

Z-11018/14/2013-Admn.  
Government of India  
Ministry of Rural Development  
Department of Land Resources

G-Wing, NBO Bldg.,  
Nirman Bhawan, New Delhi  
Dated: the 2<sup>nd</sup> January, 2024

**OFFICE MEMORANDUM**

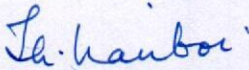
**Subject: "Save Paper Campaign" - Reduction of Consumption of paper  
in Department of Land Resources - reg.**

The Department has already taken up a special initiative "My Plant My Life" under Special Campaign 3.0. In the New Year 2024, it has been decided to initiate a new Campaign. It would be called "Save Paper Campaign" that would reduce consumption of paper in the Department. In this context, all are requested to ensure the following :

1. Printing of paper may be done only wherever it is essential and Print-outs to be taken on 'back to back' basis unless specifically required.
2. Printout of PPT for the meetings may be restricted to the perusal of Chairperson and in case its print is required, then it should be printed as "two slides per page back to back" format. PPT may also be played on screen for the benefit of all participants.
3. Officers may instruct personal staff to reuse the blank side of the paper for printing, if required.

The progress of this initiative will be monitored regularly.

This issues with the approval of the Secretary (LR).

  
(Th. Lianboi)  
Under Secretary (Admn)

To

**All Officers/Officials /Staff of Department of Land Resources**

Copy to:

Sr.PPS to Secretary (LR)/Sr. PPS to AS (LR)