

Government of West Bengal
Higher Education Department
Establishment Branch
Bikash Bhavan, Salt Lake, Kolkata-700091

No.917(3) -HED-11014(99)/16/2024-ILC SEC-Dept.ofHE

Date: 04.07.2024

From: Deputy Secretary to the Government of West Bengal

To: 1. The Registrar (all), University.

2. The Director of Public Instruction, West Bengal.

3. The Director of Technical Education, West Bengal.

Sub: Advisory on saving of power in Universities, Colleges and other Higher Educational Institutions.

Sir/Madam,

Kindly find herewith a copy of an "Advisory on Energy Savings" issued by the Chief Secretary, Government of West Bengal, vide No. PO/O/C-VI/3M-01/2024 dated 02.07.2024, with a request to follow the Advisory in respect of your office and the Institutions under your control and to remain extremely vigilant with regard to power consumption. Any unnecessary use of electricity must be avoided at each place.

Enclosure: As stated

Yours sincerely,



Deputy Secretary

Copyforwardedforinformationandnecessaryactionto:-

1. TheChairman,CollegeServiceCommissionWestBengal
2. TheChairperson,theWestBengalJointEntranceExaminationsBoard.
3. MemberSecretary,WestBengalStateCouncilofHigherEducation.
4. SeniorSpecialSecretary(Establishment), witha requesttotakestepsforefficientuseof electricity within the Higher Education Department, Bikash Bhavan.
5. SeniorSpecialSecretary(IT),HigherEducationDepartment
6. Senior Special Secretary (University),Higher Education Department
7. Senior Special Secretary (College Sponsored/ Appointment),Higher Education Department
8. OSD& Senior Special Secretary (Law),Higher Education Department.
9. Private Secretary tothe Hon'bleMinister-in-Charge, Higher Education Department.
10. Sr.P.S.tothe PrincipalSecretary,Higher Education Department



Deputy Secretary

Government of West Bengal
NABANNA
325, Sarat Chatterjee Road, Howrah-711102

No:--PO/O/C-VI/3M-01/2024

Date: 02.07.2024

To : Additional Chief Secretary/Principal Secretary/Secretary
..... Department (All)

Sub: Advisory on Energy Savings

Power, the driving force in all activities of society, is one of the foremost important areas identified for accelerated infrastructure development in the state for better social prospects and higher industrial growth. Therefore, efficient use of energy is the need of the hour and all efforts should be taken in this direction. The main objective of energy saving is to ensure sufficient power for us, our next generation as well as to ensure demand side management, leading to economization of resources.

2. Hence, I am to direct the following advisory for energy savings and to request that you instruct offices under your administrative control to strictly adhere to the guidelines in different Govt. Offices/Departments/Building as well as all Government aided Educational Institutions, Statutory Bodies, Government Undertakings, Panchayats, Municipal Corporations/ Municipalities, Local Bodies etc.


Power (Savings and Optimization) -

- Turn Off all the Lights and Fans when "Not in Use" especially during the Lunch Break /closing hours.
- Also turn off other Electrical and Electronic equipment when not in operation.
- Remove the unwanted lights near windows, corners etc.
- Don't block the air flow around windows so that the use of fans could be reduced.
- Use day light during solar hours as much as possible.
- Turn off all the Computers, air-conditioning machines when "Not in use".
- Always use Electronic Choke for Tube Lights.

- Increase the use of LED Lights.
- Always set the Air Conditioner temperature at a comfortable level (preferably at 25 degrees Celsius for energy efficiency).
- Always use star-rated ISI Certified Electrical Equipments.
- Always have practice to switch off the main instead of switching off concerned machine / equipment. Master-card systems may be devised in offices for rooms/spaces suitable for this purpose. Motion sensor lights may also be fixed for optimization of usage.
- Street lights at Municipalities, GPs, common area lights within office buildings are to be operational strictly between 5.30 PM to 5.30 AM by using Auto timer system.
- To encourage the use of emergency lights like Solar lanterns beyond office hours with minimal illumination.
- A nodal officer shall be selected for each Govt. Buildings/Offices and Department to monitor strict compliance with this advisory.
- Power Department will arrange training of Trainers from Departments for ensuring compliance with this power saving advisory.
- Solar rooftops are to be encouraged in all buildings under the administrative control of these Departments and regular maintenance of these items must be strictly ensured.

Power (Safety and Security)

- Suitable measures are to be taken to illuminate all staircases of the buildings.
- Do not turn off lights in CCTV rooms and their strategic coverage areas, security rooms and IT backup rooms 24X7 round the clock.
- To ensure Searchlights from the top of the buildings on the main entrance/exit & other entrances/exit of the buildings
- Maintenance of the logbook by caretaker/security personnel on the above mentioned activities.


 Chief Secretary