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#### NOTIFICATION

**No.B.11015/2/2014-HM(FIRE), the 23<sup>rd</sup> August, 2019.** In exercise of the power conferred by Section 38(1) of the Mizoram Fire Services Act, 2013, the Governor of Mizoram is pleased to make the following rules namely:-

**1. Short title, extent and commencement.**

- (1) These Rules may be called the Mizoram Fire & Emergency Services (Superintendence & Control of the Fire Force & Fire Safety & Prevention) Rules, 2019.
- (2) It shall extend to the whole of the State of Mizoram.
- (3) It shall come into force with effect from the date of notification in the Official Gazette.

**2. Definitions.** In these Rules, unless the context otherwise requires :-

- (1) "Director" means the Director appointed under section 4 of Mizoram Fire Services Act, 2013.
- (2) "State Government" means Government of Mizoram
- (3) "Fire fighting property" includes :-
  - (a) lands and buildings used as fire stations,
  - (b) fire engines, equipment, tools, implements and things whatsoever used for fire fighting,
  - (c) motor vehicles and other means of transport used in connection with fire fighting, and
  - (d) uniforms and badges of rank.
- (4) "Fire-Station" means any post or place declared generally or specifically by the State Government to be a Fire Station which have the facility of accommodating personnel on duty, fire fighting equipments, fire appliances, tools and implements and other things whatsoever used in fire fighting. Appliance includes all fire service vehicles including ambulance. The State Government may establish Fire Station at any place as required from time to time.
- (5) "Fire force" means Mizoram Fire & Emergency Services personnel maintained under the Mizoram Fire Services Act, 2013.
- (6) "officer-in-charge of the fire station" includes when the officer-in-charge of the fire station is absent from the station or unable from illness or other cause to perform his duties, the fire officer present at the station who is next in rank to such officer.
- (7) "prescribed" means prescribed by rules made under the Mizoram Fire Services Act, 2013.
- (8) "Act" means the Mizoram Fire Services Act, 2013.
- (9) "Building" means a house, out house stable, latrine, urinal, shed, hut, wall (other than boundary wall) or any other structure of masonry, bricks, wood, bamboo, mud, metal or other materials.

- (10) "National Building Code of India, 2005" means the book containing fire prevention and Life safety measures to be implemented in the buildings, places, premises, workshop, warehouses and industries published by the Indian Standard Institute.
- (11) "Fire Prevention and Life Safety measures" means such measures as are necessary in accordance with the requirement laid down in the Aizawl Municipal Council, Building Regulations 2012 and National Building Code of India, 2005 for the prevention, control and fighting of fire for ensuring the safety of life and property in case of fire.
- (12) "Competent authority" means an officer nominated by the State Government & Director in cases of Appointment and Discipline of the Force.
- (13) "Fire Officer" – Any member of the Fire & Emergency Services appointed under the Mizoram Fire Services Act, 2013.
- (14) "Commission" or "MPSC" means Mizoram Public Service Commission.
- (15) 'Warehouse' means any building or place used, either temporarily or permanently, for the purpose of storing, pressing or keeping bitumen, celluloid including celluloid furniture, charcoal, coal, cotton hemp, coconut fiber, gunny bags, pitch, tar, raw cotton canes, resin, straw, hay, packing boxes, varnish, wood, waste paper, inflammable chemicals, hazardous substances or any other articles which may likely increase the risk of fire.
- (16) 'Workshop' means any building or place or premises where the processing of inflammable chemicals or articles or hazardous substance (in any quantity) is carried on for the purpose of trade or business.  
**Explanation :-** In this clause, the word "processing" means making, using, altering, repairing, treating or otherwise dealing with any hazardous substance or articles by means of steam, electricity, mechanical power or heat treatment.
- (17) "Place of public gathering" means any building or place or premises used, either temporarily or permanently, for the purpose of school, Hostel, Hotel, Restaurant, Stadium, Auditorium, Religious gathering & Hall where people gathered together for a same purpose and may likely to increase the risk of fire.
- (18) "Licensing Authority" means the Deputy Commissioner or such officer as may be authorized by the State Government.

### Constitution of Fire & Emergency Services and its organization.

3. (1) **Headquarters and Division :**
- (a) The Headquarters of Mizoram Fire & Emergency Services shall be Aizawl where the Office of the Director, Superintendent of Police, Additional Superintendent of Police & Deputy Superintendent of Police, and Chief Fire Officer, Deputy Chief Fire Officer & Assistant Chief Fire Officer (Divisional Fire Officer post) shall be set up.
- (b) For the purpose of these Rules, the State of Mizoram is divided into two divisions– **Northern Division** and **Southern Division**. Northern Division includes Districts of Aizawl, Serchhip, Champhai, Kolasib and Mamit with its headquarters at Aizawl. Southern Division consists of the districts of Lunglei, Lawngtlai and Siaha with its Headquarters at Lunglei. Each division shall be headed by Divisional Fire Officer under the close supervision of Chief Fire Officer.
- (2) **Organisation of Office of the Director of Fire & Emergency Services (Hqtrs.):**The Office of the Director of Fire & Emergency Services ( Headquarters) is divided into two wings viz, (a) Administrative Wing & (b) Technical Wing under which different branches will function based on the type of works as under: –

- (a) **Administrative Wing-** includes
    - (i) Confidential Branch: Deals with confidential matters, GO's transfer & posting, leave, awards and disciplinary proceedings of GOs, etc.,
    - (ii) Establishment Branch: Deals with all matters relating to non-gazetted officers and staff of ministerial staff on recruitment, promotion, transfer & posting, leave, disciplinary matters and pension cases, Purchase and issue of stationeries
    - (iii) Account Branch: Deals with all matters of pay and allowances, TA Bills, Contingency Bills, loans and advances, audit objections and all correspondences connected with financial transactions.
  - (b) **Technical Wing** – includes
    - (i) Clothing & Equipments Branch: Deals with all matters of procurement of Clothing, uniforms and fire fighting equipments and their issue to different stations/staff.
    - (ii) Construction Branch: Deals with all matters relating to construction of Fire station, Quarters buildings from planning, designing and execution; their maintenance and repairs and also with matters connected with Fire & Emergency Services lands.
    - (iii) Reserve Branch: Deals with all matters relating to maintenance of service books, recruitment, promotion, transfer & posting, leave, disciplinary matters, training & refresher courses under State & National institutions of the Executive staff.
    - (iv) Motor Vehicle Branch: Deals with all matters connected with purchase of vehicles/ Fire tenders and their allotment, repair & maintenance, condemnation and their disposal after condemnation.
4. **Strength of the Establishment** : The sanctioned strength of the Mizoram Fire & Emergency Service shall be determined by the Government from time to time. Those who had been appointed under Police Act for Fire Services shall be deemed to have been appointed under the Mizoram Fire Services Act, 2013 & the Mizoram Fire & Emergency Services (Superintendence & Control of the Fire Force & Fire Safety & Prevention) Rules at the commencement of the Rules.
5. **Mode of Recruitment of Gazetted officers** : The mode of recruitment of Gazetted officers shall be as specified under Rule 8.
6. **Pay and Allowances, Ranks** : Rates of monthly pay and allowances admissible to various posts, whether the appointment is substantive or in officiating capacity or as a temporary measure, shall be as fixed from time to time by the State Government. Consequently the ranks of each post shall be as specified so by the State government.
7. **Supervision and Control** :
- (1) Subject to the control and supervision of the State Government, the Director of Fire & Emergency Services shall be the head of the Fire & Emergency Services Department of the State.
  - (2) The Superintendent of Police, Addl. SP, Dy. SP, Chief Fire Officer, Deputy Chief Fire Officer & Assistant Chief Fire Officer shall work under the control and guidance of the Director. The Divisional Fire Officers shall work under the direct control and guidance of the Chief Fire Officer, Fire & Emergency Services under the overall control and supervision of the Director.
8. **Gazetted Officer** :The State Government shall by notification in the Gazette appoint such competent and qualified persons from the Mizoram Police Service Officer for the Administrative Wing and persons from Mizoram Fire & Emergency Services for Technical Wing, the following Gazetted Officers :-

- (1) Designation/Post (Administrative Wing)
  - (a). Director (not below the rank of DIGP)
  - (b). Superintendent of Police
  - (c). Additional Superintendent of Police
  - (d). Deputy Superintendent of Police
- (2) Designation/Post(Technical Wing)
  - (a). Chief Fire Officer - CFO
  - (b). Deputy Chief Fire Officer - Dy.CFO
  - (c). Assistant Chief Fire Officer - ACFO
  - (d). Divisional Fire Officer - DFO

**Note:** Suitable and eligible person from the rank of Divisional Fire Officer may be posted to the post of Assistant Chief Fire Officer at Headquarters' office.

## 9. Powers and duties of Gazetted officers.

### (1) Director, Fire & Emergency Services:

- (a) The Director shall be in control of the entire Fire Force and shall be responsible to the State for the efficient functioning of the Force. He shall distribute works under Administrative Wing & Technical Wing in consultation with Superintendent of Police and Chief Fire Officer.
  - (b) 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 protection of life and property from fire and other calamities, natural or manmade.
  - (c) He shall personally supervise serious outbreaks of fire when the CFO or Dy.CFO or ACFO/DFO considers his presence necessary. When the Director is in attendance at a fire, he shall be 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.
- (2) **Superintendent of Police\_:**  
He shall be in charge of the Administrative Wing in the Fire & Emergency Services. He shall distribute the works to his subordinates and supervised the works allotted under the Wing. He shall be second in command to the Director or shall have equivalent staff duties. He shall be in charge of the Force during short absence of the Director, if required other regular, acting or officiating arrangements may be made by the appointing authority.
- (3) **Additional Superintendent of Police\_:**  
He shall assist the Superintendent of Police and shall perform the duties of the Superintendent of Police whenever the Superintendent of Police is out of station. He shall carry out whatever duties that may be assigned to him by the Director and Superintendent of Police.
- (4) **Deputy Superintendent of Police\_:**  
He shall assist his superior officers in the Administrative works in the Headquarters. He shall carry out whatever duties that may be assigned to him by his superior officers.
- (5) **Chief Fire Officer:**  
He shall be in operational command of the Divisions and in charge of the Technical Wing in the Headquarters. He shall normally be in complete command of all operations in any serious emergencies or conflagrations.
- (6) **Deputy Chief Fire Officer:**  
He shall assist the CFO and shall perform the duties of the CFO whenever the CFO is out of station. He shall carry out whatever duties that may be assigned to him by his superior officers.
- (7) **Assistant Chief Fire Officer(HQRS.):**  
Divisional Fire Officer posted to the post of Assistant CFO at the Headquarters shall assist his superior officer in the operational as well as technical works in the Headquarters. He shall carry out any duties assigned to him by his superior officers.

