

भारतीय मानक ब्यूरो
योजना एवं समन्वय विभाग

हमारा संदर्भ : PNC09/18/2024-PNC-BIS

दिनांक: 02-01-2024

कार्यालय आदेश

विषय : कार्यालय आदेश

महानिदेशक, भारतीय मानक ब्यूरो के निर्देशों के अनुसार अनुपालन के लिए कार्यालय आदेश संलग्न है।

(प्रवीण कुमार)
वैज्ञानिक ई एवं प्रमुख

बीआईएस इंटरनेट के माध्यम से परिचालित

Bureau of Indian Standards
Planning and Coordination

Our Ref: PNC09/18/2024-PNC-BIS

दिनांक: 02-01-2024

Office Order

Subject: Office Order

As per the directions of DG, BIS the Office Order is attached for compliance.

(Praveen Kumar)
Sc E & Head (P&C)

Circulated to all concerned through BIS Intranet

OFFICE ORDER

With a view to institutionalising the reform measures aimed at improving the functioning of the organisation, following instructions are issued:

1. **Manak Mantrana** should be held on the 1st and 3rd Tuesday of every month from 4 pm to 5.30 pm.
2. **Manak Manthan** should be held by the Branch Offices on the 4th Thursday of every month.
3. **Let us Talk about the Standards** – The interactive Online Lecture Series for the faculty members and students of the academic institutions having entered into MoU with the BIS, focusing on securing their active participation in the standardisation process, should be held on 1st and 2nd Monday every month from 4 pm to 5.30 pm.
4. **On the Road to Excellence** - The interactive Online Lecture Series for the Technical Committee Members, focusing on the efficient functioning of the Technical Committees, should be held on the 2nd Wednesday of every month from 4 pm to 5.30 pm.
5. **Working for Quality** – The interactive Online Lecture Series on the Quality Control with reference to the Standards, Product Manuals and the findings of Factory and Market Surveillance should be held on 4th Friday of every month from 4 pm to 5.30 pm.
6. SCMD will be the Nodal Department for Manak Mantrana, Manak Manthan and for the Online Lecture series for the faculty and students and the members of the Technical Committees.
7. CMD should be the Nodal Department for the Lecture Series on the Quality Control.
8. The Nodal departments will prepare a detailed Plan of Action for the first six months of the year 2024, which will include inter alia the topics to be covered, development of the content identification of Resource Persons, and coordination with the target groups.

All these activities should start from 2nd week of January, 2024.