shall be made by promotion/transfer on deputation failing which by direct recruitment.
	Promotion/transfer is to be made from departmental Station Fire Officer with 8 years regular service in the grade.

(c) Appointment shall be made from the selected list of eligible officers prepared on the basis of merit and ability. Seniority being considered only when merit and ability are approximately equal. Persons included in the select list shall be ranked in the order of seniority.

(d) For the purpose of assessing the merit and ability, the following aspects shall be taken into consideration:-

(i) The performance of the officer in the professional training college (National Fire Service, College, Nagpur) or any other equivalent establishment. The officer shall have to qualify in the Station Officers, and Divisional Officers course from the National Fire Service College. The officer who is qualified in both the categories of courses will be considered as superior to an officer who has qualified in anyone of the courses and an officer who has qualified in anyone of the courses will be considered as superior to an officer who has not qualified in any of the courses provided;

(ii) The officer who was given an opportunity in anyone or both the courses in training shall not be considered as inferior in merit mainly on the ground of his not having qualified therein, except in a case where he did not avail himself of the opportunity at his own request or due to personal inconvenience;

(iii) An officer who has not qualified in any of the courses shall not be considered inferior in the circumstances stated in item (i), if otherwise eligible and suitable and shall be included in the select list mentioned above on condition that his appointment to the higher category and or continuance in the select list shall be provisional till he qualifies himself in one or more courses mentioned above and in which the officer next junior to him has qualified and who has been included in the select list or is due for consideration for inclusion in the select list;

(iv) An officer provisionally included in the select list in item (iii), but fails to qualify in the courses of training which he requires to qualify, shall, if already appointed to the higher category, be reverted to the lower category or removed from the select list with effect from the date of publishing of the results of the post;

(v) An officer shall not, under any of the provisions of these rules, be given more chances to qualify himself for the course mentioned

in item (i).

13. Appointment of Director, Divisional Officer :-

The Government shall, by notification in the Official Gazette, appoint the following officers:-

(i) Director of Fire and Emergency Services; and

(ii) A Divisional Officer and such number of Assistant Divisional Officers, as there are divisions.

14. Qualifications for the post of Director, Divisional Officer and Assistant Divisional Officer. :-

¹[14. Qualifications for the post of Director, Divisional Officer and Assistant Divisional Officer.

(1) No person shall be eligible for appointment as Director of Fire and Emergency Services by direct recruitment, unless he possesses the following educational qualifications:-

(a) (i) Degree preferably in Science of a recognised University or equivalent.

(ii) Advanced Diploma in National Fire Service College, Nagpur.

OR

Graduateship examination of the Institution of Fire Engineers, London or equivalent.

(iii) 7 years professional experience including 3 years as Divisional Officers (Fire).

OR

(b) (i) Degree, preferably in Science of a recognised University or equivalent.

(ii) Associate Membership/Membership examination of the Institution of Fire Engineers, London or equivalent.

(iii) 5 years professional experience including 3 years as Divisional Officer (Fire).

Desirable: Knowledge of Konkani and/or Marathi.

(c) Satisfies physical requirements as laid down for the Fire Service recruitment.

(d) Satisfies the Medical Board as regards his physical fitness in respect of his capacity for active outdoor work. The Medical Board shall certify that he is free from organic diseases and not subject to vertigo, disease of lung or kidney or abnormal blood pressure. His eye sight shall be good and if he wears glasses, he shall be certified by the Assistant Professor of the Goa Medical College (Ophthalmic Section) of being able to perform Fire Service duties at fires and other rescue works from high elevation without any hindrance.

(2) No person shall be eligible for appointment as Divisional Officer by direct recruitment, unless he possesses the following educational qualifications:-

(a) Degree preferably in Science from a recognised University with Science subject at 10+2 level.

(b) Advance Diploma from the National Fire Service College or Associate/Membership Diploma of the institution of Fire Engineers (U. K.) or equivalent.

(c) 10 years experience in Fire Services out of which 5 years should be in a responsible capacity.

(d) Should possess heavy vehicle licence.

(e) Knowledge of Konkani.

Note:- In case of non-availability of suitable candidate with the knowledge of Konkani, this provision can be relaxed. Desirable: Knowledge of Konkani.

