

Government of Pakistan
(Revenue Division)
Federal Board of Revenue
(Administration/HR)

C.No. 16(25)Secy(Admn)/2022

Islamabad, the 1st March, 2023

CIRCULAR

Subject: **CONSERVATION PLAN TO REIN IN ENERGY CRISES**

I am directed to refer to the subject noted above and to state that in a bid to rein in debilitating energy crises, it has been decided by the Competent Authority to adopt energy conservation measures. In this regard to enforce austerity and mitigate energy crises, the following steps/measures shall be undertaken by the FBR's management and employees.

1. **By the management to:**


- (i) Turn off 50% lights of the corridors and all the lights in the areas where sunlight sufficiently illuminates the work spaces.
- (ii) Ensure that in the auditorium/meeting rooms of FBR (HQ), ACs/heaters/lights are switched on half an hour before a meeting and switched off immediately after the same is over.
- (iii) Turn off all electric water coolers immediately after close of office hours. Only one water cooler easily accessible to all the employees shall remain operative after the close of office hours. Thermostats of all the water coolers must be checked and replaced if found faulty.
- (iv) IT/PRAL section must ensure that auto sleep/off mode is activated on all the PCs.
- (v) Central Air Conditioning/Heater system shall be operational from 9:00AM to 2:00 pm only.

2. **By the employees.**

- (i) All the officers/officials are requested to keep unnecessary lights of their rooms turned off during their presence in the office.
- (ii) All the officers are requested to ensure that all electric gadgets such as LEDs/TVs/PCs/Printers/Heaters and lights etc. are turned off when they are away to see other colleagues or attend meeting etc. outside FBR (HQs), premises during the office hours.

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- (iii) The use of ACs Invertors installed in the rooms of officers/officials shall be allowed between 9:00 AM to 2:00 PM at the thermostat fixed at 26 C or above.
- (iv) The officers/officials are requested to avoid wastage of water and before leaving washrooms make sure that water taps are properly turned off. Any malfunctioning in respect of water taps/lines may be reported to the Administration Section immediately.
3. As a responsible organization and rising to the occasion, it is expected that we all in this critical situation take precautionary measures and steps for energy and fuel conservation whole heartedly by observing and following the same.
4. Moreover, in order to ensure strict compliance of the devised plan/steps, a vigilance team headed by Second Secretary (S&M) has been formed which shall inter alia, monitor and report compliance or otherwise on the part of officers/officials. Any negligence/non-compliance shall be viewed seriously and may invite appropriate administrative/disciplinary action against the officer/officials in default.
5. This issue with the approval of Competent Authority.


(Mohsin Ihsan)
Secretary (Admn)

All Officers/Officials, FBR (HQ)

Copy to:

- 1) SA to Chairman, FBR
- 2) PS to Member (Admn/HR), FBR
- 3) PS to Member (IT), FBR
- 4) All Heads of Field Formations of FBR
- 5) Master Folder

(8)

No.7/1/2016-Exp-IV
Government of Pakistan
FINANCE DIVISION

Islamabad, 27th February, 2023

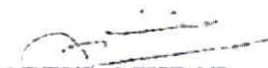
Subject: IMPLEMENTATION OF AUSTERITY MEASURES

In pursuance of approval of Federal Cabinet in case No. 27/06/2023 dated 22.02.2023, the following instructions may be strictly complied with:

- i. There shall be a complete ban on purchase of all new durables till June, 2024;
- ii. There shall be a complete ban on purchase of all vehicles till June, 2024;
- iii. Single dish in case of meals and tea & biscuits on other occasions shall be served in government events / meetings. This will be served at official premises only and not in hotels except in case of foreign delegation.
- iv. 15% cut (on an annualised basis) shall be applied in current expenditure (Non-ERE) of all Ministries/Divisions/Attached Departments / Sub-ordinate Offices / Autonomous Bodies, etc. except Ministry of Foreign Affairs expenditures on diplomatic missions abroad owing to currency depreciation effect. Necessary adjustment in their budget shall be made by the concerned Principal Accounting Officer.

2. All Federal Ministries/Divisions/Attached Departments/Subordinate offices/ Autonomous Organizations etc; are requested to adhere to the instructions of Federal Cabinet. Further, all Principal Accounting Officers are required to report any exception or violation of above cabinet decisions to the Finance Division.

o/c


ADEEL ASHRAF
Deputy Secretary (Exp)
Ph: 9208056

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5. SA to MOS, Finance Division;
6. SA to SAPM on Finance;
7. SA to Finance Secretary
8. SA to Special Secretary, Finance Division;
9. Additional Secretary HRM/EF/IF/CF/Exp/Reg/EA, Finance Division;
- ✓ 10. All Sr.JS/JS (Exp), Finance Division, Islamabad;
11. Web Master, Finance Division;

Handwritten:
28/2/23