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DEPARTMENT OF ENVIRONMENT  
CHANDIGARH ADMINISTRATION  
Paryavaran Bhawan (3<sup>rd</sup> Floor), Sector 19-B,  
Madhya Marg, Chandigarh -160019

E-mail: [direnvchandigarh@gmail.com](mailto:direnvchandigarh@gmail.com) Tel.: 0172-2700065

Diary No. 6077  
Dated 23 NOV 2022  
Record Section  
Punjab Engineering College  
(Deemed to be University)

No. ED/2022/ 2211

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To

All the Heads of Departments/Boards/Corporations  
Chandigarh Administration

**Subject: Regarding minimizing the use of paper in Government Organizations/Offices.**

It has been observed that in various Government Organizations/Offices, only one side of paper is used to carry out the official work, resulting in non-judicious use of paper. In this context, Government of India has also desired to minimize the use of paper and has underscored the importance of Government to lead by example, in minimizing the use of paper in Government offices, attached/ subordinate offices, organizations.

Therefore, in order to save the environment and minimize the use of paper, following measures are requested to be adopted by all the government offices of U.T. Chandigarh, at the earliest.

1. **Use of both sides of the paper-** Offices should use both sides of the paper for printing.
2. **Use of E-mail-** Offices should use e-mail for communication more than the traditional mail, as the traditional mail takes time and paper to reach the recipient.
3. **Putting up file on e-office instead of physical-** Offices should put up their file on e-office instead of physical files.
4. **Use of Recycled Paper-** Use of recycled paper must be encouraged in offices.

Hence, it is requested to take necessary steps in this direction in your offices/ attached offices for minimizing the use of paper under intimation to this department.

(Debendra Dalar, IFS)  
Director Environment