

The Goa, Daman and Diu Fire Force Act, 1986 & Rules

The Goa, Daman and Diu Fire Force Act, 1986

1. **The Goa, Daman and Diu Fire Force Act, 1986 (Act No. 9 of 1986)** published in the Official Gazette, Series I No. 31 dated 30-10-1986 and came into force w.e.f. 1-2-1987.
2. **The Goa State Fire Force Rules, 1997**, published in the Official Gazette, Sr. I No. 16 (Extraordinary) dtd. 21-7-1997.
 - 2.1 **The Goa State Fire Force (Amendment) Rules, 1997**, published in the Official Gazette, Sr. I No. 9 dated 28-5-1998 and it came into force at once.
 - 2.2 **The Goa State Fire Force (Second Amendment) Rules, 1998**, published in the Official Gazette, Sr. I No. 33 dated 12-11-1998 and came into force at once.
 - 2.3 **The Goa State Fire Force (Amendment) Rules, 2001**, published in the Official Gazette, Sr. I No. 7 dated 17-5-2001 and came into force at once.
 - 2.4 **The Goa State Fire Force (Amendment) Rules, 2009**, published in the Official Gazette, Sr. I No. 9 dated 27-5-2010 and came into force at once.
3. **The Goa State Fire Force Subordinate Service (Discipline and Appeal) Rules, 1989**, published in the Official Gazette, Sr. I No. 29 (Extraordinary) dated 20-10-1989.
4. **The Goa Chief Minister's Fire Service Medal Rules, 2000**, published in the Official Gazette, Sr. I No. 53 (Extraordinary No. 4) dtd. 31-3-2000.
5. **Scheme for Grant of Awards/Rewards to Fire Service Personnel**, published in Official Gazette, Sr. I No. 14 dtd. 3-7-1997.
6. **Notification No. 3/5/97-HD(G) dtd. 11-6-1998 u/s 13(1) of Goa Fire Force Act, 1986** published in the Official Gazette, Sr. I No. 11 (Extraordinary) dtd. 12-6-1998.

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GOVERNMENT OF GOA, DAMAN & DIU
Law Department (Legal Affairs)

Notification

7-26-86/LA

The Goa, Daman and Diu Fire Force Act, 1986 (Act 9 of 1986), which has been passed by the Legislative Assembly on 4-8-1986 and assented to by the Administrator on 17-10-1986 is hereby published for the general information of the public.

P. V. Kadnekar, Under Secretary (Drafting).

Panaji, 21st October, 1986.

The Goa, Daman and Diu Fire Force Act, 1986

(Act No. 9 of 1986) [17-10-1986]

AN

ACT

to provide for the maintenance of Fire Force for the Union territory of Goa, Daman and Diu.

Whereas it is expedient to provide for the establishment and maintenance of Fire Force in the Union territory of Goa, Daman and Diu;

Be it enacted by the Legislative Assembly of Goa, Daman and Diu in the Thirty-seventh Year of the Republic of India as follows:—

CHAPTER I

Preliminary

1. Short title, extent and commencement.— (1) This Act may be called the Goa, Daman and Diu Fire Force Act, 1986.

(2) It extends to the whole of the Union territory of Goa, Daman and Diu.

(3) It shall come into force in any area on such date as the Government may by notification in the Official Gazette, appoint and different dates may be appointed for different areas and different provisions of this Act and in reference to any such provisions to the area or areas in which this Act is in force shall be construed as a reference to the area or areas in which the provision is in force.

2. Definitions.— In this Act, unless the context otherwise requires,—

(a) “Collector” means the Chief Officer in charge of Revenue Administration of the District and includes acting or officiating Collector and also any officer appointed by the Government to exercise the functions of the Collector;

(b) “Director/Chief Fire Officer” means the Officer appointed by the Government as Director/Chief Fire Officer of the Fire Service of the Union territory of Goa, Daman and Diu;

(c) “Fire Fighting Property” includes

- (i) lands and buildings used as Fire Stations;
- (ii) fire fighting appliances, equipment, tools implements and things whatsoever used for fire fighting;
- (iii) motor vehicles and other means of transport used in connection with the fire fighting;
- (iv) uniforms and badges of rank.

(d) “Fire Station” means any post or place declared generally or specially by the Government to be the fire station;

(e) “Fire Force” means the Fire Force of Goa, Daman and Diu maintained under this Act;

(f) “Officer-in-Charge” of fire station includes, when Officer-in-charge is absent from the station or unable from illness or other cause to perform his duties, the fire officer present at the station who is next in the rank to such officer.

(g) “Official Gazette” means the Official Gazette of the Government of Goa, Daman and Diu.

(h) “Prescribed” means prescribed by rules made under this Act.

3. Maintenance of Fire Force.— A fire force to be called as the Government Fire Force shall be maintained by Government for services in the local areas in which this Act is in force.

4. Superintendence and Control of Fire Force.— (1) Superintendence and Control of the Fire Force shall vest in the Director/Chief Fire Officer and shall be carried on by him in accordance with the provisions of this Act and of any rules made thereunder.

(2) Government may appoint such officer as it may deem fit to assist the Director/Chief Fire Officer in the discharge of duties.

5. Appointment of Members of Fire Force.— The Director/Chief Fire Officer or such other officer of the Fire Service as the Government may authorise in this behalf shall appoint members of the Fire Force in accordance with the rules made under this Act.

6. Issue of Certificate to Members of Fire Force.— (1) Every person shall on appointment to the Fire Force, receive a certificate in the prescribed form under seal of the Director/Chief Fire Officer authorised in this behalf by the Government and thereupon such person shall have powers, functions and privileges of the members of the Fire Force under this Act.

(2) The certificate referred to in sub-section (1) shall cease to have effect when the person named therein ceases for any reason to be a member of the Fire Force and on his ceasing to be such member, he/she shall forthwith surrender the certificate to any officer empowered to receive the same.

(3) During any time of suspension, the powers, functions, privileges vested in any member of the Fire Force shall be in abeyance but such members shall continue to be subject to the same discipline and penalties as he/she would have been, if he/she had not been suspended.

7. Auxiliary Fire Force.— (1) Whenever it appears to the Government that it is necessary to augment the services it might raise an auxiliary Fire Force by employment of volunteers on such areas and on such terms and conditions as it may deem fit.

(2) Every such volunteer shall receive a certificate in the prescribed form, and shall have the same powers and protection and shall be liable to all such duties and penalties and be subordinate to the same authorities as members of the ordinary Fire Force.

8. Expenditure on Fire Force.— The entire expenditure in connection with Fire Force shall be met out from the consolidated fund of the Union territory of Goa, Daman and Diu.

CHAPTER II

Powers of Government, Director/Chief Fire Officer and Members of Force

9. Powers of Government to make orders.— The Government may from time to time make such general or special orders as it deems fit—

- (a) for providing services with such appliances and equipment as it deems proper;
- (b) for providing adequate supply of water and for securing the same as it shall be available for use;
- (c) for construction or providing stations or hiring places for accommodating the members of the Fire Force and its fire fighting appliances;
- (d) for giving rewards to persons who have given notice of fire and to those who have rendered effective services to the Fire Force on the occasion of fire in the discharge of their duties under section 26;
- (e) for giving compensation to the persons who have rendered effective services to the Fire Force in case of accident or to the dependents of such persons in case of death while they were engaged in helping the Fire Force in the discharge of their duties;
- (f) for the training, discipline and good conduct of the members of the Fire Force;
- (g) for the speedy attendance of the members of the Fire Force with necessary appliances and equipment on the occasion of any alarm of fire;
- (h) for sending members of the Fire Force with appliances and equipment beyond the limit of area in which this Act is in force for the purpose of fire fighting in the neighbourhood of such limit;
- (i) for the employment of the members of the Fire Force in any rescue, salvage or any other similar work;
- (j) for regulating and controlling of the powers, duties and functions of the Director/Chief Fire Officer;
- (k) generally for the maintenance of the Fire Force in a high state of efficiency.

10. Powers of Members of Fire Force on occasion of fire.— (1) On the occasion of fire in any area in which this Act is in force, any member of the Fire Force who is in charge of the fire fighting operation on the spot may—

- (a) remove or order any other member of the Fire Force to remove any 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 the fire is burning;

(c) for the purpose of extinguishing fire, break into or break through or pull down any premises for the passage of hose or appliance or cause them to be broken into or through or pull down doing as little damage as possible;

(d) require the authority in charge of water supply in the area to regulate the water means so as to provide water at a specified pressure at the place where fire has broken out or utilise from any stream, cistern, well or tank or from any available source of water whether 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 fire fighting operation as if he is the officer in charge of a police station and as if such assembly is 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 fire or for the protection of life and property.

(2) Any damage done on the occasion of fire by the members of the Fire Force in the due discharge of their duties shall be deemed to be damage by fire within the meaning of any policy of insurance against fire.

11. Powers of Director/Chief Fire Officer to make arrangement for supply of water.— The Director/Chief Fire Officer may with the previous sanction of the Government, enter into an agreement with the Authority in charge of water supply in any area for securing the adequate supply of water in case of fire on such terms as to payment or otherwise as may be specified in the agreement.

12. Powers of Director/Chief Fire Officer to enter into agreement for assistance.— The Director/Chief Fire Officer may with the previous sanction of the Government enter into agreement with any person who employs or maintains personnel or keep equipments for fire fighting purpose. To secure on such terms as to payment or otherwise as may be provided by or under the arrangements of the personnel or equipment or any other assistance for the purpose of dealing with fire in any area in which this Act is in force.

13. Preventive Measures.— (1) The Government may by notification in the Official Gazette require owners or occupiers of premises in any area or of any class of premises used which in its opinion are likely to cause risk of fire, to take such precautions as may be specified in such notifications.

(2) Where notification has been issued under sub-section (1), it shall be lawful for the Director/Chief Fire Officer or any Officer of the Fire Force authorised by the Government in this behalf to direct the removal of objects or goods likely to cause the risk of fire, to a place of safety and on failure of the owner or occupier to do so, the Director or any such officer may after giving the owner or occupier a reasonable opportunity of making the representation, seize, detain or remove such objects or goods.

CHAPTER III

Acquisition of Fire Fighting Property

14. Prohibition against transfer of fire fighting property.— No local authority of any area in which this Act is in force shall transfer or otherwise part with any fire fighting property without the previous sanction of the Government.

15. Requisitioning of fire fighting property.— (1) The Director/Chief Fire Officer or any member of the Fire Force who is in charge of a fire fighting operation may, if in his opinion it is necessary so to do for the purpose of extinguishing fire in any area, requisition and take possession of any fire fighting property in the possession of any local authority or any institution or individual.

(2) As soon as may be after the fire fighting operations are over, the Director/Chief Fire Officer or the member in charge of the fire fighting operation, as the case may be, shall release the property taken possession of under sub-section (1) from requisition and restore the same to the local authority, institution or individual from whose possession such property was taken.

(3) Where any fire fighting property is requisitioned under sub-section (1), there shall be paid to the owner of such property compensation the amount of which shall be determined in accordance with the principles hereinafter set out, that is to say—

(a) Where the amount of compensation can be fixed by agreement between the Director/Chief Fire Officer and the owner of the fire fighting property, it shall be paid in accordance with such agreement.

