

भा. मा. ब्यूरो मुख्या./प्रशासन/परिपत्र(106)2021
BIS HQ/ADMN/Circular(106)/2021

दिनांक: 02 नवंबर 2021

Date: 02 November 2021

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

परिपत्र / CIRCULAR

विषय/Subject: नोवेल कोरोनावायरस (COVID-19) के प्रसार को रोकने के लिए निवारक उपाय – बायोमीट्रिक हाजिरी बहाल करने के संबंध में / Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Resumption of Biometric attendance regarding

उपरोक्त के संबंध में कार्मिक, लोक शिकायत और पेंशन मंत्रालय (कार्मिक और प्रशिक्षण विभाग), भारत सरकार के कार्यालय ज्ञापन एफ.नं. 11013/9/2014-स्था.ए.।।। दिनांक 01 नवंबर 2021 से बायोमीट्रिक हाजिरी बहाल करने के संदर्भ में है जोकि सोमवार दिनांक 8 नवंबर 2021 से बायोमीट्रिक उपस्थिति को अनिवार्य से लागू करें (प्रतिलिपि संलग्न)।

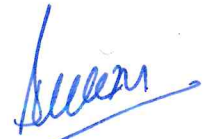
This has reference to the Office Memorandum F.No.11013/9/2014-Estt.A.III dated 01 November 2021 of Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training), Government of India, regarding of resumption of Biometric attendance w.e.f. Monday the 8th November 2021 (Copy enclosed).

2. इस संबंध में, ब्यूरो के मुख्यालय सहित सभी क्षेत्रीय कार्यालयों/शाखा कार्यालयों/प्रयोगशालाओं/एनआईटीएस के प्रमुखों से अनुरोध है कि वे उपरोक्त कार्यालय ज्ञापन का अवलोकन करके इसका अनुपालन सुनिश्चित करें।

In this regard, all heads of ROs/BOs/Labs/NITS including HQs of the Bureau are requested to go through the above O.M. and ensure the compliance thereto.

3. ब्यूरो के सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

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



(संदीप मीना)
निदेशक (प्रशासन)

संदर्भ : प्रशासन/02/62/2020

बीआईएस इंटरनेट के माध्यम से मुख्यालय सहित सभी क्षेत्रीय कार्यालयों / शाखा कार्यालयों/प्रयोगशालाओं एवं निट्स के सभी अधिकारियों एवं कर्मचारियों को सूचनार्थ एवं अनुपालनार्थ।

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 1st November, 2021

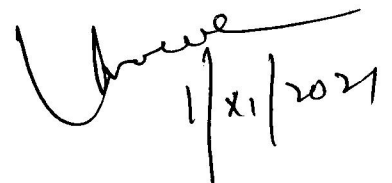
OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – Resumption of Biometric attendance regarding.

The undersigned is directed to refer to this Department's O.M. of even number dated 14.06.2021, whereby instructions regulating the attendance of Central Government employees with reduced staff, staggered timings and exemption to certain categories of employees from attending offices, which were in force up to 30.06.2021, were issued. It was also provided in the said OM dated 14.6.2021 that the biometric attendance would continue to remain suspended and physical attendance registers maintained until further orders.

2. The matter has since been reviewed and it has been decided to resume biometric attendance for all levels of employees, with effect from Monday the 8th November, 2021. It shall be the responsibility of Heads of Department to ensure that :-

- (a) Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance.
- (b) Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machines may be installed to avoid overcrowding;
- (c) All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance;
- (d) As far as possible, designated personnel should be deployed near biometric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behavior while in queue;


1/11/2021

- (e) As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained; and
- (f) All offices shall undertake orientation of the employees on precautions to be followed.
- (g) Meetings, as far as possible, shall continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- (h) All officers/staff shall strictly follow the COVID-appropriate behavior, at all times, in offices.



(Umesh Kumar Bhatia)

Deputy Secretary to the Govt. of India

To

- 1) All the Ministries/Departments, Government of India.
- 2) PMO/Cabinet Secretariat.
- 3) PS to Hon'ble MoS.(PP).
- 4) PSO to Secretary (Personnel).
- 5) Sr. Tech, Director, NIC, DoP&T – for uploading.