

**OFFICE OF THE ASSTT. COMMISSIONER (GAB)  
DELHI JAL BOARD : GOVT. OF NCT OF DELHI  
VARUNALAYA PHASE-II, JHANDEWALAN  
KAROL BAGH: DELHI - 110 005**

No. DJB/AC(GAB)/Energy Consr/ 2011/ 30226

Dated: 23 MAR 2011

**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 than are necessary. It should be possible to switch on fewer lights in each room, if the natural light is otherwise bright.
- 4 All lights except tube/bulb one should be switched off while the officers leave the room for meetings if it is dark.
- 5 Only optimum number of lights needs to be switched on in the corridors and toilets blocks.
- 6 Lights/Fans/Air-conditioners in conference Hall/ Auditorium, which are not being used, should remain switched off.
- 7 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.

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.

**ALL DDOs**

( R TIWARI )  
**ASSISTANT COMMISSIONER (GAB)**

Copy for kind information to :

- 1 CEO/Member (A)/(Fin)/(Dr)/Secy. DJB/CVO.
- 2 Director (A&P)/(F&A)/Vigilance/Revenue/CEs
- 3 Consultant (PR) for favour of publication in Varun Patrika.
- 4 All ACs/LO/CSO/AOs.

**ASSISTANT COMMISSIONER (GAB)**