

I. Work of DOFP- I :-

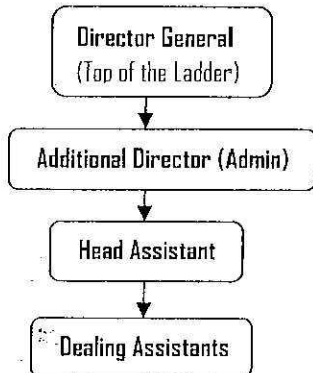
- Inspection Mandate: Regular inspections of various occupancies to ensure compliance with Life Safety and Fire Safety regulations.
- Plan Scrutiny: Scrutinizing building plans, especially for high-risk and high-rise occupancies, and recommending necessary Life and Fire Safety measures to be incorporated 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.

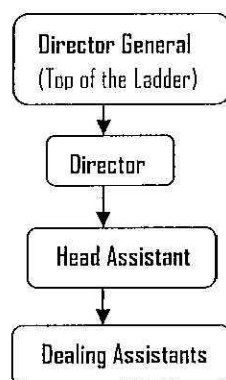
PRO-ACTIVE DISCLOSURE OF INFORMATION u/s 4 of RIGHT TO INFORMATION ACT, 2005

Sl. No.	Information Sought	Information Furnished
3	Procedure that are being followed in performing functions and/ or duties(including line of supervision and accountability at each stage)	<p>A. For Works of Establishment Section :-</p> <p>This Section deals mainly with various service matters of the employees including appointment; promotion; pay related matters; leave matters; retiral and death benefits etc.</p> <p>Procedure - Files/ applications/ receipts are processed by the Dealing Assistants and decisions are taken by the Competent Authority/ Authorities.</p> <ul style="list-style-type: none"> • Appointment - Appointment orders are issued to the selected candidates on observing due formalities including verification of credentials, conduct of PVR, holding medical test etc. Promotional appointments are made on publication of Gradation List, consultation of Recruitment Rules and following due process. • Leave - Leave applications are scrutinised against relevant provisions of Leave rules/ relevant G.Os. Subsequently, these are put up to the Sanctioning Authorities with views. On receipt of approval a formal sanction order is issued and leave is subsequently noted/ reflected in the Service Book. • Pay fixation -Pay fixation on pay revision/ promotion/ CAS benefits are made on receipt of an application and following due process as stipulated in relevant G.Os. A formal order is issued and the same is reflected in the Service Book of the concerned employee. • Retiral Benefits -More or less six months ahead of retirement, proposals for the retiral benefits are processed and submitted to AG, WB with the Service Book, Calculation Sheets, Supporting Documents, Single Comprehensive Forms etc. On receipt of payment orders, admissibility reports, Intimation Letter etc. payments are made. <p>Line of Supervision-</p>  <pre> graph TD DG["Director General (Top of the Ladder)"] --> AD["Additional Director (Admin)"] AD --> HA["Head Assistant"] HA --> DA["Dealing Assistants"] </pre>

B. For Works of General Section :-

Various note-worthy works, procedure involved vis-a-vis Line of Supervision are dished out infra:

