

THE JAMMU AND KASHMIR FIRE FORCE REGULATIONS AND RECRUITMENT RULES, 1990

Home Department Notification SRO-159 dated 19th April, 1990.— In exercise of the powers conferred by section 37 of the Jammu and Kashmir Fire Force Act, 1967 (Act No. XXII of 1967), the Government hereby makes the following rules, namely :—

1. *Short title and commencement.* —(i) These rules may be called the Jammu and Kashmir Fire Force Regulations and Recruitment Rules, 1990.

¹[(ii) They shall come into force from the date these are published in the Government Gazette.]

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

- (a) ‘Act’ means the Jammu and Kashmir Fire Force Act, 1967.
- (b) ‘Cadre’ means the cadre of the services.
- (c) ‘Candidate’ means a person who has applied for a post in the Force.
- (d) ‘Function’ the function of the Fire Force shall broadly be :—
 - (i) Extinction of fire and protection of life/property in case of fires, the statutory duties placed on the Fire Force under the Act.
 - (ii) Fire prevention duties under section 13 of the Act.
 - (iii) Special service which covers the wide variety of accidents and/or other emergency situations in which assistance is sought from Fire Force and delegation as vested under section 28 of the Act.
- (e) ‘Government’ means the Government of Jammu and Kashmir.
- (f) ‘Medical Officer’ means the authority under Art. 24(a) and (b) of Jammu and Kashmir Civil Service Regulations.
- (g) ‘Member’ means a person appointed to a post in the Force under the provisions of these rules.

1. Published in Government Gazette dated 19.04.1990.

- (h) 'Schedule' means the schedule appended to these rules.
- (i) 'Service' means the Jammu and Kashmir Fire Service.
- (j) Words and expressions used in these rules but not defined shall have the same meaning as assigned to them in the Act or in the absence thereof as in the Jammu and Kashmir Civil Service (Classification, Control and Appeal) Rules, 1956.

3. *Constitution of Force.* —(i) From the date of commencement of these rules, there shall be constituted the Jammu and Kashmir Fire Force as provided in the Act.

(ii) The Director or any other Officer of the Force authorised under section 6 of the Act by the Government may, at the commencement of these rules, appoint to the Force any person who at the commencement of these rules is holding any post in its sanctioned scale of pay included in the cadre of the Force :

Provided that for the purposes of initial constitution of the Force the person holding any post included in the cadre of the Force in its sectioned scale of pay shall be given an opportunity before such appointment to opt for the Force within fifteen days from the commencement of these rules.

4. *Strength and composition of the Force.* —(1) The authorised strength of the cadre and the nature of the posts included therein shall be determined by the Government from time to time and shall at the initial constitution of the Force under these rules, be such as specified in Schedule I appended to these rules.

(2) The Government shall, at the interval of every three years or such other intervals as may be necessary, re-examine the strength and composition of cadre of the Force and make such alterations therein as it deems fit.

5. *Qualification and method of recruitment.* —(1) No candidate shall be eligible for appointment or promotion to any post in any class, category or grade in the Force unless he possesses the qualifications as laid down in Schedule II, A, B, and C and fulfils other requirements of recruitment as provided in the rules and orders for the time being in force.

(2) Appointment to the Force shall be made :—

- (a) By direct recruitment ;
- (b) By promotion ; and

- (c) Partly by direct recruitment and partly by promotion ;
- (i) In the ratio and in the manner mentioned against each post in the Schedule.

There shall be DPC to be constituted by the Government from time to time which shall examine the promotion cases.

- (ii) The Committee shall consider the eligible candidates under these rules for appointment and inclusion in the select list. The number of such candidates shall not ordinarily exceed three times of the number of vacancies available at the time of selection and anticipated during the recruitment period.
- (iii) The Committee shall examine the service record of the Force personnel included in the aforesaid list and prepare a select list of candidates on the basis of merit and suitability with due regard to seniority.
- (iv) The names of candidates included in the list for promotion shall not ordinarily exceed $1\frac{1}{2}$ time the number of vacancies existing at the time of selection and anticipated during the recruitment period.
- (v) The select list shall be maintained in the Directorate of Fire Force which shall remain in force for one year.
- (vi) The list finally approved by the appointing authority shall form the select list for promotion.

(3) There shall be Departmental Recruitment Board consisting of at least three members for direct recruitment to the Force with Director as its Chairman.

(4) The candidates appointed to the Force shall possess the following standards :—

- (i) shall have good character ;
- (ii) shall not be less than 1.68 metres in height and having chest measurement of not less than 86 cms when expanded with an expansion of not less than 5 cms. ;
- (iii) shall have to satisfy the Departmental Recruitment Board of his ability

to carry a person weighing between 63.5 and 75.5 Kgs. to a distance of 91.44 metres in a time not exceeding 60 seconds ;

- (iv) shall run two and half Kms. within 12 minutes ;
- (v) shall perform twenty-five bent knee sit ups within 90 seconds ;
- (vi) shall, from a completely extended arm position, pull the body upward so as to chin the horizontal bar being grasped by hand, palm away, a total of five consecutive times ;
- (vii) shall, when given a beam secured to the level floor and masonry seven metres long by seven to ten cm. wide and given a length of fire-hose weighing at least 17 kgs. shall walk the length of beam, carrying the length of the hose, without falling off or stepping off the beam ; and
- (viii) shall have to execute a Bond with the Government Department after his selection as direct recruit or on the prescribed form annexed to these rules (Appendix I) to serve at least for seven years in the service after completion of required training courses.

Note :— The ministerial staff shall be governed by conditions of service as applicable to civil employees in the State Government.

6. *Probation.* —(1) Persons appointed to the Force either by direct recruitment or by promotion shall be on probation or trial for two years.

(2) If it appears at any time during or at the end of the period of probation or trial that an officer has not made sufficient use of opportunities or if he has otherwise failed to give satisfaction and has not passed the prescribed departmental training if any if directly recruited shall be liable to be discharged from the Force and if appointed by promotion shall be reverted to the post on which he holds a lien.

(3) The Government may extend the period of probation or trial up to the maximum period of four years.

(4) A candidate appointed to the Force by direct recruitment, shall be allowed the minimum of the time scale during the first year and at the second stage of that scale during the remaining period of probation/trial. Where the period of probation/trial is extended beyond two years for reasons not directly attributable to the probationer he shall be allowed to draw the second and third increments after the expiry of 2nd and 3rd year of probation/trail :

Provided that where a person has immediately before such appointment, been holding a post under Government and was drawing therein pay equal to or more than the minimum of the time scale, his initial pay at the time of the appointment to the Force shall be regulated under Art. 77 (a) (ii) read with Art. 67 (A) (II) of the J&K CSRs.

7. *Medical Fitness.*— A candidate shall be subjected to the Medical examination for admission to the Jammu and Kashmir Fire Force as per Appendix 'II'.

8. *Training and Departmental Examination.*— Candidates appointed to the Force shall be required to undergo such training from time to time during the course of service and to pass such departmental examinations as the Government may prescribe :

Provided that the Government may exempt, either wholly or partly, from such training or departmental examination, persons who have passed a departmental examination or undergone training declared by Government to be equivalent to a departmental examination or training prescribed under these rules.

9. *Eligibility of Government servant for direct recruitment.* —(i) A candidate already in the Government service may apply through proper channel for direct recruitment to a vacant post in any particular class or category in the Force if he possesses the educational and other qualifications prescribed for recruitment to such class or category of post as indicated in Schedule I.

(ii) The age of the direct recruits on the 1st day of January in the year in which the competitive examination is held or the nomination is made be not less than 18 years and not more than 28 years provided that the upper age limit for the candidates belonging to scheduled caste/scheduled tribe and for those who are already in Government service whether permanent or temporary shall be 30 years and 32 year respectively.

10. *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 and in consultation with the Administrative Reforms and Inspections Department relax any of the provisions of these rules with respect to any class, category of persons or posts :

Provided that while exercising this discretion the Government would keep the following principles in view :—

- (a) that the discretion exercised is *bona fide* ;

- (b) that such an exercise specified objective test ; and
- (c) that it would satisfy any responsible man in place of the authority competent to relax.

11. *Maintenance of seniority lists.*— Seniority of the members of service shall be regulated under the Jammu and Kashmir Civil Service (Classification, Control and Appeal) Rules, 1956. The Director shall maintain up-to-date and final seniority list of the personnel of the Force.

12. *Issue of certificates/identity cards to the Members of the Force.*—(i) On appointment to the service every member will receive a certificate and identification card in the prescribed form under section 7 of the Act. However, during the course of probation the membership certificate and identification card will bear the stamp of 'Probationary'. He will be entitled to get a regular certificate of membership and identification card as per the specimen given in Appendix III.

13. *Discipline and conduct.*— A member of the service commits an offence against discipline if he is found guilty of any violation of the duty or wilful breach of any provision of the Act and Code of Discipline contained in Appendix IV and V.

14. *Residuary matters.*— In regard to matters not specifically covered by these rules the members of the service shall be governed by the rules, regulations and orders applicable to the State Civil Service in general.

15. *Interpretation.*— If any question arises relating to the interpretation of these rules, the matter shall be referred to the Government whose decision thereon shall be final and binding.

16. *Repeal and savings.*—(i) All rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed.

