

Bureau of Indian Standards
(Administration Department)

Subject: Implementation of e-Office in BIS - reg.

CIRCULAR

E-Office has been implemented at BIS HQs w.e.f. 16 October 2020 as per the directions of DG:BIS. In this regard, all the Head of ROs/BOs/Labs/NITS are, therefore, requested to send all the Daks including letters/papers/documents etc. to BIS HQs, New Delhi in a separate cover to enhance R&I Section at BIS HQs to scan all the DAKS including letters/papers/documents etc. and to forward to the concerned departments for further necessary action at their end.

2. Keeping in view, of above, it is requested to all Heads of ROs/BOs/Labs/NITS to ensure that all the DAKS including letters/papers/documents etc should be kept in a separate envelope before sending it to R&I Section at BIS HQs, New Delhi instead of keeping in all DAKS in one envelope as being practiced now.



(N.Vittoba)
Director (Administration)

Our Ref: ADMN/01/54/2020

Circulated to: all Head of ROs/BOs/Labs/NITS