

MURSHIDABAD UNIVERSITY

11, Police Reserve Road (Cantonment Area),
Berhampore, Murshidabad, West Bengal,
Pin- 742101

Website: www.msduiv.ac.in



Land (Off): -03482-295824
Phone (Off): +91-70748-13298

Email: registrar@msduiv.ac.in

Memo No.- MU(R)/21/D/379/24

Date: 09/07/2024

NOTICE

In terms of Order No. 917(3)-HED-11014(99)/16/2024-ILC SEC-Dept. of HE dated 04.07.2024, issued by Higher Education Department, Establishment Branch, Govt. of West Bengal and under the instructional of the Hon'ble Vice-Chancellor, **I am to direct the following advisory for energy saving.**

1. Turn off all the Lights and Fans when "Not in use" especially during the Lunch Break/closing hours.
2. Also turn off other Electrical and Electronic equipment when not in operation.
3. Remove the unwanted lights near windows, corners etc.
4. Don't block the air flow around windows so that the use of fans could be reduced.
5. Use day light during solar hours as much as possible.
6. Turn off all the computers, air conditioning machines when "Not in use".
7. Always use Electronic Choke for Tube Lights.
8. Increase the use of LED Lights.
9. Always set the Air Conditioner temperature at a comfortable level (Preferably at 25 degrees Celsius for energy efficiency).
10. Always use star rated ISI Certified Electrical Equipments.
11. 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.
12. 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.
13. To encourage the use of emergency lights like solar lanterns beyond office hours with minimal illumination.
14. A nodal officer shall be selected for each Govt. building/officers and Department to monitor strict compliance with this advisory.
15. Power Department will arrange training of Trainers from Departments for ensuring compliance with this power saving advisory.
16. Solar rooftops are to be encouraged in all buildings under the administrative control of these Departments and regular maintenance of these must be strictly ensured.

Power (Safety and Security)

1. Suitable measures are to be taken to illuminate all staircases of the buildings.
2. Do not turn off lights in CCTV rooms and their strategic coverage areas, security rooms and IT backup rooms 24×7 round and clock.
3. To ensure Searchlights from the top of the buildings on the main entrance/exit & other entrance/exit of the buildings.
4. Maintenance of the logbook by caretaker/security personnel on the above-mentioned activities.

Sd/-
Registrar
Murshidabad University
Date-09/07/2024

Copy for kind information & necessary action to:

1. The Hon'ble Vice-Chancellor, Murshidabad University – for kind information
2. The OSD (Admin.), MU
3. Controller of Examinations, MU
4. Deputy Controller of Examinations, MU
5. The Finance Officer, MU
6. The Law officer, MU
7. All Co-Ordinator of the PG & UG (Santali) Department
8. Guard File



Rajb Mukherjee
REGISTRAR
Registrar
Murshidabad University

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