

PRO-ACTIVE DISCLOSURE OF INFORMATION u/s 4 of RIGHT TO INFORMATION ACT, 2005

S. No.	Information Sought	Information Furnished
	Brief Description of functions and duties and powers and duties of its officers and employees.	<p>Succinct description of noteworthy functions and duties of this Office/ Directorate are stated as below:-</p> <p>A. Works of Operational Wing:-</p> <p>The entire operational wing under the Directorate of West Bengal Fire & Emergency Services is primarily responsible for the protection of Lives and properties of the citizens of the state. Information calls are received over the State-wide Common Telephone Number "101" or the dedicated Phone Number of Station by the Control Room of a particular Fire Station or Divisional Control Room or Head Quarter Control Room and within 30 seconds Fire Tender(s) along with Crew and Officer(s) move out in response to the call. To accomplish this, there are around 161 Fire Stations spreading over the length and breadth of the State along with 09 stand by units posted at strategic locations (list is enclosed with Annexure - I). Glimpes of the duties and responsibilities of the members of the West Bengal Fire & Emergency Services Directorate (WBFES) covering 24 Divisions under 23 Districts of the State of West Bengal are furnished hereunder:-</p> <ul style="list-style-type: none"> • Primary Responsibility for Life and Property Protection: The operational wing of the West Bengal Fire & Emergency Services Directorate is fundamentally dedicated to safeguard the lives and properties of the state's citizens. • Rapid Response to Emergency Calls: Calls reporting emergencies are received through telephone at the Control Rooms, necessitating a response time of 30 seconds for the dispatch of a Fire Tender, along with the necessary crews and officers. • Attending Fire Fighting Calls: Fire Fighters are tasked with responding to a diverse range of fire incidents across various occasions, employing specialized techniques and equipment to control and extinguish the fire effectively and efficiently. • Critical Rescue Operations: The Directorate's members are trained to handle critical rescue calls, ensuring the safe evacuation/ rescue of individuals or animals in distress, especially during accidents or natural disasters/ calamities. • Support for Events and Programmes: The Directorate extends support by providing stand-by fire tenders for various programmes and events, ensuring the readiness to address any emergency situations that may arise.

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- **Fire Prevention Recommendations for Building Plans:**
Detailed examination and recommendations are provided for fire prevention in building plans submitted for approval, aiming to incorporate robust safety measures from the outset.
- **Fire Protection Compliance with National Building Codes:**
During fire audits and the issuance of building permits, strict adherence to the National Building Codes (Part IV) of India 2016 and other relevant Acts and Rules is ensured to enhance/comply with the fire protection measures.
- **Community Awareness Programs:**
Actively engaged with the community, the Directorate conducts and participates in programs, seminars, IEC activities, exhibitions, and demonstrations to raise awareness about fire prevention, protection, and life safety.
- **Strategic Equipment Deployment:**
The Directorate strategically deploys specialized fire fighting equipment based on the nature of the emergency, ensuring optimal resource utilization.
- **Public-Private Partnerships:**
Collaborating with private entities and organizations, the Directorate fosters partnerships to enhance overall fire safety measures and emergency response capabilities.
- **Building Code Enforcement:**
Beyond recommendations, the Directorate actively enforces compliance with building codes during fire audits and the issuance of building permits to ensure standardized fire protection measures.
- **Incident Reporting and Analysis:**
A systematic approach to incident reporting and analysis is adopted, facilitating continuous improvement in emergency response strategies and protocols.
- **Public Engagement Platforms:**
Utilizing various platforms, including social media, the Directorate engages with the public, sharing information, tips, and updates on fire safety practices.
- **Continuous Evaluation and Adaptation:**
The members of the Fire Directorate are committed to continuous evaluation of their practices, incorporating lessons learned from each incident to adapt and enhance their overall effectiveness in protecting lives and properties.
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- **Educational Initiatives:**

Beyond emergencies, the members focus on educating the public on fire safety measures, disseminating information on preventive actions, and promoting a culture of safety within the community.

- **Training and Skill Development:**

Continuous training and skill development programs are conducted for the members of the Directorate to enhance their proficiency in handling various emergency situations.