- (8) **Divisional Fire Officer:**  
The Divisional Fire Officer shall be supervising officer of Fire Stations/Sub-Fire Stations under his Division. Being the field officer, Divisional Fire Officer shall closely supervise the works at Fire Stations/Sub Fire Stations. He shall also carry out any duties assigned to him by his superior officer. He shall give any important reports to the superior officer at Headquarters regarding emergencies as well as development of Fire Stations, etc under his jurisdiction.
- (9) The Technical Wing will function under the charge of Gazetted officers posted from Mizoram Police till such time eligible persons for the posts of CFO, Dy.CFO, Asst.CFO & DFO are available from the Fire Force.
10. **Non-Gazetted Officers/Sub-ordinate Officers** :The State Government or any officer specially empowered in this behalf by the State Government, shall appoint such person or persons as per the procedure prescribed, to the posts of;
- (1) Station Officer(STO):He shall be Officer Incharge of Fire Station or branch where he is posted. Being the field officer, he shall closely supervise the works at Fire Station/branch. He shall also carry out any duties assigned to him by his superior officer. He shall give any important reports to the superior officer at Headquarters regarding emergencies as well as development of Fire Stations, etc under his jurisdiction.
  - (2) Sub - Officer (SO):He shall be next in command to Station Officer (STO) or incharge of a Fire Station or branch where he is posted. He shall be responsible for maintaining the discipline and efficiency of his staff posted to the Station or branch.
  - (3) Leading Fireman (LFM):He shall be responsible for the duties mentioned at Rule 41.
  - (4) Driver Operators,(D/Opr.) Grade I, II, III & Special Grade :He shall be responsible for the duties mentioned at Rule 42.
  - (5) Mechanics Grade II, I and Head Mechanic:He shall be responsible for the proper maintenance and repair of Fire Tenders, other vehicles and equipments and any other duties assigned to him by his superior.
  - (6) Fireman (FM):He shall be responsible for the duties mentioned at Rule 43.
  - (7) Ministerial staff and IV Grade - as applicable in Mizoram Police Department.
11. **Central Store** :There shall be a Central Store under the Clothing & Equipment branch in the Fire & Emergency Services Headquarters in addition to and independent of the clothing store. All Fire Fighting equipments and spare parts including those newly supplied and received are to be stored. The Central Store shall be under the charge of an officer of the rank of a Station Officer (STO) who will maintain Stock Register for new parts, articles and other equipments. Registers shall be kept separately for :
- 1) First Aid Equipments, Fire Extinguishers and Refills.
  - 2) Spare parts for Pumps and Fire Engines.
  - 3) Oil and Lubricants
  - 4) Personal Protective Equipments
  - 5) Clothing and other uniform items.
  - 6) Arms and Ammunitions, if held.
  - 7) Miscellaneous articles.
12. **Workshop** :There shall be a Repairing Workshop under the Motor vehicle Branch where repairing of equipments of different types could be carried out including fire engines and other vehicles provided facilities are made available. The workshop will be headed by the Officer-in-Charge of the Central Stores and he will be assisted by as many Mechanics and other staff as required.

## RECRUITMENT, PROMOTION AND TRAINING

### General Rules

13. (1) The recruitment to various ranks in Fire Service under section 4, 5 and 6 of the Act shall be made in accordance with the relevant recruitment rules notified by the Government from time to time.
- (2) **General eligibility and conditions for recruitment:** For appointment to any rank in the State Fire & Emergency Services personnel, a person –
- (a) shall be an Indian citizen;
  - (b) shall not have more than one spouse living provided that the State Government of Mizoram may, for sufficient reasons, relax this restriction;
  - (c) shall be of sound health, physically and mentally. Persons with knock-knee, varicose vein, flat foot or any physical deformities as to hamper performance of duty shall not be eligible for recruitment.
  - (d) shall be of good moral character;
  - (e) shall be within the prescribed age-limits; provided that the upper age limit shall be relaxable in case of ex-service personnel as per instructions issued by the State Government of Mizoram from time to time;
  - (f) shall possess the minimum requisite educational qualification prescribed;
  - (g) shall be at the minimum of a height of 168cm and of chest measurement of 84cm at the normal and 89cm when expanded. However, for candidates belonging to Scheduled Caste/Scheduled Tribe whose average height is distinctly lower, the minimum of height shall be of 163cm with a minimum of chest measurement of 79cm at the normal and 84cm when expanded. In respect of female candidates the minimum height shall be 157cm with minimum weight of 45 kg. Where the Director is of the opinion that any person possessing special skill or qualification as to be specially useful to the Force, he may, by order and for good and sufficient reason to be recorded in writing, marginally relax this provision in respect of such person.
  - (h) Candidate shall be able to read and write in Mizo. Candidates whose mother tongue is not Mizo shall have to qualify through an examination in Mizo language (level of examination shall be that of Middle School Leaving Certificate Examination) in addition to whatever other tests may be prescribed or shall have the knowledge of Mizo language upto the level of middle school standard.
  - (i) Shall qualify in the Physical Efficiency Test, Medical Test and Written Test as prescribed by the State Govt. from time to time.

### Explanation:

- (1) For the purpose of clause (d) above, a certificate of character from the head of the institution last attended shall be produced; for clause (e) the birth certificate or High School Leaving certificate or other documentary proof is indispensable; and for clause (f) certificate of passing the prescribed examination granted by the competent educational authority shall be produced.
- (2) In all direct recruitments, certain percentage of posts shall be reserved for the Scheduled Tribes and Castes and such other categories as may be decided by the State Government of Mizoram from time to time.
- (3) The Director, Fire & Emergency Services shall constitute a Recruitment Board by appointing suitable board Chairman & members from the Fire Service and other relevant and concerned Departments/units, if required, to conduct the screening for recruitment of Fire service staff. However, all cases of recruitment, whether by direct recruitment or by promotion or by deputation or transfer shall be made as per the recommendation of DPC duly constituted.
- (4) All directly recruited persons for all ranks in the Mizoram Fire & Emergency Services shall undergo their respective Initial/Basic Training course in the recognized Training Institutions/school/college during their probationary period.

14. **Appointment of children of serving or retired Fire & Emergency Services personnel:** Everything being equal, the children of serving or retired Mizoram Fire & Emergency Services personnel may be given preference in all direct recruitments.
15. **Two modes of appointment:** Appointment to the Fire force is made by direct recruitment through open advertisement or by promotion from the existing ranks. All Firemen, Grade-III Driver & Mechanic Grade-II are directly appointed from open recruitment, while Sub- Officers & Station Officers are appointed through open recruitment and by promotion. Appointments to all other ranks are made by promotion.
16. **Preservation of Records:** All the documents connected with competitive examinations for appointment or promotion and examination at the end of recruitment/Promotion Course including the answer scripts, physical measurements, marks obtained in the Physical Efficiency Test, etc., shall be preserved for 6 (six) months from the declaration of the Selection List after which they shall be destroyed except the final result of successful candidates with their marks which are needed for gradation of seniority.
17. **Probation: Directly Recruited Officers:** All directly recruited officers shall be on probation for a period of two years after they complete the basic course and practical training, if any. The period of probation may be extended for another two years for good and sufficient reason to be placed on record. The probationer who fails in any subject at the examination held at the end of the basic course shall be given two more chances to appear. Failure to pass even after such opportunities shall result in discharge from service as unfit.
18. **Verification of Character and Antecedents:** The candidates whose names figures in the selection list shall fill up a prescribed form for verification of character and antecedents and submit it to the concerned Superintendent of Police of the district where he is a resident. The Superintendent of Police shall cause enquiry as to the candidate's antecedents, both political and criminal, through the District Special Branch and the Officer-in-Charge of the Police Station concerned. The verification report shall be submitted within one month or stipulated time to the Appointing Authority. Those who have found involved in any political or criminal case from the verification should be treated as unsuitable candidate for the different posts under Fire & Emergency Services, Mizoram.
19. **Training of Gazetted & Non-Gazetted Officers:**
  - (1) For the following professional courses run by the National Fire Service College, Nagpur officers of respective rank or those of the next lower rank on the promotion zone shall be deputed.
    - (a) Divisional Officers' course (DO Course)
    - (b) Station Officers' course (STO course).
    - (c) Sub- Officers' course (SO course).
  - (2) The newly recruited Fireman and Drivers will be sent to Regional Training Centre of Assam, Sila, Guwahati for Elementary Fire Fighting & Basic Training Course after arranging seats in the Training Centre with the Director, State Fire & Emergency Services of Assam, Guwahati or any other recognized institutions for the courses shown below:  
**Courses:**  
Mechanic, Fireman & Driver: Elementary Fire Fighting & Basic Training Course.
  - (3) The newly recruited Sub- Officers & Station Officer shall be sent to undergo the appropriate course at the National Fire Service College, Nagpur/ Regional Training Centre under National Fire Service College, Nagpur.

**20. Elementary Fire Fighting Training School :**

- (1) The State Government may establish an Elementary Fire Fighting Training School for Mizoram Fire & Emergency Services at any suitable place. Any one of the Divisional Fire Officers, Fire and Emergency Services shall be ex-officio and head of the School assisted by personnel of Fire & Emergency Services and Ministerial Staff as required.
- (2) once established the Elementary Fire Fighting Training School should conduct the following Refresher courses of training.

**Course Duration**

- |  |   |          |
|--|---|----------|
| (i) Refresher Course for Station Officers and Sub- Officers. | - | 10 weeks |
| (ii) Refresher Course for Leading Fireman and Firemen.       | - | 8 weeks  |
| (iii) Refresher course for Mechanic/drivers.                 | - | 4 weeks  |

**DISCIPLINARY AND CONDUCT RULES  
PUNISHMENT & REWARD**

**21. Disciplinary Authority:**

- (1) Any disciplinary proceeding against any officer shall be instituted as per the provision of CCS(CCA) Rules and in accordance with the notification issued by the Government from time to time.
- (2) In respect of any petty offences committed by members of the force, minor punishment in the form of correctional measures can be imposed upon such offender for the maintenance of good discipline in the Fire station level which shall not be taken into account in the service record as given in the table below

**Power of Minor Punishment Chart.**

Rank	Punishing Authority	Punishment	Max. period	Remarks
Leading Fireman & Fireman	SP/CFO	Punishment drill/ extra-duty/ fatigue duty	Not more than 10 days	No appeal or review lies against order of minor punishment
Leading Fireman & Fireman	Addl. SP/Dy. CFO	-do-	Not more than 8 days	
Leading Fireman & Fireman	ACFO /Dy.SP/DFO		Not more than 7 days	
Fireman	STO/SO or Officer Incharge of Fire Station.	-do-	Not more than 5 days	

**NB: For Driver Operators and Mechanics, punishment chart will be same as their respective counterparts/equivalent ranks in the table-I & II above.**

**22. Rewards :**

- (1) Rewards are given for performance of duty which is of higher quality than an adequate discharge of responsibility or completion of duty. Doing of one's duty is expected of every Fire Officer and such execution of one's duty does not warrant a reward. However, a satisfactory discharge of one's responsibility consistently over a long period of time surely deserves a reward.
- (2) The quantum of reward shall depend on the degree of excellence of the performance, the level of difficulty or arduous nature of the work, the length of time and perseverance required and many other factors which may be different in each case.
- (3) Reward, being recognition of good work done, acts as an incentive and an encouragement for further good work. Hence, it must be given promptly for maximum impact.



