



**Directorate of Fire & Emergency Services J&K,
Jammu/Srinagar.**

Subject:- Rationalization and streamlining of charter of duties/ distribution of work at the Directorate of Fire and Emergency Services Jammu/Srinagar vis-à-vis implementation of e-office software

**ORDER NO. 1134 OF 2021
DATE D: 12 .11.2021**

In supersession of all previous orders on the subject and with the purpose of rationalizing, streamlining and improving distribution of work in different Sections/ Branches at the Directorate of Fire and Emergency Services Jammu/Srinagar, following is hereby ordered with immediate effect:-

1. Director General/ Director Fire and Emergency Services J&K shall be assisted by the following officers at the Directorate:-

- a) Administrative Officer
- b) Accounts Officer
- c) Statistical Officer (Planning)
- d) Private Secretary/Personal Assistant

2. Each of the officer, as indicated above, will have the following officers/ Branches under their supervision at the Directorate:-

- a) **ADMINISTRATIVE OFFICER**
 - i) Establishment Branch
 - ii) General Branch
 - iii) Legal Section
 - iv) General Fire(Appliances Section)
 - v) Receipt & Dispatch Section
- b) **ACCOUNTS OFFICER**
 - i) Accounts
 - ii) Provisioning (Procurement)/Stores
 - iii) Welfare
 - iv) IT Branch
- c) **STATISTICAL OFFICER**
 - i) Planning Section
 - ii) Building Section

d) **PRIVATE SECRETARY/PA**

- i) Confidential
- ii) RTI/Complaints
- iii) Record keeper to DVO

3. Branch/Section wise distribution of work/ charter of duties is defined as per the details given in **Annexure-A** to this order.
4. Section/Branch wise allocation of work among different officers/ officials is indicated in **Annexure-B** to this order. The officers/ officials earmarked for different assignments shall take over records (digital as well as file correspondence) of the respective assignments/work forthwith.
5. A diagrammatic representation of the hierarchy for implementation of the work distribution as ordered above is enclosed (**Annexure-C**) for implementation by all concerned.
6. As the Directorate of F&ES J&K has already switched over to e-office, all the Supervisory officers/ SOs/Dealing Assistants will follow the prescribed chain of Command/ channel of communication in the official correspondence in the e-office software as enunciated above.
7. **This order shall be implemented by all concerned forthwith in letter and spirit.**

(Dr B. Srinivas IPS
Director,

Fire & Emergency Services,
Jammu & Kashmir.

NO: DF&ES/Estt/2021/ Adm/02-02 (79665)

Dated: 12.11.2021

Copy to the:-

1. Joint Directors F&ES Jammu/Kashmir Range.
2. DD Command Jammu/Srinagar
3. All Command Officers in J&K
4. ADO/AOs/ Statistical Officer at F&ES Hqrs J&K
5. In Charge/ SOs of all Sections/Branchs
6. Fire Control Rooms Jammu/Srinagar
7. Order Book/File for records.

Branch/Section wise distribution of work/ charter of duties

I- ADMINISTRATION

Establishment Section

1. Bio-data and disposition of non-gazetted staff of F&ES Department
2. Transfer/posting of lower/upper subordinates of Executive Cadre
3. Preparation and maintenance of updated seniority lists of all ranks of Executive Cadre(non-gazetted)
4. Recruitment/ appointment of lower/upper subordinates
5. All matters pertaining to promotions in the Executive Cadre
6. Convening of DPC meetings- maintenance of record thereof including roster etc
7. Compassionate appointment cases under SRO-43
8. Subordinate Service Recruitment Rules
9. Preparation of Identity cards
10. Deputation of lower subordinates for all kinds of trainings (basic, pre-promotion and specialized courses)
11. Maintenance of sanctioned/ posted strength of all Cadres
12. Maintenance of data/ records pertaining to vacancy position in all Cadres
13. Departmental Enquiries
14. All correspondence relating to service books of personnel of Executive Cadre of Commands/lower formations
15. Holding of Darbars/Orderly rooms
16. Adoption of date of birth cases
17. Stepping up of pay
18. Issuance of retirement notifications
19. Representations/ Appeals/ Review/ Mercy Petitions by the departmental personnel
20. Issuance of NDC for in-service personnel
21. Maintenance of Order Book

Legal Section

1. Writ Petitions (SWPs and other writ petitions)
2. LPAs
3. Contempt cases
4. SLPs
5. Civil Suits
6. Motor Accident Claim Cases(MACT)

