



**भारतीय कृषि अनुसंधान परिषद**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**कृषि भवन, डॉ० राजेन्द्र प्रसाद मार्ग, नई दिल्ली-110 001**  
**Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi 110 001**


फा०सं० प्रशा०/11-10/2014-का०अ०

दिनांक : 2 सितम्बर, 2014

सेवा में,

- भा.कृ.अ.प. मुख्यालय के कृषि भवन/कृ.अ.भ.-I/कृ.अ.भ.-II/एनएएससी, नई दिल्ली स्थित समस्त प्रभागध्यक्ष ।
- समस्त भा.कृ.अ.प. संस्थानों/परियोजना निदेशालयों के निदेशक/क्षेत्रीय परियोजना निदेशक/परि० निदेशक, डीकेएमए ।

इसके साथ व्यय विभाग, वित्त मंत्रालय, भारत सरकार नई दिल्ली द्वारा जारी कार्यालय ज्ञापन सं० 25(6)/ई-कोर्ड-2014 दिनांक 22 अगस्त, 2014 की प्रति संलग्न है जो कागजों के किफायती उपयोग के बारे में है। यह अनुरोध है कि उक्त कार्यालय ज्ञापन के निर्देशों पर अपेक्षित कार्रवाई/अनुपालन सुनिश्चित किया जाए।

  
(कै.के. कुलश्रेष्ठ)  
उप-सचिव (कार्य अध्ययन एवं रोकड़)

संलग्न: उपरोक्तानुसार

प्रतिलिपि: श्री हंसराज, आईएसओ (डीकेएमए) कृ.अ.भ.-I, पूसा, नई दिल्ली को भा.कृ.अ.प. की वेबसाइट में अपलोड करने हेतु।



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**Krishi Bhawan, Dr. Rajendra Prasad Road**  
**New Delhi- 110001**


**F.No.ADMN/11-10/2014-WS**

**Dated: 2<sup>nd</sup> September, 2014**

**To**

- **All Divisional Heads of ICAR Hqrs.-KB/KAB-I/KAB-II/NASC, New Delhi.**
- **All Directors of ICAR Institutes/ Project Directors/ Zonal Project Directors/ PD, DKMA**

Kindly find herewith a copy of Office Memorandum No.25(6)/E.Coord-2014, dated August 22, 2014 issued by the Govt. of India, Ministry of Finance, Deptt. Of Expenditure, New Delhi for Economy in use of paper. It is requested that necessary action/compliance may please be ensured.

  
(KK KULSHRESTHA)  
Dy. Secretary (WS & C)

Encl.: As above

Copy to Shri Hans Raj, ISO, (DIPA) KAB-I for uploading in the ICAR Website.

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

North Block, New Delhi,  
22<sup>nd</sup> 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)

**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