

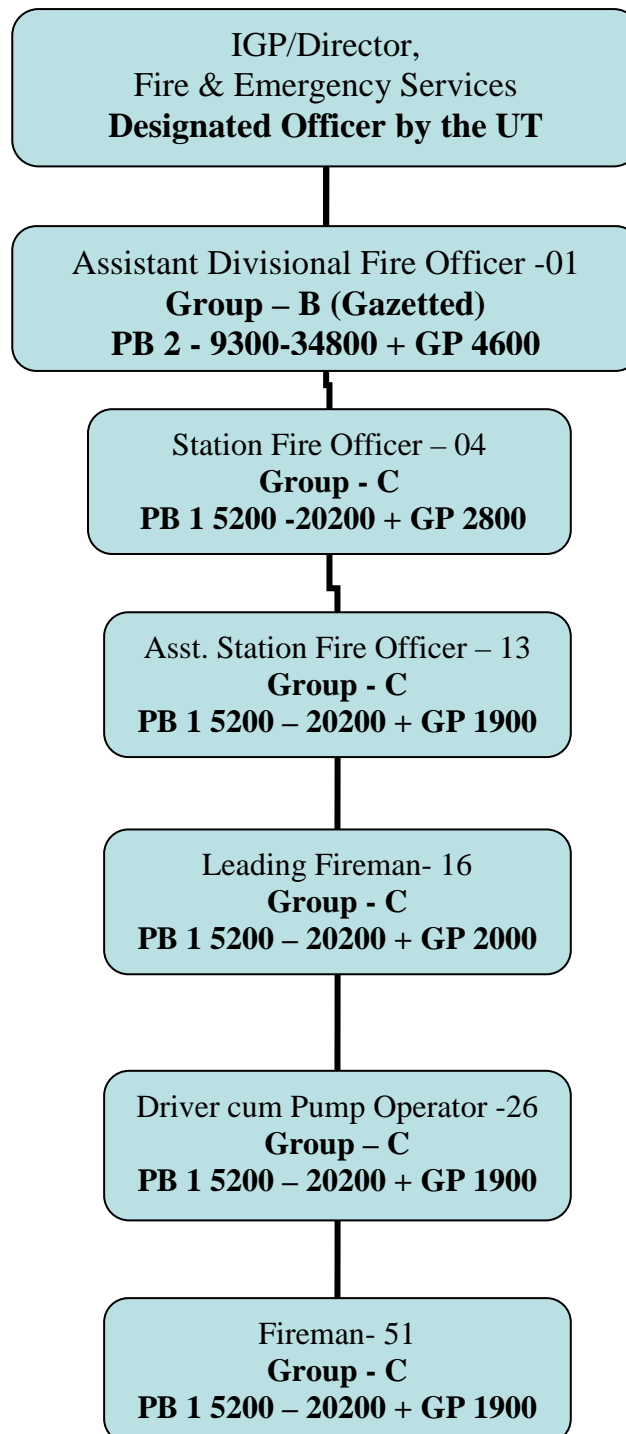
Right to Information Act 2005

The right to Information Act, 2005 (Central Act No.22 of 2005), which has been passed by the Parliament and assented to by the President of India on 15-06-2005 and published in the Gazette of India, Extraordinary, Part II, Section1, dated 21-06-2005, is hereby published for general information of the public under provision of Section 4 of the Right to Information Act 2005.

1. Particulars of Organization, Function and Duties.

ORGANIZATION CHART

DEPARTMENT OF FIRE AND EMERGENCY SERVICES - DAMAN & DIU



(i) Aims and objectives of the public authority, viz, Department of Fire & Emergency Services, Daman & Diu.

Fire prevention and fire fighting and to attend non-fire emergencies due to natural and manmade disasters.

Enforcement of fire preventive and regulatory provisions of Goa, Daman and Diu Fire Force Act 1986 and Daman & Diu Fire Force Rules 2004.

(ii) Mission/Vision Statement of the public authority.

VISION: - To raise the level of Prevention and Preparedness so as to minimize loss of life and property in the UT Administration from Fire & Non-Fire Emergency and to inculcate Safety consciousness among the general public.

MISSION: - Enhancing the capacity in terms of men and materials to be able to realize the vision; develop Fire and Emergency Service as a Service Provider for reaching help to the people in distress, for all hazard purpose for community safety and to enrich the member of the profession through training and education for preventing and mitigating the Fire loss to facilitate improve public safety.

