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சனாதிபதி அலுவலகம்
PRESIDENTIAL SECRETARIAT



October 06, 2015

Circular No : SP/PCMD/6/2015

To : All Secretaries to Ministries

All Provincial Chief Secretaries

All Heads of Departments

All Heads of Corporations and Statutory Boards

National Programme on Energy Conservation and Efficient Usage
Measures to be adopted by Government Institutions

In moving towards "An Energy Secured Sri Lanka" the conservation of energy and efficient usage is a responsibility as well as a duty of all citizens in the present context and it is also a significant aspect .

Sri Lanka has to spend roughly 40% of the national income derived from exports yearly in order to meet the cost of fuel imports. Studies reveal that there is a wastage of approximately 25% of electricity provided to the public due to inefficient usage of energy.

Hence, this national programme on conservation of energy and efficient usage is introduced to government institutions with the objective of popularizing the practice of conservation and efficient use of energy by government institutions in moving towards " An Energy Secured Sri Lanka."

It is expected to conserve 300 Mega Watt hours of energy annually through this programme which is equivalent to 10 days total power requirement of Sri Lanka. Accordingly reduction of power and fuel consumption of all government offices by 10% compared to previous year is targeted for the current year through conservation of energy and efficient usage under this national programme.

For this purpose all Ministries, Government Departments, Corporations and Statutory Boards are required to adhere to following actions :-

- All government institutions should assign the responsibilities of supervising the power supply requirements and pattern of such usage to a specified staff officer and the name, designation and contact details should be sent to the Director General of Sustainable Energy Authority.

- b. In addition to duties assigned to him/her, such officer will function as Energy Manager/Energy Management Officer of the institution. In order to facilitate performance of duties of appointed Energy Manager/Energy Management Officer an Energy Conservation Committee should be appointed and members of the committee should represent all levels of employees from higher management to minor grades.
- c. The measures to be adopted by government institutions in the conservation and efficient usage of energy are set out in the Annex - I of this circular. The Heads of Institutions should make aware all members of the staff about this.
- d. The Energy Manager shall maintain reports in relation to power consumption and usage of fuel in the institution each month and keep Head of Institution informed of such details. If the power consumption and usage of fuel for any given month has not dropped by 10% compared to the corresponding month of the previous year, every attempt should be made to ascertain the reasons and initiate necessary action to reduce the excessive consumption of energy in the following month.
- e. Reports relating to monthly usage of fuel and consumption of power of the institution should be referred to the Sri Lanka Sustainable Energy Authority for the purpose of review as indicated in Annex - II.

The institutions that managed the energy efficiently and officers contributed in this regard will be identified based on reports submitted by institutions in order to appreciate their work and to encourage them and they will be rewarded with attractive cash rewards at the National Energy Awards Ceremony held annually.

If any clarification is needed in respect of this circular or any technical or any other problems that may arise with regard to the energy conservation and efficient usage, assistance or further details could be obtained from Sri Lanka Sustainable Energy Authority at 1st floor, 5th Division, BMICH, Colombo.07 or www.energy.gov.lk website.

Please be informed that it is the responsibility of the Head of Institution to initiate measures to successfully implement these instructions within the institution.



P.B. Abeykoon

Secretary to the President

Copies : -

- 01. Secretary to the Prime Minister – For information and necessary action
- 02. Secretary to the Cabinet – For information and necessary action

Annex I.

Energy conservation measures.

It is essential that particular attention is paid to energy conservation. Action should be taken to appoint an energy manager and an energy conservation committee representing all sections in the institution and to review the relevant process on a regular basis.

Action should be taken to switch off all the electrical equipment whenever offices are not occupied. For this purpose employees should be made aware of the measures to be adopted in this regard. Officers should see that all electrical equipments are switched off when they leave office.

Further, when new electrical equipments are purchased the energy conservation committee should ensure to pay the attention on power efficiency, life cycle cost and environmental friendliness, of new electrical equipment.

Given below are some of the measures to be adopted to ensure energy conservation in the offices.

Lighting.

1. To switch off unnecessary electric lamps. In this regard, separate switches should be fixed for each lamp.
2. Fluorescent lamps of a thinner type may be used wherever possible. (T8 lamps consume 36w and being more energy efficient T5 lamps consume less power.)
3. To use, whenever possible, compact fluorescent lamps (CFL) with an energy label instead of filament bulbs.
4. To use natural light, whenever possible.
5. In new constructions, whenever possible, plans should be prepared to use natural light.
6. To use light colours for walls whenever possible.
7. To take action to use table lamps and switch off ordinary electric lamps whenever possible.

