

Delhi Fire Service



Citizen's Charter 2014



Headquarters, Connaught Lane, New Delhi-110001

www.dfs.delhigovt.nic.in

Important

TELEPHONE NUMBERS

Fire Control Room

101

Delhi Fire Services

Headquarters, Connaught Lane

011-23412222/23/24/26

011-23414464

Director

A.K. Sharma

O: 011-23414000

F: 011-23412593

R: 011-23417557

M: 0-9810264747

E: director.dlfire@nic.in

Chief Fire Officer (New Delhi Zone, South Zone & Fire Prevention Wing)

Dr. G.C. Misra

O: 011-23414333

R: 011-23414869

M: 0-9868022790

E: cfhq.dlfire@nic.in

Chief Fire Officer (West Zone & Fire Safety Management Academy)

Santokh Singh

O: 011-23414250

R: 011-26189168

M: 0-9811053440

E: cfowz.dlfire@nic.in

Deputy Chief Fire Officer (Fire Prevention Wing)

Dr. Than Singh Sharma

O: 011-23413991

R: 011-25938505

M: 0-9999044855

E: dcfohqdlfire@nic.in

Deputy Chief Fire Officer (New Delhi Zone)

Rajesh Panwar

O: 011-23412025

R: 011-25107201

E: dcfondz.dlfire@nic.in

Deputy Chief Fire Officer (South Zone)

Atul Garg

O: 011-26101345

R: 011-26108445

E: dcfosz.dlfire@nic.in

Deputy Chief Fire Officer (West Zone)

Vipin Kental

O: 011-23846352

E: dcfowz.dlfire@nic.in

Deputy Chief Fire Officer (Fire Safety Management Academy)

H.L. Aneja

O: 011-27552155

Install Smoke Alaram...

Assure Life Safety

Mission Statement

Delhi Fire Service

To save life and property and mitigate the potential risk in developing a fire safe capital

VISION Delhi Fire Service

To adopt / apply the best practices of world in saving life of citizen of NCT of Delhi and loss prevention by enforcing codes and standards under statutory provisions, deploying & responding emergency vehicle for citizen in distress conditions under fire, imparting fire safety awareness and education programs by trained / skilled professionals and inculcating fire safety culture with optimum utilization of resources & sustained efforts.

Business Transected by the Delhi Fire Service

- To provide immediate response to every fire and emergency call.
(Citizen can dial 101 for availing this service in distress condition)
- To provide fire prevention services for upcoming and existing buildings identified as class of occupancies likely to cause risk of fire under DFS Rule 2010.
(To avail this services applicant can apply to this department through building sanctioning authorities along with building plans in prescribed scale and Performa's. Guidelines will be issued within 21 days from the date of approval by FPW committee)

In case of FIRE DIAL 101 (Toll Free)

Business Transected by the Delhi Fire Service

- **To provide standby services of fire units against payment.**
(To avail this services applicant can apply in prescribed Performa in Form-B (see Annexure) and submit application at Dak/ Receipt Counter, First Floor, HQ; Delhi Fire Service, Connaught Place. This is subject to availability of fire units) Charges for availing the services are Rs. 5000/- for six hours, 10,000/- for twelve hours & 20,000/- for 24 hours.
- **Erection of Pandal.**
Erection of pandal is self regulatory under Rules 2010 and applicant after erecting the pandal in conformity with requirements under rule 29 of the Delhi Fire Service Rules, 2010 must place the Form-D (see Annexure) at conspicuous place.
- **APPLICATION FOR GRANT OF FIRE SAFETY CERTIFICATE**
Applicant seeking grant of fire safety certificate can apply in Form -I (See Annexure) at Dak/ Receipt Counter, First Floor, HQ; Delhi Fire Service, Connaught Place, New Delhi.
- **APPLICATION FOR RENEWAL OF FIRE SAFETY CERTIFICATE**
Applicant seeking grant of fire safety certificate can apply in Form-J (See Annexure) at Dak/ Receipt Counter, First Floor, HQ; Delhi Fire Service, Connaught Place, New Delhi.
- **DECLARATION BY OWNER/OCCUPIER**
Occupier/ owner/ fire safety officer of the building or premises shall declare every year in Form-K (see annexure) that fire prevention and fire safety measure provided in the building or premises as the case may be are in best repairs.
- **APPEAL**
Any appeal to the Appellate Authority under sub-section 7 of section 27 of Act can be applied in Form-R (see annexure) along with copy of order or notice appealed against and a fee of Rs. 5000/- through bank draft drawn in favour of DDO (Head quarters) at Dak/ Receipt Counter, First Floor, HQ; Delhi Fire Service, Connaught Place, New Delhi.

