

**No. F. 3 (5-3038)-FWPM/SHFWS/2015-16**  
National Health Mission  
State Health & Family Welfare Society, Tripura  
Palace Compound, Agartala, Tripura

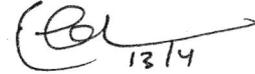
17<sup>th</sup>  
April, 2018

**MEMORANDUM**

As per Memorandum Vide No CMD/TSEL/173.0/2018/03-09, dated 2<sup>nd</sup> April 2018 the authority officials of SH&FWS (NHM) Tripura issue instructions regarding Energy conservation initiatives- Target of reduction of energy consumption by at least 10% during 2018-19

In this regard, all the employees of O/o the MD, National Health Mission are requested to follow the following instructions.

1. Switching off the lights of office rooms till 4.00 PM when there is sufficient sunlight outside will help.
2. The offices and staff may keep a watch on their surroundings to see if any fan is running when there is no one there to use.
3. Switching off the lights and fans while leaving his/her office/chambers should be ensured. All Departments may assign specific responsibility to some staffs for this purpose.
4. Replace all old tube lights and old fan with LED and energy efficient fans.
5. Fans may be removed from places such as corridors where there is no need.
6. Opening of windows in day time should be ensured so as to allow sunlight to percolate in the office rooms which will ensure the need of switching on the lights in day time.
7. In view of the above, all officials working at SIHFW are hereby directed to close water tap properly after use and save water of SIHFW building.

  
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(Dr. Shailesh K. Yadav, IAS)  
Mission Director  
National Health Mission  
Government of Tripura

**To:-**

All employees working at SIHFW building.

**Copy to:-**

- 1) The Member Secretary, SH&FWS, Tripura for information and needful.
- 2) Website Section, SH&FWS, Tripura for update the information in the NHM website.

  
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Mission Director  
National Health Mission  
Government of Tripura