

- (e) **“existing building”** means any building whose superstructure was completed prior to the commencement of these rules, as certified by the local authority;
- (f) **“explosive”** means *explosive substance* as defined under the Explosive Substances Act, 1908 (Act no. 6 of 1908) Petroleum Class A, B and C and dangerously inflammable substances shall have the meaning respectively assigned to them in the Explosive Act, 1884 (Act No. 4 of 1884), the Petroleum Act, 1934 (Act No. 30 of 1934) and the Inflammable Substance Act, 1952 (Act No.20 of 1952);
- (g) **“external trainee”** means any individual admitted to any course run at State Fire and Emergency Training Institute established under section 45 of the Act, but not on the roll of Sikkim Fire and Emergency Services including private candidates from local bodies, industrial undertakings, other state fire services, hotels, multi- storied buildings and similar other government and non-governmental establishments;
- (h) **“Fire and Emergency Training Institute”** means fire and Emergency Service Training Institute established under Section 45(1) and (2) of the Act;
- (i) **“Fire Officer”** means an officer appointed under Section 8(4) of the Act and shall include Chief fire Officer, Additional Chief Fire Officer, Deputy Chief fire Officer, Fire Station Officer, Sub Fire Officer and Assistant Sub Fire Officer having jurisdiction in the area of their appointment;
- (j) **“Fire Prevention and Life Safety Measures”** means such measures as are necessary in accordance with the requirements laid down in Part IV, Fire and Life Safety of the National Building Code of India, for the time being in force, or as amended by the Government from time to time for the prevention, control and fighting of fire for ensuring the safety of life and property in case of fire;
- (k) **“Fire, Rescue or Emergency Call”** means a request for assistance in the form of supply of equipment, appliances or personnel to effectively deal with the outbreak of a fire, rescue or emergency made in accordance with the provision of the Act;
- (l) **“Fire Safety Certificate”** means the Fire Safety Certificate issued by the Fire and Emergency Services indicating and certifying the presence of fire fighting and life safety measures, in order to minimize the life and property damages and as mandated by the relevant code and standards applicable to that particular height and occupancy of the building or the premises for which it is issued. It shall not be considered for certifying -land use, ownership etc ;
- (m) **“Form”** means a form appended to these rules;

- (n) "Inspecting Authority" means Officer in charge of a fire station not below the rank of Assistant Sub-Fire Officer or a Fire Officer having jurisdiction in the area or any other Fire Officers as authorized by the State Government in this behalf;
 - (o) "multi storied building" means building of height 15 meters or more as defined in Building bye- laws ;
 - (p) "Principal" means a Fire Officer not below the rank of Additional Chief Fire Officer designated as in-charge of Fire and Emergency Service Training Academy established by the Government;
 - (q) "private entity" means an individual or group of individuals having lawful possession over resources in their personal capacity;
 - (r) "premises" means any land or any building or part of a land or building or appurtenant or any part thereof which is used for Residential, Commercial, Industrial, Institutional or Public purposes;
 - (s) "Schedule" means a Schedule appended to these rules;
 - (t) "training charges" means the charges to be paid by the trainee for admission to a course and shall include tuition fee, laboratory charges, fire ground operation charges, trainee amenities fund, and accommodation charges *etc*;
 - (u) "temporary structure" means all structures with roof or walls made of such material as permissible as per IS: 8758:1993 for use as a place on temporary basis for a specific period, where public may assemble but which is not adopted for permanent or continuous occupancy including Pandals, Tents, Shamiyanas, Mandaps, Cottages *etc*;
- (2) Words and expressions not defined in these rules, but defined in the Act or Bye-laws or National Building Code of India or Oil Industry Safety Directorate, the Petroleum Act, 1934 (Act no. 30 of 1934) and the Petroleum Rules,2002, Explosive Act,1884 (Act no. 4 of 1884) and rules made there under, National Fire Protection Association, relevant Indian Standards or specifications published by Bureau of Indian Standards, shall have the meanings as assigned to them in the said Acts, rules, Bye-laws, Building Bye-laws or National Building Code of India or relevant Indian Standards or specifications published by the Bureau of Indian Standards for construction and fire safety of buildings or premises and pandals.

Chapter-II

Organization, Superintendence, Control and Maintenance of Fire and Emergency Services

- Constitution of Office of Director, Fire and Emergency Services.**
3. The Offices of Director and other fire officers of Sikkim Fire and Emergency Services shall be constituted with staff of such competent ranks of Sikkim Fire and Emergency Services and in such numbers as the State Government may decide from time to time.
- Constitution of the Cells/ Sections at Office of Director Fire and Emergency Services.**
4. For the smooth functioning of the Office of Director Fire and Emergency Services, various Cells or sections consisting of such staff as deemed necessary, may be constituted by the State Government from time to time such as:
- (a) **Administration Cell:**
- It shall be headed by an officer not below the rank of Chief Fire Officer and with the staff that shall be of such competent ranks of Accounts, establishments and Sikkim Fire and Emergency Services and in such number as the State Government may decide from time to time.
- (b) **Purchase, Modernization, Training, Operation and Fire Prevention Cell:**
- It shall be headed by an officer not below the rank of Chief Fire Officer and with the staff that shall be of such competent ranks of Sikkim Fire and Emergency Services and in such numbers as the State Government may decide from time to time
- Power, Duties and Functions of The Director Fire and Emergency Services.**
5. The Director of Fire and Emergency Services shall exercise his powers, duties and functions as defined under sub-sections (1) and(2) of section 7 of the Act and as directed by the State Government from time to time.

Chapter-III

Organization, Superintendence, Control and Maintenance of Fire and Emergency Services at Fire Region Level

- Constitution of Fire Regions.**
6. (1) The State Government may create Fire Regions within the State by clubbing two administrative districts together such as Gangtok Region (Gangtok district and Mangan district), Namchi Region (Namchi district and Pakyong District) and Gyalshing Region (Gyalshing district and Soreng District) or any other Fire Region as may be created by the State Government from time to time by a general or special order depending upon the exigencies of work.

- (2) The State Government shall appoint a Fire Officer not below the rank of Additional Chief Fire Officer to head a fire region and assisted by such officers as deemed fit.

Constitution of office of Fire Region In-Charge.

7. The State Government shall appoint a Fire Officer not below the rank of Additional Chief Fire Officer to head a Fire region and with such staff of competent ranks of Sikkim Fire and Emergency Services and in such number as the State Government may decide from time to time.

Constitution of Disaster Management and Fire Prevention Cell at Fire Region.

8. The Disaster Management and Fire Prevention Cell at Fire Region shall be constituted with the staff that shall be of such competent ranks of Sikkim Fire and Emergency Services and in such number as the State Government may decide from time to time. This shall include firefighters who shall be trained specially as Rescue Commandos

Power, Duties and Functions of Fire Region In-charge.

9. The in-charge of Fire Region shall exercise his powers, duties and functions as directed by the State Government from time to time.

Duties and Functions of Disaster Management and Fire Prevention Cell.

10. The functioning of the Disaster Management and Fire Prevention Cell at Fire Region level shall be as directed by the State Government from time to time.

Chapter-IV

Organization, Superintendence, Control and Maintenance of Fire and Emergency Services at Fire District Level

Constitution of Fire Districts.

11. (1) Each administrative district in the State of Sikkim may be identified as Fire Districts viz. Gangtok, Mangan, Namchi, Pakyong, Gyalshing and Soreng District or any other Fire District as may be created by the State Government from time to time by a general or special order depending the prevailing fire risk and number of fire stations and the exigencies of work.
- (2) The State Government shall appoint a Fire Officer not below the rank of Deputy Chief Fire Officer to head a fire district and assisted by such officers as deemed fit.

Constitution of office of Fire District In-Charge.

12. The State Government shall appoint a Fire Officer, not below the rank of Deputy Chief Fire Officer to head a fire district and with the staff that shall be of such competent ranks of Sikkim Fire and Emergency Services and in such number as the State Government may decide from time to time.

Power, Duties and Functions of In-charge Fire District.

13. The in-charge Fire District shall exercise his powers, duties and functions as directed by the State Government from time to time.

Chapter-V

Organization, Superintendence, Control and Maintenance of Fire and Emergency Services at Fire Station Level

Constitution of Fire Station.

14. (1) Each Fire District shall have fire stations as specified under these rules or as specified by the State Government.
- (2) Based on location requirements, the State Government shall establish Fire Stations as it may deem fit in the State.
- (3) The minimum facilities shall be maintained at each Fire Station for fire fighting and rescue work as per Schedule-I of these rules.
- (4) Each Fire Station shall be under the charge of a Fire Officer appointed under sub section (4) of Section 8 of the Act, who may be assisted by one or more Fire Officers in the discharge of his duties.
- (5) The Officer in-charge of a Fire Station shall be in the rank of Fire Station Officer or Sub-Fire Officer.
- (6) All officers of subordinate rank except the station in-charge may be deputed in shift duties to enhance the efficiency.

Constitution of office of Fire Station In-Charge.

15. The Office of Fire Station In-charge shall be constituted with the staff that shall be of such competent ranks of Sikkim Fire and Emergency Services and in such number as the State Government may decide from time to time.

Equipment and appliances for Fire and Emergency Services.

16. (1). The Director, Sikkim Fire and Emergency Services shall determine the requirement of equipment and appliances for fire-fighting, personal protection, rescue and other emergencies in such numbers and with such specifications taking into consideration the apprehension of fire risk in the area for effective measures of safety and efficient response in times of emergency or disasters situations or both as the case may be.
- (2) The Director, Sikkim Fire and Emergency Services with the previous sanction of the Government, shall procure equipment and appliances determined under sub-rule (1) in such manner that each fire region, fire district and fire station is adequately equipped to meet with the requirement of disaster/emergency situation and fire-fighting, personal protection, rescue, paramedics, other emergencies and fire safety measures and make all necessary arrangements for their up keep and maintenance to ensure their availability to provide fire prevention and fire safety service as and when required.

- (3) The number and life span of equipment and appliances shall be as per the recommendations of the Standing Fire Advisory Council of the Ministry of Home Affairs, Government of India or of any other authority as may be authorized by the State Government for this purpose.

Construction or hiring of places for Fire Stations.

17. (1) The Director, Sikkim Fire and Emergency Services shall identify the area where the establishment of a fire station is tactically advantageous to provide fire prevention and life safety measure. The Director, Sikkim Fire and Emergency Services, shall send such proposal as deemed fit, to the State Government for further approval.
- (2) The Director, Sikkim Fire and Emergency Services with the previous sanction of the State Government shall acquire the land for fire station from local authority Free of charge or on payment of such amount as may be fixed by the State Government in this behalf.
- (3) The State Government may hire any building or premises on payment of such rent and on such terms and conditions as may be agreed to by both the parties, where no land is made available by the local authority.
- (4) The composition of the fire station along with the staff pattern and facilities to be provided by a fire station as indicated under rules 14, 15 and 16, maybe decided by the Director, Sikkim Fire and Emergency Service depending upon the circumstances prevailing and apprehension of fire risk prevailing in the area with provisions of special Cells and team as may be required as per Scheduled of these rules.
- (5) No local authority or any department of any town or area, to which this rule applies for the time being, after the commencement of the rules, shall transfer or otherwise part with any immovable property used as a fire station or any permanent fixture thereof without the previous sanction of the State Government. Fire Stations operating on such government buildings and operating over such land shall continue to operate till an alternate and permanent arrangement is made by the government in this regard. The building or the land so acquired or being used as fire station and any movable or immovable property belonging to fire station before and after commencement of the Act and the rules shall not be transferable and shall not be used by any local authority or any entity authority for any purpose other than field formation made by Sikkim Fire and Emergency Service under the Act.

Qualifications for appointment of Fire Officer of Different ranks and other terms and conditions of service

18. The qualifications for appointment and other conditions of services of Fire Officer of different ranks in Sikkim Fire and Emergency Service shall be made in accordance with the Sikkim Fire and Emergency Service Recruitment Rules.

Duties and responsibilities of Fire Officers and staff

19. The power duties and function of Fire Officers shall be as defined under sub-section (5) of section 8 of the Act and as directed by the State Government from time to time.

General

20. Subject to the provisions of Sikkim Fire and Emergency Services Act, 2023 and the hierarchical structure of Sikkim Fire and Emergency Services, the State Government by way of a special or general order, may create such posts as deemed necessary.

