



DELHI JAL BOARD
OFFICE OF THE ASSISTANT COMMISSIONER (W)
VARUNALAYA PHASE-II, KAROL BAGH, NEW DELHI - 110 005
Phone No. 011-23544796
Email : ac.water22@yahoo.co.in

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CIRCULAR

Dated : .04.2014

23

Subject : Economical use of Photostat papers regarding.

On scrutiny of the use of Photostat papers by the Divisions/Offices for the year 2013-14, it has been noticed/found that the consumption is very high which indicates that proper/economical utilization of Photostat paper is not being done by many of the divisions/offices of DJB. In order to have proper/economical utilization of Photostat paper following advisory is circulated for information for strict compliance by all the concerned.

1. Adopt a "Double-Sided" Printing Policy while issuing a letter/inter departmental note.
2. While forwarding a draft for approval to higher officers, if minor corrections are required, this should be done in hand writing neatly without retyping.
3. Before taking a print from computer, proof reading though preview should be done thoroughly.
4. Instead of marking a separate copy to each person in an office, route one copy of memos and other necessary instructions/information around the office.
5. In case the hard copy of a document is huge (e.g. 20 pages or more) and you require changes in some paras (say paras at page 2,7, or 10), after making the changes, take print of only those pages where correction/amendment has been done and after that replace amended pages in the hard copy already available with you.
6. Reuse paper printed on only one side for copiers and fax machines. Also, to first reuse items such as one-sided paper to make scratch pads, large envelopes and file folders.
7. Use e-mail for forms, document transmittals and faxes. Think carefully before printing electronic information.
8. Paper reduction efforts not only save paper, but also postage costs and storage space requirements. All these savings add to a leaner, more efficient office that benefits everyone.

List of offices/divisions who have used the 50 ream (25000 pages) and above during the year 2013 - 14 is enclosed in the Annexure "A" as an indicator for respective consumption.

(AMIT SATIJA)
DIRECTOR (A&P)

ALL DDOs.

Copy for kind information to:-

1. Chief Executive officer
2. Member(A)/(F)/(W)/(Dr)/Secretary/C.V.O. /Addl. C.E.O.
3. EE(EDP)Cell.

DIRECTOR (A&P)

EXECUTIVE ENGINEER (EDP)

Distt No. 1365

DATE 24/4/14

Sanjay Singh
20/4