

**OFFICE OF THE DIRECTOR GENERAL OF POLICE
PUDUCHERRY**

No.4/DGP/SECY/2009-519.

Dated: 28.05.2009

CIRCULAR

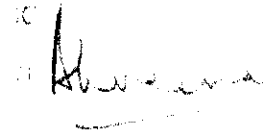
Sub: Need for economy in the usage of stationery –
Instructions – Issued.

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It is noticed that some officers are in the habit of wasting stationery by making unnecessary correspondence or sending information copy to senior officers on unimportant matters.

In the instant case, the Deputy Commandant, IRBn., has sent a letter to the Supdt. of Police/PAP requesting to issue arms and ammunitions on loan basis to the IRBn., by mentioning that approval of the DGP has been obtained. However, it is found that the DC/IRBn also enclosed the copy of the relevant file notings and copies were marked to seven officers including senior officers. It is found that in the administrative wing in most of the Unit offices, no attention is paid to curb the wastage of stationery.

All SSsP/SsP/Incharge of Units are hereby instructed to avoid unnecessary wastage of stationery in future and give suitable instructions to the officers/personnel working under their control. Wherever possible, communication by e-mail shall be resorted to. They are also instructed to use one side papers for internal correspondence.



**(ALOK KUMAR VERMA, IPS)
DIRECTOR GENERAL OF POLICE
PUDUCHERRY**

To

All SSsP/DC.,IRBn/All SsP/OSD/SAO/JAO/Incharge of Units

Copy to: DIGP., Puducherry.