

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**HEAD QUARTERS: DELHI FIRE SERVICE : NEW DELHI – 110001**

No. F. 6/DFS/MS/APAR/2023-24/ 6594

Dated. 26-3-24

**OFFICE ORDER**

In conformity with the instructions issued by DOPT from time to time on preparation and maintenance of Annual Performance Appraisal Reports (APARs), the APAR performa for Group- 'A', 'B' & 'C' operational members of Delhi Fire Service have been revised and same shall be adopted onwards from the year 2023-24 by the department.

All Head of Offices, being the custodian for the APARs of Group- 'C' members are hereby directed to ensure that the process of APARs i.e. from distribution of blank APAR forms with duly filled Part-I to finally taking APARs on record by them shall be in conformity with the timeline issued vide annexure-III of the OM No. 21011/1/2005-Estt(A)(Pt-II) dated 23<sup>rd</sup> July, 2009 by DOPT. Further all Head of Offices are instructed to get the APARs completed on Part-II of the form, if such condition arise as stipulated in DOPT OM No. 21011/02/2009-Estt. (A) dated 16<sup>th</sup> February 2009.

All group 'A' & 'B' operational members of Delhi Fire Service are hereby directed to report upon their APAR in the new format from the year 2023-24 onwards. Station Officers/Officer-in-charge and immediate two Group- 'A' operational members next in the hierarchy should be reporting, reviewing and accepting authority for Group- 'C' operational members and they shall adhere to the timeline issued by DOPT while reporting, reviewing & accepting the APARs for Group- 'C' operational members of the department under their jurisdiction.

  
 (ATUL GARG)  
 DIRECTOR  
 DELHI FIRE SERVICE

Circulation:

- 1) CFO/SZ
- 2) AC (Fire) -to upload on DFS website with APAR forms in Pdf format.
- 3) All HOO with Group-'C' APAR form (for implementation)
- 4) All Group 'A' & 'B' operational members
- 5) All OIC of Fire Stations
- 6) Guard file.

025  
 27/3/24  
 Ado (Svs)

27/C

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(DELHI FIRE SERVICE)**

**Department/Office of Director, Delhi Fire Service, New Delhi.**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)**

**(For Group 'C' Operational Members)**

**PART - I**

(To be filled by the Office)

1. Reporting period: From \_\_\_\_\_ To \_\_\_\_\_
2. Name of the member: \_\_\_\_\_
3. Father's Name: \_\_\_\_\_
4. DFS No. & Designation: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Posted at: \_\_\_\_\_
7. Date from which present post held: \_\_\_\_\_
8. Details of Leave availed by the member:
  - A) Earned Leave \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_
  - B) Medical Leave \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_
  - C) Other Type of Leave, if any: \_\_\_\_\_ for \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_
9. Date of prescribed Annual Health Medical check up  
(For over 40 years of age)  
(Attach copy of Summary of Health Report)

**(Name & Signature of Dealing Assistant)**

**PART – II**

(A brief statement of the work handled by the official during the year /period under report.

**Note:** *This box to be filled by the member concerned only in a situation when the Reporting & Reviewing Officers confiscated their right to write Part-III in conformity with DOPT timeline.)*

**Date:** \_\_\_\_\_ **(Signature of the member reported upon)**

This APAR is prepared in conformity with the provisions of DOPT OM 21011/02/2009-Estt. (A) dated 16/02/2009 and hence shall be treated as at par with the 'qualifying benchmark' for the purpose of MACP schemes, DPC, etc.

**HOO/** \_\_\_\_\_

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**PART-III**

(A) Assessment of work output (weightage to this Section would be 40%)

<b>'Work Output'</b>	<b>Reporting Authority</b>	<b>Initial of Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Initial of Reviewing Authority</b>
i) Performance of Station Procedures				
ii) Performance at Emergency ground operations:				
iii) Performance at Station duties				
iv) Performance at Fire Units/Station Maintenance				
<b>Average of (A)</b>				

(B) Assessment of Personal attributes (weightage to this Section would be 30%)

<b>'Personal Attributes'</b>	<b>Reporting Authority</b>	<b>Initial of Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Initial of Reviewing Authority</b>
i) Intelligence & keenness to learn				
ii) Amenability of Discipline				
iii) Sense of responsibility				
iv) Punctuality in Attendance				
v) Communication skills				
vi) Leadership qualities & Attitude to work				
vii) Performance in team work				
viii) Sense of Loyalty to duty				
ix) Inter-personal relations with fellow employees, juniors & seniors				
x) Turn-out, upkeep of Uniform & Ethical Conduct				
<b>Average of (B)</b>				



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(C) Assessment of functional competency (weightage of this section would be 30%)

'Functional Competency'	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge of Rules /Duties/Procedures in the area of function and ability to apply them correctly			
ii) Execution of responsibility			
iii) Decision making & ability to take action			
iv) Coordination & task implementation ability			
v) Ability to motivate and develop subordinate			
vi) Ability to take Initiatives in the area of function			
Average of (C)			

# For any rating below 4 & above 8, supportive documents to be enclosed for the failures & accomplishments of the member respectively.

