



UNIVERSITY WORKS DEPARTMENT
GROUND FLOOR, LIBRARY BLOCK
GURUGOBINDSINGHINDRAPRASTHAUNIVERSITY
SECTOR 16-C, DWARKA, NEW DELHI -110 078
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F. No.GGSIPU/UWD/2025/672

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CIRCULAR

It is the need of the hour for the university for taking required measures for energy saving so as to avoid heavy electricity bills and any fire related incident. Hence the following measures are to be adopted for minimizing the consumption and optimal usage of the electricity with immediate effect.

1. Plug off all the appliances/ Machines before closing the office/lab/ Class Room/ Facility.
2. Consider employing limited lights and fans wherever applicable for usage and turn off lights and fans when not required
3. Keep the computers in SLEEP Mode when not in use during office hours and TURN OFF the computers and all the gadgets such as printers, scanners etc. before leaving the office/lab/ Class Room/ Facility.
4. In case of using air conditioning, set the temperature at 25 Deg C and mostly keep the doors closed
5. Plug off the PNG supply before leaving the labs.
6. Any other suitable measures at the discretion of section/ Dept. for optimal usage of electricity which do not affect the building.

In light of the above, all the HOD's/ in- charges are requested to instruct their team and to adhere the same scrupulously.

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(Abhishek Agrawal)
Executive Engineer (C)

Copy to :-

1. AR, VC Sectt., GGSIPU- for kind information of Hon'ble Vice Chancellor.
2. AR to Registrar - for kind information of Registrar.
3. OSD, Hon'ble VC- for kind information
4. All HOD's / in- charge's at Dwarka Campus
5. University Engineer
6. Incharge Served


Executive Engineer(c)