

2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

i) DIRECTOR

- (a) The Director of Fire and Emergency Services shall be the Head of the Department as per Goa Delegation of Financial Rules 2008 and Goa Fire Force Act 1986 and Goa State Fire Force Rules 1997. He shall control and maintain the Fire Force Organization in the State. He shall be responsible to the Government for the efficient functioning of the Fire and Emergency Services of the State.
- (b) He shall be empowered to take all such necessary steps, as he may think fit under the power's given under the Goa Fire Force Act 1986 and Goa State Fire Force Rules 1997 for the protection of life and property from fire and to minimise the effects.
- (c) He shall personally supervise serious outbreaks of fires when the Deputy Director (Fire), Divisional Officer and the Assistant Divisional Officer consider his presence necessary. When the Deputy Director (Fire), Divisional Officer or the Assistant Divisional Officer is in attendance at a 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.
- (d) He shall be responsible for planning future development of the Department.
- (e) He shall be responsible for Fire Prevention Inspection of High Rise, High Hazard and Strategic Installation/Buildings.
- (f) He shall be responsible for Conducting Surprise Checks of Licenced premises to verify continuing compliance with the safety recommendations.
- (g) He shall be responsible for Policy matters to be initiated for obtaining approval from Government.

- (h) He shall be responsible for Initiating and finalizing legislation and delegated legislation in respect of matters coming within the Jurisdiction of the Department.
- (i) He shall be responsible for Liaison with the Heads of the Department and Secretariat Administrative Department.
- (j) As a member of the Goa State Disaster Management Authority, responsible for Planning and implementation of Disaster Management Training with reference to Search, Rescue & Fire Fighting.
- (k) He is responsible for providing draft replies to questions tabled in the Legislative Assembly relating to the Department.
- (l) He shall be responsible for ensuring proper response to remarks about the department in the Committees of the Legislature particularly, Public Accounts Committee, Ad-hoc Committee on Budget, Estimates Committee and the Committee of Privileges.
- (m) He shall be responsible to ensure compliance with the CCS (Conduct) Rules 1964 and CCS (CCA) Rules 1965 as applied to the employees of Government of Goa.
- (n) He shall be responsible as Disciplinary Authority under Goa State Subordinate Service (Discipline and Appeal) Rules 1989 for Group "C" Posts.
- (o) He shall be responsible for function as first Appellate Authority under Right to Information Act, 2005.
- (p) He shall be overall supervisor of the Department for its efficient functioning in administrative and technical matters.

ii) DEPUTY DIRECTOR (FIRE SERVICE)

- (a) Subject to the guidance and control of the Director, be responsible for Planning and implementation of all Training Programmes which include;
 - i. Departmental Training Programmes for new recruits, Periodical Refresher Courses for the Operational staff of all ranks (Non-

Gazetted), Planning of Career Progression and appropriate training inputs for the Officer cadre of the department.

- (b) He shall be the Head of office of the jurisdiction where he has been posted and shall be responsible for carrying out administrative work pertaining to Zones assigned to him as per Goa Delegation of Financial Power Rules 2008.
- (c) He shall be the controlling officer of Fire Stations under the Jurisdiction where he has been posted.
- (d) He shall carry out periodical inspections of Fire Stations under the Jurisdiction where he has been posted as per the plan to be approved by the Director, Fire and Emergency Services and Review of parades, upkeep of Fire Fighting Equipments and ensuring operational fitness of the Department.
- (e) He shall carry out Fire Prevention Inspections of the premises, under the Jurisdiction where he has been posted as delegated under the Standing order No. 18 and shall be responsible for enforcing the various Acts, Rules and Fire Prevention measures under the Jurisdiction where he has been posted.
- (f) Authority to impose minor penalties in respect of Station Fire Officer, Sub-Officers and other employees of Group 'C' employees under the Jurisdiction where he has been posted.
- (g) Assist the Director in examining and finalizing references from the Government or other Departments with regarding to technical matters pertaining to Fire Prevention, Fire Safety Control and Education.
- (h) Periodical inspection of Fire Stations and review of Parades, upkeep of Fire Fighting Equipments and ensuring operational fitness of the Department.
- (i) To serve as Inquiry Officer in respect of matters referred to him by the Director, Fire and Emergency Services.

