

The Kolkata Municipal Corporation
Central Municipal Office Buildings
5, S.N. Banerjee Road,
Kolkata- 700 013
Municipal Commissioner's Department

Date: 16 /03/2021

Municipal Commissioner's Circular No. 53 of 2020-21

Sub: Caution to be exercised for prevention of outbreak of fire in KMC buildings

1. All Controlling Officers and Heads of Departments are requested to issue advisory to the employees under their control to exercise sufficient caution to prevent outbreak of fire in KMC establishments by ensuring that the electrical and electronic gadgets should be switched off daily at the end of office hours and at the time when employees leave the office premises. This should be checked by the designated staff in all the KMC Offices, units and establishments daily out fail. List of such designated staff, office wise should be shared with Municipal Secretary for compilation.
- 1A. Caretaker staff should also check this after officer hours. Any violation should be reported to Municipal Secretary.
2. The phone number of the nearest fire station should be kept written in a conspicuous place in the office premises.
3. If the event of any untoward incident, the KMC Control Room staff must be intimated forthwith.
4. DG(Lighting) is directed to check the fire extinguishers and other gadgets regularly to avoid any incident of fire breakout.
5. All exits and stairs should be free for emergency movement and should not be locked/ blocked by furniture, rubbish or anything else.
6. Municipal Secretary should arrange for a fire audit with the help of F&ES Directorate, GoWB.

Be
16/3/2021
Municipal Commissioner

Copy to:

1. Spl. Municipal Commissioner(G, D &S)
2. Spl. Municipal Commissioner (Rev.)
3. Municipal Secretary
4. CMF&A
5. CMA
6. CMHO
7. CMLO
8. All Director Generals and Controlling Officers
9. All HoDs
10. OSD to Hon'ble Chairperson, BoA, KMC
11. PA to Hon'ble Member Coordinators (All)
12. Caretaker, KMC