

C I R C U L A R

Sub: Advisory on phasing out Single Use Plastic (SUP) items in Govt. Offices situated in MSO Building, IP Estate, New Delhi-110002.

The Department of Environment, Govt of NCT of Delhi vide no. F.12 (651)/Env/SLMC/Committee-on-SUP/2021/4396-4407 dated 28.10.2021 had issued an advisory regarding phasing out Single use Plastic (SUP) items in government offices of Govt of NCT of Delhi.

The Single Use Plastic (SUP) items being non-biodegradable, their presence in Municipal Solid Waste creates anaerobic conditions and inhibits the process of composting and natural decay and therefore, causes foul smell too. In order to prevent adverse effects on human beings, cattle population, soil, ecology and environment, all Delhi Govt Departments/Boards situated in MSO Building are hereby advised to discourage use of following single use plastic items and adopt use of their alternatives as listed below, in public interest at large :-

| S. No. | SUP items not to be used | Possible Alternatives |
|--------|--|--|
| 1. | SUP Commodities including plates, cups, glasses, cutlery such as forks, knives, spoons, straws, stirrers, trays, bowls, packing paper, plastic sweet boxes, cigarette packets, plastic/PVC banners below 100 microns thickness | 1. Disposable earthen bowls/kulladh/pattals (made from tree leaves)/paper/bamboo bowls/cups/ plates. 2. Paper/bamboo straw. 3. Reusable glass/steel utensils. 4. Paper / Bio-degradable packing /wrapping sheets. |
| 2. | Use and Throw plastic pen | Reusable refill ball/gel pens/ink pens |
| 3. | Use of Thermocol/ plastic material/cellophane sheets etc. for decoration | Natural flowers/ leaves and paper/ cloth decoration items. |
| 4. | All types of plastic carry bags including non-woven polypropylene bags less than 60 GSM | 1. Disposable paper bags. 2. Carry along reusable cloth/jute bags while shopping |
| 5. | Plastic banners/posters etc | Paper/cloth banners |
| 6. | Plastic sachets used for storing/packing/selling tobacco, gutka & pan masala, drinking water bottles. | 1. Disposable paper glasses. 2. Bamboo mugs/bottles 3. Reusable glass/porcelain and metal glasses. |

The DDOs/Treasury officers shall not entertain/process bills that reflect expenditure on the use of aforesaid plastic made articles in government offices. Directions in this regard shall also be circulated by the Head of Department to all line department/subordinate offices for strict compliance.

Further, it is advised that only multi-use water bottles/dispensers/containers should be used in government offices and use of water bottles of alternative materials like Glass, Steel, Aluminium etc. may be encouraged.

Hence, it is reiterated that all the HoDs of Department/Boards shall take stringent measures to ensure that the SUP items shall not be used in the premises of MSO Building and their staff should adopt the alternatives as listed above.

This is being issued with prior approval of Pr. Secretary, PWD.



(Shashanka Ala, IAS)
Special Secretary (PWD)

No. F.10(87)/PWD-I/Admin/Circulars/2018/V.II/934-947 Dated : 29/07/2024

Copy for information and necessary action to:-

1. The Secretary, Social Welfare Department, 7th Floor, MSO Building, IP Estate, New Delhi-110002.
2. The Jt. CP, Delhi Police, Traffic Police, 1st Floor, MSO Building, IP Estate, New Delhi-110002.
3. The DCP, Crime Branch, Delhi Police, 10th Floor, MSO Building, IP Estate, New Delhi-110002.
4. The E-in-C, PWD, 12th Floor, MSO Building, IP Estate, New Delhi-110002.
5. The Jt Director, Development Department, 11th Floor, MSO Building, IP Estate, New Delhi-110002.
6. The Pay and Accounts Officer, PAO-XII & XXII, GNCTD, 11th Floor, MSO Building, IP Estate, New Delhi-110002.
7. The Chairman, RERA, 6th Floor, MSO Building, IP Estate, New Delhi-110002.
8. Executive Engineer (Civil)/Estate Officer, 1st Floor, MSO Building, IP Estate, New Delhi-110002.
9. PS to Pr. Secretary, PWD, GNCTD, 3rd Floor, MSO Building, IP Estate, New Delhi-110002.
10. PS to Spl. Secretary-I, PWD, GNCTD, 3rd Floor, MSO Building, IP Estate, New Delhi-110002.
11. PPS to Spl. Secretary-II, PWD, GNCTD, 3rd Floor, MSO Building, IP Estate, New Delhi-110002.
12. The System Analyst, PWD, GNCTD, 3rd Floor, MSO Building, IP Estate, New Delhi-110002 with the request to upload the circular on the PWD website.
13. Caretaker, PWD, GNCTD, 3rd Floor, MSO Building, IP Estate, New Delhi-110002.
14. Guard file



(Shashanka Ala, IAS)
Special Secretary (PWD)