- (j) To keep track of Technical advances in the profession and to suggest appropriate training, re-training and acquisition of advance equipment where justified.
- (k) Assist the Director in examining and finalizing references from the Government or other Departments with regarding to technical matters pertaining to Fire Prevention, Fire Safety Control and Education.
- (l) Initiate Land Acquisition proceedings for land for the department. Manage the real estate of the Department at Headquarters and the Fire Stations in the State
- (m) Responsible to be the reviewing Officer for the Annual Confidential Reports of Non-Gazetted Operational Staff.
- (n) Be the Member of the Technical Committee on Purchases of Fire Fighting Equipments, Appliances etc.
- (o) Liaison with Audit Department for providing explanation/clarification etc. necessary for settlement of Audit objections and co-ordination of action within the department on Audit queries, half margin memos etc.
- (p) To keep track of Technical advances in the profession and to suggest appropriate training, re-training and acquisition of advance equipment where justified.
- (q) Any other matter assigned by the Director, Fire and Emergency Services from time to time.

iii) DIVISIONAL OFFICER

- (a) He shall function as Head of Office as and when designated under the Goa Delegation of Financial Power Rules 2008.
- (b) He shall be the Drawing and Disbursing officer for Zone where he will be posted as per Goa Delegations of Financial Powers Rules 2008.
- (c) He shall be the Controlling Officer of Fire Stations under the Jurisdiction of Zone where he will be posted.
- (d) He shall carry out Fire Prevention Inspection of the premises under the Jurisdiction of Zone he has been posted as delegated under the

- Standing Order No. 18 and shall be responsible for enforcing the various Acts, Rules and Fire Prevention Measures in his Jurisdiction.
- (e) Authority to impose Minor Penalties in respect of Station Fire Officer, Sub-Officers, Leading Fire Fighter, Watch Room Operator, Driver Operator and other employees from Group 'C' under the Jurisdiction where he has been posted.
 - (f) He should be able to formulate and organize training activities for subordinate service staff.
 - (g) He should be able to form standards for appliances and equipments required for the Fire Service Department for its functioning.
 - (h) He should be able to assist the Dy. Director (Fire) as and when required in his operational and administrative duties interalia technical matters for developing and maintaining the Fire Service Organization.
 - (i) Any other matter assigned by the Director, Fire and Emergency Services from time to time.

iv) ASST. DIVISIONAL OFFICER

- (a) He shall be the Controlling Officer for Fire Stations/Sections under the Jurisdiction where he has been posted.
- (b) Authority to impose Minor Penalties in respect of Station Fire Officer, Sub-Officers, Leading Fire Fighter, Watch Room Operator, Driver Operator and other employees from Group 'C' under the Jurisdiction where he has been posted.
- (c) He shall carry out Fire Prevention Inspection of the premises under the Jurisdiction of North Zone as delegated under the Standing Order No. 18 and shall be responsible for enforcing the various Acts, Rules and Fire Prevention Measures in his Jurisdiction.
- (d) He shall attend to the Departments executive and administrative duties including Fire Prevention and training activities.
- (e) Departmental Training Programmes for new recruits, Periodical Refresher Courses for the Operational staff of all ranks (Non-Gazetted), Planning of Career Progression and appropriate training inputs for the Officer cadre of the Department.
- (f) Any other matter assigned by the Director, Fire and Emergency Services from time to time.

- (g) He shall attend to the Department's executive and administrative duties including fire prevention and training activities.
- (h) He shall be incharge of three to six Fire stations in a District or second in command to the Divisional Officer or equivalent staff duties.

v) STATION FIRE OFFICER/OFFICER IN CHARGE/SUB-OFFICER :

- (a) To be available and to hold himself in readiness for any duties at any time he may be called upon by his superiors to perform and, to keep his superiors acquainted with all matters coming to his knowledge, affecting either his own station or general business of the Fire Service Department.
- (b) To obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him; to devote the whole 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.
- (c) To take charge of and be responsible for all appliances, stores, equipments, etc. issued to his Fire Station and submit a report to his superior as to the correctness or otherwise of such articles taken charge of. He should submit a requisition to his superiors of the requirements of his station as necessary.
- (d) To see that all appliances and equipments are kept clean and in thorough working order, stowing them properly for immediate use at fires and other emergencies without loss of time.
- (e) To instruct and drill all men under his charge in the use and maintenance of fire appliances and equipments.
- (f) To hold a muster parade for the inspection of uniforms, clothing, books and equipments at least once a month to see that the men keep themselves and their clothing in a clean and good condition and to report shortages, if any, to his superiors. The inspection of uniforms and equipments should be carried out periodically.

