

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
JANPATH, NEW DELHI-110011

09<sup>th</sup> October, 2015

**CIRCULAR**

Sub: Go Green Initiative

The mission of the Go Green Initiative is to create a “culture of conservation” within the community. Our goals are to conserve and protect natural resources for future generations, and to protect human health through environmental stewardship.

Some of the Organisations have already reduced its per capita, per month electricity consumption by 32.67%, water consumption by 22.87% and GHG emissions by 25.67%. These are special milestones that have been achieved through tireless efforts of the organisation’s community.

IGNCA can also contribute towards this environment programme of human welfare by adopting certain practices and habits as listed below:-

1. Switch off light/fan before departing from rooms/offices.
2. Use paper as less as possible and use mail for maximum communication.
3. Use KMS in e-office for meeting notices/circular etc.
4. Hard copy of the minutes of the meeting to be replaced by e-mail (maintain only single hard copy in the main file)
5. Avoid printed invitation card for internal circulation of programmes. Use e-mail and SMS.
6. No garbage/exhibition material to be dumped in the basement without approval from Competent Authority.
7. Sapling can be given to our guest during programme/function.
8. All requisitions to Service & Supply (S&S) Unit will be through e-office.
9. Maximum endeavor should be given to send file through e-office and gradually make IGNCA as paperless office.
10. For checking any wastage of water, paper etc Helpline No.23388285.

All HODs are requested to disseminate it to all staff in the Division meetings and actively contribute to this initiative of IGNCA.

  
(Jayanta Kumar Ray)  
Director(Admin)

All HODs,

Cons(CE),

Cons(S&S), Cons(CDN), US(Estt)

Cons(Rajbhasha)— To Translate into Hindi.

Administrator e-office, Sr. Programmer CIL- Upload this Circular on e-Office and IGNCA website.

Copy for information to:-

Sr PA to JS / i/c MS