

State Energy Conservation Awards (SECA)-2021

- State Energy Conservation Mission(SECM), State Designated Agency is organizing State Energy Conservation awards (SECA) - 2021 for the second time consecutively in the state of Andhra Pradesh. The objective of this competition is to recognize the exemplary efforts made by Industries and establishments who have put special efforts to reduce energy consumption thereby contributing to achieve the goal of energy efficiency and felicitating them with state level awards.
- The SECA-2021 application form can be submitted either online through google form links given below sector wise or alternatively through e-mail with subject field in the mail mentioned as “Application for SECA2021” to email id: seca.apsecm@gmail.com and a copy to ceo.secm@gmail.com

Applications for submitting through online:

Application for buildings category:

<https://ces.asci.org.in/survey/application-for-buildings-category/>

Application Industrial Consumers

<https://ces.asci.org.in/survey/application-for-industrial-category/>

Application Urban Local Bodies Consumers

<https://ces.asci.org.in/survey/application-for-urban-local-bodies-category/>



ANDHRA PRADESH STATE ENERGY CONSERVATION AWARDS [SECA] 2021

CATEGORIES FOR AWARDS

Industry

Cement,
Textile,
MSMEs



Buildings

Commercial
and
Educational



Urban Local Bodies

Municipal
Corporations
and other urban
local bodies



LAST DATE OF SUBMISSION OF APPLICATIONS: DECEMBER 03, 2021

Awards



Guidelines and Application form for each category can be accessed
from APSECM website (www.apsecm.ap.gov.in)



Andhra Pradesh State Energy Conservation Awards 2021

APPLICANT GUIDELINES



Background

The National Energy Conservation Awards (NECA) were first introduced in December 14 1991, celebrated as “National Energy Conservation Day”, to various sectors of the economy to recognize the exemplary efforts towards Energy Conservation in the country.

Bureau of Energy Efficiency (BEE) under the guidance of Ministry of Power (MoP), encourages and recognizes the endeavors of the stakeholders in minimizing the energy consumption and reducing the carbon foot prints by complimenting with Energy Conservation Awards presented during the Energy Conservation Week, celebrated from December 14th to 20th throughout the country.

In line with NECA, APSECM is supporting Government of Andhra Pradesh in recognizing the efforts taken by the stakeholders towards reduction of energy consumption and carbon emissions in the state. Andhra Pradesh State Energy Conservation Awards is a prestigious award instituted in 2020 to commemorate the efforts of various organizations in the state of Andhra Pradesh. In this year, APSECM is announcing the State Energy Conservation Awards 2021 on December 14, 2021.

Objective of Energy Conservation Awards

The main objective of the state energy conservation awards is to give recognition to the stakeholders who have made tremendous contribution and put constant efforts for efficient utilization of energy, energy conservation and promotion of energy efficiency during the year 2020-21 in the state of Andhra Pradesh. This will motivate other individuals and organizations under various categories to move on the path of higher energy efficiency and energy conservation in the state.

Category of Awards

The awards are proposed to be given to the top two organizations in each category mentioned below, based on the energy savings, specific energy consumption, best practices followed in the year 2020-21, based on the submission of requisite documents to Andhra Pradesh State Energy Conservation Mission.

S.No.	Category	Sub-category	Winning Prize
1	Industrial	<i>Textile</i>	For each category the winner will be Selected for Gold and Silver, based on the evaluation of application/ Questionnaire
		<i>Cement</i>	
		<i>MSME</i>	
2	Institutions	<i>Municipalities</i>	For each category the winner will be Selected for Gold and Silver, based on the evaluation of application/ Questionnaire
3	Buildings	<i>Commercial Buildings (Hotels, hospitals, shopping malls / Plazas)</i>	
		<i>Universities & Engineering colleges – (both Govt. & Private)</i>	

The application form submitted by the organization would be evaluated by a committee constituted by APSECM. If required, organizations may be asked to furnish additional documents in support of the submissions made in the application form. The committee may also call or interview for any

further query and reserves the right to move an entry of an organization from the applied category to another category, at their discretion.

The committee would take a final decision on awardees/category depending on the number of applications received in each category and other considerations. The committee has the right for not declaring any award in any category if suitable applicants are not identified to qualify. Earlier awardees can also apply based on significant improvements achieved as compared to previous year's application.

