

P R O F R M A

Sr.No.	Type of information required	
1.	Name of the Department	Fire& Emergency Service,Diu.
2.	Head of Department/Contact person	Chief of Police,Diu/Head of Fire Service,Diu.
3.	Contact Address	Fire Station, Gandhi Para, Diu.- 362 520
4.	Telephone Numbers	02875, 253039, 101.
5.	Fax Numbers	02875, 255033
6.	Email Address.	-----
7.	Any other contact details	-----
8.	The brief description about the functionality of the department	Fire Extinction, Fire Prevention and Fire Safety measures in the U.T.
9.	List and description of the services/schemes to the public.	To attend the Fire call. Emergency/Rescue call, Badobust duties.
10.	Major Achievements details.	-----
11.	If functionality of the Department touches to the public directly then.	
	i) The list of tasks/activities	-----
	ii) The required procedures for different tasks.	-----
	iii) The list of pre-requisite for certain procedure	-----
	iv) The required form forms <sup>9</sup> (in MS-WORLD/PDF format) with instructions like how to fill and whom to submit etc.	-----
	v) The visiting hours for public.	-----
12.	Any other details of public interest not covered in above.	-----
13.	Citizen Charter of the department	Enclosed
14.	Pictures/Photographs of the department office/building.	-----
15.	All the information sought under RTI Act, Categorically.	-----

Place: D I U.  
Date:01/04/2009

Sd/-  
Asstt.Station Fire Officer,  
Fire & Emergency Services,

Fire Service, Diu

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Sr.No.	Service rendered	Whom to contact if dissatisfied.	Whom to contact if no solace is received from superiors.
1.	To attend the fire/Rescue/Emergency Calls.bandobust duty etc.	Asstt.Station Fire Officer, Fire Station, Diu.	Chief of Police,Diu/Head of Office Fire Service,Diu
02.	Grant of No Objection Certificate for Residential cum Commercial ,Industrial buildings hotels etc. and issue the certificate regarding attending fire call	Asstt.Station Fire Officer, Fire Station,Diu	Chief of Police,Diu/Head of Office Fire Service,Diu

Sd/-  
Asstt.Station Fire Officer,  
Fire & Emergency Services,  
Fire Service, Diu.