

भा.मा.ब्यूरो मुख्या./प्रशा./परिपत्र (48)/2023

BIS HQ/ADMN/Circular (48)/2023

दिनांक: 09 नवम्बर 2023

Date: 09 November 2023

भारतीय मानक ब्यूरो/Bureau of Indian Standards

(प्रशासन विभाग/Administration Department)

परिपत्र/Circular

Subject: Gift on the occasion of Diwali festival 2023 - reg.

On the occasion of Diwali festival, 2023, the Competent Authority of the Bureau has agreed to provide the Diwali gift to all employees including contractual staff of all ROs/BOs/Labs/NITS including HQs, details of which are given hereunder:

Sl. No.	Particular	Gift(s) to be provided
1.	For all the regular employees (officers and staff) of BIS at ROs/BOs/Labs/NITS including BIS HQs.	To be provided, shortly.
2.	For contractual labour/outsourced workers such as Executive Assistant / DEOs/SPOs/ Management Executive, Graduate Engineer Trainee (GET), Hallmarking Agent/ Consultant or equivalent, Helpers, Security Guards, Mali, Nurse, Gym Instructor, Canteen Cook, Waiter, Receptionist, Plumber, Mason, Electrician, Diploma Holder, Kitchen Stewarding Supervisor, Jr. Librarian, draftsman, Meeting Coordinator, Housekeeping, etc.	An amount of Rs. 1,500/- only (Rupees One Thousand Five Hundred Only) The amount will be transferred into their Bank Account by the concerned contractor/ agency/firm of respective ROs, BOs, Labs NITS, GSD at BIS HQs.
3	For others such as Drivers/Ministry's officials, Canara Bank employees, Topaz & MTNL, ITS (Developer, User Interface Designer, Mobile Application Developer, Programmer, Network Engineer, Tester, IT-PMU, Help Desk, Project Engineer, Data analyst, AMC Engineer), PMWD (Blue Star, Fire Fighting, and Travel Desk (GSD), AC operator, Fire System Operators, PRD (Photographer, Staff of Social Media Team), NCH etc.	Sweet box of 1 Kg @ Rs. 1000/ including GST. Procurement of sweet boxes will be made by the respective ROs/BOs /Labs /NITS/GSD at BIS HQs.

2. The expenditure to be incurred from the Budget Head "Staff Welfare" (Budget Code: 2203). For additional budget, if any, is to be required, they may send their request directly to the Director (Finance), HQ with proper justification.

3. Keeping in view of above, all Heads of ROs/BOs/Labs/ NITS and GSD at BIS HQs are, therefore, requested to do the needful at their end and to send their Compliance Report latest by 20 November 2023 to the Administration Department at e-mail: administration@bis.oov.in.

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

(Sandeep Meena)
Director (Administration)

Our Ref: ADMN/02/08/2021

Circulated to: All Activity Head/Heads and employees including contractual staff of ROs/BOs/ Labs/NITS including HQ for kind information and compliance, please.