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**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**HEADQUARTERS: DELHI FIRE SERVICE, NEW DELHI-110001**

No. F.6/DFS/MS/School/2025/SZ/468

Dated: 30/05/2025

To

The Principal,  
St. Joan's Convent School,  
Lodhi Road Complex,  
New Delhi-110003

Sub: Renewal of Fire Safety Certificate in r/o St. Joan's Convent School located at Lodhi Road Complex, New Delhi.

Sir,

This has a reference to the email received from Id. [stjoansconvent@gmail.com](mailto:stjoansconvent@gmail.com) dated 28/04/2025, on the subject cited above. In this connection, it is to inform you that the said premise was visited by the officer concerned of this department on 19/05/2025 in the presence of Ms. Surbhi (HOS) to verify the compliance of fire protection & fire safety measures provided therein. During the inspection, the shortcomings observed are as below.

1. Terrace level fire pump not found automatic in operation.
2. Overhead water tank for firefighting capacity 6,000 liter found provided against required capacity of 10,000 liters.
3. Exit signage's found removed at some locations.
4. Basement floor is used for school activities.

In view of the above, application for renewal of fire safety certificate is rejected. You are advised to submit para wise compliance of the shortcomings for further action in the matter. The occupancy of the building in the absence of valid Fire Safety Certificate shall be at the risk and liability of the owner/occupier.

Yours faithfully,

  
(ATUL GARG)  
DIRECTOR

Ph. 011-23414000

Copy to: -

1. The Director of Education, Govt. of NCT of Delhi, Old Secretariat, New Delhi-110054