

GOVERNMENT OF KERALA
ORGANISATION & METHODS DIVISION
NO.133041/O&M/73/PD
DATED, TRIVANDRUM 31.12.1973.

CIRCULAR MEMORANDUM

Sub:- Economy in the use of paper

In Circular Memorandum No.16494/71/O&M/PD dt 7-3-1971 (copy enclosed for ready reference) Government have already laid down the guide lines for economizing the use of paper. Government regret to point out that the instructions have not been complied with effectively. In view of the acute shortage of paper that is being faced by the country, the imperative need for following these instructions, very strictly, is again brought to the notice of the Heads of Departments and officers, for prompt compliance.

GEORGE THOMAS,
CHIEF SECRETARY.

To

All Heads of Departments of Offices
All Departments (all sections) of the Secretariat including law,
Legislature and Finance Department).

Copy for information to:-

Private Secretaries to Chief Minister and all Ministers
Registrar of the Kerala High Court, etc. with C.L.

Forwarded/By order

Sd/- Section Officer

Copy of Circular Memorandum No.16494/71/O&M/PD dt. 07-03-71 to all Heads of Departments & Offices, etc. etc.

Sub:- Economy in the use of papers.

It has been brought to the notice of government that there is at present an acute shortage of paper in the country. The demand has increased and is still increasing at a very rapid rate. Despite all efforts to increase production, shortage will persist for some time to come. The elections and activities in connection with them have brought about a further and sudden spurt in demand.

In order to deal with the current severe shortage of paper, the following instructions are issued for guidance of all public servants.

- i. Correspondence and notices should be as brief as possible.
- ii. Where the matter permits and where there is no need for a permanent record, business can be transacted were expeditiously and more effectively by telephone, eg. Reminders, routine requests, etc.
- iii. Both sides of the paper should invariably be utilized in writing and typing names. This immediately reduces the requirements of paper by half. It would further reduce the bulk of files, etc. and make less demands on storage space.
- iv. Ordinarily, typing of notes, letters, etc. should be in single space. This would still further reduce the requirement of paper pressure on storage space, etc.
- v. The inside cover of the notes part of files could be used for recording receipts and serial numbers where there are no notes written in regard to the receipts. (This instruction is intended only for offices under the N.C.C. Department and such other offices where the system of having file covers for each file is followed as under the system in vogue in the offices of the Government of India).

3. All Heads of Departments and offices are requests to see that these instructions are strictly complied with.

K.P.K.MENON,
CHIEF SECRETARY TO GOVERNMENT

Endt. On. R1-8522/73 dt. 09.01.1974

Copy to all sub officers and section Hands and Section Clerks and Typists of this office for information and attention. The instructions should be strictly adhered to
Copy to all officers in C.C.F's Office
Copy to Stock file.

Sd/-
For Chief Conservator of Forests,
Trivandrum.

Endt. On R-1090/74 dt. 21-01-1974

Copy forwarded to the Typists in this office for information and attention.
Copy to all sections in this office
Copy to stock file

For Conservator of Forests,
Trichur.