(ii) Notwithstanding such repeal, any appointment, order made or action taken under the provisions of the rules as repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

[SCHEDULE I

S.No.	Name of the post	Number of posts	Pay band/Scale of the post with Grade Pay	Cadre
1	2	3	4	5
Executive				
1.	Divisional Fire Officer	23	L-6E (35900-113500)	UT
2.	Prosecution Officer	01	L-6E (35900-113500)	UT
3.	Station Officer	46	L-6C (35700-113100)	UT
4.	Sub-officer	127	L-6 (35400-112400)	UT
5.	Mechanic Driver	232	L-6 (35400-112400)	UT
6.	Driver	256	L-5 (29200-92300)	UT
7.	Telephone Operator	12	L-5 (29200-92300)	UT
8.	Radio Mechanic	05	L-5 (29200-92300)	UT
9.	RTM Operator	03	L-5 (29200-92300)	UT
10.	Leading Fireman	521	L-5 (29200-92300)	UT
11.	SG Fireman	452	L-4 (25500-81100)	UT
12.	Fireman/Fireman Driver	1619	L-2 (19900-63200)	UT
13.	Storeman	05	L-2 (19900-63200)	UT
Ministerial Executive				
14.	DFO-S	01	L-6E (35900-113500)	UT
15.	DFO-M	02	L-6E (35900-113500)	UT
16.	Station Officer-M	07	L-6C (35700-113100)	UT
17.	Station Officer-S	03	L-6C (35700-113100)	UT
18.	Sub Officer-S	04	L-6 (35400-112400)	UT

1. Schedule-I substituted vide SRO-948 dated 28.10.2019.

1	2	3	4	5
19.	Sub Officer-M	39	L-6(35400-112400)	UT
20.	Leading Fireman-M	53	L-5(29200-92300)	UT
21.	Fireman	31	L-2(19900-63200)	UT
Workshop				
22.	Foreman	02	L-6E(35900-113500)	UT
23.	Mechanic	06	L-6(35400-112400)	UT
24.	Turner	01	L-6(35400-112400)	UT
25.	Fitter	10	L-5(29200-92300)	UT
26.	Sr. Electrician	03	L-5(29200-92300)	UT
27.	Welder	03	L-5(29200-92300)	UT
28.	Upholster	03	L-5(29200-92300)	UT
29.	Black Smith	03	L-5(29200-92300)	UT
30.	Carpenter	04	L-5(29200-92300)	UT
31.	Tailor	01	L-5(29200-92300)	UT
32.	Jr. Electrician	07	L-2(19900-63200)	UT
33.	Painter	05	L-2(19900-63200)	UT
34.	Vulcanizer	04	L-2(19900-63200)	UT
35.	Plumber	02	L-2(19900-63200)	UT
36.	Cleaner	04	L-2(19900-63200)	UT
Deputation Posts				
37.	AAO	01	L-7(44900-142400)	UT
38.	Accountant	04	L-6C(35700-113100)	UT
39.	Accounts Assistant	12	L-5(29200-92300)	UT
40.	Statistical Officer	01	L-7(44900-142400)	UT

1	2	3	4	5
41.	Statistical Assistant	01	L-6C(35700-113100)	UT
42.	Medical Assistant	04	L-4(25500-81100)	UT
43.	Nursing Orderly	04	SL1(14800-47100)	UT
Class-IV				
44.	Water Carrier	03	SL1(14800-47100)	UT
45.	Washerman	04	SL1(14800-47100)	UT
46.	Follower	01	SL1(14800-47100)	UT
47.	Cook	03	SL1(14800-47100)	UT
48.	Barbar	04	SL1(14800-47100)	UT
49.	Helper	04	SL1(14800-47100)	UT
50.	Sweeper/Safaiwala	27	SLI(14800-47100)	UT
51.	Sweeper (consolidated)	01		
Total		3574		
Posts under PM Package for Kashmiri Migrants				
52.	Firemen	100	L-2(19900-63200)	Divisional
53.	Firemen(Driver)	42	L-2(19900-63200)	Divisional
Total		142		
Grand Total		3716.]		

SCHEDULE—II
SUPERVISORY/UPPER SUBORDINATES

Class Category	Designation	Grade	Minimum qualification		Method
			For Direct Recruitment	For Promotion	
1	3	4	5	6	7
1	Divisional Fire Officer Rank : (a) Chief Fire Prevention Instructor. (b) Chief Drill Instructor. (c) Mobilizing officer. (d) Equipment Officer. (e) Public relation Officer. (f) Technical & Provisioning. (g) Fire Prevention Enforcement/Prosecuting officer	(35900-113500)		(i) Minimum 5 years service as Station Officer (ii) Certificate having successfully completed DFO course at National Fire Service College Nagpur or membership Diploma of the Institute of Fire Engineers India or U.K.	100% by selection from Class 2 Category 1.

1	2	3	4	5	6	7
2	1	Station Officer's Rank: (a) Senior Drill Instructor. (b) Senior Fire Prevention Officer. (c) Fire Prevention Officer. (d) Asstt. Mobilizing Officer.	(35700-113100)		(i) Minimum 5 years service as Sub-Officer. (ii) Certificate having successfully completed Station Officer & Instructors' Course from National Fire Service College Nagpur or Graduation Diploma of Institute of Fire Engineers India or U.K.	100% by promotion from Class 3.
3	1	Sub-Officer's Rank: (a) Fire Prevention instructor. (b) Fire Appliance Drill Instructor. (c) Physical Drill Instructor. (d) Drill Instructor. (e) Store Keeper.	(35400-112400)	(i) B.Sc with Chemistry, Physics and Math as basic subject of a University in *State or any other recognized degree from any University subject to prescribed physical standards, medical examination and other entry tests.	(i) Matriculation with 5 years minimum service in Class 1 Category 1 and Class 2 Category 1, 2, 3, 4, 5 & 6 of Schedule II (Lower Subordinates). (ii) Certificate of having successfully completed Sub-Officers	60% by direct recruitment and 40% by promotion from Class 1 Category 1 and Class 2 Category 1, 2, 3, 4, 5 and 6 of Schedule II-B (Technical).

* Now Union territory of Jammu and Kashmir.

1	2	3	4	5	6	7
				(ii) Certificate of having successfully completed Sub-Officers' Course from National Fire Service College Nagpur. B.E. Fire Engineers recruited as Sub-Officers shall be exempted for undergoing such courses.	Course from National Fire Service College, Nagpur.	
4	1	Foreman	(19900-63200)	(i) Three Years Diploma in Automobile Engineering from recognized Institute with Post Diploma in Mechanical Engineering. (ii) TDC Ist year pass certificate of a University in the State or any certificate of having passed examination with Science subjects	The eligible candidates shall have to pass departmental written, oral and practical examination, preference shall be given to those who are matriculates.	40% by direct recruitment and 60% by promotion from Class 3 Category 1 of Schedule II-B (Technical).

* Now Union territory of Jammu and Kashmir.

1	2	3	4	5	6	7
				and recognised equivalent to TDC Ist year by the UGC/Government. (iii) Physical standards shall be the same as applicable to other executive ranks.		

EXPLANATION :

1. For being termed as 'Successful' at any examination, the candidate shall have to score 50% marks and above of the total marks.
2. Seniority among the passes shall be considered along with the seniority in service and those who pass in previous years shall be termed as senior to those who pass in subsequent years in seniority.
3. Candidates to be sponsored for training at the State Training Centre/other Recognised Training Institutes or National Fire Service College, Nagpur shall be drafted according to the seniority as far as possible from amongst those eligible for respective courses.
4. For promotion to the next rank in the classes and categories of executives cadres the eligible candidates shall have to pass departmental written, oral and practical examination of the standard as laid down in the syllabus.
5. For promotion to the next rank the eligible candidates shall have to attend and pass a written, oral and practical examination of the standards laid down in the syllabus course either at National Fire Service College, Nagpur or at the recognised State Training Centre which are affiliated to the National Fire Service College, Nagpur.

SCHEDULE II—B
TECHNICAL/LOWER SUBORDINATE

Class	Category	Designation	Grade	Minimum Qualification		Method
				For Direct Recruitment	For Promotion	
1	2	3	4	5	6	7
1	1	Mechanic Driver: (a) Senior Drill Instructor. (b) Senior Maintenance Instructor.	(35400–112400)		(i) Certificate of having passed the Departmental examination for promotion to Mech. Driver. (ii) 7 (seven) years service as driver. (iii) Certificate of having qualified all the physical standards as prescribed for executive ranks. (iv) Valid hill driving licence and at least (3) three years service with unblemished record.	100% by promotion from Class 2 Category 1.

1	2	3	4	5	6	7
2	1	Driver. (a) Drill Instructor. (b) Maintenance Instructor.	(29200– 92300)		(i) Three years service as S.G. Fireman/Firemen. (ii) Possesses valid Hill driving licence. (iii) Passes the departmental examination for promotion as driver.	100% by promotion from Class 3 Category 1 and Class 4 Category 1.
2		Leading Fireman's Rank: (a) Junior Fire Prevention Instructor. (b) Junior Fire Appliance Drill Instructor. (c) Junior Drill Instructor. (d) Physical Drill Instructor.	(29200– 92300)		(i) Certificate of having passed the departmental examination for promotion as Leading Fireman and three (3) years service as Selection Grade Fireman.	100% by promotion from Class 3 Category 1.
3		Telephone Operator.	(29200– 92300)		(i) Matriculate with Science. (ii) Basic Radio Operator Course from PTC or any other recognised institute. (iii) Basic Chipper Course GD-III special course in mod-	100% by promotion from Class 3 Category 1.

