

ICAR-INDIAN INSTITUTE OF HORTICULTURAL RESEARCH  
Hesaraghatta Lake Post, Bengaluru – 560 089

F.No.PS/CAO(SG)/2025/

4309

Dated: 11<sup>th</sup> July, 2025

CIRCULAR

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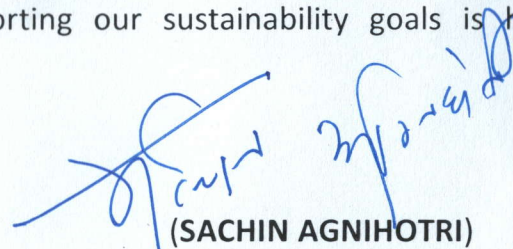
Sub: Avoidance of use of Plastic Bottles and Use-and-Throw Plates  
in Office Events – reg.

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It has been observed by the Competent Authority that plastic water bottles and use-and-throw plates are frequently used during meetings, gatherings, and other office events. In line with our commitment to environmental sustainability and reducing single-use plastic waste, the following guidelines are to be strictly adhered to with immediate effect:

1. Use of Plastic water bottles is strictly prohibited in any form during meetings, gatherings, or events organized within the office premises.
2. Use-and-throw plates (plastic or thermocol) are also strictly to be avoided for serving refreshments or meals at any official event including those arranged through private caterers.
3. Reusable plates and cutlery must be arranged through the office canteen or catering vendors on a hire or returnable basis.

All the Sections / Divisions and respective organizing teams are requested to ensure compliance with the above guidelines while organizing any internal or external office event. Your cooperation in supporting our sustainability goals is highly appreciated.



(SACHIN AGNIHOTRI)

CHIEF ADMINISTRATIVE OFFICER (SG)

**Distribution:**

1. All the Heads of Divisions/Sections, ICAR-IIHR
2. The PC (Fruits), ICAR-IIHR
3. The Senior Administrative Officer, ICAR-IIHR
4. The Senior Finance & Accounts Officer, ICAR-IIHR
5. The AO's / AAO's, ICAR-IIHR
6. PS to Director / PS to CAO(SG), ICAR-IIHR

**With a request to kindly bring the contents of the circular among all staff members working under them.**