The qualifying period for the award is the previous financial year, i.e., from 1st April 2020 to 31st March 2021. However, as conservation effort requires longer period for implementation in some cases, the efforts towards energy conservation and energy efficiency during the past three financial years may be reviewed.

Eligibility Criteria for Various Categories

The eligibility criteria for application under various categories are as follows:

- **Category: Industries**
 - **Sub-Category 01: Cement Industries:** plants with total annual energy consumption of 3000 TOE/year or more can apply in this category.
 - **Sub-Category 02: Textile Industries:** plants with total annual energy consumption of 1500 TOE/year or more can apply in this category.
 - **Sub-Category 03: MSME Sector:** Industries with contract demand of 1000 kVA and above, can apply in this category.
- **Category: Buildings**
 - **Sub-Category 04: Commercial Buildings:** Commercial Buildings, Hotels, Hospitals, Shopping Malls/Plazas, Universities, Engineering Colleges with a connected load of 100 kW or more, OR contract demand of 120kVA or more, can apply in this category, having implemented energy conservation/ efficiency programs.
 - **Sub-Category 05: Educational Buildings:** Universities, Engineering Colleges which have their connected load greater than 50 kW, can apply in this category, having implemented energy conservation/ efficiency programs.
- **Category: Institutions**
 - **Sub-Category 06: Urban Local Bodies (ULBs)/Municipal Corporations/Municipalities, Sewage Water Pumping boards, Drinking Water Supply Boards** can apply in this category, having implemented energy conservation/ efficiency programs.

Criteria for Judgment

The Award Committee will decide the nomination for awards on the basis of outstanding achievements and contribution in the field of energy efficiency and energy conservation practices. The Award may not necessarily be decided on the basis of only quantitative achievements but also considering the various other important factors such as innovative techniques in buildings and industries, technological adoptions, environment friendliness, renewable generation & purchase, organizational set-up to promote energy conservation and commitment of the management in the organization.

The applicants will have to bear all the expenditure related to submission of application to APSECM. The members of the Award Committee or nominees may visit participating enterprises/organizations for verification of data supplied, if felt necessary. It will be obligatory on the part of the participating units to provide necessary assistance and co-operation for such visits. The Committee may invite some of the shortlisted enterprises/organizations for presentation before finalizing the list of Award-winning units, if necessary. The applicants will have to bear all the expenditure in this connection.

The Committee's decision would be final and binding, no appeal for re-consideration shall be entertained.

Instruction for filling up the questionnaire

The data required for the application pertains to financial years 2018-19, 2019-20 and 2020-21. The Guidelines, Google links and application form can be downloaded from the website of Andhra Pradesh State Energy Conservation Mission. (URL: <http://www.apsecm.ap.gov.in/>)

Submission of Nomination

The SECA-2021 application form can be submitted either online through the online application form or alternatively through e-mail with subject field in the mail mentioned as "**Application for SECA 2021**" by **mentioning the category** to the mail id: seca.apsecm@gmail.com and a copy to ceo.secm@gmail.com attaching all the supporting documents. The application can be submitted by through the below mentioned application form link for the respective categories.

- Industrial Category: <https://ces.asci.org.in/survey/application-for-industrial-category/>
- Building Category: <https://ces.asci.org.in/survey/application-for-buildings-category/>
- Urban Local Bodies: <https://ces.asci.org.in/survey/application-for-urban-local-bodies-category/>

For any assistance or clarifications, it is requested to contact the nodal officer Mr. U.Srinivasu, Deputy Executive Engineer/APSECM handling SECA-2021 via e-mail (as mentioned above) with subject in the mail mentioned as "Queries for SECA". A copy of the Guide Lines for SECA-2021 and SECA Application Form are attached for your reference.

Last date of receiving the applications: December, 03, 2021

**ANDHRA PRADESH STATE ENERGY CONSERVATION AWARDS 2021****Category: Industrial**
(Cement, Textile & MSMEs)

Questionnaire to be submitted for the achievements yielded by energy conservation measures

Please fill this form and send the word document & also the scanned copy of the CEO/Unit Head signed form by email to seca.apsecm@gmail.com and cc to ceo.secm@gmail.com on or before December 03, 2021.