1	2	3	4	5	6	7
4		Operator RTM	(29200–92300)		(i) Matric with Science Subjects. (ii) Basic Radio Operator GD-III Course from PTC or any other recognised institute. (iii) Basic Chipper course GD-III special course in modern technology.	100% by promotion from Class 3 Category 1.
5		[Mechanic/Turner (Sub-Officer).		(i) Matric with ITI Certificate. (ii) Proficiency to undertake overhauling of fire appliances, including internal combustion engine, PTOs, gearbox independently and shall also be capable to set right fault and diagnose and know remedial measures.	Certificate of having passed the departmental examination for promotion as Mechanic/Turner.	(i) 40% by direct recruitment. (ii) 60% by promotion from Class-6 Category-1.

1	2	3	4	5	6	7
				(iii) Shall qualify the physical standards as prescribed for recruitment of other executive ranks.		
6	Fitter/Welder/Sr. Electrician.				(i) 5 years experience in the requisite trade and shall also pass the departmental written and practical examination. (ii) Shall qualify prescribed Medical examination.	By promotion from Class-10 Categories 1, 2, 3, 4 and 5 proportionate to sanctioned strength of the respective categories.
7	Carpenter.			(i) Matric with I.T.I Certificate in carpentry trade having 3 years experience. (ii) Shall qualify prescribed medical examination and trade test.	Shall qualify the departmental written and practical examination.	(i) 40% by direct recruitment. (ii) 60% by promotion from Class-3 Category-1 and Class-10 Categories 1, 2, 3, 4 & 5 from among those

1	2	3	4	5	6	7
8		Black Smith.			5 years experience in the requisite trade and shall also pass the departmental written and practical examination.	By promotion from class 3 category 1, class 4 category 1 and class 10 categories 1, 2, 3, 4 and 5 from among those having proficiency in black smithy trade.
9		Tailor/Upholster.			5 years experience in the requisite trade and shall pass the departmental written and practical examination.	By promotion from any class within the service from among those having proficiency in tailoring trade.
10	1	Painter.		(i) Matric with I.T.I in the trade with 3 years experience. (ii) Shall qualify prescribed medical examination and trade test.		By direct recruitment.

1	2	3	4	5	6	7
10	2	Vulcanizer.		(i) Matric with I.T.I in the trade with 3 years experience. (ii) Shall qualify prescribed medical examination and trade test.		By direct recruitment.
	3	Junior Electrician.		(i) Matric with I.T.I certificate in electrician trade with 3 years experience. (ii) Shall qualify prescribed medical examination and trade test.		By direct recruitment.
	4	Plumber.		(i) Matric with I.T.I certificate in Plumber Trade with 3 years experience. (ii) Shall qualify prescribed medical examination and trade test.		By direct recruitment.
	5	Cleaner.		(i) Matric with I.T.I certificate in Motor Me-		By direct recruitment.

1	2	3	4	5	6	7
				<p>Chanic/Fitter Welder Trade with three years experience.</p> <p>(ii) Shall qualify examination and trade test.</p>		
11	1	Barber/Washerman/Cook/ Water Carrier		<p>Having proficiency in concerned trade and preference will be given to Middle pass.</p>		By direct recruitment.
	2	.Safaiwala/Sweeper.		Must be physically fit.		By direct recruitment.

**SCHEDULE II – (E)
MINISTERIAL**

1	A	Section Officer.	(35900– 113500)		<p>Graduate having knowledge of accounting and drafting.</p>	<p>By selection from Class-2 Category-A having at least five (5) years service as such having passed Secretariat Assistant Examination. In case the departmental candidate is not eligible the post</p>
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1	2	3	4	5	6	7
1	B	Personal Assistant.	(35900-113500)		Five (5) years experience as Junior Steenographer and on the basis of a test in shorthand and type-writing with minimum speed of 80 words per minute in shorthand writing and 40 words per minute in type-writing.	By selection from Class-2 Category-B having at least five (5) years service as such, in case the departmental candidate is not eligible the post will be filled up by deputation from General Department.
	C	Senior Accountant.	(35400-112400)			By deputation from Accounts Service.
2	A	Head Assistant.	(35400-112400)		4 (Four) years service as Senior Assistant having passed Secretariat Assistants Examination.	By selection from Class-3 Category-A having passed Secretariat Assistant Examination.

1	2	3	4	5	6	7
2	B	Junior Stenographer.	(35400-112400)		Three (3) years service as Steno-typist with minimum speed of 65 words per minute in short-hand writing and 35 words per minute in type-writing.	100% by promotion from Class-3 Category-B having three years service as such with minimum speed of 65 words per minute in shorthand and 35 words per minute in typewriting.
	C	Junior Accountant.	(35400-112400)			By deputation from Accounts Subordinate Service.
3	A	Senior Assistant.	(29200-92300)		Three (3) years service as Junior Assistant. Preference being given to those having passed Secretariat Assistant Examination.	By selection from Class-3 Category-D
	B	Steno-typist.	(25500-81100)	Graduate with a minimum speed of 65 words per minute in shorthand writing and 35 words per minute in typewriting.		100% by direct recruitment.

1	2	3	4	5	6	7
3	C	Accounts Clerk.	(29200-92300)			By deputation from Accounts Service.
	D	Junior Assistant.	(25500-81100)	Hr. Secondary Elective or its equivalent having 25 words speed in type-writing.		(i) 75% by direct recruitment; (ii) 25% by selection amongst Matriculate Orderlies having 25 words speed in type writing per minute.
4	A	Orderlies.	(19900-63200)	Middle Pass.		By direct recruitment.
5	A	Medical Assistant.	(25500-81100)			By deputation from J&K Medical Subordinate Service.
	B	Nursing Orderlies.	(19900-63200)			By deputation from J&K Medical Subordinate Service.

BOND

APPENDIX I

This bond is made on _____ day of _____ 19__ between Shri _____ S/o _____ R/o _____ (hereinafter called the trainee which expression shall unless there be anything repugnant to the context include his heirs, legal representative, executors and successors) of the first part and Shri _____ S/o _____ R/o _____ (hereinafter called the 'Surety' which expression shall unless there be anything repugnant to the context include his heirs, legal representatives, executors and assigns) of the second part and the Governor of Jammu and Kashmir (hereinafter referred to as the Government) of the third part.

Whereas the trainee is required to undergo _____ training at _____ place and the practical training for a further period of six months in terms of _____ Rules applicable to him ; and

Whereas the trainee is required to execute this Bond to serve the Government in _____ Department at least for seven years after completion of the said training.

Now this Deed witnesses as follows :—

1. The trainee shall serve the Government for a period of not less than seven years after the completion of the training course in such capacity and on such emoluments as may be determined by the Government from time to time.
2. The trainee and the surety hereby jointly and severally bind themselves to refund to the Government in full without any deduction whatsoever all sums of money received by the trainee during the period of training and all other sums of money which might have been spent, paid, incurred or defrayed in any manner by the Government on the said training and to pay in addition a penalty of Rs. 10,000/- at the discretion of the Government, in the event of the trainee :—
 - (i) failing, omitting or refusing to prosecute faithfully and diligently or failing to complete successfully the aforesaid training within the aforesaid period in manner herein-before provided unless prevented from so doing by ill-health of any other cause beyond his control ; or

- (ii) failing, omitting or refusing to serve the Government diligently, faithfully and honestly during the full period of seven years after the successful completion of the training unless prevented by ill-health or death ; or
- (iii) failing, omitting or refusing to do any act or discharge any duty which may be required of him to be done or discharged in his capacity of a Government servant during the aforesaid period of seven years ; or
- (iv) failing, omitting or refusing to submit or conform all rules, regulations, instructions and lawful orders of his official superiors during the aforesaid period of seven years unless prevented from so doing by ill-health, death or any other cause beyond his control ; or
- (v) leaving the service of the Government before the expiry of the aforesaid period of seven years without the prior permission of the Government ; or
- (vi) being dismissed from the service of the Government on account of misconduct before the expiry of the aforesaid period of seven years.

In witness whereof the parties hereto have signed this deed on the date first herein above written.

Signature of trainee

Signed for and on behalf of Governor
of Jammu and Kashmir.

1. Witness

1. Witness

2. Witness

2. Witness

Signature of surety

1. Witness

APPENDIX II**REQUIREMENT FOR MEDICAL EXAMINATION FOR CANDIDATES FOR
ENLISTMENT AGAINST EXECUTIVE RANKS IN JAMMU AND KASHMIR
FIRE FORCE**

(i) These regulations are intended for the guidance of the Medical Examiner and are not meant to restrict their discretion in any manner.

(ii) To be declared as medically fit for admission to executive ranks in the Jammu and Kashmir Fire Force, a candidate must be in a good mental and physical health and free from any defect likely to interfere with the efficient performance of his duties.

(iii) The height of the candidate will be measured as follows :—

(a) He shall be made to stand without shoes against a measuring stand with his feet together and made to put the weight on the heels and not on the toes. He shall stand erect with the heel, calves buttocks and shoulders touching the measuring stand. Chin shall be placed in such a position as to bring the vertex of the head under the horizontal bar and the height will be recorded in Cms. and parts of the Cms.

