

APPENDIX –‘A’

PRESCRIBED FORMAT FOR SUBMITTING SELF-NOMINATION IN REFERENCE TO NOTIFICATION NO. 8-3/TFES/2024(P) DATED 27.02.2024

Particulars of award (s) for which nomination is being submitted _____

Fire Service Week _____ (year)

- 1. Name in full (in block letters) :
- 2. Designation :
- 3. Employee No. :
- 4. Place of posting :
- 5. Date of initial appointment :
- 6. Date of birth :
- 7. Qualification :

i. Academic	
ii. Professional	

- 8. Details of major or minor punishment awarded, if any :
- 9. Details of award / reward already awarded, if any :
- 10. Response to the applicable benchmark queries :
APPENDIX C TO BE FILLED IN AND ATTACHED HEREWITH
- 11. Citation in support of claim (maximum in 200 wards) :

Signature of the employee submitting the self-nomination

APPENDIX –‘B’

PRESCRIBED FORMAT FOR SUBMITTING SELF-NOMINATION IN REFERENCE TO NOTIFICATION NO. 8-3/TFES/2024(P) DATED 27.02.2024

Particulars of award (s) for which nomination is being submitted _____

Fire Service Week _____ (year)

- 1. Name of Fire Station/ Unit/ Office (in block letters) :
- 2. Address :
- 3. Date of establishment :
- 4. Present availability of manpower & appliances :

Manpower (Rank wise)	
Operational Appliances (With breakup)	

- 5. Details of award / reward already awarded, if any :
- 6. Response to the applicable benchmark queries :
APPENDIX C TO BE FILLED IN AND ATTACHED HEREWITH
- 7. Citation in support of claim (maximum in 200 wards) :

Signature of the Officer-in-Charge/ In-charge

APPENDIX-C

BENCHMARKS	Applicant's response	Marks awarded (for official use, NOT TO BE FILLED BY APPLICANT)
1. Best Fire Station:		
- a) Neatness and cleanliness of the Fire Station.		
- b) Sentry Duty (24 hrs.).		
- c) Appropriate office work and record maintenance.		
- d) Prompt response to Fire/Special call turnouts.		
- e) Atmosphere of the station.		
- f) Shift-wise equipment checking.		
- g) Discipline.		
- h) Respect towards superiors.		
2. Best Administrative Office:		
- a) Punctuality among all categories of staff.		
- b) Timely completion of office work.		
- c) Neatness and cleanliness of the office premises.		
- d) Responsiveness of commanding superiors.		
- e) Professional conduct with staff and the public.		
- f) No involvement in illegal transactions.		
- g) Maintaining discipline among all staff members.		
3. Employee of the Year:		
- a) Punctuality and attendance.		
- b) Timely completion of assigned work.		
- c) Willingness to work beyond regular hours.		
- d) Professional attire during office duty.		
- e) Professional demeanor.		
- f) Ability to handle additional tasks.		
- g) Prompt response to superior commands.		
- h) Integrity.		
- i) Discipline.		
- j) Friendly interaction with colleagues.		
- k) Availability during off-duty hours.		
- l) Honesty.		

4. Best Firefighter:		
- a) Discipline.		
- b) Proper turnout.		
- c) Uniform compliance.		
- d) Punctuality and attendance.		
- e) Performer of sentry duty.		
- f) Honesty.		
- g) Physical fitness.		
- h) Efficient response to Fire/Special calls.		
- i) Willingness to follow superior commands.		
- j) Competence in managing fire incidents.		
5. Best Rescuer:		
- a) Discipline.		
- b) Proper turnout.		
- c) Uniform compliance.		
- d) Punctuality and attendance.		
- e) Performer of sentry duty.		
- f) Honesty.		
- g) Physical fitness.		
- h) Experience in casualty rescue.		
6. Best Driver:		
- a) Discipline.		
- b) Proper turnout.		
- c) Uniform compliance.		
- d) Punctuality and attendance.		
- e) Performer of sentry duty.		
- f) Honesty.		
- g) Physical fitness.		
- h) Extensive driving experience including Hydraulic Platforms.		
- i) Mechanical troubleshooting skills.		
- j) History of no accident or damaging vehicles.		
7. Best Ministerial Staff:		
- a) Discipline.		
- b) Uniform compliance.		
- c) Punctuality and attendance.		
- d) Timely completion of assigned work.		
- e) Honesty.		
- f) Physical fitness.		
- g) Understanding of file work.		
- h) Drafting and correspondence skills.		

8. Best Mechanical Staff:		
- a) Discipline.		
- b) Uniform compliance.		
- c) Punctuality and attendance.		
- d) Timely completion of assigned work.		
- e) Honesty.		
- f) Physical fitness.		
- g) Understanding of mechanical work.		
- h) Problem-solving skills for mechanical faults.		
9. Best Trainer:		
- a) Discipline.		
- b) Uniform compliance.		
- c) Punctuality and attendance.		
- d) Timely completion of assigned work.		
- e) Honesty.		
- f) Physical fitness.		
- g) Completion of training courses as a Trainer.		
- h) Experience conducting training sessions.		