

DELHI FIRE SERVICE RULES, 2010

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DELHI FIRE SERVICE RULES, 2010

CHAPTER I PRELIMINARY

No.F. F. 7 (21)/2010/H-III. – In exercise of the powers conferred by section 63 of the Delhi Fire Service Act, 2007 (Delhi Act 2 of 2009), the Lieutenant Governor of the National Capital Territory of Delhi is pleased to make the following rules, namely: -

1. Short Title and Commencement

- (1) These rules may be called the Delhi Fire Service Rules, 2010.
- (2) They shall come into force with effect from the date of their publication in the Delhi Gazette.

2. Definitions

In these rules, unless the context otherwise requires: -

- (i) 'Act' means the Delhi Fire Service Act, 2007 (Delhi Act 2 of 2009);
- (ii) "administrative instructions" means administrative instructions issued by the Director with the previous approval of the Government;
- (iii) "external trainee" means a trainee admitted to any course run at FSMA not on the roll of Fire Service including private candidates from local bodies, industrial undertakings, state fire services, hotels, multi-storied buildings and similar other government and non-government establishments as specified under section 29 and section 38 of the Act;
- (iv) "fire prevention wing" means the Fire Prevention Wing of the Delhi Fire Service;
- (v) "fire safety certificate" means the Fire Safety Certificate issued by the Fire Service for compliance of minimum standards for fire prevention and fire safety of buildings or premises under these rules;
- (vi) "Fire Safety Management Academy" means Fire Safety Management Academy ('FSMA') established under sub-section (1) of section 38 of the Act;
- (vii) 'forms' means 'forms' in First Schedule appended to these rules;
- (viii) 'National Building Code of India 2005' means National Building Code of India 2005, Part 4, 'Fire and Life Safety' published by Bureau of Indian Standards, New Delhi;
- (ix) "principal" means a fire officer not below the rank of Chief Fire Officer designated as in-charge of the FSMA established by the Government;
- (x) 'Schedule' means a 'schedule' appended to these rules;
- (xi) "special area" means the special area as delineated in the Master Plan Delhi 2021 namely; Shahjahanabad (Walled City), Walled City Extension, Karol Bagh and Un-Planned Areas;
- (xii) "training charges" means the charges to be paid by the trainee for admission to a course and include tuition fee, laboratory charges, fire ground operation charges, trainee amenities fund, and accommodation charges;

- (xiii) 'The words and expressions not defined in these rules, but defined in the Act, or Building Bye-laws or National Building Code of India 2005 or relevant Indian Standards or Specifications published by Bureau of Indian Standards shall have the same meaning as assigned to them in the Act or Building Bye-laws or National Building Code of India 2005 or relevant Indian Standards or Specifications published by Bureau of Indian Standards for construction and fire safety of buildings or premises and pandal.

CHAPTER-II ORGANIZATION

3. Constitution of Fire Zones

- (1) There shall be three or more Fire Zones in National Capital Territory of Delhi as per the contingencies of work namely, 'New Delhi Zone', 'South Zone', and 'West Zone' or any other Zone as may be created by the Government by a general or special order depending upon the exigencies of work.
- (2) Each Fire Zone shall be under the charge of a Chief Fire Officer who may be assisted by one or more Deputy Chief Fire Officers.
- (3) The New Delhi Fire Zone shall comprise of East Division and Central Division or any other Division as may be created depending upon exigencies of work.
- (4) The South Fire Zone shall comprise of South Division and South West Division or any other Division as may be created depending upon exigencies of work.
- (5) The West Fire Zone shall comprise of West Division and North West Division or any other Division as may be created depending upon exigencies of work.

4. Constitution of Fire Divisions

- (1) There shall be six or more Fire Divisions in the National Capital Territory of Delhi as per the contingencies of work for the purposes of clause (b) of section 9 of the Act, namely, 'North-West Division', 'South Division', 'East Division', 'South-West Division', 'West Division' and 'Central Division' or any other Division as may be created by the Government by a general or special order.
- (2) Each Fire Division shall be under the charge of a Divisional Fire Officer.
- (3) The East Fire Division shall comprise of Laxmi Nagar, Shahdara and Tahirpur Fire Sub-Divisions.
- (4) The Central Fire Division shall comprise of Headquarters, Connaught Place and SP Mukherjee Marg Fire Sub-Divisions.
- (5) The South Fire Division shall comprise of Safdarjung, Bhica-ji-Cama Place and Mathura Road Fire Sub-Divisions.
- (6) The South West Fire Division shall comprise of Janakpuri, Dwaraka and Shankar Road Fire Sub-Divisions.
- (7) The North West Fire Division shall comprise of Roop Nagar, Bawana and Rohini Fire Sub-Divisions.