(iv) The chest of the candidate will be measured as follows :—

(a) He will be made to stand erect with his feet together and to raise his arms over his head. The tape will be so adjusted round the chest with its upper edge touching the interior blades of the shoulders placed behind and its lower edge the upper part of the nipples in front. The arms will then be lowered to the sides and care be taken that the shoulders are not thrown upwards or backwards so as to displace the taps. The candidate will then be directed to take a deep inspiration several times and minimum expansion should not be less than 5 Cms. and the measurement round the chest shall not be less than 81 Cms.

Note.— In regard to the measurements fraction less than $\frac{1}{2}$ Cm. should not be noted.

(v) The candidate will also be weighed and his weight recorded in Kgs. and less than $\frac{1}{2}$ Kg. fraction should not be noted.

(vi) Requirements for Fire Force Personnel rendering them medically unfit :

The candidate shall be rejected when the medical examination reveals any of the following conditions :—

- (i) Abnormality of abdominal organs and gastro-intestinal system ;

The cause for rejection for appointment shall be :—

1. If the candidate is suffering from any ailment such as to interfere with normal performance of duty i.e., enlarged spleen, liver, epigastric hernia etc.

2. Blood and blood formine tissue diseases :

The cause for rejection for appointment shall be—

Anaemia, haemorrhagic states, leukopenia etc.

3. Dental :

The cause for rejection for appointment shall be—

Diseases of the jaw or the associated tissues which are not curable and which will incapacitate the individual or prevent satisfactory performance of the duty.

4. Ear and Hearing :

The cause for rejection for appointment shall be—

Ailment involving auditory canal, tumours of the external auditory canal, chronic external otitis, media mastoiditis, mastoid fistula, other diseases and defects of the ear which obviously preclude satisfactory performance of the duty or which requires frequent and prolong treatment.

- (vii) Endocrine and Metobolic disorders ;

Limitation of motion.

Upper and lower extremities.

Upper extremities.

The causes for rejection for appointment shall be the joint ranges of the motion less than measurement listed below :—

(a) Shoulder :

- (i) forward elevation to 90°
- (ii) abduction to 90°
- (iii) elbow :
 - flexion to 100°
 - extension to 15°
 - wrist a total range of 15°
 - extension plus flexion pronation to the first quarter of the normal arc.

(b) Fingers :

Inability to clench fist and pick up a pin of needle and grasp on object

(c) Hand and fingers :

The cause for rejection for appointment shall be ;

- (a) absence or loss of more than 1/3rd of distal phalanges of either thumb.
- (b) absence or loss of index or middle or ring finger of hand irrespective of the absence or loss of little finger.
- (c) absence of distal phalanges of more than two of the following fingers :—
 - (i) index
 - (ii) middle finger or ring finger of either hand
- (d) absence of hand or any portion thereof, absence of fingers as noted above.
- (e) wrist, fore arm, elbow, arm and shoulder.

The causes for rejection for appointment shall be—

deformity of heel or injury of wrist, elbow, shoulder with residual weakness of symptoms of such degree as to preclude satisfactory performance of duty.

Lower extremities (Limitation of Motion)

The causes for rejection for appointment shall be—

Joint ranges of motion less than measurement listed below :—

(a) Hip

Flexion 90°

extension to 10° (beyond zero)

(b) Knee

full extension

flexion to 90°

(c) Ankle

flexion to 10°

(d) Toes

Stiffness which interferes with walking, running, jumping

(e) Foot and ankle

The causes for rejection for appointment shall be—

absence of one or more small toes of one or both feet if functions of the foot is poor or running or jumping is precluded or absence of foot or any portion thereof except for toes as noted herein ;

absence or loss of big toes or loss of dorsi-flexion thereof if function of the foot is impaired ;

claw toes precluding the wearing of service boots.

(f) Club foot

(g) Flat foot, pronounced cases with outside aversion of the foot and marked bulging of the inner border, due to inward rotation of astragalus regardless of presence or absence of symptoms.

(h) Flat foot, spastic.

(i) Ham-toe will interference with the wearing of boots.

(j) Heeled diseases, injury or deformity including hyperdactylia, which preclude running, his cabinet by displaying by pen, or which hampers wearing of service boots.

(k) ingrowing toe nails if severs and not treatable.

Leg, Thigh, Knee and Hip.

The cause for rejection for appointment shall be—

- (a) dislocated semilunar cartilage, loose or foreign nails within a knee joint or history of surgical correction of same—
 - (i) Within the preceding six months.
 - (ii) Six months or more have elapsed since operation without recurrence and there is instability of the comparison with a normal knee or abnormalities comparison with a normal knee or abnormalities noted on X-Ray.
- (b) authentic history or physical feature of an instability of an internally deranged joint causing disabling pain or seriously limiting functions.

General :

The cause for rejection for appointment shall be—

- (a) deformities of one or both lower extremities which have interfered with functions to such a degree as to prevent the individual from following a physically active vocation in life or which would interfere with the satisfactory completion of the prescribed training and performance of fire duty.
- (b) diseases or deformities of the hip, knee or ankle disabling which interfere with walking, running or weight bearing.
- (c) Pain in lower back or leg which is intractable and disabling to the degree of interfering with walking, running and weight bearing.
- (d) shortening of lower extremities resulting in any limb or disabled degree.

5. Eyes and Vision :

The cause for rejection for appointment shall be—

- (a) retraction of lids, complete or extensive sufficient to impair direction of eye from exposure ;
- (b) growth of tumour of eyes lids other than small early base cell tumours of the eye lids which can be cured by treatment ;
- (c) atrichosis severe ;
- (d) disfiguring cicatrices and adhesions of the eye lids to each other or to the eye ball ;
- (e) Blopherospasm, dacryocystitis, largophthalmoms all incurable diseases

consisting of conjunctive cornea, retine, optic nerve, lense, ocular mobility and motility.

6. Miscellaneous defects and diseases :

The cause for rejection for appointment shall be—

- (a) abnormal conditions of the eye or visual fields due the diseases of the central nerves system.
- (b) absence of the eye.
- (c) glaucoma primary or secondary
- (d) hemianopia of any type.
- (e) loss of normal pupillary reflex reaction to light or accommodation to distance adecis syndrome.
- (f) loss of visual fields due to organic diseases.
- (g) night blindness associated with objective diseases of the eye.
- (h) verified congenital night blindness.
- (i) residuals of old contusions, lacerations, penetrations etc. which impair visual functions required for satisfactory performance of fire duty.

7. Vision :

The cause for rejection for appointment shall be—

- (a) colour vision—failure of identifying red, green or both.
- (b) standard visual activity without correction less than 20 X 40 in one eye 20 X 100 in other type.
- (c) refraction errors :

right eye above 8 diopters spherical equivalent either plus or minus.

No candidates shall be accepted whose vision is less than :

- (i) better eye V-5/6 vision read this
- (ii) verse eye vision 6/12 reads (1).

8. Urinary System :

The cause for rejection for appointment shall be—

- (a) albuminuria if persistent or recurrent.
- (b) in continuance of urine.

- (c) acute or chronic infection of kidneys.
- (d) prostate gland.
- (e) hyperthermia with urinary retention.
- (f) renal-calculus.

9. Head and Neck :

The causes for rejection for appointment shall be—

- (a) abnormalities which are apparently temporary in character resulting in recent injuries until a period of three months has elapsed.
- (b) deformities of skull, in the nature of the depression etc. of a degree which would prevent the individual from working breathing apparatus of fire head gear.
- (c) deformities of the skull of any degree associated with the evidence of the disease of the brain, spinal cord, peripheral nerves.
- (d) loss or congenital absence of the bony substance of skull.

Neck.

Non-spastic contraction of the muscles of the neck, persistent and chronic.
Tumour of thyroid or other structure of the neck.

10. Heart and Vascular System :

The cause for rejection for appointment shall be—

- (a) all organic, valvular diseases of the heart.
- (b) coronary artery diseases or myocardial infarction.
- (c) electro-cardiographic evidence of major arrhythmias.
- (d) Hypertrophy or enlargement of the heart.
- (e) myocardial insufficiency.
- (f) paroxysmal tachycardia.
- (g) pericarditis.
- (h) endocarditis or myocarditis.
- (i) congenital or acquired lesions of the Aorta.

Major fields.

Hypertension evidenced by preponderant blood pressure reading of 155 mm or more systolic in an individual over 35 years of age.

- (j) Marked in circulatory instability.
- (k) peripheral vascular diseases.
- (l) thrombophlebitis.
- (m) varicoss-veins.
If more than mild or if associated with edeme, skull ulceration or residual scar from an ulceration.
- (n) aneurysom of heart or major vessels congenital or acquired.
- (o) history and evidence of congenital abnormality.
- (p) major congenital abnormalities of heart and vessels.
- (q) sistedained history of the rehyumatic fever and R. H. D.

11. Respiratory System :

Lungs and Chest Wall.

The following conditions be considered to render Fire Force personnel medically unfit on re-examination :-

- (i) abnormal elevation of diaphragm on either side.
- (ii) acute abcess of the lung.
- (iii) acute bronchitis.
- (iv) acute fibrinous pleurisy associated with the acute non-tubercular preliminary infection.
- (v) acute mycotic disease of the lung.
- (vi) acute non-tubercular pneumonia.
- (vii) Foreign body in trachia, in the bronchus.
- (vii) Foreign body in chest wall :
 - (a) labotomy,
 - (b) other traumatic lesions.
 - (c) pneumothorax.
 - (d) recent fracture of ribs.
 - (e) sternum, clavicle, scapula.
 - (f) significant abnormal findings on examination of the chest.

