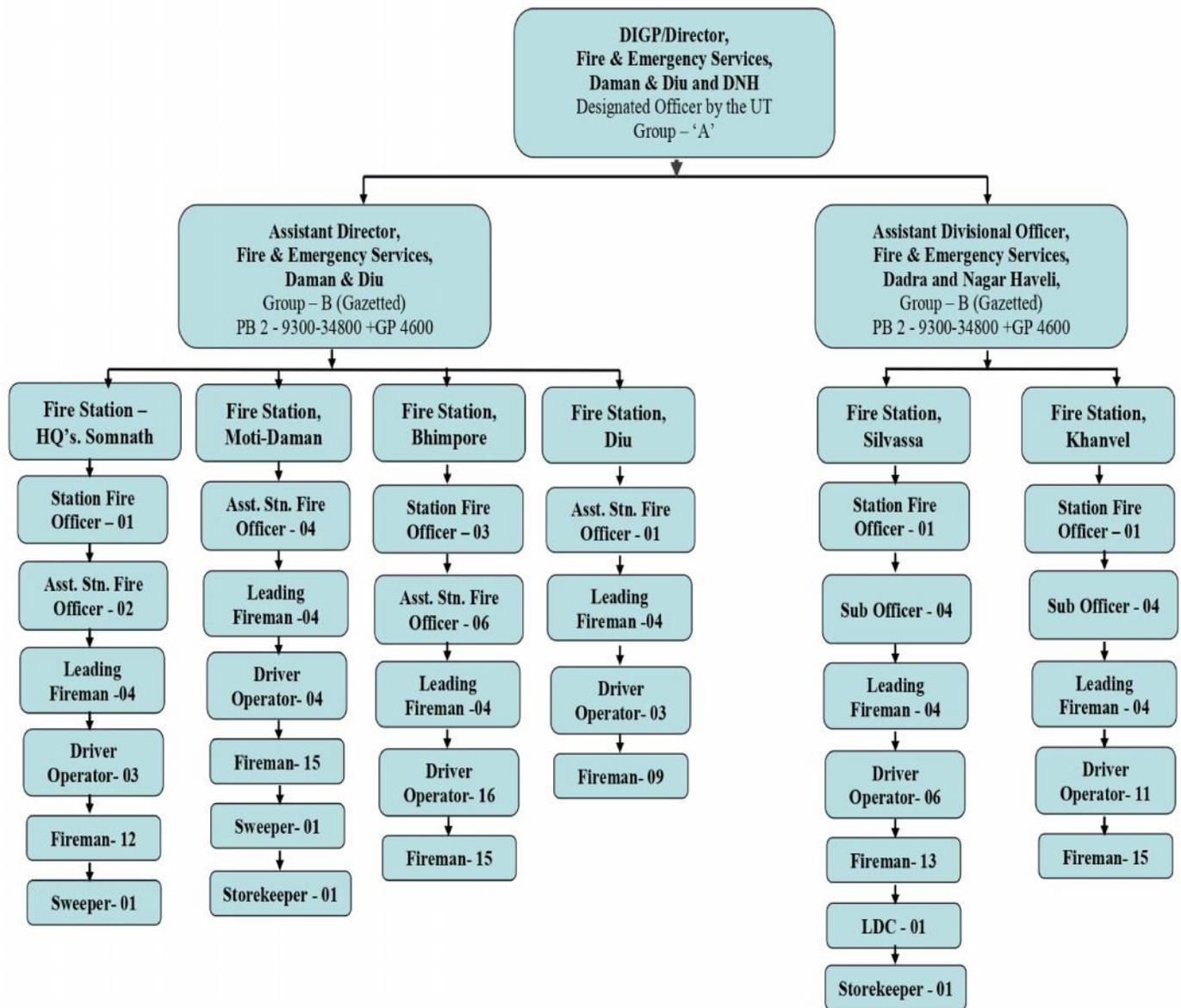


# Right to Information Act 2005

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, Section 1, 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 - DNH AND 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 21<sup>st</sup> 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 Fire Station, Bhimpore yet to be operational.

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 Assistant Director. 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 Fire Station to be set up at Bhimpore. Each Fire Station is headed by Station Fire

officer/Officer-in-charge, who are being supervised by the Assistant Director 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 responded 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.

Sr. No.	Particulars	Office Address
1.	Main Office	Dy. 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, Fire Force Headquarters, G.I.D.C. Ringanwada, Somnath, Nani Daman, Daman – 396 215. 0260-2242666, 2241101 0260-2241666/101
3.	Fire & Emergency Services, DNH, Silvassa.	Fire & Emergency Services, Fire Station, Vapi Silvassa Main Road, Piparia, Silvassa, DNH. 0260-2633202 0260- 2641081
4.	Fire & Emergency Services, Khanvel.	Fire Station, Mandoni Road, Village Khanvel. 0260-2677900 0260-2677101
5.	Fire Station, Moti Daman.	Bhamti, Bamanpuja Main Road, Moti Daman, Daman 396 220. 0260 -2230201

6.	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.