- (4) The common tendency to grant rewards liberally to those who are in physically close proximity to senior officers and in a position to ask for it should be resisted by any officer worth his salt.
  - (5) A system needs to be evolved so that the cases of those serving at stations away from the Headquarters and not in contact with the officers at higher level are equally considered; and that the reward should, in no case, appear to be a payment to favourites.
  - (6) The reward should be fair and it should appear to be fair at all costs.
  - (7) A Reward may be a monetary reward or a commendations or appreciations. Under Officers and Firemen are normally given monetary rewards while commendations or appreciations are given to Subordinate Officers and Gazetted Officers. It has become common to give monetary rewards to Non-gazetted Officers and even to Gazetted Officers. Appreciations of work of Gazetted Officers and Non-gazetted Officers should more appropriately be recorded in the Annual Confidential Reports. Letter of Appreciation does not give complete perspective of the officer's good or bad points. Under Officers being commended or highly commended stands at a different footing.
- 23. Rewards in pursuance of previous offers:**
- (1) Director, Fire & Emergency Services and SP/Chief Fire Officer are empowered to make an offer of rewards. The amounts that they can offer are subject to the limits set by the State Government from time to time.
  - (2) Rewards which have been previously offered may be given to a Fire Officer or to an outsider, but it shall not be given to a Fire Officer whose ordinary duty is to perform the task for which the reward was offered. A Government servant is eligible to receive such rewards.
- 24. Rewards without previous offer:**
- (1) The officers mentioned in the foregoing paragraph are authorized also to grant rewards to any member of the Fire Service force for work done within the course of his duties when the work, in the opinion of the officer granting the reward, is of such exceptional merit or of such an arduous or peculiar nature that it justifies a special award. Such reward shall be subject to the limits of amount fixed by Government from time to time. Rewards to Gazetted Officers may be given by Director of Fire & Emergency Services only.
  - (2) Reward may, within the limit mentioned above, be granted also to private persons for assisting the Fire officer in their duties, when the assistance given is, in the opinion of the officer granting the reward, of such a nature as to justify such a reward.
- 25. Reward subject to budget provision:** Grant of any cash reward is subject to the condition that funds are available in the budget of the officer empowered to grant reward.
- 26. Reward from private person or corporate body:** Receiving of reward from private persons or corporate body requires approval of the Director F & ES who may sanction the acceptance by Fire Officers rewards in cash or kind offered by private persons or corporate bodies for detection of crime or for other good work, provided the value in each case does not exceed the limit fixed by him. The reward shall be apportioned by the Director, Fire & Emergency Services on the recommendation of the Divisional Fire Officer or Dy. Chief Fire Officer through the Chief Fire Officer.
- 27. Power of granting rewards:**
- (1) The Director shall be competent to grant a reward upto Rs. 2,000/- and the SP/CFO of Fire & Emergency Services upto Rs. 1,000/-
  - (2) The Director shall also have power to sanction reward upto Rs. 2,000/- to civilian who had shown outstanding performance in the course of the fire fighting.

28. **Service Medals:**The Director, Fire and Emergency Services shall make recommendation for President's Fire Service medals for Gallantry, distinguished and meritorious service in consultation with SP/Chief Fire Officer, Fire and Emergency Services.

29. **Uniform & Rank Markings:**

(1) **Uniform & Rank marking for Gazetted officers:**The uniforms and rank markings for Gazetted officers in the Mizoram Fire & Emergency Services shall be as per prescribed by the Rules. The officers deputed from Mizoram Police shall wear uniforms prescribed by their own respective cadre/parent Department.

(2) **Rank markings for Fire and Emergency Services Officers:**

Sl/no	Rank	Badges of Rank	Remarks
1	Director	Cross sword & baton with Ashoka emblem made out of white metal worn on both shoulder straps. Woolen maroon band with badge on Khaki Peak cap and Maroon Georgette patches on collars.	Director may wear the specified uniforms or as per his own cadre, depending on his own choice
2	Chief Fire Officer	Large impeller 1" in dia. in a semi-circular wreath surmounted by two small impeller of ¾" dia. placed one above the other, made out of white metal worn on both shoulder straps(in case of Selection grade the large impeller 1" in dia. in a semi-circular wreath should be surmounted by three small impeller of ¾" dia.)	
3	Dy. Chief Fire Officer	Large impeller 1" in dia. in a semi-circular wreath ¾" surmounted by one small impeller of ¾" dia. made of white metal worn on both shoulder straps.	
4	Asstt. Chief Fire Officer & Divisional Fire Officer	Large impeller 1" in dia. in a semi-circular wreath ¾" made of white metal worn on both shoulder straps.	
5	Station Officer	Three small impellers ¾" in dia. made out of white metal placed one above the other worn on both shoulder straps.	
6	Sub-Officer	Two small impellers ¾" in dia. made out of white metal placed one above the other worn on both shoulder straps.	
7	Leading Fireman	One small impeller ¾" in dia. made out of white metal worn on both shoulder straps.	
8	Fireman	Two white stripes worn on the right sleeve half way between the shoulder and the elbow after successful completion of Elementary Firefighting & Basic training course and on completion of probation period.	
9	Driver Operator Grade- III, II, I, & Special Grade	Grade- III – No rank badge Grade- II - 2" diameter three spokes steering wheel made out of white metal worn on the right sleeve half way between the shoulder and the elbow. Grade- I - 2" diameter three spokes steering wheel made out of white metal worn on the right sleeve half way between the shoulder and the elbow and One white stripe just below the steering wheel	

		Special Grade - 2" diameter three spokes steering wheel made out of white metal worn on the right sleeve half way between the shoulder and the elbow and two white stripes just below the steering wheel	
9	Mechanics Grade-II, Grade-I and Head Mechanic	Grade-II - One metal bar ½" wide and 1½" long with a semi-circular cross-section with flat bottom surface and round surface on the top made out of white metal to worn ½" from the bottom end of both shoulder straps. Grade-I – One metal bars ½" wide and 1½" long with a semi-circular cross-section with flat bottom surface and round surface on the top made out of white metal to worn ½" from the bottom end of both shoulder straps and one white stripe worn on the right sleeve half way between the shoulder and the elbow. Head Mechanic - One metal bars ½" wide and 1½" long with a semi-circular cross-section with flat bottom surface and round surface on the top made out of white metal to worn ½" from the bottom end of both shoulder straps and two white stripes worn on the right sleeve half way between the shoulder and the elbow.	

(3) **Rank Markings for Fire Helmets:** Colour of Helmet for Station Officer & above will be White while for Sub Officer & below will be yellow.



Sl/no	Rank	Badges of Rank
1.	Director	One 1" red band touching the peak with another ½" band ¾" above the first band.
2.	Chief Fire Officer	Two ½" red bands around the helmet, one band touching the peak and the other ¼" above the first band.
3.	Dy. Chief Fire Officer	One 1" red band around the helmet touching the peak.
4.	Asstt. Chief Fire Officer, Divisional Fire Officer & Station Officer	One ½" red band around the helmet touching the peak.
5.	Sub Officer & Below	Colour of the Helmet will be yellow with black band around the helmet touching the peak.

(4). **Shoulder Title & Cap Badge :**

(i) Shoulder title/badge : Total length to be 4cm and height 1.3cm with the letters F.E.S. 1.3cm high equally spaced with dots in between. The shoulder badges will be worn with uniforms by all the staff of Mizoram Fire & Emergency Services.
(ii) Cap Badge : Eight pointed star surmounted by laurel wreaths pointed upwards, the top point of the star being supported by the State Emblem the centre circle of the star should bear the letters F.E.S. The badge should have a height of 2 ¾" and width 2 ½".
<b>For Director :</b> It should be embroidered with silver thread on the back ground of maroon woolen superior cloth with woolen maroon band and maroon georgette patches on collars.
<b>For Chief Fire Officer to Divisional Fire Officer:</b> It should be embroidered with silver thread on the back ground of maroon woolen superior cloth.
<b>For Station Officer &amp; below :</b> Only cap badge for Peak cap & Beret cap.
(iii) <b>Lanyard</b> used by Mizoram Fire & Emergency Services personnel shall be of Maroon Colour. Total length 38" when opened up, of which 20" shall be flat plaited and made upto a loop to go round the shoulder. The remaining 18" to be round plaited with white metal strap hook at the free end to secure the thunder bolt type whistle.

	(iv) <b>Beret Cap/Peak Cap:</b> Beret cap for all ranks shall be of maroon colour. Peak cap for Sub-Officer and above shall be of Khaki serge superior with cloth peak, and Brown leather strap for Divisional Fire Officer & above whereas black leather strap for Station Officer and below. Wearing of beret cap for non-operational working dress being optional for Sub- Officers and above.
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- (5) List Of Uniform Items Etc, Life & Scale will be as per First Schedule.
- (i) The orders of dresses for various occasions for Mizoram Fire & Emergency Services personnel may be made from time to time by the Director, Mizoram Fire & Emergency Services with approval from the State Government.
- (ii) The type, scale and life of uniforms shall be revised from time to time by the Director, Fire & Emergency Services with approval from the State Government. It shall however be allowed in mind that the *Personnel Protection Equipments may get damaged in course of fire fighting and rescue operations, such damaged items shall be fully replaced without cost after proper condemnation.*
- (iii) The specifications of uniforms for Mizoram Fire & Emergency Services personnel shall be revised by the Director if and when necessary after obtaining due approval from the State Government.
- (6) **Car Flags for Officers:**

Director	Flag made out of blue black blazer cloth with dimension shown in the box for use on bonnet	
SP/CFO	Flag made out of blue black blazer cloth with dimension shown in the box for use on bonnet	

**30. Ministerial Staff:**

- (1) The Ministerial Staff posted to the office of the Director, Fire & Emergency Services shall be headed by an officer of the rank of Inspector (Ministerial) of Police and assisted by as many staff as required till such time new posts for ministerial staff are created by the government and the sanctioned strength shall be determined by the government from time to time.
- (2) The nature of function and responsibility of Ministerial staff posted to Fire & Emergency Services shall be the same as that of the office of the Superintendent of Police of a district or as the directions/instructions made by the Director from time to time.

**31. Correspondences and Records:** The system of handling correspondences, maintenance of records including service sheets, the Organisation of the office including that of Account Branch and the system of handling cash and the Reserve Branch shall be the same as that of the present usual practice. The Director shall revise the system if and when necessary as per Govt. rules & regulations, if any.