Tubercular lesion.

The cause for rejection for appointment shall be—

- (a) active tuberculosis in any form of location.
- (b) pulmonary tuberculosis, active within the past years.
- (c) substantiated history or X-Ray findings of preliminary tuberculosis of minimal extent at any time.

Non tubercular lesion.

The causes for rejection for appointment shall be—

- (a) acute mastitia.
- (b) bronchial asthma.
- (c) bronchitis.
- (d) bronchiectasis.
- (e) bronchopleural fistula.
- (f) bellous or generalized protency or mephysemise.
- (g) chronic abcess of lung.
- (h) chronic florinous plouritis.
- (i) chronic mycetic disease.
- (j) Emphyema.
- (k) extensive pulmonary fibrosis.
- (l) foreign body of the lung or mediastinum.
- (m) multiple cystic disease.
- (n) Osteomyelitis of rib, sternm clavicle, scapula or vertebrae.
- (o) pleurisy with effusion of unknown origin proceeding five years.

12. Mouth, Nose, Pharynx, Trachia and Oesophagus, Larynx.

Mouth :

The cause for rejection for appointment shall be—

- (1) hand complete perforation.
- (2) harelip (unless satisfactorily repaired by surgery).
- (3) leukopjakia, if severe.
- (4) ranula if extensive.

Note :—The causes for rejection for appointment shall be—

- (a) allergic manifestations,
- (b) allergic manifestation,
- (c) high fever if severe and chona atresia or stenosis if symptomatic.

Nasal septum deviation leading to obstruction of air passage, thus causing rhinitis sinusitis, pharyngitis, ulceration of crusting leading to epistaxis if respiration is accompanied by whistling sound.

- (d) sinusitis chronic leading to surgical intervention.

Pharynx, trachia, oesophagus and Larynx :

The causes for rejection for appointment shall be—

- (a) esophagus organix diseases, such as ulceration.
- (b) laryngeal paralysis.
- (c) larynx.
- (d) plica dysphonia ventricularis.
- (e) tracheostomy or trachel fistula.

Skin an selular tissues :

The causes for rejection for appointment shall be—

- (a) acne, severe when the face is markedly disfigured or when the extensive involvement of neck, shoulders, chest or back.
- (b) atrophic dermatitis.
- (c) systs.
- (d) dermatits facititia.
- (e) herpetiformis dermatitis.
- (f) eczem.
- (g) alephamtiasis or chronic lymphedema.
- (h) furunculosis.
- (i) hyper aidrosis of hands or feet, chronic or severe.
- (j) Ichthyosis.
- (k) leprosy.
- (l) leukencutis.

- (m) lichenplanus.
- (n) lupuserythematus.
- (o) radiodermatitis.
- (p) scars which are so extensive, deep or adherent that they may interfere with the wearing of equipment or they may show tendency to ulverate.

13. Malignant diseases and Tumours :

The cause for rejection for appointment shall be—

- (1) leukamia or acute or chronic.
- (2) malignant - lymphomata.
- (3) malignant tumour of any kind.

14. Veneral diseases :

The cause for rejection for appointment shall be—

- (a) chronic veneral diseases.
- (b) complication and permanent residuals of veneral diseases if progressive of such nature as to interfere with the satisfactory performance of duty if subjected to aggravation by fire fighting.
- (c) Neuro-syphilis.

APPENDIX III

[Rule 12 (1)]

THE DIRECTORATE OF JAMMU AND KASHMIR FIRE FORCE

(To be printed in semicircular)

(Service monogram)

WE SERVE TO SAVE

Shri _____ have completed the training course and satisfied the requirements for the rank of _____ of Jammu and Kashmir Fire Force, has accordingly been admitted as member issued under the seal of Jammu and Kashmir Fire Force and section 7 of the provision of Jammu and Kashmir Fire Force Act, 1967 at Headquarters, Srinagar on the _____ day of _____ in the year _____.

Registration

Commissioner/Director,
Jammu and Kashmir Fire Force.

PASS No 649.

COMBINED OPERATIONS HEADQUARTERS

Facile (Navy blue)
 JAMMU AND KASHMIR
 FIRE FORCE
 P.M.S. POST
 Size - 8 1/2 cm x 12 1/2 cm.
 (18 leaves).

Page 1
 Issued in lieu of N-09650 lost

Surname **MARTIN**

Other Names **WILLIAMS**

Rank (at time of issue) **Captain, R.M.**

Station **(Killing Motor)**

Place of Birth **CARLIFE**

Year of Birth **1907**

Issued by *[Signature]*

Commissioner/Director
 2nd February 1945.

Page 2
FIRE FORCE
IDENTITY CARD No. 148229



all in file
W.S. 1945

Signature of Bearer
W. Martin

Visible distinguishing marks
NIL.

front

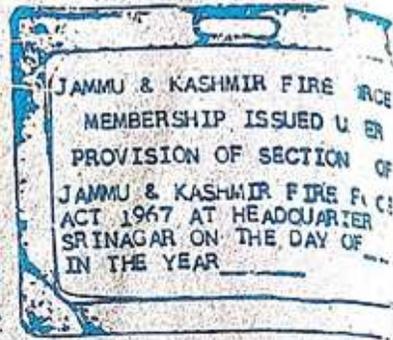
IDENTIFICATION CARD

APPENDIX - III

Rule 120A

Reverse

front



TAG FOR ATTACHMENT.



C. J. Akhatar
D.J. 5

Director,
J&K Fire Service,
Srinagar.

[Signature]
Under Secretary to Govt.
General Department, (A.T.)
JAMMU/SRINAGA

APPENDIX IV

(Rule 13)

CODE OF DISCIPLINE

SCHEDULE OF OFFENCES

A member of the Fire Force commits an offence against discipline, if he is guilty of :—

- (1) Disobedience of orders, if he disobeys or without sufficient cause fails to carry out any lawful order, whether in writing or not ;
- (2) In subordination by word, act or demeanor ;
- (3) Abuse of authority by oppressive conduct ;
- (4) Neglect of duty :—
 - (i) Without sufficient cause fails to attend to carry out his duty promptly and diligently ; or
 - (ii) by carelessness or neglect suffers any loss, damage or injury to occur to any person or property ; or
 - (iii) without permission leaves his station or place of duty ; or
 - (iv) fails to report any matter in the discharge of his duty to the appropriate authority ; or
 - (v) fails to make entry as part of his duty in any book or document may have been prescribed.
- (5) Falsehood—
 - (i) knowingly makes any false or misleading statements, whether in writing or not in the course of his functions as a member of the Fire Force; or
 - (ii) without sufficient cause destroys or mutilates any official book or document or alters or erases any entry therein.
- (6) Breach of confidence and official secrecy.
- (7) Corrupt practice :—
 - (i) misuse of his official position as member of his Fire Force to his or advantages any member of his family ; or

- (ii) fails to account for or to make prompt and true return of any money or property which comes into his possession in the course of his duty.
- (8) Absence from duty, without reasonable cause or absents from any parade, drill or any other Roll call.
- (9) Damage to uniform or personal equipment :—
 - (i) wilfully or negligently damages any article of uniform or personal equipment which he has been provided or entrusted or fails to take proper care thereof ; or
 - (ii) fails to report any damage or loss of any article of uniform or personal equipment.
- (10) Consumption of Alcohol, drug or any other substance while on duty.
- (11) Discreditable or disorderly conduct :—
 - (i) acts in a disorderly manner or in any manner prejudicial to the discipline ; or
 - (ii) appear in uniform at public place in dirty or untidy conditions ;
 - (iii) acts in a manner likely to bring discredit and reputation to the Fire Force.
- (12) No member of the Fire Force shall without the express sanction of the State Government or of the authorities prescribed in this behalf :—
 - (i) be as member of or associated in any manner with any Trade Union, Labour Union, Political Organisation or have Association with any Organisation ; or
 - (ii) be a member of or be associated in any way with any other Society, Institution, Association or Organisation that is not recognised as part of the Fire Force of which he is a member or is not of a purely social, recreational or religious nature ; or
 - (iii) communication with the press or publish or caused to be published any book, letter or other documents expect where such communications or publications is in *bona fide* discharge or his duties or is of a purely literary, artistic or scientific character or is of such nature as may be prescribed.
- (13) No member of the Fire Force shall participate in or address, any meeting

or take part in any demonstration organised by anybody or persons for any political purposes or for other such purposes as may be prejudicial to the security of the State or in any manner cause damage to the reputation of the Government.

- (14) Conditions not expressly mentioned above or in the Act or Rules, shall apply as contained in J&K Civil Services (Classification control and Appeal) Rules and J&K Government Employees Conduct Rules.

