

**GOVERNMENT OF INDIA
MINISTRY OF EDUCATION
DEPARTMENT OF SCHOOL EDUCATION & LITERACY**

LOK SABHA

**UNSTARRED QUESTION NO. 1320
TO BE ANSWERED ON 19.9.2020**

PAPERLESS OFFICE WORK

**1320. SHRIMATI SANGEETA KUMARI SINGH DEO:
SHRI RAJA AMARESHWARA NAIK:
SHRI VINOD KUMAR SONKAR:
SHRI BHOLA SINGH:
DR. JAYANTA KUMAR ROY:
DR. SUKANTA MAJUMADAR:**

Will the Minister of Education be pleased to state:

- (a) whether the Government has any policy for promoting paperless office work in Central Educational Institutions (CEIs) to avoid spread of COVID-19, if so, the details thereof;
- (b) whether the Government is implementing E-office programme in its subordinate autonomous offices including KVS, if so, the details thereof?
- (c) whether the students and staff of Kendriya Vidyalaya Sangathan have been consuming huge amount of papers for different activities like office work, different applications forms, exams etc;
- (d) the details thereof including funds utilised during the last three years;
- (e) whether there is an urgent need for introduction of e-office having various modules like leave application for employees of the KVS and if so, the details thereof; and
- (f) the steps being taken by the Government to encourage paperless work culture in the KVS to save operational cost, reduces carbon footprint in the wake of COVID-19?

ANSWER

**MINISTER OF EDUCATION
(SHRI RAMESH POKHRIYAL 'NISHANK')**

(a) & (b): To promote paperless office work with a view to avoiding spread of Covid-19, the use of a digital workplace solution called e-office has been intensified in the Ministry of Education and the autonomous organizations such as Kendriya Vidyalaya Sangathan (KVS), Navodaya Vidyalaya Samiti, Central Board of Secondary Education and National Council of Educational Research and Training. Accordingly, file movements, processing of leave applications etc. are done through e-office. Correspondence through e-mail has also been increased. In the educational institutions, transaction of curriculum is done through online mode and use of digital devices is also encouraged. To the extent possible, official meetings are organized through video conferencing mode to minimize physical interface.

(c) to (f): KVS has been taking steps to reduce paper usage by uploading all relevant forms on the website. Further, official processes like admissions, transfers etc. have been made online. Assessments are also now being carried out online especially in the wake of COVID-19.