Chapter-VI

Fire and Emergency Response

Standard Operating Procedure for Fire and Emergency Calls

21. (1) The Standard Operating Procedure (SOP) to respond to Fire and Emergency calls as received at Fire Station Control room by any means shall be as given below-

- (a) The Fire and Emergency team stationed at different fire stations shall be the first responder to each fire and rescue call received through any source in the jurisdiction of fire station;
- (b) The fire and rescue emergency call shall be received in the control room of respective fire station through one or more following modes:
 - (i). Fire control room telephone no;
 - (ii). Message from WT set from police control room or District control room;
 - (iii). Message through MDT set of 112;
 - (iv). Telephonic call of officials/colleague/etc;
 - (v). Person himself conveys the message through physical presence.
- (c) On receipt of call, the fire control room operator shall note down all the information viz- location, type of emergency, any injury or casualty, other relevant information;
- (d) After that fire control room operator shall sound the alarm as per the prevailing codes of declaring emergency-
 - (i). One long siren-Rescue;
 - (ii). Three long siren-Fire Call;
 - (iii). Continuous long siren-Major Fire.
- (e) The fire control room operator or duty officer of fire station shall communicate the emergency to in-charge fire station and Fire control room-Gangtok. Simultaneously, the operator shall hand over the filled incident location parchi to the crew commander of the turnout.

- (f) The turnout from fire station shall be as given in Schedule-II.
- (g) All the emergencies shall first be evaluated by the first turnout commander on arriving at incident site and if he finds that the situation is different (lower or higher in terms of risk) from as communicated, he shall inform the higher authorities and fire station control room for further needful action as per the established procedure.
- (h) Notwithstanding the deployment of the resources in Schedule-II, it shall be the prerogative of the senior most fire officer present at site, to reduce or enhance the resources for controlling emergency.

Deployment of resources

22. (1) The officer in-charge of fire station or any other fire officer of field formation so appointed by the State Government under the Act shall have an authority to deploy resources including equipments and fire personnel in all such emergency situations that may arise and comes to his notice by any means in his area of jurisdiction.
- (2) On receipt of fire or emergency call within the jurisdiction of fire station, the officer in-charge shall immediately deploy the fire and emergency resources at site and if deployment of resources is required outside the area of jurisdiction of fire station than in-charge of fire station shall obtain the permission from immediate higher authority of fire and emergency service and deploy the same.
- (3) No charges for the deployment of fire and emergency resources shall be claimed, if fire or emergency call is attended at:-
- i. State, Central Government, recognized NGO managed hospital or Nursing homes;
 - ii. All State Central Government buildings or offices;
 - iii. State, Central Government recognized NGO managed schools or training institutes;
 - iv. Residential row houses, residential colonies etc;
 - v. Fire rescue in villages forest /agriculture farms etc (business/mercantile establishments excluded);
 - vi. All rescue calls of animals/birds/human;
 - vii. All Fire/Rescue calls of natural calamities/terrorist attack/civil war/Riots etc;
 - viii. Services render to Indian Army (all Cells)/ Police/Paramilitary/ etc;
 - ix. Services render to VVIPs as instructed by the concerned District Magistrate;
 - x. Service as instructed by the concerned District Magistrate, clearly mentioning for waiver of charges;

- (4) The nominal charges for providing resources by Sikkim Fire and Emergency Services shall be as per Schedule-III of these rules:
 - (a) All the charges shall be for 08 hours only (time shall be counted from starting of fire crew from the fire station. For extra time, same shall be charged accordingly. Minimum 08 hours charge (deployment charges) is applicable.
 - (b) Mileage charge up to five kilometer road distance from the fire station shall be exempted,
- (5) The deployment fee shall be enhanced at the rate of 10% of the fee under sub-rule (4) every year with effect from first of April.
- (6) Bill to be raised on the authority requesting for assistance. After the arrival back from the place of deployment to the Fire Station, the crew-in-charge who accompanied the crew shall submit the details of the operation and mileage to the officer concerned for raising the bill on the District Authority or any other authority who requested for assistance. For stand-by duty, advance payment shall be deposited by the authority concerned requesting for assistance.
- (7) The extra territorial deployment under sub-rule (2) shall be under the charge of an officer not below the rank of a Fire Station Officer.

Fighting the fires

23. (1) The Sikkim Fire and Emergency Service In-charge of Fire Regions, Fire District and officer In-charge of Fire Station in the respective area of their jurisdiction, shall have the authority to plan Organize and deploy resources, whether personnel or equipments in such a manner as decided to ensure optimum saving of human life and property in danger of fire and emergency risk with safety of fire personnel. The senior most fire officer, Sikkim Fire and Emergency Service present at site of incident shall have an authority of incident commander for emergency and rescue operations and all the resources and helps extended by other agencies shall be deployed under his Command to ensure a unified and coordinated response to deal with the emergency or disaster.
- (2) The In-charge of Fire Regions, Fire District and officer In-charge of Fire Station in the respective area of their jurisdiction shall ensure that the members of fire Service subordinate to them are adequately trained and have adequate topographical and tactical knowledge of fire hazards prevalent therein.

Chapter-VII

Water Supply

Water Supply

24. During the fire fighting operations, the Director Fire and Emergency Services or the officer in-charge of Fire District or Fire Station having jurisdiction in the area shall be able to draw water from any local authority or private entity having the source of water under their possession at the rates as mentioned in Schedule-III.

Adequate supply of water for fire-fighting

25. (1) Notwithstanding anything contrary to the provisions in any State Act or rules for time being in force, the Additional Chief Fire Officer or any other Superior Fire Officer, as the case may be, may require the authority having jurisdiction to provide hydrants at strategic locations on the public mains or private mains of not less than 150 mm diameter on payment of charges as specified by the State Government.
- (2) The residual pressure at the hydrant shall not be less than 3.5 bar.
- (3) There shall be provided near each hydrant, an identification plate showing hydrant number and size of mains and each such hydrant shall be maintained by the authority which provided the hydrant.

Chapter-VIII

General Measures and Emergency Provisions relating to Fire Prevention and Life Safety Measures

26. Minimum standards for fire prevention and fire safety for permanent structure buildings or premises.
- (1) For the purpose of achieving adequate fire and life safety measures in a building or premises as required under sections 21 and 24 of the Act, the minimum standards for fire prevention and fire safety shall be determined with respect to the height, cover area and class of occupancy of such building or premises as are warranted in the bye laws and relevant code and standards as applicable to such building at the time of construction or approval of the map thereof, in addition to the following, namely:-
- (i). Access to building;
 - (ii). Number, width, type and arrangement of exits;
 - (iii). Smoke management system in controlled environment building;
 - (iv). Fire extinguishers;
 - (v). First-aid hose reels;

- (vi). Automatic fire detection and alarming system;
- (vii). Public address system;
- (viii). Automatic sprinkler system;
- (ix). Internal hydrants and yard hydrants;
- (x). Pumping arrangements;
- (xi). Static water storage for fire fighting;
- (xii). Exit signage;
- (xiii). Fire Lifts;
- (xiv). Standby power supply;
- (xv). Refuge area;
- (xvi). Special fire protection systems for protection of special risks, if applicable;
- (xvii). Manually operated Electronic Fire Alarm system (MOEFA);
- (xviii). Electrical safety audit report issued by the Government electrical safety department or Contractor authorized by government electrical safety department by the state Government;
- (xix). Certificate for installation of fire protection system by Qualified Third Party Agency as applicable;
- (xx). Appointment letter of fire safety officer, if required; and
- (xxi). Safety Certificate of lift issued by the competent authority, if required:

Provided that these norms shall not be applicable to all type of buildings requiring fire safety certificate, rather the requirement shall be assessed purely on the basis of cover area, height and type of occupancy of the building as detailed in bye laws, national Building code or relevant Act, rules and standards as applicable to such building.

- (2) The provision of fire and safety shall be applicable in all types of buildings (whether constructed or under construction or proposed for construction) and shall be assessed only from fire and life safety point of view on the basis of standards mentioned in sub-rule (1).
- (3) In order to provide fire safety of buildings under section- 21 of the Act for such classes of occupancies or buildings or premises for which fire prevention and fire safety measures are not provided in the bye-laws expressly but is required in the interest of public safety, the Director with approval from the Government may require the owner or occupier of such occupancies or buildings or premises to provide fire prevention and fire safety measures in accordance with the international standards as per the procedure details in various rules made thereof.

- (4) The water required for fire fighting in any building shall be stored either underground tank(s) or in over head tanks and/ or combination of both, but in no case the stored quantity shall be less than required under relevant standards.
- (5) Access to the building shall mean the availability of means of approach to each floor of the building or to nearest point of the building in case of emergency situation for firefighting and/or rescue operations at least from one side like- road or permanent open space etc, and shall be mandatory for approach during emergency situations.

Relaxation and Modification in Fire Safety Measures

- 27. (1) Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax or modify or any requirement concerning fire prevention and fire safety measures under these rules with respect to any class of occupancy in any Building or premises in special areas or in respect of any building or Premises in any are at that was constructed or which was under construction Prior to the date of commencement of these rules.
- (2) In case, the width of staircases is less than that applicable at that time but the numbers of staircases have a cumulative exit width according to the occupant load as required under the rules, then such arrangement shall be deemed to have complied with the norms

Permanent structure not requiring certificate from Qualified Third Party Agency;

- 28. (1) Such permanent buildings or premises as mentioned in the table below shall not require a certificate from the Qualified Third Party Agency.

Sl. No.	OCCUPANCY	DESCRIPTION
1	Residential (Excluding buildings categorized as hotels)	Buildings with height below 15m.
		Buildings with single basement having Covered area less than 500Sqm.
2	Educational	Buildings having height below 15m and floor area less than 500 Sqm.
3	Institutional (Nursing home, Hospitals etc.)	Buildings having height below 15m and plot area less than 500 Sqm.
4	Business (Office, banks, Labs, Library, Data processing centers, IT parks etc.)	Buildings having height below 15m and floor area less than 500 Sqm. And with single basement having covered area less than 500Sqm.

5	Mercantile (Shops, Markets, Departmental stores <i>Etc.</i>)	Buildings having height below 15m with floor area less than 500 Sqm. And with single basement having covered area less than 500Sqm.
6	Any type of Occupancy	Building being used for any occupancy where only fire extinguishers are required for fire protection as per the requirement of relevant codes and standards as applicable to such buildings.

(2) The aforesaid table shall not constitute an exhaustive list of particulars where the certificate from Qualified Third Party Agency is not necessary. The State Government may review the necessity of obtaining certificate from the Qualified Third Party Agency from time to time.

Issuance of Fire Safety Certificate.

29. (1) In order to obtain Fire Safety Certificate, owner shall apply for the same in Form A9 attaching all relevant maps, drawing and other documents mentioned on the online portal of fire service. No person other than the owner or his authorized representative shall canvass or pursue for obtaining Fire Safety Certificate.

In case of violation of this rule, the unauthorized person or imposter who canvases for obtaining Fire Safety Certificate shall be liable for punishment under section 35 of the Act.

(2) The application for grant of Fire Safety Certificate as mentioned in sub- rule (1) shall be made on the online portal of fire and emergency service and shall be accompanied with a certificate from the Qualified Third party Agency and such other certificates as detailed in Form A9 from owner or occupier to the effect that all the fire prevention and fire safety measures as required under Rule-26 have been incorporated in the building or premises.

(3) On receipt of the application through the online portal of fire and emergency service made under sub-rule (1) and (2) , the Fire Officer having jurisdiction in the area under the section 26 of the Act if not satisfied / have doubt regarding the standard of inspection carried over by the Qualified Third Party Agency with a view to ascertain the availability and operability of the fire prevention and fire safety measures as mentioned in rule-26 may inspect the building or premises before grant or refusal of Fire Safety Certificate, as per Schedule-IV on the online portal.

(4) Under the provisions of section 24 of the Act, for a building as categorized by area and height or hazard, a Fire Officer as prescribed in the Schedule-IV shall issue a Provisional Fire Safety Certificate in "Form A10" and Fire Safety Certificate (Final/ Renewal) in "Form A11" to the owner or occupier of the building or

premises with such conditions as may be specified in the Fire Safety Certificate for compliance of fire prevention and fire safety measures as specified under these rules.

- (5) On receipt of the report under sub-rule (3) and (4), The Fire Officer as authorized in this behalf shall grant the Fire Safety Certificate in the relevant form or object or reject the same for reasons to be recorded in writing and communicate the same to the owner or occupier, as the case may be.
- (6) In case of rejection of application for grant of Fire Safety Certificate a fresh application shall be made by the owner or occupier under sub rule (1) duly complying with the requirements as communicated under sub-rule (1) and (2).
- (7) In case of objection to the application for grant of Fire Safety Certificate under this rule by the issuing authority as per Schedule-IV, owner or occupier of the building or premises as the case maybe, against whom the objection was issued under sub-rule (5) and (6) shall comply with the objections so described within the time period stipulated in the notice and if the said objection are found in compliance with the fire safety measures as required, then the online application for Fire Safety Certificate shall be restored and issued as per Schedule-IV through online portal.
- (8) While issuing Fire Safety Certificate (Provisional Certificate in Form A10 and Final/Renewal Certificate in Form A11), the assessment of structural safety and adequacy of fire protection equipments shall be done not merely on the basis of sanctioned map issued by entity authority or local authority, as the case may be, but also on the basis of actual covered area, actual height, actual hazard and actual occupancy by inspecting, reviewing and issuing authorities.