1	Name of the Firm/Consumer					
2	Name of the CEO/ Proprietor / Business Head					
3	Type of the Firm/Consumer: <i>Note: (Please put a √ from the options given)</i>	Cement		Textile		MSMEs
		If MSME Firm				
		Micro		Small		Medium
4	Product name with complete specifications:					
5	Address					
6	Tel. no. with code	Fax no.				
7	Company E-mail:					
8	Website:					
9	Single Point of Contact (SPOC) Name with Designation & Mobile No.:					
10	SPOC contact Email:					
	DISCOM Billing Particulars					
11.1.	Tariff Category/Slab (HT/LT) and Mention its sub-category with details:					
	Financial Year (FY)	UNITS*	2018-19	2019-20	2020-21	
11.2.	Contract Annual Maximum Demand in kVA or kW	Specify Units*				
11.3.	Average Recorded Annual Maximum Demand in kVA	Specify Units*				
11.4.	Annual Electrical Energy Consumption in Million kWh (MU) (inclusive of self-generated power)	Specify Units*				
11.5.	Penalty Charges Occurred, if any (due to power factor or exceeding contract Maximum Demand)	Specify Units*				
		UNITS*	2018-19	2019-20	2020-21	
12	Whether applied for any GHG emission reduction program. If yes submit the summary of expected CO ₂ reduction per year	Specify Units*				



ANDHRA PRADESH STATE ENERGY CONSERVATION AWARDS 2021

Category: Industrial
(Cement, Textile & MSMEs)



13	Production and Energy Consumption details					
			UNITS*	2018-19	2019-20	2020-21
13.1	Annual Production	Product 1	Specify Units*			
		Product 2	Specify Units*			
		Product 3	Specify Units*			
13.2	Total annual Manufacturing Cost		Rs. (lakhs)			
13.3	Total annual Energy Cost		Rs. Lakhs			
13.4	Energy Cost as % of Manufacturing cost		%			
13.5	Total Electrical Energy purchased		Million kWh			
13.6	Total Electrical Energy Generated		Million kWh			
13.7	Fuel used for Power generation (specify type of fuel)	Calorific Value	TOE			
		Calorific Value	TOE			
13.8	Total Thermal Energy Consumption (Except fuel used for power generation) (Please use conversion Table Below)	Furnace Oil	Calorific Value	TOE		
		Coal	Calorific Value	TOE		
		HSD	Calorific Value	TOE		
		Natural Gas	Calorific Value	TOE		
		Others	Calorific Value	TOE		
13.9	Specific Electrical energy consumption (if possible normalize to one product)		Specify Units*			
13.10	Specific Thermal Energy consumption (if possible normalize to one product)		Specify Units*			
14	Last energy audit conducted on:					
	Last energy audit conducted by: (Give name and address of Energy Auditing firm)					
	Frequency of Energy Audit: (Please put a ✓ from the options given)		<input type="checkbox"/> Once in a year <input type="checkbox"/> Once in two years <input type="checkbox"/> Once in three years			
			(Please Additional Sheets for the detailed explanation)			

Note: The Below Mentioned Conversion Table could be used to convert the Fuel Consumption into Tons of Oil Equivalents (TOE)

	Conversion Factor into TOE
kWh Hours	8.598×10^{-5}
Kilo Calories	9.993×10^{-8}
BTU	2.521×10^{-8}



ANDHRA PRADESH STATE ENERGY CONSERVATION AWARDS 2021

Category: Industrial
(Cement, Textile & MSMEs)



Kilo Joules	2.388x10-8
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15	Energy conservation activities undertaken during the last 3 years (can have multiple Categories of EC activities in the same year, which could be mentioned here by adding extra rows) (Please attach Additional Sheets for the detailed explanation)						
Year	Project/Program/Activity Title	Category (from the below mentioned)	Project cost (Rs. Lakhs)	Annual Savings		Total cost savings (Rs. Lakhs)	
				Electricity (kWh)	Fuel (Litre)		
2018-19							
2019-20							
2020-21							
Category		Category					
House Keeping		Cogeneration					
Efficient operation		Others					
Inter fuel substitution							
Technology up-gradation							
16	Energy conservation awards received in last 3 years (mention the year and details)						
17	Certified Energy Manager (CEM) <i>Note: deputed by the Firm for Energy Management</i>	Name					
		EM/EA Number					
		Designation					
		e-mail					
		Telephone/Mobile No:					
18	Furnish the details of Energy Policy and Energy Conservation Committee/Cell/Circles functioning in your organization. (Please use additional sheets if required)						
19	Details on training programs/ webinars/campaigns in energy Conservation organized/conducted in 2020-21. (May add extra Rows if needed)			1. 2. 3.			
20	Details of innovative technologies implemented in energy efficiency and conservation: (May add extra Rows if needed)			1. 2. 3.			
21	Details of renewable energy projects: Specify the Total Installed Capacity (in kW) of the RE Projects with relevant details of the same (Please use additional sheets if required)			1. 2. 3.			