APPENDIX V

(Rule 13)

DUTIES OF UPPER/LOWER SUBORDINATES

1. DIVISIONAL FIRE OFFICER/ASSTT. DIVISIONAL FIRE OFFICER
 - (1) He shall be incharge of all fire stations in his jurisdiction and is responsible for the administration and operational efficiency of those fire stations. He shall also be responsible for all matters relating under the jurisdiction. He shall be available and to hold himself in readiness for any duty at any time he may be called upon by his superiors to perform.
 - (2) He shall inspect all fire stations in his jurisdiction at least once in six months. An inspection report should be sent tot he Assistant Director Incharge of his Commence. A copy of the remarks left in the station inspection book is to be forwarded together with the report in the prescribed form to the Range Dy. Director concerned. These reports will be dealt with by the respective Provincial Dy. Directors.
 - (3) At the close of the month the Divisional Fire Officer shall submit to the Dy. Director through the Asstt. Director, incharge command concerned a monthly report in the prescribed form. The monthly report shall be treated confidential and it shall be transmitted to the Dy. Director in a separate cover addressed to him by name. In it shall be entered the work done by the officer and matters of departmental interest. It will be returned through the Asstt. Director with the remarks of the Dy. Director and it will be re-submitted with replies through the ordinary channel. It shall be filed confidentially in the office of the officers concerned and retained for ten years.
 - (4) He shall conduct wet drills and test all the fire appliance/units thoroughly. He shall inspect and test fire equipments, accessories, small gears and delivery hoses etc. He shall also conduct practical/tactical exercises.

- (5) He shall make himself acquainted with the character and qualification of his subordinates. He is also responsible for seeing that Station Officers/ Station Incharge under his jurisdiction work efficiently and it is his duty to bring to the notice of the superior officers any defects of character or temperament or want of duties/zeal which detract from their utility as fire officers.
- (6) The DFO shall be responsible for the efficiency of Fire Service/Establishment under his control. To active this, the DFO shall take up the sub-command headquarter Fire Station in the first instance and would show to the Station Officer how proper station management has to be done. The DFO incharge of the sub-command shall thus improve the efficiency of the Hqr. Fire Station paying personal attention in all respects. as soon as the object is achieved he would take up another fire station to bring it up to the standard of the sub-command Hqr. fire station, thus he shall complete all fire stations under his control. Every DFO should maintain thoroughly serviceable jeep for efficient discharge of his duties.
- (7) He shall carry out satisfactorily an inspection of premises under section (13) of the Fire Force Act, 1967 applies for follow up inspection to check that the requirements have been carried out and report in accordance with the procedure laid out by the Directorate of Fire Service .
- (8) While at Divisional Hqrs. or during his visit to other stations in his jurisdiction, the DFO shall attend all fire calls received at the station where he is available.
- (9) He shall as far as possible attend all serious fire occurring in the places under his jurisdiction.
- (10) He shall, however, use his discretion in this regard taking into consideration the nature of the fire, the time and distance to be covered by him ; to decide whether his visit to the scene of occurrence/fire spot, will service may useful purpose.
- (11) Ordinarily it shall not be necessary for the DFO to visit the scene of a serious fire after incident but if the DFO consider it necessary to make it on the spot study to frame the special report or to educate the public in mufasils in the need for organizing fire fighting squad on voluntary basis his discretion need not be fettered ; if the journey to the scene of occurrence/fire is considered unwarranted, it is open to the countersigning authority to disallow the T. A. claim for the particular journey by the officer concerned.
- (12) He shall hold the muster parade for the inspection of uniform, fire appliances and equipment six monthly to ensure that the service personnel

maintain the high standard and to report to his Assistant Director Incharge Command about the inspection carried out and dispose a copy to the Deputy Director of the respective range.

2. STATION OFFICER/SUB-OFFICER INCHARGE FIRE STATIONS :

- (1) He shall be available and to hold himself in readiness for any duty at any time he may be called upon by his superiors to perform and to keep his superiors acquainted with all the matters coming to his knowledge, affecting either his own station or general business of the Fire Service Department. He shall be in immediate command of a fire Station and the proper maintenance of appliances and equipment under his command.
- (2) He shall obey implicitly all orders of his superiors and exact the strict obedience and civility for those serving under him. He shall devote whose of his time and attention to the Fire Service Department to set an example to his men by sobriety, cleanliness, promptitude, civility and general attention to his duties.
- (3) He shall take charge of and be responsible for all appliances, stores, equipment etc. issued to his station and submit a report to his superiors to the correctness or otherwise of such articles taken charge of. He should submit a requisition to his superiors of the requirements of his stations as necessary.
- (4) He shall see that all appliances and equipments are kept clean and in through working order showing them properly for immediate use at fires and other emergencies without loss of time.
- (5) He shall instruct and control all men under his charge in the use and maintenance of fire appliances and equipment.
- (6) He shall hold the muster parade for the inspection of uniforms, cleanliness, tools and equipment at least once a month to see that the men keep themselves and their clothing in a clean and good conditional and to report shortage if any to his superiors. The inspection of uniform and equipment should be carried out periodically.
- (7) He shall ensure that the roll is called at such times as he considers most suitable.
- (8) He shall ensure prompt attendance of fire appliances and personnel inclusive of himself. He shall carry out surprise turn outs at odd hours at least once a month.
- (9) He shall ensure that his station time clock is checked with time clock or time signal at least twice a day at proper intervals.

- (10) He shall see that the man placed on the station duty is properly dressed and is acquainted with his duties.
- (11) He shall see that the communications system is in proper working order and to send an immediate report to appropriate authority when it is not so.
- (12) He shall keep himself and men at all in readiness. Receive any superior officer and to give if required an accurate account of all matters connected with the Station under his charge.
- (13) He shall see that the fire pumps under his charge have water passed through their pumps at least once every week. This only refers to cases where a fire appliances has not otherwise worked during the above period.
- (14) He shall report at once to his superior Officer Incharge of his Section and/or the Police any damage or casualty that may have occurred as a result of accident.
- (15) He shall keep himself and his staff acquainted with the water supply within the area under his charge.
- (16) He shall make himself and his staff acquainted with the network of communication system as may be existing in the services.
- (17) He shall make himself and his staff acquainted as far as possible with the topography of his ; and adjoining areas as well as fire risks in such areas.
- (18) He shall be responsible for all administrative matters pertaining to the station such as :—
 - (i) Proper utilization and accounting of all the amounts advanced to the station.
 - (ii) To collect for performance of the claims of the Government account and the safe custody and prompt and proper disbursement of all sums drawn on Government account to the appropriate persons entitled to receive them.
 - (iii) The collection custody and remittance tot he credit of the appropriate head of Government account all dues to Government such as ; stand by pumping charges, recoveries ordered from personnel etc.
 - (iv) Receipt custody and issue of all items of appliances equipment stores and other valuable supply on Government account and prompt disposal under proper authority of all commitments and unserviceable articles.

- (v) Proper maintenance of all records and registers required to be maintained.
 - (vi) prompt and punctual submission of all the returns prescribed to the authorities concerned.
- (19) The Station Incharge shall also function as Ex-officio President of the sports and recreation club of the Station and will be responsible for its proper functioning according to the orders issued from time to time.
 - (20) In case of a Station Officer and a Sub-Officer the former shall be Incharge of the Station and the latter shall assist him in carrying out the above mentioned duties. In absence of the Station Officer, Sub-Officer shall be the Incharge of the Station.

LEADING FIREMAN :

- (1) He shall be available at the Station to which he is posted while on duty.
- (2) He shall obey implicitly all orders of his superiors and except the strict obedience and the civility from those serving under him.
- (3) He shall see that men placed under him on duty are properly dressed and are assigned duties pertaining to the station and fire appliances and such other duties that may be incidental to the efficient working of the Station. He shall also be responsible for maintaining the Station premises clean and tidy and appliances and equipment in neat and efficient working condition and ready for immediate use.
- (4) He shall see all equipments, gears etc. are properly accounted for and be responsible for the same when incharge of the fire appliances or equipment, in case of any loss or damage of article of equipment, uniform, clothing etc., he shall immediately report this to his next senior officer about the same.
- (5) He shall keep his superiors acquainted with all matters coming to his knowledge effecting the fire station staff or the general business of the Fire Service Department.
- (6) It shall be the primarily duty of the Leading Fireman to be incharge of the station during the temporary absence of leave or other duty of the Station/Sub-Officer to take necessary action as required by the departmental orders or the other instructions laid down in this regard in respect of all occurrences. In case of doubt he shall report to immediate superior officer for orders.
- (7) Any duties as may be asked by a Station Officer and/or Sub-Officer, in addition to these specified above shall be carried out by him.

MECHANIC DRIVERS :

- (1) He shall be available at the station to which he is posted while on duty.
- (2) He shall obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him, if any.
- (3) He shall be responsible for the supervision and maintenance of all appliances at his Station according to the instructions laid down by the Directorate of Fire Services. He should attend to oiling, greasing, correct maintenance of tyre pressures, petrol, water and fuel levels and checking of nuts, bolts etc. He shall be responsible for the carrying out of all-round repairs with assistance of drive/fireman drivers, if necessary. It is his duty to inspect all the units of his station and report to the Sub-Officer the defects and see that this report is entered in the daily diary. If he can rectify the defect he should do so at once. If spare parts are required he should immediately inform the Sub-Officer.
- (4) He shall also attend all fire calls for which station appliances are turned out.
- (5) He shall, when necessary, work as a Driver/Fireman Driver. He may be posted on duty during day or night watches at the discretion of the Sub-Officer.
- (6) He shall see that all sanctioned appliances attached to the station are kept in the perfect condition at all times. He shall be called upon to explain in case there is any break down or mechanical trouble which could normally have been avoided by diligent action on his part.

DRIVER/OPERATOR :

- (1) He shall be available at the station to which he is posted while on duty.
- (2) He shall obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him, if any.
- (3) He shall be responsible for the proper upkeep and mechanical condition, maintenance and movement of the vehicles and pumps under his charge. He shall also be jointly responsible with the Leading Fireman for the proper maintenance and to account for the equipment and gears etc. that are carried on the fire appliances or kept at the fire stations.
- (4) He shall test at least twice a day, the fire appliances in his charge to make sure that the same are in serviceable condition and record the same with the man on station duty to maintain the general diary. To report any defects immediately that he may come across to Leading Fireman incharge and to the man on station duty to record the same in the general diary.