**32. Service Book:**

- (1) As soon as a newly recruited non-gazetted Fire & Emergency Services Officer joins his duty, a Service Book in the prescribed form shall be opened for him by the head of the office. Every incident which affects his service shall be entered in it. The chief object of maintaining the Service Book is to form a detail record of the history of the officer's service and professional career in the Fire & Emergency Services and also to have a record from which pension and gratuity papers can be prepared quickly.

- (2) In addition, a personal folder containing attested copies of service particulars duly paginated of each individual shall be maintained under the personal custody of the officer next higher in the rank to the head of office this will serve the purpose of duplicate service book in case of loss of Service Book or doubtful entries.
  - (3) Service records must be eventually computerized after which the personal folder may be filed along with the main Service Book which must be retained and kept up-to date.
  - (4) All information about the officer, his full address, parentage, date of birth (both in words and in figure), height, identification mark etc. shall be entered in the relevant page, and the signature as well as the impressions of his thumbs and fingers of the both hands taken in the same page. Details about the officer's previous service, if any, shall also be entered with care. All other incidents of service which are necessary shall be entered as they occur, and the entries initialed by a Gazetted officer. The following instructions shall be specially noted: -
    - (a) Promotion - Against all acting promotions, it shall be clearly specified as to whether the said promotions were against substantive or temporary vacancy.
    - (b) Grant of any reward shall be entered with the amount granted. A brief note of the reason for such reward and the reference number of the order shall be added.
    - (c) Punishment - All punishments shall be entered quoting the number and date of order and the quantum and the reason for punishment. Any conviction in a criminal court with the section of the Act and the Punishment inflicted shall also be entered.
    - (d) Leave - The nature and duration of the leave actually enjoyed shall be noted. The details of the leave shall be entered in the 'Leave Ledger'.
    - (e) Posting - A brief record of different postings showing date of joining and date of relinquishing the same should be entered.
    - (f) Training - Record of training courses attended and the result, or if the training was refused, the reason thereof shall be entered.
    - (g) Any other point worth recording, as deemed by the Head of office.
33. **Annual Verification of Service:**The service Books shall be strictly maintained up-to-date. For this purpose, a permanent diary in the manner of Office Order Book, etc., shall be maintained in each office of all heads of office with one or more pages for every single day and the year. When non-gazetted Fire & Emergency Services personnel are recruited, his name shall be entered on the page corresponding to his date of joining. The diary shall be examined daily by the officer in charge of the Reserve Branch. The service books of all officers and men whose names appear on that date shall be scrutinised and the entries relating to the preceding twelve months checked, so that no increment, efficiency-bar, reward, reduction or recovery may escape recording. The Service Books shall then be put up to Superintendent of Police/Chief Fire Officer who, after satisfying himself that they are in order, shall sign the diary as well as Service Book with the endorsement Service verified for the year so and so.
34. **Rules for disposal of Service Books :** The following rules shall regulate the disposal of Service Books.
- (1) The Service Book of an officer who retires before qualifying for pension or gratuity may be made over to him, if claimed within a year from the date of his retirement. If not claimed within that period the Service Book should be destroyed.
  - (2) The Service Book of an officer who dies while employed under Government may be made over to his heirs, if an application be received within three years from the date of his death. At the end of that period, the Service Book should be destroyed.
  - (3) The Service Book of an officer who has been dismissed or removed from the service of government should not be returned. It should form a part of the record of the proceedings for dismissal or removal, and be destroyed with the record after the period fixed for retention expires.

- (4) The Service Book of an officer retiring on a pension or gratuity shall be retained with his pension-papers.
35. **Annual Confidential Report:**The system of initiating, reviewing and accepting the Annual Confidential Reports for Fire & Emergency Services officers shall be made by the Director after obtaining due approval from the State Government.
36. **Inspections:**
- (1) The Chief Fire Officer, Fire & Emergency Services should inspect thoroughly all the Fire Stations and Sub-Fire Stations once a year and the Deputy Chief Fire Officer, Fire & Emergency Services should inspect thoroughly all the Fire Stations and Sub- Fire Stations falling within his jurisdiction once in a half year. The Divisional Fire Officer should inspect Fire Stations/Sub-Fire stations as frequent as possible or as per instructions given by the Director or Chief Fire Officer. However, it should be ensured that the inspections of Chief Fire Officer and the Deputy Chief Fire Officer are not carried out at the same time or too close to each other. Among others, the Inspecting Officers should look into the standard of preparedness of the Fire Station to respond to emergency calls, the state and efficiency of equipments, the communication system, the condition of fire engines and pumps, conditions of living quarters and grievances of the staff, if any.
  - (2) The Superintendent of Police/Chief Fire Officer, Fire and Emergency Services shall also inspect his own office thoroughly once a year as well as other offices under Fire & Emergency Services as and when the Director directed him to inspect a particular office.
  - (3) The Director, Mizoram Fire & Emergency Services should inspect the office of SP/Chief Fire Officer, once a year and at least two Fire Stations in one calendar year.
  - (4) The Inspection Notes shall be submitted to the controlling officer for taking further necessary action.
37. **Communication:**In addition to Telephone, Wireless Communication facility must be provided to Fire & Emergency Services with a set installed to each Fire Engines with a Control established at the Fire Station/Headquarters Office for the purpose of calling for reinforcement or for reporting situations obtained at the fire ground.
38. **Fire Station, Routine Works and Duties of various ranks :**
- (1) **Definition:** A Fire Station shall have the facility of accommodating personnel on duty, fire fighting equipments, fire appliances, tools and implements and other things whatsoever used in fire fighting. Appliance includes all fire service vehicles including ambulance. The State Government may establish Fire Station at any place as required from time to time.
  - (2) **Location of Fire Station Building:** It is utmost importance that Fire Station building shall be located at a convenient central place. Location of the Fire Station building is an important factor contributing to the operational efficiency of the fire fighting system. Further the building has to be designed in such a manner that the men with the Fire engine vehicles and other appliances can respond to fire calls with the least loss of time and move off to any direction without any hindrance.
  - (3) The minimum dimension for one appliances Station for each of a Fire Station shall be –
    - (a) Appliances room/Garage - 30'x10'x14' high
    - (b) Officer's room - 120 sq. ft.
    - (c) Watch room/ Duty room - 120 sq. ft.
    - (d) Fire Fighting Equipment Store - 130 sq. ft.
    - (e) Recreation/ Rest room - 120 sq. ft.

- (f) Petroleum, Oil and Lubricants Store - As per requirement
  - (g) Water storage – 5000 gallon capacity.
  - (h) Barrack - An area of 8' ft. x 5' ft. per person for the total nos. of person on duty at a time.
  - (i) Sanitary facilities at the scale of one lavatory and one bathroom for every 5 persons on duty at any time subject to a minimum of 1 set.
  - (j) Facility for drying of hoses
  - (k) Drill ground - 200' x50'
  - (l) Staff quarters - Residential accommodation sufficient for all Fire Service Staff posted to the Station should be provided.
- (4) Officer in-charge of Fire Station may be Station Officer or Sub-Officer or Leading Fireman in absence of both Station Officer and Sub - Officer.
- (5) **Strength of Fire Station:** Strength of staff for a Fire Station should be fixed by state Government keeping in view the numbers of Fire appliances (Fire Vehicles) provided for the station and nos. of duty shift to be adopted.

**39. Duties of Officer-in-Charge of Fire Station:**

**(1) Executive Duties:**

- (a) He shall be ready and available for any duty at any time. He may be called upon on emergency or by his superiors to perform and to keep his superiors informed of all matters coming to his knowledge, affecting either his own station or general business of the Fire & Emergency Services.
- (b) He shall obey implicitly all lawful orders of his superiors and exact the strictest obedience and civility from those serving under him, to devote the whole of his time and attention to the Fire & Emergency Services and set an example to his men and lead his men.
- (c) He shall take charge of and be responsible for all appliances, stores, equipments, etc., issued to his Station and on taking over charge, submit a report to his superiors as to the correctness or otherwise of such articles taken charge of. He should submit a requisition to his superiors for the requirements of his Station as necessary.
- (d) He shall ensure that all appliances and equipments are properly maintained and are kept in thorough working orders; and that all appliances are always in a ready condition to respond to fire & emergency calls.
- (e) He shall instruct and drill all men under his charge in the use and maintenance of fire appliances and equipments.
- (f) He shall hold a muster parade for the inspection of uniforms, clothing, boots and equipments at least once in two months to see that the men keep themselves and their clothing in a clean and good condition and to report shortage, if any to his superiors. The inspection of uniforms and equipments should be carried out periodically.
- (g) He shall ensure that roll call is done at such times as fixed by the Headquarters, Fire and Emergency Services.
- (h) He shall ensure prompt and proper attendance of fire appliance and men. He should carry out surprise checking of turn out at odd hours at least once a month.
- (i) He shall ensure that his Station Time Clock is checked with time clock or time signal at least twice a day at proper intervals.
- (j) He shall see that the Fire Service personnel placed on station duty are properly dressed and are acquainted with their duties.
- (k) He shall see that the fire pumps under his charge have water passed through their pumps at least once every week. This only refers to cases where a fire pumps has not otherwise been used during the above period.

- (l) He shall report at once to his superior Officer and Police Station concerned, damage or casualty arises out of fire incident or any other disaster.
  - (m) He shall keep himself and his staff acquainted with the water supply within the area under his charge. In cases where fire hydrants are provided, it shall be his duty to see that he and his staff examine all the hydrants falling within his jurisdiction periodically as may be fixed from time to time.
  - (n) He shall make himself and his staff acquainted with the network of communication system that may be exist in the service.
  - (o) He shall make himself and his staff acquainted as far as possible with the topography of his areas as well as fire risks in such areas.
  - (p) He shall maintain all Registers, Log book, Occurrence Books, Attendance, Roll etc., up-to-date and to submit all Return and Statement including Pay Roll of his staff to his superiors every month. All fire and special services reports shall be submitted by him within 48 hours of the occurrence Sundays and holidays being exempted.
  - (q) Any officer-in-charge of a Fire Station shall immediately on receipt of information of the occurrence of a fire, turns out units to the place of occurrence and shall take all necessary steps to extinguish the fire expeditiously.
- (2) **Administrative Duties:**  
The Officer-in-Charge has to devote a considerable time for the normal office work, which befalls him in execution of his duties. These may be summarized as follows: -
- (a) **Writing of Reports:**  
Reports have to be submitted to the Director, Fire and Emergency Services, regarding personnel of his Station in respect of sickness, leave, absence, etc., for his records and for taking necessary action on them as ordered; and if possible, getting replacement, where no leave reserve is provided. Monthly reports on Petroleum, Oil and Lubricants consumption and Fire Statistic / Activities report etc. shall be submitted within the first week of a month. He has to submit reports any case of delinquency and also the good work of his men so that disciplinary actions can be taken or given rewards. Every report should give full details based on facts.
  - (b) **Occurrence Books:** This is the most important of all Registers and Books maintained at the Station. This will replace the practice of keeping General Diary. This book will contain all entries relating to appliances, personnel, fires etc., and in fact, this serves as a continuous history of the Fire Station for every day and it is accepted by all courts of law as such. The Occurrence Books is usually written by the mobilizing officer or the watch room operator, as the case may be but is to be checked and signed by the Officer-in-Charge at the end of each day's entry. The Occurrence Books will be opened at 0900 hrs and closed at 0900 hrs at the next day. Copy of Occurrence Books/records for each day will be submitted to the Director, Fire & Emergency Services as per prescribed form.
  - (c) **Hose Register:**  
A Hose Registers (allotting a page for each hose) or a hose card in a prescribe form should be maintained for all the hoses available at the Station and complete history of the hose shown therein. This history will be essential when it has got to be recommended for condemnation.
  - (d) **Fire Reports:**  
For all turn out taken, it is imperative that a fire reports is submitted by the Officer-in-Charge of a Fire Station. The category of fire should be classified as follows: -
    - (i) Small fire – For loss upto the value of Rs. 10,000.
    - (ii) Medium fire – For loss between the value of Rs. 10,000 and Rs. 50,000.



