भा. मा. ब्यूरो मुख्या./प्रशासन/परिपत्र(107)2021
BIS HQ/ADMN/Circular(107)/2021
दिनांक: 08 नवंबर 2021
Date: 08 November 2021

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS
(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

Subject: Resumption of Biometric attendance regarding

This is in continuation of Administration Department's Circular No. BIS HQ/ADMN/Circular(106)/2021 dated 02.11.2021 on the above subject.

2. For resumption of bio-metric attendance in machines at BIS HQs, it is to inform that new bio-metric machines are procured by General Services Department (GSD). In this connection, all Activity heads/ HoDs are, therefore, requested to kindly send the details of employees/contractual persons etc. posted at their Secretariat/ Department/Sections as per attached following Annexures:

a) Annexure-A (details for DDGs/CVO and above for bio-metric attendance in their chambers)
b) Annexure-B (details for regular staff posted at BIS HQs)
c) Annexure-C (details for Contractual persons engaged through HRD/Establishment /ITSD/PMWD/Administration Department/M/s KDS/ M/s AKAL etc. such as DEO/Helpers/Nurse/Gym Trainer/Housekeeping staff/ Security guards/Diploma Holder(Technical Assistant)/Draftman/Civil Engineer(Diploma)/Electrician/Lift Operator/Assistant Electrician/ Electrical Engineer/Mali/Gardner/ Receptionist/ Waiter/Halwai/Canteen Manager/Carpenter/ /Plumber/Electronics/ Mechanical/ AC Technician/ On-site support person (Canteen)/Executive Assistant/Drivers /Marketing and Consumer Interface Wings & Business Development/ Young Professionals/ Management Executive/Graduate Engineer Trainee (GET)/ Hallmarking Agent and Homeopathy consultant etc. posted at BIS HQs.
d) Annexure-D [Others: ITSD (Developer, User Interface Designer, Mobile Application Developer, Programmer, Network Engineer, Tester, IT-PMU, Help Desk, Project Engineer, Data analyst, AMC Engineer) and Travel Desk (GSD) excluding CPWD/MTNL/Topaz/labours/Mason etc. posted at BIS HQs].

* Those who have required for addition/deletion in Bio-metric attendance, please contact to Administration Department.

3. Further, also requested to all concerned officials categorized at Annexure-A, B, C & D will be presented for their enrolment of attendance in bio-metric machine as per schedule given in Annexure –E. In this context, in the presence of following officials the enrolment of bio-metric work may be completed and officials who are on tour/leave may enrol on next working day:

a) Shri Shrikant Gaur, ASO, Issue Section
b) Shri Harish Chander Singh, Senior Operator, Admn. Deptt.
c) Shri Rakesh Kumar, JSA, Security Section

d) Shri Balwant Singh, DEO, Admn. Deptt.
e) Shri Chandrakant Dwivedi, DEO, R&I Section
f) Representative from the agency/company

4. Keeping in view of above, all Activity heads/ HoDs are requested to kindly send the details of employees/contractual persons posted at their Secretariat/ Department/Sections as per attached Annexure-A, B, C & D by today itself, to the Administration Department at administration@bis.gov.in, so that the updation for bio-metric attendance may be made.

5. This issues with the approval of Competent Authority.

Encl: as above

(संदीप मीना)
निदेशक (प्रशासन)

संदर्भ : प्रशासन/02/62/2020

बीआईएस इंट्रानेट के माध्यम से मुख्यालय के सभी सचिवालय/विभाग/अनुभाग को आवश्यक कार्यवाई हेतु परिचालित।

ANNEXURE-A

(For DDGs/CVO and above posted at BIS HQS)

Name of the Secretariat/Department/Section:			
Sl. No.	**Name**	**Designation**	**Employee No.**

ANNEXURE-B

(FOR ALL REGULAR EMPLOYEES POSTED AT BIS HQS)

Name of the Secretariat/Department/Section:			
Sl. No.	Name	Designation	Employee No.

ANNEXURE-C

[Contractual persons engaged through HRD/Establishment/ITSD/PMWD/ Administration Department/M/s KDS/ M/s AKAL etc. such as DEO/Helpers/Nurse/Gym Trainer/Housekeeping staff/ Security guards/Diploma Holder(Technical Assistant)/Draftman/Civil Engineer(Diploma)/ Electrician/Lift Operator/Assistant Electrician/Electrical Engineer/Mali/Gardner/ Receptionist/Waiter/Halwai/Canteen Manager/Carpenter/ /Plumber/Electronics / Mechanical/AC Technician/ On-site support person (Canteen)/Executive Assistant/Drivers/Marketing and Consumer Interface Wings & Business Development/ Young Professionals/ Management Executive/Graduate Engineer Trainee (GET)/Hallmarking Agent and Homeopathy consultant etc. posted at BIS HQs]

Name of the Secretariat/Department/Section:

Sl. No.	Name	Post held	Name of the agency who engaged

ANNEXURE-D

[Others: ITSD (Developer, User Interface Designer, Mobile Application Developer, Programmer, Network Engineer, Tester, IT-PMU, Help Desk, Project Engineer, Data analyst, AMC Engineer) and Travel Desk (GSD) excluding CPWD/MTNL/Topaz/labours/Mason etc. posted at BIS HQs]

Name of the Secretariat/Department/Section:

Sl. No.	Name	Post held	Name of the agency who engaged

ANNEXURE-E					
Schedule for enrolment for regular officials in bio-metric attendance machine on date 09.11.2021					
Sl. No.	**Manak Bhawan**	**Floor**	**Timing**	**Members**	**Venue**
1	Manak Bhawan	Basement	0930 hrs to 1030 hrs	Shri Harish Chander Singh, Sr. Operator Shri Chandrakant Dwivedi, DEO One member from Agency	Reception (Manak Bhawan)
2	Manak Bhawan	1st	1031 hrs to 1300 hrs		
3	Manak Bhawan	2nd	1331 hrs to 1600 hrs		
4	Manak Bhawan	3rd	1601 hrs to 1645 hrs		
5	Manak Bhawan	4th	1646 hrs to 1715 hrs		
Sl. No.	**Manakalaya**	**Floor**	**Timing**		**Venue**
6	Manakalaya	Basement & 1st	0930 hrs to 1030 hrs	Shri Shrikant Gaur, ASO Shri Balwant Singh, DEO One member from Agency	Reception (Manakalaya)
7	Manakalaya	2nd	1031 hrs to 1200 hrs		
8	Manakalaya	3rd	1201 hrs to 1300 hrs		
9	Manakalaya	4th	1331 hrs to 1600 hrs		
10	Manakalaya	5th	1601 hrs to 1715 hrs		
Schedule for enrolment for Contractual Staff in bio-metric attendance machine on date 09.11.2021					
Sl. No.	**Manak Bhawan & Manakalaya**	**Timing**	**Members**	**Venue**	
11		1000 hrs to 1600 hrs	Shri Raksh Kumar, JSA Shri Satyender Dubey, Canteen One member from Agency	Security Section	