Overall Numerical Grading [(A) x 0.4 + (B) x 0.3 + (C) x 0.3]:

1. Period of absence from duty, on leave, training etc.:  
\_\_\_\_\_  
\_\_\_\_\_
2. Awards/Honors, if any: \_\_\_\_\_
3. Training: *(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the member)*  
\_\_\_\_\_
4. State of health: \_\_\_\_\_
5. Integrity *(Put a tick in the applicable box, out of options available below at i, ii & iii):*
  - i) Beyond doubt
  - ii) Since the integrity of the officer is doubtful, a secret note is attached.

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iii) Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.

Signature of the Reporting Officer (STO/OIC)

Name in Block Letters: \_\_\_\_\_

Designation: \_\_\_\_\_

1. Do you agree with the assessment made by the Reporting Officer: YES/NO
2. In case of disagreement, please specify the reasons. Is there anything you want to modify or add?

\_\_\_\_\_

\_\_\_\_\_

Reviewed Overall Numerical Grading is

Signature of the Reviewing Officer (Next Hierarchy)

Name in Block Letters: \_\_\_\_\_

Designation: \_\_\_\_\_

1. Do you agree with the assessment made by the Reviewing Officer: YES/NO
2. In case of disagreement, please specify the reasons. Is there anything you want to modify or add?

\_\_\_\_\_

\_\_\_\_\_

Accepted Overall Numerical Grading is

Signature of the Accepting Officer (Next Hierarchy)

Name in Block Letters: \_\_\_\_\_

Designation: \_\_\_\_\_

23/C

ANNEXURE

CERTIFICATE FOR DISCLOSURE OF PERFORMANCE

ASSESSMENT REPORT

1. Name and designation  
of the officer reported upon:
  
2. Year/Period of Assessment:
  
3. Date of Disclosure of APAR  
to the officer reported upon:
  
4. Whether representation received  
from the officer reported upon: Yes/No
  
5. If yes, date of disclosure to the  
officer reported upon after  
consideration of his/her representation:

Signature of the forwarding authority

Date: \_\_\_\_\_

22/C

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
(DELHI FIRE SERVICE)**

**Department/Office of Director, Delhi Fire Service, New Delhi.**

**ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR)**

**(For Group 'A' & 'B' Operational Members)**

Report for the year/Period

**PART-I**

**(PERSONAL DATA)**

1. Name of officer:
2. Father's Name:
3. Date of Birth:
4. Date of continuous appointment to  
the present grade:
5. Present Post and appointment  
thereto:
6. Period of absence from duty, on  
leave, training etc.:
7. Date of prescribed Annual Health  
Medical check up (For over 40 years  
of age) (Attach copy of Summary of  
Health Report)
8. Training Programs attended:
9. Awards/Honor's:
10. Name and designation of  
reporting officer:



211C

**PART-II**

**(To be filled by the officer reported upon)**

1. Brief Description of Duties:

2. Please specify targets/objective/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority and your achievement against each target:

Target/Objectives /Goals	Achievements

3. (A) Please state briefly, the shortfalls with reference to the target/Objectives/Goals referred to in item no.2 Please specify the constraints, if any, in achieving the targets:

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto:

4. Please state whether the annual return on immovable for the preceding calendar year was filled within the prescribed date i.e., 31<sup>st</sup> January of the year following the calendar year. If not, the date of filling the return should be given:

5. Please state whether you have completed the APAR of the previous reporting year of the members working under you within the stipulated time or not.

6. Please state whether you have annexed the mandatory summery of yearly health report or not.

Date: .....

Signature of the officer reported upon

**PART-III**

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refer to the lowest grade and 10 to the highest. (Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

Work Outputs	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Accomplishment of Planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional/unforeseen tasks performed			
<b>Overall Grading on 'Work Output'</b>			

(B) Assessment of Personal attributes (weightage to this Section would be 30%)

Personal Attributes	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team sprit			
vii) Capacity to adhere to time-schedule			
viii) Inter-personal relations			
ix) Overbearing and personality			
<b>Overall Grading on 'Personal Attributes'</b>			

(C) Assessment of functional competency (weightage of this section would be 30%)

Functional Competency	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Knowledge of Rules /Regulations/Procedures in the area of function and ability to apply them correctly			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinate			
vi) Initiative			
<b>Overall Grading on 'Functional Competency'</b>			

**PART-IV**  
**(GENERAL)**

1. Relation with Public (wherever applicable)  
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)
  
2. Training  
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the Officer)
  
3. State of health
  
4. Integrity



5. Pen Picture by Reporting officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-II) and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-III of the Report.

Signature of the Reporting Officer

Place: .....Name in Block Letters: .....

Date:.....Designation:.....

During the period of Report: .....