## 2. Power and Duties of Officers and Employees:

Sr. No.	Designation	Power		Duties
		Administrative	Financial	
01.	DIGP/ 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	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; 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; 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
02.	Assistant Director	---	---	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.
03.	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.
04.	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.
05.	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.

### 3. 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.

### 4. 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.

### 5. 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.	Goa, Daman & Diu Fire Force Act, 1986 as extended to the Dadra & Nagar Haveli Fire		Notification No. ADM/LAW/585/1989 dated 31-05-1989
3.	The Dadra & Nagar Haveli Fire Force Rules 2002.	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. AIGP/DFS/DD-DNH/FS Rules/237/2003 dated 03-06-2003
4.	The Daman & Diu Fire Force Rules, 2004		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.

5.	Notification	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.
6.	Notification		Published in Official Gazette (Extraordinary) No. 31 dated 31.05.2005.

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

Fire Reports is prepared after fire incidents.

**7. 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;**

—

**8. 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;**

—

## 9. Directory of Officers and Employees;

Sr. No.	Name	Designation	Office Tel. No.	E-mail Address
1.	Shri Milind Mahadeo , IPS	DIGP/Director of Fire & Emergency Services, DNH and Daman & Diu.	0260-2220140 Fax 0260-2220076	patodigp@gmail.com
2.	Shri Amratlal Carsane	Assistant Director, Fire & Emergency Services, Daman & Diu.	0260-2244060 Fax 0260-2244111	amrutlal.vala@gov.in
3.	Shri C. M. Rohit	Station Fire Officer, I/C Fire & Emergency Services, DNH, Silvassa.	0260-2633202 Fax 0260-2641081	Fire-dnh@nic.in
4.	Shri Suman N. Patel	Sub Officer, I/C Fire & Emergency Services, Khanvel.	0260-2677900 0260-2677101	Suman.pateldn@gov.in
3.	Shri Saxicant Mangri	Station Fire Officer, I/C Fire Force Headquarters, Somnath, Nani Daman.	0260-2242666 0260-2241101 0260-2241666/101	sfo-dmn-dd@nic.in daman.fes@gmail.com
4.	Shri Kishor R Patel	I/C Station Fire Officer, Fire Station Moti Daman.	0260 -2230201	--
5.	Shri Canji Narane	Station Fire Officer, I/C Fire Station Diu.	02875-253039 02875-252475/101	fire-diu-dd@nic.in

## 10. Monthly remuneration received by each officers and employees of the department during the financial year 2021-22 for Fire Department, Daman;

### FOR FIRE STATION, DAMAN.

Sr. No.	Name of Officers & Employees	Designation
1	Amratlal Carsane	Assistant Director
2	Canji Narane	Station Fire Officer
3	Saxicant Mangri	Station Fire Officer
4	Ranchhodbhai Devjibhai Dhodi	Asstt. Station Fire Officer
5	Shantilal L. Solanki	Asstt. Station Fire Officer
6	Rajeshbhai Babu Barsa	Asstt. Station Fire Officer
7	Tulcidas Mangri	Asstt. Station Fire Officer
8	Suman Utom	Asstt. Station Fire Officer
9	Pankaj B. Mahyavanshi	Asstt. Station Fire Officer
10	Arjun Somalu Chavan	Asstt. Station Fire Officer
11	Hasmukh Kantilal Rathod	Asstt. Station Fire Officer
12	Shaileshbhai Lallubhai Patel	Asstt. Station Fire Officer
13	Shaileshkumar I. Dhodi	Asstt. Station Fire Officer
14	Amratlal. R. Baria	Asstt. Station Fire Officer
15	Vikram Bharatbhai Damania	Leading Fireman
16	Shashikant Kikabhai Patel	Leading Fireman
17	Vinay Kumar Mishra	Leading Fireman
18	Shri Yagnik D. Jethwa	Leading Fireman
19	Jayeshkumar Ishwarbhai Patel	Leading Fireman
20	Jatinkumar Deuchande	Leading Fireman