- **Coordination with Control Rooms:**

Seamless coordination is maintained between individual Fire Station Control Rooms, Divisional Control Rooms, and the Head Quarter Control Room to ensure swift and efficient response to emergency calls.

- **Technology Adoption, Integration and Up-gradation:**

The Directorate incorporates modern technologies for efficient call management, tracking, and communication, enhancing their overall emergency response capabilities.

- **Risk Assessment for Events:**

Before providing stand-by fire covers for events, a thorough risk assessment is conducted to identify potential fire hazards and devise preventive measures accordingly.

- **Regular Fire Drills:**

Regular fire drills are conducted to ensure fire fighting crews are well-prepared and can respond swiftly and effectively to emergency situations.

These duties and responsibilities highlight the dedication of the Fire & Emergency Services Directorate in safeguarding lives and properties while actively engaging with the community to promote a culture of fire safety and preparedness.

B. Works of the Establishment Section:-

- Service matters of all the employees whose service books are in the custody of the directorate such as 1. Station Officer under the Directorate of WBFES, 2. Directorate Ministerial staff etc.
- Complaint, Punishment, Disciplinary Proceedings and vigilance matters of all employees under WBFES.
- Pension and other retiral/ death benefit related works of all directorate employees and all Divisional Fire Officers and above.
- N.O.C. related works for purchasing movable and immovable properties for all WBFES employees.
- Change in name and surname of all WBFES employees on case-to-case basis, if any.
- Correspondence with the Administrative Dept. and others on issues on casual and daily rated workers.
- Creation of new posts, drafting of Recruitment Rules etc.
- HRMS.
- Works related to Promotion, Transfer, and Roster.
- Appointment related work.
- Half-yearly Departmental Exam related works.
- Attendance, Staff Strength, employee profile updating/ maintenance.
- Release, lien and deputation L.T.C. / H.T.C., Increment and related works.
- Misc.

C. Works of the General Section:-

- Receiving and Dispatch of Letters, Files and distribution of the same to all concerned section and officers.
- Maintenance of records of Service Postage Stamps.
- Despatch of letters and files to another office/ Department.
- Report preparation for Review, Meeting, Status Report, Budget Speech, Annual Economic Review etc., President's Medal, Cash Reward, Professional Duty Meet, and Administrative Calendar.
- Construction of New Fire Station Buildings, Maintenance and repair works of Directorate Office, IFS, Behala and all existing Fire Station Buildings, Acquisition of land for proposed Fire Stations, IDT, Status Report of Proposed Fire Stations and proposal for sanction etc.
- NPSC and IFS Training matters, State Medal, Cash Reward, Assembly Question.
- Fire Service Week, Ganga Sagar Mela, Republic Day Parade, Bureau of Applied Economics & Statistics.
- Maintenance of Register regarding Asset Declaration of all Directorate staff and Officers.
- Matters relating to House Building Advance, WBRTPS, Identity Cards, Family Quarters.

1 & 2	Brief Description of functions and duties and powers and duties of its officers and employees.	D. Functions of the Purchase Section:- <ul style="list-style-type: none"> • Procurement of Fire Tenders/Equipment/ Appliances/Uniforms etc. • Repairing of Fire Tenders/Equipment/ Appliances etc. • Hiring of vehicles • Condemnation of Fire Tenders/Equipment etc. • Petty purchase and repairs.
1 & 2	Brief Description of functions and duties and powers and duties of its officers and employees.	E. Functions of the Recruitment Section: - <ul style="list-style-type: none"> • Processing of proposals on compassionate appointment, appointment of Hon'ble MIC attendant(s) to Group-D Post. • Works related to direct appointment of L.D.A./L.D.C., F.O., S.C.D., F.E.O.D., Sub-Officer. • Engagement/deployment of AFO, AFEOD & AAMO and their transfer from one Division to another Division.
1 & 2	Brief Description of functions and duties and powers and duties of its officers and employees.	F. Works of Accounts Section:- <ul style="list-style-type: none"> • Preparation of Pay Bills, Medical Bills, GPF Bills, GISS Bills, Bonus Bills, Festival Advance Bills for employees in this Office. • Preparation of all kinds of Contingency Bills, Wages Bills, LTC & TA Bills for employees in this Office. • Works related to Income Tax of all the employees in this Office. • Preparation of Bills related to Pensionary Benefits like Gratuity, Commutation, Leave Salary, GPF Final Payment, G.I.S.S. • Preparation of GPF Loan Sanction Order, G.I.S.S. Sanction Order in r/o employees and pensioners. • File works related to Service Verification for employees under this Directorate Office, WBF&ES. • Maintenance of Cash Book of the Office. • Works related to e-Bantan. • Preparation of reply to Audit Queries. • Works related to Reimbursement of Medical Bills under West Bengal Health Scheme, 2008 for employees and pensioners of all the Divisions and Directorate of West Bengal Fire & Emergency Services as per WBHS, 2008 Rules.

