

File No. 21011/1/2022-GA
Government of India
Office of the Development Commissioner (MSME)
(General Administration)


Dated: 04.05.2023

Circular

Sub: - Fire precautionary Measures to be adopted in Nirman Bhawan-reg.

Reference is invited to Office Memorandum No. 50(23)/स०अ०(वै०)-3/वि०म०वै०मा०/2023-24/280 dated 20-04-2023 on the above mentioned subject (copy enclosed).

2. In view of the onset of peak summer season, it is advised to take the precautionary measures as mentioned in the OM to avoid any fire incidents.
3. This issues with the approval of Competent Authority.


(Gaurav Arya)
Assistant Director (GA)
गौरव आर्य/GAURAV ARYA
सहायक निदेशक/Assistant Director
भारत सरकार/Govt. of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises
विकास आयुक्त (सू.ल.एवं म.उद्यम)का कार्यालय
Office of the Dev. Commr. (MSME)
निरमाण भवन, नई दिल्ली-0011/Nirman Bhawan, New Delhi-0011

To,

1. All officers/staff to ensure strict compliance of these instructions

Copy to,

1. PS to AS & DC (MSME)
2. PA to ADC (GA)
3. SENET for uploading on the official website.


(Gaurav Arya)
Assistant Director (GA)
गौरव आर्य/GAURAV ARYA
सहायक निदेशक/Assistant Director
भारत सरकार/Govt. of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
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Office of the Dev. Commr. (MSME)
निरमाण भवन, नई दिल्ली-0011/Nirman Bhawan, New Delhi-0011

Government of India
O/o Assistant Engineer(E)-III,
V.B.E.D., C.P.W.D.,
E-Wing (Sub Station),
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भारत सरकार
कार्यालय सहायक अभियन्ता (वै०)-III
विज्ञान भवन वैद्युत मंडल, के.लो.नि.वि.,
ई-विंग (सब स्टेशन),
निर्माण भवन नई दिल्ली-11
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सं० 50(23)/स०अ०(वै०)-3/वि०भ०वै०म०/2023-24/ 280

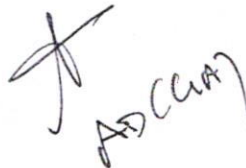
दिनांक : 20-4-2023

कार्यालय ज्ञापन

विषय:- Fire precautionary Measures to be adopted in Nirman Bhawan.

In view of the onset of peak summer season, it is advised to take the following precautionary measures to avoid any fire incidents:-

1. To switch off all electrical appliances/ gadgets after use and before leaving the office.
2. To ensure that no computer UPS, AC/ lights etc. left switch "ON" by the users when leaving the office.
3. To ensure that no material shall be stacked near switch board, in corridor and exit passage by care taking staff or other users.
4. Joint free AC wire should be used an copper pipes must be insulated. It is generally found that there are multiple joints in AC wire which are the single most common cause of electric fire due to heat generated in it which spreads quickly to inflammable materials like curtains, paper, files, wooden furniture etc.
5. Dusting/ Cleaning in room shall only be done when blower of ACs are switched off.
6. Never use AC units on normal plug points or temporary extension boards except on MCB's operated/ protected.
7. No AC should be installed without concurrence of CPWD.
8. Don't connect more than one electric appliance in one socket. Never overload/overheat the electrical system.
9. Do not remove plugs from sockets without first switching off.
10. Do not run loose electrical wires.
11. No electric kettle or oven etc. will be plugged in computer points to avoid over loading and overheating.
12. Don't place bare wire ends in a socket.
13. Welding, cutting jobs should be carried out under strict supervision.
14. Don't throw of lighted cigarette/ bidi butts and match sticks carelessly.
15. Don't place oil lamps, agarbattis or candle on the floor or near combustible material.
16. Old/unused furniture/almirahs are not to be placed at exit staircase and near electrical main boards/ sub distribution board.
17. No fire detection will be disconnected/ isolated during modernization of room which affect the fire detection work because many Ministries got the repair/renovation works executed by them. This situation can be avoided to get work done from CPWD who Maintain the building.
18. No power supply for the sector indicating panel installed for detection of fire shall be disconnected for the use of charging of mobile phones etc. or for any other reason which affect the fire detection work.
19. Do not silence and reset fire alarm in any case.
20. All employees shall be trained to use fire extinguisher initially and annually thereafter.
21. Mock fire fighting drill should be organized once in a month in consultation with CPWD/CISF/ Delhi fire services so that security personnel deployed in government building under MHA security cover are imparted basic training in fire fighting and handing the fire extinguisher of various types.
22. Do not allow waste paper and other combustible materials to accumulate in the office.
23. Always ensure Good House Keeping. That is the best preventive measure against Fires and their spread.


A. D. Chaudhary

24. Please ensure that all the air conditioners should be switched off during non occupancy of the area/ room.

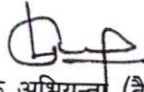
The advisory in this letter may please be brought to the notice of all officials and staff and be followed in true spirit by all concerned to prevent any fire incident.

It is also requested to organize periodical seminars to be conducted in consultation with Delhi Fire Services Expertise to make aware the Officials and their staff about the fire safety and precautions to be adopted to prevent and fight the fire as per exigency.

सहायक अभियन्ता (वै०)-III,
विज्ञान भवन वैद्युत मंडल,
के०.लो०.नि०.वि०., ई-विंग (सब स्टेशन),
निर्माण भवन, नई दिल्ली।

Copy to:

1. The Under Secretary (GA), Room No. 207-C wing, MOUD, Nirman Bhawan, New Delhi for Similar action please.
2. The Under Secretary (GA), Room No. 512-D wing, MOH & FW in, Nirman Bhawan, New Delhi for Similar action please.
3. The Under Secretary (Admin), Room No. 210-B wing, MOHUA, Nirman Bhawan, New Delhi for Similar action please.
4. The Dy. Land & Development officer, Room No. 623-A wing, land and Development office, Nirman Bhawan, New Delhi for Similar action please.
5. The Deputy Director (Genl.), DGHS, Room No. 561-A wing, Nirman Bhawan, New Delhi for Similar action please.
- ✓ 6. The Deputy Director (General Admin), Room No. 734-A wing, MSME, 7th floor, Nirman Bhawan, New Delhi for Similar action please.
7. The Under Secretary (Admin), Room No. 03-G wing, Ministry of Rural Development, Nirman Bhawan, New Delhi for Similar action please.
8. The Deputy Director (Admin), Room No. 139-A wing, 1st floor, CPWD, Nirman Bhawan, New Delhi for Similar action please.
9. The Deputy Director, Room No. 437-C wing, Directorate of Estate, Nirman Bhawan, New Delhi for Similar action please.
10. The Assistant Director, Room No. 113-B wing, Directorate of Printing, Nirman Bhawan, New Delhi for Similar action please.
11. The Section Officer (PHEE), Room No. 644-A wing, CPHEEO, Nirman Bhawan, New Delhi for Similar action please.
12. The Deputy Commandant, CISF, Nirman Bhawan, New Delhi for Similar action please.
13. The Caretaker, NBO, G-wing, Nirman Bhawan, New Delhi for Similar action please.
14. The Executive Engineer (E), VBED, Vigyan Bhawan, New Delhi for necessary information please.
15. The Assistant Engineer (Civil), Subdivision-3, F-Division, Nirman Bhawan, New Delhi for information and necessary action please.
16. The Junior Engineer (E), Subdivision-3, VBED, CPWD, Nirman Bhawan New Delhi for information and necessary action please.


सहायक अभियन्ता (वै०)-III