**PART-V**

1. REMARKS OF THE REVIEWING OFFICER:  
Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-III & Part-IV? Do you agree with the assessment of the reporting officer in

respect of extraordinary achievements/significant failures of the officer reported upon? [Ref: Part-III (A) (iv) and Part-IV(5)]  
(In case you do not agree with any of the numerical assessments of attributes please record your assessment under the column provided for you in that section and initial your entries).

YES/NO

3. In case of disagreement, Please specify the reasons. Is there anything you wish to modify or add?

4. Pen Picture by Reviewing Officer, Please comment (in 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

5. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-III of the Report.

Signature of the Reviewing Officer

Place: .....Name in Block Letters: .....

Date: ..... Designation: .....

During the period of Report: .....

**Section VI**  
**[Acceptance]**

1. Do you agree with the remarks of the reporting / reviewing authorities?

YES/NO

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall grade (on a score of 1-10)

Signature of the Accepting Authority

Place: .....Name in Block Letters: .....

Date: ..... Designation: .....

During the period of Report: .....

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ANNEXURE

CERTIFICATE FOR DISCLOSURE OF PERFORMANCE

ASSESSMENT REPORT

1. Name and designation  
of the officer reported upon:
  
2. Year/Period of Assessment:
  
3. Date of Disclosure of APAR  
to the officer reported upon:
  
4. Whether representation received  
from the officer reported upon: Yes/No
  
5. If yes, date of disclosure to the  
officer reported upon after  
consideration of his/her representation:

Signature of the forwarding authority

Date: \_\_\_\_\_



## CHARTER OF DUTIES FOR GROUP 'B' & 'C' FIRE OFFICER & SUBORDINATE OPERATIONAL STAFF OF DELHI FIRE SERVICE

The Fire Station/post means a building erected to house the firefighting equipment, appliances and staff declared generally or specially by the Government to be a fire station for the purposes of DFS Act-2007. The Fire Station shall be headed by the post of Station Officer, if more than one Station Officers are posted on a station than the senior most will act as officer-in-charge of that station as specified in Section 2(w) unless and otherwise specified otherwise by the competent authority, who will be responsible for overall administration & smooth functioning of the fire station. In the absence of his posting/leave/non-availability on station due to official work, the senior most person of similar rank/below ranks in hierarchy who is on duty and available at station shall automatically start functioning as officer-in-charge of that station.

The action of all the operation members of DFS, while performing their duty under this charter shall always remain in conformity with the laid down procedure as stipulated in procedure manual (Appendix-A) in proper uniform as prescribed in ethical conduct, uniform attire and personal appearance manual (Appendix-K) while ensuring to have record in accordance with record & format manual (Appendix-M). Unless and otherwise specified in this charter the laid down procedures of the manuals of Practical Fireman Ship shall be referred for the execution of the duties by the operational members of the DFS.

### CHARTER OF DUTIES - STATION OFFICERS/OFFICER-IN-CHARGE

1. Station Officer will exercise supervision, control and be responsible for Administration of a Fire Station or/and will perform duties at Fire Prevention Wing (FPW) or/and will perform duties at Fire Safety Management Academy (FSMA) and will report to the next superior rank in hierarchy (ADO/DO).
2. Officer-in-charge shall follow & assist the administration for the matters stipulated in DFS Act-2007 & Rules-2010 & CCS (CCA) conduct Rules.
3. Officer-in-charge shall perform & execute duties under the provision of DFS Act & Rules and laid down procedures under Station Administration (Appendix-A) and along with the power/authority conferred by Director to him under Section 64(2) of DFS Act-2007, if any.
4. Officer-in-charge shall follow the instructions issued by Director under Rule 49 & orders issued by Director under Section 12 of DFS Act-2007 and to execute other lawful orders/directions/tasks or work assigned to him by his superior ranks with full devotion & dedication.
5. Officer-in-charge will ensure that transfer of charge shall take place as stipulated in sub rule (6) & (7) of the Rule 14, chapter -III of DFS Rules-2010, whenever he is transferred from one office to another and the prescribed form is submitted with next higher rank within seven working days.