(b) Where no such agreement can be reached, the Director/Chief Fire Officer shall refer the matter to the Magistrate having jurisdiction over the area in which the fire fighting property was kept and the Magistrate shall after hearing the parties and such other persons as he deems necessary, fix the amount of compensation taking into consideration the rent which the fire fighting property would normally fetch if rented out for a similar purpose. The order of the Magistrate fixing the amount of compensation shall be final.

16. Acquisition of fire fighting property.— (1) If, after making such inquiry and investigation as it deems necessary and after giving the local authority an opportunity to make its representation, the Government is of opinion that the standard of efficiency of the fire fighting personnel and equipment maintained by the local authority is not adequate to meet the normal requirements of the area, the Government may acquire the fire fighting property of the local authority by publishing in the Official Gazette a notice to the effect that the Government has decided to acquire such property on payment of compensation, a copy of such notice shall also be served on the local authority.

(2) When a notice as aforesaid is published in the Official Gazette, the property specified in such notice shall on and from the beginning of the date on which the notice is so published, vest absolutely in the Government free from all encumbrances.

17. Principles and method of determining compensation.— (1) The Director/Chief Fire Officer or any Officer authorized by the Government shall as soon as may be after

the publication of the notice under sub-section (1) of section 16 determine the amount of compensation payable in respect of the fire fighting property based on the market value of the property on the date of publication of the said notice, that is to say, the price which it would have fetched in the open market if it had been sold on that date, provided that before determining the amount of compensation, the Director/Chief Fire Officer or the Officer, as the case may be shall give the local authority an opportunity to state what in its opinion is a fair compensation.

(2) The Director/Chief Fire Officer or the officer, as the case may be, shall after determining the amount of compensation payable, give notice to the local authority of the amount of compensation so determined.

18. Reference to Court.— If the local authority agrees to accept the amount so determined, it shall be paid in accordance with such agreement otherwise the Director/Chief Fire Officer or the Officer, as the case may be, shall refer the matter to the court having jurisdiction over the area, in which the property is situated and the court shall, after hearing the parties and such other persons as it deems necessary determine the amount of compensation, which appears to it to be just, and in fixing the amount of compensation the court shall have regard to the market value of the property on the date of issue of notice referred to in sub-section (1) of section 16.

19. Appeal.— Where the Government or a local authority is aggrieved by the decision of the court under section 18, it may within thirty days from the date of such decision prefer an appeal to the High Court.

CHAPTER IV

Penalties

20. Penalty for violation of duty, etc.— Any member of the Fire Force who,—

(a) if found to be guilty of any violation of duty or wilful breach of any provision of this Act or any rule or order made thereunder; or

(b) is found to be guilty of cowardice; or

(c) withdraws from the duties of his office or resigns without permission or without having given previous notice of at least two months; or

(d) being absent on leave fails without reasonable cause to report himself for duty on the expiration of such leave; or

(e) accepts any other employment or office in contravention of the provisions of section 24,

shall be punishable with imprisonment which may extend to three months or with fine which may extend to an amount not exceeding three months' pay of such member or with both.

21. Failure to take precautions.— Whoever fails without reasonable cause to comply with any of the requirements specified in a notification issued under sub-section (1) of

section 13 or of a direction issued under sub-section (2) of that section shall be punishable with fine which may extend to one thousand rupees.

22. Punishment for wilfully obstructing fire fighting operations.— Any person who wilfully obstructs or interferes with any member of the Fire Force who is engaged in fire fighting operations shall be punishable with imprisonment which may extend to three months or with fine which may extend to one thousand rupees or with both.

CHAPTER V

General and Miscellaneous

23. Training Centre.— The Government may establish and maintain one or more training centres in the territory for providing courses of instruction in the prevention or extinguishment of fire and may close down or re-establish any such centre.

24. Bar to other employment.— No member of the Fire Force shall engage in any employment or office whatsoever other than his duties under this Act unless expressly permitted to do so by the Director/Chief Fire Officer.

25. Transfer to other area.— The Director/Chief Fire Officer or any Officer authorised by the Government in this behalf may on the occasion of a fire or other emergency in any neighbouring area in which this Act is not in force, order the dispatch of the members of the Fire Force with necessary appliances and equipments to carry on fire fighting operations in such neighbouring areas and thereupon all the provisions of this Act and the rules made thereunder shall apply to such area, during the period of fire or emergency or during such period as the Director/Chief Fire Officer may specify.

26. Employment on other duties.— It shall be lawful for the Government or any officer authorised by it in this behalf to employ the Fire Force to any rescue, salvage or other work for which it is suitable by reason of its training, appliances and equipments.

27. Liability of owner of property to pay compensation.— (1) Any person whose property catches fire on account of any action of his own or of his agent done deliberately or negligently shall be liable to pay compensation to any other person suffering damages to his property on account of any action taken under section 10 of this Act by any officer mentioned therein or any person acting under the authority of such officer.

(2) All claims under sub-section (1) shall be referred to the Collector within thirty days from the date when the damage was caused.

(3) The Collector shall, after giving the parties an opportunity of being heard, determine the amount of compensation due and pass an order stating such amount and the person liable for the same. The order so passed shall have the force of a decree of a Civil Court, and shall be subject to an appeal to the District Judge having jurisdiction over the area in which the property is situated.

28. Inquiry into origin of fire and report to Government.— Where any fire has occurred within any area in which this Act is in force, the Collector shall ascertain the fact as to the origin and cause of such fire in consultation with the Director/Chief Fire Officer and shall make a report thereon to the Government.

29. Power to obtain information.— Any Officer of the Fire Force not below the rank of an Officer in-charge of a fire station may for the purpose of discharging his duties under this Act, require the owner or occupier of any building or other property to supply information with respect to the character of such building or other property, the available water supplies and the means of access thereto and other material particulars and such owner or occupier shall furnish all the information in his possession.

30. Power of entry.— (1) The Director/Chief Fire Officer or any member of the Fire Force authorised by him in this behalf may enter any of the places specified in any notification for the purpose of determining whether precautions against fire required to be taken on such places have been so taken.

(2) Save as otherwise expressly provided in this Act, no claim shall lie against any person for compensation for any damage necessarily caused by any entry made under sub-section (1).

31. Consumption of water.— No charge shall be made by any local authority for water consumed in fire fighting operation by the Fire Force.

32. No compensation for interruption of water supply.— No authority in charge of water supply in an area shall be liable to claim for compensation for damage by reason of any interruption of supply of water occasioned only by compliance of such authority with the requirement specified in clause (d) of section 10.

33. Police Officers to aid.— It shall be the duty of the police officers of all ranks to aid the members of the Fire Force in discharging their duties under the Act.

34. Indemnity.— No suit, prosecution or other legal proceedings shall lie against any person for anything which is in good faith done or intended to be done in pursuance of this Act or any rule or order made thereunder.

35. Power to make rules.— (1) The Government may, by notification in the Official Gazette, make rules for carrying out the purposes of this Act.

(2) In particular and without prejudice to the generality of the foregoing powers, such rules may provide for:—

- (a) the number of grade of officers and members of the Fire Force;
- (b) the manner of appointment of members of the Fire Force;
- (c) the form of the certificate to be issued to the Members of the Fire Force;
- (d) the conditions of service of the members of the Fire Force including their ranks, pay and allowances, hours of duty and leave, maintenance of discipline and removal from service;
- (e) the circumstances in which and the conditions subject to which members of the Fire Force may be dispatched to carry on fire fighting operations in neighbouring area beyond the limits of the area in which this Act is in force;
- (f) the conditions subject to which members of the Fire Force may be employed on rescue, salvage or other works;

- (g) the manner of service of notice under this Act;
- (h) the payment of reward or compensation to persons, not being members of the Fire Force, who render services under clause (d) or clause (e) of section 9;
- (i) the compensation payable to members of the Fire Force in case of accidents or to their dependants in case of death while engaged on duty;
- (j) for the employment of the Fire Force or use of any equipment outside the area or on special services; and
- (k) any other matter which is to be or may be prescribed.

Secretariat,
Panaji-Goa.
Dated: 7th October, 1986.

M. RAGHUCHANDER,
Secretary to the Government of Goa,
Daman and Diu,
Law Department (Legal Affairs).

Home Department
General Branch/Division

Notification

3/7/85/HD(G)

In exercise of the powers conferred by sub-section (3) of section 1 of the Goa, Daman and Diu Fire Force Act, 1986 (Act 9 of 1986), the Government of Goa, Daman and Diu hereby appoints the 1st day of February, 1987 as the date on which the said Act shall come into force in the whole of the Union territory of Goa, Daman and Diu.

By order and in the name of the Administrator of Goa, Daman and Diu.

K. N. S. Nair, Under Secretary (Home).

Panaji, 31st January, 1987.

Department of Home
Home – General Division

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Notification

3/7/85-HD(G)

In exercise of the powers conferred by section 35 of the Goa, Daman and Diu Fire Force Act, 1986 (Act No. 9 of 1986), the Government of Goa hereby makes the following Rules, namely:—

CHAPTER—I

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. Department of Goa Medical College.

CHAPTER-II

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-III

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:—

<i>Category</i>	<i>Method of Appointment</i>
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.

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.

¹ Rule 14 substituted vide (Amendment) Rules, 1997 (O. G. Series I No. 9 dated 28-5-1998).

(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.]

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:—

<i>Category</i>	<i>Method of appointment</i>
(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 Operator	— Direct recruitment.
(6) Fireman	— Direct recruitment.

16. Appointing authority in respect of Non-Gazetted Officers.— 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. John's 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-IV

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 Doctor's 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) *President's Fire Service Medal.*— President's 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.