Duration of Fire Safety Certificate

30. The Provisional, Final and Renewal of Fire Safety Certificate issued under rule 29, unless sooner cancelled, shall be valid for a period of 5 years for residential buildings (other than hotels) and for a period of 3 years for non-residential buildings except hotels, hospitals, assembly, storage, industrial and all other occupancies including those requiring certificate from Qualified Third Party Agency which shall have the validity of one year from the date of issue:

Provided that the State Government by a general or special order reduce or increase such period of validity of Fire Safety Certificate after recording the reasons.

Renewal of Fire Safety Certificate

31. (1) Application for renewal of Fire Safety Certificate granted under rule 29 shall be made on the online portal of Fire and Emergency Service, in Form A-11 along with all required documents, one month prior to the date of expiry of the Fire Safety Certificate.
- (2) On receipt of an application made under sub-rule (1), the Fire Officer having jurisdiction, if he feels necessary, may inspect the

building or premises to verify the compliance of rules as per the certificate provided by the Qualified Third Party Agency and forward the report of the compliance or otherwise, to the fire officer as per Schedule-IV concerned.

- (3) On receipt of report under sub-rule (2) and following the procedure, the issuing officer shall renew or reject the application duly recording the reasons.
- (4) The owner or occupier of such buildings as specified in the Act shall furnish a certificate in the months of January and July each year regarding the maintenance of fire prevention and life safety measures in a building or premises being in good repair and efficient condition as specified in section 24 of the Act in the form of declaration in "Form A6".

Cancellation of Fire Safety Certificate and Action for violation of provisions of the Act or rules or directions issued there under

32. (1) On receipt of an information or complaint from any person or after *suo-moto* inspection carried out under various sections of the Act, Fire Officer having jurisdiction in the area, on having found the violation of the mandatory provision under which the Fire Safety Certificate was granted, shall note the observation of violations and shall submit it to the fire officer who has issued Fire Safety Certificate. The fire officer who had issued the Fire Safety Certificate under Schedule-IV shall issue a show cause notice within 24 hours of receipt of such observation for cancellation of the Fire Safety Certificate issued after giving the owner or the occupier or person authorized by them the case may be, an opportunity to show cause within fifteen days of the date of service of notice for,-
 - (a) violation of any of the provisions of the Act or these rules or any of the conditions prescribed in the Fire Safety Certificate; or
 - (b) non-compliance or incomplete compliance of directions issued under the Act or these rules; or
 - (c) Preventing inspection under the Act and these rules, either by obstruction or non-cooperation *etc.*
- (2) On failure of compliance from the owner or occupier, the Fire Officer who had issued Fire Safety Certificate under Schedule -IV, shall get confirmation of violation of the conditions from the Fire Station In-charge. He shall report the matter to the Licensing Authority concerned, to cancel the license for operation of such building or premises as cinema hall and multiplex, clinical establishments, factory, hotel, warehouse and cold storage or any business, trade, profession or activity *etc.* whatsoever, for which such license was required.
- (3) In order to ensure the safety of immediate life and property in a building or premises which is non-compliant or has in complete compliance, the in-charge of Fire District shall report the matter to the authority in Form A16 to take suitable action.

- (4) If the Licensing Authority does not act as per the report, the Fire Officer In-charge of Fire District, as the case may be, may take steps initiating the procedure for sealing as per rule 33 and may start prosecution after recording the reasons therefore.

Procedure for Sealing of Building or a part thereof

33. (1) On receipt of report from the fire officer having jurisdiction in the area that such building constitutes a risk to property and human life, the officer in- charge of the Fire District shall verify the facts and submit a report to the officer in charge of the Fire Region, who on confirmation of veracity of the report by physical inspection, himself or through a committee of Fire Officers, shall submit the report to Director, Fire and Emergency in this regards to seal such place or premises under section 57 of the Act.
- (2) On receipt of such report or the Director, Fire and Emergency Services *suo-moto* shall verify and forward the report to the Sub Divisional Magistrate concerned to seal such places or premises under 57 of the Act.
- (3) Where a place or building or premise or a part thereof is sealed under this rule, an inventory of the material found in such place or building or part thereof shall preferably be prepared in the presence of two independent witnesses and a copy thereof shall be delivered to the owner or occupier, if present at the site. The inventory and Panchnama shall be used for preparation of reports by the committee.

Public display of fire safety Certificate at conspicuous place in the building or premises and temporary structure

34. Photo copies of the Fire Safety Certificate issued under rule 29 shall be framed and displayed at all conspicuous places, including corridors, lobbies and floors of towers or blocks of building or premises and temporary structure, for information of general public.

Scope of Qualified Third Party Agency

35. (1) A person or association of persons who are termed as Qualified Third Party Agency under section 24 of the Act shall be responsible for carrying out the inspection regarding the compliance of the fire prevention and life safety measures in the building and part thereof as required by or under the provision of the Act.
- (2) The owner or occupier, as the case may be, shall be responsible for optimum functioning of the installed fire prevention, life safety and fire protection measures in buildings.

Eligibility for Qualified Third Party Agency

36. (1) No person shall be eligible to apply for grant of license to Act as a Qualified Third Party Agency unless he/she has successfully completed a minimum of Diploma course in the field of fire from a recognized University and has sufficient domain knowledge and accomplishments in the field of fire service.

- (2) The person applying for grant of License as a Qualified Third Party Agency shall also submit a copy of valid trade license issued in his name for the State of Sikkim.

Application to Act as Qualified Third Party Agency

37. (1) A person who intends to Act as a Qualified Third Party Agency as specified under sub-section (5) of section 24, for carrying out the inspection of installation of fire prevention, life safety and fire protection system measures in building or premises or temporary structure, shall make an application for obtaining license in "Form A3" along with a fee of Rs-5,000/- to the In-charge of Fire District of Fire and Emergency Services.
- (2) The In-charge of Fire District of Fire and Emergency Services shall, on verification of the credentials, forward the said application with recommendation or otherwise to the Director of Fire and Emergency Services, who on the careful consideration of the qualification and experience required as per rule 36 shall empanel them as Qualified Third Party Agency and shall issue a license in Form A4 subject to the condition that,-
- (a) The license shall be non-transferable.
- (b) Changes, if any, in respect of Partners, Directors, members or address of the office of the Qualified Third Party Agency, shall be forthwith reported to the Authority issuing the license.

Violation of conditions by Qualified Third Party Agency and suspension/ cancellation/ revocation of license to Act as Qualified Third Party Agency

38. (1) The license of the Qualified Third Party Agency may be cancelled or suspended for a period of time which may extend to 3 year or the Qualified Third Party Agency may be permanently debarred by the Director on the receipt of complaint in issuance of the certificate issued by the Qualified Third Party Agency under sub section (5) of section 24 of the Act.
- (2) On receipt of such complaint, a committee of Fire Officers shall be appointed by the Director in this regard which shall enquire into the alleged malpractices. On confirmation of these anomalies, the procedure of suspension or cancellation of the Certificate/license of Qualified Third Party Agency shall be done after giving due opportunity of hearing to the Qualified Third Party Agency and after issuance of show cause notice in this regard as per Form A5.
- (3) After the period of suspension of the license, a committee of Fire Officers appointed by the Director may revoke such license after re-submission, re-verification and establishment of prescribed credentials.
- (4) Where any person to whom the license has been granted, contravenes any of the provisions of the Act or of the rules or fails to comply with the conditions of the license or becomes unfit by reason of incompetency, misconduct or any other grave reasons, a notice in "Form A5" shall be given to such person to

show cause as to why the license granted to him to Act as Qualified Third Party Agency should not be suspended or cancelled or penal action should not be initiated under these rule and section 38 of the Act.

Certificates to be issued by Qualified Third Party Agency

39. A certificate regarding the compliance of the fire prevention and life safety measures in a building or a part thereof as required by or under the provisions of the Act, shall be issued by a Qualified Third Party Agency in "Form A2".

Appointment of Fire Safety Officer

40. (1) For the purpose of effective fire prevention and life safety measures, every owner or occupier shall appoint a Fire Safety Officer for such buildings as per Schedule-V of these rules, within a period of six-months from the commencement of the Act, having prescribed qualifications and experience in the field of fire service as specified by Director Fire Service from time to time.
- (2) The compliance report to this effect in Form A6 shall be sent by the owner or occupier to the Officer in-charge of fire district having jurisdiction.
- (3) On the receipt of the compliance report made under sub-rule (2), the officer In-charge of fire district shall, after due verification of credentials of the candidate, start a week-long orientation program/ training at Fire Station and issue a certificate of enrolment of appointment of the Fire Safety Officer, under the seal and signature in "Form A7".
- (4) In case of failure to appoint a Fire Safety Officer as specified in sub-rule (1), the In-charge of Fire District having jurisdiction shall, after giving an opportunity of being heard, communicate to the authority granting license to operate the establishment to take appropriate action for discontinuance of the use or closure of the building or premises or the factory, as the case may be.
- (5) The safety officer so appointed for the premises/ building under this rule shall be a qualified fire professional having sufficient domain knowledge and experience in fire safety. Priority shall be given to such candidates who have diploma/certificate from National Fire Service College, Nagpur and any training institutions of Sikkim Fire and Emergency Service or any other institute recognized by the Government.

Liability to maintain fire safety measures

41. (1) Under section-24 of the Act, the occupier or owner of the building or premises, as the case maybe, shall declare every year in the month of January and July in Form-A6 that fire prevention and fire safety measures provided in the building or premises are intact and operable.
- (2) It shall be lawful for the Fire Station Officer or an officer or group of fire officers nominated by a superior officer having jurisdiction, to enter and inspect the building or premises, as the case may be, in manner as given under section-27 of the Act with a view to

verify the correctness of the declaration made under sub-rule 1 and shall report the shortcomings if any, to the officer in-charge of fire district. The district officer in charge of the fire service shall issue a notice in Form-A12 to the owner or occupier of the building, as the case maybe, for removal of such shortcoming within a specified period of time not exceeding 30 days.

- (3) If the directions of the district officer in-charge of Fire and Emergency service are not complied within the specific time limit so given, then such building shall be declared unfit/unsafe from fire safety point of view and action shall be taken under sections-35 and 38 of the Act.
- (4) The owner or occupier of the building or premises, as the case may be, against whom the notice was issued under these rules, shall comply with the instructions so described in the stipulated period of time of the notice and if the fire safety measures as required are found complied with then, after the inspection procedure as detailed in rule-29 shall be restored.

Notice for the removal of objects or goods likely to cause the risk of fire

42. Whenever an inspection is carried out by the fire officer having jurisdiction in the area, to ensure that the provisions of section 21 and Section 23 of the Act are complied with, then such inspection report shall be given in "Form-A13" to the In charge of fire district having jurisdiction, who after careful perusal of such report, shall issue a notice in "Form-A12" to the owner or occupier of building or premises for removal of such goods likely to cause fire, to a place of safety within a period as specified in the notice.

Non compliance of directions

43. (1) On failure to comply with the directions given under rule 42 and sections 21 and 23 of Act, the in-charge of fire district shall send report to Sub-Divisional Magistrate having jurisdiction of the area for appropriate action with respect to the removal of objects or goods likely to cause the risk of fire in the building and/or premise. The Sub-Divisional Magistrate having jurisdiction of the area shall take such actions as enumerated under section 23 of the Act within fifteen days.
- (2) Where any objects or goods involving risk of fire are required to be seized, detained or removed, the inspection and further procedure of seizure and detention shall be carried out in following manner:-
- (a) a notice of inspection shall be given by the Sub- Divisional Magistrate and the inspection shall be carried out along with Fire Officer and Police Station In-charge having jurisdiction in the area;
 - (b) having ascertained the inadequacy of safety measures and imminent danger of fire or explosion that the aforesaid objects or goods possess, the Sub- Divisional Magistrate shall require the persons in possession or occupation of the building or premises or part thereof, to remove themselves from there forthwith;

- (c) an inventory of the said goods or objects which are likely to cause fire or explosion shall be made in the format (Panchnama) given in Form A14 and the said goods shall be removed from such building or premises in a safe manner as may be required in accordance with the nature of the objects or goods, and a copy of the said Panchnama shall be sent to the In-charge of Fire District.

Minimum standards for fire prevention and fire safety measures for temporary structure etc.

44. (1) The minimum standards for fire prevention and fire safety for temporary structure such as Mandap, Shamiyana or tents or Pandal for the purposes of the Act , shall be in accordance with IS: 8758:1993 published by the Bureau of Indian Standards, New Delhi .
- (2) The aforesaid standards shall be complied with by the owner/ organizer/ erector of Mandap, Shamiyana, Tents or Pandal and shall relate to the following matters, namely:-
- (a) Access to temporary structures etc;
 - (b) Open space around the temporary structures etc;
 - (c) Distance from medium and high voltage electrical wires and hazardous installations ;
 - (d) Means of exits ;
 - (e) Material of construction ;
 - (f) First-aid firefighting arrangements and spraying of fire retardant material etc ;
 - (g) Water storage for fire-fighting ;
 - (h) Electrical wiring duly certified by concerned department/ authorized electrical contractor ;
 - (i) Availability of trained fire-fighting staff.

