

भा. मा. ब्यूरो. मुख्या./ सा.से.वि./परिपत्र( 13 )/2023  
दिनांक: 11 अगस्त 2023

भारतीय मानक ब्यूरो  
(सामान्य सेवा विभाग)

परिपत्र

**विषय: Security arrangements on Independence Day 2023- Reg**

As per the instructions received from SHO, IP Estate, New Delhi, regarding security arrangement in connection with Independence Day 2023, sealing and checking process will be conducted by Police from 1200 hrs onwards on 12.08.2023 and 14.08.2023 and De-sealing will be done next day.

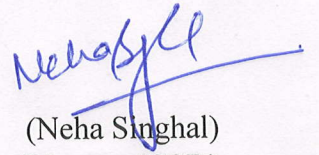
2. BIS office at HQs, New Delhi is required to follow the office hours as mentioned below:-

Sl. No.	Date	Office Hours
1.	12.08.2023 (Saturday)	Weekly Holiday
2.	13.08.2023 (Sunday)	Weekly Holiday
3.	14.08.2023 (Monday)	0900 hrs to 1200 hrs
4.	15.08.2023 (Tuesday)	Gazetted Holiday

3. Apart from the above, for strict compliance of security arrangements ordered by SHO , IP Estate, New Delhi in connection with Independence Day 2023 at BIS, HQs premises, duties and responsibilities of concerned departments have been prepared as per Annexure-I. Concerned departments are requested to take note of the same and ensure compliance.

4. Therefore, all the officials posted at BIS-HQs are requested to vacate the office premises as per para 2 above.

5. This issue is with the approval of the Competent Authority.

  
(Neha Singhal)  
Director (GSD)

Ref: Security/1:2

Circulated to department at HQs through BIS Intranet for information and compliance.

Annexure-I

Sl. No.	Particular	Concerned Deptt.
1.	The office-In-charge of the building must ensure that the building is not free for entry to any unidentified person/persons/vehicles. All rooms and windows are properly locked/closed.	Security Section, PMWD
2.	It must be ensured that no unidentified object is there in the building and in the premises.	Security Section, GSD
3.	Only identified vehicles are parked behind the building and In no case along the route side.	Security Section, GSD
4.	The keys of the building should be available with the night guard/watchman before the day of visit of VVIP for arrangements to be made on rooftops.	Security Section, GSD and PMWD
5.	Kindly arrange to supply the list of vehicles generally parked in the premises during the night with a certificate that the same have been got checked.	Security Section, GSD
6.	The Security Officer will ensure that AC unit are checked from technician and no explosive substance is fixed in it and give a verification certificate in this regard.	Security Section, GSD
7.	All the Security-in-charge of building/Installations on VVIP route are requested to maintain maximum vigil in their respective.	Security Section, GSD
8.	They are requested to brief their own staff regularly in order to maintain maximum vigil in their respective buildings.	Security Section, GSD
9.	You are also requested to inform the police about any suspicious thing/object/person if it comes to your notice.	Security Section, GSD
10.	Renovation/Construction/digging work should be stopped immediately.	PMWD, Maintenance Cell and Security Section
11.	The sealing & checking process of the offices/buildings will be conducted by policy from 12:00 PM (Noon) onwards on 12.08.2023 and on 14.08.2023. The De-sealing will be done on next day till 1200 Noon on 13.08.2023 and 15.08.2023	Security Section, GSD