

भा.मा.ब्यूरो मुख्या./प्रशा./परिपत्र (53)/2023  
BIS HQ/ADMN/Circular (53)/2023

दिनांक: 18 दिसम्बर 2023  
Date: 18 December 2023

**भारतीय मानक ब्यूरो/Bureau of Indian Standards**  
(प्रशासन विभाग/Administration Department)

**परिपत्र/Circular**

**Subject: Celebration of New Year, 2024 – reg.**

The Competent Authority has been decided to celebrate New Year 2024 on 01 January 2024 (Monday) at 11:00 AM.

2. In this connection, at BIS HQs, DG:BIS will address on 01 January 2024 (Monday) at 11:00 AM to all employees including contractual staff of BIS HQs at rear gate of Manakalaya. Thereafter, refreshment packet will be served.
3. Accordingly, Activity Head/HoDs of all ROs/BOs/Labs/NITS are informed to celebrate the New Year 2024 event in their offices and refreshment packets for their employees may be distributed.
4. All the expenses may be incurred under the Budgetary Head 'Staff Welfare' (Budget Code: 2203), if additional budget is required, necessary request alongwith detailed justification may be sent to Finance Department, directly.
5. In view of above, employees including contractual staff at BIS HQs are requested to assemble at rear gate of Manakalaya at 1055 AM on 01 January 2024 for celebration of New Year 2024.
6. Accordingly, Activity Head/HoDs of all ROs/BOs/Labs/NITS are requested to celebrate the New Year 2024 in their respective offices.
7. This issues with the approval of the Competent Authority.

(Sandeep Meena)  
Director (Administration)

Our Ref: ADMN/02/06/2023

Circulated to: Activity Head/HoDs of all ROs/BOs/Labs/NITS including HQs and employees including contractual staff, through BIS Intranet.