

F.No.9-ITPO (1)/E-I/2014
INDIA TRADE PROMOTION ORGANISATION
(Administration Division)

Pragati Maidan, New Delhi
July 21, 2014

OFFICE ORDER NO. ADMIN/826/2014

This in continuation of Office Order No. Admn/44/2014 Dated 9th June, 2014 regarding conservation of power during 3.30 p.m. to 4.30 p.m. every day.

ITPO has adhered to this order voluntarily in the interest of conservation of power. The monsoon has advanced and power position has improved in the Capital. Thus, Air-Conditioners need not be switched off from 3.30p.m. to 4.30p.m. daily.

However, all officers and staff are requested to switch off ACs/ Fans, if they are not in their rooms for long durations.

This will ensure that power and electricity which are precious national assets are not wasted.


(V.Meera)
General Manager (Admin.)

To: All Officers/Officials

Copy to:

- 1- PS to CMD
- 2- PA to ED
- 3- All HoDs
- 4- SM(NBG)- for necessary action
- 5- Office Order Reaister