



**Office of the Chief Secretary
Government of West Bengal**

No. 130-CS/2026

Date: 18.05.2026

To –

1. All Departmental Heads
2. All District Magistrates

The Hon'ble Chief Minister, Government of West Bengal has repeatedly emphasized the need for efficient utilisation of resources, reduction in avoidable fuel consumption, greater use of public transport and digital platforms, promotion of domestic products and adoption of sustainable practices.

In pursuance of the above, all Departments, Directorates, State PSUs, Boards, Corporations, Government-owned or Government-funded societies, offices, parastatals, and field-level offices under the Government of West Bengal are directed to take appropriate measures for reduction of expenditure and enhancement of efficiency in public service delivery, including the following:

1. Maximum use of video conferencing, virtual meetings and digital platforms for official work and reviews while also exploring work from home, wherever feasible without compromising efficiency.
2. Reduction of non-essential travel and promotion of public transport, carpooling and electric mobility wherever feasible.
3. Adoption of suitable energy conservation measures in Government offices and institutions.
4. Promotion of paperless functioning, e-office and minimization of all avoidable expenditure.
5. Preference for domestically manufactured products and encouragement of "Swadeshi" initiatives.
6. Encouragement of sustainable consumption practices and efficient logistics systems, waste reduction, recycling, and responsible use of natural resources.
7. Promotion of awareness regarding healthy and sustainable lifestyle practices, including the use of locally produced edible oils, natural and eco-friendly farming practices etc

Each State Government Department and District Administration shall prepare an Action Plan for 2026–27 indicating immediate, medium-term, and long-term interventions, along with measurable outcomes and timelines, and furnish the same to the Office of the Chief Secretary by 22-05-2026, followed by monthly reports with effect from 1st July, 2026.

All Additional Chief Secretaries/Principal Secretaries/Secretaries and District Magistrates are requested to accord the topmost priority to the matter and ensure appropriate action and compliance by all subordinate offices and agencies under their administrative control.

This should be treated as most urgent.



Chief Secretary
Government of West Bengal

Copy to

1. PS to Hon'ble Chief Minister, GoWB.