



सां/No.: 5-1(17)/2008-PD

दिनांक/Dated: 16.01.2017

17

प्रेषक / From:

संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To :

The Directors / Heads of all
National Labs./Instts. of CSIR
Hqrs./Complex/Centres/Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार के निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith the following Office Memorandum for information, guidance and compliance.

| क्र.स. Sl.No. | कार्यालय ज्ञापन स. Office Memorandum No. | विषय / Subject |
|------------------|--|---|
| 1 | Ministry of Finance, Department of Expenditure OM No. 25(6)/E.Coord-2014 dated 30.11.2016. | Economy in use of paper – Digitization of Publications to save on stationery and expenditure. |

भवदीय/Yours faithfully,

- विनोद कुमार

(विनोद कुमार /Vinod Kumar)
अवर सचिव (नीति प्रभाग) / US(PD)

संलग्न/Encl. : यथोपरि/As above
प्रतिलिपि/Copy to:

- 1) Head, IT Division with the request to make this OM on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy

Please do the needful.
Vijay Chandel Sagar
18/01/2017

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

North Block, New Delhi.
Dated the 30th November, 2016.

OFFICE MEMORANDUM

Subject: Economy in use of paper – Digitisation of publications to save on stationery and expenditure.

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. Instructions on use of 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 published by Department of Administrative Reforms and Public Grievances.

2. Expenditure Management Commission has also recommended that publications should be digitised wherever possible, to save on stationery and expenditure. Considering that electronic publications (e-publications) are environment friendly, all Ministries / Departments may review the utilisation of their different publications and, to start with, e-publish some of their non-Statutory publications while considerably reducing use of paper e-publications would also serve as a good digital repository for posterity that can be accessed anywhere unlike manual publications.

3. All Ministries / Departments may issue suitable instructions in this regard in respect of organisations / entities and field organisations under their administrative control.

4. This issues with the approval of FS and Secretary Expenditure.


(N. Radhakrishnan)
Director (E. Coord)

All Secretaries to the Government of India
All the Financial Advisers

Copy for kind information to :

Cabinet Secretary
Finance Secretary

Copy also to : NIC – With a request to upload the O.M. on official website of Deptt. of Expenditure.