

# Tamil Nadu Fire Service Rules, 1990

TAMILNADU

India

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### Rule TAMIL-NADU-FIRE-SERVICE-RULES-1990 of 1990

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Tamil Nadu Fire Service Rules, 1990Published vide Notification No. G. O. Ms. No. 1015, Home, dated 16.5.1990 - No. S.R.O. A-121/90Last Updated 22nd May, 2019No. S.R.O. A-121/90. - In exercise of the powers conferred by sub-section (1) of section 27 of the Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985), the Governor of Tamil Nadu hereby makes the following rules: -

## Chapter I

### 1. Short title and extent.

(1)These rules may be called the Tamil Nadu Fire Service Rules, 1990.(2)These rules shall extend to the whole of the State of Tamil Nadu.

### 2. Definitions.

- In these rules, unless there is anything repugnant to the subject or context, -(a)"Act" means the Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985);(b)"Appendix" means an appendix appended to these rules;(c)"Form" means a Form annexed to these rules;(d)"standard" means the standard prescribed or recommended by the Indian Standards Institutions, Government of India, New Delhi;(e)"duty" means the duties prescribed for the members of the service in these rules;(f)"licence" means a licence issued under section 287 of the [Chennai] [Substituted for the word 'Madras' by City of Madras (Alteration of Name) Act, 1996 (Tamil Nadu Act 28 of 1996).] City Municipal Corporation Act, 1919 (Tamil Nadu Act IV of 1919) or section 249 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), as the case may be, and includes a licence issued under the Factories Act, 1948 (Central Act LXIII of 1948) or the rules made thereunder or the Arms Act, 1959 (Central Act 54 of 1959) or the rules made thereunder or the Cinematograph Act, 1952 (Central Act XXXVII of 1952) or the rules made thereunder or the Indian Explosives Act, 1884 (Central Act IV of 1884) or the rules made thereunder or the Explosive Substances Act, 1908 (Central Act VI of 1908) or the rules made thereunder or the Petroleum Act,

1934 (Central Act XXX of 1934) or the rules made thereunder or the Gas Cylinder Rules, 1981 or the Tamil Nadu Places of Public Resort Act, 1888 (Tamil Nadu Act II of 1888) or the Special Rules for Multi-storeyed Buildings, 1975;(g)"precautions" means fire precautions as may be specified against fire risk notified by the Government, from time to time, under section 13 of the Act;(h)"Fire Officer" means a Member of the Tamil Nadu Fire Service of and above the rank of Assistant Station Fire Officer and Officer in charge of the Station and also shall include the Leading Fireman in cases where the Assistant Station Fire Officer and Station Fire Officer are absent;(i)"order" means the Government order or orders specified in the Tamil Nadu Fire Service Manual, 1974 and the General or Standing .[Orders issued by the Director of Fire Service;] [Now, re-designated as the Director of Fire and Rescue Services](j)"accident" means fire accident;(k)"special services" means rescue calls arising out of other accidents and such other services as are specified under the Tamil Nadu Fire Service Manual, 1974;(l)"jurisdiction" means the territorial jurisdiction of the Fire Station, Divisional Fire Officer or Deputy Director of Fire Services as may be notified by the Government.

## **Chapter II**

### **Personnel of the Department**

#### **3. Appointment of Members of Fire Service.**

- The Members of Fire Service shall be those appointed in accordance with the special rules-framed by the Government.

#### **4. Postings and transfers.**

- The Members of Fire Service up to the rank of Assistant Divisional Fire Officer shall be made in accordance with the Tamil Nadu Service Fire Subordinate Rules. The transfer up to the rank of Divisional Fire Officer shall be made by the Director and above the rank of Divisional Fire Officers shall be made by the Government in consultation with the Director.

#### **5. Conduct of Members of Fire Service.**

- The Tamil Nadu Government Servants Conduct Rules, 1973 and Order Nos. 18 and 110 of the Tamil Nadu Fire Service Manual shall apply to the Members of Fire Service.

#### **6. Duties of the Member of Fire Service.**

(1)Director. -(a)The administration of fire service throughout the areas where the Act is in force shall vest with the Director of Fire Service.(b)The Director shall be responsible to the Government for the control and management of the fire-fighting forces, fire prevention wings and appliances. He shall advise the Government in all matters relating to fire-fighting including the advice on licensing of manufacture or storage of commodities under the rules.(c)The Director may issue, without reference to the Government, standing or general orders, on matters of routine or executive

instructions or circulars or circular instructions or circular memorandum, provided that he shall not issue an order which relates to a point of law without previous reference to Government.(d)The Director shall be responsible for maintaining strict discipline and the highest possible standards of efficiency in the fire-fighting forces under him. He shall ensure this by making frequent inspections and by keeping in close touch with the Deputy Director, Divisional Officers and Station Fire Officers.(e)The Director may make such disposition of the staff members of the auxiliary force, engines and appliances for the fire stations.(f)The Director shall, subject to such general directions as Government may give, from time to time, appoint staff and shall also take such disciplinary action against them as he considers necessary in accordance with the relevant rules on the subject.(2)Deputy Director. - (a) He shall assist the Director of Fire Service and endeavour to establish and maintain efficiency and discipline, uniformity of procedure and practice and co-operation of Fire Officers and men of the divisions under his region.(b)He shall exercise his powers in the matter of appointment, postings, leave, punishments and appeals, regulate the method of recruitment, pay and allowances, pensions, discipline and conduct of all the subordinate officers under his control as provided for in the statutory rules.(c)He shall conduct periodical inspections, surprise checks of fire stations and other fire service institutions under his control and shall make out inspection reports to the Director.(d)He shall inspect periodically and check, by surprise, the place of factories, multi-storeyed buildings, place of public resort and the places run under fire licence and send reports of inspections to the Director and remarks to the subordinate jurisdiction Fire Officers for follow up actions.(e)He shall take all possible measures to enforce fire precautions in factories, places of public resort, multi-storeyed buildings and the places to which fire licences were issued through his subordinate Fire Officers having the respective jurisdiction.(3)Divisional Fire Officer. - (a) The Divisional Fire Officer shall exercise general supervision and control over all the fire stations in his division.(b)His powers in the matter of appointment, postings and punishments are detailed in the appropriate sections of the manual and in the statutory rules issued by the Government, from time to time, to regulate the method of recruitment, conditions of service, pay and allowances, pension, discipline and conduct of the subordinate officers working under him.(c)He is responsible for the administrative and operational efficiency of all the fire service institutions under him and for all matters relating to their internal economy and management.(d)He shall conduct periodical inspections, surprise checks of fire stations and other fire service institutions under his control and shall make out inspection reports to the Deputy Director.(e)At the close of the week, the Divisional Fire Officer shall submit to the Director through the Deputy Director concerned the weekly report in Form No. 18.(f)While at headquarters or during inspection or visits to other fire stations, the Deputy Director of Fire Service and the Divisional Fire Officers shall, as far as possible, attend fire calls received at the fire station concerned. They may, however, use their discretion in this regard and attend such calls in which their presence will be essential for technical guidance. In the City of [Chennai] [Substituted for the word 'Madras' by the City of Madras (Alteration of Name) Act, 1996.] the Deputy Director, when available, and the Divisional Fire Officer shall attend all major fires involving loss of human lives, whether the fire-fighting operations as such demand the presence of the superior Fire Officers or not.(g)The Divisional Fire Officer shall visit the scene of a major fire after the incident, to make on the spot study to frame his special report or to educate the villages on the need for organising fire fighting squads. If a journey to the fire spot after the occurrence of a major fire is considered unwarranted, the countersigning authority may disallow the travelling allowance claimed for the

particular journey by the officer concerned.(4)Divisional Fire Officer, State Training School and State Workshop. - (a) He shall have the direct control over the Tamil Nadu Fire Service, State Training School and State Workshop, [Chennai] [Substituted for the word 'Madras' by the City of Madras (Alteration of Name) Act, 1996 (Tamil Nadu Act 28 of 1996).]. He shall be responsible for the proper administration of the school and workshop. He shall exercise discipline and control over the staff of State Training School and Workshop and is responsible for the disbursement of the pay and allowances of the staff.(b)He shall be personally responsible for the safe custody and proper maintenance and accounting of all Government property attached to the school and workshop. He shall draw up programmes for the various courses of training conducted at the school in accordance with the syllabus prescribed for the respective courses. He shall supervise all the courses of training conducted at the school.(c)He shall take as many lecture classes as possible. He shall arrange for the instructional visit of trainees to industrial establishment and for their training in swimming and underwater rescue work.(d)He shall also carry out any other duty that may be assigned to him by superior officers.(5)Assistant Divisional Fire Officer. - (a) One or more Assistant Divisional Fire Officers shall be attached to each Divisional Fire Officer at the Divisional Headquarters. The Assistant Divisional Fire Officer shall assist the Divisional Fire Officer in executive or operational work including fire prevention. In the absence of the Divisional Fire Officer on camp or on casual or other similar leave, the Assistant Divisional Fire Officer shall attend to all executive or operational matters relating to the operational or executive aspects of the administration requiring immediate attention of the Divisional Fire Officer, he shall arrange to send them to his camp or obtain orders over telephone in emergent cases. He shall not correspond directly or indirectly with any one outside the department.(b)He shall also supervise and control the fire stations in the Division under the directions of the Divisional Fire Officer and attend fire calls responded to by the station where he is available on duty. He shall scrutinise copies of General Diaries received from fire stations and the weekly diaries received from the Station Fire Officers and bring to the notice of the Divisional Fire Officer any defect, irregularity or point of interest or importance noticed in them. He shall also attend to any other duty that may be specifically assigned by the Divisional Fire Officer, such as visit to fire stations, inspection of Government building, places of public resort, trades involving risks from fire, etc. Whenever he makes any inspection under the orders of the Divisional Fire Officer, he shall send a report to such Divisional Fire Officer.(6)Assistant Divisional Fire Officer (Transport). - The Assistant Divisional Fire Officer (Transport) shall be in charge of the Fire Services State Workshop in [Chennai] [Substituted for the word 'Madras' by the City of Madras (Alteration of Name) Act, 1996.]. He shall be responsible for the efficient administration and economical working of the workshop. He shall be consulted on technical matters, like repairs, alterations, replacements and condemnation of fire service appliances and equipments. He shall also be responsible for -(a)the discipline, control and supervision of the workshop staff;(b)the proper allocation and even distribution of work among the staff of the workshop;(c)the proper receipt, safe custody, issue, utilisation and accounting of all stores, spare parts, tools, accessories, etc., and disposal under proper authority, of all surplus, obsolete, unserviceable and condemned articles;(d)correct receipt, safe custody and proper maintenance of the vehicle attached to the workshop and of vehicle received at the workshop for repairs;(e)the satisfactory and prompt execution of all jobs undertaken by the workshop;(f)the avoidance of all wasteful expenditure;(g)the correct maintenance of all the records prescribed in Appendix XII of the Tamil Nadu Fire Service Manual, Volume II and organisation and function of the Fire Service Workshop as detailed in Order Nos. 417 to 446 to the Tamil Nadu Fire