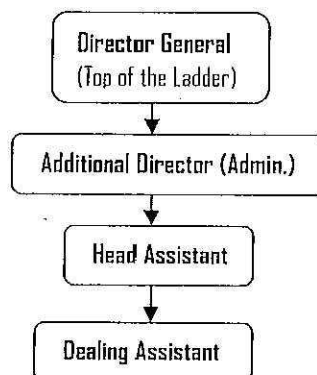
- **Setting up of new fire stations** - Proposals are initiated by district level authority. Land for proposed fire station is identified and a proposal is initiated by the concerned Divisional Fire Officer with a suitability & feasibility report of the said land for setting up of a new fire station. This said proposal is forwarded to the Administrative Department for necessary approval. Inter-departmental Transfer followed by handing over the said land to the Department of Fire & Emergency Services are accomplished by the L & LR Department following due process. After transfer of the land PWD/ KMDA (Executive Agency) is requested to prepare vetted plan and estimate for the proposed fire station building. A proposal for setting up of a new fire station is next initiated by the concerned Divisional Fire Officer with the said plan & estimate and is subsequently escalated to the Administrative Department for Administrative Approval and Financial Sanction with the concurrence of the Finance Department wherever necessary.
- A proposal for **annual maintenance and repair works of the existing fire station building** is initiated by the concerned Divisional Fire Officer with required vetted estimate prepared by the Executive Agency.
- The reports for **WBRTPS** are prepared on the basis of the information collected from different Divisional Fire Officers through Head Quarter Control.
- **Nominations for President's Fire Service Medal** on the occasion of Republic Day and Independent Day are forwarded by the Divisional Fire Officers. Nominations forwarded by the Divisional Fire Officers are checked and shortlisted by a Screening Committee constituted by the Director General, WBF & ES. The final list of nominations for President's Fire Service Medal is forwarded to the Administrative Department for necessary escalation on approval.
- Refresher course of Fire Personnel/ Fire Officers is conducted in IFS, Behala.
- Recommendation of NFSC Training is forwarded to the Director, NFSC, Nagpur.

Line of Supervision -

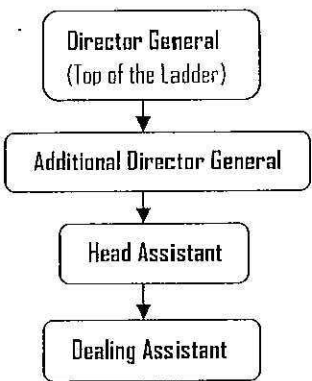
Procedure that
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C. Functions of Purchase Section & Procedure Involved :-

- Procurement of the items within the limit of Rs. 10000/- only is made directly within the Financial Power of DG without tender/ quotation as per extant government norms.
- Procurement of the items within the limit of Rs. 100000/- only is made through Supplementary Tender within the Financial Power of DG.
- Procurement of the items above Rs. 100000/- is made by floating Tender through GeM Portal with approval from the appropriate level.
- In case of hiring of vehicles, approval of the Government is sought for and accordingly engagement of car is made. Retention/ replacement of hired vehicles are made on the strength of approval accorded by the HoD of the Administrative Department.
- In case of condemnation of vehicles, Condemnation Committee is competent to identify the unserviceable vehicles/tenders and assessment of reserve price. Thereafter, Government Approval is sought for Auction of the Condemned Vehicles. Finally, the Condemned Vehicles are sold through MSTC or through Open Tender.

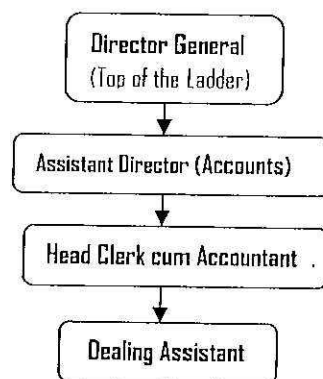
Line of Supervision –

3 Procedure that are being followed in performing functions and/ or duties(including line of supervision and accountability at each stage)

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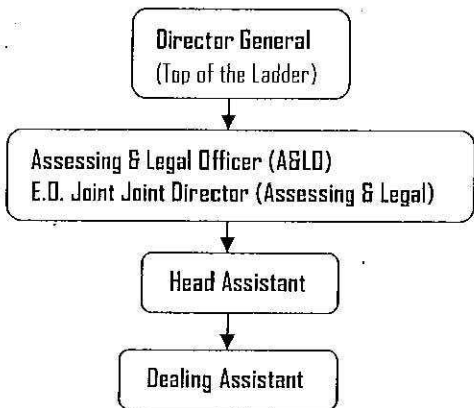
E. For Work of Accounts Section : -

Bills (duly approved by the authority)/Order of the competent authority are received from the receiving section. Then the bills are prepared after thorough scrutiny of the same following Government Orders as stated at point 5 below. These are then approved by the competent authority and sent to The Pay and Accounts Office for clearance towards Payment. Few claims which are beyond the financial limit of this Office Authority (in terms of Government Orders) are forwarded to the Department of Fire & Emergency Services, for necessary action on the same.

