

**OFFICE OF THE DIRECTOR (ADMIN & PERSONNEL)
DELHI JAL BOARD; GOVT. OF NCT OF DELHI
VARUNALAYA PHASE-II, JHANDEWALAN, NEW DELHI.**



No. DJB/Dir(A&P)/Electricity/2015/ 59957

Dated: 21-5-15

INSTRUCTIONAL ORDER

This is with reference to various Circulars/Instructions issued from time to time regarding Energy-Conservation. It is once again reiterated that while all consumers are being encouraged to adopt measures to conserve energy, we, in the Govt, have a special responsibility to set an example by saving the maximum energy/electricity.

All efforts should be made to bring down the consumption of electricity by adopting the following measures:

- 1 Switch off the lights while leaving the office in the evening.
- 2 Switch on only the light in the room/work place where an officer/official is actually working; other lights should be switched off.
- 3 There are usually more lights in each room. It should be possible to switch on fewer lights in each room, if the natural light is otherwise bright.
- 4 Only optimum number of lights needs to be switched on in the corridors and toilets blocks.
- 5 Lights/Fans/Air-conditioners in conference Hall/Auditorium, which are not being used, should remain switched off.
- 6 Special care should be taken to ensure that light and other electrical equipments are not switched on early in the morning/late at night and on holidays.
- 7 The use of heaters is totally prohibited in all offices/plants/installations.

All DDOs are directed to follow the above instructions and observe compliance at their personal level failing which matter shall be reported to Higher Authorities.

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21.5.15
**(U B TRIPATHI)
DIRECTOR (A&P)**

ALL DDOs

Copy for kind information to:

- 1 Vice Chairman, DJB.
- 2 CEO/Member (A)/(Fin)/(WS)/ (Dr)/Secy, DJB/CVO/ Addl. CEO.
- 3 Director (F&A)/Vigilance/Revenue/CEs.
- 4 Consultant (PR) for favor of publication in Varun Patrika.
- 5 All ACs/LO/CSO/AOs/ Dy. CSO(HQ)/Jt Dirs/DDs/All MOIs.
- 6 EDP Cell for uploading on DJB website.

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21.5.15
DIRECTOR (A&P)

Adil

Programmer I