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MSM INSTITUTE OF AYURVEDA BPS MAHILA VISHWAVIDYALAYA

(An institute approved by CCIM New Delhi and constituted part of BPSMV - A State University established by an act of state legislative assembly of Haryana and recognized by UGC under section 2(f) and 12B of UGC act).
Po. Khanpur Kalan, Dist. Sonapat (Haryana) Pin 131305, Websites: <http://bpsmv.digitaluniversity.ac> <http://www.bpswomenuniversity.ac.in/Ayurveda>
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Circular

Subject- Regarding e-Governance to reduce use of paper

With the view of saving time, money and paper as the another step towards Digital India, we are going to introduce digital working through e-mail to reduce printing of the documents which are used to take lot of time, all users and citizens had to wait for few weeks for processing of the files. These eco-friendly steps will also save time, man power, chemicals, ink and paper. Government is one of the major consumers of paper. Injudicious use of paper not only leads to infructuous expenditure but also impacts the environment as trees are the major source of paper pulp production (1 tree makes 16.67 reams of copy paper). The following tools will be issued for future communication by the office of MSM Institute of Ayurveda.

- 1) The office shall correspondence through e-mail instead of written paper for communications from Principal M.S.M Institute of Ayurveda through e-mail (principalmsmbpsmv@gmail.com, or msmioa5@gmail.com).
- 2) The Institute will use group e-mail lists to broadcast important messages for editing and reviewing larger documents, transfer documents on disc or by e-mail rather than sending printed copy.
- 3) The general circulars and Institute related information will also be published on Facebook page of MSM Institute Of Ayurveda i.e. <http://facebbok.com/msmbpsmv>
- 4) Every concern should check their **e-mail** regularly in future.

We are committed to save money and helping environment by reducing the amount of paper we use, without your co-operation we cannot reduce paper consumptions.

Principal

Ref. No. BPSMV/Inst/Ayu.2018/.....

Dated...../...../2018

A copy of the above is forwarded to the following for information and necessary action:

1. P.A. to Vice-Chancellor, BPSMV, Khanpur Kalan for kind information of the Hon'ble V.C.
2. P.A. to Registrar, BPSMV, Khanpur Kalan for kind information of the worthy Registrar.
3. All the Teaching Faculty, DMS, and AMOs/ HO of MSM institute of Ayurveda.
- 4.

Principal