

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)



ADMINISTRATION – SECTION / प्रशासन अनुभाग

सं./No. MANUU/Admn /F.102/2020-2021/ 19

दिनांक: 22nd September, 2021

CIRCULAR / परिपत्र

**Sub: MANUU – Administration – Conservation of Electricity in the University
Campus- Circular-Reg.**

Ref: 1. OM No. 7(1) dated 10.06.2021 issued by the MOF, Dept. of Expenditure,
Govt. of India, 2/c
2. Approval of the Vice Chancellor dated: 21.09.2021.

The MOF, Dept. of Expenditure, Govt. of India, has issued an Office Memorandum cited under reference 1, for Expenditure Management and Budgetary Control. In light of the same it is the need of the hour for the University for taking required measures for energy conservation. Hence the following measures are to be adopted for minimizing the consumption and optimal usage of the Electricity.

1. 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.
2. Plug off all the appliances before closing the office/Lab/Class room/facility.
3. Consider employing limited lights and fans wherever applicable for usage and turn off lights and fans when not required
4. Arrange dusting of light fittings/bulbs/luminaries regularly which can absorb up to 50% of the light.
5. Use Ceiling fans/Table fans/wall mounted fans/Desert coolers in open fenestrations against Air conditioners in closed fenestrations to a maximum possible extent. This is an effective energy conservative measure and an effective measure in reducing the chance of virus contacts.
6. In case of using Air Conditioners, make the setting at 25 Deg C and mostly keep the doors closed.
7. Arrange shading in the premises which shall improve Air conditioners efficiency by 40%. And cleaning of the Air Conditioner's filters every month for prevention of contamination and damaging of the unit itself.
8. Arrange Keep the refrigerators away from all sources of heat, including direct sunlight, the oven and cooking range in the office pantries, if available and

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- rearrange the position of the refrigerator in such a way that enough space for continuous air flow is ensured around the refrigerator, if available.
9. Use an electric kettle to heat water as it is more energy efficient compared to conventional stoves/microwave oven, etc., and don't overfill the kettle for just one drink which is a common scenario in office pantries.
 10. Any other suitable energy conservation measures at the discretion of the Section/Dept. for optimal usage of electricity which do not affect the functioning.

Hence all the Sections/Departments of the University are advised to adhere to the above measures scrupulously so as to reduce the Electricity consumption and help the University in Expenditure Management.

Registrar I/c
कुलसचिव

To

All Deans, DSW, Proctor, Directors, Librarian & Principals
Incharge / HOD's/ Section Heads (Teaching and Non-Teaching)
Heads and Incharges of Satellite Campuses, RCs, SRCs,
Provost (Boys & Girls)

Copy to/ प्रतिलिपि

1. Offices of Vice-Chancellor / Registrar /FO
2. Director, CIT for uploading on University Website
3. Concerned file

No.7(1)E.Coord/2020
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated the 10th June, 2021

Office Memorandum

Subject: Curtailing avoidable expenditure: 20% reduction in controllable expenditure.

The Government has decided all Ministries/Departments should take steps to curb wasteful/avoidable expenditure and aim for 20% reduction in controllable expenditure. The Department of Expenditure has been directed to review the progress in the matter

2. Therefore, all the Ministries/Departments are requested to take steps to curtail all avoidable non-scheme expenditure and aim for 20% reduction in controllable expenditure, in compliance of the above decision. Expenditure in 2019-20 may be taken as the baseline for this purpose. A suggestive list of object heads of controllable expenditure is attached.

3. Expenditure related to containment of the Covid-19 pandemic is excluded from the scope of this order.

4. This issues with the approval of Finance Secretary.



(Thanglemlian)

Joint Secretary to the Government of India

1. Secretaries to the Government of India
2. All Financial Advisers of Ministries/Departments

Encl: Suggestive List of Object Heads.

A Suggestive List of Object Heads and their Codes under which expenditure Shall be controlled

| Code | Description |
|-------------|-------------------------------|
| 03 | Overtime allowance |
| 05 | Rewards |
| 11 | Domestic Travel Expenses |
| 12 | Foreign Travel Expenses |
| 13 | Office Expenses |
| 14 | Rents, Rates and Taxes |
| 15 | Royalty |
| 16 | Publications |
| 20 | Other Administrative Expenses |
| 21 | Supplies and Materials |
| 23 | Cost of Ration |
| 24 | POL |
| 25 | Clothing and Tentage |
| 26 | Advertising and Publicity |
| 27 | Minor Works, Maintenance |
| 30 | Service or Commitment Charges |
| 31 | Grants-in-aid General |
| 32 | Contribution |
| 50 | Other Charges |