ANDHRA PRADESH STATE ENERGY CONSERVATION AWARDS 2021

Category: Industrial
(Cement, Textile & MSMEs)



Documents/Details to be attached (Please use separate sheets)

1. Profile of the Organization (*100 words*)
2. Energy Policy and Energy Conservation Committee/Cell/Circles functioning in your organization
3. Detailed Electricity bills, for Years (**FY:2018-19, 2019-20, 2020-21**)
4. Specification of Captive power plants (*Rating in kVA and specification of DG set/ TG set*)
5. If Cogeneration, specification of Cogeneration plant and any other Waste-heat Recovery Schemes implemented (*with schematic diagram*),
6. Graphical Representation of Specific Energy Consumption (*e.g.: Sankey Diagram, or any other suitable representation*) *Optional for MSME*
7. Energy conservation cell structure, if any (*Hierarchical Chart*)
8. Major Energy Conservation Activities/Projects Implemented during the Year (2018-19, 2019-20, and 2020-21). (*Brief description with photo*)
9. Future Energy Conservation Plans and Targets (*for 2021-22*)
10. Details of GHG emission reduction program (if any). submit the detailed summary of expected CO₂ reduction per year (*Optional for MSME*)
11. Details regarding Environment Conservation programs and Industrial Safety programs.
12. Details of Renewable energy projects with Total Installed Power (in kW) and generation trend over the Year (2018-19, 2019-20, and 2020-21).
13. Details of Energy Audit during the Year (2018-19, 2019-20, and 2020-21). (*Mandatory for Cement, Textile and Optional for MSME*)
14. MEA reports if DC under PAT (for last three years) & ESCerts acquired and details of the Traded ESCerts (*Mandatory for Cement & Textile Industries*)
15. Annual Report preferably for three years; (only Soft copy)
 - a. Mandatory disclosure only for Cement and Textile Industries
 - b. *Optional for MSMEs*
16. Supporting documents related to statutory requirements such as PCB clearance etc.
17. A copy of covering letter addressed to CEO/APSECM from unit head/CEO

It is to certify that the enterprise/organization is presently following all the statutory requirements pertaining to the safety and pollution control and the facts stated above are true and correct to the best of my knowledge and belief.

Date:

Place:

(Office Seal)

Signature of CEO/ Unit Head
Name & Designation (with Seal)



Andhra Pradesh State Energy Conservation Awards 2021

Category: (Buildings)

[Hotels, Hospitals & Shopping Malls/Plazas,
Universities & Engg. Colleges (Owned by Govt & Private)]



Questionnaire to be submitted for the achievements yielded by energy conservation measures

Please fill this form and send the word document & also the scanned copy of the CEO/Unit Head signed form by email to seca.apsecm@gmail.com and cc to ceo.secm@gmail.com on or before December 03, 2021.

1	Name of the Building			
2	Name of the Owner/CEO/director			
3	Type of Ownership/ Occupancy type (Whether Government/ private/ Local Self Government, whether occupied by the owner/ applicant or rented etc)			
4	Type of Building/Activity (Eg: Office, Hotel, Hospital etc.)			
5	Address with coordinates			
6	Tel. No. with code		Fax no.:	
7	E-mail			
8	Website			
9	Mobile no.			
10	Total Plot/ Land Area (m ²)			
11	No. of Blocks/ No. of floors	Block ___/ ___ Floor		
12	Mention whether Certified Green Building or BEE star rated or ECBC complied (attach proof)			
13	Whether applied for any GHG emission reduction program. If yes submit the summary of expected CO ₂ reduction per year			
14	Building Area and Connected Load	2018-19	2019-20	2020-21
14.1	Total Built up Area (in m ²)			
14.2	Air-conditioned area (in m ²)			
14.3	Non-Air-conditioned area (in m ²)			
14.4	Average Occupancy rate (in Numbers)			
14.5	Total Connected Load (in kW)			
14.6	Maximum Contract Demand (kVA)			
14.7	Average Recorded Maximum Demand in kVA			
14.8	Electricity Tariff Category/ Slab (HT/LT) Please specify Details			
14.9	Building operating hours			



