

PROFORMA

Sr. No.	Type of Information required.	
1.	Name of the Department	Fire & Emergency Services, Daman.
2.	Head of the Department/Contact Person	DIGP/Director of Fire Fiore & Emergency Services, Daman & Diu, Daman.
3.	Contact Address	Fire & Emergency Services, Plot No.51, GIDC, Ringanwada, Somnath, Nani Daman, Daman – 396 210.
4.	Telephone Numbers	225445, 224266 & 101
5.	Fax Numbers	2254070 – 2244111
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 so far	---
11.	If Functionality of the department touches to the public directly then.	
	i) The list of task/activities	---
	ii) The required procedures for different tasks.	---
	iii)The list of pre – requisite for certain procedure.	---
	iv)The required form forms (in MS-WORD/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	Enclosed
15.	All the information sought under RTI Act, Categorically	---

Place: Daman.

Date: 26-09-2008.

P R O F O R M A

Sr. No.	Service rendered	Whom to contact if dissatisfied.	Whom to contact if no solace is received from Superiors.
01.	To attend Fire/Rescue /Emergency Calls, bandobust duty, etc.	Station Fire Officer, Daman.	Director of Fire & Emergency Services, Daman & Diu, Daman.
02.	Grant of No Objection Certificate for Residential cum Commercial, High-rise, Industrial buildings, hotel, etc. and issue the certificate regarding attending fire call	Station Fire Officer, Daman.	Director of Fire & Emergency Services, Daman & Diu, Daman.