Crawl down low, when it's time to go!

Business Transected by the Delhi Fire Service

- **FIRE REPORT**

Fire report can be down loaded from official website of Delhi Fire Service www.dfs.delhigovt.nic.in within 72 hrs of occurrence free of cost. In case of any discrepancy in fire report, applicant can apply in Form-T alongwith supporting document for change report at Dak/ Receipt Counter, First Floor, HQ; Delhi Fire Service, Connaught Place, New Delhi.

Expectation from the client by the department

- Report every incident of fire, rescue immediately to fire control room (101) (provide correct information)
- Give way to right for fire units responding on emergency calls.
- For desired services apply on prescribed Performa as mentioned in Delhi fire service Rule 2010.
- Consult fire department for the new constructions which are covered under Delhi Fire Service Act 2007 and Rule 2010.
- Follow the provision of Delhi Fire Service Act 2007 and Rule 2010.
- Ensure Fire safety norms and obtain fire safety certificate.
- Avoid unauthorized construction, encroachments on roads, unauthorized parking to ensure free movement of fire tenders.
- Learn operation of fire safety equipment and ensure their operability.
- Ensure safety of fire protection equipment; avoid theft and damage to fire safety equipments.

*Get out quick, before the smoke gets
thick!*

Delhi Fire Service

■ Zones ■ Divisions ■ Sub-Divisions

Zone	Division	Name of Fire Sub-Division	Name of Fire Station	
New Delhi Fire Zone	East Division Sh. Virender Singh Divisional Officer Laxmi Nagar Fire Station 011-22530717 9891010690 doed.dlfire@nic.in	Laxmi Nagar Sh. Suresh Singh Fire Station Laxmi Nagar 011-22531311 9911151733	Laxmi Nagar Mandawali Mayur Vihar Gharoli Chand Cinema* Mayur Vihar District Center* Dallupura	
		Tahirpur Sh. Vijay Bhadur Tahirpur Fire Station 011-22594700 9868108272	Tahir Pur Gokulpuri	
		Shahdara Sh. Suresh Singh Fire Station Geeta Colony 011-22513330 9911151733	Shahdara CBD Shahdara Geeta Colony Shastri Park	
		Central Division Sh. G. S. Chauhan Divisional Officer C.C. Fire Station 011-23413847 9868026231 docd.dlfire@nic.in	Headquarters Sh. Ved Pal Head Quarters Delhi Fire Service Connaught Place 011-23412222 9868202979	Headquarters City Center* Delhi Sachivalaya
		Connaught Place Sh. M.K. Sharma C.C. Fire Station 011-23416614 9350214530	Connaught Circus Rakab Ganj Rani Jhansi Road	
		S.P. M. Marg Sh. Ved Pal Fire Station SPM 011-23955564 9868202979	S.P.M. Marg Teliwara Paiwalan Darya Ganj	

*Fire destruction is one man's job,
fire prevention is every body's job.*

Delhi Fire Services

■ Zones ■ Divisions ■ Sub-Divisions

Zone	Division	Name of Fire Sub-Division	Name of Fire Station
South Fire Zone	South Division Sh. D.P. Bhardwaj Divisional Officer Bhikaji Cama Fire Station 011-26103627, 9899130700 dosd.dlfire@nic.in	Safdarjung Sh. S.S. Kaushik Safdarjung Fire Station 011-24652518 9899629677	Safdarjung Chanakya Puri Rastrapati Bhawan Mahipalpur*
		Bhikaji Cama Place Sh. D.B. Mukherjee Nehru Place Fire Station 011-26408931 9968264781	Bhica-ji Cama Place Nehru place Vasant Kunj* Okhla Industrial Area Geetanjali Enclave*
		Mathura Road Sh. M.K. Chatopadhyay Fire Station Mathura Road 011-26341301 9911303380	Mathuara Road Sarita Vihar Okhla Phase I Jasola Badarpur*
	South west Sh. Sanjay Tomar Divisional Officer Shankar Road Fire Station 011-28744573 9810998399 doswd.dlfire@nic.in	Janakpuri Sh.S.Duggal Janakpuri Fire Station 011-25132900 9891336912	Najafgarh Janakpuri Hari Nagar
		Dwarka Sh. S.P Bhardwaj Dwarka Fire Station 011-28082568, 28082565 9818877655	Dwarka Sector 6 Dwarka Sector 3* Dwarka Sector 20*
		Shankar Road Sh. P.S. Dahiya Shankar Road Fire Station 011-28744573, 28742222 9899277933	Shankar Road Prasad Nagar Naraina Anand Parbat*

* Proposed Fire Stations

Fire loss is a national loss.