Form of declaration for Fire Prevention and Fire Safety measures of temporary structure etc.

45. (1) The owner / organizer / erector of temporary structures such as Mandap, Shamiyana, Tents or Pandal shall, for the purposes of due compliance of the Act, make a declaration in Form-A15 along with a layout plan showing access, open spaces, means of exit of proposed Mandap, Shamiyana, Tents, or Pandal open spaces to the effect that adequate fire safety measures have been taken as provided in rule 44 which shall be submitted to In-charge Fire District before 24 hours of the program.
- (2) The owner/ organizer/ erector of temporary structures such as Mandap/ Shamiyana/ Tents/ Pandal shall display such declaration at a prominent place in the Mandap/ Shamiyana/ Tent/ Pandal.

Verification of Fire Prevention and Fire Safety measures of temporary structure etc.

46. (1) In order to verify the self declaration by the erector of Mandap, Shamiyana or Tents or Pandal, the Director or the Fire Officer not below the rank of Sub Fire Officer in his area of jurisdiction, a fire officer as authorized by the Director may enter such Mandap, Shamiyana or Tents or Pandal or Temporary structure in his area of jurisdiction to find out any shortcomings or deviation from the safety measures as claimed in the declaration form by owner/organizer of such event.
- (2) On finding the shortcomings, the erector of the Pandal shall be issued a notice in Form-A1 and Form-A8 regarding the shortcomings with direction to correct them within the next 4 hours from the time of receipt of such notice.

Sealing of temporary structure etc. for non compliance of fire prevention and fire safety provisions.

47. (1) If the owner/organizer / erector of pandal, mandap, shamiyana or tents or temporary structure fails to execute or correct the shortcomings as pointed out by the inspection authority, the mandap, shamiyana, tents, pandal or temporary structure shall be declared unfit/unsafe from fire and safety point of view by the In-charge of fire district on the basis of inspection report from Officer In-charge of Fire Station.
- (2) The report of the said pandal / mandap / shamiyana / tent being unsafe shall be sent by the In-charge of fire district to the Sub-Divisional Magistrate, in whose territorial jurisdiction the mandap, shamiyana or tents or pandal or temporary structure is situated, to seal the temporary structure.
- (3) On receipt of a report under rule 46 and sub-rule (2) of this rule, the Sub-Divisional Magistrate *on getting an approval from the District Magistrate in this regard*, shall give a notice, to be served in such a manner as he may think fit and with a reasonable opportunity of showing cause, against the removal of encroachment or objects or goods likely to cause a risk of fire or obstruction to firefighting.
- (4) After giving the owner or occupier or erector, as the case may be, a reasonable opportunity of making representation under sub-rule (3) *and having noticed the imminent danger to public at large on account of continued violation of the requirement of minimum fire and life safety measures*, the Sub-Divisional Magistrate may make an order to seize, detain or remove such encroachments or objects or goods and *also may seal such temporary structure*.
- (5) The person charged with the execution of the order as made under sub- rule (4), shall forthwith make an inventory of the objects and goods which he seizes under such order; and shall, at the same time, give a written notice in this behalf to the person in possession of the said objects or goods at the time of seizure, that the same will be auctioned as therein mentioned if they are not claimed within the period stipulated in the said notice.

- (6) On the failure of the person, in whose possession the objects or goods were at the time of seizure, to claim the seized goods pursuant to notice given under sub-rule(5), the Sub-Divisional Magistrate and the In-charge of fire district shall sell them in accordance with the public auction policy of the State Government.

Supervision by two tier committee 48.

The following two-tier Committees shall be constituted in relation to the regular supervision and review of any proceedings under the Act and rules and management of their ancillary matters:-

(A) District Level Grievance Redressal and Monitoring Committee:

- (1) Action taken under the Act, including the proceedings of Approval and Cancellation of Fire Safety Certificate, grant of license to act as a Qualified Third Party Agency, removal of objects or goods likely to cause the risk of fire, Appointment of Fire Safety Officer and the cases decided, shall be reviewed from time to time by the District Level Grievance Redressal and Monitoring Committee.
- (2) Essentially, the Fire Officers who have dealt a case under the Act and who are dealing the same shall be present with all the relevant records and information.
- (3) The said District Level Grievance Redressal and Monitoring Committee shall be constituted as under:
 - (i) Officer In-charge of Fire District – Chairperson
 - (ii) All Officers In-charge of Fire Stations in the District – Members
- (4) The Committee shall be empowered to take all necessary actions and to redress any complaint regarding the act of fire officers.
- (5) Minutes of the decisions taken and the review made in the said District Level Grievance Redressal and Monitoring Committee shall be compiled and sent to the Office of Director Fire and Emergency Service as soon as possible with the signature of the Chairperson of the said committee.

(B) State level Grievance Redressal and Monitoring Committee:

- (1) Action taken under the Act, including review of the decisions taken by District Level Grievance Redressal and Monitoring Committee and grievances of stakeholders against the decision of District Level Grievance Redressal and Monitoring Committee, a Grievance Redressal and Monitoring Committee shall be constituted at State level.
- (2) The State Level Grievance Redressal and Monitoring Committee shall consider the quarterly review report of the District Level Grievance Redressal and Monitoring Committee and the action taken by it under this Act;

- (3) The disposed cases will be compulsorily reviewed by the State Level Grievance Redressal and Monitoring Committee in every three months. If the Chairperson finds it expedient, he may convene the meeting even before the specified period.
- (4) The said State Level Grievance Redressal and Monitoring Committee shall be constituted as under :-
 - (i) Director, Sikkim Fire and Emergency Services- Chairperson;
 - (ii) Chief Fire Officer, Sikkim Fire and Emergency Services- Member;
 - (iii) Officer In-charge of Fire Region-Member;
 - (iv) Officer In-charge of Fire District -Member.
- (5) The Committee shall be empowered to take all necessary actions and to redress any complaint regarding the act of fire officers.
- (6) Minutes of the decisions taken and the review made in the State Level Grievance Redressal and Monitoring Committee shall be prepared and sent to the Home Department of the Government of Sikkim as soon as possible with the signature of the Chairperson of the said Committee.

CHAPTER-IX

COMPOUNDING OF OFFENCES

Compounding of Offences

49. Under section 40 of the Act, the violation of the following shall be compounded to the limit of fine accrued thereof:

Provided that no compounding shall be applicable for omission of installation of mandatory provisions as required under rule 26 and 44;

Sl. No.	Violation of Act	Recommending Authority	Compounding Authority	Maximum amount to be compound (in Rs.)
1	Chapter- IV of Act	Officer In-charge of Fire Station having jurisdiction	In-charge of Fire District	20000/-
2	Section 32 of Act	Officer In-charge of Fire Station having jurisdiction	In-charge of Fire District	20000/-
3	Section 33 of Act	Chief Fire Officer, Sikkim Fire and Emergency Services	Director, Sikkim Fire and Emergency Services	50000/-
4	Section 34 of Act	Officer In-charge of Fire Station having jurisdiction	In-charge of Fire District	1000/-

5	Section 35 of Act	In-charge of fire district	In-charge of Fire Region	10000/-
6	Section 36 of Act	Officer In-charge of Fire Station having jurisdiction	In-charge of Fire District	10000/-
7	Section 37 of Act	Officer In-charge of Fire Station having jurisdiction	In-charge of Fire District	10000/-
8	Section 38 of Act	Chief Fire Officer, Sikkim Fire and Emergency Services	Director, Sikkim Fire and Emergency Services	10000/-

CHAPTER-X

APPEAL

Appeal

50. (1) The following officers as enumerated in the table below shall be the Appellate Authority for the purposes of section 44 of the Act:-

Sl. No.	Appeal Against An Order Of	First Appellate Authority	Second Appellate Authority
1.	Officer In-charge of Fire Station having jurisdiction	Additional Chief Fire Officer, Fire and Emergency Services	Chief Fire Officer, Fire and Emergency Services
2.	Deputy Chief Fire Officer, Fire and Emergency Services	Chief Fire Officer, Fire and Emergency Services	Director, Fire and Emergency Services
3.	Additional Chief Fire Officer, Fire and Emergency Services	Director, Fire and Emergency Services	Director General of Police
4.	Chief Fire Officer, Fire and Emergency Services	Director, Fire and Emergency Services	Director General of Police
5.	Sub-Divisional Magistrate	District Magistrate Department, Government of Sikkim	Secretary, Home
6.	Director, Fire and Emergency Services	Director General of Police	

- (2) An appeal to the First Appellate Authority under Section 44 of the Act shall be preferred in Form-A18 and shall be accompanied by a copy of order or notice appealed against and by, a fee of Rs.-1,000/- (Rupees one thousand only) through a bank draft drawn in favor of the Appellate Authority.
- (3) The First Appellate Authority shall consider all the circumstances of the case and after making necessary inquiry, shall pass such orders as it may deem just and proper.
- (4) In case the aggrieved person is not satisfied from an order of the First Appellate Authority, he may also prefer an appeal to the Second Appellate Authority within 30 days from the date of order appealed against, accompanied by a copy of the order of the First Appellate Authority and by depositing a fee of Rs. 5,000/- (Rupees five thousand only) through a bank draft drawn in favor of the Second Appellate Authority payable to concerned Drawing and Disbursing Officer.
- (5) The Second Appellate Authority shall consider all the circumstances of the case and after making necessary inquiry, shall pass such orders as it may deem just and proper and its order shall be final.
- (6) Form of Second Appeal to the Second Appellate Authority against an order of First Appellate Authority shall be preferred in Form-A19.
- (7) The authority which made the order or issued the notice on which the appeal was preferred shall give effect to the order passed by the Appellate Authority.

CHAPTER-XI

TRAINING

Establishment of Fire and Emergency Institute

51. (1) The State Government may maintain minimum one Sikkim State Fire and Emergency Training Institute and one or more regional Fire and Emergency Training Institutes.
- (2) The State Government may depute such fire officers of Fire and Emergency services of competent ranks and in such number for smooth functioning of the Sikkim State Fire and Emergency Training Institute and regional Fire and Emergency Training Institutes.

Training Charges

52. (1) The external trainees who are not on the roll of Sikkim Fire and Emergency Services shall pay, at the time of admission, training charges as detailed in the Sikkim Fire and Emergency Services Training Manual through demand draft payable to the Principal, Sikkim State Fire and Emergency Training Institute:

Provided that the trainees on the roll of Sikkim Fire and Emergency Service shall not be liable to pay training charges.

- (2) The Principal, State Fire and Emergency Training Institute shall remit or cause to remit to the Director, Fire and Emergency Service at the end of each course the total sum of the training charges received under the heads of tuition fee, laboratory charges, fire ground operation charges and accommodation charges.
- (3) The Director, Sikkim Fire and Emergency Services shall maintain a separate head for remitting the training charges received and shall utilize the same for providing amenities like sports facilities (indoor and outdoor) and indoor recreation facilities to the trainees.
- (4) If any trainee decides to withdraw from the course before the date of closing of training schedule for any reason or is expelled from the course by the Principal, State Fire and Emergency Training Institute, he shall not be entitled to refund of training charges remitted by him or part thereof.
- (5) On admission of a trainee to a course, if he is allotted accommodation, he shall be required to deposit a sum of rupees two thousand only as security deposit by way of a bank draft, drawn to the Principal, State Fire and Emergency Training Institute. Provided that the trainees on the roll of Sikkim Fire and Emergency Service shall not be liable for payment of such Security deposit.
- (6) The aforesaid security deposit shall be refunded at the end of the course after verifying that all articles made available to the trainee are in good condition and no loss has been caused to the exchequer during the training due to his conduct.

**Training
schedule of
departmental
employees**

53. (1) All Fire Officers above the rank of Fire Station Officer shall undergo at least two refresher training sessions of minimum three days each with respect to fire engineering including fire management and administration skills at any reputed national/ international institute in every five years, including study tours and exchange programs to enhance the technical and professional acumen of the members of Fire and Emergency Service to various countries with advance and developed fire or other emergency services,.
- (2) All Fire officers of the rank of Fire Station Officer and below shall undergo at least one refresher training session of minimum three days with respect to fire engineering including fire management skills at any reputed national/ international institute in every five years, including study tours, exchange programs to enhance the technical and professional acumen of the members of fire and emergency service to various countries with advance and developed fire or other emergency services.
- (3) All the members of Sikkim Fire and Emergency Services shall undergo induction training program for a specific period and at the institutions, as mentioned in Sikkim Fire and Emergency Service Training Manual, at the time of their first joining in the department.

