

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
(ADMINISTRATION BRANCH)
2nd FLOOR MAHARANA PRATAP ISBT BUILDING
KASHMERE GATE : DELHI-110006

F.No.16(38)/WCD/Admn/Misc.Matter/2021/248-50

Dated: 05/06/2026

ORDER

Subject: Compliance of GAD Orders/Circular regarding fuel conservation and rationalisation of energy consumption.

This is in reference to the Orders and Circular issued by the General Administration Department (GAD), GNCTD, all dated 15.05.2026, in pursuance of the appeal made by the Hon'ble Prime Minister of India for saving fuel consumption and rationalisation of energy use.

In this regard, the Competent Authority has directed that the following instructions shall be complied with-

1. **Office Timings:** The Order regarding staggered office timings shall be applicable to DWCD Headquarters and only District Offices of the Department. Accordingly, office timings shall be observed from **10:30 AM to 7:00 PM** with immediate effect and until further orders. All other offices/units of the Department shall continue to follow their existing prescribed working hours in view of their distinct nature of work and operational requirements.
2. **Rationalisation of Fuel Consumption:** In terms of the said Order, all staff cars shall ensure that staff cars are parked at offices or locations nearest to the place of official duty so as to minimise dead mileage; calculate average petrol consumption for the period January to April, 2026 and ensure a minimum saving of 20% over such average consumption; restrict fuel consumption to 200 litres per month instead of 250 litres per month and 160 litres per month instead of 200 litres per month, wherever applicable, till further orders; encourage increased use of Electric Vehicles (EVs), wherever available, for official purposes; and maintain proper monitoring of fuel consumption and usage of staff cars under their administrative control. The controlling officers concerned shall ensure strict adherence to the aforesaid directions.
3. **Rationalisation of Electricity Consumption:** Need-based use of lighting and electrical equipment shall be ensured. Air-conditioners shall be operated at **24°C-26°C** and all lights, fans, air-conditioners and other electrical equipment shall be switched off when not in use and mandatorily after office hours.

4. **Metro Monday Initiative:** All officers/officials are encouraged to use Metro services for commuting on Mondays, wherever feasible, in terms of the Circular issued by GAD under the "Mera Bharat, Mera Yogdan" campaign.

The Order issued by the General Administration Department (GAD), GNCTD, all dated 15.05.2026 is enclosed with the letter for your ready reference.

All Branch In-charges and District Officers shall ensure strict compliance of the above directions and bring the contents of this communication to the notice of all officials working under their administrative control.

This may be treated as Most Urgent.

This issues with the approval of the Competent Authority.



(Deputy Director, Admn)

To:

1. All District Officers, DWCD.
2. All Branch In-charges, DWCD (HQ).
3. IT branch with request to upload on Department's Website

Copy for information to:

1. PS to Secretary, DWCD
2. PS to Director, DWCD.



(Deputy Director, Admn)