Delhi Fire Services

■ Zones ■ Divisions ■ Sub-Divisions

Zone	Division	Name of Fire Sub-Division	Name of Fire Station	
West Fire Zone	North West Division Sh. S.S. Tuli Divisional Officer Roop Nagar Fire Station 011-23842505 9811032931 donwd.dlfire@nic.in	Roop Nagar Sh. N.P. Sharma Rohini Fire Station 011-27571154 9818031656	Roop Nagar Jahangir Puri Chandrawal Water Works* Sanjay Gandhi Transport Nagar*	
		Rohini Sh. N.P. Sharma Rohini Fire Station 011-27571154 9818031656	Rohini Sector 5 Rohini Sector 16 Mangol Puri	
		Bawana Sh. K.K. Sexsena Fire Station Bawana Fire Station 011-27784996 9810228304	Bawana Narela Bhorgarh DSIDC Bawana	
		West Division Sh. Sunil Chaudhary Divisional Officer Moti Nagar Fire Station 011-25156707 9811338552 dowd.dlfire@nic.in	Wazirpur Sh. Mukesh Verma Moti Nagar Fire Station 011-25158083 9810445332	Wazir Pur Keshav Puram
			Jawala Puri Sh. A.K. Jaiswal Paschim Vihar Fire Station 011-25286717 9868812990	Jawala Heri Jawala Puri PVC Market Tikri Kalan
			Moti Nagar Sh. Mukesh Verma Moti Nagar Fire Station 011-25158083 9810445332	Moti Nagar Paschim Vihar Kirti Nagar
FSMA	FSMA Sh. Shayam Lal Divisional Officer 011-27552155 9811356288	Fire Safety Management Academy		

Fire the Friend, Fire the Foe.

Fire Services

FIRE PREVENTION WING

FP
Wing

Sh. S.K. Dua
Divisional Officer
DFS Headquarters
Connaught Place
011- 23412222(extn:352)
dohqfpw.dlfire@nic.in

Sh. A.K. Malik
Divisional Officer
DFS Headquarters
Connaught Place
011- 23412222(extn:360)
dohqfpw.dlfire@nic.in

Sh. Francis Brown
Asstt. Divisional Officer
011- 23412222(extn:316)
9871755308

Sh. Manish Kumar
Asstt. Divisional Officer
011- 23412222(extn:316)
9891987763

Sh. Rajesh Kumar
Asstt. Divisional Officer
011- 23412222(extn:356)
9868601282

Sh. Somvir Singh
Asstt. Divisional Officer
011- 23412222(extn:353)
9013073855

Sh. Ajay Kr. Sharma
Asstt. Divisional Officer
011- 23412222,
9911264101

Sh. Rajinder Atwal
Station Officer
011- 23412222(extn:331)
9818481075

NODAL OFFICER (Grievances)

Dr. Than Singh Sharma
Deputy Chief Fire Officer
DFS Headquarters
Connaught Place

011- 23413991
9999044855
dcfohq.dlfire@nic.in

PUBLIC INFORMATION OFFICER

Dr. Than Singh Sharma (PIO, Operations)
Deputy Chief Fire Officer
DFS Headquarters
Connaught Place

011- 23413991
9999044855
dcfohq.dlfire@nic.in

Sh. Manoj Kumar (PIO, Admin)
DFS Headquarters
Connaught Place

011- 23412222

FIRST APPLLETTE AUTHORITY

Sh. Santokh Singh
Chief Fire Officer
DFS Headquarters
Connaught Place

011- 23414250
9811053440
cfowz.dlfire@nic.in

Fire is a good servant but a bad master.

Administrative Setup

Designation	Name	Phone
Delhi Fire Service Headquarters		
Assistant Commissioner(Fire)	Sh. Mahinder Pal	011-23412251
Administrative Officers (Fire)	Sh. Manoj Kumar	011-23412222
Accounts Officer	Sh. R.K. Aggarwal	011-23413636
Assistant Accounts Officer	Sh. Sandeep Suri	011-23411578
Head of Office	Sh. Shakti Bangar	011-23412251
Laxmi Nagar Fire Station		
Head of Office	Sh. Dinesh Jha	011-22457193
Shankar Road Fire Station		
Head of Office (Store & Planning)	Sh. Babu Lal	011-28742222
Assistant Wireless Officer(Store & Planning)	Sh. Subhash Chander	011-28742222
Assistant Wireless Officer (Maintenance)	Sh. Brij Mohan Panwar	011-28742222
Bhikaji Cama Fire Station		
Head of Office	Sh. Kiran Pal Suhag	011-26195072
Moti Nagar Fire Station/ Auto Workshop		
Head of Office	Sh. H.S. Meena	011-25459251
Assistant Engineer	Sh. Sanjay Kashyap	011-25934099
Delhi Fire Service Fire Control Room		
Assistant Wireless Officer (Operation)	Sh. Ashok Dochana	011-23412222
Assistant Wireless Officer (Operation)	Sh. Jagtar Singh	011-23412222

