

Govt. of NCT of Delhi
Department of Social Welfare
7th Floor, MSO Building, ITO
I.P.Estate, New Delhi-110002
(Administrative Branch)

F.42.(238)/2025/DSW/Admn/ 2443-2502

Dated: 27-05-2026

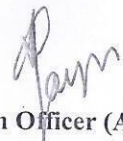
CIRCULAR

Please find enclosed herewith a copy of letter No. F.No. 53/845/GAD/CN/2026/Part-IV/2923-2933 dated 15.05.2026 received from General Administration Department, Level-II, A-Wing, Delhi Secretariat, New Delhi regarding "Measures for prevention of misuse and rationalisation of electricity consumption in Government offices under GNCTD" Accordingly all Branches/Offices/Homes/Institutions/Districts offices under Department of social welfare are hereby directed to ensure strict compliance of the following instructions:

1. Electricity shall be used judiciously and only as per actual requirement.
2. Unnecessary use of lights during daytime shall be avoided and natural lighting may be utilized wherever feasible.
3. Over-lighting of rooms, corridors, common areas and office premises shall be avoided.
4. Air-conditioners shall be operated in an energy-efficient manner preferably at 24 degree to 26 degree Celsius and unnecessary Colling shall be avoided.
5. Lights, fans, ACs, coolers, computers, printers, photocopiers and other electrical equipment shall be switched off when not in use and mandatorily after office hours.
6. All officers/Officials are advised to adopt energy conservation practices to prevent avoidable electricity consumption.

All concerned Branch Incharges/DDOs/Heads of Offices shall ensure strict compliance of the above instructions.

This issues with a prior approval of the Competent Authority.


Section Officer (Admin)

Encl: As above.

F.44.(238)/2025/DSW/Admn/ 2443-2502
Copy for information and necessary action:-

Dated: 27.05.2026

1. PPS to ACS (SW), DSW, 7th Floor, MSO Building, ITO, New Delhi-110002.
2. PS to Director (SW), DSW, 7th Floor, MSO Building, ITO, New Delhi-110002
3. All DDs/DSWOs, HQ DSW, GNCTD, Delhi.
4. All Supdts./DDO/HOO of Homes/Institutions, Districts offices DSW, New Delhi.
- ✓ 5. Sr. System Analyst, DSW for uploading the circular on the departmental website.
6. Guard file.


Section Officer (Admin)

46/CC
27/5/26

Office of the ACS (SW)

18 MAY 2026

Dy. No. 1176
Deptt. of Social Welfare

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
LEVEL-II, A-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI -110002
E-mail: sgad@nic.in

F. No. 53/845/GAD/CN/2026/Part-IV/2923-2933

Dated: 15/05/2026

ORDER

Sub: Measures for prevention of misuse and rationalisation of electricity consumption in Government offices under GNCTD

In pursuance of the appeal made by the Hon'ble Prime Minister of India regarding saving fuel and energy, it has been decided to undertake measures for prevention of misuse and rationalisation of electricity consumption in Government offices under GNCTD.

Accordingly, all Heads of Departments, Offices, Autonomous Bodies, Local Bodies and PSUs under GNCTD shall ensure compliance of the following measures in their respective offices and establishments:

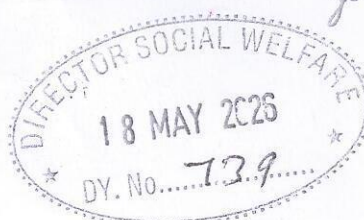
- Judicious and need-based use of electricity shall be ensured in all Government offices and establishments under their administrative control.
- Unnecessary use of lighting fixtures during daytime shall be avoided to the maximum extent possible. Natural lighting may be optimally utilised wherever feasible. Over-lighting of rooms, corridors, common areas and office premises shall be avoided, and only essential lighting as per functional requirement shall be used. Departments/Offices shall also consider installation of master switches to ensure automatic switching off of lights and electrical equipment in rooms/areas not in use so as to prevent avoidable electricity consumption.
- Air-conditioners shall be operated in an energy-efficient manner (preferably at 24-26°C) and unnecessary cooling of office spaces shall be avoided. Lights, fans, air-conditioners, coolers, computers, printers, photocopiers and other electrical equipment shall be switched off when not in use and mandatorily after office hours.
- Officers and staff may be suitably sensitised regarding the need for energy conservation and prevention of avoidable electricity consumption in Government offices.

This issues with the approval of the Competent Authority.

Pradeep Tayal

Joint Secretary (GAD)

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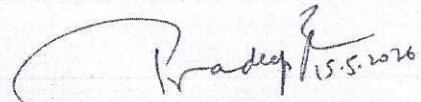


F. No. 53/845/GAD/CN/2026/ Part-IV/ 2923 - 2933

Dated: 15/05/2026

Copy to:

- i. Secretary to Hon'ble Lt. Governor, Lok Niwas, Delhi-54
- ii. Secretaries to Hon'ble Chief Minister, Delhi Secretariat, New Delhi
- iii. Secretaries to all Hon'ble Ministers, Delhi Secretariat, New Delhi
- iv. Secretary to Hon'ble Speaker, Delhi Legislative Assembly, Old Secretariat, Delhi.
- v. Staff Officer to Chief Secretary, Delhi
- vi. All ACS, Pr. Secretaries, Secretaries, HODs, and Heads of Autonomous bodies, GNCTD
- vii. Commissioner, Municipal Corporation of Delhi
- viii. Chairman, New Delhi Municipal Council
- ix. Vice Chairman, Delhi Development Authority
- x. Chief Executive Officer, Delhi Cantonment Board
- xi. Deputy Secretary (I.T.), Department of Information Technology, GNCTD – to place a copy of this order prominently on the website of GNCTD
- xii. Guard File



Pradeep Tayal
Joint Secretary (GAD)