Andhra Pradesh State Energy Conservation Awards 2021

Category: (Buildings)

[Hotels, Hospitals & Shopping Malls/Plazas,
Universities & Engg. Colleges (Owned by Govt & Private)]



15	Energy Consumption				
	Energy used (Annual)	Units	2018-19	2019-20	2020-21
15.1	Electricity Purchased	kWh			
15.2	Self-generated (if more than one source , may add extra rows mentioning the type of source)	kWh			
15.3	If Self-generated is not totally consumed then Energy exported (if Not Exported, specify as NIL)	kWh			
15.4	Total Electricity Consumption =(15.1+ 15.2)-(15.3)	kWh			
15.5	Specific Energy Consumption w.r.t total built up area, Total Electricity consumption/ Total built-up area	kWh/m²/ annum			
15.6	Type of Energy used other than electricity	Yes / No			
	If Yes, Type of fuel	1. 2.			
	Fuel wise Consumption (mention the units)	1.	Units		
		2.	Units		
3.		Units			
16	Last energy audit conducted on: (if any)				
	Last energy audit conducted by: <i>(Give name and address of Energy Auditing firm)</i>				
	Frequency of Energy Audit: <i>Note: (Please put a ✓ from the options given)</i>	<input type="checkbox"/> Once in a year <input type="checkbox"/> Once in two years <input type="checkbox"/> Once in three years If others, please specify:			
17	Details of Energy Manager (If BEE Certified give Certification Number)	Name			
		EA/EM No.			
		Designation			
		e-mail			
		Telephone			
18	Energy conservation activities undertaken during the last 3 years				
		Investment	Annual Savings		Total
Year	Project/Program/Activity Title	(Rs. lakhs)	Electricity (kWh)	Fuel (Litres)	cost savings (Rs. Lakhs)
2018-19					
2019-20					

**Andhra Pradesh State Energy Conservation Awards 2021****Category: (Buildings)****[Hotels, Hospitals & Shopping Malls/Plazas,
Universities & Engg. Colleges (Owned by Govt & Private)]**

2020-21				
19	Have you received any energy conservation awards in last 3 years? If yes, mention the year and details			
20	Details of training programs/campaigns in energy Conservation organized/conducted in 2020-21 (<i>mentioned the title here and attached the relevant document</i>)	1	2	3
21	Details of innovative technologies implemented for energy conservation including utilization of renewable energy projects. (<i>mentioned the title here and attached the relevant document</i>)	1	2	3
Applicant has to attach the following details (use additional sheets for below details) <ul style="list-style-type: none">Unit Profile (100 words)Energy Management Policy, if anyEnergy conservation cell / department /section structure (Hierarchical Chart)Detailed Electricity bill , for Years (2018-19, 2019-20, 2020-21)Major Energy Conservation Projects Implemented during the Year 2020-21 and benefit accrued (brief description with photo)Other energy related projects implemented during 2020-21 and benefit accrued(brief description with photo)Details of Renewable energy projects with the Total Installed Power (in kW)Energy Conservation future Plans and Targets (for 2021-22)Details regarding Environment and Safety – any certifications received please attach the copies of the sameAttach the copies of all the details mentioned in the application as proofA copy of covering letter addressed to CEO/APSECM from unit head/CEO				

It is to certify that the enterprise/organization is presently following all the statutory requirements pertaining to the safety and pollution control and the facts stated above are true and correct to the best of my knowledge and belief.

Date:

Place:

(Office Seal)

Signature of CEO/ Unit Head
Name & Designation (with Seal)



Andhra Pradesh State Energy Conservation Awards 2021
Category: Institutions/Urban Local Bodies
(Municipal Corporations and Municipalities)



Questionnaire to be submitted for the achievements yielded by energy conservation measures
Please fill this form and send the word document & also the scanned copy of the CEO/Unit Head signed form by email to seca.apsecm@gmail.com and cc to ceo.secm@gmail.com on or before December 03, 2021.