- (8) The West Fire Division shall comprise of Wazirpur, Jwalapuri and Moti Nagar Fire Sub-Divisions.

5. Constitution of Fire Sub-divisions

- (1) There shall be eighteen fire sub divisions namely; Laxmi Nagar, Shahdara, Tahirpur, Headquarters, Connaught Place, SP Mukherjee Marg, Safdarjung, Bhicaji-Cama Place, Mathura Road, Janakpuri, Dwaraka, Shankar Road, Roop Nagar, Bawana, Rohini, Wazirpur, Jwalapuri and Moti Nagar or more Fire Sub-Divisions in the National Capital Territory of Delhi as per the contingencies of work for the purposes of clause (b) of section 9 of the Act.
- (2) Fire Sub-Division shall be under the charge of an Assistant Divisional Fire Officer.
- (3) Each of the Fire Sub-Divisions shall have fire stations as specified under rule 6;
- (4) Each Fire Station shall be under the charge of a Station Officer who may be assisted by one or more Sub-Officers in the discharge of his duties.

6. Limits and Extent of Fire Zones, Fire Divisions, and Fire Sub-Divisions

The limits and extent of fire zones, fire divisions, fire sub-divisions and fire stations for the purposes of clause (c) of section 9 of the Act shall be as per the Second Schedule to these Rules:

Provided that where the Government is of the opinion that it is necessary or expedient so to do for the speedy attendance of Fire Service, it may, by general or special order modify the limits and extent of Fire Zones, Fire Divisions, Fire Sub-Divisions and Fire Stations.

7. Equipment and Appliances for Fire Service

- (1) The Director shall determine the equipment and appliances for rescue, firefighting, personal protection in such numbers and with such specifications in accordance with the fire risk in the area for effective and efficient response in times of emergency.
- (2) The Director, with the previous sanction of the Government, shall procure equipment and appliances determined under sub-rule (1) in such a way that each Fire Division is adequately equipped to meet the requirement of a medium category fire and make all necessary arrangements for their upkeep and maintenance to ensure their availability for service as and when required.
- (3) The life of equipment and appliances shall be as per the recommendations of the Standing Fire Advisory Council to the Ministry of Home Affairs, Government of India or of any other authority as may be created by the Government for such purposes.

8. Construction of or hiring of places for fire stations

- (1) The Director shall identify the area where the establishment of a fire station is tactically advantageous in providing fire protection service to the community.
- (2) The Director, with the previous approval of the Government, shall require the local authority to provide land in accordance with the provisions of Master Plan Delhi 2021 on payment of such premium as fixed by the competent authority.

- (3) The Government may hire any building or premises on payment of such rent and on such terms and conditions as may be agreed to by both the parties where no land is made available by the local authority.
- (4) The size of fire station may either be 3-bays or 5-bays depending upon the fire risk in the area and the same shall be constructed in accordance with the model plan, Provided that Director may also consider construction of 2-bays fire station in the existing area where size of land is smaller than specified in the Master Plan Delhi 2021

CHAPTER-III ESTABLISHMENT AND ADMINISTRATION

9. Recruitment to Fire Service

The recruitment to various ranks in Fire Service under section 7 and under section 8 of the Act shall be made in accordance with the recruitment rules notified by the Government.

10. Pay and Allowances in Fire Service under section 6 of the Act

The pay and allowances for various ranks in Fire Service shall be as per the recommendations of the Pay Commission or any other authority as may be appointed by the Government to determine the pay and allowances of the officers and other members of the Fire Service.

11. Certificate of Appointment under sub-section (2) of section 10 of the Act

The certificate of appointment shall be issued under the seal and signature of the Assistant Commissioner (Fire) or any other authority nominated by the Director in Form 'A' in First Schedule.

12. Purposes of Meetings or Demonstration

The purposes of meetings or demonstrations under sub-section (2) of section 19 of the Act shall be mutata mutandis as per the instructions issued by the Government.

13. Badges of Ranks in Fire Service

The badges of various ranks in Fire Service shall be as per the Third Schedule to these rules.