- (iii) Serious fire – For loss above the value of Rs. 50,000 or where any life has been lost.

The fire reports in a prescribed form should be submitted to the Director, Fire and Emergency Services through the Divisional Fire Officer, and keeping an office copy with him. In the event of fire incident being attended by members of the Force, the Chief Fire Officer, Fire and Emergency Services or Officer-in- Charge of the Fire Station shall issue a fire attendance certificate in a prescribed form specified by the Director, Fire & Emergency Services to the owners of property so affected by the fire on receipt of a proper application.

(e) **Car Diary:**

Car Diary should be maintained for all the appliances and pumps attached to the Fire Station. Every movements or work done should be entered there in and initialed by the Officer-in-Charge at the end of the day. This book will furnish a complete history of the vehicle, pumps such as the date of purchase, the date it has been put into commission, the various movements, the place where it has worked etc.

(f) **Stock Register:**

Stock Register in a prescribed form should also be maintained as follows so that all government property is properly accounted for-

(i) **Stock Register for tools and appliances:**

Tools, furniture and other permanents stores should be recorded.

(ii) **Stock Register for spare parts:**

All spare parts purchased and issued to vehicles should be entered in this Register. The spare parts unserviceable should also be entered showing it as part worn and after obtaining order for condemnation, it should be, transferred to the Stock Register for unserviceable articles and subsequently disposed off in public auction or as ordered by the condemnation board.

(iii) **Stock Books for Stationery:**

All items of stationery received and issued for day-to-day work are to be accounted for in this Register.

(iv) **Stock Book for Consumable Articles:**

Consumable articles like soap, brasso, kerosene oil, grease, oil duster, cloth, brooms, phenyl etc., are to be accounted for in this Register. Care should be taken to issue items according to the scale prescribed by the department.

(g) **Stock Register for Oil and Lubricants:**

Oils and Lubricants are item which are required for all the vehicles and pumps attached to the Fire Station. These should be drawn from the dealers, stocked and issued to the various vehicle pumps and the Register maintained as per prescribed form. All Fire Service Vehicles should be kept full of petrol/ diesel and oil at all times.

(h) **Stock Book for unserviceable articles:**

All items which are found unserviceable should find a place in this Register. The cost of purchase, the life served and mode of disposal should be clearly shown. If disposed off in public auction the amount realized and details of remittance into Government should also be recorded.

(i) **Defaulter Register:**

For the maintenance of discipline and the smooth running of the Station; it may become necessary to award punishment to the delinquents, according to the nature of offence. This should be duly entered in this Register.

(j) **Leave Register:**

Separate Register for leave sanctioned and availed by the personnel should be maintained.

A page should be allotted to each individual so that at a glance the number of days leave availed can be seen. Different Register shall be maintained for Casual Leave.

**40. Discipline :** An Officer-in-Charge of a Station is responsible for maintaining the discipline and efficiency of his staff posted to the Station and therefore, the procedure for dealing with such indiscipline conduct and the punishment awarded may vary but as far as possible they should be within the framework of the discipline code in force.

**41. Duties of Leading Firemen :**

- (1) He is the Leader of the fire crew and to be available at the Station to which he is posted, while on duty.
- (2) To obey implicitly all lawful orders of his superiors and exact the strictest obedience and civility from those serving under him.
- (3) To see that the staff placed under him on duty is properly dressed and are assigned duties pertaining to the Station, and fire appliances and such other duties that may be incidental to the efficient working of the Station. He shall also be responsible for maintaining the Station premises clean and tidy and appliances and equipments in neat and efficient working condition and ready for immediate use.
- (4) To see that all equipments, gear etc., are properly accounted for and be responsible for the same where in charge of fire appliances or equipments. In case of any loss or damage of articles, equipments, uniform, clothing, etc., he shall immediately report to his next senior officer about the same.
- (5) To keep his superior acquainted with all matters coming to his knowledge affecting the Fire Station staff or the general business of the Fire & Emergency Services Department.
- (6) Any duties as may be asked by a Gazetted Officer, a Station Officer or Sub- Station Officer in addition to those specified above, shall be carried out by him.

**42. Duties of Driver Operator :**

Driver of Fire & Emergency Services is also combining operator's work apart from driving works.

- (1) to be available at the Station to which he is posted while on duty.
- (2) to obey implicitly all lawful orders of his superiors and exact the strictest obedience and civility.
- (3) to be responsible for the proper upkeep and mechanical condition, maintenance and movement of the vehicles and pumps under his charge. He shall also be jointly responsible with the Leading Firemen for the proper maintenance and storing the equipment and gears that are carried on the fire appliances or kept at the Fire Station.
- (4) to test at least once a day, the fire appliances in his charge to make sure that the same are in serviceable condition and to record the same with the man on Station duty. To reports any defects immediately that he may come to the Leading Fireman incharge and to the man on Station duty.
- (5) to keep an inventory of all articles and equipments under his charge and to maintain a record of time at work, mileage, petrol/diesel and oil consumption etc.

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

**43. Duties of Fireman :**

- (1) To be available at the Station to which he is posted while on duty.
- (2) To obey implicitly all lawful orders of his superior and held himself in readiness to carry out all duties as may be assigned to him by his superiors obediently, smartly and efficiently.

- (3) To keep himself and his quarters, if provided neat and clean.
- (4) To devote the whole of his time and attention to the Fire & Emergency Services Department while on duty.
- (5) To set example to other by sobriety, cleanliness, promptitude, civility and general attention to his duty.
- (6) To be responsible for keeping the Station premises, such as appliances room, offices, drill yard, watch room, workshop-dormitory, drill tower, hose drying tower, and appliances, equipments, gears, etc., clean and tidy.
- (7) To keep himself alert to attend to fire, special services, fire drills, etc., in the shortest possible time on the alarm being sounded.
- (8) To keep himself acquainted as far as possible with the topography of his own and adjoining areas as well as fire risks in such areas.
- (9) To carry out duties that may be assigned to him from time to time, and be responsible jointly and severally to the Leading Fireman of the fire units for the care, appearance, scrupulous cleanliness of the unit and all equipments with their correct upkeep, storage and maintenance thereof.
- (10) To assist Driver/Operator in the proper maintenance of equipments and gear and the vehicles, perform guard duties, workshop duties, control room and watch room duties, duties of office orderlies and fire aids, dispatch messengers etc.
- (11) To inspect the fire appliance to which he is posted and to report to the Leading Fireman after having verified the same. The fireman is jointly and severally responsible to the Leading Fireman of the unit for the appearance, scrupulous cleanliness of the unit and various equipments and their correct upkeep and maintenance.
- (12) Fireman, when posted as guard or sentry by turns, or by other method as deemed fit by the Officer-in-Charge of the Station, shall not leave his post until he is properly relieved. He shall be in full uniform prescribed for him for the season while on guard duty, the fireman shall be responsible: -
  - (a) To guard all properties, fixtures, fittings and other effects both in the Fire Station premises and Station surroundings.
  - (b) To see that all persons entering up the Fire Station premises are directed to the Officer-in-Charge and to see that they leave the premises immediately after their business is finished.
  - (c) To remain alert at all times.
  - (d) To control the movements of incoming and outgoing vehicles to avoid accident.
  - (e) To watch the garden and plants in Station ground.
  - (f) In addition to the above, a fireman shall perform any legal duty, in the interest of the Fire & Emergency Services when ordered by appropriate authority.

**44. Duties of Watch Room Operator :**

Any Fire & Emergency Services personnel can be detailed as Watch Room Operator.

- (1) To be available at the Station to which he is posted while on duty.
- (2) To obey implicitly orders of his superiors and exact the strictest obedience and civility from those serving under him.
- (3) While taking over charge, which should be at least 10 minutes before the schedule for change over, he shall be responsible to acquaint himself with all matter current and pending of operational and administrative importance. He shall also be responsible to check Station's clock and the telephone connection with other Stations.
- (4) It shall be his duty to maintain the Station Occurrence Book up-to-date at all times in the prescribed form as may be laid down.

- (5) He shall be prompt in receipt and transmission of calls to fires, other emergencies, etc. reporting the same to the officer and men by the alarm system installed at the Station and to the area control room as well as to other Fire Station or essential services, as the case may be. In such case, he shall keep record of movement of vehicles, officers and men regarding messages thereof, etc., in the Occurrence Book.
  - (6) He shall remain alert throughout the watch period and shall not leave the place of duty for any purpose whatsoever on any account, however brief the absence may be, without first obtaining a suitable relief. He shall in such cases make an entry in the Occurrence Book of his being relieved for that period.
  - (7) He shall not allow any unauthorised person to enter the watch room.
  - (8) He shall be in proper uniform.
  - (9) He shall be responsible for the maintenance of record of movements of staff, appliances and equipment and be responsible for maintaining a disposition board of appliances and men.
  - (10) He shall execute such other duties as may be entrusted to him from time to time by his superiors for the efficient administration of the Station.
45. **Police Officer to render assistance** :Police Officers of all ranks are bound to aid the Officers of the Fire & Emergency Services in the execution of their duties during the fire operations and rescue works. They shall cordon the fire area, remove or detain persons interfering in the fire fighting operations, close the street or passage near the fire area, etc., depending on the requirement. They shall assist in organising the members of the public who are helping the fire fighting operations.
46. **Powers of members of the force on occasion of fire** :
- (1) On the occasion of fire in any area any member of the force who is in charge of fire fighting operations on the spot may –
    - (a) remove, or order any other member of the force to remove any person who by his presence interferes with or impedes the operation for extinguishing the fire or for saving life or property;
    - (b) close any street or passage in or near which a fire is burning;
    - (c) for the purpose of extinguishing fire, break into or through or pull down, any premises for the passage of hose or appliances or cause them to be broken into or through or pulled down, doing as little damage as possible.
    - (d) require the authority incharge of water supply in the area, to regulate the water mains so as to provide water at a specified pressure at the place where fire has broken out and to utilize the water of any stream, cistern, well or tank of any available source of water, public or private, for the purpose of extinguishing or limiting the spread of such fire;
    - (e) exercise the same powers for dispersing an assembly of persons likely to obstruct the fire fighting operations as if he were an Officer-in-Charge of a Police Station and shall be entitled to the same immunities and protection in respect of the exercise of such powers;
    - (f) Generally take such measures as may appear to him to be necessary for extinguishing the fire or for the protection of life or property.
    - (g) Require Telecom Companies to assist in tracing and recording fire calls.
  - (2) **Right of Way** :
    - (a) When the fire unit is in transit to the place of occurrence of a fire, the fire alarm bell/ siren shall be rung continuously.
    - (b) On hearing the said alarm bell every person and vehicles on the route shall immediately draw to the extreme left and stop till the fire unit passes by, providing a clear and unobstructed passage to the fire unit, provided that a vehicle running on fixed rails like the trams car shall stop in such a manner as to provide clear passage to the fire unit.

