

No.A-13015/1/2014-15/GA  
Office of the Development Commissioner  
(Micro, Small & Medium Enterprises)  
(General Admn. Section)

Nirman Bhawan, New Delhi  
Dated: 13/05/2016

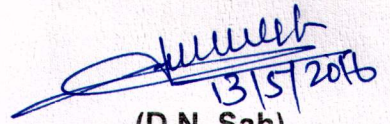
OFFICE MEMORANDUM

**Subject: Avoiding use of bottled water during meetings, conferences, workshops etc.- compliance by Ministry of MSME and all its Offices / PSE /Organisations- reg.**

The undersigned is directed to refer to the M/o Drinking Water and Sanitation letter dated 28<sup>th</sup> April, 2016 on the subject mentioned above. A copy of the letter received from Shri Saraswati Prasad, Addl. Secretary, M/s DW&S is enclosed for compliance by the all attached /subordinate Offices including Headquarter.

2. In this connection, it is requested that use of bottled water may be stopped / avoided during official functions / meetings organized by Ministry of MSME and all its attached / subordinate Offices /Organisations.

3. In view of the above, all the Directors / Dy.Directors MSME-DIs/TCs/TIs/Ts including all sections / divisions in the headquarter office are requested to comply with the same and avoid use of bottled drinking water in official meeting, seminars, conferences, workshops etc., by making alternative arrangements of safe drinking water that does not result in generation of plastic waste.

  
13/5/2016

(D.N. Sah)

Deputy Director (GA)

डी. एन. साह/D. N. SHA  
उप निदेशक (GA)  
भारत सरकार/Govt. of India  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
Ministry of Micro, Small & Medium Enterprises  
विकास आयोग, (एन एच एन उद्यम) का कार्यालय  
Office of the Dev. Commr. (MSME)  
निर्माण भवन, नई दिल्ली- 108/Nirman Bhavan, New Delhi- 108

To,

1. The Director/Dy. Director I/c, all MSME-DIs/TCs/TIs/Ts for compliance.
2. All ADCs, DDG,JDCs, AIA & Divisional Head in the Office for compliance.
3. PPS to Secretary (MSME) for information.
4. PS to AS&DC (MSME) for information.
5. PS to ADC(GA) for information
6. Shri Saraswati Prasad, Addl. Secretary, M/o Drinking Water & Sanitation w.r.t. his letter dated 28.04.2016.