14. Postings and transfer of members of Fire Service

- (1) The interest of public service shall normally be the only reason for transfers more often than once in three years.
- (2) No member of the Fire Service shall be transferred within a period of two years except with the prior approval of the Director.
- (3) No fire officer shall ordinarily be kept at a fire station without transfer for over three years:

Provided that the period of stay of the fire officers with special skills may be increased by the Principal Secretary (Home), Government of National Capital Territory of Delhi or the Director as per requirement.

- (4) Transfers shall normally be made between the months of January and February every year.
- (5) No traveling allowance shall be paid in the case of transfers made at the request of the member of Fire Service.
- (6) When a transfer of a charge of the post of Station Officer or Sub Officer takes place, a certificate in Form prescribed under General Financial Rule (GFR) 33 shall be sent by the Divisional Officer to the Director through the Chief Fire Officer/Deputy Chief Fire Officer.
- (7) When a Station Officer hands over charge of a Fire Station, he shall give the relieving officer all the records and property maintained by him. The relieving officer shall duly acknowledge the receipt of the same.
- (8) The register of Government property kept with the Fire Station shall constitute the record of property in the Fire Stations and the relieving officer shall within thirty days visit each such property, check the property and bring to the notice of the Estate Officer the deficiencies, if any, for which the outgoing officer shall have to be held responsible.
- (9) When a Sub-Officer hands over the charge of a station, he shall give the relieving officer a charge list which shall contain details of property, registers and records maintained by the Station Officer. While taking charge, the relieving officer shall check all the items of property, equipment and appliances, records and registers mentioned in the charge list and give an acknowledgement to the relieved officer. If he finds any discrepancy or shortage in the items handed over to him, he shall make an entry to that effect in the register besides submitting a special report to the Assistant Divisional Officer of the area.
- (10) The pay and other dues of a member of the Fire Service who is leaving the Fire Service consequent on retirement, resignation, removal or dismissal from service shall not be finally settled and paid to him until all the government property, records and registers which are in his custody are properly accounted for and handed over to his successor.

15. Powers of Transfer

Subject to the conditions prescribed in the orders under rule 14, the powers of transfer of Fire Officers and other members of the Fire service shall be vested in the following officers:

- (a) Ordinarily, no member of the Fire Service shall be transferred from one branch of the service to the other save as provided in the recruitment rules.
- (b) The Director or any person authorized by him may order the transfer of members of Fire Service of and below the rank of Station Officer or equivalent.
- (c) The Director shall propose the transfer of members of Fire Service of and above the rank of Assistant Divisional Officer to the Principal Secretary (Home), Government of National Capital Territory of Delhi.

16. Writing of Confidential Reports of Fire Officers under clause (z) of section 63 of the Act

The annual confidential reports of the Fire Officers shall be written and maintained as per the instructions issued by the Government.

CHAPTER-IV LEVY OF FIRE TAX AND OTHER CHARGES**17. Rate of Surcharge on Property Tax to be levied as Fire Tax under Sub-section (2) of section 20 of the Act**

The rate of surcharge on property tax charged by local authority to be levied as Fire Tax in respect of buildings or premises shall be as may be notified by the Government keeping in view the administrative expenses in the maintenance of the Fire Service.

18. Cost of Collection of Fire Tax under sub-section (3) of section 21 of the Act

- (1) On receipt of the statement of the collection of Fire Tax from the local authority, for every quarter, the local authority shall credit a sum equal to 1% of the collection as collection charges due to local authority.
- (2) The collection charges under sub-rule (1) shall be credited to the head of account of the respective local authority, while the balance namely, 99% of the collection, shall be paid to by the local authority to the Fire Service on presentation of a bill by the Fire Service at pre-audit counter.
- (3) The payment made to Fire Service under sub-rule (2) shall be shown as deduction from "(Head of account to be created for the purpose)".

19. Fee on Deployment of Fire Service

- (1) The fee on deployment of members of Fire Service along with necessary equipment and appliances beyond the jurisdiction of National Capital Territory of Delhi under sub-section (1) of section 22 of the Act shall be charged as per Fourth Schedule.
- (2) No fee shall be charged whenever the deployment of members of Fire Service or equipment and appliances or both is made under section 23 of the Act where a valid agreement on reciprocal basis in public interest exists.