APPENDIX I

Articles of Clothing and Equipment for leading Fireman, Driver, Operator and Fireman in Fire Service Unit in Goa State

Sl. No.	Article	Scale of Supply	Period of supply
(1)	Shirt Khaki cellular, full sleeves	2 Nos.	Annual
(2)	Trousers Khaki drill	3 Nos.	—do—
(3)	Shorts khaki drill	2 Nos.	—do—
(4)	P. T. Vests white cotton. 'V' necked half sleeves	2 Nos.	—do—
(5)	Socks khaki woolen	2 Pair	—do—

Sl. No.	Article	Scale of Supply	Period of supply
(6)	Gum-boots black	1 Pair	—do—
(7)	Boots ankle leather black Jodhpur type	1 Pair	—do—
(8)	Shoes canvas brown	1 Pair	—do—
(9)	Beret caps khaki woolen	2 Nos.	—do—
(10)	Overall khaki drill	1 Pair	—do—
(11)	Lanyard maroon plated	1 No.	—do—
(12)	Belt khaki webbing with pouch and line of 12 feet white cotton cord	1 No.	Biennial
(13)	Dhories	1 No.	Triennial
(14)	Ground sheets water proof	1 No.	—do—
(15)	Water proof coat with hat cover Kitbox/bag	1 No.	—do—
(16)	Fireman helmet	1 No.	Decennial
(17)	(Conforming to IS: 2745/1969)	1 No.	Triennial
(18)	Blanket Army pattern	1 No.	Quin-quennial
(19)	Jersy Khaki woolen	1 No.	Biennial
(20)	Axe Fireman with Insulated handle	1 No.	As required
(21)	Whistle thunderbolt type. (For Leading Fireman)	1 No.	—do—
(22)	Cap Badges for beret caps ‘GSFF’ white metal	1 Pair	—do—
(23)	Shoulder titles ‘GSFF’ white metal	1 Pair	—do—
(24)	Badges of ranks, Leading Fireman and Driver Operator	1 Pair	—do—

APPENDIX II

Articles of Clothing and Equipment for Station Fire Officer/Assistant Station Fire Officer or equivalent Ranks of the Fire unit of Goa State

Sl. No.	Particulars	Scale of Supply	Period of supply
(1)	Shirt Khaki cellular, full sleeves	3 Nos.	Annual
(2)	Trousers Khaki drill	3 Nos.	—do—
(3)	Socks khaki woolen	2 Pairs	—do—
(4)	Jodhpur boots brown with plain front toe	1 Pair	—do—
(5)	Black rubber Gum-boots	1 Pair	—do—
(6)	Peak cap khaki serge	1 No.	—do—

Sl. No.	Particulars	Scale of Supply	Period of supply
(7)	Lanyard maroon plated	1 No.	—do—
(8)	Belt khaki webbing with pouch and pocket line of 12 feet white cotton cord	1 No.	As and when required
(9)	Water proof coat with hat cover	1 No.	Biennial
(10)	Fireman's helmet (Yellow colour) conforming to IS: 2745/1969	1 No.	Triennial
(11)	Axe Fireman with insulated handle	1 No.	—do—
(12)	Cap-badge for peak cap white metal	1 No.	As and when required
(13)	Whistle thunderbolt type chrome plated	1 No.	—do—
(14)	Shoulder titles 'GSFF' white	1 Pair	—do—
(15)	Badges of rank white metal (Impellers)	1 Pair	—do—

APPENDIX III

Articles of Clothing and equipment for Assistant Divisional Officer and above

Sl. No.	Article	Scale of Supply	Period of supply
(1)	Shirts khaki Terrycot half sleeves	2 Nos.	Annual
(2)	Trousers khaki Drill Terrycot	2 Nos.	—do—
(3)	Socks khaki (Nylon)	2 Pairs	—do—
(4)	Jodhpur boots (Brown) with plain front toe	1 Pair	—do—
(5)	Black leather Gumboots	1 Pair	—do—
(6)	Peak cap Khaki and Navy Blue serge	1 No.	—do—
(7)	Lanyard maroon plated	1 No.	—do—
(8)	Water proof coat with hat cover	1 No.	—do—
(9)	Cross Belt (Brown)	1 No.	Triennia
(10)	Cap badge Embroidered for Peak Cap	1 No.	By yearly/ /As and when required
(11)	Whistle thunderbolt type chrome plated	1 No.	As & when required

Sl. No.	Article	Scale of Supply	Period of supply
(12)	Shoulder Title 'GSFF' white metal	1 Pair	—do—
(13)	Badges of rank white metal	1 Pair	—do—
(14)	Shirts white half sleeves (Terrycot)	1 No.	Annual
(15)	Trousers Navy Blue (Terrycot)	1 No.	—do—
(16)	Tie Blue colour (Nylon)	1 No.	—do—
(17)	Shoulder Badge Embroidered (Blue)	1	—do—
(18)	Jodhpur black shoes	1 Pair	Annual
(19)	Socks Nylon (Blue)	1 Pair	—do—
(20)	Ceremonial dress complete Terrycot Khaki and maroon Tie (Nylon)	1 Set	Triennial
(21)	Leather suit case 30" size	1 No.	—do—

APPENDIX IV

Sl. No.	Rank/Designation	Badges of rank
(1)	Director of Fire and Emergency Services	Large impellar within laurel wreath with three small impellars above, arranged in a triangle made out of white metal, worn on both shoulder straps. Also on each lapel of the undress uniform a gorget patch of maroon with a centre cord of oak leaves embroidered in silver. The cap shall have 1" maroon band round and two rows of silver oak leaves on peak.
(2)	Divisional Officer	One large impellar 1" in diameter in semi-circular ridge made out of white metal worn on both shoulder straps.
(3)	Assistant Divisional Officer	3 small impellars ¾" in diameter made out of white metal placed one above the other, worn on both shoulder straps.
² [(4)	Station Fire Officer	3 small impellars ½" in diameter made out of white metal, placed one above the other, worn on both shoulder straps with yellow and blue ribbons.

² The entries (4) to (7) substituted by (Second Amendment) Rules, 1998 (O. G. Series I No. 33 dated 12-11-1998).

(5)	Assistant Station Fire Officer/Sub-Officer		2 small impellers ¼” in diameter made out of white metal placed one above the other to be worn on both shoulder straps with yellow and blue ribbons.
(6)	Assistant Station Fire Officer/Sub-Officer (Probationer)		One small impellers ¼” in diameter made out of white metal, to be worn on both shoulder straps with yellow and blue ribbons.
(7)	Leading Fireman (TBPS)		Bar as specified for Leading fireman to be worn two each on both shoulder straps;]
(8)	Leading Fireman		One bar ½” wide and 1½” long with semi-circular cross section with a flat bottom surface and round surface on top, made out of white metal, to be worn ½” away from the bottom and of both shoulder straps.
(9)	Driver Operator (TBPS)	—	3 straps made out of white ribbons to be worn on both sleeves, half way between the shoulder and elbow.
(10)	Driver Operator	—	2” diameter 3 spoked steering wheel made out of white metal to be worn on the right sleeve, half way between the shoulder and elbow.
(11)	Watchroom Operator (TBPS)	—	Three straps with one centimeter circular dot made out of white ribbon, to be worn on the right sleeve half way between the shoulder and elbow.
(12)	Fireman (TBPS)	—	2 Straps made out of white ribbon to be worn on both sleeves half way between the shoulder and elbow.

APPENDIX V

In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the existing recruitment rules for the relevant posts, the Governor of Goa hereby makes the following rules to regulate the recruitment to the Group 'C' and 'D' Non-Ministerial, Non-Gazetted posts in the Directorate of Fire and Emergency Services, Government of Goa, namely:—

1. Short title, application and commencement.— These rules may be called the Government of Goa, Directorate of Fire and Emergency Services, Group 'C' and 'D' Non-Ministerial, Non-Gazetted posts, Recruitment Rules, 1996.

(2) They shall apply to the posts specified in column 1 of the Schedule to these rules (hereinafter called as the "said Schedule").

(3) They shall come into force from the date of their publication in the Official Gazette.

2. Number, classification and scales of pay.— The number of posts, classification of the said posts and the scales of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule:

Provided that the Government may vary the number of posts in column 2 of the said Schedule from time to time subject to exigencies of work.

3. Method of recruitment, age limit and other qualifications.— The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.

4. Disqualification.— No person who has entered into or contracted a marriage with a person having a spouse living or, who, having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax.— Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving.— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes, and other special categories of persons in accordance with the orders issued by the Government from time to time in that regard.

SCHEDULE

Name/ /Designation of post	Number of posts	Classification	Scale of pay	Whether selection post or non- selection post	Age limit for direct recruits	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Educational and other qualifications required for direct recruits	Whether age & educational qualifi- cations prescribed for the direct recruits will apply in the case of promotees	Period of probation	Method of recruitment, whether by direct recruitment or by promotions or by deputation/transfer/contract and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ /deputation/tra- nsfer, grades from which promotion/ /deputation/ /transfer is to be made	If a D. P. C. exists, what is its composition	Circumsta- nces in which Goa Public Service Commis- sion is to be consul- ted in making recruitment
1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
1. Station Officer.	1 (1996) Subject to varia- tion depend- ent on work- load. (11)	Group 'C' (Non- -Mini- -sterial, Non- -Gazet- ted).	Rs. 1400- -40- -1800- -EB- -50- -2300 (Pre- -re- vised) Rs. 4500- -125- -7000 (Revi- sed)	Sele- ction.	Not exceeding 35 years (Relaxable for Government servants by 5 years in accordance with the orders or instructions issued by the Government).	No	<i>Essential:</i> (1) Must possess at least the following minimum physical standards: (a) Height without boots or shoes-165 cms. (b) Chest (Normal)-79 cms. (c) Chest (Ex-panded)- 84 cms. (d) Chest (Expansion)-5 cms. (e) Ability to run a distance of 100 metres with a load of approxi- mately 50 kgs. in a minute or 100 metres run in 12 to 13 seconds and capable of climbing a rope or a vertical pipe to a height of 3 metres to 6 metres from the ground.	Age: No Educational qualifica- tions: To the extent as indicated in Column No. 11.	2 years	By promotion, failing which by direct recruitment.	<i>Promotion:</i> Sub-Officer with 5 years regular service in the grade. He should possess the Sub-Officers Course Certificate failing which pass the Station Fire Officers departmental test for Station Fire Officer.	Group 'C' D.P.C.	N.A.

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
							(2) Must be certified to possess the visual standards specified below without glasses: (i) Distant Right Left vision eye eye 6/6 6/6 6/6 (Snellen) (ii) Near 0.5 0.5 vision (Snellen) Each eye must have a full field vision. (iii) Colour blindness, squint or any morbid condition of the eyelids shall be deemed to be a disqualification. <i>Educational qualifications:</i> (3) Degree of a recognised University or (4) Should have undergone and passed both Sub-Officers and Station Officer's course. (5) Knowledge of Konkani. <i>Note:-</i> Candidates will be required to pass the departmental examination on completion of initial training of six months during the period of probation. In the event of the candidate's failure to pass the departmental examination/test, his						

terminated.													
1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
<i>Desirable:</i> Degree in Science of a recognised University or equivalent.													
2. Subject Officer/ Assistant Station Fire Officer	6 (1996) Subject to variation dependent on workload. (18) 2000	Group 'C' (Non-Ministerial, Non-Gazetted).	Rs. 1320-30-1560-EB-40-2040 (Pre-revised) Rs. 4000-100-6000-(Revised)	Selection.	Not exceeding 35 years (Relaxable for Government servants by 5 years in accordance with the orders or instructions issued by the Government).	No	<i>Essential:</i> (1) Must possess at least the following minimum physical standards: (a) Height without boots or shoes-165 cms. (b) Chest (Normal)-79 cms. (c) Chest (Ex-panded)-84 cms. (d) Chest (Expansion)-5 cms. (e) Ability to run a distance of 100 metres with a load of approximately 50 kgs. in a minute or 100 metres run in 12 to 13 seconds and capable of climbing a rope or a vertical pipe to a height of 3 metres to 6 metres from the ground. (2) Must be certified to possess the visual standards specified below without glasses: (i) Distant Right Left vision eye eye 6/6 6/6 6/6 (Snellen)	<i>Age:</i> No <i>Qls.:</i> To the extent as indicated in Column No. 11.	2 years	By promotion, failing which by transfer on deputation failing both by direct recruitment.	<i>Promotion:</i> Leading Fireman with 5 years regular service in the grade and possessing the S.S.C. qualification and have successfully passed the departmental test. <i>Transfer on deputation:</i> Officers of the Police Department in the State of Goa holding analogous posts on regular basis and possessing the educational qualifications prescribed for direct recruits in column (7).	Group 'C' D.P.C.	N.A.

