

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
HEADQUARTERS: DELHI FIRE SERVICE: NEW DELHI - 110001

No. F.2/DFS/HQRS/2014/3/63

Dated: 26/09/2014

Office Order

Sub: Social functions/marriages etc. at fire station grounds.

The competent authority has approved the guidelines to be followed for use of fire station grounds by the employees of Delhi Fire Service. The same is enclosed for circulation to all officers and staff members of Delhi Fire Service.

This issued with prior approval of competent authority.

Enc: P1 to P6



(Santokh Singh)
Chief Fire Officer (WZ)
Delhi Fire Service

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GUIDELINES FOR USES OF STATION GROUND
BY SERVICE MEMBERS FOR SOCIAL FUNCTIONS

1. The use of fire station ground for conducting social functions will be permitted by competent authority for service employees only.
2. This permission will be for the employee and his family members as per service records.
3. The employee needs to apply through proper channel for permission to competent authority with a gap of 30 to 90 days prior to the date of function along with following documents:
 - a) Application for permission (Annexure-A)
 - b) Document /s to establish the relation with the person
 - c) Undertaking document duly filled and signed (Annexure-B)
4. The employee who is allotted with a residential accommodation may hold a function at that station or at those stations which are in Annexure-C.
5. The employee who is not allotted with residential accommodation can only hold such functions on those stations which are listed in Annexure-C.
6. The officer in charge of any fire station will only allow the use of station ground for such functions only after in-person verification of permission by competent authority.
7. The employee will take certificate (Annexure-D) from the officer in charge of that station and will deposit it with the permission sanctioning authority within next three working days after date of function.
8. In case of violation of conditions stipulated in the undertaking by an employee for usage of fire station grounds, department will take strict disciplinary action against the employee.
9. The competent authority may reject the application for permission due to non fulfilment of the conditions stipulated above or due to administrative reasons for smooth functioning of the fire stations.

APPLICATION FOR PERMISSION OF STATION GROUND

I _____ working as _____ DFS no. _____
want to use ground of _____ fire station for _____ of
_____ on _____. It is requested to kindly grant me permission
for the same. I am enclosing following document :

- 1) Undertaking document duly filled and signed
- 2) The invitation card of the function
- 3) _____
- 4) _____
- 5) _____

I will deposit certificate (Annexure-D) from officer in charge of
_____ fire station on _____.

I am allotted with a family accommodation : _____(Yes/No)

If Yes, the details are as under:

Quarter no. _____ at _____ fire station.

I _____ further solemnly declare that above mentioned
information is true and if I any of the above information provided by me found
fake/bogus/counterfeit, department can take strict disciplinary action against me.

Yours Faithfully

Name _____

Post & DFS no. _____

Posted at _____

UNDERTAKING

I _____ DFS no. _____ working as _____ on _____ station, applying for permission to use _____ Fire Station ground for _____ of _____ (self/spouse/relative) on dated _____. I will be abided by the terms and condition for the usage of the said ground and I will ensure following:

- 1) Only earmarked space of the ground will be used.
- 2) That no hindrance will be caused in the smooth functioning of Fire Station administration/operation due to this function.
- 3) Law and order, Security arrangement, traffic control, parking of vehicles will be properly managed & maintained during the function.
- 4) Use of alcoholic drinks/smoking is strictly prohibited inside Fire Station.
- 5) The use of loud speakers /D.J. would be used as per direction of Hon'ble Supreme Court of India. No noise pollution, such as loud band, Fire crackers, DJs music etc. is allowed between 22-00 hrs to 06-00 hrs.
- 6) Dismantling of tents, loading of furniture/utensils and all other activities of tent walahs should be done only after 06-00 hrs.
- 7) No electricity will be used from station. The employee will arrange for separate electricity arrangements by means of generators.
- 8) No water from station will be used and the employee will have own arrangement of water for function.
- 9) Illumination of the trees and hedge is not allowed. It will also be ensured that no damage is done to the green area /horticulture articles of the station.
- 10) Any damage/theft in the property of station/equipment during function will be reported by me to the officer in charge in writing after the function is over.

- 11) Pasting of bills/posters on boundary walls is strictly prohibited.
- 12) No fire arms/weapons and Crackers will be allowed within the premises of the station.
- 13) Digging of holes in the cemented portion for fixing poles for pitching of tents is not allowed.
- 14) Cooking/warming of food will be carried out at the earmarked position and only LPG will be used for cooking purpose.
- 15) It will be ensured by me that all litter/waste/rubbish/refuse etc will be cleaned from the station premises with in 24 hrs of the completion of the function.
- 16) Pandal will be erected under provisions of rule 29 of DFS rules 2010 and declaration form (form 'D') shall be displayed as stipulated in rule 30 of DFS rules 2010.
- 17) I _____ further solemnly declare that if I violate any of the above conditions, department can take strict disciplinary action against me.

Name _____

Post & DFS no. _____

Place of Posting _____

Residential accommodation no. _____

Annexure-C

The list of stations in zones where grounds are available to conduct social functions of employees are listed below along with detail of space available:

Name of zone	Name of Station
New Delhi	Mandawali Mayur Vihar
	Tahir Pur
	Dallupura
	CBD Shahadra
	Rakab Ganj
	Rani Jhansi Road
South	Chanakya Puri
	Nehru Place
	Janakpuri
	Dwaraka Sector 6
	Sarita Vihar
	Najafgarh
West	Roop Nagar
	Jahangir Puri
	Bhorgarh
	DSIDC Bawana
	Paschim Vihar
	Tikri Kalan
	Jwala Puri

CERTIFICATE

I _____ (officer in charge on _____) hereby certify that fire station ground was used by sh. _____ (name, post & DFS no.) on _____ for _____ function and all the conditions as undertaken by him were adhered by him during the function.

1) Litter/waste/rubbish/refuse etc are cleared: _____(Yes/No)

2) Damage/theft in station property/equipment: _____(Yes/No)

If yes, than details are as under:

i) _____

ii) _____

iii) _____

iv) _____

v) _____

Name _____

Post & DFS no. _____

Station _____