- (c) The Driver Operator of the fire vehicle should take precautions to avoid clashing or dashing against vehicles on its way. However, after such sufficient precautions, the fire vehicle cannot avoid the dash against any other vehicle on its way to attend to fire call the driver/operator shall have immunity from damages caused by the fire vehicle.
- (d) Any person who being incharge of a vehicle contravenes the provision at Rule 46(2) (b) shall be punishable on conviction with fine which may extend to two thousand rupees.

**47. Arrangements for Supply of Water :**

- (1) The Director / the Chief Fire Officer, Fire and Emergency Services may, with the previous sanction of the State Government enter into an agreement with the authority in charge of water supply in any area for securing an adequate supply of water in case of fire, on such terms as to payment or otherwise as may be specified in the agreement.
- (2) The State Government shall construct Water Reservoir underground or otherwise as convenient close to each Fire Station or Sub-Station for the purpose of fire fighting. The capacity of the reservoir should be such as to meet the requirements of the Station or Sub-Station. Reserve Water Reservoirs shall also be constructed at strategic locations in all townships, the number depending on the size of the townships, solely for the purpose of providing water to Fire and Emergency Services for fire fighting purposes.
- (3) In case of emergency, the Fire Officers may draw water from the Refilling Points of Public Health Engineering Department.
- (4) For the purpose of fire fighting the Fire Officers may utilize water of any stream, cistern, well or tank or any available water, whether public or private, the State Government may, under such circumstances pay any sum for such damage or loss.

**48. Preventive measures:**

- (1) The State Government may by notification in the Official Gazette, require owners or occupiers of premises in any area or of any class of premises used for such purposes which in its opinion are likely to cause a risk of fire, to take such precautions as may be specified in such notification.
- (2) Where a notification has been issued as above, it shall be lawful for the Director/SP/Chief Fire Officer, Fire and Emergency Services or any officer of the force authorized by the State Government in this behalf to direct the removal of objects or goods likely to cause a risk of fire, to a place of safety; and on failure of the owner or occupier to do so, the Director/SP/ Chief Fire Officer, Fire and Emergency Services or such officer may, after giving the owner or occupier a reasonable opportunity of making representation seize, detain or remove such objects or goods.
- (3) **Power of Entry:** The Director/SP/Chief Fire Officer Fire & Emergency Services or any member of the Mizoram Fire & Emergency Services duly authorized by him, may enter any building, warehouse, workshop, Cinema Hall or any other place for the purpose of an enquiry, as to whether any inflammable articles has been stored illegally or whether adequate precautions against outbreak of fire in such place have been taken. Similarly, the Director/SP/Chief Fire Officer, Fire & Emergency Services or any member of the Mizoram Fire & Emergency Services duly authorized by him, may enter into any Liquefied Petroleum Gas Go-Down and Petrol Pump for the purpose of enquiry as to whether the storage of these highly inflammable substances have been done properly as per specifications of the Explosive Licensing Authority, that is, Inspector of Explosives so that adequate precautions against out-break of fire in such a place are taken.

**49. Licensing of Ware-House/Workshop/Go-down/Public Gathering :**

- (1) No Building or place shall be used for the purpose of a warehouse/ workshop/Go-down/Public gathering except under a license from a competent authority. The competent authority shall be the authority designated by the State Government.

- (2) No license shall be granted to any building or place for warehouse or workshop or Godown or Public gathering, unless such building or places conforms to such precautionary measures taken by the owner/occupier thereof as may be directed by the competent authority.
- 50. Application for Warehouse, etc. license and its renewal :**
- (1) An application for issue of a license shall be submitted to the licensing authority who shall refer it to the Director, Fire & Emergency Services for enquiry so far as fire preventive measures are concerned and on receipt of the report, the licensing authority shall either grant or refuse the application.
- (2) Every license granted under the above provision shall be renewed annually on the application of the license-holder. Such application should also be sent to the Director, Fire & Emergency Services on the matter mentioned above for a report, on receipt of which the licensing authority may either grant or refuse the renewal.
- (3) A license granted under these rules may be withdrawn or suspended for valid reasons by the licensing authority, after giving the license-holder an opportunity of being heard.
- (4) The reasons for withdrawal or suspension of a license already granted as well as the reasons for refusal to grant a license or to renew a license when duly applied for, shall be recorded in writing and intimated to the license holder or the applicant, as the case may be
- 51. Appeal :**
- (1) An appeal against an order of the licensing authority withdrawing or suspending any license or refusing to grant or renew a license when applied for shall lie within 30 days of such order to the appellate authority.
- (2) The appellate authority shall be an authority designated by the State Government and should be a higher authority to the Licensing authority.
- 52. Power to seize/remove/destroy goods :**
- (1) Where a ware-house is used without a valid license, the Director, Fire & Emergency Services or any officer authorized by the Government may direct removal of articles likely to cause a risk of fire to a place of safety.
- (2) On failure of the owner/occupier to do so, the Director, Fire & Emergency Services or the authorized officer mentioned above, may seize, detain, remove or destroy such articles or goods in such manner as deemed proper according to the rule or standing order made by the State Government. The authorized officer shall not be liable for compensation.
- 53. Change of possession:**Whenever there is a change of possession of any warehouse or workshop or Godown, the person entering into possession shall within 14 days inform the licensing authority in writing with copy to the Director, Fire and Emergency Services and the latter shall substitute the name in place of the last occupier.
- 54. License for using building for manufacturing firework :**No building or place shall be used for the purpose of manufacturing or making or otherwise dealing in fireworks without previously obtaining a license from the competent authority.
- 55. Tax on lands and buildings**A fire tax may be levied on lands and buildings which are situated in any area in which the Mizoram Fire Service Act 2013 is enforced by any local authority or government agencies. The fire tax may be levied in the form of a surcharge on property tax at such rate by notification in the official gazette.

56. (1) The authorities empowered to assess, collect and enforce payment of property tax under the law authorizing the local authority or any other agencies to levy such tax shall on behalf of the state government assess, collect and enforce payment of the fire tax in the same manner as the property tax is paid and collected.
- (2) A portion of the total proceeds of the fire tax as the state government may determine shall be deducted to meet cost of collection of the tax.
- (3) The fire tax so collected shall be paid to the State government of Mizoram in such manner and at such intervals as may be prescribed by the State Government from time to time.

**57. Issue of Fire NOC for High Rise buildings and other important installations:**

- (1) Fire NOC for high rise buildings (15metres and above) may be issued by Director, Fire & Emergency Services as per the provisions of clause 5 (3) (ix) of the Aizawl Municipal Council Building Regulations, 2012 enacted under the Mizoram Municipalities Act, 2007 (Act no 6 of 2007) for areas falling under the jurisdiction of Aizawl Municipal Council as well as under relevant clauses of the NOC of India 2005 for areas outside the jurisdiction of Aizawl Municipal Council.
- (2) The Fire NOC shall be issued provisionally for a period not exceeding 2 years which may be renewed for another two years on receipt of proper application indicating the reason for its renewal.
- (3) Final NOC shall be issued only after installation of the fire fighting arrangements indicated in the provisional NOC. Final NOC so issued shall be valid for 3 years for residential buildings and 4 years for non residential buildings. On expiry of the NOC, fresh NOC will be issued after duly satisfying with the installation of fire fighting arrangements recommended for the building by the owner/ builder.
- (4) The rate of collection of fees on issue of NOC by F & ES may be fixed as follows which may be revised and notified by the state government from time to time :-
- (i) Residential building - Rs. 1.50 per Sq.metre with maximum of Rs. 2000/-
  - (ii) Non Residential building - Rs. 3.00 per Sq. metre with maximum of Rs. 3000/-
  - (iii) Other buildings and structures not covered by sub no (i) & (ii) – Rs. 3.00 per Sq.m with maximum of Rs. 3000/-

(Other buildings and structures may include buildings like LPG Godown, Gas plant, Industrial, Commercial, stores and godown etc for the type of occupation and utilization for which Fire NOC is demanded by concerned authorities).

The levy of fees is to be credited into Government account under the following head of accounts :-

0070	-	OAS
60	-	Other Services
109	-	Fire Protection & Control
01	-	Fire & Emergency Services
00	-	
00	-	

**58. 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 Second Schedule.

- (2) The application for stand-by duty shall be made in prescribed form along with the demand draft for the charges as determined under sub-rule (1) above drawn in favour of DDO Headquarters, Fire & Emergency Services, Mizoram payable at Aizawl, Mizoram.
- (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 duty charges in public interest if such a duty is demanded by the District Administration.

**59. Application for permission to erect structure or pandal.**

Any person, group of persons or association, intending to erect any temporary structure of pandal for industrial, Commercial, religious, social, culture or any other purpose, shall apply to the Director or the superior nominated authority or the nominated authority for permission, in form 'D' along with the following documents :

- (a) lay out plan of the structure
- (b) certificate from licensed electrician and decorator engaged for the purpose.

**60. Conditions for according permission for erecting structure or pandal**

- (1) The Director or the superior nominated authority shall accord permission for erecting structure or pandal, subject to fulfillment of all or any of the conditions mentioned in sub-rule (2) to sub-rule (27), as the Director or the superior nominated authority deems fit for fire prevention and fire safety measures in respect of the proposed structure or pandal.
- (2) There must be a minimum of 20 feet clear open space from fencing or boundary wall or any other permanent structure.
- (3) No structure or pandal shall be erected beneath any live electrical line or adjacent to electrical transformer or hazardous installation.
- (4) Such structure or pandal shall be made of non-combustible materials such as C.I., aluminium or Asbestos sheets, flame proof tarpaulin, fire retardant heavy type synthetic tarpaulin, conventional tarpaulin treated with fire retardant paint.