6. Officer-in-charge shall also act as Estate caretaker for his place of jurisdiction and shall ensure that orders/directions of Estate Officer of Delhi Fire Service are duly complied. He will follow the direction of sub rule (8) of the Rule 14, chapter -III of DFS Rules-2010 and will remain responsible for the protection & maintenance of the Property of his jurisdiction during his tenure.
7. Officer-in-charge shall reside at the posting Station during his duty hours as approved by GNCTD and will leave the station for official purpose only with prior approval of his concern ADO/DO with proper departure in FCR and OB.
8. Officer-in-charge shall keep his composure & attitude in such a way that it set an example to his subordinates & society w.r.t. discipline, cleanliness, promptitude, civility along with full devotion & dedication to his duties.
9. The Officer-in-charge will be responsible for the discipline, efficiency of men & machines, good condition of all equipment, appliances, tools, dead stock and cleanliness of premises in the station under his control.
10. Officer-in-charge keep himself in readiness for any duties he may be called on by his superiors to perform, and keep them acquainted with all matters coming to his knowledge affecting either his own station or the general business of DFS.
11. Officer-in-charge shall ensure that the communication systems of the station & appliances are in proper working order.
12. Officer-in-charge will see that everything connected with his station is in a thoroughly efficient condition and in constant readiness.
13. Officer-in-charge will ensure that men at the station under his control are available for duty at all times and that they are properly instructed in their duties.
14. Officer-in-charge will be responsible to maintain stations records & registers. He will ensure that required reacquisition, reports, submissions of station dues/bills etc. submitted timely & properly as per procedure.
15. Officer-in-charge shall be competent to issue station orders to his subordinate w.r.t. station administration, to maintain discipline, to improve efficiency and effectiveness to ensure smooth functioning of a fire station. He may delegate certain responsibilities; carry out distribution of station work among the station supervisory staff through a station order.
16. Officer-in-charge shall be competent to execute the punishment for petty offences carried out by his subordinates, he will be appellate authority to review the punishment awarded up to the rank of Leading Fireman/Leading Fire Operator by his subordinates. The appellate authority for the punishment awarded to his subordinated by him shall be his next superior rank.



17. Officer-in-charge shall be competent to make surprise alarm at his station as per procedure & may utilize any power of his junior hierarchy, if required.
18. Officer-in-charge shall be competent to Stop the routine Day off or defer the departure time of Day off of his Junior hierarchy by an order in case of an administrative exigency to ensure smooth functioning of the fire station.
19. Officer-in-charge to submit reports regarding lost, damages or worn out equipment as these arise. At the termination of each quarter of the year he is required to verify all stores, equipment etc. in his station and to submit a consolidated report of equipment etc. which have been lost, damaged or became worn out during the usage, operation in that quarter.
20. Officer-in-charge shall submit immediately information injury report to Director, of such injuries which took place while a member was engaged in any station procedure/task and are recorded in DFS-24 by the employee/NCO duty and attended by MO along with the medical papers, copy of DFS-24 & report of OIC of that task/procedure.
21. Officer-in-charge will conduct a Master Parade for the inspection to ensure that uniform & its decorum by each individual is in conformity with uniform manual of the service. The tools/equipments/appliance shall also be inspected by him to ensure that they are in efficient/worthy condition.
22. The Master Parade shall be conducted by him at least once a month and he will report the discrepancy to the Chief Fire Officer, if any. The record of the master parade shall be maintained at the station.
23. Officer-in-charge shall himself conduct/supervise the mandatory Roll call/task/programmes, if he is available at the station and not busy with other administrative work.
24. Officer-in-charge will be responsible for ensuring that all rules, regulations and orders are properly carried out in the station under his control.
25. Station Officer shall be responsible for timely reporting of his as well as of his subordinates ACR/APAR under the prevailing ACR/APAR Rules.
26. Officer-in-charge shall arrange or re-arrange the crews to ensure discipline & smooth functioning of a fire station as per administrative requirement.
27. Officer-in-charge will ensure that the total leaves of the subordinates under him shall not exceed the limit as stipulated in CCS Leave Rules. The Leaves granted by him shall be in conformity with the DFS procedure for the same.

28. Officer-in-charge shall also ensure that the welfare of his subordinates is duly taken care of by him under the prevailing rules/norms.
29. Officer-in-charge shall provide the inspection register of the concern superior rank along with all the station records for the inspection by the inspecting officer during the station inspection. The superior rank officer conducting inspection of a fire station shall record his inspection along with remarks/directions for the OIC in the register, if any discrepancy observed by him in any procedure/record.
30. Officer-in-charge shall make a note of the remarks/direction issued by his superiors during station inspection and will send a compliance report of the same to the inspecting officer through proper channel with the copy of inspection note.
31. Officer-in-charge shall respond & take turn-out on an emergency call under predefined SOP under Rule 44 or directed otherwise by FCR/ superior rank to attend an emergency call. To supervise or be a part of any mock exercise/Training/meeting/court matter etc. or any other activity conducted to increase the efficiency of the department.
32. Officer-in-charge may respond with any fire unit available on station which is suitable to the nature of the emergency call received, if there is no specific instruction from FCR in this regard. He may also take additional turnout of Fire units on the same call, if he anticipates some local demographic condition/particular situation, as the same may not be in the knowledge of FCR.
33. Officer-in-charge, being the first responder will be responsible to ensure that emergency scene is duly sized-up by him on arrival and any additional requirement at the scene shall be communicated to the FCR as early as possible with the help of standard messages i.e. Make-4, 6, 8, Medium, Serious.
34. Officer-in-charge shall ensure to update FCR w.r.t. injuries & casualties reported/noticed/happened at the scene along with the condition of emergency scene by standard messages (ex. Surrounded, Under Control & Stop Message).
35. Officer-in-charge shall immediately do the reporting to the Officer who is responded by FCR on his standard message to the emergency scene on his arrival at the scene. The officer responded on a standard message will now be the officer-in-charge of the emergency scene. Onwards he shall follow all the orders/directions issued by the Officer-in-charge on the emergency scene and he will leave the emergency scene only when the order for the same is passed by the Officer-in-charge of the emergency scene.
36. Station officer/Sub Officer 'Band' in addition to performing their Band duties as individual/team may also be asked by the competent authority to perform the duties of Officer-in-charge as mentioned above.



