

Date: 12.03.2026

To:

**The Regional Fire Officer**

Bangalore South Range,

Karnataka State Fire and Emergency Services,

Bannerughatta Main Road

Bangalore – 560029

Dear Sir,

**Subject: Regarding Fire Nodal Officer of our school – Janak Group of Institutions**

In reference to the above, this to inform your good self that **Mr. Kiran N** – Teaching staff of Hithashaala is designated as the “**Fire Nodal Officer**” of our school.

Further please note that he has obtained the necessary training as mandated in Fire Prevention and Fire Fighting at the R A Mundukur Fire and Emergency Services Academy, Bangalore.

This is for your kind information.

Thanking you,

Yours Sincerely,

Date: 12.03.2026

To,  
The Regional Fire Officer  
Bengaluru South  
Bengaluru

Respected Sir,

**Subject: Request for Fire Recommendation Certificate**

We have a school building at the above address, and we require a Fire Compliance Certificate. As part of this process, we kindly request you to issue a **Fire Recommendation Certificate**.

We request you to kindly visit our school premises, inspect the building, and provide us with the required certificate at the earliest.

Thank you.

Yours faithfully,

Date: 12.03.2026

To,  
The Commandant  
R.A. Mundkur Fire and Emergency Services Academy  
Jayanagar  
Bengaluru – 560029

Respected Sir,

**Subject: Request for Fire Safety Training for School Staff**

We have a school at the above address and, in order to obtain a Fire Compliance Certificate, we require Fire Safety Training for our school staff.

Therefore, we kindly request you to provide fire safety training to the following staff members of our institution: **Mr. Nikhil, Mr. Kiran, and Mr. Yallappa Hanamar.**

We request you to kindly make the necessary arrangements and provide the training at the earliest.

Thanking you.

Yours faithfully,