20. Stand-by Charges on Deployment

- (1) The charges for deployment of members of Fire Service along with equipment and appliances in the area to stand-by for a specified duration where the Act is in force shall be as per Fifth Schedule.
- (2) The application for stand-by duty shall be made in Form 'B' in First Schedule along with the demand draft for the charges as determined under sub-rule (1) above drawn in favour of DDO Headquarters, Delhi Fire Service payable at Delhi.
- (3) There shall be no charges as required under sub-rule (1) for Stand-by duty as may be required during the visits of the President of India, Vice-President of India, and Prime Minister of India or any such other authority as may be specified by the Government of India or by the Government within the area where this Act is in force,:

Provided that the Director may exempt from the payment of stand-by charges in public interest if such a duty is demanded by the District Administration.

21. Terms for reciprocal fire fighting arrangements with other fire services under section 23 of the Act

- (1) The agreement for sharing of manpower, equipment and fire fighting appliances shall be made in Form 'C' in First Schedule.
- (2) The members of fire service and equipment and appliances responding to or engaged in the fire fighting or rescue operation in any area under sub-rule (1) shall enjoy same privilege as enjoyed in the area where this Act is in force.
- (3) The validity of the agreement shall be one year from the date of signing the agreement unless renewed with mutual consent of both the parties.
- (4) There shall be at least one mock drill every year.
- (5) The agreement shall stand terminated in the event any party fails to observe the conditions of the agreement.

22. Training charges under sub-section (2) of section 38 of the Act to be paid at the time of admission

The external trainee shall pay at the time of admission training charges as per Sixth Schedule to these rules through demand draft payable to the Principal, FSMA.

23. Manner in which training charges to be remitted

- (1) The Principal shall remit or cause to remit to the DDO Headquarters, Delhi Fire Service at the end of each course the sum of the training charges received under the heads of tuition fee, laboratory charges, fire ground operation charges, and accommodation charges.
- (2) Principal shall create and maintain separate fund for remitting the training charges received under the head of trainee's amenities fund and shall utilize the same for providing amenities like sports facilities (indoor and outdoor), and indoor recreation facilities to the trainees.

24. Training charges to be non refundable

In the event an external trainee decides to withdraw from the course before the scheduled closing date for whatever reasons or expelled from the course by the Principal, he shall not be entitled for refund of training charges deposited by him under rule 22 in full or part thereof.

25. Security deposit

- (1) Every external trainee shall on admission to a course deposit a sum of rupees one thousand only to the Principal through a bank draft as security deposit if he is allotted accommodation.
- (2) The security deposit shall be refunded at the end of course after making good any losses to the exchequer caused during the training.

CHAPTER-V GENERAL MEASURES FOR FIRE PREVENTION

26. Fire Prevention Wing

- (1) There shall be constituted a 'Fire Prevention Wing' in the Fire Service under the charge of a Chief Fire Officer assisted by a Deputy Chief Fire Officer, two Divisional Fire Officers, six Assistant Divisional Fire Officers, twelve Station Officers and one Assistant Law officer:

Provided that the Government may, depending upon work load increase the number of fire officers in any of the categories.

- (2) Examination of Plans

The Fire Prevention Wing shall examine the building plans referred to Fire Service by local authority or any other statutory authority from fire prevention and fire safety point of view and issue directives relating to fire prevention and fire safety measures for compliance by the builder, owner or occupier.

- (3) Assistance in Framing Policies

The Fire Prevention Wing shall study the trends in fire accidents in the National Capital Territory of Delhi and assist in framing the policies in the matters connected therewith for the fire prevention and fire safety and similar other matters incidental thereto, requirement and deployment of fire fighting equipment and appliances, planning for new fire stations and prepare training requirements for Fire Service.

- (4) Study of Laws

The Fire Prevention Wing shall study the provisions relating to fire prevention and fire safety as contained in other Acts, Statutes, Rules and Regulations for the time being in force.

- (5) Court Matters

The Fire Prevention Wing shall, in consultation with the government counsel, defend the cases in various courts of law.

- (6) Mass Awareness Programs

The Fire Prevention Wing shall organize mass awareness programs on fire prevention and fire safety and prepare leaflets and other advertisement material in electronic form for distribution to the public free of any charges.

27. Classes of occupancies likely to cause a risk of fire

The following classes of occupancies for the purposes of sub-section (1) of section 25 of the Act shall be construed to likely cause a risk of fire, namely: -

- (1) Pandal having seating capacity more than 50 persons or covered area more than 50 square meters.
- (2) Residential buildings (other than hotels and guest houses) having height more than 15 meters or having ground plus four upper stories including mezzanine floor.

