



Office of Director of Research & Dean PG Studies
Navsari Agricultural University
Navsari 396 450

Most Important

Circular

Appeal of Hon'ble Prime Minister of India to save fuel and promotion of public transport usage by Research Centers at Main Campus and Sub-campuses

In pursuance of appeal of Hon Prime Minister and various instructions issued by the State Government to save petrol, diesel, energy and promotion of e-Governance, following instructions shall be strictly followed:

- 1) All the officers of Research Stations and Farms should ensure economy measures and integrated planning in official tours, meetings, training programmes and office visits carried out for official purposes.
- 2) Farms scientists at the main campus should avoid unnecessary visit of farms and try to pool vehicle with other scientists/staff members or communicate through online mode for effectively execution of farm operations.
- 3) Wherever possible, meetings should be conducted through online video conferencing to avoid physical presence.
- 4) For the correspondence e-mail and digital communication modes should be used to avoid personal visits.
- 5) As far as possible, public transport shall be used for official travel.
- 6) Where visits of more than one officer/employee are required in the same district/region, vehicle pooling/sharing arrangements shall be adopted.
- 7) Travel programmes should be planned in such a manner that maximum work is completed in a single visit so as to avoid unnecessary travel.
- 8) Electricity-saving measures shall be adopted in offices. Lights, fans, air-conditioners, computers, etc. should be switched off when not required.
- 9) Government vehicles shall be used only for authorised and essential duties and the shortest possible route shall be selected during travel.
- 10) All units shall motivate employees to create awareness regarding energy conservation and environmental protection.

Implementation of the above procedures will result in the following benefits:

- Significant saving of petrol, diesel and energy.
- Greater economy in government expenditure and improved work and time efficiency.
- Promotion of e-Governance, increased speed and transparency in administrative work.
- Reduction in unnecessary travel leading to saving of time and manpower.
- Strengthening of environmental protection and the objective of a green campus.

All concerned officers are hereby instructed to strictly comply with the above instructions.

Reference No.: NAU/DR/T-3/ ²⁸¹⁷⁻¹³ /2026

Navsari Date: 22/05/2026


Director of Research & Dean PGS

Copy forwarded to:

- (1) Personal Secretary to the Hon. Vice Chancellor for information.
- (2) Heads of all the Research Station at Campus and Sub-campus for information and necessary compliance.