7. CAT cases
8. Filing of Statement of Facts/ Preparation of draft replies
9. Assistance to OIC
10. Liaising with Hon'ble Courts including CAT/ J&K High Court/ Standing Counsel(s) Supreme Court

General Branch

1. Bio-data/ disposition of Gazetted officers
2. Correspondence relating to transfer/posting of Gazetted officers
3. Annual Property Returns of Gazetted officers
4. Bio-data/ disposition of officers/ officials of Ministerial Executive Cadre, Workshop, Deputation, Medical cadre
5. Transfer/ posting of Ministerial Executive Cadre, Workshop, Deputation, Medical cadre
6. Disposition/ bio-data of staff posted at the Directorate including maintenance of their service books/ p-files
7. Service Books of Gazetted officers/ deputation staff
8. Posting of deputation staff (Accounts/ Planning/Medical)
9. All service matters including promotions, recruitment/ appointment, leave etc of Gazetted officers/ MEC/deputation staff
10. Internal administration at Directorate of F&ES J&K
11. Formal Inspections
12. Annual Administrative Inspections
13. Proposals for creation of manpower/ Stations
14. Correspondence pertaining to Govt orders/ circulars/ Notifications
15. J&K Fire Service Recruitment Rules (Gazetted)
16. Preparation of Pension/ Family pension cases
17. All correspondence pertaining to NDC (HBA/Car scooter/Estates) of retiring employees
18. Preparation of Annual Gradation List (all ranks)
19. Circulars/Standing Orders to be issued by the Directorate
20. Work Distribution File
21. Follow-up on proposals
22. Matters pertaining to functioning of Medical Units Jammu/Srinagar
23. All correspondence pertaining to QDs/sessions of Assembly/Parliament
24. All matters not explicitly entrusted/ assigned to any other Section

General Fire Section (previously Appliances)

1. Statistical data relating to Fire incidents / property damaged
2. Preparation of monthly reports on Fire calls attended with all description
3. Maintenance and preparation of Fire Incident Reports
4. Maintenance of reports/ data on fire damages
5. Fuel consumption statement (fortnightly/ monthly)

6. Fuel audit including checking of Log Books of all Commands
7. Correspondence relating to Fire prevention
8. Working of Regional Workshop Srinagar
9. Working of Range Workshop Jammu
10. Write off of store items/ old fire tenders
11. National Fire Service Week(April 14-21)
12. Correspondence relating to observance of Fire Awareness Day/weeks/ seminars etc
13. Registration of departmental vehicles
14. Correspondence relating to maintenance of departmental vehicles
15. Disposition statement of all types of departmental vehicles (Fire Tenders/Rescue tenders/Ambulances/staff cars etc)
16. Distribution of Stores/ firefighting items including fire tenders/ staff vehicles
17. Condemnation/auction of old stores/appliances
18. All correspondence relating to physical verification of stores/ equipment/ appliances of the Department
19. Repairs of the departmental vehicles
25. Monitoring the issues/ matters relating to issuance of Fire Safety NOCs by the prescribed authorities of the Department
26. Data relating to issuance of NOCs by the Department

General Receipt/Despatch Section

1. Online diarizing of the dak
2. Receipt (e-office)
3. Dispatch
4. E-mail dispatch/ dissemination
5. Speed post



II- ACCOUNTS/FINANCE

Accounts

1. All correspondence relating to Budget preparation
2. Preparation of monthly salary bills
3. Preparation of all types of bills
4. Correspondence with Treasuries
5. GP Fund
6. Final FR cases
7. Budget distribution/ allocations to DDOs of the Department
8. Monitoring of monthly expenditure
9. Income Tax
10. Drawal of CEA
11. All correspondence relating to release of payments on account of procurements
12. PRAN
13. Audit with AG J&K/CAG

Welfare

1. All correspondence relating to various welfare measures/ schemes of the Department
2. Sanction of Welfare Loan/Relief
3. Scholarship to meritorious wards of Fire personnel
4. Correspondence relating to management of Welfare Fund
5. Updating of Welfare Fund Rules
6. Retirement Gift
7. Medical Reimbursement claims
8. Correspondence pertaining to Central Welfare Fund Committee

