

From

The Chief Secretary to Government, Haryana

To

1. All the Administrative Secretaries to Government Haryana
2. All the Heads of Departments, Commissioner, Ambala, Karnal, Hisar, Gurgaon, Faridabad and Rohtak Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh
4. All the Deputy Commissioners of the State of Haryana.
5. The Managing Directors/Chief Administrators of all the Boards/Corporations in Haryana State.
6. The Registrars of all the Universities in the State of Haryana.

Dated Chandigarh, the 12th October, 2017

Subject: Stress the importance economy in use of paper in State Government Offices, and conservation of energy and environment- Save Paper, Save Environment and Save Energy.

Sir/Madam,

I am directed to invite your attention to the subject noted above and to say that Government is one of the major consumers of paper. Injudicious use of paper not only leads to infructuous but also impacts the environment as trees are the major source of paper pulp production. Therefore, your attention is invited towards the following surprising facts:-


- i. Around the world we use about 1 million tons of paper everyday and 93% of paper comes from trees alone which we can call as virgin paper.
- ii. Producing one ton of paper requires 2-3 times its weight in trees.
- iii. Paper also accounts for half of municipal solid waste.
- iv. The Pulp and paper industry is the third largest consumer of energy.
- v. Making paper from recycled content rather than virgin fiber creates 74 percent less air pollution and 35 percent less waste pollution.
- vi. It uses more water to produce a ton of product than any other industry.
- vii. It is one of the world's major greenhouse gas emitters.
- viii. Crores of trees are cut down annually for virgin paper used for production of books in the India alone and this figure is huge.

2. The too much paper usage is wasteful and unnecessary and puts huge pressure on the environment. Ministry of Finance, Department of Expenditure, Government of India has been issuing instructions from time to time on expenditure management, fiscal discipline and on the need for economy and rationalization of Government. It has been observed that papers are not being used economically or properly in the State. The frequent usage of papers is resulting in shortage and sometime unavailability of paper stationary in the offices. Hence, action is required to be taken for saving Environment-save forests, save paper, save money. All we can do is, make less paper usage and communication of instructions, orders etc. through digitalization of documents on web portal which will help to save paper, valuable time and money of the Government.

3. The matter has been thoroughly considered by the State Government. After detailed deliberation, with a view to stress the importance economy in use of paper

in State Government Offices, and conservation of energy and environment, it has been decided to adopt the following measures with immediate effect:-

1. Notes should be typed / written on both sides of the paper/note sheet.
 2. Typing should be done in single space.
 3. Policy instructions/guidelines issued through Orders, OMs, etc. may be uploaded on the official website of the Ministry/Department/Organization concerned. Number of hard copies of such communications may be limited to the required minimum;
 4. Office copies should not be typed again where the draft itself is legible and does not contain many corrections;
3. You are, therefore, requested to ensure full compliance of these instructions in true letter and spirit thereby saving paper, environment and energy. These instructions may please be brought to the notice of all concerned for compliance.


Under Secretary General Administration,
for Chief Secretary to Government Haryana. 