(iii) Brief History and background of establishment of the public authority.

Till, the Fire Services in the U.T. of Goa, Daman and Diu functioned as part of the Police Department. There was only 01 Fire station under the supervision of a Station Fire Officer. The situation was reviewed and on 21st January 1984, a separate Department was created for Fire Service. It was later renamed as the Department of Fire & Emergency Services as per direction of D.G.C.D.(F),MHA, New Delhi.

The Fire Station was set up in the Daman by the erstwhile U.T. of Goa, Daman & Diu on **01-11-1985** and in Diu on **21-11-1991** after de-linking of Daman & Diu from Goa state. Thereafter, two more Fire Stations has conveyed sanction each at Moti Daman and Bhimpore by Government of India in the year 2005 and 2011 respectively. The Fire Station, Moti Daman has been set up on **22-12-2006** and setting up of Fire Station, Bhimpore is under process.

The U.T. of Daman and Diu Fire & Emergency Services is constituted under the Goa, Daman and Diu Fire Force Act 1986. It is headed by the Dy. Inspector General of Police, Daman & Diu who is designated as Director of Fire & Emergency Services assisted by the Asstt. Divisional Fire Officer. Besides fulfilling the main objectives of fire prevention, fire protection, fire fighting and rescue, the department generally attends emergency calls which are not directly connected with fire, in order to help the people in distress. Over the years it has attained a multi-dimensional role in saving and protecting life and property of the people with its activities in fire prevention, fire protection, fire suppression and training. The department is being developed to provide effective fire & emergency cover to the people and property in the U.T. The sanctioned strength of the Daman & Diu Fire & Emergency Services is **115** including officers. It provides round the clock duties with the set up of **03** fire stations situated at Somnath, Nani Daman, Moti Daman, Diu and a new Fire Station to be set up at Bhimpore which is recently sanctioned by the Govt. of India. Each Fire Station is headed by Station Fire officer/Officer-in-charge, who are being supervised by the Asstt. Divisional Fire Officer located at Somnath, Nani Daman for operational and administrative purpose.

(iv) Main activities/functions of the public authority.

Inspection of fire risk sites and recommending preventive measures as per Goa, Daman and Diu Fire Force Act 1986 and Rules.

Checking installation of Fire Protection measures, Fire Fighting and responding to non-fire emergency due to natural and manmade disasters.

To prevent loss of life and property from fire and non-fire emergency like highway accidents, building collapse, landslides, still water rescue, industrial hazards, spillage and toxic release interalia technological hazards and to render humanitarian services and special services.

Promotion of Community based preventive and coping strategies for emergencies including fire etc.

(v) List of services being provided by the public authorities with brief write-up on them

Sr. No.	Service Provided	Brief Write-Up
1.	Attending to Fire calls	Every Fire Station has respond to fire calls, round the clock.
2.	Attending to Emergency/Rescue calls	In routine emergencies, the Fire Fighters at nearby Station respond to the calls round the clock. In very special cases like Air crash, Fire at Oil Tank Farms, etc., the U.T. Fire Force co-operate and supplement the work of special Fire Services of the concerned authorities.
3.	Issue of No Objection Certificate for High Rise Building and Business Establishments	The Goa Fire Force Act 1986 and Rules made there under have specified that high rise buildings and business establishments, etc. carrying on hazardous occupations shall obtain prior No Objection Certificate from the Fire Department and comply with the safety precautions specified in the Rules and National Building Code and other relevant code of practice.
4.	Pumping jobs	In special circumstances, the Citizens may request the services of the high power pumps from the Fire Force. These will be made available if spare from Fire Fighting duty and a service charge, prescribed under the Fire Force Rule will be charged.
5.	Providing fire equipments/appliances on Hire/stand-by	Fire Fighting equipment and appliances may be hired by the public for occasions like fairs, sales, functions, etc. on payment of prescribed fees.
6.	Attending calls outside the Union Territory.	UT Administration Fire Service Authorities co-operate on mutual basis by deputing personnel and equipment on request from neighboring States/UT Administration. Coasts are recovered as per prescribed rates. In the case of major calamities, the State Government may offer such services as its contribution also.
7.	Imparting Training in elementary First aid Fire Fighting.	The department imparting training on basic fire fighting/first aid fire fighting to employees of industrial units, etc on payment of prescribed fees.

