No. A-44011/17/2012-Admn I

Government of India
Ministry of Agriculture & Farmers Welfare
Department of Animal Husbandry, Dairying and Fisheries
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Krishi Bhavan, New Delhi,
Dated: 23rd April, 2018
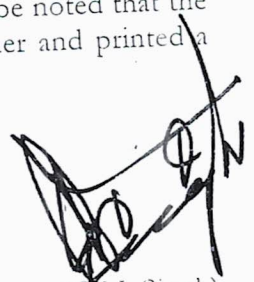
OFFICE MEMORANDUM

Sub: Usage of paper for submitting notes/papers/reports – economy in using papers.

Instances have been noticed where the notesheets and documents are printed on one side of the paper. Similarly, the double of one and a half spacing between lines is resorted to while printing papers. Such printing not only leads to bulky and lengthy notes but also pile up large number of papers in the file.

Such practice of using large number of paper defeats the purpose of effecting economy in usage of limited and scarce resources of the government. In this context, instructions have been issued from time to time for effecting economy in the department and the same are reiterated again for strict observance by all:-

(i)   All notesheets are to be printed on single space between the lines and print out on both sides is to be taken. Similarly, for printing of documents both sides of the paper sheet may be used with a view to ensuring the thinness of the document.

(ii)   As far as possible, the electronic mode may be used for exchanging draft between the line division so that unnecessary printing of papers may be avoided.

(iii)   Back side of the used paper may be utilized, if at all necessary, for submitting draft to senior officers with the stipulation of observing instructions contained in Manual of Office Procedure for submitting draft for approval.

(iv)   For saving ink/printer toner, Garamond Font may be used. It may be noted that the Garamond Font uses 25% less ink because each character is thinner and printed a little lighter, thereby saving expenditure on procurement of ink.

This issues with the approval of Competent Authority.

(C.N. Singh)
Jt. Secy. (Admn.)

To

All officers and members of staff of DADF.

Copy for kind Information to:-

(i) Sr. PPS to Secretary (ADF)
(ii) PPS to AS&FA/AHC
(iii) PPS to all Divisional Heads, DADF

NIC-DADF