(3) No person shall be eligible for appointment as Assistant Divisional Officer by direct recruitment, unless he possesses the following educational qualifications:- Essential:

(a) Degree preferably in Science from a recognised University with Science Subject at 10 + 2 level.

(b) Advance Diploma from the National Fire Service College or Associate/membership Diploma of the Institution of Fire Engineers (U. K.) or equivalent.

(c) 10 years experience in Fire Service of which 3 years should be in a responsible capacity.

(d) Knowledge of Konkani.

Note:- (1) The selected candidates will have to fulfil the physical standards as may be prescribed by the appointing authority in accordance with the norms laid down by the Standing Fire Advisory Council of the Government of India before appointment.

(2) In case of non-availability of suitable candidates with the knowledge of Konkani, this provision can be relaxed. Desirable: Knowledge of Marathi.]

1 Rule 14 substituted vide (Amendment) Rules, 1997 (O. G. Series I No. 25 dated 28-5-1998).

15. Subordinate Service :-

The subordinate service shall consist of the following classes and categories of officers:-

Category I (General)	(1) Fireman.
Category II	(2) Leading Fireman.
	(3) Driver Operator.
	(4) Watch Room Operator
Category III	Assistant Station Fire Officer/Sub-Officer.
Category IV	Station Fire Officer.

(2) A person appointed to subordinate services either by direct recruitment from outside or by transfer from other regular recognised full time Fire Services, shall possess physical standards, academic and technical qualifications and practical experience as specified in Appendix V to these Rules.

(3) Method of recruitment shall be as under:-

Category	Method of appointment
(1) Station Fire Officer	By promotion failing which by direct recruitment/Promotion from Sub-Officer with 5 years' regular service in the grade.
(2) Assistant Station Fire Officer/Sub-Officer	By promotion failing which by transfer on deputation and failing both by direct recruitment. Promotion is made from Leading Fireman with 5 years' regular service in the grade.
(3) Leading Fireman	By promotion or transfer. Promotion from Fireman/ Watchroom Operator/Driver Operator with 3 years' regular service in the grade.
(4) Driver Operator	By promotion failing which by direct recruitment. Promotion from Fireman with 2 years' regular service in the grade.
(5) Watchroom	Direct recruitment.

Operator (6) Fireman	Direct recruitment
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16. Appointing authority in respect of Non-Gazetted Officers

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The Director shall be the appointing authority in respect of all Non-Gazetted Officers.

17. Training :-

A probationer recruited direct from outside shall, during the period of probation, successfully complete various standards of examinations and courses as specified. The pay of probationer recruited shall be minimum to the time scale of pay per month while undergoing training.

18. Other qualifications :-

(a) No person shall be eligible for appointment to categories specified in column (1) of the schedule of Appendix V to these rules, unless he possesses the qualifications specified in the corresponding entry in column (7) of the schedule of said Appendix.

(b) Other conditions being equal, Home Guard Volunteers who have completed a period of 3 years in the organisation and if undergone training during the period of tenure satisfactorily, will be treated as having additional or desirable qualifications for recruitment to the post of Fireman.

19. Probation :-

(1) Every person appointed to the post of any category shall be on probation from the date he joins the duty-

(a) If recruited directly or by transfer from any other service, for a total period of two years on duty within continuous period of three years;

(b) Special Test- Candidate will be required to pass the departmental examination on completion of the initial training of 6 months; during the probationary period. In case of failure, one more chance shall be given after two months. The services of the candidate failing to pass the departmental examination on 2nd attempt are liable for termination.

(2) Probationers who have to undergo training will have to pass examination as specified below within the period of their probation and their pay during the period of probation shall be as indicated below.

Probationer	Course of Training	Pay
Assistant Station Fire Officer/Sub-Officer recruited by direct recruitment or transferred from other services.	Courses of initial training for a minimum period of six months at the Fire Force Training Centre, Panaji or any other recognised Fire Service Training Institutions and pass the examination with the required subjects for the course. After the above course of training for six months on duty with a fully trained Station Fire Officer before independent posting to stations.	Minimum of the time scale of pay.
Leading Fireman, Driver operator selected for promotion. Clerk-cum-Telephone operator selected for appointment by transfer as Assistant Station Fire Officer.	Course of training for a period of six months at the Fire Force Training Centre, Panaji and pass the examination in the subjects prescribed for the course. Training for one year at the Station as attachment.	Earlier minimum of time scale of pay as may be fixed by the Government from time to time.
Fireman	Course of training for a period of six months.	Minimum of the time scale of pay.

