

Circular- Reduce the use of paper

DEAR TEACHERS,

As per the CBSE guidelines, all schools have to make some efforts to reduce the use of paper.

Paperless offices can process a much larger volume of paperwork compared to traditional offices in the same amount of time. Further, digitization reduces money spent on paper, printers, ink, postage, office space for files and employee time to manage paperwork.

I request to all that kindly reduce the use of paper in school for documentation purpose.

Here are some suggestions -How to reduce paper consumption (and save money at the same time!):

1. Set a **paper reduction** policy in your classroom and school.
2. Educate staff and students about how to reduce the use of paper.
3. Reuse single-sided **paper**.
4. Change the default settings on all copiers and printers to double-sided.
5. **Think before you print :**
  - It is simply too easy to push the print-button. For example, much paper is wasted by printing out single line emails or printing out unnecessary copies of documents.
  - Staff members should carefully assess their needs before ordering bulk print copies of information materials.
6. **Conduct paper-less meetings** -When you hold a meeting, do you really need to have hard copies of preparatory materials available for each participant?
  - Encourage people to use their computers for reviewing documents and note-making.
  - Make copies "as needed" rather than in large batches at one time. Frequently, extra copies of important internal documents become outdated quickly.
  - Making copies as needed can reduce this problem significantly.

reminder on 2/9/21

*[Signature]*  
2/9/21

RITU RANA *[Signature]*  
(Sr. COORDINATOR) 7/7/21

*[Signature]*  
2/9/21

*[Signature]*  
2/9/21

*[Signature]*  
2/9/21

*[Signature]*

Yogita. *[Signature]*  
Kreni *[Signature]*  
2/9/21  
Ms. Prabha - *[Signature]*  
2/9/21

*[Signature]* 2/9/21  
*[Signature]* 2/9  
Aashmi *[Signature]* 2/9/21  
*[Signature]* 2/9/21