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
							(ii) Near 0.5 0.5 vision (Snellen) Each eye must have a full field vision.						
							(iii) Colour blindness, squint or any morbid condition of the eye or lids of either eye shall be deemed to be a disqualification.						
							<i>Educational qualifications:</i>						
							(3) Std. XII or equivalent qualification preferably in Science or Engineering subjects from a recognized institution.						
							(4) Knowledge of Kon- kani.						
							<i>Note:-</i> (i) Candidates will be required to pass the departmental examination on completion of initial training of six months and Sub-Officer's course from the National Fire Service College, Nagpur, during the period of probation. However, preference will be given to those candidates who have undergone and successfully completed the Sub-Officer's Course at the National Fire Service College, Nagpur.						
							(ii) Those who have completed and passed the Sub-officers						

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
							Course shall have to only attend and pass the departmental physical efficiency test and will be exempted from 6 months training. He should be able to read Konkani/ /Marathi. (iii) In the event of a candidate's failure to pass the departmental test during the period of probation, his service is liable for termination. <i>Desirable:</i> Degree of a recognised University or equivalent.						
3. Leading Fireman	12 (1996) Subject to varia- tion depen- dent on work- -load.	Group 'C' (Non- -Mini- -sterial, Non- -Gazet- ted).	Rs. 975- -25- -1150- -EB- -30- -1660 (Pre- re- vised) Rs. 3200- -85- -4900- -(Revi- sed)	Sele- ction.	Not applicable	No	Not applicable	N.A.	2 years	By promotion or transfer	<i>Promotion:</i> Fireman/ /Watch-room Operator/ Driver Operator with 3 years regular service in the grade. They should pass the departmental test/examina- tion before promotion.	Group 'C' D.P.C.	N.A.

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
4. Watch Room Opera- tor	17 (1996) Subject to varia- tion depen- dent on work- load.	Group 'C' (Non- -Mini- -sterial, Non- -Gazet- ted).	Rs. 950- -20- -1150- -EB- -25- -1400 (Pre- re- vised) Rs. 3050- -75- -3950- -80- -4590 (Revi- sed)	Sele- ction.	Not exceeding 35 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Government).	No	<i>Essential:</i> (1) Must possess at least the following minimum physical standards: (a) Height without boots or shoes-165 cms. (b) Chest (Normal) -79 cms. (c) Chest (Ex-panded) -84 cms. (d) Chest (Expansion) -5 cms. (e) Ability to run a distance of 100 yards with a load of 50 kgs. in a minute or 100 metres run in 12 to 13 seconds and also capable of climbing a rope or a vertical pipe to a height of 8' to 10' from the ground. (2) Must be certified to possess the visual standards specified below without glasses: (i) Distant Right Left vision eye eye 6/6 6/6 6/6 (Snellen) (ii) Near 0.5 0.5 vision (Snellen) (iii) Colour blindness, squint or any morbid condition of the eye or lids of either eye shall be deemed to be a disqualification.	<i>Age:</i> N. A. <i>Qualifica- tion:</i> N. A.	2 years	Direct recruitment.	Not applicable	Group 'C' D.P.C.	N. A.

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
							(3) <i>Educational qualifications:</i>						
							(i) S.S.C. or equivalent qualification.						
							(ii) I. T. I. (Wireless) Certificate recognized by the Board.						
							(iii) Knowledge of Konkani.						
							<i>Note:-</i> (i) Will be required to pass the departmental examination on completion of the initial training of six months during the probationary period. In case of failure, one more chance will be given after two months. The services of the candidate failing to pass the Departmental Examination on 2 nd attempt are liable for termination.						
							(ii) During the training period, if a candidate is found absent for more than 21 days, the competent authority may or may not allow him to continue the aforesaid training and he may be directed to attend the next training course and the proportionate cost of the said training attended shall be recovered from him in instalments.						

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
5. Fire- man	130 (1996) Subject to varia- tion depend- ent on work- load.	Group 'D' (Non- -Mini- -sterial, Non- -Gazet- ted).	Rs. 950- -20- -1150- -EB- -25- -1400 (Pre- re- vised) 3050- -4590- (Revi- sed). <i>Note:</i> The Present Fire- man posses- sing qualifi- cation less than S.S.C. shall conti- nue to draw pay in the scale of Rs. 825- -15- -EB- -20- -1200		Not exceeding 35 years (Relaxable for Government servants by 5 years in accordance with the orders or instructions issued by the Government).	No	<i>Essential:</i> (1) Must possess at least the following minimum physical standards: (a) Height without boots or shoes-165 cms. (b) Chest (Normal) -79 cms. (c) Chest (Expanded) -84 cms. (d) Chest (Expansion) -5 cms. (e) Ability to run a distance of 100 metres with a load of approxi- mately 50 kgs. in a minute or 100 metres run in 12 to 13 seconds and capable of climbing a rope or a vertical pipe to a height of 3 metres to 4 metres from the ground. (2) Must be certified to possess the visual standards specified below without glasses: (i) Distant Right Left vision eye eye 6/6 6/6 6/6 (Snellen) (ii) Near 0.5 0.5 vision (Snellen) (iii) Colour blindness, squint or any mor- bid condition of the eye or eye lids of	N. A.	2 years	Direct recruitment.	Not applicable	N. A.	N. A.

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
			(Pre-revised) 2750-4400 (revised).				either eye shall be deemed to be a disqualification. (3) S.S.C. or equivalent qualification. (4) Knowledge of Konkani. <i>Note:-</i> (i) will be required to pass the departmental examination on completion of the initial training of six months during the probationary period. In case of failure, one more chance will be given after two months. The services of the Candidate failing to pass the Departmental Examination on 2nd attempt are liable for termination. (ii) During the training period, if a candidate is found absent for more than 21 days, the competent authority may or may not allow him to continue the aforesaid training and that he may be directed to attend the next training course and the proportionate cost of the said training attended shall be recoverable from him in instalments.						

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
6. Driver Operator	12 (1996) Subject to varia- tion depen- dent on work- load.	Group 'C' (Non- -Mini- -sterial, Non- -Gazet- ted).	Rs. 975- -25- -1150- -EB- -30- -1660 (Pre- re- vised) 3200- -85- -4900- (Revi- sed)	Sele- ction.	Not exceeding 35 years (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Government).	No	<i>Essential:</i> (1) Must possess at least the following mini-mum physical standards: (a) Height without boots or shoes-165 cms. (b) Chest (Normal)-79 cms. (c) Chest (Expanded)-84 cms. (d) Chest (Expansion)-5 cms. (e) Ability to run a distance of 100 metres with a load of approximately 50 kgs. in one minute or 100 metres run in 12 to 13 seconds and capable of climbing a rope or a vertical pipe to a height of 3 metres to 6 metres from the ground. (2) Must be certified to possess the visual standards specified below without glasses: (i) Distant Right Left Vision eye eye 6/6 6/6 (Snellen) (ii) Near vision (Snellen) 0.5 0.5 (iii) Colour blindness, squint or any morbid condition of the eyes or the eye lids shall be deemed to be a disqualification.	Age: No <i>Qls:</i> To the extent as indicated in Column 11.	2 years	By promotion failing which by direct recruitment.	<i>Promotion:</i> Fireman with 2 years regular service in the grade and possessing a driving licence for heavy vehicles.	Group 'C' D.P.C.	N. A.

1	2	3	4	5	6	6(a)	7	8	9	10	11	12	13
							(3) S.S.C. or equivalent qualification.						
							(4) Driving licence for heavy vehicles.						
							(5) Unblemished experience of at least two years in the line.						
							(6) Knowledge of Konkani.						
							<i>Note:-</i> (i) Will be required to pass the departmental examination on completion of the initial training of six months during the period of probation. In case of failure, one more chance will be given after two months. The services of the Candidate failing to pass the Departmental Examination shall be terminated forthwith.						
							(ii) During the training period, if a candidate is found absent for more than 21 (twenty-one) days, the competent authority may or may not allow him to continue the aforesaid training and that he may be directed to attend the next training Course and the proportionate cost of the said training attended shall be recovered from him in instalments.						

APPENDIX VI

List of places and trades for which no objection certificate from the Fire Service is necessary

Serial number and purpose for which licence, permission or registration is required		Remarks
1		2
(1)	Large hotels, Restaurants, Bakeries and eating houses where the rental value of the building exceeds. Rs. 1,500/-	...
(2)	Fish oil-machine power	...
(3)	Other oil-machine power	...
(4)	Boiling camphor or oil by machine power	...
(5)	Manufacture of ice	...
(6)	Storing, packing, pressing, cleansing, preparing or manufacturing by any process whatever	...
(7)	Ammunition	...
(8)	Chlorate mixture	...
(9)	Explosive (Storing)	...
(10)	Fulminate of mercury	...
(11)	Gun cotton	...
(12)	Gun powder	...
(13)	Nitro-compound	...
(14)	Nitro-glycerine	...
(15)	Nitro-mixture	...
(16)	Fire-works preparing or manufacturing or storing	...
(17)	Manufacture of crackers	...
(18)	Camphor	...
(19)	Saltpetre	...
(20)	Sulphur (including melting)	...
(21)	Fire works	...
(22)	Matches	...
(23)	Flax	...
(24)	Hemp	...
(25)	Jute	...
(26)	Skins	...
(27)	Gas	...
(28)	Chemical preparations carbolic acid, Hydrochloric acid, Nitric acid, pyritic acid, Sulphuric acid, caustic potash, caustic soda, chemical fertilizers, Benzol, Bromoform, Chloroform, Iodoform, Glycerine, Acetone, Nitro, Nitro, Perchloride or Mercury, Chloride or potash, etc., etc.	...
(29)	Cigars and Cigarettes	...

	1	2
(30)	Beedies	
(31)	Manufacturing articles from which offensive or unwholesome smell, fumes, dust or noise arise (Kumkums)	...
(32)	Carpentry and cabinet making	...
(33)	Printing, composing, binding, etc.	Where Lino type or other allied machines are used such as mono-type, wherein the process of melting and casting is involved or using above 10 horse power of motor.
(34)	Storing, dumping, curing, cleansing, etc.	Where licence fee is levied Rs. 200/- and above for storage of cycle tyres and tubes above 500.
(35)	Steam engines and Boilers to construct or establish any factory workshop or work place in which it is proposed to employ steam power, water power or other mechanical power or electric power	...
(36)	Using for any industrial purpose fuel or machine power	Exceeding 20 horse power.
(37)	Baling presses	For each baling press worked by machine power.
(38)	Cinema studio	...
(39)	Combustible material storage	For storing celluloid, celluloid goods and other combustibles.
(40)	Cinematographic films—Storing, transporting, handling, examining, repairing and exhibiting	...
(41)	Storing ordinary Camera Roll Films and X-Ray films	...
(42)	Petroleum products—Storing, packing, pressing, cleansing, preparing or manufacturing by any process whatsoever non-dangerous petroleum (between 76°F and 150°F)	When the quantity to be stored exceeds 1000 lbs. or 2200 kgs.
(43)	(I) Non-dangerous Petroleum	...
	(a) Kerosene oil	...
	(b) Mineral Turpentine	...
	(c) Powerline (Power kero)	...
	(d) Furnace oil	...
	(e) Vapourising oil	...
	(f) Aviation turbine fuel 650	...
	(g) Mobile power oil, etc.	...
	(II) Heavy Petroleum	...
	(a) High speed diesel oil (H.S.B.)	...
	(b) Light diesel oil (L.D.O.)	...
	(c) Furnace oil	...

