

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA:
NEW DELHI

CIRCULAR

No. 160 /GSS/5-2006

Dated : 24 -05-2006

It has been noticed that consumption of paper in this office is increasing rapidly. We tend to use paper in an uneconomical manner. This office can contribute to saving of paper by way of adopting following measures in our day to day use of paper viz..

- (i) Notes should be typed/written on both sides of the paper;
- (ii) Typing should be done in single space;
- (iii) Before taking the print of any material it should be ensured that it has been corrected in all respects to avoid repeated print of the same material.
- (iv) The number of spare copies of circulars/orders etc. should be reduced to the minimum necessary. Route one copy around section;
- (v) Normally office copies should not be typed again where the draft itself is quite legible and does not contain many corrections;
- (vi) Photocopying should be done on both sides of the paper as much as possible;
- (vii) Correspondence should be made through e-mail. When the letters/circulars are sent through e-mail, the same should not be sent through FAX/any type of post.
- (viii) Set Computer Defaults to two sided printing for word processing, spreadsheet, electronic mail etc. Preview documents before printing. Use spell check to detect errors. Print only pages you need.
- (ix) Circulars/office orders issued within the office should be sent through e-mail only. If necessary, hard copy of the same may be displayed on notice boards only.
- (x) Used envelopes should not, as a matter of course, be discarded. As far as possible and practicable, these envelopes should be re-cycled for use.
- (xi) The blank side of used papers may be re-used as Note sheets/Pads/Draft copies etc.
- (xii) All the requisitions/applications addressed to personnel wing should be sent through computer by using workflow system.
- (xiii) We solicit your cooperation and further suggestions.

Sd/
(Dinesh Kumar)
Sr. Administrative Officer(GS)

- (i) To
- (ii) All Sr.AOs/AOs.
- (iii) All Secretariats
- (iv) All Section
- (v) All Notice Boards