



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला ,  
National Institute of Technology, Rourkela

सं.NITR/RG/2013/M/ 2629

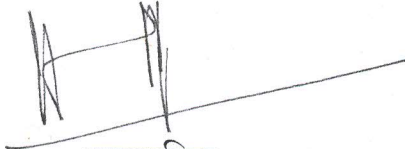
दिनांक- 10.10.2013

CIRCULAR/परिपत्र

**Sub:- Switching off Air Conditioners, Lights, Fans and other electrical equipment in the office premises.**

It is observed that in many offices ACs, Lights, Fans and other electrical equipment are not switched off after office hours, which is a potential danger for fire, safety of the building, equipment and personnel. It has been decided in the Deans and HODs meeting held on 09.10.2013 that all employees will ensure switching off of ACs, Lights, Fans and other electrical equipment after the office hours. All HODs are requested to advise the employees accordingly.

*This may be treated as most urgent.*

  
कुलसचिव

**REGISTRAR**

Copy to/ प्रति:

CC: 1) All Deans/HODs/HOOs

2) Dy. Registrar (FA)

3) Dy. Registrar (AC)

4) Asst. Registrar (ES-I/ES-II/AC/Exam/FA/PW/SR/IA)

5) Secy. to Director