Service Manual;(h)testing of stores purchased by the Directorate at [Chennai] [Substituted for the word 'Madras' by the City of Madras (Alteration of Name) Act, 1996 (Tamil Nadu Act 28 of 1996).] and submission of test reports;(i)procurement of spare parts and accessories required;(j)training of Fireman Drivers selected for promotion as Driver Mechanics;(k)any other duties entrusted to him by superior officers, from time to time.(7)Station Fire Officer and Assistant Station Fire Officer. - (1) The Station Fire Officer or the Assistant Station Fire Officer in charge of a fire station of the Tamil Nadu Fire Service shall -(a)be responsible for the efficient working of the fire station and proper maintenance of appliances and equipments under his control and attend all fire calls promptly and efficiently. He shall be assisted by an Assistant Station Fire Officer in his duties;(b)be available and hold himself in readiness for any duty he may be called upon to perform by his superior officers, at any time, and keep his superior officers acquainted with all matters coming to his knowledge, affecting his own fire station or the Fire Services Directorate in general;(c)obey implicitly all orders of his superior officers and extract the strictest obedience and civility from those serving under him, devote whole-hearted attention to his duties, and set an example to his men by sobriety, cleanliness, promptitude, civility and devotion to his duties;(d)take charge and be responsible for all appliances, stores, equipments, etc., issued to the fire station and submit a report to his superior officers as to the correctness or otherwise of such articles taken charge of. He shall submit a requisition to his superior officers for the requirements of their fire station as and when necessary;(e)see that all appliances and equipments are kept clean and in proper working condition showing them properly for immediate use in times of fires and other emergencies without loss of time;(f)instruct and drill all men under his charge in the use and maintenance of fire appliances and equipment;(g)hold a muster parade for the periodical inspection of uniforms, clothing, boots and equipments at least once a month to see that the operational staff in the fire stations keep themselves and their clothing in clean and good condition and to report shortage, if any, to his superior officers;(h)ensure that the roll is called at such time as his superior officer considers most suitable, but it shall be done compulsorily at the time of change over of duties;(i)carry out surprise turn outs at odd hours at least once a month to ensure prompt attention of staff and prompt availability of fire appliances;(j)ensure that the fire station time clock is checked with the clock or time signal at least twice a day at proper intervals;(k)see that the men placed on fire station and sentry duties are properly dressed and are acquainted with their duties;(l)see that the communication system is in proper working condition and send an immediate report to appropriate authority in case of any defect or failure;(m)keep himself and other staff on duty in readiness at all times to receive superior officers and give, if required, an accurate account of all matters connected with the station under his charge;(n)see that the fire pumps in the fire station which have not otherwise worked during a week have water passed through them at least once every week;(o)report at once to the superior officer and the police any damage or casualty that may have occurred as a result of accident;(p)keep himself and his staff acquainted with the water-supply within the area under his charge. In cases, where fire hydrants, fire alarm, underground reservoirs, fire-fighting tube-wells are provided, it shall be his duty to examine, with the help of his staff, those hydrants and water-supply arrangements falling within his jurisdiction periodically as may be fixed, from time to time;(q)keep himself and his staff acquainted with the network of communication system as may be existing in the service;(r)keep himself and his staff acquainted, as far as possible, with the topography of his own and adjoining areas, as well as fire risks in such areas;(s)maintain all registers, log-books, occurrence books, attendance rolls, etc., up-to-date and submit all returns and statements including pay rolls of his staff to his superior

officers every month. All fire and special services reports shall be submitted by him within 48 hours of the ' occurrence, Sundays and holidays being excepted;(t)carry out periodical inspection of places involving fire risk;(u)be responsible for all administrative matters relating to the station such as-(i)the proper utilisation and accounting of the permanent advance sanctioned to the station;(ii)the correct preferment of claims against Government account and the safe custody and prompt and proper disbursement of all sums drawn on Government account to the appropriate persons entitled to receive them;(iii)the collection, custody and remittance to the credit of the appropriate head of the Government account all dues to Government such as ambulance receipts, stand-by pumping charges, recovery ordered from personnel, etc.:(iv)the receipts, custody and issue of all items of appliances, equipments, stores and other valuables supplied on Government account and prompt disposal under proper authority of all condemned and unserviceable article;(v)the proper maintenance of all prescribed records and registers;(v)also be responsible for carrying out any other duty, that may be assigned to him by his superior officers;(w)be responsible to see that the standard tests such as weekly, monthly of all fire equipments, appliances, vehicles, hose in the station are carried out as prescribed in Form No.29 (Fire Station Genera) Diary Forwarding Docket) and Form No. 49 (Log-Book) in the Tamil Nadu Fire Service Manual, Volume II and that entries are made in the Station Occurrence Book and Log-Book, etc.(2)It shall be the duty of the Station Fire Officer in charge of Fire Station or, if the Station Fire Officer, is absent from duty, the Assistant Station Fire Officer in charge of the Fire Station for the time being, to receive from the Divisional Fire Officer of his division on the first working day of every month, or any subsequent day on which payment may be made by the latter, pay and allowances or the officers and personnel of the Fire Station in his charge for the officers and personnel of the Fire Station in his charge for the preceding month, and to disburse the amount to those officers and personnel according to the acquittance rolls prepared by the Divisional Fire Officer. For the amount received by him from the Divisional Fire Officer, he shall give a receipt. Any amount not disbursed during the day shall be returned to the Divisional Fire Officer on the next day:Provided that the Station Fire Officer or the Assistant Station Fire Officer disbursing the pay shall be relieved of operational duties during the time taken for disbursement. The Divisional Fire Officer concerned shall so arrange that on the pay day, the Station Fire Officer or the Assistant Station Fire Officer in charge of a Fire Station is assisted by another officer competent to take charge of a fire incident on call. The Station Fire Officer on duty shall exercise control and supervision over the work of the Leading Firemen. He shall report at the fire control room ten minutes before the time scheduled for change over of duties in order to acquaint himself with all matters current and pending of operational and administrative importance. He shall be alert throughout the watch period and shall not leave the control room on any account unless his duties are properly arranged to be looked after during such period by making proper entries in the Fire Control General Diary. He shall be responsible for the efficient working of the fire control and for the allocation of specific duties to each Leading Fireman on duty at the time. He shall ensure that all records and registers are properly maintained and reports and returns due to superior officers are sent correctly and promptly. He shall not allow unauthorised persons to enter the control room. He shall carry out any other duty assigned to him by his superiors.(3)(a)In case of a fire station having a Station Fire Officer and Assistant Station Fire Officer, the former shall be in charge of the station and the latter shall assist him in carrying out the above-mentioned duties.(b)In the absence of the Station Fire Officer, the Assistant Station Fire Officer shall be in charge of a fire station.(8)Station Fire Officer (State Training School). - (a) The Station Fire Officer,

State Training School shall assist the Divisional Fire Officers, State Training School in conducting various courses of training as specified in the Order No. 447 of Tamil Nadu Fire Service Manual, Volume I and gives lectures and drills as per the syllabus for various courses of training conducted at State Training School as specified in Appendices III to IX and XI of Tamil Nadu Fire Service Manual, Volume II.(b)He shall accompany the trainees during their instructional tour of industrial establishment. He shall also perform any other duty that may be assigned to him by the Divisional Fire Officer.(9)Station Officer (Transport). - The Station Officer (Transport) shall be in-charge of the Mobile Repair Squad in the Division. He shall be responsible for the proper maintenance of all vehicles in the division and for the efficient administration and economical working of the Mobile Repair Squad. He shall be consulted on technical matters, like repairs, alterations, replacements and condemnation of fire service appliances and equipments. He shall also be responsible for -(a)the discipline, control and supervision of the Mobile Repair Squad staff under him;(b)the proper allocation and even distribution of work among the staff of the squad;(c)the satisfactory and prompt execution of all jobs entrusted to the squad;(d)the proper receipt, safe custody, issue, utilization and accounting of all stores, spare parts, tools, accessories, etc., and disposal under proper authority of unserviceable and condemned articles;(e)the correct receipt, safe custody and proper maintenance of vehicles entrusted to the squad for repairs;(f)the avoidance of wasteful expenditure;(g)the correct maintenance of all the registers, records and periodicals as prescribed in Order No. 416 of the Tamil Nadu Fire Service Manual, Volume I and prompt submission of all periodical returns;(h)procurement of spare parts, accessories, etc.;(i)training Fireman selected for promotion as Fireman Driver or Fireman Mechanic;(j)any other duty entrusted to him by superior officers.(10)Leading Fireman. - (1) The Leading Fireman of a Fire Service shall -(a)be available at the fire station, to which he is posted, while on duty;(b)obey implicitly all orders of his superior officers and maintaining the strictest obedience and civility among those serving under him;(c)see that the men placed under him on duty are properly dressed and are assigned duties pertaining to the fire station and fire appliances and such other duties that may be incidental to the efficient working of the fire station. He shall also be responsible for maintaining the fire station premises clean and tidy and appliances and equipment in neat and efficient working condition and ready for immediate use;(d)see that all equipments, gears, etc., are properly accounted for and be responsible for the same when in charge of fire appliance or equipment. In case of any loss or damage of articles or equipments, uniform, clothing, etc., he shall immediately report it to his next senior officer;(e)keep his superior officers acquainted with all matters coming to his knowledge affecting the fire station staff or the Fire Services Directorate in general;(f)be responsible for keeping the fire station premises, such as appliance rooms, offices, drill yard, watch rooms, workshop, dormitory, drill tower, hose drying tower, etc., neat and clean by washing, when necessary and keeping appliances, equipment, gears, etc., clean and tidy;(g)keep himself alert to attend to fires, special services like rescue jobs, stand-by duties at exhibitions, fairs, puja pandals, pumping out water from waterlogged areas, tanks or ditches, destroying films, fire drills and removing overhead signboards constituting public danger, etc., in the shortest possible time on the alarm being sounded in and to carry out any order given by an officer in this connection to perform the work promptly;(h)thoroughly inspect the fire appliances for which he shall be responsible and report to the officer in charge of the fire station of having verified the same. The Leading Fireman shall be jointly and severally responsible to the officer in charge of the fire station for the appearances, scrupulous cleanliness of vehicles, polishing and painting of equipment, appliances and vehicles,

