

भा.मा.ब्यूरो मुख्या./प्रशासन./परिपत्र (41)2022
BIS HQ/ADMN/Circular (41)/2022

दिनांक : 07 फ़रवरी 2022

Date: 07 February 2022

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

परिपत्र / CIRCULAR

Subject: Celebration of International Women's Day (IWD) – 2022. - reg.

This has reference to the International Women's Day (IWD) which will be celebrated on 08th March 2022 in all Bureau Offices and the theme has been decided “# BreakTheBias”.

2. In this connection, the Competent Authority has approved the programme as Annexure-A for HQ. Accordingly, the Chairperson of ICC, HQ is requested to kindly organize the programme of International Women's Day (IWD) – 2022 at BIS HQs and all concerned departments are also requested to give their support as when required.

3. In the same lines, All Heads of ROs/BOs/Labs/NITS are requested to celebrate the IWD, 2022 in their respective offices as per their convenience and for any additional budget required, they may send their request(s) to Director (Finance) with proper justification.

4. This issues with the approval of Competent Authority.

संलग्न: यथोपरि ।

Sd/-
(संदीप मीना)
निदेशक (प्रशासन)

संदर्भ: प्रशासन/02/48/2021

Ref: ADMN/02/48/2021

बीआईएस इंटरनेट के माध्यम से मुख्यालय/क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/
एन.आई.टी.एस. को सूचनार्थ एवं अनुपालनार्थ ।

Annexure -A

Subject: Celebration of International Women’s Day (IWD) – 2022 at HQ - reg.

(A) As part of the IWD celebration, two competitions may be conducted on 2nd and 3rd March 2022 in which all women employees including outsourced staff can be participated:

Sl. No.	Name of Competition
1.	May be decided by ICC.
2.	May be decided by ICC.

(B) Judges For International Women’s Day, 2022

Sl. No.	Program	Name of the Judge
1.	Competition-1	To be decided by ICC Committee
2.	Competition-2	To be decided by ICC Committee

(C) Schedule of programme on dated 8th March 2022.

Sl. No.	Schedule	Programme	
1.	1100 Hrs – 1105 hrs	Welcome of DG:BIS	By Chairperson ICC
2.	1106 hrs – 1110 hrs	Welcome of Guest Speaker	By Chairperson ICC
3.	1111 hrs to 1119 hrs	Lighting of Lamp	By DG/ADG/CVO/ ICC Chairperson/ Guest Speaker
4.	1120 hrs – 1129 hrs	Inauguration of Health Checkup Camp	By DG:BIS
5.	1130 hrs - 1145 hrs	Light refreshments for DDGs and above at Cafeteria	Head (GSD)
6.	1146 hrs – 1240 hrs	Lecture and Interaction with all women’s employee.	Guest Speaker
7.	1241 hrs to 1255 hrs	Presentation of Memento to the Guest Speaker	DG:BIS/ADG
		Presentation of Memento to the Team of Health Checkup Camp	DG:BIS/ADG
		Presentation of prizes to winners of International Women’s Day 2022	DG:BIS/ADG
8.	1250 hrs – 1300 hrs	Vote of Thanks	Ms. Chitra Gupta, DDG (FMCD, MSCD & Registration)
9.	1300 hrs onwards	Lunch in Cafeteria for HoD’s and above including Guest Speaker and etc. (Approx. 60 Nos.) For regular employees at BIS HQs including contractual persons, the approx. 840 nos. packed lunch may be collected from BIS Canteen.	Head(GSD)

(D) The Duty Roster for the celebration of IWD, 2022.

Sl. No	Programme	Duty and Responsibility	Supervising Officer
1	Compering of stage	To be decided by ICC Committee	Chairperson ICC
2	Dias Arrangement	To be decided by ICC Committee	Chairperson ICC
	Receiving DG	ADG/DDGA/ Chairperson ICC	Chairperson ICC

3	Receiving ADG	To be decided by ICC Committee	Chairperson ICC
	Receiving CVO	To be decided by ICC Committee	Chairperson ICC
	Receiving of Chief Guest	To be decided by ICC Committee	Chairperson ICC
4	Purchase of Bouquets	GSD	H(GSD)
5	Purchase Mementos/ Trophy /Prize and other misc. etc.	GSD	H(GSD)
6	Handing over of bouquets, mementos and etc.	To be decided by ICC Committee	Chairperson ICC
7	Lunch arrangement	GSD	H(GSD)
8	e-Banner and IT arrangement	ITSD	H(ITSD)
9	Banner/photographer and Social Media etc.	PRD	H(PRD)
10	Topic finalization of competition, Registration of competition entries and their result Judges etc.	To be decided by ICC Committee	Chairperson ICC
11	Distribution of Mementoes/ Trophy's	To be decided by ICC Committee	Chairperson ICC

(E) The estimated Budget for celebration of IWD, 2022 for HQ.

Sl. No.	Items	Approximate Expenditure (in Rs.)		
1	Lunch (approx. for 840 persons) @ 150/-	1,26,000/-		
2	Lunch (for HODs and above) for 60 @ 150/-	9,000/-		
3	Light refreshments for DG, ADG, DDGs and above @ 110 x60	6,600/-		
4	Bouquets	5,000/- @		
5	Photographer	10,000/- @		
6	Trophy Prizes to the winners of both the competitions	Ist -1	Ist -1	2
		IIInd -1	IIInd -1	2
		IIIrd -1	IIIrd -1	2
		Consolation-10	Consolation-10	20
		14,000/-		
7	Honorarium & Memento for Chief Guest BIS Silver Memento	(14,500/-)		
9	Mementos for blood donation team	10,000/-@		
10	Honorarium for judges (Rs. 500 x 2 X 3)	3,000/-		
11	Banners (For Health Checkup Camp)	2,000/-@		
12	Conveyance charges for the outside faculty	5,000/- @ or Transport Facility Provided by GSD		
13	Miscellaneous	20,000/-		
	TOTAL	2,25,100/-		

@ will be paid on actual basis.