

No. 7(2)/E.Coord/2020  
Government of India  
Ministry of Finance  
Department of Expenditure

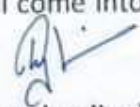
North Block, New Delhi  
Dated 02<sup>nd</sup> September, 2020

**OFFICE MEMORANDUM**

**Subject: - Economy Instructions - Printing activities**

As the world is increasingly moving towards adopting digital force multipliers for productivity and given the fact that using technological innovations for planning, scheduling and forecasting is known to be economical, efficient and effective, the Government of India has decided that there will be no further activities towards printing wall calendars, desktop calendars, diaries, festival greeting cards and similar materials by all Ministries/Departments/Autonomous Bodies and other organs of the Government. All such activities including materials which were earlier printed in physical format shall be done digitally online. The printing of Coffee Table books is also banned and appropriate use of E-Books is encouraged. Therefore, all concerned are directed to make efforts to adopt innovative means to use digital or online method for the above activities.

2. This issues with the approval of Secretary (Expenditure) and will come into force with immediate effect.

  
(Thanglemlian)

Joint Secretary to the Government of India

All Secretaries of the Government of India

Copy to:-

1. Principal Secretary to the Prime Minister
2. Cabinet Secretary
3. CEO, NITI Aayog
4. All the Financial Advisors
5. Secretary, Department of Public Enterprises – with a request to reiterate the same to all PSEs
6. Secretary, Department of Financial Services – with a request to reiterate the same to all Public Sector Banks.