- (g) To ensure that the roll is called at such times as he considers most suitable.
- (h) To ensure prompt attendance of fire appliances and men. He should carry out surprise turn outs at odd hours at least once a month.
- (i) To ensure that his station time clock is checked with time clock or time signal at least twice a day at proper intervals.
- (j) To see that the men placed on Fire Station duty are properly dressed and are acquainted with their duties.
- (k) To see that the communication system is in proper working order and to send an immediate report to appropriate authority when it is not so.
- (l) To keep himself and men at all times in readiness, to receive any Superior Officer and to give if required an accurate account of all matters connected with the Fire Station under his charge.
- (m) To 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 pump has not otherwise worked during the above period.
- (n) To report at once to his Superior Officer-in-charge of his section and/or the Police, any damage or casualty that may have occurred as a result of accident.
- (o) To keep himself and his staff acquainted with the water supply within the area under his charge. In cases where fire hydrants are provided, it shall be his duty to see that he and his staff examine all the hydrants falling within his jurisdiction periodically as may be fixed from time to time.
- (p) To make himself and his staff acquainted with the network of communication system as may be existing in the service.

- (q) To 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.
- (r) To maintain all registers, log books, occurrence books, attendance rolls, etc. up-to-date and to submit all returns and statements including pay rolls of his staff to his superiors every month. All Fire and Special Services reports shall be submitted by him within 48 hours of the occurrence, Sundays and Holidays being exempted.

Note : In case of a Fire Station having Station Fire Officer/Officer-In-Charge and a Sub-Officer, the former shall be in charge of the Station and the latter shall assist him in carrying out the above mentioned duties. In the absence of the Station Fire Officer/Officer-In-Charge, Sub-Officer shall be in charge of the Fire Station.

vi) LEADING FIRE FIGHTER:

- (a) To be available at the Fire Station to which he is posted, while on duty.
- (b) To obey implicitly all orders of his superiors and exact the strict obedience and civility from those serving under him.
- (c) To see that the men placed under him on duty are properly dressed and are assigned duties pertaining to the Fire Station, and fire appliances, and such other duties that may be incidental to the efficient working of the Fire Station. He shall also be responsible for maintaining the Fire Station premises clean and tidy and appliances and equipments in neat and efficient working condition and ready for immediate use.
- (d) To see that all equipments, gears, etc. are properly accounted for and be responsible for the same when in charge of fire appliances or equipments. In case of any loss or damage of articles or equipments, uniform clothing, etc. he shall immediately report to his next senior officer about the same.
- (e) To keep his superiors acquainted with all matters coming to his knowledge affecting the Fire Station staff or the general business of the Fire & Emergency Service Department.

Note: Any duties as may be asked by a Station Fire Officer/Officer-In-Charge and/or Sub-Officer, in addition to those specified above, shall be carried out by him.

vii) DRIVER OPERATOR:

- (a) To be available at the Fire Station to which he is posted, while on duty.
- (b) To obey implicitly all orders of his superiors and exact the strictest obedience and civility from those serving under him, if any.
- (c) To be responsible for the proper upkeep and mechanical condition, maintenance and movements of the vehicles and pumps under his charge. He shall also be jointly responsible with the Leading Fire Fighter for the proper maintenance and stowing of equipments and gears that are carried on the fire appliances or kept at the Fire Station.
- (d) To test at least twice a day, the fire appliances in his charge to make sure that the same are in serviceable condition and to record the same with the man on Fire Station duty. To report any defects immediately that he may come across to the Leading Fire Fighter in charge and to the man on Fire Station duty.
- (e) To keep an inventory of all articles and equipments under his charge and to maintain record of time at work, mileage, petrol and oil consumption, etc.

