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Circular Memorandum.

Economy in the use of paper.

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, shortages 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.

2. 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 notes should be as brief as possible.
- (ii) Where the matter permits and there is no need for a permanent record, business could be transacted more expeditiously and more effectively by telephone eg. reminders, routine requests, etc.
- (iii) Both sides of the paper should invariably be utilised in writing and typing notes. This immediately reduces the requirement 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.

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

Sd/- Chief Secretary to Govt.

To All Heads of Departments & Offices.

Circular Memorandum.

Sub:- Economy in the use of paper-

Ref:- Circular Memorandum No. 16494/71/O&M/PD dated 7-3-1971.

In continuation of the Circular Memorandum cited, the following clarification is issued:-

Sub para (v) of para 2 of the Circular cited contains the instructions that "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".

The above instructions are 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. These instructions are not applicable to offices following the system laid down in other manuals/office procedures.

S/- Secretary to Govt.

Organisation & Methods Division

No. 30811/O&M/71/PD

20-8-71

To All Heads of departments.

Endt. on K. Dis. (R) 2229/71 dated 17-2-72

Copies forwarded to all sub-officers for information and attention. All are requested to see that these instructions are strictly adhered to.

Copy all sections and section heads of this office for information and guidance. Copy to A.O, A.C.C.F, FA, AA and F.U.O. Copy to R. Section stock file.

S/- for Chief Conservator of Forest.

Approved for issue,

[Signature]
Head Accountant.