	1	2
	(d) Tea drier oil	...
	(e) Grease, etc.	...
	(III) Heavy oil (A)	...
	(a) Lubricating oils	...
	(b) Vaseline	...
	(c) Petroleum Jellies	...
	(d) White oils	...
	(e) Grease, etc.	...
(44)	Dyes (Vegetable or chemical)— Storing, selling, keeping, etc.	
(45)	Paper (Printing, writing, including news print paper, card boards, etc.) storing, selling in retail or wholesale	For each place 250 lbs for and 550 kgs. and above
(46)	Silk (Rayon, Nylon, etc.) manufactured by any process whatever	...
(47)	Silk (Rayon, Nylon, etc., Waste or soiled)— storing, selling in retail or wholesale	...
(48)	Cloth (textiles, cotton, garments, dress, apparels, etc.) storing, selling in retail or wholesale, manufacturing by any process whatsoever	By powerlooms
(49)	Rubber (goods such as sheet, cloth, toys, shoes, etc.) manufacturing by any process whatsoever	By machine power
(50)	Studio-Cinemas, etc.; Cinema Houses, equipped with reproducing of sound with amplifiers, by projectors where public are admitted for amusement, entertainment, etc.	...
(51)	Fertilizers (Chemical preparation of any kind)— Manufacturing, packing, mixing, pressing, selling or storing in retail or wholesale	...
(52)	Paints (including distemper, varnish, spirit, linseed oils, polishes, etc.) Manufacturing, mixing, packing, pressing, cleansing by any process whatsoever	...
(53)	Paints (including distemper, varnish, spirit, linseed oils, polishes, etc.) storing, selling in retail or wholesale	...
(54)	Metals—melting, lead, beating, breaking, hammering, casting, etc. metals	Not applicable for beating Gold
(55)	Automobile shops—repairing, building, assembling—By power cleansing, etc. automobiles	...

³[APPENDIX-VII

Rates to be charged for services of all types rendered beyond the limits of jurisdiction

Sr. No.	Description	Charges
1	2	3
1.	Copying charges of Fire Reports	Rs. 35/- if the loss suffered is below rupees five lakhs. Rs. 250/- if the loss suffered is rupees five lakhs or above.
2.	Pumping job	Fees for pumping job appliances shall be Rs. 300/- per hour or part thereof and Rs. 10/- per km. for distance covered from station and back.
	Hiring fire fighting equipments/ appliances	Charges for hiring fire fighting equipment or appliances shall be Rs. 700/- per hour or part thereof and Rs. 30/- per km. for distance covered from station and back.
4.	Hiring turn table ladder/hydraulic platform	Charges for hiring turn table ladder/hydraulic platform shall be Rs. 2,100/- per hour or part thereof and Rs. 30/- per km. for distance covered from station and back.
5.	Stand-by charges for appliances	Rs. 2,000/- per day or part thereof and Rs. 40/- per km. for distance covered from station and back.
6.	Attending calls outside the State	(a) Rs. 1,500/- per call per appliance and Rs. 50/- per km. of the distance travelled or part thereof. (b) Pumping fees shall be Rs. 700/- per hour or part thereof.
7.	Charges for imparting training in basic Fire Fighting Course	(a) Rs. 400/- per trainee per month for Government sponsored candidates. (b) Rs. 75,000/- per month for a batch of 30 candidates from private organizations.
8.	No Objection Certificate for—	
	(a) Restaurants, bakeries or eating house where the seating capacity does not exceed 50 persons	Rs. 150/- per NOC, per year.
	(b) Storage of Fire Works <i>less than 50 pounds</i> , storage of wood in saw mills, storage of non-dangerous petroleum less than 5000 kgs. and storage of LPG/ING less than 100 kgs.	Rs. 150/- per occupancy.

³ Substituted by Amendment Rules, 2001, published in the O. G. Sr. No. 7 dtd. 17-5-2001 and there after vide Amendment Rules, 2009 published in the O. G. , Sr. No. 9 dtd. 27-5-2010.

1	2	3
	(c) (i) Buildings over 14.2 meters in height	Rs. 10/- per square meter built up area of the occupancy.
	(ii) Factories and establishments where electric meter capacity exceeds 5 HP and above	—do—
	(iii) Shipyard and workshops	—do—
	(iv) Tank farms or petroleum products/P.O.L. dispensing outlets	—do—
	(v) Flammable gas godown/LPG gas godown	—do—
	(vi) Godowns and warehouses	—do—
	(vii) Public places like exhibition halls, entertainment places, dancing halls, theatres, assembly halls, seaport, airport, railway stations, bus stations, stadia, etc.	—do—
	(viii) Educational and institutional places	—do—
	(ix) Hotel, restaurant, where the seating/lodging capacity exceeds 50 persons	—do—
	(x) Storage places of hazardous and flammable goods	—do—]

APPENDIX VIII

In exercise of the powers conferred by section 35 of the Goa, Daman and Diu Fire Force Act, 1986 (Act 9 of 1986), the Government of Goa hereby makes the following rules, namely:—

CHAPTER-I

1. General.— (1) These rules may be called the Goa State Fire Force Subordinate Service (Discipline and Appeal) Rules, 1989.

(2) They shall come into force at once.

2. Definitions.— In these rules, unless the context otherwise requires,—

(a) ‘Appointing authority’ in relation to any member of the service means the authority empowered to make appointments to the service of which the Government servant is for the time being a member;

(b) ‘Schedule’ means the Schedule annexed to these rules;

(c) ‘Service’ means the Goa State Fire Force Subordinate Service comprising of the Fire Officers and the personnel of the rank of Station Fire Officer and below including Wireless Operators.

3. Classification.— The services, the members of which are subject to these rules shall be classified as follows:—

Class I	Category I	—	Station Fire Officer
	Category II	—	Assistant Station Fire Officer/Sub-Officer.
Class II	Category I	—	Leading Fireman, Telephone Operator and equivalent rank.
	Category II	—	Driver Operator/Fireman Driver.
	Category III	—	Motor Mechanic and equivalent rank.
	Category IV	—	Fireman and equivalent rank.

CHAPTER-II

4. Penalties (and Disciplinary Authorities).— (1) The following minor and major penalties may, for good and sufficient reasons and as hereinafter provided, be imposed upon the members of the service, namely:—

Minor Penalties:

- (a) Extra drill, guard duty and fatigue duties;
- (b) Reprimand either oral or written;
- (c) Censure;
- (d) Withholding of increment or promotion or both;
- (e) Imposition of fine of any amount not exceeding one month’s pay;
- (f) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of lawful orders;
- (g) Debarring from appearing for departmental or professional examination for promotion for a specific period not exceeding two years.

Major Penalties:

(h) Reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the member of the service to the time-scale of pay, grade, post or service from which he was reduced, with or without further direction regarding conditions of restoration to the grade or post or service from which the member of the service was reduced and his seniority and pay on such restoration to that grade, post or service;

(i) Suspension for a period not exceeding 15 days in the case of members of service if the penalty of reduction to a lower grade post of time-scale or to a lower stage in the same time-scale cannot be imposed;

(j) Compulsory retirement;

(k) Removal from service which shall not be a disqualification for future employment under the Government;

(l) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

Explanation 1:— The penalties which are specified in this rule are set out in the order of their severity, each one of them being more severe than the one preceding it.

Explanation 2:— The following shall not amount to a penalty within the meaning of this rule, namely:—

(i) withholding of increments of pay of a member of service for his failure to pass any departmental examination in accordance with the rules or orders governing the service to which he belongs or post which he holds or the terms of his appointment.

(ii) stoppage of a member of the service at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;

(iii) non-promotion of a member of the service, whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible;

(iv) reversion of a member of the service officiating in a higher service, grade or post to a lower service, grade or post, on the ground that he is considered to be unsuitable for such higher service, grade or post or on any administrative ground unconnected with his conduct;

(v) reversion of a member of the service appointed on probation to any other service, grade or post, to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation.

(vi) replacement of the service of a member of the service whose services had been borrowed from a State Government or an authority under the control of a State Government, at the disposal of the State Government or the authority from which the services of such a member of the service had been borrowed;

(vii) compulsory retirement of a member of the service in accordance with the provisions relating to his superannuation or retirement:—

(viii) termination of services:—

(a) of a member of the service appointed on probation, during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation; or

(b) of a member of the service, employed under an agreement in accordance with the terms of such agreement.

(2) (a) The penalty of reprimand mentioned at clause (b) of sub-rule (1) may be given when the offence is such as not to merit the penalty of censure.

(b) The penalty of the censure mentioned at clause (c) of the sub-rule (1) may be given when the offence is such as to affect the character of the officer or his suitability for the service.

(c) **Deferred punishment.**— Any minor penalty falling within clauses (b), (c) or (d) of sub-rule (1) can be held in abeyance when an officer has a previous good record. Such penalty may be held in abeyance by the authority competent to impose the penalty or by the authority to which the first mentioned authority is subordinate for any period ranking from three to six months at the end of which the order of punishment may be cancelled if the delinquent's conduct is found to be good while on duty during the period when the penalty is held in abeyance or such penalty may at once be confirmed. The penalty so confirmed will take effect from the date on which such penalty is originally awarded.

(d) The penalty of recovery from the pay of the members of the service concerned of whole or part of the pecuniary loss caused to the Government by negligence or breach of lawful orders may be imposed in addition to any other penalty which may be imposed in respect of such negligence or breach of orders.

5. Disciplinary Authorities.— (1) The Government may impose any of the penalties specified in rule 4 on any member of the service.

(2) Without prejudice to the provisions of sub-rule (1), but subject to the provisions of sub-rule (3), any of the penalties specified in rule 4 may be imposed on any member of the service by the appointing authority or the authority specified in the Schedule in this behalf.

(3) Notwithstanding anything contained in this rule,— (a) extra drill, guard duty and fatigue duties may be awarded to a Fireman/Driver Operator for a period not exceeding seven days by a Divisional Officer and for a period not exceeding ten days by a Dy. Director/Dy. Chief Fire Officer and for a period not exceeding fifteen days by the Director of Fire Force/Chief Fire Officer.

CHAPTER-III

Procedure to be followed for imposing penalties

6. Procedure for imposing Minor Penalties.— No order imposing on a member of the service any of the penalties specified in clauses (c) to (g) of sub-rule (1) of rule 4 shall be made except after—

(a) informing the member of the service in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;

(b) holding an inquiry in the manner laid down in sub-rules (3) to (21) of rule 7, in every case in which the disciplinary authority is of the opinion that such inquiry is necessary;

(c) taking the representation, if any, submitted by the member of the service under clause (a) and the record of inquiry, if any, held under clause (b) into consideration;

(d) recording a finding on each imputation of misconduct or misbehaviour.

