

My number:IAD/ADS-2/Cabinet Papers/2020  
Ministry of Public Services,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

08.03.2022

Secretaries of Ministries  
Secretaries of State Ministries  
Chief Secretaries of Provinces  
Heads of Departments/ Government Agents  
Heads of Government Corporations and Statutory Boards  
Divisional Secretaries/ Heads of Institutions

### **Saving Electricity and Fuel**

Reference the Cabinet decision on the above matter, taken at the meeting of the Cabinet of Ministers held on 07.03.2022.

02. Certain importations have to be restricted due to the issue of foreign currency which is the result of the decrease in the revenue of the government and increase in the expenditure for imports in the face of the Covid 19 pandemic, which emerged two years ago and is still spreading.

03. The foreign exchange crisis has had an adverse effect on fuel importation in a situation where the total fuel requirement of the country is satisfied from importation. Therefore, saving fuel and the electricity generated by imported fuel is the responsibility of all parties.

04. Accordingly, it is hereby informed to follow the below-mentioned instructions at all public institutions with regard to consumption of electricity and fuel.

#### **4.1 Saving electricity**

##### **(a) Conservation of energy**

- i. Minimizing the usage of elevators and using stairways as far as possible.
- ii. Operating the elevator with maximum number of persons following health guidelines depending on the capacity of the elevator instead of using it for one person.
- iii. Using an electric fan instead of air conditioners for the whole place when only one or two persons are on duty.

- iv. All the electrical appliances should be turned off whenever the officers are not at their offices and the office employees should be informed to act accordingly. The officers should see to ensure that all the electric appliances are on turned off mode when they leave the office.
- v. Attention should be paid to purchase energy efficient and eco- friendly appliances.
- vi. Special attention should be paid to apply solar power for the power generation at offices. The usage of solar power should be promoted since it is an eco- friendly power source that minimizes greenhouse gas emission.

**(b) Lighting**

- i. To switch off unnecessary electric bulbs – installing a separate switch for each bulb.
- ii. To get more natural light wherever possible or using sky lights.  
(ex : Solar tube type, Prismatic type)
- iii. To control the day light properly using blind louvers.
- iv. To take action to switch off normal electric bulbs while using table lamps as far as possible. Instructions should be given to the watcher and relevant employees to switch on bulbs only at the most essential places during the night time.
- v. Implementing special programmes to switch off street lamps, which are managed by Local Government Institutions, when not necessary.
- vi. To switch off all the street lamps except the street lamps at the roads in high security and security zones as a temporary measure.

**(c) Usage of Air Conditioner**

- i. Paying attention to switch off air conditioners from 2.30 p.m. up to 4.30 p.m.
- ii. Opening windows in the morning for natural air since the outside temperature is low during that time and then turning on air conditioners one hour after the commencement of office work.
- iii. Maintaining the temperature of air conditioner to 26<sup>0</sup>C or more and relative humidity between 55% - 60%.
- iv. Installing outdoor louvers for air - conditioned rooms since the rooms are overheated by the direct sunlight on glass windows or sticking sun control films on window glasses.

- v. Carrying out periodical maintenance of air conditioners and cleaning air filters once in two months.
- vi. Using electric fans as far as possible instead of air conditioners. (Energy efficiency of table fans and pedestal fans is higher than ceiling fans.)
- vii. Selecting air conditioners with inverters or energy efficient air conditioners when purchasing such items.
- viii. To take action to close down the offices after office hours and close the offices during weekends as far as possible except the occasions where essential works are to be performed and where certain works cannot be postponed.

#### **4.2 Saving fuel**

- i. The number of vehicles in running condition which belong to public institutions is more than 75,000. If it is possible to save one liter of fuel from each vehicle per day, a total of 75,000 liters of fuel can be saved. Approximately, 27,375,000 liters of fuel (27 Mn litres) can be saved annually. Therefore, an appropriate arrangement should be made making all the officers and drivers aware in this regard.
- ii. Suspending temporarily the fuel in addition to the prescribed volume for the ministers and public officers to whom vehicles are assigned
- iii. Restricting as far as possible the calling of officers from distant areas out of Colombo to the offices in Colombo for discussions and meetings. Further, restricting the calling of divisional officers for discussions and meetings at district and provincial level. Restricting such calling only for highly essential matters and arranging several meetings on such days of calling.
- iv. Applying technologies such as Zoom and Teams for conducting meetings and discussions as far as possible.
- v. Encouraging as far as possible the modern communication tools such as E-mail, WhatsApp and SMS and inducing officers as well as the general public to use such methods instead encouraging outsiders to visit public offices for official matters.
- vi. Using one vehicle for a group instead of using separate vehicles for officers in case where the officers should come for duties from outside areas.
- vii. Minimizing the long distance travelling of the officers, who are serving in the Head Offices, for duties. Getting the field duties outside Colombo as far as possible performed by the Government Agent/ Divisional Secretary and the officers of the relevant district / province. Using photos, maps and technology for this purpose.

- viii. Making arrangements to conduct meetings outside rush hours enabling the officers to participate in essential meetings without inconvenience.
- ix. Planning the field duties to be carried out within the Divisional Secretary's Divisions or district maintaining proper inter coordination and minimizing the usage of vehicles irrespective of the differences among institutions.
- x. Taking action to provide pool vehicles by the Administration division with the preparation of transport plan ensuring the usage of a minimum number of vehicles by way of obtaining in advance the particulars such as the required time and the destination. The close supervision of a staff officer should be ensured in this regard.
- xi. Selecting low traffic times as far as possible when providing pool vehicles for transport facilities.
- xii. Using high - fuel efficient vehicles for transport as far as possible.
- xiii. Using motorcycles, bicycles or three-wheelers etc. instead of cars or vans for duties such as collection and delivery of tappal.
- xiv. Maintaining a fuel reserve at selected filling stations to provide fuel without any shortage to the required sectors in order to maintain health, security and other essential services.
- xv. Ensuring supervision of a representative of the Divisional Secretary and a police officer at all the filling stations in order to verify that required fuel reserves are maintained and the fuel distribution is maintained in a proper way.
- xvi. Preparation of appropriate programmes with the assistance of the officers of the relevant ministries in order to issue fuel to the farmers in the areas where harvesting has been started and further to the fisheries community

05. A special methodology should be adopted to inspect the amount saved in the subsequent month in relation to the previous month from the electricity bills, fuel bills, water bills and telephone bills of the public institutions.

06. You are kindly informed to follow as public officers the above - mentioned instructions setting an example to other parties and further to encourage others in this regard.

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Services,  
Provincial Councils and Local Government