21	Yogeshkumar Balubhai Dhodi	Leading Fireman
22	Kamleshkumar M. Patel	Driver-cum-Pump Operator
23	Narottam M Patel	Driver-cum-Pump Operator
24	Karankumar A. Tandel	Driver-cum-Pump Operator
25	Dipak. R. Patel	Driver-cum-Pump Operator
26	Kailashchand Gurjar	Driver-cum-Pump Operator
27	Momin Abbash	Driver-cum-Pump Operator
28	Rekharam Guleriya	Driver-cum-Pump Operator
29	Ankur Chauhan	Driver-cum-Pump Operator
30	Vikram Sekhawat	Driver-cum-Pump Operator
31	Tushar B. Lokhande	Driver-cum-Pump Operator
32	Santosh T. Marathe	Driver-cum-Pump Operator
33	Deepak Kumar Yadav	Driver-cum-Pump Operator
34	Bhbooti H. Singh	Driver-cum-Pump Operator
35	Dharmesh Somabhai Tandel	Fireman
36	Vinodkumar Naginbhai Patel	Fireman
37	Dipak Gokul Halpati	Fireman
38	Jignesh Babubhai Patel	Fireman
39	Sujitkumar K. Yadav	Fireman
40	Chandrakant.C. Vaishya	Fireman
41	Rohidas.K. Solanki	Fireman
42	Jagdish C. Bamania	Fireman
43	Rajnikant. E. Mangela	Fireman
44	Kishor Jethwa	Fireman
45	Hitesh. V. Dhodi	Fireman
46	Panakaj C. Sikotariya	Fireman
47	Amit. D. Bhandari	Fireman
48	Pritam. A. Patel	Fireman
49	Patel Ketanbhai Naginbhai	Fireman
50	Patel Tejal Nagar	Fireman
51	Mahesh Punja	Fireman
52	Patel Pinkal Balvant	Fireman
53	Kavilkumar Uttam Patel	Fireman
54	Yogendra Ramchandra	Fireman
55	Manohar K Solanki	Fireman
56	Sonu Bhagvansing	Fireman
57	Mangela Prayag Sureshbhai	Fireman
58	Patel Viralkumar Vanubhai	Fireman
59	Samudre Siddharth Mukund	Fireman
60	Halpati Sunilkumar Natubhai	Fireman
61	Lalit P Makwana	Fireman
62	Mangela Ketan Hiralal	Fireman
63	Keyur Bharat Patel	Fireman
64	Patel Kartikbhai Chhibubhai	Fireman
65	Patel Dhanesh Thakorbai	Fireman
66	Patel Bhaveshkumar Maganlal	Fireman
67	Rahul Ramesh	Fireman
68	Mahaveer Rajesh	Fireman
69	Halpati Subhashbhai Visanbhai	Fireman
70	Patel Rahul Rajeshbhai	Fireman
71	Patel Akshaykumar Kishorebhai	Fireman
72	Mayur R. Patel	Fireman
73	Shobha Vitthal Belgoukar	Sweeper

74	Lavjibhai Deepabhai Harijan	Sweeper
----	-----------------------------	---------

**FOR FIRE STATION, DIU.**

<b>Sr. No.</b>	<b>Name of Officers &amp; Employees</b>	<b>Designation</b>
1	Shri Kishor R. Patel	Station Fire Officer
2	Shri Manoj J. Jadav	Asst. Station Fire Officer
3	Shri Bharatkumar D.	Leading Fireman
4	Shri J. V. Shah	Leading Fireman
5	Shri R. B. Bamania	Leading Fireman
6	Shri S. M. Sikotariya	Leading Fireman
7	Shri B. R. Meena	Driver-cum-Pump Operator
8	Shri S. D. Parmar	Driver-cum-Pump Operator
9	Shri I. V. Nad	Driver-cum-Pump Operator
10	Shri Ramji Pita	Fireman
11	Shri Ajaykumar Geta	Fireman
12	Shri M. J. Baraiya	Fireman
13	Shri M. V. Solanki	Fireman
14	Shri V. S. Baraiya	Fireman
15	Shri K. D. Makwana	Fireman
16	Shri B. S. Sikotariya	Fireman
17	Shri A. B. Patel	Fireman
18	Shri H. P. Dari	Fireman

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

<b>Sr. No.</b>	<b>Head of Account</b>	<b>Expenditure for the last year 2021-22</b>	<b>Allotment for 2022-23</b>
NA			

**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**

Sr. No.	Designation of the Officer designated as CPIO	Postal Address	Telephone No.	E-mail Address	Demarcation of area/ activities, if more than one PIO is there
01	Station 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
02	Station Fire Officer, Fire Service, DNH, Silvassa	Fire & Emergency Services, Fire Station, Vapi Silvassa Main Road, Piparia, Silvassa, DNH.	0260-2633202 Fax 0260- 2641081	Fire-dnh@nic.in	DNH District
03	Station Fire Officer, Fire Station, Diu	Near be-otly, Main Road, Opp. District Court, Diu - 362 520.	02875-253039 02875- 252475/101	fire-diu-dd@nic.in	Diu District

**17. First Appellate Authority within the department;**

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