- (3) Hotels and guest houses having height more than 12 meters having ground plus three upper stories including mezzanine floor.
- (4) Educational buildings having height more than 9 meters or having ground plus two upper stories including mezzanine floor.
- (5) Institutional buildings having height more than 9 meters or having ground plus two upper stories including mezzanine floor.
- (6) All Assembly buildings.
- (7) Business buildings having height more than 15 meters or having ground plus four upper stories including mezzanine floor.
- (8) Mercantile buildings having height more than 9 meters or having ground plus two upper stories including mezzanine floor.
- (9) Industrial buildings having covered area on all floors more than 250 square meters.
- (10) Storage buildings having covered area on all floors more than 250 square meters.
- (11) All Hazardous buildings having covered area on all floors more than 100 square meters.
- (12) Underground Structures.

28. Height of building

The minimum height of the buildings for the purposes of sub-section (1) of section 33 and sub-section (1) of section 35 of the Act shall be as specified in rule 27.

29. Minimum standards for fire prevention and fire safety for pandal

The minimum standards for fire prevention and fire safety for Pandal for the purposes of sub-section (2) of section 25 shall be in accordance with IS 8758:1993 published by Bureau of Indian Standards, New Delhi and National Building Code of India, 2005 relating to the following matters: -

- (1) Access to pandal
- (2) Open space around the pandal.
- (3) Distance from medium and high voltage electrical wires and hazardous installations.
- (4) Means of exits.
- (5) Material of construction.
- (6) First-aid fire fighting arrangements.
- (7) Water Storage for fire fighting.
- (8) Electrical Wiring.
- (9) Availability of trained fire fighting staff.

30. Form of declaration

The erector of pandal shall, for the purposes of sub-section (2) of section 26 of the Act, make declaration in Form 'D' in First Schedule.

31. Removal of encroachments or objects or goods likely to cause a risk of fire or any obstruction to fire fighting

- (1) The Sub-Divisional Magistrate having jurisdiction after giving reasonable opportunity under sub-section (2) of section 27 of the Act may order to seize, detain or remove goods or objects under sub-section (3) of section 27 of the Act.
- (2) The order under sub-rule (1) shall be made in Form 'E' of First Schedule and the panchnama shall be made in Form 'F' of First Schedule.
- (3) The notice under sub-section (4) of section 27 the Act shall be made in Form 'G' of First Schedule.

32. Appointment of Fire Safety Officer under section 29 of the Act

- (1) The Director or nominated authority shall issue notice in Form 'M' in First Schedule to the owner or occupier or an association of owner and occupiers of buildings or premises identified under section 29 of the Act to appoint a fire safety officer within a period as may be specified in the notice.
- (2) If the owner or occupier or an association of such owner and occupiers of building or premises fails to comply with the notice issued by the Director or nominated authority under sub-rule (1) the Director shall raise a demand on the owner or occupier or an association of such owner and occupiers of building or premises determined under sub-section (2) of section 31 of the Act and the owner or occupier or an association of such owner and occupiers of building or premises shall deposit the same through bank draft/pay order to the DDO (Headquarters), Delhi Fire Service payable at Delhi within a period of 15 days.
- (3) In case the owner or occupier or an association of such owner and occupiers of building or premises fails comply with the direction of the Director the same shall be reported to the Sub-Divisional Magistrate having jurisdiction to recover the same as the arrear of land revenue under sub-section (3) of section 31 of the Act.

33. Minimum standards for fire prevention and fire safety for buildings

- (1) The minimum standards for fire prevention and fire safety for buildings as may be applicable with reference to the height of the building and class of occupancy for the purposes of section 32 and section 35 of the Act shall be as are provided in the building bye-laws or National Building Code of India 2005 relating to the following matters:-
 - (1) Access to building
 - (2) Number, Width, Type and Arrangement of exits.
 - (3) Protection of Exits by means of fire check door (s) and or pressurization.
 - (4) Compartmentation.
 - (5) Smoke Management System.
 - (6) Fire Extinguishers.
 - (7) First-Aid Hose Reels.
 - (8) Automatic fire detection and alarming system.

- (9) MOEFA.
- (10) Public Address System.
- (11) Automatic Sprinkler System.
- (12) Internal Hydrants and Yard Hydrants.
- (13) Pumping Arrangements.
- (14) Captive Water Storage for fire fighting.
- (15) Exit Signage.
- (16) Provision of Lifts.
- (17) Standby power supply
- (18) Refuge Area.
- (19) Fire Control Room
- (20) Special Fire Protection Systems for Protection of special Risks:

Provided that classes of occupancies or buildings or premises for which fire prevention and fire safety measures are not provided in the building bye-laws or National Building Code of India 2005, the Director may require owner or occupier of such occupancies or buildings or premises to provide fire prevention and fire safety measures in accordance with international standards as may be provided by the Fire Prevention Wing,:

Provided further that 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, relax or modify or annul any requirement concerning fire prevention and fire safety measures under these rules with respect to any class of occupancy in any building or premises in special areas or in respect of any building or premises in any area that was constructed or which was under construction prior to the date of enforcement of these rules.

