



Government of Jammu and Kashmir
Directorate of J&K Funds Organization, Finance Department
Finance Complex, Muthi, Jammu/Old Secretariat, Srinagar

Subject:-Beautification of Fund Offices.

CIRCULAR

The Government is keen to make the Government Office accommodation beautiful. In this regard as a step toward precursor to the New Year, it is enjoined upon all the heads of Fund units of this Organization as pioneers of green offices, following steps be taken over time, so that all the Offices can be converted into **GREEN OFFICES**:

1. Decorating office chambers by indoor plants especially oxygen giving plants such as snake plant, spider plant, peace lily etc, which shall also ensure air quality.
2. Hanging paintings/ quotations /cultural/motivational nature to create a visually appealing atmosphere.
3. Avoiding use of plastic items as far as possible.
4. Use of handicraft items such as pen-stand, dustbins etc shall be encouraged.
5. Ensuring that the office space is well maintained by cleaning regularly, replacing worn-out items with decor items and updating the décor with eco-friendly product to keep the environment fresh and inviting.
6. Keep office clutter to a minimum by organising storage spaces efficiently using cabinets, shelves and storage bins.
7. Choose a cohesive colour palette for walls, furniture and accessories to create a harmonious look throughout the office.
8. Conceal wires and cables to maintain a neat appearance.
9. Incorporate sound absorbing materials such as curtains, rugs or acoustic panels to minimize noise and create a peaceful working atmosphere.
10. Monitoring of power consumption including low energy consuming electrical filling / solar panels.
11. Use of Biodegradable products wherever possible.
12. Proper Disposal of waste.

It is enjoined upon all officers to ensure maintenance of green offices and enliven the area where the employees spend most of their time.

The best green office in Jammu/ Kashmir shall be acknowledged.

Sd/-
Director General,
J&K Funds Organisation,
Finance Department.

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Joint Director (Central),
J&K Funds Organization,
Finance Department

Copy for information and necessary action

1. The Joint Director, J&K Funds Organization, Jammu/Kashmir.
2. Accounts Officer, Adm, Tech, Directorate of J&K Funds Organization.
3. Accounts Officer, G.P Fund Police Moving Cell/ G.P.Fund moving cell, civil Secretariat.
4. All concerned Fund offices
5. Official Website.