- Works related to Enrolment under West Bengal Health Scheme, 2008.
- Works related to submission of Bills to and collection of Cheques from the Pay & Accounts Office (II), Kolkata.
- Miscellaneous jobs related/ assigned from time-to-time to Accounts Section.

G. Works of Law Section:-

- Engagement of State Advocate - This is accomplished by moving a proposal through the Administrative Department on receiving the copy of Writ Petition or Original Application etc.
- Preparation of Statement of Fact - Wherever required SF is prepared based on relevant reports, documents etc. enlisting the support/ guidance of Ld. State Advocate.
- Preparation of reply/ Affirmation of Affidavit - These are prepared on the basis of facts/ documents/ logic / law points etc. and with the guidance of the State Advocate for submission before the Hon'ble Court.
- Filing of Review/ Appeal Applications - Wherever required, review / appeal applications are filed with requisite approval of the Administrative Department/ Ld. LR. Proposal with grounds of review/ appeal are submitted accordingly, State Advocate is engaged following due process.
- Monitoring of Court Cases - A robust database is maintained and continually updated to track the developments in various court cases and follow ups are made accordingly.
- Compliances - Due compliances are made i.r.w. of certain solemn orders passed by the Hon'ble Court following directions of the State government wherever felt necessary/ appropriate through respective sections.

H. Works of RTI Section: -

- Processing of RTI applications, collection and timely sharing/ disclosure of requisite information with the applicant.
- Processing for transfer of RTI application to other authorities in certain cases.
- Processing for timely disposal of appeal applications.

I. Work of DOFP- I :-

- Inspection Mandate: Regular inspections of various occupancies to ensure compliance with Life Safety and Fire Safety regulations.
- Plan Scrutiny: Scrutinizing building plans, especially for high-risk and high-rise occupancies, and recommending necessary Life and Fire Safety measures to be incorporated into the plans.
- Participation in Meetings: Attending meetings related to Fire and Life Safety, providing expertise, and contributing insights for effective safety measures.
- Community Awareness: Conducting seminars and workshops to raise awareness among the community regarding fire prevention, safety measures, and emergency protocols.
- Risk Assessment: Identifying potential fire hazards and risks within different occupancies, offering advice on mitigating measures and implementing proactive strategies.
- Regulatory Compliance: Ensuring that all safety provisions adhere to established standards, codes, and regulations, and working towards their effective implementation.
- Education and Training: Providing guidance, education, and training programs for occupants, employees, and stakeholders on fire safety protocols and procedures.
- Emergency Preparedness: Collaborating with emergency response teams, developing evacuation plans, and conducting drills to prepare occupants for emergencies.
- Documentation and Reporting: Maintaining detailed records of inspections, assessments, and recommendations for future reference and regulatory compliance.
- Continuous Improvement: Constantly updating knowledge and practices in line with evolving fire safety technologies, methodologies, and best practices to enhance overall safety measures.

These duties collectively ensure the Fire Prevention Wing's proactive role in safeguarding lives and properties by preventing and mitigating fire-related risks.

J. For Work of License Section:-

- Grant of new fire licences
- Renewal of fire licence.
- Solving issues related with excess payment or payment of licence fees done in wrong head and refund the same.
- Miscellaneous file works related with RTI cell, Law Cell, Account section & F.P.Wing.
- Miscellaneous correspondence.