

भा.मा.ब्यूरो मुख्या./प्रशा./परिपत्र (46)/2024
BIS HQ/ADMN/Circular (46)/2024

दिनांक: 04 अक्टूबर 2024
Date: 04 October 2024

भारतीय मानक ब्यूरो/Bureau of Indian Standards
(प्रशासन विभाग/Administration Department)

परिपत्र/Circular

Subject: Special Campaign 4.0 - 2024- reg.

This has reference to Administration Department Circular ref. No. BISHQ/ADMN/Circular(38)/2024 Date: 30 August 2024 above subject.

2. In this regard, during the special campaign 4.0, all out efforts shall be made to achieve the targets identified in preparatory phase and information shall be provided on the monitoring portal on daily basis. The Special Campaign should also be used to improve records management, categorization, recording, review and weeding out of physical records, as per extant guidelines contained in the CSMOP, Appendix IX of GFR and Public Records Act, 1993. The best practices evolved during the campaign shall be documented on the portal for further reference and under intimation to Administration Department email at administration@bis.gov.in.

3. In addition to above, all employees including contractual staff shall give their Shramdan (श्रमदान) as per the annexure A.

4. In view of above, all HoDs of BIS HQs are requested to ensure above and give their Shramdan as per list attached and send their Action Taken Report with photos etc. on the portal and under intimation to Administration Department at email: administration@bis.gov.in, on regular basis.

5. This issue with the approval of Competent Authority.

Encl: as above


(संदीप मीना)
निदेशक (प्रशासन)
Director (Administration)

Our Ref: ADMN/09/71/2024

Circulated to: All employees including contractual staff at BIS HQs for kind information and strict compliance, please.

Shramdan (श्रमदान)

Date	Activity Head	Identified Area
07 Oct 2024	Lt. Col. (Retd) Kumar Shantanu, DDGA	The footpath of Manakalaya and road opposite Manakalaya
08 Oct 2024	Sh. Vinod Kumar, DDGF	The area opposite Manak Bhavan (nearby Bust of Lal C Berman and Lord Budhha Statue)
09 Oct 2024	Sh.H. J. S. Pasricha, Sc.- G & DDG	Near Garage Area
10 Oct 2024	Smt. Chitra Gupta, Sc G & DDG	Staff Quarter Area
11 Oct 2024	Sh. Shri Rajeev Sharma, Sc.-G & DDG	Scooter stand and Near Gym Area
15 Oct 2024	Smt. Nishat S. Haque Sc.-G & DDG	Adjoining road behind staff quarters area
16 Oct 2024	Sh.Sanjay Pant, Sc.-G & DDG	Near Parking, Manak Bhawan

(b) Heads and their respective staff of all departments/sections at HQs, may also be requested to participate in the Special Campaign 4.0 (Swachhta) and clean their table racks, chairs. Computers and ensure dust free surrounding during the campaign. Files and records are to be weeded out as per their retention schedule, as per following schedule:

Date	Departments/Section at HQs
07 Oct 2024	(i) Accounts Department (ii) Cash Section (iii) Administration Department (iv) R&I Section (v) Store Section
08 Oct 2024	(i) Bureau Secretariat (ii) Civil Engineering Department (CED) (iii) Chemical Department (CHD)
09 Oct 2024	(i) CMD-I (ii) CMD-II (iii) CMD-III
10 Oct 2024	(i) Complaint Management & Enforcement Department (CMED) (ii) Certification, Surveillance & Monitoring Department (CSMD)
11 Oct 2024	(i) Establishment Department (ii) Electro Technical Department (ETD)
12 Oct 2024	(i) Gardening Area
13 Oct 2024	(i) Security Section
14 Oct 2024	(i) FAD (ii) Finance Department

