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INTRODUCTION

The Fire Stations in the state functioned under the control of Municipal Committees till the year 1972, but thereafter the state Govt. took over the control of fire stations at various places in the State, as the fire services were generally being run by Municipal Committees/Corporations prior to that. During the succeeding years some fire stations were opened. The Himachal Fire Fighting Services Act came into force in 1984. The act and its amendment are enclosed as Annexure 'A' and 'B'. There are 22 fire stations in the state a list of which is annexed as annexure 'C'.

ORGANISATION OF FIRE SERVICES

The Fire Services Department in Himachal Pradesh is headed by Director Fire Services who is assisted by a Chief Fire Officer posted in the Directorate located at Shimla and the Directorate also has a Fire Prevention Wing under a Divisional Fire Officer. This wing is responsible for suggesting fire prevention and protection measures. A fire station is headed by a Station Fire Officer/Sub Fire Officer under the overall supervision of Commandant Home Guards of the respective Distts.

TRAINING

The basic training to firemen is imparted at State Fire Training Institute which is located in Baldeyan at a distance of about 22 Kms from Shimla town. The Fire Training Centre is headed by an officer of the rank of Divisional Fire Officer. The fire personnel are also sent to National Fire Service College Nagpur for professional courses/training.

FIRE STATIONS

Based upon the demographic and industrial characteristics of the towns twenty two fire stations have been set up in the state, which provide service round the clock. Typically each fire station has a compliment of three to four water tenders and other fire fighting and rescue equipment. In addition to the above, depending upon the requirement the fire stations have also been provided with DCP tenders, Combined Foam and Co2 tenders, Jeep Fire Engines and Motor Cycles. The authorised strength of a fire station varies from station to station, however, efforts are afoot to have the fire stations classified as ones located at Distt Headquarters and others and accordingly have their manpower authorized.

DUTIES & FUNCTIONS

The prime duty of the organization is to protect life and property from fire. The different functions are as under:-

To prevent / combat fires.

- Issue of fire safety guide lines.
- Issue of no objection certificate from fire safety.

- Fire safety arrangements during public and private functions.
- Issue of Fire reports.
- Organizing fire safety lectures/demonstrations/training/awareness programme.
- Provision of standby arrangements.

The organisation works round the clock as far as the operational duties are concerned whereas the office hours are from 1000 hrs. to 1700 hrs.

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Powers and Duties of Officers.

(i)Director Fire Service:

The. Director Fire Services controls the department of H.P. Fire Services Department. The superintendence and of the service is vested in him in accordance with the provisions of Himachal Pradesh Fire Fighting Services Act and rules made thereunder.

(ii)Chief Fire Officer:

The Chief Fire Officer assists the Director Fire Services in maintenance and control of the organization.

(iii)Divisional Fire Office/Fire Prevention Officer:

The Divisional Fire Officer is responsible for administrative and operational control of fire stations under his jurisdiction and he reports to Commandant Home Guards. The Fire Prevention Officer is posted in the Directorate and he is responsible for suggesting fire prevention measures in order to safeguard public property against fire.

(iv)Station Fire Officer/Sub Fire Officer:

Station Fire Officer/Sub Fire Officer is responsible for efficient functioning of the fire station in which he is posted and he reports to Commandant Home Guards of the District in which the Fire Station is located.

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PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS

OPERATIONAL:

During fire fighting and rescue operations the officer-in-charge takes all the decisions independently and if required in consultation with his superiors / colleagues for saving Plife and property of citizens.

ADMINISTRATIVE:

All matters related to administration are sent to Director Fire Services who gets them examined by the Chief Fire Officer. After the matter is put up to him by the Chief Fire Officer, he takes a decision and disposes of the matter as per rules or else if it is not within his powers the matter is referred to the State Government for their decision / directions.

FIRE PREVENTION:

All building plans in respect of buildings of above 15 metres of height, industrial units and commercial establishments dealing with or using explosive and highly inflammable substances require “ No Objection Certificate” from Director of Fire Services or Chief Fire Officer on the recommendations of Divisional Fire Officer or Station Fire Officer concerned. Accordingly all such cases are scrutinized by the Fire Prevention Officer who is incharge of the Fire Prevention Wing established in the office of the Chief Fire Officer and submitted for further action to the Chief Fire Officer.

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NORMS SET FOR THE DISCHARGE OF FUNCTIONS/DUTIES

S.No	Activity	Responsibility	Time Frame/Norm	Remarks
1.	Issue of Fire Report	DFO / STO	Within one week from the concerned DFO/STO as the case may be.	Request to be made after five days of the incident except in case of medium and above category.
2.	Fire Safety guidelines	FPO	Within two weeks from the date of receipt of the case .	Provided all the information as per BBL/NBC is attached.
3.	Issue of NOC	DFS/CFO	Within four weeks of receipt of the case.	Provided all fire safety guidelines have been incorporated.
4.	Fire Safety Training.	DFO / STO/ SFO	As per the time frame indicated in the request.	Fire Safety training /guidelines are given at the time of final inspection of the premises/fire fighting installations.
5.	Provision of Fire	STO/SFO	As per availability	On payment of

Cover/Engines etc.		prescribed charges.
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MANUAL-5**RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS**

S.No	Name of the Act ,Rules, regulations etc.	Brief gist of the content	Reference no, if any	Price in case of publication.
1.	Conduct Rules	-	-	-
2.	Building Byelaws-1983	-	-	-
3.	National Building Code of India-Part IV	-	-	-
4.	H.P.Fire Fighting Services and Fire Prevention and Fire Safety Act, 1984	Minimum standard of fire safety in HR Building	-	-
5.	Cinematograph Act and Rule 2002	Fire Safety in Cinema halls	-	-
6.	Fire safety guidelines in restaurant having seating capacity of 50 or more and height below 15 mtrs.	Minimum standard for existing restaurants	-	-
7.	Fire safety guidelines in school building height less than 15 mtrs.	Minimum standards for schools		
8.	Drugs and Cosmetics Act	Fire safety in nail polish, drugs manufacturing.		
9.	Explosive Act and Rules 1983	Fire safety guidelines for explosive & gas cylinder.	-	-

MANUAL-6**A statement of categories of document that are held by it or under its control**

- Not applicable.

