

BIS/DGO(477)/2022
Date: 07 January 2022

BUREAU OF INDIAN STANDARDS
(General Services Department)

OFFICE ORDER

Subject: Revised functions of Administration and General Services Department

The organogram and functions of the various departments at HQs were circulated vide DGO No. BIS/DGO(336)/2014 dated 15 January 2014 and the same were revised vide DGO No. BIS/DGO(469)/2020 dated 09 December 2020.

2. In supersession of the earlier DGOs dated 15th January 2014 and 9th December 2020, the functions of Administration and General Services Department have been revised with immediate effect and the same are annexed herewith as Annex – I & II.

3. This is for the kind information of all concerned with a request that the matters pertaining to Canteen and Security, which was earlier dealt by Administration, will be henceforth dealt by General Services Department. Accordingly, all the correspondence in these matters should be marked to General Services Department.


[Lt. Col (Retd.) Kumar Shantanu]
Deputy Director General (Administration)

No: GSD/02/02/2019

Circulated to: All the officers and staff of the departments at BIS Headquarters and all ROs/BOs/Labs & NITS

Administration Department

1. Receipt & Issue of Dak and scanning of Inward Dak
2. RTI Cell
3. Record Room
4. Monitoring of Attendance
5. Staff Welfare:
 - a. Engagement of Doctor
 - b. Yoga
 - c. Gym
 - d. Scholarship
 - e. Holiday Home
 - f. Creche
 - g. Newspaper
 - h. Briefcase
 - i. Annual Day and other events etc
 - j. Management of Canteen RFID Cards, Canteen Software & any other welfare activity etc.
6. Telephone services such as installation, repair and operation of EPABX installed by MTNL
7. Vetting of RFPs / Tenders
8. Issue of stores, condemnation and disposal and physical verification of assets
9. Miscellaneous Work:
 - a. Issue of Circulars
 - b. Information on general matters to DoCA etc.
 - c. Swachh Bharat Campaign
10. Any other work assigned by higher authorities


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General Services Department (GSD)

1. Management of staff car
2. Booking of air tickets, arrangement of foreign exchange and other logistic services
3. Housekeeping services
4. Engagement of all types of manpower
5. Repair and maintenance of furniture, photocopier, office equipment etc.
6. Procurement of goods and services
7. Allotment of staff/BIS quarters and maintenance thereof
8. Maintenance of both MB & MK in all respects
9. Insurance of assets
10. Issue of passes for Ministry
11. Car parking labels
12. Income & Expenditure of Canteen
13. Security and reception arrangement of MK & MB
14. Issuance of passes for ministry
15. Car parking labels
16. Canteen Management
17. Miscellaneous Work:
 - a. Washing of towel and dusters
 - b. World Standard Day arrangements
 - c. Booking of IHC/IIC
 - d. Republic Day/Independence Day passes
 - e. Installation and AMC of CCTVs
18. Any other work assigned by higher authorities


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