



M-75075/373/2020 - PCP Dk/455-59  
**CIRCULAR**

Dated- 21/05/24

**Mandatory Fire Extinguisher Mock Drill - Ensuring Workplace Safety**

This letter serves as a notification for a mandatory fire extinguisher mock drill to be conducted on 22.05.2024 at 11.00 am at Sewa Bhawan, R.K.Puram, New Delhi.

As we all are aware and have recently experienced an increase in minor fire incidents in various office of Delhi. These incidents highlighted the importance of being prepared and knowledgeable in the event of a real fire.


This mock drill is designed to familiarize all officials with the proper use of fire extinguishers, reinforce emergency procedures, and ensure our ability to respond effectively in a real-life situation.

As per schedule dated i.e. 22.05.2024, we request you all to assemble at 5<sup>th</sup> floor Training hall, CWC(HQ), Sewa Bhawan, New Delhi where a small lecture with a short film demonstrating the use of fire extinguisher and other related information will be given and thereafter a live mock drill at the ground floor of Sewa Bhawan, CWC(HQ) would be conducted.

The participation of all officials in this drill is mandatory. It is crucial that we all take this opportunity to learn and practice these important safety measures. This will help us to:

- Prevent potential injuries and property damage.
- Increase our confidence in responding to emergencies.
- Ensure the safety and well-being of all employees.

We understand that this may disrupt your regular work schedule; however, we believe the importance of this training outweighs any inconvenience.

  
21/5/2024  
(Mahesh Prasad)

Deputy Director, PCP

Copy to -

1. PPS to Chairman, CWC, Sewa Bhawan, New Delhi-110066.
2. PPS to Member (RM, WP&P, D&R), CWC, Sewa Bhawan, New Delhi-110066.
3. PPS to CE (HRM), CWC, Sewa Bhawan, New Delhi.
4. All officers & Staff of CWC(HQ).
5. Company Commander, SSF, Sewa Bhawan, New Delhi-110066.

