

INDUSIND BANK LIMITED
(Consumer Finance Division)

Circular No.: CFD/Admin/38/25/03/2026
Consumer Finance Division (CFD) – Admin.

Date:- March 25th 2026

All Branch Manager /Hub Head/ State Product Head / State Head / Zonal Head / National Product Head/ Zonal Admin Manager& Regional Admin Manager /Office Designate/ BICs managing outlets

Fire & Workplace Safety Guidelines for IBL Establishments

Guidelines on Fire & Workplace Safety for Branches, Offices, Processing Centers, outlets is revised with immediate effect. All fire & safety guidelines should be complied by Branches/Offices/ and any deviation from these should be reported to respective Admin Manager/Admin Head and adequate measures should be undertaken for immediate rectification:

- A. Fire Extinguishers should be provided on all Branches/Offices as a first aid firefighting measure. The following is the scale of deployment of fire extinguishers in the branches / Offices.**

Sr. No.	Carpet Area	Scale of deployment of fire extinguishers
1	Up to 250 Sq fts.	ABC 2KG - 1 no. (CeaseFire/ Supremex/ Crossfire or any other approved vendor) Hydro fluoro carbon (HFC) clean agent (server room)
1	250 sft to 1000 & above sq fts	ABC 2KG - 1 no. (for every 250 sft) + Additonal 1 no. ABC 2KG, per office (having carpet area >1000 Sq fts) (*) Hydro fluoro carbon (HFC) clean agent (server room) If the Office is divided into brick-walled enclosures, ABC 1KG may be looked at per such enclosed area.

		Where the Office area is split between multiple area having more than one entrance or located in different floor levels, for placing FE, size of each such office area should be separately considered and quantity of FE needed, should be arrived at (**)
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(*) Thus, an office set-up having a carpet area of >1000 Sq ft. would need to have ACB 2KG – 4 nos. + 1 no.

() Where a single office is located in 2 floors with carpet area being split for e.g. as 1100 Sq ft. in 1st floor and 550 S1 ft. in 2nd floor, the FE required would be ABC 2KG 4 + 1 nos. for 1st floor area and ABC 2KG 2 + 1 nos. for 2nd floor area**

Also Note:

- The fire extinguishers should be placed in such a way that the distance between two extinguishers should not exceed 10 meters. (i.e., an extinguisher should be available in 10 meters of radius.) and these should be placed 3.5 Feet above the floor.
- ABC type fire extinguishers of 2 kg should be mounted on wall at a height of 3.5 feets from the floor level. (i.e., Distance between base of the extinguisher and floor should be 3.5 feets). Hydro fluoro carbon (HFC) clean agent is kept on the floor.
- The fire extinguishers should be inspected every month by the branch.
 - ✓ Check the small round indicator on the fire extinguisher. Ensure that the needle is pointing in green zone indicating that the pressure is not too high nor too low. In case the needle is pointing in the red zone, then this extinguisher requires refilling.
 - ✓ These fire extinguishers come with a warranty of 6 years, please check for expiry date at the bottom of the Fire extinguisher.
 - ✓ Please send mail to Admin team for any replacement or new requirement.
 - ✓ Check whether the safety pin is intact.
 - ✓ Also note, there would be no external agency deployed to carry out visual inspection of FE. The branches must carry out visual inspection based on above check points and report to the concerned zonal/regional admin.
- Any request for additional fire extinguishers should be forwarded to the respective Zonal/Regional Admin Manager. FE Replacement Request should be shared in below format:

Branch Name & Code	Branch Address & Contact Details	Type of FE to be refilled (ABC/ HFC)	Quantity to be replaced	Pressure Gauge in Red/ Green Zone
				Type: _____ Kg: _____

				FE Serial No. _____/ Brand _____/ Installation Date or Last Refilling Date _____
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B. CCTV, Fire & Burglar Alarm System (FAS & BAS):

All Branches, Offices should have all in working condition at all times:

- Smoke detectors provided in branch hall & electrical/UPS room.
- A Hooter/Siren (red/white object installed on the wall)
- Panic switches
- Integrated Panel
- Cameras in Branches should cover Outside/External Entry, Exit, Branch Hall & Cash Counter
- Cameras in Offices should cover Entry/Exit, Reception area, passages/aisle and office area. (No desk to Desk Coverage).

All the CFD Branches cameras are covered under Central CCTV Monitoring System (CMS). Any request for non-functionality can be reported on to respective Zonal/ Regional Admin Manager.

C. Display of Emergency Telephone Numbers:

A list of important telephone numbers containing the following numbers should be displayed:

- Branch Manager
- Nearest Police Station
- Nearest Fire Station
- Hospital / Ambulance
- State Office Landline
- State Office Emergence Contact number

These numbers should be regularly updated.

D. Workplace Safety Measures:

Following safety measures need to be adopted by all employees/visitors/guests:

- Fire exits are to be kept clear of all obstructions. Avoid stacking records/files in passage leading to the fire exit.

- Any hazardous object (damaged false ceilings; damaged glass/cabinet; loosened sign boards, exposed tube-light fixtures,) that may cause human injury must be immediately reported and rectified.
 - Any loose or exposed electrical wiring should be immediately rectified.
 - For branches more than one year old: Testing of earth pits should be carried out at least once a year by the agency appointed by the Corporate Office- Administration department. Reports to be retained by the branches.
 - For new branches yet to complete a year: Testing of earth pits not required.
 - Electrical & UPS Room:
 - i. Air Conditioning Unit should be working.
 - ii. AC switchover timer should be available & working.
 - iii. There should be no water leakages.
 - iv. No naked electrical wirings.
 - v. Cables are properly dressed.
 - vi. No storage of records, files & combustible material in the UPS/Electrical room
- Any request/complaint should be forward to respective Regional Admin/ Zonal Admin

E. First Aid Box:

All Branches/Offices should have a first aid box equipped with the following medicines which should not have **expired**. The branch should maintain the first aid box at local level.

- 1 bottle of Dettol Antiseptic liquid
- 1 small role of surgical cotton
- 1 pack role of surgical bandage
- 1 small scissor
- 10 nos. medicated waterproof strips like Handyplast/Johnson Band-aid
- 1 strip of Crocin tablets
- 1 strip of Saridon tablets
- 1 Reli-spray

All Branches, Offices should follow below guidelines:

- **BM/ BIC** of the Branch **should** check the functionality of the Fire Extinguishers, CCTVs and FAS BAS installed **daily**.
- The system is to be periodically serviced and tested by Vendor appointed by Administration department at Chennai Corporate Office.
- Vendor Agency would conduct the testing of fire alarm system once in a quarter. Service report should be obtained from the agency by the branch and kept in records.

- Any request for non-functionality can be reported to respective Zonal/Regional Admin

Request for CCTV footage retrievals: Any request for CCTV footage retrievals would be supported with proper justification, approval from appropriate authority with time, date for which footage has to be retrieved. Footages beyond 45 days will not be provided.

Fire Evacuation Drill/ Fire Safety Training would be done once in a year. Request can be forwarded to respective Zonal/Regional Admin.

STAY SAFE, FOLLOW FIRE PRECAUTIONS & PREVENT FIRE

**Administration Department
Consumer Finance Division - Chennai**