- (2) Where the Director is of the opinion that it is necessary or expedient so to do, it may, for reasons to be recorded in writing, require the owner or occupier of the buildings or premises to provide additional fire prevention and fire safety measures.

34. Issue of fire prevention and fire safety measures

- (1) On receipt of a reference from the local authority or any other statutory authority under clause (s) of section 2 of the Act the Fire Prevention Wing shall issue fire prevention and fire safety measures under these rules to be incorporated in the design of the building for the safety of the occupants.
- (2) The Fire Prevention Wing may require the owner or occupier to make presentation through Architect (s) on a specified date.
- (3) The Fire Prevention Wing shall direct the Architect to modify the building plans received under sub-rule (1) above to ensure the compliance of these rules and the architect shall abide by such instructions failing which building plans are liable for rejection.

- (4) The fire prevention and fire safety measures shall be issued within three weeks from the date of presentation under sub-rule (2) or modification of building plans as may be required under sub-rule (3) if any.

35. Fire Safety Certificate to be issued

- (1) The Director or any other officer(s) authorized by him in this behalf by a general or special order shall issue a Fire Safety Certificate in Form 'H' in First Schedule to the owner or occupier of the building or premises with such conditions as may be specified in the Fire Safety Certificate for compliance of fire prevention and fire safety measures as specified under these rules.
- (2) The application for grant of Fire Safety Certificate shall be made to the Director in Form 'I' in First Schedule and shall be accompanied with a certificate from the architect and owner or occupier that all the fire prevention and fire safety measures as required under rule 33 have been incorporated in the building or premises.
- (3) On receipt of application under sub-rule (2), the building or premises shall be inspected by a team of fire officers to ascertain the availability and operability of the fire prevention and fire safety measures who shall recommend to the Director for grant or refusal of fire safety certificate.
- (4) On receipt of the recommendations under sub-rule (3) the Director shall grant the fire safety certificate or reject the same for reasons to be recorded in writing and communicated to owner or occupier as the case may be.
- (5) In case of rejection of application for grant of fire safety certificate under sub-rule (4), a fresh application shall be made by the owner or occupier under sub-rule (2) duly complying with the requirements as communicated under sub-rule (4).
- (6) The buildings or premises that have already been issued No Objection Certificate for the occupancy of the building or premises shall deemed to have been issued Fire Safety Certificate under rule 35 subject to verification of compliance of fire prevention and fire safety measures on which the No Objection Certificate was issued on the last occasion.

36. Duration of Fire Safety Certificate

The Fire Safety Certificate issued under rule 35 unless sooner cancelled shall be valid for a period 5 years for residential buildings (other than hotels) and 3 years for non-residential buildings including hotels from the date of issue.

37. Renewal of Fire Safety Certificate

- (1) Application for renewal of Fire Safety Certificate granted under rule 35 as valid under rule 36 shall be made to the Director in Form 'J' in First Schedule along with a copy of the Fire Safety Certificate six months before the expiry of the Fire Safety Certificate.
- (2) On receipt of application under sub-rule (1) the Nominated Authority shall inspect the building or premises to verify the compliance of rules and forward the report of the compliance or otherwise to the Director.

- (3) On receipt of report under sub-rule (2) the Director or any other officer authorized by him in this behalf by a special or general order renew the Fire Safety Certificate for a period specified under rule 36 or reject the application duly recording the reasons therefor.

38. Liability to maintain fire safety measures

- (1) The occupier of the building or premises, as the case may be, shall maintain the fire prevention and fire safety measures provided in the building or premises at all times in best repairs for use by the occupants or members of Fire Service or both in the event of an outbreak of fire.
- (2) The occupier of the building or premises or the Fire Safety Officer appointed under section 29 of the Act, as the case may be, shall declare every year in Form 'K' in First Schedule that fire prevention and fire safety measures provided in the building or premises as the case may be are in best repairs.
- (3) It shall be lawful for the Director, or Nominated Authority to enter and inspect the building or premises, as the case may be, with a view to verifying the correctness of the declaration made under sub-rule (2) above and to point out the shortcomings, if any, with directions to remove them within a specified time. If the directions of the inspecting officer are not complied within the time so given, the inspecting officer with the previous approval of the Director shall declare the building or premises unfit from fire safety point of view and direct the local body or any other authority concerned to disconnect the electricity and water supply to the building or the premises, as the case may be, and the local body or the other authority shall comply with the directions of the inspecting officer.
- (4) The occupier of the building or premises or the Fire Safety Officer appointed under section 29 of the Act, who falsely declares under sub-rule (2), shall be deemed to be in default.

