



भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated the 20th August, 2025

Circular

Subject: Energy Conservation Measures in ISTM

It has been observed that a significant amount of electricity is being consumed in the Institute due to non-adherence to basic energy saving practices. In view of this, all officers, staff, and participants are requested to kindly observe the following measures for effective **energy conservation**:

- (a) Ensure lights, fans, air-conditioners and other electrical equipment are switched off when not in use.
- (b) Make maximum use of natural light during daytime.
- (c) Air-conditioners should be operated only when necessary and at an optimal temperature setting (not below 24°C).
- (d) Computers, printers, and projectors must be properly shut down after office hours or when not required.
- (e) Report any electricity wastage (such as faulty switches, wiring, or continuously running appliances) to the Administration Section immediately.

2. All Faculty members/Officers/Staff Members and Sections/Units in ISTM are requested to adhere to the above measures in letter and spirit. Small efforts in conserving energy will not only reduce expenditure but also contribute to environmental protection.

(Pushpendra Kumar Sharma)
Deputy Director (Admin)

Circulation: (i) ISTM website/e-office
(ii) Faculty and Staff Groups

