



PUNJAB ENGINEERING COLLEGE, SECTOR 12, CHANDIGARH, 160012
(A Deemed to be University Under Section 3 of UGC Act, 1956)



No. PEC/RG/ION/Min Use of Paper/22 - 25057

05 December 2022

INTER OFFICE NOTE (ION)

05 DEC 2022

(Director Environment Guidelines for Minimizing Use of Paper)

1. Director Environment, Paryavaran Bhawan, Chandigarh Administration, Chandigarh has issued Guidelines for Minimizing the Use of Paper in Office Work, vide their letter No. ED/2022/2211 dated 17 November 2022 (copy enclosed).

2. The steps for avoiding wastage of papers, which will help in conserving the trees and help maintaining the environment are as given below:-

- (a) **Printing on both sides of the paper.** Offices should use both sides of the paper for printing.
- (b) **Use of eMail for Exchange of Office information etc.** Offices should use e-mail for communication more than the traditional method of disbursement of mail, as the traditional mail takes time and paper to reach the recipient. Also, the recipients may only take print of emails which are required for record otherwise the actionable mail or routine matters can only be read and acted upon.
- (c) **Putting up File on e-Office Instead of Physical movement of Files.** Offices should put up their file on e-Office instead of them in physical mode on files. Head Computer Centre is requested to expedite implementation of e-Office.
- (d) **Use of Recycled Paper.** Use of recycled paper must be encouraged in offices, also drafts if any, be prepared on one sided paper, which are otherwise discarded because of some change in final paper etc.

3. In view of the above, you are requested to take necessary steps in this direction in your Depts/Centres/offices for minimizing the use of paper.

Col RM Joshi (Veteran)
Registrar

Enclosures:- As above.

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Registrar