Note : Any other connected duties relating to the maintenance, mobility and operation of fire appliances, motor vehicles, pumps or other fire fighting and rescue gears as may be asked by his superior officer or the Leading Fire Fighter, in addition to those specified above, shall be carried out by him.

viii) FIRE FIGHTER

- (a) To be available at the Fire Station to which he is posted, while on duty.
- (b) To 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.
- (c) To keep himself and his quarters, if provided, neat and clean.

- (d) To devote whole of his time and attention to the Fire & Emergency Service Department while on duty.
- (e) To set example to others by sobriety, cleanliness, promptitude, civility and general attention to his duty.
- (f) To be responsible for keeping the Fire Station premises, such as appliance room, offices, drill yard, watch room, workshop, dormitory, drill tower, hose drying tower neat and clean by washing when necessary and appliances, equipments, gears, etc. clean and tidy.
- (g) To keep himself alert to attend to fires, special services, fire drills, etc. in the shortest possible time on the alarm being sounded.
- (h) To keep himself acquainted as far as possible with the topography of his own and adjoining areas, as well as fire risks in such areas.
- (i) To carry out duties that may be assigned to him from time to time, and be responsible jointly and severally to the Leading Fire Fighter of the Fire Units for the care, appearance, scrupulous cleanliness of the unit and all equipments therewith, correct upkeep, storage and maintenance thereof.
- (j) To assist Driver Operator in the proper maintenance of equipments and gears of the vehicles, perform guard duties, workshop duties, control room and watch room duties, duties of office orderlies and fire aides, dispatch messengers, etc.
- (k) To thoroughly inspect the fire appliance to which he is posted and to report to the Leading Fire Fighter of having verified the same. The Fire Fighters are jointly and severally responsible to the Leading Fire Fighter of the Unit for the appearance, scrupulous cleanliness of the unit and various equipment therewith, correct upkeep, maintenance and storage of equipments allotted. This shall include cleaning of vehicles and polishing the several equipments on the vehicle and in the stores, scrubbing and washing of the hoses, garages, drill towers, smoke chamber, maintenance of garden, etc.

Fire Fighters and other ranks accommodated in barracks or dormitory shall be solely responsible for the proper cleanliness, orderly arrangement of their personal belongings, etc. They will also be held responsible for the safety of the various fixtures, sanitary and electrical fittings in such premises.

(l) Fire Fighter when posted as guard or sentry by turns, or by other method as deemed fit by the Officer-in-Charge of the Fire Station, 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, the Fire Fighter shall be responsible for ;

(i) To guard all properties, fixtures, fittings and other effects, both in the Fire Station premises and Fire Station surroundings.

(ii) To see that all persons entering upon the Fire Station premises are directed to the Officer-in-charge and to see that they leave the premises immediately after their business is finished.

(iii) To be aware and remain alert at all times.

(iv) To control the movements of incoming and outgoing vehicles to avoid accidents.

(v) To watch the garden and plants in station grounds.

(m) In addition to the above, a Fire Fighter shall perform any legal duty, in the interest of the Fire & Emergency Service, when ordered by appropriate authority.

ix) WATCH ROOM OPERATOR:

(a) To be available at the Fire Station to which he is posted, while on duty.

(b) To obey implicitly orders of his superiors and exact the strictest obedience and civility from those serving under him.

(c) While taking over charge, which should be at least 10 minutes before the schedule for change over, he shall be responsible to acquaint himself with all matters current and pending of operational and administrative importance. He shall also be responsible to check the Fire Station clock and the telephone connections with other Fire Stations.

- (d) It shall be his duty to maintain the Fire Station occurrence book up-to-date at all times in the prescribed form as may be laid down.
- (e) He shall be prompt in receipt and transmission of calls of fires, other emergencies, etc., reporting the same to the officers and men by the alarm system installed at the Fire Station and to the area control room as well as to other Fire Stations or Essential Services, as the case may be. In such cases, he shall keep record of movement of vehicles, officers and men regarding messages thereof, etc. in the occurrence book.
- (f) 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.
- (g) He shall not allow any unauthorized person to enter the watch room.
- (h) He shall be in proper uniform.
- (i) He shall be responsible for the maintenance of record of movements of staff, appliances and equipments and be responsible for maintaining a disposition board of appliances and men.
- (j) 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 Fire Station such as maintenance of records and registers.

General duty:

All the Operational staff shall be a part for fitness, alertness and suppleness of action and shall undergo squads, physical and fire drills, etc.