

**GOVERNMENT OF PUDUCHERRY
FIRE SERVICE DEPARTMENT**

No.1038/FSD/Estt./F.4/2018/221

Puducherry, dt. 07.5.2026

OFFICE ORDER

Sub: FSD - Estt. - Reallocation of Establishment Section works - Orders - Issued.

The Establishment section works are reallocated among the following Ministerial Staff of this Department are as mentioned below. The allocation of duty is subject to any work in addition to those that may be assigned to them by the undersigned and the Superintendent at any time.

1) Thiru. B. Manimaran, Assistant - F2

1. All sanctions including purchase of fire vehicles/equipment's, repairs and service, etc.,
2. GPF sanctions including final withdrawal.
3. All types of expenditure sanctions including POL.
4. Quarter's allotment and cancellation.
5. RTI /Nodal petition (both offline & online) and quarterly returns for all RTI matters
6. Court Cases.
7. LG petitions/CGRAM/Third party Audit/SCOPE
8. Grievances, petitions, reports and furnishing reply to all Govt., Portals

2) Thiru. S.Santhakumar, Assistant - F4

1. All service matters in respect of Ministerial Staff, DFO, ADFOs, Station Officers, Leading Firemen and Fireman Drivers including pension.
2. Sanction of Leave encashment such as LTC, encashment of Leave Salary & UTGEGIS on retirement for the above mentioned cadres.
3. Service certificates for above mentioned cadres.
4. Disciplinary Proceedings Departmental Enquiry for Ministerial Staff, DFO, ADFOs, Station Officers, Leading Firemen, and Fireman Drivers.
5. Matters related to AG Audit & PAC
6. RTI Appeal
7. All matters related to budget & BEAMS admin
8. Maintenance of BCR and reconciliation of expenditure figures with DAT

3) Unit- F3 (Vacant)

4) Thiru. P. Murugan (cashier duty), UDC - F5

1. Preparation pay bills, LTC encashment, Leave salary encashment and Tuition fees bills, NDA bills, OTA bills,
2. Issue of Stamp and maintenance of its registers
3. Outside recovery and permanent advance.
4. Income Tax filing and issue of Form 16.
5. Maintenance of cash Book, Cheque Registers and UDP
6. PBR, BDR, BTR and Recoupment registers, etc.
7. All bank related works such as collection of cash and remittance of all challans.
8. Long term advances (HBA, PCA and MCA)
9. All matters related to rent.
10. Modernization of Fire Service & Centrally Sponsored Schemes.
11. Commissioning of new Fire Stations (including land acquisition and construction)
12. Negotiated Loan.

5) Thiru. R. Udayasankar, UDC - F6

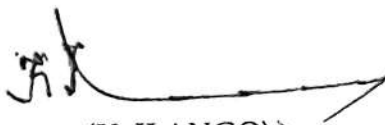
1. All contingent bills.
2. All GPF Bills/UTGEIS Bills
3. Travelling Allowance bills and Transfer TA bills of all Staff.
4. All other bills not allocated to other units.
5. Purchase of stamp
6. eHRMS
7. iGOT Karmayogi
8. Creation of Government emails to all staff
9. OBA related works
10. Government quarters maintenance
11. Property returns and permission to purchase / disposal of movable and immovable properties.

6) Thiru.T. Emilian Ranjit, UDC - F8

1. All service matters in respect of Fireman including pension.
2. Sanction of Leave encashment such as LTC, encashment of Leave Salary & UTGEGIS on retirement for the above mentioned cadres.
3. Service certificate to Fireman.
4. Disciplinary Proceedings/Departmental Enquiry for Fireman.
5. Transfer, Seniority, Roster, Promotion in respective of all categories.
6. All matters related to Assembly and Parliament
7. Matters related to recruitment rules for all categories.
8. RTI Appeal.
9. Direct Recruitment and Absorption.
10. All matters related to Parliament/ Assembly Questions
11. Monthly report to LG office

7) Thiru.S. Ravi, Store Keeper Gr.II - STORES

1. Maintenance of stores / purchase and issue of all uniforms and its accessories etc. / stationery items, Dead stock / Furniture stock, etc.
2. Procurements of all machineries and its equipment's etc. / Repairs, replacements, maintenance of all vehicles etc. / Condemnation and its disposal (Tenders/Quotations etc.)
3. GeM, e-Procurement and related sanctions.
4. Maintenance of concerned registers.


(K. ILANGO)
DIVISIONAL FIRE OFFICER
PUDUCHERRY

To
The Individuals concerned.

Copy to:

1. The Under Secretary to Government (Home)
2. The Superintendent-cum-Drawing and Disbursing Officer, FSD
3. The PIO-cum-ADFO (HQ) FSD
4. The Assistant Divisional Fire Officer (North/South/West) ✓
5. All STOs/PA/Spare