**CHARTER OF DUTIES - SUB-OFFICER**

1. Sub Officer will assist the Station officer/officer-in-charge to exercise supervision, control and be responsible for Administration of a Fire Station or/and will perform duties at Fire Safety Management Academy (FSMA) or/and wherever required by administration and will report to Station officer/officer-in-charge.
2. Sub Officer shall follow & assist the administration for the matters stipulated in DFS Act-2007 & Rules-2010 & CCS (CCA) conduct Rules.
3. Sub Officer shall perform & execute duties under the provision of DFS Act & Rules and laid down procedures under Station Administration (Appendix-A) and along with the power/authority conferred by Director to him under Section 64(2) of DFS Act-2007, if any.
4. Sub Officer shall follow the instructions issued by Director under Rule 49 & orders issued by Director under Section 12 of DFS Act-2007 and to execute other lawful orders/directions/tasks or work assigned to him by his superior ranks with full devotion & dedication.
5. Sub Officer will ensure that transfer of charge shall take place as stipulated in sub rule (6) & (7) of the Rule 14, chapter -III of DFS Rules-2010, whenever he is transferred from one office to another and the prescribed form is submitted with next higher rank within seven working days.
6. Sub Officer shall reside at the posting Station during his duty hours as approved by GNCTD and will leave the station for official purpose only with prior approval of his concern Officer-in-charge/STO/ADO with proper departure in FCR and OB.
7. Sub Officer shall keep his composure & attitude in such a way that it set an example to his subordinates & society w.r.t. discipline, cleanliness, promptitude, civility along with full devotion & dedication to his duties.
8. The Sub Officer will be responsible for the discipline, efficiency of men & machines, good condition of all equipment, appliances, tools and cleanliness of premises & the responsibility/charge/power conferred to him by the Station Officer/Officer-in-charge through a Station Order.
9. Sub Officer shall be responsible for any dead stock item/s, if a station order for the same is issued by Station Officer/Officer in charge.
10. Sub Officer shall ensure that duties of the day are duly marked and signed by the Leading Fireman/Leading Fire Operator in DFS 36 prior to 0930 hrs. Sub Officer shall endorse his signature on the same prior to 0930 hrs. Roll-call.

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11. Sub Officer will keep himself in readiness for any duties he may be called on by his superiors to perform, and keep them acquainted with all matters coming to his knowledge affecting either his own station or the general business of DFS.
12. Sub Officer shall ensure that the communication systems of the station & appliances are in proper working order.
13. Sub Officer shall be responsible to supervise all the roll-calls, station programmes and to ensure that they are conducted by Leading Fireman/Leading Fire Operator with laid down procedures.
14. Sub Officer will see that everything connected with his station is in a thoroughly efficient condition and in constant readiness.
15. Sub Officer will ensure that men at the station under his control are available for duty at all times and that they are properly instructed in their duties.
16. Sub Officer will be responsible to maintain stations records & registers. He will ensure that required reacquisition, reports, submissions of station dues/bills etc. submitted timely & properly as per procedure.
17. Sub Officer shall be competent to issue orders in conformity with laid down procedures & station orders to his subordinate w.r.t. station administration, to maintain discipline, to improve efficiency and effectiveness to ensure smooth functioning of a fire station.
18. Sub Officer shall be competent to execute/recommend the punishment for petty offences carried out by his subordinates as per his authority, he will be appellate authority to review the punishment awarded to Fm/FO by his subordinates. The appellate authority for the punishment awarded to his subordinated by him shall be Station Officer/Officer-in-charge.
19. Sub Officer may utilize any power/function of his junior hierarchy, if administratively required.
20. Sub Officer will be responsible for ensuring that all rules, regulations and orders are properly carried out at the station in the crew under his control.
21. Sub Officer shall supervise the 1<sup>st</sup> NCO duty handing over taking over process and will be held responsible for any lapse in his supervision of the same. He will keep a watch on the NCO duty and will ensure that NCO duties are performed at station in conformity with charter of duties/laid down procedures.