(vi) Citizen's interaction – Expectation of the Public authority from the public for enhancing its effectiveness and efficiency.

- General public can extend co-operation to the department through:
- Voluntary compliance with Fire Safety Rules.
- Reporting violations of the Rules by others.
- Joining the Auxiliary Fire Force Volunteer teams.
- Creating small teams of volunteers in every neighborhood who may maintain information about places and people vulnerable in emergencies and provide such information to the teams at incident sites.

(vii) Postal address of the main office, attached/subordinate office/ field units, etc.

1.	Main Office	Inspector General of Police/Director of Fire & Emergency Services, Police Head Quarters, Dunetha, Nani Daman. Daman- 396 210. Telephone No. 0260-2220140 Fax 0260-2220076
2.	Fire & Emergency Services Headquarters.	Fire & Emergency Services, Plot No.51, G.I.D.C. Ringanwada, Somnath, Nani Daman, Daman – 396 215. 0260-2242666, 2241101 0260-2241666/101
3.	Fire Station, Moti Daman.	Bhamti,Bamanpuja Main Road, Moti Daman, Daman 396 220. 0260 -2230201
4.	Fire Station, Diu	Near be-otly, Main Road, Opp. District Court, Diu – 362 520. 02875-253039 02875-252475/101

(viii) **Working Hours both for office and public**

The Administrative sections of this Department works on 05 days a week from Monday to Friday from 09.30 A.M. to 06.00 P.M. with a lunch break of 30 minutes from 01.30 P.M. to 02.00 P.M. and technical sections and Fire Stations staffs are performed their duties round the clock.

02. Power and Duties of Officers and Employees:

Sr. No.	Designation	Power			Duties
		Administrative	Financial	Others	
1.	IGP/Director of Fire & Emergency Services:	Powers vested in accordance with the Rules of Business of the U.T. Administration from time to time	Financial powers vested to incur cont. exp. under Schedule V & annexure to Schedule V, Schedule VI of the D.F.P. rules, 1978 vide order dated 09-11-2012	---	<p>The Director of Fire and Emergency Services shall be the Head of the Department. He shall control and maintain the Fire Force Organization in the U.T. Administration. He shall be responsible to the Government for the efficient functioning of the Fire Service;</p> <p>He shall be empowered to take all such necessary steps, as he may think fit under the powers given to him under the Act, for the protection of life and property from fire and to minimize its effects;</p> <p>He shall personally supervise serious outbreaks of fires when the Station Fire Officer and the Asstt. Station Fire Officer considers his presence necessary. When the Station Fire Officer or the Assistant Station Fire Officer is in attendance at fire, he shall be in supreme control not only of the Fire Force, but also of all other forces and essential services including Volunteers from the Public engaged in putting out fires.</p>
2.	Assistant Divisional Fire Officer	---	---	---	He shall be in-charge of Fire Stations in a Sub-division. He will be assisted by Station Fire Officer, if necessary. In high fire risk areas he may be entrusted with the charge of a fire station.
3.	Station Fire Officer and Assistant Station Fire Officer/ Sub-Officer	---	---	---	The Station Fire Officer shall be the officer-in-charge of a fire station. He shall have under him the staff attached to the fire station. He will be responsible for the maintenance of communication system, water resources including hydrants within his station area and shall be in-charge of operations. He shall normally be in complete command of all operations in any serious emergency or conflagration. He may be assisted by Assistant Station Fire Officer/Sub-Officer in high fire risk areas, who may be entrusted with one or more fire fighting units. He will keep a proper liaison with the officers of adjoining fire station in neighboring district of Gujarat, Maharashtra and Dadra and Nagar Haveli.

4.	Leading Fireman.	---	---	---	The Leading Fireman shall be the leader of fire crew and shall be responsible for the execution of orders of his officer and for the work of individual members of the crew. His other duties are prescribed in Chapter –iv of Daman & Diu Fire Force Rules 2004.
5.	Driver cum Pump Operator/Fireman.	---	---	---	They shall from member of the fire crew and perform duties assigned by the Leading Fireman or such other officer as may be in command. His other duties are prescribed in Chapter –iv of Daman & Diu Fire Force Rules 2004.

03. Procedure followed in Decision Making Process:

The procedure followed in decision making is per the standard norms of the UT Administration. The channel of supervision and accountability is given in the organizational chart. All proposals of the department are sent to the appropriate authority who have delegated powers by the Administration and concerned Ministry for approval. Major policy decisions will be made at Administrator or Ministry level in accordance with the Rules of Business.