(2) The record of the proceedings in such cases shall include:—

(i) a copy of the intimation to the Government servant of the proposal to take action against him;

(ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;

(iii) his representation, if any;

(iv) the evidence produced during the inquiry;

(v) the findings on each imputation of misconduct or misbehaviour; and

(vi) the orders on the case together with the reasons therefore.

7. Procedure for Imposing Major Penalties.— (1) No order imposing any of the penalties specified in clauses (h) to (l) of sub-rule (1) of rule 4 shall be made except after an inquiry held, as far as may be, in the manner provided in this rule.

(2) Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against a member of the service, it may itself inquire or appoint under this rule an inquiring authority to inquire into the truth thereof.

(3) In every case where it is proposed to impose on a member of the services any of the major penalties mentioned in clauses (h) to (l) of sub-rule (1) of rule 4, the grounds on which it is proposed to take action, shall except where such action is proposed to be taken on facts which have led to his conviction in a criminal court be reduced to the form of a definite charge which shall be communicated to a person charged together with a statement of the allegation on which each charge is based and of any other circumstances in which it is proposed to take into consideration in passing orders on the case. He shall be required to put in a written statement of his defence within ten days or within such further time as the disciplinary authority permits and to state whether he desires to be heard in person.

(4) (a) On receipt of the written statement of defence the disciplinary authority may itself inquire into such of the articles of charge as are not admitted, or if it considers it necessary so to do, appoint, under sub-rule (2), an inquiring authority for the purpose and where all the articles of charge have been admitted by the Government servant in his

written statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in rule 8.

(b) If no written statement of defence is submitted by the Government servant, the disciplinary authority may itself inquire into the articles of charge or may, if it considers it necessary to do so, appoint under sub-rule (2), an inquiring authority for the purpose.

(c) Where the disciplinary authority itself inquires into any article of charge or appoint an inquiring authority for holding an inquiry into such charge, it may, by an order appoint a member of the service to be known as the “Presenting Officer” to present on its behalf the case in support of the articles of charge.

(5) The disciplinary authority shall, where it is not the inquiring authority forward to the inquiring authority—

(i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehaviour;

(ii) a copy of the written statement of defence, if any, submitted by the Government servant;

(iii) a copy of the statements of witnesses, if any, referred to in sub-rule (3);

(iv) evidence proving the delivery of the documents referred to in sub-rule (3) to the Government servant; and

(v) a copy of the order, if any, appointing the “Presenting Officer”.

(6) The members of the service shall appear in person before the inquiring authority on such day and at such time within ten working days from the date of receipt by him of the article of charge and the statement of the imputations of misconduct or misbehaviour, as the inquiring authority may, by a notice in writing, specify in this behalf, or within such further time, not exceeding ten days, as the inquiring authority may allow.

(7) The member of the service may take the assistance of any other member of the service to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the disciplinary authority is legal practitioner, or the disciplinary authority, having regard to the circumstances of the case, so permits.

(8) If the member of the service who has not admitted any of the articles of charge in his written statement of defence, or has not submitted any written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain his signature thereon.

(9) The inquiring authority shall return a finding of guilt in respect of those articles of charge to which the member of the service pleads guilty.

(10) The inquiring authority shall, if the member of the service fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce

the evidence by which he proposes to prove the articles of charge and shall adjourn the case to a later date not exceeding fifteen days, after recording an order that the member of the service may, for the purpose of preparing his defence:—

(i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-rule (3);

(ii) submit a list of witnesses to be examined on his behalf;

Note:— If the member of the service applies orally or in writing for the supply of copies of the statements of witnesses mentioned in the list referred to in sub-rule (3), the inquiring authority shall furnish him with such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority;

(iii) give notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow, for the discovery or production of any documents which are in the possession of Government but not mentioned in the list referred to in sub-rule (3).

Note:— The member of the service shall indicate the relevance of the document required by him to be discovered or produced by the Government.

(11) The inquiring authority shall, on receipt of the notice for the discovery of production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition:

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(12) On receipt of the requisition referred to in sub-rule (3), every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority:

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the State, it shall inform the inquiring authority accordingly and the inquiring authority shall, on being so informed, communicate the information to the member of the service and withdraw the requisition made by him for the production or discovery of such documents.

(13) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross examined by or on behalf of the member of the service. The Presenting Officer, if any, shall be entitled to re-examine the witnesses on any points on which they have been cross-examined but not on any new matter without the leave of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.

(14) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the Presenting Officer if any to produce evidence not included in the list given to the member of the service or may itself call for new evidence or recall and re-examine any witness and in such case the member of the service shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the member of the service an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the member of the service to produce new evidence if it is of the opinion that the production of such evidence is necessary in the interests of justice.

Note:— New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(15) When the case for the disciplinary authority is closed, the member of the service shall be required to state the defence orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the member of the service shall be required to sign the record. In either case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(16) The evidence on behalf of the member of the service shall then be produced. The member of the service may examine himself in his own behalf, if he so prefers. The witnesses produced by the member of the service shall then be examined by the inquiring authority according to the provisions applicable to the witnesses for the disciplinary authority.

(17) The inquiring authority may, after the member of the services closes his case, and shall, if the member of the service has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the member of the service to explain any circumstances appearing in the evidence against him.

(18) The inquiring authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed and the member of the service or permit them to file written briefs of their respective case, if they so desire.

(19) If the member of the service to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry ex-parte.

(20) Whenever any inquiring authority after having heard and recorded the whole or any part of the evidence in an inquiry, ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself:

Provided that if the succeeding inquiry, authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine any such witnesses as hereinbefore provided.

(21) (i) After the conclusion of the inquiry a report shall be prepared and it shall contain—

- (a) the articles of charge and the statement of the imputations of misconduct or misbehaviour;
- (b) the defence of the member of the service in respect of each article of charge;
- (c) an assessment of the evidence in respect of each article of charge;
- (d) the findings of each article of charge and the reasons therefor.

Explanation:— If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge:

Provided that the findings on such article of charge shall not be recorded unless the member of the service has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(ii) The inquiring authority, where it is not itself the disciplinary authority shall forward to the disciplinary authority the records of inquiry which shall include—

- (a) the report prepared by it under clause (i);
- (b) the written statement of defence, if any, submitted by the member of the service;
- (c) the oral and documentary evidence produced in the course of the inquiry;
- (d) written briefs, if any, filed by the Presenting Officer, if any, or the member of the service or both during the course of the inquiry; and
- (e) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry.

8. Action on the inquiry report.— (1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded by it in writing remit the case to the inquiring authority for further inquiring and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of rule 7 as far as may be.

(2) The disciplinary authority shall, if it disagrees with the findings of the inquiring authority or any article of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (b) to (g) of sub-rule (1) of rule 4 should be imposed on the member of the service it shall, notwithstanding anything contained in rule 6 make an order imposing such penalty.

(4) (i) If the disciplinary authority having regard to its findings on all or any of the articles of charge, is of the opinion that any of the penalties specified in clauses (h) to (l) of sub-rule (1) of rule 4 should be imposed on the member of the service, it shall—

(a) furnish to the member of the service copy of the report of the inquiry held by it and its findings on each article of charge, or, where the inquiry has been held by an inquiring authority appointed by it, a copy of the report of such authority and a statement of its findings on each article of charge together with brief reasons for its disagreement, if any, with the findings of the inquiring authority;

(b) give the member of the service a notice stating the penalty proposed to be imposed on him and calling upon him to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty on the basis of the evidence adduced during the inquiry held under rule 7.

(ii) The disciplinary authority shall consider the representation, if any, made by the member of the service in pursuance of the notice given to him under clause (i) of sub-rule (4) and determine what penalty, if any, should be imposed on him and make such order as it may deem fit.

9. Communication of Orders.— Orders made by the disciplinary authority shall be communicated to the member of the service who shall also be supplied with a copy of the report of the inquiry, if any, held by the disciplinary authority and a copy of its findings on each article of charge, or where the disciplinary authority is not the inquiring authority, a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for its disagreement if any, with the findings of the inquiring authority (unless they have already been supplied to him) and a brief statement of the reasons for such non-acceptance.

10. Common Proceedings.— (1) Where two or more members of service are concerned in any case, the Director of Fire Force may make an order directing that disciplinary action against all of them may be taken in a common proceedings.

(2) Any such order shall specify—

(i) the authority which may function as the disciplinary authority for the purpose of such common proceedings;

(ii) the penalties specified in rule 4 which such disciplinary authority shall be competent to impose.

(iii) whether the procedure laid down in rule 6 and rule 7 or rule 8 shall be followed in the proceedings.

11. Special procedure in certain cases.— Notwithstanding anything contained in rule 6 to rule 10—

(i) where any penalty is imposed on a member of the service on the ground of conduct which has led to his conviction on a criminal charge; or

(ii) where the disciplinary authority is satisfied for the reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules; or

(iii) where the disciplinary authority is satisfied that in the interest of the security of the state, it is not expedient to hold any inquiry in the manner provided in these rules, the disciplinary authority may consider the circumstances of the case and make such orders thereon as it deems fit.

12. Provisions regarding officers borrowed from State Government, etc.— (1)

Where an order of suspension is made or a disciplinary proceeding is conducted against a member of the service whose services have been borrowed by one department from another department or from a State Government, the authority lending his services (hereinafter in this rule referred to as “the lending authority”), shall forthwith be informed of the circumstances leading to the order of the suspension of the member of service or of the commencement of the disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceedings conducted against the member of the service if the disciplinary authority is of the opinion that any of the penalties specified in clause (c) to (g) of sub-rule (1) of rule 4 should be imposed on him, it may, subject to the provisions of sub-rule (3) of rule 8 and after consultation with the lending authority pass such orders on the case as it may deem necessary, provided that—

(i) in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the member of the service shall be replaced at the disposal of the lending authority;

(ii) if the disciplinary authority is of the opinion that any of the penalties specified in clauses (h) to (l) of sub-rule (1) of rule 4 should be imposed on the Government servant, it shall replace the service of such member of the service at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it may deem necessary.

13. Suspension.— (1) Notwithstanding anything contained in clause (i) of sub-rule (1) of rule 4, the appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Government by general or special order, may place a member of the service under suspension—

(a) where a disciplinary proceeding against him is contemplated or is pending; or

(b) against whom an investigation, inquiry or trial relating to a criminal charge is pending and the charge is connected with his position as a member of the service or is likely to embarrass him in the discharge of his duties or involves moral turpitude.

(2) A member of the service shall be deemed to have been placed under suspension by an order of appointing authority—

(a) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

(b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation:— The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

(3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the service under suspension is set aside in appeal under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement as the case may be and shall remain in force until further order.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the service is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the member of the service shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement as the case may be and shall continue to remain under suspension until further orders.

(5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

(b) Where a member of the service is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise), and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the member of the service shall continue to be under suspension until the termination of all or any of such proceedings.

(c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

CHAPTER - IV

Procedure for Appeal and Appellate Authorities

14. Orders against which no appeal lies.— Notwithstanding anything contained in this part, no appeal shall lie against—

- (i) any order made by the Government;
- (ii) any order of an interlocutory nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension;
- (iii) any order passed by an inquiring authority in the course of an inquiry under rule 7.

