

F.No. D-20011/11/2016-GA
Government of India
Ministry of Water Resources, River Development
And Ganga Rejuvenation
General Administration Section


Room No. 19, Ground Floor,
Shram Shakti Bhawan, Rafi Marg,
New Delhi dated 16.09.2016

C I R C U L A R

The undersigned is directed to say that it has been observed that the electrical appliances provided in the Sections/ Units/ Desks/ Rooms of this Ministry are not switched off even when there are no Officers or Staff seated in the Section/ Units/ Desks/ Rooms.

2. All the Officers and Staff of the Ministry are, therefore, requested to kindly ensure that all electrical appliances like ACs, Fans, Lights, Printers, Scanners, UPS, Computers, Hotcase, Water Dispensers etc. are **turned off** when they are not on their seats to conserve the Electricity.

3. This issues with the approval of Deputy Secretary (GA/Admn.).


16/9
(R.K.Ojha)

Under Secretary to the Govt. of India

Tel: 23710303

e-mail: rk.ojha25@nic.in

To

1. All Sections of MoWR, RD and GR.
- ✓ 2. NIC for uploading on the website.

Copy to:

1. PPS to Secretary (WR, RD & GR)/PPS to OSD (WR, RD & GR).
2. PPS to AS (WR, RD & GR) & MD (NWM)/PPS to JS (PP)/PPS to JS & FA/
PPS to JS & MD (NMCG).