Air conditioning

It is necessary that special attention is focused on energy consumption of air conditioners / systems since 60% to 70% of energy is consumed by air conditioners in buildings.

1. To open windows in the mornings for natural ventilation and to open the air conditioners after about one hour period.
2. To maintain temperature of air conditioned rooms at 26°C or more and relative humidity at 55% - 60%.
3. As sun rays falling directly on to the glass, generate enormous heat inside the room air conditioned rooms should be covered with curtains to avoid direct sunlight.
4. To properly maintain air conditioners and correctly clean the air filter.
5. To make use of natural ventilation whenever the room temperature is at a low level thereby, reducing the functioning of air conditioners as far as possible.
6. To switch off the air conditioners / system ½ an hour before the office is closed for the day.
7. To use whenever possible, electric fans instead of air conditioners (Table fans or pedestal fans are more energy efficient than ceiling fans.)
8. When purchasing air conditioners select equipment with inverters.

Other equipment

- To switch off equipments such as computers, printers, and photo - copying machines, rather than leave in the sleep mode when they are not being used.
- To boil only the amount of water required, whenever power/ energy is used to boil water for preparing tea.
- To give care in the usage of water.

Any other business

- To streamline transport programme aimed at ensuring the efficiency of office transport (To use a common vehicle instead of separate vehicles for each duty whenever officers are required to attend to a number of duties on the same route.)
- To provide as far as possible, group transport facilities instead of giving such facilities individually.

Annex II:

Annual Energy Consumption Report

For the year ending on 31st December.....

Date received	
Date processed	
(for office use only)	

1. Institution/ Organization details

Name of Organization	
Address	
Sector ¹	
Type of business ² / Services	
Website	

1. Manufacturing, services
 2. Tea industry, hotel industry, Telecommunication service provider, hospital, transport service provider, commercial building, etc.

2. Energy Manager (or contact person) details

Name		
Designation		
Contact number	Office	
	Mobile	
Fax number		
Email address		

3. Please mention the energy type(s) you are using. (Tick appropriate cages)
 If other types of energy are used, please fill in the blank rows.

Electricity

Grid ☐ Self generated ☐

Liquid Fuels (including transportation purposes)

Diesel ☐ Petrol ☐

Other

Gaseous & Solid Fuels (including cooking purposes)

L.P. Gas ☐ Fuel wood ☐

Other

4. Product/Service details

Please list the products / services of your organization with appropriate units of measurements.

Product/Service identification No.	Product/service Name	Unit of measure
Product/service 1		
Product/service 2		

5. Building details

Building name	Floor area (m ²)

If changes made to buildings during the year, mention the changes

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.....
.....

6. Summary of energy consumption data

Electricity

	Grid Electricity		Generated Electricity
	kVA	kWh	
Jan			
Feb			
Mar			
Apr			
May			
Jun			
July			
Aug			
Sep			
Oct			
Nov			
Dec			

Liquid Fuels (Consumption in litres)

If you have any other types please use the additional columns given.

	Diesel(Generator)	Diesel(Transport)	Petrol(Transport)	
Jan				
Feb				
Mar				
Apr				
May				
Jun				
July				
Aug				
Sep				
Oct				
Nov				
Dec				

Solid & Gaseous Fuels (Consumption in kilograms)

If you have any other types, please use the additional columns given.

	LPG	Fuel wood		
Jan				
Feb				
Mar				
Apr				
May				
Jun				
July				
Aug				
Sep				
Oct				
Nov				
Dec				

7. Summary of Transport data

Please enter the vehicle fleet data and available mileage/fuel consumption details. For vehicles which use both petrol and LPG as fuels, include fuel consumption for both while entering LPG consumption in brackets.

Vehicle registration no.	Vehicle category (Refer to Note1)	Year of manufacture	Date of first registration	Fuel type (Refer Note 2)	Annual kilometerage (km)	Annual fuel consumption (liters)	Fuel economy (km per liter)

Note 1:

Motor Cycles	-	A, A1
Motor Tricycles	-	B1
All cars, Dual Purpose Vehicles	-	B
Light Motor Lorry	-	C1
Motor Lorry	-	C
Heavy Motor Lorry	-	CE
Light Motor Coach	-	D1
Motor Coach	-	D
Heavy Motor Coach	-	DE
Hand Tractors	-	G1
Land Vehicles	-	G
Special Purpose Vehicle	-	J

Note 2:

Petrol	-	P
Diesel	-	D
Petrol & LPG	-	P/L
Petrol/Hybrid	-	H
Other	-	O

We hereby certify that the above furnished details are true and accurate

(Energy Manager)

Name:

Signature:

Official seal

Date :

(Chief Executive Officer)

Name:

Signature:

Official seal