



Central Pollution Control Board
(Ministry of Environment, Forest & Climate Change, Govt. of India)
Parivesh Bhawan, East Arjun Nagar,
Delhi – 110032

F.No.C-35011/01/Circular/2020/Admn.(P)/60

the 27th May, 2020

OFFICE MEMORANDUM

Sub.: - Optimum use of stationery – regarding.

It has been observed that most of the officers and staff of CPCB are taking out the print on single side of the paper. This is causing wastage of stationery and damage to the environment also. The general communications may be preferred to be sent on email to save papers and time instead of sending hardcopy.

02. Therefore, all the officers and staff are hereby advised to print on both sides of the paper to avoid wastage of stationery. The extra copies of already printed documents may also be used for putting up drafts and for noting.

03. This issues with the approval of the Competent Authority, CPCB.

(R.D. Pandey)
Sr. Administrative Officer

Distribution:

1. All Divisional Heads
2. All RDs
3. D.H., I.T. Division : with a request to upload it on the CPCB portal.
4. Notice Boards
5. Office Order File