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

दिनाँक: 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.

- 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.
- In addition to above, all employees including contractual staff shall give their 3. Shramdan (श्रमदान) as per the annexure A.
- In view of above, all HoDs of BIS HQs are requested to ensure above and give their Sharamdan 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

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 Hood	
	Activity Head	Identified Area
07 Oct 2024	Lt. Col. (Retd) Kumar	The footpath of Manakalaya and
	Shantanu, DDGA	road opposite Manakalaya
08 Oct 2024	Sh. Vinod Kumar, DDGF	The area opposite Manak Bhavan
	,	(nearby Rust of Lat C Darman and
		(nearby Bust of Lal C Berman and
09 Oct 2024	Chili Lo D	Lord Budhha Statue)
09 001 2024	Sh.H. J. S. Pasricha,	Near Garage Area
	Sc G & DDG	
10 Oct 2024	Smt. Chitra Gupta,	Staff Quarter Area
	Sc G & DDG	Stan Quarter / (rea
11 Oct 2024	Sh. Shri Rajeev Sharma,	Constant atoms and a second
	ScG & DDG	Scooter stand and Near Gym Area
15 Oct 2024		
15 Oct 2024	Smt. Nishat S. Haque	Adjoining road behind staff quarters
	ScG & DDG	area
16 Oct 2024	Sh.Sanjay Pant,	Near Parking, Manak Bhawan
	ScG & DDG	real raining, Mariak Bhawan
	00. 0 Q DD0	

(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	
10.0 10001	(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	

	(iii)	Foreign Manufacturoria Continue
15 Oct 2024	(i)	Foreign Manufacturer's Certification Department (FMCD)
10 001 2024	(ii)	General Services Department Canteen
	(iii)	Security Section
	(iv)	Maintenance Cell
	(v)	
16 Oct 2024	(i)	Reception (MK & MB) Hindi Department
	(ii)	Hallmarking Department (HMD)
	(iii)	Human Resources Development (UDD)
17 Oct 2024	(i)	Human Resources Development (HRD)
551252	(ii)	Information Technology Services Deptt (ITSD)
	(11)	International Relations Technical Information Services Department (IR&TISD) (IRD)
18 Oct 2024	(i)	Legal Department
	(ii)	Electronics & Information Table 1-1-1-1
19 Oct 2024	(i)	Electronics & Information Technology Department (LITD) Housekeeping Area
20 Oct 2024	(ii)	Security booth
21 Oct 2024	(i)	
5012021	(ii)	Laboratory Policy and Policy Department (LPPD) Laboratory Research & Management Department
	(11)	Laboratory Research & Management Department (LRMD)
22 Oct 2024	(i)	Library Services Centre (LSC)
	(ii)	Mechanical Engineering Deptt. (MED)
23 Oct 2024	(i)	Medical and Hospital Planning Department (MHD)
24 Oct 2024	(i)	Management and Systems Department (MSD)
	(ii)	Management Systems and Cortification D
	(11)	Management Systems and Certification Department (MSCD)
	(iii)	Metallurgical Engineering Department (MTD)
25 Oct 2024	(i)	Petroleum, Coal & Related Product Department (PCD)
	(ii)	Planning & Coordination Cell (P&C)
	(iii)	Public Relations Department (PR)
26 Oct 2024	(i)	Toilets
27 Oct 2024	(ii)	Generator room
28 Oct 2024	(i)	Policy, Research & Training Department (PRTD)
	(ii)	Productions and General Engineering Department (PGD)
	(iii)	PMWD
29 Oct 2024	(i)	Publication & Sales Department
8	(ii)	Registration Department
	(iii)	Standards Coordination & Monitoring Department
	, ,	(SCMD)
30 Oct 2024	(i)	Services Sector Department (including SSD-I, SSD-II)
*	(ii)	Transport Sector Department (TED)
	(iii)	Textiles Department (TXD)
	(iv)	Vigilance Department
	(v)	Water Resources Deptt. (WRD)
31 Oct 2024	(i)	Common Area