

GOVERNMENT OF INDIA  
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

**LOK SABHA**  
**UNSTARRED QUESTION No. 1030**  
TO BE ANSWERED ON 07.02.2020

**Proper Utilisation of Paper**

1030 SHRI RAKESH SINGH:

Will the Minister of ENVIRONMENT, FOREST AND CLIMATE CHANGE be Pleased to state:

- (a) whether large number of trees are felled for manufacturing paper in the country;
- (b) whether the Supreme Court has decided to utilise both sides of the paper in its official work;
- (c) if so, the details thereof;
- (d) whether the Government proposes to undertake any steps to prevent unnecessary misuse of paper; and
- (e) if so, the details thereof?

**ANSWER**

**MINISTER OF STATE IN THE MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE**  
**(SHRI BABUL SUPRIYO)**

- (a) The Ministry does not maintain record of tree felled for manufacturing paper in the country. The paper industry uses a variety of raw material viz. wood, bamboo, recycled fibre, bagasse, wheat straw, rice husk, etc. Most of paper industry's total wood requirement is met from agro/farm forestry plantations.
- (b) & (c) With a view to bring uniformity about use of paper in day to day working on the administrative side, to minimize consumption of paper and consequently to save the environment, Supreme Court of India, vide office order dated 14<sup>th</sup> January, 2020, directed the administrative side to use A4 size paper (on both sides) for internal communications at all levels. The order dated 14<sup>th</sup> January, 2020 is enclosed as Annexure-I.
- (d) & (e) Government of India vide O.M. No. 25 (6)/E. Coord- 2014 dated 22<sup>nd</sup> August 2014 has issued instructions for economy in use of paper. The O.M. dated 22<sup>nd</sup> August, 2014 is enclosed as Annexure-II.

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**ANNEXURED REFERRED TO LOK SABHA UNSTARRED QUESTION NO. 1030 DUE FOR ANSWER ON 07.02.2020 REGARDING PROPER UTILISATION OF PAPER ASKED BY SHRI RAKESH SINGH**

**SUPREME COURT OF INDIA**

New Delhi, dated January 14, 2020

**CIRCULAR**

With a view to bring uniformity about use of paper in day-to-day working on the **administrative side**, to minimize consumption of paper and consequently to save the Environment, Hon'ble the Chief Justice of India has been pleased to direct that henceforth, the Registry shall use A4 size paper (on both sides) for internal communications at all levels in the Registry.

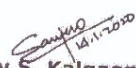
It is, however, clarified that all the pleadings, petitions, documents etc. filed in the Registry, on Judicial side, shall continue to be governed as per the provisions of the Supreme Court Rules, 2013, until further orders.

It is impressed upon all concerned to make sincere and earnest efforts to be economical in consumption of paper, by using the same on both sides and they shall bear in mind that the communication so generated should be legible on both sides.

The concerned Admn. Materials Branch shall ensure quality of the paper so that the communication must be legible on both sides of paper.

All concerned are therefore directed to strictly follow the above instructions. The Controlling Officers shall ensure compliance of the above instructions.

The aforesaid directions shall come into force with effect from **26<sup>th</sup> January, 2020.**

  
[Sanjeev S. Kalgaonkar]  
Secretary General

Copy to :-

All concerned.

## ANNEXURE-II

**ANNEXURED REFERRED TO LOK SABHA UNSTARRED QUESTION NO. 1030 DUE FOR ANSWER ON 07.02.2020 REGARDING PROPER UTILISATION OF PAPER ASKED BY SHRI RAKESH SINGH**

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

North Block, New Delhi,  
22<sup>nd</sup> August, 2014

### Office Memorandum

**Subject :- Economy in use of paper.**

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. Government is one of the major consumers of paper. Injudicious use of paper not only leads to infructuous expenditure but also impacts the environment as trees are the major source of paper pulp production. Instructions on 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 (MOP) published by Department of Administrative Reforms and Public Grievances. With a view to further stress the importance of economy in use of paper in Government offices, following instructions are issued for strict compliance by all concerned :-

- (i) Notes should be typed/written on both sides of the paper/note sheet;
- (ii) Typing should be done in single space;
- (iii) Policy instructions/guidelines issued through Orders, OMs, etc. may be uploaded on the official website of the Ministry/Department/Organization. Number of hard copies of such communications may be limited to the required minimum;
- (iv) Office copies should not be typed again where the draft itself is legible and does not contain many corrections.
- (v) Forms, proformas, returns etc., if any, stipulated by Ministries/ Departments/ Organizations in connection the organizational mandate may be reviewed in relation to their size and format and should be recast and simplified/shortened in keeping with the recent directives from Cabinet Secretariat. Manual submission of forms, returns, etc., wherever stipulated, either under statutory obligations or otherwise, should be discouraged. Switching over to e-forms, online submission of forms/returns, etc., may be encouraged.

2. All the Ministries/Departments, attached, subordinate offices and autonomous or statutory bodies funded by GOI may comply with the above directives. Suitable instructions on above lines may be issued by line Ministries/Departments of GOI in r/o organizations/entities or field establishments under their administrative control.

3. This has the approval of Secretary(Expenditure).

*Sudha Krishnan*  
(Sudha Krishnan)

Joint Secretary to the Government of India

1. All Secretaries to the Government of India (by name)
2. All the Financial Advisers

Copy for kind information to :

1. Cabinet Secretary
2. Finance Secretary



*me*  
*26/8*  
*Dir (IF)*