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**भारत संचार निगम लिमिटेड**  
(भारत सरकार का उपक्रम)  
**BHARAT SANCHAR NIGAM LIMITED**  
(A Govt. of India Enterprise)

No. 7-1 /2018/NWO-CFA/MSE/Fire

Dated: 06.11.2018

To

The CGMs

Telecom Circle / Telecom Districts / Mtce Regions.

**Sub: Regarding safety from Fire incidents.**

Recently, fire incidents occurred at (1) CSC Room of Vidyadhar Nagar T.E. PGMTD, Jaipur Rajasthan Circle, (2) GMTD office campus main T.E. Banswara, Rajasthan Circle and (3) CDOT-RSU room in Sholavandhan Telephone Exchange building Madurai, Tamil Nadu Telecom Circle. Based upon the investigations made in the fire incident, the following recommendations are being made to prevent the re-occurrence of the fire incident.

1. Automatic fire detection system needs to be checked regularly.
2. List of important no's/emergency no's and higher officers should be there in guard room, so that they may be informed in case of any emergency occurred during night hrs/holidays.
3. The fire alarm system should be extended up to Administrative office portion too.
4. The keys of the locked rooms where technically installation are provided should be properly tagged of location and be kept in a very accessible place.
5. Formation of fire safety officer for each building and conduction of fire drill exercise should be done once in a quarter & are to be monitored by a JAG level officer.
6. Arrange for regular checking of electric DP for loose contacts.
7. The habit to store the garbage and unused items in Telephone exchange campus should be avoided. Spare/Scrape materials to be deposited at single place for further disposal.
8. Whenever a run way is provided inside the room some fire protection guarding arrangements are to be done for the run way.
9. Proper ventilation should be provided so that the smoke can be evacuated immediately.
10. The cable entry/exit holes of all equipment rooms may be sealed to block the movement of rodents.
11. The maintenance staff/personnel should be well educated about the fire alarm panel and how to locate the fire zone etc.

Apart from above, all existing guidelines & other instructions issued by this office time to time including engineering instructions on prevention of fire in telecommunication buildings & fire fighting should also be strictly followed. This is issued with the approval of competent authority.

  
(A. K. Rai) 6/11/18  
AGM (MS-III-CFA)