

भा.मा.ब्यूरो मुख्या./प्रशासन./परिपत्र(30)2022

BIS HQ/ADMN/Circular(30)/2022

दिनांक: 21 जनवरी 2022

Date: 21 January 2022

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS

(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

Subject: Security Arrangement and office hours in connection of Republic Day-2022.

As per the instructions received from SHO, IP Estate, New Delhi regarding security arrangement in connection with Republic Day-2022, the BIS office at HQs, New Delhi is required to follow the office hours as mentioned below:

Sl. No.	Date	Office Hours
1.	22.01.2022 (Saturday)	0900 hrs to 1300 hrs
2.	23.01.2022 (Sunday)	De-sealing after completion of Parade Program
3.	24.01.2022 (Monday)	0900 hrs to 1730 hrs
4.	25.01.2022 (Tuesday)	0900 hrs to 1300 hrs
5.	26.01.2022 (Wednesday)	Republic Day (Gazetted Holiday)/ De-sealing after completion of Parade Program

2. Apart from the above, for strict compliance of security arrangements in connection with Republic Day-2022 at BIS HQs premises, duties & responsibilities are prepared as mentioned in Annexure-A by the concerned departments, as per the order issued by the SHO, IP Estate, New Delhi.

3. Therefore, all the officials posted at BIS HQs are requested to vacate the office premises as per para 1 above.

4. This issued with the approval of the Competent Authority of the Bureau,



(संदीप मीना)

निदेशक (प्रशासन)

संदर्भ: सुरक्षा/1:2

Ref: Security/1:2

बीआईएस इंटरनेट के माध्यम से क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी.एस., मुख्यालय सहित को सूचनार्थ एवं अनुपालनार्थ परिचालित। Circulated to all ROs/BOs/Labs/NITS including HQ through BIS Intranet for information and compliance.

ANNEXURE-A**Instructions issued by the SHO, IP Estate, New Delhi for strict compliance**

Sl. No.	Particulars	Concerned Deptt.
1.	The officer-In-charge of the building must ensure that the building is not free for entry to any unidentified person/persons. All rooms and windows are properly locked/closed.	Security Section, GSD
2.	It must be ensured that no unidentified object is there in the building and in the premises.	Security Section, GSD
3.	Admn. Officer/Security Officer will ensure that the building is not used for any nefarious activity.	Security Section, GSD
4.	Only identified vehicles are parked behind the building and In no case along the route side.	Security Section, GSD
5.	The officer-in-charge /Security Officer of the building will be responsible for keeping the building free from unidentified object/person/unidentified vehicle.	Security Section, GSD and PMWD
6.	The keys of the building should be available with the night guard/watchman before the day of visit of VVIP for arrangements to be made on rooftops.	Security Section, GSD
7.	Kindly arrange to supply the list of vehicles generally parked in the premises during the night with a certificate that the same have been got checked.	Security Section, GSD
8.	The Security Officer will ensure that AC unit are checked from technician and no explosive substance is fixed in it and give a verification certificate in this regard.	Security Section, GSD and PMWD
9.	All the Security-in-charges of building /Installations on VVIP route are requested to maintain maximum vigil in their respective establishment.	Security Section, GSD
10.	They are requested to brief their own staff regularly in order to maintain maximum vigil in their respective buildings.	Security Section, GSD
11.	You are also requested to inform the police about any suspicious thing/object/person if it comes to your notice.	Security Section, GSD through Head
12.	Renovation/construction/digging work should be stopped immediately.	PMWD and Security Section, GSD
13.	The sealing & checking process of the offices/buildings will be conducted by police from 2 PM onwards on 22.01.2022 and on 25.01.2022. the De-sealing will be done on next day after completion of Parade Program	Security Section, GSD and Administration Department for preparation of circular

No. 203 SHO/IP Estate, N. Delhi. Dated 19/01 2022.

To,

BTS,
Manak Bhawan
BSZ Marg, New Delhi

Sub:- Security Arrangement in connection with Republic Day-2022.

Sir,

As you are aware that **Republic Day Celebration-2022** would be celebrated like every year. On this occasion Parade & VVIPs/VIPs pass through BSZ Marg & Mahatma Gandhi Marg, Ring Road, Delhi.

In view of the intelligence inputs, present threat perceptions the high rise buildings along the route can be used by any militant organization and miscreants during the visit of Parade, VVIPs & VIPs. These high-rise buildings are very vulnerable and need full proof security.

I therefore suggest you to take necessary action on the following points to avert any incident:-

- 1) The officer-in-charge of the building must ensure that the building is not free for entry to any unidentified person/persons. All rooms and windows are properly locked/closed.
- 2) It must be ensured that no unidentified object is there in the building and in the premises.
- 3) Admn. Officer/Security Officer will ensure that the building is not used for any nefarious activity.
- 4) Only identified vehicles are parked behind the building and in no case along the route side.
- 5) The Office-in-Charge/Security Officer of the building will be responsible for keeping the building free from unidentified object/person/unidentified vehicle.
- 6) The keys of the building should be available with the night guard/watchman before the day of visit of VVIP for arrangements to be made on rooftops.
- 7) Kindly arrange to supply the list of vehicles generally parked in the premises during the night with a certificate that the same have been got checked.
- 8) The Security Officer will ensure that the AC unit are checked from technician and no explosive substance is fixed in it and give a verification certificate in this regard.
- 9) All the security-in-charges of buildings/installations on VVIP route are requested to maintain maximum vigil in their respective establishment.
- 10) They are requested to brief their own staff regularly in order to maintain maximum vigil in their respective buildings.
- 11) You are also requested to inform the police about any suspicious thing/object/person if it comes to your notice.
- 12) Renovation/construction/digging work should be stopped immediately.
- 13) The sealing & checking process of the offices/Buildings will be conducted by Police from 2 PM onwards on 22.01.2022 and on 25.01.2022. The De-sealing will be done on next day after completion of Parade Program.

Station House Officer,
P.S.I.P. Estate Delhi

S.H.O.
PS I.P. E state
New Delhi-02

✓ 1) DRA for necessary action

2) Inform Dir (GSD) also