

बीआईएस मुख्या./प्रशासन/परिपत्र(01)/2024
BIS HQ/ADMN/Circular (01)/2024
दिनांक: 01 जनवरी 2024
Date: 01 January 2024

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

परिपत्र/Circular

Subject: Reducing Pending Matters to the minimum possible in the Government – reg.

This has reference to an e-mail dated 28 December 2023 of DoCA attached herewith a copy of Office Memorandum ref. No. F. No. Q-15/08/2023-O&M (8181) dated 27 December 2023 issued by Shri V. Srinivas, Secretary to the Government of India, Department of Administrative Reforms & Public Grievances (DARPG), Ministry of Personnel Public Grievances and Pensions, Govt. of India has been decided that as a sequel to the month-long Special Campaign 3.0 for the disposal of pending matters conducted from 2nd October 2023 to 31st October 2023, the campaign should be maintained throughout the year (copy enclosed).

2. The following actions may be taken up on a regular basis in order to keep the pendency to minimum possible in all offices of the Bureau till further order:

- i) The system of Nodal Officer in each ROs/BOs/Labs//NITS including departments at HQs, who will oversee the institutionalization/continuation of activities covered in the Special Campaign may continue;
- ii) All ROs/BOs/Labs//NITS including departments at HQs, may dedicate 3 hours every week for continuation of the activities covered in the Special Campaign across all officers of the Bureau; and
- iii) The Nodal Officer of each ROs/BOs/Labs//NITS including departments at HQs, may review the progress of activities on a weekly basis and the HoD may review the progress on a monthly basis
- iv) With the operationalization of e-Office Advanced Analytics Dashboard, the Bureau is fully empowered to monitor their performance on various parameters of the initiative 'Increasing Efficiency in Decision Making', such as the average number of distinct levels a file moves (Delaying), e-Receipts/e-Files adoption (Digitization).

3. Keeping in view of above, all Heads and Nodal Officers of ROs/BOs/Labs/NITS including departments at BIS HQs are requested to comply the above and send the report to Administration Department at e-mail: administration@bis.gov.in, regularly.

4. This issues with the approval of the Competent Authority.

Encl: as above

(संदीप मीना)
निदेशक (प्रशासन)

Ref: ADMN/09/57/2022

Circulated to: All Heads and Nodal Officers of Special Campaign 3.0 of ROs/BOs/Labs/NITS including departments at BIS HQs for kind perusal and compliance, through BIS Intranet, please.