Provisioning Branch (Procurement)/ Stores

1. All types of procurements for the Department including Firefighting items, electronic items, uniform, medicines, stores, stationery and other miscellaneous items.
2. Maintenance of Stock Register of all procurements/ Store Items
3. Purchase of Vehicles
4. Smart City Projects and similar other programmes
5. E-tendering
6. Preparation of annual indent
7. Purchase on GeM portal
8. All correspondence relating to survey of new Store/procurements
9. Distribution of Stores
10. Inventory management of the stores/procurement items
11. Assistance to various Technical Committees
12. Correspondence with Central Store Srinagar/Range Store Jammu

13. Correspondence relating to formulation of Purchasing Committees/ Survey Committee/Technical Committee

IT Centre

1. Inventory and maintenance of IT assets
2. Office automation/ networking
3. Telephones
4. Online software
5. Updating of CPIS
6. Correspondence relating to implementation and operation of e-office software

III- PLANNING

Planning Section

1. Preparation of annual plan
2. Preparation of Capex Budget
3. Progress report on ongoing works under Capex Budget
4. General information on various facets of the organization
5. Preparation of material for various meetings/presentations
6. Coordination with UT Government/other States/Union Government
7. Review meetings
8. Preparation of financial implications/ estimates for new creations/ proposals
9. Preparation of plans under long as well as short term basis/ under different schemes
10. Plan Requirements of the Department

Building Section

1. All correspondence relating to assets of the Department
2. Data pertaining to buildings/ assets of the Department
3. Maintenance of departmental buildings
4. Land acquisition cases
5. Hiring of buildings
6. Rent assessment/ payment of rent
7. Allotment of quarter/ family quarters
8. Correspondence relating to allotment of hotel accommodation and other Govt accommodation.
9. Maintenance charges of family quarters/ Govt accommodation
10. Repairs/ renovation of Fire Stations/ Quarters
11. Records and all correspondence pertaining to J&K Fire Service Officers Mess-Cum-Guest House
12. Estates

I- PERSONAL BRANCH

Personal/Confidential Section

1. Monthly working diaries of the Gazetted officers
2. All correspondence relating to APRs
3. Awards/Medals
4. Grant of rewards/ commendations
5. Correspondence relating to complaints received through different mediums
6. Complaints/ grievances received from ACB/Grievance Cell and other offices of the Government
7. Online grievances
8. Updating of the Departmental Website
9. Monitoring and dissemination of email
10. Liaising with Departmental Vigilance Officer (DVOs)
11. Performance Review of Employees
12. RTI matters
13. All correspondence relating to issuance of online Vigilance Clearance by the ACB in case of promotions, passport applications etc.

Section/Branch wise distribution/ deployment of staff at the Directorate of F&ES J&K Jammu/Srinagar

Branch	Name/ rank of the officer/ official	Designation	Responsibility/ work assigned
Establishment	Sh. Rajinder Chib, I/C STO	SO/ In-Charge	Overall In Charge
Establishment	LFM (M) Mudasir Mukhtar	Dealing Assistant-I	<ol style="list-style-type: none"> 1. Preparation and maintenance of updated seniority lists of all ranks of Executive Cadre(non-gazetted) 2. Recruitment/ appointment of lower/upper subordinates 3. Compassionate appointment cases under SRO-43 4. Subordinate Service Recruitment Rules 5. Deputation of lower subordinates for all kinds of trainings (basic, pre-promotion and specialized courses) 6. Maintenance of sanctioned/ posted strength of all Cadres 7. Maintenance of data/ records pertaining to vacancy position in all Cadres 8. Issuance of retirement notifications 9. Representations/ Appeals/ Review/ Mercy Petitions by the departmental personnel
Establishment	LFM Dushant Singh	Dealing Assistant-II	<ol style="list-style-type: none"> 1. Bio-data and disposition of non-gazetted staff of F&ES Department 2. Transfer/posting of lower/upper subordinates of Executive Cadre 3. All matters pertaining to promotions in the Executive Cadre 4. Convening of DPC meetings- maintenance of record thereof including roster etc 5. Adoption of date of birth cases 6. Stepping up of pay 7. Maintenance of Order Book