- (5) He shall keep the inventory of all articles and equipment under his charge, and to maintain a record of time at work, kilometers, fuel/petrol and oil consumption etc.
- (6) He shall be posted incharge of any special appliance including ambulance such as break down van, Emergency tender, Ambulance, Fire and Rescue boats etc. is responsible in addition to the duties and responsibilities referred to above.
- (7) He shall be responsible for the safe loading, transporting and unloading of appliances, stores besides attendance with patients to transport them with the help of the ambulance attendants.
- (8) He shall be responsible for collection of the charges due towards the call.
- (9) He shall be responsible for correct issuing of the receipt for money collected from private individuals for service rendered and handing over to the Station Officer/Sub-Officer.
- (10) He shall be responsible for any other connected duty relating to the maintenance, mobility and operation of fire appliances, motor vehicles, staff vehicles, Fire and Rescue boats, Utility Vans, Pumps or other Fire Fighting Rescue gears as may be asked by his superior officers or the Leading Fireman in addition to those specified above, shall be carried out by them.

FIREMANDRIVER/OPERATOR/RESCUE BOAT DRIVER/OPERATOR

- (1) He shall be responsible through the Leading Fireman/Mechanic Driver/Driver to the Sub-Officer for the care, cleanliness and efficiency of the unit to which he is posted. He shall be responsible for carrying out the daily routine for the maintenance of appliances in accordance with the instructions issued from the Directorate of Fire Services. All defects should be reported immediately to the Leading Fireman/Driver/Mechanic Driver. The outward appearance of the fire appliance and pumps alone will not satisfy inspecting authority. He should see that the inside of all the mudguards, under carriage and the chassis are cleaned regularly. He shall be detailed to each unit in the station for a period of one month by turns to make him familiar with all types of appliances in use in the service. In absence of driver or driver mechanic/driver operator of the station the fireman driver incharge of a unit shall be responsible for carrying out the duties of driver mechanic/driver operator in respect of his unit.
- (2) Fireman driver/driver shall qualify for special duty as driver of fire and rescue boat engines in addition to the prescribed training course, and the examining officer shall satisfy that fire and rescue boat drives now enough theory to take charge and that they are approved to that duty.

- (3) He shall be required to go through the complete course of instruction in the driving and pumping class of fire appliances.
- (4) He shall be responsible for navigation and safety when underway at work at fires and when mooring. He shall be responsible for the safety of all craft when moored. He shall give all necessary orders in connection therewith and the officer or leading fireman incharge of the fire and rescue boat shall at all time to see that these promptly executed.
- (5) The officer or incharge of the crew shall be responsible under all circumstances and the driver of the boat shall carry out his orders.
- (6) In respect of fire and rescue boat he shall carry out the drill once every four months at Dal Lake or as may be convenient. Once every year one of these drills shall be carried out after dark.
- (7) He shall perform all other normal duties as prescribed for the fireman.

SELECTION GRADE FIREMAN/FIREMEN :

- (1) He shall be available at the station, to which he is posted, while on duty.
- (2) He shall obey implicitly all orders of his superiors and hold himself in readiness to carry out all duties as may be assigned to him by his superiors, obediently smartly and efficiently.
- (3) He shall keep himself and his quarters if provided neat and clean.
- (4) He shall devote whole of his time and attention to the Fire Service Department, while on duty.
- (5) He shall set examples to others by sobriety cleanliness, promptitude, civility and general attention to his duty.
- (6) He shall be responsible for keeping his station premises such as appliance rooms, office, drill yard, watch room/control room, workshop, dormitory drill tower, hose drying tower etc, neat and clean.
- (7) He shall keep himself alert to attend to fires, special services, fire drills etc. in the shortest possible time on the alarm being sounded.
- (8) He shall keep himself acquainted as far as possible with the topography of his own and adjoining areas as well as fire risk in such areas.
- (9) He shall carry out duties that may be assigned to him from time to time and to be responsible jointly and severally to the Leading Fireman of the fire unit for the care, appearance, scrupulous cleanliness of the units and all equipments therewith, correct upkeep, storage and maintenance therewith.

- (10) He shall assist the fireman driver operator, drivers and the mechanic drivers in the proper maintenance of equipments and gears of the vehicles, perform guard duties, workshop duties, control room and watch room duties, orderlies and fire aids despatch messenger, gardeners duties etc.
- (11) He shall thoroughly inspect the fire appliances to which he is posted and to report to the Leading Fireman, driver operator, mechanic driver leading fireman, driver operator, mechanic driver having verified the same. The fireman, are jointly and severally responsible to the Leading Fireman of the unit for the appearance, scrupulous cleanliness of the unit and the various equipments therewith correct upkeep, maintenance and storage of the equipment allotted. This shall include cleanliness of equipment and polishing different equipments on the appliances and in the stores, servicing and washing of the hoses, floors, walls doors and windows of the premises, appliances rooms, drill towers, smoke chambers, maintenance of garden/workshop etc.
- (12) He shall be solely responsible for the proper cleanliness, orderly arrangements of the personal belongings. He shall also be held responsible for the safety of the various fixtures, sanitary and electric fittings in such premises.
- (13) He shall when posted as guard or santry by turns or on other assignments given by the officer shall not leave his post until he is properly relieved. He shall be in full uniform prescribed for him for the season. While on guard duty he shall use brass letters 'RP' with white cross belt, anklets sash and pomp hackle provided by the department and shall be responsible :—
 - (a) to guard all properties, fixtures, fittings and the other effects, both in the fire station premises and station buildings ;
 - (b) to see that all persons entering upon fire station premises are directed to the Officer Incharge and to see that they leave the premises immediately their business is finished ;
 - (c) to be ware and remain alert at all times ;
 - (d) to control the movements of incoming and outgoing fire appliances, vehicles and staff cars to avoid accidents ;
 - (e) to watch the garden and plants in station ground.
- (14) When detailed with special appliances as well as ambulances attendants by turns he shall be responsible for proper loading and unloading of patients under the direction and assistance of the ambulance driver of

the unit incharge. He shall ride with the patient at the back of the ambulance and shall look after the safety and comfort of the patient during the journey. He shall be responsible for the care and maintenance of first aid equipment supplied to each ambulance. He shall be seated only on the back of the ambulance and shall not sit besides the ambulance driver.

- (15) He shall perform any legal duty, in the interest of the Fire Service, when ordered by appropriate authorities.

CONTROL ROOM/WATCH ROOM OPERATOR OR ANY OTHER PERSON DEPUTED FOR DUTY :

- (1) He shall be available at the station to which he is posted while on duty.
- (2) He shall obey implicitly orders of his superiors and exact his strictest obedience and civility for those serving under him.
- (3) He shall take over charge which should be at least 15 minutes before the schedule for change over. He shall be responsible to acquaint himself with all matters of current and pending matters of operational and administrative importance. He shall also be responsible to check the station clock and telephone connections with other station.
- (4) He shall be responsible to maintain the station occurrence book up to date at all times in the prescribed form as may be laid down.
- (5) He shall be prompt in receipt and transmission of calls to fires, other emergencies etc. report in game to the officers and men by the alarm system installed at the Station/Control Room as well as to the fire station or essential services as the case may be.
- (6) He shall keep record of movements of the vehicles, officers and men regarding messages thereof etc. in occurrence book.
- (7) He shall remain alert throughout watch period and shall not leave the place of duty for any purpose whatsoever on any account however, brief the absence may be, without first obtaining a suitable relief. He shall in such cases make an entry in the occurrence book of his being relieved for that period.
- (8) He shall not allow any unauthorised person to enter the watch room/control room.
- (9) He shall be in proper uniform or dress.
- (10) He shall be responsible for the maintenance of record of movements of appliances and equipment and be responsible for maintaining a disposition aboard/mobilizing board of appliances and personnel.

- (11) he shall execute such other duties, as may be entrusted to him, from time to time by his superiors for the efficient administration of the station, such as maintenance of records and registers.
- (12) He shall perform all other normal duties as prescribed for the Leading Fireman.

DUTIES OF FOREMAN :

- (1) The Fireman shall be responsible for the efficient administration and economic working of the workshop under his charge. He shall have a key position for supervising the day to day work of those under him so as to bring out the effective results. He shall work as a Leader and the workshop staff shall approach him whenever they face any difficulty and thus shall act as a true representative of the workshop staff and transmit the difficulties to the authorities.
- (2) He shall be responsible for :—
 - (a) discipline, control and supervision of workshop staff posted under him ;
 - (b) proper allocation and even distribution of all works ;
 - (c) satisfactory and prompt execution of all jobs received at the workshop ;
 - (d) proper issue, utilization and accounting of all cash, stores, spares and equipment ;
 - (e) avoidance of all the idle labour and wastage expenditure as far as practicable ;
 - (f) correct maintenance of all records prescribed and prompt submission of periodical returns due.
- (3) He shall keep special tools under his charge and shall provide the same to the workshop staff as and when required against proper receipt for which a separate register shall be maintained.
- (4) He shall conduct monthly inspection of the tools, provided to all the subordinate staff in the workshop and enter report in the inspections book maintained by him.
- (5) He shall attend all the functions as an executive member of the uniform force.
- (6) He shall be available and hold himself in readiness for any duty along with their subordinate staff he may be called upon to perform by his superiors at any time and also keep the superior officers acquainted with

the matters coming to their knowledge, affecting the workshop.

