

25. Economy in the use of stationery.— The utmost economy must always be exercised in the use of stationery and it is the duty of all Officers, Supervisors and Head Clerks to enforce it and to watch constantly for possibilities of saving and avoidance of wastes. The following are some of the important points that should not be lost sight of:—

(i) *Paper.*—

- (a) Typing should be single-spaced except communications of important nature or communications with outside persons.
- (b) Office Notes should all be single-spaced.
- (c) Both sides of paper should be used.
- (d) For note purposes the smallest size of paper would be used.
- (e) Drafts of letters should be retained as office copies. Fair office copies should not be struck at all except in important cases. Wherever possible the backs of letters should be used for drafts or replies.
- (f) Note sheets blank on one side retrieved from old files ripe for destruction and not confidential, should be used for notes.
- (g) Distribution lists of circulars, etc., should be carefully scrutinized to reduce number of copies distributed.

(ii) *Office Copies and Covering Letters.*— Drafts should be used as office copies as far as possible. (Office copies may often be dispensed with.) Covering letters must not be sent with various 'Prescribed Forms' of applications, returns, statements, certificates, etc., unless for any special reason it is impossible to say all that has to be said in the form, and therefore necessary to explain or supplement it, by a separate letter.

(iii) *Postcards, Small Envelopes.*— Postcards should be used wherever possible. This saves paper, envelopes and postage. Small envelopes should be used for communications on half-sheet, and should be indented for freely, the demand for the large envelopes being correspondingly, reduced. Half-sheets of papers should always be used for communications that are too long for a postcard (or for which a postcard would not be suitable) but which are not long enough to cover one side of a full sheet.

(iv) *Remaking Envelopes.*— Envelopes received with communication from other offices should be carefully cut (not torn) opened and preserved. When a sufficient quantity has accumulated they should be handed over to the Daftry to remake envelopes in his spare time.

(v) *Economizing Envelopes in Despatch.*— All letters which have to be sent to the same address on the same day should, as far as possible, be collected together and sent in a single envelope or in the smallest number of envelopes that will contain them all.

(vi) *Economy Slips (S 87).*— Economy Slips must be used on official covers for all ordinary correspondence except when the contents are bulky or of a confidential nature or when it is proposed to send the cover insured. The slip should be so pasted that it can be torn off when opening it without damaging the envelopes, which may be used again.

(vii) Services of Peons during their idle hours may be utilized to remove old and defaced envelopes, private as well as Government by turning them inside out and re-posting with economy slips. This would result in considerable economy and attain the maximum reduction in the use of new envelopes.

(viii) Further economy in envelopes can be effected by the use of inland letter for outstations and routine correspondence by affixing service stamps on them. These forms are available from General Post Office on payment. These envelopes should be superscribed 'O.I.G.S.'

(ix) The practice of notifying leave and transfer of Gazetted Officers in the Gazette of India has been discontinued as a measure of economy.