

भारतीय मानक ब्यूरो
(सामान्य सेवा विभाग)

File No. HQ-GSD002/2/2022-GSD-BIS

दिनांक: 25.09.2023

परिपत्र/CIRCULAR

विषय: कैंटीन सेवाओं के लिए अग्रिम सूचना।

BIS HQs Canteen has been making arrangements for tea/ coffee/ high tea/ lunch etc. for BIS employees as well as for various meetings being conducted at BIS HQ. However, it has been observed that frequent last moment requests for high tea & lunch are being received which despite all efforts, it becomes difficult to cater to & sometimes results into non-availability of food. In order to streamline the canteen services and providing better experience to the users, it has been decided that any requests for high tea/ lunch has to be submitted to canteen by **5 PM** on the **preceding day** failing which such requests **will not be entertained**.

2) Further, there has not been any fix numbers of lunch bookings for the officers. All the officers who are willing to avail lunch services **must** inform canteen by **10 AM** on the same day via email at canteen@bis.gov.in, so as to cater to their requests to avoid non-availability of food. Requests received after 10 AM on a particular day **will not be entertained**.

3) All the departments are also requested to intimate cancellation of their bookings by **5 PM** on the **preceding day** to avoid wastage of food and better utilization of the resources.

4) This issued with the approval of the competent Authority.

नेहा सिंघल
25/9/23
(नेहा सिंघल)

निदेशक (जीएसडी)

सभी संबंधितों को परिचालित