



The Bharat Scouts and Guides

National Headquarters

Lakshmi Mazumdar Bhawan, 16, Mahatma Gandhi Marg, Indraprastha Estate, New Delhi-110 002.

To
All the State Secretaries
State Associations of
The Bharat Scouts and Guides,
INDIAN UNION.

Circular No. : 09 / 2016
Dated : 07th January, 2016

SUB.: PAPERLESS OFFICE POLICY – REG.

Respected Sir/Madam,

We are happy to inform you that the Bharat Scouts and Guides, National Headquarters, New Delhi is taking steps to become more earth friendly. We are wasting less, recycling more and cutting down on our water and energy usage. As part of our efforts, we are going to start paperless office policy.

The era we live in is often called the Information Age, largely because the explosive growth in computers has made information a valuable product and communication a useful tool and Email is the most common form of written communication used in offices today.

We are very much sure that our most of the states are having internet facility. However I request you to kindly ensure to have an internet connection in your State Headquarters with email facilities. **From 1st April 2016** onward the Bharat Scouts and Guides, National Headquarters, New Delhi will communicate through email only.

If your state wanted have the hard copies of circulars and letters please download the circulars from our website. If you don't have internet facilities, please inform us we will not mind to send the hard copies to such states only. If we don't receive any feedback on the matter from your end by **31st January 2016**, we will take as granted that you have internet facility and agreed with our paperless office policy for further communication.

Your whole hearted support in this regard is highly solicited.

Let us be the FRIENDS OF EARTH.

Thanking you,

Yours in Scouting,

(K. SUKUMARA)
DIRECTOR

Copy to: -

01. All the NHQ Office Bearers of the Bharat Scouts & Guides, National Headquarters.
02. Chairman/ Secretary, Railway Scout & Guide Board, Rail Bhawan, New Delhi.
03. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Sahid Jeet Singh Marg, New Delhi-110016
04. The Commissioner, Navodaya Vidyalaya Samiti, Institutional Area, B-15, Sector-62, Noida, Uttar Pradesh-201309

DIR/YP/07.01.2016