proper cleaning of the hoses, floors, walls, doors and windows of the premises, garages and drill towers and smoke chamber. Leading Fireman and other ranks accommodated in barracks or dormitory shall, solely, be responsible for the proper cleanliness and orderly arrangement of their personal belongings. They shall also be responsible for the safety of the various fixtures, sanitary and electrical fittings in such premises;(i)carry out any duty when ordered by an officer on the fire ground, to efficiently and promptly extinguish the fire or to perform any reasonable work;(j)check up that the wheels and undercarriages of the fire appliances and vehicles are properly cleaned and are in order;(k)perform round duties at night to pay surprise checks on the sentry, fire station properties and guard rooms and report any discrepancy immediately to the control room and to the officer on duty;(l)respect all officers of the fire station by saluting when on parades and drills and otherwise when called during his duty period by coming to attention;(m)perform parade and drills as per scheduled routine or such other drills as may be ordered by the officer in charge and to attend all kinds of authorised demonstration relating to fire service, in and outside fire station;(n)remain in proper uniform during his duty hours. Both the outgoing and incoming batches shall fall in during change-over of duties in proper uniform;(o)assist the fireman in loading and unloading of petrol containers on and from vehicles at the fire station, scene of fire, places of duty at exhibition, fairs, etc., and also places of storage;(p)be responsible for the writing up of general diary. If he is otherwise busy, it may be entrusted to a Fireman who is conversant with maintaining records. The ultimate responsibility for the correct maintenance of the General Diary shall, however, be that of the Leading Fireman;(q)be responsible for the safe custody of all moneys received by him in the absence of the Station Fire Officer and Assistant Station Fire Officer and the proper handing over of all such moneys to the Station Fire Officer and Assistant Station Fire Officer when he comes to duty at the fire station as laid down in Chapter XXIII of the Tamil Nadu Fire Service Manual, Volume I;(r)be responsible for the proper discharge of any other duty assigned to him by the Station Fire Officer or Assistant Station Fire Officer.(2)The Leading Fireman on duty shall assist the Station Fire Officer in the efficient working at, and maintenance of, the fire control. He shall report at the fire control room ten minutes before the commencement of the shift. He shall be responsible for -(i)the prompt, correct and instantaneous transmission of all incoming fire ambulance or emergency call to the fire station;(ii)the correct recording of all such calls and message received at the fire control room;(iii)the immediate and accurate disposal of all such calls and messages as indicated by the contents;(iv)the recording of the movement of the staff, appliances and equipments, maintenance of the availability and disposition boards in minute-to-minute details;(v)the synchronisation of all station clocks with the local telephone exchange time at every change-over of the station watches and recording the fact of having done so in the Fire Control General Diary;(vi)execution of such other duties as are entrusted to him by the Station Officer. He shall be alert throughout the watch period. While on duty, he shall not leave the fire control room on any account without the specific permission of the Station Fire Officer which, if granted, shall be recorded in the General Diary.(11)Leading Fireman (State Training School). - The Leading Fireman (State Training School) shall be responsible for conducting physical training classes for all trainees. He shall assist the Divisional Fire Officer and the Station Fire Officer in conducting various drills and demonstrations to the trainees. He shall also perform any other duty assigned to him by the Divisional Fire Officer, or the Station Fire Officer, State Training School.(12)Leading Fireman (Station Telephones). - (1) The duty of Leading Fireman in charge of the Station Telephones shall be responsible for -(i)the correct recording of all calls and messages issued at the Fire Station;(ii)the immediate and accurate



disposal of all such calls and the messages as indicated by the contents;(iii)the recording of the movement of the staff, appliances and equipment, maintenance of the availability and disposition boards in minute-to-minute details; and(iv)execution of such other duties as are entrusted to him by superior officers.(2)The Leading Fireman on duty shall be alert throughout the watch period. He shall not quit the Fire Station telephone room on any account, no matter, how brief the absence be unless his duty is properly arranged to be looked after during such period by making proper entries in the Fire Station General Diary. Unauthorised persons shall not be allowed to enter the fire station telephone room.(13)Driver Mechanic (Fire Station). - (a) The Driver Mechanic shall be responsible for the supervision and maintenance of all appliances at his station in accordance with the instructions laid down in Appendix XVIII. He shall do oiling, greasing, correct maintenance of tyre pressure, petrol, water and all oil levels and checking of nuts, bolts, etc. He shall also be responsible for carrying out of all running repairs with the assistance of the Fireman Drivers, if necessary. It shall be his duty to inspect all the units of his station and report to the Station Fire Officer any defect and see that his report is entered in the General Diary. If he can rectify the defect, he shall do it at once. If spare parts are required, he shall immediately inform the Station Fire Officer.(b)He shall also attend all fire calls for which the station appliances are turned out.(c)He shall, when necessary, work as a Fireman Driver. He may be posted on duty during day or night watches at the discretion of the Station Fire Officer.(d)It shall be essentially the duty of the Driver Mechanic to see that all sanctioned appliances attached to the station are kept in perfect working condition at all times. He may be called upon to explain, if there is any breakdown or mechanical trouble in a vehicle, which could normally have been avoided by diligent action on his part.(e)He shall also perform any other duty as are assigned to him by the Station Fire Officer.(14)Driver Mechanic (Workshop and Mobile Repair Squad). - The Driver Mechanic attached to the State Workshop or the Mobile Repair Squad shall be responsible for carrying out efficiently and economically all repairs to vehicles or other items of work entrusted to him by the Assistant Divisional Fire Officer (Transport) in the case of workshop and the Station Officer (Transport) in the case of Mobile Repair Squad. As soon as the job is allotted to him, he shall examine the repairs required and report them to the Assistant Divisional Fire Officer (Transport) or the Station Officer (Transport), as the case may be, along with a list of materials required to complete the job. He shall see that parts of the vehicles are not unnecessarily replaced when they can be repaired. He shall supervise the work of the Fireman Mechanic (and Fireman Labourers in the case of workshop) allotted to him for assistance for particular job. He shall also perform any other duty as may be assigned to him by the Assistant Divisional Fire Officer (Transport) or the Station Officer (Transport), as the case may be.(15)Fireman Driver. - The Fireman Driver of a fire station shall -(a)be available at the Fire Station to which he is posted while on duty;(b)obey implicitly all orders of his superior officers and extract the strictest obedience and civility from those serving under him, if any;(c)be responsible for the proper upkeep and mechanical condition, maintenance of the vehicles and pumps under his charge;(d)start at least twice a day or as may be directed by his superior officers the fire appliances and other vehicles in his charge and check petrol, oil, lubricant, radiator, water-level, lights, brake, etc., to make sure that the same are in serviceable conditions and report the same to the officer on fire station duty and report the defect, if any, immediately to the officer on station duty as laid down in Appendix 18 of the Tamil Nadu Fire Service Manual, 1974.(e)keep an inventory of all articles and equipment under his charge and maintain a record of time at work, mileage, petrol and oil consumption, etc.:(f)attend minor defects of appliances and vehicles at fire station level without sending to workshop;(g)be physically present

and render all help to the mechanics while any repair to appliances or vehicle is done in the station;(h)do servicing of the undercarriages and engines of appliances and vehicles on a working day to be decided by the officer in charge for their proper upkeep and maintenance and also fill petrol in the tanks of the vehicles at the fire stations and assist the Fireman in loading and unloading of petrol containers on and from vehicle at the scene of fire or places of duty at exhibitions.Explanations. - "Servicing" means -(i)thorough cleaning of engines or appliances and vehicles including pump side;(ii)pouring of engine oil and lubricants in the engine and pumps;(iii)thorough cleaning of the undercarriage with the help of kerosene oil and by scrapping the stickily, oily coating of the undercarriage after washing of the undercarriage is done;(iv)application of one coat of anti-corrosive paint, as and when required or ordered by superior officer;(v)thorough cleaning and lubrication of grease and oil nipples;(vi)removal of wheels, and papering of corrosions, re-painting and re-fixing;(vii)proper maintenance and upkeep of batteries;(i)perform parade and drills as per the scheduled routine or such other drill as may be ordered by the officer in charge and attend all kinds of authorised demonstrations relating to fire service, in and outside the fire stations;(j)remain in proper uniform during his duty hours. Both the outgoing and incoming batches shall fall in during change-over of duties in proper uniform;(k)carry out any other duty relating to the maintenance, mobility and operation of fire appliances, motor vehicles, pumps or other fire-fighting and rescue gears as may be ordered by his superior officer;(l)respect all officers of the station by saluting when on parades and drills and otherwise when called during his duty period by coming to attention;(m)maintain a log-book in Form 49 as prescribed in the Tamil Nadu Fire Service Manual, Volume II for each motor vehicle engine pump in his charge;(n)report all defects immediately to the Leading Fireman;(o)in the absence of the Driver Mechanic of the station, the Fireman Driver in charge of the unit shall be responsible for carrying out the duties of Driver Mechanics in respect of his units;(p)when the situation warrants, a fireman driver shall also be posted to do the work of a fireman. He shall also perform any other duty assigned to him by the Station Fire Officer.(16)Ambulance Driver. - The Fireman Driver when posted in charge of an ambulance shall be responsible in addition to the duties and responsibilities referred to in Order 148 of the Tamil Nadu Fire Service Manual, Volume I for -(a)the safe loading, transporting and unloading of patients with the help of the ambulance attendant;(b)collection of the charges due towards the call;(c)the correct issue of receipts for moneys collected for service rendered and handing over the collections to the Station Fire Officer; and(d)the proper discharge of any other duty assigned to him by the Station Fire Officer.(17)Fireman Mechanic (Workshop and mobile repair squad). - The Fireman Mechanic shall be responsible for carrying out all the jobs entrusted to him by the Assistant Divisional Fire Officer (Transport) or Station Officer (Transport). He shall assist the Driver Mechanic in carrying out repairs to vehicles. He shall also perform any other duty assigned to him by the Assistant-Divisional Fire Officer (Transport) or Station Officer (Transport), as the case may be.(18)Fireman Labourer. - The Fireman Labourer shall generally be posted to work with or under a Driver Mechanic or a Fireman Mechanic in the workshop and shall be responsible for the execution of any job entrusted to him. He shall also perform any other work allotted to him by the Assistant Divisional Fire Officer (Transport).(19)Fireman. - (1) This category shall consist of Fireman, Fireman Messengers, Fireman Sentries, Fireman Orderlies, Fireman Labourers and Ambulance Attendants. They shall work under the Leading Fireman. The Fireman of a Fire Station shall-(a)be available at the Fire Station, to which he is posted while on duty;(b)obey implicitly all orders of his superior officers and hold himself in readiness to carry out all duties