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22. Sub Officer shall ensure that the total leaves of the subordinates under him shall not exceed the limit as stipulated in CCS Leave Rules. The Leaves recommended by him shall be in conformity with the DFS procedure for the same.
23. Sub Officer shall also ensure that the welfare of his subordinates is duly taken care of by him under the prevailing rules/norms.
24. Sub Officer shall make a note of the remarks/direction/orders issued by his superiors and shall ensure their compliance effectively & efficiently.
25. Sub Officer shall respond & take turn-out on an emergency call under predefined SOP under Rule 44/Laid down procedures or directed otherwise by FCR/ superior rank to attend an emergency call.
26. To supervise or be a part of any mock exercise/Training/meeting/court matter etc. or any other activity conducted to increase the efficiency of the department.
27. Sub Officer, whenever responded as a first responder to an emergency scene will be responsible to ensure that emergency scene is duly sized-up by him on arrival and any addition requirement at the scene shall be communicated to the FCR as early as possible with the help of standard messages i.e. Make-4, 6, 8, Medium, Serious.
28. Sub Officer shall ensure to update FCR w.r.t. injuries & casualties reported/noticed/happened at the scene along with the condition of emergency scene by standard messages (ex. Surrounded, Under Control & Stop Message), if he is Officer-in-charge of the emergency scene.
29. Sub Officer shall immediately do the reporting to the Officer who is responded by FCR on his standard message to the emergency scene on his arrival at the scene. The officer responded on a standard message will now be the officer-in-charge of the emergency scene. Onwards he shall follow all the orders/directions issued by the Officer-in-charge on the emergency scene and he will left the emergency scene only when the order for the same is passed by the Officer-in-charge of the emergency scene.
30. Sub Officer 'Band' in addition to performing their Band duties as individual/team may also be asked by the competent authority to perform above mentioned duties.

**CHARTER OF DUTIES - LEADING FIREMAN/LEADING FIRE OPERATOR**

1. Leading Fireman/Leading Fire Operator will assist the Sub Officer/Station officer/officer-in-charge to exercise supervision, control and be responsible for Administration of a Fire Station or/and will perform duties at Fire Safety Management Academy (FSMA) or/and wherever required by administration and will report to Sub-Officer/Station officer/officer-in-charge.

2. Leading Fireman/Leading Fire Operator shall follow & assist the administration for the matters stipulated in DFS Act-2007 & Rules-2010 & CCS (CCA) conduct Rules.
3. Leading Fireman/Leading Fire Operator shall perform & execute duties under the provision of DFS Act & Rules and laid down procedures under Station Administration (Appendix-A) and along with the power/authority conferred by Director to him under Section 64(2) of DFS Act-2007, if any.
4. Leading Fireman/Leading Fire Operator shall follow the instructions issued by Director under Rule 49 & orders issued by Director under Section 12 of DFS Act-2007 and to execute other lawful orders/directions/tasks or work assigned to him by his superior ranks with full devotion & dedication.
5. Leading Fireman/Leading Fire Operator shall reside at the posting Station during his duty hours as approved by GNCTD and will leave the station, for official purpose only with prior approval of his concern Officer-in-charge/STO/ADO with proper departure in FCR and OB.
6. Leading Fireman/Leading Fire Operator shall keep his composure & attitude in such a way that it set an example to his subordinates & society w.r.t. discipline, cleanliness, promptitude, civility along with full devotion & dedication to his duties.
7. Leading Fireman/Leading Fire Operator shall be responsible for the discipline, efficiency of men & machines, good condition of all equipment, appliances, tools and cleanliness of premises & the responsibility/charge/power conferred to him by the Station Officer/Officer-in-charge through a Station Order.
8. Leading Fireman/Leading Fire Operator shall be responsible for any dead stock item/s, if a station order for the same is issued by Station Officer/Officer-in-charge.
9. On duty, Senior most Leading Fireman/Leading Fire Operator shall ensure that duties of the day are duly marked and signed by him in DFS 36 prior to 0930 hrs and he will get the same endorsed by the on duty Sub Officer/OIC prior to 0930 hrs. Roll-call.
10. Leading Fireman/Leading Fire Operator will keep himself in readiness for any duties he may be called on by his superiors to perform, and keep them acquainted with all matters coming to his knowledge affecting either his own station or the general business of DFS.
11. Leading Fireman/Leading Fire Operator shall ensure that the communication systems of the station & appliances are in proper working order.



