

No.: FE.7(04)/2014/DDA/429

Dated: 1/8/14

Please find enclosed a copy of OM No. A-46020/10/2014-Coord. dated 12.09.2014 received from the Under Secretary (Coord.), Ministry of Urban Development, Govt. of India alongwith O.M. No. 25(06)/E.Coord-2014 dated 22.08.2014 from Joint Secretary to the Govt. of India, Ministry of Finance, Deptt. of Expenditure regarding Economy in use of paper. Ministry of Finance, Govt. of India has issued instructions for compliance by Ministries/Deptts./Organizations with a view to stress the importance of economy in use of paper in Govt. office. Finance Member and Vice Chairman have desired that the instructions issued by the Ministry of Finance may be complied with strictly and HODs will be accountable for successful compliance of these instructions.

All the HODs are requested that Ministry of Finance, Deptt. of Expenditure, GOI, OM No. 25(6)/E.Coord.-2014 dated 22.08.2014 may be circulated to the officers /Sections under their control and ensure strict compliance of the instructions.

Encl: As above.

Amardeep Singh
[Amardeep Singh Chowdhary]

Chief Accounts Officer

Copy to :-

1. OSD to VC, DDA;
2. PS to FM/EM, DDA;
3. All Pr. Commissioners/C.V.O./C.L.A., DDA;
4. All Commissioners /Commissioner-cum-Secretary;
5. All Chief Engineers/Chief Architect;
6. FA(Housing)/Director(Nazarat)/Director(LC);
7. Director(Finance)/Audit/Medical & Pension;
8. Director(HorL.)-NW & SE;
9. All Zonal Dy.CAOs/Dy.CAO(HQ)-I, II & III/Dy. FA(H)-I & II;
10. Sr.Accounts Officer(Estt.)-GAZ. & NG /Housing;
11. Sr.Accounts Officer(PE)/PAO(EW)/AO(Sports)-I & II;
12. Guard file;

D.S. Negi
[D.S. Negi]

Sr. Accounts Officer(F&E)

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No.25(6)/E.Coord-2014
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi,
22nd August, 2014

Office Memorandum

Subject :- Economy in use of paper.

Ministry of Finance has been issuing instructions from time to time on expenditure management, fiscal discipline and on the need for economy and rationalisation 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, proformas, 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).

Sudha Krishnan
(Sudha Krishnan)

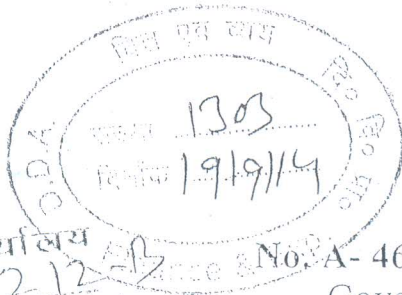
Joint Secretary to the Government of India

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

Recd today
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17/9/14

सहायक कार्यालय
लायरी रोड
दिनांक 15-9-14

No. A- 46020/10/2014-Coord
Government of India
Ministry of Urban Development

New Delhi, Dated the 12th September, 2014

OFFICE MEMORANDUM

Subject: Economy in use of paper-Instructions of M/o Finance.

The undersigned is directed to enclose a copy of Office Memorandum No.25(6)E.Coord-2014 dated 22nd August, 2014 received from Ministry of Finance, (Department of Expenditure) on the above mentioned subject for information and compliance.

Madhavi
(Madhavi Mohan)
Under Secretary (Coord)

~~FM~~
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10/9
We must ensure compliance of these instructions. FM should personally see this.

1. Additional Secretary(UD)
2. All Joint Secretaries/E, A/OSD(UT)
3. All Directors/ Dy .Secretaries in M/o UD
4. Heads of all Attached/Subordinate offices
5. Heads of all Autonomous / Statutory Bodies under M/UD.
6. CMD, NBCC

DDA

CAO
FAH
Dir (U)
Dir. (P.M.)

CAO may circulate this OM for strict compliance by all, with each HOD being made accountable

for successful compliance. Immediate pl. sh. fodi
du.

C. A. (A.B.)

16/09/2014