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आज़ादी का
अमृत महोत्सव

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: Water Conservation and Management in ISTM

In view of the increasing need to conserve water resources, all officers, staff, and participants of the Institute are requested to adopt the following **water conservation and management practices** within the campus:

1. Ensure that taps are turned off properly after use.
 2. Report any leakage in taps, pipes, or water coolers immediately to the Administration Section for prompt repair.
 3. Avoid unnecessary wastage of water while washing hands, utensils, or other items.
 4. Use water judiciously in washrooms, gardens, and common areas.
 5. Reuse water where feasible (e.g., using RO waste water for gardening/cleaning).
 6. Sensitize others to adopt responsible water use habits.
2. All sections/units are requested to bring these instructions to the notice of their staff and ensure strict adherence. Judicious use of water will help the Institute contribute to environmental sustainability and responsible resource management.

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