

NUTECH – ADMINISTRATION DIRECTORATE
SOPS - CONSERVATION OF ENERGY

1. The usage of electric has increased despite huge conservation derive. This derive cannot be successful unless every individual of NUTECH community contributes in its conservation which will ultimately save the public money.
2. Frequent instructions have been issued but these are not being followed in true spirit. Following SOPs are being shared again which are expected to be adhered by all being noble / national cause:-

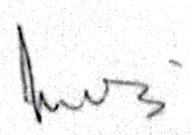
- a. HVAC will be operative on 50% capacity, e.g 2 out of 4 or 1 out of 2 as per following schedule:-

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

Note : HVAC will not be operated during other months.

- b. Lights will be sparingly switched ON in lobbies and galleries
 - c. Only essentially required lights in the offices to be switched ON.
 - d. HoDs are requested to ensure that no heater is ON in any empty class of their departments.
 - e. Offices lights including equipment to be switched OFF while leaving the room.
 - f. No equipment to be left on standby mode (except where technically necessary).
 - g. Make best use of natural light and no curtain/roller blinds will be dropped on windows except where Sun, is directly affecting the Computer screens.
 - h. Essential security lights to be switched ON at last light i.e 1800 hours and turned OFF before first light i.e 0600 hours.
 - i. Required no of light within washrooms to be switched ON once entering and switched OFF while leaving.
 - j. No office to use any electric appliance i.e Elec Kettle, Micro wave, Heater Blower. If found will be confiscated and penalized as under:-
 - (1) Electric Kettle : Rs : 1000/-
 - (2) Electric Blower : Rs : 1000/-
 - (3) Microwave : Rs : 2000/-
 - k. Security supervisor randomly visit all offices for monitoring of compliance of instructions and intimate violation, if any.
 - l. Food may be warmed in the micro wave placed in Café.
 - m. Centrally controlled HVAC will be switched ON/OFF by PMO as per laid down timings.
 - n. Individual HVAC in office will be operated by office holders according to timings and remotes will be kept by Administrative Staff.
3. For info / strict compliance, please.

(All Directorates / Offices)


Deputy Director Administration
(Tahir Mustafa)

Case No : 106/Administration/NUTECH Dated 28 February 2022