- (4) All the members of Sikkim Fire and Emergency Services shall undergo refresher induction training program for a specific period and at the institutions as mentioned in Sikkim Fire and Emergency Services Training Manual at the time of their joining on a higher position on promotion.
- (5) All the members of Sikkim Fire and Emergency Services shall undergo refresher induction training program for a specific period and at the institutions as mentioned in Sikkim Fire and Emergency Service Training Manual time to time.

Training Manual 54. The Director , Sikkim Fire and Emergency services shall publish Sikkim Fire and Emergency Service Training Manual before or within six months of the establishment of the Sikkim State Fire and Emergency Training Institute.

CHAPTER-XII

FIRE PREVENTION AND LIFE SAFETY FUND

- Fire Prevention and Life Safety Fund** 55. (1) There shall be constituted a fund known as “Fire Prevention and Life Safety Fund”. The proceeds of fire fees, tax and penalties (other than fines) recovered under the Act and these rules shall first be credited to the Consolidated Fund of the State and after deduction of the expenses of collection and recovery there from, under appropriation duly made by law in this behalf, be entered in and transferred to “Fire Prevention and Life Safety Fund”.
- (2) The said fund shall be utilized for the welfare e.g. medical treatment, financial assistance *etc.*, of the members of the Sikkim Fire and Emergency Services who are injured during firefighting and rescue operations and dependents of such members of Sikkim Fire and Emergency services who lost their lives during firefighting and rescue operations. The fund may also be utilized as described in sub-section 6 of section 51 of the Act.

CHAPTER- XIII

MISCELLANEOUS

General Diary/ Occurrence Book/Log Book 56. Every Fire Station shall maintain a General Diary/ Occurrence Book/ Log book. Entries and report of all kinds shall be entered therein immediately on the occurrence of each event to which they refer.

Inquiry about origin or cause of Fire incident 57. (1) The State Government or Director, Fire and Emergency Services or Fire Officer as authorized by the In-charge of the region or In-charge of Fire District of Sikkim Fire and Emergency Services, as the case may be, may constitute a site investigation team or nominate Fire Officer for inquiring about the origin and cause of fire incident, if need arises through fire forensic lab established by the State Government and shall take such steps as may be necessary, so that fire incidents do not happen in future.

- (2) If any wrong doing is found on the part of the owner or occupier of the building or premise or temporary structure, the Fire Officer in whose jurisdiction the said building or premise or temporary structure falls shall report the same to the Sub-Divisional Magistrate for initiating legal action against the offender as per provisions of the Act.
- Standby Duty for Fire protection and plumping charges for incident** 58. (1) The State Government shall levy standby duty charges for such premises where Fire and Emergency Service has been called to render their services to prevent or effectively provide fire safety.
- (2) No such charges shall be levied for performing duty in program and functions of the State Government.
- (3) The State Government may levy fire-fighting and pumping charges for the extinguishing of outbreak of fire in non-residential buildings and premises in such manner as described in Schedule-III.
- (4) The owner or occupier of such buildings shall remit the charges within one week of occurrence of such incident failing which such charges shall be recoverable as if it were arrear of land revenue.
- Member of Fire and Emergency Service Deemed to always be on duty except when on Leave** 59. Every member of the Fire and Emergency Service shall for all purposes of this Act be deemed to always be on duty except when on leave.
- Calling of reports and statements** 60. (1) The State Government, the Director or any Chief Fire Officer may call for reports and statements from any Department or entity authority or local authority on any subject connected with the functions conferred on the State Government, the Director, the Chief Fire Officer, as the case may be, by or under the Act and rules made there under including fire prevention, life safety and any emergency services.
- (2) Where any reports or statements are called for under this rule, the entity authority or local authority or any Department, as the case may be, shall furnish the same within the time specified by the State Government or the Director, or any Chief Fire Officer, as the case may be.
- Requisition of firefighting and rescue resources from other station or Fire district during fire, Rescue and emergency calls** 61. (1) The Officer In-charge of the fire incident can initiate a request for fire fighting and rescue resources for the purposes of these rules.
- (2) The Officer In-charge of a Fire Station acting as the commanding officer in response to the outbreak of a fire, rescue or emergency shall be authorized to initiate assistance of Fire Station within his area of jurisdiction and upon order of the superior Officer, of Fire Station beyond the areas of his jurisdiction.

- (3) Upon receiving a fire, rescue or emergency call as per sub rules (1) and (2), the Officer In-charge of a Fire Station shall dispatch the equipment, appliances and personnel or any portion thereof if he believes that after dispatching the required fire units, sufficient arrangements shall be available for tackling any emergency and he shall inform about the same to In-charge of fire district.
- (4) The Officer In-Charge of a Fire Station shall maintain or cause to be maintained data of all such calls and responses to such calls and submit the same along with the action taken report to the higher authorities, or as and when asked by the higher authorities.
- (5) For purposes of this rule, superior fire officer arriving at incident site shall act as commanding officer of the incident site; and all other units, staff, equipment's and appliances engaged in fire-fighting, rescue and emergency service operation shall work and function under his command.

Declaration of Fire and Emergency Service to be an essential service to the community

62. Without prejudice to the provisions of any other law on the subject for the time being in force, the Fire and Emergency Services shall be considered as an essential service to the community unless the State Government, may by notification, decide otherwise.

Budget

63. The Sikkim Fire and Emergency Service Headquarters shall prepare annual estimated budget for managing all affairs of Fire and Emergency Service and on the basis of that, the State Government shall allocate budget directly to the Sikkim Fire and Emergency Services.

Proceeding of medical examination for the state of Intoxication and alcohol abuse etc. done by Officers and Employees of Sikkim Fire and Emergency Services

64. (1) Officers and all staff enrolled under the Act shall, if found in a state of intoxication, alcohol and drugs abuse which are banned officially in the State of Sikkim shall be brought down for medical examination to any nearby Government medical health center.
- (2) Officer In-Charge of a Fire Station shall record date, time, name of employee and his Government identification number of the Department in a slip and shall send the intoxicated employee to Government medical health center.
- (3) Medical Officer present at the Medical health center shall medically examine the intoxication of such employee and further give his report and prescription to the Officer In-Charge of a Fire Station.
- (4) Officer In-Charge of a Fire Station shall send the report of the employee concerned to the In-charge Fire District for disciplinary action.
- (5) It shall be the duty of Medical Officer, Government medical health center to act upon the report or slip or letter of Officer In-Charge of a Fire Station.

- (6) In case the Officer In-charge of a Fire Station is suspected of being intoxicated, the Deputy Chief Fire Officer or any other superior shall send slip or letter to Medical Officer of Government medical health center for medical examination and it shall be the duty of Medical Officer to medically examine him/her for intoxication and alcohol abuse.
- (7) Medical Officer shall then submit his report to Deputy Chief Fire Officer and in case if he found intoxicated, disciplinary proceedings shall be initiated against such intoxicated Officer.

**Departmental
Technical
Advisory
Committee**

- 65. (1) There shall be a Departmental Technical Advisory Committee consisting of Director as Chairperson, Chief Fire Officer as Member-Secretary, one Additional Chief Fire Officer as Member and one Deputy Chief Fire Officer as Member for providing technical advice in matters of technical difficulty or disputes arising from interpretation of Indian standards, National Building Code or any other Code and standards on technical matters.
- (2) Fire Officers and public may seek technical advice regarding their building or premises or temporary structure in the manner given in Form-A20 and the aforesaid committee shall give advice on the same within a month through online system.

**Auxiliary Fire
and Emergency
Service**

- 66. (1) The Director, Sikkim Fire and Emergency Services, may organize 'Auxiliary Fire and Emergency Service' as a 'Volunteer service' or as on a pattern as decided by the State Government for a specified period of time.
- (2) The Director, Sikkim Fire and Emergency Services, may appoint outsiders, Home Guards and Civil Defense Volunteers for a specific period as members of Auxiliary Fire and Emergency Service with a view to fight fires and rescue people in their area and assist the fire and emergency service personnel in fire-fighting, life safety, rescue and other emergency service operations and take steps for public awareness to prevent fire.

**Other Agencies
to assist on the
occasion of fire,
rescue or other
emergency.**

- 67. Subject to the provisions contained in the Act, on the occasion of fire, rescue or other emergency service operation, the Director or any Fire Officer as authorized by him as member in-charge of a Fire Station on the spot, if the situation requires, can:-
 - (i) generally take such measures as may appear necessary like requisitioning police personnel, Magistrate for maintaining peace, law and order at the site, office or rescue operation for protection of fire appliances and preservation of life and property;
 - (ii) take assistance and co-operation from all Government Agencies like Health, Public Works Department, Public Health Department, Engineering Organization, Municipal Corporation and Departments of Revenue, Agriculture, Veterinary, Forest and Excise who shall extend the cooperation with resources available at their disposal on the requisition of Officer In-charge of a Fire Station for effective execution of fire-fighting, rescue and salvage operation;

- (iii) requisition fire-fighting equipment, and it will be lawful duty for all private and Government bodies to provide the available fire-fighting equipment at their disposal;
- (iv) file requisition with the Collector and the District Magistrate or the Sub-Divisional Magistrate, who shall hire equipment or machineries, as required, for effective fire-fighting, rescue and salvage operations.

Notice to pay the charges for the services rendered by the State Fire and Emergency Services

68. Where the State Government has provided the services for fire-fighting, rescue, other emergencies and deployment of Fire and Emergency Service vehicles for stand by duty, the In-Charge of fire district may issue notice requiring the owner or the occupier of the building or premises or temporary structure, to pay the amount for the expenses incurred for rendering the aforesaid services as State Government may provide through executive order or instructions.

Extraordinary Pension

69. The dependents of members of Sikkim Fire and Emergency Services who have lost their lives during firefighting / rescue operations / accidents on duty *etc.*, shall be provided with extraordinary pension in line with the provisions of Sikkim Services (Pension) Rule-1990 (as amended from time to time).

Writing of confidential Reports of fire Officers

70. The Annual Confidential Reports of various ranks of Fire Officers shall be written by such fire officers of competent ranks as decided by the State Government from time to time.

CHAPTER-XV

GENERAL MEASURES FOR FIRE PREVENTION

Fire and Emergency Service response to be an Emergency

71. The Fire and Emergency Service response to an emergency arising due to an outbreak of fire or any other emergency requiring fire and emergency service intervention shall be carried out in accordance with the directions given by the In-Charge of Fire District or any other Superior Officer as per situation and requirement.

Issuing of Fire Report

72. (1) A fire report shall be made available on the online portal of fire and emergency service within two weeks of the date of occurrence of fire. The owner or occupier whose property was affected by fire or otherwise, by whatever way may obtain the copy of report from the online portal of Fire and Emergency Service after payment of Rs-50/- and pumping charges, if applicable as per Schedule-III.
- (2) Fire report in Form A17 shall issued by the in-charge of fire district to the applicant through Sikkim Fire Service online portal.
- (3) In case owner or occupier requires any change in facts reported in the fire report 'Form A17', he shall make an application to the in-charge of fire district.

Duties and responsibilities of Fire Officers and staff

73. Subject to the provisions of the Act and the rules made there under, the Director, Fire and Emergency Services, with the approval of the State Government, shall have the power to enumerate the duties to be performed and responsibilities of the personnel of Fire and Emergency Services.

Report of damage caused to premises during fire-fighting and assessment and payment of compensation

74. For settling the matter regarding damage and compensation as given under section 15 (c) and 33 of the Act, the said matters shall be referred to the following Committee by the In-Charge of fire district:-

- (i) Additional District Magistrate as nominated by the District Magistrate - Chairperson;
- (ii) In-charge of Fire District-Member Secretary;
- (iii) Senior representative of local authority/entity authority- Member;
- (iv) Engineer of senior scale from Public Works Department.

Report of accident to fire officer or fire personnel or other staff during fire or emergency and payment of compensation

75. The Fire Officer In-Charge of fire shall submit a report of any accident which has occurred during such fire-fighting or rescue operations or emergency operations to the Chief Fire Officer and other superior Fire Officers immediately, and the compensation payable and/or funeral expenses of any fire officer or fire personnel or other staff in the case of an accident, payable to their dependents in the case of death or permanent disability, shall be such as may be determined by the Director, Fire and Emergency Service with the approval of the State Government, as the case may be.

Terms for securing personnel or equipment or both for fire-fighting purposes

76. The terms on which the Director, Fire and Emergency Services or any other Fire Officer authorized by State Government may secure, by agreement, fire-fighting equipment or personnel from any person who employs and maintains personnel or equipment or both, for firefighting purposes, shall be as follows:-

- (i) As soon as may be, after the fire fighting operation is over, the Fire Officer In-Charge of the fire fighting operation shall relieve the personnel or equipment so secured and restore the same to the person, firm institution or individual from whom the services of personnel and possession such equipment were secured.
- (ii) If any injury is caused to any personnel or any damage is caused to any equipment and the employee or the owner of the equipment, as the case may be, demands any compensation separately in respect thereof, and no agreement can be reached, the matter shall be referred to the State Government for determination and the decision of the State Government shall be final.