- (7) Shall obey implicitly all orders to his superior officers and exact the strictest obedience and civility from those serving under him and devote whole hearted attention towards their duties and set an example to the subordinate staff by sobriety, cleanliness, promptitude, civility and devotion to their duties.
 - (8) He shall attend his duties in proper prescribed uniform and will ensure likewise that the staff also adhered to the uniform regulation strictly. During works or execution of repairs they shall be required to wear the overalls over prescribed uniform.
 - (9) He shall be required to perform the three main types of duties—
 - (i) duties towards the management according to the orders passed by the Directorate of Fire Services ;
 - (ii) duties towards the supervision and control of staff ;
 - (iii) duties towards the workshop buildings, mobile workshop, material, tools and equipments.
- I. Duties towards the management shall be carried out.
- (i) to assist in training the staff for different jobs and fixing of standards of performance etc. ;
 - (ii) to ensure proper output and execution of work within the shortest possible time/specified time ;
 - (iii) to familiarise the staff with the work norms and departmental policies and also to convey the grievances to the authorities ;
 - (iv) to propose to the authorities whenever staff is to be transferred promoted or discharged ;
 - (v) to submit progress report to the authorities from time to time ;
 - (vi) to devise ways and means to increase efficiency of production.
- II. Duties towards the supervision and control of staff ;
- (i) he shall place the right staff members in the right job ;
 - (ii) he shall reduce labour turnover to a minimum ;
 - (iii) he shall train the staff and to provide scope for promotions whenever opportunities arise ;
 - (iv) he shall instil discipline amongst the staff as member of the Executive force ;

- (v) he shall promote utmost goodwill co-operation and team spirit amongst the staff ;
- (vi) he shall give credit for suggestion and work-out an outstanding quality ;
- (vii) he shall supervise and control the methods of work assignments ;
- (viii) he shall improve the efficiency of the staff ;
- (ix) he shall although have a sound working knowledge of various process in the shop but should direct the efforts to his other staff members instead of putting himself un-necessarily in manual labour. He shall come forward to demonstrate his superior skill from time to time by actual working the process in presence of his subordinate staff ;
- (x) he shall maintain proper working conditions and even flow of work ;
- (xi) he shall discourage late coming and absentism amongst the subordinate staff placed under him and will initiate action as per disciplinary code .

III. Duties towards workshop :

- (i) he shall maintain a proper record of materials both direct and indirect received and consumed i the various trades/sections i the workshop ;
- (ii) he shall minimise waste and ensure economy in the use of heat, light and power service etc ;
- (iii) he shall inspect the spate parts and other material and equipment before it is utilized in the workshop ;
- (iv) he shall requisition the desired quantities of material tools and consumable stores in time so that there is no description or delay in the execution of repairs work ;
- (v) he shall ensure that the use of equipment and the tools is made in the right earnest manner. He shall issue instructions for the proper use of the material, equipments for the execution of repairs and other works ;
- (vi) he shall be consulted purely on technical matters, like repairs alteration, replacement and accommodation of fire appliances and equipments.

DUTIES AND MECHANIC/TURNER

- (1) He shall obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him .
- (2) He shall see that the men placed under him on duty are properly dressed according to the uniform regulations and done overalls while execution of repairs.

- (3) He shall also be responsible to set up an example for the subordinate staff and maintain their tools on the tool board.
- (4) He shall have sound technical as well as practical knowledge.
- (5) he shall have great patience and excellent ability to train other staff members.
- (6) He shall not be too strict and should be very co-operative.
- (7) He shall have keen observation and excellent initiative.
- (8) He shall come forward to demonstrate his superiors skill from time to time by actually working the process shoulder to shoulder in the presence of other workers.
- (9) He shall carry out efficient and economically all repairs to fire appliances and other equipment entrusted to him by the Foreman.
- (10) He shall see that parts are not unnecessarily replaced when they can be renovated or repaired.
- (11) He shall evaluate job as soon as allotted to him and shall examine the repairs required and report to the Foreman with a list of material required to complete the job.
- (12) He shall also supervise the work of Leading Fireman, Fitter and Fireman Cleaner an other subordinate staff who are allotted to him for assistance on a particular job by the Foreman.
- (13) He shall maintain a note book and record therein the detail of work done by the staff placed under him from day to day.
- (14) He shall conduct weekly inspection of tools entrusted to the subordinate staff i the workshop.

DUTIES OF LEADING FIREMAN WELDER, SENIOR ELECTRICIAN,
CARPENTER, BLACKSMITH, TAILOR, RADIO MECHANIC, OPERA-
TOR RTM. :

- (1) He shall obey implicitly all orders of his superiors and execute the strictest obedience and civility from those serving under him.
- (2) He shall be available at the workshop to which he is posted while on duty.
- (3) He shall see that the men placed under him on duty are properly dressed and are assigned duties pertaining to their trade and ensure that they execute the work in the efficient manner.

- (4) He shall also be responsible for maintaining the workshop premises clean and tidy and appliances and equipment in neat and proper condition for immediate use.
- (5) He shall see that all the tools, spares etc. are properly accounted for and be responsible for the same when detailed for any assignment with the mobile workshop, in case any loss or damage of article or equipment tools etc. he shall immediately report to his next senior i.e., mechanic about the same.
- (6) He shall keep his superiors acquainted with all the matters coming to his knowledge affecting the workshop staff or the general business of the Fire Service Department.
- (7) He shall detail a substitute during the temporary absence on leave or other duty and take necessary action and shall inform the mechanic accordingly. In case of doubt he shall report the same to his immediate superior for orders.
- (8) He shall attend any duty as may be assigned by the Foreman/Mechanic in addition to those specifically assigned to him shall be carried out by him.
- (9) He shall get the job cards prepared and take up the assignments immediately and complete it within the shortest possible time ensuring perfection and high standard of workmanship.
- (10) He shall also train the subordinate staff or a trade or craft for a specified term and will report about the apprenticeship to his seniors.
- (11) He shall be responsible for proper mechanical condition, maintenance and movements of the fire appliances placed under his charge for execution of repairs.
- (12) He shall be responsible to prepare the inventory regarding the disabled fire-appliances and will have it recorded with the men on workshop duty for maintaining the general diary.
- (13) He shall report any defects immediately that he may come across other than one which has been assigned to him during the course of execution of repairs and shall have separate job card prepared to rectify the fault.
- (14) He shall be responsible in addition to the duties and responsibilities referred to above :—
 - (i) safe loading, transporting and unloading of engine/pump parts with help of other members of the workshop staff/service personnel ;
 - (ii) delivery of spare parts collected from the workshop against proper

challan and collection of unserviceable parts against proper receipt to be forwarded to his superiors for further disposal.

- (15) He shall keep himself abreast with the latest techniques with regard to the repair works and use of latest tools.
- (16) He shall supervise work of subordinate staff who are allotted to him for assistance on a particular job by his superiors.

FIREMAN PAINTER/VULCANIZER/JR. ELECTRICIAN/PLUMBER/CLEANER :

- (1) He shall be responsible for carrying out all the jobs entrusted to him properly by the Foreman or the Mechanic and other superiors.
- (2) He shall be posted to any other branch of work in addition to the work in which he is particularly skilled.
- (3) He shall be available at the workshop to which he is posted while on duty.
- (4) He shall obey implicitly all orders of his superiors and hold himself in readiness to carry out all duties as may be assigned to him by his superiors obediently smartly and efficiently.
- (5) He shall keep himself and his workshop neat and clean and will attend duties in proper uniform prescribed under the regulations.
- (6) He shall devote whole of his time and attention to the fire service workshop while on duty.
- (7) He shall set example to others by sobriety, cleanliness, Promptitude, civility and general attention to his duty.
- (8) He shall be responsible to keep the workshop premises such trade shop, main hall, drainage system neat and clean by washing when necessary.
- (9) He shall also keep appliances, small gears, equipments clean and tidy etc. while conducting the repairs in the workshop.
- (10) he shall keep himself available to attend duties for repairs and special services in the shortest possible time round the clock.
- (11) he shall keep all the tools provided to him neat and clean and will lay them out on the tool board in the prescribed manner.
- (12) He shall be posted under Leading fireman, Welder, Senior Electrician, Carpenter, Blacksmith, Tailor, Radio Mechanic, Operator RTM etc. and will be responsible for execution of any work that may be entrusted to him.
- (13) He shall be posted to any other branch or work in addition to the work in

which he is particularly skilled.

DUTIES OF BARBER/WASHERMAN/WATER CARRIER/COOK/SWEEPER/
SAFAIWALLA :

- (1) He shall be available at the station to which he is posted while on duty round the clock.
 - (2) He shall obey implicitly all orders of his superiors and hold himself in readiness to carry out all duties as may be assigned to him by his superiors, obediently, smartly, and efficiently.
 - (3) He shall devote while of his time and attention to fire service department while on duty.
 - (4) He shall undergo the basic foot drill for a period of six months and will attend duties in proper uniform as per the regulations.
 - (5) He shall keep all his professional tools provided to him neat and clean and will report about the unserviceable condition to his superiors and will obtain replacement from the Central Stores.
-