Branch	Name/ rank of the officer/ official	Designation	Responsibility/work assigned
Establishment	SGFM Vinod Kumar	Dealing Assistant-III	<ol style="list-style-type: none"> 1. Preparation of Identity cards 2. Departmental Enquiries 3. All correspondence relating to service books of personnel of Executive Cadre of Commands/lower formations 4. Holding of Darbars/Orderly rooms 5. Issuance of NDC for in-service personnel
General Branch	Sh Riyaz Ahmad Dar, SO(S)	SO/ In Charge	<ol style="list-style-type: none"> 1. Bio-data/ disposition of Gazetted officers 2. Correspondence relating to transfer/posting of Gazetted officers 3. Bio-data/ disposition of officers/ officials of Ministerial Executive Cadre, Workshop, Deputation, Medical cadre 4. Transfer/ posting of Ministerial Executive Cadre, Workshop, Deputation, Medical cadre 5. Disposition/ bio-data of staff posted at the Directorate including maintenance of their service books/ p-files 6. All matters not explicitly entrusted/ assigned to any other Section 7. Internal administration at Directorate of F&ES J&K
General Branch	LFM (M) Azad Ahmad Dar	Dealing Assistant-I	<ol style="list-style-type: none"> 1. Annual Property Returns of Gazetted officers 2. Custody and maintenance of service Books of Gazetted officers/ deputation staff 3. Posting of deputation staff (Accounts/ Planning/Medical) 4. All service matters including promotions, recruitment/ appointment, leave etc of Gazetted officers/ MEC/deputation staff 5. Proposals for creation of manpower/ Stations 6. Correspondence pertaining to Govt orders/ circulars/ Notifications 7. J&K Fire Service Recruitment Rules (Gazetted) 8. Preparation of Pension/ Family pension cases 9. All correspondence pertaining to NDC (HBA/Car scooter/Estates) of retiring employees

Branch	Name/rank of the officer/ official	Designation	Responsibility/work assigned
General Branch	LFM(M) Ajay Kumar	Dealing Assistant-II	<ol style="list-style-type: none"> 1. Formal Inspections 2. Annual Administrative Inspections 3. Preparation of Annual Gradation List (all ranks) 4. Circulars/Standing Orders to be issued by the Directorate 5. Work Distribution File 6. Matters pertaining to functioning of Medical Units Jammu/Srinagar 7. Follow-up on proposals 8. All correspondence pertaining to QDs/sessions of Assembly/Parliament
Legal Branch	Jarnlal Singh, SO(M)	In Charge of the Branch	<ol style="list-style-type: none"> 1. CAT cases 2. Filing of Statement of Facts/ Preparation of draft replies 3. Contempt cases 4. SLPs 5. Motor Accident Claim Cases(MACT)
Legal Branch	Ajaz Ahmad Mir, Fireman	Dealing Assistant-I	<ol style="list-style-type: none"> 1. Writ Petitions (SWPs and other writ petitions) 2. LPAs 3. Civil Suits 4. Assistance to OIC 5. Liaising with Hon'ble Courts including CAT/ J&K High Court/ Standing Counsel(s) Supreme Court
General Fire (Appliances)	Mrs Neetu Raina, SO(M)	In Charge of the Branch	<ol style="list-style-type: none"> 1. Working of Regional Workshop Srinagar 2. Working of Range Workshop Jammu 3. National Fire Service Week(April 14-21) 4. Correspondence relating to observance of Fire Awareness Day/weeks/ seminars etc 5. Distribution of Stores/ firefighting items including fire tenders/ staff vehicles 6. Monitoring the issues/ matters relating to issuance of Fire Safety NOCs by the prescribed authorities of the Department 7. Data relating to issuance of NOCs by the Department

Branch	Name/rank of the officer/ official	Designation	Responsibility/work assigned
General Fire (Appliances)	LFM(M) Ishtaq Ahmad Parray	Dealing Assistant-I	<ol style="list-style-type: none"> 1. Fuel consumption statement (fortnightly/ monthly) 2. Fuel audit including checking of Log Books of all Commands 3. Registration of departmental vehicles 4. Correspondence relating to maintenance of departmental vehicles 5. Disposition statement of all types of departmental vehicles (Fire Tenders/Rescue tenders/Ambulances/staff cars etc) 6. Repairs of the departmental vehicles
General Fire (Appliances)	LFM(M) Ravi Kumar	Dealing Assistant-II	<ol style="list-style-type: none"> 1. Statistical data relating to Fire incidents / property damaged 2. Preparation of monthly reports on Fire calls attended with all description 3. Maintenance and preparation of Fire Incident Reports 4. Maintenance of reports/ data on fire damages 5. Write off of store items/ old fire tenders 6. Correspondence relating to Fire prevention 7. Condemnation/auction of old stores/appliances 8. All correspondence relating to physical verification of stores/ equipment/ appliances of the Department
Receipt & Dispatch	LFM(M) Gowhar Nabi FM Bilal Ahmad (Srinagar) FM(M) Mohammad Asif (Jammu)	In Charge	<ol style="list-style-type: none"> 1. Online diarizing of the dak 2. Receipt (e-office) 3. Dispatch 4. E-mail dispatch/ dissemination 5. Speed post
Accounts	Sh Gunjeeet Singh, AAO	In Charge	<ol style="list-style-type: none"> 1. All correspondence relating to Budget preparation 2. Budget distribution/ allocations to DDOs of the Department 3. Monitoring of monthly expenditure

