

BUREAU OF INDIAN STANDARDS

(Establishment Department)

Our Ref: Estt-IV/G-77/2024

Dated: 09 Feb 2024

Subject: Review of the activities of A&F cadre of all ROs/BOs/Labs/NITS & Departments at HQs.

It has been decided by the Competent Authority (DG-BIS) to review the activities of A & F cadre of each of the ROs/BOs/NITS/Labs and department at HQs.

2. In this regard the parameters on which the review to be taken by DG-BIS are as under:

(A) Administrative related matters:

1	Physical verification of fixed assets
2	Condemnation of goods
3	Disposal of goods Disposal mode
4	Weeding out / Destruction of office record
5	Manpower Status including contractual staff
6	Hiring of Manpower Approvals
7	Contract Management
8	Record Room
9	Swatch Bharat
10	Monitoring of Guest House
11	Monitoring of BIS Quarters / Flats
12	Firefighting system in place
13	Use of e-office
14	Digitization of records
15	Canteen Management
16	Hindi Related activities including कार्यालया राजभाषा समिति की बैठको का आयोजन, हिन्दी कार्यशालाएँ/ संगोष्ठीया, हिन्दी पखवाड़े का आयोजन, राजभाषा निरीक्षण, हिन्दी पुस्तके खरीदना, भाषा प्रशिक्षण, हिन्दी की प्रोतसाहन योजनाए
17	Court Cases
18	Pending Issues if any
19	Any other Issues

B. Procurement related matters (from 01April 2022 to 31 Jan 2024):

i)	Total Procurement made (Rs)	Procurement through GEM (Rs)	Procurement outside GEM

15

ii) Whether GFR guidelines are being followed.

iii) Whether procurements are being made as per approvals being taken and as per delegation of power.

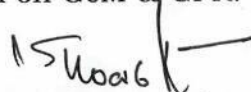
iv) Pendency pertaining to procurement.

C. Finance & Account related matters:

1	Pending Bill of Contractors/ Suppliers relating to Testing Charges, TA/DA, Medical etc.
2	Long Pending items in the Trial Balance
3	Statutory Compliances
4	Compliance of the observations of the C & AG Audit and Internal Audit
5	Preparation of Budget Estimates
6	Accounting of Fixed Assets at the time of acquisition and disposals

3. All ROs/BOs/NITS/Labs and A&F departments at HQs are directed to prepare presentation on respective matters and the presentation is to be given by HOD/Senior Most A&F officers in ROs/BOs/Labs/NITS and departments at HQs.

4. Presentation will be held at **DG Committee room, on 16 February 2024, at 10 AM** and officials from HQ/CL/CRO/DLBO-I&II, GZBO, NOBO & NITS shall attend in person in DG committee room while the remaining officials from ROs/BOs/Labs except CL may attend through Video Conferencing. The review of Administrative & Finance functioning of ROs/BOs/NITS/Labs and deptts at HQs will be conducted in the first half and in the second half an external faculty has been invited for taking half day session on GeM & GFR.


(Shoaib Akhter)
Director (Establishment)

To,

All ROs/BOs/Labs/NITS/Departments at HQs