15. Orders against which appeal lies.— Subject to the provisions of rule 14, a member of the service may prefer an appeal against all or any of the following orders, namely:—

- (i) an order of suspension made or deemed to have been made under rule 13;
- (ii) an order imposing any of the penalties specified in rule 4 except those mentioned at clauses (a) and (b) of that rule, whether made by the disciplinary authority or by any appellate or reviewing authority;
- (iii) an order enhancing any penalty, imposed under rule 4;
- (iv) an order which—
 - (a) denies or varies to his disadvantages his pay, allowances, pension or other conditions of service as regulated by rules or by agreement; or
 - (b) interprets to his disadvantage the provisions of any such rule or agreement;
- (v) an order—
 - (a) stopping at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;
 - (b) reverting while officiating in a higher service, grade or post to a lower service, grade or post, otherwise than as a penalty;
 - (c) reducing or withholding the pension or denying the maximum pension admissible to him under the rules;
 - (d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension of for any portion thereof;
- (e) determining his pay and allowances—
 - (i) for the period of suspension; or
 - (ii) for the period from the date of his dismissal, removal or compulsory retirement, from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a time-scale or pay, to the date of his reinstatement or restoration of his service, grade or post; or
- (f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, time-scale of pay or stage in a time-scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose.

Explanation:— In this rule—

- (i) the expression ‘member of the service’ includes a person who has ceased to be in service;
- (ii) the expression ‘pension’ includes additional pension, gratuity and any other retirement benefit.

16. Appellate Authorities.— (1) A member of the service including a person who has ceased to be in service, may prefer an appeal against all or any of the orders specified in rule 15 to the authority specified in this behalf in the Schedule.

(2) Notwithstanding anything contained in sub-rule (1)—

(i) an appeal against an order in a common proceeding held under rule 10 shall lie to the authority to which the authority functioning as the disciplinary authority for the purpose of that proceeding is immediately subordinate;

(ii) where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall lie to the authority to which such person is immediately subordinate.

17. Period of limitation for appeals.— No appeal preferred under rule 15 shall be entertained unless such appeal is preferred within a period of forty five days from the date on which a copy of the order appealed against is delivered to the appellant:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

18. Form and contents of appeal.— (1) Every person preferring an appeal shall do so separately and in his own name.

(2) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language, and shall be complete in itself.

(3) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.

19. Consideration of appeal.— (1) In the case of an appeal against an order of suspension under rule 13, the appellate authority shall consider whether in the light of the provisions of rule 13 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 4 or enhancing any penalty imposed under the said rule, the appellate authority shall consider—

(a) where the procedure laid down in these rules has been complied with and if not whether such non-compliance has resulted in the violation of any provisions of the Constitution of India or in the failure of justice;

(b) whether the findings of the disciplinary authority warranted by the evidence on the record; and

(c) whether the penalty or the enhanced penalty imposed is adequate, inadequate, or serve; and pass orders—

(i) confirming, enhancing, reducing or setting aside the penalty; or

(ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit to the circumstances of the case:

Provided that—

(i) if the enhanced penalty, which the appellate authority proposes to impose is one of the penalties specified in clause (h) to (l) of sub-rule (1) of rule 4 and an inquiry under rule 7 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 11, itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of rule 7 and thereafter, on a consideration of the proceedings of such inquiry and after giving the appellant a reasonable opportunity, as far as may be in accordance with the provisions of sub-rule (4) of rule 8, of making a representation against the penalty proposed on the basis of the evidence adduced during such inquiry, make such orders as it may deem fit;

(ii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (h) to (l) of sub-rule (1) of rule 4 and an inquiry under rule 7 has already been held in the case, the appellate authority shall after giving the appellant a reasonable opportunity, as far as may be, in accordance with the provisions of sub-rule (4) of rule 8, of making a representation against the penalty proposed on the basis of the evidence adduced during the inquiry, make such orders as it may deem fit; and

(iii) no order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity as far as may be in accordance with the provisions of rule 6, of making a representation against such enhanced penalty.

(3) In an appeal against any other order specified in rule 15, the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.

CHAPTER - V

Procedure to be followed for implementation of penalties

20. Implementation of Orders in Appeal.— The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

21. Service of Orders, Notices, etc.— Every order, notice and other process made or issued under these rules shall be served in person on the member of the service concerned or communicated to him by registered post.

22. Power to relax time limit and to condone delay.— Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

23. Desertion.— (1) Absence without leave of any member of the service for 21 days shall be considered to complete the offence of desertion, after which his name shall invariably be struck off from the duty roll.

(2) An application for reinstatement from a member of the service whose name has been struck off as a deserter shall not be entertained unless it reaches the Director of Fire Force within two months of the date of the commencement of the absence without leave. The Director shall not reinstate a deserter—

(i) until the deserter has attended in person; and

(ii) the deserter has given his explanation for the absence without leave; and

(iii) he is satisfied, after such inquiry as may be necessary, that the case deserves reconsideration.

(3) If no application is received within two months and if the whereabouts of the deserter are not known, the Director of Fire Force shall record in writing the reasons for his being satisfied that it is not reasonably practicable to give the deserter an opportunity of showing cause against his dismissal and then confirm the dismissal. In other cases a charge shall be framed and the procedure, prescribed in rule 7 shall be complied before confirming the dismissal or reinstating the deserter with or without punishment.

24. Removal of doubts.— If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the authority as may be specified by the Government by a general or special order, and the authority shall decide the same.

SCHEDULE

Sl. No.	Description of post	Appointing Authority	Authority competent to impose penalties and penalties which it may impose		Appellate Authority
			Authority	Penalties	
1	2	3	4	5	6
1.	All Group 'C' and 'D' posts	Director of Fire Services	1) Director of Fire Services	Major	Chief Secretary
			2) Assistant Divisional Officer	Minor	Director of Fire Services

By order and in the name of the Governor of Goa.

D. M. Katkar, Under Secretary (Home-Gen.).

Panaji, 14th April, 1997.

Notification

3/5/97-HD(G)

In exercise of the powers conferred by sub-section (1) of section 13 of the Goa, Daman and Diu Fire Force Act, 1986 (Act 9 of 1986), the Government of Goa, being of the opinion that the commercial/industrial units and high rise buildings as specified in Annexure I hereto are likely to cause risk of fire, hereby requires all owners/occupiers of said commercial/industrial units and high rise buildings specified in said Annexure I, to take such precautions as are specified in Annexure II hereto.

By order and in the name of the Governor of Goa.

A. Mascarenhas, Under Secretary (Home).

Panaji, 11th June, 1998.

ANNEXURE I

- (i) Buildings over 14.2 metres in height;
- (ii) Factories and establishments, where electric motor capacity exceeds 5 H. P. and above;
- (iii) Shipyards and Work-shops;
- (iv) Tank farms of petroleum products/POL dispensing outlets;
- (v) Flammable gas godown/L. P G. gas godowns;
- (vi) Godowns and warehouses;
- (vii) Public places like exhibition halls, entertainment places, dancing halls, theatres, assembly halls, seaport, airport, railway stations, bus stations, stadium, etc.;
- (viii) Educational and institutional places;
- (ix) Hotels, restaurants and bakeries;
- (x) Storage places of flammable and hazardous goods.

ANNEXURE II**Fire prevention measures to be adopted in the Buildings/Premises and Establishments specified in Annexure I**

The minimum standard measures for fire prevention and fire safety for buildings/premises shall be as provided in the National Building Code, 1983 Part IV Fire Protection, as notified in the Building Bye-laws and the Code of Practices for fire safety stipulated by the Bureau of Indian Standards, as amended from time to time thereafter, relating to the following matters:

- (i) Means of access and exit requirements;
- (ii) Underground/overhead water static tank;
- (iii) Fire Service standard inlet connections;
- (iv) First aid hose reel.
- (v) Automatic sprinkler system;
- (vi) Fire extinguishers of ISI certification mark;
- (vii) Compartmentation;
- (viii) Automatic fire detection and fire alarm system/manually operated fire alarm system;
- (ix) Illuminated exit way marking signs;
- (x) Fire check doors and fire resistance doors;
- (xi) Public address system;

- (xi) Alternate source of electric supply;
- (xiii) Fire lift with Fireman switch;
- (xiv) Wet riser-cum-down-comer system;
- (xv) Explosion Suppression/venting system.

(Published in the Official Gazette (Extraordinary) Series I No. 11 dated 12-6-1998).

**List of places and trades for which no objection certificate from
the Fire Service is necessary**

Serial number and purpose for which licence, permission or registration is required	Remarks
(1)	(2)
(1) Large hotels, Restaurants, Bakeries and eating houses where the rental value of the building exceeds Rs. 1500/-	...
(2) Fish oil-machine power	...
(3) Other oil-machine power	...
(4) Boiling camphor or oil by machine power	...
(5) Manufacture of ice	...
(6) Storing, packing, pressing, cleansing, preparing or manufacturing by any process whatever.	...
(7) Ammunition	...
(8) Chlorate mixture	...
(9) Explosive (Storing)	...
(10) Fulminate of mercury	...
(11) Gun cotton	...
(12) Gun powder	...
(13) Nitro-compound	...
(14) Nitro-glycerine	...
(15) Nitro-mixture	...
(16) Fire-works preparing or manufacturing or storing	...
(17) Manufacture of crackers	...
(18) Camphor	...
(19) Salt peter	...
(20) Sulphur (including melting)	...
(21) Fire works	...
(22) Matches	...
(23) Flax	...
(24) Hemp	...
(25) Jute	...
(26) Skins	...
(27) Gas	...
(28) Chemical preparations carbolic acid, Hydrochloric acid, Nitric acid, Pyritic acid, Sulphuric acid, Caustic potash, Caustic soda, Chemical fertilizers, Benzol, Bromoform, Chloroform, Iodoform, Glycerine, Acetone, Nitro, Nitrol, Perchloride or Mercury, Chloride or Potash, etc., etc.	...

(1)	(2)
(29) Cigars and Cigarettes	...
(30) Beedies	...
(31) Manufacturing articles from which offensive or unwholesome smell, fumes, dust or noise arise (Kumkums)	...
(32) Carpentry and cabinet making	...
(33) Printing, composing, binding, etc.	Where Lino type or other allied machines are used such as monotype, wherein the process of melting and casting is involved or using above 10 horse power of motor.
(34) Storing, dumping, curing, cleansing etc.	Where licence fee is levied Rs. 200/- and above for storage of cycle tyres and tubes above 500.
(35) Steam engines and Boilers to construct or establish any factory workshop or work place in which it is proposed to employ steam power, water power or other mechanical power or electric power	...
(36) Using for any industrial purpose fuel or machine power	Exceeding 20 horse power.
(37) Baling presses	For each baling press worked by machine power.
(38) Cinema studio	...
(39) Combustible material storage	For storing celluloid, celluloid goods and other combustibles.
(40) Cinematographic films—Storing, transporting, handling, examining, repairing and exhibiting	...
(41) Storing ordinary Camera Roll Films and X-Ray films	...
(42) Petroleum products—Storing, packing, pressing, cleansing, preparing or, manufacturing by any process whatsoever non-dangerous petroleum (between 76°F and 150°F)	When the quantity to be stored exceeds 1000 lbs. or 2200 kgs.
(43) (I) Non-dangerous Petroleum	...
(a) Kerosene oil	...
(b) Mineral Turpentine	...