04. Norms set by it for the discharge of its functions:

All activities of the department are disposal of as per rules of business of the U.T. Administration.

05. Rules, Regulations, Instructions, Manuals and Records for discharging functions:

Sr. No.	Name of the Act, rules, regulations, etc.	Brief gist of the contents	Reference No. if any
1.	Goa, Daman & Diu Fire Force Act, 1986	Maintenance of Fire Force, Appointment of Members of Fire Force, Issue of Certificates to Members of Fire Force, Powers of Government/ Director at the site of Fire, Acquisition of Fire Fighting Property, Penalties, etc.	Notification No.7-26-86/LA dated 21.10.1986 published in the Official Gazette Series I No.31 dated 30.10.1986.
2.	The Daman & Diu Fire Force Rules, 2004	Constitution, Appointments and Training, Method of appointment, Appointing Authority, Powers and duties, Articles of clothing and equipment, Badges of ranks, Recruitment Rules, List of places and trades for which no objection certificate from the Fire Service in necessary, Rates to be charged for services of all types beyond the time of jurisdiction, etc.	Notification No.DFS/DD/F.S. Rules/2004/366 dated 04-10-2004, published in the Official Gazette, (Extraordinary) No. 34 dated 08-10-2004.
3.	Notification No. DFS/DD/F.P.- Notification/2004-05/627 dated 12-01-2005.	Fire preventive measures to be adopted in the buildings/ Premises and Establishments like Commercial, Industrial and High rise buildings.	Notification No. DFS/DD/F.P.-Notification/ 2004-05/627 dated 12-01-2005, published in Official Gazette (Extraordinary) No.03 dated 24.01.2005.

06. A statement of the categories of documents that are held by it or under control:

Fire Reports is prepared after fire incidents.

07. The particulars of any arrangement that exists for consultation with, or representation by, the member of the public in relation to the formulation of its policy or implementation thereof;

08. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of it advise;

09. Directory of Officers and Employees:

Sr. No.	Name	Designation	Office Tel. No.	E-mail Address
1.	Shri Rajesh Khurana, IPS	IGP/Director of Fire & Emergency Services, Daman & Diu.	0260-2220140 Fax 0260-2220076	patoigp@gmail.com
2.	Shri Amratlal K. Vala	Asstt. Divisional Fire Officer, Fire & Emergency Services, Daman & Diu.	0260-2244060 Fax 0260-2244111	daman.fes@gmail.com
3.	Shri N. B. Fadra	Station Fire Officer/IC, Fire Station Moti Daman	0260 -2230201	---
4.	Shri Canji Narane	Station Fire Officer/IC, Fire Force Headquarters, Somnath, Nani Daman	0260-2242666 0260-2241101 0260-2241666/101	---
5.	Shri M.L. Halpati	Asstt. Station Fire Officer/ MT In-Charge, Fire Force Hqs., Somnath, Nani Daman.	0260-2242666 0260-2241101 0260-2241666/101	---
6.	Shri B. T. Kattimani	Asstt. Station Fire Officer/ Store In-Charge Fire Force Headquarters, Somnath, Nani Daman	0260-2242666 0260-2241101 0260-2241666/101	---
7.	Shri D. M. Vadhwana	Asstt. Station Fire Officer In-Charge, Fire Station Diu.	02875-253039 02875-252475/101	Fire-diu-dd@nic.in

