

WMS-23011/3/2023-WMS

1/260/2023

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Workshop & Maintenance Section)**

Date: 19.07.2023
21.07.2023

CIRCULAR

Subject: Regarding electricity wastage

During the visit of Faculty In-charge (WMS) at the Academic block building along with WMS staff, following has been observed/noticed:-

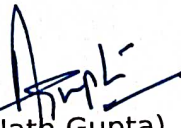
1. There is a wastage of electricity by NOT switching off the lights, fans, Hot Case and Air conditioners when not in room OR during lunch time/leaving the room etc. by some of the employees of the Institute.
2. Computer systems were being used to play music/songs
3. Some of the employees are also not switching off the AC's, Fan, Computer etc. after the officer hours and same had to be closed by switching off the respective main MCB's.

In context of above, Faculty In-charge (WMS) has taken very serious view on it and appeal/request to all the Institute's employees to switch off all the lights, fans, cooler, hot cases, Air conditioners etc. which are not in use as well as also not to use computers to play music during the office hours. Further, it is also brought in the Notice to all concerns, the Institute is paying heavy electricity bill and negligence may also lead to Fire incident. Therefore, all electric equipment must be switched off when not in use.

All HODs/ Sectional heads are requested to bring these instructions to notice of all the Officials, Students & Staff under their administrative control for needful compliance.

The above instructions should be followed by all the staff of the Institute; non-compliance may warrant disciplinary action.

This issues with the approval of Director.


(Amar Nath Gupta)

Workshop & Maintenance Officer

1. All HODs and Sectional Head
2. Faculty In-charge, WM Section
3. SPA to Director
4. PA to D.D(Admn.)
5. Notice Board (Web Notice Board).

Save Energy, Save Money, Save Nation, Save the planet.