assigned to him by his superior officers promptly and efficiently;(c)keep himself and his quarters, if provided, neat and clean;(d)devote whole-hearted attention to his duties;(e)be an example to others for sobriety, cleanliness, promptitude, civility and devotion to duty;(f)be responsible for keeping the fire station premises, such as appliance rooms, offices, drill yard, watch rooms, workshops, dormitory, drill tower, hose drying tower, etc., neat and clean by washing when necessary and keep the appliances, equipment gears clean and tidy;(g)be alert and keep himself in readiness to attend to fires, special services like rescue calls, stand-by duties at exhibitions, fairs, puja pandals, pumping out water from water-logged areas, tanks or ditches, destroying films, fire drills, removing overhead signboards, constituting public danger, etc., in the shortest possible time on alarm being sounded and carry out any order given by an officer in this connection to perform the work promptly;(h)keep himself acquainted with topography of his own and adjoining areas as well as fire risks in such areas;(i)carry out duties assigned to him, from time to time, and be responsible jointly and severally to the Leading Fireman of the fire unit for the care, appearance and scrupulous cleanliness of the unit and all equipments, correct upkeep, storage and maintenance thereof;(j)carry out proper maintenance and handling of equipments and gears of the vehicles, perform guard duties, workshop duties, control room and watch room duty, Fire Station Officer's office duty and despatch messenger's duty;(k)thoroughly inspect the fire appliances for his work and report to the Leading Fireman of having verified the same. The Fireman shall be jointly and severally responsible to the Leading Fireman of the unit for the appearance and scrupulous cleanliness of the vehicles, polishing and painting of equipments, appliances and vehicles, proper cleaning of the hoses, floors, walls, doors and windows of the premises, garages, drill towers, etc. Fireman and other ranks accommodated in the barracks or dormitory shall be responsible for the proper cleanliness, orderly arrangement of their personal belongings, etc. They shall also be responsible for the safety of the various fixtures and sanitary and electrical fittings in such premises;(l)perform all duties assigned to him by a senior officer in the interest of public service at fire station and fire operational ground;(m)perform parade and drills as per scheduled routine or such other duties as may be ordered by the Officer in charge and attend all kinds of authorised demonstration relating to fire service in the outside fire stations;(n)remain in proper uniform during duty hours. Both the outgoing and incoming batches shall fall in during change-over of duties, in proper uniform;(o)while on fire ground or special job, etc., not leave his post without the permission of an officer and carry out any order given for the prompt extinguishing of the fire or rescue work;(p)respect all officers of the fire station by saluting when on parades and drills and on sentry duty and otherwise when called during his duty period by coming to attention;(q)assist Fireman Driver, during the servicing of the vehicle by removing the wheels and re-fitting the wheels of the fire units and during removal of the batteries from the fire units, re-setting for the purpose of charging and others. He shall also assist the Fireman Driver in checking the charge condition and distilled water level in the battery;(r)load and unload petrol containers on and from vehicles at the fire station, scene of fire, places of duty at exhibitions, fairs, etc., and also places of storage.(2)Fireman when posted as guard or sentry by turn or otherwise as may be deemed fit by the officers in charge of the fire station shall be properly dressed in uniform prescribed in the Order No. 353(c) of the Tamil Nadu Fire Service Manual, Volume I and shall not leave his post until he is duly relieved. While on guard duty, the Fireman shall -(a)guard all properties, fixtures, fittings and other effects both in the fire station premises and station surroundings;(b)see that all persons entering the fire station premises are directed to the officer in charge;(c)be aware and remain alert at all times;(d)control the movement of incoming and

out-going vehicles to avoid accident;(e)patrol round the entire premises and surroundings once in every fifteen minutes while on duty;(f)in the case of workshop search all persons leaving the workshop. He shall prevent any authorised article being brought into, or removed from, the workshop;(g)shall report to the persons in charge of the telephone in the workshop the movement of all officers and appliances arriving at and leaving the workshop.

## **7. Working hours.**

(a)The duty hours of the Deputy Director of Fire Service, Divisional Fire Officers and Assistant Divisional Fire Officers shall be from 10.30 a.m to 5.30 p.m on each day.(b)Fire Control. - [Chennai] [Substituted by the City of Madras (Alteration of Name) Act, 1996 (Tamil Nadu Act 28 of 1996).] City. - The fire control in Chennai city shall be manned all the 24 hours of the day and night, by two watches, one by day and one by night each watch with a Station Fire Officer and 8 (eight) Leading Firemen. The day watch shall be from 08.00 hours to 17.00 hours and night watch from 17.00 hours to 08.00 hours. The Station Fire Officer on duty shall be in charge of the control room and be assisted by the eight Leading Firemen on duty.(c)Fire station. - Fire station functions round-the-clock. The staff attached to the fire station shall work on two shifts. The duration of duty hours of the staff shall be as follows:-Day shift ..... 08.00 hours to 17.00 hours.Night shift ..... 17.00 hours to 08.00 hours.The weekly change-over shift shall be done at 12.00 hours every Sunday.The telephones at the fire station shall be manned by a Leading Fireman on duty, by turn in the following timings: -From 08.00 hours to 13.00 hours.From 13.00 hours to 17.00 hours.From 17.00 hours to 22.00 hours.From 22.00 hours to 03.00 hours.From 03.00 hours to 08.00 hours.

## **Chapter III**

### **Particular Duties**

## **8. Station and other operational routine.**

(1)The Members of the Fire Service shall act in accordance with the procedure and attendance at Fire Station as envisaged under Chapter XII and Part III, Chapter XIII of Tamil Nadu Fire Service Manual, 1974.(2)The Members of the Fire Service not below the rank of Assistant Station Fire Officer and officer in charge of the fire station and the Leading Fireman in cases where the Assistant Station Fire Officer and Station Fire Officer is absent shall act in accordance with Part IV, Chapters XIV, XV and XVI of the Tamil Nadu Fire Service Manual, 1974.

## **Chapter IV**

### **Preventive Measures**

## **9. Preventive measures.**

(1)The Members of the Fire Service authorised under rule 8(2) shall report the negligence, carelessness, wilful commissions or omissions of the holders of the licence mentioned under rule

2(g) and sections 15,16,17 and 19 of the Act, to the Director of Fire Service through proper channel. On approval of the Director of Fire Service and after giving the owner or occupier, a reasonable opportunity not exceeding thirty days of making representation, shall take action to serve, detain or remove such objectionable objects or goods under section 13(2) of the Act. This shall be without prejudice to any prosecution that may be launched under sections 15,16,17 and 19 of the Act.(2)Prosecution procedure. - Officers not below the rank of Assistant Divisional Fire Officer upon the records made out by the Station Fire Officer and on obtaining sanction to prosecute from the Director of Fire Service shall lodge a complaint before the Court of competent jurisdiction against the offenders under sections 15,16,17 and 19 of the Act.

## **Chapter V**

### **Repairs and Replacement of Appliances and Stores**

#### **10. Repairs and replacement of appliances and stores.**

- The Director of Fire Service shall exercise power in the matter of repairs and replacement of appliances, procurement of stores and maintenance of the repair squad and workshop as per procedure contemplated in Chapters I, XVII, XIX and XX of the Tamil Nadu Fire Service Manual, 1974.

## **Chapter VI**

### **Training**

#### **11. Training.**

- The Director of Fire Service shall organise various training courses for different levels as envisaged in Chapter XI of the Tamil Nadu Fire Service Manual, 1974. He shall take the assistance of the Deputy Director of Fire Service at Headquarters and the Divisional Fire Officers (Training) and the Director, National Fire Service College, Nagpur. He shall also co-ordinate with the Government, the administrative department for Fire Service in the Government and the Personnel and Administrative Reforms (Training) Department in the Government and organise courses on administration and management training, seminars and conferences. He shall also co-ordinate with the Fire Advisor, Ministry of Home Affairs, Government of India, Chairman, Standing Fire Advisory Committee under the Ministry of Home Affairs and Director, Indian Standards Institutions and the Director, Supplies and Disposals, Government of India and organise courses on quality control and purchase procedure. He shall also coordinate with the Director, Central Building Research Institute, Rurkee and Fire Advisor, Ministry of Defence and Advisor, Communications, Government of India and organise courses on research and development. He shall be also responsible for the implementation of up-to-date technology in the department, for the betterment of service and technology in the department and to satisfy the safety needs of the public from the fire hazards.

## **Chapter VII**

### **Buildings**

#### **12. Buildings.**

- The Director of Fire Service shall exercise his powers in the matter of construction of new fire stations, providing permanent buildings for the old fire stations, construction of quarters for the staff and construction of static water tanks, following the procedures contemplated under Chapter XII of the Tamil Nadu Fire Service Manual as amended, from time to time. He shall also utilise the services of the Tamil Nadu Water and Drainage Board, the Corporations and Municipalities, major panchayats and Panchayat Unions for providing hydrant system to the required areas in the State so far as possible as fire protection system to the entire State.

## **Chapter VIII**

### **Office Procedure**

#### **13. Office Procedure.**

- The Director of Fire Service shall follow the office procedure contemplated in the District Office Manual, the Tamil Nadu Treasury Codes, Tamil Nadu Financial Codes and Fundamental Rules and other administrative Manuals issued by the Government of Tamil Nadu, from time to time.

## **Chapter IX**

### **General**

#### **14. General.**

(a) The Members of the Tamil Nadu Fire Service shall consist of various ranks in the Special Rules for the Tamil Nadu Fire Service and the Tamil Nadu Fire Subordinate Service and their number shall be as sanctioned by the Government, from time to time. (b) The recruitment and appointment of various ranks in the Tamil Nadu Fire Service shall be governed by the Special Rules for the Tamil Nadu Fire Service and the Tamil Nadu Fire Subordinate Service. The procedure for recruitment, appointment, transfers, postings, accommodation, uniform, transportation shall also be governed by the same rules and relevant orders in the Tamil Nadu Fire Service Manual. (c) The membership certificate shall be issued to various ranks of the department in the format prescribed in Appendix VIII appended to these rules. (d) (i) The structure of pay and allowances and the emoluments connected with their appointment shall be fixed by the Government, from time to time. (ii) Their discipline, control and appeal shall be governed by the [Tamil Nadu Civil Services (Classification, Control and Appeal) Rules, 1955] [Now, the Tamil Nadu Civil Services (Discipline and Appeal) Rules.] and the Tamil Nadu Government Servants Conduct Rules, 1973. (e) The deputation of members of the service to other organisations or foreign countries shall be governed by the

fundamental rules at the discretion of the Government of Tamil Nadu. (f) The members of the service shall be engaged in fire-fighting, rescue and relief operations on a safeguard to their life safety being an award of money compensation as per the Workmen's Compensation Act, 1923 (Central Act VIII of 1923) and a Group Insurance Scheme. Further, the family members who are suitable shall be appointed to suitable ranks in the force in the event of their death in action or on duty. Further, they shall be entitled to all the benefits applicable to the Government servants while dying in harness and all other legitimate compensation announced by the Government, from time to time. They shall also be entitled to receive any special awards granted by the Government or private person, company, Corporation, Boards and others. (g) Any member of the service shall resign his office, after, giving previous notice in the manner as prescribed for the Government servants. (h) The member of the service up to the rank of Assistant Divisional Fire Officer shall be entitled for all the "Rewards" contemplated under Chapter V of the Tamil Nadu Fire Service Manual. (i) The award amount of compensation for the member who is injured during action or while on duty or their death on the event shall be to the extent decided by the Tribunal for Workmen's Compensation or by any other Court competent to pass such an order in addition to all other benefits entitled to by the member while dying in harness. (j) The jobs such as private stand-by, pumpings and others undertaken utilising the men and machine power of the department shall be governed by the orders in the Tamil Nadu Fire Service Manual. The Government, by any special order, may treat such paid jobs as free at their discretion. (k) The members of the service holding various ranks shall be equivalent in ranks of various other para-military forces in the country by a special order and they shall enjoy the status and protocol on their day-to-day official affairs and on national occasions. Their dress regulation shall be regulated on these lines, from time to time, by the Government.

