

**DELHI STATE INDUSTRIAL AND INFRASTRUCTURE DEVELOPMENT
CORPORATION LTD.**

(A Government of NCT of Delhi Undertaking)

No. DSIIDC/GAD/2026/1107

Dated: 19/05/2026

OFFICE ORDER


Sub: Mandatory measures for energy conservation, reduction in electricity/fuel consumption and rationalization of administrative expenditure in DSIIDC.

In pursuance of the directions and austerity measures announced by the Government of NCT of Delhi vide Orders dated 15.05.2025 in line with the appeal of Hon'ble Prime Minister of India regarding conservation of fuel, electricity and public resources, the following instructions are hereby issued for strict compliance by all Divisions/Units/Offices of DSIIDC with immediate effect and until further orders:

1. **Office Timings:** With a view to reduce traffic congestion in peak hours and helping save fuel arising from traffic bottlenecks, Office timing of **10.30 AM to 07.00 PM** shall come into force with immediate effect and shall remain in operation till further orders.
2. **Virtual Meetings:** Physical Attendance of Officers in routine meetings may be avoided, unless the invited Officers are functioning in the same Building/Complex. As far as practicable, all internal review meetings, inter-divisional meetings and routine discussions shall be conducted through Video Conferencing (VC) / online mode.
3. **Restriction on Non-Essential Movement:** Non-essential official visits and inter-office movement shall be minimised. Officers shall suitably plan official engagements so as to reduce avoidable travel and operational expenditure.
4. **Mandatory Energy Conservation Measures:** All officers/officials shall ensure strict economy in consumption of electricity and other utilities. Lights, air-conditioners, computers, printers and other electrical equipment shall be switched off immediately after office hours or whenever not in use. Divisional Heads shall personally monitor compliance of these instructions.
5. **Air Conditioning and Electricity Usage:** Air-conditioners shall be operated only during essential office hours and at optimum temperature settings i.e. 24° - 26° C. Unnecessary use of lighting, air-conditioning and electrical appliances before & beyond office hours shall be strictly avoided.

6. **Public Transport / Metro Monday / Carpooling:** All officers/officials shall make maximum possible use of public transportation system including Delhi Metro and public buses for commuting and official movement, wherever feasible. In line with the "Metro Monday" initiative of GNCTD, all employees are hereby encouraged to use Delhi Metro/public transport on Mondays as a dedicated public transport day. Division Heads shall also promote carpooling/shared transportation practices amongst employees to minimise fuel consumption, traffic congestion and transportation expenditure.
7. **Use of Official Vehicles:** All officers having staff cars shall get the average petrol consumption calculated on a four-month basis, i.e. January to April 2026 and ensure minimum 20% savings over the average fuel consumption. Further, use of official vehicles shall be restricted strictly for official purposes only. Unnecessary deployment/use of official vehicles shall be avoided.
8. **Digital Communication:** Use of e-Office, digital communication and electronic documentation shall be adopted to the maximum extent possible to minimise paper usage and administrative costs.
9. **Responsibility of Division Heads:** All Heads of Divisions/Units shall ensure strict implementation and compliance of the above instructions. Any relaxation from the above instructions shall require prior approval of the Competent Authority with proper justification.

This issues with the approval of the Competent Authority.



19/5/26

Kailash Sonwal
Div. manager (GAD)

To:

1. All Heads of Divisions/Units, DSIIDC
2. All Branch Offices/Industrial Area Offices
3. IT Division for uploading on website

Copy for information to:

1. PS to Chairman, DSIIDC
2. PS to MD, DSIIDC
3. PS to ED, DSIIDC
4. PS to Dir. (F), DSIIDC