

Public Administration Circular No: 04/96

My No: 11/572E 2Da

Ministry of Public Administration, Home Affairs,  
Plantation Industries and Parliamentary Affairs,  
Independence Square,  
Colombo 07.

1<sup>st</sup> February, 1996.

All Secretaries to Ministries,  
Head of Departments and  
Head of Public Corporations.

**Conservation of Electricity.**

This Ministry has been requested to obtain the assistance of all Government Departments and Corporations for the conservation of electricity.

2. The Electricity Board has brought to my notice that it is compelled to limit the generating activities of the electric power as the catchment areas of the respective Hydro-Power stations had no rain as expected during the early part of this year.

3. You are therefore, kindly requested to appoint in each office/sub office a particular officer or officers to be responsible for conservation of power. The officers should be identified by name or designation and be requested to take on the responsibility to ensure not only that all lights, fans air-conditioners etc. are switched off at the end of each day but also that unnecessary lights, fans etc. that are on are kept switched off through out the day.

4. Officials who have air-conditioners in their rooms, are specially requested not to operate those air-conditioners during this period of crisis. Since it is necessary to reduce the consumption of electricity by 20% until the crisis is over, it would be necessary to reduce the power consumption of your office too at least by 20% and your intervention is requested to achieve this objective.

Sgd. R.S. Jayaratne,  
Secretary

Ministry of Public Administration, Home Affairs,  
Plantation Industries and Parliamentary Affairs.