## **Chapter X**

### **Compensation**

#### **15. Compensation.**

- The Director of Fire Service may grant compensation to persons, who, while rendering effective service to the Fire Service in the discharge of their duties, met with accident to the extent fixed by the Government, from time to time, for injury and compensation to their dependents in the event of their death.

## **Chapter XI**

### **Auxiliary Force**

#### **16. Auxiliary Force.**

- The Director of Fire Service may organise the Auxiliary Force on the pattern developed by the Fire Adviser, Ministry of Home Affairs, Government of India and the expenditure thereof shall be borne by the Government from the State Contingent Fund. [The Director of Fire Service] [Now, the Director of Fire and Rescue Services.] shall be the recruiting authority for the members of Auxiliary

Force.Appendix

- 1. List of trades, storage and transportations coming under the purview of the Act.**
- 2. Form of notice to be sent to the defaulter.**
- 3. Form of Fire Licence (instead of NOC).**
- 4. Register to be maintained by Fire Officers and the parties issued with licence.**
- 5. Format of report on inspection remarks to the general licensing authority.**
- 6. Form of report to the Executive Magistrate.**
- 7. Form of report of defects/inspection to the Director of Fire Service by the Inspecting Officer through proper channel.**
- 8. Form of Certificate to members of Fire Service.**
- 9. Form of Certificate to members of Auxiliary Force.**
- 10. List of records and registers to be maintained in the Fire Station, Divisional Fire Office, Regional Fire Office and the Directorate.**

Appendix - 1List of Places, Storage and Transportation Coming Under the Purview of the Act

SI. No.	Purposes for which licence, permission or registration is required
(1)	(2)
1.	Large hotels, Restaurants, Bakeries and eatinghouses.
2.	Fish Oil - machine power.
3.	Other Oil - machine power.
4.	Boiling - Camphor or oil by machine power.
5.	Manufacture of ice.
6.	Storing, packing, pressing, cleansing, preparing or manufacturing by any process whatever.
7.	Ammunition.
8.	Chlorate mixture.



9. Explosive (Storing).
10. Fulminate of mercury.
11. Gun Cotton.
12. Gun powder.
13. Nitro-compound.
14. Nitro-glycerine.
15. Nitro-mixture.
16. Fireworks, preparing or manufacturing or storing.
17. Manufacturing of crackers.
18. Camphor.
19. Salt Petre.
20. Sulphur (including melting).
21. Fireworks.
22. Matches.
23. Flax.
24. Hemp.
25. Jute.
26. Gas.
27. Skins.  
Chemical preparations, carbolic acid, hydrochloric acid, nitric acid, pyritic acid, sulphuric acid, caustic potash, caustic soda, chemical fertilisers, benzol, bromoform, chloroform, iodoform, glycerine, acetone, nitro, nitrol, perchloride of mercury, chloride of potash, etc.
28. Cigars and Cigarettes.
29. Beedies.
30. Manufacturing articles from which offensive or unwholesome smells, fumes, dust or noise arise (Kumkums).
31. Carpentry and cabinet making.
32. Printing, composing, binding, etc.
33. Storing, dumping, curing, cleansing, etc.
34. Steam engines and boilers to construct or establish any factory, workshop or work-place in which it is proposed to employ steam power, water power, or other mechanical power, or electric power.
35. Using for any industrial purpose fuel or machine power.
36. Baling presses.
37. Cinema studio.
38. Combustible materials storage.
39. Cinematographic films - storing, transporting, handling, examining, repairing and exhibiting.
40. Storing ordinary camera roll films and X-ray films.
- 41.

42. Petroleum products - storing, packing, cleansing, preparing or manufacturing by any process whatever (Non-dangerous Petroleum between 760 F and 1500 F).  
(i) Non-dangerous Petroleum. -(a) Kerosene Oil. (b) Mineral Turpentine. (c) Powerine (Power Kero). (d) Furnace Oil. (e) Vapourising Oil. (f) Aviation Turbine Fuel 650 (g) Mobile Power Oil, etc.
43. (ii) Heavy Petroleum. -(a) High Speed Diesel Oil (H.S.D.). (b) Light Diesel Oil (L.D.O.). (c) Furnace Oil. (d) Tea Drier Oil. (e) Mobile diesel, etc.
44. (iii) Heavy Oils. -(a) Lubricating Oils. (b) Vaseline. (c) Petroleum Jellies. (d) White Oils. (e) Grease, etc.
45. Dyes (Vegetable or Chemical) - storing, selling, keeping, etc.
46. Paper (Printing, writing, including newsprint paper, cardboards, etc.) - storing, selling in retail or wholesale.
47. Silk (Rayon, Nylon, etc.) - manufacturing by any process whatever.
48. Silk (Rayon, Nylon, etc., waste or soiled) - storing or selling, in retail or wholesale.
49. Cloth (textiles, cotton, garments, dress, apparels, etc.) - By powerlooms, storing or selling in retail or wholesale, manufacturing by any process whatsoever.
50. Rubber (goods such as sheet, cloth, toys, shoe, etc.) - By machine power, manufacturing by any process whatever.
51. Studios - Cinemas, etc. - Cinema Houses, equipped with reproducing of sound with amplifiers, by projectors where public are admitted for amusement, entertainment, etc.
52. Fertilisers (chemical preparation of any kind) - manufacturing, packing, mixing, pressing, selling or storing, in retail or wholesale.
53. Paints (including distemper, varnish, spirits, linseed oil, polishes, etc.) - manufacturing, mixing, packing, pressing, cleansing by any process whatever.
54. Paints (including distemper, varnish, spirits, linseed oil, polishes, etc.) storing, selling by retail or wholesale.
55. Metals - Melting lead, beating, breaking, hammering, casting, etc., of metals.
56. Automobile shops - repairing, building, assembling - By power cleansing, etc., automobiles.
57. Tea stand, tea stall and tea shop which can be a source of fire accident.
58. Coffee hotels (cafe, restaurant, clubs), boarding houses, eating house, military hotels, tea clubs, drinking houses, ice cream parlours.
59. Meals hotels or eating houses.
60. Biscuit, bread and confectionaries, tea shops, etc., where public are admitted for the consumption of food or drink.
61. Places where preparation of edibles is made and stored, but public are not admitted for consumption of food or drink.
62. For manufacturing, packing, preparing, keeping or storing for human consumption (other than domestic use) -(1) Biscuit; (2) Bread; (3) Vermicelli.
63. Preparing Murukku, Masalvadai.
64. Keeping pigs.

66. Cattle yards and stables, using or allowing a place to be used as a stable, veterinary infirmary, stand, shed or yard for keeping or taking in quadrupeds for purpose of profit.
67. Keeping together twenty or more sheep or goat or ten or more head of cattle.
68. To open a new private cart-stand.
69. To keep open a private cart-stand.
70. To keep a cycle-stand where fees are charged.
71. Manufacturing, preparing, by any process whatsoever, aerated waters.
72. Bricks, tiles (Brick-kilns).
73. Carpets.
74. Condiments by machinery, grinding chillies by machinery, powdering seekai by machinery.
75. Coffee roasting.
76. Coffee grinding.
77. Coffee roasting and grinding (by hand power).
78. Fish oil by hand power.
79. Other oil by hand power, preparing or manufacturing of any process whatsoever.
80. Boiling/camphor or oil by hand power.
81. Manufacturing or distilling - Sage.
82. Storing, packing, dressing, cleansing, preparing or manufacturing, by any process whatever, dumping or selling, ashes, cinders.
83. Packing, pressing, cleansing, preparing or manufacturing, by any process whatever, candles.
84. Dyes (other than chemicals).
85. Storing, packing, pressing, cleansing, preparing or manufacturing, by any process whatever, blood, bones.
86. Catgut, fat tallow (including melting).
87. Dyeing, clothing, yarn silk.
88. Refining. -(1) Gold.(2) Gilding and electroplating by hand and machine power.
89. Selling wholesale or retail or storing for wholesale or retail trade, packing, pressing, cleansing, preparing or manufacturing, by any process whatever, cow-dung cakes.
90. Fins.
91. Flax hemp.
92. Offal.
93. Jute.
94. Leather.
95. Skins (above 50 cwts).
96. Horns.
97. Hair (dyeing or drying also).
98. Wool.
- 99.

- Packing, pressing, cleansing, preparing or manufacturing, by any processing whatsoever, soap snuff.
100. Tailoring (dress makers) using 70 or more sewing machines.
  101. Battery charging and repairing, vulcanising, retreading tyres, radio and electrical repairs and lumber materials, welding, etc.
  102. Automobile shops - repairing, building, assembling, cleaning, etc., of automobiles (by hand power).
  103. Printing presses - printing, composing, binding, etc. (by hand power employing 5 persons or less).
  104. Rubber tyres and tubes - storing, dumping, curing, cleansing, etc.
  105. Washing soiled clothes or keeping soiled clothes for the purpose of washing them or keeping washed clothes (by machine power).
  106. Dumping, shifting, selling or storing (charcoal, coal, storing cake, combustible materials).
  107. Selling or storing - Firewood.
  108. Grass, hay, dry leaves (combustible materials), straw, thatching materials.
  109. Timber, storage, processing.
  110. Storing - Line.
  111. Rags resin (including resin), spirits and turpentine.
  112. Tobacco (above 50 maunds).
  113. Cold storage of fish, etc.
  114. Poultry - To carry on the trade of a poulterer. Poultry - To use place for the sale of poultry.
  115. Selling wholesale or retail, storing for wholesale or retail trade, packing, pressing, cleansing, preparing or manufacturing by any process whatever - Jaggery.
  116. Selling wholesale or retail, or storing for wholesale or retail trade, onion, garlic, chillies (dried), selling wholesale or retail or storing for wholesale or retail trade, pressing, cleansing, preparing or manufacturing by any process whatever.
  117. Oil-cakes.
  118. Coconut fibre, selling for storing, fibres and articles made of coconut fibres.
  119. Storing, packing, pressing, cleansing, preparing or manufacturing, by any process whatever, Oil - gingelly, groundnut, coconut, castor, vegetable oils, margo, etc.
  120. Paper (waste paper) - Storing or selling in retail or wholesale.
  121. Paper (printing, writing including newsprint paper, card-boards, etc.) storing and selling.
  122. Sugar - packing, pressing, cleansing, preparing or manufacturing, by any process whatever, sugar - storing or selling retail or wholesale.
  123. Sugar-candy - packing, pressing, cleansing, preparing or manufacturing by any process whatever.
  124. Ink (writing ink, marking ink, etc.) manufacturing by any process whatever.
  125. Ink (printing ink) manufacturing by any process whatever.
  126. Crockery, enamelling, etc. - manufacturing by any process whatever.

