



## केन्द्रीय विद्यालय संगठन

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान  
**KENDRIYA VIDYALAYA SANGATHAN**  
Under Ministry of Education, Govt. of India  
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F.11077-2/2022-KVS(HQ)/Admn.1/Part file/91

Date: 05.2023

The Deputy Commissioner/ Director  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ ZIETs

**Sub: Instruction regarding proper utilization of papers-regarding.**

Madam/Sir

Under Secretary (Coord), DoSEL, MoE vide note No. F.3-7/2021-Coord dated 17.04.2023 informed that there is lack of optimum utilization of paper in the department by various sections/ division. Therefore, KVS is directed to adhere the below mentioned instructions:-

- (i) Use of papers/ blank pages for official work should be made only when required and not to duplicate e-office.
- (ii) Pages should be printed on both sides, unless it is unavoidable.
- (iii) Single side printed pages must be used for printing of DFA and rough work.

Keeping in view of above it is requested to follow above instruction/ measures in true spirit. Necessary instruction may also be given to all Kendriya Vidyalayas under your jurisdiction.

Yours faithfully,

(Dr. P. Devakumar)  
Joint Commissioner (Pers.)

02.05.23

Copy to:

1. The Joint Commissioner (Admn./ Acad./Fin./Trg./Pers.) KVS (Hq.) for similar action.
2. The Superintending Engineer (Works), KVS (Hq.) for similar action.
3. The Deputy Commissioner (Acad./Fin./Admn.) KVS (Hq.) for similar action.
4. The Deputy Commissioner (EDP) KVS (Hqrs) for uploading the same on KVS (HQ) website.
5. The Assistant Commissioner (Admn./ Acad./Fin./Trg./ Estt.I/ Estt.II&III/ ) KVS (HQ.) for similar action.

6. All Section Officer, KVS (HQ) for similar action. It may be brought to the knowledge of all dealing hands.