



सत्यमेव जयते

Government of West Bengal
Office of the Divisional Fire Officer
West Bengal Fire & Emergency Services
Station Feeder Road, P.O & P.S Siliguri, District: Darjeeling, Pin – 734005

Memo No.: FSR/0125186200502247

Date : 15-01-2025

From :
Divisional Fire Officer
Darjeeling Division,
West Bengal Fire & Emergency Services

To :
NOTRE DAME ACADEMY
MOUZA-DARJEELING JL NO-24,PLOT NO-157,158,166,170 TO 174 KH NO5633,P.S-SADAR,DIST-DARJEELING

Sub : Issuance of Renewal of Fire Safety Certificate for the G+2 Storied School Building
under group Educational in name of NOTRE DAME ACADEMY at MOUZA-DARJEELING JL NO-24,PLOT NO-
157,158,166,170 TO 174 KH NO5633,P.S-SADAR,DIST-DARJEELING.

This is in reference to your AIN 211912406300003289 dated 06-Dec-2024 regarding Issuance of Renewal of Fire Safety Certificate for the G+2 Storied School Building under group Educational in name of NOTRE DAME ACADEMY at MOUZA-DARJEELING JL NO-24,PLOT NO-157,158,166,170 TO 174 KH NO5633,P.S-SADAR,DIST-DARJEELING..

The performance of the Fire Fighting System as incorporated in the building 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. Driveway must be free from any type of obstruction for easy movement of Fire Appliances, No Parking board will be allowing on the driveway.
2. To eliminate the risk of Fire Hazards, good housekeeping for both inside and outside of the building will



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be strictly maintaining.

3. Arrangements shall have to be made for regular checking, testing and maintenance of all the Fire fighting installation in the building by a Licensee agency and to keep those in perfectly good working condition all the times and it should be written in the register.
 4. Adequate number of "NO SMOKING" boards should be displaying surrounding the premises.
 5. Existing electrical wiring and installation of whole building should be carefully checking and maintenance regularly by a licensed electrician for any wear and tear at those, particularly wiring on false ceiling and ducts.
 6. A Fire control room including a closed circuit T.V system and Fire alarm panel will have to be install, which observes all floor of the building.
 7. The employees and security staff shall be conversant with installed Firefighting equipments of the building and to operate in the event of Fire and Testing.
 8. First Aid Firefighting system should be providing as per I.S specification.
 9. All the Firefighting Extinguisher should be test once in a year.
 10. If required the old Firefighting system should be replaced with new, the cables will be always laying in M.S conduit pipe continuously bonded to the earth.
 11. The Fire Safety audit to be conducted a regular interval and to be recorded in the Fire Prevention maintenance register.
 12. All employees should be trained to operate the Firefighting equipment of the factory, that they can operate the same in case of exigency.
 13. Mock fire drill and evacuation drill should be done periodically with participation of all officers personnel and security guards.
 14. This Certificate is valid for 3 years from the date of issue.
- A register for the recording of Mock fire drill, evacuation drill ,testing and checking of whole firefighting installation, electrical installation will be maintained & liable to produce the same to the authorized officer of this department on demand.
- Every 3 year Certificate shall have to be obtained from this office about the satisfactory performance of all the fire Firefighting and life safety installation, Failing which the Fire Safety Certificate shall be revoked as per rule 18 of the W.B. Fire Service (Fire Prevention & Fire Safety) Rules,2003.

Valid Upto : 14-Jan-2028

Memo No.: FSR/0125186200502247



Signature Not Verified

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Divisional Fire Officer

West Bengal Fire & Emergency Services

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