Fire fighting is one of the most essential services of an organized society.

Badges, Ranks & Pay Structure of

Delhi Fire Service



Director

37400-67000 G.P 10000



Chief Fire Officer

37400-67000 G.P 8900



Deputy Chief Fire Officer

15600-39100 G.P 7600



Divisional Fire Officer

15600-39100 G.P 6600



Assistant Divisional Officer

15600-39100 G.P 5400



Station Officer

9300-34800 G.P 4600



Sub Officer

9300-34800 G.P 4200



Leading Fireman/Driver

5200-20200 G.P 2400



Fireman/Fire Operator
Fireman (Driver)

5200-20200 G.P 2000

APPLICATION & DECLARATION FORMS

FORM 'B': APPLICATION FOR STAND-BY DUTY [See sub-rule (2) of rule 20]

To
The Director
Delhi Fire Service
Delhi Fire Service Headquarters
Connaught Place
New Delhi-110 001.

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

Sir

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

The required payment of Rs. is enclosed through bank draft No..... dated drawn onin favour of DDO, Headquarters, Delhi Fire Service.

Dated: _____ (Signature of the applicant)

Contact details:

Name in full.....

Tel. No.

Mobile No.

Carelessness is the biggest cause of fire.

APPLICATION & DECLARATION FORMS

FORM 'D': FORM OF DECLARATION BY ERECTOR OF A PANDAL

[See rule 30]

DECLARATION BY ERECTOR OF PANDAL UNDER SECTION 26 OF THE ACT

I(name of the erector of pandal) having registered office atdo hereby declare that the pandal erected atmeasuring.....meters by meters shall remain in place with effect from to and that fire prevention and fire safety measures as required under rule 29 of the Delhi Fire Service Rules, 2010 have been provided therein and further that the complete erection of pandal and electrical services are in conformity with the standards.

Also, it is declared that no storage/use of the flammable liquid or gases is done in the pandal and that electrical wiring has been done in conformity with Indian Electricity Rules by authorized persons.

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

1.
2.
3.

(Signature of erector of pandal)

Dated:.....

Place:

APPLICATION & DECLARATION FORMS

FORM 'I': APPLICATION FOR GRANT OF FIRE SAFETY CERTIFICATE

[See sub-rule (2) of rule 35]

To

The Director

Delhi Fire Service

Delhi Fire Service Headquarters

Connaught Place

New Delhi-110 001.

Sub: Application for grant of fire safety certificate in respect ofat.....(address of building/premises).

Sir,

This is to inform you that a fire safety certificate needs to be issued in respect of (name of the building) located at.....(address of the building) comprised of and having occupancies as

In this connection it is submitted that all the fire prevention and fire safety measures as recommended by you vide letter No. dated Have been provided in the building/premises and para wise compliance report is enclosed

You are requested to kindly take action as necessary for grant of fire safety certificate for occupancy of the building/premises.

Dated:

(Signature of the applicant)

Contact details:

Name in full.....

Tel. No.

Mobile No.

Fire defence is a self defence.

APPLICATION & DECLARATION FORMS

FORM 'J': APPLICATION FOR RENEWAL OF FIRE SAFETY CERTIFICATE

[See sub-rule (1) of rule 37]

To
The Director
Delhi Fire Service
Delhi Fire Service Headquarters
Connaught Place
New Delhi-110 001.

Sub: Application for renewal of fire safety certificate in respect of
.....at.....(address of building/premises).

Ref: Computer ID No.....

Sir

This is to inform you that a fire safety certificate was issued vide your letter No..... dated in respect of (name of the building) located at(address of the building) is valid until..... and is due for renewal for a period of another years wef.....

In this connection it is submitted that there is no material change in the building affecting the means of access, means of escape and that all fire prevention and fire safety measures have been tested and are in good working condition. A declaration as required under rule 38 is enclosed.

You are requested to kindly take action as necessary for renewal of fire safety certificate for continued occupancy of the building/premises.