Provided that the combustible materials such as clothes, canvas, hessian, may be used for ordinary decorative purpose after such combustible materials are dipped into fire retardant solution which is a mixture of following substances and subsequently, such wet materials shall be wrung out and dried before use :-

- |       |                    |   |                  |
|-------|--------------------|---|------------------|
| (i)   | Ammonium sulphate  | - | 4 parts by mass  |
| (ii)  | Borax              | - | 1 part by mass   |
| (iii) | Ammonium carbonate | - | 2 parts by mass  |
| (iv)  | Boric acid         | - | 1 part by mass   |
| (v)   | Alum               | - | 2 parts by mass  |
| (vi)  | Water              | - | 35 parts by mass |

Provided further that all types of wood including plywood used for decoration of such structure or pandal shall be painted with fire retardant paint conforming to Indian Standard specification.

Provided further that the Director or superior nominated authority may reserve the right to test the effectiveness of the treatment or any other materials used in the structure at any time before or during the function.



- (5) The framework of such structure or pandal shall be made of tubular steel frames, sal or strong wood or timber, properly nailed fastened with fire retardant rope or metal wire to make the structure sufficiently strong to withstand in fire situation.
- (6) The height of the roof of any structure or pandal shall not be more than 40 feet and ceiling height shall not be less than 12 feet from ground level.
- (7) All sides of such structure or pandal shall be left open and lower portion of all sides shall not be fixed to anything, to ease emergency evacuation.
- (8) There must be fire gap of 30 feet between any two erected structures or pandals having a length of 75 feet. Provided that the total floor area of any individual structure or pandal shall not exceed 4000 sq.ft.
- (9) One-fifth space of the total floor area of a structure or pandal used as, or meant to be an auditorium shall be kept clear for longitudinal and cross gangways and the line of travel from any point to the nearest exit within such auditorium shall not be more than 15 feet.
- (10) All exit points of any structure or pandal shall be clearly indicated with the sign 'EXIT' in English language as well as in the local language in letters having the size not less than 8 inches to be painted or displayed in fluorescent colour.
- (11) Suitable directional signs shall be displayed in the conspicuous place of structure or pandal to indicate the proper direction of ingress or egress of such structure or pandal.
- (12) (a) No seating arrangement shall be made with moveable chairs inside the structure or pandal used as, or meant to be an auditorium and seating arrangement into such auditorium shall be made on the ground floor in such manner so as to allow 5 sq. feet floor space per person.  
(b) If the seating arrangement is not possible in the ground floor of such auditorium, all chairs shall be secured together in numbers of not less than 4 and not more than 12 and each bank of seats shall be firmly secured to the ground.
- (13) In case of tents used for structure or pandal, such tents shall be adequately guyed and braced to withstand a wind pressure or  $0.98 \text{ KN/m}^3$  ( $0.01 \text{ kg f/cm}^2$ ) of the projected area of the tents.
- (14) All electrical wirings and fittings in the temporary structure or pandal shall be in poly vinyl coated sheathed conductors or conduit type of F.R.L.S. type which shall be spark and flame proof in nature and all joints shall be made with porcelain insulated connector. The twisted and tapped joints of the electrical wiring shall be avoided.
- (15) No part of the electrical circuit in the structure or pandal shall be within 12 inches of any decorative cloth or paper.
- (16) The electrical lay outs of the structure or pandal shall be carried out by a competent licensed electrical engineer or contractor or firm. A certificate stating load per circuit within such structure or pandal and test of all the installation that are carried out conforming to the Indian Electricity Rules, 1937 and I.S. 1646 – 1961 (subsequently amended) to be submitted to the Director-General or person nominated by him before the commencement of the function.
- (17) The supply of current shall be disconnected on each day from the electrical distribution room after the business hours or use of structure or pandal is over.
- (18) The provision of not less than 0.75 litre water per square metres shall be made in the structure or pandal for fire fighting shall have to be made in the structure or pandal.
- (19) A minimum number of I.S.I. marked fire buckets at the rate of two buckets per 500 square feet area and I.S.I. marked appropriate fire extinguishers at the rate of one such extinguisher for every 1000 square feet floor space (minimum two) and two number of ceiling hook shall be made available in all such structure or pandal with trained operator.
- (20) The road approaching to the structure or pandal shall be free from any overhead projections or obstruction for easy movement of fire engine.
- (21) The notice prohibiting smoking inside the structure or pandal shall be displayed prominently with broad and bright letterings all round such structure or pandal and arrangement for announcement through public address system in this respect shall be made.

- (22) No fireworks, open flame or any kind including cooking heating shall be permitted in such temporary structure or pandal, within 30feet from the boundary wall of such structure of pandal.
- (23) A responsible person of the organizer shall always be made available at the site of the structure or pandal to inform fire service in emergency and to co-operate with fire brigade.
- (24) The construction of the structure or pandal shall be such as to accommodate independently any stand-by fire engine from Department of Fire Service. Provided that if the Director or person nominated by him found it necessary and think that the stand-by of fire engine will not hamper the normal fire cover of the area, he may arrange for more than one stand-by fire engine at the cost organizer as per Government scheduled rates.
- (25) (a) There shall be not less than four exit gates on the boundary wall at a distance of 250 feet from each other.  
(b) All such gates shall be fitted with half-grill gates (not a collapsible gate), which may be opened in either direction, and the width and height of such gates shall not be less than 14 feet and 12 feet respectively.
- (26) Private security staff employed in the mela ground, the organizers and the stall holders shall know how to operate first-aid fire extinguishers to kill the fire at its initial stage.
- (27) The structure or pandal shall, at all times, be open to inspection by such officer or officers, being member or members of the fire brigade, as may be appointed by the Director or the superior nominated authority.
- (28) The Director or person nominated by him may impose any further conditions which deemed suitable as situation demands and the organizer shall bound to abide by the same.

**61. Manner of granting permission to erect structure or pandal.**

- (1) Subject to the fulfillment of all or any of the conditions specified in rule 59, the Director or the superior nominated authority shall issue notice in Form 'E' to the applicant, directing him to deposit a fee specified in sub-rule (2) in any Government Treasury or Sub-Treasury Govt of Mizoram and forward the original challan or receipt to the Director or the superior nominated authority.

The rate of collection of fees on issue of permission by F & ES may be fixed as follows which may be revised and notified by the state government from time to time :-

- (a) Non commercial structures or pandal -10(ten)paise per square feet
- (b) Commercial structures or pandal like circus, fair or the like forming a cluster -15(fifteen) paise per square feet
- (2) On receipt of the application in Form 'D' and the original treasury challan or receipt as referred to in sub-rule (1), the Director or the superior nominated authority shall grant permission in Form 'F' for erection of the structure or pandal.
- (3) The permission for erection of structure or pandal shall be granted for a fixed period as applied by the organizer but under no circumstances, such permission shall exceed for a period of thirty days at a time.

Provided that in special case the Director or the superior nominated authority may extend the period of thirty days, depending upon the performance of the previous conditions and report of the fresh inspection conducted in this regard.

**62. Period for granting or refusing the permission for erection of structure or padal.-**

- (1) The application for granting or refusing the permission for erection of structure or pandal shall be fifteen days from the date of receipt of the application in the office of the Director or the superior nominated authority in Form 'D' alongwith the fee specified in rule 60.

**63. Employment of Fire Service for purposes other than fire fighting within or outside the State.**

The Fire & Emergency Services may be engaged on purposes other than fire fighting at the discretion of the Director or his authorized subordinate officer in following circumstances :

- (1) Special Services free of charge in cases of all types of rescues of Life.
- (2) Special Services which should be charged according to rates fixed by the State Government, such as for pumping out wells, flood waters, attending to duties like fire protection at large assemblies or gatherings subject to safe use of equipment if it can be spared.
- (3) Services of all kinds, rendered beyond limits of jurisdiction to be charged according to rates fixed by State Government.

**64. Auxiliary Fire Force :**

When there is an apprehension that fire breakouts are imminent and that the regular fire fighting staff are inadequate to prevent such fire menace, especially during abnormally dry season or when there is large scale fire accident and that the regular fire staff are not sufficient to control such fire, the Government can authorize the Director, to engage Volunteers as many as necessary at the minimum rate fixed by the Government from time to time for semi-skilled workers. Such hired Volunteer shall be known as Auxiliary Fire Force and on their engagement; Station Officer shall impart basic fire fighting technique for a period not less than one week. This Auxiliary Fire Force shall be entitled to similar benefits which are available to semi-skilled workers under Government of Mizoram during the period of their engagement.

**65. Attendants:**

Director General/Director – Not more than 3 Fireman  
SP/CFO – Not more than 2 Fireman  
ASP/Dy.CFO- Not more than 1 Fireman  
Dy.SP/Asst.CFO/DO – Not more than 1 Fireman

No attendants are to be allowed beyond the above scale or to persons not entitled to Attendants, unless in exceptional circumstances and then only with the express permission of competent authority. Attendant should only be employed on duties of an official character, it should be understood that attendants are not private servants and should not be utilized as such. No attendants should be deployed on permanent basis to a particular officer and should be detailed on rotational basis.

**66. Purchase of Equipments :-**

Purchase of Equipments with the responsibility of the Director and shall, as far as practicable, conform to the standard specifications for firefighting equipments laid down by the Indian Standard Institution.

**67. Minimum requirement of Fire Stations :-**

The Director, Fire & Emergency Services shall take all necessary steps to ensure the maintenance of the minimum requirement of Fire Stations.

**68. Certificate Of Appointment**

The issue of Certificate of appointment to member of the force under Section 7 of the Act shall be given in Form 'A'

**69. Power of Relaxation :**

Where the Governor is satisfied that operation of any of these Rules causes undue hardship in any particular case, he may dispense with, replace and or relax that rule to such an extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

70. **Repeal :**

On the commencement of these Rules, the Fire & Emergency Services mentioned at Chapter XXIV of Mizoram Police Manual and all Recruitment Rules concerning Fire & Emergency Services personnel stand repealed.

**Lalbiakzama**  
Secretary to the Government of Mizoram  
Home Department.

**Form 'A'**

**CERTIFICATE OF APPOINTMENT**

GOVERNMENT OF MIZORAM  
FIRE & EMERGENCY SERVICES HEADQUARTERS, HUNTHAR VENG  
AIZAWL- 796009

No.

Dated:

**CERTIFICATE OF APPOINTMENT**

Certified that Shri .....

son of Shri .....

resident of .....

whose photograph appear on the right corner of the certificate, has been appointed under section 8 of the Mizoram Fire Service Act 2013 (Act No 7 of 2013) and vested with the powers, privileges and immunities of a member of Fire Service with effect from .....

The date of superannuation of Shri ..... is ..... under normal circumstances.

Passport size  
photograph of  
the member  
attested by  
SP/CFO

Name and Signature of the member

Place: Aizawl

Attestation by.....  
Director, Fire & Emergency Services  
Mizoram, Aizawl.

**Form 'B'**  
**APPLICATION FOR STAND-BY DUTY**

To  
The Director  
Fire & Emergency Services  
Headquarters, Mizoram, Aizawl  
Hunthar Veng-796009.

