



भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)
कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING
कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated the 20th August, 2025

Circular

Subject: Waste Management Practices in ISTM

In order to maintain a clean and eco-friendly campus, all officers, staff, and participants of the Institute are requested to strictly follow proper **waste management practices**. The following guidelines are to be observed:

1. Avoid littering; ensure all waste is disposed of only in designated bins.
 2. Reduce the use of **single-use plastics** (bottles, cups, straws, carry bags, etc.) within the Institute premises.
 3. Reuse and recycle paper wherever possible; print documents only when necessary and use both side of the paper for printing.
 4. Food waste should be minimized and disposed of properly in the designated containers.
 5. Report any irregularities in waste collection and disposal to the Administration Section.
2. All Faculty Members, Sections/Units of ISTM are requested to sensitize their staff and course participants on these measures and ensure compliance. Adopting proper waste management will help in keeping our campus clean, healthy, and environmentally sustainable.

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