



दिनांक/Dated: 25.02.2020

प्रेषक / From : संयुक्त सचिव (प्रशासन)  
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान  
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित अर्धशासकीय पत्र को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following D.O. letter issued by the Government of India for your information, guidance and compliance

क्रम सं. Sl. No.	अर्धशासकीय पत्र सं/. D.O. Letter No.	विषय/ Subject
1.	मंत्रिमंडल सचिव, भारत सरकार के दिनांक 14.11.2019 का अर्धशासकीय पत्र सं० 561/2/1/2017-CA-V Cabinet Secretary, Government of India D.O. Letter No. 561/2/1/2017-CA-V dated 14.11.2019	Nation-wide Campaign for creating awareness regarding phasing out of single use of plastic.

भवदीय/Yours faithfully

सिद्धार्थ दे  
25/2/2020

(सिद्धार्थ दे / Siddhartha Dey)

अवर सचिव (नीति प्रभाग)/US (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/  
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- 2) कार्यालय प्रति/Office copy.

राजीव गाँवा  
Rajiv Gauba



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O. No 561/2/1/2017-CA-V

Dated, 14<sup>th</sup> November, 2019

Dear Secretary,

You are aware that Swachhata Hi Seva Campaign was conducted from 11<sup>th</sup> September 2019 to 27<sup>th</sup> October 2019 in order to create awareness on the need to curb the use of Single Use Plastics (SUPs). A massive shramdaan was also undertaken on 2<sup>nd</sup> October 2019 to involve general public in proper handling of plastic waste which was followed by several measures for its recycling and effective disposal. The momentum generated by the campaign and the shramdaan needs to be sustained by institutionalizing the processes for proper disposal of plastic waste.

2. Moving forward, it has been decided that plastic waste management may figure prominently in the activities undertaken during the 'Swachhata Pakhwada' fortnights of respective Departments and Ministries. Awareness activities, plogging exercises, general shramdaan activities, and activities like debates, essay competitions, nukkad natak, swachhata raths and lectures among other activities may be considered during the forthcoming pakhwadas. Innovative practices for reducing use of SUPs and their disposal may be incentivized and adopted.

3. I would request you to ensure that your Ministry/Department, attached offices, PSUs and all other organizations related to your Ministry/Department may consider activities in their domain that may help the cause of limiting the use of SUPs and seeking alternatives. In this regard, a list of indicative activities aimed to curb SUP in Government offices is annexed.

With regards,

Yours sincerely,

(Rajiv Gauba)

Dr. Shekhar C. Mande  
Secretary,  
Deptt. of Scientific & Industrial Research  
New Delhi

## Annexure

### **Suggested activities for reducing Single Use Plastic in Government Offices**

State and Union Territory Government employees may lead the efforts to curb the use of single-use plastic. In this regard, following actions may be undertaken:

- 1) All Government Offices/ Subordinate Offices and all other offices under the administrative control may curb the use of Single-Use Plastic items / disposable plastic items including:
  - a) All types of plastic carry bags; and
  - b) Plastic / thermocol (polystyrene) disposable cutlery including cups / glass, bowls, glasses, forks, spoons, containers, straws etc. used for serving eatables / drinks.
  
- 2) Further, all Government Offices / Subordinate Offices and all other offices under the administrative control may discourage the use of plastic products including:
  - a) Artificial flowers, banners, flags, flower pots;
  - b) PET plastic water bottles;
  - c) Plastic folders, trays etc. and
  - d) Any other plastic material for which an alternative exists.
  
- 3) All Government Offices/ Subordinate Offices may promote and practice source segregation.
  
- 4) Public sector enterprises should be encouraged to promote such curbing of Single Use Plastic products.