127. Beedi leaves - storing or selling in retail or wholesale.
128. Thatching materials such as coconut leaves, woven coil mats, ropes, etc., storing or selling in retail or wholesale.
129. Tea (dust, leaves, powder, etc.), bread - storing or selling in retail or wholesale.
130. Articles, made of flour (biscuits) (bread) cakes, peppermint, chocolates, etc. - manufacturing by any process whatever.
131. Furniture (wood, metal, cane, bamboo, etc.) storing or selling in retail or wholesale.
132. Cloth (cotton textile) - manufacturing by any process whatever (by machine power).
133. Automobile - cleansing, servicing and body-building, etc. - manufacturing, assembling, repairing, stocking or selling in retail or wholesale, etc.
134. Cycle - manufacturing, assembling, storing or selling in retail or wholesale.
135. Glass (including mirror, glassware, glass plates, etc.) - manufacturing by any process whatever.
136. Glass (including mirror, glassware, glass plates, etc.) - storing or selling in retail or wholesale.
137. Rubber (goods, such as sheet, cloth, toys, shoes, etc.) - storing or selling in retail or wholesale.
138. Battery - storing, selling, manufacturing, assembling, servicing, etc.
139. Electrical instruments, apparatus, etc. - storing, selling, in wholesale or retail, manufacturing, assembling, servicing, etc.
140. Radio - storing, selling, retail or wholesale, manufacturing, assembling, servicing, etc.
141. Paper - packing, pressing, cleansing, preparing, manufacturing by any process whatever, making card-board boxes, envelopes, etc.
142. Fibres (materials made of jute, coir or any other fibre) - storing or selling in retail or wholesale.
143. And all other trades, storage and transportation as follows are covered and envisaged to the various rules, i.e. -
  - (1) Explosives Act.
  - (2) Petroleum Act.
  - (3) Carbide Act.
  - (4) Oil Fields Act.
  - (5) The Arms Act.
  - (6) Warehousing Corporation Act.
  - (7) The Emergency Risk (Hoods) Insurance Act, 1962.
  - (8) The Major Port Trust Act, 1983.
  - (9) The Coal Miners Compensation and Development Act, 1974.
  - (10) The Cinematograph Rules, 1948.
  - (11) Factories Act, 1948.
  - (12) The District Municipalities Act.

List of Inflammable Articles and Chemicals and Non-Chemicals

1. Jute in kutchha bales.

2. Jute in pucca bales.
3. Cotton in bales.
4. Gunny in any form.
5. Rubber, whether synthetic or natural including articles manufactured with rubber as an ingredient.
6. Asphaltum
7. Wax in any form
8. Bamboo.
9. Plastic except those made from one or more of the following ingredients, namely: -
  - (i) Urea Formaldehyde Moulding Powder.
  - (ii) Phenol Formaldehyde Moulding Powder.
  - (iii) Polystyrene Moulding Powder.
  - (iv) Cellulose Acetate Moulding Powder.
  - (v) Cellulose Acetate Butyrate Moulding Powder.
  - (vi) Polyvinyl Chloride Moulding Powder.
  - (vii) Methyl Methacrylate Moulding Powder.
  - (viii) Polyethylene Moulding Powder, provided that it is certified by the Director, [Tamil Nadu Fire Service] [Now, the Director of Fire and Rescue Services.] on an application being made to him that no other inflammable solvent or material has been used in their manufacture and that they are stored in such manner as not to constitute any special hazard from fire.
10. Asphalted, oiled or tarred paper.
11. Kapok.
12. Soft Coke.
13. Hard Coke.
14. Gas Coke.
15. Articles made of wood (excluding furniture kept in a building or place for ordinary use).
16. Articles made of celluloid.
17. Articles made of shellac.
18. Articles made of bamboo.
19. Articles made of dargam.
20. Articles made of wax.
21. Lacquers.
22. Castor-Oil.
23. Linoleum.
24. Paint thinners.
25. Finely divided cork.
26. Sisal Fibre.
27. Manila Fibre.

28. Lubricating Oil.

Inflammable Chemicals

1. Ammonium Nitrate.
2. Potassium Dichromate.
3. Potassium Permanganate.
4. Chlorates.
5. Potassium Nitrate.
6. Picric Acid.
7. Sodium (Metal).
8. Potassium (Metal).
9. Phosphorous.
10. Inflammable organic solvents.
11. Sulphur.
12. Calcium Carbide.
13. Gas Cylinder - Hydrogen, Oxygen or Acetylene.
14. Acetone.
15. Acetate.
16. Aniline.
17. Benzine.
18. Benzol.
19. Butane Liquid.
20. Carbon Bi/Di-sulphide.
21. Cellosolve.
22. Cleaning solvents (dry-cleaners).
23. Ethyl Alcohol.
24. Ethyl Ether.
25. Ethyl Chloride
26. Fuel Oils.
27. Naphtha.
28. Naphthalene.
29. Aluminium dust.
30. Magnesium dust.
31. Zinc dust.
32. Nitric Acid.
33. Sulphuric Acid.
34. Carbon Monoxide gas.
35. Methane gas.

36. Ethylene gas.
37. Sulphuretted Hydrogen gas.
38. Coal gas in cylinders and holders.
39. Producer gas in holders.
40. Red Phosphorous.
41. Phosphorous Pentasulphide.
42. Sodium Nitrate.
43. Barium Nitrate.
44. Calcium Nitrate.
45. Toulene.
46. Phenol.
47. Xylene.
48. Turpentine.
49. Calcium Cynamide.
50. Cellulose Acetate or Cellulose.
51. Collodion.
52. Chromates and Di-chromates.
53. Calcium Phosphide.
54. Methyl Ethyl Ketone.

## Table of "Small Quantities" of Articles and Chemicals and Non-Chemicals

SI. No.	Name of Articles	Small quantities of the article
(1)	(2)	(3)
1.	Jute	Any quantity not exceeding -
		1,870 kgs.
2.	Jute in pucca bales	Do.
3.	Jute in kutchu bales	Do.
4.	Gunny bags	Do.
5.	Gunny in any form	Do.
6.	Cotton	Do.
7.	Cotton in bales	Do.
8.	Hemp, bales or loose	930 kgs.
9.	Resin	370 kgs.
10.	Shellac	370 kgs.
11.	Varnish	370 kgs.
12.	Linseed Oil	370 kgs.
13.	Paint	930 kgs.



14.	Bitumen	870 kgs
15.	Pitch	Do.
16.	Tar	Do.
17.	Tallow	Do.
18.	Celluloid in any form other than cinema films	50 kgs.
19.	Cinema films temporarily kept or stored at a place other than cinema houses for casual exhibition at the place free of charge	40 kgs
20.	Cinema films kept or stored at any other place	30 kgs.
21.	Wood (excluding furniture kept in a building or place for ordinary use).	1,870 kgs.
22.	Charcoal	2,030 kgs.
23.	Coal	4,060 kgs.
24.	Straw	1,870 kgs.
25.	Hay	1,870 kgs.
26.	Ulu grass	930 kgs.
27.	Golpata	930 kgs.
28.	Hogia	1,870 kgs
29.	Raw rattan canes	1,870 kgs
30.	Packing boxes	1,870 kgs
31.	Rags	1,870 kgs
32.	Darma	930 kgs.
33.	Coconut fibre	930 kgs.
34.	Articles made of coconut fibre	930 kgs.
35.	Waste paper	930 kgs.
36.	Petroleum or petroleum products other than kerosene	930 kgs.
37.	Kerosene	180 lts.
38.	Rubber, synthetic or natural, including articles manufactured with rubber as an ingredient	930 kgs.
39.	Asphaltum	930 kgs
40.	Wax in any form	50 kgs.
41.	Bamboo	Any quantity not exceeding - 3,730 kgs.
42.	Matches	5 cases or 36,000 small boxes.
43.	Plastics except those made from one or more of the following ingredients, namely: - (i) Urea Formaldehyde Moulding Powder.	370 kgs.

(ii) Phenol Formaldehyde Moulding Powder.	Do.
(iii) Polystyrene Moulding Powder	Do.
(iv) Cellulose Acetate Moulding Powder.	Do.
(v) Cellulose Acetate Butyrate Moulding Powder.	Do.
(vi) Polyvinyl Chloride Moulding Powder.	Do.
(vii) Methyl-Methacrylate Moulding Powder.	Do.
(viii) Polythylene Moulding Powder.	Do.
Provided that it is certified by the Director,Tamil Nadu Fire Service <sup>1</sup> , on an application being made to him that no other inflammable solvent or materials has been used in their manufacture and that they are stored in such manner as not to constitute any special hazard from fire.	
44. Wool	Any quantity not exceeding - 190 kgs.
45. Paper unless it is properly stacked and tightly pressed or baled.	930 kgs.
46. Cardboard unless it is properly stacked and tightly pressed or baled.	930 kgs.
47. Pressed paperboard unless it is properly stacked and tightly pressed or baled.	930 kgs.
48. Kapok	1,870 kgs
49. Soft Coke	4,060 kgs.
50. Hard Coke	4,060 kgs.
51. Gas Coke	4,060 kgs.
52. Asphalted oiled or tarred paper	930 kgs.
53. Articles made of wood (excluding furniture kept in a building or place for ordinary use)	1,870 kgs.
54. Articles made of Celluloid	50 kgs.
55. Articles made of Shellac	930 kgs.
56. Articles made of bamboo	3,730 kgs.
57. Articles made of darma	930 kgs.
58. Articles made of wax	50 kgs.
59. Lacquers	
60. Rayon (Yarn)	
61. Articles made of plastics except those made from one or more of the following ingredients, namely: -	
(i) Urea Formaldehyde Moulding Powder.	370 kgs.
(ii) Phenol Formaldehyde Moulding Powder.	Do.
(iii) Polystyrene Moulding Powder.	Do.
(iv) Cellulose Acetate Moulding Powder	Do.
(v) Cellulose Acetate Butyrate Moulding Powder.	Do.

