The General Manager(P)
All Indian Railways and
Production units/PSUs

Sub: Activities for reducing Single Use Plastic in Government offices under the “Swachhata hi Seva” Campaign.

Please find enclosed a copy of D.O. No. 561/2/1/2017-CA-V Dated 14th November 2019 along with its enclosure (Annexure- suggested activities for reducing Single Use Plastic (SUPs) in government Offices) received from Shri Rajiv Gacula, Cabinet Secretary, Government of India addressed to Chairman/Railway Board on the above subject for information and compliance.

2. Chairman/Railway Board desires to know action being taken by the Railways/Production Units/PSUs with reference to the above mentioned letter. The requisite information may please be furnished to this office to enable submission of the position to Hon'ble MR.

DA: As above

(Anta Gautam)
Director Estt.(General)
Railway Board
Dear Shri Yadav,

You are aware that Swachhata Hi Seva Campaign was conducted from 11th September 2019 to 27th 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 2nd 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 nataks, swachhta 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)

Shri Vinod Kumar Yadav,
Chairman, Railway Board,
Rail Bhawan, New Delhi.
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.