12. Leading Fireman/Leading Fire Operator shall be responsible to conduct all the roll-calls, station programmes and to ensure that they are conducted by with laid down procedures efficiently & effectively.
13. Leading Fireman/Leading Fire Operator will see that everything connected with his crew & fire unit is in a thoroughly efficient condition and in constant readiness prior to response on an emergency call as well as when the fire unit returned after attending an emergency call.
14. Leading Fireman/Leading Fire Operator will ensure that men at the station under his crew are available for duty at all times and that they are properly instructed in their duties.
15. Leading Fireman/Leading Fire Operator will be responsible to maintain stations records & registers. He will ensure that required reacquisition reports, submissions of station dues/bills etc. submitted timely & properly as per procedure if the responsibility is accorded to him by Station Officer/Officer-in-charge by a station order.
16. Leading Fireman/Leading Fire Operator shall be competent to issue orders in conformity with laid down procedures & station orders to his subordinate w.r.t. station administration, to maintain discipline, to improve efficiency and effectiveness to ensure smooth functioning of a fire station.
17. Leading Fireman/Leading Fire Operator shall be competent to execute/recommend the punishment for petty offences carried out by his subordinates as per his authority. The appellate authority for the punishment awarded to his subordinated by him shall be Sub-Officer/Station Officer/Officer-in-charge.
18. Leading Fireman/Leading Fire Operator may utilize any power/function of his junior hierarchy, if administratively required.
19. Leading Fireman/Leading Fire Operator will be responsible for ensuring that all rules, regulations and orders are properly carried out at the station in the crew under his control.
20. Leading Fireman/Leading Fire Operator shall conduct his duty in conformity with DFS-36 and will utilize all of his powers and shall adhere to the responsibilities in conformity with the duty & laid down procedure.
21. Leading Fireman/Leading Fire Operator shall ensure that the total leaves of the subordinates under him shall not exceed the limit as stipulated in CCS Leave Rules. The Leaves recommended by him shall be in conformity with the DFS procedure for the same.

- 22. Leading Fireman/Leading Fire Operator shall also ensure that the welfare of his subordinates is duly taken care of by him under the prevailing rules/norms.
- 23. Leading Fireman/Leading Fire Operator shall make a note of the remarks/direction/orders issued by his superiors and shall ensure their compliance effectively & efficiently.
- 24. Leading Fireman/Leading Fire Operator shall respond & take turn-out on an emergency call under predefined SOP under Rule 44/Laid down procedures or directed otherwise by FCR/ superior rank to attend an emergency call. He will be in-charge of his crew and he will ensure that the functioning & reporting of his crew members shall always be in conformity with the laid down procedures.
- 25. To supervise or be a part of any mock exercise/Training/meeting/court matter etc. or any other activity conducted to increase the efficiency of the department.
- 26. Leading Fireman/Leading Fire Operator, whenever responded as a first responder to an emergency scene will be responsible to ensure that emergency scene is duly sized-up by him on arrival and any addition requirement at the scene shall be communicated to the FCR as early as possible with the help of standard messages i.e. Make-4, 6, 8, Medium, Serious.
- 27. Leading Fireman/Leading Fire Operator shall ensure to update FCR w.r.t. injuries & casualties reported/noticed/happened at the scene along with the condition of emergency scene by standard messages (ex. Surrounded, Under Control & Stop Massage), if he is Officer-in-charge of the emergency scene.
- 28. Leading Fireman/Leading Fire Operator shall immediately do the reporting to the Officer who is responded by FCR on his standard message to the emergency scene on his arrival at the scene. The officer responded on a standard message will now be the officer-in-charge of the emergency scene. Onwards he shall follow all the orders/directions issued by the Officer-in-charge on the emergency scene and he will left the emergency scene only when the order for the same is passed by the Officer-in-charge of the emergency scene.
- 29. Leading Fireman/Leading Fire Operator 'Band' in addition to performing their Band duties as individual/team may also be asked by the competent authority to perform above mentioned duties.

**CHARTER OF DUTIES –DRIVER, LF/DVR, SO/DVR, STO/DVR &FO**  
**(PERFORMING DRIVER DUTY)**

- 1. Driver/FO performing driver duty will assist the Leading Fireman/Leading Fire Operator/Sub Officer/Station officer/officer-in-charge to exercise supervision, control



and be responsible for Administration of a Fire Station or/and will perform duties at Fire Safety Management Academy (FSMA) or/and wherever required by administration and will report to Leading Fireman/Leading Fire Operator/Sub-Officer/Station officer/officer-in-charge.

2. Driver/FO performing driver duty shall follow & assist the administration for the matters stipulated in DFS Act-2007 & Rules-2010 & CCS (CCA) conduct Rules.
3. Driver/FO performing driver duty shall perform & execute duties under the provision of DFS Act & Rules and laid down procedures under (Appendix-A) and shall assist his superiors in execution of the power/authority conferred by Director to him under Section 64(2) of DFS Act-2007, if any.
4. Driver/FO performing driver duty shall follow the instructions issued by Director under Rule 49 & orders issued by Director under Section 12 of DFS Act-2007 and to execute other lawful orders/directions/tasks or work assigned to him by his superior ranks with full devotion & dedication.
5. Driver/FO performing driver duty shall reside at the posting Station during his duty hours as approved by GNCTD and will leave the station for official purpose only with prior approval of his concern Officer-in-charge with proper departure in DFS-24.
6. Driver/FO performing driver duty shall keep his composure & attitude in such a way that it set an example to his juniors in same rank & society w.r.t. discipline, cleanliness, promptitude, civility along with full devotion & dedication to his duties.
7. Driver/FO performing driver duty will be responsible for the discipline, efficiency of men & machines, good condition of all equipment, appliances, tools and cleanliness of premises & the responsibility/charge/power conferred to him by the Station Officer/Officer-in-charge through a Station Order.
8. Driver/FO performing driver duty on a fire unit shall ensure that all the parts of the fire unit is efficiently worthy for turn-out as well as its operation at an emergency call such as various oils, lubricants, tyres, battery, siren, horn, lights, PTO, rotating parts, extinguishing media, etc. are in constant readiness and the required refilling, repair, replacement is properly & efficiently taken care of by him.
9. Driver/FO performing driver duty will keep himself in readiness for any duties he may be called on by his superiors to perform, and keep them acquainted with all matters coming to his knowledge affecting either his Fire unit, own station or the general business of DFS.

