



**Government Of West Bengal**  
**Office Of The Director General**  
**West Bengal Fire & Emergency Services**  
**13D, Mirza Ghalib Street, Kolkata - 16**

Memo no.:IND/WB/FES/20182019/20122

Date: 12-04-2023

**From:**

**Divisional Fire Officer**  
**Fire Prevention Wing,**  
**West Bengal Fire & Emergency Services**

**To: MR SOURAV CHAKRABORTY OF SARASWATI WORLD SCHOOL**  
**CHOTO KHEJURIA MORE , TEGHARIA, G.T. ROAD, ATCO NAGAR ,HOOGHLY-712121**

**Sub: Renewal of Fire Safety Certificate for occupancy of only Ground floor of a G+IV storied Building in the name and style as "SARASWATI WORLD SCHOOL" under group Educational Building, at the premises No. CHOTO KHEJURIA MORE , TEGHARIA, G.T. ROAD, ATCO NAGAR , MAGRA, HOOGHLY-712121.**

This is in reference to your application no. 0125191230200001 dated 03-01-2023 regarding the Renewal of Fire Safety Certificate for occupancy of only Ground floor of a G+IV storied Building in the name and style as "SARASWATI WORLD SCHOOL" under group Educational Building, at the premises No. CHOTO KHEJURIA MORE , TEGHARIA, G.T. ROAD, ATCO NAGAR , MAGRA, HOOGHLY-712121.

The performance of the Fire Fighting System as incorporated in the buildings were tested at random and found satisfactorily working condition. In view of the above this office is releasing the Renewal of Fire Safety Certificate for occupancy of the aforesaid building.

However to up-keep the Fire Safety Measure of the aforesaid building the following safety measures need to be incorporated / maintained.

**Recommendation:**

- 1.Entry / Exit must be free of any type of obstruction for easy movement of Fire Appliances. No parking will be allowed on the Drive way.
- 2.The Interior finish decoration of buildings shall be made with low flame spread material confirming to the relevant I.S. Specification.
- 3.To eliminate risk of Fire Hazards, Good House Keeping both for insides and outside of the building shall be strictly maintained.
- 4.Existing Electrical wiring of the whole buildings shall have to be carefully checked for any wear and tear in them, particularly lines above false ceiling & ducts.

- 5.All the vertical and horizontal ducts to be sealed by approved fire resisting materials.
- 6.Direction sign of escape route shall be displayed prominently
- 7.A closed circuit TV system will have to be maintained which will observe all area of the building.
- 8.The notice of Fire Fighting, Exit Signage and Evacuation Plan from the building shall be prepared and displayed at all vulnerable places of the buildings.
- 9.Mock Fire Practice and evacuation drill shall be performed periodically with participation of all the occupants and employees of the buildings.
- 10.A crew of trained Fireman shall be maintained round the clock for safety of the buildings.
- 11.Transformer, Switch Gear room, Electrical Panel Room and Electrical Main & Meter Room shall be protected with automatic Fire detection and suppression system conforming relevant I.S. Specification.
- 12.First-Aid Fire Fighting system shall be provided as per I.S. Specification.
- 13.Arrangement shall have to be made for regular checking, testing, and maintenance of all the Fire Fighting installation in the buildings to keep them in perfectly good working condition at all the times.
- 14.Each and every occupied unit shall be within the reachable limit of respective Hose reel hoses.
- 15.First-Aid Fire Fighting system shall be provided as per I.S. Specification.
  
- 16.The teaching, non teaching staff and security staff shall be conversant with installed Fire Fighting equipments of the building and to operate in the event of Fire and Testing.
  
- 17.Chemicals in laboratory, if any must be kept in separate isolated stores in proper sealed containers. Laboratory Assistant must be alert for its maintenance during closing by lock and key after class hours for any spillage, fumes, loosen caps, corrosiveness, acids, main valves for Bunsen Burners etc.
  
- 18.Drills: Must be acquainted with evacuation passage of escape route by practicing as a drill with all teaching and non-teaching staff along with students by the guidance of head of Institution as a drill every month as a special class and records of which must be kept in their custody.
- 19.If required, the old electrical lines shall have to be replaced with new lines. The cables shall always be laid in M.S. conduit pipes continuously bonded to the earth.
- 20.Periodical flashing of water from water-based suppression system shall be made to maintain the efficient working performance of above mentioned system.
- 21.One (01) no. same capacity standby fire pump shall have to be installed within three months, and all the Fire Pumps shall always be kept in auto mode with manual control facility.
- 22.Fire Safety Certificate for the unoccupied floor /under construction portion (i.e. 1st floor to 4th floor) of this building shall have to be obtained prior to occupancy therein.
- 23.The Fire Safety and electrical audit to be conducted at regular interval and to be recorded in the Fire Prevention maintenance register.
- 24.This Renewal of Fire Safety Certificate is valid for 03 (Three) years from the date of issue of this letter and has to be renewed within validity limit.
- 25.Accordingly, a certificate is to be obtained from the Director General, West Bengal Fire & Emergency Services regarding performance of all the Fire Safety arrangements and installations of the building.

Divisional Fire Officer  
West Bengal Fire & Emergency Services

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