**Sub:** Application for providing stand-by duty at.....  
(address of the place where stand-by duty is required).

Sir

Please provide stand-by ..... (name of vehicle) at the aforesaid address with  
effect from .....hrs. to ..... hrs. on ..... (date to be  
mentioned) during the .....  
..... (occasion to be mentioned for which required).

The required payment of Rs. .... is enclosed through bank draft No.....  
dated ..... drawn on .....in favour of DDO, Headquarters,  
Fire & Emergency Services Headquarters, Mizoram, Aizawl

Dated: ..... (Signature of the applicant)  
Contact details:  
Name in full.....  
Tel. No. ....  
Mobile No. ....

**Form 'C'**  
**FORM FOR ISSUING FIRE ATTENDANCE REPORT**  
**FIRE ATTENDANCE REPORT**

- 1. Current date :
- 2. Fire Report Number :
- 3. Operational jurisdiction of Fire Station :
- 4. Information received from :
- 5. Name of the caller :
- 6. Phone number of the caller :
- 7. Full address of the incident place :
- 8. Date of receipt of call :
- 9. Time of receipt of call :
- 10. Time of departure from Fire Station :
- 11. Approximate distance from Fire Station :
- 12. Time of arrival at Fire Scene :
- 13. Nature of call :
- 14. Date of leaving from fire scene :
- 15. Time of leaving from fire scene :

- |     |                                     |   |
|-----|-------------------------------------|---|
| 16. | Type of occupancy                   | : |
| 17. | Occupancy details in case of others | : |
| 18. | Category of fire                    | : |
| 19. | Type of building                    | : |
| 20. | Building details in case of others  | : |
| 21. | Details of affected area            | : |
| 22. | Details if injury                   | : |
| 23. | Details of death(s)                 | : |

Officer In charge of Fire Station

**Form 'D'**  
**Application for Permission**

To

The Director  
Fire & Emergency Services  
Headquarters, Mizoram, Aizawl  
Hunthar Veng-796009.

Sir,

I/We beg to apply for permission for erection of a structure or pandal. Particulars of the structure or pandal, site plan showing the lay out and the electrician's certificates are enclosed herewith. I/We undertake to deposit the fees for erection of temporary structure or pandal as will be assessed by the Department of Fire & Emergency Services, Mizoram as directed by the Department.

**DESCRIPTION**

1. Location of the proposed temporary structure or Pandal:-
  - (a) Ward No. \_\_\_\_\_
  - (b) Name of the road/street/lane : \_\_\_\_\_
  - (c) Name of the local authority : \_\_\_\_\_
2. Name and address of the person/persons/association intends to erect the proposed temporary structure or pandal :
3. Purpose for which the structure or pandal shall be erected :
4. The period of time and number of day's for which the structure or pandal shall be erected :
5. Total covered area of the proposed structure or pandal (in square metre) :
6. Height of the proposed structure or pandal :
7. Distance of nearest open water (i.e. river or tank) :
8. Description of structure of the proposed structure or pandal :
9. Maximum number of persons which may occupy the structure or pandal at any material point of time :

Name of the applicant :  
Address :

**Form 'E'  
NOTICE**

Memo No. \_\_\_\_\_

Date \_\_\_\_\_

From : The Director  
Fire & Emergency Services  
Headquarters, Mizoram, Aizawl  
Hunthar Veng-796009.

To : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir, Madam,

With reference to your application dated the \_\_\_\_\_  
for erection of a temporary structure or Pandal at (Location of the proposed structure)  
\_\_\_\_\_ for \_\_\_\_\_ days from the  
\_\_\_\_\_, 20 \_\_\_\_\_ to the \_\_\_\_\_ 20 \_\_\_\_\_ I am to request you  
to deposit the fee of Rupees \_\_\_\_\_ in any Government Treasury or sub-  
treasury in Mizoram under the head of account " \_\_\_\_\_ ", and to forward the original  
challan (receipt), to the undersigned immediately.

Yours faithfully,

\_\_\_\_\_  
Signature of the Director  
Fire & Emergency Services  
Mizoram, Aizawl

**Form 'F'**

**Form for granting permission for erection of temporary structure or Pandal**

No. \_\_\_\_\_

Dated \_\_\_\_\_

Permission is hereby granted to \_\_\_\_\_ (name and  
address of the applicant) under the Mizoram Fire & Emergency (Superintendence & Control of the Fire  
Force & Fire Safety & Prevention) Services Rules, 2019, to erect the temporary structure or Pandal at  
(location where the structure or Pandal shall be erected), subject to the conditions noted below and such  
other conditions as specified in the Mizoram Fire Services Act, 2013, and the rules made thereunder.

It is hereby acknowledge that a sum of Rupees \_\_\_\_\_  
\_\_\_\_\_ being the fee for granting permission due by the said  
\_\_\_\_\_ in respect of the aforesaid permission has  
been received.





Fixed Fire Fighting Installation (Tick for whatever is installed with numbers):-

- |   |   |
|---|---|
| a) Yard Hydrants/Landing Valve                  | b) Riser                                |
| c) Down Comer                                   | d) Hose Reel                            |
| e) Automatic Sprinkler system                   | f) Automatic Detection and Alarm System |
| g) Manually Operated Electric Fire Alarm System | h) Deluge valves & Monitors etc.        |
| i) Delivery Hoses                               | j) Emergency Branch etc.                |

19	Water supply (a) Under Ground Static Water Storage Tank with capacity. (b) Terrace Tank with capacity (c) Water source	
20	Pump capacity in LPM. a) Pump House at Ground level b) Pump at Terrace level.	
21	Detail of safety equipments, if any ie. Protective Suits, Entry Suit , B.A. Set etc	
22	Whether the workers / other staff are well conversant with the operation of first aid fire fighting equipments installed in the premises.	
23	Detail of flammable and hazardous materials alongwith Types and Quantity.	
24	Whether P. A system is installed	
25	Compliance/ recommendation, if any, made in previous inspection	
26	Other information	

It is certified that the information provided in this form, is correct. No information has been concealed, misrepresented or falsified. I understand that in the event of any wrong information provided in this form the NOC is liable to be withdrawn / cancelled by the Fire & Emergency Services, Mizoram.

NOTE : Strike NIL wherever inapplicable

Signature  
Seal / Stamp

**First Schedule.**  
(see Rule 28, sub rule 5)

**List of Uniform Items Etc, Life & Scale**

<i>Sl. No</i>	<i>Name of Item</i>	<i>Scale</i>	<i>Life</i>
<b>1</b>	<b>WEARING APPARELS</b>		
1	Angola serge cloth	1 no	2 yrs
2	Jersey Khaki	1 no	2 yrs
3	Warm Khaki Jacket	1 no	3 yrs
4	Terry cotton khaki suit	1 no	1 yr
5	Water proof khaki	1 no	3 yrs
6	Hunting Boot	1 pair	6 months
7	Ammunition boot RB sole	1 pair	2 yrs
8	Brown Boot (for officers LFM & above)	1 pair	1 yr
9	Star Silver (ASI(M) – Inspr(M))	2 pairs each	5 yrs
10	Khaki Nylon Sock	2 pairs	1 yr
11	Whistle	1 no	2 yrs

12	Whistle Cord	1 no	1 yr
13	Rank Badges (LFM & above)	2 pairs each	5 yrs
14	Ribbon Red & Blue (ASI – Inspr)	80 cms	2 yrs
15	Title Shoulder	4 nos	10 yrs
16	Brown Cross Belt	1 no	5 yrs
17	Brown Leather Belt	1 no	3 yrs
18	Woolen Hand Glove	1 pair	2 yrs
19	Vest Cotton White	1 no	6 months
<b>II</b>	<b>HEAD GEAR</b>		
1	Beret Cap	1 no	1 yr
2	Khaki Peak Cap	1 no	3 yrs
3	Cap Badge	1 no	5 yrs
<b>III</b>	<b>MISCELLANEOUS</b>		
1	Kit Box	1 no	5 yrs
2	Woolen Blanket	2 nos	2 yrs
3	Mosquito Net	1 no	2 yrs
4	Ground Sheet	1 no	2 yrs
5	Line Bedding	1 no	1 yr
6	Green Bag	1 no	2 yrs
7	Holdall	1 no	3 yrs
8	Formation sign	1 no	3 yrs
9	Dungaree for Driver & Mechanic	1 no	1 yr
<b>IV</b>	<b>FOR RECRUIT</b>		
1	Shirt Khaki cellular full sleeves (for initial training)	2 nos	1 yr
2	Short Khaki drill (for initial training)	2 nos	1 yr
3	Trouser Khaki drill (for initial training)	2 nos	1 yr
4	Web Belt (for initial training)	1 no	1 yr
5	Brown canvas	1 pair	6 months
6	White canvas	1 pair	6 months
7	White Nylon Sock	1 pair	6 months
8	White Short Pant	1 no	1 yr
<b>V</b>	<b>UNIFORM ITEMS TO BE ISSUED TO IV GRADE PERSONNEL</b>		
1	Black Chapal	1 pair	1 yr
2	Umbrella	1 no	1 yr
3	Grey Terry Cotton shirt & trouser	3 mtrs	2 yrs
4	Grey woolen shirt & trouser	3 mtrs	2 yrs
5	Black Shoe (leather)	1 pair	1 yr
6	Woolen Jersey steel grey	1 no	2 yrs
7	Grey Nylon Sock	2 pairs	1 yr
<b>VI</b>	<b>Personnel Protection Equipments</b>		
1	Helmet	1 no	5 yrs
2	Flame Retardant Suit (Jacket & Trouser)	1 pair	5 yrs
3	Gum Boot	1 pair	3 yrs
4	Fireman Axe	1 no	10 yrs
5	Hand Glove	1 pair	2 yrs
6	Masks	1 no	2 yrs
7	Fireman belt with pouch	1 no	5 yrs

**Second Schedule.**  
(see Rule 57)

**STAND-BY DUTY CHARGES ON DEPLOYMENT OF FIRE APPLIANCE**

1. **Deployment of Fire Service on Stand-by duty.**- The Director or any other officer authorized by him in this behalf may on receipt of a request and subject to availability permit in public interest deployment of fire fighting appliances along with crew during public functions on payment of charges as mentioned in the table below:-

Sl.No.	Type of Appliance & equipments	Charges per hour or part thereof [Rupees]	Pumping Operation per trip [Rupees]	Other Charges [Rupees]
1	Water Tender/ Foam Tender/ Water Bowser	500.00	1000.00	@ 50.00 per liter foam concentrate consumed.
2	Portable Fire extinguishers of any type	100.00	-----	---

2. **Stand-by duty Charges to be paid in advance.**- The payment shall be made in advance through a bank draft/pay order in favour of DDO Headquarters, Fire & Emergency Services, Mizoram payable at Aizawl.
3. **Accommodation for the members of Fire Service.**- In case deployment of Fire Service on stand-by duty exceeds 24 hours in continuation the requesting party shall make necessary arrangements for the accommodation of the members of Fire Service free of any charge.