

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:

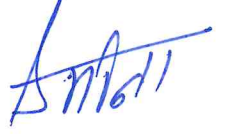
- a) Shri Shrikant Gaur, ASO, Issue Section
- b) Shri Harish Chander Singh, Senior Operator, Admn. Deptt.
- c) Shri Rakesh Kumar, JSA, Security Section

- 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 biometric 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 इंटरनेट के माध्यम से मुख्यालय के सभी सचिवालय/विभाग/अनुभाग को आवश्यक कार्यवाई हेतु परिचालित।

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.		Timing	Members	Venue	
11	Manak Bhawan & Manakalaya	1000 hrs to 1600 hrs	Shri Raksh Kumar, JSA Shri Satyender Dubey, Canteen One member from Agency	Security Section	