(vi) Polyvinyl Chloride Moulding Powder	Do.
(vii) Methyl-Methacrylate Moulding Powder	Do.
(viii) Polyethylene Moulding Powder	Do.

Provided that it is certified by the Director, Tamil Nadu Fire Service, on an application being made to him that no other inflammable solvent or materials has been used in their manufacture and that they are stored in such manner as not to constitute any special hazard from fire.

62. Castor-Oil	1,870 kgs
63. Linoleum	3,730 kgs.
64. Paint thinners	180 Its.
65. Petroleum Jelly	370 kgs.
66. Silk (yarn)	190 kgs.
67. Finely divided cork	190 kgs.
68. Beedi leaves or salpata	370 kgs.
69. Camphor	50kgs.
70. Sisal Fibre	930 kgs.
71. Manila Fibre	930 kgs.
72. Lubricating Oil	700 kgs.

#### Inflammable Chemicals

1. Ammonium Nitrate stored or kept at educational institutions	25 kgs.
2. Ammonium Nitrate stored or kept at other places	20 kgs.
3. Potassium Dichromate stored or kept at educational institutions	40 kgs.
4. Potassium Dichromate stored or kept at other places	20 kgs.
5. Potassium Permanganate stored or kept at educational institutions	40 kgs.
6. Potassium Permanganate stored or kept at other places	20 kgs.
7. Chlorates	20 kgs.
8. Potassium Nitrate	20 kgs.
9. Picric Acid	5 kgs.
10. Sodium (Metal) stored or kept at educational institutions	10 kgs.
11. Sodium (Metal) stored or kept at other places	5 kgs.
12. Potassium (Metal) stored or kept at educational institutions	10 kgs.
13. Potassium (Metal) stored or kept at other places	5 kgs.
14. Phosphorous (Yellow) stored or kept at other places	5 kgs.
15. Phosphorous (Yellow) stored or kept at educational institutions	20 kgs.
16. Sulphur stored or kept at educational institutions	70 kgs.
17. Sulphur stored or kept at other places	40 kgs.
18. Inflammable organic solvents stored or kept at educational institutions	1,000 kgs.
19. Inflammable organic solvents stored or kept at other places	1,00 kgs.

20.	Calcium Carbide	2,00 kgs.
21.	Gas Cylinder - Hydrogen, Oxygen or Acetylene stored or kept at educational institutions	1,000 cu. metres.
22.	Gas Cylinder - Hydrogen, Oxygen or Acetylene stored or kept at other places	400 cu. metres.
23.	Acetate stored or kept at educational institutions	45 Its.
24.	Acetate stored or kept at other places	20 Its.
25.	Aniline stored or kept at educational institutions	45 Its.
26.	Aniline stored or kept at other places	20 Its.
27.	Benzine stored or kept at educational institutions	180 Its.
28.	Benzine stored or kept at other places	90 Its.
29.	Benzol stored or kept at educational institutions	180 Its.
30.	Benzol stored or kept at other places	90 Its.
31.	Butane liquid stored or kept at educational institutions	10 Its.
32.	Butane liquid stored or kept at other places	5 Its.
33.	Carbon Bi/Di-sulphide stored or kept at educational institutions	10 Its.
34.	Carbon Bi/Di-sulphide stored or kept at other places	5 Its.
35.	Cellosolve stored or kept at educational institutions	45 Its.
36.	Cellosolve stored or kept at other places	20 Its.
37.	Cleaning solvents (dry-cleaners) stored or kept at educational institutions	45 Its.
38.	Cleaning solvents (dry-cleaners) stored or kept at other places	20 Its.
39.	Ethyl Alcohol stored or kept at educational institutions	45 Its.
40.	Ethyl Alcohol stored or kept at other places	20 Its.
41.	Ethyl Ether stored or kept at educational institutions	180 Its.
42.	Ethyl Ether stored or kept at other places	90 Its.
43.	Ethyl Chloride stored or kept at educational institutions	180 Its.
44.	Ethyl Chloride stored or kept at other places	90 Its.
45.	Fuel oils stored or kept at educational institutions	360 Its.
46.	Fuel oils stored or kept at other places	180 Its.
47.	Naphtha stored or kept at educational institutions	45 Its.
48.	Naphtha stored or kept at other places	20 Its.
49.	Naphthalene stored or kept at educational institutions	40 Its.
50.	Naphthalene stored or kept at other places	20 kgs.
51.	Aluminium dust stored or kept at other places	100 kgs.
52.	Aluminium dust stored or kept at educational institutions	200 kgs.
53.	Magnesium dust stored or kept at educational institutions	200 kgs.
54.	Magnesium dust stored or kept at other places	100 kgs.
55.	Zinc dust stored or kept at educational institutions	200 kgs.

56. Zinc dust stored or kept at other places	100 kgs.
57. Nitric Acid stored or kept at educational institutions	360 kgs.
58. Nitric Acid stored or kept at other places	180 kgs.
59. Sulphuric Acid stored or kept at educational institutions	360 kgs.
60. Sulphuric Acid stored or kept at other places	180 kgs.
61. Carbon monoxide gas stored or kept at educational institutions	800 cu.mts.
62. Carbon monoxide gas stored or kept at other places	400 cu.mts.
63. Methane gas stored or kept at educational institutions	800 cu.mts.
64. Methane gas stored or kept at other places	400 cu.mts.
65. Ethylene gas stored or kept at educational institutions	800 cu.mts.
66. Ethylene gas stored or kept at other places	400 cu.mts.
67. Sulphuretted hydrogen gas stored or kept at educational institutions	800 cu.mts.
68. Sulphuretted hydrogen gas stored or kept at other places	400 cu.mts.
69. Coal gas stored or kept in cylinders and holders at educational institutions	800 cu.mts.
70. Coal gas stored or kept in cylinders and holders at other places	400 cu.mts.
71. Producer gas stored or kept in holders at educational institutions.	800 cu.mts.
72. Producer gas stored or kept in holders at other places	400 cu.mts.
73. Red Phosphorus stored or kept at educational institutions	45 kgs.
74. Red Phosphorus stored or kept at other places	20 kgs.
75. Phosphorus Pentasulphide stored or kept at educational institutions	10 kgs.
76. Phosphorus Pentasulphide stored or kept at other places	5kgs.
77. Sodium Nitrate stored or kept at educational institutions	40 kgs.
78. Sodium Nitrate stored or kept at other places	20 kgs.
79. Barium Nitrate stored or kept at educational institutions	40 kgs.
80. Barium Nitrate stored or kept at other places	20 kgs.
81. Calcium Nitrate stored or kept at educational institutions	40 kgs.
82. Calcium Nitrate stored or kept at other places	20 kgs.
83. Toluene stored or kept at educational institutions	90 Its.
84. Toluene stored or kept at other places	45 Its.
85. Phenol stored or kept at educational institutions	180 Its.
86. Phenol stored or kept at other places	90 Its.
87. Xylene stored or kept at educational institutions	90 Its.
88. Xylene stored or kept at other places	45 Its.
89. Turpentine stored or kept at educational institutions	360 Its.
90. Turpentine stored or kept at other places	180 Its.
91. Calcium cyanamide stored or kept at educational institutions	750 kgs.
92. Calcium cyanamide stored or kept at other places	370 kgs.

93. Cellulose Acetate or Cellulose stored or kept at educational institutions	40 Its.
94. Cellulose Acetate or Cellulose stored or kept at other places	20 Its.
95. Collodion stored or kept at educational institutions	40 Its.
96. Collodion stored or kept at other places	20 Its.
97. Chromates and Di-chromates stored or kept at educational institutions	70 kgs.
98. Chromates and Di-chromates stored or kept at other places	40 kgs.
99. Calcium Phosphide stored or kept at educational institutions.	750 kgs.
100. Calcium Phosphide stored or kept at other places	370 kgs.
101. Methylethyl Ketone stored or kept at educational institutions	45 Its.
102. Methylethyl Ketone stored or kept at other places	90 Its.

Appendix - II Form of Defaulter Notice to be Sent To The Defaulter (See section 15) Whereas, it is necessary in the public interest and safety, ..... is hereby direct you, Thiru/Tmt./Miss. .... /Firm/Company/ Institution/Public/Private Buildings/ Owner/Possessor of Fire Service Licence No..... have violated the condition No..... by not maintaining in satisfactory working condition or defective or having not produced thereby endangering lives and property of the inmates and public in and around your premises. Take notice hereby that you are directed to rectify the above defect and reset the fire protection system ensuring the safety within 15/30/90 days from the date of receipt of this notice lest, fire service licence issued to you shall be suspended/ your renewal application refused/your fire service licence cancelled besides action will be taken to prosecute in the Court of Law under section..... of the Tamil Nadu Fire Service Act, 1985 read with rule No..... and furnished. You are directed to acknowledge the receipt of this notice in the duplicate. Signature of the Authority. To Thiru..... Copy to the Licensing Authority. Copy to All Superior Fire Officers of the jurisdiction. Appendix-III Form of Application for Applying fire Licence (See section 13)

1. Premises number and name of building
2. Occupants -
  - (a) Name of firm or company or business or factory.
  - (b) Name of the proprietor/owner
  - (c) Name of contractor
3. Description of -
  - (a) Nature of business, trade or process.
  - (b) Commodities and quantities applied for
  - (c) Position of storage in relation to number of rooms, floor area, etc.
  - (d) Commodities already licensed together with quantities (By Municipality, State or Central Government), State Licence Number
  - (e) Trade, business or commodities applied for and disapproved with reasons, if any.
4. Building -
  - (a) Constructional features (Fire resistance of the building in hours).
  - (i) General -

Low fire risk - cement concrete or brick-walled.

Medium fire risk - brick-walled and timberframed.

High fire risk - mostly timber framed such as timber floors, timber roof, timber staircase, etc.

(ii) Particulars -

Number of storeys and basement, if any.

Walls

Doors

Windows (barred, etc.)

Verandahs or balconies

Floors

(Attics, Mezzanine floors, etc.)

Ceiling

Roof (or terrace)

Number of staircases and position enclosed or open

(b) Other occupations within/all-round the proposed building (shops, godowns, factories, workshops, hotels, departmental stores, schools, hospitals, residences, offices, etc.)

5. Observation -

(i) Width of road/street/lane

(ii) Accessibility for Fire - engines

(iii) Nearest Fire hydrant

(iv) Bounded on (if open space, state width and whether road, lane, by-lane or sweeper's lane. If structures, state shed, building, etc., and proximity).

North

South

East

West

6. Nearest means of communication -

(i) Telephone

(ii) Street Fire - Alarm

(iii) Police Chowki or Station/Telephone No.