Rewards

77. (1) The Gazetted Officers of various ranks of fire services may sanction rewards by way of certificate or cash rewards or both to the personnel of Sikkim Fire and Emergency Service for meritorious performance of duties, to the ranks subordinate to them in their area of jurisdiction as the State Government may decide from time to time.
- (2) The rewards to the members of Sikkim Fire and Emergency Service under sub-rule (1) shall be recorded in the Service Book in green ink by the authority granting such reward.

SCHEDULE-I

(A) MINIMUM FACILITIES REQUIRED FOR FIRE STATION

Probable list of equipments at Fire Station other than at District Headquarters:-

Sl. No.	Equipment	Sl. No.	Equipment	Sl. No.	Equipment
1.	Water Tender (4000L)	31.	Suction Hose (Size-700 mm)	61.	Hydrant Cap
2.	Water Tender (2500L)	32.	Suction Hose (Size-75mm)	62.	Collecting Head Adopter
3.	Bolero Camper with pumping unit	33.	Extension ladder (35')	63.	Rubber Gloves
4.	Tata Summo/Bolero Light Vehicle	34.	ABC Fire Extinguisher	64.	First Aid Box
5.	Fire Resistance Overall	35.	Hook Ladder	65.	Asbestos Gloves
6.	Smoke exhauster petrol Driven	36.	Bell (Brass)	66.	DCP Fire Extinguisher
7.	Bolt Cutter	37.	Battery Operated Siren	67.	CO2 Fire Extinguisher
8.	Breathing Apparatus set	38.	Hooter	68.	AFFF Fire Extinguisher
9.	Life Buoy Jacket	39.	Hand Siren	69.	Fire Fighting Helmet
10.	Life Buoy Ring	40.	Fire Hook	70.	Foam Compound (AFFF-3%)
11.	Hydrant Adaptor	41.	Proximity Suit	71.	Metal Strainer (Size-4")
12.	Collecting Breaching	42.	Suction Wrench	72.	Metal Strainer (Size-3")
13.	High Pressure Back Pack Motor Bike with Helmet	43.	Rescue Hook	73.	Basket Strainer
14.	Portable Pump	44.	High Capacity Portable Pump	74.	Delivery Hose 63mm
15.	Rope Launcher	45.	Smoke Exhauster	75.	Delivery Hose Coupling 63mm
16.	Compressed Air Foam Extinguisher Backpack Type	46.	Air Compressor	76.	Delivery Hose Washer 63mm
17.	Manila Rope Testing Machine	47.	Hydraulic Pressure	77.	Suction Coupling Size-4"
18.	Nylon Rope	48.	Generator	78.	Suction Coupling Size-3"
19.	Pick Axe	49.	Lifting and Pulling Machine	79.	Adapter Couplings

20.	Hammer	50.	Foam Generator	80.	Dividing Breaching
21.	Shovel (Belcha)	51.	Circular Saw	81.	Simple Branch
22.	Door Breaker	52.	Wooden Saw	82.	Diffuser Branch
23.	Crow Bar	53.	Concrete Saw	83.	Jumbo Curtain Branch
24.	Saw	54.	Concrete Breaker	84.	Fog Branch
25.	Emergency Torch	55.	Air Cooled Petrol Driven Electronic Type Diamond Chain Saw	85.	Revolving Branch
26.	Inflating Lighting tower	56.	High Pressure BA Compressor Petrol Driven	86.	Foam Making Branch (Various Type)
27.	Large Axe	57.	Hose Binding Machine	87.	Multi Purpose Hand Controlled Branch
28.	Electric Siren	58.	Computer with accessories	88.	Nap sap Tank
29.	Hydrant Connector 63mm	59.	Combi Tool set with Hydraulic Pump	89.	In-line Inductor
30.	Key & Bar	60.	Hydraulic Self Contained Combi tools	90.	Basket Stretcher

(B) Probable list of equipments at District Headquarter Fire Station:-

Sl. No.	Equipment	Sl.	Equipment	Sl.	Equipment
1.	TTL/Branto	31.	Fire Boat	61.	Gas Tight Suit
2.	Water Bouse-12000L	32.	Jumbo Curtain Branch	62.	Aluminize Suit
3.	Foam tender	33.	Rubber Gloves	63.	Chemical Suit
4.	Advance Rescue Tender	34.	Static Kernmantle Rope	64.	Body Harness with mountaineering gloves and helmet
5.	Water Tender (4500 & 4000L)	35.	Suction Hose (Size-700 mm)	65.	Hydrant Cap
6.	Water Tender (2500 & 2000L)	36.	Suction Hose (Size-75mm)	66.	Collecting Head Adopter
7.	Bolero Camper with pumping unit	37.	Extension ladder (35')	67.	Rubber Gloves
8.	Tata Summo/Bolero Light Vehicle	38.	ABC Fire Extinguisher	68.	First Aid Box
9.	Fire Resistance Overall	39.	Hook Ladder	69.	Asbestos Gloves
10.	Smoke exhauster petrol Driven	40.	Bell(Brass)	70.	DCP Fire Extinguisher
11.	Bolt Cutter	41.	Battery Operated Siren	71.	CO2 Fire Extinguisher
12.	Breathing Apparatus set	42.	Hooter	72.	AFFF Fire Extinguisher
13.	Life Buoy Jacket	43.	Hand Siren	73.	Fire Fighting Helmet
14.	Life Buoy Ring	44.	Fire Hook	74.	Foam Compound (AFFF-3%)
15.	Hydrant Adaptor	45.	Proximity Suit	75.	Metal Strainer (Size-4")
16.	Collecting Breaching	46.	Suction Wrench	76.	Metal Strainer (Size-3")
17.	High Pressure Back Pack Motor Bike with Helmet	47.	Rescue Hook	77.	Basket Strainer
18.	Portable Pump	48.	High Capacity Portable Pump	78.	Delivery Hose 63mm
19.	Rope Launcher	49.	Smoke Exhauster	79.	Delivery Hose Coupling 63mm
20.	Compressed Air Foam Extinguisher Backpack Type	50.	Air Compressor	80.	Delivery Hose Washer 63mm

21.	Manila Rope	51.	Hydraulic Pressure Testing Machine	81.	Suction Coupling Size-4"
22.	Nylon Rope	52.	Generator	82.	Suction Coupling Size-3"
23.	Pick Axe	53.	Lifting and Pulling Machine	83.	Adapter Couplings
24.	Hammer	54.	Foam Generator	84.	Dividing Breaching
25.	Shovel (Belcha)	55.	Circular Saw	85.	Simple Branch
26.	Door Breaker	56.	Wooden Saw	86.	Diffuser Branch
27.	Crow Bar	57.	Concrete Saw	87.	Jumbo Curtain Branch
28.	Saw	58.	Concrete Breaker	88.	Fog Branch
29.	Emergency Torch	59.	Air Cooled Petrol Driven Electronic Type Diamond Chain Saw	89.	Revolving Branch
30.	Inflating Lighting tower	60.	High Pressure BA Compressor Petrol Driven	90.	Foam Making Branch (Various Type)
31.	Large Axe	61.	Hose Binding Machine	91.	Multi Purpose Hand Controlled Branch
32.	Electric Siren	62.	Computer with accessories	92.	Nap sap Tank
33.	Hydrant Connector 63mm	63.	Combi Tool set with Hydraulic Pump	93.	In-line Inductor
34.	Key & Bar	64.	Hydraulic Self Contained Combi tools	94.	Basket Stretcher
35.	Foam Comp (AR-AFFF-3%)	65.	Air Lifting Bag	95.	Hi-Lift Jack

SCHEDULE-II

Fire and/or Emergency Call Turnout

The turnout from fire station shall be as following:-

SN	NATURE OF EMERGENCY	MINIMUM UNITS FOR 1st RESPONSE	SITE INCHARGE
01	Rescue Call- other than human being	Rescue tender /rescue Vehicle	Leading Fireman
02	Rescue Call- Human being	Rescue tender/Rescue Vehicle	In-charge fire station
03	Road accident involving human injury	Rescue tender /Rescue vehicle Fire tender	In-charge fire station
04	Bomb blast	Rescue tender/Rescue vehicle Fire Tender- 02 Nos	In-charge fire station, In-charge of fire district In-charge of fire Region
05	Terrorist Attack	Rescue tender/Rescue vehicle Fire Tender – 02 Nos	In-charge fire station, In-charge of fire district In-charge of fire Region
06	Air crash/Passenger Train accident	Rescue tender/ rescue vehicle Fire Tender – 02 Nos	In-charge fire station, In-charge of fire district In-charge of fire Region
07	Fire in high risk building \ (High rise buildings, school, Hospital and all government buildings)	Rescue tender/Rescue vehicle Fire Tender - 02 Nos	In-charge fire station In-charge of fire district
08	Small Fire incidents	Fire Tender	Assistant Sub-Fire Officer/ Leading Fireman
09	Medium Fire incidents	Fire Tender – 02Nos	In-charge fire station
10	Major Fire Incidents	Rescue tender/rescue Vehicle Fire Tender- 02 Water Bouzer Foam Tender	In-charge fire station, In-charge of fire district In-charge of fire Region
11	Toxic Gas Release affecting major area of densely populated	Rescue tender / Rescue Vehicle Water Bouzer Foam Tender	In-charge fire station, In-charge of fire district In-charge of fire Region
12	Any serious Fire/Rescue/ Emergency Situation (which may affect the public lives at large and/or major property loss and/or serious Environment loss)	Rescue tender / Rescue Vehicle Fire tender. Water Bouzer Foam Tender	In-charge fire station, In-charge of fire district In-charge of fire Region

SCHEDULE-III

Charges for providing/hiring Fire and Emergency Service Resources

1. Charges payable by non-residential building-Building/establishments other than those mentioned in rule22(3) as per the table below against deployment of the fire and emergency resources in emergency situation and/or stand by duty:-

TABLE-1

Sr. No.	Type of Fire Fighting appliance along with crew	Deployment charges per call (Rupees)	Mileage charges (Rupees per km)	Pumping/operation per clock hour (Rupees)	Other charges (Rupees)
1	Water Tender/Water Bowser/Foam Tender Dry Chemical Powder Tender	5,000.00	100.00	1,000.00	i. @ 300.00 per liter foam concentrate consumed' ii. @ 300.00 per kg of DCP consumed
2	Aerial Ladder/Platform/Hazmat Van/Rescue Tender responder	10,000.00	250.00
3	Motor Pump	2000.00	25.00	500.00	
4	Motor Bike with back pack	2000.00
5	Other resources				As decided by Director Fire Service from time to time.

2. Charges for hiring resources from local authorities by the Sikkim Fire and emergency services:

Following charges shall be payable to the local authority from which the resources have been taken over from:-

TABLE-2

S. No.	Name of resource to be hired	Charges(Rupees)	Remarks
1	Water for firefighting	Rs.10/KL	Water shall be drawn from portable pumps/Directly filling the fire tender etc.
2	Fire Tender or other Fire/Rescue	Rates as charged by Sikkim Fire and emergency services as per table-1 of schedule-III	

3	Empty tankers/Trucks/other vehicles	Applicable rates as fixed by the local RTO.	
4	Manpower	Rates as fixed in MGNREGA Program	
5	Firefighting chemicals/Fire extinguishers etc.	As per market rate (Gem portal rate shall be applicable)	

SCHEDULE-IV

Inspecting and Issuing Authority for Fire safety Certificate issued by Sikkim Fire and Emergency Services:

SL. NO.	TYPE OF BUILDING	INSPECTING AUTHORITY	NOC ISSUING AUTHORITY
1.	All building not requiring certificate from a Qualified Third Party Agency as defined in Rule 28	Assistant Sub Fire Officer & above ranking officer	In-charge Fire Station
2.	All building requiring certificate from a Qualified Third Party Agency as per Rule 28	In-charge Fire District/ In-charge Fire Region & above ranking officer	Chief Fire Officer / Director

SCHEDULE-V

CLASSIFICATION OF BUILDINGS FOR APPOINTMENT OF FIRE SAFETY OFFICERS

Fire Safety Officers as given below shall be appointed for different class of buildings as listed below:

Buildings	Fire Safety Officer
1. Cinema houses/hall with seating capacity of more than 500 people	Fire Safety with Officer sizeable supporting staff to ensure round the clock (24X7) availability.
2. All Cinema houses/hall with commercial complex having covered area more than 500Sqm.	
3. All Cinema houses/halls/multiplex with more than one screen.	
4. Underground shopping complexes, district centers, sub-central business districts, including the basement with total buildup area of more than 5000 sq. mtr.	
5. Large oil and natural gas installations such as refineries, LPG bottling plants and similar other facilities	
6. Open stadia with seating capacity more than 25,000 people and indoor stadia with seating capacity more than 5,000 people.	
7. Public, semi-public, private etc. buildings like large surface and sub-surface railway stations, metro stations or mass rapid transit stations, interstate bus terminals, airports, amusement parks and other similar buildings.	
8. Hotels/Guest Houses/Dharamshala etc. with 50 rooms or more	
9. Hotels/Guest Houses/Dharamshala etc. 4-Star and above hotels category,	
10. Multi-storied non-residential buildings 24 meters and above in height	
11. Residential buildings of 30 meters and above in height.	
12. Hospitals and nursing homes with more than 500 beds; Institutional Building of 15 meters and above in height; Institutional Building of total covered area more than 3,000 SQM.	
13. Educational building of 15 meters and above in height;	
14. Educational building having more than 2000 students registration.	
15. Mercantile/Business building of height above 15 meters:	

<ol style="list-style-type: none">16. Mercantile Business building with total covered arca above 5,000 meter square.17. Storage occupancy buildings of total covered area 3,000 SQM and above;18. All assembly building of height 15 meter and above height; assembly building having total covered area 5000 SQM or more.19. Low hazard industries of total covered area above 500 SQM, Moderate hazard industries of total covered area above 300 SQM and All High hazard industries.	
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FORM-A1

NOTICE FOR ENTRY AND INSPECTION

Notice No-

To,

I, _____ empowered under the Sikkim Fire and Emergency Services Act, 2023 (Act no. 04 of 2023), do hereby give you notice that on expiry of not less than three hours from the time of service of this notice upon you this _____ date at _____ time, I shall enter and inspect your building / premises bearing No. _____ located at _____ for the purpose of ascertaining the adequacy and contravention of fire prevention and life safety measures as required to be provided by or under the provided of the said Act.