Dated: _____ (Signature of the applicant)

Contact details:

Name in full.....

Tel. No.

Mobile No.

Encls: Declaration Form.

APPLICATION & DECLARATION FORMS

FORM 'K': DECLARATION BY OWNER/OCCUPIER

[See sub-rule (2) of rule 38]

DECLARATION

It is hereby declared that the(name of the building or premises) located.....(address)

Comprised of basement (s) and (upper floors) have complied with the fire prevention and fire safety requirements in accordance with rule 33 of the Delhi Fire Service Rules, 2010 and issued Fire Safety Certificate vide Computer ID NO.for a period of years in accordance with rule 36 valid from toand the fire prevention and fire safety measures provided in the building/premises have been checked by me / in my presence by Fire Safety officer on and found them in place and in good repairs.

It is further declared that no additions or alterations have been made in the building/premises affecting the fire prevention and fire safety measures including the means of escape and that all exits and passages are free from any obstruction.

(Signature of owner /occupier)

Name in Block Capitals

Address.....

Counter signed

(Fire Safety Officer*)

Name.....

* Strike out whichever is not applicable.

Duty without fire safety brings fatality.

APPLICATION & DECLARATION FORMS

FORM 'R': FORM FOR APPEAL

[See sub-rule (1) of rule 42]

FORM OF APPEAL TO THE APPELLATE AUTHORITY

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

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

resident ofAppellant

Versus

Nominated Authority/Director/Sub Divisional Magistrate-Respondent

Appeal under section.....of Delhi against the notice /order

of Shri Nominated Authority/

Sub Divisional Magistrate /Director 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.

Signature of Authorized representative, if any.

Signature of Appellant

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.

Verified today, the day of20.....

Place:

Date:.....

Signature of Authorized representative, if any.

Signature of Appellant

APPLICATION & DECLARATION FORMS

FORM 'T': APPLICATION FORM FOR CHANGES IN FIRE REPORT

[See sub-rule (3) of rule 45]

To
The Director
Delhi Fire Service
Delhi Fire Service Headquarters
Connaught Place
New Delhi-110 001.

Sub: Application for making changes in the Fire Report bearing
Computer ID No.....Dated..... in respect of(address of
building/premises)

Sir

This is to inform you that the fire report as downloaded from the
Delhi Fire Service Web Site has following factual errors:-

- 1.....
2.

The true facts connected with the above factual error (s) are as under:-

- 1.....
- 2.....

I am enclosing the following documents in support of my claims as
above:-

- 1.....
- 2.....

In view of above you are requested to make necessary changes in the
fire report.

Dated: _____ (Signature of the applicant)

Contact details:

Name in full.....

Tel. No.

Mobile No.

fire stations

telephone numbers

Contact

Headquarters	23412222	R.P. Bhawan	23015321 Ext. 4352
Connaught Circus	23414444	Rohini Sector 15	27571154
S.P. Marg	23975553	Najafgarh	28012214
Moti Nagar	25101151	Rohini Sector 5	27042777
Auto Workshop	25104544/25934099	Bhorgarh	27784996
J.R. Road	23672229	Bawana	27752222
Safderjung	24611111	Jahangir Puri	27636006
Mathura Road	26341301	Mandawli (Mip Ex.)	22721190
Shahdara	22323322	Gokul Puri	22815612
Roop Nagar	23842505	Shastri Park	22853933
Shankar Road	28742222	Paschim Vihar	25262095
Laxmi Nagar	22417747	Paiwalan	23244101
Chanakya Puri	26112226	Okhla Phase I	26371344
Bhikaji Cama Place	26173583	Dwarka	28082565
Nehru Place	26445230	Hari Nagar	25141433
Prasad Nagar	25751999	DSIDC Bawana	27761904
Kirti Nagar	25934846	FSMA	27562535
Teliwara	23612755	Jwala Heri	25277201
Wazirpur	27372621	Mangol Puri	27015280
Daryaganj	23268219	Tahir Pur	22594700
Geeta Colony	22513330	Sarita Vihar	29945066
Rakab Ganj	23719479	Delhi Secretariate	23392677
Kesav Puram	27189090	CBD Shahdara	22392230
Naraina	25798798	Mayur Palace	22713735
Janak Puri	25522000	Udyog Nagar	25481031
Okhla	26847511	Kalyan Vas	22771110
Narela	27785311	Tikri	-
Jawala Puri	25286717	Dallupura	22611236

get out **Quick** before the **Smoke** gets **thick!**



Fire Control Room 101