Special Test.- (a) The person appointed as Assistant Station Fire Officer shall, within the period of probation, pass the following tests if has not already passed them:-

(i) The course of training and standard of examination as, specified under these Rules;

(ii) St. Johns Ambulance Examination in First Aid.

(b) The penalty for failure to pass the tests as required by clause (a) above shall be withholding the increment until the test is passed, but such withholding of increment shall not operate to postpone the future increment if the test is passed;

(c) The details of the departmental test shall be indicated to the candidates directly as and when the examinations are to be conducted.

20. Reservation of Appointment :-

The rule of reservation of appointment shall apply to all appointments by direct recruitment.

CHAPTER 4 CHAPTER-4

21. Powers and Duties :-

(1) The Director of Fire and Emergency Services-

(i) The Director of Fire and Emergency Services shall be the Head of the Department. He shall control and maintain the Fire Force Organisation in the State. He shall be responsible to the Government for the efficient functioning of the Fire Service;

(ii) He shall be empowered to take all such necessary steps, as he may think fit under the powers given to him under the Act, for the protection of life and property from fire and to minimise its effects;

(iii) He shall personally supervise serious outbreaks of fires when the Divisional Officer and the Assistant Divisional Officer consider his presence necessary. When the Divisional Officer or the Assistant

Divisional Officer is in attendance at a fire, he shall be in supreme control not only of the Fire Force, but also of all other forces and essential services including Volunteers from the public engaged in putting out fires.

(2) Divisional Officer.-

He shall be second in command to the Director. He shall normally be in complete command of all operations in any serious emergency or conflagration. In the absence of the Director, he shall act or officiate, as the case may be, as decided by the Government.

(3) Assistant Divisional Officer.-

He shall be in-charge of fire stations in a district. He will be assisted by Station Fire Officer, if necessary, in high fire risk areas who may be entrusted with the charge of a fire station.

(4) Station Fire Officer and Assistant Station Fire Officer/Sub-Officer.-

The Station Fire Officer shall be the in-charge of a fire station having not more than 3 fire fighting units, with all equipment and equivalent staff duties. He shall have under him the staff attached to the fire station. He will be responsible for the maintenance of communication system, water resources including hydrants within his station area and shall be in-charge of operations of fire where not more than 3 complete fire engines are required to work. He may be assisted by Assistant Station Fire Officer/Sub-Officer in high fire risk areas, who may be entrusted with one or more fire fighting units.

(5) Leading Fireman.-

The Leading Fireman shall be the leader of fire crew and be

responsible for the execution of orders of his officer and for the work of individual members of the crew.

(6) Driver Operator, Fireman and others.-

(i) They shall form members of the fire crew and perform duties assigned by the Leading Fireman or such other officer as may be in command;

(ii) The functions of the Mechanical staff and other staff personnel engaged shall be such as may be assigned to them from time to time.

22. Information of Fire :-

Any officer-in-charge of a Fire Station shall immediately on receipt of the information of the occurrence of a fire, turnout units to the place of occurrence and shall take all necessary steps to extinguish the fire expeditiously.

23. Attendance of Ambulance at Fires :-

The ambulance shall be turned out as one of the fire units to all serious fire and other incidents where its services are necessary to remove casualties.

The ambulance when not so engaged, may be made available to public for removal of patients to/from hospitals and dispensaries, both Government and private within the State from one place to another on production of a Doctors certificate that an ambulance is necessary for the purpose. The rates of hire charges for such movements are recoverable as per Staff Car Diary Rules.

24. Report of Fire :-

Report of every fire which occurs within the respective area shall be submitted by the Officer-in-charge of the fire station not later than two days following the fire, to their respective Assistant Divisional officer, who shall make such further enquiries, if any, and as he may deem necessary and shall furnish such report to the Divisional Officer (Headquarters), who shall furnish a monthly return of all

fires of the area to the Director.

