

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-110 029.

No.F.36-6/86-Estt.I

Dated the:-

5 JAN 2018

MEMORANDUM

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

Please find enclose herewith a copy of letter received from Director (E.Coord.) to the Govt. of India, Ministry of Finance (Department of Expenditure), North Block, New Delhi vide letter No. 25(6)/E.Coord-2014 dated 30th November, 2017 on the above cited subject, for information & necessary action.

Encl:-As above



(B. S. Gill)

ADMIN. OFFICER-(DO)

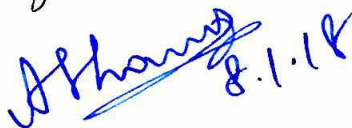
Distribution:-

1. All Chief of Centres
2. All Officer of Finance Division
3. Medical Superintendent
4. Sr. Store Officer (DO)
5. Finance Advisor
6. Admn. Officer, Rectt Cell/Hospital/RPC/
CNC/Dr.BRA IRCH/JPNA Trauma Centre/
NDDTC Ghaziabad/National Cancer Centre (Jhajjar)

C.C.:- 1. PPS to Director.

2. PS/PA to Dean (Academic)/Dean(Research Sec.)/M.S./DDA/
Sr. F.A./CAO/Registrar/ AO(DO)

Mr S. N. Raghu Kumar


8.1.18

Mr. Sanjeer Kumar
for. N. A. RZ


09/01/18



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

स्वास्थ्य आयोग (वि. का.)
Expenditure Section, D.O.
97277
1624
S. No. 1234-1234

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.

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.

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

This issues with the approval of JS and Secretary Expenditure.

(N. Radhakrishnam)
Director (H. 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.

May like to see pls.
for info.

A circular may be issue in this regard

DDCA

officer

one

7/12/12

Ad. Secy - Pl. Spcl

OS-I

10-11-12

In priority

Not to be filed

8/12/12