Branch	Name/ rank of the officer/ official	Designation	Responsibility/work assigned
Accounts	Tanveer Ahmad Malik	Accounts Assistant	<ol style="list-style-type: none"> 1. Preparation of monthly salary bills 2. Income Tax 3. Drawal of CEA 4. Audit with AG J&K/CAG 5. Allotment of PRAN
Accounts	Krishan Kumar, SO(M)	Dealing Assistant	<ol style="list-style-type: none"> 1. GP Fund 2. Final FR cases
Accounts	Shahnawaz Ahmad, SGFM		<ol style="list-style-type: none"> 1. Preparation of all types of bills 2. Correspondence with Treasuries 3. All correspondence relating to release of payments on account of procurements
Provisioning(Procurement/Stores)	Sh Irfan Ahmad Dar, Storekeeper	In Charge of the Branch	<ol style="list-style-type: none"> 1. Maintenance of Stock Register of all procurements/ Store items 2. Preparation of annual indent 3. Assistance to various Technical Committees 4. Correspondence with Central Store Srinagar/Range Store Jammu 5. Correspondence relating to formulation of Purchasing Committees/ Survey Committee/Technical Committee
Provisioning (Procurement/ Stores)	Sh Rajinder Razdan, Fireman	Dealing Assistant	<ol style="list-style-type: none"> 1. All types of procurements for the Department including Firefighting items, electronic items, uniform, medicines, stores, stationery and other miscellaneous items. 2. Purchase of Vehicles 3. Smart City Projects and similar other programmes 4. E-tendering 5. Purchase on GeM portal

Branch	Name/ rank of the officer/ official	Designation	Responsibility/work assigned
Provisioning(Procurement/Stores)	Simranjeet Singh, Fireman	Dealing Assistant	<ol style="list-style-type: none"> 1. Distribution of Stores 2. Inventory management of the stores/procurement items 3. All correspondence relating to survey of new Store/procurements
Welfare	Som Raj, SO(M)	In charge	Overall In charge of the Branch
Welfare	Mohammad Waseem Malik, LFM(M)	Dealing Assistant	<ol style="list-style-type: none"> 1. All correspondence relating to various welfare measures/ schemes of the Department 2. Sanction of Welfare Loan/Relief 3. Scholarship to meritorious wards of Fire personnel 4. Correspondence relating to management of Welfare Fund 5. Updating of Welfare Fund Rules 6. Retirement Gift 7. Medical Reimbursement claims 8. Correspondence pertaining to Central Welfare Fund Committee
IT Branch	Shahbaz Sultan, Fireman 2023	In Charge	<ol style="list-style-type: none"> 1. Inventory and maintenance of IT assets 2. Office automation/ networking 3. Online software 4. Lease line
IT Branch	Rameez Ahmad, Fireman 2188	Dealing Assistant	<ol style="list-style-type: none"> 1. Telephones 2. Updating of CPIS 3. Correspondence relating to implementation and operation of e-office software 4. Updating of departmental website
Planning	Sh Suresh Chander, SO	SO	Overall In Charge
Planning	Mohammad Shafiqat, Sts Assistant	Sts Assistant	<ol style="list-style-type: none"> 1. Preparation of annual plan 2. Preparation of Capex Budget

