

## **Office of the Principal Director of Audit (Central), Bengaluru**

No.PDAC/EDP&HK/H1/2025-26/ 30

Dt. 29-09-2025.

### **Circular**

**Subject:** Guidelines for Disposal of Wet and Dry Waste.

In continuous effort to promote a cleaner and greener environment in office following instructions regarding for the proper separating and disposal of wet and dry waste within the office premises are issued for compliance.

**1. Wet Waste:** Wet waste includes food scraps, biodegradable waste, and other organic materials.

**Examples:** Leftover food, fruit peels, vegetable scraps, tea bags, coffee grounds, etc.

- **Collection Points:** Designated bins will be placed in the rest rooms in Ist and IInd floors of B block for wet waste disposal.
- **Disposal Procedure:** Please dispose of any wet waste into the bins marked for the purpose.
- **Do Not:** Throw wet waste in paper or plastic bins. This prevents contamination and ensures proper processing.

**2. Dry Waste:** Dry waste includes paper, plastic, glass, metal, and other recyclable materials.

**Examples:** Paper, cardboard, plastic bottles, glass containers, aluminum cans, etc.

- **Collection Points:** Separate bins for dry waste after located near desks and common spaces.
- **Recycling:** Please ensure that dry waste is clean and free from food or liquid residues.
- **Do Not:** Mix food containers, wrappers, or any wet waste in the dry waste bins.

**3. General :** Please adhere to the segregation of waste as outlined above.

This issues with the approval of PDA(C).



Director/Admn.

Copy to: -

1. All branch Officers in HQ
2. AAO/Admn for circulation to all the Officers and officials of this office
3. AAO/EDP for uploading in the Office website.