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भारतीय आयुर्विज्ञान अनुसंधान परिषद  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India

No.29/15/2021 – Nut

Dt.27.4.2021

## **CIRCULAR**

Sub: - Fire fighting system

The Competent Authority is pleased to issue the following general guidelines, on Fire Fighting System in ICMR Institutes / Centers, for compliance.

1. Every building should have an operational fire fighting system, as per Govt. norms.
2. The buildings should have the addressable fire alarm system.
3. Sufficient fire extinguishers and hydrant points should be installed on visible locations. It should be ensured that they are refilled rotationally i.e., all fire extinguishers should not be taken away for refilling at a time.
4. Office files should not be stored on UPS, CPU or near the electric panels/ boards/ switches.
5. The electric panels, switch boards, UPS, CPU, power points etc. shall regularly be checked to prevent them from heating.
6. Mock fire drills should be carried out every month between March and September and at suitable intervals in other months.
7. Annually, the security staff, maintenance staff and other staff should be trained for fire fighting.
8. Annual fire audit shall be done, with the help of local fire department and CPWD & necessary corrective steps should be taken accordingly.
9. The use of electric room heater/ blower/kettle etc. should be discontinued.
10. Before leaving the office, all electrical appliances should be switched off.
11. Condemnation of unserviceable equipments, furniture etc. and weeding out of files, shall be done, preferably every six months, to avoid dumping of them, which may augment the fire, in case of any fire hazard.
12. Not to burn any wastage (wood, stationary, dry leaves etc.) and dispose of them, as per laid down guidelines.
13. Entire campus should be declared as a "Non-smoking area/zone".

*Aditya* 27/10/2021

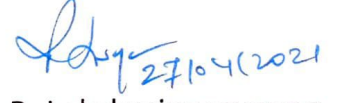


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14. No stacking on corridors and refuge area.
15. To identify emergency assembly point in the campus.
16. No parking on internal roads, for free movement of fire tenders, in case of major fire accident.
17. One officer, preferably an Engineer, should be declared as "Fire Nodal Officer" by every institute.



Dr R. Lakshminarayanan  
Assistant Director General (Admin)

Copy to:

1. PS to DG/ Sr. DDG(A)/ Sr. FA
2. All Heads of ICMR Division
3. All Directors/ Director-in-charge of ICMR Institutes
4. ADGs
5. Security In-charge, ICMR
6. Bank Manager, Canara Bank
7. Dr. L.K. Sharma, Scientist-E with the request to upload in ICMR website.