7. Installed fire-fighting equipment, if any.

(buckets, sand, fire-extinguishers and their types, First-Aid, hose reel, private hydrants and hose, sprinklers, pumps, etc.)

8. Fire detection -

(i) Fire detecting and alarm systems, if any

(ii) Watchman, if any.

9.

Water-supply, other sources, if any, lists, Static Tanks, Wells, Ponds, etc., Storage tanks (Overhead, surface or underground).

Certified that the above particulars furnished are true to the best of my knowledge. Signature of the applicant. Appendix - IV Form of Fire Service Licence (See section 13) Licence No. Date.. Licence is hereby granted under section 13 of the Tamil Nadu Fire Service Act, 1985, for selling/storing/processing/pressing/transporting of the works/crackers/petroleum items/L.P.G. Gas cylinders/explosives, other items ..... (Mention whichever is applicable) within the jurisdiction of ..... Municipality/Panchayat/Corporation at the premises No..... Street/Road ..... Taluk/Town ..... District ..... subject to the condition noted thereon and such other conditions as may be prescribed. (Office Seal with date.) Director of Fire Service/ Divisional Fire Officer. Appendix - V Registers to be Maintained by The Fire Service Department and The Licensee (See section 13)

## Part I – ... Fire Service Department.

## Part II – ... Licensee.

## Part III – ... Register of Fire Drills to be maintained by the Licensee.

### Part-1 (Fire Service Department)

Sl. No.	Licence number and date and authority	Nature of factory and its location	Nature of occupancy	Risk involved	Details of fire protection measures to be strictly observed as per the conditions of licence	
(1)	(2)	(3)	(4)	(5)	(6)	
Breach of condition, conditions with reference to date and time of visit, inspection of the Fire Officers concerned		Details of notice to the defaulter and rectification or the details of cancellation or refusal to renew the licence or the details of prosecution and result	Details of renewal	Initial of the Officer of the concerned Jurisdiction, Area	Special remarks, if any, by the Superior Officers	Complaints by the Jurisdiction, Area Fire Officer
(7)		(8)	(9)	(10)	(11)	(12)

Part - II (Licensee) Name of Factory..... Licensing Authority..... Fire Service Licensing Authority..... Fire Service Licence No..... Licence No..... Name of Proprietor/Owner.....



List of fire protection arrangements as per the conditions of Fire Service Licence	Date of checking as per periodicity prescribed for each item of fire protection as per column(1)	Date of inspection or surprise check by authorised Fire Officers with their name and designation	The remarks of inspection by authorised Fire Officers	Compliance by the licensee	Whether the compliance was accepted or not. If not what was the future action taken by the licensee	Signature of licensee
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Note: - Maintenance of this register in Part II by the licensee is a condition of Fire Service Licence and it is permanent register for the licensee till the licence ceases. Part - III Register of Fire Drill to be Maintained by the Licensee

Date of drill	Name and designation of the employee of the licensed who conducted the fire drill	Name of the persons participated and their roll	Defects noticed and noticed	Signature of the persons conducted the drill and the particulars	Compliance for the defects noticed by the employee conducted the fire drill	Signature of licensee
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Appendix - VI Form of Inspection - Report 1 (See section 13) Tamil Nadu Fire Service Manual Orders 249, 250, 252, 253, 254, 255, 256, 259 and 263

1. Present:

Name of Officer who issues Licence:

Designation:

Division:

2. Subject:

Case Number  
Reference.

Date:.....

3. Date of inspection and by whom ?

4. Premises number and name of building

Street

5. Licence required under which Act, Rules (as per Appendix XXI to Tamil Nadu Fire Service Manual - Order 249)

6. Occupants:

(a) Name of firm or company or business or factory.

(b) Name of the proprietor or owner.

(c) Name of contract, storage/transport/handling/processing

7. Description:

(a) Nature of business, trade, process or industry (Detailed notes on the raw materials/Chemicals/Machinery/Electric Motors /Boilers used)

(b) Commodities and quantities applied for in case of storage of chemicals with reference to Explosives/Petroleum Rules, 1976, Arms Act and the Rules made thereunder.

(c) Position of storages in relation to number of rooms, floor area.

(d) Commodities already licensed together with quantities (By Municipality, State or Central Government), State Licence Number.

(e) Trade, business or commodities applied for and disapproved with reasons, if any

8. Description:

(a) Constructional features:

(i) General -

Low risk - cement concrete or brick - Medium risk - brick-walled and timber framed.

(ii) Particulars -

Number of storeys and basement, if any.

Walls

Doors

Windows (barred, etc.)

Verandahs or balconies

Floors -

(Attics, Mezzanine, floors, lofts)

Ceiling -

Roof (or terrace)

Number of staircases and position

Enclosed or open

Number of lifts - enclosed or open

Emergency escapes, if any, whether the prescribed distance is maintained around the premises and in between storages and other safeguards as per Appendix XXIII and XXIV to Order 250 of the Tamil Nadu Fire Service Manual, Volume II.

(b) Other occupations:

Shops, godowns, factories, workshops, hotels, departmental stores, schools, hospitals, residences, offices.

9. Observations:

(i) Width of road/street/lane

(ii) Accessibility for Fire-engines

- (iii) Nearest Fire Hydrant
- (iv) Bounded on (if open space, state width and whether road, lane, by-lane or sweeper's lane. If structures, state shed, building and proximity) -
  - North
  - South
  - East
  - West
- Nearest means of communication -
  - (i) Telephone
  - (ii) Street Fire Alarm
  - (iii) Fire Stations
  - (iv) Police Chowkit or Station
- 10. Installed fire-fighting equipments, if any (buckets, sand, fire-extinguishers and their types, First-Aid, hose reel, private hydrants and hose, sprinklers, pumps).  
(Is it in accordance with the required seals as per ISI Codes, Rules/Act provisions ? - Specify.)
- 11. Fire detection -
  - (i) Fire detecting alarm systems, fixed installations, if any.
  - (ii) Watchman, if any.
- 12. Water-supply, other sources, if any, and gallonage.  
Static tanks, wells, ponds (capacity) and means of pumping.  
Storage tanks (overhead), surface or underground (capacity) and means of pumping.
- 13. Recommendation -
  - (a) Particulars -
    - (i) Commodities and quantities
    - (ii) Locations
    - (iii) Storage arrangements
    - (iv) Precautionary measures (suggested as per Codes / ISI / Rules / Acts- Specify.)
    - (v) Structural recommendations (state whether it is in accordance with the regulations covering the trade)
    - (vi) Protective measures (fire-fighting equipments)  
(suggested, as per Codes/ISI/Rules/Acts -Specify)
  - (b) Submit this case paper after days/months to re-check if the requirements are satisfactorily carried out
  - (c) General and other special details and recommendation
- 14. Whether issue of No Objection Certificate -
  - (a) is recommended or not by the inspecting officer with his signature and date

(b) Whether the recommendation is accepted by the officer competent to issue No Objection Certificate with his signature and date

Signature of the Inspecting Authority. Appendix - VII [Form of Report to the Executive Magistrate] [Divisional Fire Officer II Class. Deputy Director of Fire Service I Class.] (See section 21) Report on the Fire Prevention Violation of.....

Year Class

Case No.

1. Name and address:
2. Nature of premises:
3. Types of fire risks involved:
4. Recommendations of the Fire Officer:
5. Time-limit allowed for compliance:
6. Date of warning notice for revocation/suspension of fire licence:
7. Appeals, if any, by the owner of the firm:
8. Remarks of the prosecuting officer:

Signature of Prosecuting Authority. Appendix - VIII Form of Inspection Report Subsequent to Issue of Fire Licence (See section 13)

Licence No. Purpose:

Date: Licence:

Address: Station:

Name of the Inspecting Officer (Inspection subsequent to issue of Fire Licence)

Number	Location	Complaints	Regular Inspection	Re-Inspection	Notice Served	Personally abated hazard	Remark
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Breach of condition noticed on re-inspection			Change in business or occupation, if any		Compliance details of party	Re-Inspection	Perusal details, if any
(9)			(10)		(11)	(12)	(13)
Disposal of perusal action		Cancellation of Licence details		Noting events after inspection		Initial of the licensing authority	
(14)		(15)		(16)		(17)	

Appendix - IX [See section 7 of the Act and rule 14(c)] Member of Fire Service - Certificate

This is to certify that Thiru.....has successfully undergone the authorised course of Fireman/Fireman Driver/Driver Mechanic/Station Fire Officer/Divisional Fire Officer (Training) as per rule 14(c) of the Tamil Nadu Fire Service Rules, 1990 and under section 7 of the Tamil Nadu Fire Service Act, 1985 (Tamil Nadu Act 40 of 1985) in the Tamil Nadu Fire Service Training School and has been awarded a full-fledged membership and declared his professional skill and competency to fire-fighting, fire prevention and fire engineering and he is hereby authorised to perform all the

functions and duties assigned to him under the above said rule and Act and he is declared to be a member of the Tamil Nadu Fire Subordinate Service. Seal and date of the Administrative Department in the Government of Tamil Nadu (Home). Signature of the Authority. Appendix - X List of Records and Registers to be maintained in the Fire Station, Mobile Repair Squad, Divisional Fire Office, Regional Fire Office, Workshop, Training Centre and in the Directorate. The list of records and registers to be maintained in the Fire Station, Mobile Repair Squad, Divisional Fire Office, Regional Fire Office, Workshop, Training Centre and in the Directorate as in vogue and as prescribed, from time to time, by the Director of Fire Service. Form No. 18 Weekly Report of Thiru..... Divisional Fire Officer. Division for the week ending ..... Saturday.

Despatched:

R. by Dy.  
D.F.S. 1. Number of Fire Stations in the Division.

D. by Dy.  
D.F.S. 2. Number inspected during the last month.

3. Number inspected during the current month.

4. Number of orderly rooms held.

Serious fires. Ordinary fires.  
Emergency calls.

R. by D.F.S. 5. Number of incidents during the week.

D. by D.F.S. 6. Number of calls attended during the week.

MTU FT TP. Amb Special appliances

R. by Dy.  
D.F.S. 7. Number of vehicles sanctioned.

D. by Dy.  
D.F.S.

R. by D.F.O. 8. Number of vehicles fit for use  
LF DM FD. FM. Total

9. Vacancies at the beginning of the week

10. Vacancies that occurred during the week

11. Vacancies filled up during the week

12. Vacancies remaining unfilled at the end of the week

Details of Vehicles out of Commission (Difference Between Items (7) and (8) Above to be Accounted)

Registration number and station to which attached	Type of vehicle, make and model	Date from which the vehicle is off the run	Step taken for repairs, progress made and probable date by which the vehicle will be put on the run
(1)	(2)	(3)	(4)

Monday .....