Economy in use of paper.

A copy of Deptt of Expenditure No. 25(6)/E.Cord-2014 dated 22 Aug 2014 received from Ministry of Finance is forwarded herewith for your information and strict compliance.

(S C Badola)
Dy. Director (Coord & Fin)
For DGAQA

Copy to:-

All groups of HQ, DGAQA

IT Section: It is requested that the above mentioned letter may please be uploaded on the DGAQA website.
Subject : Economy in use of paper.

Ministry of Finance has been issuing instructions from time to time on expenditure management, fiscal discipline, and the need for economy and rationalization of Government expenditure. Government is one of the major consumers of paper. Injudicious use of paper not only leads to infructuous expenditure but also impacts the environment as trees are the major source of paper pulp production. Instructions on judicious use of paper have been issued by this Department in the past and similar instructions are also contained in the Manual of Office Procedure (MOP) published by Department of Administrative Reforms and Public Grievances. With a view to further stress the importance of economy in use of paper in Government offices, following instructions are issued for strict compliance by all concerned:

(i) Notes should be typed/written on both sides of the paper/note sheet;

(ii) Typing should be done in single space;

(iii) Policy Instructions/guidelines issued through Orders, OMs, etc. may be uploaded on the official website of the Ministry/Department/organization. Number of hard copies of such communications may be limited to the required minimum;

(iv) Office copies should not be typed again where the draft itself is legible and does not contain many corrections.

(v) Forms, pro formas, returns, etc., if any, stipulated by Ministries/Departments/Organizations in connection the organizational mandate may be reviewed in relation to their size and format and should be recast and simplified/shortened in keeping with the recent directives from Cabinet Secretariat. Manual submission of forms, returns, etc., wherever stipulated, either under statutory obligations or otherwise, should be discouraged. Switching over to e-forms, online submission of forms/returns, etc., may be encouraged.

2. All the Ministries/Departments, attached, subordinate offices and autonomous or statutory bodies funded by GOI may comply with the above directives. Suitable instructions on above lines may be issued by line Ministries/Departments of GOI in r/o organizations/entities or field establishments under their administrative control.

3. This has the approval of Secretary (Expenditure).

Joint Secretary to the Government of India

1. All Secretaries to the Government of India (by name)
2. All the Financial Advisers

Copy for kind information to:

1. Cabinet Secretary.
2. Finance Secretary.
Ministry of Defence  
D(Estt.2/Genl.1)

Subject: Economy in use of paper.

The undersigned is directed to refer to O.M. No. 25(6)/E.Coord.-2014 dated 22nd August, 2014 (copy enclosed) issued by Department of Expenditure, Ministry of Finance on the subject mentioned above which is self explanatory.

2. All the offices under the administrative control of Ministry of Defence must comply with the directives issued in the O.M. mentioned above.

Encl.- As above

(Rajeev Verma)  
Under Secretary (Genl.1)  
Tel.- 23014289

All Offices/Sections of DoD, DDP, DESW, DR&D, DMA and Defence(Finance) in South Block, Sena Bhawan, Vayu Bhawan, Kashmir House