

National Bal Bhavan
Kotla Road, New Delhi- 110002

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CIRCULAR

Sub: Instructions regarding proper utilization of papers in NBB/JBB – reg.

It has been observed that there is a lack of optimum utilization of papers in NBB/JBB, Mandi. DSE&L has desired to adhere to the following instructions:-

- (i) Use of papers/blank pages for official work should be made only when required & 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 & rough work

The above measures are necessary in view of true spirit of an e-office.



(Mukesh Gupta)
Deputy Director (Admn.)

1. PA to Director
2. Website of NBB
3. All employees of NBB/JBB, Mandi
4. Office Order File
5. Guard File