

~~Speed Post~~



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भारत सरकार  
शहरी विकास मंत्रालय  
भारत सरकार लेखन सामग्री कार्यालय  
3, चर्च लेन, कोलकाता- 700 001

GOVERNMENT OF INDIA  
MINISTRY OF URBAN DEVELOPMENT  
GOVERNMENT OF INDIA STATIONERY OFFICE  
3, CHURCH LANE, KOLKATA - 700 001

पत्रांक / No. M-20016/22/2018/Estt (627)/ 1414 - 16

तारीख / Date 16.07.2018

06 JUL 2018

**OFFICE MEMORANDUM**

DESPATCHED

Sub:- Beat Plastic Pollution Awareness Programme of MoEF & CC-reg.  
Ref:- M/o Housing and Urban Affairs Nirman bhawan New Delhi  
O.M. No. A/45/4/2017/ADMN-V dated 12.07.2018.

The undersigned is directed to refer the above O.M. No. and to say that this department has already issued office Circular Vide File No. M-20016/22/2018/Estt (627)/1286 Dated 06.07.2018 for prevention of use of Plastic and Plastic made articles in the office premises and Department Canteen (Copy enclosed)

Consequently the employees of the office are not using the plastic in Canteen and Office premises in order to prevent the plastic pollution. On behalf of Govt. of India Stationery Office, Kolkata, Director of PSP / Controller of Stationery will attend in the said meeting.

Encl: as above

(B.N. Halder)

Asstt. Controller Sty. (Store)

Asstt. Controller Sty. (Admn.)

To  
Ram Singh,  
Under Secretary (Admn. -V)  
Ministry of Housing and Urban Affairs,  
Nirman Bhawan, New Delhi-110011.

Copy to:-

- 1) Under Secretary PSP-II, M/o Housing and Urban Affairs, New Delhi-11.
- 2) Controller of Sty./ Director of PSP Min. of Housing & Urban Affairs for information and necessary action please. He is requested to kindly attend the meeting to be held on 17.07.2018 at 3 p.m. in the room no 123 C, Nirman Bhawan, New Delhi.

Asstt. Controller Sty. (Store)



सत्यमेव जयते

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पत्रांक / No. M-20016/22/2018/Estt (627)/1286

तारीख / Date 06.07.2018

### OFFICE CIRCULAR

It is circulated for information of all employees concerned of the office that Dr. Harsh Vardhan, Ministry of Environment and Forest & Climate change has addressed to Ministry of State (IC) Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi vide its D.O. Letter No. 3(1)/9/2018-19-1 dated 15.03.2018 to follow same instructions regarding awareness to beat Plastic Pollution:-

- 1) Accordingly all employees are advised to refuse, reduce and reuse plastic products in their daily usage.
- 2) Not to use plastic water bottle, plastic cup, plastic bag, food service cups, plates, container made of polystyrene foam, plastic straws etc in this office premises as well as Department of Canteen.
- 3) To use of biodegradable and other types of compostable utensils in place of plastic and bring a fork, knife and spoon from home.
- 4) To use of durable foldable and inexpensive reusable bag that can carried around in car, pocket or purse.
- 5) To use glass, steel or clay bottle in place of plastic in Office/ Canteen.

In the view of above all the office employees are requested to adhere the instruction strictly.

*B.N. Halder*  
o/c (B.N. Halder)

Asstt. Controller Sty. (Store)

Asstt. Controller Sty. (Admn.)

Copy to:-

1. All Officers, GISO, Kolkata -01.
2. All Heads of R.S.D., Delhi, Mumbai and Chennai to take similar action in this regard.
3. All Heads of the Section of GISO/Canteen.
4. Guard File/Notice Board

*B.N. Halder*  
o/c Asstt. Controller Sty. (Store)  
Asstt. Controller Sty. (Admn.)