39. Time for Completion of measures

- (1) Nominated Authority shall indicate the time not exceeding 90 days within which fire prevention and fire safety measures should be provided as per the requirements of sub-section (1) of section 34 of the Act.
- (2) The Director may review the time allowed by the Nominated Authority under sub-rule (1) above and grant extension of time once or several times if he is satisfied with the progress of the work subject to maximum of 180 days.
- (3) The Fire Safety Certificate issued under rule 35 shall remain suspended from the date of notice of the Nominated Authority issued under sub-rule (1) till the compliance is made to the satisfaction of the Director or the Nominated Authority and this shall be duly recorded on the Fire Safety Certificate.
- (4) The occupancy of the building or premises during the time allowed for completion of work under sub-rule (1) and sub-rule (2) above shall be at the risk and liability of the owner or occupier.

40. Cancellation of Fire Safety Certificate

- (1) If the owner or occupier fails to comply with the direction given under rule 39 within the specified time, the Director or any other officer authorized by him in this behalf may, without prejudice to any other action under the Act or rules, after giving owner or occupier an opportunity to show cause, why such an order should not be passed by an order in writing stating the reasons therefor, cancel the Fire Safety Certificate issued under rule 35.
- (2) The owner or occupier of the building or premises whose fire safety certificate has been cancelled by the Director or any other officer authorized by him in this behalf under sub-rule (1), may within 90 days of the receipt of a copy of the order by him prefer an appeal in the manner laid down under rule 42 to the Appellate Authority who may after giving the owner or occupier an opportunity of being heard, confirm, reverse or modify such order.

CHAPTER VI FORMS OF NOTICES AND APPEAL**41. Form of Notices**

- (1) The notice of demand by the Director under sub-section (2) of section 22 of the Act shall be made in Form 'L' in First Schedule.
- (2) The show cause notice issued by the Sub-Divisional Magistrate under sub-section (2) of section 27 of the Act shall be made in Form 'M' in First Schedule.
- (3) The notice under sub-section (4) of section 27 of the Act for claiming the seized goods or objects shall be made in Form 'G' in First Schedule.
- (4) The notice required to be given under section 29 of the Act shall be in Form 'N' in First Schedule.
- (5) The notice required to be given by the Nominated Authority under sub-section (1) of section 33 of the Act shall be in Form 'O' in First Schedule.
- (6) The notice required to be given by the Nominated Authority under sub-section (1) of section 34 or under sub-section (2) of section 43 of the Act shall be in Form 'P' in First Schedule.
- (7) The notice required to be given by the Director or the Nominated Authority under sub-clause (iii) of sub-section (3) of section 35 of the Act shall be in Form 'Q' in First Schedule.

42. Appeal

- (1) An appeal to the Appellate Authority under sub-section (7) of section 27 or under sub-section (2) of section 36 of the Act shall be preferred in Form 'R' in First Schedule and shall be accompanied by a copy of order or notice appealed against and by a fee of Rs. 5,000/- (Rupees five thousand only) through a bank draft drawn in favour of DDO (Headquarters), Delhi Fire Service payable at Delhi.
- (2) The appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable and his order shall be final.

- (3) The authority which made the order appealed against shall give effect to the order passed by the appellate authority.

43. Compounding of offences

- (1) The Deputy Chief Fire Officer may compound offences under sub-section (1) of section 54 of the Act, punishable with fine up to and including Rs. 1000/- (rupees one thousand only).
- (2) The compounding limit for the Chief Fire Officer for purposes under sub-rule (1) shall be Rs. 10000/- (rupees ten thousand only).
- (3) The Director may compound any offence under section 54 of the Act and under these rules punishable with fine exceeding Rs 10,000/- (rupees ten thousand only).
- (4) All such compounding fee shall be deposited with DDO (Headquarters), Delhi Fire Service through bank draft/pay order payable at Delhi.

