

**Government of Pakistan  
Revenue Division  
Federal Board of Revenue**

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F. No. 1(1)Secy(Coord)2025/95989-R

Islamabad, the 31<sup>st</sup> August, 2026

- 1) All Chief Commissioners, RTOs/CTOs/LTOs
- 2) All Chief Collectors/Collectors (Customs)/Collector (Appeals)
- 3) All Commissioners, AEOI Zones/Benami Zones/Appeals
- 4) All Director Generals/Directors, Customs/Inland Revenue
- 5) All PRAL Offices/ Computer Wings/ Data Centers/ Call Centers

Subject: **ENSURING FIRE SAFETY PRECAUTIONS AT FBR AND ALL ITS FIELD FORMATIONS**

Kindly refer to the subject cited above.

02. I am directed to state that the Competent Authority has desired that all Heads of Field Formations ensure a comprehensive review of fire safety systems across all FBR buildings, including rented premises. The review should be undertaken both internally as well as through the concerned agencies. It should cover fire-fighting systems, emergency exits, internal electrification, fire safety SOPs, emergency drills, staff awareness, and all other related areas.

03. In this regard, all Heads of Field Formations are requested to ensure the following measures:

- i. Ensure availability, proper placement, functionality and regular maintenance of fire extinguishers, fire-fighting equipment, fire alarms and detection systems.
- ii. Fire safety arrangements should be immediately reviewed both internally and through the concerned fire/rescue agencies, building management or other competent authorities. Deficiencies identified during such inspections must be rectified immediately.
- iii. Conduct a thorough inspection of electrical wiring, internal electrification, distribution boards, UPS/generators and other electrical installations to identify and rectify potential fire hazards.
- iv. Prepare and prominently display evacuation plans, indicating escape routes, emergency exits, fire-fighting equipment and designated assembly/muster points. All the staff must be made aware of the evacuation plan and necessary drills must be conducted.
- v. Keep emergency exits, stairways, corridors and escape routes clear and unobstructed, with appropriate emergency lighting and clearly visible signage.
- vi. Review and implement fire safety/emergency response SOPs, ensure adequate awareness of staff regarding fire prevention, evacuation procedures and use of fire-fighting equipment.
- vii. Designate appropriate officer(s)/staff as fire safety focal person(s) and prominently display emergency contact numbers of Rescue/Fire Brigade and other relevant emergency services.

- viii. Ensure safe storage of files, records and other combustible materials, particularly away from electrical installations, generators and fuel storage areas.
- ix. Ensure that generators and fuel storage areas are properly installed, adequately ventilated, regularly inspected and maintained, with fuel stored safely away from sources of heat, electrical installations and other potential ignition sources.
- x. Ensure adequate fire-fighting equipment, functional fire detection/alarm systems, safe storage of combustible/hazardous goods, clear access/exit routes, and regular inspection of electrical installations in all Customs warehouses.
- xi. Take any other necessary measures imperative for the fire fighting systems.

04. All Heads of Field Formations are requested to take immediate necessary action, wherever not already undertaken, and furnish a **compliance report indicating the status of fire safety arrangements, deficiencies identified, and corrective measures taken** to FBR (HQs) by **15.09.2026**. Any fire-related incident, including a minor incident, may also be reported to FBR (HQs) immediately, along with details of the incident and remedial measures taken.

  
(Naeem Hassan)  
Secretary (Coordination)

Copy to:

- i. Member (Admin/HR) FBR (HQs), Islamabad.