

F. No. 16-60/2014-O&M(1)
Government of India
Ministry of Communications and IT
Department of Telecommunications
(O&M Section)

Dated: 08.10.2015

OFFICE MEMORANDUM

Subject: Economy of paper & optimal use of e-mail.

In order to ensure optimum utilisation of paper besides making full utilisation of E-mail facility it is brought to the notice of all the officers and sections of this Department that while forwarding/circulating communications including circulars etc. physical copy of the communications be sent to the main recipient only and to other sections/ officers the communications may be forwarded through E-mail besides uploading in e-office wherever so required. Further, all the officers/sections issuing communications are requested to mention their phone number as well as E-mail ID below their signature before signing and issuing the communication. The circulars having bulky enclosures need not be circulated physically, and they may be uploaded on e-office (knowledge management system) and through e-mail as well.

2. All the officers/sections are requested to comply with the above. This issues with the approval of AS(T).



(Ranjan Kumar)
Deputy Secretary (Coord)
Tel. No. 23036225

To,

**All officers/officials of Department of Communication
Notice Board, DoT/ e-office Notice Board.**