CHAPTER-VII MISCELLANEOUS

44. Fire Service response to an Emergency.

The Fire Service response to an emergency arising due to an outbreak of fire or any other emergency requiring Fire Service intervention shall be in accordance with the administrative instructions issued by the Director.

45. Issuing of Fire Report.

- (1) A fire report shall be made available on line within 72 hours of the date of occurrence through a link provided in the Delhi Fire Service web site for every fire accident and special service call responded to by the Fire Service for download by the owner or occupier whose property was affected by fire or affected by whatever way that required Fire Service intervention,:

Provided that any person may obtain such report from the Fire Service Headquarters at Connaught Place, New Delhi on any working day from 1500 to 1700 hours from the Divisional Officer (Headquarters).

- (2) The fire report shall be made available in the Form 'S' in First Schedule free of any charge.
- (3) In case owner or occupier required any change in facts reported in the fire report he or she shall make an application in Form 'T' in First Schedule to the Chief Fire Officer (Headquarters) who may after satisfying himself allow the change requested for and record the same on the fire report.

46. Adequate supply of water for fire fighting.

- (1) Notwithstanding anything contrary to the provisions in any other Act or rules for time being in force, the Director may require the authority having jurisdiction to provide hydrants at strategic locations on the public mains or private mains of not less than 150 mm diameter on payment of charges as demanded by such authority.

- (2) The residual pressure at the hydrant shall not be less than 1.5 bar (20 lbs. per square inch).
- (3) There shall be provided near each hydrant provided under sub-rule (1) an identification plate showing hydrant number and size of mains and each such hydrant shall be maintained by the authority which provided the hydrant.

47. Rewards.

- (1) The Director, Chief Fire Officer and Deputy Chief Fire Officer of Fire Service may sanction rewards by way of certificate or cash rewards or with both to public or members of Fire Service up to the limits noted against each hereunder:

Sr. No.	Authority competent to sanction	Type of commendation	Cash Rewards
1	Director	Commendation Roll	Up to Rs 5000/- in each case for actions of outstanding merit subject to budget limit.
2	Chief Fire Officer	Commendation Certificate Class I	Up to Rs 3000/- in each case for actions of special merit as to deserve a higher form of recognition than a Deputy Chief Fire Officer is empowered to give.
3	Deputy Chief Fire Officer	Commendation Certificate Class II	Up to Rs. 1000/- in each case in recognition of specific instances of exemplary performance or assistance to Fire Service on the occasion of fire and or rescue.

Provided that the Government may, on the recommendation of the Director, in each case, grant rewards up to Rs. 10000/- (Rupees ten thousand only) in recognition of specific instances of exemplary performance by the members of Fire Service or member of the public for assistance to Fire Service on the occasion of fire and or rescue.

- (2) The rewards to the members of Fire Service under sub-rule (1) shall be recorded in the Service Book in green ink by the authority granting such reward.

48. Delhi Fire Service Benevolent Fund.

- (1) There shall be established a fund known by name 'Delhi Fire Service Benevolent Fund' duly registered with the Registrar of Societies, Delhi for providing the assistance to members of Fire Service and Spouse and Children of the members who died in harness.
- (2) The Fund under sub-rule (1) shall be managed by the Committee consisting of 6 members nominated by the Director.
- (3) The Director shall be ex-officio President of the Managing Committee of the Fund.

- (4) The contribution to the Fund shall be by way of membership fee received from the serving members of the Fire Service and donations received from the public through cheque during the Fire Service week while pinning of flags.
- (5) The quantum of monetary assistance and the occasion on which such assistance is provided shall be as per the decision of the Managing Committee.

49. Administrative Instructions.

- (1) The Director, with the previous approval of the Government, may issue Administrative Instructions on the following matters: -
 - (i) training of the members of fire service;
 - (ii) discipline and good conduct of members of fire service;
 - (iii) speedy attendance of members of fire service with necessary appliances and equipment on the occasion of any alarm of fire;
 - (iv) conditions of service of the members of Fire Service;
 - (v) assigning duties to fire officers of all ranks and grades, and prescribing the manner in which and the conditions subject to which they shall exercise and perform their respective powers and duties;
 - (vi) institution, management and regulation of any Fire Service fund for any purpose connected with policy administration;
 - (vii) maintenance of Fire Service equipment and appliances to keep them in due state of efficiency;
 - (viii) generally, for the purposes of rendering the Fire Service efficient and preventing abuse or neglect of their duties; and
 - (ix) any other matter which is required to be, or may be, provided by rules