Line of Supervision -

3

Procedure that are being followed in performing functions and/or duties (including line of supervision and accountability at each stage)

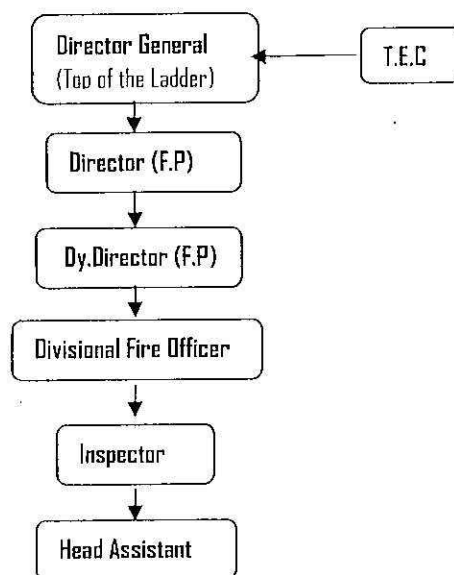
3	<p>Procedure that are being followed in performing functions and/ or duties(including line of supervision and accountability at each stage)</p>	<p>F. For Works of Law Section : -</p> <ul style="list-style-type: none"> • Engagement of State Advocate - This is accomplished by moving a proposal through 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 based on 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. of certain solemn orders passed by the Hon'ble Court following directions of the State government wherever felt necessary/ appropriate. <p>Line of Supervision -</p>  <pre> graph TD DG["Director General (Top of the Ladder)"] --> ALO["Assessing & Legal Officer (A&LO) E.O. Joint Joint Director (Assessing & Legal)"] ALO --> HA["Head Assistant"] HA --> DA["Dealing Assistant"] </pre>
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H. For Work of DOFP - I :-

The Fire Prevention Wing follows the procedure during dealing with Online Building Permit Application :-

- Submission Review: Scrutinizing building plans and accompanying data submitted through the online application process for building permits.
- Observation and Recommendation: Providing necessary observations and recommendations based on the scrutiny to be forwarded to higher authorities.
- Forwarding to Technical Expert Committee: Sending the scrutinized plans, observations, and recommendations to the Technical Expert Committee through the Deputy Director, Fire Prevention, and subsequently to the Director, Fire Prevention.
- Evaluation by Technical Expert Committee: The Technical Expert Committee assesses all aspects of the submitted plans, observations, and recommendations thoroughly.
- Recommendation to Director General: Based on their evaluation, the Technical Expert Committee makes recommendations to the Director General of W.B.F.E.S.
- Decision on Building Permit: The Director General decides whether to issue the relevant building permit based on the recommendations. If the application doesn't meet safety standards, it can be rejected with detailed written reasons provided.

Line of Supervision -

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I. For Work of Licence Section :-

All new & renewal fire licence applications are submitted in e-district portal with proper documents. These documents are scrutinised.

In case of Grant of new Fire Licences, if all documents are correct, then these applications are sent for offline inspection. Otherwise, the applications are sent back for re-submission with proper documents/ necessary corrections. After approval of inspection, demand notice for payment of fire licence is issued. After successful payment of licence fees, new licences are issued.

In case of Renewal of Fire Licence, if all documents are correct, demand notices are issued for payment of Licence fees. After successful payment of licence fees, licences are renewed for minimum of one year to maximum of three years. .Otherwise, the applications are sent back for re-submission with proper documents/ necessary corrections or sent for offline inspection. After approval of inspection, demand notice for payment of fire licence is issued. After successful payment of licence fees, licences are renewed.

Every work related to fire licences is done under supervision of The Collector, Fire Licence and necessary orders are issued by him.

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