

**(भारतीय मानक ब्यूरो)**

(सामान्य सेवा विभाग)

परिपत्र

**विषय : Security arrangements on Independence Day 2024-Reg**

As per the instructions received from SHO, IP Estate, New Delhi, regarding security arrangements in connection with the Independence Day 2024, sealing and checking process will be conducted by Police from 1200 hrs on 12.08.2024 and 14.08.2024 and De-sealing will be done the next day.

2. BIS officials at HQs, New Delhi is required to follow the office hours as mentioned below:

Sl. No.	Date	Office Hours
1.	12.08.2024 (Monday)	0900-1200 hrs
2.	13.08.2024 (Tuesday)	1300-1730 hrs
3.	14.08.2024 (Wednesday)	0900-1200 hrs

3. Apart from the above, for strict compliance of security arrangements ordered by SHO, IP Estate, New Delhi in connection with Independence Day 2024 at BIS, HQs premises, duties and responsibilities of concerned departments have been prepared as per Annexure-I. Concerned departments are requested to take note of the same and ensure compliance.

4. Therefore, all the officials posted at BIS HQs are requested to vacate the office premises as per para 2 above.

5. This issues with the approval of the Competent Authority.

*Neha Singh*  
(Neha Singh) 9/8/24  
Director (GSD)

Ref: Security/1:2

Circulated to department at HQs through BIS intranet for information and compliance.

## Annexure-I

Sl. No.	Particular	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, PMWD
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 office-in-charge/security officer of the building will be responsible for keeping the building free from unidentified object/person/unidentified vehicle.	Security Section, GSD
6.	The keys of the building should be available with the night guard/watchman before the day 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 gave a verification certificate in this regard.	PMWD, Maintenance Cell and Security Section, GSD
9.	All the Security-in-charge 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
12.	Renovation/Construction/digging work should be stopped immediately.	PMWD, Maintenance Cell and Security Section, GSD