Since you are in this building / premises, I hereby give you this notice that you are at liberty to withdraw therefrom before the aforesaid entry and inspection and you may withdraw now, if you desire to do so.

Signature

Name and Designation of the Inspecting Officer.

Place:

Date:

FORM-A2

Certificate by the Licensed Qualified third party Agency for compliance of the Fire Prevention and Life Safety Measures.

DECLARATION

Certified that I have inspected all buildings and premises of..... for compliance in relation to Fire Prevention and Life Safety Measures provided/maintained, as required under the provisions of the Sikkim Fire and Emergency Service Act, 2023 (Act No. 04 of 2023).

Description and Location of Building or Premises

SN	Name of Job/works	Quantity/NOs/ Description etc.	Compliance of BIS/NBC/NFPA/ Byelaws/etc. (Must Attach certification from manufacturer, sr.no, proof of supply including GST bills)
01.	Building Structural Safety Measures: (a) Access to building, (b) Number, width, type and arrangement of exits (c) Protection of exits by means of fire check door (s) and or pressurization. (d) Others————		
02.	Passive Fire Protection System (a) Compartmentation (b) smoke management system, (c) refuge area (d) Others————		
03	Active Fire Protection system (a) Fire extinguishers, (b) Fire-aid hose reels, (c) Automatic fire detection and alarming system, (d) Public address system, (e) Automatic sprinkler system, (f) Internal hydrants and yard hydrants, (g) Pumping arrangements, (h) Captive water storage for fire fighting, (i) Exit signage, (j) Manually Operated Electronic Fire Alarm system (MOEFA),		
04	Special fire protection systems for protection of special risks		

05	Provision of Lifts		
06	Standby power supply,		
07	Fire control room		
08	Electrical Safety Audit compliance		
09	Fire Safety Officer Appointed (Details)		
10	Other Provisions.....		

✓ We hereby declare that above said jobs and related activities are in conformity with Section 24 of the Act. No deviation has been taken in compliance of Fire safety and Life safety jobs (mentioned above).

Place:

Seal & Signature

Date:

Name of the Licensed Qualified third Party agency

Licence No:

CERTIFICATION

Certified that I have inspected all buildings and premises of..... for compliance in relation to Fire Prevention and Life Safety Measures provided/maintained, as required under the provisions of the Sikkim Fire and Emergency Service Act, 2023 (Act No. 04 of 2023), through the Licensed Qualified third party agency bearing Licence No-----.

All the Fire Prevention and Life Safety Measures installed are in best operational condition to the best of my knowledge and belief.

Place:

Seal & Signature

Date:

Name of the owner/occupier of establishment

FORM-A3

APPLICATION FOR LICENCE TO ACT AS QUALIFIED THIRD PARTY AGENCY

To,

The Director General
Sikkim Fire and Emergency Service

Sub: Application for Licence to act as Licensed Qualified third party Agency

The undersigned hereby applies for grant of or renewal of Licence to act as a Licensed Qualified third party agency for undertaking inspection work of fire prevention and life safety measures in any place, building or part thereof situated in the state of Sikkim.

The particulars regarding the Agency are given below:-

1.	Full Name of the Applicant (In capital letters). (In case of company, Name of Directors to be mentioned)
2.	Whether Licensed Qualified third party agency will be a Proprietary Concern or an Association of persons such as a Firm or Company, etc.
3.	Registration No. of Firm or Company (Copies of Registration Certificate, article of Association or other relevant document appended.
4.	Address
5.	If the Licensed Qualified third party agency will be: a. Proprietary concern, the name, qualifications and address of the person operating the same. b. A firm or company, names, qualifications and addresses of each of the partners, or as the case may be, Directors.
6.	Office address from where the Agency will act as a Licensed Agency -
9.	Technical qualifications of the promoter or partners or directors and dealing technical officers or employees of or with the applicant.*
10.	Experience of the promoter or partners or directors and dealing technical officers or employees of or with the applicant.*
11.	Whether enlisted with any other department or Organization in any other State. If so, in which category. a. Has the applicant or his partners or Directors been blacklisted in the past by any Government Department/ organization/other State? b. Has the applicant applied for registration elsewhere in his name or in the name of partner, Director or firm or company? If so, whether the application is rejected? Give particulars.

13.	A fee of Rs _____ remitted herewith by DemandDraft No. Dated _____ Drawn on _____ Bank.*	
14.	If the application is for renewal of the existing license, the details in respect of the licence and the period of its validity. (copy of the licence appended).	
15.	Whether, the licence to act as Licensed Agency granted anytime previously has been suspended or cancelled; and if so, reasons therefore:-	

I/We certify that I/We have not been and will not get myself or ourselves registered as contractor in the department under more than one name.

Thanking you,

Yours Faithfully

FORM-A4

**Licence to act as a Licensed Qualified third party agency for
Fire Prevention and life Safety Measures**

Licence No.

Date:-

Licence is hereby granted / renewed under the provisions of sub-section (5) of section 24 of the Sikkim Fire and Emergency services Act, 2023 (Act no. 04 of 2023) to M/s/Mr./ Mrs. _____ having their registered office at _____ to act as Licensed Qualified Agency for the purposes of the said Act for inspection of the fire prevention and life safety measures installation/maintenance at establishments establishments situated in any part of Sikkim.

Subject to the provisions of sub-section (5) of section 24 of the Act, the licence will be valid for a period from _____ to _____.

Place:

Date:

(Seal & Signature of Issuing Authority)
For Director
Sikkim Fire and Emergency Service

FORM-A5

Notice to licensed qualified third party agency for suspension or cancellation of licence

To,

WHEREAS a Licence to act as a Licensed Qualified third party Agency for the purposes of the Sikkim Fire and Emergency Services Act, 2023 (Act no. 04 of 2023), being a licence No. _____ dated _____ has been granted/ renewed in the name of and the licence so granted/renewed was subject to the provisions of section 24 of the said Act and the conditions of license, specified in rule 35,36,37,38 and 39 of the Sikkim Fire and Emergency Service Rules, 20254;

AND WHEREAS it is noticed that you are guilty of the following acts, namely:-

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____

NOW THEREFORE, in exercise of the powers conferred on me by sub-section (5) of section 24 of the said Act, I, hereby call upon you to show cause in writing, within a period of 15 days from the receipt of this notice as to why the licence so granted/ renewed in your favour should not be suspended or cancelled or penal action shall be initiated.

Place:

Date:

(Seal & Signature of Issuing Authority)
For Director
Sikkim Fire and Emergency Service

FORM-A6

**Bi-annual declaration of owner/occupier for compliance of the
Fire Prevention and life Safety Measures**

DECLARATION

1. We are provided the Fire Safety Certificate (Final/Renewal) NO _____
dated _____, for our/my establishment situated at address _____
_____, having validity upto _____
2. We/I have installed all the Fire Prevention and Life Safety Measures as instructed vide
issued Fire Safety Certificate.
3. I/we am/are maintaining all the Fire Prevention and Life Safety Measures as instructed
vide issued Fire Safety Certificate, in perfectly working condition as per prevailing norms.
4. I/we have obtained the Electrical Safety Audit from M/s _____
vide certificate NO. _____ dtd. _____ valid up to _____
5. I/we have No of lift/lifts installed in our/my premises. Safety Audit of lifts got done
from M/s _____ vide certificate NO. _____ dtd. _____ valid up
to _____
6. I/We have engaged Mr. _____ as Fire Safety Officer for our/my premises
mentioned.

I/We further declare that all the conditions for our/my buildings / premises as under the
provisions of the Sikkim Fire and Emergency Services Act, 2023 (Sikkim Act no. 04 of 2023),
have been compiled.

Date:

(Name of Owner/Occupier)

FORM-A7

Certificate of Enrolment of Fire Safety Officer

Passport size
photograph of
the member
attested by
authorized
Fire Officer

No.

Certified that Shrison/daughter of Sh. _____, resident of _____
_____ Whose photograph appear on the right corner, has been enrolled as Fire Safety
Officer under section 26 of The Sikkim Fire and Emergency Services Act, 2023 (Act no. 04 of
2023) with effect from _____.

His Enrolment NO is

Shri _____ has been appointed by the owner/occupier Mr./Mrs./Ms. _____
_____ his/her/their building/premises _____

Date:

Place:

Seal & Signature
Name and Designation of competent Fire Officer

FORM-A8

Notice NO.:

Notice regarding inadequacies or contraventions regarding Fire Prevention and Life Safety measures noticed during inspection.

To,

Vide notice No. _____ dated _____ under the Sikkim Fire and Emergency Services Act, 2023 (Act no. 04 of 2023), Sh./Mrs./Ms. _____ Designation _____ has inspected your premises/building/temporary structure situated at _____, on dated _____, Time _____, being used for the occupancy _____ for the purpose of ascertaining the adequacy or contravention of fire prevention and life safety measures that are provided or are required to be provided.

Inadequacy or contraventions noticed in the building or premises or temporary structure with respect to minimum standards of fire prevention and fire safety measures as specified in the rules during inspection are as under,-

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

Therefore, in exercise of the powers conferred by the said Act, I hereby direct you to undertake the adequate corrective measures on above mentioned inadequacy or contraventions noticed within _____ days after receipt of this notice and report the compliance in this regard within _____ days to the undersigned.

Place:

Date:

Seal & Signature
Name and designation of the competent officer.

FORM-A9

APPLICATION TO GRANT FIRE SAFETY CERTIFICATE

To

**The In charge Fire and Emergency Service,
District_____**
Sikkim

Sub: Application for grant of Fire Safety Certificate of..... (address of building/
premises).

Sir,

This is to inform you that a Fire Safety Certificate (Provisional/final/Renewal) needs to be issued for(name of the building /premises) at and(address) comprised of.....basement(s) and.....(upper floors) proposed to be owned /occupied by..... (name of the company/name of the owner/occupier) having/shall have occupancy as

In this connection, it is submitted that all the Fire Prevention and Fire Safety measures mandatorily required under section 24 of the Sikkim Fire and Emergency Services Act, 2023 or as recommended by you vide letter no. _____dated_____have been /shall be proposed/provided in the building/premises. Following have been enclosed along with the application:

- (a) Duly filled checklist for building/premises and Fire Prevention & Fire Safety measures.
- (b) Certificate issued by qualified third party agency.
- (c) Appointment letter of Fire Safety officer(s) appointed/to be appointed.
- (d) Certificate of Electrical Safety of building/premises.
- (e) Safety Certificate of lifts.
- (f) Copy of last Fire Safety Certificate issued.
- (g) Other.....

You are requested to kindly take action as necessary for grant of Fire Safety Certificate for occupancy of the building/premises.

Place:

Date:

(Name and Signature of the Applicant)

Address_____

E-mail ID_____

Mobile NO_____

FORM-A10
FIRE SAFETY CERTIFICATE
(Provisional)

No.

Dated:

Certified that (name of the building or premises) at (address) comprised of.....basement(s) and—(upper floors) proposed to be owned/occupied by..... (name of the company/name of the owner/occupier), are hereby proposed to provide the fire prevention and fire safety requirements in accordance with section 24 of the Sikkim Fire and Emergency Services Act 2023 and the verification of submitted drawings/maps/documents etc., of and site inspection of proposed building/premise has been carried out by (the officer/officers concerned on of Fire and Emergency service)on(date of inspection). And that the building/premises is granted Provisional Fire Safety Certificate with effect from——— for a period of years in accordance with rules framed under this Act for Provisional Fire Safety Certificate and subject to compliance of any specific conditions laid down by the issuing officer.

