

1. This is to notify that the following personnel have been identified, trained and authorized as Fire & Rescue Personnel for the Gateway Campus. This team is responsible for carrying out immediate response actions in the event of a fire or any related emergency situation within the campus premises.
2. The team comprises members from various departments and units, including academic, administrative and hostel services and has been oriented on standard fire safety procedures, use of firefighting equipment and basic rescue protocols.
3. The Authorized List of Fire & Rescue Personnel is as follows:

Role	Name	Designation	Contact No.
Chairman	Mr. Sunil Kaushal	Estate Officer & Head Maintenance	9416816838
Co-ordinator	Dr. Joginder	Assistant Chief Fire Officer (ACFO)	9992222777
Co-ordinator	Mr. Lalit Kumar	Head Administration & EEM Cell	8295891200
Member	Mr. Surender	Administrator (GIET)	9466203437
Member	Mr. Harbans Singh Gandhi	Administrator (GCAD)	8168269166
Member	Ms. Laxmi Gaur	Administrator (GCP)	7082001130
Member	Ms. Pushpa	Girls Hostel Warden	8930231318
Member	Subedar Ramesh	Boys Hostel Warden	7496088814
Member	Mr. Sandeep	Work Shop In charge	8295972500

4. All listed personnel are expected to remain vigilant and ready to respond to fire emergencies. Periodic mock drills, refresher training and equipment inspections will be conducted in coordination with the Safety & Security Officer.
5. Fire & Rescue Personnel must ensure regular checks of fire safety equipment (extinguishers, alarms, emergency exits, etc.) within their designated areas and report any deficiencies to the Maintenance & Safety Office.

SUBMITTED BY  Lalit Gureja Head Administration & EEM Cell Gateway Education	APPROVED & ISSUED BY  14 OCT 25 Dr. (Col) A Garg Director General Gateway Education	 GATEWAY EDUCATION SONEPAT CONTROLLED COPY STAMP
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6. Periodic fire drills and refresher training sessions shall be conducted in coordination with the Assistant Chief Fire Officer (ACFO) under instructions of Estate Officer & Head Maintenance and Head Administration & EEM Cell. Attendance in these activities is mandatory for all members listed.
7. All departments and stakeholders are directed to cooperate fully with the Fire & Rescue Team during both drills and actual emergencies to ensure campus-wide safety and compliance.
8. This list will be reviewed and updated periodically in consultation with campus safety authorities or upon any staff reassignment, resignation, or expansion of campus operations.

  
**Dr. (Col) A Garg**  
**Director General**

**Encl:** As above

**Distribution:** Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Estate Officer & Head Maintenance, Head Purchase, Head AS&H, COE, IQAC Coordinator

**Copy to:** Chairman, Executive Chairman & Executive Directors

SUBMITTED BY	APPROVED & ISSUED BY	
		

Lalit Gureja  
Head Administration  
& EEM Cell  
Gateway Education

14 OCT 25  
Dr. (Col) A Garg  
Director General  
Gateway Education