

SECTION NOTE
ADMINISTRATION DIRECTORATE – NUTECH

Subject: **Austerity Measures-Economic Crises**

1. In view of the economic constraints and unprecedented surge in the prices of electricity, fuel and other daily commodities, it is incumbent upon every org/indl to economize on every aspect. Moreover, the likely budget cut will also require mgmt of best possible use of aval resources.

2. Competent auth has also instr to ensure austerity measures in the University at all level.

Fol aspect needs due consideration and active contribution by all: -

a. **Conservation of Energy** The usage of electric has increased despite conservation derive. This derive cannot be successful unless every individual of NUTECH community contributes in its conservation which will ultimately save the public money. Frequent instruction have been issued but these are not being followed in true spirit. Few measures are being shared again, expected to be adhered be all being noble / national cause: -

(1) HVAC will be operative on 50% capacity, e.g 2 out of 4 or 1 out of 2 as per following schedule: -

Ser	Season	Months	Timings	Temp
(a)	Summer	June to September	1100 to 1500 hrs	26° C
(b)	Winter	December to February	0900 to 1200 hrs	

Note : HVAC will not be operated during other months. Timings may be altered due to extreme weather

(2) Lights will be sparingly switched ON in lobbies and galleries.

(3) Only essentially required lights in the offices to be switched ON. In the absence of offr/staff, the lights, AC to be kept OFF.

(4) HoDs are requested to ensure that no heater/AC is ON in any vacant class of their departments.

(5) Only essentially req lights in class rooms be switched ON.

(6) Offices lights including equipment to be switched OFF while leaving the room.

- (7) No equipment to be left on standby mode (except where technically necessary).
- (8) Make best use of natural light.
- (9) Essential security lights to be switched ON at last light i.e 1800 hours and turned OFF before first light i.e 0600 hours.
- (10) No office to use any electric appliance i.e Elec Kettle, Iron, Micro wave, Heater Blower. If found will be confiscated and penalized as under: -
 - (a) Electric Kettle : Rs : 1000/-
 - (b) Electric Blower : Rs : 1000/-
 - (c) Microwave : Rs : 2000/-
- (11) Security supervisor to randomly visit all offices for monitoring of compliance of instructions and intimate violation, if any.
- (12) Food may be warmed in the micro wave placed in Café.
- (13) Centrally controlled HVAC will be switched ON/OFF by PMO as per laid down timings.
- (14) Individual HVAC in office will be operated by office holders according to timings and remotes will be kept by Administrative Staff.

b. **Fuel Mgmt**

- (1) Fuel authorization of vehicles is being reduced by 40 %. Therefore, dedicated transport with offices must perform duties of their respective offices by sharing.
- (2) All Suzuki Bolan dedicated for various offices are being reverted immediately for central coordinated use. Staff to preferably use Motor Cycle for emergent nature of work.
- (3) For any official duty for which transport has been demanded, it will be provided from & to University premises only. No pick & drop from homes will be entertained.
- (4) Demand of tpt must be initiated one day in adv, which will be coordinated and have to be shared by offices.
- (5) Any official duty for which TA/DA has been claimed, transport will not be provided for pick & drop from home.
- (6) All offices dedicated transport to remain available in MT Park during office working hours unless proceeded on some official duty with info to adm Dte.

(7) Transport request for domestic purpose will not be entertained till further order.

(8) Every Friday will be observed as DRY DAY except for emergency duties.

c. **Gen Set**

(1) Gen in hostel will not operate from 9 am to 5 pm during classes on working days (Mon to Fri).

(2) Gen sets during weekend Sat & sun will not operate from (6 am to & 7 pm).

(3) Gen will not operate for any single office working on weekends.

(4) Offices are discouraged to work on weekend unless otherwise permitted by competent Auth.

d. **Food/Lt Refreshment** The university has been quite lavish in serving of food refreshment and late sittings. For austerity measures are therefore being under taken: -

(1) Official refreshment will be restd to Tea & biscuit (Extra item may not be demanded).

(2) Lunch for delegation/visitors may be avoided. In case of unavoidable circumstances, one dish will be served already avail in café.

(3) Offrs entertainment ceiling be strictly managed.

(4) Tea /refreshment served to guests visiting Rector/Pro Rector will be supervised by G-1 Coord.

(5) To curtail the tendency of late sitting, serving of food to late sitting indls is being discontinued.

(6) Dtes interested in menu other than instr will have to obtain approval of competent auth.

e. **Water Conservation** The university campus incl hostel is totally dependent upon water Bowzers for sup of water. Due to the country wide water crises, the shortage has also adversely affected the water sup from where the water is being collected by university bowzers. In view of the shortage, following are the few actions/steps needed to be taken and educated to all under commands / students to exercise utmost economy in use of water: -

(1) Most important is the awareness of the problem.

(2) Use Min essential water for abolution / toilet.

- (3) Avoid cont running of tap while washing hand/abolution.
- (4) Tap to be opened at low pressure.
- (5) Flush tank after having emptied be checked for leakage after use.

3. Above measures are the few steps/guide lines to contribute towards austerity drive. Every single effort would definitely conserve resources towards achieving a noble cause, therefore needed to be complied in true ltr & sprit.



Deputy Director Administration
(Tahir Mustafa)

All Dte/Offices

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