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10. Driver/FO performing driver duty shall be responsible to respond on all the roll-calls, station programmes and to ensure that they are attended by them in conformity with the laid down procedures efficiently & effectively.
11. Driver/FO performing driver duty will see that everything connected with him is in a thoroughly efficient condition and in constant readiness.
12. Driver/FO performing driver duty will ensure that he is available for duty at all times and that he is properly aware in his duties.
13. Driver/FO performing driver duty will be responsible to report & to endorse through NCO duty any defect/damage in DFS-24 observed/noticed by him while taking charge/on the road/at the station/at the fire ground operation of the Fire unit on which he is assigned duty in DFS-36.
14. He will maintain the DFS-14 and vehicle defect register in conformity with the procedure and will be responsible to ensure that required reacquisition, reports, etc. pertaining to a Fire unit is submitted timely & properly as per procedure by him if the responsibility is accorded to him by Station Officer/Officer-in-charge by a station order.
15. Driver/FO performing driver duty shall be responsible for ensuring that all rules, regulations and orders are properly followed by him at the station.
16. Driver/FO performing driver duty shall conduct his duty in conformity with DFS-36 and shall adhere to the responsibilities in conformity with the duty & laid down procedure.
17. Driver/FO performing driver duty shall ensure that the Leave/s applied by him shall be in conformity with the DFS procedure for the same.
18. Driver/FO performing driver duty shall make a note of the remarks/direction/orders issued by his superiors and shall ensure their compliance effectively & efficiently.
19. Driver/FO performing driver duty shall try to respond quickest among the other crew of the fire unit to ensure a proper emergency call turn-out & other turn-out can take place within time limits as stipulated in procedure.
20. Driver/FO performing driver duty shall respond & take turn-out on an emergency call under predefined SOP under Rule 44/Laid down procedures or directed otherwise by FCR/Leading Fireman/Leading Fire Operator/SO/OIC/other superior rank to attend an emergency call.



21. To supervise or be a part of any mock exercise/Training/meeting/court matter etc. or any other activity conducted to increase the efficiency of the department.
22. Driver/FO performing driver duty shall always remain available on the driving seat during any operation unless PTO is engaged by him. After engaging the PTO he will attend the pump operation and shall remain vigilant towards the branch man or the other crew member deputed to communicate the messages to him. He will take action with respect to pump operation as directed by branch man/crew in-charge/SO/OIC. He will leave the pump operation only when he has to remove the PTO, afterwards he shall again be available at the driving seat during a Fire Ground Operation. He will also attend the wireless communication when he is alone in the fire unit cabin & the fire unit is static.
23. Driver/FO performing driver duty shall always look for safety of other road users, safety of his OIC & crew whenever the fire unit responds on an emergency call. He shall follow the instruction of OIC/crew in charge for placing the fire unit for the operation ensuring safety of fire unit, hoses, etc. and ensuring that fire unit is so placed that it neither creates inconvenience for other fire units nor for its own movement.
24. Driver/FO performing driver duty shall be responsible for the dead stock articles stowed in the fire unit for the duration when the other crew members are away from fire unit or busy in the operation. He shall provide the equipment/tools/appliances to an employee other than his crew for the ongoing operation, however he shall note the details of such employee (i.e. DFS Number, Name with rank & station name) and inform the crew in charge whenever he join the fire unit.

**CHARTER OF DUTIES – FIREMAN/FIRE OPERATOR**

1. Fireman/Fire Operator will assist the Leading Fireman/Leading Fire Operator/Sub Officer/Station officer/officer-in-charge to exercise supervision, control and be responsible for Administration of a Fire Station or/and will perform duties at Fire Safety Management Academy (FSMA) or/and wherever required by administration and will report to Leading Fireman/Leading Fire Operator/Sub-Officer/Station officer/officer-in-charge.
2. Fireman/Fire Operator shall follow & assist the administration for the matters stipulated in DFS Act-2007 & Rules-2010 & CCS (CCA) conduct Rules.
3. Fireman/Fire Operator shall perform & execute duties under the provision of DFS Act & Rules and laid down procedures under Station Administration (Appendix-A) and shall assist his superiors in execution of the power/authority conferred by Director to him under Section 64(2) of DFS Act-2007, if any.