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**HEADQUARTERS' OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(ISO 9001-2000 Certified)
PANCHDEEP BHAWAN, C.I.G. ROAD: NEW DELHI**

No. V-33/11/1/2011/Med.III(Meeting)

December 15, 2011

To

All Medical Superintendents
Director (Med.) Delhi / Noida
ESIC Hospital

Sub: Fire clearance for ESIC buildings.

Sir/Madam,

Kindly refer to this Office letter no. D-36/12/ Security Tender / 2005-06/CT dt. 09.12.2011. In this regard, it is requested that a fresh fire clearance of the buildings under your jurisdiction may be obtained from the concerned authorities. Further, an Officer may be deputed as Fire Safety Officer who will be responsible for the following:-

1. Will take regular rounds of the buildings to ensure that fire safety norms are being followed.
2. Fire drill is to be conducted at regular intervals.
3. All fire safety equipments including signages, water pumps etc. are in working order and are being serviced on regular basis.
4. Ensure that all fire hydrants are in working condition.
5. Sprinklers system should be in working order.
6. Passages not to be used as storage areas.
7. Smoke detection should be functioning properly.
8. Communicate mechanisms should be there from lift to fire control room.
9. A proper evacuation plan be drawn in case of emergencies.
10. Ensure co-ordination with all concerned agencies.
11. All precautions / guidelines should be followed for storing inflammable material.
This may be treated as most urgent and action taken accordingly.

Yours faithfully,


(DR. S.K. JAIN)

DY. MEDICAL COMMISSIONER

Copy to:-

1. All Sr. State Medical Commissioners / State Medical Commissioners / Regional Directors - with the request to take up the issue with the State govt. for taking similar action in State run buildings.
2. PPS to D.G/ P.S. to M.C./Comm. (P&A)/C.E.
3. Director (Sys.) with the request to upload the instructions on Website.


DY. MEDICAL COMMISSIONER