(1)	(2)
(c) Powerline (Power kero)	...
(d) Furnace oil	...
(e) Vapourising oil	...
(f) Aviation turbine fuel 650	...
(g) Mobile power oil, etc.	...
(II) Heavy Petroleum	...
(a) High speed diesel oil (H. S. D.)	...
(b) Light diesel oil (L. D. O.)	...
(c) Furnace oil	...
(d) Tea drier oil	...
(e) Grease, etc.	...
(III) Heavy oils (A)	...
(a) Lubricating oils	...
(b) Vaseline	...
(c) Petroleum jellies	...
(d) White oils	...
(e) Grease, etc.	...
(44) Dyes (Vegetable or chemical) Storing, selling, keeping etc.	...
(45) Paper (Printing, writing, including news print paper, card boards, etc.) storing, selling in retail or wholesale	For each place 250 lbs for and 550 kgs. and above.
(46) Silk (Rayon, Nylon, etc.) manufactured by any process whatever	...
(47) Silk (Rayon, Nylon, etc. Waste or Soiled)—storing, selling in retail or wholesale.	...
(48) Cloth (textile, cotton, garments, dress, apparels, etc.) storing, selling in retail or wholesale, manufacturing by any process whatsoever	By powerlooms
(49) Rubber (goods such as sheet, cloth, toys, shoes, etc.) manufacturing by any process whatsoever	By machine power
(50) Studio-Cinemas, etc. Cinema House, equipped with reproducing of sound with amplifiers, by projectors where public are admitted for amusement, entertainment, etc.	...
(51) Fertilizers (Chemical preparation of any kind)—Manufacturing, packing, mixing, pressing, selling or storing in retail or wholesale.	...
(52) Paints (including distemper, varnish, spirits, linseed oils, polishes, etc.) Manufacturing, mixing, packing, pressing, cleansing by any process whatsoever.	...
(53) Paints (including distemper, varnish, spirits, linseed oils, polishes, etc.) storing, selling in retail or wholesale.	...
(54) Metals-melting, lead, beating, breaking, hammering, casting, etc. metals.	Not applicable for beating Gold.
(55) Automobile shops - repairing, building, assembling - By power cleansing, etc. automobiles....	...

Department of Home
Home-General Division
Order

No- 3/6/90-HD (G)

Government is pleased to approve the enclosed scheme for grant of awards/rewards to Fire Officers of and below the rank of Station Fire Officers for doing outstanding good work requiring exemplary courage, skill or initiative while conducting rescue and fire fighting operations.

The expenditure towards the same will be met from the grants of the Directorate of Fire Services from time to time.

This issues with the concurrence of the Finance (Expenditure) Department vide their U. O. No. Fin (Exp)/7001/92 dated 27-11-1992.

By order and in the name of the Governor of Goa.

A. Mascarenhas, Under Secretary (Home).

Panaji, 28th May, 1997.

Scheme for Grant of Awards/Rewards to Fire Service Personnel

1. Rewards will be granted to Fire Officers of and below the rank of Station Fire Officers:-

Rewards will be ordinarily granted for:

(a) doing outstanding good work requiring exemplary courage, skill or initiative while conducting rescue and fire fighting operation.

(b) doing work of a less outstanding nature, but requires promptitude, honesty and intelligence in mitigating damage on account of fire/allied emergencies.

(c) in certain cases where the official has executed smartness and diligence in the performance/workmanship which is, in the opinion of the officer competent to grant rewards, deemed appropriate to promote the efficiency of the members of the staff.

2. Rewards may also be offered and granted to private persons for the good work done in connection with the extinction and prevention of fire.

3. Grant of Rewards:-

(a) The Director, Fire and Emergency Services may issue commendatory note to any Fire Official irrespective of rank and also grant cash rewards upto Rs. 1,000/- (Rupees one thousand only) in any one case/incident on special events involving skill and devotion to duties. However, the maximum amount of reward sanctioned by the Director, Fire and Emergency Services to any one individual will not exceed Rs. 250/- (Rupees two hundred and fifty only). (Incidents involve number of people since it is a team work).

(b) The Secretary, Home Department may grant commendatory note in any one case or to any fire official irrespective of rank and also reward upto Rs. 5000/- (Rupees five thousand only) in any one case or to any one person. Rewards above Rs. 5000/- are to be sanctioned by the Government on the recommendation of the Director of Fire and Emergency Services.

4. Rewards offered by private parties :- Permission to accept special rewards by private parties may be granted by the Director, Fire and Emergency Services. Whether the reward should go to the individual concerned or to the Fire Service Benevolent Fund/Welfare Fund or to any of the Sports or recreation club or partly to each will be decided by the Director, Fire and Emergency Services in consultation with Administrative Secretary of the Department.

5. Rewards by other Departments :- Rewards granted to subordinate officers by officers of other Departments may be disbursed to them directly under intimation to the Director.

6. Publication :- The details of awards given by the Government, other Departments or Director, Fire and Emergency Services shall be published through a Departmental Circular and entering its details in their service records.

[published in the Official Gazette, Series I No. 14 dated 3-7-19971.

Notification

No. 3/3198-HD (G)

The Government of Goa is hereby pleased to institute the award of Fire Service Medal in the name of the Chief Minister and hereby makes the following rules governing them, namely:-

1. Short title, commencement and application .- (1) These rules may be called the Goa Chief Minister's Fire Service Medal Rules, 2000.

(2) They shall come into force from the date of their publication in the Official Gazette.

(3) They shall apply to the Officers of and below the rank of Assistant Divisional Officer and subordinate fire service personnel.

2. Particulars of the award .- (1) The award shall be in the form of a Medal and styled and designated as the 'Goa Chief Minister's Fire Service Medal for Outstanding devotion to duty/gallantry' (hereinafter referred to as the "Medal").

(2) The Medal shall be circular in shape, Gold plated, one and three eighth inches in diameter and have embossed on the obverse (front) the figure of the State insignia and the words "Chief Minister's Fire Service Medal for meritorious services" inscribed below. On the reverse side shall be embossed the Fire Service emblem and the words "Goa Fire Service" above, and the words TuR 4WO below.

(3) Each Medal shall be suspended from the left side of the chest with the riband of 3-5 centimetres in width, shall be half yellow and half blue and in the case of gallantry, the riband shall be half red and half white.

3. To whom Medal shall be awarded .- The Medal shall only be awarded to those members of the Goa Fire Service mentioned in rule 1, who have exhibited conspicuous devotion to duty/gallantry.

4. Publication of name of awardee and maintaining of registers .- The names of those to whom the Medal has been awarded shall be published in the Official Gazette of the Government and a Register of such names shall be kept by the Government of Goa in the Home Department by such person, as the Government of Goa, may direct.

5. Cancellation of the award .- It shall be competent for the Government of Goa to cancel and annul the Medal awarded to any person and thereupon his name in the register shall be erased. It shall, however, be competent for the Government to restore any Medal which may have been so cancelled. Every person to whom the said Medal is awarded shall, before receiving the Medal give an undertaking in Form B' hereto to return the Medal if his Medal is cancelled or annulled. Notice of cancellation or restoration in every case shall be published in the Official Gazette of the Government.

6. Number of Medals to be awarded in a year .- The number of Medals to be awarded in a year shall not exceed 3 (three) which stands precluded for Gallantry in any number.

7. Eligibility for Medal .- (1) The Medal shall be awarded for,--

(i) conspicuous gallantry in saving life and property, the risks covered being estimated with due regard to the obligations and the duties of the officer concerned in the preceding year;

(ii) a specially distinguished record in Fire service;

(iii) success in organising Fire Service or in maintaining the organisation under special difficulties;

(iv) special service in dealing with serious incidents or widespread outbreaks of fire;

(v) prolonged services of ability and merit.

(2) To be eligible for award of the Medal, members of the service should have completed service for a period of not less than ten years. Consideration may be given to those with longer years of service. This condition will, however, not be applicable to cases relating to Medal for gallantry.

(3) The members of the fire service shall be eligible for the grant of Medals only once in their service. Those who have been awarded the President's Fire Service Medal shall not be eligible for the award of Medal for Outstanding devotion to duty for the next three years.

8. Nomination for the Medal .- As the Medal shall carry the Chief Minister's name, the nomination/s for Medal shall be done in all seriousness and the standard of the cases recommended should be high.

9. Cash award alongwith Medal.- The Medal shall carry a one time cash reward of Rs. 2000/- (Rupees two thousand only), irrespective of the rank of the recipient.

10. Other conditions - (1) The Medal may be made posthumously and in such cases, the lumpsum grant attached to the Medal shall go to the family of the recipient.

(2) While wearing this Medal alongwith other Medal/s, and decorations, it shall be worn to the left of the last Medal awarded by the Government of India.

(3) The Medal shall be liable to be forfeited when the holder is guilty of disloyalty, cowardice in action or such conduct as in the opinion of the Government, brings the fire force into disrepute.

(4) All the proposals for the grant of Chief Minister's Fire Service Medal shall be first scrutinised by a Committee consisting of the Chief Secretary as Chairman, Director of Fire and Emergency Services and Under Secretary (Home) as members. The committee shall then recommend names to the Government alongwith citation to enable the Government to make announcement on 19th December, every year.

(5) The period between 1st November, of the preceding year to 31st, October, of the succeeding year shall be the period under consideration for the award to be given on 19th December, of the succeeding year.

(6) While making recommendations for the medal, it should be specifically reported whether the nominees have at any time incurred any censure of a court or have been concerned in proceedings which have been censured by Courts of Law. A certificate in Form 'A' hereto shall be furnished by the Director of Fire and Emergency Service in respect of each nominee for the Medal.

FORM 'A'

CERTIFICATE

(i) Certified that the integrity of Shri **recommended for the award of Goa Chief Minister's Fire Service Medal for Outstanding Devotion to Duty/Gallantry is above suspicion and that he** has neither **incurred censure nor was concerned in proceedings which were censured** in a Court of Law.

For Gallantry only:

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

FORM 'B'

Undertaking to be furnished by the recipient of Medal

Goa Chief Minister's Fire Service Medal

1, Shri on whom the Government of Goa has been pleased to confer the Decoration of the Goa Chief Minister's Fire Service Medal, declare, that I have read over and I understand the condition attached to the Decoration and I hereby undertake to return the Decoration conferred upon me, should my name at any time be erased from the Register of persons upon whom the Medal shall have been conferred, upon my being called upon to do so, in

accordance with provisions of the Goa Chief Minister's Fire Service Medal Rules, 2000, governing the award of the Medal.

Signature of the recipient of the Award.

Dated at the day of the month of

Witnessed by:-

By order and in the name of the Governor of Goa.

A. Mascarenhas, Under Secretary (Home).

Panaji, 28th March, 2000.

[Published in the Official Gazette, Series I No. 53 (Extraordinary No. 4) dated 31-3-2000].