			<ol style="list-style-type: none"> 3. Progress report on ongoing works under Capex Budget 4. General information on various facets of the organization 5. Preparation of material for various meetings/presentations 6. Coordination with UT Government/other States/Union Government 7. Review meetings 8. Preparation of financial implications/ estimates for new creations/ proposals 9. Preparation of plans under long as well as short term basis/ under different schemes 10. Plan Requirements of the Department
Building	Sh Nasrullah Khan, SO(M)	SO	Overall In Charge
Building	Abid Bashir, LFM(M)	Dealing Assistant	<ol style="list-style-type: none"> 1. All correspondence relating to assets of the Department 2. Data pertaining to buildings/ assets of the Department 3. Maintenance of departmental buildings 4. Land acquisition cases 5. Hiring of buildings 6. Rent assessment/ payment of rent 7. Allotment of quarter/ family quarters 8. Correspondence relating to allotment of hotel accommodation and other Govt accommodation. 9. Maintenance charges of family quarters/ Govt accommodation 10. Repairs/ renovation of Fire Stations/ Quarters 11. Records and all correspondence pertaining to J&K Fire Service Officers Mess-Cum-Guest House 12. Estates
Confidential/ Personal	LFM(M) Bilal Ahmad	PA	<ol style="list-style-type: none"> 1. Monthly working diaries of the Gazetted officers 2. All correspondence relating to APRs 3. Awards/Medals 4. Grant of rewards/ commendations 5. Correspondence relating to complaints received through different mediums 6. Complaints/ grievances received from ACEB/Grievance Cell and other offices of the Government

				<p>7. Online grievances</p> <p>8. Updating of the Departmental Website</p> <p>9. Monitoring and dissemination of email</p> <p>10. Liaising with Departmental Vigilance Officer (DVOs)</p> <p>11. Performance Review of Employees</p> <p>12. RTI matters</p> <p>13. All correspondence relating to issuance of online Vigilance Clearance by the ACB in case of promotions, passport applications etc.</p>
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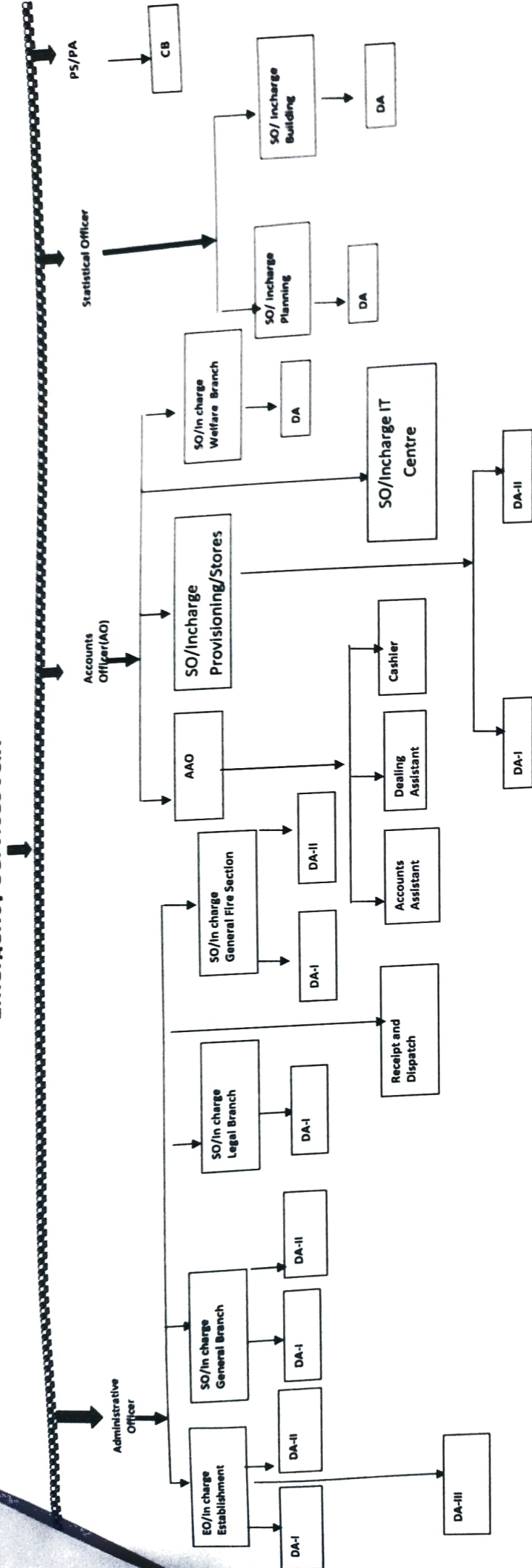
Note:

- The Dealing Assistants shall also function as Custodian of records / Record keeper both in digital formats/ soft copies of their respective Sections/Branches

Schematic Chart of the hierarchy for implementation of work distribution at DF&ES Hqrs Jammu/Srinagar

Annexure-C to DF&ES Order No. 1134/2021 Dated: 12/11/2021

Director General/ Director Fire & Emergency Services J&K



Note: The Supervisory Officers/ In charges/ Dealing Assistants shall adhere to the channel of communication/ movement of files as indicated above.