10. Annually remuneration received by each officers and employees of the department during the financial year 2013-14:

Sr. No.	Name of Officers & Employees	Designation	Gross Salary
01	Shri A. K. Vala	Asstt. Div. Fire Officer	4,22,077/-
02	Shri N. B. Fadara	Station Fire officer	3,32,032/-
03	Shri Canji Narane	--do--	2,96,925/-
04	Shri M. L. Halpati	Asstt. Station Fire Officer	3,20,767/-
05	Shri B. T. Kattimani	--do--	2,80,524/-
06	Shri G. D. Shaikh	Leading Fireman	3,07,948/-
07	Shri S. M. Raut	--do--	2,94,891/-
08	Shri K. R. Patel	--do--	2,94,891/-
09	Shri R. D. Dhodi	--do--	2,80,253/-
10	Shri T. M. Raut	--do--	2,85,709/-
11	Shri A. R. Bariya	--do--	2,77,181/-
12	Shri R. B. Barsa	--do--	2,83,653/-
13	Shri H. B. Forty	--do--	2,92,371/-
14	Shri S. U. Bhandari	--do--	2,57,313/-
15	Shri P. B. Mahyavanshi	--do--	2,54,793/-
16	Shri R. V. Fulbariya	--do--	2,92,140/-
17	Shri S. K. Patel	Driver-cum-Pump Operator	2,92,371/-
18	Shri H. K. Rathod	--do--	2,50,396/-
19	Shri V. B. Damania	--do--	2,34,308/-
20	Shri K. M. Patel	--do--	1,88,549/-
21	Shri S. K. Jethwa	Fireman	2,42,541/-
22	Shri A. S. Chavan	--do--	2,37,275/-
23	Shri S. L. Patel	--do--	2,45,462/-
24	Shri V. K. Mishra	--do--	2,05,893/-
25	Shri Y. N. Mangela	--do--	2,16,621/-
26	Shri B. D. Solanki	--do--	2,15,695/-
27	Shri J. I. Patel	--do--	2,15,695/-
28	Shri N. R. Solanki	--do--	1,25,869/-
29	Shri S. M. Sikotariya	--do--	2,15,695/-
30	Shri S. I. Dhodi	--do--	2,15,695/-
31	Shri Y. B. Dhodi	--do--	2,18,215/-
32	Shri S. K. Yadav	--do--	2,15,695/-
33	Shri D. S. Tandel	--do--	2,15,695/-
34	Shri V. N. Patel	--do--	2,15,695/-
35	Shri D. G. Halpati	--do--	2,15,695/-

36	Shri J. B. Patel	--do--	2,15,695/-
37	Shri R. K. Solanki	--do--	2,15,695/-
38	Shri C. C. Vaishya	--do--	2,15,695/-
39	Shri J. C. Bamania	--do--	2,15,695/-
40	Shri N. L. Solanki	Store Keeper	2,33,408/-
41	Smt. S. V. Belgoukar	Multi Tasking Staff	2,53,697/-
42	Shri L. D. Harijan	--do--	1,77,215/-

11. The Budget Allocation to each agency (Particulars of all plans, proposed expenditure and reports on disbursement made)

(Rs. in lakh)

Sr. No.	Head of Accounts	Allotment for 2013-14	Expenditure for the last year 2012-13	Remarks
(i)	2070 – PLAN (Revenue) 108 – Fire Protection & Control	22.00	36.25	
(ii)	4070 – PLAN (Capital) Machinery & Equipments	100.00	12.00	
	TOTAL	122.00	48.25	
(i)	2070 – NON PLAN (Revenue) 108 – Fire Protection & Control	129.00	115.44	
(ii)	4070 – NON PLAN (Capital) Machinery & Equipments	20.00	20.00	
	TOATL	149.00	135.44	

12. The manner of execution of subsidy programmes, including the mounts allocated and the details of beneficiaries of such programmes;

The Department of Fire & Emergency Services, Daman & Diu is not executed of any subsidy programmes.

13. Particulars of recipients of concessions, permit or authorizations granted by it;

14. Details in respect of the information, available to or held by it, reduced in an electronic form;

The Fire & Emergency Services, Daman & Diu does not have information in an electronic form.

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

The member of public/citizen can contact Fire & emergency Services control room at any time and no library or reading room is available with the department.

16. Name & Designation and other particulars of Public Information Officers;

List of Public Information Officers

S. No.	Designation of the designated as CPIO	Postal Address	Telephone No.	E-mail Address	Demarcation of area/ activities, if more than one PIO is there
01	Asstt. Divisional Fire Officer, Fire & Emergency Services, Daman	Fire & Emergency Services, Plot No.51, G.I.D.C. Ringanwada, Somnath, Nani Daman, Daman – 396 215.	0260-2242666 0260-2241101 0260-2241666/ 101	daman.fes@gmail.com	Daman District

17. First Appellate Authority within the department.

S. No.	Designation of the Officer designated as First Appellate Authority	Postal Address	Telephone No.	E-mail Address
01	Inspector General of Police/Director of Fire & Emergency, Daman & Diu.	O/o Inspector General of Police, Police Headquarter, Dunetha, Nani Daman, Daman – 396 210.	0260-2220140 Fax 0260-2220076	patoigp@gmail.com