MANUAL-7**Particular of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.**

- Not applicable, as formulation of policy is done at the level of Govt.

MANUAL-8**A statement of boards, council, committee and other bodies constituted.**

- Not applicable.

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1.	<i>Designation</i>	<i>Office</i>	<i>Residence</i>
2.	Director Fire Service	2811453	2671280
3.	C.F.O Fire Hdqrs.	2623946	2652790
4.	D.F.O.Div.	2657087	2623218
5.	D.F.O. F.T.C.Baldeyan	2740288	--
6.	ST.O .Mall Shimla	2658976 & 101	--
7.	S.T.O.Mall	2652939	2830318
8.	S.F.O Boileauganj	2830664	2831891
9.	S.F.O.Chhota Shimla	2623269	2627918
10.	S.F.O. Kinnaur.	951786-222219	951786-222035
11	S.F.O Rampur	951782-233168	951782-233133
12	SF.O..Rohroo	951781-240130	951782-240764
13	S.F.O. Nahan	951702-222500	951702-222832
14	S.F.O Paunta Sahib	951704-224466	951704-224465
15	S.F.O. Bilaspur	951978-222227	951978-222263
16	S.F.O. Mandi	951905-222900	951905-223219
17	S.T.O. Kullu	951902-222345	951902-222570
18	S.F.O. Manali	951902-252222	951902-253985
19	S.T.O. Chamba	951899-222290	951899-225115
20	S.F.O. D/Sala	951892-224992	951892-229499
21	S.F.O. Kangra	951892-264855	-
22	S.F.O. Palampur	951894-230232	951894-226944
23	S.F.O. Hamirpur	951972-222533	951972-222541
24	S.F.O. Solan	951792-223888	951792-223807
25	S.T.O. Parwanoo	951792-233223	951792-232329
26	S.F.O. Nalagarh	951795-223294	951795-223175
27	S.F.O. Baddi	951795-245352	951795-244402
28	SF.O.. Una	951975-238699	951975-238511

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The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.

S.No.	Name and Designation	Pay scale/monthly remuneration
1	Chief Fire Officer	10025-15100 + Allowances
2.	Divisional Fire Officer	6400- 10640+ Allowances
3.	Station Officer	5800-9200+ Allowances
4.	Sub Officer	5480-8925+ Allowances
5.	Leading Fireman	4550-7220+ Allowances
6.	Driver/Operator	4020-6200+ Allowances
7.	Fireman	3120-5160+ Allowances

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**The budget allocated:
Non Plan Budget 2005-06**

Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure of the last year
2070-OAS-108 Fire Protection & Control, 01 Hdqrs. staff & 02 Distt. staff	Fire Fighting and rescue	8,47,80,000	8,47,80,000	8,47,80,000	6,98,00,000

Plan Budget 2005-06

Name of the Plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed/spent
Machinery & Equipment				Nil	Nil

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The budget allocated for Tribal area:

Non-Plan

s2070-OAS-796 Tribal Sub Plan, 17,85,000
01 Expn. On Fire Station

Plan Machinery & Equipment 3,00,000

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The manner of execution of subsidy program

- Not applicable

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Particulars of recipients of concessions, permits or authorizations granted

- **Not applicable**

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Information available in an electronic form

The information on the department will be given on CD / floppy which will be provided by the applicant.

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Particulars of facilities available to citizens for obtaining information

S.No.	Facility available	Nature of information available	Working hours
1	H.P.Fire Service Hdqrs. Stokes Place, Shimla-2.	Fire incidents, Fire Prevention, Fire Safety etc.	1000 hrs. to 1700 hrs.
2.	Library in H.P.Fire Service Hdqrs. Shimla-2.	Books on Fire Fighting and Fire Safety	1000 hrs. to 1700 hrs.

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Name & designation and other particulars of public information officers

State public information officer

Sh. Anuj Tomar,
Chief Fire Officer,
Himachal Pradesh, Shimla-2.
Tel. No. 0177-2623946 (Off.)
0177-2652790 (Res.)

Asstt. State public information Officer

Sh. I.D.Kashyap,
Superintendent Grade-II,
Hdqrs. H.P.Fire Services,
Stokes Place, Shimla-2.
Tel. No. 0177-2623946(Office)

ANNEXURE

Information in respect of public information officers of Fire Training Centre Baldeyan.

Public Information Officer

Sh. T.K.Chona,
Divisional Fire Officer,
Fire Training Centre, Baldeyan.
Tel. No. 2740288.

Asstt. Public information Officer

Sh. Shamsher Singh Pundir,
Sub Fire Officer,
Fire Training Centre,
Baldeyan.

Shimla Fire Division

Public Information Officer

Sh. Arvind Prashar,
Commandant HG. 3rd Bn. Shimla
Tel No Office 2623883 Res. 2652790
Asstt. Public information Officer

Sh. Sher Singh Thapa,
Divisional Fire Officer,
Shimla-171003.
Tel. No Office 2657087 Res. 2623218