

No. Mi/41/2021-GA  
Government of India  
Ministry of Jal Shakti  
Department of Water Resources, RD & GR  
(General Admin. Section)

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Shram Shakti Bhawan, Rail Marg  
New Delhi, dated 08.05.2025

**OFFICE MEMORANDUM**

**Subject : Demonstration of fire safety mock drill and fire extinguisher usage organised by Ministry of Labour & Employment reg.-**

The undersigned is directed to inform that Ministry of Labour & Employment (Nodal Ministry of Shram Shakti Bhawan) is organising a Demonstration of fire safety mock drill and fire extinguisher usage through Delhi Fire Services on 9<sup>th</sup> May 2025 at 2:00 PM in Shram Shakti Bhawan.

2. In view of the above, all the Officers/Officials of this Department are requested to extend our participation in order to enhance life saving knowledge and emergency preparedness.

Encl : MoLE letter



(Ashish Kumar Sao)  
Under Secretary to the Govt. of India  
011-23710303

All the Officers/Officials of DoWR RD & GR

**URGENT**

No. 31016/01/2017-Adm.II  
Government of India  
Ministry of Labour & Employment

Shram Shakti Bhawan Rafi Marg  
New Delhi Dated the 7<sup>th</sup> May, 2025

To

The Director  
Delhi Fire Service  
Connaught Place  
New Delhi - 110001

Subject: Request for Demonstration of Fire Safety Mock Drill and Fire Extinguisher Usage at Shram Shakti Bhawan

Sir/Madam,

I am directed to request the assistance of the Delhi Fire Service in conducting a fire safety mock drill and demonstration on the proper use of fire extinguishers at Shram Shakti Bhawan, New Delhi. The Shram Shakti Bhawan houses Ministry of Labour & Employment, Ministry of Power and Ministry of Water Resources & Ganga Rejuvenation and it is proposed that the mock drill will be conducted for the awareness of staffs of all three Ministries.

2. The proposed date and time for the drill is 09<sup>th</sup> May 2025 at 2:30 PM. The objective of this exercise is to enhance awareness and preparedness among the staff so that they can deal with fire incidents in emergencies effectively in Shram Shakti Bhawan.

3. I request you to kindly confirm availability of concerned team for mock drill. Please also inform this office of any logistical or technical requirements that this office need to arrange in for the drill.

Yours faithfully,

  
(Naresh Kumar)  
Section Officer

Administration II Section  
Mob.8459082844

Copy for information and issuing circular in this regard to:

1. The Under Secretary, General Administration, Ministry of Power, Shram Shakti Bhawan
2. The Under Secretary, General Admin, Ministry of Water Resources, Shram Shakti Bhawan

Copy for necessary action to: The Asst. Commandant, CISE, Shram Shakti Bhawan

Copy for information to: Office of Secy (L&E)/Office of JS(Admin)/Office of Director (Admin)