

F.No. D.32020/11/2007-GAR
Government of India
Ministry of Finance
(Department of Revenue)

URGENT


Room No. 66-D, North Block,
New Delhi, the 09th September, 2021

CIRCULAR

Subject: - Ensuring proper switching off of the electrical appliances/ electronic devices by the occupants before leaving office premises.

It has been noticed in almost all the buildings of the Department viz. North Block, Hudco Vishala Building, Church Road Hutments, Jeevan Deep Building, Jeevan Vihar Building that electrical appliances/ electronic device such as Stabilizers, ACs, Hot Cases, Photocopier machines, UPs, Inverters etc. are not properly switched off by the occupants of several sections/ offices before leaving the office premises. This is a very serious issue as it may cause any untoward mishap. Hence, all the officers/staff are requested to kindly ensure that all the electrical appliances/ electronic devices are properly switched off before leaving office so as to avoid any unwanted hazardous incident/mishap.

2. Heads of Divisions may kindly ensure strict compliance of the directions.
3. This issues with the approval of the Competent Authority.


(Rakesh Kumar)
Under Secretary to the Government of India
Tel. No. 23095366

To:

1. PS to MOS(R)/PPS to RS/ PPS to Chairman, CBDT/PPS to Chairman, CBIC/PPS to JS(R).
2. All Heads of Divisions, Department of Revenue.
3. All Officers/Sections of the Department of Revenue.
4. Computer Cell for uploading the Circular in Department of Revenue Website.
5. SO (Ad.-IB) – for uploading the circular in E-Office.