Date:

Seal & Signature

Place:

Name and Designation of competent Fire Officer
Computer ID.....

*Strike out whichever is not applicable.

Note: This Fire Safety Certificate is certifying the presence of fire protection and life safety measures in order to minimize the life and property damage. It is mandated by the relevant code and standards applicable to the occupancy of the building or premises, for which it is issued and is based on height, covered area as shown in the uploaded documents. It is liable to be cancelled, if uploaded information is found incorrect. It shall not be considered for certifying -land use, ownership or legal status of the building or premises etc

ENDORSEMENT

The Provisional Fire Safety Certificate NO..... issued by Fire and Emergency Service stand cancelled and annulled due to (reason to be recorded).

Date:

Seal & Signature

Place:

Name and Designation of competent Fire Officer

FORM-A11
FIRE SAFETY CERTIFICATE
(Final/Renewal)

No.

Dated:

Certified that the building/premises of located at, has been inspected by the officers of Sikkim Fire and Emergency Service, in respect of implementation of inbuilt Fire Fighting/ Fire Prevention / Life Safety measures and declares the premise fit in respect of fire safety for utilization for the purpose of with effect from for a period of months.

Subject to the following conditions:-

1. The life safety and escape means systems shall not be tempered and shall be kept in maintained and functional conditions.
2. No loose or naked electric wirings shall be permitted in the premises.
3. Electricity load shall not be more than sanctioned and approved load.
4. All storage of highly flammable and combustible items shall be strictly in accordance with Petroleum Act, 1934 and Explosives Act, 1884.
5. Fire Detection System shall be kept in maintained and functional condition.
6. Fire Prevention System shall be kept in maintained condition and shall not be tempered.
7. Fire Fighting System as required in Part IV, NBC 2016 shall be properly maintained/ updated and ready to use condition.
8. The solvents storage shed shall be updated as per code of practice IS 11457 section 6.
9. All warehouses in the premises shall be protected with working fire detection and sprinkler system.
10. The installation of fire pumps shall be as per code of practice : IS 15301 and a pump house shall be constructed as defined in section 5.1.2.2 of NBC, 2016 Part IV.
11. Fire safety classes/trainings and fire drills shall be conducted periodically by all the employees.
12. A qualified Fire Safety Officer shall be appointed solely responsible for the maintenance and operation of fire safety systems.
13. The premises shall always be open for safety inspection to the fire officers from SF & ES between sunrise and sunset.

The NOC becomes void in the event of violation, removal or dilution of any of the above conditions.

Date:

Seal & Signature

Place:

Name and Designation of competent Fire Officer

*Strike out whichever is not applicable.

Note: This Fire Safety Certificate is certifying the presence of fire protection and life safety measures in order to minimize the life and property damage. It is mandated by the relevant code and standards applicable to the occupancy of the building or premises, for which it is issued and is based on height, covered area as shown in the uploaded documents. It is liable to be cancelled, if uploaded information is found incorrect. It shall not be considered for certifying -land use, ownership or legal status of the building or premises etc.

ENDORSEMENT

The Final /Renewal Fire Safety Certificate NO.....issued
by Fire and Emergency Service stand cancelled and annulled due to
..... (reasons to be recorded).

Date:

Place:

Seal & Signature
Name and Designation of competent Fire Officer

FORM-A12

**NOTICE FOR REMOVAL OF OBJECTS OR GOODS LIKELY TO CAUSE
THE RISK OF FIRE.**

Notice No _____

To,

Shri.

I,....., nominated inspecting authority u/provisions of the Sikkim Fire and Emergency Services Act, 2023 (Act no. 04 of 2023), have inspected your premises / building situated at _____ on dated _____

And whereas, on inspection of the aforesaid building /premises, it is noticed that the objects/goods/conditions mentioned are such as are likely to cause risk of fire and are required to be removed/set right, as the case may be.

1. _____
2. _____
3. _____
4. _____
5. _____

Now, therefore, in exercise of the powers conferred on me under the Sikkim Fire and Emergency Service Act, 2023 (Act 04 of 2023) hereby give you notice that you shall forthwith remove/set right the said objects/goods/conditions, as the case may be and submit the report in respect of your, having done so to the undersigned within.....days.

Place:

Date:

Signature
Name and Designation of
The Fire Officer competent to issue notice

FORM-A13
Inspection Report

Inspection Report No.:-

Date:-

Upon entered in the premises/building/temporary structure of Sh./Smt./Ms./Ms_____ situated at on dated, Time..... being used for the occupancy _____, for the purpose of ascertaining the adequacy or contravention of fire prevention and life safety measures that are provided or are required to be provided in the said building or premises or temporary structure by or under the provisions under the Sikkim Fire and Emergency Services Act, 2023 (Act no. 04 of 2023).

Inadequacy or contraventions noticed in the building or premises or temporary structure with respect to minimum standards of fire prevention and fire safety measures as specified in the rules during inspection are as under,-

- 1) _____
 - 2) _____
 - 3) _____
 - 4) _____
 - 5) _____
 - 6) _____
 - 7) _____
 - 8) _____
-

Signature and Seal
Name and designation of the
Inspecting officer

FORM-A14

PANCHNAMA

Case No. _____

Place _____

Date _____

Time _____

1. Name and address of Owner/occupier _____

2. Name and address of the person present _____

3. Name and Address of the Panchas:

- A. a) Shri/Smt _____
b) S/o.D/o./W/o. _____
c) Resident of _____
d) Age (Years) _____
e) Occupation _____
- B. a) Shri/Smt _____
b) S/o.D/o./W/o. _____
c) Resident of _____
d) Age (Years) _____
e) Occupation _____

We, the above Panchas are on this day _____ called by Shri/Smt. _____ designation Place _____ to _____ witness the act of seizing of certain objects or goods from _____ address of the building/premises/temporary structure which were possessed and exposed in the premises/building/temporary structure of the owner/occupier. In our presence, the said. _____ (name and designation of the officer) seized the following mentioned objects/goods which we testify to be correct.

Sl No	Place from where seized	Particulars of seized objects or goods	Quantity	Reasons for seizure and detention

The Panchnama is read over and explained to us and it is correct account of when we saw.

Signature of Panchas:

(Signature of the Authority seizing the goods)

- 1) _____
2) _____

Received the copy of Panchnama.

Signature of the owner/occupier

FORM-A15

(Form of Declaration by Erector of Temporary Structure)

DECLARATION BY ERECTOR OF TEMPORARY STRUCTURE UNDER THE ACT

I..... (name of the erector of temporary structure) having registered office at..... do hereby declare that the temporary structure erected /to be erected at..... measuring..... meters (covered area), shall remain in place with effect from.....to and that Fire Prevention and safety measures as required under the provisions of the Sikkim Fire and Emergency Services Act, 2023 have been/shall be provided therein and further that the complete erection of temporary structure and electrical wiring and electrical services are in conformity with the standards.

Also, it is declare that no storage/use of the flammable liquid or gases is done in temporary structure and that for electrical wiring, equipment and electrical services etc., Electrical Safety Certificate NO.has been /shall be obtained from..... (Competent authority as per Indian Electricity Rules).

I, also, declare that following trained fire fighting staff shall remain on duty during the occupancy of the temporary structure:

- (a)
- (b)
- (c)

Place:

Date:

(Name and Signature of the Applicant)

Address_____

E-mail ID_____

Mobile NO_____

FORM-A16

Notice for Disconnection of Power Supply

Notice No._____

To.

The Chief Engineer (Electricity Distribution)

Upon receipt of non-compliance report of the provisions of the Sikkim Fire and Emergency Services Act, 2023 (Act no. 04 of 2023), by Shri.... .. at his building/premise situated at.....And failure of the owner/occupier to comply the defects/objections etc., the said building/premise has become unsafe in view of Fire and Life Safety.

I,.....(Designation)..... ..competent authority under the provisions of the Sikkim Fire and Emergency Services Act, 2023 (Act no. 04 of 2023), hereby give you the notice to disconnect the power supply and takeover all resources being used for power supply and use at the said premises of Shri..... within 03 hours of receipt of this notice.

Place:

Date:

Signature
Name and Designation of
The Fire Officer competent to issue notice

Certification

The provisions of fire and life safety as per the Sikkim Fire and Emergency Services Act, 2023 (Act no. 04 of 2023), by have been complied by Shri..... building/ premises situated at..... building/premise may be resumed.at his Thus, power supply of the said building/ premises may be resumed.

Place:

Date :

Signature
Name and Designation of
The Fire Officer competent to issue notice

FORM-A17
(FORM OF FIRE REPORT)

1. Current date.
2. Fire Report Number.
3. Operational jurisdiction of Fire Station.
4. Information received from.
5. Name of the caller.
6. Phone number of the caller.
7. Full address of the incident place.
8. Date of receipt of call.
9. Time of receipt of call.
10. Time of departure from Fire Station. Approximate distance from Fire Station.
11. Time of arrival at Fire Scene.
12. Details of death(s).
13. Nature of call.
14. Date of leaving from fire scene.
15. Time of leaving from fire scene.
16. Type of occupancy
17. Occupancy details in case of others.
18. Category of fire.
19. Probable Cause of Fire-
20. Type of building.
21. Building details in case of others.
22. Details of affected area.
23. Details if injury.
24. Details of death(s) and Life saved
25. Detail of Loss, Property Saved
26. Remark and Proper Detail Of incident
Fire Officer as authorized by Director

Disclaimer;

This is a computer generated report. Neither department nor its associates, information Providers or content providers warrant or guarantee the timeliness, sequence

FORM-A18

FORM OF APPEAL TO THE FIRST APPELLATE AUTHORITY

Appeal No.....of 20.....

Appellant:

Shri.....Son of Shri.. resident of

Versus

Fire Officer/Director/Sub Divisional Magistrate/others-Respondent Appeal under Section 44 of Sikkim Fire and Emergency Services Act, 2023 (Act no. 04 of 2023) against the notice /order of.....Fire Officer/ Sub Divisional Magistrate/Director/Others dated:

Sir,

The Appellant respectfully Showeth as under:-

1. Statement of facts.
2. Ground of Appeal.
3. Fee of Rs. 1000/- has been paid vide receipt No..... ..dated.....
4. Appeal is within time.
5. No other Appeal or any matter relating to the subject matter of this appeal is pending in Any court Of law.
6. Relief claimed.

Place:

Date:

VERIFICATION

i.....the appellant do hereby declare that what is stated above is true to the best of my personal knowledge and belief and that I have not suppressed any material facts.

Place:

Signature of Authorized representative, if any.

Date:

Verified today, the.....day of..... 20.....

Signature of Appellant

FORM- A19

FORM OF SECOND APPEAL TO THE SECOND APPELLATE AUTHORITY

Appeal No..... of 20.....

Appellant:

Shri..... Son of Shri.... resident of..... Versus
Fire Officer/Director/Sub Divisional Magistrate /others-Respondent Appeal under Section 44 of
Sikkim Fire and Emergency Services Act, 2023 (Sikkim Act no. 04 of 2023) against the notice
/order of shri.....Fire Officer/ Sub Divisional Magistrate/Director /
Others dated:

Sir,

The Appellant respectfully showeth as under:-

1. Statement of facts.
2. Ground of Appeal.
3. Fee of Rs. 5000/- has been paid vide receipt No.. dated
4. Appeal is within time.
5. No other Appeal or any matter relating to the subject matter of this appeal is pending in any court of law.
6. Relief claimed.

Place:

Date:

Signature of Authorized representative, if any.

VERIFICATION

I.....the appellant do hereby declare that what is stated above is true to the best of my personal knowledge and belief and that I have not suppressed any material facts.

Place:

Signature of Authorized representative, if any.

Date:

Verified today, the..... day of20.....

FORM-A20

Performa for Cases to be sent to Departmental Technical Advisory Committee

SN	Points	Remarks				
01	Building Name & Address					
02	Name, Address and Mobile No of Building Owner/Manager					
03	Details of Building Occupancy and Material Used(MSDS)					
04	Since when was the building constructed					
05	Plot Area(SQM)					
06	NO of Floors in building					
07	Height of Building					
08	Building situated in the area of which authority/Notified area.					
09	Road width in front of building					
10	Available Fire fighting Systems					
11	No. of Stair Cases and Width					
12	Details of sanctioned map by authority					
13	Details of Fire NOC issued to the building					
14	Provision of which Acts and Rules are being observed to be in contradiction (for example, which provisions of NBC 2016, Fire Prevention and fire safety Act/ Rules, Local Building Byelaws or any other Act, Rules, Government Order For the time being in force are found to be in contradiction)	SN	Point Contradiction	Under which Rule	Under which Act	Under which Government Order
16	Other Points					

1. Remarks by Inspecting Officer-

Signature
In-Charge Fire Station Officer

2. Remarks by In-charge Fire District-

Signature:-

3. Remarks by In-charge Fire Region-

Signature:-