S.No	General Description				
1	Name of the Institution				
2	Type of the Institution (Municipality/Corporation)				
3	Year of Formation				
4	Complete address of Institution				
5	Contact Details of the management	Commissioner/ CEO/ MD/ Competent Authority	Single Point of Contact (SPOC) Details (person responsible with the application)		
5.1	Name				
5.2	Designation				
5.3	Telephone				
5.4	Fax number				
5.5	E-Mail				
5.6	Telephone/Mobile No				
6	Description of the Operations & Energy Consumptions in the institution				
	Particulars	Units	2018-19	2019-20	2020-21
(i)	Total Area of Coverage	Sq. kms			
(ii)	Population	Lakhs			
(iii)	Street lights	Numbers installed	Nos		
		Total Area Covered	Sq. kms		
		Electricity consumption	Million kWh		
		Specific Energy Consumption (SEC) in Street lightening	Million kWh/ Sq.km		
		%(SEC) Reduction over preceding year	%		
(iv)	Drinking water pumped	Total Water pumped	Million m ³ /year		
		Total Area Covered	Sq. kms		
		Electricity consumption	Million kWh		
		Specific Energy Consumption in drinking water pumping	kWh / m ³ /area covered in m ²		
		%(SEC) Reduction over preceding year	%		
(v)	Sewage pumping	Total Sewage Water operated	Million m ³ /year		
		Total Area Covered	Sq. kms		
		Electricity consumption	Million kWh		



Andhra Pradesh State Energy Conservation Awards 2021

**Category: Institutions
(Municipalities)**



		Specific Energy Consumption in Sewerage pumping	kWh / m ³ /area covered in m ²			
		%(SEC) Reduction over preceding year	%			
(vi)	ECBC complied buildings (any of the Buildings under the jurisdiction of Municipalities/ULB)	Numbers				
(vii)	ECBC complied built-up area (attach the copies of ECBC TPA certificates uploaded by the building applicants through DPMS)	Sq. m				
7	Electricity Energy Consumption in the institution					
	Particulars	Units	2018-19	2019-20	2020-21	
[a]	Total Connected Load	kW or MW				
[b]	Electricity purchased from DISCOM	Million kWh				
[c]	Electricity which is Self-generated	Million kWh				
[d]	Total Electricity Consumption	Million kWh				
8	Achievement of energy savings from implementation of new Energy Efficiency Projects during the year 2018-21; (The energy savings achieved shall be from the projects, which have been implemented during 2018-21) – Attach Relevant Documents					
	Savings on account of the following projects executed (Add extra Rows if required)	Units	2018-19	2019-20	2020-21	
8.1		Million kWh				
8.2		Million kWh				
9. Other Information						
9.1	Have you received any energy conservation awards in last 3 years? If yes, mention the year and details	1. 2.				
9.2	Details of training programs/campaigns in energy Conservation organized/ conducted in 2020-21 (<i>Mention the title here and attached the relevant document</i>)	1 2 3				
9.3	Details of Energy Audit conducted in 2020-21 (attached the relevant document)					
	Frequency of Energy Audit: <i>(Please put a ✓ from the options)</i>	<input type="checkbox"/> Once in a year <input type="checkbox"/> Once in two years <input type="checkbox"/> Once in three years				
	Last energy audit conducted on:					
	Last energy audit conducted by: <i>(Give name and address of Energy Auditing firm)</i>					



Andhra Pradesh State Energy Conservation Awards 2021
Category: Institutions/Urban Local Bodies
(Municipal Corporations and Municipalities)



Documents/Details to be attached (Please use separate sheets)

1. Description of the ULB
2. Attach the copies of ECBC TPA certificates uploaded by the building applicants through DPMS (if any)
3. Details of training programs/campaigns in energy Conservation organized/ conducted in 2020-21 (if any)
4. Copy of electricity bills or abstract certified by competent authority of Institution as proof from 2018-19, 2019-20, 2020-21 (mandatory disclosure)
5. **Attach the Documentary proof for the energy savings achieved by the Energy Efficiency projects which have been implemented** from 2018-19, 2019-20, 2020-21 (if any)
6. Detailed Energy Audit Report conducted in 2020-21
7. A copy of covering letter addressed to CEO/APSECM from unit head/CEO

Date:

Place:

(Office Seal)

Signature of CEO/ Unit Head
Name & Designation (with Seal)