



GOVERNMENT OF INDIA
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CIRCULAR

It has been noticed that employees of this Department do not switch off the tube lights, fans, Air Conditioners and other electrical equipments when no one is sitting in the Section or not using the equipments. It has also been observed that tap of toilets and basins are not closed when there is no use. Employees use the taps but not closed the taps and it's remained opened resulting wastage of water. As a result this office has been paying electricity / water bills on very higher side. Most of the budget provided under the Head Office expenses are utilizing for paying the Electricity / Water Bills.

Therefore, all the Section In-charges / Employees are directed to ensure that no fans, tube lights, Air Conditioners and other electric equipments are on when no one is sitting in the section. It is also directed that files / documents / records etc should not be kept near electrical boards.

(Dinesh Chandra)
Assistant Controller (Admn.)

To:

1. All Section In charges.
2. S.O. / In charges of Book Depot, Delhi, Mumbai, Kolkatta and Bangalore.
3. P.A to J.S. & C.P.
4. P.A to A.C.(A.)
5. P.A to A.C. (B.)
6. P. A. to F.O.
7. Hindi Section for Hindi Version.
8. e-Gazette Section for uploading on this Department's website.
9. Notice Board.
10. Guard File.