

BIS/DGO(485)/2023

BUREAU OF INDIAN STANDARDS
(General Services Department)


Ref: GSD/Misc

01 Dec. 2023

Subject: Reorganization of Departments at BIS HQs.

The working of Maintenance Cell functioning under GSD has been reviewed and, in suppression of earlier circulars and orders issued in this regards, it has been decided by the Competent Authority that maintenance cell shall henceforth work as a separate "Building Maintenance" department and its functions are given at Annex 1 (copy enclosed).

2. This is issued with the approval of DG, BIS and comes into force with immediate effect.


Neha Singh
Director (GSD)

Circulated to:

- All DDGs, Heads at HQs/Labs/NITS/ROs/BOs
- PS to DG for DG's information
- Head (ITSD) with a request to upload this DG Order on the Intranet

FUNCTIONS OF THE BUILDING MAINTENANCE DEPARTMENT

1. Routine and preventive maintenance of BIS Hq premises

- a) Preventive and Routine Maintenance - handling complaints related to electrical and UPS points, water supply, sanitary, masonry, carpentry, steel structures, electrical panels, pumps, water coolers, deserts coolers, ovens, air purifiers, refrigerators, VDUs/LED wall, stand-alone AC units (split, window, tower & cassette), kitchen appliances in canteen/cafeteria, RO plant, A/V system, sound & PA system, furniture at Manak Bhawan & Manakalaya etc.
- b) Operation & Maintenance, award of AMC contracts, periodic servicing of HT/LT panel, sub-station, UPS, pump sets, Gensets, solar plant and all installations mentioned in (a) to minimize break down.
- c) Routine cleaning & disinfection of water storage tanks (underground & overhead)

2. Minor Works

- a) Execution of minor works such as masonry, carpentry, water proofing work, upgrading of HT/LT panel, replacement of water supply/sanitary ware/sewerage/plumbing lines, electrical wiring, switch board panel, installation of EV Charging, etc.
- b) Routine painting works of grills, doors and walls for maintaining the interiors.

3. Administrative Work

- a) Formulation of policies on maintenance and services and implementation of these policies at HQ/ROs/BOs.
- b) Processing of Electricity & water supply bills of BIS Hq and coordinating with local authorities such as BSES, DJB and MCD except L&DO for compliance of statutory requirements.
- c) Payment of statutory taxes of BIS Hq and Kaushambi flats such as property tax
- d) Allotment of Kaushambi flats.
- e) Payment of Maintenance & other charges of BIS flats at Kaushambi.
- f) Routine Maintenance of BIS flats at Kaushambi and staff quarters at HQs.
- g) Work relating to Lease Agreements of ROs/BOs.