25. Right of Way :-

(1) When fire unit is in transit to the place of occurrence of fire, the fire alarm bell/hooter shall be sounded continuously.

(2) On hearing the said fire alarm bell/hooter, every person and vehicle on route shall immediately draw to the extreme left, thereby providing a clear and un-obstructed passage to the fire unit.

(3) Whosoever contravenes the provisions of sub-rule (2), shall be punishable with a fine not exceeding Rs. 500/-.

26. Preventive Measures :-

The trades which are likely to cause risk of fire shall be as enumerated in Appendix VI to these Rules. In respect of such fire risks and to all fire risks which are not covered by any enactments in respect of which a notification under section 13 of the Act has been issued, any member of Fire Service of the area duly authorised by the Director in this behalf, may inspect any place where he suspects that such risk exists and direct compliance with such preventive measures as he may deem fit.

27. Good Service Entries :-

(i) Fire subordinates may be awarded good service ticket for conspicuous services such as rescuing life and property and suppressing fire daringly and exhibiting skill, courage and devotion to duties in the face of considerable risk to their person. The award will be granted by the Director to fire subordinates under the recommendations of their respective officers.

(ii) Meritorious Service Entries.- The Director may award meritorious service scroll to the Assistant Divisional Officers for conspicuous good work meriting special recognition. The

meritorious service scroll awarded to the Assistant Divisional Officers will be entered in their Service Books.

(iii) Presidents Fire Service Medal.- Presidents Fire Service Medal for meritorious/ /distinguished services will be awarded to the Fire Service officers in consideration of acts of exceptional skill and performance or for exhibiting conspicuous devotion to the duties. These awards are made twice a year on 26th January and 15th August, i.e. Republic Day and Independence Day, respectively.

28. Disciplinary Action :-

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

29. Employment of Fire Service for the purpose other than Fire Fighting within or outside the State :-

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

(i) Special services free of charge in case of all types of rescue of life;

(ii) Special services which should be charged according to the rates fixed by the Government such as pumping out water, attending duties of fire protection at large assemblies or gatherings, subject to safe use of equipment, if it can be spared;

(iii) Services of all types rendered beyond the limits of jurisdiction to be charged according to rates fixed by the Government as shown

in Appendix VII to these Rules. Note:- Fire fighting units, appliances and equipment shall not be used for duties like road sprinkling, supply of water, washing of places, etc., except in the case of emergencies.

30. Minimum Requirements of Fire Stations :-

The Director shall take all necessary steps to ensure the maintenance of the minimum requirements of fire stations as specified for effective fire cover to the area.

31. Compensation to Members of Fire Service :-

The compensation payable to members of the service in case of accidents or to the dependents in case of death shall be in accordance with the scales laid down by the Government.

32. Statistics :-

The Director shall be responsible for the maintenance of records of all fires and losses caused by such fires in the form as laid down. Any person who requires the fire report shall be issued with a certified copy of the same after remitting an amount of Rs. 25/- (Rupees twenty five only) against copying charges under the relevant head of Account.

33. Rewards :-

(i) Form of Reward- Reward may be in the form of money, clothes or jewellery. Medals should not be given as rewards;

(ii) Sanction of rewards- The Director shall be empowered to sanction cash award upto Rs. 5001/- within his sanctioning powers to any person/public for exemplary performance involving skill and devotion in the job disregarding personal safety such as rescuing life and property, putting out fires, etc., in any one circumstance. The maximum amount of reward sanctioned by the Director to any one member shall not exceed Rs. 250/- (Rupees two hundred fifty only);

(iii) Reward offered by private parties- Permission to accept special rewards from private parties may be granted by the Director. Whether the reward should go to the individual concerned or to the Fire Service Benevolent/Welfare Fund or to any of the Sports/Recreation club or partly to each shall be decided by the Director.

(iv) Rewards by other departments.- Rewards granted to subordinate officers by officers of other departments may be disbursed to them directly, but the Director should be informed of the fact;

(v) Publication.- The details of awards given by the Government, other departments or Director shall be published and necessary entry in the records shall be made.