


**BUREAU OF INDIAN STANDARDS**  
**(Administration Department)**

**Subject: Gift on the occasion of Diwali festival 2019-reg.**

On the occasion of Diwali festival, Bureau has been providing gift to its employees. The Competent Authority of the Bureau has approved a gift in the form of a Silver coin to the regular employees of the Bureau for the current year. The gifts are to be distributed as follows:

- (i) At BIS, HQ, Central Laboratory, Ghaziabad Branch Office, Faridabad Branch Office and NITS – Employees are requested to arrange to collect their gift item from Administration Department (Store) w.e.f. 23 October 2019 by providing the acknowledgement;
- (ii) Rest of all ROs/BOs/Labs – Gift for the employees at ROs/BOs/Labs according to the list of Finance Department (copy attached) will be delivered directly by M/s MMTC to respective ROs/BOs/Labs. The Silver Medallions of NROL and Hubli Branch Office shall be collected from NRO office and Bangalore Branch Office respectively. Employees posted at ROs/BOs/Labs shall collect their gift from the respective ROs/BOs/Labs. Further, ROs/BOs/Labs are requested to obtain the acknowledgment of each employee and send the same to Administration Department at HQ of the Bureau for record;
- (iii) For contractual labour/ outsourced workers posted at Headquarters including all ROs/BOs/Labs/NITS – An amount of Rs. 1000/- only (Rupees One thousand only) for each contractual labour/outsourced worker may be transferred to their bank account. The amount will be transferred to their Bank Account by the contractor of respective ROs/BOs/Labs/NITS. The respective contractor will raise a bill upon the respective ROs/BOs/Labs/NITS/GSD for payment. In no case the amount will be directly transferred by BIS to the Bank Account of the contractual staff, the contractor(s) may be accordingly advised. GSD shall make arrangement for transfer of Rs. 1000/- only each to contractual staff of HQs through their contractor.  
It is also requested that proof of distribution of Diwali gift (Rs. 1000/- only) to each contractual/ outsourced worker's account may also be submitted to Administration Department.
- (iv) For Consultants, Young Professionals, Graduate Engineer Trainee, Science Graduate Trainee, Diploma Trainee, Graduate Engineers posted at HQ/ROs/BOs/Labs/NITS who are hired by HRD, HQ, an amount of Rs. 1000/- each will be transferred directly to their bank account by HRD, HQ.

2. This issues with the approval of the Competent Authority of the Bureau.

  
(Kala M. Variar)  
Director (Administration)

Our Ref: ADMN/02/08/2010

Circulated to all Departments of BIS at HQs/ROs/BOs/Labs/NITS through BIS Intranet